**From:** Stewart, Jackie on behalf of Stewart, Jackie <stewartj@skschools.org>
**To:** jhodson@fwps.org
**Cc:** Monagle, Jamie; cleonard@wspa.net
**Subject:** Member request
**Date:** Friday, May 4, 2018 9:01:21 AM
**Attachments:** HR SUBSTITUTE SERVICES SPECIALIST.docx

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Good morning,

At South Kitsap School District our Substitute Services Specialist is in the PSE union. We only have one employee in this position. Our district has approximately 1,100 FTE. I have also attached the job description ☺ Please let me know if you need any additional information.

Jackie Stewart
*HR Specialist*
*Human Resources*
*South Kitsap School District*
*2689 Hoover Ave SE*
*Port Orchard, WA 98366*
*Phone: 360.874.7082*
*Fax: 360.874-7076*
*Email:* stewartj@skschools.org

***HR SUBSTITUTE SERVICES SPECIALIST***

***DAYS PER YEAR: 205 Calendar HOURS PER DAY: 7.0***

**Functions:**

- Communicates with administrators, staff, substitutes and other agencies for the purpose of providing essential information related to absences, substitute assignments, certification and procedures.
- Dispatches substitutes and temporary staff for the purpose of providing substitutes for absent district employees and for temporary assignments.
- Maintains records (e.g. substitute files, reports, unemployment data, employee added pay data, leave data) for the purpose of providing documentation to meet district needs and legal requirements.
- Prepares documents (e.g. correspondence, forms, newsletters, handbooks, reports) for the purpose of providing information and ensuring compliance with department and district policies, negotiated agreements, state and federal laws and district financial and legal obligations.
- Processes requests for leaves for the purpose of approving/denying, ensuring accuracy and timelines and communicating with payroll, employee and other staff.
- Coordinates the substitute payroll (e.g. hours worked, hourly rates, codes) for the purpose of ensuring accurate authorization of substitute wages.
- Advises staff, substitutes, administrators and agency personnel for the purpose of providing information on proper procedures in compliance wtih district and government policies and procedures and negotiated agreements.
- Audits records (e.g. added compensation, substitute payroll, unemployment, leave and shared leave documents) for the purpose of ensuring accuracy, completion and compliance with district policy and procedures.
- Attends meetings and training for the purpose of conveying or gathering information.
- Processes unemployment documents for the purpose of ensuring accuracy and compliance with state unemployment laws and procedures.
- Coordinates the technical support of the Substitute Assignment System for the purpose of maintaining the automated substitute dispatch system.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities:**

- SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: word processing/data entry at intermediate level required; spreadsheet skill at basic level preferred; database entry/processing basic level required.
- KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: none specified.
- ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: none specified.

**Responsibility:**

- Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of some

resources from other work units may be required to perform the job's functions. There is some opportunity to impact the District's services.

**Working Environment:**

- The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking and 5% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

**Expertise:**

- Expertise to perform single technical tasks.

**Experience:**

- Job related experience with increasing levels of responsibility is required.

**Education:**

- Targeted job related education that meets organization's prerequisite requirements.

**Required Testing:**

- District General Knowledge Test (see district website for testing dates & registration)
- District Keyboarding Test at 40 wpm (see district website for testing dates & registration)
- District 10-Key Calculation Test (see district website for testing dates & registration)

**Other Requirements:**

- Completed online application (with supporting documents)

**Certificates & Licenses:**

- None Specified

**Continuing Education/Training:**

- None Specified

**Clearances:**

- Washington State Patrol and FBI Fingerprint Background Clearance

**Union membership or representation fee is a requirement for employment.**

Passing the required district tests is a prerequisite for consideration for Clerical, Para-educator and Playground Attendant positions (review EACH job posting for specific testing requirements). To register, follow the instructions on the district testing information page of our district website.

Application Procedure: Complete the online application at www.skitsap.wednet.edu and apply to the position(s) to which you are qualified within your online application.

Submitting and completing your online application and applying to open positions ensures immediate availability of your data to our hiring administrators.

PRINCIPALS AND HIRING ADMINISTRATORS CONSIDER ONLY THOSE APPLICANTS WITH COMPLETE AND CURRENT APPLICATIONS.

Positions close at 4:00 p.m. on the final day of posting. Your online application and required District Testing (if applicable-see job posting when applying) must be submitted by the closing date for an applicant to be considered for a position.

If you need assistance with this process, please contact Human Resources at (360) 874-7074 or skjobs@skitsap.wednet.edu.

The South Kitsap School District #402 complies with all state and federal rules and regulations and does not discriminate in any employment, programs, or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, marital status, sexual orientation, gender expression or identity, disability, or the use of trained dog guides or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator
Shelby MacMeekin
2689 Hoover Ave SE
Port Orchard, WA 98366
(360) 443-3626
macmeeki@skitsap.wednet.edu

Section 504 Coordinator
Robin Christman
2689 Hoover Ave SE
Port Orchard, WA 98366
(360) 443-3627
christmr@skitsap.wednet.edu

Compliance Coordinator/ADA
Misty Dieffenbach
2689 Hoover Ave SE
Port Orchard, WA 98366
(360) 874-7080
dieffenb@skitsap.wednet.edu

South Kitsap School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services, and activities. For information regarding translational bilingual education programs, contact the Executive Director of Teaching and Learning at (360) 874-7050.

All Employees are required to furnish proof of identity and employment authorization status.

The South Kitsap School District is committed to providing a drug-free, tobacco-free environment for all persons-students, community and staff.

Any offer of employment with the South Kitsap School District is on a conditional basis pending the successful completion of an FBI and Washington State Patrol fingerprint background check.

**From:** Christine Anderson on behalf of Christine Anderson <canderson@webmail.blainesd.org>
**To:** jhodson@fwps.org
**Cc:** cleonard@wspa.net
**Subject:** Re: MEMBER REQUEST
**Date:** Friday, May 4, 2018 9:01:41 AM

---

Hi Janet,

Ours is a member of our Classified SEIU Union. The rate of pay is the same as our school secretaries. She is also our FASTRACK job posting specialist and my HR Assistant. I was wondering the same thing about other districts recently. If I contact you next week, would you mind sharing with me what you found out?

Thank you,

***Christine Anderson***
***Human Resources Supervisor ~ Blaine School District ~ 360/332-0712 (Internal x1712)*** ***And FWHS Grad 1981***

**From:** Curtis Leonard <waspa@memberclicks-mail.net>
**To:** <canderson@blainesd.org>
**Sent:** 5/4/2018 8:00 AM
**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@wspa.net
>
> Thanks,
>
> Curtis
>
> ---
>
> This email was sent to canderson@blainesd.org by cleonard@wspa.net
>
> Washington School Personnel Association · PO Box 1600, Anacortes, Washington 98221, United States

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**From:** Bruce, Dawn on behalf of Bruce, Dawn <dawn.bruce@sno.wednet.edu>
**To:** jhodson@fwps.org
**Cc:** cleonard@wspa.net
**Subject:** FW: MEMBER REQUEST
**Date:** Friday, May 4, 2018 9:06:44 AM
**Attachments:** Administrative Assistant, Guest TeacherSub Services.docx
image002.png

---

*Good Morning,*

*Our Administrative Assistant, Guest Teacher/Substitute Services position is filled by one individual. This position is part of the PSE bargaining unit. I have attached the job description per your request.*

*Have a great day,*
*Dawn*

Dawn M. Bruce
Assistant Analyst, Classified
Snohomish School District
360-563-7255 phone
360-563-7367 fax

...Do not wish to be anything but what you are and to be that perfectly...

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Friday, May 4, 2018 8:00 AM
**To:** Bruce, Dawn <dawn.bruce@sno.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

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

Thanks,

Curtis

---

This email was sent to dawn.bruce@sno.wednet.edu by cleonard@wspa.net

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Snohomish School District

**Human Services Department**

**Job Description**

1601 Avenue D, Snohomish, WA 98290-1799

360-563-7233 Fax 360-563-7367

**Job Title:** Administrative Assistant, Guest Teacher/Substitute Services

**Employment Group:** Classified

**Department:** Human Services

**Supervisor Job Title**: Executive Director of Human Services

**Next Higher Supervisor Job Title:** Superintendent

**General Description:** Under the supervision of the Human Services Administrator, is responsible for coordinating daily operations for Guest Teaching and Substitute Services and performing clerical and technical duties in the Human Services Office. This position may include, but not be limited to, the following performance responsibilities, qualifications, knowledge, skills and abilities.

**Performance Responsibilities/Essential Functions:**

1. Greet visitors, provide phone, email, and in person support for our guest teachers and classified substitutes to ensure they have the tools and necessary training to be successful as a substitute in the District.
2. Provide daily support to building administrative assistants and departments with absence reporting; assist staff in using sub placement program for obtaining classroom coverage due to absences and conduct direct calling when necessary; collaborate with technology and substitute program vendor regarding implementation of program updates; to ensure classrooms have adequate teaching and support staff coverage.
3. Maintain detailed substitute placement program records regarding position location, assignment specifics and budget coding; maintain guest teacher and classified substitute database; enter substitute placement program data in the District's payroll and accounting system; verify account code and employee information for accuracy; prepare budget reports for auditing and tracking of budget expenditures; process payroll ensuring accurate guest teaching and classified substitute pay rates and correct substitute placement program budget coding prior to payroll upload; forward payroll files each month for employee leave and substitute pay in order to provide timely and accurate payment of substitute services.
4. Create and update training materials, forms, newsletter, Guest Teacher and Classified Substitute handbooks to ensure substitutes are informed of policies, code of conduct, general practices and mandatory training required for compliance with District policy and State requirements.
5. Post online specialty job requirements, announcements, trainings, policies, teacher resources/classes and contact information; maintain GTS Outlook calendar for scheduling of district workshops and absences to ensure adequate guest teacher and classified substitute coverage is available for large groups.
6. Process guest teacher and classified substitute applications; administer classified testing as necessary, create and maintain substitute files, observing State records retention requirements; enter into District data base system; ensure necessary employment forms are completed and teaching certificates are recorded; verify substitutes are qualified for assignment.
7. Process District wide background clearance checks, maintain spreadsheet to track results and provide historical records of fingerprint clearance requirements to ensure safety for students and staff.
8. Track Leave of Absence (LOA) requests requiring guest teacher and classified substitute coverage; work with building Principals and Analysts following State guidelines; provide review and make recommendations to building administrators for long term substitute assignments in order to ensure compliance with No Child Left Behind (NCLB) and contractual requirements.
9. Respond to verification of employment for guest teachers employed by other districts; prepare correspondence for guest teacher and para-educator substitutes utilizing District communication

software and substitute placement program announcements to facilitate timely and accurate communication between District and substitutes.

10. Prepare and distribute letters of Reasonable Assurance to guest teachers and classified substitutes in collaboration with the Human Services Analyst in order to notify employees of the District's intent to employ them in a similar manner in the ensuing school year.
11. Organize and conduct orientation trainings for guest teachers and classified substitutes new to the district; conduct substitute placement program trainings for staff; including administrative assistants, teachers and classified substitutes to provide information and hands on instruction on the correct use of the substitute placement program system in order to post online absence requests.
12. Create electronic timesheets for payroll office; identify accurate pay rates and budget codes prior to upload; forward files monthly regarding employees' leave balance and substitute pay; verify that absences and leaves are correctly coded; review and edit monthly certificated and classified absence reports to ensure absences are being charged to appropriate budget codes that coincide with employee attendance records.
13. Enter data associated with substitute and employee profiles using safeschools.com to monitor new and existing employee mandatory training for compliance with District policy and State guidelines.
14. Coordinates annual retirement recognition celebration; track and confirm retirement eligibility; prepare and distribute invitations; coordinate room layout, decorations, refreshments and recognition gifts; finalize administrator's presentation commentary regarding employee; coordinates Classified Employee annual recognition event; distributes application packet to administrators; compile nominations and forward to PSE, prepare and distribute invitations; coordinate room layout, decorations and refreshments; finalize administrator's presentation commentary regarding employee and prepare certificates of merit for each employee to recognize services to District.
15. Follow SSD policies, procedures and protocols.
16. Ability to maintain a consistent presence at assigned work location and fulfill assigned hours.
17. Perform other duties as assigned.

**Qualifications**:

**Education and Experience**

- High school diploma or equivalent
- Business training and/or three years of administrative assistant/secretarial experience including computer literacy, budget analysis or fiscal management and records maintenance
- Office experience required and experience in similar position desirable
- Blood Bourne Pathogen Training

**Knowledge, Skills, and Abilities**

- Proficient in Word, Excel, Outlook, Web Design Software, keyboarding, data entry and other computer programs.
- Ability to extract and upload data into District software programs.
- Ability to maintain confidentiality with regard student, school, District and/or staff issues, and conversations with building administrator and correspondence.
- Knowledge of general office procedures, including filing, recordkeeping, accounting, statistics and application of safety procedures related to performance responsibilities
- Excellent verbal and written communication skills including, but not limited to, email and the ability to maintain good working relations with co-workers, staff, students and community members.
- Ability to interact positively, be flexible, organized, problem solve, exercise sound judgment, tact, diplomacy, integrity and maintain professionalism in communicating and working with staff, parents, students and community, while managing time effectively.
- Ability to follow SSD policies, procedures and protocols
- Ability to maintain a consistent presence at assigned work location and fulfill assigned hours

**Working Environment**

Generally, the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations, generally hazard free environment, and in a clean atmosphere. The usual and customary methods of performing the functions of this job require the following physical demands:

- Frequent reaching, handling, and use of hand and finger dexterity.
- Occasional lifting, carrying, pushing and/or pulling.
- Seldom climbing and balancing.
- Seldom stooping, kneeling, crouching and/or crawling.

The statements above are intended to describe the general nature of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities and qualifications of personnel so classified.

_____ _____

Darryl Pernat, Executive Director of Human Services Date

Reviewed by: _____ _____

Jami Cross, PSE President Date

SSD Approval: 10/2014
Rev: 10/02/14
Rev: 12/14/16

**From:** Lynn Stellick on behalf of Lynn Stellick <lstellick@bisd303.org>
**To:** Janet-Hodson -ESC
**Cc:** cleonard@wspa.net
**Subject:** Sub Coordinator
**Date:** Friday, May 4, 2018 9:08:58 AM

---

Janet,

We have one non-rep sub coordinator (4.25 hrs/day, 187 work days). Our district has about 3800 students and 450-475 employees that need to get subs. We don't have a job description for the position. If you receive some, would you share with us?

Thanks,

Lynn

Lynn Stellick, SPHR
Human Resources Director
Bainbridge Island School District
206.780.1066

This electronic message transmission contains information from Bainbridge Island School District that may be proprietary, confidential and/or privileged. The information is intended only for the use of the individual(s) or entity named above. If you are not the intended recipient, be aware that any disclosure, copying or distribution or use of the contents of this information is prohibited. If you have received this electronic transmission in error, please notify the sender immediately by replying to the address listed in the "From:" field.

Bainbridge Island School District Office
8489 Madison Ave NE, Bainbridge Island, WA 98110

**From:** Julie Notman on behalf of Julie Notman <jnotman@highland.wednet.edu>
**To:** jhodson@fwps.org
**Cc:** cleonard@wspa.net
**Subject:** RE: MEMBER REQUEST
**Date:** Friday, May 4, 2018 9:16:52 AM
**Attachments:** HHS Secretary 2015 5-6-15.pdf

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Hi Janet,
For our single A district (about 1100 students) a substitute clerk/secretary would be considered a classified employee. However, substitutes are not regular employees and are not a part of any union.

Attached is the most recent job description for the position where we most often use a substitute as it is a very busy spot. We don't often hire a sub for the other secretarial positions in the district but fill in from within. The sub would do most of the work except probably none of the athletic paperwork responsibilities.

Hope this helps. Have a great weekend!

*Julie Notman*

District Administrative Asst./HR Asst.
Highland School District #203 | Phone: 509-678-8631 | Fax: 509-678-4177
17000 Summitview Rd | PO Box 38 | Cowiche, WA 98923

---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
**Sent:** Friday, May 4, 2018 8:01 AM
**To:** Julie Notman <jnotman@highland.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

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

Thanks,

Curtis

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This email was sent to jnotman@highland.wednet.edu by cleonard@wspa.net

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**HIGHLAND SCHOOL DISTRICT NO. 203**

**P.O. BOX 38 - 17000 SUMMITVIEW ROAD**
**COWICHE, WASHINGTON 98923**
**(509) 678-4173 ▪ FAX (509) 678-4177**

*Superintendent:*
Mark Anderson

*School Board:*
Chris Garent
Nikki Keller
Becky Laughery
Matt Barker
David Barnes

May 6, 2015

## Position Vacancy: Highland Senior/Junior High School Attendance/Athletic Secretary, .8 FTE

This position is for 210 days per year (180 school days + 10 paid holidays + 10 days before and 10 days after school year).

Job Description: High School Secretary serves as the receptionist for the building, as well as tracking attendance for all students 7-12 grade and managing all athletic paperwork for the athletic director.
Of foremost importance is the requirement that the secretary provide a positive first impression of the school to all parents, students and visitors.
**** Converse with all students and parents needing access to information from our school. This position requires bilingual skills.**

Responsibilities: Responsibilities include but not limited to the following:

- Track Attendance for all 7-12 grade students by period
- Manage all athletic paperwork for the building
- Answer incoming calls
- Greet all parents and visitors
- Make announcements for students and staff
- Assist with other office duties, i.e. filing, copying, etc.
- Other duties as assigned by the principal

Qualifications: (minimum skills required)

1. Must be a high school graduate, with strong basic office skills, including but not limited to typing skills of 50 wpm or more, skilled use of PC computers, spreadsheets, copiers, and other office equipment. One to three years related experience and/or training or combination. Prior high school /junior high office experience required. Experience with SIS (Skyward) and InTouch required.
2. Bilingual in Spanish and English required
3. Reliable and consistent attendance and ability to work independently.
4. Ability to follow direction and work under pressure with adults and students.
5. Must be willing to learn new procedures and attend occasional workshops.
6. 1st Aid certification or ability/willingness to obtain same.
7. Must be a good listener and displays an attitude of cooperation, enthusiasm and helpfulness.

**Employment will be contingent on signing the WA State Sexual Misconduct Disclosure Release form and successful completion of the WSP and FBI fingerprint screening required under 28A.400 RCW**

**Closing Date:** Position open for in-house applicants May 6-12, 2015; then open to public.

**Salary:** Estimated salary $15.52 per hour

**Send application to:** Make applications as soon as possible to Brandon Jensen, Principal, Highland Sr/Jr High School, P.O. Box 38, Cowiche, WA 98923

### Affirmative Action Statement

The Highland School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator and Compliance Coordinator for State Law (RCW 28A.640/28A.642) officer: Brandon Jensen, Highland High School Principal, 17000 Summitview, Cowiche WA 98923, telephone (509) 678-7268, e-mail- bjensen@highland.wednet.edu. Section 504/ADA coordinator: Mindy Schultz, Tieton Intermediate School Principal, 711 Franklin Rd, PO Box 6, Tieton WA 98947, telephone (509) 673-3141, e-mail- mschultz@highland.wednet.edu. The Highland School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs, contact Ana Garcia, Student Services Secretary.

El Distrito Escolar de Highland no discrimina en sus programas o actividades por motivos de sexo, raza, credo, religión, color, origen nacional, edad, condición de veterano de guerra o grado militar, orientación sexual, expresión de género o identidad, discapacidad o uso de perro guía entrenado o animal de servicio, y ofrece igualdad de acceso a los Boy Scouts y a otros grupos de jóvenes especificados. El empleado mencionado a continuación ha sido designado para atender consultas y quejas de supuesta discriminación: Coordinador del Título IX y Coordinador de Cumplimiento de la Ley del Estado (RCW 28A.640/28A.642) oficial: Brandon Jensen, Director de Highland High School, 17000 Summitview, Cowiche WA 98923, teléfono (509) 678-7268, e-mail- bjensen@highland.wednet.edu. Coordinador de la sección 504/ADA: Mindy Schultz, Directora de Tieton Intermédiate School, 711 Franklin Rd, PO Box 6, Tieton, WA 98947, número de teléfono 673-3141, e-mail- mschultz@highland.wednet.edu. El Distrito Escolar de Highland también tomará medidas para asegurar que las personas de origen nacional que carecen de conocimientos del idioma inglés pueden participar en todos los programas educativos, servicios y actividades. Para obtener información acerca de los servicios de traducción o programas de educación bilingüe de transición, comuníquese con Ana García, Secretaría de Servicios Estudiantil

**From:** Hill, Dawn AD - Staff on behalf of Hill, Dawn AD - Staff <HillD@issaquah.wednet.edu>
**To:** jhodson@fwps.org
**Cc:** cleonard@wspa.net
**Subject:** FW: MEMBER REQUEST
**Date:** Friday, May 4, 2018 9:25:01 AM
**Attachments:** Secretary - Substitute Services 18.pdf

---

Hi Janet,

Attached is the Issaquah School District job description for our Secretary – Substitute Services position. We have one "clerk" but then support staff to help with onboarding and training. Since this is a secretary position this position is a part of the Issaquah Association of Educational Office Personnel (IAEOP), an affiliate of Public School Employees of Washington.

Warmly~

Dawn Hill | Administrative Assistant to Chris Burton, Executive Director of Human Resources & Legal Affairs
**Issaquah School District 411**
Human Resources | 565 NW Holly Street | Issaquah, WA 98027
425.837.7081 | 425.837.7064 (fax) | hilld@issaquah.wednet.edu
Human Resources Website

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Friday, May 4, 2018 8:01 AM
**To:** Hechtman, Lisa AD - Staff <HechtmanL@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

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

Thanks,

Curtis

This email was sent to hechtmanl@issaquah.wednet.edu by cleonard@wspa.net

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ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

**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

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)

**From:** PATRICIA CHRISTENSEN on behalf of PATRICIA CHRISTENSEN <pchristens@bethelsd.org>
**To:** jhodson@fwps.org
**Cc:** cleonard@wspa.net
**Date:** Friday, May 4, 2018 10:14:55 AM
**Attachments:** FINAL PSE CBA 2017-2020_Substitute Employees.pdf
Substitute Office Clerk.pdf

---

Hi Janet,

Our Guest Employee Clerk (we call them Substitute Office Clerk's) are included in our PSE Collective Bargaining Agreement. This also includes our Substitute Paraeducator's, Campus Safety, CN, Transportation, Custodial, etc.

Currently, Bethel is the 16th largest district in the state with an estimated enrollment of over 20,000 students.

Attached is the page which references Substitute Employees and the job description for Substitute Office Clerk.

Happy Friday,

--
*Patricia Christensen*
Substitute Coordinator
Bethel School District No. 403
P: 253.683.6025 F: 253.683.6019
pchristens@bethelsd.org

**Section 1.3.4 – Long Term Temporary**
A long-term temporary employee is defined as a position of more than sixty (60) workdays but less than two hundred sixty (260) work days in a school calendar year, ending August 31 annually. Long-term temporary positions extending into the next year shall be posted as a regular position. A temporary position for a leave replacement may extend into the following school year.

**Section 1.3.4.1 – Long Term Employee Contractual Rights**
Employees in long-term temporary positions are subject to all provisions of this agreement except Article 8; Section 2 Employees in a long-term temporary position at its expiration lose all contractual benefits.

**Section 1.3.5 – Substitute Employees**
A substitute employee is any person employed exclusively as a substitute to replace any classified employee who is temporarily absent from duty. Substitute employees who meet PERC requirements "(WAC 391-35-350)" shall be included in the bargaining unit but subject only to Schedule B. The District shall provide the Association with a monthly substitute work list. In return, the Association will recommend those substitutes whom the Association feels have qualified as represented substitutes. Providing money and qualified personnel are available, the District shall provide replacement personnel when regular employees are absent. Assignment of such replacement personnel shall be the District's responsibility.

**Section 1.3.6 – Exempt Employees**
The District and the Association agree to exclude the non-certificated employees identified in Appendix A from the bargaining unit.

## ARTICLE II

## RIGHTS OF THE EMPLOYER

**Section 2.1 – Management**
It is agreed that the customary and usual rights, powers, functions, and authority of management are vested in management officials of the District. Included in these rights in accordance with and subject to applicable laws, regulations, and the provisions of this Agreement, is the right 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; and the right to release employees from duties because of lack of work or for other legitimate reasons. The District shall retain the right to maintain efficiency of the District operation by determining the methods, the means, and the personnel by which operations undertaken by the employees in the unit are to be conducted.

**Section 2.2 – Management Rights**
The right to make reasonable rules and regulations shall be considered acknowledged functions of the District. In making rules and regulations relating to personnel policies, procedures and practices, and

# *Clerk - Office - Substitute*

**Position Type:**

Substitutes

This position's responsibilities are to provide a variety of office support to an assigned program, including receptionist activities and composing and typing correspondence and reports; record tracking, budget or financial tracking, providing customer service, operating a computer, maintaining knowledge of a variety of program rules and regulations including State reports, producing custom reports, and a variety of other support functions.

ESSENTIAL FUNCTIONS
Depending upon the individual assignment, the Clerk - Office, School may perform all or a combination of the following:

1. Maintains a variety of program records and research; tracks records for compliance and/or completion; maintains record accuracy; inputs data into computer; produces reports as requested; monitors grant monies. Coordinates and maintains assessment materials, records, schedules, results, and communicates appropriate to assigned program/department.

2. Prepares monthly newsletters, routine forms, memoranda and correspondence; proofreads distributes materials.

3. Answers the telephone and greets office visitors; provides program information and advice to staff members, parents, and professionals. Uses tact and confidentiality in dealing with sensitive matters. Responds to requests; routes callers to appropriate staff members; takes messages. Keeps communication lines open between teachers, staff, supervisors, parents, and the community. Provides a positive, service -oriented working relationship with all communication.

4. Reviews and balances budgets with monthly financial reports including encumbered expenses; monitors receivables for appropriate credit. Makes appropriate coding error changes and postings.

5. Maintains inventory and records.

6. Operates a computer and a variety of software packages such as word processing, spreadsheet, database, desk top publishing, and mainframe computer applications. Provides a variety of routine and custom reports as requested.

7. Maintains current knowledge of program rules, regulations, laws, and procedures; processes a variety of materials for program compliance.

8. Tracks a variety of projects and deadlines; coordinates with others to meet program deadlines. Reports monthly enrollment counts for categorical programs.

9. Provides a variety of clerical support such as typing correspondence, reports, and memoranda; composes correspondence as appropriate; maintains a calendar and makes travel and conference arrangements; creates and maintains files; takes minutes as meetings; prepares agendas; performs a wide variety of office support.

10. May receive, open, date stamp and route incoming mail; may screen mail and take action on appropriate items.

11. Models appropriate and cooperative behavior, including protecting confidential information, consistent with district ethical guidelines.

OTHER FUNCTIONS

12. Provides a variety of backup and peak load assistance as requested.

13. May word with auditors and/or program compliance personnel.

14. May purchase refreshments for meetings and conferences; may track refreshment expenses.

15. May serve on various district committees and/or departmental work teams. Models appropriate and cooperative behavior, including protecting confidential information, consistent with district ethical guidelines.

16. Performs related duties consistent with the scope and intent of the position.

REPORTING RELATIONSHIPS
Reports to assigned administrator; may receive direction from multiple program personnel.

MENTAL DEMANDS
Required to adapt to shifting priorities; and to frequently re-channel work effort; requires concentration and attention to detail. May occasionally deal with distraught or difficult individuals.

PHYSICAL DEMANDS
Exposed to visual display terminal for prolonged periods; required to sit for prolonged periods; some positions may require travel to various school sites.

MINIMUM QUALIFICATIONS

Education and Experience
Education, training, skills, and experience necessary to carry out the assignment, including two (2) years of training in secretarial procedures, involving maintaining detailed records and customer service.

Allowable Substitutions
Advanced training in business or secretarial procedures may substitute for up to one (1) year of the required experience on a month-for-month basis; and, such other alternatives to the above qualifications that the district may find appropriate and acceptable.

Required Knowledge, Skills and Abilities
Ability to communicate effectively, both orally and in writing. Effective customer service and public relations. Knowledge of office procedures. Knowledge of the VAX system and data interpretation. Knowledge of bookkeeping and accounting procedures. Ability to maintain budget spreadsheets. High-level keyboarding and data entry skills. Skill in operating a variety of office machines. Ability to operate a computer and learn the operation of specific software programs, including database and spreadsheet applications. Skill in correct grammar, spelling and English usage. Ability to perform arithmetic calculations. Ability to compose and format correspondence, reports, graphs, and charts. Ability to set up and maintain accurate files and records. Ability to organize and set priorities for work. Ability to maintain confidentiality. Ability to establish and maintain effective working relationships with a diverse group of people.

Licenses/Special Requirements
Requires fingerprinting and background check to determine that there have been no convictions

involving physical molestation, abuse, injury or neglect of a minor. Must complete training in and adhere to district infection control plan. Some positions may require valid Washington state driver's license to travel between school sites and a good driving record. May require first aid and CPR certification (e.g., Health Clerk assignments)

| | |
|---|---|
| **From:** | Douglas Hale on behalf of Douglas Hale <dhale@nsd.org> |
| **To:** | jhodson@fwps.org |
| **Cc:** | Curtis Leonard |
| **Subject:** | Substitute Coordinator |
| **Date:** | Friday, May 4, 2018 10:24:26 AM |
| **Attachments:** | Substitute Services Coordinator.doc |

---

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?

Janet,

Our Substitute Services Coordinator is in our Office Professionals bargaining unit (secretaries). She is paid at the highest rate possible in that unit, and she is the only one doing that work. We have approximately 23,000 students in Northshore.

---
Doug Hale
Director of Human Resources
(425) 408-7605
dhale@nsd.org

**TITLE: SUBSTITUTE SERVICES COORDINATOR**



**JOB SUMMARY**

This position manages the operations of the substitute office through the automated assignment of substitute teachers, secretaries, paraeducators, and school assistants throughout the district.

**DUTIES AND RESPONSIBILITIES**

This list of essential functions is not exhaustive and may be supplemented as necessary in consultation with the employee(s) involved.

1. Creates and maintains personnel, payroll, and placement records for substitutes.
2. Provides information to substitutes and staff members regarding substitute procedures and guidelines; continuously educates staff, office managers and substitutes of system functions and district procedures and policies.
3. Processes substitute applications and hiring paperwork, ensuring compliance with all district hiring procedures.
4. Creates monthly payroll reports for substitute staff.
5. Recruits, interviews, hires and trains substitute employees as necessary and appropriate.
6. Performs, analyzes and interprets background checks and previous criminal history for current and potential substitutes through WATCH program.
7. Meets with new substitute personnel and conducts orientations.
8. Responds to emergency requests for substitutes.
9. Handles incoming unique case by case substitute performance reports, determining when corrective action should be taken.
10. Determines substitute needs by category for upcoming school year.
11. Manages the workflow of the substitute office.
12. Continuously researches and implements dynamic ways to improve unfilled absence rates and current substitute systems.
13. Collaborates with HR Business Analyst in order to perform data analysis of unfilled absences and substitute usage trends.
14. Coordinates with individuals who are in charge of professional development trainings, advises which days trainings should occur based on substitute usage trends and availability.
15. Coordinates reconciliation of pay errors with substitutes and payroll staff.
16. Serves as an advocate for high-quality, professional substitute services.

17. Manages multiple platforms and applications to ensure effective operation of the automated substitute calling system.

18. Perform other related duties as assigned.

## REPORTING RELATIONSHIP

Reports to the Director of Human Resources.

## WORKING CONDITIONS

Works in an office environment; experiences constant interruptions from telephone calls and applicants; required to meet inflexible deadlines; required to deal with angry or distraught people; required to sit for prolonged periods; heavy computer use and monitoring required; weekend and/or overtime work as necessary to fulfill the duties of the Substitute Services Office.

| AFFILIATION | SALARY LEVEL | CONTRACT | FLSA |
|---|---|---|---|
| NEOPA | Professional/ Technical II | 260 days/8 hours | Covered |

## MINIMUM QUALIFICATIONS

Education and Experience

High school graduation or equivalent with two years of office management experience including customer service and maintaining complex electronic and paper records.

Allowable Substitution

Training in business/office procedures may substitute on a month-for-month basis for one year of the required experience.

Knowledge, Skills, and Abilities

Ability to communicate effectively orally and in writing; knowledge of correct grammar, spelling, and English usage; ability to read, write, and speak effectively; ability to convey information clearly, concisely, and accurately; ability to operate a computer and use various software applications; ability to proficiently use the internet and Microsoft Office products including Word, Excel, and Outlook; ability to quickly learn specific software programs including the automated substitute calling system; keyboarding skill at 50 wpm; ability to work independently with minimal supervision; ability to organize work and set priorities; ability to work effectively under extreme pressure; ability to establish and maintain effective working relationships with staff and the public; ability to resolve problems and make quick, accurate decisions; ability to maintain the confidentially of sensitive information.

Licenses/Special Requirements

Willingness and ability to begin work at 6:30 a.m.; availability to work extra hours during periods of heavy substitute usage.

## CLASSIFICATION HISTORY

Job description prepared by joint district/ NEOPA Job Description Committee, 11/92. Retitled and revised 2/98. Reclassified to Level H and revised 7/01. Reclassified to Professional/Technical II, revised, and retitled 05/15.

**From:** Silsbee, Kara on behalf of Silsbee, Kara <Kara.Silsbee@bellinghamschools.org>
**To:** jhodson@fwps.org
**Cc:** cleonard@wspa.net
**Subject:** Substitute Coordinator with BPS
**Date:** Friday, May 4, 2018 11:04:04 AM
**Attachments:** BASE Level B Secretary - Substitute Coordinator-HR Secretary.pdf

---

Hi Janet:

Bellingham School District has 1 Sub Coordinator and the position is part of the BASE Union on the Secretarial job classification. We have approx 11,000-12,000 students. Attached is the JD.

Warm Regards,

Kara Silsbee
Personnel Employment Specialist
Bellingham School District
360-676-7766

**BELLINGHAM PUBLIC SCHOOLS JOB DESCRIPTION**

# SUBSTITUTE COORDINATOR AND HUMAN RESOURCES DEPARTMENT SECRETARY

| AFFILIATION | SALARY LEVEL | CLASSIFICATION | FLSA |
|---|---|---|---|
| BASE | Level B | Secretary | Covered |

**JOB SUMMARY:**

This position provides overall support, coordination and fulfillment of districtwide substitute needs including integrity and accuracy of the relational database (Absence Management/AESOP), screening, interviewing, and hiring approval processes. Communicate and coordinate processes, needs and concerns with Director of Human Resources and across the district within staff at every level.

**DUTIES & RESPONSIBILITIES:**

Substitute Employment and Placement

1. Maintain the District's automated substitute assignment management system, including maintenance of database, data entry, preparation of daily back-up and annual/year-end maintenance and reporting procedures; arrange for substitutes as needed. Make system improvement recommendations to ensure high level of coverage provided.

2. Prepare substitute and employee packet/handbook information and distribute as needed.

3. Receive substitute application requests; process and notify substitutes of application status; maintain substitute files including application, recommendations, copy of certificate, fingerprinting, etc.

4. Prepare materials, organize and conduct substitute orientation, training, and informational updates related to the use of the substitute system as needed.

5. Prepare general Human Resources Department correspondence, e.g., (workshop notification, etc.), and distribute as directed.

6. Communicate with and provide assistance to district staff in meeting substitute staffing needs.

7. Assist with identifying substitutes for long-term leave replacement assignments and assignments with specific needs as requested.

8. Facilitates pre-screening for Director of Human Resources of all classified and certificated substitute candidates. Conduct all interviews and reference checks for all Paraeducator and Secretarial substitutes. Make substitute hiring recommendations to Director of Human Resources. Schedule pre-employment controlled substances/ alcohol testing for newly hired substitute bus drivers as needed and coordinated with appropriate staff, in accordance with Board policy and as directed by the Director of Human Resources. Coordinate substitute hiring processes for custodial, bus drivers, and food services, supporting department supervisors and directors to ensure required steps are followed. Refer departmental recommendations to Director of Human Resources for final approval.

Ensure that proper licensing procedures and/or credentials are being confirmed when hiring specialty substitutes (bus drivers, counselors, LPN's, nurses).

9. Review substitute evaluations from building principals and forward to Director of Human Resources for follow-up as needed. Communicate with building principals regarding concerns about substitutes.

10. Follow-up on fingerprinting as directed by Personnel Business Specialists.

11. Prepare, issue and monitor return of annual notice of reasonable assurance letters for certificated and classified substitutes.

12. Monitor consecutive certificated substitute days over twenty (20) in same position and notify Personnel Business Specialist for salary placement.

13. Process all new hire paperwork for all substitutes (certificated, paraeducator, secretarial, Food Service, transportation, custodial, specialists, counselor, and interpreters).

14. Monitor substitute teacher certificates and notify teachers of expiration dates.

15. Prepare and run standard and custom reports as requested.

16. Maintain computerized substitute assignment process and direct calling to ensure all absences are covered with appropriate qualified substitutes.

17. Coordinate with Payroll to insure new employee/subs are entered in AESOP with correct coding for Payroll purposes. Update database to ensure employee assignments (locations, start/end times, job duties) and changes for new hires, resignations are accurate for start of school year and continue to monitor throughout the year.

18. Cross train Human Resources staff and/or substitute or other district office staff to ensure back-up sub desk coverage is available.

19. Coordinate with other departments (DTL, Spec. Ed., etc.) to help manage the scheduling of Professional Development to alleviate unmanageably high substitute need days. Proactively monitor pending high need days. Communicate with staff and administration to reduce negative impact.

20. On high substitute need days, coordinate with and advise building secretaries on the acceptable district protocol for managing substitute coverage. Utilize Director of Human Resources support as needed.

21. Coordinate substitute salary comparison surveys with other districts.

22. Assist each school to identify any classified employee(s) who may be eligible to obtain an Emergency teaching certificate through OSPI. Sub Coordinator will collaborate with administrators, classified employees and OSPI to follow OSPI procedures in requesting and obtaining the emergency substitute teaching permit.

23. Assist teacher interns in obtaining intern Sub status. Request certificate from OSPI, monitor status, process new hire paperwork, communicate with Intern and building staff.

23. Maintain Ethics Data system for all newly hired employees and returning on-call/substitute employees to ensure ESSB and Notice of Reasonable Assurance records are updated and maintained as required.

Secretarial

1. Assist with processing certificated and classified job applications, including data entry in computerized applicant tracking system.

2. Process Washington State Patrol online background checks for employees and volunteers as needed and coordinated with appropriate staff.

3. Greet and direct visitors to the Human Resources Office.

4. Prepare general correspondence as needed.

5. Prepare substitute interview materials, as well as support human resources staff in preparing employee interview materials.

6. Retrieve, sort, process and distribute mail, both interoffice and outside mail.

Other

Perform such other tasks and assume such other responsibilities as assigned by the Director of Human Resources or designee.

**QUALIFICATIONS:**

1. High school diploma or equivalent (GED).

2. Minimum of four (4) years of specific job-related office experience, pertinent training, and/or some combination thereof.

3. Keyboarding speed of fifty-five (55) words per minute preferred.

4. Ability to utilize relational database (AESOP—Automated Employee Substitute Operating Program) to maintain data and manage substitute deployment.

5. Demonstrated knowledge of database management systems and computer/word processing equipment/programs.

6. Ability to work in a client-friendly, positive manner while answering multiple phone and in-person inquiries and problem solving under pressure of time and staff needs.

7. Ability to work with administrators and staff to problem-solve appropriate solutions in the event of substitute shortages.

8. Working knowledge of basic office procedures.

9. Proficiency in use of business English -- composition, grammar, punctuation, and spelling.

10. Ability to operate common office machines.

11. Has, in the judgment of the administration, personal qualifications to perform general secretarial duties including ability to:

a. Work with staff and the general public in a professional and appropriate manner;

b. Maintain confidentiality;

c. Promote good staff morale and work harmoniously with other employees;

d. Exercise pleasant and tactful telephone manners and other effective public relations skills;

e. Comprehend and maintain detailed information;

f. Make independent judgments in accordance with school/program procedures and policies;

g. Multi-task in a fast-paced, changing office environment, and work with frequent interruptions and changes in assignments;

h. Function effectively under stress;

i. Display loyalty and integrity;

j. Work on own initiative;

k. Establish efficient office routines as required.

12. Demonstrated evidence of regular job attendance and punctuality.

13. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

14. Comply with Administrative Policies and Procedures.

---

**REPORTING RELATIONSHIP**

Reports to the Director of Human Resources or designee

---

**WORKING CONDITIONS:**

Works in an office environment; frequent interruptions and deadlines; regular exposure to computer monitor; daily keyboarding and data entry; required to frequently use hands for keyboarding, computer mouse, and writing; required to deal with stressful or emotionally charged situations in-person and on the telephone.

---

**PHYSICAL REQUIREMENTS:**

- Ability to lift and move up to 20 pounds occasionally.
- Ability to sit and stand for prolonged periods of time and occasionally reach, crouch, bend, and kneel.
- Required to have precise control of fingers and hand movements.
- Must be able to work at a computer monitor for prolonged periods.

---

**CLASSIFICATION HISTORY**

Job description updated 10/2011, 2/2013 and 10/2017 by Human Resources Department.

**From:** admin@wspa.net
**To:** Tara Lofton
**Subject:** RE: Upcoming Law Conference
**Date:** Friday, May 4, 2018 1:03:11 PM
**Attachments:** image001.png

---

Hi Tara,

The law conference will be held October 15-16, 2018 at the DoubleTree by Hilton at Southcenter.

We will be finalizing our calendar for 2018-2019 at our board retreat in early June. I will post the full event schedule online and will share with all members once confirmed.

Thank you,

Jennifer

---

**From:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Friday, April 27, 2018 11:12 AM
**To:** admin@wspa.net
**Subject:** Upcoming Law Conference

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
Follow us on Twitter: @FWPSCareers
Click here to learn about FWPS Career Opportunities

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**From:** Tara Lofton on behalf of Tara Lofton <tlofton@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: Upcoming Law Conference
**Date:** Friday, May 4, 2018 1:14:30 PM
**Attachments:** image001.png

---

Awesome, thank you Jennifer.

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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---

**From:** admin@wspa.net [mailto:admin@wspa.net]
**Sent:** Friday, May 4, 2018 1:03 PM
**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** RE: Upcoming Law Conference

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Jennifer

---

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Good Afternoon:

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**Tara T. Lofton**
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& Legal Assistant Specialist
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**From:** CATHERINE PRICE on behalf of CATHERINE PRICE <cprice@Tacoma.K12.Wa.US>
**To:** Janet Hodson; cleonard@wspa.net
**Cc:** COLLETTE STEWART
**Subject:** RE: MEMBER REQUEST - Substitute Clerk
**Date:** Friday, May 4, 2018 2:25:44 PM
**Attachments:** SubSvcsRep.pdf
image002.png
image005.png

---

See Tacoma's info attached and below …


**Cathi Brinck Price**

Lead, Human Resources Services

Human Resources

p: 253.571.1017 | f: 253.571.1453

cprice@tacoma.k12.wa.us

www.Tacomaschools.org


-------- Original message --------
From: Curtis Leonard <waspa@memberclicks-mail.net>
Date: 5/4/18 8:00 AM (GMT-08:00)
To: cathibp@msn.com
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? Substitute Services Representative = Office Professional

Do you have more than one person working in this position? 2 staff – full time, full year

If so, what is the size of your district? Approximately 5,500 Staff , 30,000 Students

Can you send me your job description?

Please send your responses directly to: jhodson@fwps.org

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

Thanks,

Curtis

---

This email was sent to cathibp@msn.com by cleonard@wspa.net

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

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**TACOMA PUBLIC SCHOOLS**
**JOB DESCRIPTION**

Approval:

Immediate Supervisor /Date

**SUBSTITUTE SERVICES REPRESENTATIVE**

Administrator /Date

Human Resources /Date

JOB SUMMARY
This position oversees the daily operation of the Substitute Office; manages the automated substitute system and performs data-entry, telephone communication, and other duties in support of Substitute Services.

ESSENTIAL JOB FUNCTIONS

1. Monitors the automated substitute system to ensure appropriate coverage for the purpose of managing the substitute system.

2. Receives and places phone calls to coordinate additional substitute coverage needs; recommends solutions to problematic coverage situations for the purpose of overseeing the daily operations of the Substitute office.

3. Responds to inquiries regarding the use and operation of the automated substitute system coverage and procedures; provides information and assistance to staff and administrators for the purpose of managing the automated substitute system.

4. Performs various data entry activities such as enrolling new substitutes, updating substitute profiles, entering staff changes, and related transactions for the purpose of performing data entry in support of Substitute Services.

5. Assists in preparation, issuance, and return of continuing employment letters, notifications and other correspondence and information for the purpose of overseeing the daily operations of the Substitute Office.

6. Conducts orientation for new classified substitutes and provides substitute system training as assigned for the purpose of overseeing the daily operations of the Substitute Office.

7. Provides input on substitute procedures and develops and recommends operational procedures and forms to facilitate various substitute office functions; identifies substitute system needs and improvements; liaises with Technology services to resolve problems with the substitute system for the purpose of supporting Substitute Services.

8. Ensures timely completion of appropriate paperwork for substitute assignments that require individualized accounting including but not limited to, extra-help assignments and coverage for vacancies for the purpose of overseeing the daily operations of the Substitute Office.

9. Issues daily notification to schools of substitute assignments; maintains related records; produces reports and related substitute information as assigned for the purpose of overseeing the daily operations of the Substitute Office.

10. Assists in data collection processes to secure and enter accurate and timely information into the substitute system database for the purpose of managing the automated substitute system.

OTHER JOB DUTIES

1. Maintains knowledge and skills needed for success in the position by participating in training or other professional development activities as needed or as assigned.

2. Prepares periodic status reports for the Supervisor on work being performed on the position.

3. Promotes a quality service environment and assists the HR Administrator in supporting the mission and vision of the Human Resources department.

4. Collaborates with and provides assistance to other department staff and occasional extra-help staff; may perform as back up to other staff; performs related duties as assigned.

---

REPORTING RELATIONSHIPS
Reports to Director of Talent Recruitment and Development or another assigned administrator.

---

CONDITIONS
Fast paced office environment; confined to work station for prolonged periods; experiences frequent interruptions; required to report to work before building opens or security is available; experiences prolonged exposure to video display; may be required to work with difficult and sensitive situations.

---

| AFFILIATION | SALARY LEVEL | FLSA |
|---|---|---|
| Office Professional | OP-5 | Non-Exempt |

---

MINIMUM QUALIFICATIONS

Education and Experience
High school graduation or equivalent with three years of increasingly responsible computerized data management systems and/or human resources experience; or any combination of experience and training which provides the applicant with the knowledge, skills, and ability required to perform the work.

Allowable Substitution
Technical training in secretarial, and/or personnel or payroll procedures may substitute on a year-for-year basis for up to two years of the experience requirement.

Knowledge, Skills and Abilities
Knowledge of general office and record keeping procedures.
Skill in obtaining, clarifying, and exchanging information.
Data entry skills with speed and accuracy.
Skill in telephone techniques and etiquette and in providing quality customer service.
Ability to operate a personal computer with word processing and proprietary HR system applications.
Ability to multi-task.
Ability to work under pressure of deadlines.
Ability to make presentations.
Ability to resolve problems.
Ability to keep accurate records.
Ability to demonstrate reasonable, reliable and regular attendance.
Ability to establish and maintain effective working relationships with a variety of people in a multi-cultural diverse socio-economic setting.
Ability to maintain confidentiality.
Ability to participate as a team member.

Licenses/Special Requirements
Fingerprints and successful WSP and FBI background clearance/sexual misconduct clearance.

---

CLASSIFICATION HISTORY
Retitled from Secretary II, 04/86; revised 11/86; retitled from Substitute Office Specialist and revised 04/88; revised 03/90; revision 12/92; revised 3/98; revised 08/99; revised 11/00; revised 12/04; revised and retitled 07/2015; edit, with add, under KSA, attendance, under License, fingerprint and background clearance, 08/2016.
Control #D05-20

*This job description is not an employment agreement or contract. District administration has the exclusive right to alter this job description giving consideration to bargaining comment. The statements contained herein reflect general details as necessary to describe the primary functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.*

**From:** Leesa Bowie on behalf of Leesa Bowie <leesa.bowie@bremertonschools.org>
**To:** jhodson@fwps.org
**Cc:** cleonard@wspa.net
**Subject:** Re: MEMBER REQUEST
**Date:** Monday, May 7, 2018 11:30:13 AM
**Attachments:** Sub Facilitator 5-00.doc

---

Hello Janet!

We have one Substitute Facilitator and we have approx. 5,000 students in our district.

She is a member of our Bremerton Professional Educators Association (It includes paras and clerical at the buildings and our business office and it is a PSE affiliated union).

I've attached her job description for you as well.

Enjoy your day!

Leesa Bowie
Recruitment Specialist
Bremerton School District
360.473.1024
leesa.bowie@bremertonschools.org

On Fri, May 4, 2018 at 8:00 AM, Curtis Leonard <waspa@memberclicks-mail.net> wrote:

> 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@wspa.net
>
> Thanks,
>
> Curtis
>
> This email was sent to leesa.bowie@bremertonschools.org by cleonard@wspa.net
>
> Washington School Personnel Association · PO Box 1600, Anacortes, Washington 98221, United States
>
> Remove My Email or Manage Preferences · Privacy Policy

--

*Leesa Bowie*
Recruitment Specialist
Bremerton School District
360.473.1024
leesa.bowie@bremertonschools.org

**CONFIDENTIALITY NOTICE:** *This email message including attachments, if any, is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any unauthorized review, use, disclosure or distribution is prohibited. If you received this communication in error, please notify the sender immediately by e-mail and delete the original message.*

**BREMERTON SCHOOL DISTRICT**
**JOB DESCRIPTION - SUBSTITUTE FACILITATOR**

## JOB SUMMARY

The position of Substitute Facilitator is responsible for contacting District substitutes and dispatching them to District sites; processing leave requests in order to determine staffing needs; maintaining substitute files; preparing various reports; and interviewing substitutes for employment.

**Reports to and evaluated by: Director of Human Resources**

## RESPONSIBILITIES

- Contact substitutes for dispatching to District sites to ensure adequate staffing.
- Interview applicants who apply for substitute positions.
- Process leave requests from employees to determine District staffing needs.
- Maintain substitute files and records.
- Maintain and upgrade the substitute employee database system (SAM).
- Prepare documents from database (i.e. substitute lists, correspondence, daily absence reports, future leave request lists).
- Distribute information and materials relating to substitute services to District employees.
- Communicate and provide information to District sites concerning substitute coverage and availability to ensure adequate staffing.
- Attend meetings and training as required to improve knowledge and maintain skills.
- Perform other duties as assigned.

## QUALIFICATIONS

- Education: High school diploma or equivalent required.
- Experience: Two years previous job related experience preferred.
- Possess skills to use standard office equipment including computer and related software. Minimum keyboarding speed 40 wpm.
- Knowledge of general clerical procedures, basic arithmetic calculations, word processing, spreadsheet and database software.
- Ability to communicate effectively both orally and in writing, demonstrating the proper use of grammar, punctuation, and spelling.

- Possess effective human relations skills.

- Ability to work with minimal supervision; organize and prioritize work; establish and maintain cooperative working relationships with staff and the community.

- Ability to maintain confidentiality in all work related matters.

Final May 24, 2000

T:\Job Descriptions BPEA\Sub Facilitator.99.doc

FORMERLY NAMED SUB CALLER

Diane Morrill currently holds this position.

**From:** Renee Coe on behalf of Renee Coe <rcoe@ohsd.net>
**To:** jhodson@fwps.org
**Cc:** cleonard@wspa.net
**Subject:** Re: MEMBER REQUEST
**Date:** Monday, May 7, 2018 11:55:14 AM
**Attachments:** substitute specialist hr secretary 01 12 10.doc

---

Greetings from Oak Harbor!

What union does your Guest Employee Clerk (Substitute Clerk) belong to?
PSE

Do you have more than one person working in this position?
NO

Can you send me your job description?
ATTACHED

Have a great week!

***Renee Coe***
Executive Assistant
Human Resources
360.279.5018

On Fri, May 4, 2018 at 8:01 AM, Curtis Leonard <waspa@memberclicks-mail.net> wrote:

> Last request of the week!
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> 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?
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> Please send your responses directly to: jhodson@fwps.org
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> Also, cc your responses to: cleonard@wspa.net
>
> Thanks,
>
> Curtis

This email was sent to rcoe@ohsd.net by cleonard@wspa.net

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

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# SUBSTITUTE SPECIALIST/SECRETARY

## Qualifications:

### Education and Experience:

High school graduation or equivalent with training in secretarial procedures and one year of secretarial experience.

Allowable Substitution: None

### Knowledge, Skills, and Abilities:

- Knowledge of general secretarial procedures
- Keyboarding skill at 50 WPM
- Effective oral and written communication skills
- Ability to use general office technology and software programs
- Ability to make quick and effective decisions concerning substitute assignments
- Ability to work independently and prioritize tasks
- Ability to exercise independent judgment
- Ability to work effectively under pressure
- Ability to maintain an excellent personal attendance record
- Ability to maintain confidentiality
- Ability to maintain accurate records
- Ability to establish and maintain effective working relationships with staff and substitute personnel

Licenses/Special Requirements: None

## Personnel Relationships:

Reports to Executive Director of Human Resources.

## Working Conditions:

Office environment; required to report to work during early morning hours before general staff is present in building. Experiences frequent interruptions. Required to prioritize tasks, visually concentrate on detail, be dexterous and precise; required to sit for prolonged periods. Occasionally required to deal with angry people.

## General Functions:

This position manages the Substitute Online Software for certificated and classified substitute staff throughout the district. Responsibilities include filling and or monitoring substitute requests, matching substitute employees with assignments, filling position openings that are not filled through Substitute Online, processing-substitute employee forms for payroll, and providing information to staff members regarding substitute procedures and guidelines. The Substitute Specialist/Secretary also performs a variety of secretarial duties for the Human Resource department.

## Specific Duties and Responsibilities:

1. Secures the building by turning the alarm off early in the morning. Assists with early morning rentals and any emergencies that may arise.

2. Handles assigned tasks with a minimum amount of direction, and provides the Executive Director of Human

Resources with the current status of all assigned activities if necessary.

3. Receives telephone calls and messages daily from district staff and substitutes needing assistance; telephones substitute personnel to arrange work assignments that are not filled through the Substitute Online software; matches substitute employee with work assignment according to qualifications and staff or substitute preferences.

4. Sends Principals' Secretaries monthly absence summaries from SOLAR. Notifies building administrators and/or secretaries when they do not have a substitute for an employee in their building.

5. Makes necessary corrections for secretaries, employees, and payroll in Substitute Online.

6. Provides reliable, accurate, and courteous desktop operations support for the Substitute Online system for all users.

7. Conducts group and individual training classes on how to use Substitute Online.

8. Supports and maintains Substitute Online and SOLAR. Collaborates with payroll to maintain budget codes for employees, yearly calendar, substitute pay rates, and authorization codes that are attached to district budget codes for release time.

9. Types and distributes reasonable assurance letters to all substitute employees and classified employees who work less then 260 day. Ensures letters for classified employees are returned by the deadline and are in alphabetical order.

10. Creates and maintains current personnel files for substitute employees; provides information from records as requested. Notifies substitute employees if additional information or forms are needed for personnel files.

11. Formats and types lists, forms, and address labels for substitute assignment process; updates substitute information periodically. Maintains accurate substitute logs documenting daily assignments; consults substitute logs as requested by payroll department staff for verification of hours worked.

12. Consults with District professional development providers concerning release time and budget codes.

13. Compiles information, and runs a monthly report of the number of days each substitute has worked.

14. Refers problems concerning substitute employees to the Human Resource administrator as needed for resolution.

15. Receives, organizes, and maintains all paperwork for job applicants; pulls applications for administrators to screen, and sets up interviews.

16. Screens substitute applications and sets up interviews for administrators to interview substitute classified employees.

17. Performs a variety of secretarial duties for the Human Resource Department such as distributing mail, composing routine correspondence, sending letters to applicants, preparing mailings, and answering personnel-related questions.

18. Types and submits purchase orders for Human Resource Department needs.

19. Coordinates Home Hospital instructional needs for students who meet Home Hospital requirements. Ensures appropriate forms are completed. Identifies tutor and follows up as necessary. Completes annual report at the end

of the school year.

20. Responsible for highly qualifying all certificated employees and completing highly qualified reports throughout the school year.

21. Prepares newspaper advertisements for open positions as requested.

22. Inputs new employee and substitute information into the WSIPC/WESPaC employee software system, Substitute Online, and Ethics Data.

23. Notifies Information Services of all new substitutes for district e-mail accounts.

24. Performs related duties as assigned.

Submitted to PSE January 12, 2010

**From:** Stephanie Berryhill on behalf of Stephanie Berryhill <stephanie_berryhill@enumclaw.wednet.edu>
**To:** cleonard@wspa.net; jhodson@fwps.org
**Subject:** Re: MEMBER REQUEST
**Date:** Monday, May 7, 2018 4:35:49 PM
**Attachments:** HR Sec Sub Coord 2015.pdf

---

Hi Janet!

We have a full time union secretary (PSE) as our 12 month/8 hours per day Secretary/sub clerk.

I've attached the job posting but, the hourly rate has changed to $21.59 starting wage now.

Let me know if you have questions about this!

Stephanie

On Fri, May 4, 2018 at 8:01 AM, Curtis Leonard <waspa@memberclicks-mail.net> wrote:

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>
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> Also, cc your responses to: cleonard@wspa.net
>
> Thanks,
>
> Curtis
>
> ---
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> This email was sent to Stephanie_Berryhill@enumclaw.wednet.edu by cleonard@wspa.net
>
> Washington School Personnel Association · PO Box 1600, Anacortes, Washington 98221, United States
>
> Remove My Email or Manage Preferences · Privacy Policy

--
*Stephanie Berryhill*
*Human Relations*
*Enumclaw School District*
*360-802-7113*

# ENUMCLAW SCHOOL DISTRICT

## Position Opening Notice

**Executive Secretary Human Relations**
**Monday through Friday 6:45 AM to 3:15 PM (12 month employee)**
**$19.55 to $22.28 depending on experience**

**Additional .35 cents for AA and .50 cents for BA or above plus benefits**

***General Summary***
Under the general direction of the Director of Human Relations, perform a wide variety of standard and advanced secretarial duties including independently managing the daily substitute needs of the District. We are looking for someone who can successfully handle a wide and deep range of job responsibilities. Character attributes include: initiative; the ability to work independently and as part of a team; ownership of the responsibilities outlined below and; the ability to design and implement unique problem-solving strategies. We are seeking someone who is comfortable and effective in interacting with our staff and community in person and over the phone. Other duties as assigned. Interview process will include skills test.

***Minimum Qualifications***
***Education and Experience***
High school diploma required with additional training in computers and office procedures. Normally requires two years of previous office experience. Experience in a school setting is preferred.

***Required Knowledge, Skills and Abilities***
Knowledge of a variety of office procedures and the operations of office equipment such personal computers and computer software. WSIPC/Skyward experience preferred. Skilled in effective communication both oral and written. Skill in record keeping and report preparation. Ability to work with confidential data. Ability to follow instruction, apply rules, regulations, procedures and policies and apply them with good judgment in a variety of procedural matters without immediate supervision. Ability to organize set priorities, problem solve and work effectively under pressure.

***Essential Functions***
1. Serve as the substitute coordinator for the district; maintain the substitute program with substitute placement and assignments. Attend and participate in regional substitute coordinator meetings.
2. On-going recruitment of staff for open positions and substitute positions.
3. New employee orientation for substitutes.
4. Act as receptionist/secretary; make appointments, schedule meetings for the department and the Human Relations Director.
5. Data entry on PC and mainframe computer systems such as Citrix, Skyward, and EdRM Data entry includes applicant, employee, student information and payroll.
6. Prepare correspondence, memos, spreadsheets/relational databases, routine and special reports including payroll, attendance and other material as requested.
7. Maintain office and employee files, applicant and substitute records.
8. Process job openings, online applications, and additional application documentation and materials in a timely manner.
9. Work with the public answering general questions involving policies, procedures and regulations.
10. Tracking of attendance, leaves, contracts, stipends, clock hours, mandatory training and employee evaluations.

11. Tracking of federal and state requirements for employment and retention such as but not limited to, background checks, fingerprinting, appropriate certification and experience.
12. Purchasing, tracking of P.O.s and tracking HR Budget.
13. Management of Para competencies and probationary periods for new staff.
14. Operate office machines/equipment, stuff envelopes and other routine clerical duties.
15. Perform other duties as assigned.

**Working Conditions**

Usual office working conditions with exposure to numerous distractions and interruptions. Requires capacity to balance multiple tasks. Flow of work and character of duties involve normal mental and visual attention much or all of the time. Requires sitting, standing, bending, and reaching. May require lifting of average weight material.

**APPLICATION PROCEDURE:**

**In-district - HOW TO APPLY:**

Go to www.enumclaw.wednet.edu and then click on **Employment** in the menu.

1. For in-district applicants; you will always choose **Update Application**.

2. To begin, click the **UPDATE APPLICATION** button. To log in you will use your Enumclaw School District email address and a temporary password. The first time you log-in, you will need to call Human Relations at 360-802-7112 for the temporary password. You will be prompted to change your password. Your new password must be at least eight (8) characters long. It can be numbers and/or letters, this will become your permanent password.

3. Once logged in, you will be in the **My Profile** section of your application. This has 6 pages (tabs) you will need to complete. The first page or tab is Personal Information and the second is your contact information. Correct any information as needed. Then continue to the Disclosure, Interests, Preferences and Confidential Data pages. When this is complete, you will move to the **My Checklist** tab.

4. A complete job application includes a formal letter of interest, a current resume and at least two confidential references completed.

5. To view openings and apply for jobs, click **Job Openings** in the main menu.

If you need assistance, email us at human_resources@enumclaw.wednet.edu or call 360-802-7112. Thank you.

Pursuant to 28A.400 RCW, the recommended applicant, if not a current regular employee, will be required to have a state and national background check. The applicant's fingerprints will be forwarded to the Washington State Patrol and FBI for disclosure of any applicable charges or findings. Employment will be conditional upon a satisfactory background investigation.

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

Enumclaw School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

**Title IX Coordinator &**
**Civil Rights Compliance Coordinator**
Director of Human Relations
2929 McDougall Avenue
Enumclaw WA 98022
360.802.7113

**Section 504/ADA Coordinator**
Director of Student Support Services
2929 McDougall Ave
Eumclaw WA 98022
360.802.7104

In order to provide a healthy environment for students and employees, Enumclaw School District prohibits the use of any tobacco products on all district property and in district-owned vehicles.


**Board of Directors** ■ Corey Cassell ■ Tina McGann ■ Nancy Merrill ■ April Schroeder ■ Chris VanHoof

**From:** admin@wspa.net
**To:** Manal Tirhi
**Subject:** RE: WSPA Membership
**Date:** Tuesday, May 8, 2018 11:08:18 AM

---

Manal,

Are those removed no longer with the district, or just no longer with WSPA? Please let me know and I will either remove them from our database or move them to non-member status.

Thank you,

Jennifer

---

**From:** Manal Tirhi [mailto:mtirhi@fwps.org]
**Sent:** Tuesday, May 01, 2018 3:21 PM
**To:** admin@wspa.net
**Subject:** RE: WSPA Membership

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 Frascone

District member "additionals"

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
Follow us on Twitter: @FWPSCareers
Click here to learn about FWPS Career Opportunities

FEDERAL WAY
PUBLIC SCHOOLS

---

**From:** admin@wspa.net [mailto:admin@wspa.net]
**Sent:** Tuesday, April 17, 2018 4:07 PM
**To:** Manal Tirhi <mtirhi@fwps.org>
**Subject:** RE: WSPA Membership

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>
**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 additonals” 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
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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
**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
Follow us on Twitter: @FWPSCareers
Click here to learn about FWPS Career Opportunities

FEDERAL WAY
PUBLIC SCHOOLS

**From:** Manal Tirhi on behalf of Manal Tirhi <mtirhi@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: WSPA Membership
**Date:** Tuesday, May 8, 2018 11:27:40 AM

---

Jennifer,

Diane Holt: Retired
Mark Davidson: Retired
Liz McFarland: Different Department (won't need access)
Jennifer Wojciechowski: Different Department (Won't need access)
Alex Sheridan: Different Department (can be added as a non-member)

Thank you,

*Manal Tirhi*
*Office Manager*
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PUBLIC SCHOOLS

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*Office Manager*
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253-945-2072
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FEDERAL WAY
PUBLIC SCHOOLS

**From:** admin@wspa.net
**To:** Manal Tirhi
**Subject:** RE: WSPA Membership
**Date:** Wednesday, May 9, 2018 10:13:46 AM

---

Thank you, Manal.

I have made the following changes:

Removed from listing:
Diane Holt
Mark Davidson

Removed from membership – I left them in our database in case they ever needed to access their records for clock hours, etc:
Liz McFarland
Jennifer Wojciechowski
Alex Sheridan

District members:
You ☺ I made you the "district member primary contact"
Chris Patten
Megan Ristine
David Brower
Amanda Michaels (was she formerly with PSESD? Please let me know and I will delete the former ESD listing)
Janet Hodson
Jennifer Hymer
Desiree Thomas
Tony Frascone

Thank you – please let me know if you need anything else.

Thank you,

Jennifer

---

**From:** Manal Tirhi [mailto:mtirhi@fwps.org]
**Sent:** Tuesday, May 08, 2018 11:28 AM
**To:** admin@wspa.net
**Subject:** RE: WSPA Membership

Jennifer,

Diane Holt: Retired
Mark Davidson: Retired
Liz McFarland: Different Department (won't need access)
Jennifer Wojciechowski: Different Department (Won't need access)
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Thank you,

Jennifer

---

**From:** Manal Tirhi [mailto:mtirhi@fwps.org]
**Sent:** Tuesday, May 01, 2018 3:21 PM
**To:** admin@wspa.net
**Subject:** RE: WSPA Membership

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questions.

District members:

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5. ~~Diane Holt~~ Amanda Michaels
6. Janet Hodson
7. Jennifer Hymer
8. ~~Jennifer Wojciechowski~~ Desiree Thomas
9. ~~Liz McFarland~~ Tara Lofton
10. Tony Frascone

District member "additionals"

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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PUBLIC SCHOOLS

---

**From:** admin@wspa.net [mailto:admin@wspa.net]
**Sent:** Tuesday, April 17, 2018 4:07 PM
**To:** Manal Tirhi <mtirhi@fwps.org>
**Subject:** RE: WSPA Membership

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>
**Subject:** RE: WSPA Membership

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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

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**From:** Manal Tirhi [mailto:mtirhi@fwps.org]
**Sent:** Thursday, April 12, 2018 12:36 PM
**To:** 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*
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PUBLIC SCHOOLS

**From:** Manal Tirhi on behalf of Manal Tirhi <mtirhi@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: WSPA Membership
**Date:** Wednesday, May 9, 2018 10:21:52 AM

---

That is correct in regards to Amanda Michaels. And I just wanted to make sure that the "additionals" have also been added.

Thank you,

*Manal Tirhi*
*Office Manager*
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---

**From:** admin@wspa.net [mailto:admin@wspa.net]
**Sent:** Wednesday, May 9, 2018 10:14 AM
**To:** Manal Tirhi <mtirhi@fwps.org>
**Subject:** RE: WSPA Membership

Thank you, Manal.

I have made the following changes:

Removed from listing:
Diane Holt
Mark Davidson

Removed from membership – I left them in our database in case they ever needed to access their records for clock hours, etc:
Liz McFarland
Jennifer Wojciechowski
Alex Sheridan

District members:
You ☺ I made you the "district member primary contact"
Chris Patten
Megan Ristine
David Brower

Amanda Michaels (was she formerly with PSESD? Please let me know and I will delete the former ESD listing)
Janet Hodson
Jennifer Hymer
Desiree Thomas
Tony Frascone

Thank you – please let me know if you need anything else.

Thank you,

Jennifer

---

**From:** Manal Tirhi [mailto:mtirhi@fwps.org]
**Sent:** Tuesday, May 08, 2018 11:28 AM
**To:** admin@wspa.net
**Subject:** RE: WSPA Membership

Jennifer,

Diane Holt: Retired
Mark Davidson: Retired
Liz McFarland: Different Department (won't need access)
Jennifer Wojciechowski: Different Department (Won't need access)
Alex Sheridan: Different Department (can be added as a non-member)

Thank you,

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---

**From:** admin@wspa.net [mailto:admin@wspa.net]
**Sent:** Tuesday, May 8, 2018 11:08 AM
**To:** Manal Tirhi <mtirhi@fwps.org>
**Subject:** RE: WSPA Membership

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PUBLIC SCHOOLS

**From:** admin@wspa.net
**To:** Manal Tirhi
**Subject:** RE: WSPA Membership
**Date:** Wednesday, May 9, 2018 10:29:56 AM

---

Yes, all additionals are entered and/or updated. I have also removed Ms. Michaels PSESD entry.

Thank you,

Jennifer

---

**From:** Manal Tirhi [mailto:mtirhi@fwps.org]
**Sent:** Wednesday, May 09, 2018 10:22 AM
**To:** admin@wspa.net
**Subject:** RE: WSPA Membership

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**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** cleonard@wspa.net; rona_welton@lkstevens.wednet.edu
**Subject:** RE: MEMBER REQUEST
**Date:** Friday, May 11, 2018 8:43:21 AM
**Attachments:** Director of Multilingual Services 12.2016.docx

---

This is what FWPS has.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
**Sent:** Friday, May 11, 2018 7:10 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** MEMBER REQUEST

Good Morning WSPA members. It's Friday again, so here are some member requests for your consideration. Thanks!!

Rona Welton from Lake Stevens School District is wondering if any other district has hired or is going to hire a Coordinator for their ELL program. Any other details you have would be greatly appreciated.

Please send your responses directly to: rona_welton@lkstevens.wednet.edu

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

Thanks,

Curtis

---

This email was sent to jhodson@fwps.org by cleonard@wspa.net

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

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**FEDERAL WAY**
PUBLIC SCHOOLS

Position Description

# DIRECTOR OF MULTILINGUAL SERVICES

**POSITION SUMMARY**: Under the direction of the Chief Academic Officer, the Director of Multilingual Services will plan, organize, control, and direct English language learner and dual language operations and activities district-wide. The Director of Multilingual Services will direct services including, but not limited to, the development, implementation, and evaluation of comprehensive programs in support of English language learners and dual language. The Director of Multilingual Services will provide support to schools to increase student achievement, ensure equity and access, increase rigor, and close the achievement gap for all English language learners at all instructional levels. The Director of Multilingual Services will supervise and evaluate the performance of assigned personnel to achieve smooth and efficient operations and activities.

**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.

- Assist the Chief Academic Officer in achieving district strategic goals and carrying out policies established by the Superintendent and Board of Directors.
- Lead for socially just and equitable practice in service of scholars and families
- Develop, implement, and evaluate goals and objectives as they pertain to areas of responsibility.
- Establish a climate in the areas of responsibility conducive to appropriate conduct, performance, attitude, job satisfaction, and service orientation.
- Provide overall leadership, design, development and support to a comprehensive program of English language learners and dual language services that contributes to and results in increased student achievement and closing of the achievement/opportunity gap district wide.
- Coordinate and implement the State Transitional Bilingual Program (STBIP) in conjunction with state and federal guidelines.
- Develop enrichment (educational/content) program.
- Develop and supervise the English Language Learners programs, which includes budget development, grant management, and providing leadership to district-wide English language learner intervention programs.
- Develop, hire, and supervise the summer school and extended learning opportunities for English language learners, immigrant and refugee students in collaboration with the Chief Academic Officer.
- Coordinate and manage district-wide language translations, including interpreter training and services, and language line communications.
- Provide support with program regulations and procedural processes to the following district divisions/departments: Teaching for Learning, Communications and School/Community Partnerships, Counseling Services, Early Childhood Education, Human Resources, Student Support Services, Assessment and Accountability, Learning Improvement, Standards-Based Instruction, Student Support Services, Equity, Family Engagement, and Information Technology.
- Lead related professional development activities in collaboration with other departments to ensure that programs and support services are implemented according to regulations
- Collaborate with Community-Based Organizations and identified partners to align program resources with district goals.

- Work cooperatively and collaboratively with Limited English Proficient parents, staff, district administrators, and outside agencies to assure that individual student needs are met.
- Assist the Human Resources leadership team in the recruitment, screening, evaluation, interview, and selection process for English language learner and dual language teachers and paraeducators.
- Provide guidance and coordination to the district-wide English language learner certificated and classified staff.
- Coordinate the functions of multilingual education with other departments of the district as necessary.
- Compile and submit state and federal reports as required.
- Coordinate special projects as necessary.
- Spend significant time at schools in direct and personal consultation with principals and district administrators to provide the full range of multilingual education needs.
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; coordinate the work assignments and training of assigned personnel; review work to assure compliance with established standards, requirements, and procedures; take the necessary steps to ensure smooth and timely service to all employees and to prospective employees.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files; prepare agendas and memos**.**
- Develop and implement long- and short-term plans and activities.
- Assure accurate and timely dissemination of information.
- Serve as a member of the leadership team; serve on committees such as the Superintendent's cabinet and other committees as appropriate or assigned by immediate supervisor.
- Write and revise policies and administrative regulations pertaining to assigned functions.
- Keep informed of trend in assigned areas of responsibility, and other pertinent areas, such as federal, state and local laws, and district regulations, policies, and procedures.

**OTHER RESPONSIBILITIES:**

- Coordinate and continue to support and implement a Dual Language program
- Follow a planned professional growth program; participate actively in local, state, and national professional associations/organizations; and study local, state, and national guidelines for effective services in assigned areas of responsibility.

**REQUIRED QUALIFICATIONS:**

**Education and Experience**

Master's degree in educational administration, curriculum and instruction, linguistics, or English as a Second Language, Teaching English to Speakers of Other Languages, or related field

Three (3) years successful teaching experience with English language learners

**ADDITIONAL REQUIREMENTS:**

Demonstrated successful experience in bilingual and/or language immersion programs, and in developing effective program models for English language learners

Washington State Teaching Credential with an ELL or TESOL Endorsement

Washington State District Administrative Credential

**PREFERRED QUALIFICATIONS:**

Doctoral degree in related field

Experience as a school Principal

Proven successful experience in urban public education

Proven successful experience in an ethnically diverse public school district

**CONDITION OF EMPLOYMENT:**
Criminal background clearance
Valid Washington State Driver's License and automobile available for use
Must be willing to attend evening and weekend meetings

**KNOWLEDGE OF:**
Organizational theory and its application in large school districts, including familiarity with "systems thinking," the ability to analyze organizational situations from structural, human resource, political, and symbolic frames.
Principles, practices, trends, goals, and objectives of public education, including current working knowledge in the area of English language learner services and effective language acquisition programs and resources.
Effective principles and practices of management and supervisory methods.
Philosophical, educational, fiscal, and legal aspects affecting field of specialty, including effective methods of English language learner program development, implementation, and evaluation.
Research, best practices and technical aspects of field of specialty.
Research methods and report writing techniques.
Record-keeping techniques.
Applicable federal, state, and local laws, codes, regulations, policies, procedures, and case law related to assigned activities.
District organization, operations, policies, and procedures.
Educational and business technology programs, procedures and methods, computer equipment, and computer software necessary to perform required duties.
Oral and written communication skills, including English usage, grammar, spelling, punctuation, vocabulary, composition, and skills in mathematics.
School board policies and procedures

**ABILITY TO:**
Plan, organize, and administer assigned areas of responsibility.
Administer assigned budgets and allocate funds.
Demonstrate leadership qualities and utilize motivational techniques and strategies in the development of an operational mode that is cost effective.
Operate technology hardware and software necessary to perform assigned duties/responsibilities.
Communicate effectively, both orally and in writing.
Write/present in a clear and concise manner for broad public appeal and interpretation.
Gain cooperation through discussion and persuasion; promote consensus in groups of individuals with diverse interests and values.
Facilitate and promote collaborative decision-making; facilitate conflict resolution.
Coordinate and supervise the work of others.
Analyze complex situations and synthesize diverse information carefully and adopt an effective course of action.
Plan, organize, and prioritize work to meet multiple schedules and deadlines, and manage simultaneous tasks, with many interruptions.
Work independently with minimum direction and supervision; work under pressure.
Understand, analyze, and prepare comprehensive, narrative and statistical reports.
Use effective customer service skills to establish and maintain cooperative and effective working relationships with district personnel, community members, and external companies and agencies in the course of performing assigned duties.
Exhibit cultural competency and sensitivity with the ability to communicate effectively with all cultural groups in the organization.
Supervise and evaluate the performance of assigned staff.

**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 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 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 be working in the District office environment and school sites. The position will require working around and with office equipment having moving parts. The employee will be subject to demanding timelines and will be required to drive to a variety of locations to conduct work during the day and evening hours. The employee will be subject to frequent interruptions and extensive contact with students, staff, parents, and the public. The noise level in the work environment is usually moderate.

**WORK SCHEDULE**
This position typically works Monday through Friday, 260 days per year, with extended hours into the evening and weekend.

**REPORTING RELATIONSHIP**
This position reports to and is evaluated by the Chief Academic Officer

**REPRESENTATION**
This is a non-represented position

**LEVEL OF COMPENSATION**
Director I level on the non-represented salary schedule: $124,747

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 Talent Management 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
Created 03/2016
Updated 12/2016

*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:** admin@wspa.net
**To:** admin@wspa.net
**Subject:** RSVP requested: WSPA Board Retreat June 7-8, 2018
**Date:** Friday, May 11, 2018 12:41:43 PM

---

Hello WSPA Board,

First, please join me in welcoming our incoming board members. We are so happy to have you joining us and we look forward to working with you this year. Thank you for being willing to share your time and energy with the WSPA team!

- Tina Konsmo, Incoming President
- Chris Callaham, Incoming Treasurer
- New Region 2 Co-Rep: Doug Christensen
- New Region 4 Co-Rep: Stacia Dorman
- New Region 6 Co-Rep: Debbie Kovacs

**Our board retreat is scheduled for June 7-8, 2018**

- **WSPA Board Retreat**
- **June 7-8, 2018**
- **Sleeping Lady Resort, Leavenworth**
    - We are currently planning a 10am start on Thursday
    - The agenda is currently being finalized and will be shared as soon as available

**If you could please provide the following information it would be greatly appreciated**. I have created a shared Google doc for your convenience – please indicate your preferences/RSVP online at: https://docs.google.com/spreadsheets/d/1GmSe7OIi5i98fI9RY9TI424_uqJk6i6y4c3_Wp1xuK0/edit?usp=sharing

1. RSVP that you are able/unable to attend
2. Confirmation of accommodations needed – *please note if you do not need accommodations*
    a. WSPA will provide your room Thursday evening, all 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 2018-2019 board members and their contact information. Please indicate any changes on the shared document: https://docs.google.com/spreadsheets/d/1SjVSfEGOHpW6_qXVUWMdEmvHI_sSL44TT6cHvN_iBw0/edit?usp=sharing

Please let me know if you have any trouble accessing either document.

I will send out additional resort/travel information along with the agenda as soon as finalized.

Please let me know if you have any questions or if I may be of any additional assistance. I look forward to seeing each of you next month!

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 Tottenham (via Google Drive) on behalf of Jennifer Tottenham (via Google Drive) <jentottenham@gmail.com>
**To:** jhodson@fwps.org
**Cc:** carterd@edmonds.wednet.edu; scarey@fpschools.org; konsmotm@puyallup.k12.wa.us; kschonberg@ohsd.net; ccallaham@auburn.wednet.edu; jrausch@wspa.net; tneidhold@psd1.org; dormansl@puyallup.k12.wa.us; dlong@nthurston.k12.wa.us; dkovacs@everettsd.org; cleonard@wspa.net; admin@wspa.net; kimha@spokaneschools.org; doug.christensen@ksd.org; marilyn.boerke@camas.wednet.edu; denise.kennedy@bremertonschools.org; chellel@ckschools.org; jason_thompson@msvl.k12.wa.us; turner.l@wenatcheeschools.org
**Subject:** WSPA Board 2018-2019 - Invitation to collaborate
**Date:** Friday, May 11, 2018 12:41:52 PM

---

Jennifer Tottenham has invited you to **contribute to** the following shared folder:

## WSPA Board 2018-2019

Jennifer Tottenham
Washington School Personnel Association
PO Box 1600
Anacortes, WA 98221
Phone: 360-825-1415, Fax: 253-736-0333
admin@wspa.net
jentottenham@gmail.com

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Google Drive: Have all your files within reach from any device.
Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: RSVP requested: WSPA Board Retreat June 7-8, 2018
**Date:** Sunday, May 13, 2018 1:24:02 PM

---

Hi Jennifer
I have added my information to the documents. Thank you. This was so convenient.

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, May 11, 2018 12:42 PM
**To:** admin@wspa.net
**Subject:** RSVP requested: WSPA Board Retreat June 7-8, 2018

Hello WSPA Board,

First, please join me in welcoming our incoming board members. We are so happy to have you joining us and we look forward to working with you this year. Thank you for being willing to share your time and energy with the WSPA team!

- Tina Konsmo, Incoming President
- Chris Callaham, Incoming Treasurer
- New Region 2 Co-Rep: Doug Christensen
- New Region 4 Co-Rep: Stacia Dorman
- New Region 6 Co-Rep: Debbie Kovacs

**Our board retreat is scheduled for June 7-8, 2018**

- **WSPA Board Retreat**
- **June 7-8, 2018**
- **Sleeping Lady Resort, Leavenworth**
    - We are currently planning a 10am start on Thursday
    - The agenda is currently being finalized and will be shared as soon as available

**If you could please provide the following information it would be greatly appreciated**. I have created a shared Google doc for your convenience – please indicate your preferences/RSVP online at: https://docs.google.com/spreadsheets/d/1GmSe7OIi5i98fI9RY9TI424_uqJk6i6y4c3_Wp1xuK0/edit?usp=sharing

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Please let me know if you have any questions or if I may be of any additional assistance. I look forward to seeing each of you next month!

Thank you,

Jennifer

Jennifer Tottenham
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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/

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** admin@wspa.net
**Subject:** Minutes from Annual Conference board meeting
**Date:** Sunday, May 13, 2018 1:37:16 PM
**Attachments:** Board Meeting Minutes_Feb 2018.docx

---

Jennifer
I am so sorry. I don't think I sent these to you to disperse to the board members. I don't want to show up and not have them have a copy of the minutes to review for any corrections. Let me know if there is anything else I should be preparing.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

WSPA Board Meeting
Suquamish Clearwater Casino
February 25, 2018

Open meeting at 5:30pm

**Welcome and Introductions – Kurt Schonberg**
Debby Carter, Marilyn Boerke, Shaun Carey, Connie Sheridan, Jennifer Tottenham, Jane Rausch, Dawn Long, Janet Hodson, Debby Carter, Curtis Leonard, Denise Kennedy, Chelle Lente, Toni Neidhold, Kim Harmon
Absent: Cathi Price, Lisa Turner

Thank you to Chelle and Denise. Look forward to fruits of labors at this conference.

**Regional Updates**

**Region 1 – Jane and Kim:** 6 meetings this year; 3 done. ERNN conference – meet with districts about bargaining- Paul Clay presenting. Attendance up. Curtis asked her to find out if they are

**Region 2 North vacancy:**

**Region 2 South– Toni**: Would be interested in hosting the bargaining meeting with Curtis and Rick Meeting coming up in March. Discussion around sick leave law and L&I. Hosting conference next year. Three Rivers Convention center. A couple hotels next door. Working with an event planner from Tri-City. Free service – promoting Tri Cities. Wine and River cruise – Historical information activity re: Hanford
Reach out for hot topics.

**Region 3 – Marilyn** – 2 meetings – 66 at last meeting Tracey Miller reasonable accommodations hosted in Vancouver ESD one more scheduled for the spring and hope to learn something from meeting

**Region 4 Cathi and Dawn** - 55 meeting Puyallup 1433 sick leave districts are all over the board 2242 and impact on bargaining new standards for para standards (postponed March 7)
2 more meetings in the spring – rotate where they are held.

**Region 5 – Denise/Chelle** – hosting the conference. Great crew 8-10 core team met many times; did some on site visits so we could make sure there is enough space. Will debrief in a few weeks and then get back on track for region meetings.

**Region 6 – Connie/Jason** - 2 meetings Sept – Jason led Speaker on social emotional learning as it relates to HR Professionals, well attended. 2nd Chuck Lind presented on classified supervisor training, it was well attended open to non-members to attend. March – Curtis is presenting last one in May -

Have had a lot of conversation about evaluation. Classified admin were excited about the focus on their needs. Conversation was guided by their comments.

**HELP Update** – Jane Rausch: Fall Help Oct 19, 19 non-Help participants attend HR legal writing. Workplace investigation and documentation
Spring April 23
Lorraine FLSA Castle Rock and Sick Leave - do we want to charge $75 for each ½ day session
This summer – new classified boot camp – What's the difference between evaluations and discipline - Steve Grubb dropped out on presenting, Federal Way David Brower and Janet Hodson presenting
Looking for certificated ABC POG for summer session M-W
Key note is Lisa Nolan and Forrest Griek
Jane strongly believes we are growing – 4 grads this year; 6 for next year most likely; more consistent emails, calendaring to keep them on track, encouraging participants to keep interest.

**Secretary Report – Janet Hodson**
Question: are there any changes/corrections other than the cost of HELP?
Amend the minutes to $395 instead of $375
Question: What is going on vacancy Region 2 north – the person is no longer working in that region and Curtis is not heard of anyone else wanting to take it on.
Jane stated that her position will be open in Region 1 for next year.
Debbie Carter motioned to approve the minutes as amended
Shaun seconded

**Treasurer's Report - Lisa Turner**
Continue to have positive earnings. Jennifer reviewed the report and believes it looks good.
Debbie Carter - Question: S275 quite a difference between projection and net. Any input? - 4 presenters got a stipend; $500 for manual plus printing; and $750 for presenter - 3 dates for presentation. Jennifer will send out a breakdown on this.
We put on good things, give access as much as we can, still netting a profit which is a good thing. Too early to project cash balance. Not a whole lot less than previous years. Still working on getting to cash in/cash out. Still working on added value for our members.

**CPA Review Report:**
Making headway on this problem from 2015 – but we are getting close to resolving the issues. Fixable and not impactful. Form 990 from 2015 was a little surprising. Guess 990 was filed with best information that former CPA had and the data may not have been correct.
1099 – the $600 threshold was incorrect. Must still do 1099's for 2016
B&O tax Corrections only go back 4 years.
Debbie Carter inquired: Timeline for meeting the findings – Don't know the extension date. The auditor knows but Jennifer did not.
Mistakes of credit cards – new process started. Refunds were correct, recorded incorrectly. Entered 2x.
Kurt asked - Are we comfortable to have Jennifer follow the corrective actions from the report?
Debbie Carter motioned
Shaun and Jane seconded

Keep president informed before June of actions taken. Unanimous vote

**Old Business:**
Stipends – Curtis bargaining workshop – Porter Foster – keep making money. Last year we raised stipend to $5000 – trying to split the money between WSPA and Law Firm - Would like to see 50-50 split going forward instead of 75-25 as in the past.
Debbie Carter – Understand that we paid a differential when new material - instead of tweaking.
Kurt would like to see a fix percentage. But also agree when content is new or large update there could be a differential
Curtis will have something prepared for retreat.
Most often $500 except for Rick Kaiser $3000
Would like to get a motion on upping payment this year to $6000 – closer to 50-50 split. They do all the work –
Marilyn motioned that we pay $6000 this year plus expenses.
Connie seconded

**Career Fair** – getting questions from vendor Q - opportunity for teachers to teach outside of their school day online in another country.
Who is allowed to come to career fair?
The career fair is to teach in our public schools and not provide employment opportunity to earn money outside of their regular work.
Maybe we should put out a mission and vision of the career fair.

**New Business**
Procedures for Career Fair
Stipends
Region 2 – open position
When there are 2 reps – the one coming off does not attend
If region only has one rep both incoming and outgoing attend

**Open postions**, Region 1, 2, 4, 6 treasurer and pres elect (Jane Connie Cathi)
Nominations will go on
Define the regions a little bit.

General meeting for Tuesday
Call for nominations
Approval of minutes last meeting
Membership report
Treasurer Report

Adjourned 6:43 pm

**From:** admin@wspa.net
**To:** jhodson@fwps.org
**Subject:** RE: Minutes from Annual Conference board meeting
**Date:** Monday, May 14, 2018 7:17:55 AM

---

Thank you, Janet. I will share with the board when I send out the agenda.

Jennifer

---

**From:** Janet Hodson [mailto:jhodson@fwps.org]
**Sent:** Sunday, May 13, 2018 1:37 PM
**To:** admin@wspa.net
**Subject:** Minutes from Annual Conference board meeting

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Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

**From:** admin@wspa.net
**To:** jhodson@fwps.org
**Subject:** RE: RSVP requested: WSPA Board Retreat June 7-8, 2018
**Date:** Monday, May 14, 2018 7:18:12 AM

---

Thank you, Janet. I will see you in a few weeks!

---

**From:** Janet Hodson [mailto:jhodson@fwps.org]
**Sent:** Sunday, May 13, 2018 1:24 PM
**To:** admin@wspa.net
**Subject:** RE: RSVP requested: WSPA Board Retreat June 7-8, 2018

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Janet Hodson
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**Sent:** Friday, May 11, 2018 12:42 PM
**To:** admin@wspa.net
**Subject:** RSVP requested: WSPA Board Retreat June 7-8, 2018

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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/

**From:** York, Kelli on behalf of York, Kelli <York.Kelli@yakimaschools.org>
**To:** jhodson@fwps.org
**Cc:** "cleonard@wspa.net"
**Subject:** HR Substitute Specialist
**Date:** Monday, May 14, 2018 2:03:45 PM
**Attachments:** HR Substitute Specialist.pdf

---

The HR Substitute Specialist is a member of our Yakima Educational Office Professionals (YEOP) Association, and we have one person working in this position full-time, year-round, in our District of approximately 16,000 students and 2,000 staff.

*Kelli York*
*Director of Human Resources*
*Yakima School District*
*(509) 573-7066*

*Yakima School District encourages workforce diversity and complies with all state and federal laws prohibiting unlawful discrimination.*

**YAKIMA PUBLIC SCHOOLS**
**YAKIMA SCHOOL DISTRICT NUMBER 7**

**Human Resources Department**
**104 N. Fourth Ave**
**Yakima, WA 98902**
**(509) 573-7062 Fax (509) 573-7190**
**www.yakimaschools.org**

# Classified – Job Description
# Human Resources – Substitute Specialist
## YEOP Salary Schedule Level 4

**Hours/day:** 8
**Days/year:** 260

**Directly Responsible To:** Human Resources Director

**Minimum Qualifications:**
- High School Diploma or G.E.D.
- Competency as measured through the Basic Skills Test (TABE).
- School district office experience preferred.
- Effective oral and written communication skills.
- Establish and maintain a professional and positive working relationship with students, staff and the general public.
- Ability to work effectively under pressure including frequent interruptions involving a multitude of phone calls and requests for information.
- Ability to work independently with minimal supervision.
- Skill in operating general office machines.
- Knowledge of Word, Excel, Publisher, automated attendance reporting system (Aesop) and application system (EDRM) preferred.
- Knowledge of general secretarial (clerical) procedures including but not limited to correct spelling and grammar usage, filing, attention to detail, organizing and setting priorities, and following tasks through to completion.
- Record of dependability, flexibility, and regular attendance required.
- Must maintain a high level of confidentiality.

**Primary Function:** Serve as the district's substitute specialist. Oversee the automated attendance reporting system; verify computer log; run various reports; log substitute requests and secure additional information; troubleshoot and resolve problems; request enhancements as appropriate. Assist substitutes with completion of required employment forms; set up and maintain substitute employee files; review substitute files for current and valid certificates and other qualifications. Answer a wide variety of questions on substitute procedures and policies. Review classified and certificated substitute pools to determine adequacy of pool to provide coverage as needed; update substitute applicant requests; maintain a district calendar of trainings and schedule accordingly. Prepare and update guest handbook to assure thorough and consistent substitute orientation and performance. Organize and arrange the substitute appreciation reception and substitute trainings. Make inquires on complaints regarding substitutes and recommend usage of those substitutes in future assignments. Act as back-up for Application Specialist.

**Other Functions and Responsibilities:**
- Create and maintain a variety of records, forms, documents and files.
- Compile, create, and process district, state and federal reports as required.
- Respond to inquires from staff, parents, students and public agencies.
- Assist other personnel as may be required to ensure an efficient and an effective work environment.

**Expectations for Continued Employment:**

- Employment is contingent upon passing a Washington State Patrol and Federal Bureau Investigation fingerprint screening examination and background check.
- Maintain consistent presence at assigned worksite and regular work hours.
- Comply with all District policies and operational procedures.
- Must maintain punctuality and regular attendance.
- Complete SafeSchool's online training in accordance with the Yakima School District.
- Obtain a CPR and First Aid Card if needed.
- Attend job specific trainings as required.

## Nondiscrimination Statement

*"Yakima School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees at* ***104 N. 4th Ave. Yakima WA 98902*** *have been designated to handle questions and complaints of alleged discrimination:*

***Civil Rights Compliance Coordinator:*** *Cece Mahre, Deputy Superintendent, (509) 573-7039, mahre.cece@yakimaschools.org;* ***Section 504/ADA Coordinator*** *(students)****:*** *Nancy McHenry, Director of Health and Student Services, (509) 573-7004, mchenry.nancy@yakimaschools.org;* ***Title IX Coordinator/ADA Coordinator*** *(non-students)****:*** *Kelli York, Human Resources Director, (509) 573-7066, york.kelli@yakimaschools.org. Individuals with disabilities who require assistance or special arrangements to attend a program or activity sponsored by the Yakima School District should contact one of the* ***ADA Coordinators*** *24 hours in advance of the event to inquire about reasonable accommodation. Deaf, deaf-blind, hard of hearing, and/or speech impaired individuals may access Washington Relay Services by calling 7-1-1- or 1-800-833-6388."*

*"Yakima School District encourages workforce diversity and complies with all state and federal laws prohibiting unlawful discrimination."*

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** cleonard@wspa.net; admin@wspa.net
**Subject:** Friday question
**Date:** Wednesday, May 16, 2018 2:17:47 PM

---

Does any district use a system for tracking FMLA/leaves? If yes, what is the name of the vendor you use? Does the system include letter/form templates that can be generated from an excel document and auto populate?

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

**From:** Brandmire, Amie H. on behalf of Brandmire, Amie H. <BrandmAH@puyallup.k12.wa.us>
**To:** cleonard@wspa.net; Janet Hodson
**Subject:** RE: MEMBER REQUEST
**Date:** Friday, May 18, 2018 7:11:58 AM

---

Hi Janet –
In Puyallup, we don't use a vendor – we have our own home-grown process, tracking in business plus and customized forms, fashioned from the federal forms.
Want me to connect you with Dawn – let's meet if you'd like a walk through of our docs and process!
Call me!
Amie

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Friday, May 18, 2018 6:49 AM
**To:** Brandmire, Amie H. <BrandmAH@puyallup.k12.wa.us>
**Subject:** MEMBER REQUEST

Please consider the following WSPA member requests. Thank you!

Janet Hodson from Federal Way School District is asking if any district uses a system for tracking FMLA/leaves? If yes, what is the name of the vendor you use? Does the system include letter/form templates that can be generated from an excel document and auto populate?

Please send your responses directly to: jhodson@fwps.org

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

Thanks,

---

This email was sent to brandmah@puyallup.k12.wa.us by cleonard@wspa.net

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

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| | |
|---|---|
| **From:** | Konsmo, Tina M. on behalf of Konsmo, Tina M. <KonsmoTM@puyallup.k12.wa.us> |
| **To:** | jhodson@fwps.org |
| **Cc:** | cleonard@wspa.net; Brandmire, Amie H. |
| **Subject:** | Your member request |
| **Date:** | Friday, May 18, 2018 8:04:50 AM |
| **Attachments:** | image001.png |

---

Hi Janet,

As you know, we're on BusinessPlus.

Amie and I created a way to track leaves in the Personal Information Leave Info screens.

We use ours as a conversation between HR and Payroll and have had some reports developed for both departments.

If you want to come take a peek, let me know.

Tina

**Tina Konsmo | Director of Human Resources | Puyallup School District**

PUYALLUP SCHOOL DISTRICT *A Tradition of Excellence*

P.O. Box 370 Puyallup, WA 98371

**Office** 253.841.8666 **Fax** 253.841.8650 | **Email** KonsmoTM@puyallup.k12.wa.us

This e-mail and any attachments may contain confidential and privileged information. If you are not the intended recipient, please notify the sender immediately by return e-mail, delete this e-mail and destroy any copies. Any dissemination, use, review, disclosure, or distribution of this information by a person other than the intended recipient is unauthorized and may be illegal.

**From:** Cynthia Luna McVeigh on behalf of Cynthia Luna McVeigh <CynthiaMcVeigh@sjisd.wednet.edu>
**To:** Janet Hodson
**Cc:** Curtis Leonard
**Subject:** FW: MEMBER REQUEST
**Date:** Friday, May 18, 2018 8:45:27 AM

---

Hi Janet,

Although we have not yet adopted this system, I hope that we do next year. It is called eFMLA and last I heard, the license cost about $750/year including support. The link is below.

http://www.efmla.com/

(Separately, I've asked Frontline to consider integrating FMLA absence tracking functionalities with Absence Management, aka 'Aesop'. I have no idea if they will, but it sure seems like a common sense enhancement to their tool.)

Have a good weekend,

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 <waspa@memberclicks-mail.net>
**Sent:** Friday, May 18, 2018 6:50 AM
**To:** Cynthia Luna McVeigh <CynthiaMcVeigh@sjisd.wednet.edu>
**Subject:** MEMBER REQUEST

Please consider the following WSPA member requests. Thank you!

Janet Hodson from Federal Way School District is asking if any district uses a system for tracking FMLA/leaves? If yes, what is the name of the vendor you use? Does the system include letter/form templates that can be generated from an excel document and auto populate?

Please send your responses directly to: jhodson@fwps.org

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

Thanks,

---

This email was sent to cynthiamcveigh@sjisd.wednet.edu by cleonard@wspa.net

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

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**From:** Rita Anaya on behalf of Rita Anaya <ranaya@toppenish.wednet.edu>
**To:** jhodson@fwps.org
**Cc:** cleonard@wspa.net
**Subject:** FMLA
**Date:** Friday, May 18, 2018 8:51:13 AM

---

I do not use an outside vendor for tracking. My volume of FMLA leaves do not require more than a very simple tracking/file system.

Just wanted to mention a great resource is the AASPA FMLA Compliance Manual and Supplement.

Thank You

--

*This message and any attached files might contain confidential information protected by federal and state law. If this message reached you in error, please contact the sender and destroy this message. Disclosing, copying, forwarding or distributing the information by unauthorized individuals or entities is strictly prohibited by law.*

Rita Anaya
Human Resources Administrative Secretary
306 Bolin Dr.
Toppenish, WA 98948
509-865-8154
Fax 509-865-8162

**From:** Christensen, Debi L. on behalf of Christensen, Debi L. <ChristensenD@orting.wednet.edu>
**To:** Quigley, Chad
**Cc:** cleonard@wspa.net; Moritz, Kathy; Janet Hodson
**Subject:** Re: FMLA Resources
**Date:** Friday, May 18, 2018 9:54:05 AM
**Attachments:** Outlook-1499287832.png

---

Good morning Chad,
Thanks for responding so quickly following WSPA's Friday question distribution. I've looped in Janet Hodson in Federal Way since I believe she's looking for that info.

Have a good day,

Debi L. Christensen, SPHR, SHRM-SCP
Executive Director for Human Resources
Orting School District
(360) 893-6500, ext. 243

"All students ready for college, careers, and life"
#OrtingReady

---

**From:** Quigley, Chad <chadquigley@selahschools.org>
**Sent:** Friday, May 18, 2018 7:10 AM
**To:** Christensen, Debi L.
**Cc:** cleonard@wspa.net; Moritz, Kathy
**Subject:** FMLA Resources

Hi Debi,

I attached the contact information for FMLA Manager. They're great to work with and can set you up with a web conference and trial run with their system.

**Taylor E Romenesko**
**On Behalf of SHRM**
Sales Representative - Resale Partners
P.O. Box 368, Neenah, WI 54957-0368

tromenesko@jjkeller.com | 1-800-843-3174 Ext. 2023

Thanks,

--
Chad Quigley
Executive Director of Human Resources
Selah School District

**From:** SANDRA WEYMOUTH on behalf of SANDRA WEYMOUTH <sweymouth@bethelsd.org>
**To:** jhodson@fwps.org
**Cc:** cleonard@wspa.net
**Subject:** Re: MEMBER REQUEST
**Date:** Monday, May 21, 2018 9:00:08 AM

---

Good morning Janet,

In Bethel, we use Filemaker here to track our FMLA's.

With Filemaker, we've created our own database that helps track as well as print out letters of approval for those on FMLA. Using the information in the database that we enter, we are also able to pull reports that will download into excel.

Hope this helps!

Take care,
Sandy

Sandy Weymouth
Human Resources Classified Information Manager
Bethel School District No. 403
Office: (253) 683-6029 Fax: (253) 683-6019
*sweymouth@bethelsd.org*

On Fri, May 18, 2018 at 6:54 AM Curtis Leonard <waspa@memberclicks-mail.net> wrote:

> Please consider the following WSPA member requests. Thank you!
>
> Janet Hodson from Federal Way School District is asking if any district uses a system for tracking FMLA/leaves? If yes, what is the name of the vendor you use? Does the system include letter/form templates that can be generated from an excel document and auto populate?
>
> Please send your responses directly to: jhodson@fwps.org
>
> Also, cc your responses to: cleonard@wspa.net
>
> Thanks,

This email was sent to sweymouth@bethelsd.org by 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:** cleonard@wspa.net; scabigting@steilacoom.k12.wa.us
**Subject:** RE: MEMBER REQUEST
**Date:** Friday, May 25, 2018 7:13:34 AM

---

Federal Way doesn't give them till June 1. Way too late. We are working to change that.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
**Sent:** Friday, May 25, 2018 5:42 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** MEMBER REQUEST

Good Morning WSPA members!

A couple of Friday requests for your consideration and input. Thanks as always.

Sue Cabigting from Steilacoom School District is looking to see when districts start delivering contracts for the next year? February, March, April or May?

She has language on when the latest date to have them too however she is looking to get an idea of how early folks send out and if you have any incentives for staff that submit resignations early?

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

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

Thanks,

Curtis

---

This email was sent to jhodson@fwps.org by cleonard@wspa.net

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**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** admin@wspa.net; Jane Rausch
**Subject:** clock hours for renewal of HELP certification
**Date:** Thursday, May 31, 2018 12:22:12 PM

---

I thought I saw somewhere a list of clock hours for when you work on committees such as annual conference, advisory, presenter, being a board member. I am not finding it. I am working on getting my renewal information turned in.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

**From:** admin@wspa.net
**To:** jhodson@fwps.org; Jane Rausch
**Subject:** RE: clock hours for renewal of HELP certification
**Date:** Thursday, May 31, 2018 12:54:36 PM

---

Hi Janet,

To clarify- do you mean clock hours awarded for time on planning committees or board meetings? I am not familiar with that, but I will see what I can find out.

Jennifer

---

**From:** Janet Hodson [mailto:jhodson@fwps.org]
**Sent:** Thursday, May 31, 2018 12:22 PM
**To:** admin@wspa.net; Jane Rausch <jane.rausch@rsdmail.org>
**Subject:** clock hours for renewal of HELP certification

I thought I saw somewhere a list of clock hours for when you work on committees such as annual conference, advisory, presenter, being a board member. I am not finding it. I am working on getting my renewal information turned in.

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:** admin@wspa.net
**Subject:** RE: clock hours for renewal of HELP certification
**Date:** Thursday, May 31, 2018 1:09:47 PM

---

Yes but for some reason I remember it being an established amount per committee which really doesn't cover all the time spent.

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:** Thursday, May 31, 2018 12:55 PM
**To:** Janet Hodson <jhodson@fwps.org>; Jane Rausch <jane.rausch@rsdmail.org>
**Subject:** RE: clock hours for renewal of HELP certification

Hi Janet,

To clarify- do you mean clock hours awarded for time on planning committees or board meetings? I am not familiar with that, but I will see what I can find out.

Jennifer

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**From:** Janet Hodson [mailto:jhodson@fwps.org]
**Sent:** Thursday, May 31, 2018 12:22 PM
**To:** admin@wspa.net; Jane Rausch <jane.rausch@rsdmail.org>
**Subject:** clock hours for renewal of HELP certification

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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:** admin@wspa.net; Jane Rausch
**Subject:** FW: clock hours for renewal of HELP certification
**Date:** Thursday, May 31, 2018 1:12:13 PM

---

I don't think we get anything stating clock hours for HELP Advisory committee, Region Rep, Board member correct? But we get credit for participating in these roles. Does that make sense?

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** Janet Hodson
**Sent:** Thursday, May 31, 2018 1:10 PM
**To:** 'admin@wspa.net' <admin@wspa.net>
**Subject:** RE: clock hours for renewal of HELP certification

Yes but for some reason I remember it being an established amount per committee which really doesn't cover all the time spent.

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:** Thursday, May 31, 2018 12:55 PM
**To:** Janet Hodson <jhodson@fwps.org>; Jane Rausch <jane.rausch@rsdmail.org>
**Subject:** RE: clock hours for renewal of HELP certification

Hi Janet,

To clarify- do you mean clock hours awarded for time on planning committees or board meetings? I am not familiar with that, but I will see what I can find out.

Jennifer

---

**From:** Janet Hodson [mailto:jhodson@fwps.org]
**Sent:** Thursday, May 31, 2018 12:22 PM
**To:** admin@wspa.net; Jane Rausch <jane.rausch@rsdmail.org>
**Subject:** clock hours for renewal of HELP certification

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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:** | CynthiaMcVeigh@sjisd.wednet.edu; cleonard@wspa.net |
| **Subject:** | FW: MEMBER REQUEST |
| **Date:** | Friday, June 1, 2018 9:46:53 AM |
| **Attachments:** | Director of Assessment, Research, and Accountability 3.2018.docx<br>image001.png |

---

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
Follow us on Twitter: @FWPSCareers
Click here to learn about FWPS Career Opportunities

CONFIDENTIALITY NOTICE: This email, any and all attachments hereto, and all information contained and conveyed herein may contain and be deemed confidential, privileged and/or work product information. If you have received this email in error, please delete and destroy all electronic, hard copy and any other form immediately. It is illegal to intentionally intercept, endeavor to intercept or procure any other person to intercept or endeavor to intercept, any wire, oral or electronic communication.

---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
**Sent:** Friday, June 1, 2018 9:44 AM
**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** MEMBER REQUEST

Good Morning and Happy Friday!

A couple of WSPA member requests here for your review.

Cynthia Luna McVeigh from San Juan Island School District is asking how do you classify your District Assessment Coordinator and what is there salary schedule?

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

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

Thanks,

Curtis

---

This email was sent to tlofton@fwps.org by cleonard@wspa.net

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FEDERAL WAY
PUBLIC SCHOOLS

# Position Description

# DIRECTOR OF ASSESSMENT, RESEARCH, AND ACCOUNTABILITY

**POSITION SUMMARY**: This position plans and directs student assessment and accountability programs as defined by the District's strategic plan; oversees and monitors the processes and procedures, guidelines and compliance issues; provides leadership and support to schools in analyzing academic performance data as well as professional development of data analysis and professional learning communities; manages the budget and recommends pertinent policies, regulations and procedures; plans, organizes and supervises K-12 assessment; seeks out and provides research to improve programming, district and school based professional practices; enables the District to continually improve its effectiveness and efficiency in meeting the educational needs of all students and in service of the District's Theory of Action.

**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.

- Selects appropriate statistical procedures to analyze results; maintains and reports accurate data for policy, accountability and instructional uses; conveys District statistical summaries for use in administrative decision-making.
- Collaborates with administrators and school/building staff to communicate effectively with parents and members of the community; conducts on-going training on the State and District assessments and data interpretation for administrators, teachers and parents.
- Coordinates school/building level formative assessment projects; constructs the assessment calendar both formative and summative;
- Under the direction of the Superintendent and Chief Academic Officer, develop district-wide dashboards reflective of Strategic Plan measures of progress and Ends for multiple stakeholders including families, community members, staff, and the Board of Directors;
- Maintains process for students' progress monitoring; consults with administrators, principals and school/building staff to ensure services are appropriately addressed in school/building improvement plan; develops a process to evaluate the accomplishment of the District's strategic plan and the timely completion of action plans.
- Works as an integral member of the central office to guide departments and schools in formulating and implementing school improvement plans in response to student achievement data.
- Provides leadership in assessment selection and development consistent with Washington State Standards and Promotion Policies
- Collaborates with all district office departments in the overall execution of the district's strategic plan and instructional program
- Provides assessment resources consistent with FWPS developed curriculum guides and professional learning communities to staff and buildings in order to foster district academic consistency
- Researches and communicates current knowledge about instructional and assessment programs, activities, and mechanisms in support of a guaranteed and viable curriculum and professional development

- Designs and refines assessment plans, frameworks, and annual assessment calendar in collaboration key stakeholders
- Collaborates with the Teaching for Learning Department to design and publishes common formative assessments in all content areas within curriculum guides
- Coaches central office, principals, and school staff to ensure that common formative assessments are administered, scored, and used effectively as an essential part of PLCs
- Coaches central office, principals, and school staff in using summative assessments to inform the SIP Plan
- Develops protocols for various stakeholders to use assessment to guide instruction
- Provides assessment assistance and assessment data analysis assistance to central office, principals, building leadership teams, and instructional coaches
- Develop processes and surveys in support of our strategic plan
- Develops and monitors measures of progress within the district strategic plan as well as provides oversight ensuring measures of progress data is accurately collected and monitored.
- Develops various reports and presentations (e.g. Ends, Executive Limitations) as well as provides presentations of progress to the Board of Directors and District Cabinet/Leadership teams
- Collaboratively plans and conducts workshops, coaching support, and other development programs to assist central office, principals, and school staff in conducting effective and meaningful assessment activities
- Oversees the FWPS assessment department personnel and school testing coordinators
- Oversees the district's work with state agencies to insure proper distribution, tracking, and proctoring of assessments (if needed)
- Maintain, analyze, and report on all aspects of electronic student records, including enrollment records, student demographics, transcripts and student performance, attendance, weapons and other discipline incidents, credits and assessment performance and program services.
- Integrate data from various sources (e.g., Synergy, Baseline Edge, Tableau, assessment data files) to develop meaningful, accurate, and visually pleasing reports and reporting tools for a variety of audiences.
- Design and develop compliance and administrative reports; perform complex data management functions and statistical analyses for internal and external reports and reporting tools.
- Coordinate across all ESC departments to develop data reports, templates, and visuals that are aligned to the goals of the Strategic Plan in order to create common analytics across departments to monitor program effectiveness and impact.
- Design, develop, and ensure proper implementation of processes and procedures for maintaining student records; ensure confidentiality and privacy of student information in compliance with FERPA; monitor accuracy and integrity of student records; authorize access to and distribution of student information; help develop and monitor data sharing agreements with outside agencies and contractors.
- Support the data needs of all grants the district is awarded.
- Provide technical assistance and expertise to Human Resources on measures of student growth used in teacher and principal evaluations.
- Provide school buildings and principals with on-going (weekly, monthly) data pushes reflective of district-wide initiatives.
- Oversees and maintains the administration of all District and state testing and assessment programs; designs and implements District-wide assessment; recommends policies regulations, and procedures designed to enhance District effectiveness and efficiency;
- Analyzes, interprets, and communicates student assessment results to multiple audiences through various data visualizations and succinct summaries.

**OTHER RESPONSIBILITIES:**

- Maintains and updates knowledge and skills required for success in the position by participating in professional development activities as needed or as assigned.
- Participates in appropriate state-level organizations to keep the District informed and prepared for teaching and assessment innovations as they emerge. Contacts with individuals outside the district may include, NWRDC, WERA, Educational Service District staff, OSPI and various vendors of products and services.
- Performs related duties as assigned.
- Other duties as assigned by the Superintendent.

**REQUIRED QUALIFICATIONS:**
**Education and Experience**
Master's degree in Education or a related field

Five (5) years of increasingly responsible experience in some combination of educational research, program evaluation, assessment, psychometrics or closely related field in a public school system; OR any combination of experience and training which provides the applicant with the knowledge, skills, and ability required to perform the work.

**PREFERRED QUALIFICATIONS:**
Three (3) years as a Principal or Assistant Principal
Two (2) years as District level Administrator

**CONDITION OF EMPLOYMENT:**
Criminal background clearance
Work scheduled hours on a consistent basis
Valid Washington State Driver's License

**KNOWLEDGE OF:**
Descriptive inferential statistics, measurement theory and practice, information systems and computer applications
Screening, diagnostic, formative and summative assessment development, practices and validation
Systems-thinking and adult learning theory
Organization and operation of public school systems
Educational applications of current technology
Effective staff development principles and practices
Current research, best practices, and effective instructional strategies
Effective supervisory principles and practices

**ABILITY TO:**
Demonstrate skill in leadership at a school/building and/or District level
Demonstrate skill in facilitating group projects and presentations in front from stakeholders
Demonstrate skill in obtaining, clarifying and exchanging oral and written communication
Demonstrate skill in decision making and problem solving
Provide leadership to District staff at all levels
Perform statistical analyses of student achievement data
Develop and monitor budgets
Supervise effectively the work of assigned staff
Coordinate effective department operations
Coordinate activities and programs
Organize, prioritize and maintain effective follow-through procedures
Communicate technical terms to technical and non-technical people
Interact effectively with people in a variety of situations
Maintain confidentiality
Demonstrate reasonable, reliable and regular attendance
Establish and maintain effective working relationships with a variety of people in a multi-cultural, diverse socio-economic setting

Participate as part of a team

**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 will constantly be required to sit for extended periods of time and use a computer screen and keyboard. The employee may occasionally be required to squat, kneel, and use hands for fine manipulation, 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 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.

Required to attend frequent meetings at various locations; exposed to frequent interruptions; required to concentrate on detail and be precise; may be required to work with difficult and sensitive situations and urgent timelines. 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 typically works, 8 hours per day, Monday through Friday, 260 days per year
Annual vacation according to District policy for administrative staff
Fringe benefits include sick leave, medical, dental and vision benefits, retirement and other optional

**REPORTING RELATIONSHIP**
This position reports to, and is evaluated by Chief Academic Officer or designee.

**REPRESENTATION**
Non-Represented

**LEVEL OF COMPENSATION**
Director I - $130,111

**CLASSIFICATION HISTORY**
Update with physical demand/working conditions 3/2018

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:** jrausch@wspa.net
**To:** jhodson@fwps.org; dbrower@fwps.org; pclay@stevensclay.org
**Cc:** admin@wspa.net
**Subject:** WSPA Classified Boot Camp
**Date:** Sunday, June 3, 2018 1:41:41 PM
**Attachments:** WSPA Reimbursement Form_UPDATED 2018.pdf
Classified Administrator Boot Camp_Schedule_July 2018_draft.docx

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Greetings!

Thank you for offering to present at WSPA's Classified Boot Camp this summer. An updated schedule is attached. If you haven't already done so, please let me know as soon as possible if you will be needing hotel accommodations.

Our participation is looking good this summer! To date, we have 26 registered. I will be sending out final numbers the week prior to Boot Camp. If you would like us to print your handouts, please have those to Jennifer no later than Friday, June 29th. Her email is admin@wspa.net. If you will be bringing the handouts yourself, I have attached the expense form for you. Please complete this as well for your stipend ($100) and mileage/airfare.

All Boot Camp sessions are held at the Puget Sound ESD. The address is 800 Oaksdale Ave. SW, Renton.

Should you have any questions, please don't hesitate to reach out.

Thank you.

Jane Rausch
HELP Coordinator
WSPA
(509) 979-0572 - cell

## 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 |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| **$Totals** | | | | | | |

**Car Mileage and/or Commercial Fares**

| Date | To | From | Airline | Car Mileage<br>2018 IRS Rate<br>54.5 cents per mile | | Cost |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | **Total $** | |

**Other Necessary Expenditures/STIPEND**

| Date | Payee | For | | Cost |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | **Total $** | |

(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.)

# Summer 2018 – Classified Administrator Boot Camp – Puget Sound ESD

| Date | Time | Topic / Instructor | Focus / Outcome |
|---|---|---|---|
| **Monday, July 9, 2018** | 8:00 am - 11:45 pm | Whole Educator Support and Creating a Balanced Workplace<br><br>Presenter: Forrest Griek & Lisa Nolan | Learning to build a stronger workforce by:<br>• Ensuring the safety of every employee<br>• Ensuring the health of every employee<br>• Ensuring the engagement of every employee |
| | 11:45 am – 12:30 pm | Lunch | Lunch |
| | 12:30 pm – 4:00 pm | ABC's of Human Resources for the Classified Administrator<br><br>Janet Hodson, David Brower, Federal Way Public Schools | Basic understanding of Human Resources soft skills such as:<br>• The difference between discipline and evaluation<br>• Crucial conversations<br>• Setting expectations<br>• Changing the culture<br>• Transitioning from employee to supervisor |
| **Tuesday, July 10, 2018** | 8:00 am - 11:45 am | HR 101: An Overview of School Human Resource Leadership Responsibilities<br><br>Instructor: Paul Clay, Attorney, Stevens, Clay & Manix | Basic understanding of Human Resources responsibilities for the following:<br>• Hiring<br>• Professional Training<br>• Performance evaluation, discipline, termination<br>• Employee rights<br>• Collective Bargaining Agreements |
| | 11:45 am – 12:30 pm | Lunch | Lunch |
| | 12:30 pm – 4:00 pm | HR 101: An Overview of School Human Resource Leadership Responsibilities<br><br>Instructor: Paul Clay, Attorney, Stevens, Clay & Manix | Basic understanding of Human Resources responsibilities for the following:<br>• Hiring<br>• Professional Training<br>• Performance evaluation, discipline, termination<br>• Employee rights<br>• Collective Bargaining Agreements |

updated 03/16/2018

**From:** admin@wspa.net
**To:** jhodson@fwps.org
**Cc:** cleonard@wspa.net
**Subject:** Re: minutes from February Board meeting
**Date:** Monday, June 4, 2018 5:46:03 PM

---

Hi Janet,

I will have copies — no need to do a thing. I am looking forward to seeing you there!

Jennifer

On Jun 4, 2018, at 5:19 PM, Janet Hodson <jhodson@fwps.org> wrote:

> Jennifer
> Do I need to bring along paper copies of our last minutes for the Board retreat?
>
> 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:** admin@wspa.net
**Subject:** RE: minutes from February Board meeting
**Date:** Monday, June 4, 2018 9:58:26 PM

---

Thank you. I will see you Thursday morning. Looking forward!

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:** Monday, June 4, 2018 5:46 PM
**To:** Janet Hodson <jhodson@fwps.org>
**Cc:** cleonard@wspa.net
**Subject:** Re: minutes from February Board meeting

Hi Janet,

I will have copies — no need to do a thing. I am looking forward to seeing you there!

Jennifer

On Jun 4, 2018, at 5:19 PM, Janet Hodson <jhodson@fwps.org> wrote:

> Jennifer
> Do I need to bring along paper copies of our last minutes for the Board retreat?
>
> Janet Hodson
> Federal Way Public Schools
> Executive Director of Human Resources
> 253.945.2020
> jhodson@fwps.org

| | |
|---|---|
| **From:** | admin@wspa.net |
| **To:** | cleonard@wspa.net; Carey Shaun; konsmotm@puyallup.k12.wa.us; carterd@edmonds.wednet.edu; jhodson@fwps.org; Callaham, Christine; turner.l@wenatcheeschools.org; Jane Rausch; kimha@spokaneschools.org; doug.christensen@ksd.org; Toni L. Neidhold; Boerke, Marilyn A. (ZAC); Dorman, Stacia L.; Long, Dawn; Denise Kennedy; chellel@ckschools.org; dkovacs@everettsd.org; JASON THOMPSON; kschonberg@ohsd.net |
| **Subject:** | WSPA Board Retreat: June 7-8 |
| **Date:** | Tuesday, June 5, 2018 8:01:50 AM |
| **Attachments:** | WSPA Board Retreat Agenda_JUNE 2018.pdf<br>Board Retreat RVSP and Dietary Needs_JUNE 2018.xlsx - Sheet1.pdf |

---

Hello WSPA Board Members,

It is retreat week and I am looking forward to seeing each of you on Thursday. I have attached a copy of the agenda for your reference.

- **WSPA Board Retreat**
- **June 7-8, 2018**
- **Sleeping Lady Resort, Leavenworth**
- **We will begin at 9:30 on Thursday morning in the Woodpecker Board Room**

Driving directions may be found online at: https://www.sleepinglady.com/location-directions.php

Please let me know at your earliest convenience if you have any travel changes and I would be happy to coordinate with the resort.

For those of you unable to attend, I will send copies of the board packet to you for your review.

As always, please do not hesitate to contact me with any questions or for any assistance. I will see you in Leavenworth!

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**
**June 7-8, 2018**
**Sleeping Lady Resort**
**Leavenworth, Washington**

| **THURSDAY, JUNE 7, 2018<br>PRESIDENT MEETING** | | |
|---|---|---|
| **Schedule** | **Agenda** | **Presenter** |
| 8:00-9:15 | **PRESIDENT Meeting** | President and Executive Director in attendance only |
| **THURSDAY, JUNE 7, 2018<br>BOARD MEETING** | | |
| 9:30 -9:45 | **BOARD Meeting Begins**<br>• Welcome and Introductions | All board members |
| 9:45-10:15 | Region Reports | Region Representatives |
| 10:15 -10:30 | Secretary Report<br>• Minutes of February meeting<br>• Membership Report | Janet Hodson, Jennifer Tottenham |
| 10:30-11:00 | HELP Update | Jane Rausch |
| 11:00-11:15 | Treasurer Report<br>• 2017-2018 Budget<br>• 2018-2018 Budget vs. Actual | Lisa Turner |
| 11:15-12:00 | Strategic Planning<br>• Legislative Liaison | Curtis Leonard, Shaun Carey, Kurt Schonberg, Tina Konsmo |
| 12:00-1:00 | LUNCH | |
| 2:00-2:30 | WSPA Business Update<br>• CPA update<br>• WSPA Credit Card for Executive Director<br>• Stipend Review | Curtis Leonard<br>Kurt Schonberg<br>Shaun Carey |
| 2:30-3:30 | 2018-2018 Budget Proposal | Curtis Leonard |
| 3:30 | Break – room check in | Curtis Leonard |
| 5:00-6:00 | President Reception: Shaun's cabin, followed by dinner | All board members |

**WASHINGTON SCHOOL PERSONNEL ASSOCIATION**
PO BOX 1600
ANACORTES, WA 98221
PHONE: 360-825-1415 / FAX: 253-736-0333
WWW.WSPA.NET

**WSPA Board Retreat**
**June 7-8, 2018**
**Sleeping Lady Resort**
**Leavenworth, Washington**

| **FRIDAY, JUNE 8, 2018<br>BOARD MEETING** | | |
|---|---|---|
| 8:30-9:15 | Program and Calendar Planning<br>• Career Fair: Vendor language, floor plan<br>• Law Conference<br>• Member requests: Discussion board, notice options<br>• Webinars, streaming events<br>• Calendar 2018-2019 adoption | Curtis Leonard, Shaun Carey |
| 9:15-10:00 | Annual Conference<br>• Annual Conference Review<br>• Annual Conference Planning<br>• Annual Conference Rotation | Curtis Leonard<br>Region 5<br>Region 2 |
| 10:00-10:30 | Legislative and Emergent Issue Planning and Communication | Curtis Leonard, Shaun Carey |
| 10:30-11:00 | Break | |
| 11:00-11:30 | Budget Proposal Review, Updates, and Adoption by Board | Curtis Leonard, Shaun Carey |
| 11:30-12:00 | Final Discussion, Action Items, Wrap-up | Curtis Leonard |
| 12:00 | Meeting Adjourned and Lunch | |

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**WSPA Board Retreat RSVP**
**June 7-8, 2018**
**Sleeping Lady Resort, Leavenworth**

| First Name | Last Name | Board Position | Arriving | Departing | RSVP | Dietary Needs | Spouse/family attendance | Notes |
|---|---|---|---|---|---|---|---|---|
| Curtis | Leonard | Executive Director | WED | FRI | YES | | | |
| Jennifer | Tottenham | WSPA Coordinator | WED | SAT | YES | NA | Friday only, spouse/partner | extended through Saturday, private reservation/payment |
| Shaun | Carey | President | WED | FRI | YES | NA | NA | |
| Tina | Konsmo | President Elect | WED | FRI | YES | NA | NA | |
| Kurt | Schonberg | Past-President | WED | FRI | YES | NA | Spouse/partner + child | Arriving later in the evening on Wednesday. District Function |
| Debby | Carter | Out-going Past President | WED | FRI | YES | NA | | |
| Janet | Hodson | Secretary | THURS | FRI | YES | NA | NA | |
| Chris | Callaham | Treasurer | WED | FRI | YES | | Yes, spouse/partner | arriving Wednesday, private reservation/payment |
| Lisa | Turner | Out-going Treasurer | THURS | FRI | YES | | | |
| Jane | Rausch | Region 1 Co-Rep/HELP Coordinator | WED | FRI | YES | | | District paying Wednesday accommodations |
| Kim | Harmon | Region 1 Co-Rep | THURS | FRI | YES | NA | No | |
| Doug | Christensen | Region 2 Co-Representative | WED | FRI | YES | NA | No | District Paying for Wednesday Accomodation |
| Toni | Neidhold | Region 2 Co-Representative | WED | FRI | YES | | | District Paying for Wednesday Accomodation |
| Marilyn | Boerke | Region 3 Representative | - | - | Unable to attend | | | |
| Stacia | Dorman | Region 4 Co-Representative | Wed | FRI | YES | NA | No | Unable to attend |
| Dawn | Long | Region 4 Co-Representative | THURS | FRI | | | | |
| Denise | Kennedy | Region 5 Co-Representative | THURS | FRI | YES | Celiac-Allergic to Gluten | | |
| Chelle | Lente | Region 5 Co-Representative | THURS | FRI | YES | None | | |
| Debbie | Kovacs | Region 6 Co-Representative | - | - | Unable to attend | None | | Unable to attend |
| Jason | Thompson | Region 6 Co-Representative | FRI | FRI | YES (Fri. Only) | None | No | Will attend Friday only |

Please let me know if there is any change in your arrival/departure date. Thank you.

**From:** Jane Rausch on behalf of Jane Rausch <jane.rausch@rsdmail.org>
**To:** Analia Galloway; Anita Allen; Anna Roller; Aubrie Montgomery; Chris Patten; Dena Jordan; Jeanette Belaski; Karen Woodbury; Keri McNeil; Krista Maher; Lori Coady; Megan Ristine; Monica Carter; Perla Garcia; Renee Koplan; Tavis Peterson; Traci Cox; Tyson Vogeler; Vita Dominquez; Angela Moses; Angela Spencer; Bailey Roberts; Christi Sayres; Connie Majors; Lori Varkevisser; Melody Perez; Shannon Angle; Stefanie House; Amy Hurd; Barbara Schmitten; Dawna Phillips; Debbie Greenlund; Janie Mata; Kayla Brown; Leisha Turner; Sandy Weymouth; Sherrie Wilcox
**Cc:** Jennifer Tottenham
**Subject:** HELP 2018!
**Date:** Tuesday, June 5, 2018 1:10:18 PM
**Attachments:** Summer 2018 HELP ScheduleDRAFT.docx

---

Greetings!

Hello and welcome to HELP 2018! I am looking forward to seeing each of you this July. Below are some items that I hope will help you get prepared for this summer. Please do not hesitate to contact me with any questions. I have attached the schedule for the week.

Take Care
Jane Rausch
509-464-8208 – office
509-979-0572 – cell

- **HELP Schedule:** 8:00 a.m. to 4:00 p.m. on Monday-Thursday; and 8:00 a.m. -11:45 a.m. on Friday. There will also be evening activities on Monday and Thursday starting at 5:00 p.m. **Attendance at all day and evening activities are required for all HELP participants.** Plan to stay through the conclusion of the program on Friday at 11:45.

- **Location:**
  - Monday Morning: DoubleTree Suites at Southcenter, 16500 Southcenter Parkway, Seattle, WA 98188
  - Monday Afternoon – Friday: Puget Sound ESD 800 Oaksdale Ave SW Renton, WA 98057.

- **Registration/Check-in:** Monday, July 9, 2018, starting at 7:30 a.m. at the DoubleTree Suites at Southcenter, 16500 Southcenter Parkway, Seattle, WA 98188
Early registration is also available at the elevator lobby on Sunday, July 8, 2018, from 4:00 – 6:00 p.m.

- **Hotel Guest Room Reservations:** WSPA has secured special guest room rates for $199 plus tax during HELP week July 9 – 13, 2018, at the DoubleTree Suites by Hilton, Seattle (Southcenter). Toll-free reservations assistance is available by calling 800-222-8733. Please provide our Group Code HLP and please let the Reservation Agent know that group block is at the DoubleTree Suites on Southcenter Parkway in Seattle, WA (to reserve rooms at the correct hotel). Parking and Internet is provided with room.

- **Shuttle Services:** If you are flying into Seattle, the hotel does provide shuttle services. Please contact them anytime to let them know dates/times you will need shuttle services from and to the airport. They would like to know in advance so that they can ensure they have

room/availability when you need it. If you will be needing a ride from the hotel to the ESD, please let me know so that we can make arrangements.

- **What to Bring:** Attire is relaxed, casual summer wear. You may want to bring a laptop or iPad, but this is optional. Some instructors may ask you to refer to your District's collective bargaining agreements for reference, so take them with you as well.

- **Evening Activities and Events:**
  - **July 9 – Monday at 5:00 pm - 7:00 pm at the Southcenter Double Tree Hotel:** A social networking and "special assignment" night for all participants will begin at 5:00p.m. **HELP Participants: <u>This is part of your HELP assignment for the week, so please plan to attend.</u>** Heavy appetizers will be served. Janice Watson will be presenting on dealing with challenging behaviors in the workplace.

  - **July 10 & 11 – Tuesday and Wednesday** dinner is on your own. The South Center Shopping Mall is right across the street from the hotel, so there are lots of choices for restaurants and shopping.

  - **July 12 – Thursday Night Banquet for HELP Participants at 5:00pm at the Southcenter Double Tree Hotel:** a celebratory dinner (included in registration costs) and program for HELP participants. Please note: spouses or other individuals not enrolled in HELP may attend the dinner for a $50.95 per plate fee.

--

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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**HELP – Summer 2018 – Schedule**

| Monday, July 9 | HELP I | HELP II | HELP III |
|---|---|---|---|
| **8:00 am – 8:15 am** | Welcome and Introductions | Welcome and Introductions | Welcome and Introductions |
| **8:15 am – 11:45 am** | Whole Educator Support: HR really is about the people! | Whole Educator Support: HR really is about the people! | Whole Educator Support: HR really is about the people! |
| **11:45 am – 12:30 pm** | Lunch | Lunch | Lunch |
| **12:30 pm – 4:00 pm** | Teaming/Self Care (Linda Krininger & Cathy McKay) | Quantitative Analysis/Technology (Darrell Heisler) | Equity/Civil Rights (Kasha Roseta) |

| Tuesday, July 10 | HELP I | HELP II | HELP III |
|---|---|---|---|
| **8:00 am – 8:15 am** | Teaming and Collaboration | Teaming and Collaboration | Teaming and Collaboration |
| **8:15 am – 11:45 am** | History/Role of HR (Cathi Price) | Leadership Ethics (Janet Gavigan) | Accountability (Toni Neidhold) |
| **11:45 am – 12:30 pm** | Lunch | Lunch | Lunch |
| **12:30 pm – 4:00 pm** | Personnel Records (David Kinnunen & Connie Sheridan) | Benefits (Julie Mondry) | Supervision/Evaluation of Certificated Staff (Kim Harmon ) |

| Wednesday, July 11 | HELP I | HELP II | HELP III |
|---|---|---|---|
| **8:00 am – 8:15 am** | Teaming and Collaboration | Teaming and Collaboration | Teaming and Collaboration |
| **8:15 am – 11:45 am** | Basic Legal Aspects (Mike Kitson) | Grievance/Arbitration (Tim Reynolds ) | Oral Presentations (JoAn Steiner & Stacey Cook) |
| **11:45 am – 12:30 pm** | Lunch | Lunch | Lunch |
| **12:30 pm – 4:00 pm** | Public Records Disclosure (Jay Schulkin) | Workplace Conflict (JoAn Steiner) | Supervision/Evaluation of Classified Staff (Sarah Thornton) |

| Thursday, July 12 | HELP I | HELP II | HELP III |
|---|---|---|---|
| **8:00 am – 8:15 am** | Teaming and Collaboration | Teaming and Collaboration | Teaming and Collaboration |
| **8:15 am – 11:45 am** | Recruitment, Selection and Orientation (Joan Gribskov) | School Employee Mandatory Training and Licensing (Kim Harmon) | LR and Negotiations (Sarah Thornton) |
| **11:45 am – 12:30 pm** | Lunch | Lunch | Lunch |
| **12:30 pm – 4:00 pm** | School Finance (Ruth Russell) | Misconduct and Investigation (Curtis Leonard) | Cultural Competency (Deborah Northern) |

| Friday, July 13 | HELP I | HELP II | HELP III |
|---|---|---|---|
| **8:00 am – 8:15 am** | Teaming and Collaboration | Teaming and Collaboration | Teaming and Collaboration |
| **8:15 am – 11:45 am** | Essay Writing (Jane Rausch) | Due Process (Rick Doehle) | Group Facilitation Skills (Tom Melancon) |

**From:** Kim Pennington on behalf of Kim Pennington <kpenning@fwps.org>
**To:** admin@wspa.net
**Cc:** Michelle Turner
**Subject:** boot camp registration cancelation
**Date:** Thursday, June 14, 2018 9:32:45 AM

---

Hi,

I called and left a message with Jennifer, your coordinator, today at 9:15 a.m. to find out how to cancel our registration.

We have three people registered at this time from the Federal Way Public Schools:

Michelle Turner
Chad Tuttle
Tom Nutt

They will be unable to attend. Can you cancel these people or call me to process this cancelation. My number and email are included below.

Please and thank you,

**Kimberly Pennington**
Coordinator of Office Operations
FWPS Transportation Department
Phone: 253-945-5961
Fax: 253-945-5999
kpenning@fwps.org
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**From:** admin@wspa.net
**To:** Kim Pennington
**Cc:** mturner@fwps.org
**Subject:** RE: boot camp registration cancelation
**Date:** Thursday, June 14, 2018 9:36:37 AM

---

Hi Kimberly,

I was just picking up the voice message – I am sorry that I missed your initial call.

I will cancel these registrations and will send confirmations of the refund for Ms. Turner in just a few moments. Our credit card processing system was not allowing multiple charges to a single card this week so the only payment that has been processed is the one for Ms. Turner. The registrations for Mr. Nutt and Mr. Tuttle have been cancelled with no charges assessed.

I will have that credit card refund fund receipt to you in just a few minutes.

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/

---

**From:** Kim Pennington [mailto:kpenning@fwps.org]
**Sent:** Thursday, June 14, 2018 9:33 AM
**To:** admin@wspa.net
**Cc:** Michelle Turner <mturner@fwps.org>
**Subject:** boot camp registration cancelation

Hi,

I called and left a message with Jennifer, your coordinator, today at 9:15 a.m. to find out how to cancel our registration.

We have three people registered at this time from the Federal Way Public Schools:

Michelle Turner
Chad Tuttle
Tom Nutt

They will be unable to attend. Can you cancel these people or call me to process this cancelation. My number and email are included below.

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**Kimberly Pennington**
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kpenning@fwps.org
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**From:** admin@wspa.net
**To:** kpenning@fwps.org
**Subject:** WSPA Transaction Receipt
**Date:** Thursday, June 14, 2018 9:37:58 AM

---

---
General Information
---
Merchant Account: WSPA
Date/Time : 06/14/2018 9:37:21 AM PDT

---
Transaction Information
---
Description : Federal Way Public SchoolsMichelleTurner1314174306/14/2018 12:15:39$395.00
Transaction Amount : $395.00
Transaction ID : 4153722670
Authorization Code : 011292
Transaction Type : Card Void
Response : Approved
AVS Results : 5-character Zip match only
CSC Results : CVV2/CVC2 Match

---
Customer Billing Information
---
First Name : Michelle
Last Name : Turner
Address : 33330 8th Avenue
City : Federal Way
State : WA
Zip Code : 98003
Country : US
Phone : 253.945.2072
Email : mturner@fwps.org

---
Customer Shipping Information
---
First Name :
Last Name :
Address :
City :
State :
Zip Code :
Country :
Email :

**From:** admin@wspa.net
**To:** Kim Pennington
**Cc:** mturner@fwps.org
**Subject:** RE: boot camp registration cancelation
**Date:** Thursday, June 14, 2018 9:39:23 AM
**Attachments:** Turner_CANCELLATION.pdf

---

Hello Kimberly,

The credit card cancellation for Ms. Turner is attached for your records.

Thank you,

Jennifer

---

**From:** admin@wspa.net
**Sent:** Thursday, June 14, 2018 9:37 AM
**To:** 'Kim Pennington' <kpenning@fwps.org>
**Cc:** 'mturner@fwps.org' <mturner@fwps.org>
**Subject:** RE: boot camp registration cancelation

Hi Kimberly,

I was just picking up the voice message – I am sorry that I missed your initial call.

I will cancel these registrations and will send confirmations of the refund for Ms. Turner in just a few moments. Our credit card processing system was not allowing multiple charges to a single card this week so the only payment that has been processed is the one for Ms. Turner. The registrations for Mr. Nutt and Mr. Tuttle have been cancelled with no charges assessed.

I will have that credit card refund fund receipt to you in just a few minutes.

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/

**From:** Kim Pennington [mailto:kpenning@fwps.org]
**Sent:** Thursday, June 14, 2018 9:33 AM
**To:** admin@wspa.net
**Cc:** Michelle Turner <mturner@fwps.org>
**Subject:** boot camp registration cancelation

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Michelle Turner
Chad Tuttle
Tom Nutt

They will be unable to attend. Can you cancel these people or call me to process this cancelation. My number and email are included below.

Please and thank you,

**Kimberly Pennington**
Coordinator of Office Operations
FWPS Transportation Department
Phone: 253-945-5961
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kpenning@fwps.org
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# Transaction Successfully Cancelled

## Transaction Receipt

| | |
|---|---|
| **Merchant:** | WSPA - (Tacoma, WA) |
| **Date/Time:** | 06/14/2018 9:37:21 AM PDT |
| **Transaction ID:** | 4153722670 |
| **Transaction Type:** | Card Void |
| **Amount:** | 395.00 |

## Credit Card Information

| | |
|---|---|
| **CC Type:** | Visa |
| **CC Number:** | **********9605 |
| **Auth. Code:** | 011292 |
| **Processor:** | Moolah Vantiv |

## Billing Information

Michelle Turner
mturner@fwps.org
253.945.2072
33330 8th Avenue
Federal Way WA, 98003
US

## Shipping Information

## Order Information

| | |
|---|---|
| **Description:** | Federal Way Public SchoolsMichelleTurner1314174306/14/2018 12:15:39$395.00 |

**From:** Kim Pennington on behalf of Kim Pennington <kpenning@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: boot camp registration cancelation
**Date:** Thursday, June 14, 2018 9:40:08 AM

---

Thank you,

**Kimberly Pennington**
Coordinator of Office Operations
FWPS Transportation Department
Phone: 253-945-5961
Fax: 253-945-5999
kpenning@fwps.org
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---

**From:** admin@wspa.net [mailto:admin@wspa.net]
**Sent:** Thursday, June 14, 2018 9:39 AM
**To:** Kim Pennington <kpenning@fwps.org>
**Cc:** Michelle Turner <mturner@fwps.org>
**Subject:** RE: boot camp registration cancelation

Hello Kimberly,

The credit card cancellation for Ms. Turner is attached for your records.

Thank you,

Jennifer

---

**From:** admin@wspa.net
**Sent:** Thursday, June 14, 2018 9:37 AM
**To:** 'Kim Pennington' <kpenning@fwps.org>
**Cc:** 'mturner@fwps.org' <mturner@fwps.org>
**Subject:** RE: boot camp registration cancelation

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**From:** Kim Pennington [mailto:kpenning@fwps.org]
**Sent:** Thursday, June 14, 2018 9:33 AM
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**From:** Kim Pennington on behalf of Kim Pennington <kpenning@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: boot camp registration cancelation
**Date:** Thursday, June 14, 2018 9:46:22 AM

---

Hi Jennifer,
Thank you for this information. I have already gotten the cancelation for Michelle and will not worry about the other two.

I appreciate your speedy response and help with this. Have a great day,

**Kimberly Pennington**
Coordinator of Office Operations
FWPS Transportation Department
Phone: 253-945-5961
Fax: 253-945-5999
kpenning@fwps.org
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---

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**To:** Kim Pennington <kpenning@fwps.org>
**Cc:** Michelle Turner <mturner@fwps.org>
**Subject:** RE: boot camp registration cancelation

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**Cc:** Michelle Turner <mturner@fwps.org>
**Subject:** boot camp registration cancelation

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**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** admin@wspa.net
**Subject:** Member request
**Date:** Friday, June 15, 2018 9:20:41 AM

---

Does any district use fingerprint or palm print for clocking in/out for transportation or M&O?

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@wspa.net; admin@wspa.net
**Subject:** FW: Member request
**Date:** Friday, June 15, 2018 9:21:12 AM

---

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** Janet Hodson
**Sent:** Friday, June 15, 2018 9:21 AM
**To:** 'admin@wspa.net' <admin@wspa.net>
**Subject:** Member request

Does any district use fingerprint or palm print for clocking in/out for transportation or M&O?

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

**From:** admin@wspa.net
**To:** jhodson@fwps.org
**Subject:** RE: Member request
**Date:** Friday, June 15, 2018 9:22:31 AM

---

Thank you, Janet. I have shared this with Curtis to go out with the member requests today.

Have a great weekend,

Jennifer

---

**From:** Janet Hodson [mailto:jhodson@fwps.org]
**Sent:** Friday, June 15, 2018 9:21 AM
**To:** cleonard@wspa.net; admin@wspa.net
**Subject:** FW: Member request

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
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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@wspa.net; tami.morse@sno.wednet.edu
**Subject:** RE: MEMBER REQUEST
**Date:** Friday, June 15, 2018 9:23:47 AM

---

$192,521 deputy superintendent

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
**Sent:** Friday, June 15, 2018 9:20 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** MEMBER REQUEST

Good Morning WSPA members! I have a couple WSPA member requests for you. I hope you have a great weekend.

Tami Morse from Snohomish School District is looking for salary information for your assistant superintendent/deputy superintendent.

Please send your responses directly to: tami.morse@sno.wednet.edu

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

Thanks,

Curtis

---

This email was sent to jhodson@fwps.org by cleonard@wspa.net

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

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**From:** Susan Partain on behalf of Susan Partain <spartain@fwps.org>
**To:** admin@wspa.net
**Subject:** Login
**Date:** Wednesday, June 20, 2018 11:20:53 AM

---

Good morning,
I am having trouble logging in. I tried to reset my password and retrieve my user name but was not successful. Can you please help me?

I need to sign up for HELP..

Thank you,
Susan

*Susan Partain*
Federal Way Public Schools
Performance & Compliance Specialist, Human Resources
33330 8th Ave South
Federal Way, WA 98003-6325
spartain@fwps.org
253-945-2025
253-941-7576 or 253-945-2196-FAX

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| | |
|---|---|
| **From:** | Callaham, Christine on behalf of Callaham, Christine <ccallaham@auburn.wednet.edu> |
| **To:** | Janet Hodson |
| **Cc:** | admin (admin@wspa.net); cleonard@wspa.net |
| **Subject:** | Minutes of Meeting - for Bank Change |
| **Date:** | Monday, June 25, 2018 10:43:25 AM |
| **Attachments:** | image001.png |

---

Janet

Can you send me a copy of the minutes surrounding adding me as a signor to the bank accounts? I need to go to the bank.

Thank you,

Chris Callaham
Director of Human Resources
Auburn School District
253-931-4918

AUBURN
SCHOOL DISTRICT
ENGAGE • EDUCATE • EMPOWER

**From:** Susan Partain on behalf of Susan Partain <spartain@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: Last chance reminder: HELP Summer Session, Classified and Certificated Boot Camps, and Whole Educator Special Presentation
**Date:** Wednesday, June 27, 2018 8:24:56 AM

---

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Thank you,
Susan

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---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Wednesday, June 27, 2018 7:06 AM
**To:** Susan Partain <spartain@fwps.org>
**Subject:** Last chance reminder: HELP Summer Session, Classified and Certificated Boot Camps, and Whole Educator Special Presentation

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Thank you,

Jane Rausch
HELP Coordinator

Jennifer Tottenham
Washington School Personnel Association

---

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

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**From:** admin@wspa.net
**To:** Susan Partain
**Subject:** RE: Last chance reminder: HELP Summer Session, Classified and Certificated Boot Camps, and Whole Educator Special Presentation
**Date:** Wednesday, June 27, 2018 12:19:02 PM

---

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Please let me know if you need me to reset your password or if you have any questions regarding logging in.

If you were logged in when you received the below message, please let me know and I will dig a little deeper. I have also copied your message to our webhosting company for any additional support.

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Jennifer

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**Sent:** Wednesday, June 27, 2018 7:06 AM
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**Subject:** Last chance reminder: HELP Summer Session, Classified and Certificated Boot Camps, and Whole Educator Special Presentation

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Jane Rausch

HELP Coordinator

Jennifer Tottenham
Washington School Personnel Association

---

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**To:** admin@wspa.net
**Subject:** RE: Last chance reminder: HELP Summer Session, Classified and Certificated Boot Camps, and Whole Educator Special Presentation
**Date:** Wednesday, June 27, 2018 12:41:23 PM

---

Hi Jennifer,
Thank you for the email. Yes, I am logged in when I receive the message. I appreciate any help you can give me.

Thanks for any help you can give me.

Susan

*Susan Partain*
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Performance & Compliance Specialist, Human Resources
33330 8th Ave South
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spartain@fwps.org
253-945-2025
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HELP Coordinator

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Washington School Personnel Association

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| **Date:** | Wednesday, June 27, 2018 2:12:11 PM |

Susan,

One more question: Are you connecting to WSPA from one of the links below, or to the website directly at www.wspa.net?

Thank you,

Jennifer

---

**From:** Susan Partain [mailto:spartain@fwps.org]
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**Subject:** RE: Last chance reminder: HELP Summer Session, Classified and Certificated Boot Camps, and Whole Educator Special Presentation

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*Susan Partain*
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**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Wednesday, June 27, 2018 12:19 PM
**To:** Susan Partain <spartain@fwps.org>
**Subject:** RE: Last chance reminder: HELP Summer Session, Classified and Certificated Boot Camps, and Whole Educator Special Presentation

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Federal Way Public Schools
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Jennifer Tottenham
Washington School Personnel Association

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| **Subject:** | RE: Last chance reminder: HELP Summer Session, Classified and Certificated Boot Camps, and Whole Educator Special Presentation |
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**Date:** Wednesday, June 27, 2018 3:03:03 PM

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- The registration fee is for the full year of HELP - one-week summer session, a one-day session in the fall, and a one-day session in the spring.
- Please click here for registration and information

Thank you,

Jane Rausch
HELP Coordinator

Jennifer Tottenham
Washington School Personnel Association

---

This email was sent to spartain@fwps.org by admin@wspa.net

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

Remove My Email or Manage Preferences · Privacy Policy

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** Shaun Carey
**Cc:** admin@wspa.net
**Subject:** RE: Issue!!!
**Date:** Wednesday, June 27, 2018 4:28:53 PM

---

Shaun,
Jennifer Tottenham is the Coordinator for WSPA. I am the Secretary. I have copied her on this email.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

**From:** Shaun Carey <co.thm@aol.com>
**Sent:** Wednesday, June 27, 2018 4:17 PM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** Re: Issue!!!

Yes Janet Hodson as Coordinator of WSPA and i need this assistance personally from you,I promise to refund on Friday.

Regards
Shaun

Sent from my iPhone

-----Original Message-----
From: Janet Hodson <jhodson@fwps.org>
To: Shaun Carey
Sent: Thu, Jun 28, 2018 12:11 am
Subject: RE: Issue!!!

Shaun
I am not sure you have the right person. I do not have any idea what you are talking about regarding a transfer of money.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

**From:** Shaun Carey
**Sent:** Wednesday, June 27, 2018 4:10 PM
**To:** Janet Hodson <jhodson@fwps.org>

**Subject:** Re: Issue!!!

Janet,I am tied up right now,Can you make a transfer via Ria money transfer walmart to walmart of $1,200 to a vendor and put it in request for reimbursement.I would prefer to call you but can't receive or call at the moment with my line.Let me know and i can forward you the details.

Thanks
Shaun

Sent from my iPhone

-----Original Message-----
From: Janet Hodson <jhodson@fwps.org>
To: Shaun Carey
Sent: Thu, Jun 28, 2018 12:06 am
Subject: RE: Issue!!!

If it was today, no. The last message I received from you was on 6/13.
Did you get the letter Chris Callaham needs you to sign for her to take to the bank so she can take Lisa Turner off account and put her on?

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

**From:** Shaun Carey
**Sent:** Wednesday, June 27, 2018 3:16 PM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** Issue!!!

Janet,Did you got my earlier message?

Regards
Shaun

Sent from my iPhone

**From:** admin@wspa.net
**To:** jhodson@fwps.org
**Cc:** Shaun Carey
**Subject:** Re: Issue!!!
**Date:** Wednesday, June 27, 2018 4:39:41 PM

---

Hi Janet,

Jane received a similar email. I believe them to be spam. I have let Shaun know

Jennifer Tottenham

On Jun 27, 2018, at 4:28 PM, Janet Hodson <jhodson@fwps.org> wrote:

> Shaun,
> Jennifer Tottenham is the Coordinator for WSPA. I am the Secretary. I have copied her on this email.
>
> Janet Hodson
> Federal Way Public Schools
> Executive Director of Human Resources
> 253.945.2020
> jhodson@fwps.org
>
> **From:** Shaun Carey <co.thm@aol.com>
> **Sent:** Wednesday, June 27, 2018 4:17 PM
> **To:** Janet Hodson <jhodson@fwps.org>
> **Subject:** Re: Issue!!!
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Shaun

Sent from my iPhone

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: Issue!!!
**Date:** Wednesday, June 27, 2018 4:46:35 PM

---

Yikes, I was wondering if he was over stressed and lost his mind!

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Wednesday, June 27, 2018 4:40 PM
**To:** Janet Hodson <jhodson@fwps.org>
**Cc:** Shaun Carey <co.thm@aol.com>
**Subject:** Re: Issue!!!

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Jennifer Tottenham

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> Shaun,
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> Janet Hodson
> Federal Way Public Schools
> Executive Director of Human Resources
> 253.945.2020
> jhodson@fwps.org
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Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

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Federal Way Public Schools
Executive Director of Human Resources
253.945.2020

jhodson@fwps.org

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**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** Issue!!!

Janet,Did you got my earlier message?

Regards
Shaun

Sent from my iPhone

**From:** Callaham, Christine on behalf of Callaham, Christine <ccallaham@auburn.wednet.edu>
**To:** KURT SCHONBERG; Carey Shaun; Konsmo, Tina M.
**Cc:** Curtis Leonard; Janet Hodson
**Subject:** WSPA Membership Dues for 18-19
**Date:** Thursday, June 28, 2018 3:15:22 PM
**Attachments:** image002.png

---

Presidents,

I recall that we had a discussion at retreat about raising the membership dues for the upcoming year. I changed the line item for membership revenue from $65,000 to $93,000 in my notes, however I didn't jot down the pricing proposal that Curtis had described.

As I now review the Bylaws I see that there is mention of the cost of dues in Article VII, page 7. I believe that increasing membership fees would require a vote. In addition, that paragraph does not specifically call out dues for district memberships or associate/retiree memberships so it might need some clean up anyway.

I don't know that Jennifer can change the fee structure for renewal next month without a vote by the membership.

Can anyone provide me with some guidance or refresh my memory on what we are doing with this line item?

Also, can I get a copy of the minutes from the meeting for my notes?

Thank you,

Chris Callaham
Director of Human Resources
Auburn School District
253-931-4918

AUBURN SCHOOL DISTRICT
ENGAGE • EDUCATE • EMPOWER

**From:** cleonard@wspa.net
**To:** Callaham, Christine; kschonberg@ohsd.net; Carey Shaun; Konsmo, Tina M.
**Cc:** jhodson@fwps.org
**Subject:** Re: WSPA Membership Dues for 18-19
**Date:** Friday, June 29, 2018 6:44:47 AM
**Attachments:** image002.png

---

The proposal was:

$175 - Individual
$100 - Retiree
$1500 - District

I agree that this is a item that will need approval of membership which typically occurs at annual conference. I believe that we can do a membership vote via email as well and can see if this will be an option.

---

**From:** Callaham, Christine <ccallaham@auburn.wednet.edu>
**Sent:** Thursday, June 28, 2018 3:15 PM
**To:** kschonberg@ohsd.net; Carey Shaun; Konsmo, Tina M.
**Cc:** cleonard@wspa.net; jhodson@fwps.org
**Subject:** WSPA Membership Dues for 18-19

Presidents,

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Thank you,

Chris Callaham

Director of Human Resources
Auburn School District
253-931-4918

**From:** jrausch@wspa.net
**To:** dbrower@fwps.org; jhodson@fwps.org; pclay@stevensclay.org; tanselmo@stevensclay.org
**Subject:** Classified Boot Camp
**Date:** Sunday, July 1, 2018 3:51:37 PM
**Attachments:** CLASSIFIED Boot Camp Registration JUNE 30 2018FINAL.xlsx
HELP Classified Boot Camp Schedule 2018-2019 UPDATED JUNE 1 2018.pdf

---

Greetings!

Attached is the final list of registrants for the Classified Boot Camp. I am also including the agenda as a reminder of the start and end times.

Puget Sound ESD is located at 800 Oakesdale Ave. SW, Renton, WA.

If you need to get hold of me my cell number is (509) 979-0572.

Thank you, and I look forward to seeing you the week of the 9th!

Jane Rausch
HELP Coordinator
WSPA

| Organization | First Name | Last Name | Email | Job Title | Dietary Restrictions |
|---|---|---|---|---|---|
| Bremerton School District | Carol | Bailie | carol.bailie@bremertonschools.org | Classified Specialist | |
| Bremerton School District | Steve | Bartlett | steve.bartlett@bremertonschools.org | Technology Supervisor | |
| Everett Public Schools | Trevor | Bell | tbell2@everettsd.org | Custodial and Operations Supervisor | |
| Kennewick School District | Christine | Benson | christine.benson@ksd.org | NS Asst Director | |
| Enumclaw School District | Ramona | Bray | Ramona_Bray@enumclaw.wednet.edu | HR Specialist | |
| Bremerton School District | Lori | Campbell | lori.campbell@bremertonschools.org | Enterprise Database Manager | |
| North Thurston School District | Debbie | Cannon | dcannon@nthurston.k12.wa.us | Supervisor | |
| Kennewick School District | Linda | Crowner | linda.crowner@ksd.org | ECEAP Manager | |
| North Thurston School District | Michael | Dahl | mtdahl263@comcast.net | Facilities Director | |
| Kennewick School District | Jenny | Diaz | jenny.diaz@ksd.org | Site Coordinator | |
| Bremerton School District | Marco | DiCicco | marco.dicicco@bremertonschools.org | Transportation Supervisor | |
| Kennewick School District | Betsy | Dickinson | betsy.dickinson@ksd.org | Classified HR Manager | |
| North Kitsap School District | Cami | Dombkowski | cdombkowski@nkschools.org | Human Resources | |
| Rochester School District | Ed | Dowell | skiliz@rochester.wednet.edu | Director of Maintenance and Custodial | |
| Issaquah School District | Natalie | Fowler | fowlern@issaquah.wednet.edu | Human Resources | |
| Northshore School District | Abel | Ghirmai | aghirmai@nsd.org | Human Resources Director | |
| Bremerton School District | David | Herrington | david.berrington@bremertonschools.org | Director of Facilities and Maintenance | |
| North Kitsap School District | Albert | Hoch | hr@nkschools.org | Maintenance and Facilities Coordinator | |
| Bremerton School District | Lynn | Johnson | lynn.johnson@bremertonschools.org | Child Nutrition Supervisor | |
| Everett Public Schools | Kari | Johnson | kjohnson5@everettsd.org | Nurse Supervisor | |
| Orting School District | Carrie | Joy | joyc@orting.wednet.edu | Human Resources Generalist | Vegetarian/Vegan |
| North Thurston School District | Mark | Kallas | mkallas@nthurston.k12.wa.us | Custodial Supervisor | |
| Auburn School District | Geoff | Lawson | glawson@auburn.wednet.edu | Coordinator Support Services | |
| Riverview School District #407 | John | Mark | markj@rsd407.org | Maintenance Operations, Supervisor | |
| Evergeen Public Schools | Breanne | McClellan | breanne.mcclellan@evergreenps.org | Certificated Personnel Specialist | Gluten Free |
| North Thurston Public Schools | Vivian | Millon | vmillon@nthurston.k12.wa.us | Payroll Supervisor | |
| Bethel School District | Pam | Montgomery | pmontgomer@bethelsd.org | Assistant Director of Human Resources | |
| Riverview School District | Ruby | Perez | perezr@rsd407.org | Director of Business and Operations | |
| Kennewick School District | Kathy | Phenneger | kathy.phenneger@ksd.org | Transportation Assistant Manager | |
| Anacortes School District | Connie | Sheridan | csheridan@asd103.org | Human Resources Manager | |
| North Kitsap School District | John | Sides | hr@nkschools.org | Transportation Supervisor | |
| Bethel School District | Leigh | Sinclair | lsinclair@bethelsd.org | Director of HR | |
| Rochester School District | Lisa | Thoreson | lthoreson@rochester.wednet.edu | Lead Custodian | |
| Riverview Transportation | Sabrina | Warren | warrens@rsd407.org | Transportation Supervisor | Vegetarian/Vegan |
| North Thurston School District | Brian | Westberg | bwestberg@nthurston.k12.wa.us | Supervisor | |
| North Kitsap School District | Bill | Wilson | hr@nkschools.org | Director of Maintenance and Facilities | |
| Bremerton School District | Marian | Woods | marian.woods@bremertonschools.org | Business Office Supervisor | |

Classified Administrator Boot Camp
July 2018

| Date | Time | Topic / Instructor | Focus / Outcome |
|---|---|---|---|
| **Monday, July 9, 2018** | 8:00 am - 11:45 pm | Whole Educator Support and Creating a Balanced Workplace<br><br>Presenter: Forrest Griek & Lisa Nolan | Learning to build a stronger workforce by:<br>• Ensuring the safety of every employee<br>• Ensuring the health of every employee<br>• Ensuring the engagement of every employee |
| | 11:45 am – 12:30 pm | Lunch | Lunch |
| | 12:30 pm – 4:00 pm | ABC's of Human Resources for the Classified Administrator<br><br>Janet Hodson, David Brower, Federal Way Public Schools | Basic understanding of Human Resources skills such as:<br>• The difference between discipline and evaluation<br>• Crucial conversations<br>• Setting expectations<br>• Changing the culture<br>• Transitioning from employee to supervisor |
| **Tuesday, July 10, 20** | 8:00 am - 11:45 am | HR 101: An Overview of School Human Resource Leadership Responsibilities<br><br>Instructor: Paul Clay, Attorney, Stevens, Clay & Manix | Basic understanding of Human Resources responsibilities for the following:<br>• Hiring<br>• Professional Training<br>• Performance evaluation, discipline, termination<br>• Employee rights<br>• Collective Bargaining Agreements |
| | 11:45 am – 12:30 pm | Lunch | Lunch |
| | 12:30 pm – 4:00 pm | HR 101: An Overview of School Human Resource Leadership Responsibilities<br><br>Instructor: Paul Clay, Attorney, Stevens, Clay & Manix | Basic understanding of Human Resources responsibilities for the following:<br>• Hiring<br>• Professional Training<br>• Performance evaluation, discipline, termination<br>• Employee rights<br>• Collective Bargaining Agreements |

**From:** David Brower on behalf of David Brower <dbrower@fwps.org>
**To:** jrausch@wspa.net
**Subject:** Automatic reply: Classified Boot Camp
**Date:** Sunday, July 1, 2018 3:51:43 PM

---

I will be out of the office until July 6th. I will respond to all emails when I return. Sincerely, David Brower Chief Human Resources Officer

**From:** Tony Anselmo on behalf of Tony Anselmo <tanselmo@stevensclay.org>
**To:** jrausch@wspa.net
**Cc:** dbrower@fwps.org; jhodson@fwps.org; Paul Clay
**Subject:** Re: Classified Boot Camp
**Date:** Sunday, July 1, 2018 4:07:31 PM

---

Thank you Jane! Have a fantastic Fourth of July holiday.

Tony

Sent from my iPhone

On Jul 1, 2018, at 3:51 PM, "jrausch@wspa.net" <jrausch@wspa.net> wrote:

> Greetings!
>
> Attached is the final list of registrants for the Classified Boot Camp. I am also including the agenda as a reminder of the start and end times.
>
> Puget Sound ESD is located at 800 Oakesdale Ave. SW, Renton, WA.
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> Jane Rausch
> HELP Coordinator
> WSPA

| | |
|---|---|
| **From:** | jrausch@wspa.net |
| **To:** | sonjabrown@sequim.k12.wa.us; 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; csheridan@asd103.org; jsteinernv@yahoo.com |
| **Subject:** | Advisory Meeting |
| **Date:** | Sunday, July 1, 2018 5:41:34 PM |
| **Attachments:** | July 8, 2018 Advisory Meeting Agenda - DraftJS.docx |

---

Attached is the agenda for the advisory meeting on July 9th. Our meeting will be held from 4-6 p.m., and for those who are interested, we will be going to dinner following the meeting. Please let me know if you are planning to attend!

Our meeting will be held in room 1202. If you need to get hold of me (i.e. traffic), my cell phone number is (509) 979-0572.

I look forward to seeing you the 8th, and I hope you all have a safe and happy 4th!

Jane Rausch
HELP Coordinator
WSPA

HELP

HUMAN RESOURCES IN EDUCATION LEADERSHIP PROGRAM

July 8, 2018 HELP Advisory Board Meeting Agenda

4:00 – 6:00 p.m.

**UPDATE:**

- Week Ahead
  - Keynote Speaker/Registration July 9
  - Review portfolios-discussion
  - Attend the "meet and greet" July 9 from 5-7:00 p.m.
    - Janice Watson – "The Rhinoceros in the Petunia Patch"
  - Presentations

- Fall HELP Session - October 22, 2018
  - Writing Courses for all HELP levels
  - Speakers/Presenters-confirmed
  - WSPA members invited to attend for a registration fee of $150

- Spring HELP Session – April 15, 2019
  - Lorraine Wilson
    - Morning Session: Nuts and Bolts of SEBB
    - Afternoon Session:Bargaining Impacts of SEBB
    - Other suggestions?

- City University

- Portfolios

- HELP Summer 2019 Session – July 22-26, 2019
    - Keynote Speaker and Topic Suggestions

- Marketing/Advertising
    - Classified Boot Camp

- Planning Ahead

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** jrausch@wspa.net
**Subject:** RE: Advisory Meeting
**Date:** Saturday, July 7, 2018 10:12:04 AM

---

Hi Jane
Just in from my vacation. My family will be staying the weekend so I will not be joining everyone for dinner as I will meet back up with my family. See you at 4.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** jrausch@wspa.net <jrausch@wspa.net>
**Sent:** Sunday, July 1, 2018 5:42 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
**Subject:** Advisory Meeting

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Jane Rausch
HELP Coordinator
WSPA

**From:** jrausch@wspa.net
**To:** jhodson@fwps.org
**Subject:** Re: Advisory Meeting
**Date:** Saturday, July 7, 2018 12:30:02 PM

---

No worries! Thank you for letting me know!

Get Outlook for iOS

---

**From:** Janet Hodson <jhodson@fwps.org>
**Sent:** Saturday, July 7, 2018 10:12:04 AM
**To:** jrausch@wspa.net
**Subject:** RE: Advisory Meeting

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Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

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Jane Rausch
HELP Coordinator
WSPA

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** jrausch@wspa.net
**Subject:** HELP Advisory Follow Up
**Date:** Monday, July 9, 2018 7:39:15 AM

---

AASPA – American Association of School Personnel Administrators
Don said that he has talked with Curtis about reaching out to this organization to bridge a gap for our HR leaders. They have a leadership certification program called professional Human Capital Leaders in Education (pHCLE). Some of the requirements for certification involved independent study. It would be a nice incentive if we could incorporate out HELP certification as part of the pHCLE training for taking the test for AASPA's certification program.

If we had them do a book study, we would have to provide the book. These books are around $10, so we would have to invest under $300 for this activity.
On another note, one book study suggestion would be "Love Your Job" basically talks about how to make your work fulfilling and fun.
The Fish Philosophy ($9.99) is another quick read that helps people with ideas about focusing on how to make their work more enjoyable for themselves and the people they work with; however, a lot of district's may have already used this information to inspire their teams. They have updated books and the newest one is the price I quoted from Amazon.

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@wspa.net
**Subject:** question
**Date:** Monday, July 9, 2018 7:46:08 AM

---

AASPA has a certification program. Yesterday at HELP Advisory, we were brainstorming how to market or incentivize our HELP program. I have been talking with Don Waring to see if there is some way we can bridge the two organizations certification programs to motivate people in education to get these certifications. What do you think? Do you know anyone in that organization we might talk with about this?
Additionally, we should talk with all our districts to, at the very least, to add to job descriptions HELP certification as a preference. How do we get the word out? Is that a "Friday question" to our WSPA members?

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

**From:** jrausch@wspa.net
**To:** jhodson@fwps.org
**Subject:** Re: HELP Advisory Follow Up
**Date:** Monday, July 9, 2018 8:26:30 AM

---

Thank you so much, Janet! Very helpful!

Get Outlook for iOS

---

**From:** Janet Hodson <jhodson@fwps.org>
**Sent:** Monday, July 9, 2018 7:39:14 AM
**To:** jrausch@wspa.net
**Subject:** HELP Advisory Follow Up

AASPA – American Association of School Personnel Administrators
Don said that he has talked with Curtis about reaching out to this organization to bridge a gap for our HR leaders. They have a leadership certification program called professional Human Capital Leaders in Education (pHCLE). Some of the requirements for certification involved independent study. It would be a nice incentive if we could incorporate out HELP certification as part of the pHCLE training for taking the test for AASPA's certification program.

If we had them do a book study, we would have to provide the book. These books are around $10, so we would have to invest under $300 for this activity.
On another note, one book study suggestion would be "Love Your Job" basically talks about how to make your work fulfilling and fun.
The Fish Philosophy ($9.99) is another quick read that helps people with ideas about focusing on how to make their work more enjoyable for themselves and the people they work with; however, a lot of district's may have already used this information to inspire their teams. They have updated books and the newest one is the price I quoted from Amazon.

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@wspa.net
**Subject:** RE: HELP Advisory Follow Up
**Date:** Monday, July 9, 2018 9:13:57 AM

---

See you later this morning.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** jrausch@wspa.net <jrausch@wspa.net>
**Sent:** Monday, July 9, 2018 8:26 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** Re: HELP Advisory Follow Up

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Get Outlook for iOS

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Janet Hodson

Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

| | |
|---|---|
| **From:** | David Brower on behalf of David Brower <dbrower@fwps.org> |
| **To:** | jrausch@wspa.net |
| **Cc:** | Janet Hodson |
| **Subject:** | Powerpoint |
| **Date:** | Monday, July 9, 2018 4:07:13 PM |
| **Attachments:** | image00001.png |

<!--[if lte mso 15 || CheckWebRef]-->

David Brower has shared a OneDrive for Business file with you. To view it, click the link below.

ABCs of HR for the the classified administrator workshop 2018.pptx

<!--[endif]-->

| | |
|---|---|
| **From:** | David Brower on behalf of David Brower <dbrower@fwps.org> |
| **To:** | jrausch@wspa.net |
| **Subject:** | David Brower wants to share the file ABCs of HR for the the classified administrator workshop 2018.pptx with you |
| **Date:** | Monday, July 9, 2018 4:07:18 PM |

---

To view ABCs of HR for the the classified administrator workshop 2018.pptx, sign in or create an account.

**From:** admin@wspa.net
**To:** jhodson@fwps.org
**Subject:** FW: Minutes of Meeting - for Bank Change
**Date:** Tuesday, July 10, 2018 9:18:08 AM
**Attachments:** image001.png

---

Janet,

Could you please forward me a copy of the retreat?

Thank you!

Jennifer

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**From:** Callaham, Christine [mailto:ccallaham@auburn.wednet.edu]
**Sent:** Monday, June 25, 2018 10:43 AM
**To:** jhodson@fwps.org
**Cc:** admin@wspa.net; cleonard@wspa.net
**Subject:** Minutes of Meeting - for Bank Change

Janet

Can you send me a copy of the minutes surrounding adding me as a signor to the bank accounts? I need to go to the bank.

Thank you,

Chris Callaham
Director of Human Resources
Auburn School District
253-931-4918

AUBURN
SCHOOL DISTRICT
ENGAGE • EDUCATE • EMPOWER

**From:** jrausch@wspa.net
**To:** tcampbel@fwps.org
**Subject:** Request to present
**Date:** Tuesday, July 10, 2018 10:55:52 AM

---

Dr. Campbell:

As the Coordinator for WSPA's HELP program, I am wondering if you would be willing to be the keynote, kick-off speaker at next year's HELP program. You have been highly recommended not only by your own staff, but from many Spokane individuals! (I'm from Spokane!)

We tried to connect on this a couple years ago, but we were unsuccessful. I know you are busy, and get requested to speak frequently, but I would love to have you speak regarding changing culture within building, district, etc.

Our HELP kick off next summer is on July 22nd. Location is still to be determined, but it will either be at the Puget Sound ESD or Leavenworth, and we would be happy to provide accommodations for the Sunday evening.

I believe Janet Hodson may be speaking to you about this very thing sometime today, so I will eagerly await your response.

Thank you so much!

Jane Rausch
HELP Coordinator
WSPA

**From:** Tammy Campbell on behalf of Tammy Campbell <tcampbel@fwps.org>
**To:** jrausch@wspa.net
**Subject:** Automatic reply: Request to present
**Date:** Tuesday, July 10, 2018 10:55:55 AM

---

Hello and thank you for your email. I am currently out of the office, checking emails intermittently, and will respond upon my return on Tuesday, July 10.

**Tammy Campbell, Ed.D.**
Superintendent
253-945-2010 | tcampbell@fwps.org

Federal Way Public Schools | fwps.org
Follow us on Facebook and Twitter @fwps210
orizontal_ Blue Black_Tag_

**From:** Tammy Campbell on behalf of Tammy Campbell <tcampbel@fwps.org>
**To:** jrausch@wspa.net
**Cc:** Janet Hodson
**Subject:** Re: Request to present
**Date:** Tuesday, July 10, 2018 12:28:19 PM

---

Hello Jane,

I would be honored to speak. You can pencil me in as confirmed. I want to know more about the message that you're hoping that I can provide.

Tammy

***"What we do makes a difference, and we must DECIDE what kind of difference we WANT to make."***

Tammy Campbell, Ed. D.
Superintendent, Federal Way Public Schools
tcampbell@fwps.org
33330 8th Ave S.
Federal Way
98003-6325
Tel. 253-945-2000

On Jul 10, 2018, at 10:55 AM, "jrausch@wspa.net" <jrausch@wspa.net> wrote:

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>
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Thank you so much!

Jane Rausch
HELP Coordinator
WSPA

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** cleonard@wspa.net; admin@wspa.net
**Subject:** Member Request
**Date:** Tuesday, July 10, 2018 2:00:00 PM

---

Do districts require original clock hour forms for horizontal movement on salary schedule? OR do you take copies of forms and/or district clock hour transcripts.
If you require originals, where did you find that information requirement on the OSPI website?

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

| | |
|---|---|
| **From:** | Jane Rausch on behalf of Jane Rausch <rauschj@evsd.org> |
| **To:** | Connie Sheridan; Debby Carter; Janet Gavigan; Janet Hodson; Jennifer Tottenham; JoAn Steiner; Kelly Garza; Linda Krininger; Lori McStay; Sonja Brown; Toni Neidhold |
| **Subject:** | Advisory Minutes |
| **Date:** | Tuesday, July 10, 2018 2:06:17 PM |
| **Attachments:** | AdvisoryMeetingMinutes 07.08.2018.docx |

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Please see the attached advisory minutes from our July 8th meeting. Don't hesitate to let me know if you have any questions. I plan to send them to the Board by Thursday.

Thank you!

Jane Rausch
Director of Human Resources
East Valley School District
3830 N. Sullivan, Bldg. 1
Spokane Valley, WA 99216
(509) 241-5025 *phone*
(509) 927-9503 *fax*

July 8, 2018

HELP Advisory Committee Meeting

Present: Jane Rausch, Janet Hodson, Toni Neidhold, Kelly Garza

1. Summer 2019 Participants
   - HR Legal Boot Camp – 16
   - Classified Boot Camp - 39
   - HELP I – 26
   - HELP II – 14
   - HELP III – 9
   - One-day session Whole Educator – 8 enrolled

2. We are down one participant in HELP III, and six in HELP II. We are aware of one of the six taking on a Superintendent role, and another who as well as taken on a new role. Jane will send an exit interview to the remaining attendees who are not returning.

3. Meet and Greet Monday evening 5-7:00. Janice Watson will be presenting on "The Rhinoceros in the Petunia Patch." HELP attendees will be given an activity to perform at the Thursday evening banquet.

4. Fall HELP session – October 22, 2018
   - Writing courses
   - Presenters are secured for the fall sessions.
   - Writing courses will be offered to all WSPA members as well for $150

5. Spring HELP – April 15, 2019
   - Lorraine Wilson will be presenting on SEBB in the afternoon to all participants.
   - HELP II participants will observe the HELP III presentations.
   - HELP I participants will have a book study (book to be determined)

6. Keynote speakers and topics
   - Janet Hodgson suggested Tammy Campbell

7. City University
   - There has been some feedback about frustration in communication with CityU. Jane will communicate with Melissa Meecham, CityU rep, on Friday, to resolve some of these concerns.
   - Advisory members asked if Blackboard has the capacity to notify them when assignments are complete. Jane will check with Melissa to see if this can be arranged.

8. Portfolios
   - There has been a decline in portfolio completion so the plan is as follows:
     - Jane will make a push with HELP I

i. Jane will send an email to HELP mentors to encourage them to support portfolio completion with attendees
ii. Jane will send an email to district contacts to inform them of the credits available to attendees and that these are included in the cost of the program
iii. WSPA will send a mailer to districts in January with HELP, HR Legal Boot Camp, and Classified Boot Camp brochures and dates, and encourage districts to include HELP completion on HR job postings.

9. Marketing/Advertising
    - Michelle De Monnin will be created Classified Boot Camp brochures. These will be mailed to districts in the spring.

**From:** jrausch@wspa.net
**To:** jhodson@fwps.org
**Subject:** Fw: Request to present
**Date:** Tuesday, July 10, 2018 3:03:37 PM

---

She said she'd do it! But I'm looking at Monday morning from 8:15-11:45. Monday, 7/22!

---

**From:** Tammy Campbell <tcampbel@fwps.org>
**Sent:** Tuesday, July 10, 2018 12:28 PM
**To:** jrausch@wspa.net
**Cc:** jhodson@fwps.org
**Subject:** Re: Request to present

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Thank you so much!

Jane Rausch
HELP Coordinator
WSPA

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** jrausch@wspa.net
**Subject:** RE: Request to present
**Date:** Tuesday, July 10, 2018 3:14:33 PM

---

Yea!!!!!

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** jrausch@wspa.net <jrausch@wspa.net>
**Sent:** Tuesday, July 10, 2018 3:03 PM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** Fw: Request to present

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> Thank you so much!
>
> Jane Rausch
> HELP Coordinator
> WSPA

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** admin@wspa.net; cleonard@wspa.net
**Subject:** Sleeping Lady Board Retreat minutes
**Date:** Wednesday, July 11, 2018 5:28:51 PM
**Attachments:** WSPA Annual Retreat Minutes June 2018.docx

---

Jennifer
I believe these are ready to go out. I had Shaun review them.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

WSPA Annual Retreat Minutes
Sleeping Lady Resort
June 6, 2018

Executive Director: Curtis Leonard
Program Coordinator: Jennifer Tottenham

President: Shaun Carey, Franklin Pierce SD
President-Elect: Tina Konsmo, Puyallup SD
Past-President: Kurt Schonberg, Oak Harbor SD
Treasurer: Chris Callaham, Auburn SD; Outgoing Lisa Turner
Secretary: Janet Hodson, Federal Way SD

Meeting to order 9:36 am.

Kurt turned gavel over to Shaun. He thanked everyone for how they helped over the course of the year. Major work to carry on over the next 5 years.

Shaun – welcomes all and talked about the importance of this organization.

Introductions
Region reports:

| Region | Area Reports | Action Items |
|---|---|---|
| Region 1:<br>Jane Rausch, Riverside<br>Kim Harmon, Spokane | 6 meetings scheduled – had 5 average of 20 attendees; some outlying district attended.<br>Paul clay on bargaining – 75 attended, March; | |
| Region 2:<br>Toni Neidhold, Pasco<br>Doug Christensen, Kennewich | 4 meetings this year. OSPI talked on changes in certification; another on sick leave law Parker-Howell; initial planning for conference next year. Attendance is spotty – k20 networking meetings – unique challenges because of the geographic location. | |
| Region 3:<br>Marilyn Boerke, Camas | Region 3 report in binder<br>3rd training April Risk mg updated workers comp – certification experts from ospi 76 attend<br>FML training august 2018 | |
| Region 4:<br>Dawn Long, North Thurston<br>Stacia Dorman, Puyallup | 4 meetings scheduled completed 3<br>Last training – speaker from conference –challenges of staff over stresses ACES<br>Good year – turnout about 40-50 attend meetings | |
| Region 5:<br>Denise Kennedy, Bremerton<br>Celle Lente, Central Kitsap | Met a lot for annual conference. 5-6 reg meetings; content and conference planning; core grp of 8-10 people. Good feedback from conference. Had one meeting when I district attended that normally has not. Plan topics instead of the seat of our pants. Last Friday – meeting had rsvps at the highest but not as many showed. Send out message for topics. Bremertom as our central location due to conference. Discussion around where folks are around bargaining. | Want to schedule Curtis for October. |
| Region 6:<br>Jason Thompson,Marysville<br>Debbie Kovacs, Everett | Kurt spoke – Curtis came to Marysville topics – nonrenewal of adminstrators, bargaining, have had a series of ad hoc bargaining meetings, a lot of business mgrs. are attending. | |
| Shaun Carey | Suggested regions talk with one another about topics for their regions as they plan for next year | |
| Kurt Schonberg | Curtis Leonard is a great resource for topics | |

| | | |
|---|---|---|
| Secretary report<br>Janet Hodson | Members read through minutes<br>Changes were correction on Debby Carters name and Region 1 had a sentence that needed completed read 'interest in bargaining topics' | Minutes were approved as amended |
| Membership<br>Jennifer Tottenham | Slight increase<br>1 year members for boot camp<br>Law conference HELP<br>Now have 2 boot camps – both members?<br>Did have a non-member price – offered a 1 yr membership<br>Do we continue as last year; value added was the thought process – use money to lower our balance<br>Not traditionally WSPA members – hope is they continue<br>Net increase of 49 – they get the automatic email about renewing<br><br>Discussion: Will move treasurer report agenda to after lunch<br><br>Business update:<br>Jennifer – submitted Dept of Revenue for B&O tax<br>Completing 990s (annual taxes) and transaction review<br>Credit card refunds recorded improperly – have been corrected<br>There was a finding and corrections have been found and corrected.<br>**CPA** – things going well. Jennifer meets with her regularly. She has been helpful; responsive<br>No internal audit this year since we changed accountants<br>Presidential conversation – not in the minutes. Lisa Turner will attend this year's audit as past treasurer | Kurt motioned to change agenda<br>Janet 2nd<br>motion carried<br>First item after lunch in business time slot<br><br>A motion was needed to move WSPA business update to before lunch.<br>Kurt motioned<br>Dawn 2nd<br>Motion carries |
| | **WSPA cc/debit for exec director** – Curtis – don't have; would like one for convenience.<br>Is there a monthly limit – need a receipt ?<br>Eliminates the reimbursement process and will just turn in the receipts for balancing.<br><br>Chris needs to go to the bank and change over account.<br><br>Stipend review – EE misconduct $3000<br><br>**Bargaining workshop** – biggest event; we make a lot of money<br>Attny from Porter Foster Rorick – stipend increases every year<br>Increased $6K plus incidental expenses – WSPA doesn't do the work--law firm does.<br>**Question**: Should we have an amount set in stone if they are not putting on new and different presentation - stipend if new content different amounts to reflect the work required<br><br>Discussion – invite WASBO to bargaining – cross planning and prep<br>Need for everyone to understand how the system works together.<br>Bring more people to the table. Fiscal impact in bargaining<br>Hearing information first hand rather than transferred by someone.<br>Increase knowledge base for HR folks about how fiscal impacts<br>Min $5K content fresh<br>Max split the amount over $10K<br>$2500 for repeat content<br>EE misconduct raise to $2500 | Need a motion to change person on bank account<br><br>Kurt motion – hold off on HELP Advisor and Coordinator until we talk about HELP update – need to know what has been going on<br>Janet 2nd –<br>Motion carries<br><br>Motion to accept stipend increases for 2018-19<br><br>Bargaining workshop increase |

| | | |
|---|---|---|
| | If we do both sides of the mountain – 2nd event considered a repeat (Tri Cities and Spokane)<br><br>Historically at conference no pay – benefit<br>If we hire for the day – typically pay<br>WASBO typically get paid to present<br>Can we offer a trade – WSPA present something of interest to WASBO folks<br><br>**EE misconduct workshop** – Debby questioned whether we need to have this every year – or should we talk about staggering<br>Curtis – 30-50 people every time due to HR turnover. Bldg. admin should be sent.<br>Chris said content is not pertinent to bldg. principal. Should be focused on their needs.<br>Curtis suggested - $1500 per event and 2 events west and east<br><br>**Legislative Representative** – Lee<br>Updates shared with cabinet; written in way easy to understand<br>Helps support staff to understand –<br>Tracking the bills; sending newsletter,<br>Etc.<br>If we have a lobbyist would we have both positions?<br>May not need both but for present, the current amount is fair.<br><br>**POG updates** – done by multiple people; should stipend stay the same. Currently only one person – massive revision going on; Kim Harmon – 15-20 hours<br>There might be tiers of update:<br>Routine vs substantive changes<br>$500 maintenance<br>Authorize more $$ for overhaul<br>Done on more of an Ad Hoc basis<br><br>Kurt made a motion to double $500 for overhaul - per person<br>Same for S275<br>Delegate authorization to exec director to determine<br>Kim is fine doing maintenance as long as she is on the board.<br>Free for members<br><br>S275 presentation – all day<br>Current amount $750 | Employee misconduct remain the same with 2 sessions east & west |

| | | |
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| | **HELP update**<br>35 non HELP attended –<br><br>July 9-13 all numbers are up<br>Classified admin boot camp new 27<br>17 for HR legal boot camp<br>Reminders going out every Wednesday<br>Value added service to those historically not members<br>Typically the week after July 4<br>2019 it will be 3rd week in July – scheduling issued<br><br>Classified boot camp – survey should be very specific. Relevent to their world.<br><br>Updated flyer 1.5 yrs ago. Can do new brochures for $3K for classified boot camp<br><br>Shaun – circle back to stipends<br>Jane left the room<br>HELP advisory/presenter no chg in stipend<br><br>New requirement – need masters degree to run program<br>Used to be two people running program<br>Kurt – HELP was in a tough place<br>Directed Curtis to make a change in coordinator; Jane and JoAn took it over for $10K and $2500<br>Change from Western to ESD/City U<br>Things improved and JoAn stepped off.<br>Jane running alone; program participation increasing slowly<br>Added 2nd boot camp<br>Suggest increase - $12,500 and revisit in a year<br><br>Discussion about how to hybrid the campus experience from old to new experience at ESD<br><br>Adjourned for lunch | HELP – presentation or meeting the same<br>Help coordinator increase /review annually<br><br>Legislative – stays the same.<br>May go down if purpose changes<br><br>POG remain the same but when major overhaul needed it will double<br><br>S275 remains the same<br>Debby moved<br>Kurt 2nd<br>Motion carried<br><br>Board needs to make a motion that Chris Callaham be a signer on the bank account.<br><br>Motion to move strategic planning to after lunch<br>Kurt motioned<br>Dawn 2nd<br>Motion carried |
| | Resume from lunch at 1 pm<br><br>**Treasurer report** – Lisa Turner<br>Budget to Actual<br>Projected $208K in revenue and expenses $360K for a net loss.<br>Still on track to meet goal<br>At about $32K now and have 2 months<br>Change fiscal year to align with work<br>Current 9/1 to 8/31<br>Suggest 7/1 to 6/30<br><br>**WSPA Strategic Planning**<br>Areas of focus:<br>Legislative/lobbying<br>Bargaining support<br>Others | Kurt suggested they bring a revised budget tomorrow and we can hold a motion to accept until then. Will bring balance sheet then also<br>Shaun said we would also expect a motion for changing calendar<br><br>Review the bi-laws to see what the |

| | | |
|---|---|---|
| | Target audience (conference/offerings):<br>Rank and file<br>Seasoned HR professional<br>Outside targets<br><br>Shaun – vision of our organization – school funding legislative action, HR professional<br>Bldg relations with statewide organization, better understanding of school operations than others –<br><br>Cost of lobbyist at $30K – increase in membership by 75 would help cover the cost<br><br>Survey the members to see what they see as a value added for having a lobbyist.<br>Are we willing to ramp up to take on the work necessary to bring a voice to Olympia?<br><br>Discussion about raising dues, spending down our budget, being involved with bringing a voice, partnering with other organization WSSA for example, ERNN, Take the lead rather than rely on our attorneys, state-wide topics with a united message<br><br>Chris B used to put out Food for Thought which would be nice to re-instate.<br><br>Should presidents, past, present, incoming come together and develop a plan for moving forward<br><br>**Bargaining** –<br>Sharing information (ERNN, WASA, shared drive)<br>Use meetings to share bargaining information at regional meetings – invite bargainers from your district (partnering)<br>Include people in your organization who implement the changes – they know impact<br>Bargaining conference east/west<br>Include other voices (WASBO, WASA)<br>Conference call | impact will be for changing our fiscal year. Talk with our CPA<br><br>Need to create job description for lobbyist<br><br>Shaun could check to see who might be out there and who a passion for this work.<br><br>Create survey for members to see what they see as a value added for having a lobbyist.<br><br>Curtis will reach out to see what names he can come up with.<br>See what the costs may run. Bring to the next executive board meeting. |
| | **Annual conference** – Board should offer help at higher level<br>Do we have a Strategic plan<br>Assistance of the board to develop agenda, speakers,<br>Region responsible for the logistics of the conference<br><br>Annual conference content committee –<br>One region rep from other regions – generate topics from their own region (live session)<br>Exec Director<br>[WSPA Coordinator] – logistics<br>Current/incoming president<br><br>Adjourned at 3:03 | Annual Conference Content Committee:<br>Shaun, Tina, Curtis, Kim 1,<br>Marilyn 3,<br>Stacia 4,<br>Chelle 5,<br>Debbie 6<br>Think about topics and presenters |

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| | **Friday June 8, 2018**<br>**Open meeting at 8:33**<br>Taking off agenda legislative and Emergent<br>Adding more time for Budget<br><br>**Program and Calendar Planning:**<br>Career Fair –what is the purpose behind and types of entities allowed into the fair.<br>EX: Have had requests from international online organization.<br>Weekend/tutoring vendor [said no]<br>Have not allowed recruiting companies<br>Career fair pricing has not changed<br>Do we want to be more restrictive in who we allow at the fair?<br>Need direction on how to move forward. | |
| | We are here to support K12 in WA State<br>Grandfather in the one org who has attended 20 yrs.<br>More restrictive.<br>Single double triple and quad booth. We have allowed up to 6.<br>Unfair to smaller districts<br>Should there be a restriction to four<br>Limit interview booths to 4<br>Communicate out the changes.<br><br>Floor Plan – A and B never get prime real estate. Suggestion: Floor plan by region<br>Using the alphabet, you cannot be accused of planning favorites. We could change up the alphabet to not just be A-Z or Z-A<br>Add M-Z, A-L<br><br>Colleges are taking up a lot of space for a very low cost.<br><br>Member request – website – discussion board where members can interact. Member requests only get the answer. If you set up on discussion board, then anyone can look at the answer.<br>Is it searchable – yes<br>Need commitment from the board to help make it useable.<br>**Curtis – will send auto email with link as a reminder.**<br><br>Webinar not been useful in the past.<br>Curtis tries to get out to districts in person | Jennifer will review the use of WSPA website to move member requests to that forum so that everyone Cn review the answer to questions from other districts.<br><br>Curtis will look for a few topics and get info out |

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| | **Calendar**<br>S275 – Oct – both sessions sold out last year<br>Still relevant this year as we still submit? Yes, plan for it. Not sure what OSPI plans on asking from districts now that staff mix is gone.<br><br>Laura Bradburn and Merideth West side<br>Jane Sandberg and Shelley Holt East side<br><br>Rick Kaiser for EE misconduct –ESD Renton<br><br>Spokane – hold the 2nd of Nov and will see attendance<br><br>**Bargaining in January** – need to add the 25th for Spokane<br>Need to confirm with Porter Foster Rorick if they are available ESD in Spokane If ESD not available can you check another site. 120 attendees<br><br>Career Fair is tentative – March too early – No<br><br>Help is April 15 not the 23rd<br><br>**Annual Conference -**<br>Recap – positive: location, strong numbers, Wed sessions well attended, alternative things to do for entertainment, food overall good, casino staff was great, technology of our own was a good idea Negative – not enough rooms available, not a lot of bathrooms in conference area so had to go to casino (smoky), key note last minute deal so stressful (having a back-up plan is a good idea), Tenille's message was confusing – requesting what they will talk about may be helpful. When and How to put the conference would have been helpful instead of just a check list. Finding the keynotes was challenging – and having perimeters for their topics would be helpful. Checking back in with keynotes/speakers etc would have eliminated stress. Donations for goody bags – get started right away. Free donations help.<br><br>Idea – secondary site be required for the vendors so they don't take up the reserved rooms.<br><br>Kennewick – Convention Center Spring Hills Suite, Marriott<br>Several hotels nearby, wine tasting, local breweries, evening event option – requires transportation, | **Jennifer will reach out to get presenters for this year.**<br><br>Curtis will reach out |

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| | Pre-Conference? Yes, there will not be a lack of topics<br><br>Content committee – make sure content is relevant for everyone rank and file to asst superintendent of HR<br><br>Region 6 – 2020 Tulalip was awesome the last time. Semiahmoo previous also | Content committee start looking at topics, talk with colleagues in districts |
| | **Budget:**<br>New budget sheets were handed out.<br>1) Budget to actual<br>2) Balance sheet<br><br>Discussion about why we wanted expenditures greater than revenue.<br>We need to eliminate the high savings account balance.<br>We made specific direction on what we would offer to help decrease the amount:<br>Free offers to members, better catering, webinar offerings, increase marketing, etc.<br>We can dial back when we need to for the purpose of changing direction in our saving account. We can talk about a % of money to decrease our end balance.<br><br>S275 – suggestion – cost is $175 members; $225 non members; and if you are a member and want hard copy $200<br>Annual conference should be cost neutral<br><br>Membership rate – propose increase<br>Current: $125 individual<br>$50 retiree<br>$1100 district<br><br>Not sure we want to pay more than National cost.<br>AASPA - $145<br>WASBO - $175 Combined $400<br><br>**Suggest we match WASBO $175 individual**<br>**$100 retiree**<br>**$1500 district (10 voting members)**<br><br>Membership budget - $93K<br>Members need to hear the value added<br>Articulate clearly about the lobbyist and the purpose of the lobbyist<br><br>Projected revenue will be $172,600<br><br>Suggested that we look at budget in October after we complete audit | Old business from yesterday: Board needs to make a motion that Chris Callaham be a signer on the bank account and remove Lisa turner<br><br>Motioned by Debby Carter<br>2nd by Doug Christiansen<br>Approved<br><br>Approved budget changes with caveat of making adjustment once we work out the pricing.<br>Dawn long motioned<br>Denise Kennedy<br>2nd<br>Approved. |

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| | **Discussion about salary for:**<br>**Executive Director** – 3.1 % growth in some areas and have been address. Communication and oversite.<br><br>Another option is to give a stipend for travel expenses and pay to him directly. Eliminates the turning in of receipts<br>$7500 stipend<br>3.1 % off salary is about $2200 so leave at $7500<br>Discussion about the purpose of the credit care given the idea of a stipend and what expenses can be used on the card<br><br>**Program coordinator** suggested 6.2 % increase; did not receive an increase over last 2 yrs due to concerns in budget oversight and accounting practices.<br>Still a gap in the skill set.<br>Chris suggested that she look at IPD program so she can log into quik books in real time and work with JT. Concerned about payroll taxes, checks written by hands.<br>Suggestion: not comfortable with giving coordinator a 6.2 when only looking at exe director 3.1. Should be 3.1 for both.<br>We are a big enough board to possibly have a financial sub-committee to review financials.<br><br>Amend to 3.1 for both employees.<br>Director's will get the amount added to his travel and pay as a stipend<br>Coordinator will get the amount added to her salary<br><br>Budget<br>Added up changes:<br>$279,342 total expense which is $105K spend down | |
| | Kim Harmon – do we have a strategic plan to help formulate our discussion. Dawn Long offered to help also.<br><br>Meeting adjourned at 12:15 | Executive board to discuss the need for Strategic Plan. Organization's focus. |

**From:** admin@wspa.net
**To:** jhodson@fwps.org
**Subject:** RE: Sleeping Lady Board Retreat minutes
**Date:** Thursday, July 12, 2018 8:54:46 AM

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Thank you so much!

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**From:** Janet Hodson [mailto:jhodson@fwps.org]
**Sent:** Wednesday, July 11, 2018 5:29 PM
**To:** admin@wspa.net; cleonard@wspa.net
**Subject:** Sleeping Lady Board Retreat minutes

Jennifer
I believe these are ready to go out. I had Shaun review them.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

| | |
|---|---|
| **From:** | admin@wspa.net |
| **To:** | aallen@nkschools.org; jbelaski@psesd.org; mcarter@bethelsd.org; lcoady@hoquiam.net; coxt@wvsd208.org; vdominguez@auburn.wednet.edu; draganova@tukwila.wednet.edu; agalloway@auburn.wednet.edu; garciap@wvsd208.org; genglere@tukwila.wednet.edu; holsten@skitsap.wednet.edu; jeromes@tukwila.wednet.edu; djordan2@nthurston.k12.wa.us; rkoplan@lopez.k12.wa.us; krista.maher@kelsosd.org; kmcneil@bethelsd.org; armontgome@bethelsd.org; spartain@fwps.org; cpatten@fwps.org; tavisp@wapatosd.org; mristine@fwps.org; anna.roller@kelsosd.org; humanresources@sw.wednet.edu; biestie_7@yahoo.com; tyson.vogeler@greenmountainschool.us; karenw@ckschools.org |
| **Cc:** | jrausch@wspa.net |
| **Subject:** | HELP I: Thank you, clock hours, and conference survey. |
| **Date:** | Friday, July 13, 2018 10:09:22 AM |
| **Attachments:** | HELP_Clock Hours Summer 2018.pdf |

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Hello HELP I team,

Congratulations on completing your first session of HELP!
We appreciate that you took time out of your busy schedules to join us. We loved meeting each of you and hope you had a great experience this week. 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/HELP12018
***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, and 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.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) ☐ Female ☐ Male |
| Home Address (Street, City, State, Zip Code) | | | Telephone Numbers<br>Home<br>Business |

## Section II – Clock Hour Provider

| | | |
|---|---|---|
| Clock Hour Class Title:<br>**WSPA HELP Course Levels I, II, III** | | Name of Instructors:<br>**Curtis Leonard / Various Others** |
| Total Number of Clock Hours Available<br>**34** | First Day of Class/Offering<br>**7/9/2018** | Last Day of Class/Offering<br>**7/13/2018** |
| Sponsoring Provider Name (Agency Granting Clock Hours)<br>**Washington School Personnel Association** | | Business Telephone Number<br>**360-825-1415** |
| Provider Address<br>**PO Box 1600 Anacortes, WA 98221** | | |
| Sponsoring Provider Contact Person<br>**Jennifer Tottenham, Program Coordinator** | | Telephone Number<br>**360-825-1415** |

## 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).

_____ 7/13/2018

Original Signature of Class Sponsor/Instructor Date

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

| | |
|---|---|
| **From:** | Megan Ristine on behalf of Megan Ristine <mristine@fwps.org> |
| **To:** | admin@wspa.net |
| **Subject:** | Automatic reply: HELP I: Thank you, clock hours, and conference survey. |
| **Date:** | Friday, July 13, 2018 10:09:25 AM |

---

Thank you for your email. I will be out of the office on Monday July 8, 2018 through Friday, July 13, 2018. I will respond to your email when I return to the office on Monday, July 16, 2018. If your need is urgent please contact Desiree Thomas at DeThomas@fwps.org or 253.945.2022. You may also contact the HR front desk at 253.945.2073 or HR@fwps.org.

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:** Susan Partain on behalf of Susan Partain <spartain@fwps.org>
**To:** admin@wspa.net
**Subject:** Automatic reply: HELP I: Thank you, clock hours, and conference survey.
**Date:** Friday, July 13, 2018 10:09:26 AM

---

Thank you for the email. I will be out of the office Monday, July 9th through July 13th. I will have very limited access to wi-fi. I will respond to your email when I return on July 16th.

If you need leave forms please contact 253-945-2073 or 253-945-2072.

If you need assistance regarding certification please contact OSPI at 360-725-6400.

Susan

**From:** Chris Patten on behalf of Chris Patten <cpatten@fwps.org>
**To:** admin@wspa.net
**Subject:** Automatic reply: HELP I: Thank you, clock hours, and conference survey.
**Date:** Friday, July 13, 2018 10:09:26 AM

---

Thank you for your email. I will be out of the office through July 13th. I will check emails periodically, however, if you need immediate assistance please contact Amanda Michaels at ammichae@fwps.org or (253)945-2023. Otherwise, I will respond to emails when I return.

Thanks and have a great day!

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** cleonard@wspa.net
**Subject:** promoting HELP
**Date:** Monday, July 16, 2018 9:18:13 AM

---

Good morning Curtis
I am wondering if, in your discussions with AASPA, have you discussed a connection with the HELP program? I have looked at their certification program and see there is a good amount of independent study required in preparation for taking their certification test. I would like to know if they would consider HELP as part of that independent study. Being able to add national certification on a resume can be a good thing. Just trying to work on ways to promote our HR folks to keep learning and feeling the benefits from our leadership program.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

| | |
|---|---|
| **From:** | jrausch@wspa.net |
| **To:** | scarey@fpschools.org; jhodson@fwps.org; KURT SCHONBERG (via Google Sheets); Konsmo, Tina M.; ccallaham@auburn.wednet.edu |
| **Cc:** | admin@wspa.net |
| **Subject:** | HELP Advisory Minutes |
| **Date:** | Wednesday, July 18, 2018 9:00:12 AM |
| **Attachments:** | AdvisoryMeetingMinutes 07.08.2018.docx |

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All:

We had a great week at HELP and I'm looking forwarding to sharing the feedback at our next Board meeting. Additionally, we have great plans moving forward to build the program and I'm looking forward to sharing those as well.

Attached you will find the minutes from our last advisory meeting. Please let me know if you have any questions.

Thank you for all your support! I can't wait to share the information in October!

Jane Rausch
HELP Coordinator
WSPA

July 8, 2018

HELP Advisory Committee Meeting

Present: Jane Rausch, Janet Hodson, Toni Neidhold, Kelly Garza

1. Summer 2019 Participants
   - HR Legal Boot Camp – 16
   - Classified Boot Camp - 39
   - HELP I – 26
   - HELP II – 14
   - HELP III – 9
   - One-day session Whole Educator – 8 enrolled

2. We are down one participant in HELP III, and six in HELP II. We are aware of one of the six taking on a Superintendent role, and another who as well has taken on a new role. Jane will send an exit interview to the remaining attendees who are not returning.

3. Meet and Greet Monday evening 5-7:00. Janice Watson will be presenting on "The Rhinoceros in the Petunia Patch." HELP attendees will be given an activity to perform at the Thursday evening banquet.

4. Fall HELP session – October 22, 2018
   - Writing courses
   - Presenters are secured for the fall sessions.
   - Writing courses will be offered to all WSPA members as well for $150

5. Spring HELP – April 15, 2019
   - Lorraine Wilson will be presenting on SEBB in the afternoon to all participants.
   - HELP II participants will observe the HELP III presentations.
   - HELP I participants will have a book study (book to be determined)

6. Keynote speakers and topics
   - Janet Hodson suggested Tammy Campbell

7. City University
   - There has been some feedback about frustration in communication with CityU. Jane will communicate with Melissa Meecham, CityU rep, on Friday, to resolve some of these concerns.
   - Advisory members asked if Blackboard has the capacity to notify them when assignments are complete. Jane will check with Melissa to see if this can be arranged.

8. Portfolios
   - There has been a decline in portfolio completion so the plan is as follows:
     - Jane will make a push with HELP I

i. Jane will send an email to HELP mentors to encourage them to support portfolio completion with attendees
ii. Jane will send an email to district contacts to inform them of the credits available to attendees and that these are included in the cost of the program
iii. WSPA will send a mailer to districts in January with HELP, HR Legal Boot Camp, and Classified Boot Camp brochures and dates, and encourage districts to include HELP completion on HR job postings.

9. Marketing/Advertising
    - Michelle De Monnin will be creating Classified Boot Camp brochures. These will be mailed to districts in the spring.

| | |
|---|---|
| **From:** | Carey Shaun on behalf of Carey Shaun <scarey@fpschools.org> |
| **To:** | jrausch@wspa.net; jhodson@fwps.org; KURT SCHONBERG (via Google Sheets); Konsmo, Tina M.; ccallaham@auburn.wednet.edu |
| **Cc:** | admin@wspa.net |
| **Subject:** | RE: HELP Advisory Minutes |
| **Date:** | Wednesday, July 18, 2018 10:21:39 AM |
| **Attachments:** | image001.png |

Glad to hear this, Jane. I'm looking forward to hearing about HELP and also about your plans for the future!

Shaun

Dr. Shaun V. Carey
Deputy Superintendent
Franklin Pierce Schools
253.298.3021

FRANKLIN PIERCE SCHOOLS

**From:** jrausch@wspa.net <jrausch@wspa.net>
**Sent:** Wednesday, July 18, 2018 9:00 AM
**To:** Carey Shaun <scarey@fpschools.org>; jhodson@fwps.org; KURT SCHONBERG (via Google Sheets) <drive-shares-noreply@google.com>; Konsmo, Tina M. <konsmotm@puyallup.k12.wa.us>; ccallaham@auburn.wednet.edu
**Cc:** admin@wspa.net
**Subject:** HELP Advisory Minutes

All:

We had a great week at HELP and I'm looking forwarding to sharing the feedback at our next Board meeting. Additionally, we have great plans moving forward to build the program and I'm looking forward to sharing those as well.

Attached you will find the minutes from our last advisory meeting. Please let me know if you have any questions.

Thank you for all your support! I can't wait to share the information in October!

Jane Rausch

HELP Coordinator

WSPA

| | |
|---|---|
| **From:** | admin@wspa.net |
| **To:** | scarey@fpschools.org; konsmotm@puyallup.k12.wa.us; kschonberg@ohsd.net; jhodson@fwps.org; ccallaham@auburn.wednet.edu; jrausch@wspa.net; kimha@spokaneschools.org; doug.christensen@ksd.org; tneidhold@psd1.org; marilyn.boerke@camas.wednet.edu; dormansl@puyallup.k12.wa.us; dlong@nthurston.k12.wa.us; denise.kennedy@bremertonschools.org; chellel@ckschools.org; dkovacs@everettsd.org; jason_thompson@msvl.k12.wa.us |
| **Cc:** | cleonard@wspa.net |
| **Subject:** | WSPA: Board Member Updates |
| **Date:** | Friday, July 27, 2018 11:34:15 AM |
| **Attachments:** | WSPA Calendar 2018-2019_UPDATED Board Approved JUNE 2018.pdf<br>WSPA Annual Retreat Minutes June 2018.pdf<br>WSPA Board and Admin Team 2018-2019.xlsx<br>WSPA Regional Email Access Information.docx |

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Hello Board Members,

I hope you are having an enjoyable summer. It is hard to believe it is August next week! Here are some WSPA updates and next steps for the board. **Items requiring action will be noted in red.**

**Board Retreat Minutes and Contact Information**

- The minutes of our June retreat are attached for your review. This will be brought for approval at our October meeting.
- I have also attached a listing of our 2018-2019 Board + Admin team members and contact information

**Region Meetings: Call for Topics and Schedules**

- **At the retreat, we discussed collaborating on region meeting agenda topics/speakers**.
  - Please share with me your proposed topics/speakers, I am happy to keep a running list to share with the group to help facilitate planning
- If you have scheduled your region meeting dates for 2018-2019, please send me a copy and I am happy to post to the website. Thank you.

**Annual Conference Sub-Committee and Call for Topics and Speakers**

- **At the retreat, it was determined that we would develop a sub-committee for annual conference agenda planning**. This is designed to take the pressure off the regions in the development of the agenda and the securing of speakers. The regions will still be responsible for facilities, catering, entertainment, and other event programming. The overarching goal is to create a vision and goals for the conference going forward so we can continue to grow and elevate the conference.
- **Sub-Committee members:**
  - Shaun Carey, Curtis Leonard, Toni Neidhold, Kim Harmon, Doug Christensen, Marilyn Boerke, Stacia Dorman, Chelle Lente, and Debbie Kovacs.
- **All Board: Call for topics/speakers**
  - Please send me your suggested topics and speakers.
- **Sub-Committee conference call: Friday, September 14 at 9am**
  - Please let me know if you are unable to participate at that time and I will do my best

to meet the schedule needs of the group.
    - Curtis will initiate the call.
    - I will send a separate calendar invite for this conference call
- **Sub-Committee Meeting**
    - Sunday, October 14, 2018
    - 2:00-4:00 pm
    - DoubleTree by Hilton at Southcenter

-

**Board Meeting**

- Next board meeting: Sunday, October 14, 2018 at the DoubleTree by Hilton at Southcenter
    - Tentative schedule:
        - Annual Conference Sub-Committee Meeting 2:00-4:00pm
        - HELP Advisory Meeting: 4:00-5:00 pm
        - WSPA Board Meeting: 5:30-7:00 pm

**Membership**

- **The WSPA membership dues increase and bylaw language was approved**
    - I have announced to membership and updated the website, etc. The renewal reminders will begin going out automatically and membership for the new year will open August 1
    - I will mail hardcopy membership brochures to all districts/ESDs in the state to coincide with memberships for the new year opening

**WSPA Discussion Board/Forums/Online Member Requests**

-

- The WSPA discussion board/forums are now live. I am still testing them out/getting used to them, and will announce to membership next week when the new membership year opens.
- To try them out:
    - **Log into the member section of the website.**
    - Navigate to Resources in the top menu bar and select Community Forum ***NOTE: You must be logged in to access the community forum ***
    - Post a topic you want to discuss or respond to posts.
    - Share attachments when creating new posts.
    - Subscribe to topics of interest.
    - Note favorite topics you want to read later.

**How to contact your Region members**

-

- I have attached the directions for emailing your Region members. Please let me know if you have any questions.

**Upcoming Events**

-

- October
    - S-275 and Law Conference will both open for registration the first week of September.

    - S-275 Spokane – October 5, 2018
    - S-275 Tukwila – October 9 or 10, 2018
    - Law Conference – October 15-16, 2018
- The full year calendar of events is attached for your reference

As always, please let me know if you have any questions or if you would like any additional information or documentation regarding any WSPA events and/or business. Thank you for sharing your time and expertise with the Board. We couldn't do it without 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/

Board approved 6.8.2018

# WSPA | 2018-2019 CALENDAR

7/8 HELP Advisory Meeting

7/9 Special Event: Whole Educator Support

7/9-10 CLASSIFIED Boot Camp

7/9-11 CERTIFICATERD Boot Camp

7/9-13 HELP

**JULY 2018**

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

**JANUARY 2019**

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

1/11 Bargaining Workshop-Tukwila
1/25 Bargaining Workshop-Spokane
1/11 Randy Hathaway Fellowship Applications Close

End of fiscal year 8/31/2018

**AUGUST 2018**

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**FEBRUARY 2019**

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2/24 Board Meeting

2/24-27 Annual Conference

New membership year begins 9/1/2018

**SEPTEMBER 2018**

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**MARCH 2019**

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3/4 Board Elections Call for Nominations

3/13 Career Fair Spokane

3/26 Board Elections Open

3/27 Career Fair Tacoma

10/5 S-275 Workshop Spokane
10/9-10 S-275 Workshop Tukwila

10/14 Board Meeting

10/15-16 School Law Conference

10/22 Fall HELP workshop

**OCTOBER 2018**

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**APRIL 2019**

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4/8 Regional Elections Call for Nominations

4/15 Spring HELP Workshop

4/22 Regional Elections Open

11/1 Randy Hathaway Scholarship Applications Open

Employee Misconduct and Investigations Workshop
11/2 Spokane
11/16 Tukwila

**NOVEMBER 2018**

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**MAY 2019**

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**MAY**
5/8 Audit
**JUNE**
6/5 Presidents Meeting
6/6-7 Board Retreat
**JULY**
7/21 HELP Advisory
7/22-23 Classified Boot Camp
7/22-24 Certificated Boot Camp
7/22-26 HELP

No events scheduled

**DECEMBER 2018**

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**JUNE 2019**

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**JULY 2019**

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WSPA Annual Retreat Minutes
Sleeping Lady Resort
June 6, 2018

Executive Director: Curtis Leonard
Program Coordinator: Jennifer Tottenham

President: Shaun Carey, Franklin Pierce SD
President-Elect: Tina Konsmo, Puyallup SD
Past-President: Kurt Schonberg, Oak Harbor SD
Treasurer: Chris Callaham, Auburn SD; Outgoing Lisa Turner
Secretary: Janet Hodson, Federal Way SD

Meeting to order 9:36 am.

Kurt turned gavel over to Shaun. He thanked everyone for how they helped over the course of the year. Major work to carry on over the next 5 years.

Shaun – welcomes all and talked about the importance of this organization.

Introductions
Region reports:

| Region | Area Reports | Action Items |
|---|---|---|
| Region 1:<br>Jane Rausch, Riverside<br>Kim Harmon, Spokane | 6 meetings scheduled – had 5 average of 20 attendees; some outlying district attended.<br>Paul clay on bargaining – 75 attended, March; | |
| Region 2:<br>Toni Neidhold, Pasco<br>Doug Christensen, Kennewich | 4 meetings this year. OSPI talked on changes in certification; another on sick leave law Parker-Howell; initial planning for conference next year. Attendance is spotty – k20 networking meetings – unique challenges because of the geographic location. | |
| Region 3:<br>Marilyn Boerke, Camas | Region 3 report in binder<br>3rd training April Risk mg updated workers comp – certification experts from ospi 76 attend<br>FML training august 2018 | |
| Region 4:<br>Dawn Long, North Thurston<br>Stacia Dorman, Puyallup | 4 meetings scheduled completed 3<br>Last training – speaker from conference –challenges of staff over stresses ACES<br>Good year – turnout about 40-50 attend meetings | |
| Region 5:<br>Denise Kennedy, Bremerton<br>Celle Lente, Central Kitsap | Met a lot for annual conference. 5-6 reg meetings; content and conference planning; core grp of 8-10 people. Good feedback from conference. Had one meeting when I district attended that normally has not. Plan topics instead of the seat of our pants. Last Friday – meeting had rsvps at the highest but not as many showed. Send out message for topics. Bremertom as our central location due to conference. Discussion around where folks are around bargaining. | Want to schedule Curtis for October. |
| Region 6:<br>Jason Thompson,Marysville<br>Debbie Kovacs, Everett | Kurt spoke – Curtis came to Marysville topics – nonrenewal of adminstrators, bargaining, have had a series of ad hoc bargaining meetings, a lot of business mgrs. are attending. | |
| Shaun Carey | Suggested regions talk with one another about topics for their regions as they plan for next year | |
| Kurt Schonberg | Curtis Leonard is a great resource for topics | |

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| Secretary report<br>Janet Hodson | Members read through minutes<br>Changes were correction on Debby Carters name and Region 1 had a sentence that needed completed read 'interest in bargaining topics' | Minutes were approved as amended |
| Membership<br>Jennifer Tottenham | Slight increase<br>1 year members for boot camp<br>Law conference HELP<br>Now have 2 boot camps – both members?<br>Did have a non-member price – offered a 1 yr membership<br>Do we continue as last year; value added was the thought process – use money to lower our balance<br>Not traditionally WSPA members – hope is they continue<br>Net increase of 49 – they get the automatic email about renewing<br><br>Discussion: Will move treasurer report agenda to after lunch<br><br>Business update:<br>Jennifer – submitted Dept of Revenue for B&O tax<br>Completing 990s (annual taxes) and transaction review<br>Credit card refunds recorded improperly – have been corrected<br>There was a finding and corrections have been found and corrected.<br>**CPA** – things going well. Jennifer meets with her regularly. She has been helpful; responsive<br>No internal audit this year since we changed accountants<br>Presidential conversation – not in the minutes. Lisa Turner will attend this year's audit as past treasurer | Kurt motioned to change agenda<br>Janet 2nd<br>motion carried<br>First item after lunch in business time slot<br><br>A motion was needed to move WSPA business update to before lunch.<br>Kurt motioned<br>Dawn 2nd<br>Motion carries |
| | **WSPA cc/debit for exec director** – Curtis – don't have; would like one for convenience.<br>Is there a monthly limit – need a receipt ?<br>Eliminates the reimbursement process and will just turn in the receipts for balancing.<br><br>Chris needs to go to the bank and change over account.<br><br>Stipend review – EE misconduct $3000<br><br>**Bargaining workshop** – biggest event; we make a lot of money<br>Attny from Porter Foster Rorick – stipend increases every year<br>Increased $6K plus incidental expenses – WSPA doesn't do the work--law firm does.<br>**Question**: Should we have an amount set in stone if they are not putting on new and different presentation - stipend if new content different amounts to reflect the work required<br><br>Discussion – invite WASBO to bargaining – cross planning and prep<br>Need for everyone to understand how the system works together.<br>Bring more people to the table. Fiscal impact in bargaining<br>Hearing information first hand rather than transferred by someone.<br>Increase knowledge base for HR folks about how fiscal impacts<br>Min $5K content fresh<br>Max split the amount over $10K<br>$2500 for repeat content<br>EE misconduct raise to $2500 | Need a motion to change person on bank account<br><br>Kurt motion – hold off on HELP Advisor and Coordinator until we talk about HELP update – need to know what has been going on<br>Janet 2nd –<br>Motion carries<br><br>Motion to accept stipend increases for 2018-19<br><br>Bargaining workshop increase |

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| | If we do both sides of the mountain – 2nd event considered a repeat (Tri Cities and Spokane)<br><br>Historically at conference no pay – benefit<br>If we hire for the day – typically pay<br>WASBO typically get paid to present<br>Can we offer a trade – WSPA present something of interest to WASBO folks<br><br>**EE misconduct workshop** – Debby questioned whether we need to have this every year – or should we talk about staggering<br>Curtis – 30-50 people every time due to HR turnover. Bldg. admin should be sent.<br>Chris said content is not pertinent to bldg. principal. Should be focused on their needs.<br>Curtis suggested - $1500 per event and 2 events west and east<br><br>**Legislative Representative** – Lee<br>Updates shared with cabinet; written in way easy to understand<br>Helps support staff to understand –<br>Tracking the bills; sending newsletter,<br>Etc.<br>If we have a lobbyist would we have both positions?<br>May not need both but for present, the current amount is fair.<br><br>**POG updates** – done by multiple people; should stipend stay the same. Currently only one person – massive revision going on; Kim Harmon – 15-20 hours<br>There might be tiers of update:<br>Routine vs substantive changes<br>$500 maintenance<br>Authorize more $$ for overhaul<br>Done on more of an Ad Hoc basis<br><br>Kurt made a motion to double $500 for overhaul - per person<br>Same for S275<br>Delegate authorization to exec director to determine<br>Kim is fine doing maintenance as long as she is on the board.<br>Free for members<br><br>S275 presentation – all day<br>Current amount $750 | Employee misconduct remain the same with 2 sessions east & west |

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| | **HELP update**<br>35 non HELP attended –<br><br>July 9-13 all numbers are up<br>Classified admin boot camp new 27<br>17 for HR legal boot camp<br>Reminders going out every Wednesday<br>Value added service to those historically not members<br>Typically the week after July 4<br>2019 it will be 3rd week in July – scheduling issued<br><br>Classified boot camp – survey should be very specific. Relevent to their world.<br><br>Updated flyer 1.5 yrs ago. Can do new brochures for $3K for classified boot camp<br><br>Shaun – circle back to stipends<br>Jane left the room<br>HELP advisory/presenter no chg in stipend<br><br>New requirement – need masters degree to run program<br>Used to be two people running program<br>Kurt – HELP was in a tough place<br>Directed Curtis to make a change in coordinator; Jane and JoAn took it over for $10K and $2500<br>Change from Western to ESD/City U<br>Things improved and JoAn stepped off.<br>Jane running alone; program participation increasing slowly<br>Added 2nd boot camp<br>Suggest increase - $12,500 and revisit in a year<br><br>Discussion about how to hybrid the campus experience from old to new experience at ESD<br><br>Adjourned for lunch | HELP – presentation or meeting the same<br>Help coordinator increase /review annually<br><br>Legislative – stays the same.<br>May go down if purpose changes<br><br>POG remain the same but when major overhaul needed it will double<br><br>S275 remains the same<br>Debby moved<br>Kurt 2nd<br>Motion carried<br><br>Board needs to make a motion that Chris Callaham be a signer on the bank account.<br><br>Motion to move strategic planning to after lunch<br>Kurt motioned<br>Dawn 2nd<br>Motion carried |
| | Resume from lunch at 1 pm<br><br>**Treasurer report** – Lisa Turner<br>Budget to Actual<br>Projected $208K in revenue and expenses $360K for a net loss.<br>Still on track to meet goal<br>At about $32K now and have 2 months<br>Change fiscal year to align with work<br>Current 9/1 to 8/31<br>Suggest 7/1 to 6/30<br><br>**WSPA Strategic Planning**<br>Areas of focus:<br>Legislative/lobbying<br>Bargaining support<br>Others | Kurt suggested they bring a revised budget tomorrow and we can hold a motion to accept until then. Will bring balance sheet then also<br>Shaun said we would also expect a motion for changing calendar<br><br>Review the bi-laws to see what the |

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| | Target audience (conference/offerings):<br>Rank and file<br>Seasoned HR professional<br>Outside targets<br><br>Shaun – vision of our organization – school funding legislative action, HR professional<br>Bldg relations with statewide organization, better understanding of school operations than others –<br><br>Cost of lobbyist at $30K – increase in membership by 75 would help cover the cost<br><br>Survey the members to see what they see as a value added for having a lobbyist.<br>Are we willing to ramp up to take on the work necessary to bring a voice to Olympia?<br><br>Discussion about raising dues, spending down our budget, being involved with bringing a voice, partnering with other organization WSSA for example, ERNN, Take the lead rather than rely on our attorneys, state-wide topics with a united message<br><br>Chris B used to put out Food for Thought which would be nice to re-instate.<br><br>Should presidents, past, present, incoming come together and develop a plan for moving forward<br><br>**Bargaining** –<br>Sharing information (ERNN, WASA, shared drive)<br>Use meetings to share bargaining information at regional meetings – invite bargainers from your district (partnering)<br>Include people in your organization who implement the changes – they know impact<br>Bargaining conference east/west<br>Include other voices (WASBO, WASA)<br>Conference call | impact will be for changing our fiscal year. Talk with our CPA<br><br>Need to create job description for lobbyist<br><br>Shaun could check to see who might be out there and who a passion for this work.<br><br>Create survey for members to see what they see as a value added for having a lobbyist.<br><br>Curtis will reach out to see what names he can come up with.<br>See what the costs may run. Bring to the next executive board meeting. |
| | **Annual conference** – Board should offer help at higher level<br>Do we have a Strategic plan<br>Assistance of the board to develop agenda, speakers,<br>Region responsible for the logistics of the conference<br><br>Annual conference content committee –<br>One region rep from other regions – generate topics from their own region (live session)<br>Exec Director<br>[WSPA Coordinator] – logistics<br>Current/incoming president<br><br>Adjourned at 3:03 | Annual Conference Content Committee:<br>Shaun, Tina, Curtis, Kim 1,<br>Marilyn 3,<br>Stacia 4,<br>Chelle 5,<br>Debbie 6<br>Think about topics and presenters |

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| | **Friday June 8, 2018**<br>**Open meeting at 8:33**<br>Taking off agenda legislative and Emergent<br>Adding more time for Budget<br><br>**Program and Calendar Planning:**<br>Career Fair –what is the purpose behind and types of entities allowed into the fair.<br>EX: Have had requests from international online organization.<br>Weekend/tutoring vendor [said no]<br>Have not allowed recruiting companies<br>Career fair pricing has not changed<br>Do we want to be more restrictive in who we allow at the fair?<br>Need direction on how to move forward. | |
| | We are here to support K12 in WA State<br>Grandfather in the one org who has attended 20 yrs.<br>More restrictive.<br>Single double triple and quad booth. We have allowed up to 6.<br>Unfair to smaller districts<br>Should there be a restriction to four<br>Limit interview booths to 4<br>Communicate out the changes.<br><br>Floor Plan – A and B never get prime real estate. Suggestion: Floor plan by region<br>Using the alphabet, you cannot be accused of planning favorites. We could change up the alphabet to not just be A-Z or Z-A<br>Add M-Z, A-L<br><br>Colleges are taking up a lot of space for a very low cost.<br><br>Member request – website – discussion board where members can interact. Member requests only get the answer. If you set up on discussion board, then anyone can look at the answer.<br>Is it searchable – yes<br>Need commitment from the board to help make it useable.<br>**Curtis – will send auto email with link as a reminder.**<br><br>Webinar not been useful in the past.<br>Curtis tries to get out to districts in person | Jennifer will review the use of WSPA website to move member requests to that forum so that everyone Cn review the answer to questions from other districts.<br><br>Curtis will look for a few topics and get info out |

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| | **Calendar**<br>S275 – Oct – both sessions sold out last year<br>Still relevant this year as we still submit? Yes, plan for it. Not sure what OSPI plans on asking from districts now that staff mix is gone.<br><br>Laura Bradburn and Merideth West side<br>Jane Sandberg and Shelley Holt East side<br><br>Rick Kaiser for EE misconduct –ESD Renton<br><br>Spokane – hold the 2nd of Nov and will see attendance<br><br>**Bargaining in January** – need to add the 25th for Spokane<br>Need to confirm with Porter Foster Rorick if they are available ESD in Spokane If ESD not available can you check another site. 120 attendees<br><br>Career Fair is tentative – March too early – No<br><br>Help is April 15 not the 23rd<br><br>**Annual Conference -**<br>Recap – positive: location, strong numbers, Wed sessions well attended, alternative things to do for entertainment, food overall good, casino staff was great, technology of our own was a good idea Negative – not enough rooms available, not a lot of bathrooms in conference area so had to go to casino (smoky), key note last minute deal so stressful (having a back-up plan is a good idea), Tenille's message was confusing – requesting what they will talk about may be helpful. When and How to put the conference would have been helpful instead of just a check list. Finding the keynotes was challenging – and having perimeters for their topics would be helpful. Checking back in with keynotes/speakers etc would have eliminated stress. Donations for goody bags – get started right away. Free donations help.<br><br>Idea – secondary site be required for the vendors so they don't take up the reserved rooms.<br><br>Kennewick – Convention Center Spring Hills Suite, Marriott<br>Several hotels nearby, wine tasting, local breweries, evening event option – requires transportation, | **Jennifer will reach out to get presenters for this year.**<br><br>Curtis will reach out |

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| | Pre-Conference? Yes, there will not be a lack of topics<br><br>Content committee – make sure content is relevant for everyone rank and file to asst superintendent of HR<br><br>Region 6 – 2020 Tulalip was awesome the last time. Semiahmoo previous also | Content committee start looking at topics, talk with colleagues in districts |
| | **Budget:**<br>New budget sheets were handed out.<br>1) Budget to actual<br>2) Balance sheet<br><br>Discussion about why we wanted expenditures greater than revenue.<br>We need to eliminate the high savings account balance.<br>We made specific direction on what we would offer to help decrease the amount:<br>Free offers to members, better catering, webinar offerings, increase marketing, etc.<br>We can dial back when we need to for the purpose of changing direction in our saving account. We can talk about a % of money to decrease our end balance.<br><br>S275 – suggestion – cost is $175 members; $225 non members; and if you are a member and want hard copy $200<br>Annual conference should be cost neutral<br><br>Membership rate – propose increase<br>Current: $125 individual<br>$50 retiree<br>$1100 district<br><br>Not sure we want to pay more than National cost.<br>AASPA - $145<br>WASBO - $175 Combined $400<br><br>**Suggest we match WASBO $175 individual**<br>**$100 retiree**<br>**$1500 district (10 voting members)**<br><br>Membership budget - $93K<br>Members need to hear the value added<br>Articulate clearly about the lobbyist and the purpose of the lobbyist<br><br>Projected revenue will be $172,600<br><br>Suggested that we look at budget in October after we complete audit | Old business from yesterday: Board needs to make a motion that Chris Callaham be a signer on the bank account and remove Lisa turner<br><br>Motioned by Debby Carter<br>2nd by Doug Christiansen<br>Approved<br><br>Approved budget changes with caveat of making adjustment once we work out the pricing.<br>Dawn long motioned<br>Denise Kennedy 2nd<br>Approved. |

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| | **Discussion about salary for:**<br>**Executive Director** – 3.1 % growth in some areas and have been address. Communication and oversite.<br><br>Another option is to give a stipend for travel expenses and pay to him directly. Eliminates the turning in of receipts<br>$7500 stipend<br>3.1 % off salary is about $2200 so leave at $7500<br>Discussion about the purpose of the credit care given the idea of a stipend and what expenses can be used on the card<br><br>**Program coordinator** suggested 6.2 % increase; did not receive an increase over last 2 yrs due to concerns in budget oversight and accounting practices.<br>Still a gap in the skill set.<br>Chris suggested that she look at IPD program so she can log into quik books in real time and work with JT. Concerned about payroll taxes, checks written by hands.<br>Suggestion: not comfortable with giving coordinator a 6.2 when only looking at exe director 3.1. Should be 3.1 for both.<br>We are a big enough board to possibly have a financial sub-committee to review financials.<br><br>Amend to 3.1 for both employees.<br>Director's will get the amount added to his travel and pay as a stipend<br>Coordinator will get the amount added to her salary<br><br>Budget<br>Added up changes:<br>$279,342 total expense which is $105K spend down | |
| | Kim Harmon – do we have a strategic plan to help formulate our discussion. Dawn Long offered to help also.<br><br>Meeting adjourned at 12:15 | Executive board to discuss the need for Strategic Plan. Organization's focus. |

**2018-2019 WSPA Board and Administrative Team**

| First Name | Last Name | Board Position | Term Expiration Date | Cell Phone | Work Phone | Preferred Email Address | Primary Contact/Organization |
|---|---|---|---|---|---|---|---|
| Shaun | Carey | President | 6/30/2019 | [redacted] | 253-298-3004 | scarey@fpschools.org | Franklin Pierce School District |
| Tina | Konsmo | President Elect | 6/30/2019 | | 253-841-8764 | konsmotm@puyallup.k12.wa.us | Puyallup School District |
| Kurt | Schonberg | Past-President | 6/30/2019 | [redacted] | 360-279-5012 | kschonberg@ohsd.net | Oak Harbor School District |
| Janet | Hodson | Secretary | 6/30/2019 | | 253-945-2020 | jhodson@fwps.org | Federal Way School District |
| Chris | Callaham | Treasurer | 6/30/2021 | | 253-931-4916 | ccallaham@auburn.wednet.edu | Auburn School District |
| Jane | Rausch | Region 1 Co-Rep | 6/30/2019 | [redacted] | 509-464-8208 | jrausch@wspa.net | Riverside School District |
| Kim | Harmon | Region 1 Co-Rep | 6/30/2019 | [redacted] | 509-354-5651 | kimha@spokaneschools.org | Spokane Public Schools |
| Doug | Christensen | Region 2 Co-Representative | 6/30/2020 | | 509-222-6547 | doug.christensen@ksd.org | Kennwick School District |
| Toni | Neidhold | Region 2 Co-Representative | 6/30/2019 | | 509-543-6700 | tneidhold@psd1.org | Pasco School District |
| Marilyn | Boerke | Region 3 Representative | 6/30/2019 | [redacted] | 360-833-5454 | marilyn.boerke@camas.wednet.edu | Camas School District |
| Stacia | Dorman | Region 4 Co-Representative | 6/30/2020 | | 253-840-8850 | dormansl@puyallup.k12.wa.us | Puyallup School District |
| Dawn | Long | Region 4 Co-Representative | 6/30/2019 | | 360-412-4493 | dlong@nthurston.k12.wa.us | North Thurston School District |
| Denise | Kennedy | Region 5 Co-Representative | 6/30/2019 | | 360-473-1025 | denise.kennedy@bremertonschools.org | Bremerton School District |
| Chelle | Lente | Region 5 Co-Representative | 6/30/2020 | [redacted] | 360-662-1697 | chellel@ckschools.org | Central Kitsap School District |
| Debbie | Kovacs | Region 6 Co-Representative | 6/30/2020 | | 425-385-4102 | dkovacs@everettsd.org | Everett School District |
| Jason | Thompson | Region 6 Co-Representative | 6/30/2019 | [redacted] | 360-965-0070 | jason_thompson@msvl.k12.wa.us | Marysville School District |

**WSPA Administrators**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Curtis | Leonard | Executive Director | | [redacted] | | cleonard@wspa.net | WSPA |
| Jennifer | Tottenham | WSPA Coordinator | | [redacted] | 360-825-1415 | admin@wspa.net | WSPA |
| Jane | Rausch | HELP Coordinator | | [redacted] | 509-464-8208 | jrausch@wspa.net | Riverside School District |

**Notes:**

Jane Rausch extended for one year without election due to lack of nominees sc

**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 2019: President, Secretary**

**Region Positions for Election in April 2019: Region 1, Region 2, Region 3, Region 4, Region 5, Region 6**

Notes: Board presidents are expected to participate in monthly conference calls, attend board meetings.
Board members are reimbursed for travel expenses related to board meetings.
Regional representatives are expected to coordinate regular meetings with region members,attend board meetings, and support regional members.

**WSPA Regional Email Access**

We have a website for board members to communicate with their regions –

You will go to the "back end" of the website which can be accessed by this link:

**https://waspa.memberclicks.net/administrator/**

- The username for this account is: wspaboard
- The password for this account is: wspa2015
- Once you are logged in your will see "ADMIN HOME".
    - Just below that is a communication area, to send an email to your region WSPA members click on the region you want to access. This will show you all of the members in your region.
    - To send them an email click on the tiny envelope marked "Contact" in the upper right.
    - You will need to enter your reply name and email address.
- At the bottom under Schedule Options you can select Send Immediately or Send at a later date and time – then choose that date and time (don't forget to change the time zone).
- Don't hit PREVIEW but rather hit CONTINUE and follow the instructions from there.
- If you want to send an email to a certain person back in the area where the members in the saved search appear just click the "TAG" box for those you want to communicate with.
- You can also click on "export" in the top right of the page to export out to excel.

**From:** Alexandra Manuel <Alexandra.Manuel@k12.wa.us>

**To:** 畊瑳湩 湯整瀣湩; 憖搡 桴浯獰湯杀癯胴 潧; 慍槭[illegible]汆牯獥; 汥獩慳 瑪穰歡; 慊業 敗莍; 渧獡敵捀瑳丿慷漮杲; 獡獡愉牲敦 .佇ㄧ; 椻鞪⁹瀠正漯瓷; 慄瓷w 瑪 佝 ; 匟湡獥敉湡慮; 睪牞敵潳弥 敨槭慴敧攘畦; 溫湊 憖桋湩瑧湯 漮杲; 愧敬桸 杀憖汨挑浯; 汁磃湡牡[illegible]溫晦汥; 愧慶敬瑮 敳瑪汴獥档潯獬漮杲; 匟潣穀慀獷 牯 ; 愧潷晬着獡U汯 牯 ; 愧瑮漯袺戮特 整捡晨牯浡牞捩 牯 ; 敏正⁹浰敬; 捥袷 獷捡胴 潧❶; 啟牡潳 卅 噙; 翊獡懵敤束癯慟晦榆獲浀 潣 ; 桃汥敳[illegible]梁慥擅湯; 翊敬湯牡 獷慰湒瑞; 搧数湩捥敫故摳胴 潧❶; 倧畯 牆湡楣 ; 搧瑳敥敬着獡U汯 牯 ; 慄敶 獡楴; 慄瓷[illegible]牲湥慮; 慄瓷[illegible]猘湮湺湥; 搧酨獬湯灀敳昱慷漮杲; 敕酨匠浥湥楴; 檓朮洮瑯浡摥 摥捵瑪潩湮牯桴敷瑳漮杲; 檓祯散獌敷瑳慧慧摲杀憖汨挑浯; 氧牡敳浮 汰 摥 ; 檓敬獥着慳 慷朮癯; 敁湡楮 敏敦汲; 敁湮⁹汐橡; 檓瘮癖畬 獷摳 牯 ; 檓潫慷胥醫歲 慤敶炎牯獽 牯 ; 檓泠慷挑慲敭 獷灩 慷朮癯; 熊牯[illegible]瑉畬庇; 洧牡敦浀匆扵楬慣晦榆獲挑浯; 汥祮 慷慰渚摳漮杲; 欧楬鞪敳桴敁摳胴 潧❶; 祋敬刪摹汥; 氧潫慤憖着獡楨柿渚酨 牯 ; 慍戫緻湨潳; 瑪桴睥 牞牡 敷瑮欬(株)胴 獵; 洧汥獩慳潧扭獯祫杀憖汨挑浯; 睪慨浩所摳 ;牯 ; 爧慪瑮漯袺捀湥畴祲整 酨 ; 爧杬挑灡慡杀憖汨挑浯; 爧穡懀獷 牯 ; 慓敔獡敬; 沓 湁敤獲湯; 氧憖瑳汥敬 獥 漮杲; 敍摡睯 憖桋湩瑧湯 漮杲; 洧摡翊琮漯灭潳 潧 慷朮癯; 敏桴 楥敲; 欧癥湡瑪慴猦慥穀敬捱漯汯 牯 ; 搧檓潳 睦獰漮杲; 涕湩 楷莍慷獺熱湥 ㎙,慷甮 ; 汥湥 熹潲晦; 倧 倣 着獡慴整瑰 牯 ; 爧杩 敶 摥捭獡 酨 ; 氧獫捩洴獥杀憖汨挑浯; 洧湡楮柿桲慥杀憖汨挑浯; 瀲酨莍 摁浡; 嶜 桔浯獡; 慄業湥倠瑪整慮攭; 吧湡敭獲敬](匠浡湡桴 ; 欧牽 睡匆漮杲; 敕獲湯敓桴

**Subject:** Save the Date WA PESB/NGA/Governor"s Office Diversifying the Workforce Best Practice and Strategic Planning Session

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Save the Date WA PESB/NGA/Governor's office Diversifying the Workforce Best Practice and Strategic Planning Session at Highline College

Dear education advocate,

We invite you to join the Professional Educator Standards Board (PESB), The National Governors Association (NGA), and the Office of Governor Jay Inslee Thursday, November 1 from 2 to 5 p.m. at Highline Community College for an afternoon of strategic planning focused on Diversifying the Washington Educator Workforce. At the request of the Governor's office, we will take the opportunity as a stakeholder group to convene the field and review best practices and with other education advocates and take a deeper dive into systemically advancing strategies to ensure a diverse workforce in Washington. Please save the date and time on your calendar!

In addition, PESB is hosting a series of events this same week highlighting strategies to advance equity in educator preparation and diversify pathways into the educator workforce. We invite you to participate in any and all events that you have interest in. These events will be a great opportunity to see how the state is working to diversify the workforce from multiple angles.

Additional events being held include the following:

Diversifying the Educator Workforce Conference
Wednesday, October 31 from 8 a.m. to 4 p.m. at the Gates Foundation in Seattle, WA
PESB and the Gates Foundation will host a conference focused on advancing diversity in the educator workforce. Conra Gist from University of Houston will provide the keynote focused on the role educator preparation programs can play in advancing equity through academic research focused on diversifying the workforce and growing our own educators. Presenters will include WA preparation programs sharing their efforts to diversify the workforce and produce culturally responsive teachers.

Diversifying the Educator Workforce Reception and Teacher Shortage Report Launch Wednesday, October 31 from 4 to 5:30 p.m. at the Gates Foundation in Seattle, WA
This receptions is a networking opportunity to celebrate the conference, and will include a soft launch of the PESB Teacher Shortage Report.

Diversifying the Workforce Site Visits in the Seatac, WA area
Thursday, November 1 from 8 a.m. to 1:30 p.m. meet at Highline School District
Program visits are an opportunity to see some of our states Grow Your Own educator programs in action. These programs focus on developing bilingual educators and candidates of color. Visitors will be able to talk directly with students and practitioners engaged in this work.

Attendees will have the opportunity to visit Highline Public Schools to learn about their onsite para to teacher cert program in partnership with Western Washington University. Attendees will meet program providers and participants from the facebook | #PESBimpact

**From:** Joyce Westgard <joycevswestgard@gmail.com>

**To:** 搜穩湯眺弅 牯; 敁遇楮 敏敎汲; 慄業湥倠瑯整慮摵; 爧慪瑮漯袺捲湥瞎祲整 敧 ; 祋敬刪摹汥; 敍摡鼙 慦桵運瑳湯 漮杲; 愩冑 棩桵塺; 檓敬獥着慳 慷朮癯; 敖獲湯敓桴; 慊業 敗莥; 滋敧莥 摁滓; 欧牽 睡匈漮杲; 態牯 辣畬庢; 翉敬湯牡 獷慰渮瑥; 檓泠慷捲慲敭 獷灩 慷朮癯; 倧 傚 着獡慴整瑰 牯 ; 愧潷晬着獡Ll汯 牯 ; 獡獡愉牲敦 .佇ㄣ; 捥袷 獷捡睭 潧❶; 匟遇獥敉遇慮; 界楣摮滬渼; 慄敶 獡樀; 愧瑮漯袺戮特 整捡晨牯浡牞捩 牯 ; 汥祭 慷慰渚摳漮杲; 漥敲楓正敬; 爧杩敶 潣捭獡 敧 ; 欧癥遇瑯慴獀慥穀敬捡漯汯 牯 ; 敍楬獳滿扭獯袷; 倧畧_牆遇楣 ; 慍敲緻湨潳; 爧穡慀獷 牯 ; 翬慨浩所摳 牯 ; 搧數湩捥敫敃摳睭 潧❶; 憖搜 桴浯獰湯杀癯睭 潧; 慍摮⁹慍湮湩; 漱杵北汥潳; 爧杬搙灡慡杀憖汨搙浯; 翉獡慣敤束癯慟晦榆獲浀 潣 ; 慄瓷 牲滨慮; 搧瑳敥敬着獡Ll汯 牯 ; 慍槭 汆牯獥; 慄瓷 瀨湮湥滨; 檓瀊慷胥睯歲 慤敶炎牯獂 牯 ; 翬牞敪潳 翏 敨槭慴敲攮畤; 氧憖瑳汥敬 獥 潓杲; 檓瘘癰畬 獷摳 牯 ; 滴湩 楷莥慷獺款滨 ㄗ,慷留 ; 愧慶敬瑮 敨瑯汴獥档潯獬潓杲; 敁湮⁹汐橡; 吧遇敫獲敬刂斤浡遇桴 ; 畓 湁敤獲湯; 檓朮洮瑯浡摥 摥捵瑯潩湮牯桴敷瑳潓杲; 曊 桔浯獡; 欧楬摮敨桴敃摳睭 潧❶; 畊瑳湩 湯整滏湩; 汁磃 牽; 敏桴 楥敲; 慓敔獡敬; 慍祲 慌獲滨; 匟潣 穀懌獷 牯 ; 啟牡潳 卅 噞; 敕敢厊浥滨楕; ▪瀲殼憖; 洧牡敦浀匈扵楬懵晦榆獲搓浯; 桃汥敨㈹梁慥擾湯; 汥獩慳 瑯穰歡; 慄瓷w 瑯 佝 ; 汁磃遇牡㈹慍睚汥; 榩摮⁹潒正潶瓷; 敏正⁹浶敬; 汥滨 熹潲晦; 瑯桴睥 牞牡 敫瑮欶㈱睭 獵

**Subject:** Invitation: Save the Date WA PESB/NGA/Governor"s Office Diversifying ... @ Wed Oct 31, 2018 (ddizon@fwps.org)

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Learn More.

**From:** Joyce Westgard <joycevswestgard@gmail.com>

**To:** 搜穩湯眺弅 牯; 敁遇楮 敏敦汲; 慄業湥倠瑯整慮摵; 爧慪瑮漯袺捲湥瞎祲整 敤 ; 祋敬刪摹汥; 敍摡睯 慦桵運瑳湯 漮杲; 愩冑 棩桵麾; 檓敬徼着慳 慷朮癯; 敖獲湯敓桴; 慊業 敗莥; 滋敤莥 摁滓; 欧牽 睡匈漮杲; 態牯 辣畬龀; 翉敬湯牡 獷慰渮瑥; 檓泠慷捲慲敭 獷灩 慷朮癯; 倧 傚 着獡慴整瑰 牯 ; 愧潷晬着獡Ll汯 牯 ; 獡獡愉牲敦 .佇ㄧ; 捥袷 獷捡睭 潧❶; 匟遇獥敉遇慮; 界楣摮滬渰; 慄敶 獡樀; 愧瑮漯袺戮特 整捡晨牯浡牞捩 牯 ; 汥祭 慷慰渚摳漮杲; 漥敲楓正敬; 爧杩敶 潣捭獡 敤 ; 欧癥遇瑯慴獀惦穀敬掗漯汯 牯 ; 敍楬獳 漮扭獞袷; 倧畯 牆遇楣 ; 慍敲緻湨潳; 爧穡慀獷 牯 ; 翬慨浩所摳 牯 ; 搧數湩捥敫敃摳睭 潧❶; 憖搜 桴浯獰湯杀癯睭 潧; 慍摮⁹慍湮湩; 漱杵北汥潳; 爧杬搋灡慡杀憖汨搋浯; 翉獡慣敤束癯慟晦榆獲浀 潣 ; 慄瓷 牲滨慮; 搧瑳敪敬着獡Ll汯 牯 ; 慍槭 汆牯徼; 慄瓷 瀨湮湥滨; 檓潫慷胥睯歲 慤敶炎牯獗 牯 ; 翬牞敪潳 彩 敃槭慴敲攮畤; 氧憖瑳汥敬 獥 潦杲; 檓瘘癰畬 獷摳 牯 ; 滴湩 楷莥慷獺歉滨 ㎚,慷留 ; 愧慶敬瑮 敳瑯汴獥档潯獬潦杲; 敁湮⁹汐橡; 吧遇敫獲敬刂斤浡遇桴 ; 畓 湁敤獲湯; 檓朮洮瑯浡摥 摥捵瑯潩湮牯桴敷瑳潦杲; 曊 桔浯獡; 欧楬摮敳桴敃摳睭 潧❶; 畊瑳湩 湯整滏湩; 汁磃 牽; 敏桴 楥敲; 慓敔獡敬; 慍祲 慌獲滨; 匟潣 穀懌獷 牯 ; 啟牡潳 卅 噙; 敕敤厊浥滨楕; ◘瀲殼憖; 洧牡敦浀匈扵楬懵晦榆獲搓浯; 桃汥敳㈱梁慥擾湯; 汥獩慳 瑯穰歡; 慄瓷w 瑯 佝 ; 汁磃遇牡㈱慍睎汥; 榩摮⁹潒正漯瓷; 敏正⁹浶敬; 汥滨 熹潲晦; 瑯桴睥 牞牡 敫瑮欶㈱睭 獵

**Subject:** Updated invitation: Save the Date WA PESB/NGA/Governor"s Office Diversifying ... @ Wed Oct 31, 2018 8am - 5pm (PDT) (ddizon@fwps.org)

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This event has been changed.
Learn More.

**From:** Joyce Westgard <joycevswestgard@gmail.com>

**To:** 搜穩湯眺弅 牯; 敁遇楮 敏敎汲; 慄業湥倠瑯整慮摵; 爧慪瑮漯袺捲湥瞎祲整 敧 ; 祋敬刪摹汥; 敍摡鼙 慦桵湩 瑳湯 漮杲; 愩冑 槿桵麾; 檓敬獥着慳 慷朮癯; 敖獲湯敓桴; 慊業 敗莥; 滋敧莥 摁滓; 欧牽 睡匈漮杲; 態牯 辣畬庢; 翉敬湯牡 獷慰渮瑥; 檓泠慷捲慲敭 獷灩 慷朮癯; 倧 傚 着獡慴整瑰 牯 ; 愧潷晬着獡Ll汯 牯 ; 獡獡愉牲敦 .佇ㄧ; 捥袷 獷捡睭 潧❶; 匟遇獥敉遇慮; 界楣摮滬渼; 慄敶 獡樀; 愧瑮漯袺戮特 整捡晨牯浡牞捩 牯 ; 汥祭 慷慰渚摳漮杲; 漥敲楓正敬; 爧杩敶 潣捭獡 敧 ; 欧癥遇瑯慴獀惦穀敬掗漯汯 牯 ; 敍楬 獳滿扭獞袷; 倧畯 牆遇楣 ; 慍敲緻湨潳; 爧穡愋獷 牯 ; 髽慨浩所摳 牯 ; 搧數湩捥敫敃摳睭 潧❶; 憖搜 桴浯獰湯杀癯睭 潧; 慍髽⁹慍湮湩; 漱杵北汥潳; 爧杬搘灡慡杀憖汨搋浯; 翉獡慣敤束癯慟晦榆獲浀 潣 ; 慄瓷 牲滨慮; 搧瑳敪敬着獡Ll汯 牯 ; 慍槭 汆牯獥; 慄瓷 瀨湮湥滨; 檓瀊慷胄暋歲 慤敶炎牯獯 牯 ; 髽牞敪潳 彩 敨槭慴敲攮畤; 氧憖瑳汥敬 獥 潓杲; 檓瘘癰畬 獷摳 牯 ; 滴湩 楷莥慷獺款滨 ㎚,慷留 ; 愧慶敬瑮 敨瑯汴獥档潯獬潓杲; 敁湮⁹汐橡; 吧遇敫獲敬刂斤浡遇桴 ; 畓 湁敤獲湯; 檓朮洮瑯浡摥 摥捵瑯潩湮牯桴敷瑳潓杲; 曊 桔浯獡; 欧楬摮敨桴敃摳睭 潧❶; 瞅瑳湩 湯整滏湩; 汁磃 牽; 敏桴 楥敲; 慓敔獡敬; 慍祲 慌獲滨; 匟潣 穀懌獷 牯 ; 啟牡潳 卅 噞; 敕敢厊浥滨楷; ▪瀲殼憖; 洧牡敦浀匈扵楬懵晦榆獲搋浯; 桃汥敨㈱梁慥擾湯; 汥獩慳 瑯穰歡; 慄瓷w 瑯 佝 ; 汁磃遇牡㈱慍睎汥; 榩摮⁹潒正潶瓷; 敏正⁹浶敬; 汥滨 熹潲晦; 瑯桴睥 牞牡 敫瑮欶㈱睭 獵

**Subject:** Invitation: Save the Date WA PESB/NGA/Governor"s Office Diversifying ... @ Thu Nov 1, 2018 8am - 1:30pm (PDT) (ddizon@fwps.org)

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Learn More.

**From:** Joyce Westgard <joycevswestgard@gmail.com>

**To:** 搜穩湯眺弅 牯; 敁遇楮 皱敦汲; 慄業湥倠瑯整慮摵; 爧慪瑮漯袺捲湥瞎祲整 敁 ; 祋敬刪摹汥; 敍摡鬙 慦桵渾瑳湯 漮杲; 愩骨 棰桵麾; 檓敬徼着慳 慷朮癯; 敖獲湯敓桴; 慊業 敗萎; 滋敁萒 摁滓; 欧牽 睡匈漮杲; 態牯 辣畬迲; 翉敬湯牡 獷慰渮瑥; 檓泠慷捲慲敭 獷灩 慷朮癯; 倧 傚 着獡慴整瑰 牯 ; 愧潷晬着獡Ll汯 牯 ; 獡獡愉牲敦 .佇ㄧ; 捥袷 獷捡睭 潧❶; 匟遇獥敉遇慮; 界楣摮滬溔; 慄敶 獡樀; 愧瑮漯袺戮特 整捡晨牯浡牞捩 牯 ; 汥祭 慷慰渚摳漮杲; 漥敲楓正敬; 爧杩敶 潣捭獡 敁 ; 欧癥遇瑯慴獀惦穀敬掗漯汯 牯 ; 敍楬獳滿扭獯袷; 倧畯 牆遇楣 ; 慍敲緻湨潳; 爧穡愋獷 牯 ; 翬慨浩所摳 牯 ; 搧數湩捥敫敃摳睭 潧❶; 憖搜 桴浯獰湯杀癯睭 潧; 慍摮⁹慍湮湩; 漱杵北汥潳; 爧杬搙灡慡杀憖汨搋浯; 翉獡慣敤束癯慟晦榆獲浀 潣 ; 慄瓷 滼滨慮; 搧瑳敥敬着獡Ll汯 牯 ; 慍槭 汆牯獥; 慄瓷 瀨湮湥滨; 檓瀠慷胥暋歲 慤敶炎牯獂 牯 ; 翬牞敪潳弅 敃槭慴敲攮畤; 氧憖瑳汥敬 獥 潓杲; 檓瘘癰畬 獷摳 牯 ; 滴湩 楷萒慷獺款滨 ㎭,慷留 ; 愧慶敬瑮 敳瑯汴獥档潯獬潓杲; 敁湮⁹汐橡; 吧遇敫獲敬刂厓浡遇桴 ; 畓 湁敤獲湯; 檓朮洮瑯浡摥 摥捵瑯潩湮牯桴敷瑳潓杲; 曊 桔浯獡; 欧楬摮敳桴敃摳睭 潧❶; 畊瑳湩 湯整滏湩; 汁磃 牽; 敏桴 楥敲; 慓敔獡敬; 慍祲 慌獲滨; 匟潣 穀慀獷 牯 ; 啟牡潳 卅 噞; 敕敢厓浥滨楷; ◘瀲殼憖; 洧牡敦浀匈扵楬懵晦榆獲搋浯; 桃汥敳㈱梁慥擾湯; 汥獩慳 瑯穰歡; 慄瓷w 瑯 佝 ; 汁磃遇牡㈱慍睚汥; 榩摮⁹潒正潶瓷; 敏正⁹浰敬; 汥滨 熹潲晦; 瑯桴睥 牞牡 敫瑮欶㈱睭 獵

**Subject:** Updated invitation: Save the Date WA PESB/NGA/Governor"s Office Diversifying ... @ Thu Nov 1, 2018 8am - 1:30pm (PDT) (ddizon@fwps.org)

---

This event has been changed.
Learn More.

**From:** Mary Helbling on behalf of Mary Helbling <mhelblin@fwps.org>
**To:** admin@wspa.net
**Subject:** Membership Renewal
**Date:** Monday, August 20, 2018 11:01:47 AM

---

Hello,

I have been trying to login to renew membership for our general counsel, Alex Sheridan. Her user ID is asherida@fwps.org. It keeps telling me we don't have access to that page. Can we please look to see if there is something wrong? I would like to renew her membership and pay online. Please let me know. Thank you.

**Mary Helbling**
Executive Administrative Assistant to Deputy Superintendent & General Counsel
Superintendent's Office
253-945-2008 | mhelblin@fwps.org

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**From:** admin@wspa.net
**To:** Mary Helbling
**Subject:** RE: Membership Renewal
**Date:** Monday, August 20, 2018 11:16:30 AM

---

Hi Mary,

Federal Way has a district membership that was just renewed my Manal Tirhi. I will check in with her to confirm that Alex Sheridan is part of that membership renewal and will confirm with you shortly.

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:** Mary Helbling [mailto:mhelblin@fwps.org]
**Sent:** Monday, August 20, 2018 11:02 AM
**To:** admin@wspa.net
**Subject:** Membership Renewal

Hello,

I have been trying to login to renew membership for our general counsel, Alex Sheridan. Her user ID is asherida@fwps.org. It keeps telling me we don't have access to that page. Can we please look to see if there is something wrong? I would like to renew her membership and pay online. Please let me know. Thank you.

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Superintendent's Office
253-945-2008 | mhelblin@fwps.org

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**From:** admin@wspa.net
**To:** Manal Tirhi
**Subject:** WSPA membership renewal confirmation
**Date:** Monday, August 20, 2018 11:19:54 AM

---

Hi Manal,

Thank you for your membership renewal!

Please confirm your district members for this upcoming year. I show the following:
You
Chris Patten
Megan Ristine
David Brower
Amanda Michaels (was she formerly with PSESD? Please let me know and I will delete the former ESD listing)
Janet Hodson
Jennifer Hymer
Desiree Thomas
Tony Frascone

I also had an email from Mary Helbling asking to renew Alex Sheridan. Please let me know if Alex Sheridan is to be added to the district member list as an identified member, or if they should be added a s district member additional. Reminder: "additional" status allows for member rates to events, but they do not receive member emails and are not eligible for WSPA scholarships.

Thank you,

Jennifer

**From:** Manal Tirhi on behalf of Manal Tirhi <mtirhi@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: WSPA membership renewal confirmation
**Date:** Monday, August 20, 2018 11:51:27 AM

---

Hi Jennifer,

Please also add Alisa DeSart to the district members.

Alex Sheridan- Additional member
Thank you for your assistance with this.

*Best Regards,*

**Manal Tirhi**

**Office Manager**

Federal Way Public Schools
253-945-2072
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---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Monday, August 20, 2018 11:20 AM
**To:** Manal Tirhi <mtirhi@fwps.org>
**Subject:** WSPA membership renewal confirmation

Hi Manal,

Thank you for your membership renewal!

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David Brower
Amanda Michaels (was she formerly with PSESD? Please let me know and I will delete the former ESD listing)
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Thank you,

Jennifer

**From:** admin@wspa.net
**To:** Manal Tirhi
**Subject:** RE: WSPA membership renewal confirmation
**Date:** Tuesday, August 21, 2018 8:38:11 AM

---

Thank you, Manal. These changes have been made and your team is updated for the new year.

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

Thank you, and have a great day.

Jennifer

---

**From:** Manal Tirhi [mailto:mtirhi@fwps.org]
**Sent:** Monday, August 20, 2018 11:51 AM
**To:** admin@wspa.net
**Subject:** RE: WSPA membership renewal confirmation

Hi Jennifer,

Please also add Alisa DeSart to the district members.

Alex Sheridan- Additional member
Thank you for your assistance with this.

*Best Regards,*

**Manal Tirhi**

**Office Manager**

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---

**From:** admin@wspa.net <admin@wspa.net>
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**To:** Manal Tirhi <mtirhi@fwps.org>
**Subject:** WSPA membership renewal confirmation

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Thank you,

Jennifer

**From:** admin@wspa.net
**To:** Mary Helbling
**Subject:** RE: Membership Renewal
**Date:** Tuesday, August 21, 2018 8:39:21 AM

---

Mary,

I heard from Manal and Alex Sheridan was included in the membership updates for your district. Ms. Sheridan is now updated through 8/31/2019.

Thank you,

Jennifer

---

**From:** Mary Helbling [mailto:mhelblin@fwps.org]
**Sent:** Monday, August 20, 2018 11:02 AM
**To:** admin@wspa.net
**Subject:** Membership Renewal

Hello,

I have been trying to login to renew membership for our general counsel, Alex Sheridan. Her user ID is asherida@fwps.org. It keeps telling me we don't have access to that page. Can we please look to see if there is something wrong? I would like to renew her membership and pay online. Please let me know. Thank you.

**Mary Helbling**
Executive Administrative Assistant to Deputy Superintendent & General Counsel
Superintendent's Office
253-945-2008 | mhelblin@fwps.org

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**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** admin@wspa.net
**Subject:** FW: WSPA Membership Renewal
**Date:** Monday, August 27, 2018 8:54:54 AM

---

Jennifer
Our office manager told me she renewed FW a few weeks ago. Does this message just automatically go out even though we have renewed?

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Monday, August 27, 2018 7:01 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** WSPA Membership Renewal

***Thank you*** to the members of the Washington School Personnel Association. With members like you, we are able to provide a sustainable professional community for human resource professionals across the State of Washington. Only through your support can we continue to offer dynamic, relevant, and meaningful professional development as well as advocate for legislative action that supports education and WSPA endorsed initiatives.

***The new WSPA membership year begins September 1st.*** We hope that you will choose to continue your membership and participation in our organization.

To renew your membership, please visit us online at:
**https://www.wspa.net/renew-your-membership**

Thank you,

Jennifer Tottenham
Washington School Personnel Association

---

This email was sent to jhodson@fwps.org by admin@wspa.net

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

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**From:** admin@wspa.net
**To:** jhodson@fwps.org
**Subject:** RE: WSPA Membership Renewal
**Date:** Monday, August 27, 2018 8:57:00 AM

---

Hi Janet,

Yes, I do show that your membership has been renewed. Please disregard with my apologies for any confusion!

Have a great week,

Jennifer

---

**From:** Janet Hodson [mailto:jhodson@fwps.org]
**Sent:** Monday, August 27, 2018 8:55 AM
**To:** admin@wspa.net
**Subject:** FW: WSPA Membership Renewal

Jennifer
Our office manager told me she renewed FW a few weeks ago. Does this message just automatically go out even though we have renewed?

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Monday, August 27, 2018 7:01 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** WSPA Membership Renewal

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Thank you,

Jennifer Tottenham
Washington School Personnel Association

---

This email was sent to jhodson@fwps.org by admin@wspa.net

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**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: WSPA Membership Renewal
**Date:** Monday, August 27, 2018 8:58:06 AM

---

Thank you,

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Monday, August 27, 2018 8:57 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** RE: WSPA Membership Renewal

Hi Janet,

Yes, I do show that your membership has been renewed. Please disregard with my apologies for any confusion!

Have a great week,

Jennifer

---

**From:** Janet Hodson [mailto:jhodson@fwps.org]
**Sent:** Monday, August 27, 2018 8:55 AM
**To:** admin@wspa.net
**Subject:** FW: WSPA Membership Renewal

Jennifer
Our office manager told me she renewed FW a few weeks ago. Does this message just automatically go out even though we have renewed?

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

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Washington School Personnel Association

---

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**From:** admin@wspa.net
**To:** Manal Tirhi
**Subject:** RE: WSPA membership renewal confirmation
**Date:** Monday, August 27, 2018 12:02:31 PM
**Attachments:** Federal Way WSPA membership 2018.pdf

---

Hi Manal,

I see that a second membership was submitted today – please note that your district membership was submitted and paid on 8/14/2018 (receipt attached).

I have cancelled the second submission and will refund the $1500 to the credit card used. I will forward the receipt of that refund in just a few moments.

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@wspa.net
**Sent:** Tuesday, August 21, 2018 8:38 AM
**To:** 'Manal Tirhi' <mtirhi@fwps.org>
**Subject:** RE: WSPA membership renewal confirmation

Thank you, Manal. These changes have been made and your team is updated for the new year.

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

Thank you, and have a great day.

Jennifer

---

**From:** Manal Tirhi [mailto:mtirhi@fwps.org]
**Sent:** Monday, August 20, 2018 11:51 AM
**To:** admin@wspa.net

**Subject:** RE: WSPA membership renewal confirmation

Hi Jennifer,

Please also add Alisa DeSart to the district members.

Alex Sheridan- Additional member
Thank you for your assistance with this.

*Best Regards,*

**Manal Tirhi**

**Office Manager**

Federal Way Public Schools
253-945-2072
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---

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Thank you,

Jennifer

Washington School Personnel Association

PO Box 1600
Anacortes, WA 98221

# Invoice

| Date | Invoice # |
|---|---|
| 8/14/2018 | 11896 |

PAID
08/14/2018

| Bill To |
|---|
| Federal Way Public Schools<br>Attn: Accounts Payable<br>33330 8th Ave S.<br>Federal Way, WA 98003 |

| P.O. No. | |
|---|---|

| Description | Qty | Rate | Amount |
|---|---|---|---|
| TIRHI WSPA District Membership: 2018-2019 | | 1,500.00 | 1,500.00 |

| | |
|---|---|
| **Total** | $1,500.00 |
| **Payments/Credits** | -$1,500.00 |
| **Balance Due** | $0.00 |

000307

**From:** Manal Tirhi on behalf of Manal Tirhi <mtirhi@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: WSPA membership renewal confirmation
**Date:** Monday, August 27, 2018 12:04:29 PM

---

Omg! Thank you! I knew that I had paid for it, but my colleagues keep getting renewal notices. So I started to second guess myself. ☹

But thank you for letting me know!

*Best Regards,*

**Manal Tirhi**

**Office Manager**

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---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Monday, August 27, 2018 12:02 PM
**To:** Manal Tirhi <mtirhi@fwps.org>
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---

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Thank you,

Jennifer

**From:** admin@wspa.net
**To:** mtirhi@fwps.org
**Subject:** WSPA Transaction Receipt
**Date:** Monday, August 27, 2018 12:05:17 PM

---

---
General Information
---
Merchant Account: WSPA
Date/Time : 08/27/2018 12:03:44 PM PDT

---
Transaction Information
---
Description : Federal Way
Transaction Amount : $1,500.00
Transaction ID : 4258982966
Authorization Code : 092517
Transaction Type : Card Void
Response : Approved
AVS Results : Exact match, 5-character numeric ZIP
CSC Results : CVV2/CVC2 Match

---
Customer Billing Information
---
First Name : Manal
Last Name : Tirhi
Address : 33330 8th ave s
City : Federal way
State : WA
Zip Code : 98003
Country : US
Phone : 253.945.2072
Email : mtirhi@fwps.org

---
Customer Shipping Information
---
First Name :
Last Name :
Address :
City :
State :
Zip Code :
Country :
Email :

**From:** admin@wspa.net
**To:** Manal Tirhi
**Subject:** FW: WSPA membership renewal confirmation
**Date:** Monday, August 27, 2018 12:06:35 PM
**Attachments:** Federal Way WSPA membership 2018.pdf
Federal Way Transaction Voided 8.27.2018.pdf

---

Manal,

I was able to void and cancel the transaction – the confirmation is attached. I believe that this means it not will post to your account, but if it does it will also show an immediate refund.

All taken care of!

---

**From:** admin@wspa.net
**Sent:** Monday, August 27, 2018 12:02 PM
**To:** 'Manal Tirhi' <mtirhi@fwps.org>
**Subject:** RE: WSPA membership renewal confirmation

Hi Manal,

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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.wspa.net/

---

**From:** admin@wspa.net
**Sent:** Tuesday, August 21, 2018 8:38 AM
**To:** 'Manal Tirhi' <mtirhi@fwps.org>
**Subject:** RE: WSPA membership renewal confirmation

Thank you, Manal. These changes have been made and your team is updated for the new year.

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

Thank you, and have a great day.

Jennifer

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**Sent:** Monday, August 20, 2018 11:51 AM
**To:** admin@wspa.net
**Subject:** RE: WSPA membership renewal confirmation

Hi Jennifer,

Please also add Alisa DeSart to the district members.

Alex Sheridan- Additional member
Thank you for your assistance with this.

*Best 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

FEDERAL WAY
PUBLIC SCHOOLS

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Monday, August 20, 2018 11:20 AM
**To:** Manal Tirhi <mtirhi@fwps.org>
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Hi Manal,

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Megan Ristine
David Brower
Amanda Michaels (was she formerly with PSESD? Please let me know and I will delete the former ESD listing)
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Jennifer

Washington School Personnel Association

PO Box 1600
Anacortes, WA 98221

# Invoice

| Date | Invoice # |
|---|---|
| 8/14/2018 | 11896 |

PAID
08/14/2018

| Bill To |
|---|
| Federal Way Public Schools<br>Attn: Accounts Payable<br>33330 8th Ave S.<br>Federal Way, WA 98003 |

| P.O. No. | |
|---|---|

| Description | Qty | Rate | Amount |
|---|---|---|---|
| TIRHI WSPA District Membership: 2018-2019 | | 1,500.00 | 1,500.00 |

| | |
|---|---|
| **Total** | $1,500.00 |
| **Payments/Credits** | -$1,500.00 |
| **Balance Due** | $0.00 |

000315

# Transaction Successfully Cancelled

## Transaction Receipt

| | |
|---|---|
| **Merchant:** | WSPA - (Tacoma, WA) |
| **Date/Time:** | 08/27/2018 12:03:44 PM PDT |
| **Transaction ID:** | 4258982966 |
| **Transaction Type:** | Card Void |
| **Amount:** | $1,500.00 |

## Credit Card Information

| | |
|---|---|
| **CC Type:** | Visa |
| **CC Number:** | **********3475 |
| **Auth. Code:** | 092517 |
| **Processor:** | Moolah Vantiv |

## Billing Information

Manal Tirhi
mtirhi@fwps.org
253.945.2072
33330 8th ave s
Federal way WA, 98003
US

## Shipping Information

## Order Information

| | |
|---|---|
| **Description:** | Federal Way |

**From:** Manal Tirhi on behalf of Manal Tirhi <mtirhi@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: WSPA membership renewal confirmation
**Date:** Monday, August 27, 2018 12:07:17 PM

---

Thank you!!

*Best Regards,*

**Manal Tirhi**

**Office Manager**

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PUBLIC SCHOOLS

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**Sent:** Monday, August 27, 2018 12:07 PM
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**From:** admin@wspa.net
**To:** Manal Tirhi
**Subject:** RE: WSPA membership renewal confirmation
**Date:** Monday, August 27, 2018 12:09:02 PM

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PUBLIC SCHOOLS

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**From:** Manal Tirhi on behalf of Manal Tirhi <mtirhi@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: WSPA membership renewal confirmation
**Date:** Monday, August 27, 2018 12:10:14 PM

---

We will do! Thank again for all your help!

*Best Regards,*

**Manal Tirhi**

**Office Manager**

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FEDERAL WAY
PUBLIC SCHOOLS

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**From:** admin@wspa.net
**To:** Manal Tirhi
**Subject:** FW: WSPA membership renewal confirmation
**Date:** Monday, August 27, 2018 12:50:23 PM

---

Manal,

Is Ann Swiftney with your district? I show her as working for Issaquah, but for she comes up as linked to your account at FWPS. Please let me know and I will correct her entry in our database either way.

Thank you,

Jennifer

---

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**Subject:** FW: WSPA membership renewal confirmation

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PUBLIC SCHOOLS

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**To:** admin@wspa.net
**Subject:** RE: WSPA membership renewal confirmation
**Date:** Monday, August 27, 2018 12:51:18 PM

---

No, she is not at our district.

*Best Regards,*

**Manal Tirhi**

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PUBLIC SCHOOLS

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Megan Ristine
David Brower
Amanda Michaels (was she formerly with PSESD? Please let me know and I will delete the former ESD listing)
Janet Hodson
Jennifer Hymer
Desiree Thomas
Tony Frascone

I also had an email from Mary Helbling asking to renew Alex Sheridan. Please let me know if Alex Sheridan is to be added to the district member list as an identified member, or if they should be added a s district member additional. Reminder: “additional” status allows for member rates to events, but they do not receive member emails and are not eligible for WSPA scholarships.

Thank you,

Jennifer

**From:** Tara Lofton on behalf of Tara Lofton <tlofton@fwps.org>
**To:** admin@wspa.net
**Subject:** FW: Registration now open: School Law Conference
**Date:** Tuesday, September 4, 2018 9:13:50 AM
**Attachments:** image001.png

---

Good Morning. I am trying to register David Brower for the Law Conference and I am getting an error message that I don't have a log in and stating: **Your group does not have permission to view this page.**

Any suggestions?

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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Hello,

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Tukwila, Washington

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Sessions topics include Human Resources best practices in a variety of areas -- *final agenda*

*coming soon*

Please click here for conference information and registration.

Thank you,

Washington School Personnel Association

---

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

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**From:** admin@wspa.net
**To:** Tara Lofton
**Subject:** RE: Registration now open: School Law Conference
**Date:** Tuesday, September 4, 2018 11:34:58 AM
**Attachments:** image001.png

---

Hi Tara,

I am so sorry for the trouble. I would be happy to process that registration for Mr. Brower on your behalf while I troubleshoot that issue.

May I ask if you received the error message when you first clicked on the registration link, or after trying to log in?

Thank you,

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| | |
|---|---|
| **From:** | admin@wspa.net |
| **To:** | Tara Lofton |
| **Subject:** | RE: Registration now open: School Law Conference |
| **Date:** | Tuesday, September 4, 2018 11:36:46 AM |
| **Attachments:** | Brower_Law Conference 2018.pdf<br>image001.png |

---

Tara,

The invoice for Mr. Brower is attached for your records – I am working on troubleshooting the other issue now. Thank you again for letting me know!

Jennifer

---

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**Sent:** Tuesday, September 04, 2018 11:35 AM
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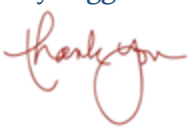

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Washington School Personnel Association

PO Box 1600
Anacortes, WA 98221

# Invoice

| Date | Invoice # |
|---|---|
| 9/4/2018 | 11991 |

| Bill To |
|---|
| Federal Way Public Schools<br>Attn: Accounts Payable<br>33330 8th Ave S.<br>Federal Way, WA 98003 |

| P.O. No. | |
|---|---|

| Description | Qty | Rate | Amount |
|---|---|---|---|
| BROWER 2018 School Law Conference | | 250.00 | 250.00 |

| | |
|---|---|
| **Total** | $250.00 |
| **Payments/Credits** | $0.00 |
| **Balance Due** | $250.00 |

000345

**From:** Tara Lofton on behalf of Tara Lofton <tlofton@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: Registration now open: School Law Conference
**Date:** Tuesday, September 4, 2018 11:37:07 AM
**Attachments:** image001.png

---

I tried to log in and it asked me to create an account, but I have a log in already. Then I just clicked on the "register others" and got the message in red.

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Tuesday, September 4, 2018 11:35 AM
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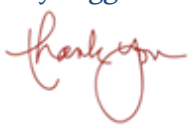

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**To:** admin@wspa.net
**Subject:** RE: Registration now open: School Law Conference
**Date:** Tuesday, September 4, 2018 11:38:02 AM
**Attachments:** image001.png

---

We don't have checks here at the district, I was trying to process my district credit card.

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**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** RE: Registration now open: School Law Conference

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Jennifer

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**From:** admin@wspa.net
**To:** Tara Lofton
**Subject:** RE: Registration now open: School Law Conference
**Date:** Tuesday, September 4, 2018 11:39:35 AM
**Attachments:** image001.png

---

Hi Tara,

I am happy to take that number by phone. I will give you a call now.

Jennifer

---

**From:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Tuesday, September 04, 2018 11:38 AM
**To:** admin@wspa.net
**Subject:** RE: Registration now open: School Law Conference

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**From:** Tara Lofton on behalf of Tara Lofton <tlofton@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: Registration now open: School Law Conference
**Date:** Tuesday, September 4, 2018 12:00:56 PM
**Attachments:** image001.png

---

Hi Jennifer:

Here is my card info:

Tara Lofton – FWPS HR
[redacted]

If you can send me an updated paid in full invoice, that would be great.

**Tara T. Lofton**
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**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Tuesday, September 4, 2018 11:40 AM
**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** RE: Registration now open: School Law Conference

Hi Tara,

I am happy to take that number by phone. I will give you a call now.

Jennifer

---

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

**Sent:** Tuesday, September 04, 2018 11:38 AM
**To:** admin@wspa.net
**Subject:** RE: Registration now open: School Law Conference

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**From:** admin@wspa.net
**To:** Tara Lofton
**Subject:** FW: Registration now open: School Law Conference
**Date:** Tuesday, September 4, 2018 5:09:23 PM
**Attachments:** Brower law conference recepit 2018.pdf
image001.png

---

Tara,

The paid receipt is attached for your records.

Please let me know if you have any questions or if any additional documentation is needed.

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:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Tuesday, September 04, 2018 12:01 PM
**To:** admin@wspa.net
**Subject:** RE: Registration now open: School Law Conference

Hi Jennifer:

Here is my card info:

If you can send me an updated paid in full invoice, that would be great.

Thank you

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---

**From:** admin@wspa.net
**Sent:** Tuesday, September 04, 2018 11:35 AM
**To:** 'Tara Lofton' <tlofton@fwps.org>
**Subject:** RE: Registration now open: School Law Conference

Hi Tara,

I am so sorry for the trouble. I would be happy to process that registration for Mr. Brower on your behalf while I troubleshoot that issue.

May I ask if you received the error message when you first clicked on the registration link, or after trying to log in?

Thank you,

Jennifer

---

**From:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Tuesday, September 04, 2018 9:14 AM
**To:** admin@wspa.net
**Subject:** FW: Registration now open: School Law Conference

Good Morning. I am trying to register David Brower for the Law Conference and I am getting an error message that I don't have a log in and stating: **Your group does not have permission to view this page.**

Any suggestions?

**Tara T. Lofton**
Human Resources Employee Relations

& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Tuesday, September 4, 2018 6:32 AM
**To:** David Brower <dbrower@fwps.org>
**Subject:** Registration now open: School Law Conference

Hello,

Registration is now open to attend the 2018 School Law Conference.

October 15-16, 2018
DoubleTree Suites by Hilton at Southcenter
Tukwila, Washington

We encourage you to attend this valuable and informative conference. Each day will provide relevant and useful information presented by some of Washington State's most prestigious and experienced law firms.

Sessions topics include Human Resources best practices in a variety of areas -- *final agenda coming soon*

Please click here for conference information and registration.

Thank you,

Washington School Personnel Association

---

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Washington School Personnel Association

PO Box 1600
Anacortes, WA 98221

# Invoice

| Date | Invoice # |
|---|---|
| 9/4/2018 | 11991 |

PAID 09/04/2018

| Bill To |
|---|
| Federal Way Public Schools<br>Attn: Accounts Payable<br>33330 8th Ave S.<br>Federal Way, WA 98003 |

| P.O. No. | |
|---|---|

| Description | Qty | Rate | Amount |
|---|---|---|---|
| BROWER 2018 School Law Conference | | 250.00 | 250.00 |

| | |
|---|---|
| **Total** | $250.00 |
| **Payments/Credits** | -$250.00 |
| **Balance Due** | $0.00 |

000364

**From:** Tara Lofton on behalf of Tara Lofton <tlofton@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: Registration now open: School Law Conference
**Date:** Wednesday, September 5, 2018 8:23:28 AM
**Attachments:** image001.png

---

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Tuesday, September 4, 2018 5:09 PM
**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** FW: Registration now open: School Law Conference

Tara,

The paid receipt is attached for your records.

Please let me know if you have any questions or if any additional documentation is needed.

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:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Tuesday, September 04, 2018 12:01 PM
**To:** admin@wspa.net
**Subject:** RE: Registration now open: School Law Conference

Hi Jennifer:

Here is my card info:

If you can send me an updated paid in full invoice, that would be great.

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Tuesday, September 4, 2018 11:40 AM
**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** RE: Registration now open: School Law Conference

Hi Tara,

I am happy to take that number by phone. I will give you a call now.

Jennifer

**From:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Tuesday, September 04, 2018 11:38 AM
**To:** admin@wspa.net
**Subject:** RE: Registration now open: School Law Conference

We don't have checks here at the district, I was trying to process my district credit card.

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Tuesday, September 4, 2018 11:37 AM
**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** RE: Registration now open: School Law Conference

Tara,

The invoice for Mr. Brower is attached for your records – I am working on troubleshooting the other issue now. Thank you again for letting me know!

Jennifer

---

**From:** admin@wspa.net
**Sent:** Tuesday, September 04, 2018 11:35 AM
**To:** 'Tara Lofton' <tlofton@fwps.org>
**Subject:** RE: Registration now open: School Law Conference

Hi Tara,

I am so sorry for the trouble. I would be happy to process that registration for Mr. Brower on your behalf while I troubleshoot that issue.

May I ask if you received the error message when you first clicked on the registration link, or after trying to log in?

Thank you,

Jennifer

---

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**Sent:** Tuesday, September 04, 2018 9:14 AM
**To:** admin@wspa.net
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Good Morning. I am trying to register David Brower for the Law Conference and I am getting an error message that I don't have a log in and stating: **Your group does not have permission to view this page.**

Any suggestions?

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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---

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**Sent:** Tuesday, September 4, 2018 6:32 AM
**To:** David Brower <dbrower@fwps.org>
**Subject:** Registration now open: School Law Conference

Hello,

Registration is now open to attend the 2018 School Law Conference.

October 15-16, 2018
DoubleTree Suites by Hilton at Southcenter
Tukwila, Washington

We encourage you to attend this valuable and informative conference. Each day will provide relevant and useful information presented by some of Washington State's most prestigious and experienced law firms.

Sessions topics include Human Resources best practices in a variety of areas -- *final agenda coming soon*

Please click here for conference information and registration.

Thank you,

Washington School Personnel Association

---

This email was sent to dbrower@fwps.org by admin@wspa.net

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**From:** admin@wspa.net
**To:** mtirhi@fwps.org
**Subject:** WSPA Transaction Receipt
**Date:** Wednesday, September 5, 2018 9:57:21 AM

---

---
General Information
---
Merchant Account: WSPA
Date/Time : 09/05/2018 9:57:20 AM PDT

---
Transaction Information
---
Description : Form Name: S-275 REGISTER OTHERS 2018, Receipt ID: 13291735
Transaction Amount : $-200.00
Transaction ID : 4272254180
Authorization Code : 179974
Transaction Type : Card Refund
Response : Approved

---
Customer Billing Information
---
First Name : Manal
Last Name : Tirhi
Address : 33330 8th ave s
City : Federal way
State : WA
Zip Code : 98003
Country : US
Phone : 253.945.2072
Email : mtirhi@fwps.org

---
Customer Shipping Information
---
First Name :
Last Name :
Address :
City :
State :
Zip Code :
Country :
Email :

**From:** admin@wspa.net
**To:** Manal Tirhi
**Subject:** WSPA S275 Refund - duplicate charge
**Date:** Wednesday, September 5, 2018 9:58:24 AM
**Attachments:** Federl Way REFUND 9.5.2018.pdf
Larsen_S275 2018.pdf

---

Hi Manal,

I received your S-275 registration for Alicia Larsen– thank you!

However, it appears as though our credit card processing system inadvertently charged you twice.

First, please accept my apologies for this issue. I believe the processing issue has now been corrected and this should not happen with any further registrations.

Second, I have refunded the $200 to your card and have attached a copy of that refund. I have also attached copies of the paid receipts for Ms. Larsen for your records

Again, I am so sorry for the trouble. 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/

# Transaction Successfully Refunded

## Transaction Receipt

| | |
|---|---|
| **Merchant:** | WSPA - (Tacoma, WA) |
| **Date/Time:** | 09/05/2018 9:57:20 AM PDT |
| **Transaction ID:** | 4272254180 |
| **Transaction Type:** | Card Refund |
| **Amount:** | $-200.00 |

## Credit Card Information

| | |
|---|---|
| **CC Type:** | Visa |
| **CC Number:** | **********3475 |
| **Auth. Code:** | 179974 |
| **Processor:** | Moolah Vantiv |

## Billing Information

Manal Tirhi
mtirhi@fwps.org
253.945.2072
33330 8th ave s
Federal way WA, 98003
US

## Shipping Information

## Order Information

| | |
|---|---|
| **Description:** | Form Name: S-275 REGISTER OTHERS 2018, Receipt ID: 13291735 |

Washington School Personnel Association

PO Box 1600
Anacortes, WA 98221

# Invoice

| Date | Invoice # |
|---|---|
| 9/4/2018 | 12005 |

PAID 09/04/2018

| Bill To |
|---|
| Federal Way Public Schools<br>Attn: Accounts Payable<br>33330 8th Ave S.<br>Federal Way, WA 98003 |

| P.O. No. | |
|---|---|

| Description | Qty | Rate | Amount |
|---|---|---|---|
| LARSEN S-275 Tukwila 2018 - Hardcopy Manual<br>10/10/2018 | | 200.00 | 200.00 |

| | |
|---|---|
| **Total** | $200.00 |
| **Payments/Credits** | -$200.00 |
| **Balance Due** | $0.00 |

000373

**From:** admin@wspa.net
**To:** Manal Tirhi
**Subject:** S275 - Wittman
**Date:** Thursday, September 6, 2018 11:27:14 AM

---

Hi Manal,

I received the S-275 registration for Kelly Wittman – thank you!

I noted that you registered her for October 5 in Spokane, is that correct? We have two dates in Tukwila October 9 or 10. Please confirm date and location and I will continue processing her registration.

Thank you,

Jennifer

**From:** Manal Tirhi on behalf of Manal Tirhi <mtirhi@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: S275 - Wittman
**Date:** Thursday, September 6, 2018 1:06:44 PM

---

Yes, the date and place is correct. Thank you for checking.

*Best Regards,*

**Manal Tirhi**

**Office Manager**

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---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Thursday, September 6, 2018 11:27 AM
**To:** Manal Tirhi <mtirhi@fwps.org>
**Subject:** S275 - Wittman

Hi Manal,

I received the S-275 registration for Kelly Wittman – thank you!

I noted that you registered her for October 5 in Spokane, is that correct? We have two dates in Tukwila October 9 or 10. Please confirm date and location and I will continue processing her registration.

Thank you,

Jennifer

**From:** Manal Tirhi on behalf of Manal Tirhi <mtirhi@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: WSPA membership renewal confirmation
**Date:** Monday, September 10, 2018 3:08:09 PM

---

Hi,

Can I also add Dan Dizon to our list of staff members for the district?

*Best Regards,*

**Manal Tirhi**

**Office Manager**

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PUBLIC SCHOOLS

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Monday, August 20, 2018 11:20 AM
**To:** Manal Tirhi <mtirhi@fwps.org>
**Subject:** WSPA membership renewal confirmation

Hi Manal,

Thank you for your membership renewal!

Please confirm your district members for this upcoming year. I show the following:
You
Chris Patten
Megan Ristine
David Brower
Amanda Michaels (was she formerly with PSESD? Please let me know and I will delete the former ESD listing)
Janet Hodson
Jennifer Hymer
Desiree Thomas
Tony Frascone

I also had an email from Mary Helbling asking to renew Alex Sheridan. Please let me know if Alex Sheridan is to be added to the district member list as an identified member, or if they should be added a s district member additional. Reminder: “additional” status allows for member rates to events, but they do not receive member emails and are not eligible for WSPA scholarships.

Thank you,

Jennifer

**From:** admin@wspa.net
**To:** admin@wspa.net; cleonard@wspa.net
**Subject:** WSPA Board Meeting: October 14, 2018
**Date:** Monday, September 10, 2018 3:30:41 PM

---

Hello Board Members,

I hope you are each off to a successful and positive start of the school year. Our next WSPA Board meeting will be held Sunday, October 14. For those of you participating in the Annual Conference Sub-Committee or who serve on the HELP advisory the schedule for all meetings is below for your reference.

**WSPA Board and Advisory Meetings**

- Sunday, October 14, 2018 at the DoubleTree by Hilton at Southcenter
    - Annual Conference Sub-Committee Meeting 2:00-4:00pm
    - HELP Advisory Meeting: 4:00-5:00 pm
    - **WSPA Board Meeting: 5:30-7:00 pm**

**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 14. Please plan to make your own accommodation reservations and I will coordinate with the DoubleTree to have your Sunday room charges moved to our master account.
    - If you will need lodging on Sunday and are not attending the Law Conference, please let me know and I am happy to make those single night hotel reservations on your behalf.
- Reimbursement forms will be made available for your mileage expenses
- WSPA does not cover the cost of Law Conference registration or any additional lodging for the conference

The agenda is currently being finalized and will be shared prior to the meeting.

As always, 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/

**From:** admin@wspa.net
**To:** Manal Tirhi
**Subject:** RE: WSPA membership renewal confirmation
**Date:** Monday, September 10, 2018 3:32:27 PM

---

Manal,

I have added Dan and he is updated for the new year.

Thank you,

Jennifer

---

**From:** Manal Tirhi [mailto:mtirhi@fwps.org]
**Sent:** Monday, September 10, 2018 3:08 PM
**To:** admin@wspa.net
**Subject:** RE: WSPA membership renewal confirmation

Hi,

Can I also add Dan Dizon to our list of staff members for the district?

*Best Regards,*

**Manal Tirhi**

**Office Manager**

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253-945-2072
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---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Monday, August 20, 2018 11:20 AM
**To:** Manal Tirhi <mtirhi@fwps.org>
**Subject:** WSPA membership renewal confirmation

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David Brower
Amanda Michaels (was she formerly with PSESD? Please let me know and I will delete the former ESD listing)
Janet Hodson
Jennifer Hymer
Desiree Thomas
Tony Frascone

I also had an email from Mary Helbling asking to renew Alex Sheridan. Please let me know if Alex Sheridan is to be added to the district member list as an identified member, or if they should be added a s district member additional. Reminder: “additional” status allows for member rates to events, but they do not receive member emails and are not eligible for WSPA scholarships.

Thank you,

Jennifer

**From:** Manal Tirhi on behalf of Manal Tirhi <mtirhi@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: WSPA membership renewal confirmation
**Date:** Monday, September 10, 2018 4:36:59 PM

---

Thank you!!

*Best Regards,*

**Manal Tirhi**

**Office Manager**

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FEDERAL WAY
PUBLIC SCHOOLS

---

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**Sent:** Monday, September 10, 2018 3:32 PM
**To:** Manal Tirhi <mtirhi@fwps.org>
**Subject:** RE: WSPA membership renewal confirmation

Manal,

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---

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**Manal Tirhi**

**Office Manager**

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**From:** admin@wspa.net <admin@wspa.net>
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**To:** Manal Tirhi <mtirhi@fwps.org>
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Amanda Michaels (was she formerly with PSESD? Please let me know and I will delete the former ESD listing)
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Jennifer Hymer
Desiree Thomas
Tony Frascone

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Thank you,

Jennifer

**From:** Michelle Turner on behalf of Michelle Turner <mturner@fwps.org>
**To:** cleonard@wspa.net
**Subject:** RE: MEMBER REQUEST
**Date:** Friday, September 14, 2018 9:39:23 AM

---

Hello,

I'm not sure you have the correct Michelle Turner.

Michelle Turner
Director of Transportation
253-945-5963 or
253-945-5960
mturner@fwps.org

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*" Believe in yourself, be strong, never give up no matter what the circumstances are. You are a champion and will overcome the dreaded obstacles. Champions take failure as a learning opportunity, so take in all you can, and run with it. Be your best and don't ever ever give up."*
*- Brad Gerrard*

FEDERAL WAY
PUBLIC SCHOOLS

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Friday, September 14, 2018 7:32 AM
**To:** Michelle Turner <mturner@fwps.org>
**Subject:** MEMBER REQUEST

Kim Harmon is requesting a copy of staff training matters related to Policy 5010 and 5011. Not SafeSchools, but trainings created in-house. Spokane is reviewing theirs for updates.

Please send your responses directly to: KimHa@spokaneschools.org

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

Thanks,

Curtis

---

This email was sent to mturner@fwps.org by cleonard@wspa.net

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**From:** jrausch@wspa.net
**To:** dbrower@fwps.org; jhodson@fwps.org
**Subject:** Request
**Date:** Friday, September 14, 2018 3:37:36 PM

---

Because the two of you did such a phenomenal job presenting the classified boot camp, we have had requests for this training to be offered on the east side of the state, and to offer it in the fall rather than the summer on the west side of the state.

My question to the two of you is if you would be willing to present this in the spring in Spokane and beginning in 2019, in the fall at the Puget Sound ESD.

Keeping my fingers crossed! Let me know.

Jane Rausch
HELP Coordinator

**From:** jrausch@wspa.net
**To:** dbrower@fwps.org; jhodson@fwps.org
**Subject:** Request
**Date:** Friday, September 14, 2018 3:37:37 PM

---

Because the two of you did such a phenomenal job presenting the classified boot camp, we have had requests for this training to be offered on the east side of the state, and to offer it in the fall rather than the summer on the west side of the state.

My question to the two of you is if you would be willing to present this in the spring in Spokane and beginning in 2019, in the fall at the Puget Sound ESD.

Keeping my fingers crossed! Let me know.

Jane Rausch
HELP Coordinator

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** jrausch@wspa.net; David Brower
**Subject:** RE: Request
**Date:** Friday, September 14, 2018 4:07:12 PM

---

Hi Jane
David is out of town right now. He will be back on Tuesday. I will check with him but I think we will be okay doing that.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** jrausch@wspa.net <jrausch@wspa.net>
**Sent:** Friday, September 14, 2018 3:38 PM
**To:** David Brower <dbrower@fwps.org>; Janet Hodson <jhodson@fwps.org>
**Subject:** Request

Because the two of you did such a phenomenal job presenting the classified boot camp, we have had requests for this training to be offered on the east side of the state, and to offer it in the fall rather than the summer on the west side of the state.

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Keeping my fingers crossed! Let me know.

Jane Rausch
HELP Coordinator

**From:** David Brower on behalf of David Brower <dbrower@fwps.org>
**To:** Janet Hodson; jrausch@wspa.net
**Subject:** Re: Request
**Date:** Friday, September 14, 2018 4:10:04 PM

---

We are all in

Get Outlook for iOS

---

**From:** Janet Hodson
**Sent:** Friday, September 14, 2018 5:07:11 PM
**To:** jrausch@wspa.net; David Brower
**Subject:** RE: Request

Hi Jane
David is out of town right now. He will be back on Tuesday. I will check with him but I think we will be okay doing that.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

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**Sent:** Friday, September 14, 2018 3:38 PM
**To:** David Brower <dbrower@fwps.org>; Janet Hodson <jhodson@fwps.org>
**Subject:** Request

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Keeping my fingers crossed! Let me know.

Jane Rausch
HELP Coordinator

**From:** jrausch@wspa.net
**To:** David Brower; jhodson@fwps.org
**Subject:** Re: Request
**Date:** Friday, September 14, 2018 4:30:57 PM

---

You two are AWESOME!!

Get Outlook for iOS

---

**From:** David Brower <dbrower@fwps.org>
**Sent:** Friday, September 14, 2018 4:10:04 PM
**To:** jhodson@fwps.org; jrausch@wspa.net
**Subject:** Re: Request

We are all in

Get Outlook for iOS

---

**From:** Janet Hodson
**Sent:** Friday, September 14, 2018 5:07:11 PM
**To:** jrausch@wspa.net; David Brower
**Subject:** RE: Request

Hi Jane
David is out of town right now. He will be back on Tuesday. I will check with him but I think we will be okay doing that.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** jrausch@wspa.net <jrausch@wspa.net>
**Sent:** Friday, September 14, 2018 3:38 PM
**To:** David Brower <dbrower@fwps.org>; Janet Hodson <jhodson@fwps.org>
**Subject:** Request

Because the two of you did such a phenomenal job presenting the classified boot camp, we have had requests for this training to be offered on the east side of the state, and to offer it in the fall rather than the summer on the west side of the state.

My question to the two of you is if you would be willing to present this in the spring in Spokane and beginning in 2019, in the fall at the Puget Sound ESD.

Keeping my fingers crossed! Let me know.

Jane Rausch
HELP Coordinator

**From:** Liz McFarland on behalf of Liz McFarland <lmcfarla@fwps.org>
**To:** admin@wspa.net
**Subject:** S-275 workshop
**Date:** Thursday, September 20, 2018 8:57:00 AM

---

Hi Jennifer!

I hope you're doing well ☺ - I miss my WSPA friends!

Are the S-275 workshops open to non-members, since I am no longer one? Or – wait – do I remember you telling me that if we have a district membership people not on the "official" list could still register at member rates? And, lastly, is the Spokane workshop still available?

Supporting the HR staff with S-275 reporting is part of my new job, and I've never had anything to do with it – but I'll be gone the following week at a national conference, so Spokane is my only option. And then I have to convince my supervisors ☺

Thanks!
Liz

Liz McFarland
Business Applications Manager
Federal Way Public Schools
(253) 945-2041

FEDERAL WAY
PUBLIC SCHOOLS

| | |
|---|---|
| **From:** | Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org> |
| **To:** | admin@wspa.net |
| **Subject:** | RE: WSPA Board Vote: Cascade Government Affairs Agreement (Legislative Representation and Lobbying Agreement) |
| **Date:** | Thursday, September 20, 2018 11:47:55 AM |

Jennifer
When I click on link to vote, I get an error on the wspa website

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Thursday, September 20, 2018 11:01 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** WSPA Board Vote: Cascade Government Affairs Agreement (Legislative Representation and Lobbying Agreement)

Hello Board Members,

At our June retreat, we discussed the strategic vision of legislative representation/lobbying for the organization. The board approved increasing the budget to $30,000 for this position, with an additional $3,000 for expenses.

The proposal received from Cascade Government Affairs for the services of Dr. Frank Hewins, Charles Brown, and Heidi Kay Walters was received indicating $36,000 for the service year.

The WSPA president team has reviewed and approved this proposal, pending approval of the Board. The updated budget with the increase of $3,000 will be brought in October for formal board review/approval at the October 14 meeting.

The WSPA president team has asked for the Boards consensus that our intent is to move forward with the agreement so that Cascade Government Affairs may move forward in their work, including possible keynote at the upcoming Law Conference.

Please click here to vote WSPA Board: Cascade Government Affairs Proposal 2018-2019
Please submit your vote prior to Friday, September 28. Curtis and Shaun have a planned meeting with the legislative representatives/lobbyists in early October.

I have attached the following for your review:

1. June Retreat minutes
2. Cascade Government Affairs proposal

Thank you,

Jennifer

---

This email was sent to jhodson@fwps.org by 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 |
| **Subject:** | RE: WSPA Board Vote: Cascade Government Affairs Agreement (Legislative Representation and Lobbying Agreement) |
| **Date:** | Thursday, September 20, 2018 11:48:29 AM |

Jennifer,
Opps, seems to have cleared itself.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

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| **To:** | admin@wspa.net |
| **Subject:** | RE: WSPA Board Vote: Cascade Government Affairs Agreement (Legislative Representation and Lobbying Agreement) |
| **Date:** | Thursday, September 20, 2018 11:50:13 AM |

Nope, I got the same message again. It states it cannot be accessed as it is past the cut off date.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

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Jennifer

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**From:** admin@wspa.net
**To:** jhodson@fwps.org
**Subject:** Re: WSPA Board Vote: Cascade Government Affairs Agreement (Legislative Representation and Lobbying Agreement)
**Date:** Thursday, September 20, 2018 12:53:17 PM

---

Thanks! Fixing now and will resend!

Jennifer Tottenham

On Sep 20, 2018, at 11:48 AM, Janet Hodson <jhodson@fwps.org> wrote:

> Jennifer
> When I click on link to vote, I get an error on the wspa website
>
> Janet Hodson
> Federal Way Public Schools
> Executive Director of Human Resources
> 253.945.2020
> jhodson@fwps.org
>
> ---
>
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2. Cascade Government Affairs proposal

Thank you,

Jennifer

<image001.jpg>

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<image002.jpg>

<~WRD000.jpg>

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: WSPA Board Vote: Cascade Government Affairs Agreement (Legislative Representation and Lobbying Agreement)
**Date:** Thursday, September 20, 2018 1:32:32 PM

---

ok

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

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**Sent:** Thursday, September 20, 2018 12:53 PM
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<image001.jpg>

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<image002.jpg>

<~WRD000.jpg>

**From:** admin@wspa.net
**To:** admin@wspa.net
**Subject:** FW: WSPA Board Vote: Cascade Government Affairs Agreement (Legislative Representation and Lobbying Agreement)
**Date:** Thursday, September 20, 2018 3:47:48 PM

---

Hello everyone,

My apologies to those of you who had trouble accessing the form. It should be all taken care of now – please let me know of any continued issues.

Thank you,

Jennifer

---

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**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: WSPA Board Vote: Cascade Government Affairs Agreement (Legislative Representation and Lobbying Agreement)
**Date:** Thursday, September 20, 2018 3:51:22 PM

---

Thanks Jennifer. Worked great this time!

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

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**From:** admin@wspa.net
**To:** Liz McFarland
**Subject:** RE: S-275 workshop
**Date:** Tuesday, September 25, 2018 3:16:27 PM

---

Liz,

Please forgive me. I don't know how I missed this email!

OF COURSE you can attend and as Federal Way is a district member, you have access to member pricing for all events. Spokane is still open and I am happy to process a registration on your behalf. Would you like the hardcopy manual (registration is $200) or the electronic version (registration is $175).

Please let me know and I will get you all taken care of.

Again, please accept my apologies for the oversight.

Hope all is well in the new position and I hope you join us in Spokane so I can say that in person ☺

Best,

Jennifer

---

**From:** Liz McFarland [mailto:lmcfarla@fwps.org]
**Sent:** Thursday, September 20, 2018 8:57 AM
**To:** admin@wspa.net
**Subject:** S-275 workshop

Hi Jennifer!

I hope you're doing well ☺ - I miss my WSPA friends!

Are the S-275 workshops open to non-members, since I am no longer one? Or – wait – do I remember you telling me that if we have a district membership people not on the "official" list could still register at member rates? And, lastly, is the Spokane workshop still available?

Supporting the HR staff with S-275 reporting is part of my new job, and I've never had anything to do with it – but I'll be gone the following week at a national conference, so Spokane is my only option. And then I have to convince my supervisors ☺

Thanks!
Liz

Liz McFarland
Business Applications Manager

Federal Way Public Schools
(253) 945-2041

**From:** Liz McFarland on behalf of Liz McFarland <lmcfarla@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: S-275 workshop
**Date:** Wednesday, September 26, 2018 2:19:08 PM

---

Thanks, Jennifer! I'm waiting for my supervisors to decide, and will get back to you ASAP ☺

Liz

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Tuesday, September 25, 2018 3:16 PM
**To:** Liz McFarland <lmcfarla@fwps.org>
**Subject:** RE: S-275 workshop

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Thanks!
Liz

Liz McFarland
Business Applications Manager
Federal Way Public Schools
(253) 945-2041

**From:** Sonja M. Brown on behalf of Sonja M. Brown <sonjabrown@sequimschools.org>
**To:** Jane Rausch; Connie Sheridan; Debby Carter; Janet Gavigan; Janet Hodson; Jennifer Tottenham; JoAn Steiner; Kelly Garza; Linda Krininger; Lori McStay; Sonja M. Brown; Toni Neidhold
**Subject:** Cert movement-What would you do?
**Date:** Thursday, September 27, 2018 6:10:10 AM

---

Good Morning!

We have a fairly new HR dept and an employee has reached out.

Last year an the employee was .6 Admin (step 1) and .4 cert (step 10). The employee has moved back to a 1.0 cert status for 18-19. Would you move the employee a step on the cert schedule?

Sonja M Brown
Payroll/Benefits & HR Specialist
Sequim School District
360.582.3267
sonjabrown@sequimschools.org

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** Sonja M. Brown; Jane Rausch; Connie Sheridan; Debby Carter; Janet Gavigan; Jennifer Tottenham; JoAn Steiner; Kelly Garza; Linda Krininger; Lori McStay; Toni Neidhold
**Subject:** RE: Cert movement-What would you do?
**Date:** Thursday, September 27, 2018 7:29:51 AM

---

Sonja
If the admin position the employee was in required a WA State certificate then you can move them up a year.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** Sonja M. Brown <sonjabrown@sequimschools.org>
**Sent:** Thursday, September 27, 2018 6:10 AM
**To:** Jane Rausch <rauschj@evsd.org>; Connie Sheridan <csheridan@asd103.org>; Debby Carter <carterd@edmonds.wednet.edu>; Janet Gavigan <gaviganj@rsd407.org>; Janet Hodson <jhodson@fwps.org>; Jennifer Tottenham <admin@wspa.net>; JoAn Steiner <jsteinernv@yahoo.com>; Kelly Garza <kellyg@wapatosd.org>; Linda Krininger <lkrining@cloverpark.k12.wa.us>; Lori McStay <lmcstay@cloverpark.k12.wa.us>; Sonja M. Brown <sonjabrown@sequimschools.org>; Toni Neidhold <TNeidhold@psd1.org>
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Sonja M Brown
Payroll/Benefits & HR Specialist
Sequim School District
360.582.3267
sonjabrown@sequimschools.org

**From:** Liz McFarland on behalf of Liz McFarland <lmcfarla@fwps.org>
**To:** admin@wspa.net
**Cc:** Nettasha Reese
**Subject:** RE: S-275 workshop
**Date:** Thursday, September 27, 2018 1:54:36 PM

---

Jennifer – I got the OK, so please go ahead and process the registration. I'll take the hard copy.

By copy of this email I'll have Nettasha Reese, the executive assistant for Business Services, contact you with credit card information. Nettasha – Jennifer's phone number is 360-825-1415, if you need it.

Thank you!
Liz

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Tuesday, September 25, 2018 3:16 PM
**To:** Liz McFarland <lmcfarla@fwps.org>
**Subject:** RE: S-275 workshop

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Business Applications Manager
Federal Way Public Schools
(253) 945-2041

FEDERAL WAY
PUBLIC SCHOOLS

**From:** admin@wspa.net
**To:** Liz McFarland
**Subject:** RE: S-275 workshop
**Date:** Thursday, September 27, 2018 6:02:52 PM
**Attachments:** McFarland_S275 2018.pdf

---

Lis and Nettasha,

The invoice is attached for your reference.

Nettasha, I am happy to touch base with you tomorrow regarding payment. We can take payment by phone with credit card or you are welcome to submit to your business office for payment by check.

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/

---

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OF COURSE you can attend and as Federal Way is a district member, you have access to member pricing for all events. Spokane is still open and I am happy to process a registration on your behalf. Would you like the hardcopy manual (registration is $200) or the electronic version (registration is $175).

Please let me know and I will get you all taken care of.

Again, please accept my apologies for the oversight.

Hope all is well in the new position and I hope you join us in Spokane so I can say that in person ☺

Best,

Jennifer

---

**From:** Liz McFarland [mailto:lmcfarla@fwps.org]
**Sent:** Thursday, September 20, 2018 8:57 AM
**To:** admin@wspa.net
**Subject:** S-275 workshop

Hi Jennifer!

I hope you're doing well ☺ - I miss my WSPA friends!

Are the S-275 workshops open to non-members, since I am no longer one? Or – wait – do I remember you telling me that if we have a district membership people not on the "official" list could still register at member rates? And, lastly, is the Spokane workshop still available?

Supporting the HR staff with S-275 reporting is part of my new job, and I've never had anything to do with it – but I'll be gone the following week at a national conference, so Spokane is my only option. And then I have to convince my supervisors ☺

Thanks!
Liz

Liz McFarland
Business Applications Manager

Federal Way Public Schools
(253) 945-2041

Washington School Personnel Association

PO Box 1600
Anacortes, WA 98221

# Invoice

| Date | Invoice # |
|---|---|
| 9/27/2018 | 12130 |

| Bill To |
|---|
| Federal Way Public Schools<br>Attn: Accounts Payable<br>33330 8th Ave S.<br>Federal Way, WA 98003 |

| P.O. No. | |
|---|---|

| Description | Qty | Rate | Amount |
|---|---|---|---|
| MCFARLAND S-275 Spokane 2018 - Hardcopy Manual | | 200.00 | 200.00 |

| | |
|---|---|
| **Total** | $200.00 |
| **Payments/Credits** | $0.00 |
| **Balance Due** | $200.00 |

**From:** admin@wspa.net
**To:** Liz McFarland; nreese@fwps.org
**Subject:** FW: S-275 workshop
**Date:** Thursday, September 27, 2018 6:03:15 PM
**Attachments:** McFarland_S275 2018.pdf

---

Liz and Nettasha,

The invoice is attached for your reference.

Nettasha, I am happy to touch base with you tomorrow regarding payment. We can take payment by phone with credit card or you are welcome to submit to your business office for payment by check.

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:** Liz McFarland [mailto:lmcfarla@fwps.org]
**Sent:** Thursday, September 27, 2018 1:55 PM
**To:** admin@wspa.net
**Cc:** Nettasha Reese <nreese@fwps.org>
**Subject:** RE: S-275 workshop

Jennifer – I got the OK, so please go ahead and process the registration. I'll take the hard copy.

By copy of this email I'll have Nettasha Reese, the executive assistant for Business Services, contact you with credit card information. Nettasha – Jennifer's phone number is 360-825-1415, if you need it.

Thank you!
Liz

---

**From:** admin@wspa.net <admin@wspa.net>

**Sent:** Tuesday, September 25, 2018 3:16 PM
**To:** Liz McFarland <lmcfarla@fwps.org>
**Subject:** RE: S-275 workshop

Liz,

Please forgive me. I don't know how I missed this email!

OF COURSE you can attend and as Federal Way is a district member, you have access to member pricing for all events. Spokane is still open and I am happy to process a registration on your behalf. Would you like the hardcopy manual (registration is $200) or the electronic version (registration is $175).

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Supporting the HR staff with S-275 reporting is part of my new job, and I've never had anything to do with it – but I'll be gone the following week at a national conference, so Spokane is my only option. And then I have to convince my supervisors ☺

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Business Applications Manager

Federal Way Public Schools
(253) 945-2041

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| Description | Qty | Rate | Amount |
|---|---|---|---|
| MCFARLAND S-275 Spokane 2018 - Hardcopy Manual | | 200.00 | 200.00 |

| | |
|---|---|
| **Total** | $200.00 |
| **Payments/Credits** | $0.00 |
| **Balance Due** | $200.00 |

000422

**From:** Nettasha Reese on behalf of Nettasha Reese <nreese@fwps.org>
**To:** admin@wspa.net; Liz McFarland
**Subject:** RE: S-275 workshop
**Date:** Friday, September 28, 2018 8:00:43 AM

---

Greetings Jennifer,

I will give you a call this morning to pay over the phone. Thank you!

Best Regards,

**Nettasha Reese**
Executive Administrative Assistant
Finance & Operations/ Business Services
Phone: 253.945.2043 | Fax: 253.941.0442 | nreese@fwps.org

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

---

**From:** admin@wspa.net <admin@wspa.net>
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Liz McFarland
Business Applications Manager
Federal Way Public Schools
(253) 945-2041

FEDERAL WAY
PUBLIC SCHOOLS

**From:** Liz McFarland on behalf of Liz McFarland <lmcfarla@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: S-275 workshop
**Date:** Friday, September 28, 2018 8:13:55 AM

---

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---

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Program Coordinator
Washington School Personnel Association
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And then I have to convince my supervisors ☺

Thanks!
Liz

Liz McFarland
Business Applications Manager
Federal Way Public Schools
(253) 945-2041

**From:** Tara Lofton on behalf of Tara Lofton <tlofton@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: Registration now open: School Law Conference
**Date:** Tuesday, October 2, 2018 9:27:04 AM
**Attachments:** Brower law conference recepit 2018.pdf
image001.png

---

Hello Jennifer:

I need to also register Janet Hodson and Tony Frascone for the upcoming law conference on October 15th and 16th. Can you assist?

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Tuesday, September 4, 2018 5:09 PM
**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** FW: Registration now open: School Law Conference

Tara,

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Please let me know if you have any questions or if any additional documentation is needed.

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:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Tuesday, September 04, 2018 12:01 PM
**To:** admin@wspa.net
**Subject:** RE: Registration now open: School Law Conference

Hi Jennifer:

Here is my card info:

If you can send me an updated paid in full invoice, that would be great.

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Tuesday, September 4, 2018 11:40 AM
**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** RE: Registration now open: School Law Conference

Hi Tara,

I am happy to take that number by phone. I will give you a call now.

Jennifer

---

**From:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Tuesday, September 04, 2018 11:38 AM
**To:** admin@wspa.net
**Subject:** RE: Registration now open: School Law Conference

We don't have checks here at the district, I was trying to process my district credit card.

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Tuesday, September 4, 2018 11:37 AM
**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** RE: Registration now open: School Law Conference

Tara,

The invoice for Mr. Brower is attached for your records – I am working on troubleshooting the other issue now. Thank you again for letting me know!

Jennifer

---

**From:** admin@wspa.net
**Sent:** Tuesday, September 04, 2018 11:35 AM
**To:** 'Tara Lofton' <tlofton@fwps.org>
**Subject:** RE: Registration now open: School Law Conference

Hi Tara,

I am so sorry for the trouble. I would be happy to process that registration for Mr. Brower on your behalf while I troubleshoot that issue.

May I ask if you received the error message when you first clicked on the registration link, or after trying to log in?

Thank you,

Jennifer

---

**From:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Tuesday, September 04, 2018 9:14 AM
**To:** admin@wspa.net
**Subject:** FW: Registration now open: School Law Conference

Good Morning. I am trying to register David Brower for the Law Conference and I am getting an error message that I don't have a log in and stating: **Your group does not have permission to view this page.**

Any suggestions?

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Tuesday, September 4, 2018 6:32 AM
**To:** David Brower <dbrower@fwps.org>
**Subject:** Registration now open: School Law Conference

Hello,

Registration is now open to attend the 2018 School Law Conference.

October 15-16, 2018
DoubleTree Suites by Hilton at Southcenter
Tukwila, Washington

We encourage you to attend this valuable and informative conference. Each day will provide relevant and useful information presented by some of Washington State's most prestigious and experienced law firms.

Sessions topics include Human Resources best practices in a variety of areas -- *final agenda coming soon*

Please click here for conference information and registration.

Thank you,

Washington School Personnel Association

---

This email was sent to dbrower@fwps.org by admin@wspa.net

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

Remove My Email or Manage Preferences · Privacy Policy

Washington School Personnel Association

PO Box 1600
Anacortes, WA 98221

# Invoice

| Date | Invoice # |
|---|---|
| 9/4/2018 | 11991 |

PAID 09/04/2018

| Bill To |
|---|
| Federal Way Public Schools<br>Attn: Accounts Payable<br>33330 8th Ave S.<br>Federal Way, WA 98003 |

| P.O. No. | |
|---|---|

| Description | Qty | Rate | Amount |
|---|---|---|---|
| BROWER 2018 School Law Conference | | 250.00 | 250.00 |

| | |
|---|---|
| **Total** | $250.00 |
| **Payments/Credits** | -$250.00 |
| **Balance Due** | $0.00 |

000434

| | |
|---|---|
| **From:** | jrausch@wspa.net |
| **To:** | jhodson@fwps.org; Janet Gavigan; carterd@edmonds.wednet.edu; lmcstay@cloverpark.k12.wa.us; TNeidhold@psd1.org; jsteinernv@yahoo.com; csheridan@asd103.org; lkrining@cloverpark.k12.wa.us; sonjabrown@sequim.k12.wa.us; kellyg@wapatosd.org |
| **Cc:** | admin@wspa.net |
| **Subject:** | Advisory Meeting |
| **Date:** | Tuesday, October 2, 2018 12:08:32 PM |
| **Attachments:** | 10.14.18 Advisory Meeting Agenda - DraftJR.docx |

---

Hello Everyone!

This is just a reminder that we will have an advisory meeting on Sunday the 14th at the DoubleTree Suites, prior to the law conference. The meeting will be held from 4:00-5:30 pm. I will send you a reminder later next week on the exact room location once it's been confirmed. A draft agenda is attached for your review.

Thank you.

Jane Rausch
HELP Coordinator

October 14, 2018 HELP Advisory Board Meeting Agenda

**UPDATE:**

- Summer HELP 2018
  - Participants
    - 26 HELP I Participants (20 the year prior)
    - 14 HELP II Participants (10 the year prior)
    - 9 HELP III Participants (7 the year prior)
    - 16 HR Legal Boot Camp Participants (37 the year prior)
    - 39 Classified Boot Camp Participants
  - Portfolio Review
    - Deadline is the last day of July.
    - Feedback
  - Portfolio Completion
    - 5 HELP I Participants (6 the year prior)- 19 authorizations this year
    - 4 HELP II Participants (3 the year prior) – 9 authorizations this year
    - 3 HELP III Participants (4 the year prior) – 6 authorizations this year

- Fall HELP Session - October 22, 2018
  - Writing Courses for all HELP levels
    - Speakers/Presenters
      - HELP I – Basics of Human Resources
        Debra Tito (Renton School District) and Amie 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

- Spring HELP Session – April 15, 2018
  - Speakers/Presenters/Topics
    - Book Study (am)- volunteer? _____
      - "Love Your Job – The New Rules for Career Happiness"
        By Kerry Hannon
    - Lorraine Wilson, Porter Foster Rorick, LLP
      - SEBB (pm)
  - HELP III Presentations
    - HELP II will observe
    - Brittney Richter, Kayla Brown and Sandra Weymouth:
      Onboarding/New Hire Checklist/Orientation
      Amy Hurd, Debbie Greenlund and Dawna Phillips:
      Teaming/Collaboration/Accountability
      Sherrie Wilcox, Barb Schmitten and Leisha Turner:
      Electronic Files
      - Advisory members observing: _____

        _____

        _____

- Classified Boot Camp
  - Spring 2019 - Spokane, WA
    - Dates?
  - Fall 2019
  - Spring 2020

- HELP Summer 2018 Session – July 22-26, 2019
  - Leavenworth, WA
    - Icicle Inn
  - Keynote Speaker
    - Tammy Campbell – "Changing Culture"
  - Monday: Gordy Linse, "From Darkness Into Light"
  - Reports – APA? Discussion

- Next Advisory Committee Meeting-annual conference – February 24, 2019

**From:** Tara Lofton on behalf of Tara Lofton <tlofton@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: Registration now open: School Law Conference
**Date:** Tuesday, October 2, 2018 3:31:54 PM
**Attachments:** image001.png

---

I am still unable to login. Can you please assist with registering two more of my Directors?

---

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**Sent:** Tuesday, October 2, 2018 9:27 AM
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Phone: 360-825-1415/Fax: 253-736-0333
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FEDERAL WAY PUBLIC SCHOOLS

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**Sent:** Tuesday, September 04, 2018 11:35 AM
**To:** 'Tara Lofton' <tlofton@fwps.org>
**Subject:** RE: Registration now open: School Law Conference

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**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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**From:** admin@wspa.net
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**Subject:** RE: Registration now open: School Law Conference
**Date:** Wednesday, October 3, 2018 9:40:19 AM
**Attachments:** image001.png

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**Subject:** RE: Registration now open: School Law Conference
**Date:** Wednesday, October 3, 2018 1:10:42 PM
**Attachments:** image001.png

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Okay, look forward to hearing from you. It is only for Tony and Janet, you already helped me with David Brower's enrollment.

---

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& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Wednesday, October 3, 2018 9:40 AM
**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** RE: Registration now open: School Law Conference

Hi Tara,

Our website/registration is currently down and not expected to be back up and running for several hours. I would be happy to process these registrations for you just as soon as I can get back into the system. I will also honor the early bird price for the trouble.

Please let me know who else you need to register and I will take care of it just as soon as I can.

My apologies for the trouble. Fingers crossed they have me back up and running ASAP!

Best,

Jennifer

---

**From:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Tuesday, October 02, 2018 3:32 PM
**To:** admin@wspa.net
**Subject:** RE: Registration now open: School Law Conference

I am still unable to login. Can you please assist with registering two more of my Directors?

---

**From:** Tara Lofton
**Sent:** Tuesday, October 2, 2018 9:27 AM
**To:** 'admin@wspa.net' <admin@wspa.net>
**Subject:** RE: Registration now open: School Law Conference

Hello Jennifer:

I need to also register Janet Hodson and Tony Frascone for the upcoming law conference on October 15th and 16th. Can you assist?

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Tuesday, September 4, 2018 5:09 PM
**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** FW: Registration now open: School Law Conference

Tara,

The paid receipt is attached for your records.

Please let me know if you have any questions or if any additional documentation is needed.

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:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Tuesday, September 04, 2018 12:01 PM
**To:** admin@wspa.net
**Subject:** RE: Registration now open: School Law Conference

Hi Jennifer:

Here is my card info:

If you can send me an updated paid in full invoice, that would be great.

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Tuesday, September 4, 2018 11:40 AM
**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** RE: Registration now open: School Law Conference

Hi Tara,

I am happy to take that number by phone. I will give you a call now.

Jennifer

---

**From:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Tuesday, September 04, 2018 11:38 AM
**To:** admin@wspa.net
**Subject:** RE: Registration now open: School Law Conference

We don't have checks here at the district, I was trying to process my district credit card.

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Tuesday, September 4, 2018 11:37 AM
**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** RE: Registration now open: School Law Conference

Tara,

The invoice for Mr. Brower is attached for your records – I am working on troubleshooting the other issue now. Thank you again for letting me know!

Jennifer

---

**From:** admin@wspa.net
**Sent:** Tuesday, September 04, 2018 11:35 AM
**To:** 'Tara Lofton' <tlofton@fwps.org>
**Subject:** RE: Registration now open: School Law Conference

Hi Tara,

I am so sorry for the trouble. I would be happy to process that registration for Mr. Brower on your behalf while I troubleshoot that issue.

May I ask if you received the error message when you first clicked on the registration link, or after trying to log in?

Thank you,

Jennifer

---

**From:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Tuesday, September 04, 2018 9:14 AM
**To:** admin@wspa.net
**Subject:** FW: Registration now open: School Law Conference

Good Morning. I am trying to register David Brower for the Law Conference and I am getting an error message that I don't have a log in and stating: **Your group does not have permission to view**

**this page.**

Any suggestions?

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Tuesday, September 4, 2018 6:32 AM
**To:** David Brower <dbrower@fwps.org>
**Subject:** Registration now open: School Law Conference

Hello,

Registration is now open to attend the 2018 School Law Conference.

October 15-16, 2018
DoubleTree Suites by Hilton at Southcenter
Tukwila, Washington

We encourage you to attend this valuable and informative conference. Each day will provide relevant and useful information presented by some of Washington State's most prestigious and experienced law firms.

Sessions topics include Human Resources best practices in a variety of areas -- *final agenda coming soon*

Please click here for conference information and registration.

Thank you,

Washington School Personnel Association

This email was sent to dbrower@fwps.org by admin@wspa.net

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

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**From:** admin@wspa.net
**To:** admin@wspa.net
**Cc:** Stephanie Drake; Jean Sander
**Subject:** WSPA S-275 Personnel Reporting Workshop Spokane 10/5/2018
**Date:** Thursday, October 4, 2018 10:19:52 AM
**Attachments:** S275 Manual_UPDATED 2018.pdf

---

Hello,

Thank you for your registration to the WSPA S-275 Personnel Reporting Workshop in Spokane. We look forward to having you join us.

**S-275 Personnel Reporting Workshop**

- Friday, October 5, 2018
- 8:00am: Registration and breakfast (continental breakfast provided)
- 8:30 am – 4:00 pm Workshop (lunch provided)
- Location: Spokane Public Schools Support Services Center: Room 106
  2815 E Garland Ave
  Spokane, WA 992017

The electronic manual is attached for your reference. For those attendees who elected to receive a hardcopy manual, they will be provided to you at the event.

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/

# S-275 REPORTING MANUAL

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Washington School Personnel Association

Contact: admin@wspa.net

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Section 1: The 275 Impact on School Finance

Section 2: The S-275 Overview

Section 3: Who, What, When

Section 4: Degrees, Credits, In-Service Hours

Section 5: Certificated Years of Experience

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SECTION 1

# The S-275 Impact on School Finance

## SCHOOL FINANCE AND THE S275 REPORT

**DISCLAIMER:** THIS IS NOT INTENDED TO BE A FULL COURSE ON SCHOOL FINANCE. WE ENCOURAGE YOU TO ATTEND A SCHOOL FINANCE WORKSHOP TO INCREASE YOUR LEVEL OF UNDERSTANDING. WE ARE NOT SPONSORED BY OSPI OR THE STATE AUDITORS OFFICE.

**WASHINGTON STATE CONSTITUTION:**

**Article** IX, **Section 1.**
"It is the paramount duty of the state to make ample provision for the education of children residing within its borders..."
**Article** IX, **Section 2.**
"The Legislature shall provide a general and uniform system of public schools..."
**Article Ill, Section 22.**
"The superintendent of public instruction shall have supervision over all matters pertaining to the public schools."

**The Courts:**

**Doran Decisions (Thurston County)**

- In response to a lawsuit initiated in 1976 by Seattle School District, State Superior Court Judge Doran directed the state Legislature to define and fully fund a program of basic education for all students in Washington.

**McCleary vs. Washington**

- In response to a lawsuit initiated in 2007 by Network for Excellence in Washington Schools filed for the McCleary family, Superior Court Judge John Erlick ruled in favor of the plaintiffs that the state wasn't meeting its paramount duty to adequately fund basic education. In 2012 the Supreme Court ruled that Washington was not adequately funding basic education.
- In the 2017 legislative session, the Legislatures enacted EHB 2242 to increase and revised state allocations to more fully fund basic education.

**Legislature**

- Establishes regulations for funding or what we call "apportionment."

**School Funding**

- State apportionment is a major source but many other sources exist.

**Role of OSPI:**

- To collect data from school districts
- To provide instruction and guidance to districts in reporting
- Analyze and monitor data
- Report the data
- Report specifically to the State Legislature

**Funding Sources:**

- **State General Apportionment**: Basic Education, Vocational Education/CTE
- **State Specific Funds**: LAP, Transportation, Special Education, Grants
- **Federal Funds**: Title I, Title II, Bilingual, Migrant, Grants, Impact Aid, Vocational
- **Local Levy Funds**
- **Local Bonds**
- **Other grants or special funds**

**The basic education apportionment formula have recently changed since the McCleary decision:**

The state has made a drastic change to the way that funding is allocated for certificated staff (CIS) salaries. In the past, the allocation the state would pass through to the districts was based on a **mix factor** made up of **degrees, credits and experience**. With the Engrossed House Bill 2242 (EHB 2242), this legislation increased and revised state allocations for:

- **K-12 basic education salaries,**
- **professional development days, and**
- **the prototypical school funding model**.

It also

- created a new state property tax for common schools at a total rate of $2.70 per $1,000 of assessed value when combined with the existing state property tax,
- revised local effort assistance up to $1,500 per student,
- capped school district levies at the lesser of $2,500 per student or $1.50 per $1,000 of assessed property value, and
- **limited use of these levies for enrichment outside of the state's basic education program**.

What this means for the S275 reporting in future years is that we may not be reporting on any of the staff mix data. OSPI has not determined at this time how they will change how districts will be reporting however, so for the 2018-19 school year, the S275 will still capture the mix factor data.

# State Basic Education Funding

**Student FTE through Enrollment Reporting**

**Generates Staffing Units and MSOC**

## Basic Education Funding

**Staffing Units:**

- Administrator
- Certificated
- Classified

Account Objects:
2000,3000,4000

**Materials, Supplies, Operation Costs (MSOC):**

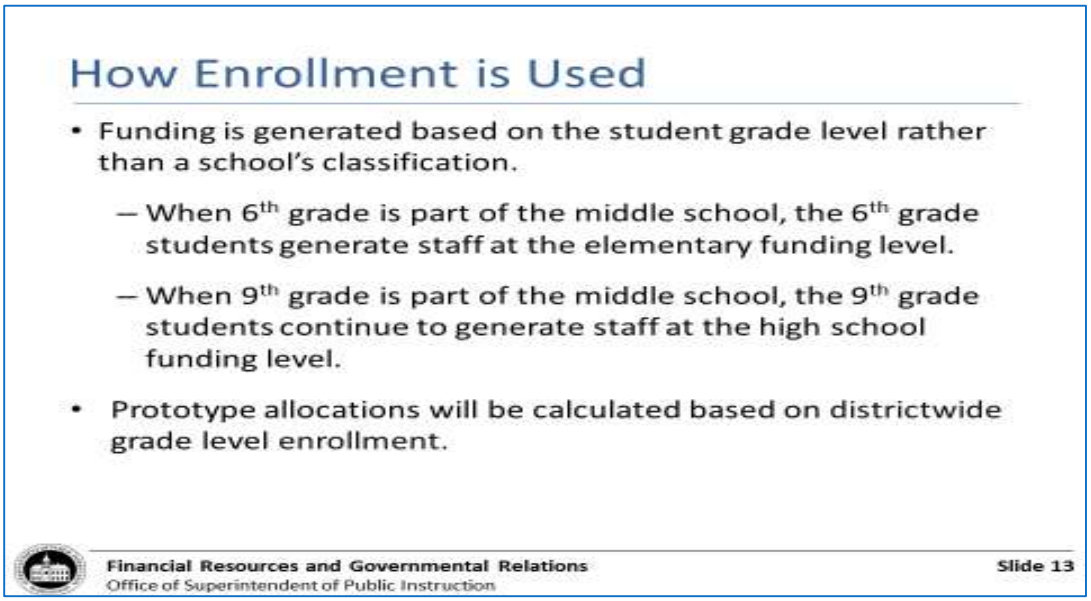
- Curriculum
- Supplies

Account objects:
5000-9000

**Staffing Units are converted to salary and benefit dollars based on formulas.**

## CERTIFICATED STAFFING UNITS

Staffing units are the number of certificated staff per 1000 students. Basic Education ratios are driven by enrollment reporting and grade group reporting on the S-275. The chart below from the Financial Resources and Governmental Relations section of OSPI indicates class size in Basic Ed with the new Prototypical staffing model.




| Prototypical Model Increases: | | | current | 2018-19 | 2019-20 | 2020-21 |
|---|---|---|---|---|---|---|
| | | | | | | |
| **Class Size - General Education** | | | | | **Mandatory beginning 2019-2020** | |
| | Kindergarten | | 17.000 | 17.00 | 17.00 | 17.00 |
| | First | | 17.000 | 17.00 | 17.00 | 17.00 |
| | Second | | 17.000 | 17.00 | 17.00 | 17.00 |
| | Third | | 17.000 | 17.00 | 17.00 | 17.00 |
| | | | | | | |
| **Class Size - High Poverty** | | | | | | |
| | Kindergarten | | 17.00 | 17.00 | 17.00 | 17.00 |
| | First | | 17.00 | 17.00 | 17.00 | 17.00 |
| | Second | | 17.00 | 17.00 | 17.00 | 17.00 |
| | Third | | 17.00 | 17.00 | 17.00 | 17.00 |
| | | | | | | |
| All calculations within this tool assume maximum K-3 class size funding. K-3 class size compliance is not required in the 2017-18 or the 2018-19 school year. While it is required in the remaining years of this tool, its impacts are not projected. | | | | | | |

## CLASSIFIED AND CERTIFICATED ADMINISTRATIVE STAFFING UNITS

Classified and Certificated Administrative Units are determined differently. In previous reporting years these units were determined by the below calculation:

- 17.021 Classified Unit/1000 Students
  - Unit-1.0 FTE, 2080 Hours

- 4/1000 Administrator Unit/1000 Students

With the new Prototypical Model does this work the same? Below is a table showing what "Other Staffing" in schools may look like.

### SHB 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 | 1.216 | 2.539 | CIS |
| Health & Social Services+ | 0.135 | 0.068 | 0.118 | CLS |
| 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** |
| Family Involvement Coordinators | 0.0825 | 0.0 | 0.0 | CLS |

*CTE and Skill Center programs allocations are provided through per pupil factors using these factors.
+Included in the Health and Social Services are School Nurses, Social Workers, and Psychologists.

Financial Resources and Governmental Relations
Office of Superintendent of Public Instruction
Slide 9

# What is LEAP?

- Legislative Evaluation and Apportionment Program
- Method for creating "equal" salary distributions across the state
- Numeric system
- Not a salary schedule. It is a state funding distribution model. Many districts have locally bargained to use the LEAP schedule in the past as their salary schedule, but several districts have made modifications to the schedule this year due to bargaining.

Date: June 22, 2017
Time: 01:14 hours

## LEAP Document 1*

**Table Of Staff Mix Factors For Certificated Instructional Staff**

*** Education Experience ***

| Years of Service | BA | BA+15 | BA+30 | BA+45 | BA+90 | BA+135 | MA | MA+45 | MA+90 OR Ph.D. |
|---|---|---|---|---|---|---|---|---|---|
| 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 | 1.10000 | 1.11227 | 1.12454 | 1.16008 | 1.25077 | 1.31206 | 1.26526 | 1.35599 | 1.41728 |
| 6 | 1.11381 | 1.12624 | 1.13866 | 1.17597 | 1.26623 | 1.32785 | 1.27915 | 1.36942 | 1.43100 |
| 7 | 1.13828 | 1.15097 | 1.16367 | 1.20301 | 1.29461 | 1.35793 | 1.30517 | 1.39673 | 1.46008 |
| 8 | 1.17516 | 1.18827 | 1.20138 | 1.24398 | 1.33681 | 1.40246 | 1.34610 | 1.43896 | 1.50458 |
| 9 | | 1.22771 | 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 |

*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.*

*Note: This document was adopted by the Legislature as part of the budget adoption process in 2017. It reflects the staff mix factors that applied to the 2017–18 salary allocations received by school districts from the state, the last year that staff mix was a component of state funding. These factors no longer apply to state funding allocations as of the 2018–19 school year.

## LEAP SCHEDULE CONVERTED TO DOLLARS

The State establishes the LEAP "Derived Base" for each year, which is the amount in the BA 0 cell. Then the Derived Base, for 2018-19 is $40,760, is multiplied times the factor for that cell to produce the salary amount for each cell. As an example the factor for BA 45, Step 5 is 1.16008. Multiplying that factor times $40,760 equals $47,285. LEAP documents are available at http://leap.leg.wa.gov/leap/budget/leapdocs/k12docs.asp.

Sample Table Of Total Base Salaries For Certificated Instructional Staff*

For School Year 2018-19

| Years of Service | BA | BA+15 | BA+30 | BA+45 | BA+90 | BA+135 | MA | MA+45 | MA+90 OR Ph.D. |
|---|---|---|---|---|---|---|---|---|---|
| 0 | 40,760 | 41,861 | 43,001 | 44,145 | 47,813 | 50,175 | 48,868 | 52,536 | 54,901 |
| 1 | 41,309 | 42,425 | 43,580 | 44,773 | 48,480 | 50,829 | 49,411 | 53,117 | 55,466 |
| 2 | 41,831 | 42,958 | 44,126 | 45,411 | 49,107 | 51,481 | 49,958 | 53,653 | 56,028 |
| 3 | 42,370 | 43,508 | 44,688 | 46,014 | 49,703 | 52,134 | 50,476 | 54,162 | 56,595 |
| 4 | 42,898 | 44,086 | 45,273 | 46,645 | 50,356 | 52,805 | 51,020 | 54,730 | 57,181 |
| 5 | 44,836 | 45,336 | 45,836 | 47,285 | 50,981 | 53,480 | 51,572 | 55,270 | 57,768 |
| 6 | 45,399 | 45,905 | 46,412 | 47,933 | 51,612 | 54,123 | 52,138 | 55,818 | 58,328 |
| 7 | 46,396 | 46,914 | 47,431 | 49,035 | 52,768 | 55,349 | 53,199 | 56,931 | 59,513 |
| 8 | 47,900 | 48,434 | 48,968 | 50,705 | 54,488 | 57,164 | 54,867 | 58,652 | 61,327 |
| 9 | | 50,041 | 50,593 | 52,392 | 56,264 | 59,031 | 56,553 | 60,428 | 63,195 |
| 10 | | | 52,237 | 54,166 | 58,090 | 60,949 | 58,329 | 62,254 | 65,112 |
| 11 | | | | 55,992 | 60,002 | 62,918 | 60,155 | 64,166 | 67,080 |
| 12 | | | | 57,760 | 61,965 | 64,968 | 62,053 | 66,127 | 69,132 |
| 13 | | | | | 63,975 | 67,068 | 64,018 | 68,138 | 71,231 |
| 14 | | | | | 65,996 | 69,247 | 66,040 | 70,291 | 73,411 |
| 15 | | | | | 67,713 | 71,049 | 67,757 | 72,118 | 75,320 |
| 16 or more | | | | | 69,067 | 72,469 | 69,111 | 73,560 | 76,825 |

*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.*

1. **This table represents an example salary grid**. It does not indicate a commitment of state funds. Districts are not obligated to follow this or any other salary schedule.
2. The first cell on the grid reflects the $40,760 minimum prescribed by HB 2242 inflated by the implicit price deflator that applies to 2018–19 of 1.9%. The sample grid carries forward the inflation adjustment for each cell, but the law only requires that years 0 and 5 reflect the inflation adjustment and applies the inflation adjustment to the maximum salary cap.
3. Staff mix factors used to compute this schedule are based on LEAP schedule posted 6/22/2017 that was applicable for the 2017-18 school year, which can be found here:

http://leap.leg.wa.gov/leap/budget/leapdocs/2017L1.pdf. The schedule labeled "LEAP Document 1" is attached to this document.

4. Steps do not reflect regionalization factors. In 2018–19, the minimum requirements for experience years 0 and 5 should be inflated by the regionalization factor for districts to which regionalization factors apply. Districts should use the regionalization factors posted on the LEAP schedule posted 3/6/2018 found here: http://leap.leg.wa.gov/leap/budget/leapdocs/coLEAPDocH3_0307.pdf.

5. The new experience mix factor is not effective until the 2019–20 school year. The regionalization factor for districts that are eligible for this adjustment was increased by 4% beginning in 2019–20 (displayed in italicized text in the LEAP document referenced in note 4 above). OSPI believes it was not the intent of the legislature to have the experience factor component of the regionalization factor impact the minimum requirements for years 0 and 5 or the maximum. We will work with the legislature to clarify this language during the 2019 legislative session.

As used in this subsection, the column headings "BA+ (N)" refer to the number of credits earned since receiving the baccalaureate degree. For credits earned after the baccalaureate degree but before the master's degree, any credits in excess of forty-five credits may be counted after the master's degree.

"Credits" means college quarter hour credits and equivalent in-service credits computed in accordance with
RCW 28A.415 .020 and RCW 28A.415 .023.

"Years of service" shall be calculated under the rules adopted by the Superintendent of Public Instruction.

**BA 135 column-Grandfathered**: Only employees who had met the BA 135 requirements as of January 1, 1992 are funded in this column.

## CONVERTING STAFFING UNITS TO DOLLARS

Staffing units are translated to dollars. The **certificated formula** uses the minimum statewide average salary and multiplies it by the Regionalization Factor (if your district has one), and then this is multiplied by the enrollment driven certificated staffing units. Example:

With Regionalization:

| | | |
|---|---|---|
| 1. | Minimum Statewide Average Salary | $65,216 |
| 2. | Regionalization Factor (0 to 24%) | 24% |
| 3. | Multiply 1 & 2 for CIS Average Salary | $80,868 |
| 4. | Certificated Staffing Units | 265.512 |
| 5. | Multiply 3 & 4 for CIS Allocation | $21,471,424 |

Without Regionalization:

| | | |
|---|---|---|
| 1. | Minimum Statewide Average Salary | $65,216 |
| 2. | Regionalization Factor (0 to 24%) | 0% |
| 3. | Multiply 1 & 2 for CIS Average Salary | $65,216 |
| 4. | Certificated Staffing Units | 265.512 |
| 5. | Multiply 3 & 4 for CIS Allocation | $17,315,631 |

This information is true for the 2018 – 2019 school year, but will change in future years as the Regionalization Factor changes and the Experience Factor begins for some districts.

There are three forms of written guidance we must reference and follow as we report information to the state for the S-275 Personnel Reporting process.

- **Revised Code of Washington (RCW)** – statutory laws enacted by the state legislature.
  - Title 28A RCW, Common School (K-12 public school) Provisions

- **Washington Administrative Code (WAC)** - policies, rules, and regulations adopted by state agencies in carrying out state law.
  - Title 181 WAC, Rules and Regulations of the Professional Educator Standards Board
    - Certification for school personnel, career and technical education (CTE) certification, continuing education requirement
  - Title 392 WAC, Rules and Regulations of the Superintendent of Public Instruction
    - WAC 392-121-200 through -299, General apportionment of state monies for certificated instructional staff

- **S-275 Personnel Reporting Instructions**
  - Section II. B., State LEAP Placement Information
  - http://www.k12.wa.us/SAFS/data/reportformatter.asp# From this link click on Instructions, Personnel Reporting and then select the year. The instructions for each new year are typically available in late September.

## FISCAL ACCOUNTABILITY

- Must maintain K-12 ratio of 46/1000 (CIS-per-student).
- **For 2018-19**: Must not pay district CIS base salary that is less than $40,760 times regionalization or more than $91,710 times regionalization and increased by up to 10% for hard-to-staff (ESAs, teachers in math, science, STEM, etc.).
- Must use state accounting and program structure.
- Must file an accurate and timely S 275 report.

## Account Code Structure

In our districts we utilize a state established account code structure as shown below:

Program Object District

**XXXX – XX – XXXX – XXX – XXXX**

Activity Location

1. The first 2 digits represent the "program code" from the chart shown below. These are the only program codes that can be reported to the state.
2. The second 2 digits are local sub-program codes where the district can define those numbers.
3. The 5th and 6th digits are the "activity code" representing the type of work activity for the reported position. These come from the state list of activity codes as also shown in the chart below.
4. Digits 7-8-9-10 are the "object code". The first digit of the object code is set by the state, where 2 = certificated, 3 = classified (and 4-9 are the MSOC codes for benefits, supplies, materials, travel, etc.)
5. Digits 11-12-13 are the specific location code as established by the district.
6. The remaining digits are established by the district for sub responsibility codes.

**Examples:**

- **Special Education Teacher – State Funded: 2100-27-2000-301-0003**
- **Custodian – State Funded: 9700-63-3000-201-0041**
- **Title I Teacher: 5100-27-2000-301-0003**
- **Title I Teacher: 5104-27-2001-221-0033**
- **Coach: 0100-28-3280-301-0080**

While we maintain the account code information, the S-275 process only utilizes part of the account code, along with other codes to create what is known as the ASSIGNMENT CODE. This code is frequently seen in S-275 reports.

## ASSIGNMENT CODES

**XX – XX – XXX**

**XX = Program Code**

**XX = Activity Code**

**XXX = Duty Code**

**Examples:**

---

**01-27-310**

**Basic Education**

**Instructional**

**Elementary Teacher**

---

**21-27-330**

**Special Education**

**Instructional**

**Ungraded classroom teacher**

---

**97-14-940**

**Classified Personnel Specialist**

---

**97-72-980**

**Network Administrator**

---

**97-28-963**

**Coach**

---

**01-27-320 for teacher and 01-21-400 for Department Chair**

**80% Teacher, 20% Department Chair**

# State Program and Activity Codes (from the 275 Instructions Book)

## Appendix A: Assignment Codes for School Districts and ESDs

### I. Program Codes for School Districts

| Program Code | Program Title |
|---|---|
| 01 | Basic Education |
| 02 | Basic Education—Alternative Learning Experience |
| 03 | Basic Education—Dropout Reengagement |
| 18 | Federal Stimulus—Competitive Grants |
| 21 | Special Education—Supplemental—State |
| 22 | Special Education—Infants and Toddlers—State |
| 24 | Special Education—Supplemental—Federal |
| 25 | Special Education—Infants and Toddlers—Federal |
| 26 | Special Education—Institutions—State |
| 29 | Special Education—Other—Federal |
| 31 | Vocational—Basic—State |
| 34 | Middle School Career and Tech Education—State |
| 38 | Vocational—Federal |
| 39 | Vocational—Other Categorical |
| 45 | Skills Center—Basic—State |
| 46 | Skills Center—Federal |
| 51 | Disadvantaged—Federal |
| 52 | School Improvement—Federal |
| 53 | Migrant—Federal |
| 54 | Reading First—Federal |
| 55 | Learning Assistance Program—State |
| 56 | State Institutions, Centers and Homes—Delinquent |
| 57 | Institutions—Neglected and Delinquent—Federal |
| 58 | Special and Pilot Programs—State |
| 59 | Institutions—Juveniles in Adult Jails |
| 61 | Head Start—Federal |
| 62 | Math and Science—Professional Dev—Federal |
| 64 | Limited English Proficiency—Federal |
| 65 | Transitional Bilingual—State |
| 67 | Indian Education—Federal—JOM |
| 68 | Indian Education—Federal—ED |
| 69 | Compensatory—Other |
| 71 | Traffic Safety |
| 73 | Summer School |
| 74 | Highly Capable |
| 75 | Professional Development—State |
| 76 | Targeted Assistance—Federal |
| 78 | Youth Training Programs—Federal |
| 79 | Instructional Programs—Other |
| 81 | Public Radio/Television |
| 86 | Community Schools |
| 88 | Child Care |
| 89 | Other Community Services |
| 97 | Districtwide Support |
| 98 | School Food Services |
| 99 | Pupil Transportation |
| CP | Capital Projects Funds |
| SB | Associated Student Body |

### II. Activity Codes for School Districts**

| Activity Code | Activity Title |
|---|---|
| 11 | Board of Directors |
| 12 | Superintendent's Office |
| 13 | Business Office |
| 14 | Human Resources |
| 15 | Public Relations |
| 21 | Supervision (Instruction) - For assignments with districtwide leadership in instructional programs. May include assistant superintendents, supervisors, directors, coordinators, specialists, department chairpersons, and related secretarial and clerical assistants. May also include certain instructional employees. |
| 22 | Learning Resources - Includes audio-visual consultants, film inspectors, film librarians, projectionists, programmers, graphic artists, school librarians, script writers, camera operators, and related secretarial, clerical, and other assistants. |
| 23 | Principal's Office - For assignments in management and coordination of a school unit. Includes principals, assistant principals, vice principals, and related secretarial and clerical assistants. Also includes skills center directors and supervisors. |
| 24 | Guidance and Counseling |
| 25 | Pupil Management and Safety - Includes attendance officers, hall guards, playground aides, and pupil security personnel. May include lunchroom aides when controlling students. |
| 26 | Health/Related Services |
| 27 | Teaching - For assignments in a teacher-learning situation where the teacher is regularly in the presence of the pupils or in regular communication with pupils. |
| 28 | Extracurricular |
| 31 | Instructional Professional Development |
| 32 | Instructional Technology |
| 33 | Curriculum |
| 41 | Supervision (Food Services) |
| 44 | Operations (Food Services) |
| 51 | Supervision (Pupil Transportation) |
| 52 | Operations (Pupil Transportation) |
| 53 | Maintenance (Pupil Transportation) |
| 61 | Supervision (Maintenance and Operation) |
| 62 | Grounds Maintenance |
| 63 | Operation of Buildings |
| 64 | Maintenance |
| 65 | Utilities |
| 67 | Building and Property Security |
| 72 | Information Systems |
| 73 | Printing |
| 74 | Warehousing and Distribution |
| 75 | Motor Pool |
| 91 | Public Activities |
| CP | Capital Projects Funds |
| SB | Associated Student Body |

**Partial information is shown here for clarification. Refer to the *2016–17 Accounting Manual for Public School Districts in the State of Washington* for full details on each activity code.**

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# Duty Codes (from the 275 Instructions Book)

**11x** **Superintendent** - Functions as the chief executive officer of a district.

**12x** **Deputy/Assistant Superintendent** - Performs system wide executive management functions in the superintendent's office of a district.

**13x** **Other District Administrator** - Directs staff members and/or manages a function, a program, or a supporting service in a district. Includes administrative assistants, directors, supervisors, and coordinators of districtwide programs.

**21x** **Elementary Principal** - Performs the assigned activities of the administrative head of an elementary school, normally any span of grades not above grade 8. Includes elementary and middle school principals.

**22x** **Elementary Vice Principal** - Performs assigned activities in support of the head administrator of an elementary school, normally any grade span not above grade 8.

**23x** **Secondary Principal** - Performs assigned activities of the administrative head of a secondary school, normally any grade span combination of grades 7–12. Includes junior high and senior high principals.

**24x** **Secondary Vice Principal** - Performs assigned activities in support of the administrative head of a secondary school, normally any grade span combination of grades 7–12.

**25x** **Other School Administrator** - Directs staff members and/or manages a function, a program, or a support service in a school. Includes administrative assistants, administrative interns, and supervisors of school programs.

**31x** **Elementary Homeroom Teacher** - Instructs students in self-contained classroom situations for which daily student attendance is kept, normally in any span of grades not above grade 6. Includes the primary instructor for the students, who is responsible for the self-contained classroom situation for the majority of the instructional day. Also includes additional teachers providing instruction at the same time as the homeroom teacher. This may include teachers in the subjects of music, band, physical education, and other specialists, if and only if, the homeroom teacher is actively present in the classroom situation at the same time as the specialist teacher.

**32x** **Secondary Teacher** - Instructs students in classes or courses in a classroom situation for which daily student attendance is kept, normally in any grade span combination of grades 7–12. Includes preparation period and music, band, and physical education teachers, etc., if they teach full time at a secondary school.

**33x** **Other Teacher** - Instructs students in ungraded classes, special education, gifted, disadvantaged, early childhood, home/hospital, and adult education.

**34x** **Elementary Specialist Teacher** - Instructs students in self-contained classes or courses in a classroom situation for which daily student attendance is kept, normally in any span of grades not above grade 6. Includes teachers who are not the primary instructor for the students, who provide instruction to several different groups of students or classes throughout the day. Examples would include music, band, and physical education, or other specialists.

**40x** **Other Support Personnel** - Provides administrative, technical, and logistical support to the instruction program. Includes chairpersons or academic department heads and mentors. Also includes support personnel not specified above, such as attendance officers, educational specialists, dentists, physicians, other student personnel, etc.

**41x** **Library Media Specialist** - Organizes and manages the use of teaching and learning resource materials, including equipment, content material and services for school libraries. Includes librarians and audio-visual or media specialists.

**42x** **Counselor** - Assists students to assess and understand their abilities, aptitudes, interests, environmental factors, personal and social adjustments, educational needs, and occupational opportunities.

**43x** **Occupational Therapist** - Assists students whose abilities to cope are impaired by developmental deficits, poverty and cultural differences, physical injury or illness, or psychological and social disability.

**44x** **Social Worker** - Assists in the prevention of or solution to the personal, social, and emotional problems of students which involve family, school, and community relationships when such problems affect the school work of the student.

**45x** **Speech-Language Pathologist or Audiologist** - Provides diagnostic, therapeutic, and consultative services for individuals disabled by disorders of language, speech, and/or hearing.

**46x** **Psychologist** - Evaluates and analyzes students through such activities as measuring and interpreting students' intellectual, emotional, and social development to enhance their educational progress.

**47x** **Nurse** - ESA-certificated school nurse licensed to perform activities requiring substantial specialized judgment and skill in observation, care and counsel of ill and injured students, and in illness prevention.

**48x** **Physical Therapist** - Seeks to relieve disability and pain, develop or restore motor function, and maintain maximum performance within the student's capabilities.

**49x** **Reading Resource Specialist** - Serves as a diagnostician, advisor, special instructor and evaluator providing consultation, training, and assistance to classroom teachers and other personnel participating in a reading program.

**51x** **Extracurricular (Base Contract)** - Assignment involving the guidance or supervision of a school-sponsored activity designed to provide opportunities for students participation in school and public events. Includes class advisor, club or activity advisor, coach, community recreation, intramural athletics, student activity coordinator, etc.

Note: Use duty code 510 only for extracurricular assignments that are part of a certificated base contract duty assignment. Do not use duty code 511 or 512 for an individual who has no duty code 510 assignment.

**52x** **Substitute Teacher** - Assignment as a temporary replacement for other teachers assigned duty codes 310, 320, 330, and 340. Instructs students in self-contained classes or courses in a classroom situation for which daily student attendance is kept or in ungraded classes, special education, gifted, disadvantaged, early childhood, home/hospital, and adult education.

**610** **Certificated on Leave** - An individual on paid certificated leave from the district other than normal vacation leave or normal paid sick leave. Includes union representatives.

**611** **Certificated Leave Buy Back** - Payments to an individual for certificated sick leave buy back or certificated vacation buy out. Does not include normal vacation leave or normal paid sick leave.

**630** **Contractor Teacher** - Employees of a contractor, who, if they had been employees of the district, would have been reported in a basic education or special education program assignment with a duty code 310, 320, 330, or 340. Refer to WAC 392-121-188 for rules governing instruction provided by a contractor.

**640** **Contractor Educational Staff Associate** - Employees of a contractor, who, if they had been employees of the district, would have been reported in a basic education or special education program assignment with a duty code 400, 410, 420, 430, 440, 450, 460, 470, 480, or 490. Refer to WAC 392-121-188 for rules governing instruction provided by a contractor.

**900** **Classified on Leave** - An individual on paid classified leave from the district other than normal vacation leave or normal paid sick leave.

**903** **Classified Leave Buy Back** - Payments to an individual for classified sick leave buy back or classified vacation buy out. Does not include normal vacation leave or normal paid sick leave.

**91y** **Aide** - Assists classroom teachers or staff members performing professional educational teaching assignments on a regularly scheduled basis. Includes teacher aides, classroom attendants, bus monitors, lunchroom aides, community service aides, etc.

**92y** **Crafts/Trades** - Performs jobs which require special manual skill and a thorough and comprehensive knowledge of processes involved in work which requires apprenticeship or other formal training programs. Includes carpenters, electricians, painters, glaziers, plumbers, general maintenance, masons, mechanics, plasterers, etc.

**93y** **Laborer** - Performs manual labor and generally requires no special training. Includes manual activities such as lifting, digging, mixing, pulling, etc.

**94y** **Office/Clerical** - Performs clerical-type work such as preparing, transcribing, systematizing, or filing written communications and reports and operates such equipment as bookkeeping machines, typewriters, and tabulation machines. Includes secretaries, bookkeepers, messengers, clerks, typists, etc.

**95y** **Operator** - Performs assignments requiring an intermediate skill level necessary to carry out machine-operating activities. Includes bus drivers, vehicle operators, dispatchers, etc.

**96y** **Professional** - Requires a high degree of knowledge and skills acquired through at least a baccalaureate degree or its equivalent. Includes accountants, architects, attorneys, auditors, dietitians, engineers, statisticians, negotiators, etc. Also includes coaches in positions that do not require certification.

97y **Service Worker** - Performs a service for which there are no formal qualifications, including paraprofessionals and nonsupervisory personnel. Includes custodians, food service workers, security personnel, warehouse workers, delivery persons, etc.

98y **Technical** - Requires a combination of knowledge and skill which can be obtained through about two years of post-high school education such as from a vocational-technical institute or junior college or on-the-job training. Includes computer operators, purchasing agents, computer programmers, print shop technicians, graphic arts technicians, etc.

99y **Director/Supervisor** - Directs staff members and manages a function, a program, or a support service. Includes directors or supervisors of food services, maintenance, transportation, data processing, etc.

## DUTY CODE SUFFIX (LAST DIGIT)

The actual duty code is three digits, with the first two being from the duty codes described above. The last digit is known as a suffix, either X Y or Z.

**X** may be either suffix 0, 1, or 2.

**Y** may be either suffix 0 or 3.

**Z** relates only to duty code 61 and may be either suffix 0 or 1.

**Report, with suffix:**

**0** – Certificated base contracts and all classified employment time-driven assignments except as noted below

**1** – Certificated supplemental contracts for additional responsibility and incentive but not additional time (not time-driven and in excess of $200).

**2** – Certificated supplemental contracts for extended, extra, or optional days and hours which are available to the employee (time-driven).

**3** – Classified assignments which are not time-driven. Do not update after Oct. 1 for non-certificated staff).

**Notes regarding new staffing categories in the prototypical school funding model (Substitute House Bill #2776 from the 2010 Legislative session):**

- Classified staff assigned to duty root 91 aide in activity 22 learning resources are categorized as non-instructional aides rather than teaching assistants.
- Classified staff that report student enrollment and classroom attendance should be reported in activity 23 principal's office (duty 94 office/clerical) rather than activity 25 pupil management and safety (duty 91 aides).

**Pages 87 – 95 of the S-275 Personnel Reporting Handbook has additional guidance on duty codes.**

| Summary: Assignment Code Suffix | | | | |
|---|---|---|---|---|
| Assignment Type | Duty Code Suffix | | | |
| | 0 | 1 | 2 | 3 |
| Certificated | Base Contract Assignment. | Not Time-Driven Supplemental Assignments. | Time-Driven Supplemental Assignments. | Suffix 3 not used for certificated assignments. |
| Classified | Time-Driven Assignments. | Suffix 1 not used for classified assignments. | Suffix 2 not used for classified assignments. | Not Time-Driven Assignments. |
| S-275 Update Rules (See the Corrections and Updates Table on page 28.) | | | | |
| Certificated | After October 1, update only for negotiated contract changes. | Update for actual assignments in excess of $200. | Update for new assignments made available to any group of employees, even if less than $200. | Suffix 3 not used for certificated assignments. |
| Classified | Do not update for persons with only classified assignments on October 1. For an employee with a certificated assignment on October 1, update for time-driven classified assignments received after October 1. | Suffix 1 not used for classified assignments. | Suffix 2 not used for classified assignments. | Do not update for persons with only classified assignments on October 1. For an employee with a certificated assignment on October 1, update to add any not-time-driven classified assignments received after October 1. |

| Summary of Required Salary Reporting | | | | |
|---|---|---|---|---|
| **Type of Salary Which Must Be Reported** | **Duty Code Suffix Used** | Employee Has **Certificated Only** Assignments on October 1 Snapshot | Employee Has **Classified Only** Assignments on October 1 Snapshot | Employee Has **Both Certificated and Classified** Assignments on October 1 Snapshot |
| October 1 snapshot **certificated** base contract duty assignments. | **0** | Yes | Not Applicable | Yes |
| October 1 snapshot **classified** duty assignments. | **0** | Not Applicable | Yes | Yes |
| | **3** | Not Applicable | Yes | Yes |
| Any **certificated supplemental contract** assignments for additional responsibility or incentive **(not time-driven)** with a total salary earned which is greater than $200. | **1** | Yes | No | Yes |
| Any **certificated supplemental contract** assignments for extra, optional or extended days and hours **(time-driven)** made available to any group of certificated employees including this individual, even if less than $200. | **2** | Yes | No | Yes |
| **Classified** duty assignments made after the October 1 snapshot | **0** | Yes | No | Yes |
| | **3** | Yes | No | Yes |

## OTHER FINANCIAL RESOURCES

- Your Business Services/Budget Administrator
- WASBO Courses: www.wasbo.org
- WSPA Workshops: www.wspa.net
- Human Resources Leadership Program (HELP)
- OSPI: www.k12.wa.us
    - S-275 Reporting Instructions:
        - http://www/l12.wa.us/SAFS/default.asp#
        - Then select "Instructions" , "Personnel Reporting", then appropriate school year
    - School Apportionment:
        - http://www.k12.wa.us
        - Then select Finance and Grants, Apportionment, Financial Services
- State Auditor's Office: www.sao.wa.gov
- ESD Fiscal Offices: http://www.k12.wa.us/maps/ESDmap.aspx

# QUESTIONS

# ABOUT

# FINANCE

SECTION 2

# The S-275 Process Overview

## THE S-275 REPORTING PROCESS OVERVIEW

### Background of the S-275

The S-275 reporting process is an electronic personnel reporting process that provides a current year record of certificated and classified employees of the school districts and educational service districts (ESDs) of the state of Washington.

Developed during the 1970's, this report initially provided an annual staffing snapshot picture, or "census," of Washington State school districts. The snapshot concept has been retained for the most part, but actual salary and benefit information is now updated through the end of the school year, fitting a more dynamic reporting concept. This dual nature has evolved to meet expanding needs and uses for certificated and classified staff data.

All school district and ESD personnel employed as of October 1 of each school year are reported to the Office of Superintendent of Public Instruction (OSPI) on the S-275 report.

## HOW S-275 DATA IS USED

The data collected by the S-275 reporting process are either mandated by state law, necessary for calculating state funding, or are needed for responding to requests by the federal government, the state Legislature, or other organizations. S-275 personnel data is used by OSPI to calculate staffing factors used for apportionment of state funding.

- **Prototypical Funding Comparison**: The S275 information collected during the school year will be used to provide a school-level, web-based comparison between the prototypical funding model and the actual school level staffing provided by the district.
- **Data for the Legislature, national organizations, and the public**:
  - S-275 data is provided to the Legislative Evaluation and Accountability Program (LEAP) Committee, a research arm of the Legislature. Each year the LEAP Committee provides information and analysis to the Legislature on request. The state Legislature uses this information in setting policy, including state funding for school employee costs.
  - Selected statewide data are provided to the National Center for Education Statistics (NCES), the National Education Association (NEA), and other national organizations for state comparison and analysis nationwide.
  - S-275 data are provided on request to other organizations and individuals. S-275 information is public information except for:
    - Social security numbers, which are exempt from disclosure per RCW 42.56.250(3).

- A very limited number of records where personal information of crime victims is protected per Chapter 40.24 RCW.

Monthly apportionment reports for each school district can be found through "Reports", then "District Reports" link on the SAFS website at: **http://www.k12.wa.us/safs/.**

September through December state apportionment payments to school districts are based on district's budgeted data (enrollment and staffing units (**used to be staff mix factor**). Beginning in January, monthly apportionment payments are based on actual data (year-to-date average enrollment and staffing units (**used to be staff mix factor**).

S-275 staff reporting, along with student enrollment reporting, determines the allocation of state funds (money going from the state to the school district). **School employee compensation (money going from the employing school district to the teacher, etc.) is determined by local policy.**

Because of the use and impact of the S-275 data, care must be taken to be as accurate and complete as possible in following these instructions.

## ANNUAL CHANGES

One of the most important activities in beginning the S-275 reporting process is to review the list of annual changes which has always been shown in the beginning pages of the S-275 Personnel Reporting Instructions. **There are basically no changes to the 2018 – 2019 school year.** Even though the laws have changed that no longer require the need for mix factor data, for the 2018 – 2019 school year, OSPI is still requiring that we report on the mix facto data.

# QUESTIONS

# ABOUT

# THE S-275

# REPORTING OVERVIEW

# SECTION 3

# Who?

# What?

# When?

## WHO TO REPORT:

Persons who, **as of October 1**, are known to be employed (contracted or hired) to provide services any time during the current school year.

Include the following individuals:

- Certificated employees under contract for certificated employment.
- Supplemental contracts.
- Each district classified employee.
- Substitute in a position previously filled by a teacher who terminated, is on unpaid leave, or is reported for the same position with duty code 610 (certificated on leave).
- "Unfilled positions" – S-275 personnel reporting is the reporting of personnel/persons, not positions. Report persons that are contracted or hired as of October 1 of the school year.
- With duty code 310, 320, or 330, teachers with contracts on October 1 who both: worked, or are anticipated to work, in the same assignment for more than 20 school days.
- With duty code 520, substitute teacher, teachers who have base contracts for substitute duties. (Review S-275 Reporting Instructions page 11, 1D)

### DO update contracts for Employees Certificated or Classified:

- DO update supplemental contracts for reported employees
- DO update negotiated pay or benefits changes for reported employees.
- DO report persons who are known to be employed to coach as of October 1.

### Contracted Certificated Instructional Employees: **WAC 392-121-206 Definition**

The following conditions make reporting necessary:

- A certificated teacher or educational staff associate spends more than 0.25 FTE with students for a given school district.
- The district claims basic education funding for students served by the contractor's staff pursuant to WAC 392-121-188.
- The contractual agreement existed as of October 1 for services to be provided during the school year.
- The contractor is not a college or university.

**If all four conditions are met**, the school district must report the contractor's certificated instructional staff that provide basic and special education services to students claimed by the district for state funding.

Reporting of the contractor's staff is optional if the teacher or educational staff associate spends 0.25 FTE or less with students for a given school district.

Determine a contractor employee's time in a school district by using the following guidelines:

(1) In the case of a teacher hired as part of a cohort, report the person's FTE. An example of this situation is Insight School of Washington at Quillayute Valley School District.

(2) In the case of a teacher of online courses, determine the teacher's FTE by adding the total number of estimated weekly learning hours for courses on all students' Written Student Learning Plans where the teacher is identified as responsible for the course, then dividing the total hours by 750. If the quotient is more than 0.25, the teacher must be reported on the district's S-275 report.

Note: Report contractor certificated instructional employees providing basic education and special education services using duty codes 630 and 640. These duty codes are included in the calculation of the district average staff mix factor and the K–12 staff ratio compliance. However, they are not included in determining salary compliance.

Added Notes:

1. Staff responsible for S-275 reporting should check with other district staff to determine if your district provides alternative learning options for students through contracted services such as those established for online learning programs or contracted services (SLP, Nurse, OT, PT, etc.). You are responsible for determining if these staff must be included on the S-275 report.

2. These staff should be treated like all other certificated instructional staff in that you should ensure they are properly certified for their specific teaching assignments.

Do not report teachers who:

- Substitute in a position already reported through the S-275 reporting process with a duty code other than 610 (certificated on leave).
- Have worked, or are anticipated to work, 20 or fewer school days in the same assignment. See example #5

**Do not report a person hired after October 1 and do not delete a person who leaves the district after October 1.**

## WHO TO REPORT? (EXAMPLES)

1. If a person employed on October 1 resigns the following day, report that person's snapshot data just as if the person had remained with the district through the remainder of the school year.

2. A person's contract period normally begins February 1, and on October 1 the person has a contract with the district. Report this person on the S-275 reporting process.

3. A teacher is on leave without pay for the first semester but has a contract to return to the school district full time for the second semester. The district has contracted with a substitute teacher to fill the position during the first semester. Because the district has a contract with both of these persons on October 1, report each of these teachers on the S-275 report.

4. A teacher has a full-time contract with one math teaching assignment, and the remainder of the day assigned as a substitute teacher. Report this individual as 1.0 FTE on the S-275 report. Report both assignments, but use duty code 520 for the "substitute" assignment. See Section II.D. Assignment Information, of S-275 Personnel Reporting Handbook.

5. A full-time teacher is on paid sick leave for the last week of September. The teacher is expected back the third week of October, absent fewer than 20 school days. Another individual is substituting in this position. Report the first individual on the S-275 reporting process with 1.0 FTE. Do not report the substitute in this position through the S-275 reporting process.

6. A full-time teacher terminates employment on September 18. A replacement is hired and contracted on September 25. Do not report the first individual who was employed fewer than 20 school days. Report the partial FTE and assignments of the second individual.

7. A teacher is contracted to work during the first semester, then will be away on maternity leave for the remainder of the school year. In December, the district hires a replacement for this position for the second semester. Report the partial FTE of the first employee. Do not report the second employee, who was hired after October 1.

8. A teacher provides online services through an outside contractor and works the equivalent of .38 FTE for the year, starting at the first day of school. Do report this person and do ensure they are certified and highly qualified for their core content assignments.

## WHAT TO REPORT?

### Demographic Data

- County-District Code
- Certificate Number
- Social Security Number
- Last Name, First Name, MI
- Birth Date, Sex, Ethnicity, Race
- Assignments (FTE, %, Duty Codes)
- National Board Certification Expiration Date

### LEAP Placement Information

- Certificated staff: Report Highest Degree, Credits and Experience

### October 1 – CBRTN Code

**C** Continuing Individual - An individual who was reported by the district in the previous year, unless the person is a certificated employee with less than 0.5 certificated years of experience as of August 31. In that case report such a person as a beginning individual.

**B** Beginning Individual - An individual with a certificated assignment who is reported with less than 0.5 certificated years of experience.

**R** Re-Entering Individual - An individual with a certificated assignment who was not reported in a certificated capacity anywhere during the previous school year, and has at least 0.5 certificated years of experience as of August 31. Report in this category an individual returning from leave.

Do not report an individual as re-entering who was reported by the district during the previous school year and is again employed for the current school year.

**T** Transferring to District - An individual with a certificated assignment who was employed in a certificated capacity in another Washington district (in a public or a private school), another state, or foreign country during the previous school year and has at least 0.5 certificated years of experience as of August 31, and was not reported by the current school year's employing district last year.

**N** New Employee - An employee with only classified assignments that was not reported by the reporting district for the previous school year.

## Grade Group Assignment

Report the grade group assignment for:

- All **basic education certificated instructional staff** (BEACIS) with duty suffix 0. Basic education certificated instructional staff are those with base contract assignments in programs 01, 02, 03, 31, 34, 45, or 97 and in duty roots 31 through 49, or 63 through 64, with suffix 0.
- All **special education certificated instructional staff** with duty suffix 0. Special education certificated instructional staff are those with base contract assignments in programs 21 or 22 and in duty roots 31 through 49, or 63 through 64, with suffix 0.

For all other assignments, including all duty suffix 1, 2, and 3 assignments, this item may be left blank.

To determine the grade group attributed to an assignment, use the actual grades of students served by the assignment. If students are ungraded, the grade assignment based on chronological age is to be used. Report the appropriate grade group code according to the following options:

| | |
|---|---|
| **Blank** | May be left blank for an assignment that is not a certificated instructional assignment in basic education or special education. |
| **P** | Use for reporting of preschool assignments in special education programs 21 or 22. Do not use this code for assignments in basic education programs 01, 02, 03, 31, 34, 45, or 97. |
| **K** | An assignment with kindergarten students. |
| **1** | A teacher assignment with elementary Grade 1 students or with ungraded students aged 6. |
| **2** | A teacher assignment with elementary Grade 2 students or with ungraded students aged 7. |
| **3** | A teacher assignment with elementary Grade 3 students or with ungraded students aged 8. |
| **4** | A teacher assignment with elementary Grade 4 students or with ungraded students aged 9. |
| **5** | A teacher assignment with elementary Grade 5 students or with ungraded students aged 10. |
| **6** | A teacher assignment with elementary Grade 6 students or with ungraded students aged 11. |
| **E** | An assignment in duty roots 40 through 49, or 64, with elementary Grades 1 through 6 students or with ungraded students aged 6 through 11. |
| **M** | An assignment with middle school Grades 7 or 8 students or with ungraded students aged 12 or 13. |
| **H** | An assignment with high school Grades 9, 10, 11, or 12 students or with ungraded students aged 14 through 20. |

**Notes:**

1. Classroom teacher (duty code 310, 320, 330, 340, 520, and 630) assignments require distinction between kindergarten (K) and each of the elementary Grades 1 through 6.

2. ESAs and other certificated support staff (duty code 400 through 490, and 640) who cover several classrooms may be reported with K in kindergarten assignments and E in Grades 1 through 6 assignments, if the district wishes.

| Grade | Teacher Duty Roots 31–33, 52, & 63 | Duty Roots 40–49 & 64 |
|---|---|---|
| Preschool | P | P |
| Kindergarten | K | K |
| 1 | 1 | E |
| 2 | 2 | |
| 3 | 3 | |
| 4 | 4 | |
| 5 | 5 | |
| 6 | 6 | |
| 7–8 | M | M |
| 9–12 | H | H |

## Position Details

- Hours associated with base contract or base assignment
- Exclude time when employee is not performing duties (meals, travel)
- Exclude hours associated with supplemental contracts (TRI)
- FTE
  - Calculate Certificated FTE, i.e., 7.5 x 180 = 1350 Fulltime; 3.75 x 180 = 675 Actual; 675/1350 = .50 FTE
    - ❖ Unless your district has approved waiver days, i.e., 178 days if 2 waiver days has been approved
  - Calculate Classified FTE on 2080 hours (8 x 260)

  Example: Position is 3 hrs. x 190 days (180 work days and 10 holidays)

  570/2080 = .274

## Insurance/Benefit Information

- Report the district's share of permissive insurance benefits paid to/for the employee during the current reporting year; includes items such as health, life, liability, accident, disability and salary protection.
- Update this item for changes resulting from local negotiated agreements
- Exclude the amount remitted to the Health Care Authority for retirees
- Report all actual insurance benefits for each employee
  - Do not report district average annual insurance benefits or district average health benefit pool amounts
  - Do not change reported insurance benefits to reflect assignment changes made after Oct. 1

## WHEN TO REPORT?

The reporting schedule below is intended as a guide to help districts in planning submission of data to OSPI. Except for the initial submission date, the target dates are not mandatory reporting dates. Rather they represent significant dates when accurate and complete information must be available to OSPI for statistical reports, legislative requests, and school apportionment. October 1 remains the only snapshot date.

Complete this three-step process prior to each target date after November 1:

- Step 1. Submit any updates or corrections to the October 1 data.
- Step 2. Review all edit exceptions for errors (see Appendix B beginning on page 120 of S-275 Personnel Reporting Handbook).
- Step 3. As necessary, resubmit corrections identified in step 2

Each year the reporting timelines are established in the annual S-275 Reporting Instructions. Since they are not yet available, the following chart is an example from the 2017-18 school year.

| Schedule of Reporting Target Dates | |
|---|---|
| **October 1, 2017** | The snapshot date for all staff (whether that date falls on a weekday or weekend). |
| **November 1–22, 2017** | Initial data submission period for the S-275 reporting process. |
| **November 22, 2017** | All initial S-275 data due to OSPI on or before this date. |
| **December 31, 2017** | Corrections to edit exceptions so that snapshot data are complete and accurate. |
| **January 19, 2018** | OSPI calculates monthly apportionment using data received as of this date. |
| **February 16, 2018** | OSPI calculates monthly apportionment using data received as of this date. |
| **March 20, 2018** | OSPI calculates monthly apportionment using data received as of this date. |
| **April 18, 2018** | OSPI calculates monthly apportionment using data received as of this date. |
| **May 18, 2018** | OSPI calculates monthly apportionment using data received as of this date. |
| **June 19, 2018** | OSPI calculates monthly apportionment using data received as of this date. |
| **July 19, 2018** | OSPI calculates monthly apportionment using data received as of this date. |
| **August 21, 2018** | OSPI calculates monthly apportionment using data received as of this date. |
| **August 31, 2018** | Final district updates to current items. Note that this is the date on which *Item C.4, Total Final Salary*, is based. |
| **September 30, 2018** | Final corrections to edit exceptions so that all snapshot and current data are complete and accurate. Submit final data prior to 5 p.m., September 30, 2018, for entry into the 2017–18 S-275 personnel files located at OSPI. |

## Corrections and Updates to S-275 Data

After initial submission of S-275 data, there are two possible types of changes: **corrections and updates**. All data may be corrected; however, not all data may be updated.

The term **correction** refers to a **data change needed because of an error in a previous submission or because documentation was not previously available**. Most data items depict a snapshot of district staff as of October 1 and are not to be changed during the year except for corrections to the snapshot. All snapshot report items begin the item title with October 1.

The term **update** refers to **a change in a data item that is not affixed part of the district's October 1 snapshot**. All such report items begin the item title with the word current:

- Current - Total Final Salary
- Current - Annual Insurance Benefits
- Current - Annual Mandatory Benefits
- Current - Assignment Salary

**Notes—Corrections and Updates**:

1. **Do not update an employee's base contract** (suffix 0) assignments or full-time equivalencies for changes made after October 1.

2. **Update** certificated base **contract hours** per FTE day, certificated base contract FTE **number of days**, **assignment salary**, **supplemental assignment salary and hours per year**, and **benefit changes** due to negotiated contract agreements for the school year.

3. **Update duty code suffix 1** (supplemental) **contract assignments** for additional responsibility or incentive **for $200 or more made after October 1 to reflect additional contracts** for services provided during the school year.

4. **Update duty code suffix 2** (supplemental) **contract assignments for additional time made available to any group of employees after October 1** to reflect negotiated changes for the school year. The term made available means that members of the group may, but are not required to, work up to a negotiated number of hours. Such circumstances are often associated with the process of negotiating time-driven "TRI" (time, responsibility, or incentive) assignments. **Update for all such contract assignments even if the contract is for less than $200**.

5. For persons with snapshot **certificated duty assignments**, report all **classified duty assignments** for services provided during the school year. Example: Coaching

6. If the person's assignment has changed or the person has terminated employment or gone on leave, updates to the assignment salaries and benefits are determined by what the individual would have earned had that individual remained in the same position and assignment as reported on October 1. However, total final salary is determined by payroll, not the snapshot. See example 2Q on page 83 of the S-275 Personnel Reporting Handbook. **This assignment will not require an update.**

7. Update total final salary and mandatory benefits to reflect all actual compensation for services provided during the school year. Include all forms of compensation recognized as income by the Internal Revenue Service (IRS).

8. There is no provision in law for supplemental contracts for classified employees.

**Corrections to S-275 Data after Year-End Closeout- WAC 392-117-045**

Districts/ESDs shall submit corrections that become known after the final S-275 is submitted if that data affects state apportionment in accordance with WAC 392-117-045.

Districts should provide a copy of all revisions to the state auditor and note this information on correspondence to OSPI which request corrections to S-275 data. OSPI will only correct data which the state auditor has been made aware of prior to, or during, audit of data. However, corrections do not require state auditor approval if submitted prior to, or during, audit of data.

A district wishing to correct personnel data after the close of the reporting year should submit a letter to OSPI. Include the relevant pages of the final S-275 report with the desired corrections clearly marked. The letter should indicate whether the corrections are submitted either:

- Prior to the entrance conference by the state auditor,
- During the audit of data by the state auditor (after entrance and before exit conference), or
- As part of the audit resolution process, e.g., per the auditor's instructions.
- Also, if the corrections are submitted during audit of data, the letter should indicate that the state auditor shall be provided a copy of the revisions.

| Corrections and Updates to S-275 Data | | | |
|---|---|---|---|
| **Item #** | **Reporting Item** | **Corrections** | **Updates** |
| **A.2** | Certification Number | Yes | No |
| **A.3** | Social Security Number | Yes | No |
| **A.4** | Individual's Name | Yes | No |
| **A.5** | Birth Date | Yes | No |
| **A.6** | Sex Code | Yes | No |
| **A.7** | Hispanic Ethnicity Code | Yes | No |
| **A.8** | Race Code | Yes | No |
| **A.9** | October 1 - CBRTN Code | Yes | No |
| **A.10** | National Board Certification Expiration Date | Yes | ** a ** |
| **B.2** | October 1 - Highest Degree Year | Yes | No |
| **B.3** | October 1 - Academic Credits since Highest Degree | Yes | No |
| **B.4** | October 1 - In-service Credits since Highest Degree | Yes | No |
| **B.5** | October 1 - Credits in Excess of 45 Earned between the Bachelor's Degree and the Master's Degree | Yes | No |
| **B.6** | October 1 - Nondegree Credits | Yes | No |
| **B.7** | October 1 - Certificated Years of Experience | Yes | No |
| **C.1** | October 1 - Certificated Base Contract Hours Per FTE Day | Yes | **YES** |
| **C.2** | October 1 - Certificated Base Contract FTE Number of Days | Yes | **YES** |
| **C.3** | October 1 - Certificated FTE | Yes | No |
| **C.4** | Current - Total Final Salary | Yes | **YES** |
| **C.5** | Current - Annual Insurance Benefits | Yes | **YES** |
| **C.6** | Current - Annual Mandatory Benefits | Yes | **YES** |
| **D.1** | October 1 - Building Code | Yes | No |
| **D.2** | October 1 - Assignment (Program-Activity-Duty) Code | | |
| | • Duty Code Suffix **0** | Yes | ** 0 ** |
| | • Duty Code Suffix **1** | Yes | ** 1 ** |
| | • Duty Code Suffix **2** | Yes | ** 2 ** |
| | • Duty Code Suffix **3** | Yes | ** 3 ** |
| **D.3** | October 1 - Grade Group Assignment Code | Yes | No |
| **D.4** | October 1 - Percent of Certificated Contracted Time | Yes | No |
| **D.5** | October 1 - Assignment Hours Per Year | Yes | No |
| **D.6** | Current - Assignment Salary | Yes | **YES** |

# QUESTIONS

# ABOUT

# WHO WHAT WHEN

# SECTION 4

# Degrees

# Credits

# In-Service Hours

This presentation is intended to provide an overview with some tips on reporting the certificated records data; but care should be taken to follow the regulations cited in the 275 Instructions, RCW and Law.

**Keep documentation to support your decisions!**

# THE LAW ON DOCUMENTATION

## WAC 392-121-280

**School districts shall have documentation on file and available for review which substantiates each certificated instructional employee's placement on LEAP salary allocation documents. The minimum requirements are as follows:**

(1) Districts shall document the date of **awarding or conferring of the highest** degree including the date upon which the degree was awarded or conferred as recorded on the diploma or transcript from the registrar of the regionally accredited institution of higher education.

(a) If the highest degree is a master's degree, the district shall also document the **date of awarding or conferring of the first bachelor's degree.**

(b) If the degree was awarded by an institution which does not confer degrees after each term, and all degree requirements were completed at a time other than the date recorded on the diploma or transcript, a written statement from the registrar of the institution verifying a prior completion date shall be adequate documentation.

(c) If the degree program was completed in a country other than the United States documentation must include a written statement of degree equivalency for the appropriate degree from a foreign credentials' evaluation agency approved by the office of superintendent of public instruction.

(2) Districts shall document academic credits by having **on file a transcript** from the registrar of the regionally accredited institution of higher education granting the credits. For purposes of this subsection:

(a) An academic credit is deemed "**earned" at the end of the term for which it appears on the transcript**: Provided, That a written statement from the registrar of the institution verifying a prior earned date may establish the date a credit was earned;

(b) Washington state community college credits numbered **one hundred and above are deemed transferable** for purposes of WAC 392-121-255(4) subject to the limitations of that same subsection;

(c) **Credits are not deemed "earned" at an institution of higher education which transfers-in credits**. Such credits must be documented using a transcript from the initial granting institution and are subject to all the limitations of WAC 392-121-255;

(d) If the credits were completed in a country other than the United States, documentation must include a written statement of credit equivalency for the appropriate credits from **a foreign credentials' evaluation agency** approved by the office of superintendent of public instruction; and

(e) For credits earned **after September 1, 1995**, districts shall document that the course content meets one or more of the criteria of WAC 392-121-262(1). At a minimum, such documentation must include a dated signature of the immediate principal, supervisor, or other authorized school district representative and must be available to the employee's future employers.

(3) Districts shall **document in-service credits**;

1. By having on file a document meeting standards established in WAC 181-85-107; and (Documents noted in WAC are: 1) In-service registration forms, 2) College/University grade sheets or transcripts, 3) Official correspondence from an approved in-service agency, 4) Documents related to Annual Professional Growth Plans including plan documents, required signatures and evidence collected.)

(b) For credits earned after September 1, 1995, districts shall document that the course content meets one or more of the criteria of WAC 392-121-262(1). At a minimum, such documentation must include a dated signature of the immediate principal, supervisor, or other authorized school district representative and must be available to the employee's future employers.

(4) Districts shall **document non-degree** credits.

(a) For **vocational/career** and technical education educator training credits pursuant to WAC 392-121-259(3) districts shall have on file a document meeting standards established in WAC 181-85-107 and evidence that the training was authorized pursuant to WAC 181-77-003 (2), (9), or (12).

(b) For credits calculated from converted occupational experience pursuant to WAC 392-121-259(3) districts shall have on file documents which provide:

(i) **Evidence that the occupational experience meets the requirements of WAC** 181-77-003(7);

(ii) Evidence of the individual's actual number of hours of employment for each year including dates of employment; and

(iii) The district calculation of converted credits pursuant to WAC 392-121-259(3).

(c) For credits earned after September 1, 1995, districts shall document that the course content meets one or more of the criteria of WAC 392-121-262(1). At a minimum, such documentation must include a dated signature of the immediate principal, supervisor, or other authorized school district representative and must be available to the employee's future employers.

(5) Districts shall **document certificated years of experience as follows**:

(a) For certificated years of experience obtained and reported on Report S-275 prior to the 1994-95 school year, districts shall have on file documents that provide evidence of employment including dates of employment.

(b) For certificated years of experience reported on Report S-275 for the first time after the 1993-94 school year districts shall have on file:

(i) The total number of hours, or other unit of measure, per year for an employee working full-time with each employer;

(ii) The number of hours, or other unit of measure (worked by the employee), per year and dates of employment with each employer, including paid leave and excluding unpaid leave: Provided, That

documentation of hours in excess of one full-time certificated year of experience in any twelve-month period is not required;

(iii) The quotient of the hours, or other unit of measure, determined in (b)(ii) of this subsection divided by the hours, or other unit of measure, in (b)(i) of this subsection rounded to two decimal places for each year;

(iv) The name and address of the employer;

(v) For those counting out-of-district experience pursuant to WAC 392-121-264 (1)(a), evidence whether or not the position required professional education certification pursuant to WAC 392-121-264(1)(a)(ii);

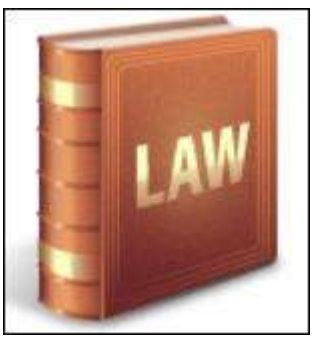
(vi) For those counting experience pursuant to WAC 392-121-264 (1)(b), a brief description of the previous employment which documents the school district's decision that the position was comparable to one requiring certification in the Washington school districts;

(vii) For those counting management experience pursuant to WAC 392-121-264 (1)(e), evidence that the experience meets the requirements of WAC 181-77-003(6);

(viii) For those counting experience (for educational staff associates) pursuant to WAC 392-121-264 (1)(f), evidence that the previous employment meets the requirements in the applicable subsections of WAC 392-121-264 (1)(f).

(6) Any documentation required by this section may be original or copies of the original: Provided, that **each copy is subject to school district acceptance or rejection**.

(7**) The falsification or deliberate misrepresentation, including omission of a material fact concerning degrees, credits, or experience by an education practitioner as defined in WAC 181-87-035 shall be deemed an act of unprofessional conduct pursuant to WAC 181-87-050. In such an event the provisions of Chapters 181-86 and 181-87 WAC shall apply**.



## AUTHENTICITY OF RECORDS

The law requires that districts maintain "valid" documents believed to be "authentic."

### DEGREE AND ACADEMIC CREDIT RECORDS

The best source for an authentic document that identifies degrees and/or academic credits is an official transcript from the registrar of the college. Electronic transcripts from the registrar of the institution, including those sent via eSCRIP-SAFE, are acceptable copies of documentation. (WAC 181-85-107)

A February 28, 2013, email message from the Office of the Attorney General provides the following clarification regarding transcripts.

1. WAC 392-121-280(2) requires that the district have a transcript on file.
2. The transcript must be from the registrar of the college or university (the transcript must indicate that it is from the registrar).
3. There is no requirement that:
   a. Dictates the form of the transcript.
   b. Requires the transcript to be sealed.
   **c.** Requires the transcript to be signed.

You can accept official transcripts that are sent to your from another Washington school district. **PLEASE NOTE: It is still your responsibility to review the documentation, i.e. transcripts, clock hour forms and experience for accuracy.**

### FOREIGN INSTITUTIONS

WAC 392-121-280 (d) requires that if the credits were completed in a country other than the United States, documentation must include a written statement of credit equivalency for the appropriate credits from a **foreign credentials' evaluation agency** approved by the office of superintendent of public instruction; Provided that documentation of credit equivalency is not required if that institution of higher education is already regionally accredited or accredited by the distance education and training council, pursuant to WAC 181-78A-010(7). The WAC does not indicate that the school district require the original evaluation document. **Also note that the accredited institution of higher education does not have to be located within the U.S.**

As of September 11, 2008, OSPI will accept translation services from members of the National Association of Credential Evaluation Services (NACES). For information regarding NACES, membership criteria, and NACES' guiding principles

of good practice for educational credential evaluation, please visit http://www.naces.org/. The more commonly used evaluation agencies used for foreign transcripts are listed below:

| | |
|---|---|
| e-Val Reports<br>3213 W. Wheeler St. #287<br>Seattle, WA 98199<br>206-257-4249<br>www.e-valreports.com | Educational Credential Evaluators Inc.<br>PO Box 514070<br>Milwaukee, WI 53203-3470<br>414-289-3400<br>www.ece.org |
| Foundational for International Services Inc.<br>505 Fifth Ave South, Suite 101<br>Edmonds, WA 98020<br>425-248-2255<br>www.fis-web.com | International Consultants of Delaware, Inc.<br>PO Box 8629 Philadelphia, PA 19101-8629<br>(215) 243-5858<br>www.icdeval.com |
| International Education Research Foundation, Inc.<br>PO Box 3665<br>Culver City, CA 90231-3665<br>(310) 258-9451<br>www.ierf.org | Josef Silny & Associates, Inc.<br>International Education Consultants<br>7101 SW 102 Avenue<br>Miami, FL 33173<br>(305) 273-1616<br>www.jsilny.com |
| World Education Services<br>Bowling Green Station<br>PO Box 5087<br>New York, NY 10274-5087<br>212) 966-6311<br>www.wes.org | |

## CLOCK HOURS

- Approved clock hour transcript providers as of September 2018:

- An educational service district (ESD)
- Anacortes School District
- Bainbridge Island School District
- Battleground Public Schools
- Bellevue School District
- Bellingham Public Schools
- Bethel School District
- Center for Strengthening the Teaching Profession
- Central Valley School District
- Dieringer School District
- Edmonds School District
- Ephrata School District
- Everett Public Schools
- Federal Way Public Schools
- Fife School District
- Franklin Pierce School District
- Highline Public Schools
- Issaquah School District
- Kent School District #415
- LaCrosse School District
- Lummi Nation School
- Monroe School District
- Moses Lake School District
- Mount Vernon School District
- Mukilteo School District
- North Thurston School District
- Northshore School District
- Renton School District
- Riverview School District
- Seattle Pacific University
- Seattle Public Schools
- Seattle University
- Sedro-Woolley School District
- Selah School District
- Shoreline Public Schools
- Snoqualmie Valley School District
- Spokane Public Schools
- Steilacoom Historical School District No. 1
- Tukwila School District
- Steptoe School District
- Sumner School District
- University of Washington at Tacoma
- University of Washington - Continuum College
- Vancouver Public Schools
- Walla Walla Public Schools
- Washington Education Association (WEA)
- Washington Interscholastic Activities Association (WIAA no longer issues transcripts)
- Wenatchee School District
- Western Washington University Extended Education and Summer Programs
- White River School District

- The OSPI in-service registration form approved by OSPI and issued by the clock hour provider. OSPI in-service registration forms include:
- Form SPI 1125* (Not available online)
- Form SPI 1126-1 ProTeach Online Assessment/ProCert Program Professional Growth Team Member
- Form SPI 1128-1 Supervisor of Training - **Note this form changed 11/2016 to allow up to 30 hours per year.**
- Form SPI 1128-2 National Board Assessment/Certification
- Form SPI 1128-4 First Peoples' Language, culture, or oral tribal
- Form SPI 1128-5 ProTeach Portfolio External Assessment
- Form SPI 1128-6 Teacher Performance Assessment Scorer
- Form SPI 1128-7 ProTeach Assessment Scorer
- Form SPI 1128-8 Annual Professional Growth Plan (PGP) Verification & PGP Equivalency
- Form SPI 1128-9 School Accreditation Site Team
- Form SPI 4020S Suicide Prevention Training Verification
- A payment voucher issued by North Central Educational Service District (ESD 171).
- A WA State Clock Hour In-Service Certification Form from the Archdiocese of Seattle.

**To view an OSPI form go to this link:**
**www.k12.wa.us/certification/ClockhoursDocumentation.aspx**

**The forms listed above are the only acceptable forms of documentation for approved clock hours.** Even if an agency is on the approved clock hour provider list, the clock hours are not eligible unless there is acceptable documentation. A certificate of completion, letter, or certificate of achievement or professional development cannot be used to document approved clock hours **unless the individual holds an ESA certificate and a state health professions license that requires continuing education**. While all Public School Districts are approved clock hour providers, not all of them are **approved transcript providers**. Check OSPI's website for accurate list as it is changing frequently.

**For the latest list of acceptable documentation, see the following website:**
**http://www.k12.wa.us/certification/ClockhoursDocumentation.aspx**

## CONTINUING EDUCATION UNITS

Form SPI 4098V is used to document license hours as clock hours for ESA certification purposes. The certificates of attendance or other forms validating attendance are attached to Form SPI4098V. It is permissible to attach multiple verification documents to one form.

**DO NOT REPORT INFORMATION THAT IS NOT AUTHENTICATED AND THE DOCUMENT IS NOT IN YOUR POSSESSION!**

# QUESTIONS

# ABOUT

# DOCUMENTATION

## HIGHEST DEGREE (WAC 392-121-250)

**B** Persons holding a **bachelor's** degree as the highest degree, that are not reported with degree type **G** or **H.**

**H** Persons who obtain a bachelor's degree while employed in the state of Washington as a non-degreed vocational/CTE instructor. (**H** means "**hold harmless**," or that persons are not penalized for obtaining a bachelor's degree.)

**G** Persons holding a bachelor's degree as the highest degree and whose total eligible credits reported on the S-275 report before January 1, 1992, were 135 or more (RCW 28A.150.410). These persons are **grandfathered** at the BA+135 column.

**M** Persons holding a **master's** degree or any other degree between the master's and doctorate as the highest degree. An **educational specialist** degree is reported as degree type **M.**

**D** Persons holding a **doctorate** degree as the highest degree.

**V** Report an employee as non-degreed with degree type **V** only if:

- The employee holds no bachelor's or higher level degree; or
- The employee holds a bachelor's or higher level degree and a valid vocational/CTE certificate, but has not used the degree(s) to obtain any past or present education certificate or permit. The employee must not have used the degree to obtain a certificate (including conditional certificate, temporary permit, etc., anything that would constitute a "certificate" or education credential by the State of Washington.) If the degree has been used for a State of Washington purpose, such as to obtain a Washington education credential/certificate, then the State of Washington must/shall recognize that degree, and the employee cannot be reported as non-degreed. Report such employees with highest degree type B, H, G, M, or D.
- Do not report employees as non-degreed with degree type V if they have ever used a degree to obtain the following endorsements on vocational/CTE initial, initial renewal, continuing, or continuing renewal certificates, which normally require a bachelor's degree per WAC 181-77-031: Agriculture Education – V010000 Business Education – V070000 Marketing Education – V080000 Business and Marketing Education – V078000 Family and Consumer Sciences Education – V200002 Technology Education – V210100.
- The vocational/CTE conditional certificate is not issued based on a degree; employees with such certificates may be reported as non-degreed (degree type V), if all other requirements are met.

# BA 135 – Degree type "G"

## Email Exchange with Ross Bunda – OSPI

## Cutoff is 1/1/1992. OSPI has a list of persons still reported as high degree "G".

**Sherrie Evans**

BA 135 "G"

**From:** Ross Bunda [RBunda@ospi.wednet.edu]
**Sent:** Friday, October 01, 1999 4:15 PM
**To:** 'Sherrie Evans'
**Cc:** Allen Jones
**Subject:** RE: BA 135 Status

My understanding of the guidance is, "No."

RCW 28A.150.410(3) states,

"Beginning January 1, 1992, no more than 90 college quarter-hour credits received by any employee after the baccalaureate degree may be used to determine compensation allocations under the state salary allocation schedule and LEAP documents referenced in the biennial appropriations act, or any replacement schedules and documents, unless:
(a) The employee has a masters degree; or
(b) The credits were used in generating state salary allocations before January 1, 1992."

- Her BA + 90 generated state salary allocations before January 1, 1992.

- Her BA + 135 did not generate state salary allocations before January 1, 1992.

- Therefore, no.

Also, the S-275 personnel reporting instructions for 1999-2000, page 20, defines degree type "G" for "persons holding a bachelor's degree as the highest degree and whose total eligible credits reported on the S-275 report before January 1, 1992, were 135 or more (RCW 28A.150.410 and WAC 392-121-255[3]). These persons are grandfathered at the BA + 135 column."

- Again, she was not, so no.

If I can be of further assistance on this matter, please contact me.

Ross Bunda
Supervisor, Personnel Reporting
School Apportionment & Financial Services
Office of Superintendent of Public Instruction
(360) 753-3585 voice
(360) 664-3683 fax
mailto:rbunda@ospi.wednet.edu <mailto:rbunda@ospi.wednet.edu>
http://ospiwsrv.ospi.wednet.edu/finance/appsfs.htm
<http://ospiwsrv.ospi.wednet.edu/finance/appsfs.htm>

# Email Re Degree Type G – Continued

From: Sherrie Evans [SMTP:skevans@orca.esd114.wednet.edu]
Sent: Friday, October 01, 1999 2:21 PM
To: Ross Bunda (E-mail)
Subject: BA 135 Status

Here's an interesting one - need your opinion:

[redacted] was employed with our district through 1989-90. She was reported on the S275 as Bachelors degree. We rehired her last year and also reported her on the S275 as Bachelors' degree. She just brought in a transcript that demonstrates that she actually has BA 135 prior to January 1, 1992. Actually, when I reviewed the file I found that these credits were on the transcript that we had on file way back in 1989-90 - they just obscure so they were not picked up. She is asking that we place her in the BA 135 column which would mean I would report her as a G. Can we do that?

Sherrie Evans, Assistant Superintendent for Personnel and Labor Relations
South Kitsap Schools
1962 Hoover Ave SE, Port Orchard, WA 98366
(360) 876-7306
skevans@orca.esd114.wednet.edu

**16/17 S275 Personnel Reporting Instructions page 30: "Do not report employees with degree type G (bachelor's degrees grandfathered at BA+135) unless they are reported with at least 135 total eligible credits. Also, employees reported with degree type G must have been reported with at least 135 total eligible credits on the S-275 report, by a Washington school district or ESD, before January 1, 1992."**

# QUESTIONS

# ABOUT

# DEGREES

## ROUNDING – WAC 392-121-270(5)

Rounding of computations of credits and experience should follow the general rule: a decimal ending with a 5 or higher is rounded up; a decimal ending with a 4 or lower is rounded down. Documentation of computations of total credits and experience should show both the accumulated totals in the number of decimal places required by the applicable rule and the rounded total reported pursuant to the applicable rule. It is important to note:

- When accumulating a person's total credits over a number of years, a school district should sum the credits as they were computed for each year (one decimal place), not the rounded total used for placement on the LEAP salary allocation schedule (whole number).

**EXAMPLE OF ROUNDING CREDITS**

| Example 1l—Rounding Credits and Experience | | | | | | |
|---|---|---|---|---|---|---|
| | Credits | | | Experience | | |
| School districts accumulate/record: | Credits rounded to 1 decimal place. | 44.4 | 89.5 | Experience rounded to 2 decimal places. | 3.44 | 6.45 |
| School districts report on S-275: | Credits rounded to 1 decimal place. | 44.4 | 89.5 | Experience rounded to 1 decimal place. | 3.4 | 6.5 |
| For LEAP salary placement, OSPI rounds: | Credits to the nearest whole number. | 44 | 90 | Experience to the nearest whole number. | 3 | 7 |

# A Discussion on Rounding Credits

**Email exchange with Dale Sando, State Auditor and Ross Bunda, OSPI**
**OK to round either way but you MUST BE CONSISTENT!!**

Email to Ross/Dale from Sherrie Evans: The district where we encountered the question is Puyallup. We told them that we consider the method they are using of recording at 2 decimal places and rounding the total to be acceptable because it is the conservative approach but that they could switch to rounding each course if they choose to do so. I think the WAC is just vague enough to be interpreted either way. We agree that rounding each course would be the most logical for exactly the reason you provided, especially if the district does not use one of the credit tracking programs like the one your company designed.

---

**From:** sherrie.evans@comcast.net [mailto:sherrie.evans@comcast.net]
**Sent:** Wednesday, January 18, 2006 4:21 PM
**To:** Dale Sando
**Subject:** Re: FW: Inservice Credits rounding

His response regarding rounding the total is always what I have basically followed. The reason is that you might get a transcript from Puget Sound ESD for the .75 hour and you record it as

.75 or .8. Then 3 months later you get one from ESD 113 for the .65 or .7 class. You are recording them separately. Additionally these clock hours might have even occurred in 2 separate reporting years. So to me the round first, total is much more accurate and consistent.

It would be nice to see something from the auditor on this in our next 275 training sessions if you are comfortable putting something out to districts to guide them with. Thanks for following up on this. It is an important topic.
---------- Original message ----------
From: "Dale Sando" <sandod@sao.wa.gov>

Sherrie, here is what I got from Ross.

---

**From:** Ross Bunda [mailto:RBunda@ospi.wednet.edu]
**Sent:** Thursday, January 12, 2006 4:37 PM
**To:** Dale Sando
**Subject:** RE: Inservice Credits rounding

Hello, Dale
You are correct that, for credits, the rules refer to rounding to the nearest tenth. In your example, two in-service classes at 7.5 hours and 6.5 hours would total accurately to 14.0 hours, or 1.4 credits. A district would be correctly applying the rules to record 0.8 and 0.7 credits, or a total of 1.5 credits. However, from a legal perspective, I think the district could also defend recording 1.4 credits.

If a school district wants to be consistent (at the trade-off of being accurate), **I think the only way to consistently arrive at the same value is to round each recordable event separately, meaning the 0.8 and 0.7 credits separately for a total of 1.5 rather than to record the "more accurate" total of 1.4 (.75 and .65). Or stated simply: round, then total (instead of total, then round).**

I think the philosophy of the rounding guidance in Example 1I in the S-275 instructions; where the district records experience rounded to 2 decimal places (such as 6.45 years), the district reports experience rounded to 1 decimal place (such as 6.5 years), and the state/OSPI funds experience to the nearest whole number (7 years); values consistency more than accuracy. This emphasis on consistency trumps the "more accurate" rounding to 6 years (where 6.45 years is closer to 6 years than to 7 years).

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http://www.k12.wa.us/safs

**From:** Dale Sando [mailto:sandod@sao.wa.gov]
**Sent:** Wednesday, January 11, 2006 11:29 AM
**To:** Ross Bunda
**Subject:** RE: Inservice Credits rounding

Both are important, but if a school district were asking for advice which method would you tell them. We would like to assure we apply the rules consistently.

---

**From:** Ross Bunda [mailto:RBunda@ospi.wednet.edu]
**Sent:** Wednesday, January 11, 2006 11:17 AM
**To:** Dale Sando; Sherrie Evans
**Cc:** Kim Dion; Cheryl Thresher; Kennesy Cavanah
**Subject:** RE: Inservice Credits rounding

What is more important, accuracy or consistency?

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mailto:rbunda@ospi.wednet.edu
http://www.k12.wa.us/safs

---

**From:** Dale Sando [mailto:sandod@sao.wa.gov]
**Sent:** Wednesday, January 11, 2006 11:09 AM
**To:** Ross Bunda; Sherrie Evans
**Cc:** Kim Dion; Cheryl Thresher; Kennesy Cavanah
**Subject:** Inservice Credits rounding

**We have a question on rounding in-service credits**. If an instructor has taken several in-service class that are 7.5 hours, 6.5 hours, etc. all with tenths of hours, should they be recorded at .75 credit and .65 credit, and the total rounded, or should each be recorded as 0.8 credit, and 0.7 credit. If you have several of these in a file it could eventually make a difference. We recognize the WAC refers to rounding to the nearest tenth, but want to clarify if that is per class, or in total.

**IN SUMMARY: You can round each individual course to one-tenth; or you can report each course to 2 decimals and round the total. You just must be consistent for all courses recorded for your district!**

## Course Criteria

Effective September 1, 1995 the course content for all credits reported on the S-275 must meet one or more of the criteria of WAC 392-121-262 (1). Over the years these criteria have changed. Currently the criteria are:

(a) It is consistent with a school-based plan for mastery of student learning goals as referenced in RCW 28A.655.110, the annual school performance report, for the school in which the individual is assigned;

(b) It pertains to the individual's current assignment or expected assignment for the following school year;

(c) It is necessary for obtaining endorsement as prescribed by the Washington professional educator standards board;

(d) It is specifically required for obtaining advanced levels of certification;

(e) It is included in a college or university degree program that pertains to the individual's current assignment or potential future assignment as a certificated instructional staff;

(f) It addresses research-based assessment and instructional strategies for students with dyslexia, dysgraphia, and language disabilities when addressing learning goal one under RCW 28A.150.210, as applicable and appropriate for individual certificated instructional staff; or

(g) Beginning in the 2011–12 school year, it pertains to the revised teacher evaluation system under RCW 28A.405.100, including the professional development training provided in RCW 28A.405.106.

### NEWS ABOUT COURSE APPROVAL FORMS

When the course criteria rules were first enacted, WSPA worked with OSPI on a form for processing the approvals within a district. Workshops were held across the state to teach district staff how to use the form and become familiar with the new review and documentation requirements.

Initially, districts were advised that if they hired a certificated instructional staff employee from another Washington district and that district did not process a course approval form during the time the person was employed there, the credit could not be counted. Subsequently that was changed and districts are now allowed to evaluate that credit as if the person had been employed with their district when it was taken. If the employing district can determine that the credit meets one of the criteria, then that credit would be reportable (assuming it meets all other requirements). This practice resulted in the use of what some districts are calling the "WAC stamp". It is a stamp placed on the transcript indicating that the District has evaluated this transcript and/or credit and that it meets one of the criteria in 392-121-262. <u>The stamp must be dated and signed by the District official reviewing the information and making the decision pursuant to WAC 391-121-280, which requires that "such documentation must include a dated signature</u>."

During a session on the S275 report at the 2006 WSPA fall conference, districts asked this question: 'Why can't we use our WAC stamp for reviewing all courses, thereby replacing the requirement for the processing of the course approval forms?"

This question was presented by Sherrie Evans, Retired and Charlene Edwards, Kent (the conference presenters) to Ross Bunda, OSPI and Dale Sando, State Auditor's office in the following context:

> In reviewing WAC 391-121-262, there does not appear to be a requirement to have a specific course approval form. The requirement is that "at the time credits are recognized by the school district the content of the course must meet at least one of the following…" and then it names the criteria.
>
> Additionally the requirements of WAC 392-121-280 (3) (b) require that for credits earned after September 1, 1995 districts shall document that the course content meets one or more of the criteria of WAC 392-121-262(1). This WAC (392-121-280 (3) (b) further requires that at a minimum, such documentation must include a dated signature of the immediate principal, supervisor or other authorized school district representative and must be available to the employee's future employers.
>
> Thus, it appears to be appropriate for districts to utilize a WAC stamp to review the content and appropriateness of all credits where:
>
> 1. The stamp should identify WAC 391-121-262 and WAC 392-121-280(3)(b);
> 2. The person reviewing the transcript, clock hour or other credit-related documentation must be authorized by the district to do so and must place their full signature on the documentation after completing their decision process;
> 3. The date of the review action should be displayed on the documentation.

Dale Sando, State Auditor's Office replied: "Our Office is in agreement that use of the stamp is adequate verification for approval of credits as long as the individual(s) in the district is authorized to approve credits and provides their signature(s)."

Ross Bunda, Office of the Superintendent of Public Instruction, replied: "[Any] documentation (stamp, form, etc.) which meets the criteria (WAC 392-121-262 & 392-121-280) would work."

It is clearly the decision of each local district to determine which method of documentation they would like to use to ensure that the credits they are reporting for 275 LEAP placement are in compliance with WAC 391-121-262 and WAC 392-121-280(3)(b), along with other reporting requirements. For years districts have required employees to initiate and complete a Course Approval Form, and route it to a supervisor and/or District official for approval. The approved document was then maintained in the HR/Personnel office until the corresponding transcript, clock hour or other credit documentation arrived, at which time the documentation was matched and reviewed for processing. The Course Approval Forms have routinely then been filed with the credit documentation for audit purposes.

It is now evident that districts have an additional option. In lieu of the Course Approval Form, Districts can establish a practice whereby the employees submit their transcript, clock hour or other credit documentation without having to submit the Course Approval Form in advance. The documentation must be reviewed as it always has been for its appropriateness. In lieu of attaching the Course Approval form the district may adopt a practice of indicating directly on the credit documentation the review and decision process for compliance with WAC 391-121-

262 and 392-121-280(3)(b. This may be done by use of a WAC stamp or by developing a statement to write on the document itself.

As always, one word of caution: If districts choose to utilize this new method, you may wish to consider the problem that may arise where the employee takes a class assuming credit will apply. For those instances districts may wish to maintain the Course Approval Form, notifying employees that they can use that document if they wish to obtain "pre-approval" of the course for placement purposes.

Additionally, the law only requires that the district determine that the credit being reported does apply to one of the criteria, it does not require that you identify the specific criteria. However, because this can sometimes be questioned, a "best practice" approach may be to utilize this additional optional step:

The District reviewer would clearly indicate the specific criteria that is applicable for each course. For example, if the transcript contains twelve (12) different classes, the district could either indicate one particular criteria applies to all 12 classes; or if appropriate indicate the applicable criteria number for each of the 12 classes. The criteria designation must be clear. Again this detail is not required under the law but based it is viewed as a best practice approach.

**Model Language for the WAC Stamp Course Approval Documentation**

***Be sure to identify which of the 7 criteria apply to the courses being recorded. In WESPaC, there is a field when entering credits that will ask for which criteria the course falls under.**

**Example 1**

The signature below documents that a determination has been Made that the courses listed on this transcript and/or clock hour documentation meet the requirements of WAC 392-121-262(1).
Criteria:

_____

Authorized District Representative Date

**Example 2**

The (school district name) certifies that it has reviewed this documentation and finds that courses listed herein meet the criteria as established under WAC 92-121-262(1).
Criteria:

_____

Authorized District Representative Date

**Example 3**

**School District Name**
Date:_____
The signature below documents that a determination has been made that the course(s) recorded herein meet the requirements of WAC 392-121-262(1). 1-2-3-4-5-6-7
x_____
Authorized District Representative

**Course Criteria Notes**

- Be sure that you carefully watch the dates on transcripts and clock hours. Mark the course criteria selection for all courses completed September 1, 1995 and thereafter.

- If you hire someone who has worked in another district, you must accept the criteria that district has approved.

- If the course was not "evaluated" by the prior district, you may review it and approve or deny the course.

- When you hire a new person, you are required to evaluate all credits and clock hours completed 9/1/95 and thereafter and determine if they meet one of the criteria or not. Do not post to the record without completing this task.

- We recommend that you use a "WAC Stamp" in lieu of the forms.

# QUESTIONS

# ABOUT

# ROUNDING OR CRITERA

## CREDIT TYPES

There are three (3) types of credits. Each will be discussed in the subsequent sections.

| Type | Comment |
|---|---|
| **Academic** | Quarter, Semester, Unit |
| **In-Service** | Clock Hours, Certain CEU units, and Non-Transfer Credits |
| **Non-Degree** | Non-Degree Credits (CTE and Special) |

# ACADEMIC CREDITS- WAC 392-121-255

**WAC 392-121-255 Definition—Academic credits.** As used in this chapter, "academic credits" means credits determined as follows:

**(1)** Credits are **earned after the awarding or conferring of the employee's first bachelor's degree;**

**(2)** Credits are earned **on or before October 1** of the year for which allocations are being calculated pursuant to this chapter;

**(3)** Credits are earned from a **regionally accredited institution of higher education**: Provided, That credits, determined eligible pursuant to subsections (1), (2), (4) and (6) of this section, earned from any other accredited community college, college, or university and reported on Report S-275 on or before December 31, 1992, shall continue to be reported;

**(4)** Credits are **transferable or applicable to a bachelor's or more advanced degree** program: Provided, That for educational courses which are the same or identical no more credits for that educational course than are transferable or applicable to a bachelor's or more advanced degree program at that institution shall be counted;

**Non-Transfer Credit Rule**

**(5)** Credits earned after September 1, 1995, must **satisfy the additional requirements of WAC 392-121-262**;

**Course Criteria WAC – 7 criteria**

**(6)** Credits are **not counted as in-service credits** pursuant to WAC 392-121-257 or non-degree credits pursuant to WAC 392-121-259;

**(7)** The number of credits equals the number of quarter hours, units or semester hours each **converted to quarter hours** earned pursuant to this section; and

**1.0 Semester = 1.5 Quarter**

**(8)** Accumulate credits **rounded to one decimal place**.

## ADDITIONAL DOCUMENTATION NOTES FOR ACADEMIC CREDITS:

School districts shall have documentation on file and available for review which substantiates each certificated instructional employee's placement on LEAP salary allocation documents. **The minimum requirements are as follows:**

- Districts shall document the **date of awarding or conferring of the highest degree** including the date upon which the degree was awarded or conferred as recorded on the diploma or transcript from the registrar of the accredited institution of higher education.
  - If the highest degree is a **master's degree**, the district shall also document the date of awarding or conferring of the first bachelor's degree.
  - If the degree was awarded by an institution which **does not confer degrees after each term**, and all degree requirements were completed at a time other than the date recorded on the diploma or transcript, a written statement from the registrar of the institution verifying a prior completion date shall be adequate documentation.

- If the degree program was **completed in a country other than the United States**, documentation must include documentation in English of degree equivalency for the appropriate degree as allowed by WAC 181-79A-260: Provided, That documentation of degree equivalency is not required if that institution of higher education is already regionally accredited or accredited by the distance education and training council, pursuant to WAC 181-78A-010(7).

- Districts shall document academic credits by having on file a transcript from the registrar of the accredited institution of higher education granting the credits.

- An academic credit is deemed **"earned" at the end of the term** for which it appears on the transcript: Provided, That a written statement from the registrar of the institution verifying a prior earned date may establish the date a credit was earned;

- Washington state community college credits numbered **one hundred and above** are deemed transferable for purposes of WAC 392-121-255(4) subject to the limitations of that same subsection; **NOTE:** You CAN count below 100 credits during the period of time from September 1, 1987 when the "in-service" law became effective and March 7, 1997. The law requiring courses to be 100 level or above became effective March 8, 1997.

- You cannot record credits from another institution that are listed on that institution's transcript.

- Use a template to remember course end dates:

| Quarter | Date | | Semester | Date |
|---|---|---|---|---|
| Fall | 12/31 | | Fall | 1/31 of the next year |
| Winter | 3/31 | | | |
| Spring | 6/30 | | Spring | 5/31 |
| Summer | 8/31 | | Summer | 8/31 |

## ADDITIONAL NOTES FOR ACADEMIC CREDITS

1. Academic credits must be earned from a "regionally accredited institution of higher education" which means a community college, college, or university which is a candidate for accreditation or is accredited by one of the following regional accrediting bodies (WAC 181-78A-010[6]). National accrediting associations include those recognized by the Washington Student Achievement Council and the Secretary of the U. S. Department of Education and included in the list of accrediting agencies at http://www.k12.wa.us/certification/colleges/default.aspx.

Washington Student Achievement Council and U.S. Department of Education Recognized Accrediting Associations for Purposes of the Degree-Granting Institutions Act Current associations recognized for participation in state student aid programs are marked with an * (As of August 3, 2016)

**REGIONAL ACCREDITING ASSOCIATIONS**

Accrediting Commission for Community and Junior Colleges Western Association of Schools and Colleges
* Higher Learning Commission
* Middle States Commission on Higher Education
* New England Association of Schools and Colleges Commission on Institutions of Higher Education
* Northwest Commission on Colleges and Universities
* Southern Association of Colleges and Schools Commission on Colleges
* WASC Senior College & University

**NATIONAL FAITH-BASED ACCREDITING ASSOCIATIONS**

Association for Biblical Higher Education Commission on Accreditation
Association of Advanced Rabbinical and Talmudic Schools Accreditation Commission
Commission on Accrediting of the Association of Theological Schools
Transnational Association of Christian Colleges and Schools Accreditation Commission

**NATIONAL CAREER RELATED ACCREDITING ASSOCIATIONS**

* Accrediting Bureau of Health Education Schools
* Accrediting Commission of Career Schools and Colleges
* Accrediting Council for Continuing Education and Training
* Accrediting Council for Independent Colleges and Schools

Council on Occupational Education
Distance Education Accrediting Commission
* National Accrediting Commission of Career Arts and Sciences, Inc.

**PROGRAMMATIC ACCREDITING ASSOCIATIONS**

Accreditation Commission for Acupuncture and Oriental Medicine
Accreditation Commission for Education in Nursing
Accreditation Commission for Midwifery Education
Accreditation Council for Education in Nutrition and Dietetics Academy of Nutrition and Dietetics
Accreditation Council for Pharmacy Education

2. The following are not regional accrediting bodies:
   a. Commission on Accrediting of the Association of Theological Schools (ATS). b. Transnational Association of Christian Colleges and Schools (TRACS).
3. As of May 2010, schools may count degrees earned from institutions of higher education that are accredited, or are candidates for accreditation, by the distance education and training council (DETC), pursuant to WAC 181-78A-010(7).
4. Degrees must be earned from an institution of higher education that is regionally accredited or is accredited by the distance education and training council (or is a candidate for accreditation).
5. For state funding and salary placement purposes, this requirement applies to degrees earned in **Canada** (unless the institution is regionally accredited or DETC accredited). This requirement is different from that for certification purposes, which does not require evaluation of transcripts from Canada.
6. **Check course numbers.** Generally 100-400 are Freshman-Senior, 500-800 can be graduate (MA/PhD) but odd numbers such as 2011, 305X may not be transferable to an academic degree program and thus could only be considered as a non-transferable credit.
7. Where the course is identical no more credits for that course can count than are transferable or applicable to a BA or more advanced degree program at THAT institution. Check with the institution or watch for designation on transcript.
8. Example: SPU indicates an "I" if it is repeatable – to the right of the grade and credit amount.
9. **If not repeatable** then may use the "non-transfer credit rule" if completed 9/1/87 and thereafter to count as an in-service credit.
10. **Links for checking accreditation:**

| | |
|---|---|
| Regionally Accredited Institutions | http://chea.org/search/default.asp |
| Online Accredited Institutions | www.deac.org |

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Example – Accredited: American InterContinental University

An Accredited University | Accredited Business Programs | AIU Page 1 of 2

DEGREES & PROGRAMS (/DEGREES) | ONLINE EDUCATION (/ONLINE-EDUCATION) | ADMISSIONS & FINANCIAL AID (/ADMISSIONS-FINANCIAL-AID) | CAREER DEVELOPMENT (/CAREER-DEVELOPMENT) | ABOUT AIU (/ABOUT)

1-855-377-1888 (TEL:1-855-377-1888)

## Accreditation

### REGIONAL ACCREDITATION

American InterContinental University® is regionally accredited by the Higher Learning Commission. To contact the Higher Learning Commission please visit www.hlcommission.org (http://www.hlcommission.org).

NOTE. This institution is accredited by the Higher Learning Commission which is now an approved agency.

## Accreditation

### REGIONAL ACCREDITATION

American InterContinental University® is regionally accredited by the Higher Learning Commission. To contact the Higher Learning Commission please visit www.hlcommission.org (http://www.hlcommission.org).

### FURTHER ACCREDITATION AND LICENSURE

The business administration degree programs at AIU are accredited by the **Accreditation Council for Business Schools and Programs (ACBSP) (http://www.acbsp.org/)**. ACBSP accreditation certifies that the teaching and learning processes within the business administration programs of the School of Business at American InterContinental University meet the rigorous educational standards established by ACBSP. The Bachelor of Accounting, Master of Accounting, and the Master of Healthcare Management degree programs are not accredited by ACBSP.

ACBSP ACCREDITED

The Master of Education Program at American InterContinental University is awarded TEAC initial accreditation by the Inquiry Brief Commission of **Council for the Accreditation of Educator Preparation (CAEP) (http://caepnet.org/)** for a period of two years, from October 2013 - October 2015. The accreditation does not include individual education courses that the Educator Preparation Provider (EPP) offers to P-12 educators for professional development, re-licensure, or other purposes.

The Bachelor of Fine Arts in Interior Design at the Atlanta campus is accredited by the **Council for Interior Design Accreditation (CIDA) (http://accredit-id.org/)**. The BFA in Interior Design program is no longer accepting new student applications and no longer has active students enrolled. Student achievement data for this program can be **found here (/~/media/AIU/AIU-Redesign/Files/PDF/AIU-Atlanta-CIDA-Disclosure.pdf)**.

AIU Atlanta and AIU Online are approved by the **State of Georgia to operate by the Nonpublic Postsecondary Education Commission (NPEC)**: 2082 East Exchange Place, Suite 220, Tucker, GA 30084-5305.

AIU Online is recognized as a private college by the **Illinois Board of Higher Education** and authorized to grant Associate, Bachelor's and Master's degrees.

The AIU South Florida Campus is licensed by the **Commission for Independent Education, Florida Department of Education**. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL, 32399-0400.

American InterContinental University Houston is authorized by the **Texas Higher Education Coordinating Board** to offer degrees and courses leading to degrees in Texas. For Houston campus students only: THECB student complaint information is codified under **19 TAC§§1.110-1.120 (http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y)**.

http://www.aiuniv.edu/about/why-aiu/regional-accreditation 7/1/2015

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Not Accredited: Canyon College

# Canyon College

*Official Transcripts*

111 Poplar Street
Caldwell, ID 83605
Tel: (208) 455-0010
Fax: (208) 455-0040
info@canyoncollege.edu

NAME:

Date Issued: 2-Jul-08

| COURSE NAME | COURSE NUMBER | LETTER GRADE | SEMESTER CREDITS |
|---|---|---|---|
| *Summer 2008* | | | |
| The Inclusion and Mainstreaming of Exceptional Students | ED-501 | A | 3 |
| Differentiating Instruction | ED-503 | A | 3 |
| GPA/TOTAL CREDITS | 4.00 | | 6 |

John J. Denmark, MBA
Registrar

Not Accredited
called 7/21/08
(bt)

Not Accredited: Center Graduate College

Center Graduate College
Transcript

Student Name: [redacted]
Student ID: [redacted]
Address: [redacted]
TACOMA WA 98407

Office of the Registrar
20665 4th Street
Saratoga, CA 95070-5878

| Semester | Year | Course Number | Course Title | Units | Grade | Code | Section # |
|---|---|---|---|---|---|---|---|
| MID YR | 1992 | EDM 211-A | MATH A WAY OF THINKING | 3.0 | A | C | 92735A |

Key:

Grades:
A = All work completed, credit earned.
I = Course work incomplete, credit not yet earned.

Code:
C = Units are in graduate semester.
A = Audit, no grade assigned.
U = Continuing education units.
D = Courses taken through Dominican College of San Rafael.
L = Courses taken through Loyola Marymount University
. = Decimal after course number refers to the level.

---Official Seal---

Registrar
01/08/96
Reference Number:
082986

Official Transcript of Record, not Valid Without Seal and Signature of Registrar
Page 1 of 1

**Academic Credits Example: Western Washington University**. Accredited. Quarter Hour System. OK! Documents BA Degree awarded 6/14/13, courses through Spring 2013. Record BA but no credits after BA on this transcript.

WESTERN WASHINGTON UNIVERSITY
Bellingham, Washington

Academic Record

Student No: Date of Birth:

Date Issued: 22-JUN-2015
OFFICIAL WO

Record of:
SSN:

Page: 1

Issued To: LAUREN FANG
MUKILTEO SCHOOL DISTRICT NO. 6
9401 SHARON DRIVE
EVERETT, WA 982042647

Course Level: Undergraduate
High School: Kamiak High School 01-JUN-2010

Awarded : Bachelor of Science 14-JUN-2013
College : Sciences and Technology
Major/Field : Mathematics
Degree Comments:
Degree GPA : 3.49

| SUBJ | NO. | COURSE TITLE | CRED | GRD | PTS R |
|---|---|---|---|---|---|

TRANSFER CREDIT/DEGREE ACCEPTED:

AP/CEEB Tests/College Credit
Ehrs: 36.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00

INSTITUTION CREDIT:

| SUBJ | NO. | COURSE TITLE | CRED | GRD | PTS R |
|---|---|---|---|---|---|
| Term: | | Fall 2010 | | | |
| MATH | 138 | Accelerated Calculus | 5.00 | B | 15.00 |
| PHIL | 102 | Introduction to Logic | 3.00 | A | 12.00 |
| PSY | 101 | Introduction to Psychology | 5.00 | B | 15.00 |
| THTR | 201 | Intro to the Cinema w/lab | 3.00 | A | 12.00 |
| Term: | Ehrs: 16.00 GPA-Hrs: 16.00 QPts: 54.00 GPA: 3.37 | | | | |
| | | Good Standing | | | |
| Term: | | Winter 2011 | | | |
| ANTH | 201 | Intro to Cultural Anthropology | 5.00 | A | 20.00 |
| MATH | 224 | Multivariable Calc & Geometry I | 5.00 | B | 15.00 |
| PHYS | 121 | Physics with Calculus I | 5.00 | B | 15.00 |
| Term: | Ehrs: 15.00 GPA-Hrs: 15.00 QPts: 50.00 GPA: 3.33 | | | | |
| | | Good Standing | | | |
| Term: | | Spring 2011 | | | |
| CLST | 350 | Greek Mythology | 4.00 | A | 16.00 |
| MATH | 225 | Multivrble Calc & Geometry II | 4.00 | A | 16.00 |
| PHIL | 113 | Intro: Philosophy of Religion | 3.00 | A- | 11.10 |
| SPAN | 104 | Review Elementary Spanish | 5.00 | A- | 18.50 |
| Term: | Ehrs: 16.00 GPA-Hrs: 16.00 QPts: 61.60 GPA: 3.85 | | | | |
| | | Honor Roll | | | |
| | | Good Standing | | | |
| Term: | | Fall 2011 | | | |
| ENG | 239 | Intro to Latina/o Lit | 5.00 | A | 20.00 |
| MATH | 204 | Elementary Linear Algebra | 4.00 | C+ | 9.20 |
| MUS | 272 | Symphonic Band | 2.00 | A | 8.00 |
| SPAN | 201 | Intermediate Spanish | 5.00 | B | 15.00 |
| Term: | Ehrs: 16.00 GPA-Hrs: 16.00 QPts: 52.20 GPA: 3.26 | | | | |
| | | Good Standing | | | |
| Term: | | Winter 2012 | | | |
| MATH | 209 | Discrete Mathematics | 4.00 | B | 12.00 |
| MATH | 226 | Limits & Infinite Series | 4.00 | A- | 14.80 |
| SPAN | 202 | Intermediate Spanish | 5.00 | A- | 18.50 |
| Term: | Ehrs: 13.00 GPA-Hrs: 13.00 QPts: 45.30 GPA: 3.48 | | | | |
| | | Good Standing | | | |

********** CONTINUED ON NEXT COLUMN **********

Institution Information continued:

| SUBJ | NO. | COURSE TITLE | CRED | GRD | PTS R |
|---|---|---|---|---|---|
| Term: | | Spring 2012 | | | |
| MATH | 302 | Intro Proofs via Number Theory | 4.00 | A | 16.00 |
| MATH | 304 | Linear Algebra | 4.00 | B | 12.00 |
| MATH | 341 | Probability/Statistical Infrnc | 4.00 | B | 12.00 |
| PHYS | 122 | Physics with Calculus II | 5.00 | B | 15.00 |
| Term: | Ehrs: 17.00 GPA-Hrs: 17.00 QPts: 55.00 GPA: 3.23 | | | | |
| | | Good Standing | | | |
| Term: | | Summer 2012 | | | |
| ANTH | 353 | Sex and Gender in Culture | 5.00 | A- | 18.50 |
| MUS | 205 | Survey Non-Westrn Musc Cultrs | 3.00 | A- | 11.10 |
| Term: | Ehrs: 8.00 GPA-Hrs: 8.00 QPts: 29.60 GPA: 3.70 | | | | |
| | | Good Standing | | | |
| Term: | | Fall 2012 | | | |
| MATH | 312 | Proofs in Elementary Analysis | 4.00 | A | 16.00 |
| MATH | 331 | Ordinary Differentl Equations | 4.00 | A- | 14.80 |
| MATH | 360 | Euclidean & Non-Euclidean Geom | 4.00 | A- | 14.80 |
| MATH | 410 | Mathematical Modeling | 4.00 | A | 16.00 |
| Term: | Ehrs: 16.00 GPA-Hrs: 16.00 QPts: 61.60 GPA: 3.85 | | | | |
| | | Good Standing | | | |
| Term: | | Winter 2013 | | | |
| MATH | 342 | Statistical Methods | 4.00 | B+ | 13.20 |
| MATH | 401 | Intro to Abstract Algebra | 4.00 | B- | 10.80 |
| MATH | 419 | Historicl Perspectives of Math | 3.00 | A- | 11.10 |
| PHYS | 162 | Physics with Calculus II | 5.00 | B+ | 16.50 |
| Term: | Ehrs: 16.00 GPA-Hrs: 16.00 QPts: 51.60 GPA: 3.22 | | | | |
| | | Good Standing | | | |
| Term: | | Spring 2013 | | | |
| MATH | 307 | Mathematical Computing | 4.00 | A- | 14.80 |
| MATH | 402 | Intro to Abstract Algebra | 4.00 | A- | 14.80 |
| MATH | 415 | Math Biology | 4.00 | A | 16.00 |
| Term: | Ehrs: 12.00 GPA-Hrs: 12.00 QPts: 45.60 GPA: 3.80 | | | | |
| | | Good Standing | | | |

********** TRANSCRIPT TOTALS **********

| | Earned Hrs | GPA Hrs | Points | GPA |
|---|---|---|---|---|
| TOTAL INSTITUTION | 145.00 | 145.00 | 506.50 | 3.49 |
| TOTAL TRANSFER | 36.00 | 0.00 | 0.00 | 0.00 |
| OVERALL | 181.00 | 145.00 | 506.50 | 3.49 |

********** END OF TRANSCRIPT **********

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JUN 25 2015
Mukilteo School District
Human Resources Department

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LAUREN FANG
MUKILTEO SCHOOL DISTRICT NO. 6
9401 SHARON DRIVE
EVERETT, WA 982042647

David S Brunnemer, Registrar

**ALWAYS – Check the back of the transcript for information! Keep copies of the backs of transcripts for future references with your highlights and notes.**

**WESTERN WASHINGTON UNIVERSITY**
**BELLINGHAM, WASHINGTON 98225-9008**

WESTERN WASHINGTON UNIVERSITY

**FORMER NAMES**
The state legislature established the normal school at New Whatcom in 1893. It was called New Whatcom State Normal School (1893-1901), Whatcom State Normal School (1901-1904), and Bellingham State Normal School (1904-1937). Classes were first held in September 1899. The baccalaureate degree was first offered in 1933. The name was changed in 1937 to Western Washington College of Education, in 1961 to Western Washington State College, and in 1977 to Western Washington University.

**ACCREDITATION**
Western Washington University is accredited by the Northwest Commission on Colleges and Universities.

**DEGREE REQUIREMENTS**
180 quarter hours of credit are required for the Baccalaureate degree. Prior to June 1, 1971, 192 quarter hours of credit were required.

**COURSE NUMBERING**

| | | | |
|---|---|---|---|
| 001-099 | no credit | 300-399 | third-year courses |
| 100-199 | first-year courses | 400-499 | fourth-year courses |
| 200-299 | second-year courses | 500-699 | graduate level courses |

**FAIRHAVEN COLLEGE GRADING**
Prior to Fall Quarter 1987, academic records for Fairhaven College students were posted and maintained yearly rather than quarterly. Completions carry the prefix FAIR and the transcript notation is "S" (satisfactory). Written student-faculty evaluations are required for the official awarding of credit. Conventional letter grades appear quarterly for studies taken in other WWU departments. GPA is not computed for Fairhaven College students. Degree requirements for Fairhaven College include a core program and completion of either a student-faculty designed concentration or an established WWU major.

**OTHER ABBREVIATIONS**

| | | | |
|---|---|---|---|
| (AP) | Advanced Placement | (COR) | Correspondence |
| (CIS) | Contract Independent Study | (WI) or (WP) | Writing Proficiency |
| (RIP) | Resident Ind Study Program | (EXM) | Course Challenge |

**UNDERGRADUATE AND GRADUATE LEVELS**
Prior to Fall 1999, post-baccalaureate course work was included in the graduate section of the transcript. Beginning Fall 1999, post-baccalaureate course work taken while a student was not enrolled in a master's degree program appears on the undergraduate level transcript. Master's and post-master's course work appears on the graduate transcript.

**TRANSFER CREDIT**
Undergraduate transfer credit totals are accurate but names of some transfer institutions may not be included.

**GRADING**
The grade point average is calculated by dividing the total number of points by the total number of credits accumulated in courses in which the student has received a final grade, including grades of F and Z and excluding grades of P, NP, S, and U. To determine points for an individual course, multiply the number of credits according to the following table.

| Grade | Grade Points Per Credit | |
|---|---|---|
| A | 4.0 | Excellent |
| A- | 3.7 | |
| B+ | 3.3 | |
| B | 3.0 | Good |
| B- | 2.7 | |
| C+ | 2.3 | |
| C | 2.0 | Fair |
| C- | 1.7 | |
| D+ | 1.3 | |
| D | 1.0 | Poor |
| D- | 0.7 | |
| F | 0.0 | Failure |
| Z | 0.0 | Failure (unofficial withdraw |

The following grades carry no grade points:

| | | | |
|---|---|---|---|
| AUD | (Audit, no credit) | SW | (School Withdrawal) |
| K | (Incomplete) | U | (Unsatisfactory) |
| NP | (Not Passing) | W | (Course Withdrawal) |
| P | (Pass) | X | (No grade reported) |
| S | (Satisfactory) | | |

Grades A through D-, S, and P are considered passing. Som courses are graded on the S/U system. For these course appropriate curricular agencies have determined that the A- system is inappropriate. Neither "S" nor "U" is considered in th calculation of grade averages. Pass/Fail grading is available c an optional basis to students in courses taken to fulfill elective "P" and "NP" identify courses taken on the Pass/Fail basis ar are not counted in computing grade point averages.

K followed by another grade indicates that the K (incomplete) ha been removed (changed) e.g., KA means that the K grade ha been changed to a grade of "A".

An asterisk (*) following a grade indicates that the grade is n included in the calculation of the cumulative grade point averag due to the student having been granted a Fresh Start GPA (se below).

**FRESH START**
Undergraduate students who return to WWU after an absence five years or more may request a Fresh Start grade poi average. Grades marked with an asterisk (*) indicate that th student was granted a Fresh Start and those grades are n included in the calculation of the cumulative GPA.

**COURSE REPEATS**
Courses taken prior to Fall Quarter 1995 and repeated a marked "E" in the Repeat (R) column, and the initial grade nullified. Courses taken since Summer Quarter 1995 a subsequently repeated are marked "A" in the Repeat (R) colum Since Summer Quarter 1995, all grades in repeated courses a included in the calculation of the grade point average. Cours marked with "I" in the Repeat (R) column have grades included the grade point average and credits in the total earned credits.

**TO TEST FOR AUTHENTICITY:** Translucent globe icons MUST be visible from both sides when held toward a light source. The face of this transcript is printed on bl SCRIP-SAFE® paper with the name of the institution appearing in white type over the face of the entire document.

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**Academic Credits Example: Western Washington University – Masters' Degree Awarded**. Make sure you see "awarded, confirmed or conferred" not just "admitted or enrolled." Also note, Master's is awarded 5/20/15. Last quarter is Winter 2015. Credits in Winter 2015 should be recorded on or before the MA date but not after.

WESTERN WASHINGTON UNIVERSITY
Bellingham, Washington

Academic Record

Student No: Date of Birth:

Date Issued: 22-JUN-2015
OFFICIAL WO

Record of:
SSN: -

Page: 1

Issued To: LAUREN FANG
MUKILTEO SCHOOL DISTRICT NO. 6
9401 SHARON DRIVE
EVERETT, WA 982042647

Course Level: Graduate
High School: Kwalak High School 01-JUN-2010

Comments:
Admitted to Grad Degree Program 06/25/13

Awarded : Master in Teaching 20-MAR-2015
College : Woodring College of Education
Major/Field : Master in Teaching

| SUBJ | NO. | COURSE TITLE | CRED | GRD | PTS | R |
|---|---|---|---|---|---|---|
| INSTITUTION CREDIT: | | | | | | |
| Term: | | Summer 2013 | | | | |
| SEC | 501 | Intro to Educational Research | 4.00 | A | 16.00 | |
| SEC | 510 | Teacher as Communicator | 3.00 | A | 12.00 | |
| SEC | 531 | Teaching Adolescents | 4.00 | B+ | 13.20 | |
| Term: | Ehrs: 11.00 GPA-Hrs: 11.00 | GPts: | 41.20 | GPA: | 3.74 | |
| | | Good Standing | | | | |
| Term: | | Fall 2013 | | | | |
| SEC | 435 | Middle Level Practicum | 1.00 | S | 0.00 | |
| SEC | 512 | Seminar in Educ Philosophy | 4.00 | A | 16.00 | |
| SEC | 532 | Curric & Instr in Sec Schools | 4.00 | A | 16.00 | |
| Term: | Ehrs: 9.00 GPA-Hrs: 8.00 | GPts: | 32.00 | GPA: | 4.00 | |
| | | Good Standing | | | | |
| Term: | | Winter 2014 | | | | |
| SEC | 433 | Teaching Laboratory | 1.00 | KS | 0.00 | |
| SEC | 436 | Secondary School Practicum | 1.00 | S | 0.00 | |
| SEC | 513 | Sem:Socio-Cultrl & Legal Iss | 4.00 | A | 16.00 | |
| SEC | 525 | Content Read, Write, Communic | 4.00 | A | 16.00 | |
| Term: | Ehrs: 10.00 GPA-Hrs: 8.00 | GPts: | 32.00 | GPA: | 4.00 | |
| | | Good Standing | | | | |
| Term: | | Spring 2014 | | | | |
| MATH | 483 | Teaching Secondary Math | 4.00 | A | 16.00 | |
| SEC | 533 | Assesmnt & Prof Dev in Sec Sch | 4.00 | A | 16.00 | |
| Term: | Ehrs: 8.00 GPA-Hrs: 8.00 | GPts: | 32.00 | GPA: | 4.00 | |
| | | Good Standing | | | | |
| Term: | | Summer 2014 | | | | |
| SEC | 534 | Mgmt,Motiv Disc in Sec Schools | 4.00 | A | 16.00 | |
| SPED | 400 | SEC Students w/Special Needs | 4.00 | S | 0.00 | |
| Term: | Ehrs: 8.00 GPA-Hrs: 4.00 | GPts: | 16.00 | GPA: | 4.00 | |
| | | Good Standing | | | | |

********** CONTINUED ON NEXT COLUMN **********

| SUBJ | NO. | COURSE TITLE | CRED | GRD | PTS | R |
|---|---|---|---|---|---|---|
| Institution Information continued: | | | | | | |
| Term: | | Fall 2014 | | | | |
| SEC | 595 | Graduate Internship | 18.00 | S | 0.00 | |
| Term: | Ehrs: 18.00 GPA-Hrs: 0.00 | GPts: | 0.00 | GPA: | 0.00 | |
| | | Good Standing | | | | |
| Term: | | Winter 2015 | | | | |
| SEC | 691 | Research Seminar | 4.00 | S | 0.00 | |
| Term: | Ehrs: 4.00 GPA-Hrs: 0.00 | GPts: | 0.00 | GPA: | 0.00 | |
| | | Good Standing | | | | |

********** TRANSCRIPT TOTALS **********

| | Earned Hrs | GPA Hrs | Points | GPA |
|---|---|---|---|---|
| TOTAL INSTITUTION | 68.00 | 39.00 | 153.20 | 3.92 |
| TOTAL TRANSFER | 0.00 | 0.00 | 0.00 | 0.00 |
| OVERALL | 68.00 | 39.00 | 153.20 | 3.92 |

********** END OF TRANSCRIPT **********

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LAUREN FANG
MUKILTEO SCHOOL DISTRICT NO. 6
9401 SHARON DRIVE
EVERETT, WA 982042647

David S Brunnemer, Registrar

**HOMEWORK TIME – Count the number of credits up to the MA degree on this transcript!**

**Academic Credits Example: University of Washington. Bachelors' and Master's Degree**. Accredited. Quarter Hours.

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RESIDENT WEB 229

GRADUATE UW Bothell
EDUC S/ML END (BOTHELL)

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UNIVERSITY OF WASHINGTON DEGREES EARNED:
 BACHELOR OF ARTS (MATHEMATICS)
 SPRING 2013  (06/14/13)
 UW:128.0 TRANSFER: 90.0 EXTENSION:  0.0  GPA:  3.18
 WITH MINOR(S) IN EDUC, LEARNING, & SOC

 MASTER OF EDUCATION (SECONDARY/MIDDLE LEVEL
  ENDORSEMENT)
 SPRING 2015  (06/12/15)
 UW: 66.0 TRANSFER:  0.0 EXTENSION:  0.0  GPA:  3.89

  No thesis required

PRIOR DEGREE:
 EDMONDS COMM COLL
  DEGREE: AA 12/10

SUMMARY OF TRANSFER CREDIT:
 EDMONDS COMM COLL                 90.0
       TRANSFER CREDIT ACCEPTED:    0.0
-------------------------------------------------

              AUTUMN 2010                PRESCI  3
MATH   307  INTRO TO DIFF EQ             3.0   2.7
PHYS   114  GENERAL PHYSICS              4.0   2.2
URDU   321  INTERMEDIATE URDU            5.0   4.0
       QTR  ATTEMPTED: 12.0 EARNED:  8.0 GPA:  3.06

              WINTER 2011                PRESCI  3
CSE    100  COMPUTER FLUENCY             5.0   3.8
MATH   308  MATRIX ALGEBRA               3.0   NS
PHYS   121  MECHANICS                    5.0   2.8
       QTR  ATTEMPTED: 10.0 EARNED: 10.0 GPA:  3.30

              SPRING 2011                MATH    3
EDUC   310  CURRENT ISSUES               5.0   3.6
MATH   308  MATRIX ALGEBRA               3.0   3.6
NEAR E 210  ISLAMIC CIVILZATION          5.0   3.5
SPHSC  100  VOICE&ARTIC IMPROV           3.0   3.7
       QTR  ATTEMPTED: 16.0 EARNED: 16.0 GPA:  3.59

       SCHOLARSHIP STATUS: DEAN'S LIST

              AUTUMN 2011                MATH    3
ACCTG  215  ACCTG & FIN REPRTNG          5.0   2.0
ECON   200  INTRO MICROECON              5.0   2.3
MATH   300  MATH REASONING               3.0   2.4
       QTR  ATTEMPTED: 13.0 EARNED: 13.0 GPA:  2.21

              WINTER 2012                MATH    4
ACCTG  225  MANAGERIAL ACCTG             5.0   2.9
MATH   324  ADV MULTIVAR CALC 1          3.0   2.9
Q SCI  381  INTRO PROBABIL&STAT          5.0   3.1
       QTR  ATTEMPTED: 13.0 EARNED: 13.0 GPA:  2.98

              SPRING 2012                MATH    4
EDUC   401  PRACT COMM SERV ACT          2.0   CR
MATH   326  ADV MULTIVAR CALC 2          3.0   2.9
MATH   394  PROBABILITY I                3.0   S
SISA   200  CONTEMP INDIA/PKSTN          5.0   3.7
       QTR  ATTEMPTED: 13.0 EARNED: 13.0 GPA:  3.40

              SUMMER 2012                MATH    4
MATH   301  ELEM NUMBER THEORY           3.0   NS
MATH   394  PROBABILITY I                3.0   2.2/R
MATH   444  GEOMTRY FOR TEACHRS          3.0   3.0
MATH   445  GEOMTRY FOR TEACHRS          3.0   3.0
       QTR  ATTEMPTED:  9.0 EARNED:  6.0 GPA:  2.73

              AUTUMN 2012                MATH    4
EDPSY  304  LRN TEACH CHG WORLD          5.0   3.9
EDUC   299  ELS COLLOQUIUM               1.0   CR
MATH   411  INTRO MDRN ALG-TCHR          3.0   3.3
STAT   321  SOCIAL STATISTICS I          5.0   3.0
       QTR  ATTEMPTED: 14.0 EARNED: 14.0 GPA:  3.42

              WINTER 2013                MATH    4
Seattle CAMPUS
ASTR   101  ASTRONOMY                    5.0   3.0
MATH   412  INTRO MDRN ALG-TCHR          3.0   3.0
URDU   322  INTERMEDIATE URDU            5.0   4.0
Bothell CAMPUS
B EDUC 491  SPEC TOPIC IN EDUC           5.0   4.0
       QTR  ATTEMPTED: 18.0 EARNED: 18.0 GPA:  3.56

       SCHOLARSHIP STATUS: DEAN'S LIST

              SPRING 2013                MATH    4
EDSPE  404  EXCEPTIONAL CHLDRN           3.0   4.0
EDSPE  435  INTRO TO ASD                 5.0   3.8
EDUC   360  S-DREAM PROJECT II           1.0   CR
EDUC   369  S-DREAM PROJECT VISIT        1.0   CR
EDUC   401  PRACT COMM SERV ACT          1.0   CR
MATH   309  LINEAR ANALYSIS              3.0   2.3
MATH   327  INTRO REAL ANLYS I           3.0   2.7
       QTR  ATTEMPTED: 17.0 EARNED: 17.0 GPA:  3.29

--------------- DEGREE EARNED 06/14/13 ----------------
 BACHELOR OF ARTS (MATHEMATICS)
 UW:128.0 TRANSFER: 90.0 EXTENSION:  0.0  GPA:  3.18
 WITH MINOR(S) IN EDUC, LEARNING, & SOC
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*** CONTINUED ON PAGE  2 ***
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**HOMEWORK TIME – Count the number of credits up to the MA degree on this transcript!**

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Human Resources Department

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GRADUATE UW Bothell
EDUC S/ML END (BOTHELL)

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* AND/OR LEAD TO STUDENT DISCIPLINARY SANCTIONS. *
*************************************************

            AUTUMN 2013                B EDUC  8
Bothell CAMPUS
 B EDUC 501  INQUIRY IN EDUC            5.0   3.9
 B EDUC 557  CURRICULUM STUDIES         3.0   3.7
        QTR  ATTEMPTED:  8.0 EARNED:  8.0 GPA:  3.83

            WINTER 2014                B EDUC  8
Bothell CAMPUS
 B EDUC 502  TCHRS SELF UNDRSTND        5.0   4.0
 B EDUC 556  ADOLESCENT DEVELOP         5.0   4.0
        QTR  ATTEMPTED: 10.0 EARNED: 10.0 GPA:  4.00

            SPRING 2014                B EDUC  8
Seattle CAMPUS
 EDC&I  525  TCH LRNG SCH CHANGE        3.0   CR
Bothell CAMPUS
 B EDUC 540  PRNCPL OF INCLUSION        5.0   4.0
 B EDUC 559  SECND MATH I               5.0   4.0
        QTR  ATTEMPTED: 13.0 EARNED: 13.0 GPA:  4.00

            AUTUMN 2014                B EDUC  8
Bothell CAMPUS
 B EDUC 560  SEC & MID MATH II          5.0   3.5
 B EDUC 564  FIELD EXPERIENCE           6.0   CR
 B EDUC 591  SPEC TOPICS ED             2.0   CR
        QTR  ATTEMPTED: 13.0 EARNED: 13.0 GPA:  3.50

            WINTER 2015                B EDUC  8
Bothell CAMPUS
 B EDUC 565  STUDENT TEACHING          10.0   CR
 B EDUC 591  SPEC TOPICS ED             2.0   CR
        QTR  ATTEMPTED: 12.0 EARNED: 12.0 GPA:  0.00

            SPRING 2015                B EDUC  8
Bothell CAMPUS
 B EDUC 460  MORAL DIMENSIONS ED        5.0   3.8
 B EDUC 504  ORGANIZATIONAL CHNG        5.0   4.0
        QTR  ATTEMPTED: 10.0 EARNED: 10.0 GPA:  3.90

-------------- DEGREE EARNED 06/12/15 --------------
 MASTER OF EDUCATION (SECONDARY/MIDDLE LEVEL
  ENDORSEMENT)
 UW: 66.0 TRANSFER:  0.0 EXTENSION:  0.0  GPA:  3.89
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*************************************************
CUMULATIVE CREDIT SUMMARY:
 UW CREDITS ATTEMPTED  66.0  UW CREDITS EARNED  66.0
 UW GRADED ATTEMPTED   43.0  EXTENSION CREDITS   0.0
 UW GRADED EARNED      43.0  TRANSFER CREDITS    0.0
 UW GRADE POINTS      167.1  ----------------------
 UW GRADE POINT AVG.   3.89  CREDITS EARNED     66.0
*************************************************
****************** END OF RECORD ******************
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UNIVERSITY OF WASHINGTON
Office of the Registrar Box 355850
Seattle, Washington 98195-5850
206-543-8580

Dist 1582 (Rev. 9/02)

TRANSCRIPT OF ACADEMIC RECORD
This transcript is an academic record of all coursework completed at the University of Washington–Seattle, Bothell and Tacoma.

## EXPLANATORY NOTES

**AUTHENTICATION OF THIS TRANSCRIPT:**
A transcript is official when it bears the facsimile signature of the Registrar, the University of Washington Seal, and the production date. The background of this transcript is purple and the Registrar's signature is purple. Further authentication may be obtained by calling the UW Registration/Transcript Office at (206) 543-8580. If photocopied, the word COPY will appear in the background. Alterations to the transcript will result in brown stains and/or white areas.

**ACADEMIC CALENDAR:**
The academic year is comprised of three quarters – autumn, winter, spring – each lasting approximately eleven weeks. There is also a summer quarter.

**EXPLANATION OF GRADE SYMBOLS:**
Numeric grades: 4.0, 3.9, decreasing by 1/10 to 0.7, 0.0. The highest grade is 4.0. Lowest passing grade is 0.7 (undergraduates), 1.7 (graduate students).

Letter grades: I (incomplete); N (satisfactory without grade); S (passing grade for courses taken on a satisfactory/not-satisfactory basis), for undergraduate students 2.0 and above but prior to autumn 1985 1.7 and above; for graduate students 2.7 and above. NS (not satisfactory grade for courses taken on a satisfactory/not satisfactory basis), for undergraduate students a grade less than 2.0 but prior to autumn 1985 a grade less than 1.7; for graduate students a grade less than 2.7. CR (credit awarded in a course offered on a credit/no credit basis only). The minimum performance level required for a CR grade is determined, and the grade is awarded directly, by the instructor. NC (credit not awarded in a course offered on a credit/no credit basis only); W (official complete withdrawal from the University, or course drop); beginning autumn 1990 for undergraduates and autumn 1997 for graduate and professional students, W accompanied by a number of 3 through 7 (designates course dropped week 3 through week 7 of all quarters except summer quarter); *W (prior to autumn 1990, a peremptory drop made during the fifth through tenth week of the quarter); HW (Hardship Withdrawal); X (no grade submitted by instructor). Course titles preceded by the letter H designate honors courses, W designate writing courses, and S designate service learning courses. A course title preceded by the letter R designates a course with a research component.

**UNDERGRADUATE NUMERIC GRADE POINT EQUIVALENTS:** 4.0-3.9 (A); 3.8-3.5 (A-); 3.4-3.2 (B+); 3.1-2.9 (B); 2.8-2.5 (B-); 2.4-2.2 (C+); 2.1-1.9 (C); 1.8-1.5 (C-); 1.4-1.2 (D+); 1.1-0.9 (D); 0.8-0.7 (D-); 0.0 (E).

**GRADUATE NUMERIC GRADE POINT EQUIVALENTS:** 4.0-3.9 (A); 3.8-3.5 (A-); 3.4-3.1 (B+); 3.0-2.9 (B); 2.8-2.5 (B-); 2.4-2.1 (C+); 2.0-1.7 (C); 1.6-0.0 (E).

**SPECIAL SYMBOLS:**
A grade followed by an I indicates an incomplete was initially awarded but a final grade has been received. Prior to winter 1983, /R indicates course was repeated and only the last grade will count in grade point average and credit is allowed once. Effective winter 1983 through summer 1985, /DR for a repeated course indicates that the first grade was less than a 2.0. Both grades will count in the grade point average but credit will be allowed only once. /R indicates that the first grade was greater or equal to a 2.0 and the second grade does not count in the grade point average and credit is not allowed. Effective autumn 1985, /DR for a repeated course indicates both grades will count in the grade point average but credit will be allowed only once and X/R is used for an undergraduate indicating the student repeated a course not eligible to be repeated for grade or credit.

Effective winter 2005, /R indicates that a course is repeated. Grades for both courses are calculated in the grade point average. Grades for courses repeated more than once are not included in the grade point average. Credit is allowed only once.

Beginning autumn 1987, /R designates a foreign language course initially taken in high school and used as the laguage of admission. Credit is not allowed and the grade is not included in the grade point average.

Courses designated with /D indicate the grade counts in the grade point average but credit is not allowed toward degree requirements.

**SCHOOL OF DENTISTRY:**
Effective autumn 1992: Numeric grades: 4.0, 3.9, decreasing by 1/10 to 0.7. The highest grade is 4.0. Lowest passing grade is 0.7. Dental students taking medical school courses are allowed medical school grades.

Prior to autumn 1992: Numeric grades: 4.0 (honor), 3.7, 3.3, 3.0, 2.7, (good), 2.3, 2.0 (low pass), 0.0 (failure). Prior to spring 1981, letter grades: A (4.0), B (3.0), C (2.0), E (failure), EW (failure withdrawal), CR, NC, I, N, W.

**SCHOOL OF LAW:**
Effective autumn 1998, for entering first year Law students: Letter grades: A (4.0), A- (3.7), B+ (3.4), B (3.0), B- (2.7), C (2.0), D (1.0), E (0.0), CR (Credit); NC (No Credit); I (Incomplete); N (satisfactory without grade); W (Withdrawal); HW (Hardship Withdrawal). For Law students entering prior to autumn 1998: DS (Distinguished); H (Honors); P (Pass); LP (Low Pass); CR, NC, I, N, W, HW. Prior to 1990, numeric grades-credit awarded for grades 4.0 through 2.3; letter grades-CR, NC, I, N, *W, and W. GPA calc began Aut 05 for students (JD only) enrolled as of Spr 07.

**SCHOOL OF MEDICINE:**
Letter grades: H (Honors), S, NS, CR, NC, I, N, W. Effective autumn 1996: HP (High Pass), P (Pass), F (Fail) were added. Effective autumn 2002, S, NS were discontinued.

**SCHOOL OF PHARMACY:**
Numeric grades: 4.0, 3.9, decreasing by 1/10 to 0.7, 0.0. The highest grade is 4.0. Lowest passing grade is 0.7.

**COURSE LEVEL:**
Lower division, 100-299; upper division, 300-499; graduate 500 and above.

**TRANSCRIPTS:**
Most student records were converted to a new transcript system in winter 1983. You may receive two types of transcripts.

**ACCREDITATION:**
The University of Washington is accredited by the Northwest Association of Schools and Colleges.

This educational record is subject to the Family Educational Rights and Privacy Act of 1974, as amended. It is furnished for official use only and may not be released to or accessed by outside agencies or third parties without the written consent of the student concerned.

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UNIVERSITY OF WASHINGTON UNIVERSITY OF WASHINGTON TRANSCRIPT UNIVERSITY OF WASHINGTON UNIVERSITY OF WASHINGTON TRANSCRIPT UNIVERSITY OF WASHINGTON UNIVERSITY OF WASHINGTON TRANSCRIPT UNIVERSITY OF WASHINGTON TRANSCRIPT UNIVERSITY OF WASHINGTON UNIVERSITY OF WASHINGTON TRANSCRIPT UNIVERSITY OF WASHINGTON UNIVERSITY OF WASHINGTON

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**Be sure to read the back of the transcript.**

THE BORDER OF THIS DOCUMENT IS PRINTED IN ORANGE INK

# PRINCETON UNIVERSITY

entered the Graduate School at Princeton as a degree-seeking student on 09/16/99.
Received MA Degree in Philosophy on 06/04/02. This transcript prepared on 05/19/16

| Fall Term 1999-2000 (Regular Student) | | | Grade |
|---|---|---|---|
| PHI | 312 | Intermediate Logic<br>J. P. Burgess | * |
| PHI | 523 | Problems of Philosophy<br>D. R. Graff | * |
| PHI | 707 | R.C.:Meta-Ethics:Error Theories<br>D. K. Lewis | * |

| Spring Term 1999-2000 (Regular Student) | | | Grade |
|---|---|---|---|
| PHI | 339 | Philosophyical Analysis Since 1950<br>S. Soames | * |
| PHI | 513 | Perceptual Content<br>S. D. Kelly | * |
| PHI | 516 | Locke and Rousseau<br>H. K. Lottenbach | * |

| Fall Term 2000-2001 (Regular Student) | | | Grade |
|---|---|---|---|
| PHI | 300 | Plato and His Predecessors<br>J. M. Cooper | * |
| PHI | 502 | Philosophy of Kant<br>B. M. Longuenesse | * |
| PHI | 523 | Problems of Philosophy<br>D. R. Graff | * |
| | | Assistant in Instruction - Part Time | |

| Spring Term 2000-2001 (Regular Student) | | | Grade |
|---|---|---|---|
| PHI | 514 | Recent and Contemp. Phil: Fact and Value<br>G. A. Rosen | AUD |
| PHI | 535 | Philosophy of Mind<br>K. E. Bennett | * |

| Fall Term 2001-2002 (Regular Student) | | | Grade |
|---|---|---|---|
| PHI | 338 | Philosophical Analysis from 1900 to 1950<br>S. Soames | AUD |
| PHI | 540 | Metaphysics<br>G. A. Rosen | * |

| Spring Term 2001-2002 (Regular Student) | | | Grade |
|---|---|---|---|
| PHI | 523 | Problems of Philosophy<br>G. A. Rosen | * |
| PHI | 534 | Philosophy of Language<br>S. Soames | AUD |
| PHI | 599 | Dissertation Seminar<br>P. Benacerraf | * |

REMARKS:
******** Language Exam in German Passed on 05/22/01
******** General Exam for Philosophy Passed on 01/31/02
******** Leave of Absence 09/01/02
******** Voluntary Withdrawal 07/01/04

RECEIVED
MAY 24 2016
Mukilteo School District
Human Resources Department

RE

Lauren Fang
9401 Sharon Drive
Everett, WA 98204
USA

End of transcript

Polly Winney Griffin, Registrar

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# PRINCETON UNIVERSITY

## GRADING SYMBOLS

**In undergraduate courses (numbered below 500) and independent work**

| | |
|---|---|
| A+ | Exceptional; significantly exceeds the highest expectations for undergraduate work |
| A | Outstanding; meets the highest standards for the assignment or course |
| A- | Excellent; meets very high standards for the assignment or course |
| B+ | Very good; meets high standards for the assignment or course |
| B | Good; meets most of the standards for the assignment or course |
| B- | More than adequate; shows some reasonable command of the material |
| C+ | Acceptable; meets basic standards for the assignment or course |
| C | Acceptable; meets some of the basic standards for the assignment or course |
| C- | Acceptable, while falling short of meeting basic standards in several ways |
| D | Minimally acceptable; lowest passing grade |
| F | Failing; very poor performance |
| P | Grades of A+ through C- in courses taken on pass/D/fail basis (prior to 1988-89, earned grades of A+ through D were converted to P) Satisfactory |
| AUD | Completion of required work in a course taken on an audit basis |
| INC | Course not completed at end of term (late completion authorized) |
| T | Course successfully completed at another institution for Princeton credit |
| UNR | Course grades not reported by instructor |
| W | Student withdrew from the University after the term's ninth week of class |

**In graduate courses (numbered 500 and above)**

With the exception of T and W, all of the foregoing grading symbols are used in graduate courses. The following symbols may also appear:

| | |
|---|---|
| HP | High Pass (used in some graduate courses in the School of Architecture) |
| LP | Low Pass (used in some graduate courses in the School of Architecture) |
| N or * | No grade given in the course. Between 1948-49 and 1973-74, represented by N; from 1974-75, represented by * |

## GRADING POLICY 2004-2014

From fall term 2004-05 through spring term 2013-14, the faculty had a common grading expectation for every department and program: A's (A+, A, A-) were to account for less than 35 percent of the grades given in undergraduate courses and less than 55 percent of the grades given in junior and senior independent work. Each department or program determined how best to meet these expectations. In the fall term 2014-15, the faculty reaffirmed rigorous and transparent assessment measures and removed a numeric target for the percent of A grades.

## COURSE OF STUDY

***Undergraduate students*** at Princeton enroll in a four-year [redacted] idates for the degree of Bachelor of Arts (A.B.) or the degree of Bachelor of Science in Engineering (B.S.E.). Undergraduate course credit is awarded in the form of course units. Each undergraduate course is one course unit, one course unit may be considered the equivalent of 4.0 semester hours. The A.B. program consists of eight terms of full-time study to satisfy the requirement of 31 courses (30 courses for students matriculating before 2001). Beginning in the junior year a candidate for the A.B. degree undertakes a program of departmental concentration including course work, independent study in the junior year, a two-term senior thesis, and a departmental examination at the end of the senior year. The B.S.E program consists of eight terms of full-time study to satisfy the requirement of 36 courses, which usually include one or two terms of independent work. B.S.E. students pursue departmental concentrations beginning in the sophomore year. Prior to fall term 1974-75, an undergraduate's departmental courses were indicated by a (D) preceding the course title. In addition to the departmental concentration, many students elect to pursue certificates in one or more programs, nearly all of which are interdisciplinary.

***Graduate students*** pursue full-time study toward the Ph.D. degree in the arts and sciences, engineering, architecture, and public affairs; and final professional master's degrees in architecture, engineering, finance, Near Eastern studies, public affairs, and public policy. To qualify for the Ph.D., a candidate spends at least one academic year in residence, passes the general examination, presents an acceptable dissertation, and passes the final public oral examination. Additional requirements for the Ph.D. vary by program. Ph.D. candidates may earn a Master of Arts degree incidentally as part of the course of study toward the Ph.D. Requirements for a final professional master's degree vary by program. Graduate students who are enrolled full time and in residence hold regular student status as they pursue work toward the degree. Students registered *in absentia* are also enrolled full time but are absent from campus in order to make use of materials, facilities, and expertise not available in residence. In their last years of enrollment, the majority of post-generals Ph.D. students take no courses, but pursue full-time research toward completion of the dissertation. Ph.D. students who come to the end of the defined program length without having completed all requirements for the degree may hold dissertation completion enrollment (DCE) status for up to two years and enrollment terminated/degree candidacy continues (ET/DCC) status thereafter. DCE students are enrolled students. ET/DCC students are not enrolled, but they are entitled to submit a dissertation.

**TO TEST FOR AUTHENTICITY**: Translucent globe icons *MUST* be visible from both sides when held to a light source. The face of the transcript is printed on light brown SCRIP-SAFE® paper bordered in orange on four sides with the name of the institution appearing in white type over the face of the entire document.

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**Academic Credits Example: Credits on UW Transcript not counted in Total Credits Earned** on Transcript. Since they do not apply to the degree, you have to use a different criteria but otherwise they can be counted.

**NIVERSITY OF WASHINGTON**
**OFFICE OF THE REGISTRAR**

**ACADEMIC TRANSCRIPT**
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| STUDENT NAME | STUDENT NUMBER | SOC. SEC. NO. | BIRTHDATE | WASHINGTON RESIDENCY | HS GRAD | SEX | DATE PRINTED | PAGE |
|---|---|---|---|---|---|---|---|---|
| [redacted] | [redacted] | [redacted] | [redacted] | RESIDENT | | | 10/15/14 | 2 |
| | | | | | | WEB | | 143 |

| CLASSIFICATION | COLLEGE/MAJOR | CURRENT STATUS |
|---|---|---|
| GRADUATE | UW Bothell NURSING(BOTHELL) | |

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                                                  TITLE                          CREDITS   GRADE

 ***************************************************
 * ANY ALTERATION OR MODIFICATION OF THIS RECORD   *
 * OR ANY COPY THEREOF MAY CONSTITUTE A FELONY     *
 * AND/OR LEAD TO STUDENT DISCIPLINARY SANCTIONS.  *
 ***************************************************

                 SPRING 2000                      SOC      4
AFRAM   308   BASIC SWAHILI                       5.0    3.9
CLAS    101   LAT & GRK CURR USE                  2.0     CR
SOC     499   UNDERGRAD RESEARCH                  4.0     CR
SOC     499   UNDERGRAD RESEARCH                  2.0     CR
        QTR   ATTEMPTED: 13.0 EARNED: 13.0 GPA:   3.90

-------------- DEGREE EARNED 06/09/00 --------------
 BACHELOR OF ARTS (SOCIOLOGY)
 UW:182.0 TRANSFER:  0.0 EXTENSION:  0.0  GPA:  3.34
 WITH MINOR(S) IN SOCIETY & JUSTICE
-----------------------------------------------------

                 SUMMER 2012                      B NM 46
Bothell CAMPUS
 B NURS 409   W-PARTNERS COMM HLTH                5.0    3.9
        QTR   ATTEMPTED:  5.0 EARNED:  5.0 GPA:   3.90

                 AUTUMN 2012                      B NURS   8
Bothell CAMPUS
 B NURS 501   FNDTN NURS PRACTICE                 3.0    3.5
 B NURS 525   LEADRSHP NRSG ROLES                 3.0    3.5
        QTR   ATTEMPTED:  6.0 EARNED:  6.0 GPA:   3.50

                 WINTER 2013                      B NURS   8
Seattle CAMPUS
 ORALM  651   HEALTH IN HOMELESS                  1.0     CR
Bothell CAMPUS
 B NURS 504   W-DISPARITY & HEALTH                3.0    3.6
 B NURS 520   R-SCH INQ NSG PRACT I               3.0    3.7
        QTR   ATTEMPTED:  7.0 EARNED:  7.0 GPA:   3.65

                 SPRING 2013                      B NURS   8
Seattle CAMPUS
 ORALM  651   HEALTH IN HOMELESS                  1.0     CR
Bothell CAMPUS
 B NURS 521   SCH INQ NSG PRACT II                3.0    4.0
 B NURS 526   PROG PLAN/PROG EVAL                 3.0    3.7
        QTR   ATTEMPTED:  7.0 EARNED:  7.0 GPA:   3.85

                 SUMMER 2013                      B NURS   8
 PSYCH  451   HEALTH PSYCHOLOGY                   5.0    4.0
        QTR   ATTEMPTED:  5.0 EARNED:  5.0 GPA:   4.00
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COURSE        TITLE                          CREDITS   GRADE

                 AUTUMN 2013                      B NURS   8
Seattle CAMPUS
 ORALM  651   HEALTH IN HOMELESS                  1.0     CR
Bothell CAMPUS
 B NURS 503   ADV FLD WK COM HL N                 1.0     CR
 B NURS 508   ETHICS, AESTHETICS                  3.0    4.0
 B NURS 598   SCHOLARLY PROJECT                   2.0     CR
        QTR   ATTEMPTED:  7.0 EARNED:  7.0 GPA:   4.00

                 WINTER 2014                      B NURS   8
Bothell CAMPUS
 B NURS 503   ADV FLD WK COM HL N                 2.0     CR
 B NURS 507   ADVANCED NSG ROLES                  2.0    3.9
 B NURS 598   SCHOLARLY PROJECT                   2.0     CR
        QTR   ATTEMPTED:  6.0 EARNED:  6.0 GPA:   3.90

                 SPRING 2014                      B NURS   8
Bothell CAMPUS
 B NURS 503   ADV FLD WK COM HL N                 1.0     CR
 B NURS 598   SCHOLARLY PROJECT                   2.0     CR
        QTR   ATTEMPTED:  3.0 EARNED:  3.0 GPA:   0.00

-------------- DEGREE EARNED 06/13/14 --------------
 MASTER OF NURSING
 UW: 41.0 TRANSFER:  0.0 EXTENSION:  0.0  GPA:  3.78
-----------------------------------------------------

***************************************************
CUMULATIVE CREDIT SUMMARY:
 UW CREDITS ATTEMPTED   41.0  UW CREDITS EARNED   41.0 *
 UW GRADED ATTEMPTED    28.0  EXTENSION CREDITS    0.0
 UW GRADED EARNED       28.0  TRANSFER CREDITS     0.0
 UW GRADE POINTS       105.8  ---------------------
 UW GRADE POINT AVG.    3.78  CREDITS EARNED      41.0
***************************************************
****************** END OF RECORD ******************
```

This transcript is showing 41.0 UW credits earned; however, when the individual credits are added, 46.0 credits were actually earned.

UW Registrar was emailed and it was explained that NM (non-matriculated) credits were not included in the total as these credits did not go towards the degree earned.

The 5 extra credit can be count towards salary placement though as they are above the 100 level.

RECIPIENT

[redacted]

In accordance with the Family Educational Rights and Privacy Act of 1974, information from this transcript may not be released to a third party without written consent of the student.

This official university transcript does not require a raised seal.

UNIVERSITY OF WASHINGTON 1861

Virjean Hanson Edwards
University Registrar

UoW 1592 (Rev. 7/10)

**Academic Credits Example: University of Puget Sound is Units.** 1.0 Unit = 5 Quarter Hours; or 1.0 Unit = 6.0 Quarter Hours depending on date earned.

The University of Puget Sound

SCHOOL DISTRICT #402

'96 MAY 22 AM 9 15

May 20, 1996

Sherrie J. Evans
Executive Director for Personnel
South Kitsap School District No. 402
1962 Hoover Ave. SE
Port Orchard, WA 98366

Dear Ms. Evans;

I am writing in response to your request for clarification on unit conversion. I'm happy to report that your conversions are correct.

For courses taken in the Summer 1982 you should multiply the unit value by 5 to get quarter credits. In the case of [redacted] the following conversion is appropriate:

**Summer 1982**
2 units x 5 = 10 quarter credits

During the Summer of 1984, we changed to a semester calendar granting credit in units. Mary's conversion for the following terms are figured in the following manner:

**Summer 1984**
1.67 x 6 = 10 quarter credits

**Spring 1986**
.33 x 6 = 2 quarter credits

**Summer 1986**
1.17 x 6 = 7 quarter credits

On the basis of these conversions, [redacted] received the equivalent of 29 quarter credits at the University of Puget Sound.

Conversions are made on the unit value listed after each class and **not** on the 1.78 units value yielded after the 1984 change. This number (1.78) was created specifically to keep students trying to reach degree or certification goals on track. All students who attended before and after the 1984 change have the units transferred in this way.

**Academic Credits Example:** **Pacific Lutheran University operates on semesters!**

PACIFIC LUTHERAN UNIVERSITY
Tacoma, Washington 98447-0003 • 253/535-7161

Date Issued: 28-AUG-2003
GEN

Record o
Issued To:

Page: 1

Course Level: Continuing Education

| SUBJ | NO. | COURSE TITLE | CRED | GRD | PTS | R |
|---|---|---|---|---|---|---|
| INSTITUTION CREDIT: | | | | | | |
| Summer 2003 | | | | | | |
| EDUC | 501D | New Horizons in Education | 3.33 | P | 0.00 | |
| EDUC | 501J | No Child Left Behind | 3.50 | P | 0.00 | |

Ehrs: 6.83 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00

6.83 x 1.5 = 10.25

********** TRANSCRIPT TOTALS **********

| | Earned Hrs | GPA Hrs | Points | GPA |
|---|---|---|---|---|
| TOTAL INSTITUTION | 6.83 | 0.00 | 0.00 | 0.00 |
| TOTAL TRANSFER | 0.00 | 0.00 | 0.00 | 0.00 |
| OVERALL | 6.83 | 0.00 | 0.00 | 0.00 |

********** END OF TRANSCRIPT **********

PACIFIC LUTHERAN UNIVERSITY • 1890

000549

## Back of Pacific Lutheran University Transcript:

The University was founded in 1890 and opened as Pacific Lutheran Academy. It became a junior college in 1921. Ten years later, it was organized into a three-year normal school which became a college of education in 1939. After 1941, it expanded as Pacific Lutheran College until it was reorganized as a University in 1960.

**ACCREDITATION**
Pacific Lutheran University is accredited by the Northwest Association of Schools and Colleges. Specialized accreditations are detailed in the University catalog.

**CALENDAR**
PLU adopted the "4-1-4" calendar effective September, 1969. The calendar consists of two fifteen-week semesters bridged by a four-week January term.

**GRADING SYSTEM**

***THROUGH MAY, 1980:***

| GRADE | POINTS | EXPLANATION |
|---|---|---|
| A | 4.00 | Excellent |
| B | 3.00 | Good |
| C | 2.00 | Average |
| D | 1.00 | Passing |
| E | 0.00 | Failure |
| WE | 0.00 | Failure |
| H | 0.00 | Honors |
| P | 0.00 | Passing |
| F | 0.00 | Failure |
| I | 0.00 | Incomplete |
| IP | 0.00 | In Progress |
| AU | 0.00 | Audit |
| WP | 0.00 | Withdrawal Passing |
| WM | 0.00 | Medical Withdrawal |
| **W | 0.00 | Withdrawal |

***JUNE, 1980 - PRESENT:***

| GRADE | | POINTS | EXPLANATION |
|---|---|---|---|
| A+, | *IA+ | 4.00 | Excellent |
| A, | *IA | 4.00 | |
| A-, | *IA- | 3.67 | |
| B+, | *IB+ | 3.33 | |
| B, | *IB | 3.00 | Good |
| B-, | *IB- | 2.67 | |
| C+, | *IC+ | 2.33 | |
| C, | *IC | 2.00 | |
| C-, | *IC- | 1.67 | |
| D+, | *ID+ | 1.33 | |
| D, | *ID | 1.00 | Passing |
| D-, | *ID- | 0.67 | |
| E, | *IE | 0.00 | Failure |
| EW | | 0.00 | Unofficial Withdrawal |

The following are not used in GPA

| GRADE | POINTS | EXPLANATION |
|---|---|---|
| H | 0.00 | Honors |
| P | 0.00 | Passing |
| F | 0.00 | Failure |
| NC | 0.00 | No Credit |
| I | 0.00 | Incomplete |
| IP | 0.00 | In Progress |
| AU | 0.00 | Audit |
| WM | 0.00 | Medical Withdrawal |
| **W | 0.00 | Withdrawal |
| UW | 0.00 | Unofficial Withdrawal |

** The original grade recorded was an Incomplete. The Incomplete has been converted to the grade noted.*
*** Beginning with Spring, 1970, the grade of W replaced WP and WE on the transcript.*

**COURSE NUMBERING**
011-099: courses that carry no university credit; 100-199: courses normally taken by freshmen; 200-299: courses normally taken by sophomores; 300-320 (1970-1994): courses unique to Interim; 300-499 (1994-present): courses normally taken by juniors and seniors (these courses may be included in graduate programs); 500-599: courses normally taken by graduate students (these courses may be included in undergraduate programs).

**CODES**
***Pass-Plus grades*** (PA+, PA, PA-, etc.) are used for courses in which a letter grade was noted, but pass credit was given. The letter grade is not used in the GPA computation. These are used primarily for courses taken through approved Study Abroad programs.
***Course repeats*** are marked on the far right-hand side of each transcript column (column marked "R"). An "I" means the course is included in the GPA calculation. An "E" means the course is excluded in the GPA calculation.
***Credit by exam*** (challenge) courses are indicated by an X prior to the course number (ex: X467).

**UNIVERSITY HONORS**
Through August, 1997: 3.90-4.00 Summa cum laude; 3.70-3.89 Magna cum laude; 3.40-3.69 Cum laude. December, 1997 forward: 3.90-4.00 Summa cum laude; 3.75-3.89 Magna cum laude; 3.50-3.74 Cum laude. Transfer grades are included in honors calculations. Physical Education activity courses are excluded.
The Dean's List was established beginning December, 1997. To be eligible, a student must have a semester GPA of 3.50 with a minimum of 12 graded hours.

**NOTE**
In accordance with the Family Educational Rights and Privacy Act, this transcript may not be released to a third party without the student's permission.

000550

**Academic Credits Example: Quarter or Semester? Be sure to read the back.**

LOUISIANA TECH UNIVERSITY®
RUSTON, LOUISIANA 71272

ACADEMIC TRANSCRIPT

NAME
STUDENT NUMBER

| COURSE NUMBER | COURSE TITLE | GRADE | SEMESTER HOURS | QUALITY POINTS |
|---|---|---|---|---|

Official Louisiana Tech University Graduate Transcript

Current Academic Program:
College of Education
Nondegree program, graduate level
Major: Life Long Learning - Educ Extension

Degrees Awarded:
Master of Arts in Teaching — Feb 26, 2011
College of Education
Major: Secondary Educ Gr 6-12, with concentration in Gen Sci - Biology Educ Gr 6-12
Cum GPA: 3.889

Previous Degrees:
Bachelor of Arts — May 10, 2008
HENDRIX COLLEGE
Major: Biology

----------Fall 2009----------

Admitted Program:
College of Education
Master of Arts in Teaching
Major: Secondary Educ Gr 6-12

| | | | | |
|---|---|---|---|---|
| EDCI-435 | TRENDS AND ISSUES IN EDUCATION | A | 3.00 | 12.00 |
| PSYC-507 | LEARNING & DEVELOPMENT | A | 3.00 | 12.00 |

| | AHRS | EHRS | QHRS | QPTS | GPA |
|---|---|---|---|---|---|
| Current | 6.00 | 6.00 | 6.00 | 24.00 | 4.000 |
| Cumulative | 6.00 | 6.00 | 6.00 | 24.00 | 4.000 |

----------Winter 2010----------

| | | | | |
|---|---|---|---|---|
| EDCI-434 | DIVERSE LEARNERS | A | 3.00 | 12.00 |
| EDCI-464 | MAT & METH: TEACHING SCIENCE | A | 3.00 | 12.00 |
| EDCI-521 | ASSESSMENT: STUDENTS & PROGRAMS | B | 3.00 | 9.00 |

| | AHRS | EHRS | QHRS | QPTS | GPA |
|---|---|---|---|---|---|
| Current | 9.00 | 9.00 | 9.00 | 33.00 | 3.667 |
| Cumulative | 15.00 | 15.00 | 15.00 | 57.00 | 3.800 |

----------No Further Entries This Column----------

----------Spring 2010----------

| | | | | |
|---|---|---|---|---|
| EDCI-575 | PRACTICUM IN EDUCATION | S | 3.00 | |

| | AHRS | EHRS | QHRS | QPTS | GPA |
|---|---|---|---|---|---|
| Current | 3.00 | 3.00 | 0.00 | 0.00 | 0.000 |
| Cumulative | 18.00 | 18.00 | 15.00 | 57.00 | 3.800 |

----------Summer 2010----------

| | | | | |
|---|---|---|---|---|
| EDCI-403 | MAT & METH: TEACHING READING | A | 3.00 | 12.00 |
| EDCI-471 | CLASSROOM MANAGEMENT | A | 3.00 | 12.00 |
| EDCI-500 | RES APPL FOR TCHRS & EDUC LEADER | A | 3.00 | 12.00 |

| | AHRS | EHRS | QHRS | QPTS | GPA |
|---|---|---|---|---|---|
| Current | 9.00 | 9.00 | 9.00 | 36.00 | 4.000 |
| Cumulative | 27.00 | 27.00 | 24.00 | 93.00 | 3.875 |

----------Fall 2010----------

| | | | | |
|---|---|---|---|---|
| EDCI-472 | TRANSITIONAL & VOCATIONAL PROCED | A | 3.00 | 12.00 |
| EDUC-530C | INTERNSHIP IN TEACHING BIOLOGY EDUCATION, GRADES 6-12 | S | 3.00 | |

| | AHRS | EHRS | QHRS | QPTS | GPA |
|---|---|---|---|---|---|
| Current | 6.00 | 6.00 | 3.00 | 12.00 | 4.000 |
| Cumulative | 33.00 | 33.00 | 27.00 | 105.00 | 3.889 |

----------Winter 2011----------

| | | | | |
|---|---|---|---|---|
| EDCI-599 | E-PORTFOLIO | S | 0.00 | |
| EDUC-530F | INTERNSHIP IN TEACHING BIOLOGY EDUCATION, GRADES 6-12 | S | 6.00 | |
| UNIV-640 | GRADUATION - EDU GRAD | NR | 0.00 | |

| | AHRS | EHRS | QHRS | QPTS | GPA |
|---|---|---|---|---|---|
| Current | 6.00 | 6.00 | 0.00 | 0.00 | 0.000 |
| Cumulative | 39.00 | 39.00 | 27.00 | 105.00 | 3.889 |

Requirements completed for Master of Arts in Teaching

----------No Further Entries This Page----------

LAUREN FANG
MUKILTEO SCHOOL DISTRICT
REFNUM: 20076303343
EVERETT WA 98204-2647

PAGE 1 OF 2

PRINT DATE 07-03-17

Robert D. Vento, Jr.
UNIVERSITY REGISTRAR

This transcript processed and delivered by Credentials TranscriptsNetwork

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# LOUISIANA TECH UNIVERSITY

Office of the Registrar
P.O. Box 3155, Ruston, LA 71272
Telephone: (318) 257-2176 FAX: (318) 257-4041
www.latech.edu

**ACCREDITATION**: Louisiana Tech University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, master's, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Louisiana Tech University.

**SEMESTER CREDIT HOUR AWARDED/QUARTER ACAMEDIC CALENDAR**: Since September 1967, Louisiana Tech University has operated on a quarter academic calendar (twelve weeks per quarter), and awarded semester hour credits. Seven hundred fifty minutes of class time successfully completed during the quarter equates to one semester credit hour earned. Three or more hours of laboratory work per week count as one classroom period and usually earn one semester credit hour.

**FULL-TIME ENROLLMENT**: An undergraduate student is considered full-time when enrolled for eight or more semester hours per quarter. A graduate student is considered full-time when enrolled for six or more graduate semester hours.

**SYSTEM OF GRADING**

| GRADE | QUALITY POINTS | |
|---|---|---|
| A | 4 | Excellent |
| B | 3 | Superior |
| C | 2 | Average |
| D | 1 | Minimum for credit |
| F | 0 | Failure |
| S | 0 | Satisfactory |
| I | 0 | Incomplete |
| IA, IB, IC, ID | 0 | Incomplete plus average grade in course at end of term |
| PI | 0 | Permanent Incomplete (Thesis or Dissertation – no progress; will not be completed at TECH) |
| W | 0 | Dropped course |
| AU | 0 | Audit |
| NC | 0 | No Credit |
| NR | 0 | No Grade Required |

**COURSE NUMBERS**

| | |
|---|---|
| 001 - 099 | Developmental education – not acceptable for degree credit |
| 100 - 199 | Freshman courses |
| 200 - 299 | Sophomore courses |
| 300 - 399 | Junior courses |
| 400 - 499 | Senior courses/selected courses approved for Graduate credit |
| 500 - 599 | Master's courses |
| 600 - 699 | Master's courses/selected courses approved for Doctoral credit |
| 700 - 799 | Doctoral courses |

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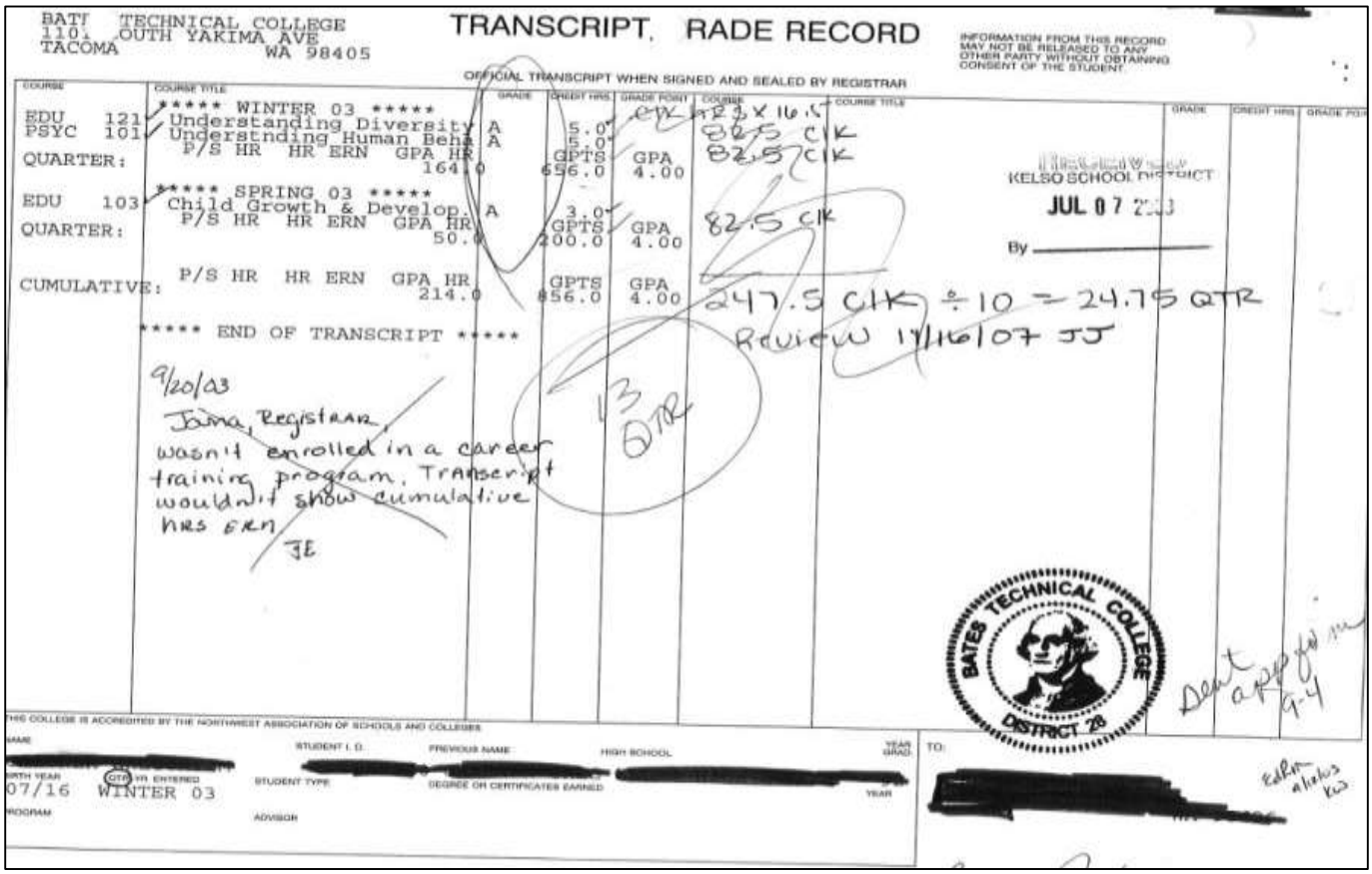
**Academic Credits Example:** **Bates Technical College**

**Documentation of Phone Conversation with Steve Ashpole, Registrar at Bates Technical College**

**Date:** 08/26/04
**Re:** Reading transcripts
**Phone #:** (253) 680-7014
**Explanation of transcript:**

a. Courses that have **letter** grades are quarter credit courses listed in **quarter credits** on the transcripts. Be sure to check the back of the transcript.
b. Courses that have **number** grades are clock hour courses listed in **units** on the transcripts.
c. Clock hour units are converted at **1 unit = 16.5 clock hours**.

**Bates Transcript where Letter Grade = Quarter Hour Credits**



BATES TECHNICAL COLLEGE
110 SOUTH YAKIMA AVE
TACOMA WA 98405

TRANSCRIPT RADE RECORD

OFFICIAL TRANSCRIPT WHEN SIGNED AND SEALED BY REGISTRAR

INFORMATION FROM THIS RECORD MAY NOT BE RELEASED TO ANY OTHER PARTY WITHOUT OBTAINING CONSENT OF THE STUDENT.

| COURSE | COURSE TITLE | GRADE | CREDIT HRS | GRADE POINT | COURSE | COURSE TITLE | GRADE | CREDIT HRS | GRADE POINT |
|---|---|---|---|---|---|---|---|---|---|
| | ***** WINTER 03 ***** | | | | | | | | |
| EDU 121 | Understanding Diversity | A | 5.0 | | 82.5 CIK | | | | |
| PSYC 101 | Understnding Human Beha | A | 5.0 | | 82.5 CIK | | | | |
| QUARTER: | P/S HR HR ERN GPA HR 164.0 | | GPTS 656.0 | GPA 4.00 | | | | | |
| | ***** SPRING 03 ***** | | | | | | | | |
| EDU 103 | Child Growth & Develop. | A | 3.0 | | 82.5 CIK | | | | |
| QUARTER: | P/S HR HR ERN GPA HR 50.0 | | GPTS 200.0 | GPA 4.00 | | | | | |
| CUMULATIVE: | P/S HR HR ERN GPA HR 214.0 | | GPTS 856.0 | GPA 4.00 | 247.5 CIK ÷ 10 = 24.75 QTR | | | | |
| | ***** END OF TRANSCRIPT ***** | | | | | | | | |

9/20/03
Jama, Registrar,
wasn't enrolled in a career training program. Transcript wouldn't show cumulative hrs ERN
JE

13 QTR

Review 11/16/07 JJ

KELSO SCHOOL DISTRICT
JUL 07
By

BATES TECHNICAL COLLEGE DISTRICT 28

Dent approved 9-4

THIS COLLEGE IS ACCREDITED BY THE NORTHWEST ASSOCIATION OF SCHOOLS AND COLLEGES

NAME [redacted] STUDENT I.D. PREVIOUS NAME HIGH SCHOOL YEAR GRAD. TO:

BIRTH YEAR 07/16 QTR YR ENTERED WINTER 03 STUDENT TYPE DEGREE OR CERTIFICATES EARNED YEAR

PROGRAM ADVISOR

[redacted]

000553

**Bates Transcript where Number Grade = Clock Hour Credits**

BATES TECHNICAL COLLEGE
1101 SOUTH YAKIMA AVE
TACOMA WA 98405

# TRANSCRIPT/GRADE RECORD

INFORMATION FROM THIS RECORD MAY NOT BE RELEASED TO ANY OTHER PARTY WITHOUT OBTAINING CONSENT OF THE STUDENT.

OFFICIAL TRANSCRIPT WHEN SIGNED AND SEALED BY REGISTRAR

| COURSE | COURSE TITLE | GRADE | CREDIT HRS | GRADE POINT |
|---|---|---|---|---|
| | ***** WINTER 00 ***** | | | |
| MSAL 501 | MARKETING AND SALES | W | | |
| >MKT 091 | OCCUP. HUMAN RELATIONS | 3 | 8.0 | |
| >MKT 115 | BUSINESS CONCEPTS | 4 | 11.0 | |
| >MKT 116 | MARKETING PRINCIPLES | 3 | 6.0 | |
| >MKT 245 | BUSINESS/MKT CAREERS I | 4 | 2.0 | |
| | P/S HR HR ERN GPA HR | | GPTS | GPA |
| QUARTER: | 448.0 | | 1557.0 | 3.48 |
| | ***** SPRING 00 ***** | | | |
| MICOM 501 | NETWORK/SOFTWARE SPEC | | | |
| | P/S HR HR ERN GPA HR | | GPTS | GPA |
| QUARTER: | | | | |
| | ***** SUMMER 00 ***** | | | |
| MICOM 501 | NETWORK/SOFTWARE SPEC | | | |
| | P/S HR HR ERN GPA HR | | GPTS | GPA |
| QUARTER: | | | | |
| | ***** FALL 00 ***** | | | |
| MICOM 501 | NETWORK/SOFTWARE SPEC | | | |
| | P/S HR HR ERN GPA HR | | GPTS | GPA |
| QUARTER: | | | | |
| | ***** WINTER 01 ***** | | | |
| MICOM 501 | NETWORK/SOFTWARE SPEC | | | |
| | P/S HR HR ERN GPA HR | | GPTS | GPA |
| QUARTER: | | | | |
| | ***** SPRING 01 ***** | | | |
| MICOM 501 | NETWORK/SOFTWARE SPEC | | | |
| | P/S HR HR ERN GPA HR | | GPTS | GPA |
| QUARTER: | | | | |
| | ***** SUMMER 01 ***** | | | |
| MICOM 501 | INFO TECHNOLOGIES | | | |
| >CIT 091 | OCCUP. HUMAN RELATIONS | 3 | 3.5 | |
| >CIT 092 | OCCUP. COMMUNICATIONS | 3 | 5.0 | |
| >CIT 093 | OCCUP. MATH PRINCIPLES | 3 | 2.0 | |
| >CIS 101 | CMPTR CONCEPTS/TECH I | 3 | 3.0 | |
| >CIS 102 | CMPTR CONCEPTS/TECH II | 3 | 2.0 | |
| >CSAT 271 | INTERNET DEVELOPMENT | 3 | 5.0 | |
| >CSAT 272 | INTERNET DEVELOPMENT II | 3 | 5.0 | |
| >CSAT 275 | WEB AUTHORING EDITOR | 3 | 5.0 | |

| COURSE | COURSE TITLE | GRADE | CREDIT HRS | GRADE POI |
|---|---|---|---|---|
| | *** SUMMER 01--CONT. *** | | | |
| >CIS 132 | HARDWARE MGMT/MAINT. I | 3 | 5.0 | X16.5= |
| >CAS 101 | BEGIN WORD PROCESSING | 3 | 5.0 | |
| >CAS 103 | INTERM. WORD PROCESSING | 3 | 3.0 | |
| >CAS 105 | BEGINNING SPREADSHEETS | 3 | 4.0 | |
| >CAS 107 | INTERM. SPREADSHEETS | 3 | 5.0 | |
| >CAS 115 | DATABASES I | 3 | 5.0 | |
| >CAS 117 | DATABASES II | 3 | 4.0 | |
| >MMED 110 | DESKTOP PRESENTATIONS I | 3 | 5.0 | |
| >MMED 235 | i-NET+ | 3 | 5.0 | |
| >MMED 240 | IMAGE EDITING | 3 | 5.0 | |
| >NETWK205 | NETWORKING ESSENTIALS | 3 | 5.0 | |
| >NETWK206 | NETWORK+ | 3 | 5.0 | |
| >NETWK223 | MICROSOFT WORKSTATION | 3 | 5.0 | |
| >NETWK233 | MICROSOFT SERVER | 3 | 5.0 | |
| >NETWK256 | SERVER IN THE ENTERPRIS | 3 | 5.0 | |
| >NETWK234 | MS WINDOWS SERVER | 3 | 5.0 | |
| | P/S HR HR ERN GPA HR | | GPTS | GPA |
| QUARTER: | 1795.0 | | 5385.0 | 3.00 |
| | P/S HR HR ERN GPA HR | | GPTS | GPA |
| CUMULATIVE: | 2243.0 | | 6942.0 | 3.09 |

TRANSFER FROM TACOMA COMMUNITY COLLEGE
ENGL 102-Composition 5.0 cr
SPCH 100-Speech Comm 5.0 cr
MATH 115-College Algebra 5.0 cr

***** END OF TRANSCRIPT *****

RECEIVED JUL 30 2004 HUMAN RESOURCES

BATES TECHNICAL COLLEGE DISTRICT 28

THIS COLLEGE IS ACCREDITED BY THE NORTHWEST ASSOCIATION OF SCHOOLS AND COLLEGES

NAME: [redacted] STUDENT I.D.: [redacted] PREVIOUS NAME: HIGH SCHOOL: YEAR GRAD.

[redacted] STUDENT TYPE: DEGREE OR CERTIFICATES EARNED: DEGREE-MICOM YEAR: SUM01

PROGRAM: NETWRK/SOFTWRE SPC ADVISOR:

000554

**Back of Bates Technical College Transcript:**

Bates TECHNICAL COLLEGE

## GRADING SYSTEM

In September 1993, Bates Technical College adopted a competency-based curriculum. Students earn ***professional-technical ratings*** according to their mastery of skills and tasks at predetermined industry performance standards. These ratings show on the transcript under the "Grade" column, according to the following rating scale:

***Professional-Technical Ratings:***
**Rating of 4:** Performs above industry entry-level requirements / standards. Highly competent.
**Rating of 3:** Performs at industry entry-level requirements / standards. Competent.
**Rating of 2:** Progressing toward industry entry-level requirements / standards. Needs additional training and supervision.
**Rating of 1:** Exposed to training, but not progressing.
**Rating of 0:** No instruction offered or not evaluated
"W" means withdrawn from program.
"I" followed by any rating indicates In-progress– no credit awarded.
"P" followed by a rating of 3 or 4 indicates credit awarded from prior learning or experience.
"IC" means incomplete and is only used for academic classes
"S" means satisfactory
"U" means unsatisfactory

***Academic courses*** use the traditional letter grade system:

| Letter grade | Grade Point Value (GPTS) |
|---|---|
| A | 4.0-3.8 |
| A- | 3.7-3.4 |
| B+ | 3.3-3.1 |
| B | 3.0-2.8 |
| B- | 2.7-2.4 |
| C+ | 2.3-2.1 |
| C | 2.0 |

***Continuing education courses*** are rated "S", Satisfactory or "NC", No Credit. "S" is not included in grade point average (GPA) calculation and is not recognized toward the attainment of a degree.

## COURSE NUMBERING SYSTEM

| | |
|---|---|
| 000-099 | Pre-college level. |
| 101-199 | College-level, normally encountered first year. |
| 200-299 | College-level, normally encountered second year. |

**Registrar 253.680.7014**
**Credentials Evaluator 253.680.7015**
**Records Office 253.680.7019**

## CALCULATING THE GRADE POINT AVERAGE (GPA)

The grade point value of the academic course letter grade and the rating of the professional-technical course is multiplied by the clock hours in each course (not shown on transcript) to determine the grade points.

**For example:**

| | Grade/Rating | Value | x | Clock Hours = | Grade Points |
|---|---|---|---|---|---|
| Human Relations | B- | 2.7 | | 55 | 148.5 |
| Safety Standards | 4 | 4.0 | | 66 | 264 |
| Wildland Firefighter I | 3 | 3.0 | | 41 | 123 |
| | | | | 162 | 535.5 |

In the example above, total Grade Points of 535.5 divided by the total of 162 Clock Hours equals the Grade Point Average (GPA) of 3.3. On the transcript, total grade points (GPTS) are divided by the total clock hours (GPA HR) to arrive at the grade point average (GPA).

Credit hours (noted on the Transcript under the heading of "CREDIT HRS") equates to 1:16.5 clock hours as determined by the Washington State Board for Community and Technical Colleges. These hours are totaled and combined in one number under the heading GPA HR.

## ACCREDITATION

Bates Technical College is accredited by the Commission on Colleges and Universities of the Northwest Association of Schools and of Colleges and Universities

## RELEASE OF INFORMATION

The Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment) prohibits the release of this record or disclosures of its contents to any third party without written consent of the student.

## TRANSCRIPT NOTATIONS

**Credit by Exam** – Students who successfully challenge specific coursework may receive credit.
**Transfer Credit** – In order to receive credit, an official transcript must be requested by the student directly from the institution attended. A description of the transferable courses will be reflected on the Bates transcript. Specific grades for courses transferred from another institution are not recorded.
**Official Transcript** – An official transcript bears the impression of the Bates Technical College seal, the date, Registrar's signature, and is mailed in a sealed envelope stamped "Official Transcript Bates Technical College. Transcripts that do not meet these requirements are not considered official.

November, 2003

**Academic Credits Example:** **American College of Education. Watch for Quarter or Semester courses!**

THE WORDS "AMERICAN COLLEGE OF EDUCATION" AND "COPY" APPEAR ON ALTERNATE ROWS WHEN PHOTOCOPIED

EXPLANATORY LEGEND AND AUTHENTICITY STATEMENT APPEAR ON REVERSE SIDE

Date: 6/9/2015

New

# American College of Education

101 West Ohio Street Suite 1200
Indianapolis, IN 46204
www.ace.edu

Page 1 of 2

St [redacted]

| Course Code | Course Description | Credits Attempted | Credits Earned | Grade | Quality Points |
|---|---|---|---|---|---|
| | **Program:** M.Ed. in Curriculum and Instruction with a Concentration in Digital Learning and Teaching | | | | |
| | **Enrollment #:** FI13111254 **Status:** Graduate | | | | |
| | **Start Date:** 11/18/2013 **Grad Date:** 5/24/2015 | | | | |
| **Term: 13NOV18** | **November 18, 2013** | | 11/18/2013 | | 1/12/2014 |
| CI8023 | Creating Safe and Supportive Classrooms | 3.00 | 3.00 | A | 12.00 |
| **Term GPA:** 4.00 | **Cum GPA:** 4.00 | 3.00 | 3.00 | | 12.00 |
| **Term: 14JAN20** | **January 20, 2014** | | 1/20/2014 | | 2/23/2014 |
| CI6393 | Teacher Leadership | 3.00 | 3.00 | A | 12.00 |
| **Term GPA:** 4.00 | **Cum GPA:** 4.00 | 3.00 | 3.00 | | 12.00 |
| **Term: 14MAR03** | **March 03, 2014** | | 3/3/2014 | | 4/8/2014 |
| DL5013 | The Digital Learner | 3.00 | 3.00 | A | 12.00 |
| **Term GPA:** 4.00 | **Cum GPA:** 4.00 | 3.00 | 3.00 | | 12.00 |
| **Term: 14APR14** | **April 14, 2014** | | 4/14/2014 | | 5/25/2014 |
| CI6353 | Standards-Driven Learning | 3.00 | 3.00 | A | 12.00 |
| **Term GPA:** 4.00 | **Cum GPA:** 4.00 | 3.00 | 3.00 | | 12.00 |
| **SAP Met** | | | | | |
| **Term: 14JUN02** | **June 02, 2014** | | 6/2/2014 | | 7/6/2014 |
| CI6333 | Student Engagement | 3.00 | 3.00 | A | 12.00 |
| **Term GPA:** 4.00 | **Cum GPA:** 4.00 | 3.00 | 3.00 | | 12.00 |
| **SAP Met** | | | | | |

| Course Code | Course Description | Credits Attempted | Credits Earned | Grade | Quality Points |
|---|---|---|---|---|---|
| **Term GPA:** 4.00 | **Cum GPA:** 4.00 | 3.00 | 3.00 | | 12.00 |
| **SAP Met** | | | | | |
| **Term: 14JUL14** | **July 14, 2014** | | 7/14/2014 | | 8/17/2014 |
| DL5023 | The Digital Educator | 3.00 | 3.00 | A | 12.00 |
| **Term GPA:** 4.00 | **Cum GPA:** 4.00 | 3.00 | 3.00 | | 12.00 |
| **SAP Met** | | | | | |
| **Term: 14AUG25** | **August 25, 2014** | | 8/25/2014 | | 9/28/2014 |
| DL5103 | Instructional Models for Digital Learning | 3.00 | 3.00 | A | 12.00 |
| **Term GPA:** 4.00 | **Cum GPA:** 4.00 | 3.00 | 3.00 | | 12.00 |
| **SAP Met** | | | | | |
| **Term: 14OCT06** | **October 06, 2014** | | 10/6/2014 | | 11/9/2014 |
| DL5203 | Digital Content for Learning | 3.00 | 3.00 | A | 12.00 |
| **Term GPA:** 4.00 | **Cum GPA:** 4.00 | 3.00 | 3.00 | | 12.00 |
| **SAP Met** | | | | | |

RECEIVED
JUN 23 2015
Mukilteo School District
Human Resources Department

** Indicates Retaken Course
R* Indicates Retaken Override

# Indicates Pass/Fail Course
♦ Indicates Associated Course

Senior Director of Registration and Student Services

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THE WORDS "AMERICAN COLLEGE OF EDUCATION" AND "COPY" APPEAR ON ALTERNATE ROWS WHEN PHOTOCOPIED

000556

**Back of American College of Education:**

# AMERICAN COLLEGE OF EDUCATION

Office of Registration and Records
101 West Ohio Street, Suite 1200
Indianapolis, Indiana 46204

## ACADEMIC CALENDAR / CREDITS

American College of Education operates on 5 week terms, 8 terms per year for Master level degree/certificate programs and 10 week terms, 4 terms per year for Doctorate and Advanced Studies level programs/certificates.

Until January 01, 2013, the College operated under the quarter credit system. As of January, 2013 the College began offering semester credit programs and courses to all new incoming students, all re-entering students and all students changing their program. Semester credits for all other students began June 03, 2013. Beginning June 2013, all quarter credits were converted to semester credits. All cumulative totals for students who have attended under both types of credit are expressed in semester credits. All credits on this transcript have been converted to semester credits using this formula: quarter credits were converted to semester credits by dividing the number of quarter credits by 1.5 (for example, 36 quarter credits ÷ 1.5 = 24 semester credits.)

## ACCREDITATION

American College of Education is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604, telephone: (800) 621-7440. For specific program information, please refer to the Catalog (available at www.ace.edu).

## RELEASE OF INFORMATION

This educational record is subject to the Family Educational Rights and Privacy Act of 1974, as amended. It is furnished for official use only and MAY NOT be released to, or accessed by, outside agencies or third parties without the written consent of the student concerned.

## COURSE NUMBERING SYSTEM

| | |
|---|---|
| 500-599 | Graduate Level Courses |
| 5000-5999 | Graduate Level Courses |
| 6000-6999 | Doctorate or Advanced Studies Courses |

## GRADING SYSTEM

| Grade | Description | Grade Point Value |
|---|---|---|
| A | Excellent | 4.0 |
| B | Good | 3.0 |
| C | Average | 2.0 |
| D | Poor | 1.0 |
| F | Failure | 0 |
| W | Withdrawn | N/A |
| P* | Pass | N/A |
| NP* | Non-Pass | N/A |
| TR* | Transfer Credit | N/A |
| I** | Incomplete | N/A |
| CR* | Credit/Complete | N/A |
| PR* | Progress | N/A |
| RV* | Review | N/A |

*Grade is not included in grade point average computation.

** "I" (Incomplete) grades that are not resolved according to the Incomplete Grade policy in the Catalog (available at www.ace.edu) are changed to "F" (Failure) grades. "I" grades are not included in the grade point average computation.

## TRANSFER CREDIT

American College of Education awards transfer credit in accordance with the Transfer Credit policy in the Catalog. Transfer credits are notated on the transcript with a grade or "TR" and the name of the institution where the coursework was completed. Transferred credits are counted toward the total program completion credits required for graduation, but are not calculated into the cumulative grade point average.

## ACADEMIC STANDING

Students who do not meet the standards for Satisfactory Academic Progress as outlined in the Catalog will fall out of good standing. A cumulative grade point average of 3.0 ("B") or higher and academic progress within the established incremental maximum timeframe indicate that a student is in good academic standing at American College of Education. See the Satisfactory Academic Progress policy in the Catalog for more information (available at www.ace.edu).

## DEGREE REQUIREMENTS

To earn a degree at American College of Education, students must be in good standing, earn a minimum of a 3.0 cumulative grade point average, and complete the program within a maximum timeframe of completion. Program-specific graduation requirements are listed in the Catalog (available at www.ace.edu).

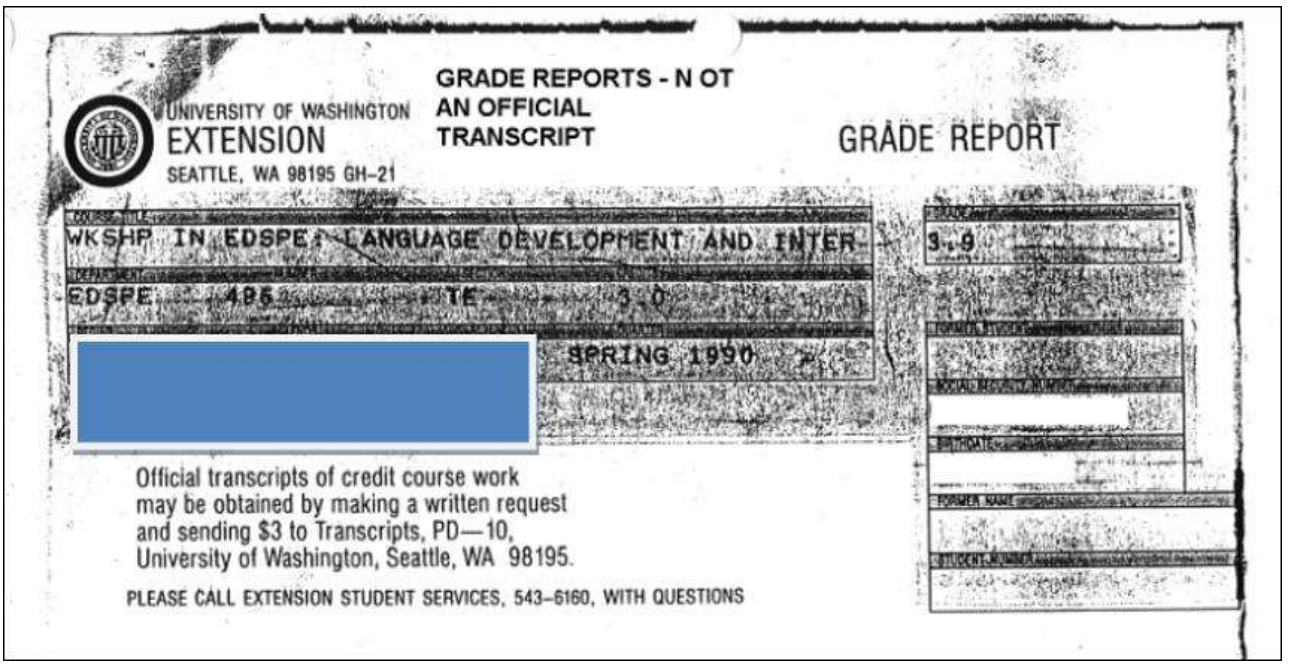
## AUTHENTICATION OF THE RECORD

American College of Education's official transcripts are printed on security paper and do not require a raised seal. If the transcript was issued to the student, the watermark stating "Issued to Student" will appear on the transcript.

This Academic Transcript from American College of Education located in Indianapolis, IN is being provided to you by Credentials Inc. Under provisions of, and subject to, the Family Educational Rights and Privacy Act of 1974, Credentials Inc. of Northfield, IL is acting on behalf of American College of Education in facilitating the delivery of academic transcripts from American College of Education to other colleges, universities and third parties using the Credentials' TranscriptsNetwork™.

This secure transcript has been delivered electronically by Credentials Inc. in a Portable Document Format (PDF) file. Please be aware that this layout may be slightly different in look than American College of Education's printed/mailed copy, however it will contain the identical academic information. Depending on the school and your capabilities, we also can deliver this file as an XML document or an EDI document. Any questions regarding the validity of the information you are receiving should be directed to: Office of Registration & Records, American College of Education, 101 West Ohio Street, Suite 1200, Indianapolis, IN 46204, Tel: (800) 280-0307.

**Academic Credits Example:** **Grade Report is NOT an official transcript**. Do NOT record credits from a grade report.



UNIVERSITY OF WASHINGTON
EXTENSION
SEATTLE, WA 98195 GH-21

GRADE REPORTS - N OT
AN OFFICIAL
TRANSCRIPT

GRADE REPORT

WKSHP IN EDSPE: LANGUAGE DEVELOPMENT AND INTER- 3.9
EDSPE 486 TE 3.0
SPRING 1990

Official transcripts of credit course work
may be obtained by making a written request
and sending $3 to Transcripts, PD—10,
University of Washington, Seattle, WA 98195.

PLEASE CALL EXTENSION STUDENT SERVICES, 543-6160, WITH QUESTIONS

000558

**Academic Credits Example: College Changes Name**. Albertson College is the College of Idaho.

ALBERTSON COLLEGE
OF IDAHO FOUNDED IN 1891

96 JAN 8 56

January 2, 1996

Ms. Sherrie Evans
Executive Director for Personnel
South Kitsap School District No. 402
1962 Hoover Avenue S.E.
Port Orchard, WA 98366

Dear Ms. Evans:

In response to your letter of December 27th, I am writing to certify that in November 1991, the name of The College of Idaho was changed to Albertson College of Idaho.

We hope this information will be helpful to you. If you have any further questions, you are welcome to contact us again.

Sincerely,

E.A. Kuck
Registrar

000559

**Academic Credits Example: Evaluation of International Transcript**. Note: If items are not clear to you, feel free to call or email them for clarification. They are quite helpful. In this example the dates for Year 1, Year 2 and Year 3 were not clear enough for us to determine if they were before or after earned degrees. See email on the next page.

**Foundation for International Services, Inc.**
19015 North Creek Parkway
Suite 103
Bothell, Washington 98011-8029 USA
Telephone: 425-487-2245
Facsimile: 425-487-1989
E-Mail: FIS@MAIL.COM

## EVALUATION REPORT

Name: [redacted]

Date: October 7, 1998

Country: England

Ref: 65674/AMK

Purpose of Evaluation: Teacher Certification

School: The University of Liverpool in England

Credential(s) Submitted: Bachelor of Arts (Combined Subjects) with Honours (Class Two, Division Two) and letter from Liverpool Hope University College confirming content of program

Dates Attended: 1990-93

Grading Scale: The grading scale used for the overall grade of the degree is: 4.00 = A (Class One), 3.00 = B (Class Two, Division One and Division Two), 2.00 = C (Class Three), and Pass (Pass). The grades in parentheses are the English grades.

Document Date: December 13, 1993 (diploma), August 27, 1998 (letter)

Signature(s): Vice-Chancellor and Registrar (diploma), for the Rector (letter)

Total Semester Credits: 90
Grade Point Average: 3.00

US Educational Equivalent: Bachelor's degree in art and history from an accredited college or university in the United States.

| Course | US Sem. Cr. | US Grade |
|---|---|---|
| Year 1 | | |
| History | 10 | B |
| Art | 10 | B |
| English Literature | 10 | B |
| | 30 | |
| Year 2 | | |
| History | 15 | B |
| Art | 15 | B |
| | 30 | |
| Year 3 | | |
| History (including Study of Political Theory) | 15 | B |
| Art | 15 | B |
| | 30 | |

000560

## Jenni Ballew

**From:** FIS [fis@ricochet.net]
**Sent:** Friday, February 04, 2000 3:41 PM
**To:** Jenni Ballew
**Subject:** Re: [redacted]

Dear Ms. Ballew:

Thank you for your inquiry. Mary K. Burke, Associate Director of Evaluations at FIS reviewed evaluation #[redacted] for [redacted]. After reviewing the file, FIS reaffirms our earlier equivalency that [redacted] has completed a Bachelor's degree in art and history and has completed the equivalent of 30 semester credits beyond the bachelor's degree. We also affirm that [redacted] does "not" have a master's degree equivalency.

If you have any questions, please feel free to contact me.

Sincerely,

Brian L. Bosse
Director of Administration
Foundation for International Services, Inc.

----- Original Message -----
From: Jenni Ballew <ballew@skitsap.wednet.edu>
To: <FIS@MAIL.COM>
Sent: Thursday, January 27, 2000 1:27 PM
Subject: [redacted]

> Foundation for International Services, Inc. prepared an evaluation report
> for [redacted] on October 7, 1998. [redacted] is currently
> substituting for South Kitsap School District and we have a question about
> her highest degree.
>
> According to the evaluation report, [redacted] highest degree (The
University
> of Leads in England) U.S. education equivalent is "Undergraduate major in
> art education from an accredited college or university in the United
> States." This does not specifically state that she has the equivalent of
a
> master's degree--does she?
>
> Your assistance would really be appreciated!!
>
> Jenni Ballew
> Certificated Personnel Specialist
> South Kitsap School District
>
>

000561

**Academic Credits Example: Ok to report degree from religious institution** if it is accredited but if credits are completed 9/1/95 and after, you must determine if they meet one of the seven (7) course criteria and typically many do not.

**Email exchange between South Kitsap and Ross Bunda, OSPI**
Monday, August 20, 2001 9:40 AM
Sent to: Ross Bunda From: Jenni Ballew, HR, South Kitsap
**Question:** I have an individual with a Master's Degree in Theology and a Master's Degree in Divinity. I understand the Master's Degree will count but my question concerns the credits. All of these credits were completed from 1969 to 1993, all before the 9/1/95 criteria were adopted. Under the previous criteria and according to the S 275 instructions, I cannot find any reason why these credits would not count. All are from a regionally accredited institution located within the US. All are applicable to a degree program. I have read through the entire credit section of the S-275 instructions and cannot find any other criteria that apply in this situation.

My question for you is am I correct in my understanding that these credits will count? Thank you so much for your assistance.

**Response from Ross Bunda**
Monday, August 20th, 2001 10:06 AM
**YES.**

**Additional email verifying religious courses after 9/1/95 must meet criteria.**

Jenni Ballew

From: Ross Bunda [RBunda@ospi.wednet.edu]
Sent: Monday, July 31, 2000 3:27 PM
To: 'Jenni Ballew'
[redacted]
Subject: RE: Religious Credits

Credits earned after September 1, 1995 must satisfy the additional criteria of WAC 392-121-262. If a school district determines that the credits meet one or more of the additional criteria (whether those credits be from religious courses, physical education courses, or any other course), they can be reported as credits for placement on the salary allocation schedule.

Ross Bunda
Supervisor, Personnel Reporting
School Apportionment & Financial Services
Office of Superintendent of Public Instruction
(360) 753-3585 voice
(360) 664-3683 fax
mailto:rbunda@ospi.wednet.edu
http://www.k12.wa.us/safs/

-----Original Message-----
From: Jenni Ballew [mailto:ballew@skitsap.wednet.edu]
Sent: Monday, July 31, 2000 2:37 PM
To: Ross Bunda
Subject: Religious Credits

. have a new employee who has several religious classes (Psalms, Art of Worship, Intro to Preaching, etc.)she took from Boston University from Fall of 1996 to Fall of 1997. None of the courses are applicable under the criteria listed in WAC 392-121-262 and we have told the employee these credits will not toward salary placement. Just to be sure, are there ever any circumstances where religious classes count toward salary placement using the new criteria in WAC 392-121-262? Thank you for the information.

Jenni Ballew
South Kitsap School District
360-876-7372

**Watch for specific dates on transcripts and when the Course Criteria rule begins (9/1/1995):**

ACADEMIC TRANSCRIPT

MOODY BIBLE INSTITUTE
820 NORTH LASALLE BOULEVARD
CHICAGO, ILLINOIS 60610

II TIMOTHY 2:15

Official Transcript

Page 1 of 1

Name: [redacted]

Degree: Master of Arts/Bib Study
Major1: No major
Previous Degree: No Degree

Degree Date: 12/19/96
Major2: No major
Degree Date:

---

Transfer Credit

Transfer work

| | | |
|---|---|---|
| BI0502 | New Testament Literature | 3.00 |

| | attempt | earn | pass | quality | points | gpa |
|---|---|---|---|---|---|---|
| ses | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.000 |
| cum | 3.00 | 3.00 | 0.00 | 0.00 | 0.00 | 0.000 |

Fall 1994

| | | | |
|---|---|---|---|
| BI0501 | Old Testament Literature | 3.00 | A- |
| FE0501 | Field Education Seminar | 3.00 | A |
| PM0510 | Spiritual Life & Ministry | 3.00 | B+ |
| PM0520 | Prin. Biblical Research & Interp | 4.00 | A- |
| TH0501 | Systematic Theology I | 3.00 | B |

| | attempt | earn | pass | quality | points | gpa |
|---|---|---|---|---|---|---|
| ses | 16.00 | 16.00 | 0.00 | 16.00 | 56.80 | 3.550 |
| cum | 19.00 | 19.00 | 0.00 | 16.00 | 56.80 | 3.550 |

GS January Session 1995

| | | | |
|---|---|---|---|
| MI0510 | Theology of Missions | 3.00 | A- |

| | attempt | earn | pass | quality | points | gpa |
|---|---|---|---|---|---|---|
| ses | 3.00 | 3.00 | 0.00 | 3.00 | 11.10 | 3.700 |
| cum | 22.00 | 22.00 | 0.00 | 19.00 | 67.90 | 3.574 |

Spring 1995

| | | | |
|---|---|---|---|
| FE0550 | Teaching Internship/Practicum | 3.00 | A |
| PM0530 | Research Methods | 3.00 | B+ |
| TH0510 | Evangelism & Apologetics | 3.00 | A- |
| TH0520 | Church and Mission | 3.00 | A- |

| | attempt | earn | pass | quality | points | gpa |
|---|---|---|---|---|---|---|
| ses | 12.00 | 12.00 | 0.00 | 12.00 | 44.10 | 3.675 |
| cum | 34.00 | 34.00 | 0.00 | 31.00 | 112.00 | 3.613 |

GS June Session 1995

| | | | |
|---|---|---|---|
| FE0530 | Missions Internship/Practicum | 3.00 | A |

| | attempt | earn | pass | quality | points | gpa |
|---|---|---|---|---|---|---|
| ses | 3.00 | 3.00 | 0.00 | 3.00 | 12.00 | 4.000 |
| cum | 37.00 | 37.00 | 0.00 | 34.00 | 124.00 | 3.647 |

Fall 1995

| | | | |
|---|---|---|---|
| BI0530 | Biblical Literature/I & II Cor. | 3.00 | A- |
| FE0525 | Administration Internship/ Practicum | 3.00 | A |
| FE0590 | Independent Internship/Practicum | 3.00 | A |
| MI0520 | World Religious Systems & Ethics | 3.00 | A- |

| | attempt | earn | pass | quality | points | gpa |
|---|---|---|---|---|---|---|
| ses | 12.00 | 12.00 | 0.00 | 12.00 | 46.20 | 3.850 |
| cum | 49.00 | 49.00 | 0.00 | 46.00 | 170.20 | 3.700 |

Spring 1996

| | | | |
|---|---|---|---|
| BI0520 | Biblical Literature- Dan-Rev | 3.00 | B+ |
| BI0540 | Biblical Lit - Acts | 3.00 | A- |
| CQ0500 | Colloquium | 0.00 | P |
| PM0540 | Communication of Biblical Truth | 3.00 | A |
| TH0502 | Systematic Theology II | 3.00 | A- |

| | attempt | earn | pass | quality | points | gpa |
|---|---|---|---|---|---|---|
| ses | 12.00 | 12.00 | 0.00 | 12.00 | 44.10 | 3.675 |
| cum | 61.00 | 61.00 | 0.00 | 58.00 | 214.30 | 3.695 |

GS March Session 1996

| | | | |
|---|---|---|---|
| BI0510 | Biblical Literature/Romans | 3.00 | A- |

| | attempt | earn | pass | quality | points | gpa |
|---|---|---|---|---|---|---|
| ses | 3.00 | 3.00 | 0.00 | 3.00 | 11.10 | 3.700 |
| cum | 64.00 | 64.00 | 0.00 | 61.00 | 225.40 | 3.695 |

Issued 07/15/02

The Family Educational Rights and Privacy Act of 1974 prohibits the release of this information without the student's written consent.

OFFICE OF REGISTRAR

TRANSCRIPT PRINTED ON SCRIP-SAFE® SECURED PAPER AND DOES NOT REQUIRE A RAISED SEAL

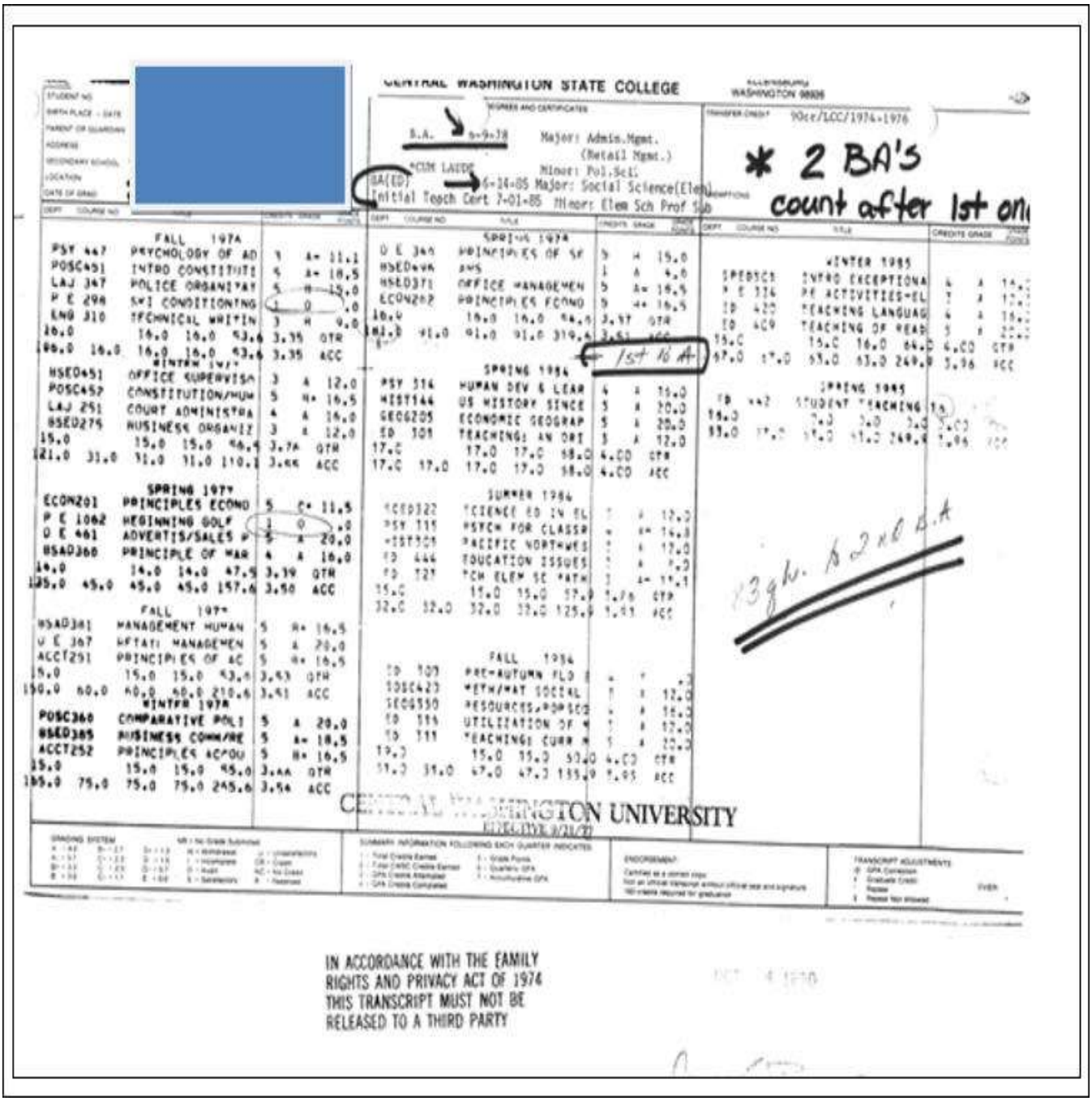
REGISTRAR

A SECURITY STATEMENT APPEARS WHEN PHOTOCOPIED BROWN STAIN INDICATES UNAUTHORIZED ALTERATIONS

THE NAME OF THE SCHOOL APPEARS IN WHITE PRINT ACROSS THE FACE OF THE TRANSCRIPT

**Academic Credits Example: Two BA Degrees**

Report the date of the first BA degree. Be sure to report credits after the first BA to the 2nd BA. At times, the two degrees have the same date. Just report the one date. Note of caution: If both BA degrees are conferred on the same date, <u>no credits can be counted for the second BA degree</u>.



# The old "FIFTH" year Credits

Similar to what teachers do now with the residency and professional certificates, teachers completed a "fifth" year program after their BA degree. Colleges frequently counted credits that were prior to the date of the BA degree toward the "fifth year" program. Teachers have questioned why we cannot report these credits. The answer is that they were completed prior to the date of the first BA degree and we can only report credits after that first BA date. The following letters are correspondence with OSPI about the fifth year issue. **Fifth year or otherwise, no credits earned prior to the BA can be counted – period!**

# Sample Fifth Year Plan

State of Washington
SUPERINTENDENT OF PUBLIC INSTRUCTION
Olympia

Date 1/70 – 4/71
Grade Clem. Jr. High
Place Port Orchard

Proposed completion date Summer 73

## FIFTH COLLEGE YEAR TEACHER EDUCATION PROGRAM PLAN

This form is for the use of beginning teachers, teacher education institutions, and employing school districts. One copy is to be included with the teacher's fifth year record that is forwarded to the Superintendent of Public Instruction when the standard certificate is recommended.

[redacted] [redacted] [redacted] Western
Last Name First Name Middle Name Undergraduate Institution

Maiden name or religious name

All other names (first, middle or last) you may have used at any time

Address [redacted] Bremerton, Wash. 98310
(Number and Street) (City) (State) (Zip Code)

Speech Therapy – Provisional Dec. 1969
Recommended Teaching Assignment(s) for Provisional Certificate Date Granted

Credit hours beyond degree requirement completed prior to the issuance of provisional certificate ~~22½~~ 22½
Quarter or Semester Hrs.

~~All work at Western was needed to meet certificate requirements.~~

1. Prescribed Study by Undergraduate Institution (Maximum of 50%) 22½ max. transfer credits applicable

Washington State History.

REQUIREMENTS: Washington State History 15 credits in two fields other than major: Requirement Satisfied

Courses in professional education and academic fields

7-15-71 Rufus C. Salyer Hs
Director, Advisory Services U.

2. Additional Study Recommended by Undergraduate Institution

Usual program of academic and professional studies as indicated by principal and required by recommending institution.

4-28-71 [redacted] Administrative Assistant Office of Fifth Year Advisement, W.W.S.C.
Date Approving Official, Name and Title

3. Employing School District Recommendations

Usual program related to her areas of speech and hearing.

R. S. Tucker Asst. Supt.
Date Recommending Official, Name and Title

5-4-71 School District No. 402 Kitsap County

SEE FIFTH YEAR STANDARDS AND CERTIFICATE RENEWAL REGULATIONS ON BACK OF FORM

16m

South Kitsap School District
Dedicated to Excellence

# South Kitsap School District No. 402

1962 Hoover Avenue S.E., Port Orchard, WA 98366 • (360) 876-7306 • Fax: (360) 876-7675

Sherrie J. Eggen, Executive Director for Personnel

October 30, 1995

Mr. David Hauntz
Apportionment and Research
Office of State Superintendent
Old Capitol Building
PO Box 47200
Olympia, WA 98504-7200

Dear David:

We are in the process of putting our teacher credit, clock hours, and experience records into a computer database. In reviewing the files, I have found a number of documents like the one enclosed. These documents grant credits beyond the degree for credits taken in excess of the degree requirement for application to a fifth-year program. Our local salary schedule has allowed for these credits to be counted for salary purposes. They have not been reported on the S275. I am asking that you review the document since these excess credits were approved by SIP.

PI

We are also in the process of moving from our local schedule to the state allocation model for salary purposes. Therefore, the applicability of these excess credits become important for a number of our staff.

As always, I appreciate your assistance.

Sincerely,

Sherrie Eggen

Sherrie Eggen
Executive Director for Personnel

SE:edh

c: Mr. Jack Nelson

must be earned after the date of BA was awarded per the transcript –

South Kitsap School District
Dedicated to Excellence

**South Kitsap School District No. 402**

1962 Hoover Avenue S.E., Port Orchard, WA 98366 • (360) 876-7306 • Fax: (360) 876-7675

Sherrie J. Eggen, Executive Director for Personnel

November 8, 1995

Mr. David Hauntz,
Apportionment and Research
Office of the State Superintendent of Instruction
Old Capitol Building
Olympia, WA 98504-7200

Dear David:

Thank you for taking time to speak with me today about my letter of October 30, 1995. Sorry about the misspelling of SPI as "SIP." As you informed me, the form that I had enclosed does not mean that SPI approved those courses. The form was a fifth year plan approved locally. As you confirmed, the rules require that only those credits earned after the awarding of the Bachelors' degree, by the date stated on the transcript, can be counted as credits earned since the Bachelors' degree. Therefore, regardless of the number of credits a person took to get the Bachelors' degree, only those awarded after the degree are applicable to the state allocation model.

As we also discussed, I now understand that those credits earned after the Bachelors' Degree and after August 31, 1987, taken at a regionally accredited educational institution, that are not applicable to a next higher degree should be counted as an in-service credit purusant to WAC 392-121-257. For example, a "092" course taken at Olympic College, earned after the date of the Bachelors' Degree and earned after August 31, 1987, are applicable to the state allocation model.

Thank you for your assistance.

Sincerely,

Sherrie J. Eggen
Executive Director for Personnel

cc: Jack Nelson, SKEA President

16o

# QUESTIONS

# ABOUT ACADEMIC

# CREDITS

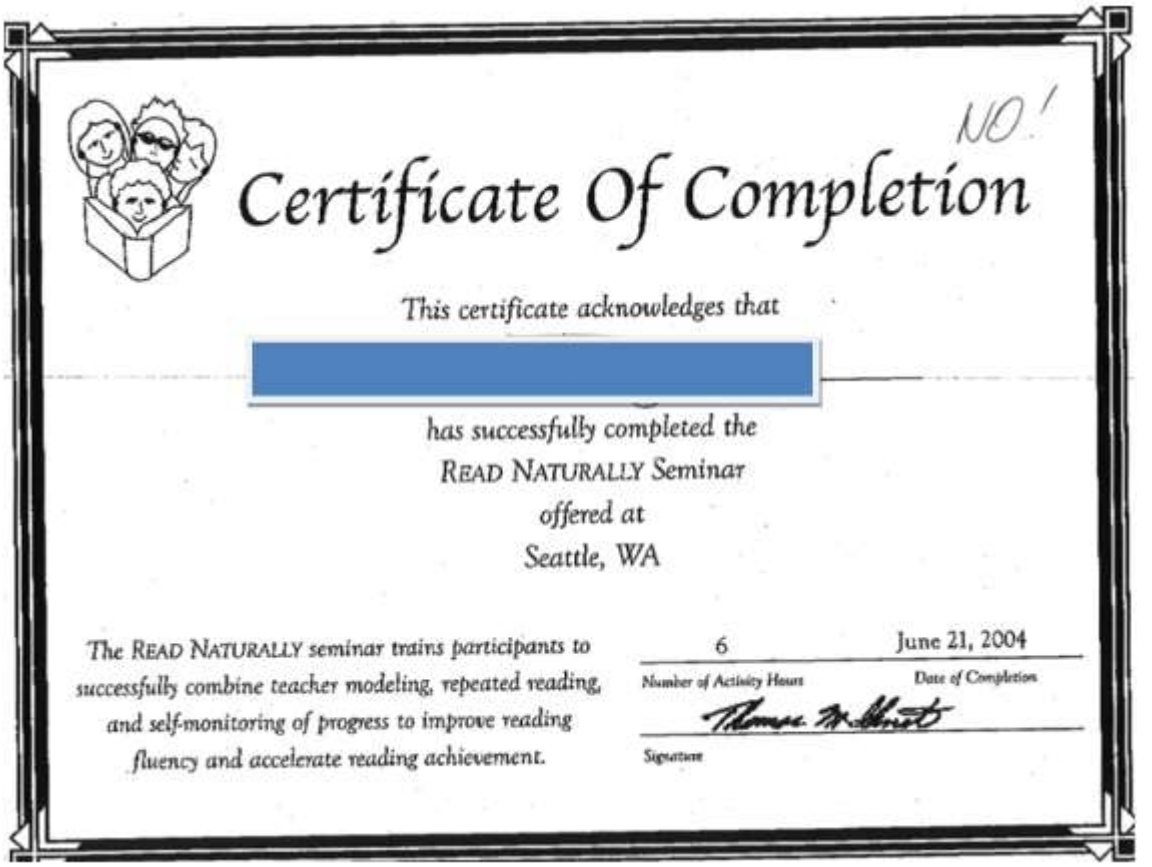
# IN SERVICE CREDITS- WAC 392-121-257

## CLOCK HOURS

**Rules applicable to clock hour credits include:**

1. Credits must be a minimum of three (3) hours.
2. Credits are earned after August 31, 1987; and after the awarding or conferring of the employee's first bachelor's degree.
3. Credits are earned on or before October 1 of the year for which allocations are being calculated pursuant to this chapter.
4. Use the last date of the course as the "earned" date for the course; UNLESS specifically stated otherwise on the form. For example, ESD 105 for a period of time noted on their transcript that the earned date was the date the person paid for the course as they did not consider a course earned until payment was received.
5. There is no repeat restriction on clock hours.
6. **Credits are earned where the provider is an OSPI approved clock hour provider FOR THAT YEAR!!** On Form 1025 it is the "Provider" not OSPI just because it is on an OSPI form. http://www.k12.wa.us/certification/clockhours.aspx
7. Clock hours **MUST BE documented on the correct form. Any deviation must be approved by OSPI, but be careful to indicate you are inquiring regarding S275 reporting and not for the purpose of certification renewal as they are two different rules.**
8. Ten clock hours equals one quarter hour credit.
9. Each forty hours of participation in an approved internship with a business, industry, or government agency pursuant to chapter 181-83 WAC equals one in-service credit. No more than two in-service credits may be earned as a result of an internship during any calendar-year period. Each individual is limited to a maximum of fifteen in-service credits earned from internships.
10. Credits below 100 level on a transcript from a regionally accredited academic institution may be reported in-service credits if they were completed between 9/1/1987 and 3/8/1997.
11. Continuing education units (CEUs), continuing education, and in-service earned under rules of other states are not reportable. However, certain continuing education courses recorded on academic transcripts may be reportable as a non-transfer credit. (Ex: SPU)
12. Accumulate credits rounded to one decimal place.

**Clock Hour Example: Not an acceptable clock hour documentation form**



NO!

Certificate Of Completion

This certificate acknowledges that

[redacted]

has successfully completed the
READ NATURALLY Seminar
offered at
Seattle, WA

The READ NATURALLY seminar trains participants to successfully combine teacher modeling, repeated reading, and self-monitoring of progress to improve reading fluency and accelerate reading achievement.

| 6 | June 21, 2004 |
|---|---|
| Number of Activity Hours | Date of Completion |

Signature

This Certificate of Completion could be used for your ESA staff that hold Washington State Department of Health licenses as noted on OSPI's website, http://www.k12.wa.us/certification/LicenseHours.aspx. If this type of document was used for ESA staff, it would need to include the following:

1. Name of provider
2. Name of person attending
3. Name of course
4. Date of course
5. Number of hours earned

Additionally, an ESA Clock Hour Verification Form should be completed and turned in with the document:
http://www.k12.wa.us/certification/Certapp/4098V.pdf.

ASCD is an approved provider but not an approved form. Employee would need to have ASCD complete an OSPI approved form

NO

# CERTIFICATE OF COMPLETION

THIS CERTIFICATE IS PRESENTED AS EVIDENCE OF COMPLETION OF ASCD'S INSTITUTE ON

*ASCD Summer Conference on Differentiating Instruction*

*June 30-July 2, 2007—Salt Lake City, Utah*

*(16.5 Clock Hours)*

ASCD Professional Development OPPORTUNITIES

ASSOCIATION FOR SUPERVISION AND CURRICULUM DEVELOPMENT

[redacted]

7/6/07
DATE

GENE R. CARTER
ASCD EXECUTIVE DIRECTOR

ASCD · 1703 NORTH BEAUREGARD STREET, ALEXANDRIA, VIRGINIA 22311-1714 · 1-703-578-9600

000573

SOPRIS WEST

EDUCATIONAL SERVICES

NO!

# CERTIFICATE OF COMPLETION

[redacted]

has successfully completed 13 hours of instruction by attending the
Read Well First Grade Training Workshop
February 27-28, 2004
Portland, Oregon

Jane Indorf, M.Ed.

Read Well

**Clock Hour Example: Credits Online/ESD 114. Credits online Academic Record not acceptable documentation, but the ESD 114 Clock Hour form is okay.**

CE Credits Online

# How to "Read and Write" in Math: Improving Problem Solving and Communication in Mathematics

**ONLINE INSTITUTION DATA**

CE Credits Online
23224 NE 156th PL
Woodinville, Washington 98077
425.788.7275
www.cecreditsonline.org

**ONLINE STUDENT DATA**

Name:

Address:

Phone:

**ACADEMIC RECORD**

Course: How to "Read and Write" in Math: Improving Problem Solving and Communication in Mathematics

Completion Date: 11/17/2015

Number of Hours: 45.00

Letter Grade: Passed

**NARRATIVE EVALUATION**

This course introduces teachers to a wide range of instructional strategies and methodologies for math problem solving and math communication that will enable them to create effective classroom learning experiences that will help students solve word problems successfully and describe their solution processes clearly. This course focuses on creating exciting math lessons that are challenging and achievable for all students by providing an in-depth exploration of and systematic approaches to solving math word problems and developing written and oral communication skills to describe them.

**AUTHORIZATION OF COURSE COMPLETION**

Cathy Rose

11/17/2015

https://www.cecreditsonline.org/classroom/s/transcript.aspx?e=50456 11/17/2015

000575

RECEIVED

DEC 17 2015

OESD 114

Serving the Kitsap & Olympic Peninsulas

Mukilteo School District
Human Resources Department

# Olympic ESD 114
# REQUEST FOR CLOCK HOURS

Clock Hour Program – Payments
105 National Ave N., Bremerton, WA 98312
**See Reverse Side for Further Information**

- **$2.00 Per Clock Hour**
- **$10.00 Research Fee (per class) applies 90 calendar days after program ends**
- **Use blue or black ink**
- **Do not alter printed portions of form**

**CLOCK HOURS ARE NOT EARNED UNTIL ALL FEES ASSOCIATED WITH THIS REQUEST ARE RECEIVED BY OESD 114. This form must be received along with your payment within 90 calendar days of the program end date, or a $10.00 research fee will apply. *Upon receipt of completed form and all fees for clock hours,* this form will be fully executed and will be returned to you and serve as verification of clock hours earned. Clock hours are earned only after OESD clock hour provider verification signature is completed.**

## *SECTION 1: PERSONAL INFORMATION*

Name

Address

City/State/Zip

Building (Required)

Mukilteo
District (Required)

Male / Female
Circle One

Birth Date (required for ID)

Other name(s) under which records may be listed.

Home Phone

Work Phone

Email address

*Note! If you have a new address/phone #/last name, or have changed school districts, check this box →* ☐

## *SECTION 2: AFFIDAVIT (Please ensure this section is complete with signature)* = 4-5 Qtr XB

I, ear or affirm that I earned 45 clock hours for actual attendance at this inservice. (Registrants may request fewer hours than the amount calculated for the entire in-service education program due to partial attendance.) I am not applying for college credit for this program. I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. (Intentional misrepresentation of material fact in this form will subject holder to revocation of his/her certificate pursuant to Chapter 181-85 WAC.) 5/9/16

11/30/15
Date

Signature of Participant

## *SECTION 3: WORKSHOP INFORMATION*

**How to "Read and Write" in Math: Improving Problem Solving and Communication in Mathematics**
Title of Program

**CEC683**
Clock Hour ID

**45**
Total Clock Hours Available

**OEDS 114 on behalf of CE Credits Online**
Sponsoring District or Agency

**11/17/15**
Program End Date

**Stephanie Parker**
Person Responsible for Program

**(360) 405-5801**
Phone Number

## *SECTION 4: PAYMENT INFORMATION (Please complete and enclose payment)*

| | | | |
|---|---|---|---|
| Number of Clock Hours Earned: | 45 | X $ 2.00 | $ 90.00 |
| Research Fee (if submitted 90 days after program ending date): | | $10.00 | $ — |
| Total Amount of Payment Enclosed: | | | $ 90.00 |

**CLOCK HOURS ARE NOT EARNED UNTIL ALL FEES ARE RECEIVED BY OESD 114**

## *SECTION 5: VERIFICATION/APPROVAL OF CLOCK HOURS (to be completed by OESD 114 only)*

**Verification.** When signed by the approved in-service provider below, and full payment for clock hours and all associated fees are received by OESD 114, this form verifies eligible clock hours as required by WAC 392-121-280 (3). This form is not valid for clock hour verification until all payments are received, and the form has been signed by Olympic ESD 114.

Receipt #: -122821-

The credits/clock hours to which this stamp is affixed meet one of the criteria required per RCW 28A.415.023 for salary placement.

Olympic ESD 114 Authorization

Bruce Hobert, Executive Director
Human Resources

Revised 8/08

000576

**Clock Hour Example: Bellevue School District.** Districts issuing transcripts must be approved to do so and are on OSPI's website if approved; http://www.k12.wa.us/certification/ClockhoursDocumentation.aspx.) Some transcripts may also indicate the approved course criteria item for listed courses.

BELLEVUE SCHOOL DISTRICT

12111 NE First Street, Bellevue, Washington 98005 / P.O. Box 90010, Bellevue, Washington 98009-9010

**Official Clock Hour Transcript**

D: 000000]

July 2, 2015

**Official BSD Clock Hours: 49.00**

## INSERVICE PROVIDER

When signed by the approved inservice provider, this form serves as a transcript or letter documenting eligible credits as required for salary purposes by WAC 392-121-280(2).

H. Edl

Heather Edlund – Director of Curriculum

RECEIVED
JUL 10 2015
Mukilteo School District
Human Resources Department

| Date | Course ID | Course Title | Hours | Criteria |
|---|---|---|---|---|
| 06/27/2014 | 32150 | 2014 Pnw Ap Institute | 23 | 1 |
| 07/02/2015 | 32755 | 2015 Pnw Ap Institute | 26 | 1,2 |

## CRITERIA

Credits earned after September 1, 1995, must meet criteria established by the Legislature (RCW 28A.415.023) before they can be used for placement on LEAP salary allocation documents. At the time credits are recognized by the school district, the content of the course must meet at least one of the following:

1. It is consistent with a school-based plan for mastery of student learning goals as referenced in RCW 28A.655.110, the annual school performance report, for the school in which the individual is
2. It pertains to the individual's current assignment or expected assignment for the following school year.
3. It is necessary for obtaining an endorsement as prescribed by the Washington Professional Educator Standards Board.
4. It is specifically required for obtaining advanced levels of certification.
5. It is included in a college or university degree program that pertains to the individual's current assignment or potential future assignment as a certificated instructional staff.
6. It addresses research-based assessment and instructional strategies for students with dyslexia, dysgraphia, and language disabilities when addressing learning goal one under RCW28A.150.210, as applicable and appropriate for individual certificated instructional staff.

**Clock Hour Example: Seattle Pacific University.** Colleges issuing transcripts must be approved to do so and are also listed on OSPI's website if approved; http://www.k12.wa.us/certification/ClockhoursDocumentation.aspx.) If it shows as CEU, it is a clock hour IF they are an approved Washington State clock hour provider.

Seattle Pacific University
Transcript Type: CEU

Record of. Student No: EXT Page: 1

Date Issued: 03-JUL-2015

Issued To: Mukilteo School District
Attn: Laura Bradburn, HR
9401 Sharon Dr
Everett, WA 98204-2647

RECEIVED
JUL 08 2015
Mukilteo School District
Human Resources Department

Level: Non-Matriculated
Student Type: Continuing Education

Current College(s): No college Designated
Current Program(s): Undecided

| SUBJ NO. | W | COURSE TITLE | CEU's | GRD | CL HR |
|---|---|---|---|---|---|
| INSTITUTION CREDIT: | | | | | |
| Summer 2009 | | | | | |
| CEU 2234 | | Teaching Learning Institute | 2.00 | EU | 20.00 |
| | | TOTAL: | 2.00 | | 20.00 |
| Winter 2011 | | | | | |
| CEU 2602 | | Right Response | 1.40 | EU | 14.00 |
| | | TOTAL: | 1.40 | | 14.00 |
| Spring 2011 | | | | | |
| CEU 2234 | | Teaching Learning Institute | 2.00 | EU | 20.00 |
| | | TOTAL: | 2.00 | | 20.00 |
| School Year 2013 - 2014 | | | | | |
| CEU 3630 | | PBIS Coaches Institute | 0.60 | EU | 6.00 |
| COMPLETION DATE: 27-JAN-2014 | | | | | |
| | | TOTAL: | 0.60 | | 6.00 |
| School Year 2014 - 2015 | | | | | |
| CEU 2234 | | Teaching Learning Institute | 3.00 | EU | 30.00 |
| COMPLETION DATE: 31-MAY-2015 | | | | | |
| | | TOTAL: | 3.00 | | 30.00 |

********** CONTINUED ON NEXT COLUMN **********

********** TRANSCRIPT TOTALS **********

| | Attempted | Earned |
|---|---|---|
| TOTAL CEU | 9.00 | 9.00 |
| TOTAL CLOCK HRS | 90.00 | 90.00 |

********** END OF TRANSCRIPT **********

This official university transcript is printed on security paper and does not require a raised seal.

Kenda Gatlin, University Registrar

SEATTLE PACIFIC UNIVERSITY

**Clock Hour Example: WEA. NOTE: the signature of the provider is not provided. Invalid documentation. Cannot report!**

WEA
WASHINGTON EDUCATION ASSOCIATION

Center for Education Quality
P O Box 9100
Federal Way, WA 98063
253-765-7088

RECEIVED
JUN 02 2015
Mukilteo School District
Human Resources Department

Continuing Education Clock Hour Credit
**INSERVICE REGISTRATION**

Use this form to verify your attendance at the inservice offering outline 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 WILL RECEIVE COLLEGE CREDIT FOR THIS INSERVICE PROGRAM. PLEASE PRINT AND USE PEN ONLY.

Section I – Information – Participant

| Last Name | First Name | Middle Initial | Maiden or Former Name |
|---|---|---|---|
| | | A | |
| Date of Birth (m, d, y) | Social Security Number (Optional) | (Optional) ☒ Female ☐ Male | |
| Home Address | | Phone: Home | |
| State WA Zi | | Phone Business ( ) | |

Section II – Inservice Provider – Clock Hours

**Class Number** 3743

| Title of Inservice offering | | |
|---|---|---|
| 2015 SPARKS - Pilchuck | | |
| Total Number of Clock Hours Available for Inservice Offering: 12.5 | First Day of Inservice: 5/7/2015 | Last Day of Inservice: 5/9/2015 |
| Sponsoring Provider Name (Agency Granting Clock Hours): Washington Education Association | | Business Telephone Number: (253) 765-7063 |
| Provider Address: PO Box 9100, Federal Way WA 98063-9100 | | |
| Sponsoring Provider Inservice Contact Person: Diane Flynn | | Telephone Number |

Section III – Affidavit – Participant

I swear/affirm that I earned 12.5 out of 12.5 possible clock hours for actual attendance at this inservice. I am not applying for college/university credit for this program.

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 in this form **subjects the holder to revocation of his/her certificate** pursuant to Chapter 180-85 WAC. This form should be retained by the holder for possible dispute (WAC 180-85-085).

The credits/clock hours to which this stamp is affixed meet one of the criteria required per RCW 28A.415.023 for salary placement.

Original Signature of Participant | Washington Certificate Number | 5/21/15 Date

Bruce Hobert, Executive Director
Human Resources

Section IV – Inservice Provider – Verification

When signed by the approved inservice provider, this form serves as a transcript or letter documenting eligible credits as required for salary purposes by WAC 392-121-280(2).

Original Signature of Inservice Provider or Designee | 5/9/15 Date

FORM SPI 1125(Rev/1/99) facsimile

## Clock Hours: WAC 181-85-033

### CONTINUING EDUCATION CREDIT HOUR—DEFINITION—PROFESSIONAL

(1) Notwithstanding any provisions of this chapter to the contrary, for **consultation and collaboration as a member of an approved professional growth tea**m, as defined by WAC 181-78A-010 and 181-79A-030, members of a professional growth team, excluding the candidate, shall receive the **equivalent of three (3) continuing education credit hours**. The team member may not receive more than the equivalent of six (6) continuing education credit hours, as defined by this section, during a calendar year period.

(2) A person holding a valid educational certificate pursuant to RCW 28A.410.010 shall receive the equivalent of **ten (10) continuing education credit hours for serving on a school accreditation site visit team**. The person may not receive more than the equivalent of twenty 20) continuing education credit hours during a calendar year period.

(3)(a) Notwithstanding any provisions of this chapter to the contrary, **individuals officially designated as a supervisor by a college/university, school district, educational service district, an approved private school, a state agency providing educational services to students or the superintendent of public instruction, a person holding a valid educational certificate pursuant to RCW 28A.410.010 shall receive the equivalent of thirty (30) continuing education credit hours for service as a supervisor**. The person may not receive more than the equivalent of thirty (30) continuing education credit hours during a calendar year period. (b) The term "supervisor" shall mean individuals officially designated as a supervisor by a college/university, school district, educational service district, an approved private school, a state agency providing educational services to students, or the office of superintendent of public instruction for supervising the training of teacher interns, administrative interns, educational staff associate interns, and paraprofessionals.

(4) A person holding a valid educational certificate pursuant to RCW 28A.410.010 shall receive the equivalent of **forty-five (45) continuing education credit hours for completion of an assessment process as part of the National Board for Professional Teaching Standards certificate application**. Upon achieving National Board certification, the individual shall receive the equivalent of **an additional forty-five (45)** continuing education credit hours for a **total of ninety (90) continuing education credit hours** per National Board certificate.

(5) Notwithstanding any provisions of this chapter to the contrary, **teachers who achieve the professional certification through the external assessment per WAC**

**181-79A-206 will receive the equivalent of one hundred fifty (150) continuing education credit hours.**

(6) Notwithstanding any provision of this chapter to the contrary, individuals who receive **in-service training or continuing education according to RCW 28A.415.020(6) in first peoples' language, culture and oral tribal traditions** provided by a sovereign tribal government participating in the Washington state first peoples' language, culture and oral tribal traditions teacher certification program authorized under RCW 28A.410.045 shall be considered approved in-service training or approved continuing education under this section.

(7) Notwithstanding any provision of this chapter to the contrary, individuals who serve as **scorers for the Washington teacher performance assessment shall receive the equivalent of ten (10) continuing education credit hours for each four assessments scored**, provided that an individual may not receive more than the equivalent of twenty (20) continuing education credit hours during a calendar year period. **Additionally**, individuals who receive initial training as scorers for the Washington teacher performance assessment shall receive the equivalent of ten (10) continuing education credit hours.

(8) Notwithstanding any provision of this chapter to the contrary, individuals who serve as **scorers for the Washington ProTeach Portfolio assessment shall receive the equivalent of ten (10) continuing education credit hours for completing one full scoring session during a calendar year**, provided that an individual may not receive more than the equivalent of twenty (20) continuing education credit hours during a calendar year period. Individuals who receive initial training as scorers for the Washington ProTeach Portfolio assessment shall receive the equivalent of ten (10) additional continuing education credit hours.

**Clock Hour Example: Supervisor Form.** Be sure to record the correct provider. Also, the number of hours available per year have gone from 20 to 30.

OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION
Professional Certification
Old Capitol Building, PO BOX 47200
OLYMPIA, WA 98504-7200
(360) 725-6400 TTY (360) 664-3631
Web Site: http://www.k12.wa.us/certification/
E-Mail: cert@k12.wa.us

M 90

## CONTINUING EDUCATION CREDIT HOURS (CLOCK HOURS)
## SUPERVISOR OF TRAINING

Use this form to verify continuing education credit hours (clock hours) earned through WAC 181-85-033 (3).

**WAC 181-85-033(3)**

(3) (a) Notwithstanding any provisions of this chapter to the contrary, individuals officially designated as a supervisor by a college/university, school district, educational service district, an approved private school, a state agency providing educational services to students or the superintendent of public instruction, a person holding a valid educational certificate pursuant to RCW 28A.410.010 shall receive the equivalent of thirty continuing education credit hours (clock hours) for service as a supervisor. The person may not receive more than the equivalent of thirty continuing education credit hours (clock hours) during a school year period.

(b) The term "supervisor" shall mean individuals officially designated as a supervisor by a college/university, school district, educational service district, an approved private school, a state agency providing educational services to students, or the office of superintendent of public instruction for supervising the training of teacher interns, administrative interns, educational staff associate interns, and paraprofessionals.

**SECTION I**

**TO BE COMPLETED BY APPLICANT**

1. NAME LAST FIRST MIDDLE S. MAIDEN/FORMER NAME
2. ADDRESS
3. DATE OF BIRTH
CITY/STATE/ZIP
4. SOCIAL SECURITY NUMBER (OPTIONAL)
5. TELEPH
BUSINESS
6. E-MAIL

8. **PERIOD DURING WHICH CLOCK HOURS WERE EARNED:** January 2017 TO May 2017

[X] "Supervisor" (per WAC 181-85-033(3)) for 10 continuing education credits (clock hours) (not more than 30 per school year)

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 in this form subjects the holder to revocation of his/her certificate pursuant to chapter 181-85 WAC.

Original Signature of Participant _____ Date 06/06/2017

**SECTION II**

**TO BE COMPLETED BY INSTITUTION/EMPLOYER**

This statement MUST be prepared by the college/school district/approved private school/agency authorized to verify continuing education credit hours (clock hours) per WAC 181-85-033, as claimed by the applicant in Section I item #8 above. When signed by the authorized institution/employer, this form serves as verification that the person listed in Section I completed the requirement or provided documentation for the clock hours as claimed. Stamped signatures MUST be initialed by the individual using the stamp. Please give this form, with Section II completed, directly to the applicant.

NAME OF INSTITUTION/EMPLOYER DATE

## Email with David Brenna regarding how many clock hours can be earned.

**Bradburn Laura D.**

**From:** Bradburn Laura D.
**Sent:** Monday, August 28, 2017 2:30 PM
**To:** Bradburn Laura D.
**Subject:** FW: Supervisor Clock Hours

Hi Laura. Here's the relevant WAC rule:

Notwithstanding any provisions of this chapter to the contrary, individuals officially designated as a supervisor by a college/university, school district, educational service district, an approved private school, a state agency providing educational services to students or the superintendent of public instruction, a person holding a valid educational certificate pursuant to RCW 28A.410.010 shall receive the equivalent of thirty continuing education credit hours for service as a supervisor. The person may not receive more than the equivalent of thirty continuing education credit hours during a school year period.

The teacher may receive the 30 clock hours in a quarter or semester, but may not exceed 30 for the school year. Hope that helps! David

**David Brenna**
Senior Policy Analyst
Professional Educator Standards Board
Old Capitol Building, 600 Washington Street
PO Box 47236
Olympia, WA 98504
360-725-6238
www.pesb.wa.gov

**From:** Bradburn Laura D. [mailto:BradburnLD@mukilteo.wednet.edu]
**Sent:** Monday, July 31, 2017 10:08 AM
**To:** David Brenna <David.Brenna@k12.wa.us>
**Subject:** RE: Supervisor Clock Hours

Hi David,

Can you give me some clarity for Supervisor clock hours? I have a teacher that WGU is giving them 30 clock hours for supervising an intern from January to March 2017. I told the teacher she could not earn 30 in one quarter and need a confirmation on whether I am right or not. All colleges, except WGU, allot 10 clock hours per quarter.

*Laura Bradburn*
*Certification Specialist*

**From:** Ross Bunda [mailto:Ross.Bunda@k12.wa.us]
**Sent:** Thursday, June 08, 2017 1:22 PM
**To:** Bradburn Laura D. <BradburnLD@mukilteo.wednet.edu>
**Cc:** David Brenna <David.Brenna@k12.wa.us>
**Subject:** RE: Supervisor Clock Hours

My office does not have the authority to interpret the requirements in WAC 181-85-033(3), which is a PESB, not OSPI, WAC.

I'm forwarding your email message to the PESB for their guidance.

**Ross Bunda**
Supervisor, Personnel Reporting

**From:** Bradburn Laura D. [mailto:BradburnLD@mukilteo.wednet.edu]
**Sent:** Thursday, June 8, 2017 11:54 AM
**To:** Ross Bunda <Ross.Bunda@k12.wa.us>
**Subject:** Supervisor Clock Hours

Hi Ross,

I know that the amount of clock hours that a teacher can earn for being a "Supervisor" to a student teacher recently increased to not more than 30 clock hours per year. In year's past, it was 20 and I was under the impression that the Supervising teacher would earn 10 per quarter up to 20. Now WAC 181-85-033(3) states that they can earn up to 30; however the WAC does not stipulate how they are earned. Is it your understanding that if a Supervisor works with a student teacher for only three months, s/he can earn the full 30 clock hours, or is it a portion of the 30? If it is the whole 30 clock hours, then why does the form SPI 1128-1 have a blank to fill in the amount of clock hours that was earned?

Thanks for your clarification.

*Laura Bradburn*
*Certification Specialist*

**Clock Hour Example: National Board Form.** Use the Correct Form!

Regi 'ry of Credit Recommendatic
American Council on Education
One Dupont Circle • Washington, D.C. 20036-1193
(866) 205-6267

THIS IS AN AUTHENTIC TRANSCRIPT FROM THE AMERICAN COUNCIL ON EDUCATION.

VALIDATION NUMBER 95056

06/12/2006

SEND TO [redacted]

NOT VALID

| COURSE CODE | DATE COMPLETED | COURSE TITLE AND DESCRIPTION |
|---|---|---|
| NBCT - 0001 | 11/18/2005 | ATIONAL BOARD CERTIFICATION CANDIDACY: DEMONSTRATING ACCOMPLISHED TEACHING<br>NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS<br>GRAD - 3 SH: EDUCATION<br>300 HOURS. CANDIDATE WILL DEMONSTRATE COMMITMENT TO STUDENTS AND THEIR LEARNING; KNOWLEDGE OF THEIR SUBJECTS AND HOW TOTEACH THOSE SUBJECTS TO STUDENTS; TECHNIQUES FOR MANAGING AND MONITORING STUDENT LEARNING; SYSTEMATIC THINKING AND REFLECTIVE LEARNING ABOUT THEIR TEACHING PRACTICES; AND PARTICIPATION IN AND CONTRIBUTION TO LEARNING COMMUNITIES. |
| NBCT - 0002 | 11/18/2005 | NATIONAL BOARD CERTIFICATION: DEMONSTRATING ACCOMPLISHED TEACHING<br>NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS<br>GRAD - 3 SH: EDUCATION |

**Johnston, Celeste**

From: Laura Gooding [Laura.Gooding@k12.wa.us]
Sent: Friday, August 28, 2009 4:31 PM
To: Johnston, Celeste
Subject: RE: Help with ACE credits

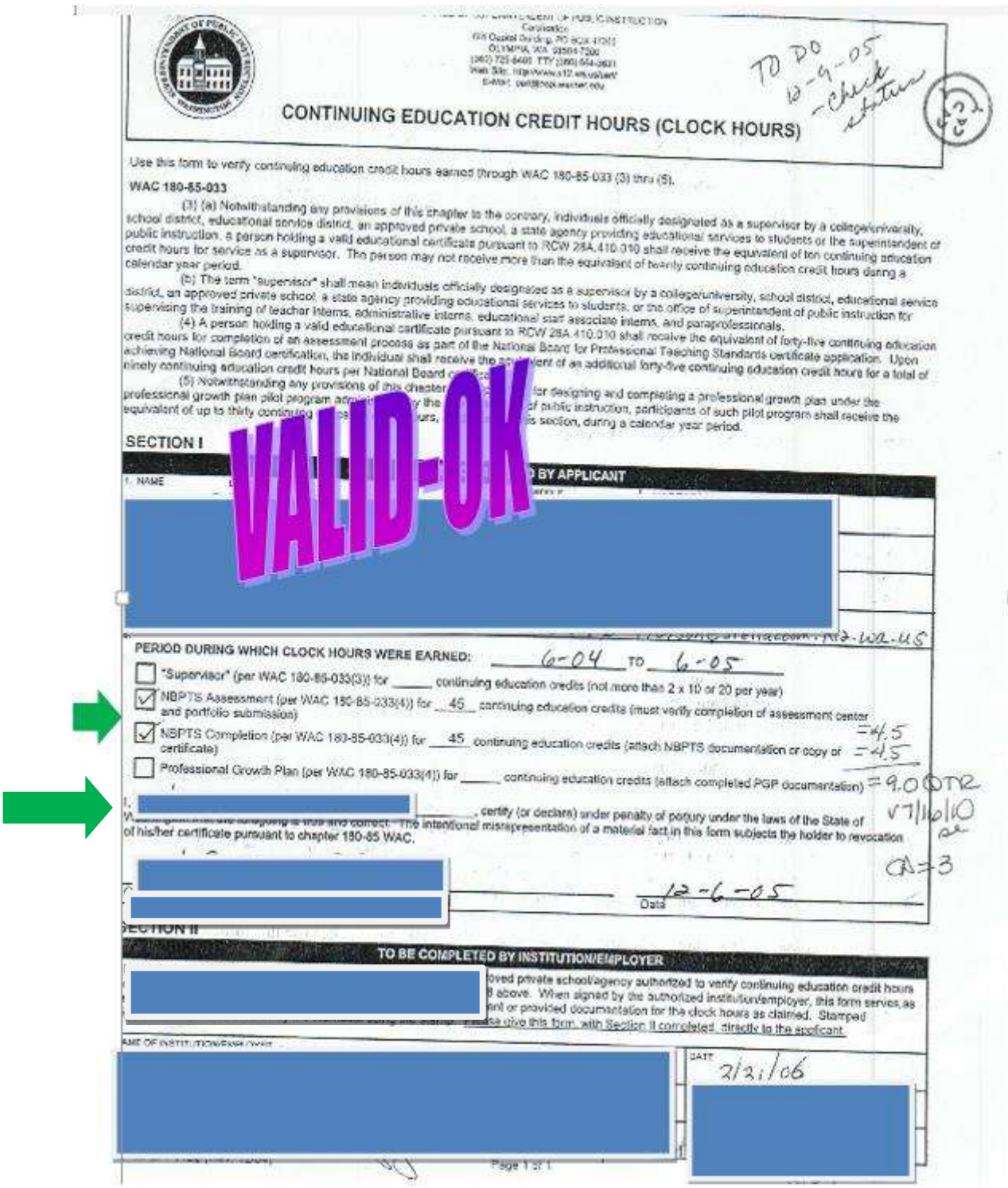
Hi Celeste,

ACE is not an approved provider of Washington clock hours; nor have they ever been. They are also not a regionally accredited institution that can grant quarter/semester hours of college credit. The hours that ACE provides is an equivalent of credit for use by other colleges/university to determine advanced placement for a degree. In other words, ACE is letting a college/university know that the work the individual has completed is equivalent to 9 quarter hours toward a master's or graduate level degree program. ACE is not actually granting credits and we are not able to accept anything they provide toward certification requirements. Salary placement is a question for the employer, however, they typically only accept approved clock hours or college/university credit too.

There are Washington approved clock hour equivalents (90 clock hours) available to individuals who complete the NBPTS certification process. The form is available here: http://www.k12.wa.us/certification/certapp/1128-7.pdf

Laura Gooding
Program & Certification Specialist
Professional Education & Certification
PO Box 47200
Olympia, WA 98504-7200
Phone: (360) 725-6396
Fax: (360) 586-0145
www.k12.wa.us/certification

000585



... DEPARTMENT OF PUBLIC INSTRUCTION
Certification
Old Capitol Building, PO Box 47200
OLYMPIA, WA 98504-7200
(360) 725-6400 TTY (360) 664-3631
Web Site: http://www.k12.wa.us/cert/
E-Mail: cert@pop.wacher.edu

TO DO 12-9-05 - check status

## CONTINUING EDUCATION CREDIT HOURS (CLOCK HOURS)

Use this form to verify continuing education credit hours earned through WAC 180-85-033 (3) thru (5).

**WAC 180-85-033**

(3) (a) Notwithstanding any provisions of this chapter to the contrary, individuals officially designated as a supervisor by a college/university, school district, educational service district, an approved private school, a state agency providing educational services to students or the superintendent of public instruction, a person holding a valid educational certificate pursuant to RCW 28A.410.010 shall receive the equivalent of ten continuing education credit hours for service as a supervisor. The person may not receive more than the equivalent of twenty continuing education credit hours during a calendar year period.

(b) The term "supervisor" shall mean individuals officially designated as a supervisor by a college/university, school district, educational service district, an approved private school, a state agency providing educational services to students, or the office of superintendent of public instruction for supervising the training of teacher interns, administrative interns, educational staff associate interns, and paraprofessionals.

(4) A person holding a valid educational certificate pursuant to RCW 28A.410.010 shall receive the equivalent of forty-five continuing education credit hours for completion of an assessment process as part of the National Board for Professional Teaching Standards certificate application. Upon achieving National Board certification, the individual shall receive the equivalent of an additional forty-five continuing education credit hours for a total of ninety continuing education credit hours per National Board certificate.

(5) Notwithstanding any provisions of this chapter ... for designing and completing a professional growth plan under the professional growth plan pilot program ... the ... of public instruction, participants of such pilot program shall receive the equivalent of up to thirty continuing ... hours, ... this section, during a calendar year period.

VALID-OK

**SECTION I**

**... BY APPLICANT**

1. NAME

[redacted]

PERIOD DURING WHICH CLOCK HOURS WERE EARNED: 6-04 TO 6-05

- [ ] "Supervisor" (per WAC 180-85-033(3)) for ____ continuing education credits (not more than 2 x 10 or 20 per year)
- [x] NBPTS Assessment (per WAC 180-85-033(4)) for 45 continuing education credits (must verify completion of assessment center and portfolio submission) =4.5
- [x] NBPTS Completion (per WAC 180-85-033(4)) for 45 continuing education credits (attach NBPTS documentation or copy of certificate) =4.5
- [ ] Professional Growth Plan (per WAC 180-85-033(4)) for ____ continuing education credits (attach completed PGP documentation) =9.0 QTR

I, [redacted], certify (or declare) under penalty of perjury under the laws of the State of W... the intentional misrepresentation of a material fact in this form subjects the holder to revocation of his/her certificate pursuant to chapter 180-85 WAC.

V7/16/10 se

CA=3

[redacted]

Date 12-6-05

**SECTION II**

**TO BE COMPLETED BY INSTITUTION/EMPLOYER**

[redacted] ...oved private school/agency authorized to verify continuing education credit hours ... above. When signed by the authorized institution/employer, this form serves as ...nt or provided documentation for the clock hours as claimed. Stamped ... give this form, with Section II completed, directly to the applicant.

NAME OF INSTITUTION/EMPLOYER

[redacted]

DATE 2/21/06

[redacted]

Page 1 of 1

If the National Board applicant does not apply for these clock hours within seven years of earning the certificate, they no longer can apply for these clock hours.

000586

# Ok to Repeat Clock Hours

**Sherrie Evans**

**From:** Ross Bunda [RBunda@ospi.wednet.edu]
**Sent:** Tuesday, February 03, 2004 8:46 AM
**To:** 'Janet Hodson'
**Subject:** RE: Question re: clock hours

You probably cannot count repeated college classes because the rule regarding academic credits, WAC 392-121-255(4) states that "for educational courses which are the same or identical no more credits for that educational course than are transferable or applicable to a bachelor's or more advanced degree program at that institution shall be counted."

However, there is no such provision, or restriction, in the rules regarding inservice credits. Therefore, you can count repeated inservice credits toward salary placement if they meet all other requirements.

If I can be of further assistance in this matter, please contact me.

Ross Bunda
Supervisor, Personnel Reporting
School Apportionment & Financial Services
Office of Superintendent of Public Instruction
(360) 725-6308 voice
(360) 664-3683 fax
mailto:rbunda@ospi.wednet.edu
http://www.k12.wa.us/safs

-----Original Message-----
From: Janet Hodson [mailto:jhodson@puyallup.k12.wa.us]
Sent: Tuesday, February 03, 2004 8:45 AM
To: rbunda@ospi.wednet.edu
Subject: Question re: clock hours

We are having a discussion in Puyallup as to whether repeated first aid courses can count toward salary placement? Teachers are required to have current first aid cards, so we count their first aid classes each time. However, we know that we cannot count repeated college classes, so we are wondering if we should only count first aid once? Would like to know your opinion.

000587

# WIAA is a valid clock hour provider

## SUPERINTENDENT OF PUBLIC INSTRUCTION

*JUDITH A. BILLINGS* OLD CAPITOL BUILDING • PO BOX 47200 • OLYMPIA WA 98504-7200

March 29, 1996

( ) Action Required
(X) Informational

BULLETIN NO. 28-96 APPORTIONMENT AND RESEARCH

TO: Educational Service District Superintendents
Chief School District Administrators
Assistant Superintendents for Business and/or Business Managers
School District Personnel Directors

FROM: Judith A. Billings, State Superintendent of Public Instruction

RE: Applicability of WIAA Clock Hours to the State Salary Allocation Schedule

**Purpose**

The purpose of this bulletin is to provide school districts with information on the applicability of Washington Interscholastic Activities Association (WIAA) clock hours to the state salary allocation schedule.

**Background**

This agency has received a number of inquiries asking if clock hours provided by the WIAA count on the state salary allocation schedule.

The state is fully obligated to fully fund the basic education allocation (BEA) formula. Certificated instructional staff is one component of that formula. The state legislature has not bound school districts to expend BEA monies solely for basic education costs, such as basic contract costs of certificated personnel (as opposed to non-basic education costs such as supplemental contracts of certificated personnel).

The state legislature has not limited inservice (clock hours) and college quarter hour educational credits that qualify for state salary allocation purposes to education that relates exclusively to a certificated employee's basic education duties.

# W I A A CLOCK HOURS TRANSCRIPT

| SCHOOL DISTRICT | SOC SEC # | WA CERT # | BIRTH DATE |
|---|---|---|---|
| [redacted] | | | [redacted] |

| BUSINESS PHONE | MALE | FEMALE |
|---|---|---|
| 253-571-6714 | X | |

MAIDEN OR FORMER NAME

*CLASSES ARE WASHINGTON STATE BOARD OF CATION CLOCK HOURS. WIAA Rules clinics are not ted here. Any other inservice provider (ESD, etc.) classes are ...lfected here. It is the individual's responsibility to maintain records for compliance with certification regulations.'*

| COURSE ID | DESCRIPTION | CATEGORY | | DATE | HOURS |
|---|---|---|---|---|---|
| WIA-031 | WIBCA Fall Clinic | 4 | COACHING TECHNIQUES | 10/93 | 4.00 |
| WIA-031 | WIBCA Fall Clinic | 5 | PHILOSOPHY/SPORTS MGMT | 10/93 | 2.00 |
| WIA-040-I | WIAA Basketball Rules Clinic | 5 | PHILOSOPHY/SPORTS MGMT | 11/93 | 3.00 |
| WIA-211 | WIBCA Basketball Coaches Clnc | 4 | COACHING TECHNIQUES | 10/94 | 3.00 |
| WIA-211 | WIBCA Basketball Coaches Clnc | 5 | PHILOSOPHY/SPORTS MGMT | 10/94 | 2.00 |
| WIA-268 | Peninsula Basketball Coaches | 4 | COACHING TECHNIQUES | 10/94 | 4.00 |
| WIA-268 | Peninsula Basketball Coaches | 5 | PHILOSOPHY/SPORTS MGMT | 10/94 | 2.00 |
| WIA-303 | Winter Coaches Workshop | 2 | LEGAL ASPECTS | 11/94 | 1.00 |
| WIA-303 | Winter Coaches Workshop | 5 | PHILOSOPHY/SPORTS MGMT | 11/94 | 2.00 |
| WIABB-9414 | WIAA Basketball Rules Clinic | 5 | PHILOSOPHY/SPORTS MGMT | 11/94 | 3.00 |
| WIA-5331095 | 95 WIBCA Westside Coaches Clnc | 4 | COACHING TECHNIQUES | 10/95 | 3.00 |
| IA-5331095 | 95 WIBCA Westside Coaches Clnc | 5 | PHILOSOPHY/SPORTS MGMT | 10/95 | 2.00 |
| IB-95201195 | Basketball Rules Clinic | 5 | PHILOSOPHY/SPORTS MGMT | 11/95 | 3.00 |
| WIA-5981195 | Narrows League Fall/Winter Mtg | 5 | PHILOSOPHY/SPORTS MGMT | 11/95 | 3.00 |
| WIA-6340296 | Narrows Winter/Spring Coaches | 2 | LEGAL ASPECTS | 2/96 | 1.00 |
| WIA-6340296 | Narrows Winter/Spring Coaches | 5 | PHILOSOPHY/SPORTS MGMT | 2/96 | 2.00 |
| WIA-7640996 | Best In The West Bskbl Clinic | 4 | COACHING TECHNIQUES | 9/96 | 20.00 |
| WIA-7981196 | Narrows Lge Wntr Coaches Wkshp | 5 | PHILOSOPHY/SPORTS MGMT | 11/96 | 3.00 |
| WIA-8620397 | Narrows League Spring Workshop | 5 | PHILOSOPHY/SPORTS MGMT | 3/97 | 3.00 |
| WIA-9631097 | WIBCA Westside Fall Clinic | 5 | PHILOSOPHY/SPORTS MGMT | 10/97 | 6.00 |
| WIA-9381197 | Narrows League Winter Coach Wk | 5 | PHILOSOPHY/SPORTS MGMT | 11/97 | 3.00 |
| WIA-9380298 | Narrows League Spring Coach Wk | 6 | MULTIPLE CATEGORIES | 2/98 | 3.00 |
| IAA-1170998 | Chelan Basketball Coaches Clnc | 4 | COACHING TECHNIQUES | 9/98 | 5.00 |
| IAA-1301098 | WIBCA Fall Basketball Clinic | 6 | MULTIPLE CATEGORIES | 10/98 | 6.00 |
| IAA-0991198 | Narrows League Fall Coach Crin | 2 | LEGAL ASPECTS | 11/98 | 3.00 |
| IAA-0890299 | Narrows League Coaches Workshp | 5 | PHILOSOPHY/SPORTS MGMT | 2/99 | 3.00 |
| IAA-2620999 | Chelan Basketball Coaches Clnc | 4 | COACHING TECHNIQUES | 9/99 | 14.00 |
| IAA-268-B1099 | WIBCA Fall Basketball Clinic W | 4 | COACHING TECHNIQUES | 10/99 | 7.00 |
| IAA-2561199 | 99-00 Narrows League Coach Wks | 5 | PHILOSOPHY/SPORTS MGMT | 11/99 | 3.00 |
| IAA-4130900 | Chelan Basketball Coaches Clnc | 4 | COACHING TECHNIQUES | 9/00 | 10.00 |
| IAA-4221000 | WIBCA 2000 Fall Coaches Clinic | 4 | COACHING TECHNIQUES | 10/00 | 7.00 |
| IAA-3911100 | 00-01 Narrows Lg Coaches Wksp | 5 | PHILOSOPHY/SPORTS MGMT | 11/00 | 3.00 |
| IAA-3910201 | 00-01 Narrows Lg Coach Wkshp | 5 | PHILOSOPHY/SPORTS MGMT | 2/01 | 3.00 |
| IAA-5221001 | Narrow Leag Coaches Workshop | 5 | PHILOSOPHY/SPORTS MGMT | 10/01 | 3.00 |
| IAA-5801101 | WIBCA Fall Bskbl Cchs Clinic W | 4 | COACHING TECHNIQUES | 11/01 | 7.00 |

| TOTAL HRS BY CATEGORY | 1 | 2 | 3 | 4 | 5 | 6 | TOTAL |
|---|---|---|---|---|---|---|---|
| | 0.00 | 5.00 | 0.00 | 84.00 | 54.00 | 9.00 | 152.00 |

*** CLOCK HOURS REPORTED AFTER AUGUST 15 2002 WILL PRINT ON YOUR 2003 ANNUAL REPORT***

000589

## WIAA Hours can be combined if course # is same

# W I A A INSERVICE CLOCK HOURS

SCHOOL DISTRICT: JTH KITSAP #402

SOC SEC #: [redacted]

WA CERT #:

BIRTH DATE: [redacted]

HOME PHONE: [redacted]

BUSINESS PHONE: [redacted]

MALE / FEMALE: x

MAIDEN OR FORMER NAME

[redacted]

*This printout reflects ONLY those clock hours that were processed as an official WIAA class and submitted on the WIAA official INSERVICE REGISTRATION FORM. WIAA Rules clinics are not reflected here. Any other inservice provider (ESD, etc.) classes are not reflected here. It is the individual's responsibility to maintain records for compliance with certification regulations.*

| COURSE ID | DESCRIPTION | CATEGORY | | DATE | HOURS |
|---|---|---|---|---|---|
| WIA-6340296 | NARROWS WINTER/SPRING COACHES | 5 | PHILOSOPHY/SPORTS MGMT | 2/96 | 2.00 |
| WIA-6340296 | NARROWS WINTER/SPRING COACHES | 2 | LEGAL ASPECTS | 2/96 | 1.00 |
| WIA-8380397 | FRISBY TENNIS PARTICIPATION CL | 4 | COACHING TECHNIQUES | 3/97 | 6.00 |
| WIA-8380298 | NARROWS LEAGUE SPRING COACH WK | 6 | MULTIPLE CATEGORIES | 2/98 | 3.00 |
| IAA-0520698 | INJURY PREVENTION & MGMT COACH | 1 | MEDICAL ASPECTS | 6/98 | 16.00 |

3

PERSONNEL & LABOR RELATIONS

AUG 3 1 2000

000590

## ESD Clock Hour Transcripts are OK!

# ESD 112

EDUCATIONAL SERVICE DISTRICT 112
2500 NE 65th Avenue
Vancouver, WA 98661-6812
360-750-7503 • Clock Hour Registrar

**Official Clock Hours Transcrip**
(Raised seal not required)

19s

Name: [redacted]

Certificate Number: [redacted]
SSN:
Birth Date:
Report Date: OCT 1 02

District: [redacted]

**Be careful of DUPLICATE recordings!!**

| Course # | Title of Inservice | Sponsoring Agency | Inservice Date | Clock Hrs |
|---|---|---|---|---|
| VAC072 | TEACHER ASSISTANCE PROGRAM | | | .0 |
| EAD008 | RESTRUCTURING ISSUES & OPPORTUNITIES | | | .0 |
| VAE070 | MAXIMIZING SCHL EFFECTIVENESS- T A PROGRAM | | | .0 |
| SHE001 | 92 WSHA CONF | | | .0 |
| VAE417 | ENGINEERING THE CLASSROOM ENVIRONMENT FOR INTER | | | .0 |
| WEE190 | ECSE SUMM INST | N CENTRAL ESD 171 | AUG 10 92 | 32.0 |
| VAF049 | CREST PROJECT TRAINING | ESD 112 | SEP 28 92 | 5.0 |
| VAF088 | PROGRESS MONITORING | ESD 112 | OCT 19 92 | 30.0 |
| 144 | FACILITATED COMMUNICATION INTRODUCTORY WORKSHOP | SPI PROF ED & CERT | NOV 7 92 | 7.0 |
| 166 | EARLY CHILDHOOD SPEC ED SUMMER INST | N CENTRAL ESD 171 | AUG 9 93 | 32.0 |
| VAG112 | AUTISM/PDD | ESD 112 | OCT 23 93 | 6.0 |
| VAG179 | SPECIAL EDUCATION APPLICATIONS: TOOLS FOR STUDENTS AND PROFE | ESD 112 | DEC 1 93 | 18.0 |
| VAG237 | COLUMBIA WILLAMETTE EARLY CHILDHOOD CONFERENCE | ESD 112 | JAN 31 94 | 11.0 |
| 269 | EARLY CHILD CONF | ESD 114 | MAY 1 94 | 11.0 |
| VAH214 | COMMUNICATION THERAPY FOR CHILDREN (BIRTH TO EIGHT) | ESD 112 | NOV 4 94 | 10.0 |
| VAH378 | ASSESSMENT OF AUTISM | ESD 112 | JAN 27 95 | 6.0 |
| VAH408 | TRENDS, TECHNIQUES AND TOOLS FOR CDS | ESD 112 | FEB 15 95 | 36.0 |
| VAJ174 | PRE-MONITORING SELF REVIEW | ESD 112 | NOV 2 95 | 5.0 |
| VAK129 | SIMPLE TECHNOLOGY: MAKING IT WORK FOR YOU | ESD 112 | NOV 6 96 | 6.0 |
| VAK221 | COLUMBIA WILLIAMETTE EARLY CHILDHOOD CONFERENCE | ESD 112 | JAN 27 97 | 6.0 |
| VAK275 | EDUCATION REFORM AND SPECIAL EDUCATION | ESD 112 | FEB 20 97 | 6.0 |
| VAM458 | USING VISUAL STRATEGIES WITH CHILDREN WHO HAVE AUTISM - ADVA | ESD 112 | APR 19 99 | 11.0 |
| 1786 | HELPING YOUR AT-RISK & UNDERACHIEVING STUDENTS BE MORE SUCCE | PUGET SOUND ESD 121 | MAY 5 99 | 5.0 |

**OSPI's Form SPI 1126 – watch for changes on the form.**

**Bradburn Laura D.**

**From:** Bradburn Laura D.
**Sent:** Monday, August 28, 2017 1:09 PM
**To:** Bradburn Laura D.
**Subject:** FW: quick question

No problem Jodi. And just so you know, if one of your staff were to complete one of these forms now, it was changed in 2014 and they can only earn 3 clock hours per candidate up to 6 clock hours per year.

*Laura Bradburn*
*Certification Specialist*

**From:** Jodi Lowe [mailto:jlowe@cashmere.wednet.edu]
**Sent:** Monday, August 28, 2017 10:54 AM
**To:** Bradburn Laura D. <BradburnLD@mukilteo.wednet.edu>
**Subject:** RE: quick question

That's what I was thinking, just wanted to make sure!! Thanks AGAIN so much!

Jodi Lowe
Accounts Payable/Receivable

**From:** Bradburn Laura D. [mailto:BradburnLD@mukilteo.wednet.edu]
**Sent:** Monday, August 28, 2017 10:46 AM
**To:** Jodi Lowe <jlowe@cashmere.wednet.edu>
**Subject:** RE: quick question

This form is for 10 clock hours. The employee can earn up to 20 clock hours per year, but an additional form would have to be completed for her support of another candidate.

*Laura Bradburn*
*Certification Specialist*

**From:** Jodi Lowe [mailto:jlowe@cashmere.wednet.edu]
**Sent:** Monday, August 28, 2017 10:20 AM
**To:** Bradburn Laura D. <BradburnLD@mukilteo.wednet.edu>
**Subject:** quick question
**Importance:** High

Hi –
Hopefully this will just take you a second…please see attached. Does this count for clock hours? It doesn't specify (clearly) how many, so I wasn't sure if it would be 10 or 20 clock hours. Please let me know – thanks!

Jodi Lowe
Accounts Payable/Receivable

Cashmere School District
210 S. Division
Cashmere, WA 98815

1

## Technical Colleges are Approved Clock Hour Providers

Bates Technical-OK Clock Provider

Leslie,

Yes, all the technical colleges, like Bates, have blanket approval as clock hour providers. Everything they do is either college credit, now that they are colleges, and reflected on a transcript, or approved clock hours that may be documented on a certificate of completion. Only the technical colleges fall into this category.

I hope this helps. Let me know if you have additional questions.

Laura Gooding
Program & Certification Specialist
Professional Education & Certification
PO Box 47200
Olympia, WA 98504-7200
Phone: (360) 725-6396
Fax: (360) 586-0145
www.k12.wa.us/certification

-----Original Message-----
From: Leslie Hansen [mailto:lhansen@upsd.wednet.edu]
Sent: Wednesday, March 28, 2007 8:33 AM
To: Laura Gooding
Subject: Bates Tech

Hi Laura,
I've rec'd clock hours from Bates on a certificate of completion. When I had the employee provide a transcript those classes showed up as non-academics with no credit earn and no indication that they were clock hours or that clock hours were earned.
My question is:
Are all technical colleges are in fact WA state approved clock hour providers & is there ever a time when we can accept clock hours from a college on a cert of completion? (I don't think so but I want to verify before I communicate with the employee) Thanks for your time!!

Leslie Hansen
University Place School District
253-566-5600

**Clock Hour Example: NOT a Valid Provider.** This course was incorrectly posted in a review we did. The provider was not valid.

EXECUTIVE SERVICES
Professional Education and Certification
Old Capitol Building, PO BOX 47200
OLYMPIA, WA 98504-7200
SCAN 234-4770 (206) 753-4770

Continuing Education Clock Hours And/Or Vocational 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 of attendance. It is the individual's responsibility to maintain accurate records for compliance with certification regulations. DO NOT USE THIS FORM IF YOU WILL RECEIVE COLLEGE CREDIT FOR THIS INSERVICE PROGRAM. PLEASE PRINT AND USE PEN ONLY.

**SECTION I - INFORMATION - PARTICIPANT**

LEGAL NAME (Last, First, Middle): [redacted]
MAIDEN OR FORMER NAME:
DATE OF BIRTH (M D Y): SOCIAL SECURITY NO. (Optional): [redacted]
WASHINGTON CERTIFICATE NUMBER:
(Optional) ☐ Female ☐ Male
HOME ADDRESS: [redacted]
PHONE: [redacted]
BUSINESS ( )

**SECTION II - INSERVICE PROVIDER - CLOCK HOURS**

TITLE OF INSERVICE OFFERING: "Closing the Achievement Gap"
FIRST DAY OF INSERVICE: August 18, 2003
NAME OF INSTRUCTOR: Michael Vavrus and Mary Perkins
BUSINESS PHONE: (360) 867-6639
SPONSORING PROVIDER NAME: Magda Costantino

**SECTION III - AFFIDAVIT - PARTICIPANT**

[redacted] swear/affirm that I earned 24 clock hours for actual attendance at this inservice. I am not enrolled for college/university credit for this program. Also,

I, [redacted] rity (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 in this form subjects the holder to revocation of his/her certificate pursuant to Chapter 180-85 WAC. This form should be retained by the holder for possible dispute (WAC 180-85-085).

[redacted]
Original Signature of Participant

8/20/03
Date

**SECTION IV - INSERVICE PROVIDER - VERIFICATION**

When signed by the approved inservice provider, this form serves as a transcript or letter documenting eligible credits as required for salary purposes by WAC 392-121-280(2).

M. Cary
Original Signature of Inservice Provider or Designee

8-20-03
Date

000594

## Clock Hours Not Allowed Prior to BA Degree

**Sherrie Evans**

**From:** Ross Bunda [RBunda@ospi.wednet.edu]
**Sent:** Monday, November 15, 1999 9:32 AM
**To:** 'Sherrie Evans'
**Cc:** Allen Jones
**Subject:** RE: Clock Hour Clerification

WAC 392-121-257 Definition--In-Service Credits, section (1)(b) states that credits are earned after the awarding or conferring of the employee's first bachelor's degree.

Therefore, no in-service credit may be awarded for clock hours earned prior to the BA. Your answer is correct.

Ross Bunda
Supervisor, Personnel Reporting
School Apportionment & Financial Services
Office of Superintendent of Public Instruction
(360) 753-3585 voice
(360) 664-3683 fax
mailto:rbunda@ospi.wednet.edu
http://ospiwsrv.ospi.wednet.edu/finance/appsfs.htm

> ———
> From: Sherrie Evans[SMTP:skevans@orca.esd114.wednet.edu]
> Sent: Thursday, November 11, 1999 10:04 AM
> To: Ross Bunda (E-mail)
> Subject: Clock Hour Clerification
>
> If a person takes clock hours prior to their BA, do they count? My
> answer
> was no because they are pre-BA, but I wanted to double check. Thanks.
>
> Sherrie Evans, Assistant Superintendent for Personnel and Labor Relations
> South Kitsap Schools
> 1962 Hoover Ave SE, Port Orchard, WA 98366
> (360) 876-7306
> skevans@orca.esd114.wednet.edu
>

## INSTRUCTOR AND CLOCK HOURS

An instructor of a clock hour course can get clock hour credit for teaching the course – but only once.

# QUESTIONS

# ABOUT

# CLOCK HOURS

# CONTINUING EDUCATION HOURS – CEU's (IN-SERVICE)

WAC 181-85-077: Educational staff associates may use credits or clock hours that satisfy continuing education requirements for state professional licensure toward fulfilling professional educator standards board continuing education certification requirements.

**Rules applicable to continuing education credits include:**

1. Credits must be a minimum of three (3) hours.
2. Credits are earned after August 31, 1987; and after the awarding or conferring of the employee's first bachelor's degree.
3. Credits are earned on or before October 1 of the year for which allocations are being calculated pursuant to this chapter.
4. Use the last date of the course as the "earned" date for the course; UNLESS specifically stated otherwise on the form.
5. There is no repeat restriction on continuing education units.
6. Ten continuing education hours equals one quarter hour credit.
7. Accumulate credits rounded to one decimal place.

Allows **certain** educational staff associates to use continuing education units (CEUs), credits, or clock hours that satisfy the continuing education requirements for their state professional health license, for Washington and any other state, as in-service credits.

To be eligible, an educational staff associate must hold the following Washington State Department of Health license:

- Licensed advanced registered nurse practitioner (ARNP) (WAC 246-840-360),
- Licensed occupational therapist (WAC 246-847-065),
- Licensed marriage and family therapist (counselor) (WAC 246-809-600),
- Licensed mental health counselor (WAC 246-809-600),
- Licensed physical therapist (WAC 246-915-085),
- Licensed psychologist (WAC 246-924-230),
- Licensed registered nurse (RN) (WAC 246-840-203, -204, & -205), effective January 1, 2011,
- Licensed social worker (WAC 246-809-600), or
- Licensed speech-language pathologist or audiologist (WAC 246-828-510).

Educational staff associates with other than the above Washington licenses do <u>not</u> require continuing education to maintain their professional health license and may not use continuing education units (CEUs), credits, or clock hours accordingly. See website:

http://www.k12.wa.us/certification/LicenseHours.aspx.

## CEU Example: Bureau of Education & Research for an SLP

**Bureau of Education & Research**
915 118th Avenue SE • P.O. Box 96068 • Bellevue, WA 98009
Phone (800) 735-3503 • Fax (425) 453-1134 • www.ber.org

# CERTIFICATE OF PARTICIPATION

This certifies that

was a participant in
MAXIMIZING YOUR LANGUAGE THERAPY: INNOVATIVE LANGUAGE INTERVENTIONS

sponsored by the
BUREAU OF EDUCATION & RESEARCH
that was scheduled on
05/15/2014
8:30 to 3:15

BELLEVUE, WA

*This seminar included 5 hours of instruction in professional subject matter for speech-language pathologists. ASHA APPROVED THIS SEMINAR FOR 5 CLOCK HOURS (.5 CEUs). This certificate neither awards ASHA CEUs nor verifies that ASHA CEUs have been awarded to the person named above. ASHA CEUs are awarded by the ASHA CE Registry upon receipt of the CEU Participant Form from the ASHA Approved CE Provider.*

Mark D. Ito
Professional Development Director

000599

**CEU FORM.** Can be attached to a single course or a group of courses. Form 4098V is required! OSPI: http://www.k12.wa.us/certification/Certapp/4098V.pdf

OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION
Professional Certification
OLD CAPITOL BUILDING, PO BOX 47200
OLYMPIA WA 98504-7200
(360) 725-6400 TTY (360) 664-3631
Web Site: http://www.k12.wa.us/certification/
E-Mail: cert@k12.wa.us

## ESA CLOCK HOUR VERIFICATION

| | |
|---|---|
| 1. NAME LAST FIRST MIDDLE | 5. MAIDEN/FORMER NAME |
| 2. ADDRESS | 6. DATE OF BIRTH |
| 3. CITY/STATE/ZIP | 7. SOCIAL SECURITY NO. (OPTIONAL) |
| 4. TELEPHONE: BUSINESS ( ) HOME ( ) | 8. CERTIFICATION NO. |
| | 9. E-MAIL |

The Professional Educator Standards Board rules for continuing education provide that educational staff associates may use credits or clock hours that satisfy the continuing education requirements for their state professional licensure, if any, to fulfill the continuing education requirements established in Chapter 181-85 of the Washington Administrative Code.

To comply with those rules, complete the following and return this form to the Professional Certification office of OSPI with your completed Continuing Certificate Report of Clock Hours Form SPI/CERT 1211.

Specify Type of License_____ License Number _____

Date Original License Issued _____

Current License Expiration Date _____

State in Which License was Issued _____

I, _____ do certify (or declare) under penalty of perjury under the laws of the state of Washington that the classes listed on my report for Washington State Certification clock hours satisfy the continuing education requirements for the state professional license (listed above). 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. A copy of this form should be retained by the holder for possible dispute (WAC 181-85-085).

_____ / _____
Signature Date

FORM SPI/CERT 4098V (Rev. 07/10)

# QUESTIONS

# ABOUT

# CEU's?

## NON TRANSFER CREDITS (IN-SERVICE)

As mentioned previously, one of the criteria for an academic credit is that the credit is transferable or applicable to a bachelor's or more advanced degree program.

It is this rule that causes us to determine that credits are "non-transfer credits" or NTC. Each college/university transcript lists courses by a course number. Typically on the back of the transcript there will be a description of the course numbers and the applicability of those course numbers to a "bachelors' or more advanced degree".

In most cases, courses that are number 100, 200, 300, and 400 are all undergraduate and applicable to a Bachelor's degree; and courses numbered 500, 600 are applicable to an advanced Master's degree; and 700 or sometimes 800 are applicable to a Doctorate degree. You must read what is on the back of the transcript.

However, we also often see courses number 808X, or 909, or 9902. This is the biggest flag that it is not likely the course will meet the requirements of being transferable or applicable to a bachelor's or more advanced degree program. When reading the back of the transcript you will often see language that these courses "provided for the purpose of teacher education" or "provided for the purpose of professional development." You may also see language that the course MAY be applicable to a degree if approved by the registrar or some other source. MAY does not mean shall per the auditor. So that would be a non-transfer course.

When you see a course, PE 2011 Walking for Fitness, which should be a red flag. Likewise, Educ 901X would be a red flag. READ THE TRANSCRIPT.

The key with these courses is that it has been determined you can report them as an in-service credit. HOWEVER, in-service credits did not come into being until September 1, 1987. So you must make sure the course is on that date or after. The course must also meet the WAC criteria for course

# "May be" is not "shall" – Emails with Ross Bunda & Dale Sando

**Sherrie Evans**

**From:** Dale Sando [sandod@sao.wa.gov]
**Sent:** Friday, July 06, 2007 12:47 PM
**To:** Sherrie Evans; Ross Bunda
**Cc:** Cheryl Thresher
**Subject:** [SPAM] RE: Academic Credits Question
**MSK:** [SPAM]

I have seen college transcripts that identify continuing education as clock hours rather than academic credits earned. This "may be transferable" definitely muddies the water. I think your approach of obtaining a letter from the college is a good one If the transcript identifies the credits as continuing education yet says they "may" be applied to a higher degree. A few years ago one of the AGs told me that if an RCW or WAC says someone "shall" do something it does not mean the same as "must" do something. Kind of throws a wrench in the 10 commandments, doesn't it? It would probably come down to how an attorney interprets "may". The district should be able to support why it classified credits as academic if by all outward appearance they are continuing education and should be classified as in-service. It would probably be worthwhile to have you fax a copy of the transcript language. Our fax number is 360 586-6571. It has been a while since I have personally reviewed transcripts and I would also like to see the language used for the other course sequence numbers. Does it specifically state for credits in the 100-500 range that they are transferable? Just out of curiosity, does the fact that a college says a course is transferable mean another school has to accept them?

---

**From:** Sherrie Evans [mailto:sherrie.evans@hrmplus.com]
**Sent:** Friday, July 06, 2007 6:36 AM
**To:** 'Ross Bunda'; Dale Sando
**Subject:** Academic Credits Question

Dale and Ross: Out in the jungle here we have been having a discussion and I felt it was time to get you involved with it. This has to do with reporting academic credits from an accredited institution. In addition to being beyond the BA and meeting the eligibility requirements (9/1/95 and after), etc.
WAC 392-121-255 defines academic credits as

(4) Credits are transferable or applicable to a bachelor's or more advanced degree program; Provided, That for educational courses which are the same or identical no more credits for that educational course than are transferable or applicable to a bachelor's or more advanced degree program at that institution shall be counted.

I'm out on the road so I don't have the memo with me, but way back in the day, this issue came up and we spoke to John Molohon about it and ever since then we have been very clear that if the transcript does not say that the credit is transferable or applicable to a bachelor's or more advanced degree program you can't count those as academic credits. John instructed us that if they were pre 9/1/87 we could not count them at all and if 9/1/87 and after we could record them as in-service credits as long as they met the other criteria. (the documentation of this instruction from John is actually in the WSPA/WASBO workshop manuals I have presented under the credits section)

So for all these years when we have received transcripts, we always check the course number system. Generally courses 100, 200, 300, 400, 500, 600, 700 or 800 level are just fine but when you see course numbers of 2011 or 968X it definitely warrants attention. And indeed, if you look on many transcripts it will tell you something like this "this course is for professional development only and is not applicable to a degree program" and/or "this course is a regular university credit; however it is not part of the regular academic degree program but may apply to a degree with the permission of the advisor." Typical institutions that have this language include:

- Antioch of Seattle (associated with Antioch-Ohio)
- Chapman University, CA
- Fresno Pacific (CA)
- University of the Pacific (CA)

000603

- Lewis and Clark (OR)
- Seattle Pacific University (WA)
- Humboldt (CA)
- California Poly-Technical (CA)

There are a few others but these are ones I recall off the top of my head.

So as I have been involved in training (and this is what I have shared at previous WSPA/WASBO workshops), and/or have been involved in helping districts review their files, I have been questioned on this. District HR folks are telling me – NO, if it is on an academic transcript it is an academic credit; to which I have said NO – if it is on an academic transcript you still have to determine if it meets all of the other criteria (after BA, course eligibility, AND is it transferable). Additionally two districts have told me they understand if the transcript says NO – it is not transferable or applicable to a degree program, but if it says "may be transferable" then they count it.

My response was that I think the language in the WAC is very clear – There is only YES, there is no MAYBE or NO. I have counted a credit as academic when the employee additionally obtained a letter from the registrar indicating the particular course they took in fact did apply to a degree program but have only counted the Maybes when I have obtained this letter. I have never counted a NO as an academic credit.

In particular we have been having a discussion about Seattle Pacific University. The courses in question are all numbered in the 5000 series. Here is the email sent to me:

> Sherrie – I just had a SPU transcript come across my desk and I was reading the back of it again. I was still confused by the 5000 level statement that is on the back so I called SPU to check it out and ask some questions. I talked to Kay in the transcript office. She explained that the 5000 level is a graduate level course designed for teachers/educators as continuing education classes. The different number came into play many years ago when they started the staff development relationships with school districts offering the opportunity to take off campus classes, but they are primarily the same as the 6000 level classes. They are academic credits. She explained that the part about getting approval from advisor is if the person wants to use the class for masters degree, it would need to be approved. So, this really scared me about changing them to inservice and taking the credits away from folks if they were earned prior to 9/1/87 and wanted your thoughts on this. Also, if you would like to call the check this out a little more here is the number to SPU (206) 281-2032.
>
> I had taken a copy of one of the transcripts from this weekend which was a little earlier and they have changed the statement, but not by much. This is the current statement on the back:
>
> The 5000-5999 are considered primarily for the purpose of professional development. Although different in purpose from the core master's or doctoral graduate degree courses, **such courses may be considered** to meet accordance with the regulations of the particular graduate degree program and approval of the students program advisor.
>
> Sorry if I am being a pest about this, but I could not stop thinking about this after this weekend. I could be totally off base with this, but I believe it needs to be checked into little bit more.

In my follow-up conversation my response was that clearly even the registrar is saying that they MAY BE considered – that is not a clear YES – they are applicable or transferable to a degree program. So even the fact that they are regular university credits, they still don't meet the #4 criteria in the WAC in my mind. As I have reviewed files in districts we have deleted these "non-transfer" classes from records if they were prior to 9/1/87 and converted them to in-service if 9/1/87 or thereafter. In many situations this has affected LEAP placement including individuals that were previously reported as Grandfathered BA 135. Then it is up to the district to work with that individual to see if they have any courses that are not on the record that can be reported to correct the salary placement. In my general experience about half do and half do not; meaning the district has to correct their current and previous 275 reports.

So I would like to get your take on this Yes, Maybe, No theory about academic credits that come on an accredited university transcript, look official as all get out, but when you read the back of the transcript there is language indicating that these courses either are 1) not applicable or transferable to a degree or 2) MAY BE applicable or transferable to a degree.... If you would like I can have one of the districts FAX you the language that is on the back of these transcripts.

2/23/08

Thanks Ross

## Calculating and Reporting Non-Transfer Credits

When you have determined a course is NTC rather than academic you will be reporting it as an "in-service" credit just like clock hours so you have to convert it to clock hours. For example

1. **SPU, course 5011 for 2.0 Credits**. This is a quarter credit school. So take 2.0 x 10 and report 20 hours.

2. **Chapman University, 2041G for 3.0 credits**. This is a semester school. So first take 3.0 x 1.5 to equal 4.5 quarter hours then multiply that by 10 to report to report 45 hours.

**Colleges that typically have these non-transfer credits include but are not limited to:**

- Antioch-Seattle
- Azusa Pacific
- California Poly Technical
- California State University, Monterey Bay
- Chapman University
- Fresno Pacific
- Lewis and Clark (650-698)
- Loyola Marymount
- Marymount
- Oregon State University (EXSS 800#)
- Portland State University (800 level)
- Santa Clara University
- Seattle Pacific University (5000 Credits 9/1/92 and thereafter)
- Seattle University (900 level Credits)
- University of Fresno
- University of LaVerne
- University of the Pacific
- University of Puget Sound – Clinical Affiliations
- University of Santa Clara

**NTC Example:** Seattle Pacific University beginning 9/1/1992

## Seattle Pacific University – 5000 level

Engaging the culture, changing the world®

Seattle Pacific
UNIVERSITY

April 1, 2014

Sherrie Evans
HRM Plus
PO Box 84
Black Diamond, WA 98010

This letter is to clarify the history of Seattle Pacific University's 5000-level courses and credits, as well as our academic policies since these classes have been offered. I understand there have been some questions about these classes and I wish to assist you in your work as you review them for teachers. I will chronologically explain these courses and the policies that have surrounded them over the past 33 years.

- In 1974, Seattle Pacific College began offering 5000 level courses through the SPIRAL program. Students both at the undergraduate and graduate level were allowed to take these credits and count them toward their degree.

- In 1976 Seattle Pacific College became Seattle Pacific University.

- In Autumn 1992, academic policy was changed through the university faculty governance process. The 5000-level courses were not allowed to meet degree requirements for an undergraduate degree for those students admitted for Autumn Quarter 1992 and following. Graduate level degrees allowed for 6 credits to count toward a masters or doctoral level degree, based on approval by the academic program.

- In 1993, Seattle Pacific University began using security transcript paper that noted the level of our courses and the definitions based on current policy. We did not note prior policy on our records, but the policies appeared in our *Undergraduate and Graduate Catalogs* since 1975.

I hope this helps clarify Seattle Pacific's courses as you work with students who took our classes prior to September 1, 1987 when Washington State policy changed. If I can be of any further assistance, please let me know at (206) 281-2548 or radams@spu.edu

**Sincerely,**

Ruth L Adams

**Ruth Adams**
**University Registrar**

## Sample of Non-Transfer Credits from Seattle Pacific University

**Notice how the Course Numbers are in the 5000 series. The number being in the 5000 series should be a red flag. The back of this transcript and the letter on the previous page indicate courses in the 5000 series are not transferrable to a degree program as of September 1, 1992. If they otherwise meet the criteria and are after the BA, they can be recorded as an In-Service Credit.**

Seattle Pacific University
Transcript Type: Graduate

Record of:

Student No: EXT Page: 1
SSN

Date Issued: 18-JUN-2015

Issued To:

This copy delivered to student in sealed envelope.

Level: Non-Matriculated
Student Type: Continuing Education

Current College(s): No college Designated
Current Program(s): Undecided

| SUBJ NO. | W | COURSE TITLE | CRED | GRD | PTS | R |
|---|---|---|---|---|---|---|
| INSTITUTION CREDIT: | | | | | | |
| Autumn 2004 | | | | | | |
| EDSE 5025 | | Tools for Teaching I | 1.00 | A | 4.00 | |
| EDSE 5059 | | Tools For Teaching II | 1.00 | A | 4.00 | |
| Ehrs: 2.00 GPA-Hrs: 2.00 Pts: 8.00 GPA: 4.00 | | | | | | |
| Winter 2005 | | | | | | |
| EDSE 5146 | | Tools for Teaching III | 1.00 | A | 4.00 | |
| EDSE 5151 | | Using Readg GLEs in Special Ed | 1.00 | A | 4.00 | |
| Ehrs: 2.00 GPA-Hrs: 2.00 Pts: 8.00 GPA: 4.00 | | | | | | |
| Spring 2005 | | | | | | |
| EDCO 5107 | | Child Abuse: Classrm in Crisis | 1.00 | A | 4.00 | |
| EDSE 5040 | | Wrkng w/Spc Nds Studnts Rg Cls | 3.00 | A | 12.00 | |
| EDSE 5075 | | Trends in Early Childhd Spcl Ed | 3.00 | A | 12.00 | |
| EDSE 5112 | | Inclusion: The Next Step | 3.00 | A | 12.00 | |
| EDSE 5147 | | Tools for Teaching V | 1.00 | A | 4.00 | |
| EDSE 5148 | | Tools for Teaching IV | 1.00 | B | 3.00 | |
| Ehrs: 12.00 GPA-Hrs: 12.00 Pts: 47.00 GPA: 3.91 | | | | | | |
| Summer 2005 | | | | | | |
| EDCN 5044 | | Teaching Learning Institute | 7.00 | P | 0.00 | I |
| EDSE 5080 | | Special Education Law | 3.00 | A | 12.00 | |

********** CONTINUED ON NEXT COLUMN **********

| SUBJ NO. | W | COURSE TITLE | CRED | GRD | PTS | R |
|---|---|---|---|---|---|---|
| Institution Information continued: | | | | | | |
| EDSE 5081 | | Spcl Ed:Assmnt&Indvdl Ed Plans | 3.00 | A | 12.00 | |
| EDSE 5131 | | Behavior Mgmnt SpEd Students | 3.00 | A | 12.00 | |
| EDSE 5163 | | Curr Align For Students W IEPS | 3.00 | A | 12.00 | |
| Ehrs: 19.00 GPA-Hrs: 12.00 Pts: 48.00 GPA: 4.00 | | | | | | |
| Autumn 2005 | | | | | | |
| EDSE 5041 | | Fmlies, Prfs & Exceptinl Childrn | 3.00 | A | 12.00 | |
| EDSP 5787 | | Inclusn: Effctv Ichng Stratgs | 3.00 | A | 12.00 | |
| Ehrs: 6.00 GPA-Hrs: 6.00 Pts: 24.00 GPA: 4.00 | | | | | | |
| Spring 2006 | | | | | | |
| EDCN 5730 | | T-ch Endrs Field Exp&Pedgy Asmt | 3.00 | A | 12.00 | |
| EDSE 5079 | | Autism & Aspergers Disorders | 3.00 | A- | 11.10 | |
| Ehrs: 6.00 GPA-Hrs: 6.00 Pts: 23.10 GPA: 3.85 | | | | | | |
| Summer 2007 | | | | | | |
| EDCN 5044 | | Teaching Learning Institute | 3.00 | P | 0.00 | I |
| Ehrs: 3.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00 | | | | | | |
| Summer 2009 | | | | | | |
| EDCN 5044 | | Teaching Learning Institute | 4.00 | P | 0.00 | I |
| Ehrs: 4.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00 | | | | | | |
| Spring 2010 | | | | | | |
| EDCN 5044 | | Teaching Learning Institute | 2.00 | P | 0.00 | I |
| Ehrs: 2.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00 | | | | | | |

********** CONTINUED ON PAGE 2 **********

This official university transcript is printed on security paper and does not require a raised seal.

Kenda Gatlin, University Registrar

Seattle Pacific University
Transcript Type: Graduate

Record of:
(Continued)

Level: Non-Matriculated

This copy delivered to student in sealed envelope.

Student No.
SSN

EXT



Date Issued: 18-JUN-2015

| SUBJ NO. | W | COURSE TITLE | CRED | GRD | PTS | R |
|---|---|---|---|---|---|---|
| Institution Information continued: | | | | | | |
| Autumn 2010 | | | | | | |
| EDCN 5693 | | Guided Lang Acquistn:Clas Demo | 3.00 | P | 0.00 | |
| Ehrs: 3.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00 | | | | | | |
| Summer 2011 | | | | | | |
| EDCN 5044 | | Teaching Learning Institute | 3.00 | P | 0.00 | I |
| Ehrs: 3.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00 | | | | | | |
| School Year 2011 - 2012 | | | | | | |
| EDCN 5044 | | Teaching Learning Institute | 3.00 | P | 0.00 | I |
| COMPLETION DATE: 31-AUG-2012 | | | | | | |
| EDSE 5022 | | Behavr Lang:Strat Manag Dis-M | 3.00 | NC | 0.00 | |
| COMPLETION DATE: 19-APR-2013 | | | | | | |
| EDSE 5205 | | Child Prenatally Exposd Drg&Alc | 5.00 | NC | 0.00 | |
| COMPLETION DATE: 22-APR-2013 | | | | | | |
| Ehrs: 3.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00 | | | | | | |
| School Year 2012 - 2013 | | | | | | |
| EDCN 5044 | | Teaching Learning Institute | 6.00 | P | 0.00 | I |
| COMPLETION DATE: 31-MAY-2013 | | | | | | |
| Ehrs: 6.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00 | | | | | | |
| School Year 2013 - 2014 | | | | | | |
| EDCN 5044 | | Teaching Learning Institute | 4.00 | P | 0.00 | I |
| COMPLETION DATE: 15-AUG-2014 | | | | | | |
| EDTE 5789 | | Using Interactv White Boards | 1.00 | P | 0.00 | |
| COMPLETION DATE: 12-FEB-2014 | | | | | | |
| Ehrs: 5.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00 | | | | | | |
| School Year 2014 - 2015 | | | | | | |
| EDCN 5044 | | Teaching Learning Institute | 1.00 | P | 0.00 | I |
| COMPLETION DATE: 31-MAY-2015 | | | | | | |
| Ehrs: 1.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00 | | | | | | |

********** CONTINUED ON NEXT COLUMN **********

********** TRANSCRIPT TOTALS **********

| | Earned Hrs | GPA Hrs | Points | GPA |
|---|---|---|---|---|
| SPU TOTAL | 77.00 | 40.00 | 158.10 | 3.95 |
| TRANSFER TOTAL | 0.00 | 0.00 | 0.00 | 0.00 |
| OVERALL | 77.00 | 40.00 | 158.10 | 3.95 |

********** END OF TRANSCRIPT **********

RECEIVED
JUL 06 2015
Mukilteo School District
Human Resources Department

This official university transcript is printed on security paper and does not require a raised seal.

Kenda Gatlin, University Registrar

**Note: It is not uncommon to see 5000 series courses on a transcript where some are prior to 9/1/92 and some are after. In that case you will record some courses as quarter hours and others as in-service hours.**

## Back of the SPU Transcript

**Seattle Pacific University**
Student Academic Services
3307 Third Avenue West, Suite 113
Seattle, Washington 98119-1997
Phone: (206) 281-2031 Web: www.spu.edu CEEB: 003788

In Autumn 1992, Seattle Pacific University converted its paper transcripts to an electronic transcript. When transcripts are requested, Seattle Pacific will produce a complete copy of the academic record. The Undergraduate, Graduate, Doctoral, Below College Level, and Continuing Education Unit transcripts will constitute the "official transcript".

**Accreditation**
Since 1936, the University has been fully accredited by NWCCU (Northwest Commission on Colleges and Universities). It is on the approved list of the American Council on Education and Board of Regents of the State of New York, and its credits are recognized by members of the various regional associations and by leading graduate schools throughout the country. SPU is also a charter member of the Christian College Consortium and a member of the Council for Christian Colleges and Universities.

The business programs (undergraduate and graduate) in the School of Business, Government, and Economics are accredited by The Association to Advance Collegiate Schools of Business (AACSB) International. The computer engineering, electrical engineering, and general engineering programs are accredited by the Engineering Accreditation Commission of ABET. The dietetics specialization in the food and nutritional sciences program is approved as a Didactic Program in Dietetics (DPD) by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the American Dietetic Association. Seattle Pacific's nursing programs — undergraduate pre-licensure BSN, RN to BSN, and MSN — are approved by the Washington State Nursing Care Quality Assurance Commission, including and accredited by the Commission on Collegiate Nursing Education (CCNE).

The University is a member of the Association of American Colleges and Universities and of the American Association of Colleges for Teacher Education. It is fully accredited by the Washington State Professional Educator Standards Board. The School of Education is also a member of the Association of Independent Liberal Arts Colleges for Teacher Education. The School Counseling program is accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP).

The music program is a fully accredited member of the National Association of Schools of Music (NASM). It also maintains membership with the National Association for Music Education (NAME) and the Washington University Music Administrators Association (WUMA). The music therapy program is accredited by the American Music Therapy Association. Seattle Pacific's MS in Marriage and Family Therapy is nationally accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) of the American Association for Marriage and Family Therapy. The PhD in Clinical Psychology is nationally accredited by the American Psychological Association (APA).

The School of Theology is a member institution of the Association of Free Methodist Educational Institutions and is approved by the Free Methodist Church and other denominations for the collegiate preparation of ministers. Seattle Pacific Seminary (SPS) is accredited by the Commission on Accrediting of the Association of Theological Schools (ATS).

Seattle Pacific College became Seattle Pacific University on June 6, 1977.

**Cascade College**
Seattle Pacific became one of the official repositories for Cascade College records in June of 1964. Therefore, official transcripts for Cascade College are printed on SPU's special security paper. George Fox College is also an official repository.

**Degree Requirements**
180 quarter hours for B.A., B.S., with 2.0 g.p.a. (186 credits 1955-1973).

**Course Numbering System**
Prior to 1978 course numbering was 100 – 600 and is separated onto the appropriate page of the transcript. Beginning Autumn 1978, 0001-0199: not applicable to SPU degree; 1000-2999: primarily for freshmen and sophomores; 3000-3999: primarily for juniors; 4000-4999: primarily for seniors and post-baccalaureate students. The 5000-5999 were designed primarily with the needs of teachers and other professionals in mind for the purpose of meeting certification, endorsement, district pay lane requirements and other professional needs. Although different in purpose from the core master's or doctoral graduate degree courses, these graduate level courses may be considered to meet elective requirements in some graduate degree programs, in accordance with the regulations of the particular graduate degree program and approval of the student's program advisor. 6000 level courses are considered masters level and 7000 level courses are doctoral courses. Please refer to the University Catalogs for additional information.

**Length of Quarter**: 10 weeks
**Year long term dates:** (Completion Dates Vary)
**2011 – 2012 through 2015-2016:** Sept 1 – August 31
**2016-2017 forward:** July 1 – June 30

**Length of One Continuing Education Unit (CEU):** 10 Clock Hours
In the State of Washington, Seattle Pacific University is an Office of Superintendent of Public Instruction approved clock hour provider.

**Grading System**

| *Grade* | *Points* | *Description* |
|---|---|---|
| A | 4.0 | Excellent Attainment |
| A- | 3.7 | |
| B+ | 3.3 | |
| B | 3.0 | Highly Satisfactory Attainment |
| B- | 2.7 | |
| C+ | 2.3 | |
| C | 2.0 | Satisfactory Attainment |
| C- | 1.7 | |
| D+ | 1.3 | |
| D | 1.0 | Incomplete Attainment, but with credit allowed |
| E | | Incomplete Attainment, with no credit allowed |
| P | | Satisfactory (Equivalent to C or better) Pass/No Credit option |
| NC | | No Credit (Pass/No Credit option) |
| N | | In Progress (becomes permanent after one academic year) |
| I | | Incomplete (Prior to Autumn 1992, becomes permanent after one academic year, Autumn 1992 forward, becomes an "E") |
| G | | In Progress (becomes permanent after three academic years) |
| AU | | Audit |
| W | | Official withdrawal and week of quarter withdrawn |
| HW | | Hardship Withdrawal |
| UW | | Unofficial withdrawal (Discontinued Autumn 1992) |
| 0 | | No grade received |
| 1 CEU | | 10 clock hours earned |
| EU | | Earned units |
| NU | | Not earned units |

**Abbreviations**

| | |
|---|---|
| "CBE" | following course title indicates Credit by Exam |
| "DR" | following course title indicates Directed Research |
| "IR" | following course title indicates Independent Reading |
| "IS" | following course title indicates Independent Study |
| "M" | following course title indicates Media courses |

**Repeat Courses**
Repeated courses will be indicated in the R column with an 'I' for included in the GPA and an 'E' for excluded from the GPA.

000609

**NTC Example: Chapman University.** Notice how the Course Number is Ed/B 9929. The number being in the **9000 series should be a red flag**. The back of this transcript indicates courses in the 9000 series are not transferrable to a degree program.

**Chapman University**

09/05/2013 Extended Education Page: 1 of 1

MUKILTEO SCHOOL DISTRICT
Atten: STEPHANIE NORTH, PERSONNEL TECHNICIAN
9401 SHARON DRIVE
EVERETT, WA 98204

Student Name:
ID Number:
SSN:
Birth Date:

| Course | Title | Grd | Hrs Att | Hrs Cmpt | Grade Points | CEUs | GPA |
|---|---|---|---|---|---|---|---|
| 2009 Extended Education (01/01/09 to 12/31/09) | | | | | | | |
| ED/B 9929 2212 | Classroom Practicum 12/01/09 to 05/31/10 | B | 2.00 | 2.00 | 6.0000 | | |
| | Chapman Term Totals: | | 2.00 | 2.00 | 6.0000 | 0.00 | 3.0000 |
| | Chapman Cumulative Totals: | | 2.00 | 2.00 | 6.0000 | 0.00 | 3.0000 |

RECEIVED
SEP 10 2013
Mukilteo School District
Human Resources Department

The credit/clock hours to which this stamp is affixed meet one of the six criteria required per RCW 28A.415.020 for salary placement.

Bruce Hobert, Executive Director
Human Resources

AN OFFICIAL SIGNATURE IS WHITE ON A CRIMSON BACKGROUND — REJECT DOCUMENT IF SIGNATURE BELOW IS DISTORTED

This officially sealed and signed certification is printed on crimson security paper with the name of the university printed in white type across the face of the document. A raised seal is not required. When photocopied, the word COPY appears across the face of the document. A BLACK ON WHITE OR A COLOR COPY SHOULD NOT BE ACCEPTED.

Jan M. McCuen, University Registrar

TRANSCRIPT GUIDE ON REVERSE SIDE

000610

**NTC Example: University of the Pacific.**

Student: [redacted]

S.S.N.: [redacted]
Birthdate:

# University of the Pacific

Stockton, California 95211

Lifelong Learning
*Official Permanent Record*
*of Course Completion*

| URSE MBER | TITLE | UNITS COMP | GRADE | DATE COMP |
|---|---|---|---|---|
| S982.94 | Effective Football Methods | 3.0 | A | 05/17/94 |
| S909.00 | Athletic Speed & Endurance | 2.0 | A | 07/28/94 |

**GRADING SYSTEM:**

A - Excellent, all requirements completed thoroughly
B - Good, most requirements completed thoroughly
C - Satisfactory, requirements satisfied but not thorough
D - Passing, missing requirements and little interest
F - Failure, no requirements completed satisfactorily
X - Failed to submit for grade within time limitation

*University of the Pacific post-baccalaureate enhancement courses are offered through the Office of Lifelong Learning and are designed specifically to serve the needs of those persons desiring professional upgrading. Enrollment is restricted to persons with professional status as a school teacher or administrator.*

*The units completed are semester units (post-baccalaureate professional development units) and are not applicable to any degree granting program.*

Date: 8/2/94

Thomas E Kail

Thomas E. Kail, Interim Dean

**NTC Example:** **University of the Pacific.**

UNIVERSITY OF THE PACIFIC
STOCKTON, CALIFORNIA 95211-0197

Recorded 97

~~Need auth. form~~

Student No: [redacted] Date of Birth: [redacted]

Date Issued: 20-AUG-97
OFFM

Record of: [redacted]

O F F I C I A L

Page: 1

RECEIVED
AUG 22 1997
MUKILTEO SCHOOL DISTRICT
PERSONNEL SERVICES

Issued To: Judy Lyle
Mukilteo School District No 6
9401 Sharon Dr
Everett, WA 98204

Course Level: Professional Develop. Courses
Student Type: Non-Degree Graduate Student
Only Admit: 1994 Spring Semester
Current College(s): Lifelong Learning Program
Current Dept(s): Professional Devel. Crs. (LL)
Current Major(s): Non-Degree
Current Deg Obj(s): Degree Unknown

| SUBJ NO. | C | COURSE TITLE | CRED | GRD | PTS | R |
|---|---|---|---|---|---|---|
| --- INSTITUTION CREDIT --- | | | | | | |
| 1994 Spring Semester | | | | | | |
| Lifelong Learning Program | | | | | | |
| Non-Degree | | | | | | |
| Non-Degree Graduate Student | | | | | | |
| PSS 9829 1 Effective Football Methods | | | 3.00 | A | 12.00 | |
| Ehrs: 3.00 GPA-Hrs: 3.00 Pts: 12.00 GPA: 4.00 | | | | | | |
| 1994 Summer II | | | | | | |
| Lifelong Learning Program | | | | | | |
| Non-Degree | | | | | | |
| Non-Degree Graduate Student | | | | | | |
| PSS 9090 1 Athletic Speed and Agility | | | 2.00 | A | 8.00 | |
| Ehrs: 2.00 GPA-Hrs: 2.00 Pts: 8.00 GPA: 4.00 | | | | | | |
| 1995 Spring Semester | | | | | | |
| Lifelong Learning Program | | | | | | |
| Non-Degree | | | | | | |
| Non-Degree Graduate Student | | | | | | |
| PSO 9020 1 Gang Recognition and Behavior | | | 2.00 | A | 8.00 | |
| Ehrs: 2.00 GPA-Hrs: 2.00 Pts: 8.00 GPA: 4.00 | | | | | | |
| 1995 Summer I | | | | | | |
| Lifelong Learning Program | | | | | | |
| Non-Degree | | | | | | |
| Non-Degree Graduate Student | | | | | | |
| PSS 9821 1 Football Principles | | | 3.00 | A | 12.00 | |
| Ehrs: 3.00 GPA-Hrs: 3.00 Pts: 12.00 GPA: 4.00 | | | | | | |
| 1996 Summer I | | | | | | |
| Lifelong Learning Program | | | | | | |
| Non-Degree | | | | | | |
| Non-Degree Graduate Student | | | | | | |
| PSS 9601 1 Best/West Football Clinic '96 | | | 1.00 | A | 4.00 | |

********** CONTINUED ON NEXT COLUMN **********

| SUBJ NO. | C | COURSE TITLE | CRED | GRD | PTS |
|---|---|---|---|---|---|
| Institution Information continued: | | | | | |
| PSS 9822 1 Coaching Quality Football '96 | | | 3.00 | A | 12.00 |
| Ehrs: 4.00 GPA-Hrs: 4.00 Pts: 16.00 GPA: 4.00 | | | | | |
| 1997 Summer I | | | | | |
| Lifelong Learning Program | | | | | |
| Non-Degree | | | | | |
| Non-Degree Graduate Student | | | | | |
| PSS 9823 1 Advances in Coaching Football | | | 3.00 | A | 12.00 |
| Ehrs: 3.00 GPA-Hrs: 3.00 Pts: 12.00 GPA: 4.00 | | | | | |

********** TRANSCRIPT TOTALS **********

| | Earned Hrs | GPA Hrs | Points | GPA |
|---|---|---|---|---|
| TOTAL INSTITUTION | 17.00 | 17.00 | 68.00 | 4.00 |
| TOTAL TRANSFER | 0.00 | 0.00 | 0.00 | 0.00 |
| OVERALL | 17.00 | 17.00 | 68.00 | 4.00 |

********** END OF TRANSCRIPT **********

AUG 19 1997

000612

**NTC Example: University of the Pacific.**

**Office of the Registrar**
**Stockton CA 95211-0197**

Accreditation: University of the Pacific is accredited by the Accrediting Commission for the Senior Colleges and Universities of the Western Association of Schools and Colleges

| Grade: | System Effective to 9/1/56 | System Effective 9/1/56 to 9/1/75 | System Effective 9/1/75 |
|---|---|---|---|
| A | 3 | 4 | 4.0 |
| A- | | | 3.7 |
| B+ | | | 3.3 |
| B | 2 | 3 | 3.0 |
| B- | | | 2.7 |
| C+ | | | 2.3 |
| C | 1 | 2 | 2.0 |
| C- | | | 1.7 |
| D+ | | | 1.3 |
| D | 0 | 1 | 1.0 |
| F | 0 | 0 | 0.0 |

Other Grades and Symbols:

| | |
|---|---|
| AU | - Audit |
| E | - Conditional Grade (no grade points) - is accompanied by a Subscript (a, b, c, or d) which indicates that the permanent grade may not be higher than the subscript used, although it may be lower. Unless the conditional grades are removed by the following dates, they automatically become F: Fall Semester - by the following July 1; Spring Semester - by the following November 1; Summer Session - by the following March 1. (Discontinued 9/1/71) |
| H | - Pass with honors. (Discontinued 9/1/71) |
| I | - Work not completed during term, additional time allowed. |
| INC | - Work not completed during term, additional time allowed. (Discontinued 9/1/71) |
| LGU | - Letter grade units. |
| n | - When placed after a grade, indicates a continuous course, final credit not given for the first semester until the second semester is completed. |
| N | - Deferred grading. |
| NC | - No Credit - does not count in grade point average. |
| NG | - No grade received from the instructor. |
| NGR | - No grade received from the instructor. (Discontinued 1972) |
| P | - Pass, no grade points. |
| S | - Satisfactory, no grade points. (Discontinued 9/1/71) |
| U | - Unsatisfactory (Discontinued 9/1/71) |
| W | - Authorized withdrawal from courses after the prescribed period. (Since 2/1980) |
| Wf | - Official withdrawal from courses after prescribed period, with failing grade. Counts as an F. (Discontinued 9/1/71) |
| Wp | - Official withdrawal from courses after prescribed period, with passing grade. Units are counted as ungraded. (Discontinued 9/1/71) |
| + | - Denoted passing grade where credit earned by examination. Grade point average not affected. (Discontinued 9/1/71) |

On transcripts "issued" after Spring 1972 appearing under the last column "R" (Repeat):

| | |
|---|---|
| A | - Excluded from units passed. |
| E | - Excluded from Grade Point Average. |
| I | - Included in Grade Point Average. |

Course Numbering:

| | |
|---|---|
| 1-199 | - Undergraduate Courses |
| 200-299 | - Graduate Courses - Master's Level |
| 300-399 | - Graduate Courses - Doctoral Level |
| 9000-9999 | - Enhancement Courses (Post-baccalaureate professional development units - not applicable to a degree.) |

Units of Credits:

| | |
|---|---|
| Semester | - One unit generally represents one hour (50 minutes) per week of lecture, or three hours per week of laboratory work for one semester. |
| Summer Session | - One unit represents 30 minutes of instruction daily for five weeks. |
| Winter Term (1970-1983) | - Four units represent one month of instruction during January. |
| January Term (since 1992) | - Four units represent one month of instruction during January. |

G.P.A. Requirements:
Baccalaureate Degrees: A "C" (2.0) average, both cumulative and at UOP, based upon units attempted.
Graduate Degrees: A "B" (3.0) average, both cumulative and a UOP, based upon units attempted in the graduate program.

Certification: This transcript is official only if it bears the embossed seal of University of the Pacific and the signature of the Registrar.

**THE OFFICIAL TRANSCRIPT WILL ONLY BE RELEASED UPON THE WRITTEN CONSENT OF THE STUDENT IN COMPLIANCE WITH FEDERAL AND STATE POLICIES.**

**Authenticity Tests:** Paper will turn brown when liquid bleach is applied. The word "COPY" appears if photocopied. The border prints "ORIGINAL" when magnified.

000613

**NTC Example: California Poly Technical**

RECD MAR 28 1994

**South Kitsap School District No. 402**

1962 Hoover Avenue S.E., Port Orchard, WA 98366 • (206) 876-7306

Sherrie J. Eggen, Executive Director for Personnel

Dedicated to Excellence

March 22, 1994

California Polytechnic State University
Office of Academic Records
San Luis Obispo, CA 93407

To Whom It May Concern:

The State of Washington regulates transcript eligibility for salary placement. [redacted] has submitted a transcript for PE-E693 PE/Coaching Workshop for 8.00 Credits. (transcript copy attached) In order to determine if this credit is eligible we must receive verification from you of the following:

1. That California Polytechnic State University is a regionally accredited institute of higher education and from which agency. YES, WASC - all transcript notes
2. That the credits are transferrable or applicable to a bachelor and/or an advanced degree program. no, professional advancement only, (not degree applicable) but generally acceptable for teacher training/development
3. That the credits are not a duplicate course or the same course with a different numbering system. They are unique numbers
4. That the credit issued on the transcript is equivalent to any other quarter or semester hour credit issued by your institute. yes - quarter hours

We would appreciate your cooperation in providing this information.

Sincerely,

Sherrie J. Eggen
Executive Director
for Personnel

SJE:eh

c: [redacted]

Lucy Rodriguez
Associate Registrar
Office of Academic Records
Cal Poly State University
San Luis Obispo, CA 93407

CAL POLY

(805) 756-5922
Fax (805) 756-7237
Internet DU278@Oasis.CalPoly.edu

20c

Use SPI rules for CEU units

Fact Sheet

CONTINUING EDUCATION UNITS (CEU's)

California Polytechnic State University
Extended Education

1989 OCT -2 AM 11:44

1. What are Continuing Education Units (CEU's)?

Continuing Education Units (CEU's) are nationally recognized measures for recording, accumulating, and exchanging standardized information about individual participation and learning achievement in continuing education experiences, under guidelines established in 1970 and maintained by the national Council on the Continuing Education Unit. Cal Poly Extended Education is now able to provide and record CEU's for individuals who participate in qualified continuing education programs.

2. How is a CEU defined?

Under the nationwide standard, one CEU is defined as "ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction."

3. How is the program administered?

The Cal Poly Office of Extended Education is responsible for ensuring that courses for which CEU's are awarded meet the qualifications required by the Council on the Continuing Education Unit, the California State University system, and the California Polytechnic State University campus.

4. How are CEU's recorded?

CEU's are recorded on continuing education transcripts maintained by the Cal Poly Office of Extended Education. Individuals may obtain official copies of these transcripts by request from Extended Education.

5. Are CEU's applicable toward an academic degree?

No, CEU's are only awarded for qualified continuing education programs which do not carry academic credit.

6. How do CEU's compare to "professional credit"?

CEU's are similar to units of "professional credit" (600 level courses) in the fact that neither are applicable to academic degree programs and that one unit is equal to ten contact hours of educational experience. They are different in the fact that CEU transcripts are prepared and maintained by the Extended Education Office while professional credit units are r[illegible] Office.

Page 2

7. Does changing from one recording system to another necessarily indicate any changes in the substance of an educational program?

No. Examples are the Cal Poly Summer Physical Education Workshops. These workshops changed from offering professional credit in former years to offering CEU's in 1986. There has been no change in the number of contact hours or the kind of educational experiences that participants have had in these workshops. The only change has been in the method of recording units of participation.

Prepared by:

Howard M. Vollmer

Howard M. Vollmer, Ph.D.
Director, Extended Education
May, 1986

HV/js

**NTC Example: Antioch**

antioch

Antioch Seattle
2326 Sixth Avenue
Seattle, WA 98121

Antioch University

Student's Cumulative Record
(Page 1)

Community Learning Program

Name: [redacted]
Address: [redacted]
Social Security Number: [redacted]
Date of Birth:
Date of Entrance: 10/05/2000
Status at Entrance: Non-Degree

| Course # | Course Title | Credits | Date |
|---|---|---|---|
| ED5926 | Conversational Twelshootseed | 3 | 03/06/2000 |
| ED5925 | txelSucid 102 | 5 | 03/24/2000 |
| ED5905 | Twulshootseed: Literature | 9 | 09/15/2000 |
| ED5927 | XelSucid 103 | 4 | 09/15/2000 |
| ED5930 | Immersion into Puget Salish Culture | 2 | 09/15/2000 |
| ED5316 | Interdisciplinary Teaching Methods | 2 | 10/05/2000 |

01-23-2006 REV.0

UNOFFICIAL COPY-UNOFFICIAL COPY-UNOFFICIAL COPY

## Transcript Accompaniment

Antioch University/Seattle is a part of Antioch University, which is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools.

The Family Educational Rights and Privacy Act of 1974 requires that all student information released by the University be transmitted on the condition that the recipient of this information will not release it to other parties without the prior written consent of the student.

The enclosed is a transcript of a student who was enrolled in a Continuing Education/Community Learning Program at Antioch Seattle. The credits are regular University credits. The courses are designed for professional development rather than as part of a coherent curriculum leading to a degree; however, matriculated Antioch students may be able to include these courses in an individualized degree program with program approval.

Academic credits awarded: Quarter hours. Antioch University/Seattle does not award letter grades. Credit is awarded on a pass/fail basis with pass equivalent to a grade of C or higher in 400 level courses, or a grade of B or higher in 500 (graduate) level courses.

000616

**NTC Example: Chapman**

Student Name: [redacted]
Former Name:
Birthplace:

High School:
HS Location:

Previous College:
Previous Degree: Date:

SSN: [redacted]
ID: [redacted]
Birthdate: [redacted]
Sex: [redacted]
HS Grad Date:
ACT:
SAT:
GRE:

# Chapman University

ORANGE, CA 92866
OFFICE OF THE REGISTRAR
**Permanent Academic Record**

Date Printed: 08/13/1998 Page 1

Major:
Emph:

Major:
Emph:

Minor:

Student is in good standing and is eligible to return unless otherwise stated. This transcript is not official unless it bears the signature and impression seal of the Registrar.

| Disc | Crse. No. | Course Title | Grade | Hrs. Attemp. | Hrs. Earned | Grade Points | GPA |
|---|---|---|---|---|---|---|---|
| | | Admitted to: Continuing Education. Matriculated 04/16/97. | | | | | |
| April 16-30, 19 | | 04/16/97 - 04/30/97 01 | | | | | |
| EDUC | 9832 | Research Into Practice Proct | A | 1.0 | 1.0 | 4.0 | |
| | | TERM TOTALS | | 1.0 | 1.0 | 4.0 | 4.000 |
| | | CHAPMAN TOTALS | | 1.0 | 1.0 | 4.0 | 4.000 |

********** END OF TRANSCRIPT TO DATE **********

*In accordance with the Family Rights and Privacy Act of 1974, this transcript must not be released to a third party without written authorization from the student.*

1.0 sem
1.5 qtr

NTC

| Disc | Crse. No. | Course Title | Grade | Hrs. Attemp. | Hrs. Earned | Grade Points | GPA |
|---|---|---|---|---|---|---|---|

RECEIVED
AUG 19 1998
By

AN OFFICIAL SIGNATURE IS WHITE ON A CARDINAL BACKGROUND

Karen V. Stark, Registrar

This officially sealed and signed certification is printed on cardinal SCRIP-SAFE® security paper with the name of the university printed in white type across the face of the document. A raised seal is not required. When photocopied, the word COPY should appear. A BLACK OR WHITE OR A COLOR COPY SHOULD NOT BE ACCEPTED.

000617

**NTC Example: Back of Chapman**

CHAPMAN
University
Orange, California 92666

Course work shown may have been completed at Chapman University in Orange or at an Academic center. All courses are given residence credit, having been officially approved by the university as to content, credits and instructor.

### Accreditation

Chapman University is accredited by, and is a member of, the Western Association of Schools and Colleges, the Council on the Institute of Food Technologies, the Board Registered Nursing of the State of California, College ıtrance Examination Board, Western College Association, Association of Independent Colleges and Universities, American Council on Education, American Association of Colleges for Women, and the Board of Higher Education of the Disciples of Christ.

### Calendar

The university operates on a two semester calendar – fall and spring. Each regular 3 credit course represents three hours of university work per week for approximately 15 weeks. In addition, the university offers a 4 week January interterm and two 6 week summer sessions. The Academic Centers are on a semester calendar and their term lengths may vary according to location.

### Course Numbering System

Until the fall semester, 1971, courses were numbered 1 ough 99; upper division 100-199, and graduate ourses were 200 and above. Unless otherwise indicated on the transcript, course numbers 100-199 gave graduate credit to students who had graduate standing. Courses numbered with a prefix of X were taken in the Extended Day Division of the university (until 1959) and are to be regarded as the same as courses without the prefix.

Beginning in the fall semester, 1971, lower division courses are numbered as follows: 001-099, Non-degree courses or CEU courses designed to meet specific needs; 100-299, lower division courses of freshman and sophomore level; 300-399, upper division courses of junior and senior level which do not give graduate credit; 400-499 upper division courses of junior and senior level which may be used as graduate credit for graduate students; 500-599 graduate courses for graduate students and seniors by consent of the department chair; 600-699, graduate courses designed for graduate students only; 800-899, professional courses (extension credit) in departments other than education. These courses may or may not be used to satisfy baccalaureate degree requirements. Lower division continuing education courses are designated with a (V) before the course title. 900-999 Professional development credit courses in education for teachers and school administrators designed to serve the needs of those requiring professional upgrading. Those desiring such credits should consult their school district office prior to enrollment. Enrollment as a school teacher or school administrator is required for enrollment. Prior to February 1, 1975, courses numbered 900-999 were not acceptable in education are accepted as extension credit. Beginning January 1994, 0001-0999 non-degree CEU courses; 8000-8999 baccalaureate elective credit (with departmental approval); 9000-9999 professional development credit. N/A is extension credit course work and is not applicable to a degree without advance approval. Beginning September 1, 1993 N/A is used as the grading symbol Non-attended.

### Grading System

A, superior, 4 g.p.; A-, 3.7 g.p.; B+, 3.3 g.p.; B, excellent, 3 g.p.; B-, 2.7 g.p.; C+, 2.3 g.p.; C, average, 2.0 g.p.; C-, 1.7 g.p.; D+, 1.3 g.p.; D, inferior, 1 g.p.; D-, .7 g.p.; F, failed, 0 g.p.; E, incomplete, shortage of course work or examination, used until September 1, 1977; I used for incomplete beginning September 1, 1977; P, passed, satisfactory completion of course; NP, No Pass, requirements for credit not satisfied; Au; Audit, no credit; NR, no report, no record of grade received; W, official withdrawal from the course; NA, not attended; SP, satisfactory progress, beginning August 29, 1994; Thesis grading only: HP, high pass; P, pass; NC, no credit. Courses taken on a Pass/Fail or Pass/No Pass basis are not computed in the grade point average. Grade points prior to September, 1958: A-3, B-2, C-1, D-0, F-minus 1. The university semester unit is a credit of one hour per week for one semester.

A full time load for undergraduates is 12 to 18 units and for graduate students 9-12 units (this varies for the Academic Centers based on the length of the term). A minimum for 124 credits with a 2.0 (C) average is required for the bachelor's degree and 30-36 units with a 3.0 (B) average is required for the Master's degree.

### Academic Standing

Scholastic standing is good unless indicated by one of the following:

**Probation** - g.p.a. below 2.0 and has two semesters (three at the Academic Centers to achieve a cumulative g.p.a. of 2.0

**Continued on probation** - g.p.a. below 2.0 and has one semester to achieve a cumulative g.p.a. or be subject to dismissal

**Dismissed** - student has a g.p.a. below 2.0 for at least 2 semesters and is no longer eligible to continue

**TO TEST FOR AUTHENTICITY:** The face of this document has a cardinal background and the name of the institution appears in small print. Apply fresh liquid bleach to the sample background printed below. If authentic, the paper will turn brown.

CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN

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U.S. Patent 5,171,040

SCRIP-SAFE® Security Products, Inc.

000618

**NTC Example:** **Prior to 9/1/1987 – not allowable**

Chapman College

ORANGE, CAL NIA 92666

BIRTHDATE: - -

03-13-87

PERMANENT RECORD

[redacted] 7

| | UC | GP | GRADE |
|---|---|---|---|
| PSY 8410 DRUG ALCOHOL AWARE | 1.0 | | A- |

not applicable to a degree + prior to 9/1/87 so no credit allowed se 1/17/09

On September 10, 1991
Chapman College was re-named Chapman University

000619

## NTC Example: Fresno Pacific

Fresno Pacific ollege

1717 S. Chestnut Avenue
Fresno, CA 93702

STUDENT PERMAN' r RECORD

NOV 1 4 1990

08 NOV 1990

PROFESSIONAL DEV.

TI ICE OF THIS DOCUMENT HAS A COLORED INK BACKGROUND

Student [redacted]
S.S. No
I.D. No

| COURSE NO | COURSE TITLE | GRADE | CREDITS CALCULATED | CREDITS COMPLETED | GRADE POINTS | GPA TERM | GPA TOTAL |
|---|---|---|---|---|---|---|---|
| | Term of 90/SS | | | | | | |
| ED662 .420 | BEGINNING GOLF | CR | 0.0 | 3.0 | 0.0 | | |
| ED662 .421 | INTERMEDIATE GOLF | CR | 0.0 | 3.0 | 0.0 | | |
| ED662 .422 | BEGINNING TENNIS | IP | 0.0 | 0.0 | 0.0 | | |
| | | | 0.0 | 6.0 | 0.0 | 0.000 | 0.000 |
| | Term of 90/FA | | | | | | |
| ED662 .422 | BEGINNING TENNIS | CR | 0.0 | 3.0 | 0.0 | | |
| | | | 0.0 | 3.0 | 0.0 | 0.000 | 0.000 |

TOTALS CRED.CALC = 0.00 CRED.CPT = 9.00 GRADE.PTS = 0.00 GPA = 0.000

IONS

Evaluated
tutional or

t monthly,
tments.

M + 13.5 ~~8~~ NTC

CALENDAR SYSTEM

- September, 1982 to present: Standard semester system of 16-18 weeks.
- September, 1969 through August, 1982: Quarter system, each term 10-12 weeks. The In-Service Education program (formerly known as Extension) continued with the semester system.
- September, 1944 through August, 1969: Standard semester system of 16-18 weeks.

COURSE NUMBERING SYSTEM *

| Through Summer 1992 | Beginning Fall 1992 | Courses Categories |
|---|---|---|
| Area 1 courses | | |
| | 1-49 | Noncredit educational experiences designed to provide opportunities to pursue cultural, intellectual, and social interests. No college credit is earned. |
| | 50-99 | Pre-baccalaureate college credit courses of a remedial, terminal, or semi-professional nature. Not applicable to degree requirements. |
| 1-99 | 100-299 | Lower division undergraduate courses which are general and introductory in nature. They are intended to provide a foundation for advanced work. |
| 100-199 | 300-499 | Upper division undergraduate courses which generally assume prior knowledge or experience in the subject, with content more advanced or specific than lower division courses. |
| | 500-599 | Professional courses for teaching credential candidates. May be taken by undergraduate or post baccalaureate students who have been accepted into the teacher education program. |
| Area 2 courses | | |
| 200-299 | 700-799 | Graduate courses open to holders of a baccalaureate degree subject to prerequisite or other requirements as stated in program or course descriptions. A limited number of these courses may be taken by undergraduates, with approval. |
| Area 3 courses | | |
| 300-399 | 1000-1999 | Postbaccalaureate, professional development credit courses for educators. May be used to meet 5th year teacher credential requirements with prior approval of the recommending institution. Not applicable toward degree requirements. |
| 600-699 | 2000-2999 | Postbaccalaureate, professional development correspondence credit courses for educators. May be applied to the BA degree with approval of the Undergraduate Dean. (The 600-699 category effective summer, 1990 through summer, 1992.) |
| 4 courses | | |
| | 8000-8999 | Continuing Education Units (CEUs). Not for college credit. Courses designed to advance the knowledge and skills of professionals. One CEU is awarded for each 10-clock-hour experience. |

*Courses registered prior to fall 1992 which are completed fall 1992 or later will retain the same course prefix and number.

These grades do affect the grade point average:

| | |
|---|---|
| A | Superior scholarship<br>4 grade points |
| B | Good Scholarship<br>3 grade points |
| C | Satisfactory scholarship (area 1)<br>2 grade points |
| C | Marginal scholarship (area 2)<br>2 grade points |
| D | Poor scholarship<br>1 grade point |
| F | Unsatisfactory scholarship<br>0 grade points |
| UW | Unauthorized withdrawal<br>0 grade points |

These grades do not affect the grade point average:

| | |
|---|---|
| CR | Credit: Completion of the course with a grade of "C" or better (area 1); "B" or better (areas 2 and 3) |
| NC | No Credit: Completion of the course with grade below "C" (area 1); below "B" (areas 2 and 3) |
| NR | No Report: Report delayed by instructor |
| AU | Audit (satisfactory) |
| UA | Audit (unsatisfactory) (area 2) |
| W | Withdrawal |
| I | Incomplete |
| IP | In-Progress: Course extends beyond end of single term; final grades await course completion |
| IC | Insufficient basis for evaluation (no credit) (area 2) |
| S | Satisfactory participation |
| U | Unsatisfactory participation |

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FRESNO PACIFIC COLLEGE - FRESNO PACIFIC COLLEGE - PACIFIC COLLEGE - FRESNO PACIFIC COLLEGE - FRESNO COLLEGE - FRESNO PACIFIC COLLEGE - FRESNO PACIFIC FRESNO PACIFIC COLLEGE - FRESNO PACIFIC COLLEGE - PACIFIC COLLEGE - FRESNO PACIFIC COLLEGE - FRESNO COLLEGE - FRESNO PACIFIC COLLEGE - FRESNO PACIFIC

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U.S. Pat

000620

**NTC Example: Lewis & Clark**

[redacted]

Lewis & Clark College
Portland, Oregon 97219 U.S.A.

DEGREE INFORMATION:

HS: BORN:

CONTINUING ED.

| DEPT CRS | COURSE | CRDT | GR |
|---|---|---|---|
| | SPRING 1988 | | |
| ED 648 | MOTIVATION IN THE CLASSROOM | 3.0 | A |

ATT= 3.0 CPT= 3.0 PTS= 12.0 GPA= 4.00

0121120

| DEPT CRS | COURSE | CRDT | GR |
|---|---|---|---|

Lewis & Clark College
0615 S.W. Palatine Hill Road, Portland, Oregon 97219
Telephone: (503) 768-7000 Registrar: (503)768-7325 Fax: (503) 768-7333

Grading and Supplemental Information

Lewis & Clark College was founded in 1867 in Albany, Oregon, under the name Albany Collegiate Institute. In September 1942, with the purchase of a new campus in Portland, the college was moved and its name changed to Lewis & Clark College. Currently the college consists of three major divisions: the College of Arts & Sciences, the Graduate School of Professional Studies, and Northwestern School of Law of Lewis and Clark College.

The information contained herein is applicable beginning Fall 1962. Inquiries for information before that date are invited. Please direct questions to the Registrar's Office.

Fall 1962 to Summer 1986
Quarter System with Course Credits
Three terms per year, plus summer sessions (ten weeks plus as are per term, except summer) 1.5
Credits are course credits with one course credit equal to five quarter hours. In the undergraduate college 37 course credits are required for graduation.
The Graduate School of Professional Studies requirement varies by program, ranging from 10 to 12 course credits.

Fall 1986 to Spring 1994
Quarter System with Quarter Hours 1.0 QTR = 1 QTR
Conversion to the Quarter Hour credit system was accepted.
185 quarter hours (123 semester hours) are required for graduation in the College of Arts and Sciences.
50 to 60 quarter hours are required for graduation from the graduate school.

Summer 1994 & Continuing
Semester System with Semester Hours Sem
Conversion to the semester system was accepted by the Graduate School of Professional Studies effective Summer 1994. [illegible] for graduation. Conversion to the semester system was adopted [illegible]

Grades

Four point scale

| | | | | | |
|---|---|---|---|---|---|
| A | = | 4.0 | C | = | 2.0 |
| A- | = | 3.7 | C- | = | 1.7 |
| B+ | = | 3.3 | D+ | = | 1.3 |
| B | = | 3.0 | D | = | 1.0 |
| B- | = | 2.7 | F | = | 0.0 Failure |
| C+ | = | 2.3 | | | |

Grades not calculated in the GPA

| | | |
|---|---|---|
| CR | = | Credit (or pass) |
| NC | = | No Credit |
| DFD | = | Grade Deferred (to a subsequent term) |
| I | = | Incomplete |
| P | = | Course Passed |
| W | = | Withdrew |
| NG or BLANK | = | No grade was submitted by the faculty member |
| AUD | = | Audit |

Course Numbers

Course numbers are as follows:
100 to 499 Undergraduate courses
500 or followed by G are graduate credit courses
600 to 649 Continuing Education courses applicable to the graduate degree programs
650 to 699 Continuing Education (graduate level courses applicable to L&C degree programs) NTC *

000621

**NTC Example:** **Oregon State**

'regon State Univers'

Corvallis, Oregon 97331-2130

ID: [redacted] Date of Birth [redacted] [redacted]

Record of: [redacted]

Standard Mail

RECEIVED
KELSO SCHOOL DISTRICT
MAY - 2 2006

Page: 1

Issued To: [redacted]

By_____

Course Level: Non-Degree / Credential

Current Program
College : Graduate School
Major : Non-Degree Graduate

| UBJ NO. | COURSE TITLE | CRED GRD | PTS R |
|---|---|---|---|

NSTITUTION CREDIT:

umer 2003
XSS 808 W/COACHING WRESTLING 2.00 P / 0.00 *
Ehrs: 2.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00
********** TRANSCRIPT TOTALS **********

| | Earned Hrs | GPA Hrs | Points | GPA |
|---|---|---|---|---|
| OTAL INSTITUTION | 2.00 | 0.00 | 0.00 | 0.00 |
| OTAL TRANSFER | 0.00 | 0.00 | 0.00 | 0.00 |
| L | 2.00 | | | |

********** END OF TRANSCRIPT **********

20 NTC/10 =
2 Qtr
11/16/07 JM
Rvwd

CA/2

NTC

**NTC Example:** **Seattle University 900 Level Courses**

# Seattle University

Seattle, Washington 98122-4340
(206) 296-5850 FICE CODE: 003790

An official transcript displays the Seattle University seal, the facsimile signature of the University Registrar, and is printed with red background and border.

**ACCREDITATION**

Seattle University is accredited by the Northwest Association of Schools and Colleges.

**UNITS OF CREDIT**

A quarter hour of credit is given for each hour of class per week for 10 weeks. Five quarter hours equal 50 lectures of 50 minutes each. A 100 minute laboratory period is considered equivalent to a 50 minute lecture, except in Engineering and Nursing where required laboratory hours may be greater.

**COURSE NUMBER SYSTEM**

| | | | | | |
|---|---|---|---|---|---|
| *Until 1957* | 1 - 90 | lower division | *After 1957* | 0 - 099 | remedial |
| | 100 - 199 | advanced subjects | | 100 - 299 | lower division |
| | 200 - 299 | graduate courses | | 300 - 499 | advanced subjects |
| | | | | 500 - 599 | masters courses |
| | | | | 600 - 699 | doctoral courses |
| | | | | 800 - 999 | post-baccalaureate professional development |

**GRADING SYSTEM**

Effective Summer 1983, Seattle University added the plus and minus grades to the letter grading system. The grade "E" indicated failure in a course until Fall 1996 when it was replaced by "F".

| GRADE | POINT | DESCRIPTION | GRADE | POINT | DESCRIPTION | GRADE | POINT | DESCRIPTION |
|---|---|---|---|---|---|---|---|---|
| A | 4.0 | SUPERIOR | B- | 2.7 | | D+ | 1.3 | |
| A- | 3.7 | | C+ | 2.3 | | D | 1.0 | POOR |
| B+ | 3.3 | | C | 2.0 | ADEQUATE | D- | 0.7 | |
| B | 3.0 | GOOD | C- | 1.7 | | F | 0.0 | FAILING |

**OTHER GRADES**

HW *Hardship Withdrawal* — No effect on grade point average; assigned by dean with documentation.

I *Incomplete 1971 - Summer 1997* — Ignored in credit computation; student has thirty days into succeeding quarter to present course work and obtain another grade; once this period elapses, "I" remains permanently on record with no effect on gpa. Excessive "I" grades may place students on probation. Fall 1997 the "I" grade is replaced with a permanent grade once the deadline passes.

IP *Course in Progress*

M *Missing Grade* — Not available from instructor at time transcript was printed.

N *No Grade* — Grade suspended until work is completed (e.g., thesis, graduate research) and ignored in credit computation until cleared. Effective 1971, student has no more than one calendar year to replace "N" grade.

Q *Suspended Grade* at the 600 level only, for work scheduled for completion at a later date.

R *Mandatory Registration* in zero credit 600 level education courses. A permanent grade, no effect on gpa.

W *Official Withdrawal*

Y *Audit* — not included in credit or grade computations.

YW *Audit Withdrawal*

Z *Unofficial Withdrawal* — Assigned by Registrar to student who registered, did not attend and did not withdraw. No effect on gpa.

**FALL 1998 AND AFTER:**

P *Pass grade* — Indicates completion with achievement level of "D-" or better of free elective course taken under the pass/fail option; computed only in credits completed.

CR *Satisfactory completion* of a course determined by the department to be mandatorily graded CR/F (E).

or

Satisfactory completion of credit-by-examination with achievement level of "C" or better; computed only in credits completed.

NC *At the undergraduate level*, indicates results on credit-by-examination of less than the minimum achievement of "C"; not included in credit or gpa computations.

000623

**NTC Example:** **Portland State**

Portland State University
Portland, Oregon 97207

B
SEP 14 1995

Student No:  Date of Birth:  Date Issued: 13-SEP-95
D

Record of:  Page: 1

Issued To:

Course Level: Grad/Post-Bac (GR Status)

Academic Events: (INTERNAL USE-PROOFREAD)

| SUBJ NO. | COURSE TITLE | CRED | GRD | PTS | R |
|---|---|---|---|---|---|
| INSTITUTION CREDIT: | | | | | |
| Summer 1989 Sessions | | | | | |
| CI 410K | SUCS RDG 2-3 | 2.00 | P | 0.00 | |
| Ehrs: 2.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00 | | | | | |
| Good Standing | | | | | |
| Summer 1990 Sessions | | | | | |
| CI 410 | HLSTC LA:FU | 1.00 | P | 0.00 | |
| CI 410 | SUCCS:CHARTS | 1.00 | P | 0.00 | |
| CI 410 | BOOKSDG TCHR | 1.00 | P | 0.00 | |
| Ehrs: 3.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00 | | | | | |
| Good Standing | | | | | |
| Winter 1995 Quarter | | | | | |
| CI 810 | TOP: VIEW FROM 200 | 1.00 | P | 0.00 | |
| Ehrs: 1.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00 | | | | | |
| Good Standing | | | | | |
| Summer 1995 Session | | | | | |
| MTH 810 | TOP: OPEN EYES MATH | 3.00 | P | 0.00 | |
| Ehrs: 3.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00 | | | | | |
| Good Standing | | | | | |

********** TRANSCRIPT TOTALS **********

| | Earned Hrs | GPA Hrs | Points | GPA |
|---|---|---|---|---|
| TOTAL INSTITUTION | 9.00 | 0.00 | 0.00 | 0.00 |

********** END OF TRANSCRIPT **********

000624

PORTLAND STATE UNIVERSITY

Office of Admissions & Records
Post Office Box 751
Portland, Oregon 97207-0751

FICE ID: 003216

## ACCREDITATION

Portland State University is accredited by the Northwest Association of Secondary and Higher Schools—the regional accreditation agency. In addition, various schools and departments are accredited by special agencies.

## FORMER NAMES

Portland State University was originally established as Vanport Extension Center in 1946. In 1952 the name was changed to Portland State Extension Center and in 1955 to Portland State College. On February 14, 1969, the institution was designated Portland State University. Portland State University is one of the institutions comprising the Oregon University System, (i.e., the Oregon State System of Higher Education (OSSHE), organized in 1932. Records prior to 1946 record Portland Extension courses offered by OSSHE's General Education Division (GED) representing University of Oregon, Oregon State and other Oregon Colleges of Education. GED and its successor, the Division of Continuing Education (DCE), records are retained to June 1972, records from 1972 to 1979 were maintained by DCE as a distinct unit of OSSHE, during which posting practices varied. GED/DCE coursework may also be recorded at other institutions. By September 1979, DCE offerings became a part of local OSSHE institutions. In 1991, DCE was renamed School of Extended Studies.

## CREDITS

One quarter hour represents fifty minutes of class time per week for a quarter of approximately eleven weeks. A baccalaureate degree has required 186 quarter hours minimum; effective Fall 1994, 180 hours.

## GRADING SYSTEM

| Grade | Points | Undergraduate | Graduate |
|---|---|---|---|
| A | 4 | Excellent | Excellent |
| B | 3 | Superior | Satisfactory |
| C | 2 | Average | Below Standards |
| D | 1 | Inferior | Failure (no credit) |
| F | 0 | Failure | Failure |

Plus/Minus grades are effective starting Fall 1992. (A, A- ... D-, F)

Honorable dismissal is granted subject to notation on the record. A baccalaureate degree requires a 2.00 GPA; a graduate degree requires a 3.00 GPA. D and F grades were not used Winter 1973 through Winter 1974. (Transfer GPAs are for information only.)

## MARKING SYSTEM (all disregarded in GPA)

| | |
|---|---|
| I | Incomplete; mark is permanent after one calendar year |
| IP | In-progress; select graduate courses only, UNST 421 |
| P | Pass; undergraduate equated to a C- grade or better, graduate to B- or better |
| NP | No Pass |
| W | Withdrawn with no penalty |
| X | No grade received/No basis for grade |
| *, Y | Invalid grade reported by instructor |
| AU | Audit |

## TERM CODES PREVIOUSLY USED

F for Fall, W for Winter, S for Spring, U for Summer.

## OTHER CODES

On grade labels (prior to Summer 1991), appearing to immediate left of Credit Hours

| | |
|---|---|
| AUD | Audited course |
| R or RPT | Repeated course |
| G, L or GRD | Graduate credit for 400-no. courses (not used after Summer 1990); on computer-printed transcripts, these courses appear on the "Graduate" record. |
| H or HON | Honors course |
| E | Credit by Examination |
| — | Other codes internal use only |

On computer-printed transcripts "issued" after December 1991, appearing under the last column "R" [Repeat]:

| | |
|---|---|
| E | Excluded from GPA |
| I | Included in GPA |

## COURSE NUMBERING SYSTEM

| | |
|---|---|
| 0–49 | Non-baccalaureate |
| 50–99 | Basic, limited, or no degree credit |
| 100–299 | Lower Division |
| 300–499 | Upper Division |
| 500–699 | Graduate |
| 700 | Post-bac, non-degree credit |
| 800 | In-service, limited graduate degree credit |

4/5/6/800–810 may be taken more than once; credit is variable. Numbers are reserved: 01, Research; 02, Independent Study; 03, Thesis; 04, Coop Ed/Intern; 05, Reading and Conference; 06, Special Projects; 07, Seminar; 08, Workshop; 09, Practicum; 10, Selected Topics. 1/2/399, Special Studies. W-suffix (eff. Fall 1993) denotes Writing Intensive Course.

## FRESHMEN INQUIRY, UNIVERSITY STUDIES PROGRAM (begun Fall 1994)

With the concurrence of the Faculty Senate's Academic Requirements Committee, the Office of the Registrar developed the recommendation that Freshmen Inquiry credits transfer to other institutions as follows:

| | |
|---|---|
| UNST 101 (5 ch) | 5 credits general elective |
| UNST 101, 102 (10 ch) | 10 credits general elective |
| UNST 101, 102, 103 (15 ch) | 3 credits writing (WR121), 4 credits social science, 4 credits science, 4 credits arts and letters |

## CERTIFICATION

This transcript is official only if it bears the embossed seal of Portland State University and the signature of the Registrar. Verification or further explanantion may be obtained by writing the Registrar.

Under the Provisions of Public Law 93-380 (as amended), the information contained in this document is not to be released to others without the written consent of the student named herein.

(RO-12/98)

000625

## NTC Example: Santa Clara

SANTA CLARA UNIVERSITY
STUDENT RECORDS OFFICE
SANTA CLARA, CA 95053

### GRADING HISTORY

Effective September 1981: Plus (+) and minus (-) suffixes were incorporated with letter grades thus providing for the following marks and numerical equivalents:

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| A | 4.0 | C | 2.0 | P | Passed | NR | Not Reported |
| A- | 3.7 | C- | 1.7 | NP | Not Passed | W | Withdrawn |
| B+ | 3.3 | D+ | 1.3 | AUD | Audit | *** | Not Yet Graded |
| B | 3.0 | D | 1.0 | I | Incomplete | +/- | Taken for enrichment only (obsolete as of Summer 1981) |
| B- | 2.7 | D- | 0.7 | N | Continuing Work | | |
| C+ | 2.3 | F | 0.0 | | | | |

The School of Law uses a different grading system. For additional information regarding grading practices in the various graduate programs, please refer to the appropriate bulletin.

Effective September 1969: A new grade "C+" (with a numerical equivalent of 2.5 grade points) was added to the extant letter grades referenced below.

Prior to September 1969: A = Excellent (4.0); B = Good (3.0); C = Average (2.0); D = Inferior (1.0); F = Failed (0.0); W = Withdrawn; WF = Withdrawn Failing; WP = Withdrawn Passing.

### CALENDAR SYSTEM

Undergraduate and graduate programs have been on the quarter system beginning in September 1964 to the present time. Prior to Fall 1972, undergraduate credit was awarded according to the number of term courses completed. Known as the Santa Clara Plan, this system required 40 term courses. (For conversion, lower division courses were equated to 4.0 quarter units and upper division to 5.0 quarter units.) Graduate course work has been posted in quarter units since Fall 1964; undergraduate course work has been posted in quarter units since Fall 1972.

The School of Law is on a semester system. Between September 1964 and August 1968 the Law School was on the quarter system.

### COURSE NUMBERING SYSTEM

(all programs except School of Law)

| | | | |
|---|---|---|---|
| 001-099 | Lower division, undergraduate | 200-799 | Graduate |
| 100-199 | Upper division, undergraduate | 500-799 | Non-Degree Credit |

### CONTINUING EDUCATION/NON-DEGREE CREDIT

5 is used as a prefix to the course number to designate all Continuing Education and non-degree (professional growth) credit courses. The Center for Continuing Education closed in 1981.

### HONORS PROGRAM

Courses in the Honors Program are designated with an "H" or "Honors" notation. Honors students are identified in the memoranda column.

### CLASS RANK

Rank in class is not computed and not available except in the School of Law.

### HAND CARRIED TRANSCRIPTS

Official transcripts released to students will be stamped "Issued to Student". Each transcript will be in a sealed transcript envelope. Such transcripts are official only if the seal is intact.

### IMPORTANT NOTICE TO RECIPIENTS OF SCU TRANSCRIPTS

In June 1988, Santa Clara University installed a new Student Information System which generates on-line transcripts.

Academic data for terms prior to Summer Session 1988 is recorded on the student's permanent record card. The official transcript of prior work is a certified photocopy of the permanent record card. Since detailed academic history was not migrated to the new system, transcripts may include the photocopy of the permanent record card for all work completed prior to Summer 1988, as well as the computer-generated transcript for all work completed since Summer 1988. Accumulated units and the grade point average for a student's academic program at that time were migrated and are reflected in the pre-computer summary appearing at the top of the computer-generated transcript.

*THIS TRANSCRIPT IS NOT OFFICIAL IF NOT RECEIVED IN AN OFFICIAL SEALED TRANSCRIPT ENVELOPE AND IF THE RAISED SEAL ON THE DOCUMENT IS NOT EVIDENT. THIS RECORD MAY NOT BE RELEASED TO ANY OTHER PARTY WITHOUT THE WRITTEN CONSENT OF THE STUDENT PER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974.*

000626

**NTC Example: Below 100**

[redacted] [redacted] 03/27/80 PAGE 1 [redacted] [redacted]

LOWER COLUMBIA COLLEGE
1600 MAPLE
LONGVIEW WA 98632

# TRANSCRIPT/GRADE RECORD

GRADING LEGEND
FOR COLLEGE GRADE LEGEND, PLEASE REFER TO BACK OF FORM

INFORMATION FROM THIS RECORD MAY NOT BE RELEASED TO ANY OTHER PARTY WITHOUT OBTAINING CONSENT OF THE STUDENT.

002
LONGVIEW
WA

OFFICIAL TRANSCRIPT WHEN SIGNED AND SEALED BY REGISTRAR

| COURSE | COURSE TITLE | GRADE | CREDIT HRS | GRADE POINTS | COURSE | COURSE TITLE | GRADE | CREDIT HRS | GRADE POINTS |
|---|---|---|---|---|---|---|---|---|---|
| | ******* SPRING 79 ****** | | | | | | | | |
| BSAD 250 | VOLUNTEER MANAGEMENT | A | 2.0 | 8.0 | | | | | |
| HLTH 041 | INDUSTRIAL FIRST AID | P | 2.0 | 0.0 | | | | | |
| PHED 134 | SMALL BOAT SAILING | N | 1.0 | 0.0 | | | | | |
| PHED 155 | PHYSICAL FITNESS | N | 1.0 | 0.0 | | | | | |
| | P/S-CR CR-ERN GPA-CR | | GPTS | GPA | | | | | |
| QUARTER: | 2.0 4.0 2.0 | | 8.0 | 4.00 | | | | | |
| | ******* WINTER 80 ****** | | | | | | | | |
| ENGL 270 | LITERATURE FOR CHILDREN | A | 3.0 | 12.0 | | | | | |
| | P/S-CR CR-ERN GPA-CR | | GPTS | GPA | | | | | |
| QUARTER: | 0.0 3.0 3.0 | | 12.0 | 4.00 | | | | | |
| | P/S-CR CR-ERN GPA-CR | | GPTS | GPA | | | | | |
| CUMULATIVE: | 2.0 7.0 5.0 | | 20.0 | 4.00 | | | | | |

Cannot count

5 Qtr
11/17/07 JM
Rvwd

B+7

Below 100 only 9/1/87 - 3/7/97 & then NTC

THIS COLLEGE IS ACCREDITED BY THE NORTHWEST ASSOCIATION OF SECONDARY AND HIGHER EDUCATION

NAME: GR[redacted]
STUDENT I.D.:
PREVIOUS NAME:
HIGH SCHOOL:
YEAR GRAD:
TO: [redacted]

BIRTH YEAR: 56
QTR-YR ENTERED: WINTER 79
STUDENT TYPE: MATRIC
DEGREE OR CERTIFICATES EARNED:
YEAR:

PROGRAM: BUSINESS
ADVISOR:

Tracy L. Golding
DEC 31 1989

# QUESTIONS

# ABOUT

# NON-TRANSFER CREDITS

# NON DEGREE CREDITS

**Rules applicable to non-degree credits**

1. Zero credits shall be recognized for persons holding a valid certificate other than a certificate included in 2 or 3 below.
2. Thirty credits shall be recognized for persons holding a valid continuing or standard school nurse certificate.
3. Persons holding valid vocational/career and technical education certificates shall accumulate recognized credits as follows:
    a. One credit for each one hundred clock hours of occupational experience subject to the following conditions and limitations:
        i. Clock hours of occupational experience used in determining non-degree credits must be earned after meeting the minimum vocational/career and technical education certification requirements of three years (six thousand hours), regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held.
        ii. Non-degree credits based on occupational experience shall be limited to a maximum of twenty credits per calendar year.
    b. One credit for each ten clock hours of vocational/career and technical education educator training meeting the requirements of WAC 181-77-003 (2), (9), or (12). Clock hours of vocational/career and technical education educator training used in determining non-degree credits must be earned after meeting the minimum vocational/career and technical education certification requirements as established in WAC 181-77-041 (1)(b) and (c), regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held.
4. Credits earned after September 1, 1995, must satisfy the additional requirements of WAC 392-121-262.
5. Accumulate credits rounded to one decimal place.
6. For the following degree types, there are non-degree credit limitations:
    - **S type,** report only eligible non-degree credits determined by WAC 392-121-259(1) and (2). Staff with highest degree type **S** may have either 30 non-degree credits or zero non-degree credits only.
    - **V type,** report only eligible non-degree credits determined by WAC
    - 392-121-259(3).
    - **H type,** eligible non-degree credits are determined by WAC 392-121-259(3) and are limited by WAC 392-121-261(1)(b).

Additional information and examples for non-degree credits will be discussed in the Vocational/CTE section.

# CALCULUATE EDUCATIONAL PLACEMENT

## EXCESS CREDITS RULE

Once an advanced degree is earned (MA, Educational Specialist, PhD), a calculation must be made to determine the "credits in excess" of the BA degree. Where the number of credits past the BA exceed 45, those credits will count as being earned after the MA degree, even though they were taken before.

| | | |
|---|---|---|
| BA Degree | 6/15/99 | |
| MA Degree | 8/31/08 | |
| Add up Credits from BA to MA: | | 52.5 |
| Subtract 45 | | - 45.0 |
| Result: | | 7.5 |

**Placement: MA + 7.5, MA 0 Column**

---

| | | |
|---|---|---|
| BA Degree | 6/15/99 | |
| MA Degree | 8/31/08 | |
| Add up Credits from BA to MA: | | 97.0 |
| Subtract 45 | | - 45.0 |
| Result: | | 52.0 |

**Placement: MA + 52.0, MA 45 Column**

---

| | | |
|---|---|---|
| BA Degree | 6/15/99 | |
| MA Degree | 8/31/08 | |
| Add up Credits from BA to MA: | | 146.0 |
| Subtract 45 | | - 45.0 |
| Result: | | 101.0 |

**Placement: MA + 101.0, MA 90 Column**

---

| | | |
|---|---|---|
| BA Degree | 6/15/99 | |
| MA Degree | 8/31/08 | |
| Add up Credits from BA to MA: | | 42.0 |
| Subtract 45 | | - 45.0 |
| Result: | | - 3.0 |

**Placement: MA + 0, MA 0 Column (A negative = 0)**

**MORE HOMEWORK TIME. Count the degrees and credits on these documents.**

# UNIVERSITY OF WASHINGTON
# OFFICE OF THE REGISTRAR

## ACADEMIC TRANSCRIPT
THE WORD "COPY" APPEARS WHEN PHOTOCOPIED
A BLACK AND WHITE DOCUMENT IS NOT OFFICIAL

STUDENT NAME: [redacted]
STUDENT NUMBER: [redacted]
SOC SEC NO: [redacted]
BIRTHDATE: [redacted]

HIGH SCHOOL: MARINER HIGH SCHOOL
WASHINGTON RESIDENCY: RESIDENT
HS GRAD: 06/01/08
DATE PRINTED: 07/06/15
PAGE: 1
WEB 294

Arts & Sciences
AMERICAN ETHNIC STUDIES

WITH MINORS IN EDUC, LEARNING, & SOC DIVERSITY

| COURSE | | TITLE | CREDITS | GRADE |
|---|---|---|---|---|
| | | ********** | | |
| | | * ANY ALTERATION OR MODIFICATION OF THIS RECORD * | | |
| | | * OR ANY COPY THEREOF MAY CONSTITUTE A FELONY * | | |
| | | * AND/OR LEAD TO STUDENT DISCIPLINARY SANCTIONS. * | | |
| | | ********** | | |
| | | UNIVERSITY OF WASHINGTON DEGREES EARNED: | | |
| | | BACHELOR OF ARTS (AMERICAN ETHNIC STUDIES) | | |
| | | SPRING 2012 (06/08/12) | | |
| | | UW: 186.0 TRANSFER: 0.0 EXTENSION: 0.0 GPA: 3.23 | | |
| | | WITH MINOR(S) IN EDUC, LEARNING, & SOC DIVERSITY | | |
| | | SUMMER 2008 | N MATR | 6 |
| GEN ST | 105 | INTRO LIBERAL STDY | 4.0 | CR |
| | QTR | ATTEMPTED: 4.0 EARNED: | 4.0 GPA: | 0.00 |
| | | AUTUMN 2008 | BIOCHM | 1 |
| CHEM | 110 | INTRO TO GEN CHEM | 3.0 | CR |
| ENGL | 131 | COMPOSITN: EXPOSITN | 5.0 | 3.8 |
| GEN ST | 199 | UNIV COMMUNITY | 2.0 | CR |
| MATH | 120 | PRECALCULUS | 5.0 | 1.1 |
| | QTR | ATTEMPTED: 15.0 EARNED: | 15.0 GPA: | 2.45 |
| | | WINTER 2009 | BIOCHM | 1 |
| GEN ST | 101 | UNIV LEARNING SKILL | 2.0 | CR |
| LING | 200 | INTRO LING THOUGHT | 5.0 | 2.0 |
| OCEAN | 102 | THE CHANGING OCEANS | 5.0 | S |
| | QTR | ATTEMPTED: 12.0 EARNED: | 12.0 GPA: | 2.00 |
| | | SPRING 2009 | BIOCHM | 1 |
| ECON | 200 | INTRO MICROECON | 5.0 | NS |
| ENGL | 242 | W-READING FICTION | 5.0 | 2.5 |
| PSYCH | 101 | INTRO TO PSYCH | 5.0 | 3.1 |
| | QTR | ATTEMPTED: 10.0 EARNED: | 10.0 GPA: | 2.80 |
| | | SUMMER 2009 | BIOCHM | 1 |
| MATH | 120 | PRECALCULUS | 5.0 | 2.7/R |
| SOC | 110 | SURVEY SOCIOLOGY | 5.0 | 3.1 |
| | QTR | ATTEMPTED: 10.0 EARNED: | 5.0 GPA: | 2.90 |
| | | AUTUMN 2009 | BIOCHM | 2 |
| AAS | 395 | W-SE-ASIAN AM HST/CLT | 5.0 | 3.6 |
| CHEM | 142 | GENERAL CHEMISTRY | 5.0 | 1.4 |
| Q SCI | 291 | ANLYS FOR BIOL 1 | 5.0 | 2.9 |
| | QTR | ATTEMPTED: 15.0 EARNED: | 15.0 GPA: | 2.63 |
| | | WINTER 2010 | BIOCHM | 2 |
| BIOL | 106 | INTRO BIO SEMINAR | 2.0 | 3.8 |
| CHEM | 142 | GENERAL CHEMISTRY | 5.0 | 1.8/R |
| CHEM | 198 | TUTORIAL STUDY | 2.0 | CR |
| PHYS | 114 | GENERAL PHYSICS | 4.0 | W6 |
| PHYS | 117 | GENERAL PHYSICS LAB | 1.0 | W6 |
| | QTR | ATTEMPTED: 9.0 EARNED: | 4.0 GPA: | 2.37 |
| | | SPRING 2010 | AES | 2 |
| AAS | 210 | W-ASIAN AM IDENTITY | 5.0 | 3.7 |
| AES | 151 | INT AMER ETH GROUPS | 5.0 | 4.0 |
| CHSTU | 101 | INTRO CHICANO STDY | 5.0 | 4.0 |
| EDUC | 360 | DREAM PROJECT | 2.0 | CR |
| | QTR | ATTEMPTED: 17.0 EARNED: | 17.0 GPA: | 3.90 |
| | | SCHOLARSHIP STATUS: DEAN'S LIST | | |
| | | SUMMER 2010 | AES | 2 |
| AAS | 101 | ASIAN-AM CULTURE | 5.0 | 3.3 |
| AFRAM | 101 | INTRO AF-AM STUDIES | 5.0 | 4.0 |
| SOC | 292 | PUBLIC SCHL IN AMER | 5.0 | 3.6 |
| | QTR | ATTEMPTED: 15.0 EARNED: | 15.0 GPA: | 3.63 |
| | | SCHOLARSHIP STATUS: DEAN'S LIST | | |
| | | AUTUMN 2010 | AES | 3 |
| AAS | 385 | AAS LAW AND IMMIGRA | 5.0 | 3.3 |
| AES | 150 | W-AMER ETHNIC HISTORY | 5.0 | 4.0 |
| EDUC | 360 | DREAM PROJECT | 2.0 | CR |
| GEN ST | 300 | EDUC LRNG & SOCIETY | 1.0 | 4.0 |
| | QTR | ATTEMPTED: 13.0 EARNED: | 13.0 GPA: | 3.68 |
| | | WINTER 2011 | AES | 3 |
| AES | 340 | RACE ETHNICITY & ED | 5.0 | 4.0 |
| ANTH | 314 | SE ASIA/ASIAN AM | 5.0 | 3.7 |
| EDPSY | 304 | LRN TEACH CHG WORLD | 5.0 | 4.0 |
| EDUC | 360 | DREAM PROJECT | 2.0 | CR |
| EDUC | 401 | PRACT COMM SERV ACT | 1.0 | CR |
| | QTR | ATTEMPTED: 18.0 EARNED: | 18.0 GPA: | 3.90 |
| | | SCHOLARSHIP STATUS: DEAN'S LIST | | |
| | | SPRING 2011 | AES | 3 |
| AAS | 499 | UNDERGRAD IND STDY | 5.0 | 3.9 |
| CLAS | 101 | LAT & GRK CURR USE | 2.0 | 3.7 |
| SOC | 352 | THE FAMILY | 5.0 | 3.2 |
| | QTR | ATTEMPTED: 12.0 EARNED: | 12.0 GPA: | 3.58 |
| | | SCHOLARSHIP STATUS: DEAN'S LIST | | |
| ANNUAL | | DEAN'S LIST 2010-2011 | | |
| | | SUMMER 2011 | AES | 4 |
| ENGL | 477 | CHILDREN'S LIT | 5.0 | 3.5 |
| SOC | 300 | FOUND SOC INQUIRY | 5.0 | W |
| SOC | 316 | W-SOCIOLOGICAL THEORY | 5.0 | 2.1 |
| | QTR | ATTEMPTED: 10.0 EARNED: | 10.0 GPA: | 2.80 |
| | | AUTUMN 2011 | AES | 4 |
| AES | 499 | IND STDY & RESEARCH | 5.0 | 3.3 |
| ARCHY | 304 | AMERICAS ARCHY | 5.0 | W3 |
| EDUC | 305 | PUB SCHL DEMOCRACY | 5.0 | 3.4 |
| EDUC | 360 | S-DREAM PROJECT | 2.0 | CR |
| | QTR | ATTEMPTED: 12.0 EARNED: | 12.0 GPA: | 3.35 |

*** CONTINUED ON PAGE 2 ***

RECIPIENT: [redacted]

RECEIVED
JUL 10 2015
Mukilteo School District
Human Resources Department

In accordance with the Family Educational Rights and Privacy Act of 1974, information from this transcript may not be released to a third party without written consent of the student.

This official university transcript does not require a raised seal.

UNIVERSITY OF WASHINGTON 1861

Virjean Hanson Edwards
Virjean Hanson Edwards
University Registrar

UnW 1589 (Rev. 7/10)

000631

UNIVERSITY OF WASHINGTON
Office of the Registrar Box 355850
Seattle, Washington 98195-5850
206-543-8580

UW 1592 (Rev. 8/07)

TRANSCRIPT OF ACADEMIC RECORD
The transcript is an academic record of all coursework completed at the University of Washington–Seattle, Bothell and Tacoma.

## EXPLANATORY NOTES

[redacted]

**AUTHENTICATION OF THIS TRANSCRIPT:**
A transcript is official when it bears the facsimile signature of the Registrar, the University of Washington Seal, and the production date. The background of this transcript is purple and the Registrar's signature is purple. Further authentication may be obtained by calling the UW Registration/Transcript Office at (206) 543-8580. If photocopied, the word COPY will appear in the background. Alterations to the transcript will result in brown stains and/or white areas.

**ACADEMIC CALENDAR:**
The academic year is comprised of three quarters – autumn, winter, spring – each lasting approximately eleven weeks. There is also a summer quarter.

**EXPLANATION OF GRADE SYMBOLS:**
Numeric grades: 4.0, 3.9, decreasing by 1/10 to 0.7, 0.0. The highest grade is 4.0. Lowest passing grade is 0.7 (undergraduates), 1.7 (graduate students).

Letter grades: I (incomplete); N (satisfactory without grade); S (passing grade for courses taken on a satisfactory/not-satisfactory basis), for undergraduate students 2.0 and above but prior to autumn 1985 1.7 and above; for graduate students 2.7 and above. NS (not satisfactory grade for courses taken on a satisfactory/not satisfactory basis), for undergraduate students a grade less than 2.0 but prior to autumn 1985 a grade less than 1.7; for graduate students a grade less than 2.7. CR (credit awarded in a course offered on a credit/no credit basis only). The minimum performance level required for a CR grade is determined, and the grade is awarded directly, by the instructor. NC (credit not awarded in a course offered on a credit/no credit basis only); W (official complete withdrawal from the University, or course drop); beginning autumn 1990 for undergraduates and autumn 1997 for graduate and professional students, W accompanied by a number of 3 through 7 (designates course dropped week 3 through week 7 of all quarters except summer quarter); *W (prior to autumn 1990, a peremptory drop made during the fifth through tenth week of the quarter); HW (Hardship Withdrawal); X (no grade submitted by instructor). Course titles preceded by the letter H designate honors courses, W designate writing courses, and S designate service learning courses. A course title preceded by the letter R designates a course with a research component.

**UNDERGRADUATE NUMERIC GRADE POINT EQUIVALENTS:** 4.0-3.9 (A); 3.8-3.5 (A-); 3.4-3.2 (B+); 3.1-2.9 (B); 2.8-2.5 (B-); 2.4-2.2 (C+); 2.1-1.9 (C); 1.8-1.5 (C-); 1.4-1.2 (D+); 1.1-0.9 (D); 0.8-0.7 (D-); 0.0 (E).

**GRADUATE NUMERIC GRADE POINT EQUIVALENTS:** 4.0-3.9 (A); 3.8-3.5 (A-); 3.4-3.1 (B+); 3.0-2.9 (B); 2.8-2.5 (B-); 2.4-2.1 (C+); 2.0-1.7 (C); 1.6-0.0 (E).

**SPECIAL SYMBOLS:**
A grade followed by an I indicates an incomplete was initially awarded but a final grade has been received. Prior to winter 1983, /R indicates course was repeated and only the last grade will count in grade point average and credit is allowed once. Effective winter 1983 through summer 1985, /DR for a repeated course indicates that the first grade was less than a 2.0. Both grades will count in the grade point average but credit will be allowed only once. /R indicates that the first grade was greater or equal to a 2.0 and the second grade does not count in the grade point average and credit is not allowed. Effective autumn 1985, /DR for a repeated course indicates both grades will count in the grade point average but credit will be allowed only once and X/R is used for an undergraduate indicating the student repeated a course not eligible to be repeated for grade or credit.

Effective winter 2005, /R indicates that a course is repeated. Grades for both courses are calculated in the grade point average. Grades for courses repeated more than once are not included in the grade point average. Credit is allowed only once.

Beginning autumn 1967, /R designates a foreign language course initially taken in high school and used as the laguage of admission. Credit is not allowed and the grade is not included in the grade point average.

Courses designated with /D indicate the grade counts in the grade point average but credit is not allowed toward degree requirements.

**SCHOOL OF DENTISTRY:**
Effective autumn 1992: Numeric grades: 4.0, 3.9, decreasing by 1/10 to 0.7. The highest grade is 4.0. Lowest passing grade is 0.7. Dental students taking medical school courses are allowed medical school grades.

Prior to autumn 1992: Numeric grades: 4.0 (honor), 3.7, 3.3, 3.0, 2.7, (good), 2.3, 2.0 (low pass), 0.0 (failure). Prior to spring 1981, letter grades: A (4.0), B (3.0), C (2.0), E (failure), EW (failure withdrawal), CR, NC, I, N, W.

**SCHOOL OF LAW:**
Effective autumn 1998, for entering first year Law students: Letter grades: A (4.0), A- (3.7), B+ (3.4), B (3.0), B- (2.7), C (2.0), D (1.0), E (0.0), CR (Credit); NC (No Credit); I (Incomplete); N (satisfactory without grade); W (Withdrawal); HW (Hardship Withdrawal). For Law students entering prior to autumn 1998: DS (Distinguished); H (Honors); P (Pass); LP (Low Pass); CR, NC, I, N, W, HW. Prior to 1990, numeric grades-credit awarded for grades 4.0 through 2.3; letter grades-CR, NC, I, N, *W, and W. GPA calc began Aut 05 for students (JD only) enrolled as of Spr 07.

**SCHOOL OF MEDICINE:**
Letter grades: H (Honors), S, NS, CR, NC, I, N, W. Effective autumn 1996: HP (High Pass), P (Pass), F (Fail) were added. Effective autumn 2002, S, NS were discontinued.

**SCHOOL OF PHARMACY:**
Numeric grades: 4.0, 3.9, decreasing by 1/10 to 0.7, 0.0. The highest grade is 4.0. Lowest passing grade is 0.7.

**COURSE LEVEL:**
Lower division, 100-299; upper division, 300-499; graduate 500 and above.

**TRANSCRIPTS:**
Most student records were converted to a new transcript system in winter 1983. You may receive two types of transcripts.

**ACCREDITATION:**
The University of Washington is accredited by the Northwest Association of Schools and Colleges.

This educational record is subject to the Family Educational Rights and Privacy Act of 1974, as amended. It is furnished for official use only and may not be released to or accessed by outside agencies or third parties without the written consent of the student concerned.

**TO TEST FOR AUTHENTICITY:** The face of this document has a purple background and the name of the institution appears in small print.

UNIVERSITY OF WASHINGTON UNIVERSITY OF WASHINGTON TRANSCRIPT UNIVERSITY OF WASHINGTON UNIVERSITY OF WASHINGTON TRANSCRIPT UNIVERSITY OF WASHINGTON, UNIVERSITY OF WASHINGTON TRANSCRIPT UNIVERSITY OF WASHINGTON UNIVERSITY OF WASHINGTON TRANS[illegible]TY OF WASHINGTON UNIVERSITY OF WASHINGTON TRANSCRIPT UNIVERSITY OF WASHINGTON UNI[illegible]WASHINGTON

**ADDITIONAL TEST:** When photocopied, the word COPY appears prominently across the face of the entire document. A black and white document is not an original and should not be accepted as an official document. This transcript cannot be released to a third party without the written consent of the student. This is in accordance with the Family Educational Rights and Privacy Act of 1974. If you have additional questions about this document, please contact our office at 206-543-8580.

SEATTLE UNIVERSITY
*Founded 1891*
Seattle, Washington 98122-1090

LEGAL NAME: [redacted]
STUDENT ID: [redacted]

PAGE: 1 OF 2
PRINT DATE: 07/07/2015
ACADEMIC LEVEL: Graduate

RECEIVE
JUL 09 201
Mukilteo School Dist
Human Resources Depa

COLLEGE/SCHOOL: College of Education
DEGREE/CERTIFICATE/OTHER: MA in Education
DATE CONFERRED: 06/13/2015

PROGRAM: Counseling
SPCLZTN/ENDORSE: School Counseling

| PREVIOUS INSTITUTIONS ATTENDED | DATES ATTENDED | TRANSFER CREDITS ACCEPTED | DEGREE EARNED |
|---|---|---|---|
| Univ Washington-Seattle WA | 06/30/08 - 06/08/12 | | Bachelor of Arts |

| SUBJ/COURSE NUMBER | TITLE | CREDITS | GRADE |
|---|---|---|---|
| | **Fall Quarter 2012** 09/19/12 - 12/08/12 | | |
| COUN-511 | Counseling Theories | 3.00 | A |
| EDUC-600 | Intro to Educational Research | 3.00 | B+ |
| GRADE POINTS: 21.90 TERM CREDITS ATTEMPTED: | | 6.00 | |
| TERM GPA: 3.650 TERM CREDITS EARNED: | | 6.00 | |
| | **Winter Quarter 2013** 01/07/13 - 03/23/13 | | |
| COUN-509 | Comprehensive Sch Counseling | 3.00 | A |
| COUN-510 | Fundamental Counseling Skills | 3.00 | B+ |
| GRADE POINTS: 21.90 TERM CREDITS ATTEMPTED: | | 6.00 | |
| TERM GPA: 3.650 TERM CREDITS EARNED: | | 6.00 | |
| | **Spring Quarter 2013** 04/01/13 - 06/15/13 | | |
| COUN-507 | Counseling Across the Lifespan | 3.00 | A |
| COUN-527 | Counslng Tests & Measurements | 3.00 | A |
| COUN-560 | Family & Couples Counseling | 3.00 | A |
| GRADE POINTS: 36.00 TERM CREDITS ATTEMPTED: | | 9.00 | |
| TERM GPA: 4.000 TERM CREDITS EARNED: | | 9.00 | |
| | **Summer Quarter 2013** 06/24/13 - 09/14/13 | | |
| COUN-508 | Law/ethics-School Counselors | 3.00 | A |
| COUN-591 | Crisis Counseling | 3.00 | A |
| EDUC-520 | Social Justice | 3.00 | A |
| COUN-561 | Child & Adolescent Counseling | 3.00 | A |
| GRADE POINTS: 48.00 TERM CREDITS ATTEMPTED: | | 12.00 | |
| TERM GPA: 4.000 TERM CREDITS EARNED: | | 12.00 | |

| SUBJ/COURSE NUMBER | TITLE | CREDITS |
|---|---|---|
| | **Fall Quarter 2013** 09/25/13 - 12/13/13 | |
| COUN-551 | Counseling Lab | 4.00 |
| SPED-540 | Intro to Spec Educ & Learn Dis | 3.00 |
| GRADE POINTS: 12.00 TERM CREDITS ATTEMPTED: | | 7.00 |
| TERM GPA: 4.000 TERM CREDITS EARNED: | | 7.00 |
| | **Winter Quarter 2014** 01/06/14 - 03/22/14 | |
| COUN-513 | Counseling Diverse Population | 3.00 |
| COUN-554 | School Counseling Practicum | 4.00 |
| GRADE POINTS: 12.00 TERM CREDITS ATTEMPTED: | | 7.00 |
| TERM GPA: 4.000 TERM CREDITS EARNED: | | 7.00 |
| | **Spring Quarter 2014** 03/31/14 - 06/14/14 | |
| COUN-516 | Career Guidance for K-12 Schls | 3.00 |
| GRADE POINTS: 12.00 TERM CREDITS ATTEMPTED: | | 3.00 |
| TERM GPA: 4.000 TERM CREDITS EARNED: | | 3.00 |
| | **Summer Quarter 2014** 06/23/14 - 09/15/14 | |
| SPED-6430 | Intro to Beh Disord & Interven | 3.00 |
| COUN-5140 | Consultant/leadership/advocacy | 3.00 |
| COUN-5170 | Group Counslg Theories & Pract | 4.00 |
| GRADE POINTS: 40.00 TERM CREDITS ATTEMPTED: | | 10.00 |
| TERM GPA: 4.000 TERM CREDITS EARNED: | | 10.00 |
| | **Fall Quarter 2014** 09/24/14 - 12/13/14 | |
| COUN-6660 | School Counsel Inter/proj I | 4.00 |
| GRADE POINTS: 0.00 TERM CREDITS ATTEMPTED: | | 4.00 |
| TERM GPA: 0.000 TERM CREDITS EARNED: | | 4.00 |

ISSUED TO: [redacted]

This official university transcript does not require a raised

Interim University Registra

# Seattle University

Seattle, Washington 98122-1090
(206) 220-8030 FICE CODE: 003790

An official transcript displays the Seattle University seal, the facsimile signature of the University Registrar, and is printed with red background and border.

**ACCREDITATION:** Seattle University is accredited by the Northwest Commission on Colleges and Universities.

**CALENDAR:** Seattle University operates on the quarter system. Summer quarter dates encompass multiple sessions, and deg[redacted] conferred mid-August or mid-September.

**COURSE NUMBERING SYSTEM**

| Level | 1957-2013 | 2013-present |
|---|---|---|
| Remedial | 0-099 | 0-0999 |
| Lower Division | 100-299 | 1000-2999 |
| Upper Division | 300-499 | 3000-4999 |
| Masters courses | 500-599 | 5000-5999 |
| Doctoral courses | 600-699 | 6000-6999 |
| Post-Secondary professional development | 800-899 | 8000-8999 |
| Post-Baccalaureate professional development | 900-999* | 9000-9999* |

*The 900/9000 level courses are primarily for the purpose of professional development. Although different in purpose from the core masters or doctoral graduate degree courses, such courses may be considered to meet elective requirements in some Seattle University graduate degree programs only in accordance with regulations of the particular graduate degree program and with approval of the student's program advisor.

**GRADING SYSTEM:** Effective *Summer 1983*, Seattle University added plus and minus grades to the letter grading system.

| GRADE | POINT | DESCRIPTION | GRADE | POINT | DESCRIPTION | GRADE | POINT | DESCRIPTION |
|---|---|---|---|---|---|---|---|---|
| A | 4.00 | SUPERIOR | B- | 2.70 | | D+ | 1.30 | |
| A- | 3.70 | | C+ | 2.30 | | D | 1.00 | POOR |
| B+ | 3.30 | | C | 2.00 | ADEQUATE | D- | 0.70 | |
| B | 3.00 | GOOD | C- | 1.70 | | F | 0.00 | FAILING |

**OTHER GRADES:**

***CR Satisfactory Completion*** - Indicates completion of course with a grade of "D-" or better for undergraduate, or "C" or better for graduate level. Where credit-by-examination is notated, indicates an achievement level of "C" or better. Included in credits earned, but not GPA.

***E Failing*** – Indicates failure in a course; effective *Fall 1996*, replaced by an "F".

***HW Hardship Withdrawal*** – Assigned by the dean for exceptional cases; documentation required to assign. No effect on credits earned or GPA.

***I Incomplete*** - Student was unable to complete coursework by the end of the term due to an extraordinary circumstance, and an extension was granted. Prior to *Fall 1997*, if coursework was not completed by the extension deadline on the academic calendar, "I" remained as permanent grade. After *Fall 1997*, grade is replaced at deadline by final grade earned, unless a further extension is granted.

***IP Course in progress*** – registered course not yet completed.

***LW Late Withdrawal*** – Student withdrew from class via petition after established deadline. No effect on credits earned or GPA. Eliminated *Fall 2009*.

***M Missing Grade*** – Grade not available from instructor at time transcript was printed.

***N No Grade*** – Coursework extends beyond the end of the term (e.g. thesis, internship, research). Grade suspended until work is complete. No effect on credits earned or GPA. If coursework is not completed, N grade is permanent.

***NC No Credit*** – Indicates results on credit-by-examination of less than the minimum achievement of "C." No effect on credits earned or GPA.

***P Pass Grade*** – Indicates completion of free elective course taken under the Pass/Fail grading option with achievement level of "D-" or better. Included in credits earned, but not GPA.

***Q Suspended Grade*** – Work scheduled for completion at a much later date, available at the 600 level only for dissertation related preparation credit. Student has six calendar years to complete. No effect on credits earned or GPA. If coursework is not completed, Q grade is permanent.

***R Mandatory Registration*** – Required in zero credit 600 level education courses. No effect on credits earned or GPA.

***S Satisfactory*** – Given in selected non-graded courses and computed only in credits completed; equivalent to at least a "B" grade.

***W Official Withdrawal*** – Student withdrew from class within established deadlines. No effect on credits earned or GPA.

***Y Audit*** – Indicates student grading option choice. No effect on credits earned or GPA.

***YW Audit Withdrawal*** – Student withdrew from an audit class within established deadlines. No effect on credits earned or GPA.

***Z Administrative Withdrawal*** – Assigned by University Registrar to a student who registered, did not attend and did not withdraw. No effect on credits earned or GPA. Eliminated *Fall 2009*.

**REPEATS:** A repeated course is noted "R". Credits are counted only once and points allowed are for the most recent grade. The "R" notes the course that has been removed from credit and GPA computations. Only courses graded "C-" or below may be repeated to improve the grade.

**DEGREE CREDIT REQUIREMENTS:** Undergraduate degrees require a minimum of 180 credits, except for the Bachelor of Arts in Humanities, which requires a minimum of 135 credits. Students in this program begin by taking specific accelerated classes at select high schools that prepare them for this accelerated three-year degree.

**GRADUATION WITH HONORS** (undergraduate only): *Summer 1988 – February 24, 1993*: For students who matriculated beginning *Fall 1986* – cum laude = 3.50 and at least 90 Seattle University graded credits, magna cum laude = 3.70 and at least 115 Seattle University graded credits, summa cum laude = 3.90 and at least 135 Seattle University graded credits. Effective *February 25, 1993*: A minimum of 90 Seattle University graded credits required: cum laude = 3.50, magna cum laude = 3.70, summa cum laude = 3.90.

**UNIVERSITY HONORS PROGRAM:** HU (through *Fall 1993*), HON (*Fall 1993 – Fall 1997*), and HONR (effective *Fall 1997*). A two-year integrated curriculum in the liberal arts and sciences for outstanding students.

**CORE HONORS PROGRAM:** Effective *Fall 2007*. Course titles include "Honors" and are made available to a cohort of highly qualified students.

**DEAN'S LIST/PRESIDENT'S LIST:** *Fall 2004*: notated on transcript. Effective *Fall 2008*: no longer notated on transcript.

**PROBATION:** Notated at bottom of term in which action occurred; takes effect the next registered term. Effective *Fall 2012*, probation no longer notated on the transcript.

***This transcript is issued in strict accordance with Public Law 93-380. It is intended for your use only. No personally identifiable information about this record may be released without the student's consent.***

TO TEST FOR AUTHENTICITY: Translucent globe icons MUST be visible from both sides when held toward a light source. The face of this transcript is printed on red SCRIP-SAFE® paper with the name of the institution appearing in white type over the face of the entire document. [redacted]

000634

# Official Clock Hours Transcript

**Northwest Educational Service District 189**
*Together We Can*
1601 R Avenue, Anacortes WA 98221
(360) 299-4000

Printed Date: 10/14/2014

Participant:

Employer:

Certificate Number
255561C

| Course Number | Course Title | Date | No. Clock Hours |
|---|---|---|---|
| 15266 | PLCs at Work in Eagleridge | 1/29/2010 | 7.00 |
| 16936 | Implementation of Math Expressions | 9/30/2010 | 3.00 |
| 17503 | Best Practices in Teaching Elementary Mathematics - 2nd Grade | 10/27/2010 | 3.00 |
| 17821 | Ferndale CIT Training | 3/29/2011 | 30.00 |
| 18463 | Pat Quinn Response to Intervention | 2/28/2011 | 6.00 |
| 19187 | Pyramid Response to Intervention Institute | 6/28/2011 | 13.00 |

**Total Clock Hour Credits: 62.00**

Reviewed

**The signature below documents that a determination has been made that this course(s) meets the requirements of WAC 392-121-262(1)** 2 [list item(s) 1-5].

STATE OF WASHINGTON
Northwest Educational Service District 189
Continuing Education Clock Hours

**Valid for official transcript purposes for clock hours with the electronic impression of the seal of Northwest Educational Service District 189**

**Certified Copy**

000635

# FILE REVIEW – Credits

**Employee:** _____

| Degree | Institution | Date |
|---|---|---|
| | | |
| | | |

## Credits After BA Degree

| Academic Institution | Credits | | Clock Hour Provider | Credits |
|---|---|---|---|---|
| | | | | |
| | | | | |

## Credits After BA Degree and up to MA Degree - Summary

| | |
|---|---|
| Total Academic Credits Since BA Degree: | |
| Total In-Service Credits Since BA Degree: | |
| TOTAL CREDITS SINCE BA DEGREE: | |
| | |
| If MA Degree, Subtract 45 | |
| Excess Credits to MA | |

## Credits after MA Degree

| Academic Institution | Credits | | Clock Hour Provider | Credits |
|---|---|---|---|---|
| | | | | |
| | | | | |

## Credits After MA Degree – Summary

| | |
|---|---|
| Total Academic Credits after MA Degree | |
| Total In-Service Credits after MA Degree | |
| TOTAL ACTUAL CREDITS AFTER MA DEGREE | |
| Add Excess if Applicable. TOTAL CREDITS AFTER HIGH DEGREE: | |

| | High Degree | Credits After High Degree | Placement |
|---|---|---|---|
| Started | | | |
| Changes +/- | | | |
| Ended | | | |

**Reviewed by** _____**Date**_____

# CREDITS REVIEW GUIDELINES

## Academic Transcripts

- Confirm employee name on transcript.
- Verify the transcript document is official.
- Verify the institution is accredited (e.g. Center Graduate College is NOT)
- Check for Degree Confirmation. Highlight the degree type and degree date.
- Highlight each course after initial BA degree. If more than one BA, count from first BA. Place a check mark on the course number and a check mark next to the grade; checking to ensure courses are over 100 and the grade shows a completed grade.
- When checking the course number check to ensure the course meets the academic course requirements (e.g. is transferrable to a BA or higher degree).
- If the course number is below 100 it can only be reported if it was completed between 9/1/87 and 3/7/95 and then must be reported as an in-service credit not an academic credit.
- Check to ensure the course has not been repeated unless OK by the Institution (e.g. look for an "I" on SPU transcripts)
- Determine the type of Credit: QTR, SEM, Unit, NTC (Non-Transfer to Academic Degree). Can only record NTC if 9/1/87 and thereafter. All NTCs are recorded as In-Service credits not academic credits.
- If Bates Technical the credits can be both Academic Hours or Clock Hours (16.5:1)
- Foreign County: If Foreign Country, make sure there is a translation service document.
- Show work on transcript, including conversions

## Master's Degree

- Check for Degree Confirmation Date and Highlight. Date and Credits for the quarter or semester. Record as before the actual MA issued date.
- Calculate Excess Credits (BA + total – 45 = Excess; negative result = 0)

## Clock Hours

- Highlight provider name. Check to ensure for the specific school year the provider is on the approved OSPI list. Note: Just because it is an OSPI form, doesn't mean that OSPI is the provider. Check the "sponsoring provider" name. WIAA is OK
- Highlight the course title, <u>number of</u> <u>hours actually earned</u>, course end date and highlight or check that the provider has signed and the employee has confirmed the earned hours. Show conversion work on the clock hour form (e.g. = .60 Qtr Date/Initials).
- It is OK to repeat clock hours, no restrictions

## Course Approvals

- Verify Course Approvals exist for all courses 9/1/95 and after.
- Use of the WAC stamp or other district approval for missing approvals.

# QUESTIONS

# ABOUT

# CREDITS

SECTION 5

# Certificated Years of Experience

# WAC 392-121-264. DEFINITION – CERTIFICATED YEARS OF EXPERIENCE

Regardless of the experience factors used by a school district for the purposes of its salary schedule(s), as used in this chapter, the term "**certificated years of experience" means the number of years of accumulated full-time and part-time professional education employment prior to the current reporting school year in the state of Washington, out-of-state, and a foreign country.** School districts shall report all certificated years of experience including those beyond the experience limit of the school district's salary schedule.

**(1) Professional education employment shall be limited to the following:**

(a) Employment in **public or private preschools or elementary and secondary schools in positions which require certification** where:

(i) Schools include the Centrum education program, the Pacific Science Center education program, educational centers authorized under chapter 28A.205 RCW, and Seattle Children's Hospital education program;

(ii) Certification means the **concurrent public professional education licensing requirements** established in the state, province, country, or other governmental unit in which employment occurred and which, for the state of Washington, refers to the certificates authorized by WAC 181-79A-140 and temporary permits authorized by WAC 181-79A-128;

(b) Employment in **public or private vocational-technical schools, technical colleges, community/junior colleges, colleges, and universities in positions comparable** to those which require certification in Washington school districts;

(c) Employment in a **governmental educational agency with regional administrative responsibilities** for preschool, elementary, and/or secondary education including but not limited to an educational service district, office of superintendent of public instruction, or United States department of education **in any professional position** including but not limited to C.P.A., architect, business manager, or physician;

(d) Experience in the following areas:

(i**) Military, Peace Corps, or Vista service which interrupted professional education employment** included in (a), (b), or (c) of this subsection; and

(ii) **Sabbatical leave**.

(e) For **non-degreed vocational/career and technical education instructors**, up to a **maximum of six years of management experience as defined in WAC 181-77-003(6) acquired after the instructor meets the minimum vocational/career and technical education certification requirements of three years (six thousand hours) established in WAC 181-77-041** (1)(a)(i), regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held. If a degree is obtained while employed in the state of Washington as a non-degreed vocational/career and technical education instructor, the eligible years of management experience pursuant to this subsection reported on Report S-275 prior to the awarding of the degree shall continue to be reported but shall not increase.

(f) Beginning in the 2007-08 school year, for **occupational therapists, physical therapists, nurses, speech-language pathologists, audiologists, counselors, psychologists, and social workers** regulated under Title 18 RCW, years of experience may include employment as occupational therapists, physical therapists, nurses, speech-language pathologists, audiologists, counselors, psychologists, and social workers, that does not otherwise meet the requirements of (a) through (e) of this subsection, subject to the following conditions and limitations:(i) Experience included under this subsection shall be **limited to a maximum of two years.**

(ii) The calculation of years of experience shall be that one year of experience in a school or other non-school position counts as one year of experience for the purposes of this subsection, per subsection (2)(a) of this section.

(iii) Employment as **occupational therapists** shall be limited to the following:

(A) In positions requiring licensure as an occupational therapist under Title 18 RCW, or comparable out-of- state employment; and

(B) While holding a valid occupational therapist license, or other comparable occupational therapist credential.

(iv) Employment as **physical therapists** shall be limited to the following:

(A) In positions requiring licensure as a physical therapist under Title 18 RCW, or comparable out-of-state employment; and

(B) While holding a valid physical therapist license, or other comparable physical therapist credential. (v)

Employment as nurses shall be limited to the following:

(A) In positions requiring licensure as a registered nurse under Title 18 RCW, or comparable out-of-state employment; and

(B) While holding a valid registered nurse license, or other comparable registered nurse credential. (vi)

Employment as **speech-language pathologists or audiologists** shall be limited to the following:

(A) In positions requiring the same or similar duties and responsibilities as are performed by speech-language pathologists or audiologists regulated under Title 18 RCW; and

(B) After completion of the minimum requirements for conditional certification as a school speech-language pathologist or audiologist established in WAC 181-79A-231(1)(c)(iv).

(vii) Employment as **counselors** shall be limited to the following:

(A) In positions requiring the same or similar duties and responsibilities as are performed by counselors regulated under Title 18 RCW; and

(B) After completion of the minimum requirements for emergency certification as a school counselor established in WAC 181-79A-231(3).

(viii) Employment as **psychologists** shall be limited to the following:

(A) In positions requiring the same or similar duties and responsibilities as are performed by psychologists regulated under Title 18 RCW; and

(B) After completion of the minimum requirements for emergency certification as a school psychologist established in WAC 181-79A-231(3).

(ix) Employment as **social workers** shall be limited to the following:

(A) In positions requiring the same or similar duties and responsibilities as are performed by social workers regulated under Title 18 RCW; and(B) After completion of the minimum requirements for emergency certification as a school social worker established in WAC 181-79A-231(3).

(x) Certificated years of experience as occupational therapists, physical therapists, nurses, speech-language pathologists, audiologists, counselors, psychologists, and social workers, determined pursuant to this

subsection and reported on Report S-275, by teachers and other certificated staff who are no longer employed as occupational therapists, physical therapists, nurses, speech-language pathologists, audiologists, counselors, psychologists, and social workers, shall continue to be reported but shall not increase.

(**2) Years of full-time and part-time professional education employment prior to the current reporting school year are accumulated as follows**:

(a) For each professional education employment which is not employment as a casual substitute pursuant to subsection (1)(a) of this section;

(i) Determine the total number of hours, or other unit of measure, per year for an employee working full-time with each employer;

(ii) Determine the number of hours, or other unit of measure, per year with each employer, including paid leave and excluding unpaid leave;

(iii) Calculate the quotient of the hours, or other unit of measure, determined in (a)(ii) of this subsection divided by the hours, or other unit of measure, in (a)(i) of this subsection rounded to two decimal places for each year.

(b) For professional education employment as a casual substitute pursuant to subsection (1)(a) of this section:

(i) Determine the total number of full-time equivalent substitute days per year;

(ii) Calculate the quotient of full-time equivalent days determined in (b)(i) of this subsection divided by 180 rounded to two decimal places for each year.

(c) No more than 1.0 year may be accumulated in any traditional nine-month academic year or any twelve-month period.

(i) Accumulate, for each year, professional education employment calculated in (a)(iii) and (b)(ii) of this subsection.

(ii) Determine the smaller of the result in (c)(i) of this subsection or 1.00 for each year.

(d) Determine certificated years of experience as the accumulation of all years of professional education employment calculated in (c)(ii) of this subsection and report such years rounded to one decimal place.

**Helpful table to review experience types.**

| **Types** | |
|---|---|
| Professional<br><br>Public or Private School | School districts/systems and APPROVED State Private Schools<br><br>*Get WA Private School list from OSPI annually; http://www.k12.wa.us/privateed/PrivateSchools/default.aspx<br><br>*Schools include Centrum, Pacific Science Center Education Program and Educational Centers authorized under 28A.205 RCW<br><br>*POSITION requires certification (concurrent public professional education licensing requirements established in that state, province, country or government unit).<br><br>*Includes Emergency Certification or other Temporary Permits in Washington |
| Professional, Public or Private Voc-Tech School, Tech College, Community/Jr College, Colleges, Universities | In POSITION comparable to those which require certification in Washington school districts. |
| Professional<br><br>Governmental Educational Agency | With Regional Administrative Responsibilities for preschool, elementary and/or secondary education<br><br>Includes but not limited to, ESDs, OSPI, US Dept. of Education in any professional position including but not limited to CPA, architect, business manager or physician. |
| Military, Peace Corps or Vista Service | **Which INTERRUPTED Professional Educational Employment** |
| Sabbatical Leave | Including Sabbatical Leave to serve as Union President |
| Non-Degreed Vocational | Up to six (6) Years Management Experience<br><br>*After min. 6000 hours occupational experience regardless of when initial certificate issues<br><br>*Must be management experience and documented |
| ESA Experience | New as of 07-08: Up to two (2) years if rules are met.<br><br>See the ESA Summary Table in the S275 Instructions. |

## REVIEWING EXPERIENCE RECORDS

1. Review the application for employment to determine the individual's employment record.

2. Make a list of the previous employers. Review this information with the employee.

3. Work with the employee to have a Verification of Employment form sent to each prior employer where experience credit may be granted. Never grant credit without a completed experience verification form on file.

4. You may wish to create different forms for Regular, Private Schools, College/University, Vocational and ESA verifications.

5. When you are verifying experience from a former Washington State School District, you may also ask that district if they are willing to send the employee's official transcripts to you. This is permissible according to the Attorney General. You will want that district to send you the originals with a cover letter indicating that the transcripts were the official ones on file in their district. Additionally, you will need to ask the prior school district to transmit to you any course approval forms they have processed for that employee where the courses were taken 9/1/95 and thereafter while they were employed with that district. It is a requirement under the law that the prior Washington State school district sent those Course Approval forms to you.

6. Consider revising your verification form to include the contract status and position name while employed, particularly for Washington school districts. This will help when you are determining what type of contract you will issue to the new hire and will also help when you are reviewing the expiration date of the residency certificate and highly qualified status.

7. **Only** when you have received a verification of experience should you proceed with calculating the experience record.

8. The next step is to perform the calculation and it is a simple fraction, where the numerator is the actual number worked and the denominator is what constitutes a full FTE. Here are several examples:

| | | | |
|---|---|---|---|
| Example 1: | Numerator: | 7.5 hrs x 182 days = 1,365 hours | = 1.00 FTE |
| | Denominator: | 7.5 hrs x 182 days = 1365 hours | |
| Example 2: | Numerator: | 7.5 hrs x 92 days = 690 hours | = 0.51 FTE |
| | Denominator: | 7.5 hrs x 182 days = 1365 hours | |
| Example 3: | Numerator: | 4.25 hrs x 91 days = 386.75 hours | = 0.28 FTE |
| | Denominator: | 7.5 hrs x 182 days = 1365 hours | |

When verifying for a **college/university** you have to ascertain what constitutes "full time" or the denominator. For example, the verification form might indicate that the employee taught a 5 credits class each quarter for 3 quarters that year. You will have to ask the college "what do you consider to be full time?" That answer might be that full time would be a person who teaches 10 credits for 4 quarters. In that case your denominator becomes 40 (10 credits x 4

quarters) and your numerator is what the person worked (5 x 3 = 15). In this case the example is then calculated as:

| | | | |
|---|---|---|---|
| Example 4: | Numerator: | 5 credits x 3 quarters = 15 | = 0.38 FTE |
| | Denominator: | 10 credits x 4 quarters = 40 | |

9. In the case of a Substitute, 180 days is ALWAYS the denominator. This is pursuant to the 275 rules. Please be very careful when recording substitute experience as several states no longer require substitutes to have a teaching certificate and that experience would not be reportable (Montana, Idaho, Georgia, California, New York are some examples). For those employees that work less than 1.0 FTE for you in a year, you might want to check your payroll records for substitute or summer school/extended school year experience and post that for them.

10. Military experience that did not interrupt the employee's educational employment cannot be counted.

11. You must be careful with private schools. In order to credit this experience the POSITION must require a certificate, whether the employee held one or not. So this information must be shown on your verification form. You must also be certain the employer met the definition for "private school"

12. Be careful with experience for ESA staff (psychologists, nurses, OT, PT). Generally speaking experience working in a clinic or some educational agency will not count. That experience only counts if 1) the agency actually is approved in that state to award diplomas and/or otherwise operate like a regular school or 2) the person was teaching (e.g. a Nurse who as an instructor of Nurses). The 275 guidelines provide some excellent examples of this rule. You should seek assistance if you are not familiar with these rules. Of course, you can now count up to two (2) years actual ESA experience but mistakes are made where ESA like experience is counted as regular certificated experience.

13. For vocational teachers that either do not have a degree or the degree is incidental and you are reporting them as "V" – you may grant up to six (6) years of experience, BUT – this experience must be related to the assignment and it must be a management or management-related position. Be sure to review the 275 rules for this carefully before granting such experience. Vocational staff can also have experience converted to non-degree occupational credits. Again these rules are specifically detailed in the 275 instructions. You should seek assistance if you are not familiar with these rules.
14. Be sure to show your mathematical calculations directly on the verification form so an auditor can track your work.

15. If you have questions about information provided by a former employer you may contact that employer by telephone or email to obtain clarification to your information and note that on your form. However, according to a recent audit in a district, you must then also obtain a corrected verification form from that prior Review the Verification Form to ensure that the position required a teaching certificate if required for that type of experience (the form should be marked YES). If this area is blank, contact that prior employer to ascertain this information. **If the prior employer was not a school district, then you must determine if the position the person was employed in was equivalent to a position that requires a certificate**

**in our public schools.**

16. Mark up the verification form document. Highlight each record. If not broken out by year, then break it out. For example if it is verified as 1999-00 to 2003-04, hand write out each year. Many mistakes are made by not doing this task.

17. Check the data very carefully and then prepare your calculations.

18. Be careful not to exceed 1.0 in any given year. This is another reason it is important to make a record that reflects each individual year of employment, especially when verifications are from multiple employers for the same years.

19. Be sure to post Leave without Pay.

20. Post additional experience for less than 1.0 FTE staff (in allowed position).

**Item B.7 Notes from S275 instructional book:**

1. Eligible professional education experience must meet the requirements of WAC 392-121-264. In general, for professional education experience eligibility rules regarding:

- Employment in P–12 schools, refer to subparagraph (1)(a).
- Employment in higher education, refer to subparagraph (1)(b).
- Employment in government education, refer to subparagraph (1)(c).
- Employment interruptions, refer to subparagraph (1)(d).
- Employment in industry, refer to subparagraph (1)(e).
- Employment as educational staff associates in nonschool positions, refer to subparagraph (1)(f).

2. For persons with highest degree type S, B, G, M, or D, experience eligibility is limited to the requirements of WAC 392-121-264(1)(a), (1)(b), (1)(c), and (1)(d).
3. Occupational experience eligibility is limited to persons reported with highest degree types V in accordance with WAC 392-121-264(1)(e).
4. For persons with highest degree type H, experience eligibility is limited to the requirements of WAC 392-121-264(1)(a), (1)(b), (1)(c), and (1)(e). Individuals reported with degree type H retain any certificated experience recognized from industry experience when they were reported with degree type V, but may not accrue any additional certificated experience converted from industry experience.
5. Employment may be in Washington, out of state, or in a foreign country.
6. Employment excludes time on unpaid leave.
7. Report all years of experience, including those beyond the experience limit of the district's salary schedule.
8. No more than one year of experience may be accumulated in any traditional nine-month school year or any 12-month period. For example, if a certificated instructional employee works a 1.0 FTE assignment and also works as a substitute teacher for another district during the same 12-month year, that employee may not accumulate more than one year of experience for that 12-month period.
9. Any hours for an employee which exceed 1.0 FTE for that employee are not reported and do not have to be documented.
10. In-district full-time hours per year equal the number of hours in a full-time day times the number of full-time days per school year (e.g., 7.5 x 180 = 1,350).

11. If an employee is in a position that is part-time or the employee took unpaid leave during the year, determine the years of experience accumulated for that year as the quotient of the number of hours actually worked to the number of hours in the full-time year.
12. Out-of-district full-time hours per year are determined by the former employer except for experience counted under WAC 392-121-264(1)(e) in which full-time hours per year equal 2,000. Hours in excess of 2,000 per year may not be carried forward to the next year.
13. Substitute days are accumulated as part-time professional education employment, subject to the one year of experience in a 12-month period limitation explained in note 8 on page 47. Calculate years of experience for substitute days by dividing the accumulated number of full-time substitute days by 180.
14. Partial substitute days are accumulated as part-time professional education employment, subject to the one year of experience in a 12-month period limitation explained in note 8 on page 47. The number of hours in a full day is determined by the employing district. To calculate years of experience for partial substitute days:
    Step 1. Determine the accumulated number of full-time substitute days by dividing the hours of the day worked by the number of hours in a full day.
    Step 2. Divide the accumulated number of full-time substitute days by 180.
15. Rounding: Accumulate full- and part-time employment rounded to two decimal places and report such years to one decimal place. (See the discussion of rounding on page 15.)
16. Learning centers: Sylvan Learning Center and Huntington Learning Center are not approved private schools pursuant to chapter 28A.195 RCW and chapter 180-90 WAC, nor are they certified education centers pursuant to chapter 28A.205 RCW and chapter 392-185 WAC. Employment in these centers does not meet the criteria in WAC 392-121-264(1)(a).
17. Private schools: To determine whether a school is a state-approved private school pursuant to chapter 28A.195 RCW and chapter 180-90 WAC, contact OSPI Office of Private Education at 360-725-6433. A current list of approved private schools is available on the OSPI website at the following location: http://www.k12.wa.us/PrivateEd/18.
18. Education centers deal with credit retrieval for high school dropouts pursuant to chapter - 28A.205 RCW and chapter 392-185 WAC.
19. Employment documentation obtained under previous rule WAC 392-121-280 is grandfathered. Experience reported through the S-275 reporting process for the 1993–94 or previous school years may continue to be documented pursuant to WAC 392-121-280(5)(a).
20. If documentation of employment cannot be supported by normal "third party" evidence meeting the criteria in WAC 392-121-280(5)(b), such as in situations of self-employment or employment with an employer that has gone out of business, documentation of employment should be supported by other evidence, such as:
    - tax returns
    - business license
    - bonding insurance
    - social security records

    The following documents are usually considered to be insufficient evidence of employment:
    - resumes
    - job applications
    - sworn affidavits

## EXPERIENCE VERIFICATON FORMS

Samples of a variety of experience verification forms are provided in this section.  We highly recommend that you develop form specific to the type of employment being verified. It will help tremendously in obtaining the required information for each employment type.

Mukilteo
School District

9401 Sharon Drive
Everett, WA 98204
**(425) 356-1322 / FAX (425) 356-1329**

## REQUEST FOR VERIFICATION OF PROFESSIONAL EMPLOYMENT

**To:**

| |
|---|
| School District Name: |
| Street Address: |
| City / State / Zip: |

**From:**

| |
|---|
| Mukilteo School District |
| 9401 Sharon Drive |
| Everett, WA 98204 |

The following individual is employed by the Mukilteo School District and has reported previous professional employment with your district. Please complete the information requested on the reverse side of this form. Thank you for your assistance in establishing an accurate service record for this employee.

### Personal Data (to be completed by employee)

| |
|---|
| Name: |
| Other Name(s): |
| SSN: |
| Position: |
| School: |
| Approximate Dates: |

I authorize the release of all information requested on the Verification of Professional Employment to Mukilteo School District No. 6.

| | |
|---|---|
| Employee Signature: | Date: |

# VERIFICATION OF PROFESSIONAL EDUCATION EMPLOYMENT

*(To be completed by prior employer)*

Employee's Name: _____ Date of Birth: _____ Last 4 of Social Security #: _____

Instructions for Employer:

1. List PAID experience in public or private colleges/universities in positions comparable to K-12 certificated positions
2. Chronologically list start and end dates using **one line per year**. List position changes on a new line. List unpaid leave of absence on a new line.
3. List the total number of days a full time employee works in your institution during that year
4. List the total number of hours per day a full time employee works in your institution during that year.
5. List the total days that this employee was paid for.
6. List the total number of hours per day this employee was paid for.
7. Multiply the total days by the hours per day to come up with how many hours this employee worked for that year. It is okay to skip steps 6 and 7 and just list the total hours.

| 1 | 2 | | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|---|
| **Position Title** | List each year of service on a new line. | | **Full Time Annual Employment Equals:** | | **Exact Hours Paid to this Employee:** | | |
| | **Start Date** | **End Date** | **Total Paid Days per Year** | **Total Hours Per Day** | **Total Paid Days** | **Hours Per Day** | **Total Hours** |
| Example: College Professor | 9/16/2013 | 12/15/2013 | 180 | 7.0 | 120 | 7.0 | 840 |
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***"We are required to calculate experience based on a numerator of "what the employee actually worked" and a denominator of "what constituted full time" so we can determine if the person was employed with you full time or 100%; or a partial of a full time status. Questions can be directed to Laura Bradburn at 425-356-1243.***

**I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.**

| Date | Print Name | Signature | Title |
|---|---|---|---|
| | | | |
| **Email Address** | **Institution** | **Mailing Address** | **Phone** |
| | | | |

**SAMPLE VERIFICATION – COLLEGE/UNIVERSITY**

| | |
|---|---|
| **Instructions.** Please follow the specific instructions to ensure full credit. Contact our office at (xxx)-xxxx for assistance if needed. Thank you. | 1. Use one line for each academic year or change in status. List position(s) chronologically by year. Do not record student teaching or tutor work.<br>2. Position Name.<br>3. Administrator or "Techer of Record" position – yes or no. Only positions comparable to a position in a school district can be credited by our district. If a person as an asst. instructor but not responsible for lesson plans or student grading the answer would be NO.<br>4-5. List begin and end date of service for that year.<br>6 -8. List the Paid Hrs per Day and Days per year for what would contstitute FULL TIME in your organization for that academic year. Multiply 6x7=8.<br>9-12. List ACTUAL PAID Hrs/Day, Days/Yr. For 11 multiple 9 x 10. For 12 divide 11 (Paid Hours) by 7 (Paid Hours if Full Time) for Full Time Equivalency. Do not write in Exp Granted column. Two (2) examples are provided for you. |

| | | | | | What Contsitutes Full Time ? | | | | What did you PAY this employee? | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | 9 | 10 | 11 | 12 | |
| Year | Position Name | Adm or Teacher of Record | Service From Date m/d/yyyy | Service to Date m/d/yyyy | No. of Paid Hrs Per Day | No. of Paid Days Per Year | Total Hours (6 x 7) | | Hours Per Day | Days Per Year | Ttl Hrs Pd (8 x 9) | Paid FTE (7/10) | Exp Granted |
| *Example 2008-09* | *Asst Professor* | *No* | *9/27/2008* | *6/30/2009* | *7.5* | *181* | *1357.50* | | *7.5* | *162* | *1215.00* | *.885* | |
| *Example 2009-10* | *Professor* | *Yes* | *11/14/09* | *6/12/2010* | *7.0* | *180* | *1260.00* | | *7.0* | *48.5* | *339.50* | *.269* | |
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***We are required to calculate experience based on a numerator of "what the employee actually worked" and a denominator of "what constituted full time" so we can determine if the person was employed with you full time or 100%; or a partial of a full time status. Please provide that data in 6-8 lwhat is full time) and 7-12 (what was this person paid by you]. Questions can be directed to our office zt XXXXXXXXXX**

| | | | |
|---|---|---|---|
| ***I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.*** | | | |
| | | | |
| **Name (Pleaes Print above)** | **Title (Print above)** | **Organization (Print Above)** | **Email (Print Above)** |
| | | | |
| **Signature (Sign above)** | **City (Print Above)** | **State/Zip (Print Above)** | **Telephone (Area Code-Number)** |

000651

**SAMPLE VERIFICATION – PRIVATE SCHOOL**

| | |
|---|---|
| **Instructions** | 1. List position(s) chronologically by year. Use one line for each calendar year or change in status. |
| **Call xxx-xxx-xxx for help.** | 2. Circle Yes or No indicating whether an occupational license was required for the position. |
| | 3. List start/end service dates. Dates must be annual between September 1st and August 31st. |
| | **4/5. List the number of days and the number of hours that constituted a full year (100%) for an employee in this position that year,** |
| | **6/7/8. List the exact number of days (rounded to ¼ day) and hours this employee was actually paid for services in the listed position.** |

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
|---|---|---|---|---|---|---|---|---|
| POSITION Grade/Level Subject | Certificate Required Yes/No* | Dates of Service between 9/1 and 8/31 MM/DD/YYYY | Number of Paid Days in Full-time Year In Your District | Number of Paid Hours in Full-time Day In Your District | Number of PAID PAID Days Col 7) | Number of Contract Hours Per Day | Total Hours (Col 6 x | Do Not Use District Verification of FTE awarded. |
| **EX: 1. Teacher, MS Science** | Yes or No | 9/13/86-6/12/87 | 180 | 7 | 173 | 7.0 | (173x7=) 1211.00 | |
| **EX: 2. Counselor** | Yes or No | 10/1/95-12/31/95 | 180 | 8 | 42 | 8.0 | (42x78=) 336.00 | |
| | | | | | | | | |
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**Is your school/organization a state approved or otherwise approved private school? _____ Yes _____ No If yes, please describe that approval:**

_____

_____

***Certificate required. To answer yes, the position the person was employed in must have required a state teaching certificate and the person must have held valid certification during those periods of employment.** I certify that all information listed above is complete and correct according to the official records on file.

| | | | |
|---|---|---|---|
| Signature of Supervisor or Designee | Title | Date | Phone Number |
| Agency Name | Street Address | City | State Zip |

000652

**SAMPLE VERIFICATION – District/Educational Agency**

| | |
|---|---|
| **Instructions.** Please follow the specific instructions to ensure full credit. Contact our office at (xxx)-xxxx for assistance if needed. Thank you. | 1. Use one line for each academic year or change in status. List position(s) chronologically by year. Do not record student teaching or tutor work.<br>2. Identify the contract status (Provisional Year 1-2-3, Continuing, Tenured, Non-Tenured, Leave Replacement, Temporary, Substitute, etc)<br>3. For preschool through Grade 12, was a state education certificate/license required? Answer Yes or No<br>4-5.. List the actual beginning and ending dates of service for that academic year.<br>6 -8. List the Paid Hrs per Day and Days per year for what would contstitute FULL TIME in your organization for that academic year. Multiply 6x7=8.<br>9-12. List ACTUAL PAID Hrs/Day, Days/Yr. For 11 multiple 9 x 10. For 12 divide 11 (Paid Hours) by 7 (Paid Hours if Full Time) for Full Time Equivalency. Do not write in Exp Granted column. Two (2) examples are provided for you. |

| | | | | | **What Contsitutes Full Time ?** | | | | **What did you PAY this employee?** | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | 9 | 10 | 11 | 12 | |
| POSITION | Contract Statis | Certificate Required Circle | Service From Date m/d/yyyy | Service to Date m/d/yyyy | No. of Paid Hrs Per Day | No. of Paid Days Per Year | Total Hours (6 x 7) | | Hours Per Day | Days Per Year | Ttl Hrs Pd (8 x 9) | Paid FTE (7/10) | Exp Granted |
| *Example 1: Teacher* | *P2* | *Yes* | *9/27/2008* | *6/30/2009* | *7.5* | *181* | *1357.50* | | *7.5* | *162* | *1215.00* | *.885* | |
| *Example 2: Sub Teacher* | *Sub* | *Yes* | *11/14/09* | *6/12/2010* | *7.0* | *180* | *1260.00* | | *7.0* | *48.5* | *339.50* | *.269* | |
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**Private School Emloyer: 1, Is your private school "approved" by your state or equivalent authorizing agency? ____YES ____ NO; and 2) Did the position the employee hold REQUIRE a valid state certificate/license. We only allow experience if the POSITION required certification. ____YES ____ NO.**

**For Washington State: Balance of Sick Leave Hours to Transfer: _____ (in Hours)**

***I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.***

| | | | |
|---|---|---|---|
| | | | |
| **Name (Pleaes Print above)** | **Title (Print above)** | **Organization (Print Above)** | **Email (Print Above)** |
| | | | |
| **Signature (Sign above)** | **City (Print Above)** | **State/Zip (Print Above)** | **Telephone (Area Code-Number)** |

000653

SAMPLE VERIFICATION – ESA EXPERIENCE

Please return this form to:
**XXX SCHOOL DISTRICT**
**HUMAN RESOURCES**
**Street/PO Box**
**City, State, Zip**
Questions? - Contact XXX at (111) 111-1111

**VERIFICATON OF EMPLOYMENT EXPERIENCE FOR _____(Name)**

**FOR AUDIOLOGISTS IN NONSCHOOL POSITIONS:**

To be completed by administrative official in charge of records

Dates of Service: Please use separate line for each year or change in status.

Please use a fiscal calendar of September through August for each year reported.

Clearly identify leave of absence periods

RCW 18.35.010 Definition - "**Audiology**" means the application of principles, methods, and procedures related to hearing and the disorders of two related language hearing and speech disorders, whether of organic or nonorganic origin, peripheral or central, that impede the normal process of human communication including, but not limited to, disorders of auditory sensitivity, acuity, function, processing, or vestibular function, the application of aural habilitation, rehabilitation, and appropriate devices including fitting and dispensing of hearing instruments, and cerumen management to treat such disorders.

| **Dates of FROM** Mo/Day/Yr | **Service TO** Mo/Day/Yr | Position Title | # of Work Days per year in Full-Time Position in your Facility | # of Work Hours per Day in Full-Time Position in your Facility | Actual # of Days Paid to this Employee* per year listed | Actual # of Hours per day Paid to this Employee** | Did the position meet the criteria of the state definition of Audiology above? Yes or No |
|---|---|---|---|---|---|---|---|
| Ex 1: 9/3/96 | 8/31/1997 | Audiologist | 260 | 8 | 260 | 8 | Yes |
| Ex 2: 11/1/01 | 6/15/2002 | Audiologist | 195 | 7.5 | 260 | 8 | Yes |
| | | | | | | | |
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* Actual number of Days Employed to include all paid personal/sick leave taken as work days during the year.

** Actual number of Hours Per Day to indicate the number of hours in the employee's normal work day.

I certify that all information listed above is complete and correct according to the official records on file.

| | | | |
|---|---|---|---|
| Agency Name | | Address and City, State, Zip | |
| Signature of Supervisor or Designee | Title | Date | Phone Number |
| Agency Name | Street Address | City, State, Zip | |

000654

# Sample Cover Letter for ESA

To Whom It May Concern:

The Washington State Legislature has passed legislation allowing staff who serve in certificated support positions (known in Washington as "Educational Staff Associates") to be awarded previous non-school district certificated experience towards salary placement.

However, they are very specific about the information required to document this experience. We must verify the actual hours paid to the employee, and the hours that an employee would be paid if they had worked full time. This verification must be completed for each year individually.

Attached is a form requesting verification of employment for the person listed below, who has indicated prior employment with your organization.

| | |
|---|---|
| Name of Prior Employee | |
| Position Held and Estimated Dates of Employment | |
| Social Security Number | |

We appreciate your time and effort in completing this verification as it is important to the salary placement of this new hire. Please return the completed form to:

Anytown School District
1122 Main St
Main, WA 98011

If you have any questions, please contact Human Resources at 111-111-1111.

Sincerely,

## EXPERIENCE VERIFICATON ESA

The following table may be used as a guide to determine whether previous nonschool, or more accurately, non-certificated employment by ESAs is equivalent to certificated school employment pursuant to WAC 392-121-264(1)(f).

- Row (4) identifies the "least restrictive certificate" (minimum certification requirement) to work as a school ESA in the various ESA categories.
- Row (7) identifies the "least restrictive criteria-1" (minimum nonschool employment requirement) for the first three ESA categories, which require the applicable health credential in Washington state. Nonschool employment must have been in positions requiring licensure as occupational therapist, physical therapist, or registered nurse.
- Row (8) identifies the "least restrictive criteria-2" (minimum nonschool employment requirement) for the other ESA categories, which do not require the applicable health credential in Washington state (health credentialing is voluntary, rather than mandatory). Nonschool employment must have been after meeting the minimum education requirements for the applicable "least restrictive certificate" for speech language pathologist or audiologist, counselor, psychologist, or social worker.

ESA Table. Print this table and attach it to any verification of ESA experience. Highlight/check the items to ensure the employee has met the minimum requirements for this experience.

| ESA Summary Table | | | | | | | |
|---|---|---|---|---|---|---|---|
| (1) ESA Duty Title | Occupational Therapist | Physical Therapist | [Registered] Nurse | Speech-Language Pathologist or Audiologist | Counselor | Psychologist | Social Worker |
| (2) Duty Root | 43 | 48 | 47 | 45 | 42 | 46 | 44 |
| (3) OSPI/PESB Education Credential | ESA Certificate | ESA Certificate | ESA Certificate | ESA Certificate | ESA Certificate | ESA Certificate | ESA Certificate |
| (4) Type of OSPI/PESB Certificate **("Least Restrictive" Certificate)** | **Initial ESA** | **Initial ESA** | **Limited - Conditional** | **Limited - Conditional** | **Limited - Emergency** | **Limited - Emergency** | **Limited - Emergency** |
| (5) Authority for OSPI/PESB Certificate | WAC 181-79A-223(2) | WAC 181-79A-223(3) | WAC 181-79A-231(1)(c)(iii) | WAC 181-79A-231(1)(c)(iv) | WAC 181-79A-231(3) | WAC 181-79A-231(3) | WAC 181-79A-231(3) |
| (6) Department of Health - Authority | RCW 18.59 | RCW 18.74 | RCW 18.79 | RCW 18.35 | RCW 18.19 | RCW 18.83 | RCW 18.225 |
| (7) Health Credential - Required? **("Least Restrictive" Criteria-1)** | **License - Required** | **License - Required** | **License - Required** | License - Not required | Registration - Not required | License - Not required | License - Not required |

**Alternately, you can create a document for each ESA type to attach to the experience form.**

# ESA Verification Document

Employee Name: _____

Employed in Position: **OCCUPATIONAL THERAPIST**

Date: _____

Name of District Representative: _____

| | **Item** | **Requirement Level** | **Employee Information** |
|---|---|---|---|
| 1 | ESA Duty Title | Occupational Therapist | |
| 2 | Duty Root | 43 | |
| 3 | OSPI/PESB Education Requirement | ESA Certificate | |
| 4 | Type of OSPI/PESB Certificate ("Least Restrictive" | Initial ESA | |
| 5 | Authority for OSPI/PESB Certificate | WAC 181-79-A-223(2) | |
| 6 | Department of Health-Authority | RCW 18.59 | |
| 7 | Health Credential | License Required | |
| 8 | Education Required for Type of OSPI/PESB Certificate ("Least Restrictive" Criteria-2) | Bachelors (or higher) in Occupational Therapy | |

**Experience Example: ESA Experience – Backing into Hours using Wage Data. You may utilize business licenses, tax information, social security earnings and other documents to supplement a verification of employment to determine the actual hours worked.**

| Poniard Pharmaceuticals Inc. Experience Breakdown: | | | | | | 2080 | |
|---|---|---|---|---|---|---|---|
| From | To | Yearly Earnings | BLS Hourly Rate for RN | Cost of Living Index Inflation Rate | Hours Worked | FTE (Divide F by 2080) | |
| 1/1/1989 | 12/30/1989 | $ 19,000.00 | $ 15.98 | 4.67% | 1188.99 | 0.57 | Poniard Pharmaceuticals inc |
| 1/1/1990 | 12/30/1990 | $ 29,737.00 | $ 16.86 | 5.20% | 1763.76 | 0.85 | Poniard Pharmaceuticals inc |
| 1/1/1991 | 12/30/1991 | | $ 17.87 | 5.65% | | | |
| 1/1/1992 | 12/30/1992 | | $ 18.35 | 2.60% | | | |
| 1/1/1993 | 12/30/1993 | | $ 18.97 | 3.26% | | | |
| 1/1/1994 | 12/30/1994 | | $ 19.46 | 2.52% | | | |
| 1/1/1995 | 12/30/1995 | | $ 20.02 | 2.80% | | | |
| 1/1/1996 | 12/30/1996 | | $ 20.58 | 2.73% | | | |
| 1/1/1997 | 12/31/1997 | | **$ 21.23** | 3.04% | | | |
| | | | | | 2,952.75 | **1.42** | |

**Because Poniard Pharmaceuticals Inc. is no longer in business and could not provide the number of hours employee worked for them, we took the yearly salary that Social Security provided in the attached report and backed into the number of hours she worked each year**

**To do this, the following steps were used:**

1. Used earnings from Social Security Earnings Record.
2. Went to Inflation Data website, http://inflationdata.com/Inflation/Inflation_Calculators/Cumulative_Inflation_Calculator.aspx and figured the inflation rate for each year.
3. Bureau of Labor Statistics showed the median wage in 1997 was $21.23, so this amount was used to multiply the inflation rate by. This number was subtracted from $21.23 to come up with the hourly rate of pay for the previous year. These steps were repeated until all the hourly rates of pay were determined.
4. The yearly earnings were divided by the hourly rate of pay to determine the number of hours work.
5. The hours worked were divided by 2080 to determine the the FTE for that year.

## Experience Example: ESA Experience – Backing into Hours using Wage Data

**Swedish Health Services Experience Breakdown:** 2080

| From | To | Yearly Earnings | BLS Hourly Rate for RN | Cost of Living Index Inflation Rate | Hours Worked | FTE (Divide F by 2080) | |
|---|---|---|---|---|---|---|---|
| 12/15/1983 | 12/30/1983 | $ 519.00 | $ 13.90 | | 37.34 | 0.02 | Swedish Health Services |
| 1/1/1984 | 12/30/1984 | $ 12,627.00 | $ 14.51 | 4.19% | 870.23 | 0.42 | Swedish Health Services |
| 1/1/1985 | 12/30/1985 | $ 24,033.00 | $ 15.04 | 3.53% | 1597.94 | 0.77 | Swedish Health Services |
| 1/1/1986 | 12/30/1986 | $ 24,289.00 | $ 15.65 | 3.89% | 1552.01 | 0.75 | Swedish Health Services |
| 1/1/1987 | 12/30/1987 | $ 27,685.00 | $ 15.88 | 1.46% | 1743.39 | 0.84 | Swedish Health Services |
| 1/1/1988 | 12/30/1988 | $ 31,977.00 | $ 16.55 | 4.05% | 1932.15 | 0.93 | Swedish Health Services |
| 1/1/1989 | 12/30/1989 | $ 13,438.00 | $ 17.36 | 4.67% | 774.08 | 0.37 | Swedish Health Services |
| 1/1/1990 | 12/30/1990 | $ 1,366.00 | $ 18.31 | 5.20% | 74.60 | 0.04 | Swedish Health Services |
| 1/1/1991 | 12/30/1991 | $ 18,313.00 | $ 19.41 | 5.65% | 943.48 | 0.45 | Swedish Health Services |
| 1/1/1992 | 12/30/1992 | $ 19,922.00 | $ 19.93 | 2.60% | 999.60 | 0.48 | Swedish Health Services |
| 1/1/1993 | 12/30/1993 | $ 10,908.00 | $ 20.60 | 3.26% | 529.51 | 0.25 | Swedish Health Services |
| 1/1/1994 | 12/30/1994 | $ 13,701.00 | $ 21.13 | 2.52% | 648.41 | 0.31 | Swedish Health Services |
| 1/1/1995 | 12/30/1995 | $ 11,047.00 | $ 21.74 | 2.80% | 508.14 | 0.24 | Swedish Health Services |
| 1/1/1996 | 12/30/1996 | $ 5,687.00 | $ 23.00 | 2.73% | 247.26 | 0.12 | Swedish Health Services |
| 1/1/1997 | 10/2/1997 | $ - | | | | | |
| | | | | | 12,458.14 | **5.99** | |

**Because Swedish Medical could not provide the number of hours this employee worked for them, we had to back into the number of hours she worked each year. To do this, the following steps were used:**

1. Used earnings from Social Security Earnings Record.
2. Went to Inflation Data website, http://inflationdata.com/Inflation/Inflation_Calculators/Cumulative_Inflation_Calculator.aspx and figured the inflation rate for each year.
3. Swedish verified that the hourly rate of pay employee last had when she worked for them in 1996 was $23.00, so this amount was used to multiply the inflation rate by. This number was subtracted from $23.00 to come up with the hourly rate of pay for the previous year. These steps were repeated until all the hourly rates of pay were determined.
4. The yearly earnings were divided by the hourly rate of pay to determine the number of hours work.
5. The hours worked were divided by 2080 to determine the FTE for that year.

## EXPERIENCE VERIFICATON – PRIVATE SCHOOLS

You must be careful with **private schools**. In order to credit this experience the POSITION must require a certificate, whether the employee held one or not and it must be an approved private school. This information must be shown on your verification form. You can obtain the list of Washington approved private schools on the OSPI web site at:

http://www.k12.wa.us/PrivateEd/PrivateSchools/ApprovedPrivateSchools.aspx

**NOTE:** Just because a school is NOT listed on the approved state list it does not mean it is not a private school. For sure, those that are on the list are approved and ok to report. It requires research to determine if the "private school" is truly operating as a school or perhaps as more of a tutorial private business. A key is determining if it walks and talks like a school. For example, can students attending that program transfer back into a public school with like credit? In the end it is the district's decision but subject to audit. For that reason it is critical that you document the rationale for your decision. This is also true when looking at private school experience from out-of-state. Do remember that many private schools do not require certification for the position. The fact the employee may have held certification during their employment is one factor; but the position they were employed in must have required it as well. It is helpful at times to obtain a job description or posting bulletin from the private school employer to assist with your determination.

**Sylvan Learning Center as an example is NOT an Approved Private School**

**<u>Sylvan Verification Form</u>.** Even though they indicate "certificate was required" – still not an approved private school and you cannot count.

**Instructions for Schools:**

- Use one line for each academic year or change in status.
- Clearly identify leave of absence periods.
- For preschool through grade 12 experience, record only positions requiring a state education license.
- Do not record tutoring, practice work, or student teaching.
- Record substitute days in the substitute column only.
- Prorate full-time experience for partial days and unpaid leaves of absence.

**Instructions for Business and Industry:**

- Use one line for each calendar year or change in status.
- Divide work experience into management (supervisor or foreman) and non-management assignments.
- Calculate hours worked in each category. Do not duplicate.
- Prorate full-time experience for partial days and unpaid leaves of absence.
- Record work experience only in the following occupational area: _____

| Institution | Dates of Service From Mo/Day/Yr to Mo/Day Yr | Number of Paid Days in Full-time Year | Number of Paid Hours in Full-time Day | Number of Hours Paid During This Period | Number of Hours of Substitute Teaching During This Period | Position | State Education License (Certification) Required |
|---|---|---|---|---|---|---|---|
| SYLVAN LEARNING CENTER | 9/25/91 TO 8/25/92 | | | 835.5 | | TEACHER | Yes or No |
| TACOMA, WASH. | | | | | | | Yes or No |
| | | | | | | | Yes or No |
| | | | | | | | Yes or No |
| | | | | | | | Yes or No |
| | | | | | | | Yes or No |
| | | | | | | | Yes or No |
| | | | | | | | Yes or No |

I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.

| Signature of Superintendent or Designee | | Street Address | SYLVAN LEARNING CENTER 2310 Mildred St. W. Tacoma, WA 98466 (206) 565-0922 |
|---|---|---|---|
| Date 11/11/96 | Title OWNER | City, State Zip | |

Forward this completed verification to the address designated on the reverse side.

000661

## EXPERIENCE VERIFICATON – COLLEGE/UNIVERSITY

**Experience from colleges can be credited when the position is equivalent.**

- An instructor or professor would be equivalent.
- A dean would be equivalent – to an administrator.
- An office assistant would not be equivalent.
- Administrative Assistant? Would need a job description to tell.

**Issue is most commonly trying to determine the denominator (what is full time) and the numerator (what did they actually work).**

- Some colleges will say "if they instruct 10 quarter hours per quarter that is full time." But you still need to ask – is that for 3 quarters or 4 quarters.
- Often times you will need to personally talk to them and get an email or document.
- It can be helpful if you complete a sample verification form based on your conversation and send it to them; review over the phone/email and then have them correct it, complete it and return it to you.

**When verifying for a college you MUST to ascertain what constitutes "full time" or the denominator.**

Example: The verification form might indicate that the employee taught a 5 credits class each quarter for 3 quarters that year. You will have to ask the college "what do you consider to be full time?" That answer might be that full time would be a person who teaches 10 credits for 4 quarters. In that case your denominator becomes 40 (10 credits x 4 quarters) and your numerator is what the person worked (5 x 3 = 15). In this case the example is then calculated as:

Numerator: 5 credits x 3 quarters = 15

Denominator: 10 credits x 4 quarters = 40

Calculation: 15/40 = .38 FTE

000662

## Email with Ross Bunda regarding position comparability.

**Jenni Ballew**

**From:** Ross Bunda [RBunda@ospi.wednet.edu]
**Sent:** Thursday, February 01, 2001 8:21 AM
**To:** 'Jenni Ballew'; 'Sherrie Evans (South Kitsap)'
**Subject:** FW: Experience Question

Email message forwarded for your consideration.

Ross Bunda
Supervisor, Personnel Reporting
School Apportionment & Financial Services
Office of Superintendent of Public Instruction
(360) 753-3585 voice
(360) 664-3683 fax
mailto:rbunda@ospi.wednet.edu
http://ospiwsrv.ospi.wednet.edu/finance/appsfs.htm

> -----Original Message-----
> From: Ross Bunda
> Sent: Thursday, June 10, 1999 12:35 PM
> To: 'Pat Harmon'
> Cc: Allen Jones
> Subject: RE: Experience Question
>
> You may be confusing 2 different requirements.
>
> Washington Administrative Code 392-121-245(1) counts certificated years of
> experience for K-12 (actually P-12) if the position required
> certification. This K-12 category is the only category where the
> experience requires certification (of the position, not the person).
>
> The "college" category of experience in WAC 392-121-245(2) requires that
> the position be comparable to those which require certification in
> Washington school districts. Colleges do not require employee
> certification as K-12 does, so you compare positions. For example, a
> college teacher would be comparable to a K-12 teacher, which would require
> certification. Also, a college dean or department chair would be
> comparable to perhaps a K-12 principal or superintendent, which would also
> require certification. A college janitor would be comparable to a K-12
> janitor, which would not require certification.
>
> Unless I'm misunderstanding something, the college (Golden Gate Baptist
> Theological Seminary is a regionally accredited institution of higher
> education) administrative assistant position would be comparable to a K-12
> position which would not require certification. I don't know why Golden
> Gate Baptist Theological Seminary would say this position requires
> certification, since colleges do not require "certification" of employees.
> Perhaps they are interpreting the term differently than how we use it in
> K-12 per WAC 392-121-200.
>
> At any rate, this particular experience does not appear to meet the
> requirement of WAC 392-121-245(1) or (2) or any other criteria for
> counting certificated years of experience.
>
>
> Ross Bunda
> Supervisor, Personnel Reporting
> School Apportionment & Financial Services
> Office of Superintendent of Public Instruction
> (360) 753-3585 voice

1

> (360) 664-3683 fax
> mailto:rbunda@ospi.wednet.edu
> http://ospiwsrv.ospi.wednet.edu/finance/appsfs.htm
>
>
> ----------
> From: Pat Harmon [SMTP:PHarmon@shelton.wednet.edu]
> Sent: Thursday, June 10, 1999 10:28 AM
> To: 'rbunda@ospi.wednet.edu'
> Subject: Experience Question
> Importance: High
>
> Mr. Bunda,
>
> One of our teachers just turned in an experience form that I would like to
> have your opinion on. She was an Administrative Assistant in the Business
> Office of the Golden Gate Baptist Theological Seminary in Mill Valley CA.
> The form from them states that a certificate was required and that she
> worked two full calendar years from '88 - '90.
>
> I am a little unsure about whether I can count this on our State Salary
> Schedule because of the position she held. At face value, I would assume
> we
> can count it, but would just like a second opinion first. This will of
> course move her up two years and we will have to correct our S275 as well
> as
> do retro active pay for her.
>
> If you need any further information from me, please let me know. Thank
> you
> for taking the time to review this and helping me with this decision.
>
> Patricia A. Harmon
> Personnel
> Shelton School District
> 426-2982

## College Experience Example: Inadequate Info

Cape Cod Community College
Human Resources Office
508 362-2131 ext. 4306/4307
email cyacek@capecod.mass.edu

Work History:

| | | |
|---|---|---|
| Spring Semester 89 | Coor. Literacy Program | 20 hrs/week |
| Fall Semester 89 | Coor. Literacy Program and Part-time Instructor | Full time equivalent work load |
| Spring Semester 90 | Coor. Literacy Program and Part-time Instructor | Full time equivalent work load |
| Fall Semester 90 | Part-time Instructor | Taught one course |
| Summer 91 | Part-time Instructor | Taught one course |
| Fall Semester 91 | Part-time Instructor | Taught two courses (one-half time load) |
| Fall Semester 92 | Part-time Instructor | Taught two courses (one-half time load) |
| Summer 94 | Part-time Instructor | Taught one course |
| Fall Semester 95 | Part-time Instructor | Taught 8 hrs/week |
| Spring Semester 96 | Part-time Instructor | Taught 8 hrs/week |
| Summer 96 | Part-time Instructor | Taught one course |
| Summer 98 | Part-time Instructor | Taught one course |
| Fall Semester 99 | Part-time Instructor | Taught one course |

C. W. Yacek
Director of Human Resources
Cape Cod Community College
10/18/00

000665

## **Verification Example:** Walla Walla College – OK!

**University Place School District**
**Verification of Professional Experience**

[redacted]

Employee's Name — Social Security Number

If Washington Public School Experience: ★ State of Washington Transferable Sick Leave Days Compensable Sick Leave 867 hrs; non compensable Sick – 32 hours

Sick Leave Sharing (RCW 41.04): Number of donated hours, if any ____

If Private/Parochial School Experience: ★ Was State Certification required for this position? Yes ____ No X

**Use One Line for each Academic Year or Change in Status** — **Clearly Identify Leave of Absences**

| School District or Institution | State | Dates of Service From Mo/Day/Yr | Dates of Service To Mo/Day/Yr | Days in Full Contract Year | Contract Days Employed | Full Time | Part Time | Hrs Per Day | Position |
|---|---|---|---|---|---|---|---|---|---|
| Walla Walla Comm Coll | WA | 8/18/03 | 6/30/04 | 210 | 210 210/210 | = X | 1.0 | 7 | Full-time Faculty |
| " " | " | 7/1/04 | 6/30/05 | 210 | 210 210/210 | = " | 1.0 | " | " |
| " " | " | 7/1/05 | 6/30/06 | 210 | 210 210/210 | = " | 1.0 | " | " |
| " " | " | 8/8/05 | 8/13/05 | 6 | 6 6/210 | = .0285 | X | 8 | Part-time Faculty |
| " " | " | 7/1/06 | 6/30/07 | 210 | 210 210/210 | = X | 1.0 | 7 | Full-time Faculty |
| " " | " | 8/7/06 | 8/12/06 | 5 | 5 5/210 | = .0238 | X ~~0~~ | 8 | Part-time Hourly |
| " " | " | 7/1/07 | 8/1/07 | 23 | 23 23/210 | = .1095 | X ~~0~~ | 7 | Full-time Faculty |
| | | Denominator | | | Numerator | | | | ↑ evaluate |
| | | | | | | | | | |

I certify that the above listed verification of professional experience includes per diem substitute teacher experience and clearly identifies leave of absence periods. I further certify that all the information listed above is complete and correct according to the official records on file in the school system or institution providing this verification of employment.

Kathy Storms — Signature of Superintendent or Authorized Official

500 Tausick Way — Street Address

HR Consultant Asst. II — Title

7/13/06 — Date

Walla Walla — City

WA — State

99362 — Zip

**Experience Example: College/University (today would require written communication from college on details)**

# CONNECTICUT


COLLEGE OF LIBERAL ARTS AND SCIENCES
Department of Modern and Classical Languages
German Studies

University of Connecticut, U - 57
Storrs, CT 06269

Tel. # 860 486 3353


September 23, 1998

TO: Certificated Personnel Specialist,
South Kitsap School District #402

Adult Ed
ok per Dave Clement

This is to confirm that [redacted] served as a full-time teaching assistant in the Department of Germanic and Slavic Languages from Fall '74 to Fall '78. Unfortunately, I am unable to fill out the attached form, because the position "teaching assistant" does not fit the type of position for which the form was intended.

As a full-time TA, [redacted] taught two four hour courses per semester. The semester is 14 weeks long. He held this position for 8 semesters. Of course, teaching cannot be measured by time spent in the classroom alone. One must also make preparations, correct homework, grade tests and quizzes and meet with students during office hours. While he attended sessions on teaching methodology, he was completely responsible for the courses he taught: Elementary German I & II, Intermediate German I & II, German for Reading Knowledge I & II. I remember him as a well-liked and conscientious instructor.

Please feel free to contact me, if further information is required.

Terrence C Mc Cormick

Total 3.12 FTE
SKS 11/5
Service Ed

Terrence C. Mc Cormick
Assistant Professor of German

| Taught | Full | Taught | Full (180/5) | |
|---|---|---|---|---|
| 74-75 (8) 12 qtr | 15 | 28 weeks | 36 weeks | = .778 .78 |
| 75-76 (8) 12 qtr | | " | | |
| 76-77 (8) 12 qtr | | " | | |
| 77-78 (8) 12 qtr | | " | | |

Taught
Full

8.0 x 140 = 1120 .78
8.0 x 180 1440

An Equal Opportunity Employer

Fax: (860) 486-4392

**Experience Example**: **College/University. Does not adequately explain what constitutes full time in order to determine what portion of full time the employee worked.**

University of Phoenix · Institute for Professional Development · College for Financial Planning · Meritus U
Western International University · Insight Schools · Aptimus, Inc · Apollo Global · Olympus High School

APOLLO GROUP™

March 29, 2010

To Whom It May Concern:

[redacted] is an active part-time faculty member teaching for the University of Phoenix on an as needed per contract basis. [redacted] employment with the University of Phoenix began on June 9, 2009. The University of Phoenix does not have semesters, and does not supply any type of hours or days worked. Below is a list of the courses that Ms. Ford has taught to date.

| Course | Class Name | Group | Start Date | Credits |
|---|---|---|---|---|
| MTE/508 | Models, Theories and Instructional Strategies | MACJ0N5BT3 | 02/02/10 | 3 |
| MTE/508 | Models, Theories and Instructional Strategies | MACJ0KY4M0 | 10/13/09 | 3 |
| MTE/508 | Models, Theories and Instructional Strategies | MAAX0K2J84 | 09/01/09 | 3 |
| MTE/508 | Models, Theories and Instructional Strategies | MACJ0IDA51 | 06/09/09 | 3 |

If you have any questions please call me at (602) 557-1084.

Sincerely,

Gilbert Flores

Gilbert Flores, FPC
Faculty Payroll Supervisor
Human Resources

## EXPERIENCE VERIFICATION - MILITARY, VISTA, PEACE CORPS

**Military, Peace Corp or VISTA experience** that **MUST interrupt** the employee's educational employment to be counted.

# Record of Peace Corp Experience

## Certificated Work Experience

Location: OH

| Year | District | | Start Date | End Date | Day Wrk | Hrs Day | Annual Hours | Wrkd FTE | Cum FTE | Position | Con Typ | Loc | Placement | Salary | Comments |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1974-1975 | Hartland/Lakes | WI | 8/1/74 | 4/30/75 | 173.0 | 7.50 | 1297.5 | 0.925 | 0.925 | Substitute | | | | | |
| 1975-1976 | Peace Corps | BE | 9/1/75 | 6/30/76 | 183.0 | 8.00 | 1464.0 | 1.000 | 1.925 | Teacher | | | | | 365 days @ 8 hrs |
| 1976-1977 | Peace Corps | BE | 9/1/76 | 6/30/77 | 183.0 | 8.00 | 1464.0 | 1.000 | 2.925 | Teacher | | | | | 365 days @ 8 hrs |
| 1987-1988 | ESD 114 (Tea | W | 9/8/87 | 6/30/88 | 180.0 | 5.00 | 900.0 | 1.000 | 3.925 | Director | | | | | Behavioral Disabilities Director |
| 1988-1989 | ESD 114 (Tea | W | 7/1/88 | 6/30/89 | 192.0 | 8.00 | 1536.0 | 1.000 | 4.925 | Director | | | | | Behavioral Disabilities Director |
| 1989-1990 | ESD 114 (Tea | W | 7/1/89 | 6/30/90 | 228.0 | 8.00 | 1824.0 | 1.000 | 5.925 | Director | | | | | Behavioral Disabilities Director |
| 1990-1991 | ESD 114 (Tea | W | 7/1/90 | 6/30/91 | 228.0 | 8.00 | 1824.0 | 1.000 | 6.925 | Director | | | | | Behavioral Disabilities Director |
| 1991-1992 | ESD 114 (Tea | W | 7/1/91 | 6/30/92 | 260.0 | 8.00 | 2080.0 | 1.000 | 7.925 | Director | | | | | Behavioral Disabilities Director |
| 1992-1993 | ESD 114 (Tea | W | 7/1/92 | 6/30/93 | 260.0 | 8.00 | 2080.0 | 1.000 | 8.925 | Director | | | | | Behavioral Disabilities Director |
| 1993-1994 | ESD 114 (Tea | W | 7/1/93 | 8/31/94 | 260.0 | 8.00 | 2080.0 | 1.000 | 9.925 | Director | | | | | Behavioral Disabilities Director |
| 1994-1995 | ESD 114 (Tea | W | 9/1/94 | 8/31/95 | 260.0 | 8.00 | 2080.0 | 1.000 | 10.925 | Director | | | | | Behavioral Disabilities Director |
| 1995-1996 | ESD 114 (Tea | W | 9/1/95 | 6/30/96 | 216.0 | 8.00 | 1728.0 | 1.000 | 11.925 | Director | | | | | Behavioral Disabilities Director |
| 1996-1997 | Bethel (WA) | W | 9/3/96 | 6/17/97 | 180.0 | 7.50 | 1350.0 | 1.000 | 12.925 | Teacher | | | | | |
| 1997-1998 | Bethel (WA) | W | 9/2/97 | 6/18/98 | 180.0 | 7.50 | 1350.0 | 1.000 | 13.925 | Teacher | | | | | |
| 1998-1999 | Central Kitsap | W | 9/2/98 | 6/16/99 | 180.0 | 7.00 | 1260.0 | 1.000 | 14.925 | Teacher | | | | | |
| 1999-2000 | South Kitsap | W | 8/25/99 | 6/13/00 | 183.0 | 3.30 | 603.9 | 0.440 | 15.365 | Special Educatio | P2 | OH | MA+90 Column on Step 15 | $22,181.72 | Resigned 6/13/00. |
| 1999-2000 | South Kitsap | W | 8/25/99 | 6/13/00 | 183.0 | 4.20 | 768.6 | 0.560 | 15.925 | Special Educatio | P2 | OH | MA+90 Column on Step 15 | $28,231.28 | Resigned 6/13/00. |

In-State: 13.000 District: 1.000 Out State: 2.925 Cum Fte: 15.925 Exempt: 0.000

000670

# EXPERIENCE VERIFICATON – SABBATICAL LEAVE

## Experience – Counting Sabbatical Leave

Sabbatical Leave should be reported as that only when the employee has been approved for a sabbatical leave, whether that was during employment with your district or verified by another employer. Typically when persons are on sabbatical leave, they are paid only a portion of their salary. The email below is an exchange regarding the accurate reporting of sabbatical leave time. **Note: Persons serving on leave for union service, where the union reimburses the district salary funds, should be approved on a sabbatical leave for that purpose and reported accordingly.**

**From:** Cheryl Thresher [mailto:threshec@sao.wa.gov]
**Sent:** Wednesday, July 16, 2014 11:17 AM
**To:** Fang Lauren E.
**Subject:** RE: Sabbatical Leave

Hi Lauren, I agree with Ross. I would expect the earned leave to tie to the salary paid for that year at .5.

Cheryl Thresher
Audit Manager, SAO Team SP, (360) 725-5608

**From:** Fang Lauren E. [mailto:FangLE@mukilteo.wednet.edu]
**Sent:** Wednesday, July 16, 2014 10:48 AM
**To:** Cheryl Thresher
**Subject:** FW: Sabbatical Leave

Hi Cheryl, Do you have anything to add to Ross' email below? I want to make sure that I process our sabbatical leaves correctly.

Lauren Fang, Certificated Personnel Coordinator, Mukilteo School District, (425) 356-1322

**From:** Ross Bunda [mailto:Ross.Bunda@k12.wa.us]
**Sent:** Tuesday, July 15, 2014 1:29 PM
**To:** Fang Lauren E.
**Subject:** RE: Sabbatical Leave

See below.

Ross Bunda, Supervisor, Personnel Reporting, School Apportionment & Financial Services

Office of Superintendent of Public Instruction, (360) 725-6308 voice, (360) 664-3683 fax

**From:** Fang Lauren E. [mailto:FangLE@mukilteo.wednet.edu]
**Sent:** Tuesday, July 15, 2014 11:45 AM
**To:** Ross Bunda
**Subject:** Sabbatical Leave

Good Morning Ross, Our collective bargaining agreement allows teachers to take sabbatical leave and receive 50% of their salary for one year. We have a 1.0 FTE teacher on sabbatical this year. She was reported on the S-275 with duty code 610 Cert On Leave and 0.5 FTE. Is this correct? Probably (I am not aware of any definitive guidance on this).

How much experience will she earn for this year? WAC 391-121-264 states that sabbatical leaves do count towards certificated years of experience but it does not indicate how to calculate that experience. Will she earn 0.5 FTE since she is being compensated for 0.5 FTE? If she is being paid at 50% of salary, it would make sense that she earn 0.5 year experience; however, I am not aware of any definitive guidance on this, other than WAC 392-121-264(1)(d)(i) does allow for certificated years of experience during sabbatical leave. So I'm sure this would count; just not sure how much it would count, but 0.5 year would be reasonable. (If she were paid at 100% of salary, then 1.0 year would be reasonable.)

Lauren Fang, Certificated Personnel Coordinator. Mukilteo School District, (425) 356-1322

S-275 INSTRUCTIONS

ISSUE: SKEA PRESIDENT LEAVE - Does it count for experience credit?

Pursuant to a phone conversation with Dave Hauntz today: It Can Count:

Under WAC 392-121-245 (4) (d) credit can be given for "sabbatical leaves." SKEA president leave can be considered a sabbatical leave. To support this the bargaining contract should refer to it as a sabbatical leave, with salary reimbursed by the union; or it should be referred to as that in the Board action to approve the leave of absence.

Sherrie
September 14, 1995

## EXPERIENCE VERIFICATON – SUBSTITUTE EXPERIENCE

In the case of a **Substitute, 180 days is ALWAYS the denominator**. This is pursuant to the 275 rules.

Certification Required! Be very careful when recording substitute experience as several states no longer require substitutes to have a teaching certificate and that experience would not be reportable (California, Georgia, Montana, and New York are some examples).

# Substitute Verification – No Certificate Required

Yes. This experience counts if certification was required and held

Instructions for Columns 1-9:
Please [illegible]w instructions carefully to ensure full credit. Please call (360) 876-7306 if you need assistance.

1. List position(s) chronologically by year. Use one line for each calendar year or change in status.
2. Circle Yes or No.
3. List start/end service dates.
4/5. List the number of days and the number of hours that constituted a full year (100%) for an employee in this position in your institution that year, i.e., 180 days at 7.5 hours per day.
6/7/8. List the exact number of days (rounded to ¼ day) and hours this employee was actually paid for services in th position. List total hours paid (Column 6 times Column 7).
9. Give any special comments or notations.

IV-105

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|---|---|---|---|---|---|---|---|
| POSITION | State Education License (Certification) Required | Dates of Service From Mo/Day/Yr to Mo/Day/Yr | Number of Paid Days in Full-time Year In Your Institution | Number of Paid Hours in Full-time Day In Your Institution | Number of Days Paid To This Employee During This Period | Number of Contract Hours Per Day Paid To This Employee During This Period | Total Hours Actually Paid (Column 6 x Column 7) |
| EXAMPLE: 1. Teacher | (Yes) or No | 9/13/86-6/12/87 | 180 | 7.5 | 173 | 7.5 | (173x7.5=) 1297.50 |
| AMPLE: 2. Substitute | Yes or No | 10/1/95-12/31/95 | 180 | 7.5 | 14 | 7.5 | (14x7.5=) 105.00 |
| Substitute | Yes or (No) | 12/1/99-6/8/00 | 187 | 7 | 43 | 7.5 | 322.5 |
| | Yes or No | | | | | | |
| | Yes or No | Certification not required for subs | | | | | |
| | Yes or No | PH 10/24/00 phone call. | | | | | |
| | Yes or No | | | | | | |
| | Yes or No | | | | | | |
| | Yes or No | | | | | | |
| | Yes or No | | | | | | |
| | Yes or No | | | | | | |
| | Yes or No | | | | | | |
| | Yes or No | | | | | | |

No credit

COMMENTS OR NOTATIONS:

→ If a Washington State School District, please indicate the sick leave balance available for transfer (hours):

I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.

| Signature of Superintendent or Designee | | Institution | Street Address |
|---|---|---|---|
| Wilma Clark Assistant Payroll Clerk | | Bozeman School Dist. #7 | 404 W. Main St. |
| Date | Title | City, State Zip | Area Code / Telephone |
| 10/18/00 | Asst. Payroll Clerk | Bozeman MT 59715 | (406) 522-6043 |

Forward this completed verification to the address designated on the reverse side.

000674

(b) The administrator certificates for superintendent or program administrator will be issued to persons who meet state board of education certification standards for service in the roles of superintendent or program administrator.

(5) Educational staff associate. The educational staff associate certificate authorizes service in the roles of school speech pathologists or audiologists, school counselors, school nurses, school occupational therapists, school physical therapists, school psychologists, and school social workers: Provided, That nothing within chapter 180-79A WAC authorizes professional practice by an educational staff associate which is otherwise prohibited or restricted by any other law, including licensure statutes and rules and regulations promulgated by the appropriate licensure board or agency.

(6) Limited certificates. The following limited certificates are issued to individuals under specific circumstances set forth in WAC 180-79A-231:

(a) Conditional certificate.

(b) Substitute certificate.

(c) Emergency certificate.

(d) Emergency substitute certificate.

(e) Nonimmigrant alien exchange teacher.

(f) Intern substitute teacher certificate.

(g) Transitional certificate.

So this WAC recognized the Intern Substitute Teacher Certificate as a valid certificate and it is one of the certificates that districts use to authorize persons to substitute in a certificated role and substitute experience counts because it requires certification. So that is where I was going with it.

Further **WAC 180-79A-231 Limited certificates. Includes this information:**

(6) Intern substitute teacher certificate.

(a) School districts and approved private schools may request intern substitute teacher certificates for persons enrolled in student teaching/internships to serve as substitute teachers in the absence of the classroom teacher.

(b) The supervising college or university must approve the candidate for the intern substitute teacher certificate.

(c) Such certificated substitutes may be called at the discretion of the school district or approved private school to serve as a substitute teacher only in the classroom(s) to which the individual is assigned as a student teacher/intern.

(d) The intern substitute teacher certificate is valid for one year, or less, as evidenced by the expiration date which is printed on the certificate.

## EXPERIENCE VERIFICATON – MISCELLANEOUS

**Experience Allowed but Incorrect – Should Not be Reported – no certification required. Note: For records reported on the S275 prior to January 1, 1992 the "older" versions of the employment verification forms suffice for documentation. But if the employee is employed in your district 1/1/92 and after you are required to use the new forms and meet all requirements of those forms.**

### REQUEST FOR VERIFICATION OF PROFESSIONAL EMPLOYMENT

| | |
|---|---|
| To: Department of Human Resources<br>Laurel Hall<br>11919 Oxnard St.<br>N. Hollywood, CA 91606 | Date: September 4, 2001 |

10/22/01 1-MSD exp. per Carol Klein ∅-S275 exp.

| | |
|---|---|
| Employee: [redacted] | Soc. Sec. #: [redacted] |
| Other Name(s): | Approx. Dates: 1993-1994 |
| Position(s): Teacher | School Name: |

**Please complete the information below and return as soon as possible.** Thank you for your assistance!

- One line for each academic year or change in status.
- Do not record tutoring, practice work or student teaching.

| Employment Dates: From | To | Position: | Total Days Worked | Hours Worked Per Day | Total Days in Full-time Year | Total Hours in Full-time Day | Certification Required? Yes | No |
|---|---|---|---|---|---|---|---|---|
| 1993 | 1994 | Teacher | 1 School yr. | | | | | |
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**WASHINGTON STATE SCHOOL DISTRICTS ONLY:**

| | |
|---|---|
| Transferable Sick Leave: (hours) | Sick Leave Used in Current Year: (hours) |
| Donated Sick Leave (past 12 months): Donated to others: (hours) / Received: (hours) | |
| WA Retirement Plan: Plan 1 Plan 2 Plan 3 | |

**I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of professional employment.**

| | |
|---|---|
| Private ~~District Name~~: Laurel Hall School | Signature Superintendent/Designee: [signature] |
| Address: 11919 Oxnard St | Title: Business Admin. |
| City, State Zip N. Hollywood CA 91606 | Accredited School? YES NO Date: 9/24/01 |

000676

**Experience Example – 2nd page not signed**

1. List PAID experience in: public or private P-12 [illegible] assistant), or in colleges/universities in positions compa[illegible] ...ssional (ESD, OSPI, US Dept. of Education).
2. Was a professional education license/certification requir[illegible] ...job description.
3. Chronologically list start and end dates using one line pe[illegible] ...s on a new line.
4. List the total number of days a full time employee works
5. List the total number of hours per day a full time employe
6. List the total days that this employee was paid for.
7. List the total number of hours per day this employee was paid for.
8. Multiply the total days by the hours per day to come up with how many hours this employee worked for that year. It is okay to skip steps 6 and 7 and just list the total hours.

| 1 | 2 | 3 | | 4 | 5 | 6 | 7 | 8 |
|---|---|---|---|---|---|---|---|---|
| Position<br>One line per position per year.<br>List sub teaching separately. | Certification Required?<br>Yes/No/NA | List each year of service on a new line. | | Full Time Annual Employment Equals: | | Exact Hours Paid to this Employee: | | |
| | | Start Date of this Year | End Date of this Year | Total Days in This Year | Total Hours Per Day | Total Paid Days | Hours Per Day | Total Hours |
| Example: 2nd Grade Teacher | Yes | 9/16/2013 | 6/13/2014 | 182 | 7.5 | 174 | 7.5 | 1305 |
| MS Teacher | Yes | 9/2/2014 | 6/17/2015 | 180 | 7.0 | 180 | 7.0 | 1260 |
| | | 9/3/2013 | 6/18/2014 | 180 | 7.0 | 180 | 7.0 | 1260 |
| | | 9/5/2012 | 6/19/2013 | 180 | 7.0 | 180 | 7.0 | 1260 |
| | | 9/6/2011 | 6/25/2012 | 180 | 7.0 | 180 | 7.0 | 1260 |
| | | 9/1/2010 | 6/22/2011 | 180 | 7.0 | 180 | 7.0 | 1260 |
| | | 8/27/2009 | 6/16/2010 | 181 | 7.0 | 181 | 7.0 | 1267 |
| | | 8/28/2008 | 6/19/2009 | 182 | 7.0 | 182 | 7.0 | 1274 |
| | | 8/29/2007 | 6/18/2008 | 180 | 7.0 | 180 | 7.0 | 1260 |

**WASHINGTON STATE SCHOOL DISTRICTS ONLY:**

Transferable Sick Leave Hours: _____

Donated Sick Leave Hours (past 12 months): _____

Sick Leave Hours Used in Current Year: _____

Received Shared Sick Leave (past 12 months): _____

**I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment**

| Date | Print Name | Signature | Title |
|---|---|---|---|
| 7/13/2015 | Joan Wraalstad | Joan Wraalstad | HR Admin Sec III |
| **Email Address** | **Institution** | **Mailing Address** | **Phone** |
| jwraalstad@lwsd.org | Lake Washington SD #414 | P.O. Box 97039<br>Redmond, WA 98073-9739 | 425-936-1237 |

| | |
|---|---|
| | assistant), or in colleges/universities in positions comparable to K-12 certificated positions, or in governmental agencies as a professional (EDS, GOV'T, US Dept of Education). |
| 2. | Was a professional education license/certification required for this position? For higher ed/gov't agencies use "N/A" and attach a job description. |
| 3. | Chronologically list start and end dates using **one line per year**. List position changes on a new line. List unpaid leave of absence on a new line. |
| 4. | List the total number of days a full time employee works in your institution during that year. **Use 180 days for substitutes.** |
| 5. | List the total number of hours per day a full time employee works in your institution during that year. |
| 6. | List the total days that this employee was paid for. |
| 7. | List the total number of hours per day this employee was paid for. |
| 8. | Multiply the total days by the hours per day to come up with how many hours this employee worked for that year. It is okay to skip steps 6 and 7 and just list the total hours. |

| 1 | 2 | 3 | | 4 | 5 | 6 | 7 | 8 | |
|---|---|---|---|---|---|---|---|---|---|
| **Position** One line per position per year. List sub teaching separately. | **Certification Required?** Yes/No/NA | List each year of service on a new line. | | Full Time Annual Employment Equals: | | Exact Hours Paid to this Employee: | | | |
| | | **Start Date of this Year** | **End Date of this Year** | **Total Days in This Year** | **Total Hours Per Day** | **Total Paid Days** | **Hours Per Day** | **Total Hours** | |
| Example: 2nd Grade Teacher | Yes | 9/16/2013 | 6/13/2014 | 182 | 7.5 | 174 | 7.5 | 1305 | |
| MS Teacher | Yes | 8/31/2006 | 6/25/2007 | 182 | 7.0 | 182 | 7 | 1274 | 1.0 |
| | | 8/26/2005 | 6/16/2006 | 180 | 7.0 | 180 | 7 | 1260 | 1.0 |
| | | 8/30/2004 | 6/21/2005 | 180 | 7.0 | 180 | 7 | 1260 | 1.0 |
| | | 9/2/2003 | 6/24/2004 | 180 | 7.0 | 180 | 7 | 1260 | 1.0 |
| | | 9/3/2002 | 6/24/2003 | 182 | 7.0 | 182 | 7 | 1274 | 1.0 |
| | | 9/4/2001 | 6/21/2002 | 182 | 7.0 | 182 | 7 | 1274 | 1.0 |
| | | 9/5/2000 | 6/21/2001 | 183 | 7.0 | 183 | 7 | 1281 | 1.0 |
| | | 9/1/1999 | 6/20/2000 | 183 | 7.0 | 183 | 7 | 1281 | 1.0 |

**WASHINGTON STATE SCHOOL DISTRICTS ONLY:**

Transferable Sick Leave Hours: _____

Donated Sick Leave Hours (past 12 months): _____

Sick Leave Hours Used in Current Year: _____

Received Shared Sick Leave (past 12 months): _____

**I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.**

| Date | Print Name | Signature | Title |
|---|---|---|---|
| | | | |
| **Email Address** | **Institution** | **Mailing Address** | **Phone** |
| | | | |

**Experience Example – Verification form not clear – emailed to verify as documentation.**

# VERIFICATION OF PROFESSIONAL EDUCATION EMPLOYMENT

*(To be completed by prior employer)*

Employee's Name: [redacted] Date of Birth: [redacted] Last 4 of Social Security #: [redacted]

Instructions for Employer:

1. List PAID experience in: public or private P-12 schools in certificated positions (include teacher, substitute teacher, ESA, Admin; do not include student teacher, tutor or teacher assistant), or in colleges/universities in positions comparable to K-12 certificated positions; or in governmental agencies as a professional (ESD, OSPI, US Dept. of Education).
2. Was a professional education license/certification required for this position? For higher ed/gov't agencies use "N/A" and attach a job description.
3. Chronologically list start and end dates using **one line per year.** List position changes on a new line. List unpaid leave of absence on a new line.
4. List the total number of days a full time employee works in your institution during that year. **Use 180 days for substitutes.**
5. List the total number of hours per day a full time employee works in your institution during that year.
6. List the total days that this employee was paid for.
7. List the total number of hours per day this employee was paid for.
8. Multiply the total days by the hours per day to come up with how many hours this employee worked for that year. It is okay to skip steps 6 and 7 and just list the total hours.

| 1 | 2 | 3 | | 4 | 5 | 6 | 7 | 8 |
|---|---|---|---|---|---|---|---|---|
| **Position** | **Certification Required?** | List each year of service on a new line. | | Full Time Annual Employment Equals: | | Exact Hours Paid to this Employee: | | |
| One line per position per year. List sub teaching separately. | Yes/No/NA | **Start Date of this Year** | **End Date of this Year** | **Total Days in This Year** | **Total Hours Per Day** | **Total Paid Days** | **Hours Per Day** | **Total Hours** |
| Example: 2nd Grade Teacher | Yes | 9/16/2013 | 6/13/2014 | 182 | 7.5 | 174 | 7.5 | 1305 |
| Teacher-Elementary | Yes | 9-2-1998 | 6-30-1999 | 180 | 7.0 | 180 | 7.0 | 1260 |
| " " | Yes | 9-8-1999 | 6-30-2000 | 183 | 7.0 | 183 | 7.0 | 1281 |
| " " | Yes | 9-1-2000 | 6-30-2001 | 183 | 7.0 | 160 | 7.0 | 1120 |
| Leave of Absence (unpaid) | Yes | 3-14-2001 thru | 4-13-2001 | 23 | 7.0 | | | |
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**WASHINGTON STATE SCHOOL DISTRICTS ONLY:**

Transferable Sick Leave Hours: 0

Donated Sick Leave Hours (past 12 months): N/A

Sick Leave Hours Used in Current Year: N/A

Received Shared Sick Leave (past 12 months): N/A

**I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.**

| Date | Print Name | Signature | Title |
|---|---|---|---|
| July 6, 2015 | Maria Gomez | [signature] | H.R. Compliance Technician |
| **Email Address** | **Institution** | **Mailing Address** | **Phone** |
| maria.gomez@highlineschools.org | Highline School District | 15675 Ambaum Blvd. SW Burien, WA 98166 | 206/631-3142 |

# VERIFICATION OF PROFESSIONAL EDUCATION EMPLOYMENT

*(To be completed by prior employer)*

Employee's Nam _____ Date of Birth: _____ Last 4 of Social Security #: _____

Instructions for Employer:

1. List PAID experience in: public or private P-12 schools in certificated positions (include teacher, substitute teacher, ESA, Admin; do not include student teacher, tutor or teacher assistant), or in colleges/universities in positions comparable to K-12 certificated positions; or in governmental agencies as a professional (ESD, OSPI, US Dept. of Education).
2. Was a professional education license/certification required for this position? For higher ed/gov't agencies use "N/A" and attach a job description.
3. Chronologically list start and end dates using **one line per year**. List position changes on a new line. List unpaid leave of absence on a new line.
4. List the total number of days a full time employee works in your institution during that year. **Use 180 days for substitutes.**
5. List the total number of hours per day a full time employee works in your institution during that year.
6. List the total days that this employee was paid for.
7. List the total number of hours per day this employee was paid for.
8. Multiply the total days by the hours per day to come up with how many hours this employee worked for that year. It is okay to skip steps 6 and 7 and just list the total hours.

| 1 | 2 | 3 | | 4 | 5 | 6 | 7 | 8 | |
|---|---|---|---|---|---|---|---|---|---|
| **Position** | **Certification Required?** | List each year of service on a new line. | | Full Time Annual Employment Equals: | | Exact Hours Paid to this Employee: | | | |
| One line per position per year. List sub teaching separately. | Yes/No/NA | **Start Date of this Year** | **End Date of this Year** | **Total Days in This Year** | **Total Hours Per Day** | **Total Paid Days** | **Hours Per Day** | **Total Hours** | |
| Example: 2nd Grade Teacher | Yes | 9/16/2013 | 6/13/2014 | 182 | 7.5 | 174 | 7.5 | 1305 | |
| Teacher | yes | 9/1/95 | 6/30/96 | 180 | 8.0 | 180 | 8.0 | 1440 | 1.0 |
| | | 9/1/96 | 6/30/97 | | | 180 | 8.0 | 1440 | 1.0 |
| | | 9/1/97 | 6/30/98 | | | 180 | 8.0 | 1440 | 1.0 |
| | | 9/1/98 | 6/30/99 | | | 180 | 8.0 | 1440 | 1.0 |
| | | 9/1/99 | 6/30/00 | 183 | 8.0 | 183 | 8.0 | 1464 | 1.0 |
| | | 9/1/00 | 6/30/01 | | | 183 | 8.0 | 1464 | 1.0 |
| | | 9/1/01 | 6/30/02 | | | 183 | 8.0 | 1464 | 1.0 |
| | | 9/1/02 | 3/3/03 LOA | 182 | 8.0 | 107 | 8.0 | 856 | .59 |
| | | | | | | | | 1456 | 7.59 |

To Payroll 8/30/17 DB

**WASHINGTON STATE SCHOOL DISTRICTS ONLY:**

Transferable Sick Leave Hours: 572

Donated Sick Leave Hours (past 12 months): Ø

Sick Leave Hours Used in Current Year: 32 hrs

Received Shared Sick Leave (past 12 months): Ø

**I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.**

| Date | Print Name | Signature | Title |
|---|---|---|---|
| 7/28/17 | | | |
| **Email Address** | **Institution** | **Mailing Address** | **Phone** |
| | | | |

Experience Leave of Absence Example

## VERIFICATON OF EMPLOYMENT EXPERIENCE
## FOR OCCUPATIONAL THERAPIST IN NONSCHOOL POSITIONS:

- To be completed by administrative official in charge of records
- Dates of Service: Please use separate line for each year or change in status.
  **Please use a fiscal calendar of September through August for each year reported.**
- Clearly identify leave of absence periods

Please return this form to:
**MUKILTEO SCHOOL DISTRICT**
**HUMAN RESOURCES**
**9401 SHARON DRIVE**
**EVERETT, WA 98204**
Questions?
Contact Lauren Fang @ (425) 356-1322

Name of Employee: [redacted]

Employer: Inyo County Superintendent of Schools

| (Use 1 line per year) Dates of Service FROM | TO | Position Title | # of Work Days per Year in a Full-Time Position in your Facility | # of Work Hours per Day in a Full-Time Position in your Facility | Total # of Hours Paid to this Employee per year* | Did this position require the employee to perform duties similar to an occupational therapist? Yes or No |
|---|---|---|---|---|---|---|
| 9/1/2012 | 8/31/2013 | (EXAMPLE) Part Time Occupational Therapist | 260 | 8 | 1,040 | Yes |
| 10/05/09 | 03/03/11 | Full-time Occupational Therapist | 190 | 8 | 1,520 | YES |
| *08/31/10 | 03/03/11 | Leave of Absence | | | | |
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* Actual number of Hours Employed to include all paid personal/sick leave taken as work days during the year.

I certify that all information listed above is complete and correct according to the official records on file.

| | |
|---|---|
| Signature of Supervisor or Designee | Date 06/30/2015 |
| Printed Name Marlene Dietrich | Title Director, Personnel & Credentials |
| Address P.O. Drawer G | City, State Zip Independence,CA 93526 |
| Email Address mdietrich@icsos.us | Phone Number (760) 878-2426 ext. 222 |

**Bradburn Laura D.**

**From:** Marlene Dietrich <mdietrich@icsos.us>
**Sent:** Friday, July 10, 2015 11:35 AM
**To:** Bradburn Laura D.
**Subject:** RE: [redacted] Employment

Hi Laura,
Yes, that is correct.

-Marlene

Inyo County Superintendent of Schools
P.O. Drawer G
Independence, CA 93526
Phone: (760) 878-2426 ext. 222
Fax: (760) 878-2279

---

**From:** Bradburn Laura D. [mailto:BradburnLD@mukilteo.wednet.edu]
**Sent:** Friday, July 10, 2015 11:07 AM
**To:** 'mdietrich@icsos.us'
**Subject:** RE: [redacted] Employment

Thank you Marlene. So [redacted] worked 159 8-hour days for a total of 1,272 hours?

*Laura Bradburn*
*Personnel Technician*
*Mukilteo School District*
*9401 Sharon Drive*
*Everett, WA 98204*
*425-356-1243*
*425-356-1329 FAX #*

**From:** Marlene Dietrich [mailto:mdietrich@icsos.us]
**Sent:** Friday, July 10, 2015 11:06 AM
**To:** Bradburn Laura D.
**Subject:** RE: [redacted] Employment

Hi Laura,
A full-time OT position is 190 days. For 09/10, the number of days that [redacted] actually worked was 159 days. Please let me know if you have any other questions.

Thanks,
Marlene

Inyo County Superintendent of Schools
P.O. Drawer G

**From:** Bradburn Laura D. [mailto:BradburnLD@mukilteo.wednet.edu]
**Sent:** Friday, July 10, 2015 10:31 AM
**To:** 'MDIETRICH@ICSOS.US'
**Cc:** Fang Lauren E.
**Subject:** [redacted] Employment

Hi Marlene,

I am reviewing the experience verification form that you recently sent to Mukilteo School District for [redacted]. The dates of employment stated are 10/5/09 through 03/03/11 with her being on a leave of absence from 8/31/10 through 03/3/11. I just want to verify that she worked the 190 days in the 09/10 school year as it appears she started a month into the school year. Thanks for letting me know. ☺

*Laura Bradburn*
*Personnel Technician*
*Mukilteo School District*
*9401 Sharon Drive*
*Everett, WA 98204*
*425-356-1243*
*425-356-1329 FAX #*

# SAMPLE – EXPERIENCE RECORDED BY YEAR

| Year | District | | Start Date | End Date | Day Wrk | Hrs Day | Annual Hours | Wrkd FTE | Cum FTE | Position | Con Typ | Loc | Placement | Salary | Comments |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1991-1992 | North Thurston | W | 9/4/91 | 6/30/92 | 180.0 | 8.00 | 1440.0 | 1.000 | 1.000 | Counselor | | | | | |
| 1992-1993 | North Thurston | W | 9/1/92 | 6/30/93 | 180.0 | 8.00 | 1440.0 | 1.000 | 2.000 | Counselor | | | | | |
| 1993-1994 | North Thurston | W | 9/1/93 | 6/30/94 | 180.0 | 8.00 | 1440.0 | 1.000 | 3.000 | Counselor | | | | | |
| 1995-1996 | Clover Park | W | 11/11/95 | 2/15/96 | 36.0 | 7.50 | 270.0 | 0.200 | 3.200 | Substitute | | | | | Counselor Interventionist |
| 1996-1997 | Bremerton | W | 9/1/96 | 6/30/97 | 180.0 | 7.50 | 1350.0 | 1.000 | 4.200 | Counselor | | | | | |
| 1997-1998 | Chief Leschi - | W | 10/3/97 | 6/30/98 | 157.0 | 7.00 | 1099.0 | 0.872 | 5.072 | Counselor | | | | | |
| 1998-1999 | Chief Leschi - | W | 9/2/98 | 6/30/99 | 180.0 | 8.00 | 1440.0 | 1.000 | 6.072 | Counselor | | | | | |
| 1999-2000 | Chief Leschi - | W | 9/1/99 | 2/7/00 | 98.0 | 8.00 | 784.0 | 0.544 | 6.616 | Counselor | | | | | |
| 1999-2000 | South Kitsap | W | 2/14/00 | 6/13/00 | 78.0 | 3.75 | 292.5 | 0.213 | 6.829 | Counselor | P2 | OH | MA+45 Column on Step 6 | $7,878.66 | 2/14/00 start date |

**In-State:** 6.829 **District:** 0.213 **Out State:** 0.000 **Cum Fte:** 6.829 **Exempt:** 0.000

000684

# BY YEAR DETAIL – SHOWS WHEN OVER 1.0 FTE FOR A YEAR AND DEDUCT!

Certifica[redacted] Work Experience

Location:

IV-107

| Year | District | | Start Date | End Date | Day Wrk | Hrs Day | Annual Hours | Wrkd FTE | Cum FTE | Position | Con Typ | Loc | Placement | Salary | Comments |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1982-1983 | Salem-Keizer | OR | 9/1/82 | 6/30/83 | 77.0 | 8.00 | 616.0 | 0.420 | 0.420 | Teacher | | | | | |
| 1982-1983 | Marion County | OR | 10/15/82 | 5/15/83 | 27.0 | 8.00 | 216.0 | 0.150 | 0.570 | Teacher | | | | | |
| 1982-1983 | Aumsville | OR | 2/15/83 | 2/19/83 | 4.0 | 8.00 | 32.0 | 0.020 | 0.590 | Teacher | | | | | |
| 1983-1984 | Santiago Christ | FC | 8/25/83 | 6/1/84 | 175.0 | 8.00 | 1400.0 | 1.000 | 1.590 | Teacher | | | | | |
| 1984-1985 | Santiago Christ | FC | 8/20/84 | 6/5/85 | 175.0 | 8.00 | 1400.0 | 1.000 | 2.590 | Teacher | | | | | |
| 1985-1986 | South Kitsap | W | 9/3/85 | 6/18/86 | 181.0 | 8.00 | 1448.0 | 1.000 | 3.590 | Teacher | P | BG | | | |
| 1986-1987 | South Kitsap | W | 9/2/86 | 6/16/87 | 181.0 | 8.00 | 1448.0 | 1.000 | 4.590 | Teacher | C | BG | | | |
| 1987-1988 | South Kitsap | W | 9/3/87 | 6/16/88 | 181.0 | 8.00 | 1448.0 | 1.000 | 5.590 | Teacher | C | BG | | | |
| 1988-1989 | South Kitsap | W | 9/6/88 | 6/20/89 | 180.0 | 8.00 | 1440.0 | 1.000 | 6.590 | Teacher | C | BG | | | |
| 1989-1990 | South Kitsap | W | 9/6/89 | 6/15/90 | 180.0 | 8.00 | 1440.0 | 1.000 | 7.590 | Teacher | C | BG | | | |
| 1990-1991 | South Kitsap | W | 9/5/90 | 6/20/91 | 180.0 | 7.50 | 1350.0 | 1.000 | 8.590 | Teacher | C | HC | | | |
| 1991-1992 | Hungary | FC | 9/2/91 | 6/12/92 | 180.0 | 5.50 | 990.0 | 1.000 | 9.590 | Teacher | | | | | Overseas Teacher |
| 1991-1992 | South Kitsap | W | 9/4/91 | 6/16/92 | 180.0 | 3.50 | 630.0 | 0.470 | 10.060 | Teacher | | | | | |
| 1991-1992 | South Kitsap | W | 6/16/92 | 6/16/92 | | | | -0.470 | 9.590 | | | | | | Adjust FTE > 1 |
| 1992-1993 | South Kitsap | W | 9/2/92 | 6/17/93 | 180.0 | 7.50 | 1350.0 | 1.000 | 10.590 | Teacher | C | HC | | | |
| 1993-1994 | South Kitsap | W | 9/6/93 | 6/16/94 | 180.0 | 7.50 | 1350.0 | 1.000 | 11.590 | Teacher | C | HC | | | |
| 1994-1995 | South Kitsap | W | 9/6/94 | 6/20/95 | 180.0 | 7.50 | 1350.0 | 1.000 | 12.590 | Teacher | C | HC | | | Card: 12.6 |
| 1995-1996 | South Kitsap | W | 9/6/95 | 6/20/96 | 180.0 | 7.50 | 1350.0 | 1.000 | 13.590 | Teacher | C | HC | | | |
| 1996-1997 | South Kitsap | W | 9/3/96 | 6/12/97 | 180.0 | 7.50 | 1350.0 | 1.000 | 14.590 | Teacher | C | HC | MA+45 Column on Step 14 | $43,619.00 | |
| 1997-1998 | South Kitsap | W | 9/1/97 | 6/10/98 | 180.0 | 7.50 | 1350.0 | 1.000 | 15.590 | Teacher | C | HC | MA+45 Column on Step 15 | $46,095.00 | |
| 1998-1999 | South Kitsap | W | 9/2/98 | 6/11/99 | 180.0 | 7.50 | 1350.0 | 1.000 | 16.590 | Teacher | C | HC | MA+45 Column on Step 15 | $46,095.00 | |
| 1999-2000 | South Kitsap | W | 8/25/99 | 6/13/00 | 183.0 | 7.50 | 1372.5 | 1.000 | 17.590 | Teacher | C | HC | MA+45 Column on Step 16 | $49,236.00 | |

In-State: 14.000 District: 14.000 Out State: 3.590 Cum Fte: 17.590 Exempt: 0.000

000685

# DEDUCT LWOP!!

**Deduct LWOP annually AND post additional certificated experience (substitute, summer school or ESY) for staff that are less than 1.0 FTE for that year.**

CERTIFICATED LWOP REPORT

| SERIAL | NAME | TIM-FROM DATE | TIM-TO DATE | TIM-HOURS/DAY | TIM-LEAVE CD. | |
|---|---|---|---|---|---|---|
| | | 060700 | 060700 | 7.50 | F1 | |
| | | 060800 | 060800 | 7.50 | F1 | |
| | | 060900 | 060900 | 7.50 | F1 | |
| | | 061200 | 061200 | 7.50 | F1 | |
| | | 061300 | 061300 | 7.50 | F1 | |
| 01602 | [redacted] ✓ | 041000 | 041000 | 7.50 | W | |
| | | 041100 | 041100 | 7.50 | W | 3 days |
| | | 041200 | 041200 | 7.50 | W | |
| 01951 | [redacted] ✓ | 030600 | 030600 | 7.50 | W | |
| | | 033000 | 033000 | 7.50 | W | |
| | | 033100 | 033100 | 7.50 | W | 6 days |
| | | 042000 | 042000 | 7.50 | W | |
| | | 042100 | 042100 | 7.50 | W | |
| | | 050200 | 050200 | 7.50 | W | |
| 02898 | [redacted] ✓ | 032400 | 032400 | 7.50 | W | 2 days |
| | | 032700 | 032700 | 7.50 | W | |
| 02014 | [redacted] ✓ | 050100 | 050100 | 3.75 | W | |
| | | 051500 | 051500 | 7.50 | W | 1.5 days |
| 04684 | [redacted] | 052200 | 052200 | 4.50 | W | |
| | | 052400 | 052400 | 7.50 | W | 12 hrs |
| 01898 | [redacted] ✓ | 031500 | 031500 | 6.75 | W | |
| | | 031500 | 031500 | .75 | W | |
| | | 031600 | 031600 | 6.75 | W | 2 days |

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# Recorded LWOP Record

## Certificated Work Experience

| Year | District | | Start Date | End Date | Day Wrk | Hrs Day | Annual Hours | Wrkd FTE | Cum FTE | Position | Con Typ | Loc | Placement | Salary |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1997-1998 | Bremerton | W | 9/1/97 | 6/30/98 | 89.0 | 7.50 | 667.5 | 0.490 | 0.490 | Occupational Th | | | | |
| 1998-1999 | South Kitsap | W | 9/2/98 | 6/11/99 | 171.0 | 7.50 | 1282.5 | 0.950 | 1.440 | Occupational Th | P1 | OSE | MA+90 Column on Step 1 | $31,825.00 |
| 1999-2000 | South Kitsap | W | 8/25/99 | 6/13/00 | 3.7 | 7.50 | 27.5 | 0.020 | 1.460 | Occupational Th | | | | |
| 1999-2000 | South Kitsap | W | 8/25/99 | 6/13/00 | 177.0 | 7.50 | 1327.5 | 0.967 | 2.427 | Occupational Th | P2 | OSE | MA+90 Column on Step 1 | $34,994.00 |

In-State: 2.427 District: 1.937 Out State: 0.000 Cum Fte: 2.427 Exempt: 0.000

# ADD OTHER EXPERIENCE FOR LESS THAN 1.0 FTE STAFF

When a certificated employee works less than 1.0 FTE in any given year, you can credit them with additional certificated employment experience. This must be work that is equivalent to a certificated employee's regular base contract so TRI or supplemental contracts for "TRI like" work are not valid.

You can count summer school, substitute work, extra days performed in that capacity (counselor, librarian, etc.), and you can count extended school year program work (e.g. SLP, OT, PT, School Psychologist).

Use a regular verification form and complete it for your district for the work. Attach your documentation (e.g. time records from payroll). Then compute and add it to the record.

## EXPERIENCE VERIFICATON – ACCREDITATION NOT REQUIRED

**Experience – Accreditation not a requirement!**
**From:** Ross Bunda
**Sent:** Wednesday, July 23, 2014 3:51 PM
**To:** Bradburn Laura D.
**Cc:** Fang Lauren E.
**Subject:** RE: Experience and School Accreditation
**No; perhaps a well-intentioned person who thought that was the requirement, rather than looking for the proper requirement.**
Ross Bunda, Supervisor, Personnel Reporting School Apportionment & Financial Services
Office of Superintendent of Public Instruction (360) 725-6308 voice (360) 664-3683 fax
mailto:Ross.Bunda@k12.wa.us http://www.k12.wa.us/safs

**From:** Bradburn Laura D. [mailto:BradburnLD@mukilteo.wednet.edu]
**Sent:** Wednesday, July 23, 2014 3:44 PM
**To:** Ross Bunda
**Cc:** Fang Lauren E.
**Subject:** RE: Experience and School Accreditation

Thank you Ross for this information. That is odd that so many districts ask this question. Do you have any idea where this may have stemmed from?

Laura Bradburn, Personnel Technician, Mukilteo School District

**From:** Ross Bunda [mailto:Ross.Bunda@k12.wa.us]
**Sent:** Wednesday, July 23, 2014 3:27 PM
**To:** Bradburn Laura D.
**Cc:** Fang Lauren E.
**Subject:** RE: Experience and School Accreditation

**I am not aware of any WAC or RCW requirement that a school must be accredited for experience/employment to count. There is nothing in the Sample Documentation Form for verification of experience on page 91 of the 2013-14 S-275 personnel reporting instructions that requires that a school must be accredited for experience/employment to count.**

Ross Bunda, Supervisor, Personnel Reporting School Apportionment & Financial Services
Office of Superintendent of Public Instruction (360) 725-6308 voice (360) 664-3683 fax
mailto:Ross.Bunda@k12.wa.us http://www.k12.wa.us/safs

**From:** Bradburn Laura D. [mailto:BradburnLD@mukilteo.wednet.edu]
**Sent:** Wednesday, July 23, 2014 3:19 PM
**To:** Ross Bunda
**Cc:** Fang Lauren E.
**Subject:** Experience and School Accreditation

Hi Ross, When I look at experience forms that districts send out to other districts to capture an employee's experience, there is **almost always the question on the form that asks "Is the school accredited.**" I am trying to find the WAC or RCW that says that in order to count the experience, the school must be accredited. Can you point me in the direction of the WAC or RCW?

Laura Bradburn, Personnel Technician, Mukilteo School District

## WHO IS THE EMPLOYER?

In this case the Dalles School District contracted with a different agency so the experience cannot be credited as regular professional experience. With the new ESA rules it is possible to credit up to two (2) years but the verification would need to come from Mid-Columbia Medical Center since they were the actual employer.

Nov 01 99 12:33p Business Admin. Office 1-541-296-2626 p.1

# The Dalles School District 12

Gwen K. Rosenbalm, Business Manager
1413 East 12th Street
The Dalles, Oregon 97058
Phone: 541-298-6139 Fax: 541-298-7290

*Life affords no greater responsibility, no greater privilege, than educating the next generation.*

November 1, 1999

To Whom It May Concern:

I have been asked to provide notice of employment on behalf of
The District contracts for school nursing services from the Mid-Columbia Medical Center each school year in the amount of $ 26,625.
was assigned to perform nursing services in our school district from August, 1995 through August, 1998.

If you should have any questions or need additional information, please feel free to call me, 541-298-6139 or contact Debbie D. Wentz, Mid-Columbia's Human Resource Department.

Professionally,

Gwen K. Rosenbalm

Gwen K. Rosenbalm
Business Manager

# OLD RULES – NO PERSONAL SERVICE CONTRACTS!

**Be careful not to grant experience for personal service contracts unless you are granting it under the ESA rules which is limited to a total of two (2) years.**



**Old Rules - Personal Service Contracts Not Allowed. Ok under NEW ESA - up to 2 years if meets requirements**

**Sherrie Evans**

**From:** Ross Bunda [Ross.Bu
**Sent:** Friday, June 08, 2007 8:59 AM
**To:** Sherrie Evans
**Subject:** RE: Question on Experience

If the employer was not the private school, school district, etc., I would think the employment does not meet the criteria in WAC 392-121-264(1)(a) "Employment in public or private preschools or elementary and secondary schools in positions which require certification where...." Rather, I would consider that to be employment in business, private industry, etc., which provided services to the private school, school district, etc. Notice that the WAC wording uses the term "employment" and not the term "experience."

The question is (still), Who was the employer? That is, who was identified as employer on the employee's W-2, who withheld taxes, etc. and those things that employers do with respect to their employees.

The employment of these "independent contractors" would be similar to that addressed on page 12 of the 2006-07 S-275 personnel reporting instructions: "Experience as an independent contractor does not qualify as eligible certificated years of experience pursuant to WAC 392-121-264."

I don't see how that situation changes if an individual is reported on the S-275 report (as duty code 630 or 640). These "contractor staff" are not employees of the school district. Their compensation is not set by the school district, and these individuals are not included in the employing school district's salary compliance (RCW 28A.400.200) on Report 1803.

Ross Bunda
Supervisor, Personnel Reporting
School Apportionment & Financial Services
Office of Superintendent of Public Instruction
(360) 725-6308 voice
(360) 664-3683 fax
mailto:ross.bunda@k12.wa.us
http://www.k12.wa.us/safs

**From:** Sherrie Evans [mailto:sherrie.evans@hrmplus.com]
**Sent:** Thursday, June 07, 2007 6:08 PM
**To:** Ross Bunda
**Subject:** Question on Experience

It was good to see you at WASBO. I'm sorry I have not been able to be involved with the group on ESA experience but I know you have some good folks working with you.

I have a question for you based on some file reviews we have been completing for a district. They employed an individual under a personal services contract to perform duties in a certificated position (school psychologist). I have always referred to WAC 392-121-264 where it limits experience credit to "Employment in public or private preschools or elementary and secondary schools in positions which require certification where...."

In my noted I have written that personal service contracts should not be counted or reported because the employer is really the individual as their own entity or business. Mostly I have seen this where the personal service contract was through another agency that then provided service to the school district. In this case this person was actually employed by the public school district in a position that required certification so I am thinking that this might be reportable. In both Kent and South Kitsap we did not employ under personal services contracts so I'm not as sure of this as I would like to be so wanted to double-check with you.

I also wondered if it mattered if the person was reported on the 275 was being employed in a personal services

# QUESTIONS

# ABOUT

# EXPERIENCE

## REPORTING STAFF WITH HIGH DEGREE OF "S"

For certificated employees without college degrees, (or for certificated employees with a bachelor's or higher level degree but are reported as "nondegreed" pursuant to WAC 392-121-250(2)(b)), report as degree type **V or S.**

Report as **S** if: Persons are in **special circumstances** holding:

- A valid continuing or standard school nurse certificate.
- A valid limited certificate authorized per WAC 181-79A-140(3) or (6).
- Employed in a position defined as certificated such as superintendent, deputy superintendent, or assistant superintendent.

**Pursuant to WAC 291-121-259 – Non Degree Credits (2): Thirty (30) credits shall be recognized for persons holding a valid continuing or standard school nurse certificate.**

## REPORTING STAFF WITH HIGH DEGREE OF "V"

For certificated employees without college degrees, (or for certificated employees with a bachelor's or higher level degree but are reported as "nondegreed" pursuant to WAC 392-121-250(2)(b)), report as degree type **V or S.**

Report as **V** if: **Vocational/CTE** instructors holding valid vocational/CTE certificates as provided for in chapter 181-77 WAC.

As used in this chapter, the term "highest degree level" means:

(1) The highest degree earned by the employee from an accredited institution of higher education, pursuant to WAC 392-121-249; or

**(2) "Non-degreed" for a certificated instructional employee who:**

(a) **Holds no bachelor's or higher level degree**; or
(b) **Holds a bachelor's or higher level degree and a valid vocational/career and technical education certificate, but**:

(i) The bachelor's or higher level degree was **not a requirement of any past or present education certificate or permit, including the vocational/career and technical education certificate,** pursuant to chapter 181-77 or 181-79A WAC; and

(ii) Whose highest placement pursuant to WAC 392-121-270 is as a non-degreed certificated instructional employee.

**Step One: Report with a Degree or No-Degree?**

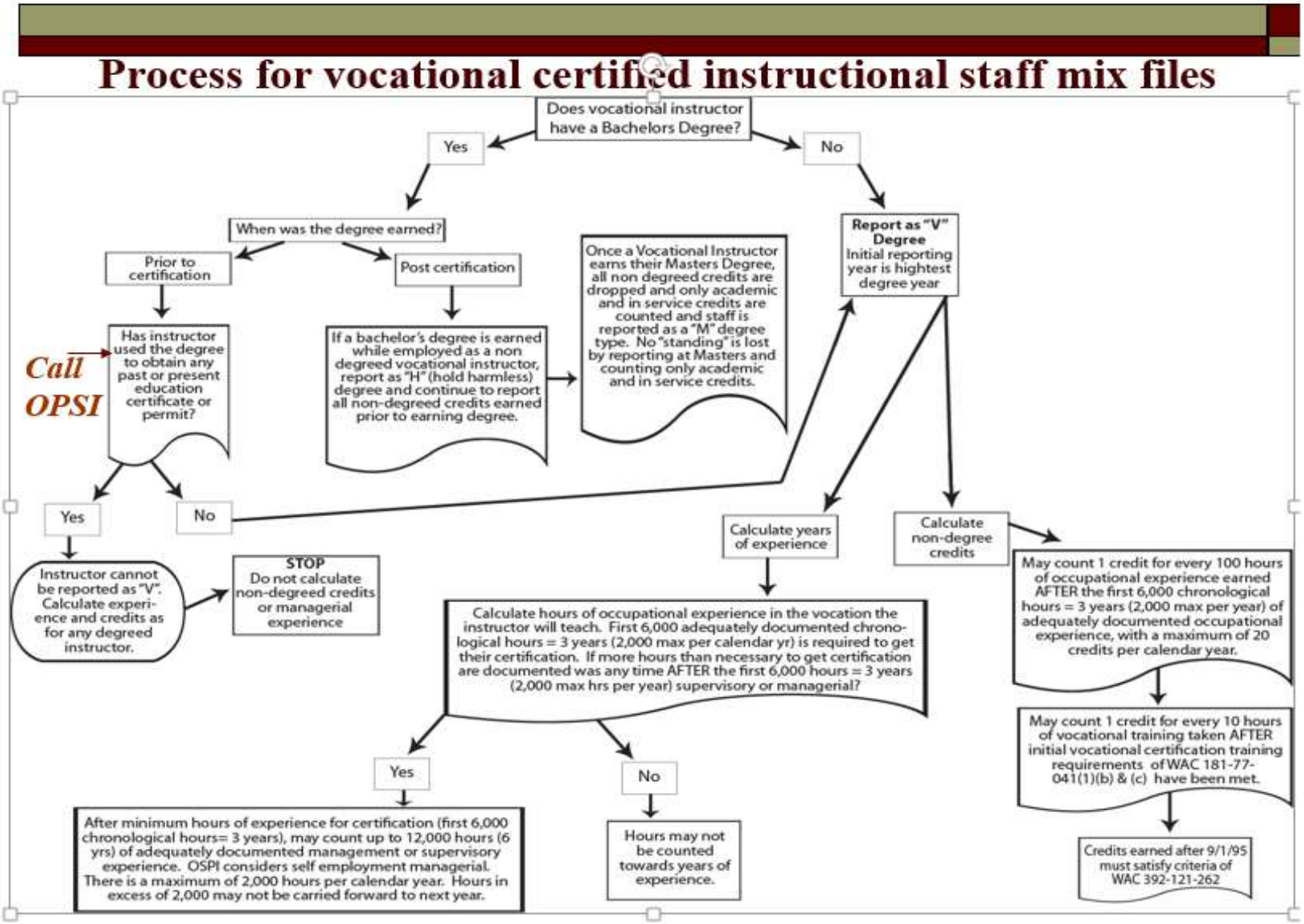
- If the person has No Degree then the high degree will be "V" for "Vocational/CTE instructors holding valid vocational/CTE certificates are provided for in 181-77 WAC.
- If a person has a degree, you must verify with OSPI whether or not the degree was used as a requirement to issue the certificate.
- Do NOT report employees as non-degrees if they have ever used a degree to obtain the following endorsements on a vocational/CTE initial, initial renewal, continuing or continuing renewal certificate, which normally requires a BA degree per WAC 181-77-031:
    - Agriculture Education – V010000
    - Business Education – V070000
    - Marketing Education – V080000
    - Business and Marketing Education – V 078000
    - Family and Consumer Sciences Education – V200002
    - Technology Education – V210100
- The vocational/CTE CONDITIONAL certificate is NOT issued based on a degree. Employees with such certificates are reported as high degree V is all other requirements are met.

*These rules were effective 8/31/2007. If the person had a degree the questions was whether or not the degree was related to the teaching assignment. That is no longer the case.

Up to **six (6) years management experience** (WAC 181-77-003) can be reported, after the instructor meets the minimum requirements (6000 hours), regardless of when the initial certificate is issued and regardless of the type of CTE certificate held. WAC 392-121-264

**WAC 181-77-003 "Management experience" shall mean work as a supervisor, foreman or manager in the occupational area in which the person will instruct.**

## Vocational Records Process

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## Reporting Experience and Credits for "V" Degree Staff

We have found the most efficient way to begin calculations for a new V degree staff person; and/or to check information for an existing staff person is to document ALL previous paid and volunteer experience that is related to the occupational subject area(s) the person will be teaching. To do this you can start by creating a list from the application materials; but it is highly recommended that you meet with the employee as well to ensure the accuracy of the information.

The next step is to verify all volunteer or paid employment identified as relative to the teaching assignment. This can be difficulty especially when the experience is from years past and/or it is from self-employment. Either way, experience cannot be reported unless it is properly documented.

Experience documentation for V degree staff is important because:

1. The equivalent of three (3) years or **6000 hours must first be documented** before any other experience can be credited.
2. Once the 6000 hours threshold is met, **experience can be used to grant management experience** which can be used to report experience for V degree staff. No other experience can be counted. It is especially important to verify the position held and whether or not it meets the management definition.
3. Additionally, once the 6000 hours threshold is met, the **experience can also be used to convert to occupational credits** at the rate of 1 credit for every 100 hours of occupational experience. This places the individual in the educational column depending on total non-degree credits, e.g. BA 15, BA 45. Once an individual accumulates 135 non-degree credits the placement for LEAP purposes is automatically MA 0 even though they do not hold a MA degree. They cannot go beyond the MA 0 column unless they eventually obtain a Master's degree.

**Example 1:** You possess documentation that meets the 6000 hours threshold; and additionally documentation that verifies the individual has 9.25 years management experience in the occupational area to be taught. Management experience is limited to 6 years. The 9.25 years will convert to 20 non-degree occupational experience credits per year or a total of 185 credits. This person will be reported with a high degree of V with 185 non-degree credits, with a placement of MA 0 Step 6.

**Example 2:** You are unable to obtain documentation of the 6000 threshold hours. This person will be reported as a high degree of V with 0 non-degree credits and 0 experience. The person have a LEAP placement of BA 0, 0.

**Example 3:** You possess documentation that meets the threshold 6000 hours; and additional documentation of 4.5 years of occupational experience that is NOT management experience. This person will be reported with a high degree of V, with 0 years of experience and 90 non-degree credits; with a placement of BA 90, Step 0.

## Vocational Example – Initial Worksheet based on experience in resume:

**EMPLYOEE NAME**

**Career and Technical Salary Placement Calculation**

**Start Date: 9/1/1999** **Assignment: Businss Education** **Degree No Used: N/A**

| Year | From | To | Employer | Occupation | Hrs Day | Days Yr | Hours Worked | FTE | Occup Exp =6000 Hrs | Mgt Hrs | Mgt FTE | Nondegree Credits Granted | Non-Degree Cum |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1986 | 6/?/86 | 12/31/86 | First Class Communication | Data Entry Lead | | | 0 | 0.000 | 0 | 0.00 | 0.000 | 0.00 | 0.00 |
| 1987 | 1/1/87 | 2/?/987 | First Class Communication | Data Entry Lead | | | 0 | 0.000 | 0 | 0.00 | 0.000 | 0.00 | 0.00 |
| 1988 | 3/?/88 | 12/31/88 | Interglobal Temp Services | Word Processor | | | 0 | 0.000 | 0 | 0.00 | 0.000 | 0.00 | 0.00 |
| 1989 | 1/1/89 | 11/?/89 | Interglobal Temp Services | Word Processor | | | 0.00 | 0.000 | | 0.00 | 0.000 | 0.00 | 0.00 |
| 1989 | 1/1/89 | 11/?/89 | China House | Desktop | | | 0.00 | 0.000 | | 0.00 | 0.000 | 0.00 | 0.00 |
| 1989 | 11/?/90 | 12/31/89 | Microsoft | Product Support Technician II | | | 0.00 | 0.000 | | 0.00 | 0.000 | 0.00 | 0.00 |
| 1990 | 1/1/90 | 11/?/90 | Microsoft | Product Support Technician II | | | 0.00 | 0.000 | | 0.00 | 0.000 | 0.00 | 0.00 |
| 1990 | 11.?/90 | 12/31/90 | Microsoft | Software Test Engineer | | | 0.00 | 0.000 | | 0.00 | 0.000 | | 0.00 |
| 1991 | 1/1/91 | 12/31/91 | Microsoft | Software Test Engineer | | | 0.00 | 0.000 | | 0.00 | 0.000 | | 0.00 |
| 1992 | 1/1/92 | 12/31/92 | Microsoft | Software Test Engineer | | | 0.00 | 0.000 | | 0.00 | 0.000 | | 0.00 |
| 1993 | 1/1/93 | 8/?/93 | Microsoft | Software Test Engineer | | | 0.00 | 0.000 | | 0.00 | 0.000 | 0.00 | 0.00 |
| 1993 | 10/?/93 | 12/31/93 | Cliff's Computers | Technical Support | | | 0.00 | 0.000 | | 0.00 | 0.000 | 0.00 | 0.00 |
| 1994 | 1/1/94 | 2/?/94 | Cliff's Computers | Technical Support | | | 0.00 | 0.000 | | 0.00 | 0.000 | 0.00 | 0.00 |
| 1995 | 2./?/95 | 4/?/95 | Snelling & Snelling | Administrative Assistant Temp Services | | | 0.00 | 0.000 | | 0.00 | 0.000 | 0.00 | 0.00 |
| 1995 | 5/?/95 | 12/?/95 | Wash State Parks | Administrative Assistant Temp Services | | | 0.00 | 0.000 | | 0.00 | 0.000 | 0.00 | 0.00 |
| 1996 | 1/?/96 | 12/31/96 | Wenatchee Valley College | Administrative Assistant | | | 0.00 | 0.000 | | 0.00 | 0.000 | 0.00 | 0.00 |
| 1997 | 1/1/97 | 12/31/97 | Wenatchee Valley College | Administrative Assistant | | | 0.00 | 0.000 | | 0.00 | 0.000 | 0.00 | 0.00 |
| 1998 | 1/1/98 | 9/?/98 | Wenatchee Valley College | Administrative Assistant | | | 0.00 | 0.000 | | 0.00 | 0.000 | 0.00 | 0.00 |
| 1998 | 9/?/98 | 12/31/98 | Mission Control | Operations Manager | | | 0.00 | 0.000 | | 0.00 | 0.000 | 0.00 | 0.00 |
| 1999 | 1/1/99 | 8/31/99 | Mission Control | Operations Manager | | | 0.00 | 0.000 | | 0.00 | 0.000 | 0.00 | 0.00 |
| | | | **TOTALS** | | | | | | | **0.00** | **0.00** | **0.00** | |

000698

## Vocational Worksheet Example 1:

**Career and Technical Salary Placement Calculation**

| Year | From | To | Employer | Occupation | Hrs Day | Days Yr | Hours Worked | FTE | Minimum Occupational Experience | Cum Occup Exp =6000 Hrs Req'd | Mgt Hrs | Years of Experience Granted | Nondegree Credits Granted | Non-Degree Cum |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1978 | 1/1/78 | 12/31/78 | Smith Auto | Mechanic | 8.00 | 260 | 2000.00 | 1.000 | 2000.00 | 2000.00 | 0 | 0 | | |
| 1979 | 1/1/79 | 12/31/79 | Smith Auto | Mechanic | 8.00 | 260 | 2000.00 | 1.000 | 2000.00 | 4000.00 | 0 | 0 | | |
| 1980 | 1/1/80 | 12/31/81 | Smith Auto | Mechanic | 8.00 | 260 | 2000.00 | 1.000 | 2000.00 | 6000.00 | 0 | 0 | MIN OCC MET | |
| 1981 | 1/1/81 | 8/31/82 | Smith Auto | Mechanic | 8.00 | 260 | 2000.00 | 1.000 | 2000.00 | 8000.00 | 0.00 | 0.000 | 20.00 | 20 |
| 1982 | 1/1/82 | 8/31/83 | Smith Auto | Mechanic | 8.00 | 260 | 2000.00 | 1.000 | 2000.00 | 10000.00 | 0.00 | 0.000 | 20.00 | 40 |
| 1983 | 1/1/83 | 8/31/84 | Smith Auto | Foreman | 8.00 | 260 | 2000.00 | 1.000 | 2000.00 | 12000.00 | 2000.00 | 1.000 | 20.00 | 60 |
| 1984 | 1/1/84 | 8/31/85 | Smith Auto | Foreman | 8.00 | 260 | 2000.00 | 1.000 | 2000.00 | 14000.00 | 2000.00 | 1.000 | 20.00 | 80 |
| 1985 | 1/1/85 | 8/31/86 | Smith Auto | Foreman | 8.00 | 260 | 2000.00 | 1.000 | 2000.00 | 16000.00 | 2000.00 | 1.000 | 20.00 | 100 |
| 1986 | 1/1/86 | 8/31/87 | Smith Auto | Foreman | 8.00 | 260 | 2000.00 | 1.000 | 2000.00 | 18000.00 | 2000.00 | 1.000 | 20.00 | 120 |
| 1987 | 1/1/87 | 8/31/88 | Smith Auto | Foreman | 8.00 | 260 | 2000.00 | 1.000 | 2000.00 | 20000.00 | 2000.00 | 1.000 | 20.00 | 140 |
| 1988 | 1/1/88 | 5/1/89 | Smith Auto | Foreman | 8.00 | 100 | 800.00 | 0.400 | 800.00 | 20800.00 | 800.00 | 0.400 | 8.00 | 148 |
| 1988 | 5/2/89 | 12/31/88 | Bellingham Tech | Program Instructor | 8.00 | 150 | 1200.00 | 0.600 | 1200.00 | 22000.00 | 1200.00 | 0.600 | 12.00 | 160 |
| 1989 | 1/1/89 | 12/31/89 | Bellingham Tech | Program Instructor | 8.00 | 260 | 2000.00 | 1.000 | 2000.00 | 24000.00 | 2000.00 | 0.000 | 20.00 | 180 |
| 1990 | 1/1/90 | 12/31/90 | Bellingham Tech | Program Instructor | 8.00 | 260 | 2000.00 | 1.000 | 2000.00 | 26000.00 | 2000.00 | 0.000 | 20.00 | 200 |
| 1991 | 1/1/91 | 12/31/91 | Bellingham Tech | Program Instructor | 8.00 | 260 | 2000.00 | 1.000 | 2000.00 | 28000.00 | 2000.00 | 0.000 | 20.00 | 220 |
| | | | | | | | | | | | | | | |
| | | | **TOTALS** | | | | **28000.00** | **14.00** | | | **18,000.00** | **6.00** | **220.00** | **220.00** |
| | | | | | | | | | | | | **MAX 6.0** | | |

**Reached Max 6.0 years**

*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.

**PLACEMENT: MA 0 Step 6**

**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

000699

## Vocational Worksheet Example 2:

| CATHY COOK<br>Career and Technical Salary Placement Calculation | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Year | From | To | Employer | Occupation | Hrs Day | Days Yr | Hours Worked | FTE Hrs/2000 | Minimum Occupational Experience | Cum Occup Exp =6000 Hrs Req'd | Mgt Hrs | Years of Experience Granted | Nondegree Credits Granted | Non-Degree Cum |
| 1997 | W4 $2,263.64 | | Camp Fun | AM Baker | | | 258.41 | 0.129 | 258.41 | 258.41 | 0.000 | 0.000 | 0.00 | 0.00 |
| 1998 | No Records | | Camp Fun | AM Baker | | | 0.00 | 0.000 | 0.00 | 258.41 | 0.000 | 0.000 | 0.00 | 0.00 |
| 1999 | 1/1/99 | 12/31/99 | Camp Fun | AM Baker | | | 967.00 | 0.484 | 967.00 | 1225.41 | 0.000 | 0.000 | 0.00 | 0.00 |
| 2000 | 1/1/00 | 12/31/00 | Camp Fun | AM Baker | | | 1894.25 | 0.947 | 1894.25 | 3119.66 | 0.000 | 0.000 | 0.00 | 0.00 |
| 2001 | 1/1/01 | 2/28/01 | Camp Fun | AM Baker | | | 127.75 | 0.064 | 127.75 | 3247.41 | 0.000 | 0.000 | 0.00 | 0.00 |
| 2001 | 3/1/01 | 12/31/01 | Great Bakery | Baker | | | 1457.00 | 0.729 | 1457.00 | 4704.41 | 0.000 | 0.000 | 0.00 | 0.00 |
| 2002 | 1/1/02 | 12/31/02 | Great Bakery | Baker | | | 1295.59 | 0.648 | 1295.59 | 6000.00 | 0.000 | 0.000 | 0.00 | 0.00 |
| Meets minimum 6000 occupational hours in the industry | | | | | | | | | | | | | | |
| 2002 | 1/1/02 | 12/31/02 | Great Bakery | Baker | | | 562.41 | 0.281 | | | 0.000 | 0.000 | 5.62 | 5.62 |
| 2003 | 1/1/03 | 12/31/03 | Great Bakery | Baker | | | 2013.00 | 1.000 | | | 0.000 | 0.000 | 20.00 | 25.62 |
| 2004 | 1/1/04 | 12/31/04 | Great Bakery | Baker | | | 1989.00 | 0.995 | | | 0.000 | 0.000 | 19.89 | 45.51 |
| 2005 | 1/1/05 | 7/16/05 | Great Bakery | Baker | | | 874.00 | 0.437 | | | 0.000 | 0.000 | 8.74 | 54.25 |
| 2005 | 7/17/05 | 12/31/05 | No Employment | | | | | | | | 0.000 | 0.000 | 0.00 | 54.25 |
| 2006 | 12/1/06 | 3/1/07 | All Time Sports | Lodge Manager - verified Supervisory | | | 362.00 | 0.181 | | | 362.000 | 0.181 | 3.62 | 57.87 |
| 2007 | 12/1/07 | 3/5/08 | All Time Sports | Lodge Manager - verified Supervisory | | | 360.00 | 0.180 | | | 360.000 | 0.180 | 3.60 | 61.47 |
| 2008 | 12/1/08 | 3/1/09 | All Time Sports | Lodge Manager - verified Supervisory | | | 61.00 | 0.031 | | | 61.000 | 0.031 | 0.61 | 62.08 |
| 2008 | 6/21/08 | 11/18/08` | Wenatchee Valley College | Instructor | | | 40.00 | 0.020 | | | 40.000 | 0.020 | 0.40 | 62.48 |
| | | | **TOTALS** | | | | **6261.41** | | | | **823.000** | **0.412** | | **62.5** |
| | | | | | | | | | | | | MAX 6.0 | | |

000700

| Issues: | |
|---|---|
| 1 | Need verification forms that are completed and signed by the former employers. You can prepare; send to them and have them sign off. |
| 2 | Need verification if Great Bakery was supervisory or not. Says "supervisor" on one form; but not signed by emloyer. |
| 3 | 1999 Camp Fun. I can't see where you get 957 hours; other than you took her wages and divided it by $9 per hour?? |
| 4 | 1997 Camp Fun. Have W 4 so can get average wage and calculate but need to record. |
| 5 | Super Mountain Natural Foods - I would need a description of her actual job title, Assistant Manager to determine applicability as well as a definition of what she |
| 6 | I don't concur with previous calculation from prior district based on data provided. |
| 7 | I don't see any other educational records for her so my report is based on her occupational experience. |
| 8 | For 1997 Using W-4 of $2,263.64 used Bureau Stats showing wage for 1999 was $9.06. $2,263.64 divided by $8.76 per hour = 258.41 work hours at Camp fun for 1997. Added to record. |
| 9 | Backed off of that a 3.5% Cost of Living for 1998 and used $ 8.76 per hour for 1997 (which appears to be pretty accurate as her wages in 1999 were $9.00 per hour for the same work per that employer). |
| 10 | Verified that Super Mountain was a retail clerk and not related so not counting that experience. |
| 11 | Confirmed all other experience is now verified - Camp Fun 1999-2001; Great Bakery 2001-2005 (and confirmed Lead Pastry Baker was not supervisory; Verified All Time Sports and confirmed Lodge Manager was supervisor; and Wenatchee Valley College. |
| 12 | Placement should be correct at BA 45 Step 0 (.392 years) |

## Vocational Worksheet Example 3:

**LUCY LAWYER**

**Career and Technical Salary Placement Calculation**

| Year | From | To | Employer | Occupation | Hrs Day | Days Yr | Hours Worked | FTE Hrs/2000 | Occupational Experience | Cum Occup Exp =6000 Hrs Req'd | Mgt Hrs | Experience Granted | ee Credits Granted | Non-Degree Cum |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1998 | 7/1/98 | 12/31/98 | Chelan County Juvenile Center | Juvenile Custody | 8.00 | 132 | 1056.00 | 0.528 | 1056.00 | 1056.00 | 0 | 0 | 0.00 | 0.00 |
| 1999 | 1/1/99 | 12/31/99 | Chelan County Juvenile Center | Juvenile Custody | 8.00 | 260 | 2000.00 | 1.000 | 2000.00 | 3056.00 | 0 | 0 | 0.00 | 0.00 |
| 2000 | 1/1/00 | 12/31/00 | Chelan County Juvenile Center | Admin Asst | 8.00 | 260 | 2000.00 | 1.000 | 2000.00 | 5056.00 | 0 | 0 | 0.00 | 0.00 |
| 2001 | 1/1/01 | 6/13/01 | Chelan County Juvenile Center | Admin Asst | 8.00 | 118 | 944.00 | 0.472 | 944.00 | 6000.00 | 0 | 0 | 0.00 | 0.00 |
| Meets minimum 6000 occupational hours in the industry | | | | | | | | | | | | | | |
| 2001 | 6/14/01 | 12/31/01 | Chelan County Juvenile Center | Admin Asst | 8.00 | 142 | 1216.00 | 0.608 | | | 0.000 | 0.000 | 12.16 | 12.16 |
| 2002 | 1/1/02 | 12/31/02 | Chelan County Juvenile Center | Admin Asst | 8.00 | 260 | 2000.00 | 1.000 | | | 0.000 | 0.000 | 20.00 | 32.16 |
| 2003 | 1/1/03 | 12/31/03 | Chelan County Juvenile Center | Admin Asst | 8.00 | 260 | 2000.00 | 1.000 | | | 0.000 | 0.000 | 20.00 | 52.16 |
| 2004 | 1/1/04 | 12/31/04 | Chelan County Juvenile Center | Admin Asst | 8.00 | 260 | 2000.00 | 1.000 | | | 0.000 | 0.000 | 20.00 | 72.16 |
| 2005 | 1/1/05 | 12/31/05 | Chelan County Juvenile Center | Admin Asst | 8.00 | 260 | 2000.00 | 1.000 | | | 0.000 | 0.000 | 20.00 | 92.16 |
| 2006 | 1/1/06 | 12/31/06 | Chelan County Juvenile Center | Admin Asst | 8.00 | 260 | 2000.00 | 1.000 | | | 0.000 | 0.000 | 20.00 | 112.16 |
| 2007 | 1/1/07 | 12/31/07 | Chelan County Juvenile Center | Admin Asst | 8.00 | 260 | 2000.00 | 1.000 | | | 0.000 | 0.000 | 20.00 | 132.16 |
| 2008 | 1/1/08 | 12/31/08 | Chelan County Juvenile Center | Office Manager- | 8.00 | 260 | 2000.00 | 1.000 | | | 2000.000 | 1.000 | 20.00 | 152.16 |
| 2009 | 1/1/09 | 2/23/09 | Chelan County Juvenile Center | Office Manager- | 8.00 | 38 | 304.00 | 0.152 | | | 304.000 | 0.152 | 3.04 | 155.20 |
| Verified that she met the requirements of the "initial" vocational certificate as of 1/28/2008. She completed the following courses after that date that will apply as Non-Degree Credits | | | | | | | | | | | | | | |
| 2009 | | 5/31/09 | WSU | Child Abuse | | | 2.00 | s | | | | | 3.00 | 158.20 |
| 2009 | | 5/31/09 | WSU | Voc Tchr Training | | | 3.00 | Semesters | | | | | 4.50 | 162.70 |
| | | | **TOTALS** | | | | **15520.00** | **7.76** | | | **#####** | **1.152** | | **162.7** |
| | | | | | | | | | | | | **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.

**PLACEMENT: (Voc) MA 0 Step 1**

000702

## Vocational Worksheet Example 4:

**JERRY JAILER**

**Career and Technical Salary Placement Calculation**

| Year | From | To | Employer | Occupation | Hrs Day | Days Yr | Hours Worked | FTE | Occupational Experience | Occup Exp =6000 Hrs Req'd | Mgt Hrs | Years of Experience Granted | Nondegree Credits Granted | Non-Degree Cum |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1992 | 3/20/92 | 12/31/92 | ABC Indian Nation | Counselor - Probation | 8.00 | 208 | 1664.00 | 0.832 | 1664.00 | 1664.00 | 0 | 0 | 0 | 0 |
| 1993 | 1/1/93 | 12/31/93 | ABC Indian Nation | Counselor - Probation | 8.00 | 260 | 2000.00 | 1.000 | 2000.00 | 3664.00 | 0 | 0 | 0 | 0 |
| 1994 | 1/1/94 | 12/31/94 | ABC Indian Nation | Counselor - Probation | 8.00 | 260 | 2000.00 | 1.000 | 2000.00 | 5664.00 | 0 | 0 | 0 | 0 |
| 1995 | 1/1/95 | 2/28/95 | ABC Indian Nation | Probation Officer | 8.00 | 42 | 336.00 | 0.168 | 336.00 | 6000.00 | 0 | 0 | 0 | 0 |
| **Meets minimum 6000 occupational hours in the industry** | | | | | | | | | | | | | | |
| 1995 | 3/1/95 | 12/31/95 | ABC Indian Nation | Counselor - Probation | 8.00 | 218 | 1744.00 | 0.872 | | | 1744.00 | 0.872 | 17.44 | 17.44 |
| 1996 | 1/1/96 | 12/31/96 | ABC Indian Nation | Counselor - Probation | 8.00 | 260 | 2000.00 | 1.000 | | | 2000.00 | 1.000 | 20.00 | 37.44 |
| 1997 | 1/1/97 | 12/31/97 | ABC Indian Nation | Counselor - Probation | 8.00 | 260 | 2000.00 | 1.000 | | | 2000.00 | 1.000 | 20.00 | 57.44 |
| 1998 | 1/1/98 | 12/31/98 | ABC Indian Nation | Counselor - Probation | 8.00 | 260 | 2000.00 | 1.000 | | | 2000.00 | 1.000 | 20.00 | 77.44 |
| 1999 | 1/1/99 | 12/31/99 | ABC Indian Nation | Counselor - Probation | 8.00 | 260 | 2000.00 | 1.000 | | | 2000.00 | 1.000 | 20.00 | 97.44 |
| 2001 | 1/1/00 | 12/31/00 | ABC Indian Nation | Counselor - Probation | 8.00 | 260 | 2000.00 | 1.000 | | | 2000.00 | 1.000 | 20.00 | 117.44 |
| 2002 | 1/1/02 | 2/14/02 | ABC Schools | Drug Prevention | 8.00 | 32 | 256.00 | 0.128 | | | 256.00 | 0.128 | 2.56 | 120.00 |
| 2003 | 9/1/00 | 8/31/01 | ABC Indian Nation | Drug Prevention | 8.00 | 205 | 1640.00 | 0.820 | | | 0 | 0.000 | 16.40 | 136.40 |
| 2004 | 9/1/00 | 8/31/01 | ABC Indian Nation | Drug Prevention | 8.00 | 205 | 1640.00 | 0.820 | | | 0 | 0.000 | 16.40 | 152.80 |
| 2005 | 9/1/00 | 8/31/01 | ABC Indian Nation | Drug Prevention | 8.00 | 205 | 1640.00 | 0.820 | | | 0 | 0.000 | 16.40 | 169.20 |
| | | | | | | | | | | | | | | |
| | | | **TOTALS** | | | | **#####** | **8.87** | **0** | | **0** | **6.000** | | **169.2** |
| | | | | | | | | | | | | **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.

**PLACEMENT: (Voc) MA 0 Step 6**

**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. |

| **Issues:** | |
|---|---|
| 1. | Verified Counselor-Probation Officer was related to CTE Assignment |
| 2 | Verified Drug Prevention Officer was related to CTE Assignment |

000703

## Vocational Worksheet Example 5:

**VAL VIDEO**

**Career and Technical Salary Placement Calculation**

| Year | From | To | Employer | Occupation | Hrs Day | Days Yr | Hours Worked | FTE Hrs/2000 | Minimum Occupational Experience | Cum Occup Exp =6000 Hrs Req'd | Mgt Hrs | Years of Experience Granted | Nondegree Credits Granted | Non-Degree Cum |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2004 | 7/1/04 | 12/31/04 | Val's Videos | Owner - No records | | | 0.00 | 0.000 | 0.00 | 0.00 | 0 | 0 | 0.00 | 0.00 |
| 2005 | 1/1/05 | 12/31/05 | Val's Videos | Owner - No records | | | 0.00 | 0.000 | 0.00 | 0.00 | 0 | 0 | 0.00 | 0.00 |
| 2006 | 1/1/06 | 12/31/06 | Val's Videos | Owner - No records | | | 0.00 | 0.000 | 0.00 | 0.00 | 0 | 0 | 0.00 | 0.00 |
| 2007 | 7/1/07 | 12/31/07 | ABC Video Store | Owner - Bank Records | | | 0.00 | 0.000 | 0.00 | 0.00 | 0 | 0 | 0.00 | 0.00 |
| 2008 | 1/1/08 | 12/31/08 | ABC Video Store | Owner - Bank Records | | | 0.00 | 0.000 | 0.00 | 0.00 | 0 | 0 | 0.00 | 0.00 |
| 2009 | 1/1/09 | 2/28/09 | ABC Video Store | Owner - Bank Records | | | 0.00 | 0.000 | 0.00 | 0.00 | 0 | 0 | 0.00 | 0.00 |
| HAV NOT BEEN ABLE TO VERIFY 6000 HRS MIM OCC EXPERIENCE | | | | | | | | | | | | | | |
| | | | **TOTALS** | | | | **0.00** | **0.00** | **0** | **0.00** | **0.00** | **0.000** | **0.00** | **0.00** |
| | | | | | | | | | | | | 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.
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: (Voc) BA 0 Step 0**

**Issues:**

1 Self employed 2004 - 2009. Owner of both businesses
2 Documentation presented includes:
- a Val's Videos. Dept of Revenue Business Registration 7/9/04 showing taxes will be due annually & $20 processing receipt
- b Secretary of State document verifying ABC Video Store Inc as a business
- c Ledger balance sheet from Bank for Val's Video for March 09
- d Bank statements for Val'sVideo for July 07, August 07, Sept 07, Oct 07, Nov 07, Dec 07 = 6 months
- e Bank statements for Val's Video for Jan-Dec 2008 = 12 months
- f Bank statements for Val's Video for Jan-Feb 2009 = 2 months

000704

## Documentation of Experience Issues

When verifications of employment for vocational experience are being processed, be sure to document:

1. **By Calendar Yea**r (January 1 to December 31), the actual hours of work paid. This becomes the "numerator." The denominator for the vocational year is 2000 hours. If a person worked 2080 hours or any hours in excess of 2000 there is no added credit. 2000 hours = 1.0 FTE for that calendar year.
2. The **name of the position, whether it meets the management criteria or not, and obtain a job description if possible** to further document the management experience determination.
3. If "normal" documentation **cannot be obtained**, such as situations with self-employment or the prior employer has gone out of business, experience can be documented utilizing other evidence. However, resumes, job applications and sworn affidavits are NOT valid documents. Documentation that is valid includes: s:
    a. Tax returns
    b. Business license
    c. Bonding insurance
    d. Social security records
4. If at all possible, try to obtain some form of verification of employment from the prior employer stating the position, management experience, full or part time, and the start and end date. With that you can use other tools to "back into" the experience.

Note: These same rules apply when verifying ESA experience ☺

## Vocational Example – Backing into Experience

**EMPLOYEE NAME**

**Career and Technical Salary Placement Calculation**

**Start Date: 9/1/1999** **Assignment: Businss Education** **Degree No Used: N/A**

| Year | From | To | Employer | Occupation | Hrs Day | Days Yr | Hours Worked | FTE | Occup Exp =6000 Hrs | Mgt Hrs | Mgt FTE | Nondegree Credits Granted | Non-Degree Cum |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1989 | See Tab 2-BLS Wages 89-90 | | Volt Service Corp; Marketing Plus, Steeler | Word Proceessing; Desk Top Publish | | | 1762.18 | 0.881 | 1762.18 | | | | |
| 1990 | See Tab 2-BLS Wages 89-90 | | Volt Service | Word Proceessing; | | | 254.71 | 0.127 | 2016.89 | | | | |
| 1990 | 2/14/90 | 12/31/90 | Microsoft | Software Test Engineer | 8 | 229 | 1832.00 | 0.916 | 3848.89 | | | | |
| 1991 | 1/1/91 | 12/31/91 | Microsoft | Software Test Engineer | 8 | 250 | 2000.00 | 1.000 | 5848.89 | | | | |
| 1992 | 1/1/92 | | Microsoft | Software Test Engineer | 8 | 18.889 | 151.11 | 0.076 | **6000.00** | | | | |
| **MEETS MINIMAL OCCUPATION 6000 HOURS** | | | | | | | | | | | | | |
| 1992 | 1/1/91 | 12/31/91 | Microsoft | Software Test Engineer | 8 | 231.111 | 1848.89 | 0.924 | | 0.00 | 0.000 | 18.49 | 18.49 |
| 1993 | 1/1/93 | 8/14/93 | Microsoft | Software Test Engineer | 8 | 162 | 1296.00 | 0.648 | | 0.00 | 0.000 | 12.96 | 31.45 |
| 1993 | See Tab 3-BLS Wages 93-94 | | Cliff's Computers - See Tab 4 BLS | Technical Support Engineer | | | 125.62 | 0.063 | | 0.00 | 0.000 | 1.26 | 32.71 |
| 1994 | See Tab 3-BLS Wages 93-94 | | Cliff's Computers & Longview Fiber - See Tab 4 BLS | Technical Support Engineer | | | 321.23 | 0.161 | | 0.00 | 0.000 | 3.21 | 35.92 |
| 1998 | See Tab 4-BLS Wages 98-99 | | Wenatchee Valley College & Go Pages | Administrative Assistant | | | 1378.62 | 0.689 | | 0.00 | 0.000 | 13.79 | 49.70 |
| 1999 | See Tab 4-BLS Wages 98-99 | | Go Pages | Administrative Assistant | | | 862.55 | 0.431 | | 0.00 | 0.000 | 8.63 | 58.33 |
| | | | **TOTALS** | | | | | | | **0.00** | **0.00** | **58.33** | |
| | | | | | | | | | | | **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.

requirement has been met.

1 2,000 hours paid occupational experience is the maximum allowed per year

**99-00 Placement: BA 45 Step 0**

000706

Bureau of Labor Statistics Wage Data for 1999. Always document web site:
http://www.bls.gov/bls/blswage.htm

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# Occupational Employment Statistics

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## 1999 National Occupational Employment and Wage Estimates

### 43-4021 Correspondence Clerks

Compose letters in reply to requests for merchandise, damage claims, credit and other information, delinquent accounts, incorrect billings, or unsatisfactory services. Duties may include gathering data to formulate reply and typing correspondence.

These estimates are calculated with data collected from employers in all industry divisions in metropolitan and non-metropolitan areas in every State and the District of Columbia.

Employment estimate and mean wage estimates for this occupation:

| | | |
|---|---|---|
| **Employment** | 46,160 | RSE = 4.9 % |
| **Mean hourly wage** | $11.48 | RSE = 0.9 % |
| **Mean annual wage** | $23,880 | RSE = 0.9 % |

(1)

Percentile wage estimates for this occupation:

| **Percentile** | 10% | 25% | 50% (Median) | 75% | 90% |
|---|---|---|---|---|---|
| **Hourly Wage** | $8.14 | $9.35 | $11.05 | $13.01 | $15.81 |
| **Annual Wage** | $16,920 | $19,460 | $22,980 | $27,060 | $32,890 |

(1)

BLS Wage Information for Occupation of "Correspondence Clerks"

XX Employee was employed as a word processor and did desk top publishing.

**1999 11.48 Mean Hourly Wage**

Next Step: Used Cost of Living Index to back wages down from 1999 to 1989 and 1990.

Social Security Administration - Cost of Living Index

http://www.ssa.gov/oact/cola/colaseries.html

Social Security Online

www.socialsecurity.gov

Office of the Chief Actuary

Automatic Increases

COLA determination

SSI payment rates increase with COLA

# Automatic Increases

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## Cost-Of-Living Adjustments

Since 1975, Social Security general benefit increases have been cost-of-living adjustments or COLAs. The 1975-82 COLAs were effective with Social Security benefits payable for June in each of those years; thereafter COLAs have been effective with benefits payable for December.

Prior to 1975, Social Security benefit increases were set by legislation.

**Social Security Cost-Of-Living Adjustments**

| Year | COLA | Year | COLA | Year | COLA |
|---|---|---|---|---|---|
| 1975 | 8.0 | 1990 | 5.4 | 2005 | 4.1 |
| 1976 | 6.4 | 1991 | 3.7 | 2006 | 3.3 |
| 1977 | 5.9 | 1992 | 3.0 | 2007 | 2.3 |
| 1978 | 6.5 | 1993 | 2.6 | 2008 | 5.8 |
| 1979 | 9.9 | 1994 | 2.8 | 2009 | 0.0 |
| 1980 | 14.3 | 1995 | 2.6 | 2010 | 0.0 |
| 1981 | 11.2 | 1996 | 2.9 | | |
| 1982 | 7.4 | 1997 | 2.1 | | |
| 1983 | 3.5 | 1998 | 1.3 | | |
| 1984 | 3.5 | 1999 | 2.5 | | |
| 1985 | 3.1 | 2000 | 3.5 | | |
| 1986 | 1.3 | 2001 | 2.6 | | |
| 1987 | 4.2 | 2002 | 1.4 | | |
| 1988 | 4.0 | 2003 | 2.1 | | |
| 1989 | 4.7 | 2004 | 2.7 | | |

* The COLA for December 1999 was originally determined as 2.4 percent based on CPIs published by the Bureau of Labor Statistics. Pursuant to Public Law 106-554, however, this COLA is effectively now 2.5 percent.

The first COLA, for June 1975, was based on the increase in the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) from the second quarter of 1974 to the first quarter of 1975. The 1976-83 COLAs were based on increases in the CPI-W from the first quarter of the prior year to the corresponding quarter of the current year in which the COLA became effective. After 1983, COLAs have been based on increases in the CPI-W from the third quarter of the prior year to the corresponding quarter of the current year in which the COLA became effective.

**SSI COLAs**

COLAs for the Supplemental Security Income (SSI) program are generally the same as those for the Social Security program. However, COLAs for SSI have generally been effective for the month following the effective month of Social Security benefit increases. See SSI historical payment standards for more detail.

| Compute to 1989-90 | Reduce by Cola | Reduce by Cola |
|---|---|---|
| 1999 | $ 11.48 | |
| 1998 | $ 11.33 | 1.3% |
| 1997 | $ 11.09 | 2.1% |
| 1996 | $ 10.77 | 2.9% |
| 1995 | $ 10.49 | 2.6% |
| 1994 | $ 10.20 | 2.8% |
| 1993 | $ 9.93 | 2.6% |
| 1992 | $ 9.63 | 3.0% |
| 1991 | $ 9.28 | 3.7% |
| **1990** | **$ 8.78** | 5.4% |
| **1989** | **$ 8.36** | 4.7% |
| | | |
| **1989** | **Social Security Wages** | |
| Volt Service | | $ 1,819.00 |
| Marketing Plus | | $ 10,863.29 |
| Steeler Inc. | | $ 2,057.07 |
| | Total 1989: | $ 14,739.36 |
| 1989 Determined Hrly Rate | | $ 8.36 |
| Determined Hours Worked | 1989 | **1762.18** |
| **1990** | **Social Security Wages** | |
| Volt Service | | $ 2235.50 |
| | Total 1990: | $ 2235.50 |
| 1990 Determined Hrly Rate | | $ 8.78 |
| Determined Hours Worked | 1990 | **254.71** |

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## REPORTING ADDED NON-DEGREE CREDITS FOR "V" STAFF

WAC 392-121-259 – Non Degree Credits

(3) Persons holding valid vocational/career and technical education certificates as provided for in chapter 181-77 WAC shall accumulate recognized credits as follows (**all of which are reported as Non-Degree Credits**)

> (b) One credit for each ten clock hours of vocational/career and technical education educator training meeting the requirements of WAC 181-77-003 (2), (9) or (12). Clock hours of vocational/career and technical educator used in determining non-degree credits MUST BE EARNED AFTER MEETING THE MINIMUM CERTIFICATION REQUIREMENTS, regardless of when the initial certificate is issued

Therefore, vocational instructors can continue to accumulate non-degree credits during their employment subject to the WAC as noted above. (2), (9) AND (12) are listed below for your reference.

(2) "Career and technical education educator training" shall mean those career and technical education programs, courses, seminars and workshops offered for the purpose of career and technical education certification in compliance with chapter 181-85 WAC

(9) "Professional education" shall mean those programs, courses, seminars and workshops that are designed to improve teaching ability.

(12) "Technical education/upgrading" shall mean those career and technical education programs, courses, seminars and workshops which are designed to improve the skills and/or knowledge in the discipline in which the application is being made.

If you are uncertain if courses meet these requirements, you may contact OSPI Career and Technical Education at 360-725-6245.

**Do note that all non-degree credits that are not converted occupational experience must all satisfy one of the seven (7) course criteria. So be sure to WAC stamp your documentation!**

## WHAT HAPPENS WHEN A "V" DEGREE GETS A DEGREE?

### The high degree is changed and reported as "H" for Hold Harmless!

### For high degree 'H" persons, report only eligible non-degree credits determined by WAC 392-121-259 (3)

3) Persons holding valid vocational/career and technical education certificates as provided for in chapter 181-77 WAC shall accumulate recognized credits as follows:

(a) One credit for each one hundred clock hours of occupational experience as defined in WAC 181-77-003(7), subject to the following conditions and limitations:

(i) Clock hours of occupational experience used in determining non-degree credits must be earned after meeting the minimum vocational/career and technical education certification requirements of three years (six thousand hours) as established in WAC 181-77-041 (1)(a)(i), regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held.

(ii) Non-degree credits based on occupational experience shall be limited to a maximum of twenty credits per calendar year.

(iii) Non-degree credits based on occupational experience shall exclude experience determined pursuant to WAC 392-121-264 (1)(a) through (d).

(b) One credit for each ten clock hours of vocational/career and technical education educator training meeting the requirements of WAC 181-77-003 (2), (9), or (12). Clock hours of vocational/career and technical education educator training used in determining non-degree credits must be earned after meeting the minimum vocational/career and technical education certification requirements as established in WAC 181-77-041 (1)(b) and (c), regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held.

### Basically the person is held harmless and their experience and previous credits are still reported. Here are some examples:

**Examples—Vocational/CTE Instructors and Nondegree Credits**

**2J:** A vocational/CTE instructor whose highest degree type is **V** has documented 65 approved vocational/CTE teacher training credits and ten credits of converted occupational experience received after meeting minimum vocational/CTE certification requirements. Report 75 credits in *Item B.6, Nondegree Credits*. Report nothing in *Items B.3, Academic Credits, B.4, In-service Credits, and B.5, Excess Credits.*

**2K:** Another vocational/CTE instructor whose highest degree type is **B** has documented 65 approved vocational/CTE teacher training credits and 3,000 hours of occupational experience received after meeting minimum vocational/CTE certification requirements. Report no credits in *Item B.6, Nondegree Credits,* because this person has a degree. Check to see if the approved vocational/CTE teacher training qualifies as in-service or academic credits.

**2L:** A vocational/CTE instructor received a first bachelor's degree on August 31, 2014. For the 2013–14 school year this individual was reported with highest degree type **V** and 75 credits in *Item B.6* (65 approved vocational/CTE teacher training credits and ten credits of converted occupational experience). For the 2014–15 school year report this person with highest degree type **H.** Continue to report 75 credits in *Item B.6, Nondegree Credits,* but do not add any additional nondegree credits. Report any academic and in-service credits earned since the bachelor's degree in *Items B.3, Academic Credits,* and *B.4, In-service Credits*. Report nothing in *Item B.5, Excess Credits.*

## Obtaining a Master's Degree

Once an individual obtains a Master's Degree they are always reported with high degree of M. Their previously reported management experience counts, but they start over with credits just as if they were not reported as V degree.

Example

- Person reported in the previous year with 5 years management experience, 2 years teaching experience and 140 non-degree credits, with placement of MA 0 Step 7.
- Person now obtains a MA degree.
- Calculate credits to MA degree (example 52).
- Subtract 45 with a net 7 excess credits.
- Although the previous non-degree credits are reported, they are not used.
- The placement will still be MA 0, Step 7.
- However, the person can now record additional hours and continue on to MA 45 or MA 90.

## VOC EXPERIENCE VERIFICATION LETTER

(District Letterhead)

(Date)

Name of Employer
Address of Employer
City, State, Zip

Re: Verification of Employment for (Name of Employee)

Dear (Employer Name):

The (Your District Name) has employed (Employee Full Name) as a teacher in our vocational education program. In order to grant the appropriate experience on our salary schedule, Washington State law requires that school districts verify this individual's prior work experience in a very specific manner.

Please complete the form attached to this letter and return it to our office. To assist with this verification we are providing the following information from this employee:

| | |
|---|---|
| Employee SSN | |
| Dates of Service | |
| Position(s) Held | |

The employee has also provided a release for this information by the signature indicated below:

> I authorize you to release all information requested in the attached Verification of Employment to the school district listed above.
>
> _____
>
> Employee Signature Date

Should you have questions or need assistance processing this request please contact (Name, Phone Number, and Email of contact at your district). Thank you.

Sincerely,

(Name)
(Title)

# Sample Vocational Experience Verification Form

## Verification of Occupational Experience for Vocational Teachers

**Please follow instructions carefully to ensure full credit on our salary schedule for this employee.**
List dates of service from Mo/Day/Yr to Mo/Day/Yr for each **calendar** year. **Use one line for each work year or change in position.**

1. List the position title.
2. Circle yes if this position was considered management in nature, no if it was not. (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.") Instructional Area _____
3. List the number of hours paid per year the employee worked. For example, a full-time employee who works 8 hours a day for 260 days would have 2080 hours per year.
4. Other comments or explanations.

| Dates of Service for each year (M/D/Y – M/D/Y) | Position Title | Management Position? Yes or No | Hours Per Day Worked | Days Per Year Worked | Hours Per Year Worked | Other Comments |
|---|---|---|---|---|---|---|
| *Example: 2/10/00 – 12/31/00* | *Auto Mechanic* | *No* | *8.0* | *214* | *1712* | *Hired as Auto Mechanic* |
| *Example: 1/1/01 – 8/31/00* | *Lead Auto Mechanic* | *Yes* | *8.0* | *173* | *1384* | *Resigned – moved* |
| | | | | | | |
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| Employer Verification Signature | Employer Verification Title | Employer Verification Email Address |
|---|---|---|
| Date | Telephone Number | Fax Number |

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# QUESTIONS

# ABOUT

# V OR S STAFF REPORTING

## HELPFUL REMINDERS!

1. **Colleges/Technical Schools**. Employment in public or private vocational-technical schools, technical colleges, community/junior colleges, colleges, and universities in positions comparable to those which require certification in Washington school districts.

**Helpful Questions:**

Question 1

**Was the employer a college/university or technical/vocational school?** This information should be on the verification form. Use the internet to search if needed to verify.

Question 2

**Was the position held comparable to a certificated position in Washington school districts?**

There is no certification requirement for college employment. The decision is based solely on the comparability of the position. Obtaining a job description can be very helpful. Here are a few examples:

| | |
|---|---|
| Dean of Students | Yes – would be comparable |
| Graduate Assistant | Questionable. Must ensure that the position was equal to a classroom teacher, e.g. does lesson plans; provides direct instruction; responsible for grading. |
| Administrative Assistant | Questionable. This could be a title that reflect an administrative position equivalent to an assistant principal. On the other hand, it could be secretary position which would not be comparable. This is a good example of why a job description is useful. |
| Custodian | No – not comparable. |

2. **Governmental Agency**. Employment in a governmental educational agency with regional administrative responsibilities for preschool, elementary, and/or secondary education including but not limited to an educational service district, office of the superintendent of public instruction, or United States department of education in any professional position including but not limited to C.P.A., architect, business manager, or physician.

**Helpful Questions:**

Question 1

**Was the employer a governmental agency as defined above?** Employment at US Department of Education, OSPI and the ESDs are examples of governmental agencies.

Question 2

**Was the position held a "professional" position?** There is no certification requirement. The determination is solely based on the definition of the position. See the definition of duty root 96, Professional ("Requires a high degree of knowledge and skills acquired through at least a baccalaureate degree or its

equivalent.") A job description can be helpful in making this decision. Other than the examples cites above other professional positions that would qualify include nurse, OT, PT, administrator, psychologist, SLP. Here again the title of the position can be misleading. An administrative assistant may be something equal to an administrative position or it may be a secretarial position.

3. **Service**. Military, Peace Corps, or Vista service which interrupted professional education employment.

**Helpful Questions:**

Question 1

**Did the service interrupt the professional education employment of the employee?** If it did not interrupt, it cannot be counted. As an example, if the person went directly into Peace Corps from college and did not teach first, that experience cannot be reported. On the other hand, if the person substitute taught in a position that required a teaching certificate and then went into the Peace Corps and came back into teaching, then the experience would count.

Question 2

**Does it matter what position they were employed in?** No, the verification form must just verify their service in the military, VISTA or Peace Corps.

4. **Sabbatical Leave.** Sabbatical Leaves are fairly uncommon but when used typically grant a person a partial pay for the time they are on a leave of absence.

**Helpful Questions:**

Question 1

**Can the teacher's union president's leave time be reported as sabbatical leave?** Yes. In fact, it should be reported this way where the district authorizes a leave of absence and the union reimburses the district for pay. Additionally when such leave is approved by the Board of Directors it should be stated as a sabbatical leave. Be sure to change your reporting duty code accordingly.

5. **Non-Degree Vocational Experience.** For non-degreed vocational/career and technical education instructors, up to a **maximum of six years of management experience** as defined in WAC 181-77-003 which states: "**Management experience" shall mean work as a supervisor, foreman or manager in the occupational area in which the person will instruct**. Additionally such experience must have been acquired after the instructor meets the minimum vocational/career and technical education certification requirements of three years (six thousand hours) established in WAC 181-77-041(1)(a)(i), regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held.

**Helpful Questions:**

Question 1

**Do you have a valid verification of employment citing the name of the employer, dates to and from, position held, and job description, or an equivalent in other appropriate documents?** Never grant vocational experience without the appropriate documentation. This is one of the most difficult pieces of processing CTE staff.

Question 2
**Did the experience occur after the person acquired 6000 work hours in the occupation to be taught?** You must also have documentation that verifies the initial 6000 hours. You cannot use the employees "self-testimony" or a resume. You can only report management experience after the documented 6000 hours are met.

Question 3
**Did the position meet the management definition requirement?** You must have documentation that the position was either a supervisor, foreman or manager. There are no exceptions and this is a frequent error.

6. **ESA Experience.** Beginning in the 2007–08 school year, for ESA staff (occupational therapists, physical therapists, nurses, speech-language pathologists, audiologists, counselors, psychologists, and social workers), years of experience may include employment in those positions but is limited to two years. While some districts locally grant credit for more than 2 years, only a maximum of 2 years can be reported on the S-275.

**Helpful Questions:**

Question 1
**Who is the employer?** Frequently the employee will indicate they provided services for a school district. You need to verify who provided their pay check. That is the employer. Typically we find that the school district was not the employer and it was some other agency (or self-employment). In this case you may report up to 2 years of ESA experience if it is properly documented.

Question 2
**What if we are not able to obtain a verification form directly from the employer?** Similar to the rules for granting vocational experience, you may utilize social security statements, tax returns, business licenses, bonding insurance or worker compensation reports.

Question 3
**Are there specific requirements?** Yes. For some positions a license, degree or other educational credentials are requirement. The best tool is to utilize the ESA Summary Table found in the S-275 Reporting Instructions and shown below. We recommend that you print a copy of this table; add the employee name at the top; and note or add documentation to verify the requirements are met.

# SECTION 6

# Lessons

# Learned

# From

# Auditors

# FY13 Staff Mix Errors

| Cause of error | Number references in audit memos | Percent |
|---|---|---|
| Clerical error (math computation, data input….) | 32 | 21% |
| Misclassification of credits (generally excess/academic) | 29 | 19% |
| Credits not reported | 26 | 17% |
| Double counted credits | 15 | 10% |
| Lack of support for credits reported | 7 | 5% |
| Rounding errors or inconsistencies | 7 | 5% |
| Did not convert semester credits to quarter credits | 4 | 3% |
| Miscalculate years experience | 3 | 2% |
| System conversion date issue - credits not counted | 3 | 2% |
| Relied on incorrect yrs experience calculation prior district | 3 | 2% |
| Unknown | 2 | 1% |
| Reported in-service less than 3 hours in length | 2 | 1% |
| Lack of credit approvals | 2 | 1% |
| Did not report credits because already M + 90 | 2 | 1% |
| Miscalculation substitute experience or did not report | 2 | 1% |
| Reported tribal instructors exp + credits to match pay | 2 | 1% |
| lacked employee contract | 1 | 1% |
| lack of support yrs experience | 1 | 1% |
| Did not deduct 45 credits at Masters | 1 | 1% |
| Files only reviewed when salary changes | 1 | 1% |
| Miscalculation excess credits | 1 | 1% |
| Did not convert in-service hours to credits | 1 | 1% |
| Counted in-service credits registered for but not taken | 1 | 1% |
| Reported credits prior to BA | 1 | 1% |
| Incorrect vocational instructor calculations | 1 | 1% |
| District requires original transcripts - not in file | 1 | 1% |
| Exceeded 1 FTE per year | 1 | 1% |
| Instructor contract FTE increased but S275 not updated | 1 | 1% |
| Reported out-of-state in-service credits | 1 | 1% |
| No support for highest degree earned | 1 | 1% |
| **Total** | 155 | |

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# Audit Errors

Because staffing data is used to determine state funding, S-275 data reported to OSPI must be properly documented. Errors on the S-275 report should be corrected promptly. Documentation must be available for audit by the Washington State Auditor's Office. Audit findings can result in the adjustment of school district allocations after the end of the school year. In recent years, audit reports noted the following S-275 reporting errors:

- **Improperly accepted a master's degree from a non-accredited college.** [Degrees must be earned from an institution of higher education that is regionally accredited or is accredited by the distance education and training council. Reference: WAC 392-121-250.]
- **Reported a grandfathered (G) bachelor's degree when eligible credits totaled less than 135.** [Example: Employee earned less than 135 total credits before January 1, 1992. References: RCW 28A.150.410(3) and WAC 392-121-270(2).]
- **Misclassified degree type.** [Example 1: Highest degree should have been reported as master's degree instead of grandfathered bachelor's degree. Example 2: District reported incorrect date for award of master's degree; master's degree was awarded before October 1 snapshot date, but not reported.]
- **Did not have on file, for instructors with master's degrees, transcripts documenting the award of the bachelor's degree from the granting institution.** [For certificated employees with a master's degree, districts should have on file documentation of the employee's first bachelor's degree. This is required to calculate excess credits and properly determine the employee's total eligible credits. Reference: WAC 392-121-280(1).]
- **Improperly reported a vocational/CTE instructor as "nondegreed: when the instructor had a bachelor's degree and did not meet the criteria/definition of "nondegreed".** [Reference: WAC 392-121-250.]
- **Reported academic credits earned from a non-accredited institution.** [Report only those academic credits earned from an institution of higher education that is regionally accredited or is accredited by the distance education and training council. Reference: WAC 392-121-255(3).]
- **Improperly counted academic credits that were below college level.** [Report only academic credits that are transferable or applicable to a bachelor's or more advanced degree program. Reference: WAC 392-121-255(4).]
- **Improperly reported credits that were earned prior to the award of a bachelor's degree as academic credits.** [Report only academic credits earned after the awarding or conferring of the employee's first bachelor's degree. Reference: WAC 392-121-255(1).]
- **Did not convert semester credits to quarter credits.** [Example: 3.0 semester hour credits should be reported as 4.5 quarter hour credits. Reference: WAC 392-121-255(7).]
- **Counted transfer credits without a copy of the transcript from the college that awarded the credits.** [Credits are to be documented by transcripts from the institution awarding the credits. Reference: WAC 392-121-280(2)(c).]
- **Counted same credits twice.**
- **Did not convert clock hours to in-service credits.** [Example 1: 7 clock hours should be reported as 0.7 in-service credits. Example 2: 15 continuing education credit hours should be reported as 1.5 in-service credits. Reference: WAC 392-121-257(7).]
- **Counted in-service credits which totaled less than 3.0 hours.** [Count only in-service programs which total 3 or more hours. Reference: WAC 181-85-030(6).]
- **Improperly reported in-service credits earned in another state.** [Count only Washington

Washington- approved in-service credits. Reference: WAC 392-121-257(3).]

- **File contained eligible credits that district didn't report.** [For state reporting purposes, count all eligible credits earned on or before October 1, even if you don't receive the documentation until after October 1. References: WAC 392-121-255(2) and WAC 392-121-257(2)
- **Did not calculate credits in excess of 45 earned between the bachelor's and master's degrees to establish excess credits.** [For certificated employees whose highest degree is a master's degree, districts should report as excess credits those academic and in-service credits in excess of 45 earned after the awarding or conferring of the bachelor's degree and prior to the warding or conferring of the master's degree. Districts should then report academic and in-service credits earned after the awarding or conferring of the master's degree. Reference: WAC 392-121-261(2).]
- **Misclassified credit types, such as academic vs. excess.** [Example 1: Credits that were reported as academic credits should have been reported as excess credits. Example 2: Credits earned after master's degree reported as excess credits should have been reported as academic credits.]
- **Did not include eligible work experience towards nondegree credits.** [For "nondegreed" vocational/CTE instructors, report occupational experience beyond three years (6,000 hours) as nondegree credits. Reference: WAC 392-121-259(3)(a).]
- **Did not include eligible clock hours of vocational/CTE educator training toward nondegreed credits.** [For "nondegreed" vocational/CTE instructors, report as nondegree credits those clock hours which are earned after meeting the program requirements for initial certification. Reference: WAC 392-121-259(3)(b).]
- **Improperly included clock hours of vocational/CTE educator training toward nondegreed credits before the instructor met the program requirements for initial certification.** [For "nondegreed" vocational/CTE instructors, report as nondegree credits those clock hours which are earned after meeting the program requirements for initial certification. Reference: WAC 392- 121-259(3)(b).]
- **Inappropriately allowed a degreed vocational/CTE instructor to convert occupational experience to credits and years of experience.** [Nondegree credits and "management experience" apply only to nondegreed certificated instructional employees. Reference: WAC 392-121-259 and 392-121-264(1)(e).]
- **Did not have approval forms for eligible credits earned after September 1, 1995.** [Reference: WAC 392-121-262.]
- **Counted out-of-state substitute experience which didn't require certification.** [Count K–12 employment only for those positions which require certification, as determined by the state or other governmental unit in which employment occurred. Reference: WAC 392-121-264(1)(a).]
- **Did not include experience credit for substitute hours.** [Count all K–12 employment in positions which require certification. Reference: WAC 392-121-264(1)(a).]
- **Incorrectly converted substitute days from out-of-district to the number of equivalent days in the district, instead of using 180 days.** [Reference: WAC 392-121-264(2)(b).]
- **Incorrectly counted experience which did not meet criteria.** [Reference: WAC 392-121-264.]
- **General mathematical and clerical errors in recording credits and years of experience, including data entry and rounding.**
- **Lacked supporting documentation for earned credits and years of experience.** [Example 1: No transcript. Example 2: Academic credits documented by a registration form instead of transcript. Reference: WAC 392-121-280.]
- **Did no update files as credits were earned, but only when approaching changes to LEAP placement.**

# Things we have learned from our reviews and working with auditors!

- **Start Early**
- **Be Organized**
- **Be Detailed**
- **Be Very, Very Knowledgeable**
- **Keep current with training/info**
- **Keep historical notebooks (S 275 instructions)**
- **Maintain documentation!!!**
- **Be conservative – ask first, then pay and/or report**
- **Seek help – the auditors are your friends – really!!!**
- **Keep notations on S275 edits**

## BE CAREFUL WITH…….

- **Course Approval Codes**
- **Conversion of Semester Hours**
- **Master Degree Dates/Credits**
- **"Inservice" Hours Rules**
  - **Clock Hours**
  - **Non-Transfer Credits**
  - **Approved providers**
- **Vocational Placements**
  - **Non-Degree Credits**
  - **Documentation of experience**
- **Experience Calculations**
  - **After 1/1/92 - Documentation**
  - **Calculate "Denominator"**
  - **All Substitutes – 180 days**

# THE S-275 REPORTING AUDIT PROCESS

- **Occurs annually, usually commencing in the Fall**

- **Examines in detail data reported on the S-275 for all staff**

- **Historically, most errors occur with the reporting of certificated instructional staff data because of its complexity**
    - **Transcripts**
        - **Duplicate Courses**
        - **Courses not over 100 level**
        - **Accredited Institutions**
        - **Clock Hour Providers**
        - **Conversion of Credits to Quarter Hours**
        - **In Excess of Hours**
        - **In-between credits**
    - **Experience Records**
    - **ESA staff**
    - **Vocational Staff**
    - **BA 135**
    - **Transfer Data from Other Districts**
    - **Course Approval Forms**

- **Documentation and Verification**

# TIME SCHEDULES

**We recommend building an internal calendar to ensure you are completing activities in a timely manner. It helps to be organized!**

- ✓ **Jan-Feb**
  - **Enrollment Projections**
  - **2nd Semester Schedule Checks**
  - **Check Certification to Assignments**
  - **Out-of-Endorsements to Board**
  - **Updating S275**
  - **Double Check K-4 Allocation Report**
  - **State Auditors Arrive**

- ✓ **Feb-March**
  - **Preliminary Staffing Projections**
  - **Staffing Analysis**
  - **Budget Changes**
  - **Meetings/Communications**

- ✓ **March-April**
  - **Staffing Placements**
  - **Transfer Processes**
  - **Confirm Leave Returns**
  - **Recruitment Activities**
  - **Firming up Staffing**
  - **Updating S 275**
  - **Negotiations**

- ✓ **April-May**
  - **Transfer Processes**
  - **Issue Certificated Contracts (Board authority)**
  - **Issue RIF or non-renewal notices if applicable**
  - **Recruitment and Hiring**
  - **Finalizing Staffing**
  - **Negotiations**

- ✓ **May-June**
  - **Finalize Staffing and Budgets**
  - **Hiring Activities**

- ✓ **June-August**
  - **Final Budget Adopted by Board**
  - **Freeze Budget Data and Create "Actual" Data for comparison purposes**
  - **Check Certification for Assignments**
  - **Post Experience – Get LWOP from Payroll – Get added Instructional Activity FTE from Payroll**
  - **Check of New Hire Documentation – Certification, I-9, etc prior to start dates**

- ✓ **September**
  - **Initial Enrollment Counts**
  - **Estimates of K-4 Counts**
  - **Staffing Adjustments**
  - **Notices to Staff re: Credits/Experience**
  - **Final S 275 for prior year**

- ✓ **October-November**
  - **Staffing Adjustments**
  - **Official Oct 1 counts for S275 (KEMS)**
  - **S 275 for current year**
  - **Check New Hire Documentation**
  - **Out-of-Endorsements to Board**
- ✓ **December**
  - **Adjust S 275 for December reporting**

# Helpful Contacts

**Ross Bunda, OSPI**
**Ross.Bunda@k12.wa.us**

**Cheryl Thresher, Auditor's Office**

**threshec@sao.wa.gov**

# QUESTIONS

# ABOUT

# AUDITS

# SECTION 7

# REVIEWING YOUR DATA

## 1801 Report

1. The 1801 report is available through your fiscal system. You should run this report every time you submit a 275 and maintain your final year-end report.
2. You should review it thoroughly to ensure your compliance.
3. You should also review it with business office staff.
4. Annually the reports are available for all districts on line at OSPI:

http://www.k12.wa.us/safs/reports1801.asp

## Edit Report

- You should run and review your edit reports with each submission and maintain your final year end report.

- These reports help identify issues. You cannot submit without errors but you can submit with warnings. However, you should document on your report the issue with your warnings. For example, you may have a "benefits too low" warning because a person went on LWOP after October 1.

1801 Reports - Available for every district. You MUST review this information for compliance and make 275 corrections as needed.

| Program | FTE | Base Salary Total | Base Salary Average | Other Salary Total | Other Salary Average | Insurance Benefits Total | Insurance Benefits Average | Mandatory Benefits Avg Rate | Mix Factor LEAP 1 | Derived Base |
|---|---|---|---|---|---|---|---|---|---|---|
| 01 | 160.745 | 9,246,885 | 57,525 | 651,607 | 4,054 | 1,601,097 | 9,960 | 18.34 | 1.61835 | 35,546 |
| 21 | 25.320 | 1,448,002 | 57,188 | 121,816 | 4,811 | 249,619 | 9,859 | 18.71 | 1.65495 | 34,556 |
| 22 | 0.900 | 57,756 | 64,173 | 4,279 | 4,754 | 9,167 | 10,185 | 18.75 | 1.88482 | 34,047 |
| 24 | 2.500 | 153,954 | 61,582 | 12,652 | 5,061 | 25,463 | 10,185 | 18.77 | 1.80868 | 34,048 |
| 31 | 14.230 | 767,011 | 53,901 | 76,946 | 5,407 | 145,655 | 10,236 | 19.09 | 1.54703 | 34,842 |
| 34 | 1.400 | 86,920 | 62,086 | 6,270 | 4,479 | 14,259 | 10,185 | 18.78 | 1.82347 | 34,048 |
| 45 | 1.860 | 104,114 | 55,975 | 5,857 | 3,149 | 19,253 | 10,351 | 19.69 | 1.50606 | 37,167 |
| 51 | 4.660 | 263,820 | 56,614 | 18,934 | 4,063 | 47,017 | 10,090 | 17.78 | 1.66277 | 34,048 |
| 55 | 6.252 | 350,966 | 56,137 | 22,639 | 3,621 | 55,758 | 8,918 | 18.05 | 1.70739 | 32,879 |
| 56 | 2.100 | 138,313 | 65,863 | 16,097 | 7,665 | 21,298 | 10,142 | 17.92 | 1.88482 | 34,944 |
| 58 | 5.300 | 321,870 | 60,730 | 283,594 | 53,508 | 53,981 | 10,185 | 18.07 | 1.78366 | 34,048 |
| 64 | 0.190 | 10,334 | 54,389 | 747 | 3,932 | 1,907 | 10,035 | 18.87 | 1.59744 | 34,048 |
| 65 | 1.160 | 61,598 | 53,102 | 4,436 | 3,824 | 11,693 | 10,080 | 18.89 | 1.55961 | 34,048 |
| 88 | 1.770 | 108,993 | 61,578 | 7,153 | 4,041 | 18,027 | 10,185 | 18.02 | 1.80856 | 34,048 |
| 97 | 1.000 | 146,000 | 146,000 | | | 11,213 | 11,213 | 17.28 | 1.88482 | 77,461 |
| Program 21 Instructional | 24.720 | 1,388,215 | 56,158 | 121,816 | 4,928 | 242,891 | 9,826 | 18.71 | 1.64937 | 34,048 |
| Program 21 Administrative | 0.600 | 59,787 | 99,645 | | | 6,728 | 11,213 | 18.70 | 1.88482 | 52,867 |
| K-12 Program 21 Instructional | 21.950 | 1,217,367 | 55,461 | 25,677 | 1,170 | 214,679 | 9,780 | 18.70 | 1.62892 | 34,048 |

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| Program | FTE | Base Salary Total | Base Salary Average | Other Salary Total | Other Salary Average | Insurance Benefits Total | Insurance Benefits Average | Mandatory Benefits Avg Rate | Mix Factor LEAP 1 | Derived Base |
|---|---|---|---|---|---|---|---|---|---|---|
| Program 26, 56, and 59 Instructional | 2.000 | 128,348 | 64,174 | 16,097 | 8,049 | 20,288 | 10,144 | 17.87 | 1.88482 | 34,048 |
| Program 26, 56, and 59 Administrative | 0.100 | 9,965 | 99,650 | | | 1,010 | 10,100 | 18.70 | 1.88482 | 52,870 |
| Program 31 Instructional | 13.630 | 711,035 | 52,167 | 76,946 | 5,645 | 138,927 | 10,193 | 19.12 | 1.53216 | 34,048 |
| Program 31 Administrative | 0.600 | 55,976 | 93,293 | | | 6,728 | 11,213 | 18.74 | 1.88482 | 49,497 |
| Program 34 Instructional | 1.400 | 86,920 | 62,086 | 6,270 | 4,479 | 14,259 | 10,185 | 18.78 | 1.82347 | 34,048 |
| K-3 BEA Instructional | 56.408 | 2,960,752 | 52,488 | 29,106 | 516 | 541,022 | 9,591 | 18.52 | 1.54185 | 34,042 |
| 4-6 BEA Instructional | 32.591 | 1,858,521 | 57,026 | | | 323,284 | 9,919 | 17.89 | 1.67433 | 34,059 |
| 7-8 BEA Instructional | 24.099 | 1,326,045 | 55,025 | 8,172 | 339 | 236,654 | 9,820 | 18.33 | 1.61606 | 34,049 |
| 9-12 BEA Instructional | 52.150 | 2,843,837 | 54,532 | 16,957 | 325 | 534,591 | 10,251 | 18.62 | 1.60162 | 34,048 |
| K-12 BEA Instructional | 165.248 | 8,989,155 | 54,398 | 87,322 | 528 | 1,635,552 | 9,898 | 18.39 | 1.59766 | 34,048 |
| K-12 BEA Administrative | 0.487 | 46,004 | 94,464 | | | 11,324 | 23,253 | 18.75 | 1.30317 | 72,488 |
| BEA | 179.235 | 10,350,930 | 57,751 | 740,680 | 4,132 | 1,791,476 | 9,995 | 18.40 | 1.61461 | 35,768 |
| Instructional | 213.200 | 11,751,105 | 55,118 | 1,223,026 | 5,737 | 2,110,084 | 9,897 | 18.40 | 1.61883 | 34,048 |
| Administrative | 16.187 | 1,515,431 | 93,620 | 3,244 | 200 | 175,322 | 10,831 | 18.39 | 1.82434 | 51,317 |
| Other | | | | 6,757 | | | | | | |
| Active | 229.387 | 13,266,536 | 57,835 | 1,233,027 | 5,375 | 2,285,405 | 9,963 | 18.40 | 1.63333 | 35,409 |

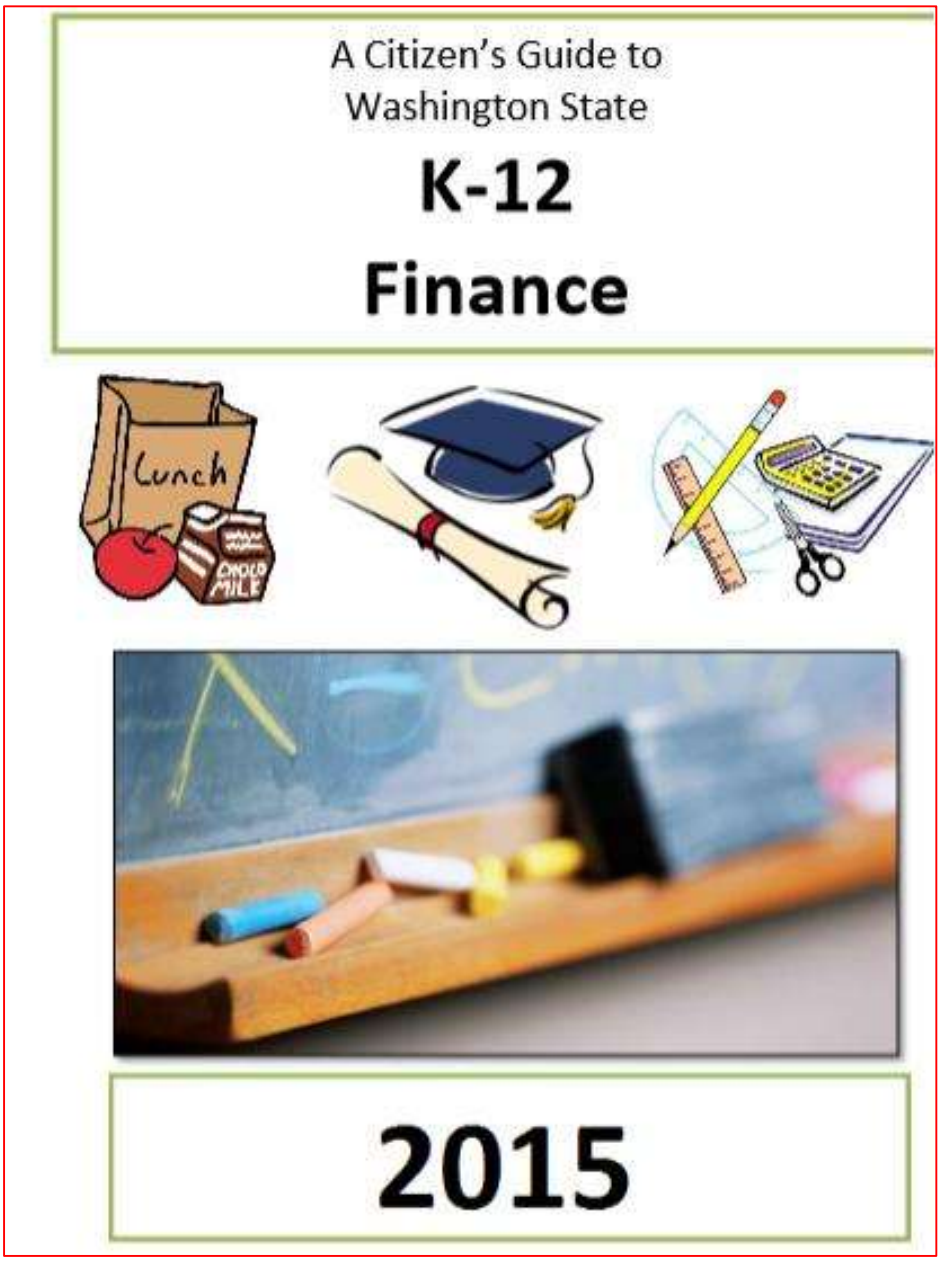
THIS IS THE MOST IMPORTANT PAGE WITH THE COMPLIANCE DATA.

| Program | FTE | Base Salary Total | Base Salary Average | Other Salary Total | Other Salary Average | Insurance Benefits Total | Insurance Benefits Average | Mandatory Benefits Avg Rate | Mix Factor LEAP 1 | Derived Base |
|---|---|---|---|---|---|---|---|---|---|---|
| Certificated Total | 229.387 | 13,266,536 | 57,835 | 1,233,027 | 5,375 | 2,285,405 | 9,963 | 18.40 | 1.63333 | 35,409 |
| Instructional for Funding Purposes | 211.200 | 11,622,757 | 55,032 | 1,206,929 | 5,715 | 2,089,796 | 9,895 | 18.41 | 1.61631 | 34,048 |
| Instructional for Compliance Purposes | 211.200 | 11,622,757 | 55,032 | 1,206,929 | 5,715 | 2,089,796 | 9,895 | 18.41 | 1.61631 | 34,048 |

000733

Citizens Guide to School Finance 2015

http://leg.wa.gov/Senate/Committees/WM/Documents/K-12%20Booklet_2015%202-10-15.pdf



# QUESTIONS

# ABOUT REVIEWING YOUR DATA

# SECTION 8

# APPENDIX

**Engrossed House Bill 2242**

In an April 2018 letter to Superintendents and Business Managers, Chris Reykadl, he said, "This letter is intended to provide clarity around the effective dates and share information about our plans to move forward during the 2018 – 19 transition year.

By way of background, in March 2018, the Legislature passed E2SSB 6362, which accelerated the implementation timeline for a new salary structure adopted in response to the *McCleary* litigation. Along with the increase in state funding, the legislature adopted new requirements related to the tracking of local revenue expenditures. Upon signing E2SSB 6362, Governor Inslee vetoed section 408, which directed the OSPI to adopt rules requiring the separate accounting of state and local revenues to expenditures by the 2018 – 19 school year. **The effect of this veto is that current law remains unchanged;** OSPI is required to adopt rules by the 2019 – 20 school year."

Background:
Engrossed House Bill 2242 (EHB 2242)
In the third special session of 2017, the Legislature enacted EHB 242. This legislation increased and revised state allocations for

- **K-12 basic education salaries,**
- **professional development days, and**
- **the prototypical school funding model**.

It also

- created a new state property tax for common schools at a total rate of $2.70 per $1,000 of assessed value when combined with the existing state property tax,
- revised local effort assistance up to $1,500 per student,
- capped school district levies at the lesser of $2,500 per student or $1.50 per $1,000 of assessed property value, and
- **limited use of these levies for enrichment outside of the state's basic education program**.

Basic Education: The Washington State Constitution provides, "It is the paramount duty of the state to make ample provision for the education of all children residing within its borders..." The Washington Supreme Court (court) has interpreted this to mean that the Legislature must define an instructional program of basic education for public schools and amply fund it from a regular and dependable source.
.
Since 2012, when the **court found that the state had failed to meet its state constitutional paramount duty to amply fund a program of basic education** and retained jurisdiction, the Legislature has annually reported to the court on legislative progress towards amply funding a program of basic education. The July 2017 report to the court included summary information on EHB 2242. In the **November 2017 court order, the court declared it was satisfied that the new salary model established by EHB 2242 provides for full state funding of basic education salaries sufficient to recruit and retain competent teachers, administrators, and staff**. However, only half of the state salary increase under the new model was provided for the

2018-19 school year, deferring full funding until the 2019-20 school year. The **court determined that the phase-in of the state salary allocations did not comply with the court's requirement to complete full implementation of the state's program of basic education by the 2018-19 school year. For that reason, the court found that the state had failed to fully comply with the court's order**, and it continued to retain jurisdiction.

School District Salaries: In 2017, through the enactment of EHB 2242, the Legislature phased-in increased state salary allocations for certificated instructional staff (CIS), certificated administrative staff (CAS), and classified staff (CLS) with 50 percent of the state funded increase implemented in the 2018-19 school year and 100 percent in school year 2019-20. Additionally, the Legislature reformed how school district staff salaries are established and adjusted in the future. These changes take effect with the2018-19 school year.

**Before EHB 2242**:

- Through school year 2017-18 the state allocated funding for certificated instructional staff (CIS) salaries **based on a grid which provides salary values that increase based on educational credit and years of experience.**
- Each district's CIS allocation is based on its **staff mix**, that is, the distribution on the state salary grid of the CIS hired by the district.
- Funding to support salaries for the classified staff (CLS) and administrative staff (CAS) is specified in the budget bill as a salary rate per state-funded staff person.
- **State salary funding was for allocation purposes only, and school districts were not required to hire staff according to the prototypical school staffing formula, nor were they required to pay CIS salaries according to the state CIS salary grid.**

**After EHB 2242 (this is what will change how districts will report to the state)**:

- Beginning in school year 2018-19, the state **will cease using the state salary schedule to allocate CIS salaries** for school districts.
- This **eliminates use of a district's staff mix**.
- Instead, the state will allocate salary funding to school districts **based on minimum statewide average salaries** for each of the three school staffing categories.
- Beginning in school year 2018-19, the minimum allocated salaries must be increased in equal increments to the following amounts for school year 2019-20, adjusted for inflation from the 2017-18 school. In school year 2018-19 salaries are phased in at 50 percent:ŸŸ
    - Certificated Staff (CIS) — an average salary of $65,216;
    - Administrative Staff (CAS) — an average salary of $6,805; and
    - Classified Staff (CLS) — an average salary of $46,784.

Additional requirements are established for CIS salaries:

- Districts may not pay CIS less than $40,000, or more than $90,000, and
- salaries for CIS with five years' experience must be at least 10 percent more than the minimum salary.
- restrictions apply to salaries for the basic education program, and exclude supplemental contracts.
- Districts may exceed the caps for specified hard-to-staff positions.

- Each of the minimum and maximum salaries is adjusted by inflation and by a district's regionalization factor.

**Salary Regionalization**: Under EHB 2242, beginning with the 2018-19 school year, the state must further adjust its salary allocations to reflect regional differences in the cost of hiring staff.

The regionalization factor for each school district is

- based on differences in the median residential value of each school district and its nearby districts,
- has adjustments of 6, 12, or 18 percent. An additional adjustment equal to 6 percent is identified in the budget bill and must be reduced on a specified schedule through the 2022-23 school year. For districts with a total adjustment of 24 percent, the additional 6 percent adjustment is completely eliminated by the 2022-23 school year. The additional 6 percent adjustment is reduced by 3 percentage points by the 2022-23 school year for other school districts receiving the additional adjustment.

**Supplemental Contracts**: School districts may provide additional salary to CIS beyond that provided by the state. The additional salary is provided using supplemental contracts and must be for additional time, responsibilities, and incentives, also known as TRI. In accordance with EHB 2242, the rate the district pays under a supplemental contract may not exceed the hourly rate of the employee under the employee's basic education salary.

**Temporary Limits on Salary Increases**:
EHB 2242 imposed temporary salary limits for the 2018-19 school year only—if a school district's collective bargaining agreement was modified after July 6, 2017, and in effect for the 2018-19 school year, then school districts are restricted from providing a percentage increase to total salary, including supplemental contracts, for CIS, CAS, and CLS above inflation as measured by the Consumer Price Index (CPI). The CPI is described as the current base compiled by the Bureau of Labor Statistics, U.S. Department of Labor, for the city of Seattle. These provisions expire August 31, 2019.

**Inflation Measures**: According to EHB 2242, except for the temporary restrictions on salary increases for the 2018-19 school year only, state salary allocations must provide an inflationary adjustment based on the Implicit Price Deflator (IPD), rather than the CPI. The IPD is described as the inflationary measure compiled by the Bureau of Labor Statistics, U.S. Department of Labor for the State of Washington. The inflation adjustment provided for enrichment levies and local effort assistance (LEA), is based on the IPD. This IPD is described as compiled by the Bureau of Economic Analysis of the U.S. Department of Commerce.

**Local School District Levies and LEA**:
In 2017, the Legislature reformed the maximum amount school districts may collect through their local district levies (enrichment levies) through the enactment of EHB 2242. EHB 2242 also substantially modifies state funding for the LEA program, which provides support for school districts with high local tax rates due to low assessed values. These changes take effect in calendar year 2019.

**Before EHB 2242**:
Through calendar year 2019, a school district's maximum enrichment levy amount is determined by the district's levy base and levy percentage, also referred to as a lid. Generally speaking, a district's annual levy base is the total of its state and federal funding for the prior school year, adjusted for inflation, and including additional amounts that were added to the levy base in 2010, sometimes referred to as ghost money. The levy lid is the maximum allowable percentage of the levy base that a school district may collect. The levy lid for most school districts is 28 percent, which means that each calendar year, districts may collect up to 28 percent of their levy base. Some districts are grandfathered at a higher levy percentage. The 28 percent lid extends through calendar year 2018. Through calendar year 2019, a school district is eligible for LEA funding if the school district has a higher than average levy rate and if the district has certified a local enrichment levy. Levies are equalized up to 14 percent of the levy base, half of the 28 percent levy lid that is applied to the majority of districts.

**After EHB 2242**:
Beginning with calendar year 2019, **school districts may collect enrichment levies based on a new levy lid**. A district's maximum enrichment levy is the lesser of $2,500 per pupil or a rate of $1.50 per $1,000 of assessed value. To qualify for LEA funding, a school district must have a maximum local levy that generates less than a state LEA threshold of $1,500 per pupil. LEA funding is provided on a per-pupil allocation basis so that the sum of enrichment levy funding and LEA funding for a qualifying district levying the maximum $1.50 tax rate is $1,500 per pupil. State LEA allocations are provided in proportion to the ratio of a school district's actual enrichment levy compared to its maximum levy. Both the per-pupil local levy lid and LEA threshold amount are adjusted annually for inflation beginning in calendar year 2020.

**Enrichment Levy Restrictions**: EHB 2242 changed maintenance and operation levies and transportation vehicle levies to enrichment levies. **Beginning 2019-20 school year, school districts may use local enrichment levies solely for documented and demonstrated enrichment and not for basic education**. **Use of local levies for supplemental contracts must also meet this requirement**. School districts must receive pre-ballot approval from the Office of the Superintendent of Public Instruction (OSPI) of an expenditure plan for enrichment levies, before submitting the levy to voters.

http://fiscal.wa.gov/BudgetOLEAPDocs

http://www.k12.wa.us/Workgroups/SalaryGrid.aspx

# Presenters:

Meredith Colvin, Bethel School District

MhColvin@bethelsd.org

Laura Bradburn, Mukilteo School District

BradburnLD@mukilteo.wednet.edu

Stephanie Drake, Spokane Public Schools

StephanieDr@spokaneschools.org

Jean Sander, Spokane Public Schools

Jeans@spokaneschools.org

**From:** Kelly Wittman on behalf of Kelly Wittman <kwittman@fwps.org>
**To:** admin@wspa.net
**Subject:** Automatic reply: WSPA S-275 Personnel Reporting Workshop Spokane 10/5/2018
**Date:** Thursday, October 4, 2018 10:20:06 AM

---

Thank you for your email. At the start of school, Human Resources experiences its highest volume of workload.

We will work diligently to respond to your questions, however, it make take some time. Please read below for FAQ which may answer your question(s).

***New Hires*** – have until December 1, 2018 to provide the Compensation team with documentation of education and experience credentials and receive a subsequent salary adjustment retroactive to their hire date within the 2018-19 school year.

Due to the high volume of requests/inquiries, we are still in the process of reviewing documentation. Since this takes a great deal of time and accuracy, you will be initially placed at BA+0, step 0 (for certificated, non-supervisory staff) until all documents have been verified. Please check employee online for any updates to your salary placement.

***Current Certificated Employees*** with credits and clock hours earned by August 31, 2018 and degrees earned by October 1, 2018, have until October 25, 2018 to submit the official documentation toward salary placement/advancement for the 2018-19 school year. The October 25th date is a firm deadline. No exceptions made.

We will be completing salary placements *through November* for documents received by the above-mentioned due dates. Please note, salary advancements are retroactive to the beginning of the 2018-19 school year or hire date, as appropriate.

***For Clock Hour Inquiries***, you must print a clock hour transcript through the Continuous Learning Center (CLC). Clock hours taken in FWPS are not automatically sent to Human Resources.

You are able track your credit/clock hour information received/recorded by HR for salary purposes through Employee Online.

https://employeeonline.fwps.org/ifas7/login/login.aspx?ReturnUrl=%2fIFAS7%2fEmpOnline%2fDefault.aspx

1. Login to EO (Employee Online) on any computer using Internet Explorer
2. Under "Education/Experience" click on Education to see degrees posted and Credits to see credits and clock hours posted.

This will show your current report of all the credits/clock hours we have received and entered for salary purposes in the HR system. Clock hours and semester credits are converted to quarter credits for salary purposes. 10 clock hours = 1 quarter credit. 1 semester credit = 1.5 quarter credits. Again the target date for updating these records is **November 30th**.

***For Employment Verifications*** (to provide to other school districts), we are receiving a high volume of requests, as well. We give 10-15 business days to respond to other districts requesting verification of employment.

Your patience throughout the placement process is greatly appreciated.

**From:** Liz McFarland on behalf of Liz McFarland <lmcfarla@fwps.org>
**To:** admin@wspa.net
**Cc:** Nettasha Reese
**Subject:** FW: S-275 workshop
**Date:** Thursday, October 4, 2018 10:31:37 AM
**Attachments:** McFarland_S275 2018.pdf

---

Jennifer,

Thanks for your help! Nettasha has been trying to pay online – may have registered me again. She tried the 'password reset' because she thought since the system recognized my email, I could still login. But that didn't work either.

If paying online isn't an option for her, can you please call her, at 253-945-2043?

Thanks again, see you tomorrow!
Liz

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Thursday, September 27, 2018 6:03 PM
**To:** Liz McFarland <lmcfarla@fwps.org>; Nettasha Reese <nreese@fwps.org>
**Subject:** FW: S-275 workshop

Liz and Nettasha,

The invoice is attached for your reference.

Nettasha, I am happy to touch base with you tomorrow regarding payment. We can take payment by phone with credit card or you are welcome to submit to your business office for payment by check.

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:** Liz McFarland [mailto:lmcfarla@fwps.org]
**Sent:** Thursday, September 27, 2018 1:55 PM
**To:** admin@wspa.net
**Cc:** Nettasha Reese <nreese@fwps.org>
**Subject:** RE: S-275 workshop

Jennifer – I got the OK, so please go ahead and process the registration. I'll take the hard copy.

By copy of this email I'll have Nettasha Reese, the executive assistant for Business Services, contact you with credit card information. Nettasha – Jennifer's phone number is 360-825-1415, if you need it.

Thank you!
Liz

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Tuesday, September 25, 2018 3:16 PM
**To:** Liz McFarland <lmcfarla@fwps.org>
**Subject:** RE: S-275 workshop

Liz,

Please forgive me. I don't know how I missed this email!

OF COURSE you can attend and as Federal Way is a district member, you have access to member pricing for all events. Spokane is still open and I am happy to process a registration on your behalf. Would you like the hardcopy manual (registration is $200) or the electronic version (registration is $175).

Please let me know and I will get you all taken care of.

Again, please accept my apologies for the oversight.

Hope all is well in the new position and I hope you join us in Spokane so I can say that in person ☺

Best,

Jennifer

---

**From:** Liz McFarland [mailto:lmcfarla@fwps.org]
**Sent:** Thursday, September 20, 2018 8:57 AM
**To:** admin@wspa.net
**Subject:** S-275 workshop

Hi Jennifer!

I hope you're doing well ☺ - I miss my WSPA friends!

Are the S-275 workshops open to non-members, since I am no longer one? Or – wait – do I remember you telling me that if we have a district membership people not on the "official" list could still register at member rates? And, lastly, is the Spokane workshop still available?

Supporting the HR staff with S-275 reporting is part of my new job, and I've never had anything to do with it – but I'll be gone the following week at a national conference, so Spokane is my only option. And then I have to convince my supervisors ☺

Thanks!
Liz

Liz McFarland
Business Applications Manager
Federal Way Public Schools
(253) 945-2041

FEDERAL WAY
PUBLIC SCHOOLS

Washington School Personnel Association

PO Box 1600
Anacortes, WA 98221

# Invoice

| Date | Invoice # |
|---|---|
| 9/27/2018 | 12130 |

| Bill To |
|---|
| Federal Way Public Schools<br>Attn: Accounts Payable<br>33330 8th Ave S.<br>Federal Way, WA 98003 |

| P.O. No. | |
|---|---|

| Description | Qty | Rate | Amount |
|---|---|---|---|
| MCFARLAND S-275 Spokane 2018 - Hardcopy Manual | | 200.00 | 200.00 |

| | |
|---|---|
| **Total** | $200.00 |
| **Payments/Credits** | $0.00 |
| **Balance Due** | $200.00 |

000746

**From:** admin@wspa.net
**To:** Liz McFarland
**Subject:** RE: S-275 workshop
**Date:** Friday, October 5, 2018 7:35:40 AM

---

Hi Liz,

My apologies, I was traveling yesterday and was not able to check in with Nettasha yesterday. Not to worry, I will work with her to get your payment taken care of and to ensure there is not a duplicate charge.

See you soon!

Jennifer

---

**From:** Liz McFarland [mailto:lmcfarla@fwps.org]
**Sent:** Thursday, October 04, 2018 10:32 AM
**To:** admin@wspa.net
**Cc:** Nettasha Reese <nreese@fwps.org>
**Subject:** FW: S-275 workshop

Jennifer,

Thanks for your help! Nettasha has been trying to pay online – may have registered me again. She tried the 'password reset' because she thought since the system recognized my email, I could still login. But that didn't work either.

If paying online isn't an option for her, can you please call her, at 253-945-2043?

Thanks again, see you tomorrow!
Liz

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Thursday, September 27, 2018 6:03 PM
**To:** Liz McFarland <lmcfarla@fwps.org>; Nettasha Reese <nreese@fwps.org>
**Subject:** FW: S-275 workshop

Liz and Nettasha,

The invoice is attached for your reference.

Nettasha, I am happy to touch base with you tomorrow regarding payment. We can take payment by phone with credit card or you are welcome to submit to your business office for payment by check.

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:** Liz McFarland [mailto:lmcfarla@fwps.org]
**Sent:** Thursday, September 27, 2018 1:55 PM
**To:** admin@wspa.net
**Cc:** Nettasha Reese <nreese@fwps.org>
**Subject:** RE: S-275 workshop

Jennifer – I got the OK, so please go ahead and process the registration. I'll take the hard copy.

By copy of this email I'll have Nettasha Reese, the executive assistant for Business Services, contact you with credit card information. Nettasha – Jennifer's phone number is 360-825-1415, if you need it.

Thank you!
Liz

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Tuesday, September 25, 2018 3:16 PM
**To:** Liz McFarland <lmcfarla@fwps.org>
**Subject:** RE: S-275 workshop

Liz,

Please forgive me. I don't know how I missed this email!

OF COURSE you can attend and as Federal Way is a district member, you have access to member pricing for all events. Spokane is still open and I am happy to process a registration on your behalf. Would you like the hardcopy manual (registration is $200) or the electronic version (registration is $175).

Please let me know and I will get you all taken care of.

Again, please accept my apologies for the oversight.

Hope all is well in the new position and I hope you join us in Spokane so I can say that in person ☺

Best,

Jennifer

---

**From:** Liz McFarland [mailto:lmcfarla@fwps.org]
**Sent:** Thursday, September 20, 2018 8:57 AM
**To:** admin@wspa.net
**Subject:** S-275 workshop

Hi Jennifer!

I hope you're doing well ☺ - I miss my WSPA friends!

Are the S-275 workshops open to non-members, since I am no longer one? Or – wait – do I remember you telling me that if we have a district membership people not on the "official" list could still register at member rates? And, lastly, is the Spokane workshop still available?

Supporting the HR staff with S-275 reporting is part of my new job, and I've never had anything to do with it – but I'll be gone the following week at a national conference, so Spokane is my only option. And then I have to convince my supervisors ☺

Thanks!
Liz

Liz McFarland
Business Applications Manager
Federal Way Public Schools
(253) 945-2041

FEDERAL WAY
PUBLIC SCHOOLS

**From:** Tara Lofton on behalf of Tara Lofton <tlofton@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: Registration now open: School Law Conference
**Date:** Friday, October 5, 2018 8:33:23 AM
**Attachments:** image001.png

---

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Are you able to process the payment for Tony and Janet today?

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
Follow us on Twitter: @FWPSCareers
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Please click here for conference information and registration.

Thank you,

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

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**From:** admin@wspa.net
**To:** Tara Lofton
**Subject:** RE: Registration now open: School Law Conference
**Date:** Friday, October 5, 2018 9:18:02 AM
**Attachments:** Frascone_law conf 2018.pdf
Hodson_law conf 2018.pdf
image001.png

---

Hi Tara,

I am in Spokane at our S-275 workshop today so I am not at my desk to take payment by phone. I have processed their registrations and the invoices are attached for your reference. I am happy to try calling at our next break. I think we break at 11:45 for lunch.

I apologize for the continued trouble!

Thank you,

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

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# INVOICE 12145

Washington School Personnel Association
PO Box 1600
Anacortes, WA 98221

| | |
|---|---|
| Invoice # | 12145 |
| Invoice Date | 10/05/2018 |
| Invoice Due | 11/04/2018 |

Federal Way Public Schools
Attn: Tony Frascone
33330 8th Avenue South
Federal Way, Washington 98003

| | |
|---|---|
| **Amount Due** | **250.00** |

## Invoice Details

| Description | Amount |
|---|---|
| 2018 School 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 12144

Washington School Personnel Association
PO Box 1600
Anacortes, WA 98221

| | |
|---|---|
| Invoice # | 12144 |
| Invoice Date | 10/05/2018 |
| Invoice Due | 11/04/2018 |

Federal Way Public Schools
Attn: Janet Hodson
33330 8th Ave S
Federal Way, Washington 98003

| | |
|---|---|
| **Amount Due** | **250.00** |

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| **To:** | admin@wspa.net |
| **Subject:** | RE: Registration now open: School Law Conference |
| **Date:** | Friday, October 5, 2018 9:20:30 AM |
| **Attachments:** | image001.png |

Thank you that will be perfect.

---

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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.wspa.net/

---

**From:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Tuesday, September 04, 2018 12:01 PM
**To:** admin@wspa.net
**Subject:** RE: Registration now open: School Law Conference

Hi Jennifer:

Here is my card info:

If you can send me an updated paid in full invoice, that would be great.

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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FEDERAL WAY PUBLIC SCHOOLS

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---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Tuesday, September 4, 2018 11:40 AM
**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** RE: Registration now open: School Law Conference

Hi Tara,

I am happy to take that number by phone. I will give you a call now.

Jennifer

---

**From:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Tuesday, September 04, 2018 11:38 AM
**To:** admin@wspa.net
**Subject:** RE: Registration now open: School Law Conference

We don't have checks here at the district, I was trying to process my district credit card.

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Tuesday, September 4, 2018 11:37 AM
**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** RE: Registration now open: School Law Conference

Tara,

The invoice for Mr. Brower is attached for your records – I am working on troubleshooting the other issue now. Thank you again for letting me know!

Jennifer

---

**From:** admin@wspa.net
**Sent:** Tuesday, September 04, 2018 11:35 AM
**To:** 'Tara Lofton' <tlofton@fwps.org>
**Subject:** RE: Registration now open: School Law Conference

Hi Tara,

I am so sorry for the trouble. I would be happy to process that registration for Mr. Brower on your behalf while I troubleshoot that issue.

May I ask if you received the error message when you first clicked on the registration link, or after trying to log in?

Thank you,

Jennifer

---

**From:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Tuesday, September 04, 2018 9:14 AM
**To:** admin@wspa.net
**Subject:** FW: Registration now open: School Law Conference

Good Morning. I am trying to register David Brower for the Law Conference and I am getting an error message that I don't have a log in and stating: **Your group does not have permission to view**

**this page.**

Any suggestions?

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
Follow us on Twitter: @FWPSCareers
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---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Tuesday, September 4, 2018 6:32 AM
**To:** David Brower <dbrower@fwps.org>
**Subject:** Registration now open: School Law Conference

Hello,

Registration is now open to attend the 2018 School Law Conference.

October 15-16, 2018
DoubleTree Suites by Hilton at Southcenter
Tukwila, Washington

We encourage you to attend this valuable and informative conference. Each day will provide relevant and useful information presented by some of Washington State's most prestigious and experienced law firms.

Sessions topics include Human Resources best practices in a variety of areas -- *final agenda coming soon*

Please click here for conference information and registration.

Thank you,

Washington School Personnel Association

This email was sent to dbrower@fwps.org by 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:** | lmcginnis@ptschools.org |
| **Cc:** | cleonard@wspa.net |
| **Subject:** | FW: MEMBER REQUEST |
| **Date:** | Friday, October 5, 2018 10:03:48 AM |
| **Attachments:** | Maintenance & Operations Manager.docx<br>Executive Director of Operations (Facilities and Transportation).docx |

---

FWPS does not have any directors under the Exec. Director other than the Director of Transportation. He does have two Maintenance and Operations managers, a Custodial Manager, and Project Coordinators.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Friday, October 5, 2018 8:36 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** MEMBER REQUEST

Laurie McGinnis from Port Townsend School District is looking for a job description for a Maintenance Lead or Director.

Please send your responses directly to: lmcginnis@ptschools.org

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

Thanks,

Curtis

---

This email was sent to jhodson@fwps.org by cleonard@wspa.net

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Federal Way Public Schools
Every Student, a Reader

Position Description

# MAINTENANCE & OPERATIONS MANAGER

## POSITION SUMMARY

The Maintenance & Operations Manager is responsible for the coordination of the operational support services for all district facilities. This position will support and assign maintenance functions supporting the preservation of district facilities consistent with the NTPS Asset Preservation Plan. This position is also responsible for the maintenance and improvements to all district grounds, including athletic fields. This position will provide logistical, technical and management support to the Facility Services Team and its customers.

## MAJOR RESPONSIBILITIES

1. Plans, prioritizes, assigns, supervises and reviews the work of maintenance staff responsible for providing general maintenance and grounds maintenance within organization.
2. Recommends persons to be hired, promoted, disciplined, or discharged to Director of Support Services.
3. Participates in preparing and monitoring of maintenance budgets. Submits budget recommendations, monitors expenditures, and prepares estimates for labor and material costs of unanticipated events and special assignments.
4. Oversees life safety and compliance codes in district facilities.
5. Inspects the condition of school buildings to determine needed repairs and maintenance.
6. Implements and manages maintenance work planning process.
7. Analyzes technical information and creates reports from data recorded by automated building systems control network.
8. Supervises the maintenance of, but not limited to, power, lighting, locking devices, HVAC units, heat pumps, valves and controls of schools and all district buildings.
9. Monitors Indoor Air Quality of all district facilities for health and safety.
10. Provides and maintains a plan for long-range maintenance needs of district property.
11. Directs use of herbicides and insecticides to grounds maintenance staff in compliance with all federal, state, and local regulations.
12. Maintains all grounds equipment including record keeping.
13. Plans and assigns snow and ice removal as necessary to provide a safe environment at all district property.
14. Provides and maintains inspections of playgrounds for compliance with safety standards.
15. Coordinates and supervises work of contract labor and skilled tradespersons.
16. Establishments, manages and instructs department safety program.
17. Insures maintenance employees are provided needed safety or knowledge training.
18. Assists grounds and maintenance staff in the field by providing troubleshooting strategies and analysis.
19. Informs grounds and maintenance staff of changes in technology, laws, codes and regulations.
20. Organizes and schedules compliance activities and creating appropriate records.
21. Provides support to the Director of Support Services for the purpose of meeting departmental goals and objectives.
22. Acts for the Director of Support Services (Maintenance & Operations) in the Director's absence.

## OTHER RESPONSIBILITIES

1. Manages, implements and provides training of the Safety Data Sheet (SDS) recordkeeping and access system.
2. Supports District Administration, Principals, and other district staff with building needs.
3. Selects, orders and maintains inventories of supplies and materials from a variety of vendors in support of planned and active maintenance projects.
4. Manages the department inventory of tools, supplies and materials.

Created: February 2014

5. Takes initiative to find solutions and creates more effective processes to continually improve the efficiency of the department.
6. Assists in promoting the safety, health, and comfort of students and employees in school buildings and grounds.
7. Maintains a high standard of safety, cleanliness, and efficiency in all maintenance and repair projects.

The preceding lists of responsibilities are not exhaustive and may be supplemented as necessary.

## REQUIRED QUALIFICATIONS

1. A minimum of an AA degree in a related field with an additional five years' experience in employee supervision, planning, scheduling, permitting and executing of construction and maintenance projects.
2. Demonstrated previous successful experience leading and managing skilled employees.
3. Demonstrated outstanding communication skills in a variety of situations with a diverse community of customers.
4. Possession of or the ability to acquire asbestos certification within six (6) months of hire,
5. Possession of or the ability to acquire any needed certification as directed by Supervisor.
6. Evidence of excellent skills and abilities in successfully planning, organizing, and managing information and projects.
7. Basic working knowledge of Microsoft Word and Excel, and a willingness and ability to gain a high level of proficiency in the department's automated work request system, automated building controls system and the district email software, First Class.
8. Evidence of outstanding customer service skills.
9. Evidence of excellent problem solving process skills in both technical and interpersonal situations.
10. Direct experience in and knowledge of the requirements for planning and coordinating a program to service and maintain large public facilities.
11. Previous direct experience with local code jurisdiction agencies such as building and land development, fire, electrical, environmental and health in the areas of permitting, planning, reporting and interpretation of requirements for building construction and maintenance.
12. Must be detail-oriented and able to manage large scope and high volume projects.
13. Ability to exercise initiative, make independent decisions, multi-task and follow through on responsibilities.
14. Ability to maintain a high level of confidentiality.
15. Ability to maintain cultural awareness and sensitivity to work cooperatively and collaboratively with staff, parents and the public.
16. Must be able to perform the essential functions of the job with or without reasonable accommodations

## WORK SCHEDULE

This is a twelve (12) month, 260-day position. Some evening work may be required.

## WORKING CONDITIONS

This position experiences inflexible deadlines and interruptions. Position requires visual and mental concentration on detail, dexterity and precision. Position also requires sitting, standing, walking, carrying, lifting, filing, hearing, speaking, writing, keyboarding, extended periods of time reading off of a computer monitor, and exposure to angry or frustrated individuals.

## REPORTING RELATIONSHIPS

This position reports to and is evaluated by the Director of Support Services. This position has direct support relationships with other department managers.

Created: February 2014

**REPRESENTATION**

Non-represented

**LEVEL OF COMPENSATION**

Manager I Level on Non-represented 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.

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.

Created: February 2014

**FEDERAL WAY**
PUBLIC SCHOOLS

# Position Description

# EXECUTIVE DIRECTOR OF OPERATIONS (FACILITIES AND TRANSPORTATION)

**POSITION SUMMARY**: The Executive Director of Operations provides leadership, long-range planning, and administers day-to-day operations for the Facilities (Maintenance, Operation, Grounds, Resource Conservation, Distribution Center) and Transportation Departments to ensure effective learning environments in support of learning by all Federal Way Public Schools scholars. This position is also responsible for all regulatory and compliance issues, as well as new construction in the District. The position will provide leadership and oversight to ensure that the District's Departments of Facilities and Transportation are leveraged effectively to enact the goals within the strategic plan and to complement the core instruction delivered by schools.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** This list is meant to be representative, not exhaustive, and incumbents are expected to perform all duties as assigned or directed. 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, consistent with applicable law.

- Establish the programs and provide leadership for Maintenance, Custodial and Grounds, Resource Conservation and Distribution Center. Ensure organizational structure provides for appropriate direction setting, accountability, performance feedback and evaluation.
- Establish priorities and conduct planning for major maintenance projects, preventative maintenance and resource conservation. Ensure that the required Asset Preservation Program is completed annually.
- Establish and monitor budgets for Maintenance, Custodial and Grounds, Resource Conservation and Distribution Center.
- Hire, train, supervise, and evaluate Maintenance, Custodial, Grounds, Resource Conservation, Distribution Center, and Office personnel.
- Ensure compliance with all aspects of the collective bargaining agreement (CBA) between the District and the organized members of a union in Maintenance, Custodial and Grounds, Resource Conservation and Distribution Center.
- Establish and maintain excellent collaborative relationships with all unions and their representatives for the employees working in Maintenance, Custodial and Grounds, Resource Conservation and Distribution Center.
- Serve as liaison between the School District and other governmental agencies in insuring district compliance with all facilities codes and regulations, including safety and inspections, regarding the physical environment.
- Provide general supervision of the ongoing maintenance and custodial care of all District facilities.

- Provide general supervision of the District's energy management and resource conservation programs.
- Establish and administer the emergency response plan for facilities due to inclement weather or other emergency affecting schools and facility use.
- Represents the School District in community facility planning efforts as assigned.
- Serve as liaison between the School District and architect on all maintenance-related construction projects.
- Plan and authorize major maintenance improvement projects.
- Provide oversight for all payment requests pertaining to Maintenance, Custodial, Grounds and Warehouse expenditures.
- Ensure compliance with all federal, state and local regulations and laws pertaining to Maintenance and other related areas and maintain all necessary documentation.
- Ensure all inspections of school buildings and related facilities on a regular basis for needed repairs and maintenance; establish and recommend priorities on repair projects; assign and inspect work; prepare reports on estimated costs, work and materials for project completion.
- Plan for, approve, and coordinate the installation or relocation of portable classrooms.
- Maintain an efficient system for managing emergency repairs.
- Participate in the planning and review of all new facilities.
- Serve as the District's representative for labor negotiations.
- Serve as the coordinator of the District's facilities services safety program.
- Coordinate compliance with Right-To-Know, worker compensation accident investigation, and other federal and state agency requirements.
- Coordinate compliance with AHERA requirements.
- Plan for and coordinate compliance with the ADA requirements.
- Perform duties of SEPA "Responsible Official."
- Serve as the District's Asbestos AHERA Designated person.
- Coordinate the development and operations of the preventive maintenance program, using current facilities management software.
- Evaluate all personnel under his/her supervision at least annually and assist subordinate supervisory personnel with the development of their specific objectives.
- Develop objectives annually in compliance with the District's Strategic Plan.
- Work collaboratively with other divisions within the ESC to create streamlined service to school administrators.
- Attend and/or participate in required District, Board, and committee meetings, and other activities as specified by assigned supervisor.
- Participate in collaborative relationships with other members of the Superintendent's Leadership Team in service of the District's Strategic Plan.

**REQUIRED QUALIFICATIONS:**

**Education and Experience**

Bachelor's Degree in facilities, project, or construction management, business administration, or related field

Five years of progressive management-level experience in a large organization with multiple units and/or

Fifteen (15) years management-level experience with increased supervisory experience in a large organization with multiple units.

**PREFERRED QUALIFICATIONS:**
Master's degree in a related field
Management-level experience in a public organization or K-12 environment overseeing personnel, maintenance, operations, grounds, and custodial employees in a school environment
Proven successful leadership in small and large organizations
Experience in conducting investigations and employee discipline
Experience in successful labor relations and negotiations
Experience in successfully managing unionized work forces
Experience in managing major construction projects

**CONDITIONS OF EMPLOYMENT:**
Criminal background clearance
Valid Washington State driver's license and proof of insurance
Ability to respond to emergency calls at any time

**KNOWLEDGE OF:**
Facility design, utilization, and construction
Construction procedures and planning
Facility maintenance procedures
Building Trades, Uniform Building Codes, domestic water operation, fire protection systems, and oil/gas boiler operations
Budget management
The needs and concerns of school administrators and staff
School board policies and procedures

**ABILITY TO:**
Communicate effectively verbally and in writing
Train and provide work direction to classified clerical staff
Operate a microcomputer and related software
Establish and maintain effective working relationships with a diverse community
Work collaboratively with school and central office administrators, parents, and community members
Demonstrate understanding of and experience with cultural competence
Remain flexible to changes in assignments or situations
Plan, organize, prioritize, implement, and evaluate projects
Delegate and make decisions
Negotiate contract requirements
Resolve conflict
Maintain and control budgets
Comply with school board policies and follow administrative procedures

**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 15 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 employee regularly deals with angry and upset students, parents, and community members. The employee must adjust to frequent interruptions in their work schedule. Evening and weekend work may be required. The employee may be required to travel (by car and/or plane) to a variety of locations.

**WORK SCHEDULE**
This position is 12 months per year.

**REPORTING RELATIONSHIP**
Position reports to and is evaluated by the Chief Finance and Operations Officer

**REPRESENTATION**
This position is not represented.

**LEVEL OF COMPENSATION**
Leadership Team level: $144,407

CLASSIFICATION HISTORY
Update 08/2016
Revised 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.
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:** cleonard@wspa.net; nicoarac@bsd405.org
**Subject:** RE: MEMBER REQUEST
**Date:** Friday, October 5, 2018 10:18:52 AM

---

FWPS struggles with the same issue. For some reason, we are getting more requests. Our standard has been if they just want one because it bothers them to sit for long periods, then it is up to the building to provide them an ergonomic work station.

If they have a diagnosis of a disease, then we accommodate. The problem is they want to argue a chiropractor should be sufficient.

Would like to know what you find out.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Friday, October 5, 2018 8:35 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** MEMBER REQUEST

Good Morning WSPA members! Here are a couple of requests for your consideration. Thank you!!

Alex Nicoara from Bellevue School District would like some more information on how other districts process accommodation requests (specifically ergonomic equipment requests) and if anyone has any specific forms they require from the physicians.

Please send your responses directly to: nicoarac@bsd405.org

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

Thanks,

---

This email was sent to jhodson@fwps.org by cleonard@wspa.net

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**From:** Tara Lofton on behalf of Tara Lofton <tlofton@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: Registration now open: School Law Conference
**Date:** Friday, October 5, 2018 3:55:14 PM
**Attachments:** image001.png

---

Hi Jennifer:

Please be sure that I get a receipt for Tony and Janet's Law Conference payment.

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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---

**From:** Tara Lofton
**Sent:** Friday, October 5, 2018 9:21 AM
**To:** 'admin@wspa.net' <admin@wspa.net>
**Subject:** RE: Registration now open: School Law Conference

Thank you that will be perfect.

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Friday, October 5, 2018 9:18 AM
**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** RE: Registration now open: School Law Conference

Hi Tara,

I am in Spokane at our S-275 workshop today so I am not at my desk to take payment by phone. I have processed their registrations and the invoices are attached for your reference. I am happy to try calling at our next break. I think we break at 11:45 for lunch.

I apologize for the continued trouble!

Thank you,

Jennifer

---

**From:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Friday, October 05, 2018 8:33 AM
**To:** admin@wspa.net
**Subject:** RE: Registration now open: School Law Conference

Hello:

Are you able to process the payment for Tony and Janet today?

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Wednesday, October 3, 2018 11:49 AM
**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** RE: Registration now open: School Law Conference

Im sorry, I thought you meant two more in addition to Janet and Tony!

Still not able to get in, but I will send over confirmations for both just as soon as I can. Sorry for the confusion!

---

**From:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Wednesday, October 03, 2018 11:38 AM
**To:** admin@wspa.net

**Subject:** RE: Registration now open: School Law Conference

I need to register for Janet Hodson and Tony Frascone. Let me know when your system is up and running. ☺

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Wednesday, October 3, 2018 9:40 AM
**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** RE: Registration now open: School Law Conference

Hi Tara,

Our website/registration is currently down and not expected to be back up and running for several hours. I would be happy to process these registrations for you just as soon as I can get back into the system. I will also honor the early bird price for the trouble.

Please let me know who else you need to register and I will take care of it just as soon as I can.

My apologies for the trouble. Fingers crossed they have me back up and running ASAP!

Best,

Jennifer

---

**From:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Tuesday, October 02, 2018 3:32 PM

**To:** admin@wspa.net
**Subject:** RE: Registration now open: School Law Conference

I am still unable to login. Can you please assist with registering two more of my Directors?

---

**From:** Tara Lofton
**Sent:** Tuesday, October 2, 2018 9:27 AM
**To:** 'admin@wspa.net' <admin@wspa.net>
**Subject:** RE: Registration now open: School Law Conference

Hello Jennifer:

I need to also register Janet Hodson and Tony Frascone for the upcoming law conference on October 15th and 16th. Can you assist?

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Tuesday, September 4, 2018 5:09 PM
**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** FW: Registration now open: School Law Conference

Tara,

The paid receipt is attached for your records.

Please let me know if you have any questions or if any additional documentation is needed.

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:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Tuesday, September 04, 2018 12:01 PM
**To:** admin@wspa.net
**Subject:** RE: Registration now open: School Law Conference

Hi Jennifer:

Here is my card info:

If you can send me an updated paid in full invoice, that would be great.

Thank you

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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**From:** admin@wspa.net <admin@wspa.net>
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Jennifer

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**Subject:** RE: Registration now open: School Law Conference

Tara,

The invoice for Mr. Brower is attached for your records – I am working on troubleshooting the other issue now. Thank you again for letting me know!

Jennifer

---

**From:** admin@wspa.net
**Sent:** Tuesday, September 04, 2018 11:35 AM
**To:** 'Tara Lofton' <tlofton@fwps.org>
**Subject:** RE: Registration now open: School Law Conference

Hi Tara,

I am so sorry for the trouble. I would be happy to process that registration for Mr. Brower on your behalf while I troubleshoot that issue.

May I ask if you received the error message when you first clicked on the registration link, or after trying to log in?

Thank you,

Jennifer

---

**From:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Tuesday, September 04, 2018 9:14 AM
**To:** admin@wspa.net
**Subject:** FW: Registration now open: School Law Conference

Good Morning. I am trying to register David Brower for the Law Conference and I am getting an error message that I don't have a log in and stating: **Your group does not have permission to view this page.**

Any suggestions?

**Tara T. Lofton**
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---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Tuesday, September 4, 2018 6:32 AM
**To:** David Brower <dbrower@fwps.org>
**Subject:** Registration now open: School Law Conference

Hello,

Registration is now open to attend the 2018 School Law Conference.

October 15-16, 2018
DoubleTree Suites by Hilton at Southcenter
Tukwila, Washington

We encourage you to attend this valuable and informative conference. Each day will provide relevant and useful information presented by some of Washington State's most prestigious and experienced law firms.

Sessions topics include Human Resources best practices in a variety of areas -- *final agenda coming soon*

Please click here for conference information and registration.

Thank you,

Washington School Personnel Association

---

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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:** | admin@wspa.net |
| **Subject:** | RE: Registration now open: School Law Conference |
| **Date:** | Monday, October 8, 2018 8:48:47 AM |
| **Attachments:** | image001.png |

---

Hello Jennifer:

Will you be able to provide me with a receipt of payment?

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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---

**From:** Tara Lofton
**Sent:** Friday, October 5, 2018 3:55 PM
**To:** admin@wspa.net
**Subject:** RE: Registration now open: School Law Conference

Hi Jennifer:

Please be sure that I get a receipt for Tony and Janet's Law Conference payment.

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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---

**From:** Tara Lofton
**Sent:** Friday, October 5, 2018 9:21 AM
**To:** 'admin@wspa.net' <admin@wspa.net>
**Subject:** RE: Registration now open: School Law Conference

Thank you that will be perfect.

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Friday, October 5, 2018 9:18 AM
**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** RE: Registration now open: School Law Conference

Hi Tara,

I am in Spokane at our S-275 workshop today so I am not at my desk to take payment by phone. I have processed their registrations and the invoices are attached for your reference. I am happy to try calling at our next break. I think we break at 11:45 for lunch.

I apologize for the continued trouble!

Thank you,

Jennifer

---

**From:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Friday, October 05, 2018 8:33 AM
**To:** admin@wspa.net
**Subject:** RE: Registration now open: School Law Conference

Hello:

Are you able to process the payment for Tony and Janet today?

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist

253-945-2039 | tlofton@fwps.org
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---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Wednesday, October 3, 2018 11:49 AM
**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** RE: Registration now open: School Law Conference

Im sorry, I thought you meant two more in addition to Janet and Tony!

Still not able to get in, but I will send over confirmations for both just as soon as I can. Sorry for the confusion!

---

**From:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Wednesday, October 03, 2018 11:38 AM
**To:** admin@wspa.net
**Subject:** RE: Registration now open: School Law Conference

I need to register for Janet Hodson and Tony Frascone. Let me know when your system is up and running. ☺

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Wednesday, October 3, 2018 9:40 AM
**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** RE: Registration now open: School Law Conference

Hi Tara,

Our website/registration is currently down and not expected to be back up and running for several hours. I would be happy to process these registrations for you just as soon as I can get back into the system. I will also honor the early bird price for the trouble.

Please let me know who else you need to register and I will take care of it just as soon as I can.

My apologies for the trouble. Fingers crossed they have me back up and running ASAP!

Best,

Jennifer

---

**From:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Tuesday, October 02, 2018 3:32 PM
**To:** admin@wspa.net
**Subject:** RE: Registration now open: School Law Conference

I am still unable to login. Can you please assist with registering two more of my Directors?

---

**From:** Tara Lofton
**Sent:** Tuesday, October 2, 2018 9:27 AM
**To:** 'admin@wspa.net' <admin@wspa.net>
**Subject:** RE: Registration now open: School Law Conference

Hello Jennifer:

I need to also register Janet Hodson and Tony Frascone for the upcoming law conference on October 15th and 16th. Can you assist?

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist

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---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Tuesday, September 4, 2018 5:09 PM
**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** FW: Registration now open: School Law Conference

Tara,

The paid receipt is attached for your records.

Please let me know if you have any questions or if any additional documentation is needed.

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:** Tara Lofton [mailto:tlofton@fwps.org]
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Sessions topics include Human Resources best practices in a variety of areas -- *final agenda coming soon*

Please click here for conference information and registration.

Thank you,

Washington School Personnel Association

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**From:** admin@wspa.net
**To:** admin@wspa.net
**Cc:** Bradburn Laura D.; MEREDITH COLVIN
**Subject:** S-275 Personnel Reporting Workshop: Tukwila 10/10/2018
**Date:** Monday, October 8, 2018 11:58:51 AM
**Attachments:** S275 Manual_UPDATED 2018.pdf

---

Hello,

Thank you for your registration to the WSPA S-275 Personnel Reporting Workshop. We look forward to having you join us.

**S-275 Personnel Reporting Workshop - TUKWILA**

- October 10, 2018
- 8:00am: Registration and breakfast (continental breakfast provided)
- 8:30 am – 4:00 pm Workshop (lunch provided)
- Location: DoubleTree Suites by Hilton at Southcenter
    - 16500 Southcenter Parkway, Tukwila, WA 98188

The electronic manual is attached for your reference. For those attendees who elected to receive a hardcopy manual, they will be provided to you at the event. We recommend bringing a laptop or other device for those of you accessing materials electronically.

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/

# S-275 REPORTING MANUAL

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Washington School Personnel Association

Contact: admin@wspa.net

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Section 1: The 275 Impact on School Finance

Section 2: The S-275 Overview

Section 3: Who, What, When

Section 4: Degrees, Credits, In-Service Hours

Section 5: Certificated Years of Experience

Section 6: Lessons Learned from Audits

Section 7: Reviewing Your Data

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SECTION 1

# The S-275 Impact on School Finance

## SCHOOL FINANCE AND THE S275 REPORT

**DISCLAIMER:** THIS IS NOT INTENDED TO BE A FULL COURSE ON SCHOOL FINANCE. WE ENCOURAGE YOU TO ATTEND A SCHOOL FINANCE WORKSHOP TO INCREASE YOUR LEVEL OF UNDERSTANDING. WE ARE NOT SPONSORED BY OSPI OR THE STATE AUDITORS OFFICE.

**WASHINGTON STATE CONSTITUTION:**

**Article** IX, **Section 1.**
"It is the paramount duty of the state to make ample provision for the education of children residing within its borders..."
**Article** IX, **Section 2.**
"The Legislature shall provide a general and uniform system of public schools..."
**Article Ill, Section 22.**
"The superintendent of public instruction shall have supervision over all matters pertaining to the public schools."

**The Courts:**

**Doran Decisions (Thurston County)**

- In response to a lawsuit initiated in 1976 by Seattle School District, State Superior Court Judge Doran directed the state Legislature to define and fully fund a program of basic education for all students in Washington.

**McCleary vs. Washington**

- In response to a lawsuit initiated in 2007 by Network for Excellence in Washington Schools filed for the McCleary family, Superior Court Judge John Erlick ruled in favor of the plaintiffs that the state wasn't meeting its paramount duty to adequately fund basic education. In 2012 the Supreme Court ruled that Washington was not adequately funding basic education.
- In the 2017 legislative session, the Legislatures enacted EHB 2242 to increase and revised state allocations to more fully fund basic education.

**Legislature**

- Establishes regulations for funding or what we call "apportionment."

**School Funding**

- State apportionment is a major source but many other sources exist.

**Role of OSPI:**

- To collect data from school districts
- To provide instruction and guidance to districts in reporting
- Analyze and monitor data
- Report the data
- Report specifically to the State Legislature

**Funding Sources:**

- **State General Apportionment**: Basic Education, Vocational Education/CTE
- **State Specific Funds**: LAP, Transportation, Special Education, Grants
- **Federal Funds**: Title I, Title II, Bilingual, Migrant, Grants, Impact Aid, Vocational
- **Local Levy Funds**
- **Local Bonds**
- **Other grants or special funds**

**The basic education apportionment formula have recently changed since the McCleary decision:**

The state has made a drastic change to the way that funding is allocated for certificated staff (CIS) salaries. In the past, the allocation the state would pass through to the districts was based on a **mix factor** made up of **degrees, credits and experience**. With the Engrossed House Bill 2242 (EHB 2242), this legislation increased and revised state allocations for:

- **K-12 basic education salaries,**
- **professional development days, and**
- **the prototypical school funding model**.

It also

- created a new state property tax for common schools at a total rate of $2.70 per $1,000 of assessed value when combined with the existing state property tax,
- revised local effort assistance up to $1,500 per student,
- capped school district levies at the lesser of $2,500 per student or $1.50 per $1,000 of assessed property value, and
- **limited use of these levies for enrichment outside of the state's basic education program**.

What this means for the S275 reporting in future years is that we may not be reporting on any of the staff mix data. OSPI has not determined at this time how they will change how districts will be reporting however, so for the 2018-19 school year, the S275 will still capture the mix factor data.

# State Basic Education Funding

**Student FTE through Enrollment Reporting**

**Generates Staffing Units and MSOC**

## Basic Education Funding

**Staffing Units:**

- Administrator
- Certificated
- Classified

Account Objects:
2000,3000,4000

**Materials, Supplies, Operation Costs (MSOC):**

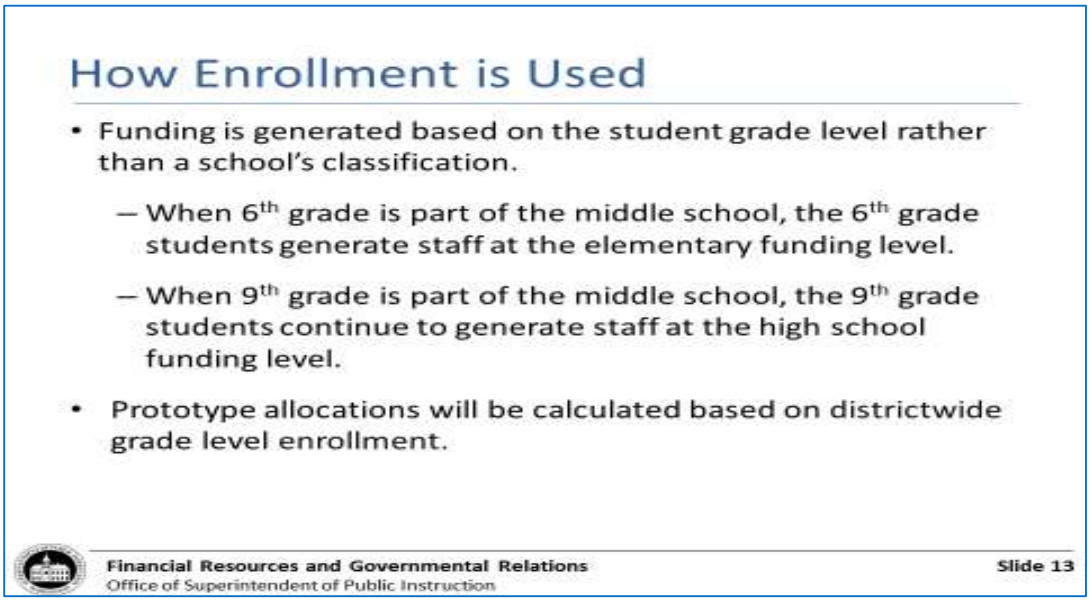
- Curriculum
- Supplies

Account objects:
5000-9000

**Staffing Units are converted to salary and benefit dollars based on formulas.**

## CERTIFICATED STAFFING UNITS

Staffing units are the number of certificated staff per 1000 students. Basic Education ratios are driven by enrollment reporting and grade group reporting on the S-275. The chart below from the Financial Resources and Governmental Relations section of OSPI indicates class size in Basic Ed with the new Prototypical staffing model.




| Prototypical Model Increases: | | | current | 2018-19 | 2019-20 | 2020-21 |
|---|---|---|---|---|---|---|
| | | | | | | |
| **Class Size - General Education** | | | | | **Mandatory beginning 2019-2020** | |
| | Kindergarten | | 17.000 | 17.00 | 17.00 | 17.00 |
| | First | | 17.000 | 17.00 | 17.00 | 17.00 |
| | Second | | 17.000 | 17.00 | 17.00 | 17.00 |
| | Third | | 17.000 | 17.00 | 17.00 | 17.00 |
| | | | | | | |
| **Class Size - High Poverty** | | | | | | |
| | Kindergarten | | 17.00 | 17.00 | 17.00 | 17.00 |
| | First | | 17.00 | 17.00 | 17.00 | 17.00 |
| | Second | | 17.00 | 17.00 | 17.00 | 17.00 |
| | Third | | 17.00 | 17.00 | 17.00 | 17.00 |
| | | | | | | |
| All calculations within this tool assume maximum K-3 class size funding. K-3 class size compliance is not required in the 2017-18 or the 2018-19 school year. While it is required in the remaining years of this tool, its impacts are not projected. | | | | | | |

## CLASSIFIED AND CERTIFICATED ADMINISTRATIVE STAFFING UNITS

Classified and Certificated Administrative Units are determined differently. In previous reporting years these units were determined by the below calculation:

- 17.021 Classified Unit/1000 Students
  - Unit-1.0 FTE, 2080 Hours

- 4/1000 Administrator Unit/1000 Students

With the new Prototypical Model does this work the same? Below is a table showing what "Other Staffing" in schools may look like.

### SHB 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 | 1.216 | 2.539 | CIS |
| Health & Social Services+ | 0.135 | 0.068 | 0.118 | CLS |
| 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** |
| Family Involvement Coordinators | 0.0825 | 0.0 | 0.0 | CLS |

*CTE and Skill Center programs allocations are provided through per pupil factors using these factors.
+Included in the Health and Social Services are School Nurses, Social Workers, and Psychologists.

Financial Resources and Governmental Relations
Office of Superintendent of Public Instruction
Slide 9

# What is LEAP?

- Legislative Evaluation and Apportionment Program
- Method for creating "equal" salary distributions across the state
- Numeric system
- Not a salary schedule. It is a state funding distribution model. Many districts have locally bargained to use the LEAP schedule in the past as their salary schedule, but several districts have made modifications to the schedule this year due to bargaining.

Date: June 22, 2017
Time: 01:14 hours

## LEAP Document 1*

**Table Of Staff Mix Factors For Certificated Instructional Staff**

*** Education Experience ***

| Years of Service | BA | BA+15 | BA+30 | BA+45 | BA+90 | BA+135 | MA | MA+45 | MA+90 OR Ph.D. |
|---|---|---|---|---|---|---|---|---|---|
| 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 | 1.10000 | 1.11227 | 1.12454 | 1.16008 | 1.25077 | 1.31206 | 1.26526 | 1.35599 | 1.41728 |
| 6 | 1.11381 | 1.12624 | 1.13866 | 1.17597 | 1.26623 | 1.32785 | 1.27915 | 1.36942 | 1.43100 |
| 7 | 1.13828 | 1.15097 | 1.16367 | 1.20301 | 1.29461 | 1.35793 | 1.30517 | 1.39673 | 1.46008 |
| 8 | 1.17516 | 1.18827 | 1.20138 | 1.24398 | 1.33681 | 1.40246 | 1.34610 | 1.43896 | 1.50458 |
| 9 | | 1.22771 | 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 |

*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.*

*Note: This document was adopted by the Legislature as part of the budget adoption process in 2017. It reflects the staff mix factors that applied to the 2017–18 salary allocations received by school districts from the state, the last year that staff mix was a component of state funding. These factors no longer apply to state funding allocations as of the 2018–19 school year.

## LEAP SCHEDULE CONVERTED TO DOLLARS

The State establishes the LEAP "Derived Base" for each year, which is the amount in the BA 0 cell. Then the Derived Base, for 2018-19 is $40,760, is multiplied times the factor for that cell to produce the salary amount for each cell. As an example the factor for BA 45, Step 5 is 1.16008. Multiplying that factor times $40,760 equals $47,285. LEAP documents are available at http://leap.leg.wa.gov/leap/budget/leapdocs/k12docs.asp.

Sample Table Of Total Base Salaries For Certificated Instructional Staff*

For School Year 2018-19

| Years of Service | BA | BA+15 | BA+30 | BA+45 | BA+90 | BA+135 | MA | MA+45 | MA+90 OR Ph.D. |
|---|---|---|---|---|---|---|---|---|---|
| 0 | 40,760 | 41,861 | 43,001 | 44,145 | 47,813 | 50,175 | 48,868 | 52,536 | 54,901 |
| 1 | 41,309 | 42,425 | 43,580 | 44,773 | 48,480 | 50,829 | 49,411 | 53,117 | 55,466 |
| 2 | 41,831 | 42,958 | 44,126 | 45,411 | 49,107 | 51,481 | 49,958 | 53,653 | 56,028 |
| 3 | 42,370 | 43,508 | 44,688 | 46,014 | 49,703 | 52,134 | 50,476 | 54,162 | 56,595 |
| 4 | 42,898 | 44,086 | 45,273 | 46,645 | 50,356 | 52,805 | 51,020 | 54,730 | 57,181 |
| 5 | 44,836 | 45,336 | 45,836 | 47,285 | 50,981 | 53,480 | 51,572 | 55,270 | 57,768 |
| 6 | 45,399 | 45,905 | 46,412 | 47,933 | 51,612 | 54,123 | 52,138 | 55,818 | 58,328 |
| 7 | 46,396 | 46,914 | 47,431 | 49,035 | 52,768 | 55,349 | 53,199 | 56,931 | 59,513 |
| 8 | 47,900 | 48,434 | 48,968 | 50,705 | 54,488 | 57,164 | 54,867 | 58,652 | 61,327 |
| 9 | | 50,041 | 50,593 | 52,392 | 56,264 | 59,031 | 56,553 | 60,428 | 63,195 |
| 10 | | | 52,237 | 54,166 | 58,090 | 60,949 | 58,329 | 62,254 | 65,112 |
| 11 | | | | 55,992 | 60,002 | 62,918 | 60,155 | 64,166 | 67,080 |
| 12 | | | | 57,760 | 61,965 | 64,968 | 62,053 | 66,127 | 69,132 |
| 13 | | | | | 63,975 | 67,068 | 64,018 | 68,138 | 71,231 |
| 14 | | | | | 65,996 | 69,247 | 66,040 | 70,291 | 73,411 |
| 15 | | | | | 67,713 | 71,049 | 67,757 | 72,118 | 75,320 |
| 16 or more | | | | | 69,067 | 72,469 | 69,111 | 73,560 | 76,825 |

*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.*

1. **This table represents an example salary grid**. It does not indicate a commitment of state funds. Districts are not obligated to follow this or any other salary schedule.
2. The first cell on the grid reflects the $40,760 minimum prescribed by HB 2242 inflated by the implicit price deflator that applies to 2018–19 of 1.9%. The sample grid carries forward the inflation adjustment for each cell, but the law only requires that years 0 and 5 reflect the inflation adjustment and applies the inflation adjustment to the maximum salary cap.
3. Staff mix factors used to compute this schedule are based on LEAP schedule posted 6/22/2017 that was applicable for the 2017-18 school year, which can be found here:

http://leap.leg.wa.gov/leap/budget/leapdocs/2017L1.pdf. The schedule labeled "LEAP Document 1" is attached to this document.

4. Steps do not reflect regionalization factors. In 2018–19, the minimum requirements for experience years 0 and 5 should be inflated by the regionalization factor for districts to which regionalization factors apply. Districts should use the regionalization factors posted on the LEAP schedule posted 3/6/2018 found here: http://leap.leg.wa.gov/leap/budget/leapdocs/coLEAPDocH3_0307.pdf.

5. The new experience mix factor is not effective until the 2019–20 school year. The regionalization factor for districts that are eligible for this adjustment was increased by 4% beginning in 2019–20 (displayed in italicized text in the LEAP document referenced in note 4 above). OSPI believes it was not the intent of the legislature to have the experience factor component of the regionalization factor impact the minimum requirements for years 0 and 5 or the maximum. We will work with the legislature to clarify this language during the 2019 legislative session.

As used in this subsection, the column headings "BA+ (N)" refer to the number of credits earned since receiving the baccalaureate degree. For credits earned after the baccalaureate degree but before the master's degree, any credits in excess of forty-five credits may be counted after the master's degree.

"Credits" means college quarter hour credits and equivalent in-service credits computed in accordance with
RCW 28A.415 .020 and RCW 28A.415 .023.

"Years of service" shall be calculated under the rules adopted by the Superintendent of Public Instruction.

**BA 135 column-Grandfathered**: Only employees who had met the BA 135 requirements as of January 1, 1992 are funded in this column.

## CONVERTING STAFFING UNITS TO DOLLARS

Staffing units are translated to dollars. The **certificated formula** uses the minimum statewide average salary and multiplies it by the Regionalization Factor (if your district has one), and then this is multiplied by the enrollment driven certificated staffing units. Example:

With Regionalization:

| | | |
|---|---|---|
| 1. | Minimum Statewide Average Salary | $65,216 |
| 2. | Regionalization Factor (0 to 24%) | 24% |
| 3. | Multiply 1 & 2 for CIS Average Salary | $80,868 |
| 4. | Certificated Staffing Units | 265.512 |
| 5. | Multiply 3 & 4 for CIS Allocation | $21,471,424 |

Without Regionalization:

| | | |
|---|---|---|
| 1. | Minimum Statewide Average Salary | $65,216 |
| 2. | Regionalization Factor (0 to 24%) | 0% |
| 3. | Multiply 1 & 2 for CIS Average Salary | $65,216 |
| 4. | Certificated Staffing Units | 265.512 |
| 5. | Multiply 3 & 4 for CIS Allocation | $17,315,631 |

This information is true for the 2018 – 2019 school year, but will change in future years as the Regionalization Factor changes and the Experience Factor begins for some districts.

There are three forms of written guidance we must reference and follow as we report information to the state for the S-275 Personnel Reporting process.

- **Revised Code of Washington (RCW)** – statutory laws enacted by the state legislature.
  - Title 28A RCW, Common School (K-12 public school) Provisions

- **Washington Administrative Code (WAC)** - policies, rules, and regulations adopted by state agencies in carrying out state law.
  - Title 181 WAC, Rules and Regulations of the Professional Educator Standards Board
    - Certification for school personnel, career and technical education (CTE) certification, continuing education requirement
  - Title 392 WAC, Rules and Regulations of the Superintendent of Public Instruction
    - WAC 392-121-200 through -299, General apportionment of state monies for certificated instructional staff

- **S-275 Personnel Reporting Instructions**
  - Section II. B., State LEAP Placement Information
  - http://www.k12.wa.us/SAFS/data/reportformatter.asp# From this link click on Instructions, Personnel Reporting and then select the year. The instructions for each new year are typically available in late September.

## FISCAL ACCOUNTABILITY

- Must maintain K-12 ratio of 46/1000 (CIS-per-student).
- **For 2018-19**: Must not pay district CIS base salary that is less than $40,760 times regionalization or more than $91,710 times regionalization and increased by up to 10% for hard-to-staff (ESAs, teachers in math, science, STEM, etc.).
- Must use state accounting and program structure.
- Must file an accurate and timely S 275 report.

## Account Code Structure

In our districts we utilize a state established account code structure as shown below:

Program Object District

**XXXX – XX – XXXX – XXX – XXXX**

Activity Location

1. The first 2 digits represent the "program code" from the chart shown below. These are the only program codes that can be reported to the state.
2. The second 2 digits are local sub-program codes where the district can define those numbers.
3. The 5th and 6th digits are the "activity code" representing the type of work activity for the reported position. These come from the state list of activity codes as also shown in the chart below.
4. Digits 7-8-9-10 are the "object code". The first digit of the object code is set by the state, where 2 = certificated, 3 = classified (and 4-9 are the MSOC codes for benefits, supplies, materials, travel, etc.)
5. Digits 11-12-13 are the specific location code as established by the district.
6. The remaining digits are established by the district for sub responsibility codes.

**Examples:**

- **Special Education Teacher – State Funded: 2100-27-2000-301-0003**
- **Custodian – State Funded: 9700-63-3000-201-0041**
- **Title I Teacher: 5100-27-2000-301-0003**
- **Title I Teacher: 5104-27-2001-221-0033**
- **Coach: 0100-28-3280-301-0080**

While we maintain the account code information, the S-275 process only utilizes part of the account code, along with other codes to create what is known as the ASSIGNMENT CODE. This code is frequently seen in S-275 reports.

## ASSIGNMENT CODES

**XX – XX – XXX**

**XX = Program Code**

**XX = Activity Code**

**XXX = Duty Code**

**Examples:**

---

**01-27-310**

**Basic Education**

**Instructional**

**Elementary Teacher**

---

**21-27-330**

**Special Education**

**Instructional**

**Ungraded classroom teacher**

---

**97-14-940**

**Classified Personnel Specialist**

---

**97-72-980**

**Network Administrator**

---

**97-28-963**

**Coach**

---

**01-27-320 for teacher and 01-21-400 for Department Chair**

**80% Teacher, 20% Department Chair**

# State Program and Activity Codes (from the 275 Instructions Book)

## Appendix A: Assignment Codes for School Districts and ESDs

### I. Program Codes for School Districts

| Program Code | Program Title |
|---|---|
| 01 | Basic Education |
| 02 | Basic Education—Alternative Learning Experience |
| 03 | Basic Education—Dropout Reengagement |
| 18 | Federal Stimulus—Competitive Grants |
| 21 | Special Education—Supplemental—State |
| 22 | Special Education—Infants and Toddlers—State |
| 24 | Special Education—Supplemental—Federal |
| 25 | Special Education—Infants and Toddlers—Federal |
| 26 | Special Education—Institutions—State |
| 29 | Special Education—Other—Federal |
| 31 | Vocational—Basic—State |
| 34 | Middle School Career and Tech Education—State |
| 38 | Vocational—Federal |
| 39 | Vocational—Other Categorical |
| 45 | Skills Center—Basic—State |
| 46 | Skills Center—Federal |
| 51 | Disadvantaged—Federal |
| 52 | School Improvement—Federal |
| 53 | Migrant—Federal |
| 54 | Reading First—Federal |
| 55 | Learning Assistance Program—State |
| 56 | State Institutions, Centers and Homes—Delinquent |
| 57 | Institutions—Neglected and Delinquent—Federal |
| 58 | Special and Pilot Programs—State |
| 59 | Institutions—Juveniles in Adult Jails |
| 61 | Head Start—Federal |
| 62 | Math and Science—Professional Dev—Federal |
| 64 | Limited English Proficiency—Federal |
| 65 | Transitional Bilingual—State |
| 67 | Indian Education—Federal—JOM |
| 68 | Indian Education—Federal—ED |
| 69 | Compensatory—Other |
| 71 | Traffic Safety |
| 73 | Summer School |
| 74 | Highly Capable |
| 75 | Professional Development—State |
| 76 | Targeted Assistance—Federal |
| 78 | Youth Training Programs—Federal |
| 79 | Instructional Programs—Other |
| 81 | Public Radio/Television |
| 86 | Community Schools |
| 88 | Child Care |
| 89 | Other Community Services |
| 97 | Districtwide Support |
| 98 | School Food Services |
| 99 | Pupil Transportation |
| CP | Capital Projects Funds |
| SB | Associated Student Body |

### II. Activity Codes for School Districts**

| Activity Code | Activity Title |
|---|---|
| 11 | Board of Directors |
| 12 | Superintendent's Office |
| 13 | Business Office |
| 14 | Human Resources |
| 15 | Public Relations |
| 21 | Supervision (Instruction) - For assignments with districtwide leadership in instructional programs. May include assistant superintendents, supervisors, directors, coordinators, specialists, department chairpersons, and related secretarial and clerical assistants. May also include certain instructional employees. |
| 22 | Learning Resources - Includes audio-visual consultants, film inspectors, film librarians, projectionists, programmers, graphic artists, school librarians, script writers, camera operators, and related secretarial, clerical, and other assistants. |
| 23 | Principal's Office - For assignments in management and coordination of a school unit. Includes principals, assistant principals, vice principals, and related secretarial and clerical assistants. Also includes skills center directors and supervisors. |
| 24 | Guidance and Counseling |
| 25 | Pupil Management and Safety - Includes attendance officers, hall guards, playground aides, and pupil security personnel. May include lunchroom aides when controlling students. |
| 26 | Health/Related Services |
| 27 | Teaching - For assignments in a teacher-learning situation where the teacher is regularly in the presence of the pupils or in regular communication with pupils. |
| 28 | Extracurricular |
| 31 | Instructional Professional Development |
| 32 | Instructional Technology |
| 33 | Curriculum |
| 41 | Supervision (Food Services) |
| 44 | Operations (Food Services) |
| 51 | Supervision (Pupil Transportation) |
| 52 | Operations (Pupil Transportation) |
| 53 | Maintenance (Pupil Transportation) |
| 61 | Supervision (Maintenance and Operation) |
| 62 | Grounds Maintenance |
| 63 | Operation of Buildings |
| 64 | Maintenance |
| 65 | Utilities |
| 67 | Building and Property Security |
| 72 | Information Systems |
| 73 | Printing |
| 74 | Warehousing and Distribution |
| 75 | Motor Pool |
| 91 | Public Activities |
| CP | Capital Projects Funds |
| SB | Associated Student Body |

**Partial information is shown here for clarification. Refer to the *2016–17 Accounting Manual for Public School Districts in the State of Washington* for full details on each activity code.**

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# Duty Codes (from the 275 Instructions Book)

**11x** **Superintendent** - Functions as the chief executive officer of a district.

**12x** **Deputy/Assistant Superintendent** - Performs system wide executive management functions in the superintendent's office of a district.

**13x** **Other District Administrator** - Directs staff members and/or manages a function, a program, or a supporting service in a district. Includes administrative assistants, directors, supervisors, and coordinators of districtwide programs.

**21x** **Elementary Principal** - Performs the assigned activities of the administrative head of an elementary school, normally any span of grades not above grade 8. Includes elementary and middle school principals.

**22x** **Elementary Vice Principal** - Performs assigned activities in support of the head administrator of an elementary school, normally any grade span not above grade 8.

**23x** **Secondary Principal** - Performs assigned activities of the administrative head of a secondary school, normally any grade span combination of grades 7–12. Includes junior high and senior high principals.

**24x** **Secondary Vice Principal** - Performs assigned activities in support of the administrative head of a secondary school, normally any grade span combination of grades 7–12.

**25x** **Other School Administrator** - Directs staff members and/or manages a function, a program, or a support service in a school. Includes administrative assistants, administrative interns, and supervisors of school programs.

**31x** **Elementary Homeroom Teacher** - Instructs students in self-contained classroom situations for which daily student attendance is kept, normally in any span of grades not above grade 6. Includes the primary instructor for the students, who is responsible for the self-contained classroom situation for the majority of the instructional day. Also includes additional teachers providing instruction at the same time as the homeroom teacher. This may include teachers in the subjects of music, band, physical education, and other specialists, if and only if, the homeroom teacher is actively present in the classroom situation at the same time as the specialist teacher.

**32x** **Secondary Teacher** - Instructs students in classes or courses in a classroom situation for which daily student attendance is kept, normally in any grade span combination of grades 7–12. Includes preparation period and music, band, and physical education teachers, etc., if they teach full time at a secondary school.

**33x** **Other Teacher** - Instructs students in ungraded classes, special education, gifted, disadvantaged, early childhood, home/hospital, and adult education.

**34x** **Elementary Specialist Teacher** - Instructs students in self-contained classes or courses in a classroom situation for which daily student attendance is kept, normally in any span of grades not above grade 6. Includes teachers who are not the primary instructor for the students, who provide instruction to several different groups of students or classes throughout the day. Examples would include music, band, and physical education, or other specialists.

**40x** **Other Support Personnel** - Provides administrative, technical, and logistical support to the instruction program. Includes chairpersons or academic department heads and mentors. Also includes support personnel not specified above, such as attendance officers, educational specialists, dentists, physicians, other student personnel, etc.

**41x** **Library Media Specialist** - Organizes and manages the use of teaching and learning resource materials, including equipment, content material and services for school libraries. Includes librarians and audio-visual or media specialists.

**42x** **Counselor** - Assists students to assess and understand their abilities, aptitudes, interests, environmental factors, personal and social adjustments, educational needs, and occupational opportunities.

**43x** **Occupational Therapist** - Assists students whose abilities to cope are impaired by developmental deficits, poverty and cultural differences, physical injury or illness, or psychological and social disability.

**44x** **Social Worker** - Assists in the prevention of or solution to the personal, social, and emotional problems of students which involve family, school, and community relationships when such problems affect the school work of the student.

**45x** **Speech-Language Pathologist or Audiologist** - Provides diagnostic, therapeutic, and consultative services for individuals disabled by disorders of language, speech, and/or hearing.

**46x** **Psychologist** - Evaluates and analyzes students through such activities as measuring and interpreting students' intellectual, emotional, and social development to enhance their educational progress.

**47x** **Nurse** - ESA-certificated school nurse licensed to perform activities requiring substantial specialized judgment and skill in observation, care and counsel of ill and injured students, and in illness prevention.

**48x** **Physical Therapist** - Seeks to relieve disability and pain, develop or restore motor function, and maintain maximum performance within the student's capabilities.

**49x** **Reading Resource Specialist** - Serves as a diagnostician, advisor, special instructor and evaluator providing consultation, training, and assistance to classroom teachers and other personnel participating in a reading program.

**51x** **Extracurricular (Base Contract)** - Assignment involving the guidance or supervision of a school-sponsored activity designed to provide opportunities for students participation in school and public events. Includes class advisor, club or activity advisor, coach, community recreation, intramural athletics, student activity coordinator, etc.

Note: Use duty code 510 only for extracurricular assignments that are part of a certificated base contract duty assignment. Do not use duty code 511 or 512 for an individual who has no duty code 510 assignment.

**52x** **Substitute Teacher** - Assignment as a temporary replacement for other teachers assigned duty codes 310, 320, 330, and 340. Instructs students in self-contained classes or courses in a classroom situation for which daily student attendance is kept or in ungraded classes, special education, gifted, disadvantaged, early childhood, home/hospital, and adult education.

**610** **Certificated on Leave** - An individual on paid certificated leave from the district other than normal vacation leave or normal paid sick leave. Includes union representatives.

**611** **Certificated Leave Buy Back** - Payments to an individual for certificated sick leave buy back or certificated vacation buy out. Does not include normal vacation leave or normal paid sick leave.

**630** **Contractor Teacher** - Employees of a contractor, who, if they had been employees of the district, would have been reported in a basic education or special education program assignment with a duty code 310, 320, 330, or 340. Refer to WAC 392-121-188 for rules governing instruction provided by a contractor.

**640** **Contractor Educational Staff Associate** - Employees of a contractor, who, if they had been employees of the district, would have been reported in a basic education or special education program assignment with a duty code 400, 410, 420, 430, 440, 450, 460, 470, 480, or 490. Refer to WAC 392-121-188 for rules governing instruction provided by a contractor.

**900** **Classified on Leave** - An individual on paid classified leave from the district other than normal vacation leave or normal paid sick leave.

**903** **Classified Leave Buy Back** - Payments to an individual for classified sick leave buy back or classified vacation buy out. Does not include normal vacation leave or normal paid sick leave.

**91y** **Aide** - Assists classroom teachers or staff members performing professional educational teaching assignments on a regularly scheduled basis. Includes teacher aides, classroom attendants, bus monitors, lunchroom aides, community service aides, etc.

**92y** **Crafts/Trades** - Performs jobs which require special manual skill and a thorough and comprehensive knowledge of processes involved in work which requires apprenticeship or other formal training programs. Includes carpenters, electricians, painters, glaziers, plumbers, general maintenance, masons, mechanics, plasterers, etc.

**93y** **Laborer** - Performs manual labor and generally requires no special training. Includes manual activities such as lifting, digging, mixing, pulling, etc.

**94y** **Office/Clerical** - Performs clerical-type work such as preparing, transcribing, systematizing, or filing written communications and reports and operates such equipment as bookkeeping machines, typewriters, and tabulation machines. Includes secretaries, bookkeepers, messengers, clerks, typists, etc.

**95y** **Operator** - Performs assignments requiring an intermediate skill level necessary to carry out machine-operating activities. Includes bus drivers, vehicle operators, dispatchers, etc.

**96y** **Professional** - Requires a high degree of knowledge and skills acquired through at least a baccalaureate degree or its equivalent. Includes accountants, architects, attorneys, auditors, dietitians, engineers, statisticians, negotiators, etc. Also includes coaches in positions that do not require certification.

97y **Service Worker** - Performs a service for which there are no formal qualifications, including paraprofessionals and nonsupervisory personnel. Includes custodians, food service workers, security personnel, warehouse workers, delivery persons, etc.

98y **Technical** - Requires a combination of knowledge and skill which can be obtained through about two years of post-high school education such as from a vocational-technical institute or junior college or on-the-job training. Includes computer operators, purchasing agents, computer programmers, print shop technicians, graphic arts technicians, etc.

99y **Director/Supervisor** - Directs staff members and manages a function, a program, or a support service. Includes directors or supervisors of food services, maintenance, transportation, data processing, etc.

## DUTY CODE SUFFIX (LAST DIGIT)

The actual duty code is three digits, with the first two being from the duty codes described above. The last digit is known as a suffix, either X Y or Z.

**X** may be either suffix 0, 1, or 2.

**Y** may be either suffix 0 or 3.

**Z** relates only to duty code 61 and may be either suffix 0 or 1.

**Report, with suffix:**

**0** – Certificated base contracts and all classified employment time-driven assignments except as noted below

**1** – Certificated supplemental contracts for additional responsibility and incentive but not additional time (not time-driven and in excess of $200).

**2** – Certificated supplemental contracts for extended, extra, or optional days and hours which are available to the employee (time-driven).

**3** – Classified assignments which are not time-driven. Do not update after Oct. 1 for non-certificated staff).

**Notes regarding new staffing categories in the prototypical school funding model (Substitute House Bill #2776 from the 2010 Legislative session):**

- Classified staff assigned to duty root 91 aide in activity 22 learning resources are categorized as non-instructional aides rather than teaching assistants.
- Classified staff that report student enrollment and classroom attendance should be reported in activity 23 principal's office (duty 94 office/clerical) rather than activity 25 pupil management and safety (duty 91 aides).

**Pages 87 – 95 of the S-275 Personnel Reporting Handbook has additional guidance on duty codes.**

| Summary: Assignment Code Suffix | | | | |
|---|---|---|---|---|
| Assignment Type | Duty Code Suffix | | | |
| | 0 | 1 | 2 | 3 |
| Certificated | Base Contract Assignment. | Not Time-Driven Supplemental Assignments. | Time-Driven Supplemental Assignments. | Suffix 3 not used for certificated assignments. |
| Classified | Time-Driven Assignments. | Suffix 1 not used for classified assignments. | Suffix 2 not used for classified assignments. | Not Time-Driven Assignments. |
| S-275 Update Rules (See the Corrections and Updates Table on page 28.) | | | | |
| Certificated | After October 1, update only for negotiated contract changes. | Update for actual assignments in excess of $200. | Update for new assignments made available to any group of employees, even if less than $200. | Suffix 3 not used for certificated assignments. |
| Classified | Do not update for persons with only classified assignments on October 1. For an employee with a certificated assignment on October 1, update for time-driven classified assignments received after October 1. | Suffix 1 not used for classified assignments. | Suffix 2 not used for classified assignments. | Do not update for persons with only classified assignments on October 1. For an employee with a certificated assignment on October 1, update to add any not-time-driven classified assignments received after October 1. |

| Summary of Required Salary Reporting | | | | |
|---|---|---|---|---|
| **Type of Salary Which Must Be Reported** | **Duty Code Suffix Used** | Employee Has **Certificated Only** Assignments on October 1 Snapshot | Employee Has **Classified Only** Assignments on October 1 Snapshot | Employee Has **Both Certificated and Classified** Assignments on October 1 Snapshot |
| October 1 snapshot **certificated** base contract duty assignments. | **0** | Yes | Not Applicable | Yes |
| October 1 snapshot **classified** duty assignments. | **0** | Not Applicable | Yes | Yes |
| | **3** | Not Applicable | Yes | Yes |
| Any **certificated supplemental contract** assignments for additional responsibility or incentive **(not time-driven)** with a total salary earned which is greater than $200. | **1** | Yes | No | Yes |
| Any **certificated supplemental contract** assignments for extra, optional or extended days and hours **(time-driven)** made available to any group of certificated employees including this individual, even if less than $200. | **2** | Yes | No | Yes |
| **Classified** duty assignments made after the October 1 snapshot | **0** | Yes | No | Yes |
| | **3** | Yes | No | Yes |

## OTHER FINANCIAL RESOURCES

- Your Business Services/Budget Administrator
- WASBO Courses: www.wasbo.org
- WSPA Workshops: www.wspa.net
- Human Resources Leadership Program (HELP)
- OSPI: www.k12.wa.us
    - S-275 Reporting Instructions:
        - http://www/l12.wa.us/SAFS/default.asp#
        - Then select "Instructions" , "Personnel Reporting", then appropriate school year
    - School Apportionment:
        - http://www.k12.wa.us
        - Then select Finance and Grants, Apportionment, Financial Services
- State Auditor's Office: www.sao.wa.gov
- ESD Fiscal Offices: http://www.k12.wa.us/maps/ESDmap.aspx

# QUESTIONS

# ABOUT

# FINANCE

SECTION 2

# The S-275 Process Overview

000829

## THE S-275 REPORTING PROCESS OVERVIEW

### Background of the S-275

The S-275 reporting process is an electronic personnel reporting process that provides a current year record of certificated and classified employees of the school districts and educational service districts (ESDs) of the state of Washington.

Developed during the 1970's, this report initially provided an annual staffing snapshot picture, or "census," of Washington State school districts. The snapshot concept has been retained for the most part, but actual salary and benefit information is now updated through the end of the school year, fitting a more dynamic reporting concept. This dual nature has evolved to meet expanding needs and uses for certificated and classified staff data.

All school district and ESD personnel employed as of October 1 of each school year are reported to the Office of Superintendent of Public Instruction (OSPI) on the S-275 report.

## HOW S-275 DATA IS USED

The data collected by the S-275 reporting process are either mandated by state law, necessary for calculating state funding, or are needed for responding to requests by the federal government, the state Legislature, or other organizations. S-275 personnel data is used by OSPI to calculate staffing factors used for apportionment of state funding.

- **Prototypical Funding Comparison**: The S275 information collected during the school year will be used to provide a school-level, web-based comparison between the prototypical funding model and the actual school level staffing provided by the district.
- **Data for the Legislature, national organizations, and the public**:
  - S-275 data is provided to the Legislative Evaluation and Accountability Program (LEAP) Committee, a research arm of the Legislature. Each year the LEAP Committee provides information and analysis to the Legislature on request. The state Legislature uses this information in setting policy, including state funding for school employee costs.
  - Selected statewide data are provided to the National Center for Education Statistics (NCES), the National Education Association (NEA), and other national organizations for state comparison and analysis nationwide.
  - S-275 data are provided on request to other organizations and individuals. S-275 information is public information except for:
    - Social security numbers, which are exempt from disclosure per RCW 42.56.250(3).

- A very limited number of records where personal information of crime victims is protected per Chapter 40.24 RCW.

Monthly apportionment reports for each school district can be found through "Reports", then "District Reports" link on the SAFS website at: **http://www.k12.wa.us/safs/.**

September through December state apportionment payments to school districts are based on district's budgeted data (enrollment and staffing units (**used to be staff mix factor**). Beginning in January, monthly apportionment payments are based on actual data (year-to-date average enrollment and staffing units (**used to be staff mix factor**).

S-275 staff reporting, along with student enrollment reporting, determines the allocation of state funds (money going from the state to the school district). **School employee compensation (money going from the employing school district to the teacher, etc.) is determined by local policy.**

Because of the use and impact of the S-275 data, care must be taken to be as accurate and complete as possible in following these instructions.

## ANNUAL CHANGES

One of the most important activities in beginning the S-275 reporting process is to review the list of annual changes which has always been shown in the beginning pages of the S-275 Personnel Reporting Instructions. **There are basically no changes to the 2018 – 2019 school year.** Even though the laws have changed that no longer require the need for mix factor data, for the 2018 – 2019 school year, OSPI is still requiring that we report on the mix facto data.

# QUESTIONS

# ABOUT

# THE S-275

# REPORTING OVERVIEW

# SECTION 3

# Who?

# What?

# When?

## WHO TO REPORT:

Persons who, **as of October 1**, are known to be employed (contracted or hired) to provide services any time during the current school year.

Include the following individuals:

- Certificated employees under contract for certificated employment.
- Supplemental contracts.
- Each district classified employee.
- Substitute in a position previously filled by a teacher who terminated, is on unpaid leave, or is reported for the same position with duty code 610 (certificated on leave).
- "Unfilled positions" – S-275 personnel reporting is the reporting of personnel/persons, not positions. Report persons that are contracted or hired as of October 1 of the school year.
- With duty code 310, 320, or 330, teachers with contracts on October 1 who both: worked, or are anticipated to work, in the same assignment for more than 20 school days.
- With duty code 520, substitute teacher, teachers who have base contracts for substitute duties. (Review S-275 Reporting Instructions page 11, 1D)

### DO update contracts for Employees Certificated or Classified:

- DO update supplemental contracts for reported employees
- DO update negotiated pay or benefits changes for reported employees.
- DO report persons who are known to be employed to coach as of October 1.

### Contracted Certificated Instructional Employees: **WAC 392-121-206 Definition**

The following conditions make reporting necessary:

- A certificated teacher or educational staff associate spends more than 0.25 FTE with students for a given school district.
- The district claims basic education funding for students served by the contractor's staff pursuant to WAC 392-121-188.
- The contractual agreement existed as of October 1 for services to be provided during the school year.
- The contractor is not a college or university.

**If all four conditions are met**, the school district must report the contractor's certificated instructional staff that provide basic and special education services to students claimed by the district for state funding.

Reporting of the contractor's staff is optional if the teacher or educational staff associate spends 0.25 FTE or less with students for a given school district.

Determine a contractor employee's time in a school district by using the following guidelines:

(1) In the case of a teacher hired as part of a cohort, report the person's FTE. An example of this situation is Insight School of Washington at Quillayute Valley School District.

(2) In the case of a teacher of online courses, determine the teacher's FTE by adding the total number of estimated weekly learning hours for courses on all students' Written Student Learning Plans where the teacher is identified as responsible for the course, then dividing the total hours by 750. If the quotient is more than 0.25, the teacher must be reported on the district's S-275 report.

Note: Report contractor certificated instructional employees providing basic education and special education services using duty codes 630 and 640. These duty codes are included in the calculation of the district average staff mix factor and the K–12 staff ratio compliance. However, they are not included in determining salary compliance.

Added Notes:

1. Staff responsible for S-275 reporting should check with other district staff to determine if your district provides alternative learning options for students through contracted services such as those established for online learning programs or contracted services (SLP, Nurse, OT, PT, etc.). You are responsible for determining if these staff must be included on the S-275 report.

2. These staff should be treated like all other certificated instructional staff in that you should ensure they are properly certified for their specific teaching assignments.

Do <u>not</u> report teachers who:

- Substitute in a position already reported through the S-275 reporting process with a duty code other than 610 (certificated on leave).
- Have worked, or are anticipated to work, 20 or fewer school days in the same assignment. See example #5

**Do not report a person hired after October 1 and do not delete a person who leaves the district after October 1.**

## WHO TO REPORT? (EXAMPLES)

1. If a person employed on October 1 resigns the following day, report that person's snapshot data just as if the person had remained with the district through the remainder of the school year.

2. A person's contract period normally begins February 1, and on October 1 the person has a contract with the district. Report this person on the S-275 reporting process.

3. A teacher is on leave without pay for the first semester but has a contract to return to the school district full time for the second semester. The district has contracted with a substitute teacher to fill the position during the first semester. Because the district has a contract with both of these persons on October 1, report each of these teachers on the S-275 report.

4. A teacher has a full-time contract with one math teaching assignment, and the remainder of the day assigned as a substitute teacher. Report this individual as 1.0 FTE on the S-275 report. Report both assignments, but use duty code 520 for the "substitute" assignment. See Section II.D. Assignment Information, of S-275 Personnel Reporting Handbook.

5. A full-time teacher is on paid sick leave for the last week of September. The teacher is expected back the third week of October, absent fewer than 20 school days. Another individual is substituting in this position. Report the first individual on the S-275 reporting process with 1.0 FTE. Do not report the substitute in this position through the S-275 reporting process.

6. A full-time teacher terminates employment on September 18. A replacement is hired and contracted on September 25. Do not report the first individual who was employed fewer than 20 school days. Report the partial FTE and assignments of the second individual.

7. A teacher is contracted to work during the first semester, then will be away on maternity leave for the remainder of the school year. In December, the district hires a replacement for this position for the second semester. Report the partial FTE of the first employee. Do not report the second employee, who was hired after October 1.

8. A teacher provides online services through an outside contractor and works the equivalent of .38 FTE for the year, starting at the first day of school. Do report this person and do ensure they are certified and highly qualified for their core content assignments.

## WHAT TO REPORT?

### Demographic Data

- County-District Code
- Certificate Number
- Social Security Number
- Last Name, First Name, MI
- Birth Date, Sex, Ethnicity, Race
- Assignments (FTE, %, Duty Codes)
- National Board Certification Expiration Date

### LEAP Placement Information

- Certificated staff: Report Highest Degree, Credits and Experience

### October 1 – CBRTN Code

**C** Continuing Individual - An individual who was reported by the district in the previous year, unless the person is a certificated employee with less than 0.5 certificated years of experience as of August 31. In that case report such a person as a beginning individual.

**B** Beginning Individual - An individual with a certificated assignment who is reported with less than 0.5 certificated years of experience.

**R** Re-Entering Individual - An individual with a certificated assignment who was not reported in a certificated capacity anywhere during the previous school year, and has at least 0.5 certificated years of experience as of August 31. Report in this category an individual returning from leave.

Do not report an individual as re-entering who was reported by the district during the previous school year and is again employed for the current school year.

**T** Transferring to District - An individual with a certificated assignment who was employed in a certificated capacity in another Washington district (in a public or a private school), another state, or foreign country during the previous school year and has at least 0.5 certificated years of experience as of August 31, and was not reported by the current school year's employing district last year.

**N** New Employee - An employee with only classified assignments that was not reported by the reporting district for the previous school year.

## Grade Group Assignment

Report the grade group assignment for:

- All **basic education certificated instructional staff** (BEACIS) with duty suffix 0. Basic education certificated instructional staff are those with base contract assignments in programs 01, 02, 03, 31, 34, 45, or 97 and in duty roots 31 through 49, or 63 through 64, with suffix 0.
- All **special education certificated instructional staff** with duty suffix 0. Special education certificated instructional staff are those with base contract assignments in programs 21 or 22 and in duty roots 31 through 49, or 63 through 64, with suffix 0.

For all other assignments, including all duty suffix 1, 2, and 3 assignments, this item may be left blank.

To determine the grade group attributed to an assignment, use the actual grades of students served by the assignment. If students are ungraded, the grade assignment based on chronological age is to be used. Report the appropriate grade group code according to the following options:

| | |
|---|---|
| **Blank** | May be left blank for an assignment that is not a certificated instructional assignment in basic education or special education. |
| **P** | Use for reporting of preschool assignments in special education programs 21 or 22. Do not use this code for assignments in basic education programs 01, 02, 03, 31, 34, 45, or 97. |
| **K** | An assignment with kindergarten students. |
| **1** | A teacher assignment with elementary Grade 1 students or with ungraded students aged 6. |
| **2** | A teacher assignment with elementary Grade 2 students or with ungraded students aged 7. |
| **3** | A teacher assignment with elementary Grade 3 students or with ungraded students aged 8. |
| **4** | A teacher assignment with elementary Grade 4 students or with ungraded students aged 9. |
| **5** | A teacher assignment with elementary Grade 5 students or with ungraded students aged 10. |
| **6** | A teacher assignment with elementary Grade 6 students or with ungraded students aged 11. |
| **E** | An assignment in duty roots 40 through 49, or 64, with elementary Grades 1 through 6 students or with ungraded students aged 6 through 11. |
| **M** | An assignment with middle school Grades 7 or 8 students or with ungraded students aged 12 or 13. |
| **H** | An assignment with high school Grades 9, 10, 11, or 12 students or with ungraded students aged 14 through 20. |

**Notes:**

1. Classroom teacher (duty code 310, 320, 330, 340, 520, and 630) assignments require distinction between kindergarten (K) and each of the elementary Grades 1 through 6.

2. ESAs and other certificated support staff (duty code 400 through 490, and 640) who cover several classrooms may be reported with K in kindergarten assignments and E in Grades 1 through 6 assignments, if the district wishes.

| Grade | Teacher Duty Roots 31–33, 52, & 63 | Duty Roots 40–49 & 64 |
|---|---|---|
| Preschool | P | P |
| Kindergarten | K | K |
| 1 | 1 | E |
| 2 | 2 | |
| 3 | 3 | |
| 4 | 4 | |
| 5 | 5 | |
| 6 | 6 | |
| 7–8 | M | M |
| 9–12 | H | H |

## Position Details

- Hours associated with base contract or base assignment
- Exclude time when employee is not performing duties (meals, travel)
- Exclude hours associated with supplemental contracts (TRI)
- FTE
  - Calculate Certificated FTE, i.e., 7.5 x 180 = 1350 Fulltime; 3.75 x 180 = 675 Actual; 675/1350 = .50 FTE
    - ❖ Unless your district has approved waiver days, i.e., 178 days if 2 waiver days has been approved
  - Calculate Classified FTE on 2080 hours (8 x 260)

  Example: Position is 3 hrs. x 190 days (180 work days and 10 holidays)

  570/2080 = .274

## Insurance/Benefit Information

- Report the district's share of permissive insurance benefits paid to/for the employee during the current reporting year; includes items such as health, life, liability, accident, disability and salary protection.
- Update this item for changes resulting from local negotiated agreements
- Exclude the amount remitted to the Health Care Authority for retirees
- Report all actual insurance benefits for each employee
  - Do not report district average annual insurance benefits or district average health benefit pool amounts
  - Do not change reported insurance benefits to reflect assignment changes made after Oct. 1

## WHEN TO REPORT?

The reporting schedule below is intended as a guide to help districts in planning submission of data to OSPI. Except for the initial submission date, the target dates are not mandatory reporting dates. Rather they represent significant dates when accurate and complete information must be available to OSPI for statistical reports, legislative requests, and school apportionment. October 1 remains the only snapshot date.

Complete this three-step process prior to each target date after November 1:

- Step 1. Submit any updates or corrections to the October 1 data.
- Step 2. Review all edit exceptions for errors (see Appendix B beginning on page 120 of S-275 Personnel Reporting Handbook).
- Step 3. As necessary, resubmit corrections identified in step 2

Each year the reporting timelines are established in the annual S-275 Reporting Instructions. Since they are not yet available, the following chart is an example from the 2017-18 school year.

| Schedule of Reporting Target Dates | |
|---|---|
| **October 1, 2017** | The snapshot date for all staff (whether that date falls on a weekday or weekend). |
| **November 1–22, 2017** | Initial data submission period for the S-275 reporting process. |
| **November 22, 2017** | All initial S-275 data due to OSPI on or before this date. |
| **December 31, 2017** | Corrections to edit exceptions so that snapshot data are complete and accurate. |
| **January 19, 2018** | OSPI calculates monthly apportionment using data received as of this date. |
| **February 16, 2018** | OSPI calculates monthly apportionment using data received as of this date. |
| **March 20, 2018** | OSPI calculates monthly apportionment using data received as of this date. |
| **April 18, 2018** | OSPI calculates monthly apportionment using data received as of this date. |
| **May 18, 2018** | OSPI calculates monthly apportionment using data received as of this date. |
| **June 19, 2018** | OSPI calculates monthly apportionment using data received as of this date. |
| **July 19, 2018** | OSPI calculates monthly apportionment using data received as of this date. |
| **August 21, 2018** | OSPI calculates monthly apportionment using data received as of this date. |
| **August 31, 2018** | Final district updates to current items. Note that this is the date on which *Item C.4, Total Final Salary*, is based. |
| **September 30, 2018** | Final corrections to edit exceptions so that all snapshot and current data are complete and accurate. Submit final data prior to 5 p.m., September 30, 2018, for entry into the 2017–18 S-275 personnel files located at OSPI. |

## Corrections and Updates to S-275 Data

After initial submission of S-275 data, there are two possible types of changes: **corrections and updates**. All data may be corrected; however, not all data may be updated.

The term **correction** refers to a **data change needed because of an error in a previous submission or because documentation was not previously available**. Most data items depict a snapshot of district staff as of October 1 and are not to be changed during the year except for corrections to the snapshot. All snapshot report items begin the item title with October 1.

The term **update** refers to **a change in a data item that is not affixed part of the district's October 1 snapshot**. All such report items begin the item title with the word current:

- Current - Total Final Salary
- Current - Annual Insurance Benefits
- Current - Annual Mandatory Benefits
- Current - Assignment Salary

**Notes—Corrections and Updates**:

1. **Do not update an employee's base contract** (suffix 0) assignments or full-time equivalencies for changes made after October 1.

2. **Update** certificated base **contract hours** per FTE day, certificated base contract FTE **number of days**, **assignment salary**, **supplemental assignment salary and hours per year**, and **benefit changes** due to negotiated contract agreements for the school year.

3. **Update duty code suffix 1** (supplemental) **contract assignments** for additional responsibility or incentive **for $200 or more made after October 1 to reflect additional contracts** for services provided during the school year.

4. **Update duty code suffix 2** (supplemental) **contract assignments for additional time made available to any group of employees after October 1** to reflect negotiated changes for the school year. The term made available means that members of the group may, but are not required to, work up to a negotiated number of hours. Such circumstances are often associated with the process of negotiating time-driven "TRI" (time, responsibility, or incentive) assignments. **Update for all such contract assignments even if the contract is for less than $200**.

5. For persons with snapshot **certificated duty assignments**, report all **classified duty assignments** for services provided during the school year. Example: Coaching

6. If the person's assignment has changed or the person has terminated employment or gone on leave, updates to the assignment salaries and benefits are determined by what the individual would have earned had that individual remained in the same position and assignment as reported on October 1. However, total final salary is determined by payroll, not the snapshot. See example 2Q on page 83 of the S-275 Personnel Reporting Handbook. **This assignment will not require an update.**

7. Update total final salary and mandatory benefits to reflect all actual compensation for services provided during the school year. Include all forms of compensation recognized as income by the Internal Revenue Service (IRS).

8. There is no provision in law for supplemental contracts for classified employees.

**Corrections to S-275 Data after Year-End Closeout- WAC 392-117-045**

Districts/ESDs shall submit corrections that become known after the final S-275 is submitted if that data affects state apportionment in accordance with WAC 392-117-045.

Districts should provide a copy of all revisions to the state auditor and note this information on correspondence to OSPI which request corrections to S-275 data. OSPI will only correct data which the state auditor has been made aware of prior to, or during, audit of data. However, corrections do not require state auditor approval if submitted prior to, or during, audit of data.

A district wishing to correct personnel data after the close of the reporting year should submit a letter to OSPI. Include the relevant pages of the final S-275 report with the desired corrections clearly marked. The letter should indicate whether the corrections are submitted either:

- Prior to the entrance conference by the state auditor,
- During the audit of data by the state auditor (after entrance and before exit conference), or
- As part of the audit resolution process, e.g., per the auditor's instructions.
- Also, if the corrections are submitted during audit of data, the letter should indicate that the state auditor shall be provided a copy of the revisions.

| Corrections and Updates to S-275 Data | | | |
|---|---|---|---|
| **Item #** | **Reporting Item** | **Corrections** | **Updates** |
| **A.2** | Certification Number | Yes | No |
| **A.3** | Social Security Number | Yes | No |
| **A.4** | Individual's Name | Yes | No |
| **A.5** | Birth Date | Yes | No |
| **A.6** | Sex Code | Yes | No |
| **A.7** | Hispanic Ethnicity Code | Yes | No |
| **A.8** | Race Code | Yes | No |
| **A.9** | October 1 - CBRTN Code | Yes | No |
| **A.10** | National Board Certification Expiration Date | Yes | ** a ** |
| **B.2** | October 1 - Highest Degree Year | Yes | No |
| **B.3** | October 1 - Academic Credits since Highest Degree | Yes | No |
| **B.4** | October 1 - In-service Credits since Highest Degree | Yes | No |
| **B.5** | October 1 - Credits in Excess of 45 Earned between the Bachelor's Degree and the Master's Degree | Yes | No |
| **B.6** | October 1 - Nondegree Credits | Yes | No |
| **B.7** | October 1 - Certificated Years of Experience | Yes | No |
| **C.1** | October 1 - Certificated Base Contract Hours Per FTE Day | Yes | **YES** |
| **C.2** | October 1 - Certificated Base Contract FTE Number of Days | Yes | **YES** |
| **C.3** | October 1 - Certificated FTE | Yes | No |
| **C.4** | Current - Total Final Salary | Yes | **YES** |
| **C.5** | Current - Annual Insurance Benefits | Yes | **YES** |
| **C.6** | Current - Annual Mandatory Benefits | Yes | **YES** |
| **D.1** | October 1 - Building Code | Yes | No |
| **D.2** | October 1 - Assignment (Program-Activity-Duty) Code | | |
| | • Duty Code Suffix **0** | Yes | ** 0 ** |
| | • Duty Code Suffix **1** | Yes | ** 1 ** |
| | • Duty Code Suffix **2** | Yes | ** 2 ** |
| | • Duty Code Suffix **3** | Yes | ** 3 ** |
| **D.3** | October 1 - Grade Group Assignment Code | Yes | No |
| **D.4** | October 1 - Percent of Certificated Contracted Time | Yes | No |
| **D.5** | October 1 - Assignment Hours Per Year | Yes | No |
| **D.6** | Current - Assignment Salary | Yes | **YES** |

# QUESTIONS

# ABOUT

# WHO WHAT WHEN

# SECTION 4

# Degrees

# Credits

# In-Service Hours

This presentation is intended to provide an overview with some tips on reporting the certificated records data; but care should be taken to follow the regulations cited in the 275 Instructions, RCW and Law.

**Keep documentation to support your decisions!**

# THE LAW ON DOCUMENTATION

## WAC 392-121-280

**School districts shall have documentation on file and available for review which substantiates each certificated instructional employee's placement on LEAP salary allocation documents. The minimum requirements are as follows:**

(1) Districts shall document the date of **awarding or conferring of the highest** degree including the date upon which the degree was awarded or conferred as recorded on the diploma or transcript from the registrar of the regionally accredited institution of higher education.

(a) If the highest degree is a master's degree, the district shall also document the **date of awarding or conferring of the first bachelor's degree.**

(b) If the degree was awarded by an institution which does not confer degrees after each term, and all degree requirements were completed at a time other than the date recorded on the diploma or transcript, a written statement from the registrar of the institution verifying a prior completion date shall be adequate documentation.

(c) If the degree program was completed in a country other than the United States documentation must include a written statement of degree equivalency for the appropriate degree from a foreign credentials' evaluation agency approved by the office of superintendent of public instruction.

(2) Districts shall document academic credits by having **on file a transcript** from the registrar of the regionally accredited institution of higher education granting the credits. For purposes of this subsection:

(a) An academic credit is deemed "**earned" at the end of the term for which it appears on the transcript**: Provided, That a written statement from the registrar of the institution verifying a prior earned date may establish the date a credit was earned;

(b) Washington state community college credits numbered **one hundred and above are deemed transferable** for purposes of WAC 392-121-255(4) subject to the limitations of that same subsection;

(c) **Credits are not deemed "earned" at an institution of higher education which transfers-in credits**. Such credits must be documented using a transcript from the initial granting institution and are subject to all the limitations of WAC 392-121-255;

(d) If the credits were completed in a country other than the United States, documentation must include a written statement of credit equivalency for the appropriate credits from **a foreign credentials' evaluation agency** approved by the office of superintendent of public instruction; and

(e) For credits earned **after September 1, 1995**, districts shall document that the course content meets one or more of the criteria of WAC 392-121-262(1). At a minimum, such documentation must include a dated signature of the immediate principal, supervisor, or other authorized school district representative and must be available to the employee's future employers.

(3) Districts shall **document in-service credits**;

1. By having on file a document meeting standards established in WAC 181-85-107; and (Documents noted in WAC are: 1) In-service registration forms, 2) College/University grade sheets or transcripts, 3) Official correspondence from an approved in-service agency, 4) Documents related to Annual Professional Growth Plans including plan documents, required signatures and evidence collected.)

(b) For credits earned after September 1, 1995, districts shall document that the course content meets one or more of the criteria of WAC 392-121-262(1). At a minimum, such documentation must include a dated signature of the immediate principal, supervisor, or other authorized school district representative and must be available to the employee's future employers.

(4) Districts shall **document non-degree** credits.

(a) For **vocational/career** and technical education educator training credits pursuant to WAC 392-121-259(3) districts shall have on file a document meeting standards established in WAC 181-85-107 and evidence that the training was authorized pursuant to WAC 181-77-003 (2), (9), or (12).

(b) For credits calculated from converted occupational experience pursuant to WAC 392-121-259(3) districts shall have on file documents which provide:

(i) **Evidence that the occupational experience meets the requirements of WAC** 181-77-003(7);

(ii) Evidence of the individual's actual number of hours of employment for each year including dates of employment; and

(iii) The district calculation of converted credits pursuant to WAC 392-121-259(3).

(c) For credits earned after September 1, 1995, districts shall document that the course content meets one or more of the criteria of WAC 392-121-262(1). At a minimum, such documentation must include a dated signature of the immediate principal, supervisor, or other authorized school district representative and must be available to the employee's future employers.

(5) Districts shall **document certificated years of experience as follows**:

(a) For certificated years of experience obtained and reported on Report S-275 prior to the 1994-95 school year, districts shall have on file documents that provide evidence of employment including dates of employment.

(b) For certificated years of experience reported on Report S-275 for the first time after the 1993-94 school year districts shall have on file:

(i) The total number of hours, or other unit of measure, per year for an employee working full-time with each employer;

(ii) The number of hours, or other unit of measure (worked by the employee), per year and dates of employment with each employer, including paid leave and excluding unpaid leave: Provided, That

documentation of hours in excess of one full-time certificated year of experience in any twelve-month period is not required;

(iii) The quotient of the hours, or other unit of measure, determined in (b)(ii) of this subsection divided by the hours, or other unit of measure, in (b)(i) of this subsection rounded to two decimal places for each year;

(iv) The name and address of the employer;

(v) For those counting out-of-district experience pursuant to WAC 392-121-264 (1)(a), evidence whether or not the position required professional education certification pursuant to WAC 392-121-264(1)(a)(ii);

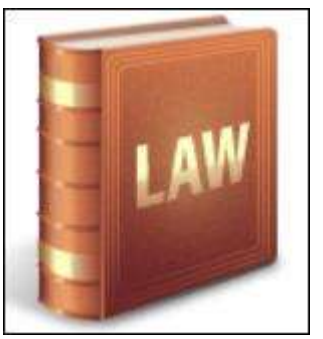
(vi) For those counting experience pursuant to WAC 392-121-264 (1)(b), a brief description of the previous employment which documents the school district's decision that the position was comparable to one requiring certification in the Washington school districts;

(vii) For those counting management experience pursuant to WAC 392-121-264 (1)(e), evidence that the experience meets the requirements of WAC 181-77-003(6);

(viii) For those counting experience (for educational staff associates) pursuant to WAC 392-121-264 (1)(f), evidence that the previous employment meets the requirements in the applicable subsections of WAC 392-121-264 (1)(f).

(6) Any documentation required by this section may be original or copies of the original: Provided, that **each copy is subject to school district acceptance or rejection**.

(7**) The falsification or deliberate misrepresentation, including omission of a material fact concerning degrees, credits, or experience by an education practitioner as defined in WAC 181-87-035 shall be deemed an act of unprofessional conduct pursuant to WAC 181-87-050. In such an event the provisions of Chapters 181-86 and 181-87 WAC shall apply**.



## AUTHENTICITY OF RECORDS

The law requires that districts maintain "valid" documents believed to be "authentic."

### DEGREE AND ACADEMIC CREDIT RECORDS

The best source for an authentic document that identifies degrees and/or academic credits is an official transcript from the registrar of the college. Electronic transcripts from the registrar of the institution, including those sent via eSCRIP-SAFE, are acceptable copies of documentation. (WAC 181-85-107)

A February 28, 2013, email message from the Office of the Attorney General provides the following clarification regarding transcripts.

1. WAC 392-121-280(2) requires that the district have a transcript on file.
2. The transcript must be from the registrar of the college or university (the transcript must indicate that it is from the registrar).
3. There is no requirement that:
   a. Dictates the form of the transcript.
   b. Requires the transcript to be sealed.
   **c.** Requires the transcript to be signed.

You can accept official transcripts that are sent to your from another Washington school district. **PLEASE NOTE: It is still your responsibility to review the documentation, i.e. transcripts, clock hour forms and experience for accuracy.**

### FOREIGN INSTITUTIONS

WAC 392-121-280 (d) requires that if the credits were completed in a country other than the United States, documentation must include a written statement of credit equivalency for the appropriate credits from a **foreign credentials' evaluation agency** approved by the office of superintendent of public instruction; Provided that documentation of credit equivalency is not required if that institution of higher education is already regionally accredited or accredited by the distance education and training council, pursuant to WAC 181-78A-010(7). The WAC does not indicate that the school district require the original evaluation document. **Also note that the accredited institution of higher education does not have to be located within the U.S.**

As of September 11, 2008, OSPI will accept translation services from members of the National Association of Credential Evaluation Services (NACES). For information regarding NACES, membership criteria, and NACES' guiding principles

of good practice for educational credential evaluation, please visit http://www.naces.org/. The more commonly used evaluation agencies used for foreign transcripts are listed below:

| | |
|---|---|
| e-Val Reports<br>3213 W. Wheeler St. #287<br>Seattle, WA 98199<br>206-257-4249<br>www.e-valreports.com | Educational Credential Evaluators Inc.<br>PO Box 514070<br>Milwaukee, WI 53203-3470<br>414-289-3400<br>www.ece.org |
| Foundational for International Services Inc.<br>505 Fifth Ave South, Suite 101<br>Edmonds, WA 98020<br>425-248-2255<br>www.fis-web.com | International Consultants of Delaware, Inc.<br>PO Box 8629 Philadelphia, PA 19101-8629<br>(215) 243-5858<br>www.icdeval.com |
| International Education Research Foundation, Inc.<br>PO Box 3665<br>Culver City, CA 90231-3665<br>(310) 258-9451<br>www.ierf.org | Josef Silny & Associates, Inc.<br>International Education Consultants<br>7101 SW 102 Avenue<br>Miami, FL 33173<br>(305) 273-1616<br>www.jsilny.com |
| World Education Services<br>Bowling Green Station<br>PO Box 5087<br>New York, NY 10274-5087<br>212) 966-6311<br>www.wes.org | |

## CLOCK HOURS

- Approved clock hour transcript providers as of September 2018:

- An educational service district (ESD)
- Anacortes School District
- Bainbridge Island School District
- Battleground Public Schools
- Bellevue School District
- Bellingham Public Schools
- Bethel School District
- Center for Strengthening the Teaching Profession
- Central Valley School District
- Dieringer School District
- Edmonds School District
- Ephrata School District
- Everett Public Schools
- Federal Way Public Schools
- Fife School District
- Franklin Pierce School District
- Highline Public Schools
- Issaquah School District
- Kent School District #415
- LaCrosse School District
- Lummi Nation School
- Monroe School District
- Moses Lake School District
- Mount Vernon School District
- Mukilteo School District
- North Thurston School District
- Northshore School District
- Renton School District
- Riverview School District
- Seattle Pacific University
- Seattle Public Schools
- Seattle University
- Sedro-Woolley School District
- Selah School District
- Shoreline Public Schools
- Snoqualmie Valley School District
- Spokane Public Schools
- Steilacoom Historical School District No. 1
- Tukwila School District
- Steptoe School District
- Sumner School District
- University of Washington at Tacoma
- University of Washington - Continuum College
- Vancouver Public Schools
- Walla Walla Public Schools
- Washington Education Association (WEA)
- Washington Interscholastic Activities Association (WIAA no longer issues transcripts)
- Wenatchee School District
- Western Washington University Extended Education and Summer Programs
- White River School District

- The OSPI in-service registration form approved by OSPI and issued by the clock hour provider. OSPI in-service registration forms include:
- Form SPI 1125* (Not available online)
- Form SPI 1126-1 ProTeach Online Assessment/ProCert Program Professional Growth Team Member
- Form SPI 1128-1 Supervisor of Training - **Note this form changed 11/2016 to allow up to 30 hours per year.**
- Form SPI 1128-2 National Board Assessment/Certification
- Form SPI 1128-4 First Peoples' Language, culture, or oral tribal
- Form SPI 1128-5 ProTeach Portfolio External Assessment
- Form SPI 1128-6 Teacher Performance Assessment Scorer
- Form SPI 1128-7 ProTeach Assessment Scorer
- Form SPI 1128-8 Annual Professional Growth Plan (PGP) Verification & PGP Equivalency
- Form SPI 1128-9 School Accreditation Site Team
- Form SPI 4020S Suicide Prevention Training Verification
- A payment voucher issued by North Central Educational Service District (ESD 171).
- A WA State Clock Hour In-Service Certification Form from the Archdiocese of Seattle.

**To view an OSPI form go to this link:**
**www.k12.wa.us/certification/ClockhoursDocumentation.aspx**

**The forms listed above are the only acceptable forms of documentation for approved clock hours.** Even if an agency is on the approved clock hour provider list, the clock hours are not eligible unless there is acceptable documentation. A certificate of completion, letter, or certificate of achievement or professional development cannot be used to document approved clock hours **unless the individual holds an ESA certificate and a state health professions license that requires continuing education**. While all Public School Districts are approved clock hour providers, not all of them are **approved transcript providers**. Check OSPI's website for accurate list as it is changing frequently.

**For the latest list of acceptable documentation, see the following website:**
**http://www.k12.wa.us/certification/ClockhoursDocumentation.aspx**

## CONTINUING EDUCATION UNITS

Form SPI 4098V is used to document license hours as clock hours for ESA certification purposes. The certificates of attendance or other forms validating attendance are attached to Form SPI4098V. It is permissible to attach multiple verification documents to one form.

**DO NOT REPORT INFORMATION THAT IS NOT AUTHENTICATED AND THE DOCUMENT IS NOT IN YOUR POSSESSION!**

# QUESTIONS

# ABOUT

# DOCUMENTATION

## HIGHEST DEGREE (WAC 392-121-250)

**B** Persons holding a **bachelor's** degree as the highest degree, that are not reported with degree type **G** or **H.**

**H** Persons who obtain a bachelor's degree while employed in the state of Washington as a non-degreed vocational/CTE instructor. (**H** means "**hold harmless**," or that persons are not penalized for obtaining a bachelor's degree.)

**G** Persons holding a bachelor's degree as the highest degree and whose total eligible credits reported on the S-275 report before January 1, 1992, were 135 or more (RCW 28A.150.410). These persons are **grandfathered** at the BA+135 column.

**M** Persons holding a **master's** degree or any other degree between the master's and doctorate as the highest degree. An **educational specialist** degree is reported as degree type **M.**

**D** Persons holding a **doctorate** degree as the highest degree.

**V** Report an employee as non-degreed with degree type **V** only if:

- The employee holds no bachelor's or higher level degree; or
- The employee holds a bachelor's or higher level degree and a valid vocational/CTE certificate, but has not used the degree(s) to obtain any past or present education certificate or permit. The employee must not have used the degree to obtain a certificate (including conditional certificate, temporary permit, etc., anything that would constitute a "certificate" or education credential by the State of Washington.) If the degree has been used for a State of Washington purpose, such as to obtain a Washington education credential/certificate, then the State of Washington must/shall recognize that degree, and the employee cannot be reported as non-degreed. Report such employees with highest degree type B, H, G, M, or D.
- Do not report employees as non-degreed with degree type V if they have ever used a degree to obtain the following endorsements on vocational/CTE initial, initial renewal, continuing, or continuing renewal certificates, which normally require a bachelor's degree per WAC 181-77-031: Agriculture Education – V010000 Business Education – V070000 Marketing Education – V080000 Business and Marketing Education – V078000 Family and Consumer Sciences Education – V200002 Technology Education – V210100.
- The vocational/CTE conditional certificate is not issued based on a degree; employees with such certificates may be reported as non-degreed (degree type V), if all other requirements are met.

# BA 135 – Degree type "G"

## Email Exchange with Ross Bunda – OSPI

## Cutoff is 1/1/1992. OSPI has a list of persons still reported as high degree "G".

**Sherrie Evans**

BA 135
"G"

**From:** Ross Bunda [RBunda@ospi.wednet.edu]
**Sent:** Friday, October 01, 1999 4:15 PM
**To:** 'Sherrie Evans'
**Cc:** Allen Jones
**Subject:** RE: BA 135 Status

My understanding of the guidance is, "No."

RCW 28A.150.410(3) states,

"Beginning January 1, 1992, no more than 90 college quarter-hour credits received by any employee after the baccalaureate degree may be used to determine compensation allocations under the state salary allocation schedule and LEAP documents referenced in the biennial appropriations act, or any replacement schedules and documents, unless:
(a) The employee has a masters degree; or
(b) The credits were used in generating state salary allocations before January 1, 1992."

- Her BA + 90 generated state salary allocations before January 1, 1992.

- Her BA + 135 did not generate state salary allocations before January 1, 1992.

- Therefore, no.

Also, the S-275 personnel reporting instructions for 1999-2000, page 20, defines degree type "G" for "persons holding a bachelor's degree as the highest degree and whose total eligible credits reported on the S-275 report before January 1, 1992, were 135 or more (RCW 28A.150.410 and WAC 392-121-255[3]). These persons are grandfathered at the BA + 135 column."

- Again, she was not, so no.

If I can be of further assistance on this matter, please contact me.

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http://ospiwsrv.ospi.wednet.edu/finance/appsfs.htm
<http://ospiwsrv.ospi.wednet.edu/finance/appsfs.htm>

# Email Re Degree Type G – Continued

From: Sherrie Evans [SMTP:skevans@orca.esd114.wednet.edu]
Sent: Friday, October 01, 1999 2:21 PM
To: Ross Bunda (E-mail)
Subject: BA 135 Status

Here's an interesting one - need your opinion:

[redacted] was employed with our district through 1989-90. She was reported on the S275 as Bachelors degree. We rehired her last year and also reported her on the S275 as Bachelors' degree. She just brought in a transcript that demonstrates that she actually has BA 135 prior to January 1, 1992. Actually, when I reviewed the file I found that these credits were on the transcript that we had on file way back in 1989-90 - they just obscure so they were not picked up. She is asking that we place her in the BA 135 column which would mean I would report her as a G. Can we do that?

Sherrie Evans, Assistant Superintendent for Personnel and Labor Relations
South Kitsap Schools
1962 Hoover Ave SE, Port Orchard, WA 98366
(360) 876-7306
skevans@orca.esd114.wednet.edu

**16/17 S275 Personnel Reporting Instructions page 30: "Do not report employees with degree type G (bachelor's degrees grandfathered at BA+135) unless they are reported with at least 135 total eligible credits. Also, employees reported with degree type G must have been reported with at least 135 total eligible credits on the S-275 report, by a Washington school district or ESD, before January 1, 1992."**

# QUESTIONS

# ABOUT

# DEGREES

## ROUNDING – WAC 392-121-270(5)

Rounding of computations of credits and experience should follow the general rule: a decimal ending with a 5 or higher is rounded up; a decimal ending with a 4 or lower is rounded down. Documentation of computations of total credits and experience should show both the accumulated totals in the number of decimal places required by the applicable rule and the rounded total reported pursuant to the applicable rule. It is important to note:

- When accumulating a person's total credits over a number of years, a school district should sum the credits as they were computed for each year (one decimal place), not the rounded total used for placement on the LEAP salary allocation schedule (whole number).

**EXAMPLE OF ROUNDING CREDITS**

| Example 1I—Rounding Credits and Experience | | | | | | |
|---|---|---|---|---|---|---|
| | Credits | | | Experience | | |
| School districts accumulate/record: | Credits rounded to 1 decimal place. | 44.4 | 89.5 | Experience rounded to 2 decimal places. | 3.44 | 6.45 |
| School districts report on S-275: | Credits rounded to 1 decimal place. | 44.4 | 89.5 | Experience rounded to 1 decimal place. | 3.4 | 6.5 |
| For LEAP salary placement, OSPI rounds: | Credits to the nearest whole number. | 44 | 90 | Experience to the nearest whole number. | 3 | 7 |

# A Discussion on Rounding Credits

**Email exchange with Dale Sando, State Auditor and Ross Bunda, OSPI**
**OK to round either way but you MUST BE CONSISTENT!!**

Email to Ross/Dale from Sherrie Evans: The district where we encountered the question is Puyallup. We told them that we consider the method they are using of recording at 2 decimal places and rounding the total to be acceptable because it is the conservative approach but that they could switch to rounding each course if they choose to do so. I think the WAC is just vague enough to be interpreted either way. We agree that rounding each course would be the most logical for exactly the reason you provided, especially if the district does not use one of the credit tracking programs like the one your company designed.

---

**From:** sherrie.evans@comcast.net [mailto:sherrie.evans@comcast.net]
**Sent:** Wednesday, January 18, 2006 4:21 PM
**To:** Dale Sando
**Subject:** Re: FW: Inservice Credits rounding

His response regarding rounding the total is always what I have basically followed. The reason is that you might get a transcript from Puget Sound ESD for the .75 hour and you record it as

.75 or .8. Then 3 months later you get one from ESD 113 for the .65 or .7 class. You are recording them separately. Additionally these clock hours might have even occurred in 2 separate reporting years. So to me the round first, total is much more accurate and consistent.

It would be nice to see something from the auditor on this in our next 275 training sessions if you are comfortable putting something out to districts to guide them with. Thanks for following up on this. It is an important topic.
---------- Original message ----------
From: "Dale Sando" <sandod@sao.wa.gov>

Sherrie, here is what I got from Ross.

---

**From:** Ross Bunda [mailto:RBunda@ospi.wednet.edu]
**Sent:** Thursday, January 12, 2006 4:37 PM
**To:** Dale Sando
**Subject:** RE: Inservice Credits rounding

Hello, Dale
You are correct that, for credits, the rules refer to rounding to the nearest tenth. In your example, two in-service classes at 7.5 hours and 6.5 hours would total accurately to 14.0 hours, or 1.4 credits. A district would be correctly applying the rules to record 0.8 and 0.7 credits, or a total of 1.5 credits. However, from a legal perspective, I think the district could also defend recording 1.4 credits.

If a school district wants to be consistent (at the trade-off of being accurate), **I think the only way to consistently arrive at the same value is to round each recordable event separately, meaning the 0.8 and 0.7 credits separately for a total of 1.5 rather than to record the "more accurate" total of 1.4 (.75 and .65). Or stated simply: round, then total (instead of total, then round).**

I think the philosophy of the rounding guidance in Example 1I in the S-275 instructions; where the district records experience rounded to 2 decimal places (such as 6.45 years), the district reports experience rounded to 1 decimal place (such as 6.5 years), and the state/OSPI funds experience to the nearest whole number (7 years); values consistency more than accuracy. This emphasis on consistency trumps the "more accurate" rounding to 6 years (where 6.45 years is closer to 6 years than to 7 years).

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http://www.k12.wa.us/safs

**From:** Dale Sando [mailto:sandod@sao.wa.gov]
**Sent:** Wednesday, January 11, 2006 11:29 AM
**To:** Ross Bunda
**Subject:** RE: Inservice Credits rounding

Both are important, but if a school district were asking for advice which method would you tell them. We would like to assure we apply the rules consistently.

---

**From:** Ross Bunda [mailto:RBunda@ospi.wednet.edu]
**Sent:** Wednesday, January 11, 2006 11:17 AM
**To:** Dale Sando; Sherrie Evans
**Cc:** Kim Dion; Cheryl Thresher; Kennesy Cavanah
**Subject:** RE: Inservice Credits rounding

What is more important, accuracy or consistency?

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mailto:rbunda@ospi.wednet.edu
http://www.k12.wa.us/safs

---

**From:** Dale Sando [mailto:sandod@sao.wa.gov]
**Sent:** Wednesday, January 11, 2006 11:09 AM
**To:** Ross Bunda; Sherrie Evans
**Cc:** Kim Dion; Cheryl Thresher; Kennesy Cavanah
**Subject:** Inservice Credits rounding

**We have a question on rounding in-service credits**. If an instructor has taken several in-service class that are 7.5 hours, 6.5 hours, etc. all with tenths of hours, should they be recorded at .75 credit and .65 credit, and the total rounded, or should each be recorded as 0.8 credit, and 0.7 credit. If you have several of these in a file it could eventually make a difference. We recognize the WAC refers to rounding to the nearest tenth, but want to clarify if that is per class, or in total.

**IN SUMMARY: You can round each individual course to one-tenth; or you can report each course to 2 decimals and round the total. You just must be consistent for all courses recorded for your district!**

## Course Criteria

Effective September 1, 1995 the course content for all credits reported on the S-275 must meet one or more of the criteria of WAC 392-121-262 (1). Over the years these criteria have changed. Currently the criteria are:

(a) It is consistent with a school-based plan for mastery of student learning goals as referenced in RCW 28A.655.110, the annual school performance report, for the school in which the individual is assigned;

(b) It pertains to the individual's current assignment or expected assignment for the following school year;

(c) It is necessary for obtaining endorsement as prescribed by the Washington professional educator standards board;

(d) It is specifically required for obtaining advanced levels of certification;

(e) It is included in a college or university degree program that pertains to the individual's current assignment or potential future assignment as a certificated instructional staff;

(f) It addresses research-based assessment and instructional strategies for students with dyslexia, dysgraphia, and language disabilities when addressing learning goal one under RCW 28A.150.210, as applicable and appropriate for individual certificated instructional staff; or

(g) Beginning in the 2011–12 school year, it pertains to the revised teacher evaluation system under RCW 28A.405.100, including the professional development training provided in RCW 28A.405.106.

### NEWS ABOUT COURSE APPROVAL FORMS

When the course criteria rules were first enacted, WSPA worked with OSPI on a form for processing the approvals within a district. Workshops were held across the state to teach district staff how to use the form and become familiar with the new review and documentation requirements.

Initially, districts were advised that if they hired a certificated instructional staff employee from another Washington district and that district did not process a course approval form during the time the person was employed there, the credit could not be counted. Subsequently that was changed and districts are now allowed to evaluate that credit as if the person had been employed with their district when it was taken. If the employing district can determine that the credit meets one of the criteria, then that credit would be reportable (assuming it meets all other requirements). This practice resulted in the use of what some districts are calling the "WAC stamp". It is a stamp placed on the transcript indicating that the District has evaluated this transcript and/or credit and that it meets one of the criteria in 392-121-262. <u>The stamp must be dated and signed by the District official reviewing the information and making the decision pursuant to WAC 391-121-280, which requires that "such documentation must include a dated signature</u>."

During a session on the S275 report at the 2006 WSPA fall conference, districts asked this question: 'Why can't we use our WAC stamp for reviewing all courses, thereby replacing the requirement for the processing of the course approval forms?"

This question was presented by Sherrie Evans, Retired and Charlene Edwards, Kent (the conference presenters) to Ross Bunda, OSPI and Dale Sando, State Auditor's office in the following context:

> In reviewing WAC 391-121-262, there does not appear to be a requirement to have a specific course approval form. The requirement is that "at the time credits are recognized by the school district the content of the course must meet at least one of the following…" and then it names the criteria.
>
> Additionally the requirements of WAC 392-121-280 (3) (b) require that for credits earned after September 1, 1995 districts shall document that the course content meets one or more of the criteria of WAC 392-121-262(1). This WAC (392-121-280 (3) (b) further requires that at a minimum, such documentation must include a dated signature of the immediate principal, supervisor or other authorized school district representative and must be available to the employee's future employers.
>
> Thus, it appears to be appropriate for districts to utilize a WAC stamp to review the content and appropriateness of all credits where:
>
> 1. The stamp should identify WAC 391-121-262 and WAC 392-121-280(3)(b);
> 2. The person reviewing the transcript, clock hour or other credit-related documentation must be authorized by the district to do so and must place their full signature on the documentation after completing their decision process;
> 3. The date of the review action should be displayed on the documentation.

Dale Sando, State Auditor's Office replied: "Our Office is in agreement that use of the stamp is adequate verification for approval of credits as long as the individual(s) in the district is authorized to approve credits and provides their signature(s)."

Ross Bunda, Office of the Superintendent of Public Instruction, replied: "[Any] documentation (stamp, form, etc.) which meets the criteria (WAC 392-121-262 & 392-121-280) would work."

It is clearly the decision of each local district to determine which method of documentation they would like to use to ensure that the credits they are reporting for 275 LEAP placement are in compliance with WAC 391-121-262 and WAC 392-121-280(3)(b), along with other reporting requirements. For years districts have required employees to initiate and complete a Course Approval Form, and route it to a supervisor and/or District official for approval. The approved document was then maintained in the HR/Personnel office until the corresponding transcript, clock hour or other credit documentation arrived, at which time the documentation was matched and reviewed for processing. The Course Approval Forms have routinely then been filed with the credit documentation for audit purposes.

It is now evident that districts have an additional option. In lieu of the Course Approval Form, Districts can establish a practice whereby the employees submit their transcript, clock hour or other credit documentation without having to submit the Course Approval Form in advance. The documentation must be reviewed as it always has been for its appropriateness. In lieu of attaching the Course Approval form the district may adopt a practice of indicating directly on the credit documentation the review and decision process for compliance with WAC 391-121-

262 and 392-121-280(3)(b. This may be done by use of a WAC stamp or by developing a statement to write on the document itself.

As always, one word of caution:  If districts choose to utilize this new method, you may wish to consider the problem that may arise where the employee takes a class assuming credit will apply. For those instances districts may wish to maintain the Course Approval Form, notifying employees that they can use that document if they wish to obtain "pre-approval" of the course for placement purposes.

Additionally, the law only requires that the district determine that the credit being reported does apply to one of the criteria, it does not require that you identify the specific criteria. However, because this can sometimes be questioned, a "best practice" approach may be to utilize this additional optional step:

The District reviewer would clearly indicate the specific criteria that is applicable for each course. For example, if the transcript contains twelve (12) different classes, the district could either indicate one particular criteria applies to all 12 classes; or if appropriate indicate the applicable criteria number for each of the 12 classes. The criteria designation must be clear. Again this detail is not required under the law but based it is viewed as a best practice approach.

**Model Language for the WAC Stamp Course Approval Documentation**

***Be sure to identify which of the 7 criteria apply to the courses being recorded.  In WESPaC, there is a field when entering credits that will ask for which criteria the course falls under.**

**Example 1**

The signature below documents that a determination has been Made that the courses listed on this transcript and/or clock hour documentation meet the requirements of WAC 392-121-262(1).
Criteria:

_____

Authorized District Representative Date

**Example 2**

The (school district name) certifies that it has reviewed this documentation and finds that courses listed herein meet the criteria as established under WAC 92-121-262(1).
Criteria:

_____

Authorized District Representative Date

**Example 3**

**School District Name**
Date:_____
The signature below documents that a determination has been made that the course(s) recorded herein meet the requirements of WAC 392-121-262(1). 1-2-3-4-5-6-7
x_____
Authorized District Representative

**Course Criteria Notes**

- Be sure that you carefully watch the dates on transcripts and clock hours. Mark the course criteria selection for all courses completed September 1, 1995 and thereafter.

- If you hire someone who has worked in another district, you must accept the criteria that district has approved.

- If the course was not "evaluated" by the prior district, you may review it and approve or deny the course.

- When you hire a new person, you are required to evaluate all credits and clock hours completed 9/1/95 and thereafter and determine if they meet one of the criteria or not. Do not post to the record without completing this task.

- We recommend that you use a "WAC Stamp" in lieu of the forms.

# QUESTIONS

# ABOUT

# ROUNDING OR CRITERA

## CREDIT TYPES

There are three (3) types of credits. Each will be discussed in the subsequent sections.

| Type | Comment |
|---|---|
| **Academic** | Quarter, Semester, Unit |
| **In-Service** | Clock Hours, Certain CEU units, and Non-Transfer Credits |
| **Non-Degree** | Non-Degree Credits (CTE and Special) |

# ACADEMIC CREDITS- WAC 392-121-255

**WAC 392-121-255 Definition—Academic credits.** As used in this chapter, "academic credits" means credits determined as follows:

**(1)** Credits are **earned after the awarding or conferring of the employee's first bachelor's degree;**

**(2)** Credits are earned **on or before October 1** of the year for which allocations are being calculated pursuant to this chapter;

**(3)** Credits are earned from a **regionally accredited institution of higher education**: Provided, That credits, determined eligible pursuant to subsections (1), (2), (4) and (6) of this section, earned from any other accredited community college, college, or university and reported on Report S-275 on or before December 31, 1992, shall continue to be reported;

**(4)** Credits are **transferable or applicable to a bachelor's or more advanced degree** program: Provided, That for educational courses which are the same or identical no more credits for that educational course than are transferable or applicable to a bachelor's or more advanced degree program at that institution shall be counted;

**Non-Transfer Credit Rule**

**(5)** Credits earned after September 1, 1995, must **satisfy the additional requirements of WAC 392-121-262**;

**Course Criteria WAC – 7 criteria**

**(6)** Credits are **not counted as in-service credits** pursuant to WAC 392-121-257 or non-degree credits pursuant to WAC 392-121-259;

**(7)** The number of credits equals the number of quarter hours, units or semester hours each **converted to quarter hours** earned pursuant to this section; and

**1.0 Semester = 1.5 Quarter**

**(8)** Accumulate credits **rounded to one decimal place**.

## ADDITIONAL DOCUMENTATION NOTES FOR ACADEMIC CREDITS:

School districts shall have documentation on file and available for review which substantiates each certificated instructional employee's placement on LEAP salary allocation documents. **The minimum requirements are as follows:**

- Districts shall document the **date of awarding or conferring of the highest degree** including the date upon which the degree was awarded or conferred as recorded on the diploma or transcript from the registrar of the accredited institution of higher education.
  - If the highest degree is a **master's degree**, the district shall also document the date of awarding or conferring of the first bachelor's degree.
  - If the degree was awarded by an institution which **does not confer degrees after each term**, and all degree requirements were completed at a time other than the date recorded on the diploma or transcript, a written statement from the registrar of the institution verifying a prior completion date shall be adequate documentation.

- If the degree program was **completed in a country other than the United States**, documentation must include documentation in English of degree equivalency for the appropriate degree as allowed by WAC 181-79A-260: Provided, That documentation of degree equivalency is not required if that institution of higher education is already regionally accredited or accredited by the distance education and training council, pursuant to WAC 181-78A-010(7).

- Districts shall document academic credits by having on file a transcript from the registrar of the accredited institution of higher education granting the credits.

- An academic credit is deemed **"earned" at the end of the term** for which it appears on the transcript: Provided, That a written statement from the registrar of the institution verifying a prior earned date may establish the date a credit was earned;

- Washington state community college credits numbered **one hundred and above** are deemed transferable for purposes of WAC 392-121-255(4) subject to the limitations of that same subsection; **NOTE:** You CAN count below 100 credits during the period of time from September 1, 1987 when the "in-service" law became effective and March 7, 1997. The law requiring courses to be 100 level or above became effective March 8, 1997.

- You cannot record credits from another institution that are listed on that institution's transcript.

- Use a template to remember course end dates:

| Quarter | Date | | Semester | Date |
|---|---|---|---|---|
| Fall | 12/31 | | Fall | 1/31 of the next year |
| Winter | 3/31 | | | |
| Spring | 6/30 | | Spring | 5/31 |
| Summer | 8/31 | | Summer | 8/31 |

## ADDITIONAL NOTES FOR ACADEMIC CREDITS

1. Academic credits must be earned from a "regionally accredited institution of higher education" which means a community college, college, or university which is a candidate for accreditation or is accredited by one of the following regional accrediting bodies (WAC 181-78A-010[6]). National accrediting associations include those recognized by the Washington Student Achievement Council and the Secretary of the U. S. Department of Education and included in the list of accrediting agencies at http://www.k12.wa.us/certification/colleges/default.aspx.

Washington Student Achievement Council and U.S. Department of Education Recognized Accrediting Associations for Purposes of the Degree-Granting Institutions Act Current associations recognized for participation in state student aid programs are marked with an * (As of August 3, 2016)

**REGIONAL ACCREDITING ASSOCIATIONS**

Accrediting Commission for Community and Junior Colleges Western Association of Schools and Colleges
* Higher Learning Commission
* Middle States Commission on Higher Education
* New England Association of Schools and Colleges Commission on Institutions of Higher Education
* Northwest Commission on Colleges and Universities
* Southern Association of Colleges and Schools Commission on Colleges
* WASC Senior College & University

**NATIONAL FAITH-BASED ACCREDITING ASSOCIATIONS**

Association for Biblical Higher Education Commission on Accreditation
Association of Advanced Rabbinical and Talmudic Schools Accreditation Commission
Commission on Accrediting of the Association of Theological Schools
Transnational Association of Christian Colleges and Schools Accreditation Commission

**NATIONAL CAREER RELATED ACCREDITING ASSOCIATIONS**

* Accrediting Bureau of Health Education Schools
* Accrediting Commission of Career Schools and Colleges
* Accrediting Council for Continuing Education and Training
* Accrediting Council for Independent Colleges and Schools

Council on Occupational Education
Distance Education Accrediting Commission
* National Accrediting Commission of Career Arts and Sciences, Inc.

**PROGRAMMATIC ACCREDITING ASSOCIATIONS**

Accreditation Commission for Acupuncture and Oriental Medicine
Accreditation Commission for Education in Nursing
Accreditation Commission for Midwifery Education
Accreditation Council for Education in Nutrition and Dietetics Academy of Nutrition and Dietetics
Accreditation Council for Pharmacy Education

2. The following are not regional accrediting bodies:
   a. Commission on Accrediting of the Association of Theological Schools (ATS). b. Transnational Association of Christian Colleges and Schools (TRACS).
3. As of May 2010, schools may count degrees earned from institutions of higher education that are accredited, or are candidates for accreditation, by the distance education and training council (DETC), pursuant to WAC 181-78A-010(7).
4. Degrees must be earned from an institution of higher education that is regionally accredited or is accredited by the distance education and training council (or is a candidate for accreditation).
5. For state funding and salary placement purposes, this requirement applies to degrees earned in **Canada** (unless the institution is regionally accredited or DETC accredited). This requirement is different from that for certification purposes, which does not require evaluation of transcripts from Canada.
6. **Check course numbers.** Generally 100-400 are Freshman-Senior, 500-800 can be graduate (MA/PhD) but odd numbers such as 2011, 305X may not be transferable to an academic degree program and thus could only be considered as a non-transferable credit.
7. Where the course is identical no more credits for that course can count than are transferable or applicable to a BA or more advanced degree program at THAT institution. Check with the institution or watch for designation on transcript.
8. Example: SPU indicates an "I" if it is repeatable – to the right of the grade and credit amount.
9. **If not repeatable** then may use the "non-transfer credit rule" if completed 9/1/87 and thereafter to count as an in-service credit.
10. **Links for checking accreditation:**

| | |
|---|---|
| Regionally Accredited Institutions | http://chea.org/search/default.asp |
| Online Accredited Institutions | www.deac.org |

Example – Accredited: American InterContinental University

An Accredited University | Accredited Business Programs | AIU Page 1 of 2

DEGREES & PROGRAMS (/DEGREES) | ONLINE EDUCATION (/ONLINE-EDUCATION) | ADMISSIONS & FINANCIAL AID (/ADMISSIONS-FINANCIAL-AID) | CAREER DEVELOPMENT (/CAREER-DEVELOPMENT) | ABOUT AIU (/ABOUT)

1-855-377-1888 (TEL:1-855-377-1888)

## Accreditation

### REGIONAL ACCREDITATION

American InterContinental University® is regionally accredited by the Higher Learning Commission. To contact the Higher Learning Commission please visit **www.hlcommission.org (http://www.hlcommission.org)**.

NOTE. This institution is accredited by the Higher Learning Commission which is now an approved agency.

## Accreditation

### REGIONAL ACCREDITATION

American InterContinental University® is regionally accredited by the Higher Learning Commission. To contact the Higher Learning Commission please visit **www.hlcommission.org (http://www.hlcommission.org)**.

### FURTHER ACCREDITATION AND LICENSURE

The business administration degree programs at AIU are accredited by the **Accreditation Council for Business Schools and Programs (ACBSP) (http://www.acbsp.org/)**. ACBSP accreditation certifies that the teaching and learning processes within the business administration programs of the School of Business at American InterContinental University meet the rigorous educational standards established by ACBSP. The Bachelor of Accounting, Master of Accounting, and the Master of Healthcare Management degree programs are not accredited by ACBSP.

ACBSP ACCREDITED

The Master of Education Program at American InterContinental University is awarded TEAC initial accreditation by the Inquiry Brief Commission of **Council for the Accreditation of Educator Preparation (CAEP) (http://caepnet.org/)** for a period of two years, from October 2013 - October 2015. The accreditation does not include individual education courses that the Educator Preparation Provider (EPP) offers to P-12 educators for professional development, re-licensure, or other purposes.

The Bachelor of Fine Arts in Interior Design at the Atlanta campus is accredited by the **Council for Interior Design Accreditation (CIDA) (http://accredit-id.org/)**. The BFA in Interior Design program is no longer accepting new student applications and no longer has active students enrolled. Student achievement data for this program can be **found here (/~/media/AIU/AIU-Redesign/Files/PDF/AIU-Atlanta-CIDA-Disclosure.pdf)**.

AIU Atlanta and AIU Online are approved by the **State of Georgia to operate by the Nonpublic Postsecondary Education Commission (NPEC)**: 2082 East Exchange Place, Suite 220, Tucker, GA 30084-5305.

AIU Online is recognized as a private college by the **Illinois Board of Higher Education** and authorized to grant Associate, Bachelor's and Master's degrees.

The AIU South Florida Campus is licensed by the **Commission for Independent Education, Florida Department of Education**. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL, 32399-0400.

American InterContinental University Houston is authorized by the **Texas Higher Education Coordinating Board** to offer degrees and courses leading to degrees in Texas. For Houston campus students only: THECB student complaint information is codified under **19 TAC§§1.110-1.120 (http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y)**.

http://www.aiuniv.edu/about/why-aiu/regional-accreditation 7/1/2015

Not Accredited: Canyon College

# Canyon College

*Official Transcripts*

111 Poplar Street
Caldwell, ID 83605
Tel: (208) 455-0010
Fax: (208) 455-0040
info@canyoncollege.edu

NAME:

Date Issued: 2-Jul-08

| COURSE NAME | COURSE NUMBER | LETTER GRADE | SEMESTER CREDITS |
|---|---|---|---|
| *Summer 2008* | | | |
| The Inclusion and Mainstreaming of Exceptional Students | ED-501 | A | 3 |
| Differentiating Instruction | ED-503 | A | 3 |
| GPA/TOTAL CREDITS | 4.00 | | 6 |

John J. Denmark, MBA
Registrar

Not Accredited
called 7/21/08
(bt)

## Not Accredited: Center Graduate College

Center Graduate College
Transcript

Student Name: [redacted]
Student ID: [redacted]
Address: [redacted]
TACOMA WA 98407

Office of the Registrar
20665 4th Street
Saratoga, CA 95070-5878

| Semester | Year | Course Number | Course Title | Units | Grade | Code | Section # |
|---|---|---|---|---|---|---|---|
| MID YR | 1992 | EDM 211-A | MATH A WAY OF THINKING | 3.0 | A | C | 92735A |

Key:

Grades:
A = All work completed, credit earned.
I = Course work incomplete, credit not yet earned.

Code:
C = Units are in graduate semester.
A = Audit, no grade assigned.
U = Continuing education units.
D = Courses taken through Dominican College of San Rafael.
L = Courses taken through Loyola Marymount University
. = Decimal after course number refers to the level.

---Official Seal---

Registrar
01/08/96
Reference Number:
082986

Official Transcript of Record, not Valid Without Seal and Signature of Registrar

Page 1 of 1

**Academic Credits Example: Western Washington University**. Accredited. Quarter Hour System. OK! Documents BA Degree awarded 6/14/13, courses through Spring 2013. Record BA but no credits after BA on this transcript.

WESTERN WASHINGTON UNIVERSITY
Bellingham, Washington

Academic Record

Student No: Date of Birth:

Date Issued: 22-JUN-2015
OFFICIAL WO

Record of:
SSN:

Page: 1

Issued To: LAUREN FANG
MUKILTEO SCHOOL DISTRICT NO. 6
9401 SHARON DRIVE
EVERETT, WA 982042647

Course Level: Undergraduate
High School: Kamiak High School 01-JUN-2010

Awarded : Bachelor of Science 14-JUN-2013
College : Sciences and Technology
Major/Field : Mathematics
Degree Comments:
Degree GPA : 3.49

| SUBJ | NO. | COURSE TITLE | CRED | GRD | PTS R |
|---|---|---|---|---|---|

TRANSFER CREDIT/DEGREE ACCEPTED:

AP/CEEB Tests/College Credit
Ehrs: 36.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00

INSTITUTION CREDIT:

| SUBJ | NO. | COURSE TITLE | CRED | GRD | PTS R |
|---|---|---|---|---|---|
| Term: | | Fall 2010 | | | |
| MATH | 138 | Accelerated Calculus | 5.00 | B | 15.00 |
| PHIL | 102 | Introduction to Logic | 3.00 | A | 12.00 |
| PSY | 101 | Introduction to Psychology | 5.00 | B | 15.00 |
| THTR | 201 | Intro to the Cinema w/lab | 3.00 | A | 12.00 |
| Term: | Ehrs: 16.00 GPA-Hrs: 16.00 QPts: 54.00 GPA: 3.37 | | | | |
| | | Good Standing | | | |
| Term: | | Winter 2011 | | | |
| ANTH | 201 | Intro to Cultural Anthropology | 5.00 | A | 20.00 |
| MATH | 224 | Multivariable Calc & Geometry I | 5.00 | B | 15.00 |
| PHYS | 121 | Physics with Calculus I | 5.00 | B | 15.00 |
| Term: | Ehrs: 15.00 GPA-Hrs: 15.00 QPts: 50.00 GPA: 3.33 | | | | |
| | | Good Standing | | | |
| Term: | | Spring 2011 | | | |
| CLST | 350 | Greek Mythology | 4.00 | A | 16.00 |
| MATH | 225 | Multivrble Calc & Geometry II | 4.00 | A | 16.00 |
| PHIL | 113 | Intro: Philosophy of Religion | 3.00 | A- | 11.10 |
| SPAN | 104 | Review Elementary Spanish | 5.00 | A- | 18.50 |
| Term: | Ehrs: 16.00 GPA-Hrs: 16.00 QPts: 61.60 GPA: 3.85 | | | | |
| | | Honor Roll | | | |
| | | Good Standing | | | |
| Term: | | Fall 2011 | | | |
| ENG | 239 | Intro to Latina/o Lit | 5.00 | A | 20.00 |
| MATH | 204 | Elementary Linear Algebra | 4.00 | C+ | 9.20 |
| MUS | 272 | Symphonic Band | 2.00 | A | 8.00 |
| SPAN | 201 | Intermediate Spanish | 5.00 | B | 15.00 |
| Term: | Ehrs: 16.00 GPA-Hrs: 16.00 QPts: 52.20 GPA: 3.26 | | | | |
| | | Good Standing | | | |
| Term: | | Winter 2012 | | | |
| MATH | 209 | Discrete Mathematics | 4.00 | B | 12.00 |
| MATH | 226 | Limits & Infinite Series | 4.00 | A- | 14.80 |
| SPAN | 202 | Intermediate Spanish | 5.00 | A- | 18.50 |
| Term: | Ehrs: 13.00 GPA-Hrs: 13.00 QPts: 45.30 GPA: 3.48 | | | | |
| | | Good Standing | | | |

********** CONTINUED ON NEXT COLUMN **********

Institution Information continued:

| SUBJ | NO. | COURSE TITLE | CRED | GRD | PTS R |
|---|---|---|---|---|---|
| Term: | | Spring 2012 | | | |
| MATH | 302 | Intro Proofs via Number Theory | 4.00 | A | 16.00 |
| MATH | 304 | Linear Algebra | 4.00 | B | 12.00 |
| MATH | 341 | Probability/Statistical Infrnc | 4.00 | B | 12.00 |
| PHYS | 122 | Physics with Calculus II | 5.00 | B | 15.00 |
| Term: | Ehrs: 17.00 GPA-Hrs: 17.00 QPts: 55.00 GPA: 3.23 | | | | |
| | | Good Standing | | | |
| Term: | | Summer 2012 | | | |
| ANTH | 353 | Sex and Gender in Culture | 5.00 | A- | 18.50 |
| MUS | 205 | Survey Non-Westrn Musc Cultrs | 3.00 | A- | 11.10 |
| Term: | Ehrs: 8.00 GPA-Hrs: 8.00 QPts: 29.60 GPA: 3.70 | | | | |
| | | Good Standing | | | |
| Term: | | Fall 2012 | | | |
| MATH | 312 | Proofs in Elementary Analysis | 4.00 | A | 16.00 |
| MATH | 331 | Ordinary Differentl Equations | 4.00 | A- | 14.80 |
| MATH | 360 | Euclidean & Non-Euclidean Geom | 4.00 | A- | 14.80 |
| MATH | 410 | Mathematical Modeling | 4.00 | A | 16.00 |
| Term: | Ehrs: 16.00 GPA-Hrs: 16.00 QPts: 61.60 GPA: 3.85 | | | | |
| | | Good Standing | | | |
| Term: | | Winter 2013 | | | |
| MATH | 342 | Statistical Methods | 4.00 | B+ | 13.20 |
| MATH | 401 | Intro to Abstract Algebra | 4.00 | B- | 10.80 |
| MATH | 419 | Historicl Perspectives of Math | 3.00 | A- | 11.10 |
| PHYS | 162 | Physics with Calculus II | 5.00 | B+ | 16.50 |
| Term: | Ehrs: 16.00 GPA-Hrs: 16.00 QPts: 51.60 GPA: 3.22 | | | | |
| | | Good Standing | | | |
| Term: | | Spring 2013 | | | |
| MATH | 307 | Mathematical Computing | 4.00 | A- | 14.80 |
| MATH | 402 | Intro to Abstract Algebra | 4.00 | A- | 14.80 |
| MATH | 415 | Math Biology | 4.00 | A | 16.00 |
| Term: | Ehrs: 12.00 GPA-Hrs: 12.00 QPts: 45.60 GPA: 3.80 | | | | |
| | | Good Standing | | | |

********** TRANSCRIPT TOTALS **********

| | Earned Hrs | GPA Hrs | Points | GPA |
|---|---|---|---|---|
| TOTAL INSTITUTION | 145.00 | 145.00 | 506.50 | 3.49 |
| TOTAL TRANSFER | 36.00 | 0.00 | 0.00 | 0.00 |
| OVERALL | 181.00 | 145.00 | 506.50 | 3.49 |

********** END OF TRANSCRIPT **********

RECEIVED
JUN 25 2015
Mukilteo School District
Human Resources Department

This official university transcript is printed on security paper.

David S Brunnemer, Registrar

LAUREN FANG
MUKILTEO SCHOOL DISTRICT NO. 6
9401 SHARON DRIVE
EVERETT, WA 982042647

**ALWAYS – Check the back of the transcript for information! Keep copies of the backs of transcripts for future references with your highlights and notes.**

**WESTERN WASHINGTON UNIVERSITY**
**BELLINGHAM, WASHINGTON 98225-9008**

WESTERN WASHINGTON UNIVERSITY

**FORMER NAMES**
The state legislature established the normal school at New Whatcom in 1893. It was called New Whatcom State Normal School (1893-1901), Whatcom State Normal School (1901-1904), and Bellingham State Normal School (1904-1937). Classes were first held in September 1899. The baccalaureate degree was first offered in 1933. The name was changed in 1937 to Western Washington College of Education, in 1961 to Western Washington State College, and in 1977 to Western Washington University.

**ACCREDITATION**
Western Washington University is accredited by the Northwest Commission on Colleges and Universities.

**DEGREE REQUIREMENTS**
180 quarter hours of credit are required for the Baccalaureate degree. Prior to June 1, 1971, 192 quarter hours of credit were required.

**COURSE NUMBERING**

| | | | |
|---|---|---|---|
| 001-099 | no credit | 300-399 | third-year courses |
| 100-199 | first-year courses | 400-499 | fourth-year courses |
| 200-299 | second-year courses | 500-699 | graduate level courses |

**FAIRHAVEN COLLEGE GRADING**
Prior to Fall Quarter 1987, academic records for Fairhaven College students were posted and maintained yearly rather than quarterly. Completions carry the prefix FAIR and the transcript notation is "S" (satisfactory). Written student-faculty evaluations are required for the official awarding of credit. Conventional letter grades appear quarterly for studies taken in other WWU departments. GPA is not computed for Fairhaven College students. Degree requirements for Fairhaven College include a core program and completion of either a student-faculty designed concentration or an established WWU major.

**OTHER ABBREVIATIONS**

| | | | |
|---|---|---|---|
| (AP) | Advanced Placement | (COR) | Correspondence |
| (CIS) | Contract Independent Study | (WI) or (WP) | Writing Proficiency |
| (RIP) | Resident Ind Study Program | (EXM) | Course Challenge |

**UNDERGRADUATE AND GRADUATE LEVELS**
Prior to Fall 1999, post-baccalaureate course work was included in the graduate section of the transcript. Beginning Fall 1999, post-baccalaureate course work taken while a student was not enrolled in a master's degree program appears on the undergraduate level transcript. Master's and post-master's course work appears on the graduate transcript.

**TRANSFER CREDIT**
Undergraduate transfer credit totals are accurate but names of some transfer institutions may not be included.

**GRADING**
The grade point average is calculated by dividing the total number of points by the total number of credits accumulated in courses in which the student has received a final grade, including grades of F and Z and excluding grades of P, NP, S, and U. To determine points for an individual course, multiply the number of credits according to the following table.

| Grade | Grade Points Per Credit | |
|---|---|---|
| A | 4.0 | Excellent |
| A- | 3.7 | |
| B+ | 3.3 | |
| B | 3.0 | Good |
| B- | 2.7 | |
| C+ | 2.3 | |
| C | 2.0 | Fair |
| C- | 1.7 | |
| D+ | 1.3 | |
| D | 1.0 | Poor |
| D- | 0.7 | |
| F | 0.0 | Failure |
| Z | 0.0 | Failure (unofficial withdraw |

The following grades carry no grade points:

| | | | |
|---|---|---|---|
| AUD | (Audit, no credit) | SW | (School Withdrawal) |
| K | (Incomplete) | U | (Unsatisfactory) |
| NP | (Not Passing) | W | (Course Withdrawal) |
| P | (Pass) | X | (No grade reported) |
| S | (Satisfactory) | | |

Grades A through D-, S, and P are considered passing. Som courses are graded on the S/U system. For these course appropriate curricular agencies have determined that the A- system is inappropriate. Neither "S" nor "U" is considered in th calculation of grade averages. Pass/Fail grading is available c an optional basis to students in courses taken to fulfill elective "P" and "NP" identify courses taken on the Pass/Fail basis ar are not counted in computing grade point averages.

K followed by another grade indicates that the K (incomplete) ha been removed (changed) e.g., KA means that the K grade ha been changed to a grade of "A".

An asterisk (*) following a grade indicates that the grade is n included in the calculation of the cumulative grade point averag due to the student having been granted a Fresh Start GPA (se below).

**FRESH START**
Undergraduate students who return to WWU after an absence five years or more may request a Fresh Start grade poi average. Grades marked with an asterisk (*) indicate that th student was granted a Fresh Start and those grades are n included in the calculation of the cumulative GPA.

**COURSE REPEATS**
Courses taken prior to Fall Quarter 1995 and repeated a marked "E" in the Repeat (R) column, and the initial grade nullified. Courses taken since Summer Quarter 1995 a subsequently repeated are marked "A" in the Repeat (R) colum Since Summer Quarter 1995, all grades in repeated courses a included in the calculation of the grade point average. Cours marked with "I" in the Repeat (R) column have grades included the grade point average and credits in the total earned credits.

**TO TEST FOR AUTHENTICITY:** Translucent globe icons MUST be visible from both sides when held toward a light source. The face of this transcript is printed on bl SCRIP-SAFE® paper with the name of the institution appearing in white type over the face of the entire document.

WESTERN WASHINGTON UNIVERSITY • WESTERN WASHINGTON UNIVERSITY • WESTERN WASHINGTON UNIVERSITY • WESTERN WASHINGTON UNIVERSITY • WESTERN WASHINGTON UNIVERSITY • WESTERN WASHINGTON UNIVERSITY • WESTERN WASHINGTON UNIVERSITY • WESTERN WASHINGTON UNIVERSITY • WESTERN

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12174T12 SCRIP-SAFE® Security Products, Inc. Cincinnati, O

**Academic Credits Example: Western Washington University – Masters' Degree Awarded**. Make sure you see "awarded, confirmed or conferred" not just "admitted or enrolled." Also note, Master's is awarded 5/20/15. Last quarter is Winter 2015. Credits in Winter 2015 should be recorded on or before the MA date but not after.

WESTERN WASHINGTON UNIVERSITY
Bellingham, Washington

Academic Record

Student No: Date of Birth:

Date Issued: 22-JUN-2015
OFFICIAL WO

Record of:
SSN: -

Page: 1

Issued To: LAUREN FANG
MUKILTEO SCHOOL DISTRICT NO. 6
9401 SHARON DRIVE
EVERETT, WA 982042647

Course Level: Graduate
High School: Kwaiak High School 01-JUN-2010

Comments:
Admitted to Grad Degree Program 06/25/13

Awarded : Master in Teaching 20-MAR-2015
College : Woodring College of Education
Major/Field : Master in Teaching

| SUBJ | NO. | COURSE TITLE | CRED | GRD | PTS | R |
|---|---|---|---|---|---|---|
| INSTITUTION CREDIT: | | | | | | |
| Term: | | Summer 2013 | | | | |
| SEC | 501 | Intro to Educational Research | 4.00 | A | 16.00 | |
| SEC | 510 | Teacher as Communicator | 3.00 | A | 12.00 | |
| SEC | 531 | Teaching Adolescents | 4.00 | B+ | 13.20 | |
| Term: | Ehrs: 11.00 GPA-Hrs: 11.00 | GPts: | 41.20 | GPA: | 3.74 | |
| | | Good Standing | | | | |
| Term: | | Fall 2013 | | | | |
| SEC | 435 | Middle Level Practicum | 1.00 | S | 0.00 | |
| SEC | 512 | Seminar in Educ Philosophy | 4.00 | A | 16.00 | |
| SEC | 532 | Curric & Instr in Sec Schools | 4.00 | A | 16.00 | |
| Term: | Ehrs: 9.00 GPA-Hrs: 8.00 | GPts: | 32.00 | GPA: | 4.00 | |
| | | Good Standing | | | | |
| Term: | | Winter 2014 | | | | |
| SEC | 433 | Teaching Laboratory | 1.00 | KS | 0.00 | |
| SEC | 436 | Secondary School Practicum | 1.00 | S | 0.00 | |
| SEC | 513 | Semi:Socio-Cultrl & Legal Iss | 4.00 | A | 16.00 | |
| SEC | 525 | Content Read, Write, Communic | 4.00 | A | 16.00 | |
| Term: | Ehrs: 10.00 GPA-Hrs: 8.00 | GPts: | 32.00 | GPA: | 4.00 | |
| | | Good Standing | | | | |
| Term: | | Spring 2014 | | | | |
| MATH | 483 | Teaching Secondary Math | 4.00 | A | 16.00 | |
| SEC | 533 | Assessmnt & Prof Dev in Sec Sch | 4.00 | A | 16.00 | |
| Term: | Ehrs: 8.00 GPA-Hrs: 8.00 | GPts: | 32.00 | GPA: | 4.00 | |
| | | Good Standing | | | | |
| Term: | | Summer 2014 | | | | |
| SEC | 534 | Mgmt,Motiv Disc in Sec Schools | 4.00 | A | 16.00 | |
| SPED | 400 | SEC Students w/Special Needs | 4.00 | S | 0.00 | |
| Term: | Ehrs: 8.00 GPA-Hrs: 4.00 | GPts: | 16.00 | GPA: | 4.00 | |
| | | Good Standing | | | | |

********** CONTINUED ON NEXT COLUMN **********

| SUBJ | NO. | COURSE TITLE | CRED | GRD | PTS | R |
|---|---|---|---|---|---|---|
| Institution Information continued: | | | | | | |
| Term: | | Fall 2014 | | | | |
| SEC | 595 | Graduate Internship | 18.00 | S | 0.00 | |
| Term: | Ehrs: 18.00 GPA-Hrs: 0.00 | GPts: | 0.00 | GPA: | 0.00 | |
| | | Good Standing | | | | |
| Term: | | Winter 2015 | | | | |
| SEC | 691 | Research Seminar | 4.00 | S | 0.00 | |
| Term: | Ehrs: 4.00 GPA-Hrs: 0.00 | GPts: | 0.00 | GPA: | 0.00 | |
| | | Good Standing | | | | |

********** TRANSCRIPT TOTALS **********

| | Earned Hrs | GPA Hrs | Points | GPA |
|---|---|---|---|---|
| TOTAL INSTITUTION | 68.00 | 39.00 | 153.20 | 3.92 |
| TOTAL TRANSFER | 0.00 | 0.00 | 0.00 | 0.00 |
| OVERALL | 68.00 | 39.00 | 153.20 | 3.92 |

********** END OF TRANSCRIPT **********

RECEIVED
JUN 25 2015
Mukilteo School District
Human Resources Department

This official university transcript is printed on security paper.

LAUREN FANG
MUKILTEO SCHOOL DISTRICT NO. 6
9401 SHARON DRIVE
EVERETT, WA 982042647

David S Brunnemer, Registrar

**HOMEWORK TIME – Count the number of credits up to the MA degree on this transcript!**

**Academic Credits Example: University of Washington. Bachelors' and Master's Degree**. Accredited. Quarter Hours.

UNIVERSITY OF WASHINGTON
OFFICE OF THE REGISTRAR

ACADEMIC TRANSCRIPT
THE WORD "COPY" APPEARS WHEN PHOTOCOPIED
A BLACK AND WHITE DOCUMENT IS NOT OFFICIAL

RECEIVED
JUN 24 2015
Multinational Human Resources Department

DATE PRINTED 06/19/15 PAGE 1

RESIDENT WEB 229

GRADUATE UW Bothell
EDUC S/ML END (BOTHELL)

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UNIVERSITY OF WASHINGTON DEGREES EARNED:
 BACHELOR OF ARTS (MATHEMATICS)
 SPRING 2013  (06/14/13)
 UW:128.0 TRANSFER: 90.0 EXTENSION:  0.0  GPA:  3.18
 WITH MINOR(S) IN EDUC, LEARNING, & SOC

 MASTER OF EDUCATION (SECONDARY/MIDDLE LEVEL
  ENDORSEMENT)
 SPRING 2015  (06/12/15)
 UW: 66.0 TRANSFER:  0.0 EXTENSION:  0.0  GPA:  3.89

  No thesis required

PRIOR DEGREE:
 EDMONDS COMM COLL
  DEGREE: AA 12/10

SUMMARY OF TRANSFER CREDIT:
 EDMONDS COMM COLL                 90.0
      TRANSFER CREDIT ACCEPTED:     0.0
-------------------------------------------------

              AUTUMN 2010                PRESCI  3
MATH   307  INTRO TO DIFF EQ             3.0   2.7
PHYS   114  GENERAL PHYSICS              4.0   2.2
URDU   321  INTERMEDIATE URDU            5.0   4.0
       QTR  ATTEMPTED: 12.0 EARNED:  8.0 GPA:  3.06

              WINTER 2011                PRESCI  3
CSE    100  COMPUTER FLUENCY             5.0   3.8
MATH   308  MATRIX ALGEBRA               3.0   NS
PHYS   121  MECHANICS                    5.0   2.8
       QTR  ATTEMPTED: 10.0 EARNED: 10.0 GPA:  3.30

              SPRING 2011                MATH    3
EDUC   310  CURRENT ISSUES               5.0   3.6
MATH   308  MATRIX ALGEBRA               3.0   3.6
NEAR E 210  ISLAMIC CIVILZATION          5.0   3.5
SPHSC  100  VOICE&ARTIC IMPROV           3.0   3.7
       QTR  ATTEMPTED: 16.0 EARNED: 16.0 GPA:  3.59

       SCHOLARSHIP STATUS: DEAN'S LIST

              AUTUMN 2011                MATH    3
ACCTG  215  ACCTG & FIN REPRTNG          5.0   2.0
ECON   200  INTRO MICROECON              5.0   2.3
MATH   300  MATH REASONING               3.0   2.4
       QTR  ATTEMPTED: 13.0 EARNED: 13.0 GPA:  2.21

              WINTER 2012                MATH    4
ACCTG  225  MANAGERIAL ACCTG             5.0   2.9
MATH   324  ADV MULTIVAR CALC 1          3.0   2.9
Q SCI  381  INTRO PROBABIL&STAT          5.0   3.1
       QTR  ATTEMPTED: 13.0 EARNED: 13.0 GPA:  2.98

              SPRING 2012                MATH    4
EDUC   401  PRACT COMM SERV ACT          2.0   CR
MATH   326  ADV MULTIVAR CALC 2          3.0   2.9
MATH   394  PROBABILITY I                3.0   S
SISA   200  CONTEMP INDIA/PKSTN          5.0   3.7
       QTR  ATTEMPTED: 13.0 EARNED: 13.0 GPA:  3.40

              SUMMER 2012                MATH    4
MATH   301  ELEM NUMBER THEORY           3.0   NS
MATH   394  PROBABILITY I                3.0   2.2/R
MATH   444  GEOMTRY FOR TEACHRS          3.0   3.0
MATH   445  GEOMTRY FOR TEACHRS          3.0   3.0
       QTR  ATTEMPTED:  9.0 EARNED:  6.0 GPA:  2.73

              AUTUMN 2012                MATH    4
EDPSY  304  LRN TEACH CHG WORLD          5.0   3.9
EDUC   299  ELS COLLOQUIUM               1.0   CR
MATH   411  INTRO MDRN ALG-TCHR          3.0   3.3
STAT   321  SOCIAL STATISTICS I          5.0   3.0
       QTR  ATTEMPTED: 14.0 EARNED: 14.0 GPA:  3.42

              WINTER 2013                MATH    4
Seattle CAMPUS
ASTR   101  ASTRONOMY                    5.0   3.0
MATH   412  INTRO MDRN ALG-TCHR          3.0   3.0
URDU   322  INTERMEDIATE URDU            5.0   4.0
Bothell CAMPUS
B EDUC 491  SPEC TOPIC IN EDUC           5.0   4.0
       QTR  ATTEMPTED: 18.0 EARNED: 18.0 GPA:  3.56

       SCHOLARSHIP STATUS: DEAN'S LIST

              SPRING 2013                MATH    4
EDSPE  404  EXCEPTIONAL CHLDRN           3.0   4.0
EDSPE  435  INTRO TO ASD                 5.0   3.8
EDUC   360  S-DREAM PROJECT II           1.0   CR
EDUC   369  S-DREAM PROJECT VISIT        1.0   CR
EDUC   401  PRACT COMM SERV ACT          1.0   CR
MATH   309  LINEAR ANALYSIS              3.0   2.3
MATH   327  INTRO REAL ANLYS I           3.0   2.7
       QTR  ATTEMPTED: 17.0 EARNED: 17.0 GPA:  3.29

--------------- DEGREE EARNED 06/14/13 ----------------
 BACHELOR OF ARTS (MATHEMATICS)
 UW:128.0 TRANSFER: 90.0 EXTENSION:  0.0  GPA:  3.18
 WITH MINOR(S) IN EDUC, LEARNING, & SOC
-------------------------------------------------

*** CONTINUED ON PAGE  2 ***
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**HOMEWORK TIME – Count the number of credits up to the MA degree on this transcript!**

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OFFICE OF THE REGISTRAR

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Human Resources Department

DATE PRINTED 06/19/15 PAGE 2
WEB 229

RESIDENT

GRADUATE UW Bothell
EDUC S/ML END (BOTHELL)

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* AND/OR LEAD TO STUDENT DISCIPLINARY SANCTIONS.  *
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              AUTUMN 2013                B EDUC  8
Bothell CAMPUS
 B EDUC 501  INQUIRY IN EDUC             5.0   3.9
 B EDUC 557  CURRICULUM STUDIES          3.0   3.7
        QTR  ATTEMPTED:  8.0 EARNED:  8.0 GPA:  3.83

              WINTER 2014                B EDUC  8
Bothell CAMPUS
 B EDUC 502  TCHRS SELF UNDRSTND         5.0   4.0
 B EDUC 556  ADOLESCENT DEVELOP          5.0   4.0
        QTR  ATTEMPTED: 10.0 EARNED: 10.0 GPA:  4.00

              SPRING 2014                B EDUC  8
Seattle CAMPUS
 EDC&I  525  TCH LRNG SCH CHANGE         3.0   CR
Bothell CAMPUS
 B EDUC 540  PRNCPL OF INCLUSION         5.0   4.0
 B EDUC 559  SECND MATH I                5.0   4.0
        QTR  ATTEMPTED: 13.0 EARNED: 13.0 GPA:  4.00

              AUTUMN 2014                B EDUC  8
Bothell CAMPUS
 B EDUC 560  SEC & MID MATH II           5.0   3.5
 B EDUC 564  FIELD EXPERIENCE            6.0   CR
 B EDUC 591  SPEC TOPICS ED              2.0   CR
        QTR  ATTEMPTED: 13.0 EARNED: 13.0 GPA:  3.50

              WINTER 2015                B EDUC  8
Bothell CAMPUS
 B EDUC 565  STUDENT TEACHING           10.0   CR
 B EDUC 591  SPEC TOPICS ED              2.0   CR
        QTR  ATTEMPTED: 12.0 EARNED: 12.0 GPA:  0.00

              SPRING 2015                B EDUC  8
Bothell CAMPUS
 B EDUC 460  MORAL DIMENSIONS ED         5.0   3.8
 B EDUC 504  ORGANIZATIONAL CHNG         5.0   4.0
        QTR  ATTEMPTED: 10.0 EARNED: 10.0 GPA:  3.90

-------------- DEGREE EARNED 06/12/15 --------------
 MASTER OF EDUCATION (SECONDARY/MIDDLE LEVEL
  ENDORSEMENT)
 UW: 66.0 TRANSFER:  0.0 EXTENSION:  0.0  GPA:  3.89
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*****************************************************
CUMULATIVE CREDIT SUMMARY:
 UW CREDITS ATTEMPTED  66.0  UW CREDITS EARNED  66.0
 UW GRADED ATTEMPTED   43.0  EXTENSION CREDITS   0.0
 UW GRADED EARNED      43.0  TRANSFER CREDITS    0.0
 UW GRADE POINTS      167.1  ----------------------
 UW GRADE POINT AVG.   3.89  CREDITS EARNED     66.0
*****************************************************
****************** END OF RECORD ******************
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000878

UNIVERSITY OF WASHINGTON
Office of the Registrar Box 355850
Seattle, Washington 98195-5850
206-543-8580

Dist 1582 (Rev. 9/02)

TRANSCRIPT OF ACADEMIC RECORD
This transcript is an academic record of all coursework completed at the University of Washington–Seattle, Bothell and Tacoma.

## EXPLANATORY NOTES

**AUTHENTICATION OF THIS TRANSCRIPT:**
A transcript is official when it bears the facsimile signature of the Registrar, the University of Washington Seal, and the production date. The background of this transcript is purple and the Registrar's signature is purple. Further authentication may be obtained by calling the UW Registration/Transcript Office at (206) 543-8580. If photocopied, the word COPY will appear in the background. Alterations to the transcript will result in brown stains and/or white areas.

**ACADEMIC CALENDAR:**
The academic year is comprised of three quarters – autumn, winter, spring – each lasting approximately eleven weeks. There is also a summer quarter.

**EXPLANATION OF GRADE SYMBOLS:**
Numeric grades: 4.0, 3.9, decreasing by 1/10 to 0.7, 0.0. The highest grade is 4.0. Lowest passing grade is 0.7 (undergraduates), 1.7 (graduate students).

Letter grades: I (incomplete); N (satisfactory without grade); S (passing grade for courses taken on a satisfactory/not-satisfactory basis), for undergraduate students 2.0 and above but prior to autumn 1985 1.7 and above; for graduate students 2.7 and above. NS (not satisfactory grade for courses taken on a satisfactory/not satisfactory basis), for undergraduate students a grade less than 2.0 but prior to autumn 1985 a grade less than 1.7; for graduate students a grade less than 2.7. CR (credit awarded in a course offered on a credit/no credit basis only). The minimum performance level required for a CR grade is determined, and the grade is awarded directly, by the instructor. NC (credit not awarded in a course offered on a credit/no credit basis only); W (official complete withdrawal from the University, or course drop); beginning autumn 1990 for undergraduates and autumn 1997 for graduate and professional students, W accompanied by a number of 3 through 7 (designates course dropped week 3 through week 7 of all quarters except summer quarter); *W (prior to autumn 1990, a peremptory drop made during the fifth through tenth week of the quarter); HW (Hardship Withdrawal); X (no grade submitted by instructor). Course titles preceded by the letter H designate honors courses, W designate writing courses, and S designate service learning courses. A course title preceded by the letter R designates a course with a research component.

**UNDERGRADUATE NUMERIC GRADE POINT EQUIVALENTS:** 4.0-3.9 (A); 3.8-3.5 (A-); 3.4-3.2 (B+); 3.1-2.9 (B); 2.8-2.5 (B-); 2.4-2.2 (C+); 2.1-1.9 (C); 1.8-1.5 (C-); 1.4-1.2 (D+); 1.1-0.9 (D); 0.8-0.7 (D-); 0.0 (E).

**GRADUATE NUMERIC GRADE POINT EQUIVALENTS:** 4.0-3.9 (A); 3.8-3.5 (A-); 3.4-3.1 (B+); 3.0-2.9 (B); 2.8-2.5 (B-); 2.4-2.1 (C+); 2.0-1.7 (C); 1.6-0.0 (E).

**SPECIAL SYMBOLS:**
A grade followed by an I indicates an incomplete was initially awarded but a final grade has been received. Prior to winter 1983, /R indicates course was repeated and only the last grade will count in grade point average and credit is allowed once. Effective winter 1983 through summer 1985, /DR for a repeated course indicates that the first grade was less than a 2.0. Both grades will count in the grade point average but credit will be allowed only once. /R indicates that the first grade was greater or equal to a 2.0 and the second grade does not count in the grade point average and credit is not allowed. Effective autumn 1985, /DR for a repeated course indicates both grades will count in the grade point average but credit will be allowed only once and X/R is used for an undergraduate indicating the student repeated a course not eligible to be repeated for grade or credit.

Effective winter 2005, /R indicates that a course is repeated. Grades for both courses are calculated in the grade point average. Grades for courses repeated more than once are not included in the grade point average. Credit is allowed only once.

Beginning autumn 1987, /R designates a foreign language course initially taken in high school and used as the laguage of admission. Credit is not allowed and the grade is not included in the grade point average.

Courses designated with /D indicate the grade counts in the grade point average but credit is not allowed toward degree requirements.

**SCHOOL OF DENTISTRY:**
Effective autumn 1992: Numeric grades: 4.0, 3.9, decreasing by 1/10 to 0.7. The highest grade is 4.0. Lowest passing grade is 0.7. Dental students taking medical school courses are allowed medical school grades.

Prior to autumn 1992: Numeric grades: 4.0 (honor), 3.7, 3.3, 3.0, 2.7, (good), 2.3, 2.0 (low pass), 0.0 (failure). Prior to spring 1981, letter grades: A (4.0), B (3.0), C (2.0), E (failure), EW (failure withdrawal), CR, NC, I, N, W.

**SCHOOL OF LAW:**
Effective autumn 1998, for entering first year Law students: Letter grades: A (4.0), A- (3.7), B+ (3.4), B (3.0), B- (2.7), C (2.0), D (1.0), E (0.0), CR (Credit); NC (No Credit); I (Incomplete); N (satisfactory without grade); W (Withdrawal); HW (Hardship Withdrawal). For Law students entering prior to autumn 1998: DS (Distinguished); H (Honors); P (Pass); LP (Low Pass); CR, NC, I, N, W, HW. Prior to 1990, numeric grades-credit awarded for grades 4.0 through 2.3; letter grades-CR, NC, I, N, *W, and W. GPA calc began Aut 05 for students (JD only) enrolled as of Spr 07.

**SCHOOL OF MEDICINE:**
Letter grades: H (Honors), S, NS, CR, NC, I, N, W. Effective autumn 1996: HP (High Pass), P (Pass), F (Fail) were added. Effective autumn 2002, S, NS were discontinued.

**SCHOOL OF PHARMACY:**
Numeric grades: 4.0, 3.9, decreasing by 1/10 to 0.7, 0.0. The highest grade is 4.0. Lowest passing grade is 0.7.

**COURSE LEVEL:**
Lower division, 100-299; upper division, 300-499; graduate 500 and above.

**TRANSCRIPTS:**
Most student records were converted to a new transcript system in winter 1983. You may receive two types of transcripts.

**ACCREDITATION:**
The University of Washington is accredited by the Northwest Association of Schools and Colleges.

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# PRINCETON UNIVERSITY

entered the Graduate School at Princeton as a degree-seeking student on 09/16/99.
Received MA Degree in Philosophy on 06/04/02. This transcript prepared on 05/19/16

| Fall Term 1999-2000 (Regular Student) | | | Grade |
|---|---|---|---|
| PHI | 312 | Intermediate Logic<br>J. P. Burgess | * |
| PHI | 523 | Problems of Philosophy<br>D. R. Graff | * |
| PHI | 707 | R.C.:Meta-Ethics:Error Theories<br>D. K. Lewis | * |

| Spring Term 1999-2000 (Regular Student) | | | Grade |
|---|---|---|---|
| PHI | 339 | Philosophyical Analysis Since 1950<br>S. Soames | * |
| PHI | 513 | Perceptual Content<br>S. D. Kelly | * |
| PHI | 516 | Locke and Rousseau<br>H. K. Lottenbach | * |

| Fall Term 2000-2001 (Regular Student) | | | Grade |
|---|---|---|---|
| PHI | 300 | Plato and His Predecessors<br>J. M. Cooper | * |
| PHI | 502 | Philosophy of Kant<br>B. M. Longuenesse | * |
| PHI | 523 | Problems of Philosophy<br>D. R. Graff | * |
| | | Assistant in Instruction - Part Time | |

| Spring Term 2000-2001 (Regular Student) | | | Grade |
|---|---|---|---|
| PHI | 514 | Recent and Contemp. Phil: Fact and Value<br>G. A. Rosen | AUD |
| PHI | 535 | Philosophy of Mind<br>K. E. Bennett | * |

| Fall Term 2001-2002 (Regular Student) | | | Grade |
|---|---|---|---|
| PHI | 338 | Philosophical Analysis from 1900 to 1950<br>S. Soames | AUD |
| PHI | 540 | Metaphysics<br>G. A. Rosen | * |

| Spring Term 2001-2002 (Regular Student) | | | Grade |
|---|---|---|---|
| PHI | 523 | Problems of Philosophy<br>G. A. Rosen | * |
| PHI | 534 | Philosophy of Language<br>S. Soames | AUD |
| PHI | 599 | Dissertation Seminar<br>P. Benacerraf | * |

REMARKS:
******** Language Exam in German Passed on 05/22/01
******** General Exam for Philosophy Passed on 01/31/02
******** Leave of Absence 09/01/02
******** Voluntary Withdrawal 07/01/04

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RE

Lauren Fang
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Everett, WA 98204
USA

End of transcript

Polly Winney Griffin, Registrar

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# PRINCETON UNIVERSITY

## GRADING SYMBOLS

**In undergraduate courses (numbered below 500) and independent work**

| | |
|---|---|
| A+ | Exceptional; significantly exceeds the highest expectations for undergraduate work |
| A | Outstanding; meets the highest standards for the assignment or course |
| A- | Excellent; meets very high standards for the assignment or course |
| B+ | Very good; meets high standards for the assignment or course |
| B | Good; meets most of the standards for the assignment or course |
| B- | More than adequate; shows some reasonable command of the material |
| C+ | Acceptable; meets basic standards for the assignment or course |
| C | Acceptable; meets some of the basic standards for the assignment or course |
| C- | Acceptable, while falling short of meeting basic standards in several ways |
| D | Minimally acceptable; lowest passing grade |
| F | Failing; very poor performance |
| P | Grades of A+ through C- in courses taken on pass/D/fail basis (prior to 1988-89, earned grades of A+ through D were converted to P) Satisfactory |
| AUD | Completion of required work in a course taken on an audit basis |
| INC | Course not completed at end of term (late completion authorized) |
| T | Course successfully completed at another institution for Princeton credit |
| UNR | Course grades not reported by instructor |
| W | Student withdrew from the University after the term's ninth week of class |

**In graduate courses (numbered 500 and above)**

With the exception of T and W, all of the foregoing grading symbols are used in graduate courses. The following symbols may also appear:

| | |
|---|---|
| HP | High Pass (used in some graduate courses in the School of Architecture) |
| LP | Low Pass (used in some graduate courses in the School of Architecture) |
| N or * | No grade given in the course. Between 1948-49 and 1973-74, represented by N; from 1974-75, represented by * |

## GRADING POLICY 2004-2014

From fall term 2004-05 through spring term 2013-14, the faculty had a common grading expectation for every department and program: A's (A+, A, A-) were to account for less than 35 percent of the grades given in undergraduate courses and less than 55 percent of the grades given in junior and senior independent work. Each department or program determined how best to meet these expectations. In the fall term 2014-15, the faculty reaffirmed rigorous and transparent assessment measures and removed a numeric target for the percent of A grades.

## COURSE OF STUDY

***Undergraduate students*** at Princeton enroll in a four-year [redacted] idates for the degree of Bachelor of Arts (A.B.) or the degree of Bachelor of Science in Engineering (B.S.E.). Undergraduate course credit is awarded in the form of course units. Each undergraduate course is one course unit, one course unit may be considered the equivalent of 4.0 semester hours. The A.B. program consists of eight terms of full-time study to satisfy the requirement of 31 courses (30 courses for students matriculating before 2001). Beginning in the junior year a candidate for the A.B. degree undertakes a program of departmental concentration including course work, independent study in the junior year, a two-term senior thesis, and a departmental examination at the end of the senior year. The B.S.E program consists of eight terms of full-time study to satisfy the requirement of 36 courses, which usually include one or two terms of independent work. B.S.E. students pursue departmental concentrations beginning in the sophomore year. Prior to fall term 1974-75, an undergraduate's departmental courses were indicated by a (D) preceding the course title. In addition to the departmental concentration, many students elect to pursue certificates in one or more programs, nearly all of which are interdisciplinary.

***Graduate students*** pursue full-time study toward the Ph.D. degree in the arts and sciences, engineering, architecture, and public affairs; and final professional master's degrees in architecture, engineering, finance, Near Eastern studies, public affairs, and public policy. To qualify for the Ph.D., a candidate spends at least one academic year in residence, passes the general examination, presents an acceptable dissertation, and passes the final public oral examination. Additional requirements for the Ph.D. vary by program. Ph.D. candidates may earn a Master of Arts degree incidentally as part of the course of study toward the Ph.D. Requirements for a final professional master's degree vary by program. Graduate students who are enrolled full time and in residence hold regular student status as they pursue work toward the degree. Students registered *in absentia* are also enrolled full time but are absent from campus in order to make use of materials, facilities, and expertise not available in residence. In their last years of enrollment, the majority of post-generals Ph.D. students take no courses, but pursue full-time research toward completion of the dissertation. Ph.D. students who come to the end of the defined program length without having completed all requirements for the degree may hold dissertation completion enrollment (DCE) status for up to two years and enrollment terminated/degree candidacy continues (ET/DCC) status thereafter. DCE students are enrolled students. ET/DCC students are not enrolled, but they are entitled to submit a dissertation.

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**Academic Credits Example: Credits on UW Transcript not counted in Total Credits Earned** on Transcript. Since they do not apply to the degree, you have to use a different criteria but otherwise they can be counted.

**NIVERSITY OF WASHINGTON**
**OFFICE OF THE REGISTRAR**

**ACADEMIC TRANSCRIPT**
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| STUDENT NAME | STUDENT NUMBER | SOC. SEC. NO. | BIRTHDATE | WASHINGTON RESIDENCY | SEX | HS GRAD | DATE PRINTED | PAGE |
|---|---|---|---|---|---|---|---|---|
| [redacted] | [redacted] | [redacted] | [redacted] | RESIDENT | | | 10/15/14 | 2 |
| CLASSIFICATION | COLLEGE/MAJOR | | | CURRENT STATUS | | | WEB | 143 |
| GRADUATE | UW Bothell NURSING(BOTHELL) | | | | | | | |

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                                                  TITLE                    CREDITS   GRADE
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 ***************************************************

                SPRING 2000                 SOC      4
 AFRAM   308    BASIC SWAHILI               5.0    3.9
 CLAS    101    LAT & GRK CURR USE          2.0     CR
 SOC     499    UNDERGRAD RESEARCH          4.0     CR
 SOC     499    UNDERGRAD RESEARCH          2.0     CR
         QTR    ATTEMPTED: 13.0 EARNED: 13.0 GPA:  3.90

-------------- DEGREE EARNED 06/09/00 --------------
 BACHELOR OF ARTS (SOCIOLOGY)
 UW:182.0 TRANSFER:  0.0 EXTENSION:  0.0  GPA:  3.34
 WITH MINOR(S) IN SOCIETY & JUSTICE
-----------------------------------------------------

                SUMMER 2012                 B NM 46
Bothell CAMPUS
 B NURS 409     W-PARTNERS COMM HLTH        5.0    3.9
         QTR    ATTEMPTED:  5.0 EARNED:  5.0 GPA:  3.90

                AUTUMN 2012                 B NURS   8
Bothell CAMPUS
 B NURS 501     FNDTN NURS PRACTICE         3.0    3.5
 B NURS 525     LEADRSHP NRSG ROLES         3.0    3.5
         QTR    ATTEMPTED:  6.0 EARNED:  6.0 GPA:  3.50

                WINTER 2013                 B NURS   8
Seattle CAMPUS
 ORALM  651     HEALTH IN HOMELESS          1.0     CR
Bothell CAMPUS
 B NURS 504     W-DISPARITY & HEALTH        3.0    3.6
 B NURS 520     R-SCH INQ NSG PRACT I       3.0    3.7
         QTR    ATTEMPTED:  7.0 EARNED:  7.0 GPA:  3.65

                SPRING 2013                 B NURS   8
Seattle CAMPUS
 ORALM  651     HEALTH IN HOMELESS          1.0     CR
Bothell CAMPUS
 B NURS 521     SCH INQ NSG PRACT II        3.0    4.0
 B NURS 526     PROG PLAN/PROG EVAL         3.0    3.7
         QTR    ATTEMPTED:  7.0 EARNED:  7.0 GPA:  3.85

                SUMMER 2013                 B NURS   8
 PSYCH  451     HEALTH PSYCHOLOGY           5.0    4.0
         QTR    ATTEMPTED:  5.0 EARNED:  5.0 GPA:  4.00
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 COURSE         TITLE                       CREDITS   GRADE

                AUTUMN 2013                 B NURS   8
Seattle CAMPUS
 ORALM  651     HEALTH IN HOMELESS          1.0     CR
Bothell CAMPUS
 B NURS 503     ADV FLD WK COM HL N         1.0     CR
 B NURS 508     ETHICS, AESTHETICS          3.0    4.0
 B NURS 598     SCHOLARLY PROJECT           2.0     CR
         QTR    ATTEMPTED:  7.0 EARNED:  7.0 GPA:  4.00

                WINTER 2014                 B NURS   8
Bothell CAMPUS
 B NURS 503     ADV FLD WK COM HL N         2.0     CR
 B NURS 507     ADVANCED NSG ROLES          2.0    3.9
 B NURS 598     SCHOLARLY PROJECT           2.0     CR
         QTR    ATTEMPTED:  6.0 EARNED:  6.0 GPA:  3.90

                SPRING 2014                 B NURS   8
Bothell CAMPUS
 B NURS 503     ADV FLD WK COM HL N         1.0     CR
 B NURS 598     SCHOLARLY PROJECT           2.0     CR
         QTR    ATTEMPTED:  3.0 EARNED:  3.0 GPA:  0.00

-------------- DEGREE EARNED 06/13/14 --------------
 MASTER OF NURSING
 UW: 41.0 TRANSFER:  0.0 EXTENSION:  0.0  GPA:  3.78
-----------------------------------------------------

*****************************************************
CUMULATIVE CREDIT SUMMARY:
 UW CREDITS ATTEMPTED   41.0  UW CREDITS EARNED   41.0 *
 UW GRADED ATTEMPTED    28.0  EXTENSION CREDITS    0.0
 UW GRADED EARNED       28.0  TRANSFER CREDITS     0.0
 UW GRADE POINTS       105.8  ---------------------
 UW GRADE POINT AVG.    3.78  CREDITS EARNED      41.0
*****************************************************
****************** END OF RECORD ******************
```

This transcript is showing 41.0 UW credits earned; however, when the individual credits are added, 46.0 credits were actually earned.

UW Registrar was emailed and it was explained that NM (non-matriculated) credits were not included in the total as these credits did not go towards the degree earned.

The 5 extra credit can be count towards salary placement though as they are above the 100 level.

RECIPIENT

[redacted]

In accordance with the Family Educational Rights and Privacy Act of 1974, information from this transcript may not be released to a third party without written consent of the student.

This official university transcript does not require a raised seal.

UNIVERSITY OF WASHINGTON 1861

Virjean Hanson Edwards
University Registrar

UoW 1592 (Rev. 7/10)

**Academic Credits Example: University of Puget Sound is Units.** 1.0 Unit = 5 Quarter Hours; or 1.0 Unit = 6.0 Quarter Hours depending on date earned.

The University of Puget Sound

SCHOOL DISTRICT #402

'96 MAY 22 AM 9 15

May 20, 1996

Sherrie J. Evans
Executive Director for Personnel
South Kitsap School District No. 402
1962 Hoover Ave. SE
Port Orchard, WA 98366

Dear Ms. Evans;

I am writing in response to your request for clarification on unit conversion. I'm happy to report that your conversions are correct.

For courses taken in the Summer 1982 you should multiply the unit value by 5 to get quarter credits. In the case of [redacted] the following conversion is appropriate:

**Summer 1982**
2 units x 5 = 10 quarter credits

During the Summer of 1984, we changed to a semester calendar granting credit in units. Mary's conversion for the following terms are figured in the following manner:

**Summer 1984**
1.67 x 6 = 10 quarter credits

**Spring 1986**
.33 x 6 = 2 quarter credits

**Summer 1986**
1.17 x 6 = 7 quarter credits

On the basis of these conversions, [redacted] received the equivalent of 29 quarter credits at the University of Puget Sound.

Conversions are made on the unit value listed after each class and **not** on the 1.78 units value yielded after the 1984 change. This number (1.78) was created specifically to keep students trying to reach degree or certification goals on track. All students who attended before and after the 1984 change have the units transferred in this way.

**Academic Credits Example:** **Pacific Lutheran University operates on semesters!**

PACIFIC LUTHERAN UNIVERSITY
Tacoma, Washington 98447-0003 • 253/535-7161

Date Issued: 28-AUG-2003
GEN

Record o
Issued To:

Page: 1

Course Level: Continuing Education

| SUBJ | NO. | COURSE TITLE | CRED | GRD | PTS | R |
|---|---|---|---|---|---|---|
| INSTITUTION CREDIT: | | | | | | |
| Summer 2003 | | | | | | |
| EDUC | 501D | New Horizons in Education | 3.33 | P | 0.00 | |
| EDUC | 501J | No Child Left Behind | 3.50 | P | 0.00 | |

Ehrs: 6.83 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00

6.83 x 1.5 = 10.25

********** TRANSCRIPT TOTALS **********

| | Earned Hrs | GPA Hrs | Points | GPA |
|---|---|---|---|---|
| TOTAL INSTITUTION | 6.83 | 0.00 | 0.00 | 0.00 |
| TOTAL TRANSFER | 0.00 | 0.00 | 0.00 | 0.00 |
| OVERALL | 6.83 | 0.00 | 0.00 | 0.00 |

********** END OF TRANSCRIPT **********

000884

## Back of Pacific Lutheran University Transcript:

The University was founded in 1890 and opened as Pacific Lutheran Academy. It became a junior college in 1921. Ten years later, it was organized into a three-year normal school which became a college of education in 1939. After 1941, it expanded as Pacific Lutheran College until it was reorganized as a University in 1960.

**ACCREDITATION**
Pacific Lutheran University is accredited by the Northwest Association of Schools and Colleges. Specialized accreditations are detailed in the University catalog.

**CALENDAR**
PLU adopted the "4-1-4" calendar effective September, 1969. The calendar consists of two fifteen-week semesters bridged by a four-week January term.

**GRADING SYSTEM**

***THROUGH MAY, 1980:***

| GRADE | POINTS | EXPLANATION |
|---|---|---|
| A | 4.00 | Excellent |
| B | 3.00 | Good |
| C | 2.00 | Average |
| D | 1.00 | Passing |
| E | 0.00 | Failure |
| WE | 0.00 | Failure |
| H | 0.00 | Honors |
| P | 0.00 | Passing |
| F | 0.00 | Failure |
| I | 0.00 | Incomplete |
| IP | 0.00 | In Progress |
| AU | 0.00 | Audit |
| WP | 0.00 | Withdrawal Passing |
| WM | 0.00 | Medical Withdrawal |
| **W | 0.00 | Withdrawal |

***JUNE, 1980 - PRESENT:***

| GRADE | | POINTS | EXPLANATION |
|---|---|---|---|
| A+, | *IA+ | 4.00 | Excellent |
| A, | *IA | 4.00 | |
| A-, | *IA- | 3.67 | |
| B+, | *IB+ | 3.33 | |
| B, | *IB | 3.00 | Good |
| B-, | *IB- | 2.67 | |
| C+, | *IC+ | 2.33 | |
| C, | *IC | 2.00 | |
| C-, | *IC- | 1.67 | |
| D+, | *ID+ | 1.33 | |
| D, | *ID | 1.00 | Passing |
| D-, | *ID- | 0.67 | |
| E, | *IE | 0.00 | Failure |
| EW | | 0.00 | Unofficial Withdrawal |

The following are not used in GPA

| GRADE | POINTS | EXPLANATION |
|---|---|---|
| H | 0.00 | Honors |
| P | 0.00 | Passing |
| F | 0.00 | Failure |
| NC | 0.00 | No Credit |
| I | 0.00 | Incomplete |
| IP | 0.00 | In Progress |
| AU | 0.00 | Audit |
| WM | 0.00 | Medical Withdrawal |
| **W | 0.00 | Withdrawal |
| UW | 0.00 | Unofficial Withdrawal |

** The original grade recorded was an Incomplete. The Incomplete has been converted to the grade noted.*
*** Beginning with Spring, 1970, the grade of W replaced WP and WE on the transcript.*

**COURSE NUMBERING**
011-099: courses that carry no university credit; 100-199: courses normally taken by freshmen; 200-299: courses normally taken by sophomores; 300-320 (1970-1994): courses unique to Interim; 300-499 (1994-present): courses normally taken by juniors and seniors (these courses may be included in graduate programs); 500-599: courses normally taken by graduate students (these courses may be included in undergraduate programs).

**CODES**
***Pass-Plus grades*** (PA+, PA, PA-, etc.) are used for courses in which a letter grade was noted, but pass credit was given. The letter grade is not used in the GPA computation. These are used primarily for courses taken through approved Study Abroad programs.
***Course repeats*** are marked on the far right-hand side of each transcript column (column marked "R"). An "I" means the course is included in the GPA calculation. An "E" means the course is excluded in the GPA calculation.
***Credit by exam*** (challenge) courses are indicated by an X prior to the course number (ex: X467).

**UNIVERSITY HONORS**
Through August, 1997: 3.90-4.00 Summa cum laude; 3.70-3.89 Magna cum laude; 3.40-3.69 Cum laude. December, 1997 forward: 3.90-4.00 Summa cum laude; 3.75-3.89 Magna cum laude; 3.50-3.74 Cum laude. Transfer grades are included in honors calculations. Physical Education activity courses are excluded.
The Dean's List was established beginning December, 1997. To be eligible, a student must have a semester GPA of 3.50 with a minimum of 12 graded hours.

**NOTE**
In accordance with the Family Educational Rights and Privacy Act, this transcript may not be released to a third party without the student's permission.

000885

**Academic Credits Example: Quarter or Semester? Be sure to read the back.**

LOUISIANA TECH UNIVERSITY®
RUSTON, LOUISIANA 71272

ACADEMIC TRANSCRIPT

NAME
STUDENT NUMBER

| COURSE NUMBER | COURSE TITLE | GRADE | SEMESTER HOURS | QUALITY POINTS |
|---|---|---|---|---|

Official Louisiana Tech University Graduate Transcript

Current Academic Program:
College of Education
Nondegree program, graduate level
Major: Life Long Learning - Educ Extension

Degrees Awarded:
Master of Arts in Teaching — Feb 26, 2011
College of Education
Major: Secondary Educ Gr 6-12, with concentration in Gen Sci - Biology Educ Gr 6-12
Cum GPA: 3.889

Previous Degrees:
Bachelor of Arts — May 10, 2008
HENDRIX COLLEGE
Major: Biology

----------Fall 2009----------

Admitted Program:
College of Education
Master of Arts in Teaching
Major: Secondary Educ Gr 6-12

| | | | | |
|---|---|---|---|---|
| EDCI-435 | TRENDS AND ISSUES IN EDUCATION | A | 3.00 | 12.00 |
| PSYC-507 | LEARNING & DEVELOPMENT | A | 3.00 | 12.00 |

| | AHRS | EHRS | QHRS | QPTS | GPA |
|---|---|---|---|---|---|
| Current | 6.00 | 6.00 | 6.00 | 24.00 | 4.000 |
| Cumulative | 6.00 | 6.00 | 6.00 | 24.00 | 4.000 |

----------Winter 2010----------

| | | | | |
|---|---|---|---|---|
| EDCI-434 | DIVERSE LEARNERS | A | 3.00 | 12.00 |
| EDCI-464 | MAT & METH: TEACHING SCIENCE | A | 3.00 | 12.00 |
| EDCI-521 | ASSESSMENT: STUDENTS & PROGRAMS | B | 3.00 | 9.00 |

| | AHRS | EHRS | QHRS | QPTS | GPA |
|---|---|---|---|---|---|
| Current | 9.00 | 9.00 | 9.00 | 33.00 | 3.667 |
| Cumulative | 15.00 | 15.00 | 15.00 | 57.00 | 3.800 |

----------No Further Entries This Column----------

----------Spring 2010----------

| | | | | |
|---|---|---|---|---|
| EDCI-575 | PRACTICUM IN EDUCATION | S | 3.00 | |

| | AHRS | EHRS | QHRS | QPTS | GPA |
|---|---|---|---|---|---|
| Current | 3.00 | 3.00 | 0.00 | 0.00 | 0.000 |
| Cumulative | 18.00 | 18.00 | 15.00 | 57.00 | 3.800 |

----------Summer 2010----------

| | | | | |
|---|---|---|---|---|
| EDCI-403 | MAT & METH: TEACHING READING | A | 3.00 | 12.00 |
| EDCI-471 | CLASSROOM MANAGEMENT | A | 3.00 | 12.00 |
| EDCI-500 | RES APPL FOR TCHRS & EDUC LEADER | A | 3.00 | 12.00 |

| | AHRS | EHRS | QHRS | QPTS | GPA |
|---|---|---|---|---|---|
| Current | 9.00 | 9.00 | 9.00 | 36.00 | 4.000 |
| Cumulative | 27.00 | 27.00 | 24.00 | 93.00 | 3.875 |

----------Fall 2010----------

| | | | | |
|---|---|---|---|---|
| EDCI-472 | TRANSITIONAL & VOCATIONAL PROCED | A | 3.00 | 12.00 |
| EDUC-530C | INTERNSHIP IN TEACHING BIOLOGY EDUCATION, GRADES 6-12 | S | 3.00 | |

| | AHRS | EHRS | QHRS | QPTS | GPA |
|---|---|---|---|---|---|
| Current | 6.00 | 6.00 | 3.00 | 12.00 | 4.000 |
| Cumulative | 33.00 | 33.00 | 27.00 | 105.00 | 3.889 |

----------Winter 2011----------

| | | | | |
|---|---|---|---|---|
| EDCI-599 | E-PORTFOLIO | S | 0.00 | |
| EDUC-530F | INTERNSHIP IN TEACHING BIOLOGY EDUCATION, GRADES 6-12 | S | 6.00 | |
| UNIV-640 | GRADUATION - EDU GRAD | NR | 0.00 | |

| | AHRS | EHRS | QHRS | QPTS | GPA |
|---|---|---|---|---|---|
| Current | 6.00 | 6.00 | 0.00 | 0.00 | 0.000 |
| Cumulative | 39.00 | 39.00 | 27.00 | 105.00 | 3.889 |

Requirements completed for Master of Arts in Teaching

----------No Further Entries This Page----------

LAUREN FANG
MUKILTEO SCHOOL DISTRICT
REFNUM: 20076303343
EVERETT WA 98204-2647

PAGE 1 OF 2

PRINT DATE 07-03-17

Robert D. Vento, Jr.
UNIVERSITY REGISTRAR

This transcript processed and delivered by Credentials TranscriptsNetwork

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# LOUISIANA TECH UNIVERSITY

Office of the Registrar
P.O. Box 3155, Ruston, LA 71272
Telephone: (318) 257-2176 FAX: (318) 257-4041
www.latech.edu

**ACCREDITATION**: Louisiana Tech University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, master's, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Louisiana Tech University.

**SEMESTER CREDIT HOUR AWARDED/QUARTER ACAMEDIC CALENDAR**: Since September 1967, Louisiana Tech University has operated on a quarter academic calendar (twelve weeks per quarter), and awarded semester hour credits. Seven hundred fifty minutes of class time successfully completed during the quarter equates to one semester credit hour earned. Three or more hours of laboratory work per week count as one classroom period and usually earn one semester credit hour.

**FULL-TIME ENROLLMENT**: An undergraduate student is considered full-time when enrolled for eight or more semester hours per quarter. A graduate student is considered full-time when enrolled for six or more graduate semester hours.

**SYSTEM OF GRADING**

| GRADE | QUALITY POINTS | |
|---|---|---|
| A | 4 | Excellent |
| B | 3 | Superior |
| C | 2 | Average |
| D | 1 | Minimum for credit |
| F | 0 | Failure |
| S | 0 | Satisfactory |
| I | 0 | Incomplete |
| IA, IB, IC, ID | 0 | Incomplete plus average grade in course at end of term |
| PI | 0 | Permanent Incomplete (Thesis or Dissertation – no progress; will not be completed at TECH) |
| W | 0 | Dropped course |
| AU | 0 | Audit |
| NC | 0 | No Credit |
| NR | 0 | No Grade Required |

**COURSE NUMBERS**

| | |
|---|---|
| 001 - 099 | Developmental education – not acceptable for degree credit |
| 100 - 199 | Freshman courses |
| 200 - 299 | Sophomore courses |
| 300 - 399 | Junior courses |
| 400 - 499 | Senior courses/selected courses approved for Graduate credit |
| 500 - 599 | Master's courses |
| 600 - 699 | Master's courses/selected courses approved for Doctoral credit |
| 700 - 799 | Doctoral courses |

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PRINTED COPY PRINTED COPY PRINTED COPY

**Academic Credits Example:** **Bates Technical College**

**Documentation of Phone Conversation with Steve Ashpole, Registrar at Bates Technical College**

**Date:** 08/26/04
**Re:** Reading transcripts
**Phone #:** (253) 680-7014
**Explanation of transcript:**

a. Courses that have **letter** grades are quarter credit courses listed in **quarter credits** on the transcripts. Be sure to check the back of the transcript.
b. Courses that have **number** grades are clock hour courses listed in **units** on the transcripts.
c. Clock hour units are converted at **1 unit = 16.5 clock hours**.

**Bates Transcript where Letter Grade = Quarter Hour Credits**

BATES TECHNICAL COLLEGE
110 SOUTH YAKIMA AVE
TACOMA WA 98405

TRANSCRIPT RADE RECORD

OFFICIAL TRANSCRIPT WHEN SIGNED AND SEALED BY REGISTRAR

INFORMATION FROM THIS RECORD MAY NOT BE RELEASED TO ANY OTHER PARTY WITHOUT OBTAINING CONSENT OF THE STUDENT.

| COURSE | COURSE TITLE | GRADE | CREDIT HRS | GRADE POINT | COURSE | COURSE TITLE | GRADE | CREDIT HRS | GRADE POINT |
|---|---|---|---|---|---|---|---|---|---|
| | ***** WINTER 03 ***** | | | | | | | | |
| EDU 121 | Understanding Diversity | A | 5.0 | | 82.5 CIK | | | | |
| PSYC 101 | Understnding Human Beha | A | 5.0 | | 82.5 CIK | | | | |
| QUARTER: | P/S HR HR ERN GPA HR 164.0 | | GPTS 656.0 | GPA 4.00 | | | | | |
| | ***** SPRING 03 ***** | | | | | | | | |
| EDU 103 | Child Growth & Develop. | A | 3.0 | | 82.5 CIK | | | | |
| QUARTER: | P/S HR HR ERN GPA HR 50.0 | | GPTS 200.0 | GPA 4.00 | | | | | |
| CUMULATIVE: | P/S HR HR ERN GPA HR 214.0 | | GPTS 856.0 | GPA 4.00 | 247.5 CIK ÷ 10 = 24.75 QTR | | | | |
| | ***** END OF TRANSCRIPT ***** | | | | | | | | |

9/20/03
Jama, Registrar,
wasn't enrolled in a career training program. Transcript wouldn't show cumulative hrs ERN
JE

13 QTR

Review 11/16/07 JJ

KELSO SCHOOL DISTRICT
JUL 07 2003
By

BATES TECHNICAL COLLEGE DISTRICT 28

Dent approved 9-4

THIS COLLEGE IS ACCREDITED BY THE NORTHWEST ASSOCIATION OF SCHOOLS AND COLLEGES

NAME [redacted] STUDENT I.D. PREVIOUS NAME HIGH SCHOOL YEAR GRAD. TO: [redacted]

BIRTH YEAR 07/16 QTR YR ENTERED WINTER 03 STUDENT TYPE DEGREE OR CERTIFICATES EARNED YEAR

PROGRAM ADVISOR

000888

**Bates Transcript where Number Grade = Clock Hour Credits**

BATES TECHNICAL COLLEGE
1101 SOUTH YAKIMA AVE
TACOMA WA 98405

# TRANSCRIPT/GRADE RECORD

INFORMATION FROM THIS RECORD MAY NOT BE RELEASED TO ANY OTHER PARTY WITHOUT OBTAINING CONSENT OF THE STUDENT.

OFFICIAL TRANSCRIPT WHEN SIGNED AND SEALED BY REGISTRAR

| COURSE | COURSE TITLE | GRADE | CREDIT HRS | GRADE POINT |
|---|---|---|---|---|
| | ***** WINTER 00 ***** | | | |
| MSAL 501 | MARKETING AND SALES | W | | |
| >MKT 091 | OCCUP. HUMAN RELATIONS | 3 | 8.0 | |
| >MKT 115 | BUSINESS CONCEPTS | 4 | 11.0 | |
| >MKT 116 | MARKETING PRINCIPLES | 3 | 6.0 | |
| >MKT 245 | BUSINESS/MKT CAREERS I | 4 | 2.0 | |
| | P/S HR HR ERN GPA HR | | GPTS | GPA |
| QUARTER: | 448.0 | | 1557.0 | 3.48 |
| | ***** SPRING 00 ***** | | | |
| MICOM 501 | NETWORK/SOFTWARE SPEC | | | |
| | P/S HR HR ERN GPA HR | | GPTS | GPA |
| QUARTER: | | | | |
| | ***** SUMMER 00 ***** | | | |
| MICOM 501 | NETWORK/SOFTWARE SPEC | | | |
| | P/S HR HR ERN GPA HR | | GPTS | GPA |
| QUARTER: | | | | |
| | ***** FALL 00 ***** | | | |
| MICOM 501 | NETWORK/SOFTWARE SPEC | | | |
| | P/S HR HR ERN GPA HR | | GPTS | GPA |
| QUARTER: | | | | |
| | ***** WINTER 01 ***** | | | |
| MICOM 501 | NETWORK/SOFTWARE SPEC | | | |
| | P/S HR HR ERN GPA HR | | GPTS | GPA |
| QUARTER: | | | | |
| | ***** SPRING 01 ***** | | | |
| MICOM 501 | NETWORK/SOFTWARE SPEC | | | |
| | P/S HR HR ERN GPA HR | | GPTS | GPA |
| QUARTER: | | | | |
| | ***** SUMMER 01 ***** | | | |
| MICOM 501 | INFO TECHNOLOGIES | | | |
| >CIT 091 | OCCUP. HUMAN RELATIONS | 3 | 3.5 | |
| >CIT 092 | OCCUP. COMMUNICATIONS | 3 | 5.0 | |
| >CIT 093 | OCCUP. MATH PRINCIPLES | 3 | 2.0 | |
| >CIS 101 | CMPTR CONCEPTS/TECH I | 3 | 3.0 | |
| >CIS 102 | CMPTR CONCEPTS/TECH II | 3 | 2.0 | |
| >CSAT 271 | INTERNET DEVELOPMENT | 3 | 5.0 | |
| >CSAT 272 | INTERNET DEVELOPMENT II | 3 | 5.0 | |
| >CSAT 275 | WEB AUTHORING EDITOR | 3 | 5.0 | |

| COURSE | COURSE TITLE | GRADE | CREDIT HRS | GRADE POI |
|---|---|---|---|---|
| | *** SUMMER 01--CONT. *** | | | |
| >CIS 132 | HARDWARE MGMT/MAINT. I | 3 | 5.0 | X16.5= |
| >CAS 101 | BEGIN WORD PROCESSING | 3 | 5.0 | |
| >CAS 103 | INTERM. WORD PROCESSING | 3 | 3.0 | |
| >CAS 105 | BEGINNING SPREADSHEETS | 3 | 4.0 | |
| >CAS 107 | INTERM. SPREADSHEETS | 3 | 5.0 | |
| >CAS 115 | DATABASES I | 3 | 5.0 | |
| >CAS 117 | DATABASES II | 3 | 4.0 | |
| >MMED 110 | DESKTOP PRESENTATIONS I | 3 | 5.0 | |
| >MMED 235 | i-NET+ | 3 | 5.0 | |
| >MMED 240 | IMAGE EDITING | 3 | 5.0 | |
| >NETWK205 | NETWORKING ESSENTIALS | 3 | 5.0 | |
| >NETWK206 | NETWORK+ | 3 | 5.0 | |
| >NETWK223 | MICROSOFT WORKSTATION | 3 | 5.0 | |
| >NETWK233 | MICROSOFT SERVER | 3 | 5.0 | |
| >NETWK256 | SERVER IN THE ENTERPRIS | 3 | 5.0 | |
| >NETWK234 | MS WINDOWS SERVER | 3 | 5.0 | |
| | P/S HR HR ERN GPA HR | | GPTS | GPA |
| QUARTER: | 1795.0 | | 5385.0 | 3.00 |
| | P/S HR HR ERN GPA HR | | GPTS | GPA |
| CUMULATIVE: | 2243.0 | | 6942.0 | 3.09 |

TRANSFER FROM TACOMA COMMUNITY COLLEGE

| | |
|---|---|
| ENGL 102-Composition | 5.0 cr |
| SPCH 100-Speech Comm | 5.0 cr |
| MATH 115-College Algebra | 5.0 cr |

***** END OF TRANSCRIPT *****

RECEIVED JUL 30 2004 HUMAN RESOURCES

BATES TECHNICAL COLLEGE DISTRICT 28

THIS COLLEGE IS ACCREDITED BY THE NORTHWEST ASSOCIATION OF SCHOOLS AND COLLEGES

NAME: [redacted] STUDENT I.D.: [redacted] PREVIOUS NAME: HIGH SCHOOL: YEAR GRAD.

[redacted] STUDENT TYPE: DEGREE OR CERTIFICATES EARNED: DEGREE-MICOM YEAR: SUM01

PROGRAM: NETWRK/SOFTWRE SPC ADVISOR:

000889

**Back of Bates Technical College Transcript:**

Bates TECHNICAL COLLEGE

## GRADING SYSTEM

In September 1993, Bates Technical College adopted a competency-based curriculum. Students earn ***professional-technical ratings*** according to their mastery of skills and tasks at predetermined industry performance standards. These ratings show on the transcript under the "Grade" column, according to the following rating scale:

***Professional-Technical Ratings:***
**Rating of 4:** Performs above industry entry-level requirements / standards. Highly competent.
**Rating of 3:** Performs at industry entry-level requirements / standards. Competent.
**Rating of 2:** Progressing toward industry entry-level requirements / standards. Needs additional training and supervision.
**Rating of 1:** Exposed to training, but not progressing.
**Rating of 0:** No instruction offered or not evaluated
"W" means withdrawn from program.
"I" followed by any rating indicates In-progress– no credit awarded.
"P" followed by a rating of 3 or 4 indicates credit awarded from prior learning or experience.
"IC" means incomplete and is only used for academic classes
"S" means satisfactory
"U" means unsatisfactory

***Academic courses*** use the traditional letter grade system:

| Letter grade | Grade Point Value (GPTS) |
|---|---|
| A | 4.0-3.8 |
| A- | 3.7-3.4 |
| B+ | 3.3-3.1 |
| B | 3.0-2.8 |
| B- | 2.7-2.4 |
| C+ | 2.3-2.1 |
| C | 2.0 |

***Continuing education courses*** are rated "S", Satisfactory or "NC", No Credit. "S" is not included in grade point average (GPA) calculation and is not recognized toward the attainment of a degree.

## COURSE NUMBERING SYSTEM

| | |
|---|---|
| 000-099 | Pre-college level. |
| 101-199 | College-level, normally encountered first year. |
| 200-299 | College-level, normally encountered second year. |

**Registrar 253.680.7014**
**Credentials Evaluator 253.680.7015**
**Records Office 253.680.7019**

## CALCULATING THE GRADE POINT AVERAGE (GPA)

The grade point value of the academic course letter grade and the rating of the professional-technical course is multiplied by the clock hours in each course (not shown on transcript) to determine the grade points.

**For example:**

| | Grade/Rating | Value | x | Clock Hours = | Grade Points |
|---|---|---|---|---|---|
| Human Relations | B- | 2.7 | | 55 | 148.5 |
| Safety Standards | 4 | 4.0 | | 66 | 264 |
| Wildland Firefighter I | 3 | 3.0 | | 41 | 123 |
| | | | | 162 | 535.5 |

In the example above, total Grade Points of 535.5 divided by the total of 162 Clock Hours equals the Grade Point Average (GPA) of 3.3. On the transcript, total grade points (GPTS) are divided by the total clock hours (GPA HR) to arrive at the grade point average (GPA).

Credit hours (noted on the Transcript under the heading of "CREDIT HRS") equates to 1:16.5 clock hours as determined by the Washington State Board for Community and Technical Colleges. These hours are totaled and combined in one number under the heading GPA HR.

## ACCREDITATION

Bates Technical College is accredited by the Commission on Colleges and Universities of the Northwest Association of Schools and of Colleges and Universities

## RELEASE OF INFORMATION

The Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment) prohibits the release of this record or disclosures of its contents to any third party without written consent of the student.

## TRANSCRIPT NOTATIONS

**Credit by Exam** – Students who successfully challenge specific coursework may receive credit.
**Transfer Credit** – In order to receive credit, an official transcript must be requested by the student directly from the institution attended. A description of the transferable courses will be reflected on the Bates transcript. Specific grades for courses transferred from another institution are not recorded.
**Official Transcript** – An official transcript bears the impression of the Bates Technical College seal, the date, Registrar's signature, and is mailed in a sealed envelope stamped "Official Transcript Bates Technical College. Transcripts that do not meet these requirements are not considered official.

November, 2003

**Academic Credits Example:** **American College of Education. Watch for Quarter or Semester courses!**

THE WORDS "AMERICAN COLLEGE OF EDUCATION" AND "COPY" APPEAR ON ALTERNATE ROWS WHEN PHOTOCOPIED

EXPLANATORY LEGEND AND AUTHENTICITY STATEMENT APPEAR ON REVERSE SIDE

Date: 6/9/2015

New

# American College of Education

101 West Ohio Street Suite 1200
Indianapolis, IN 46204
www.ace.edu

Page 1 of 2

St [redacted]

| Course Code | Course Description | Credits Attempted | Credits Earned | Grade | Quality Points |
|---|---|---|---|---|---|
| **Program:** | **M.Ed. in Curriculum and Instruction with a Concentration in Digital Learning and Teaching** | | | | |
| **Enrollment #:** | **FI13111254** | **Status:** | **Graduate** | | |
| **Start Date:** | **11/18/2013** | **Grad Date:** | **5/24/2015** | | |
| **Term: 13NOV18** | **November 18, 2013** | **11/18/2013** | **1/12/2014** | | |
| CI8023 | Creating Safe and Supportive Classrooms | 3.00 | 3.00 | A | 12.00 |
| **Term GPA:** 4.00 | **Cum GPA:** 4.00 | 3.00 | 3.00 | | 12.00 |
| **Term: 14JAN20** | **January 20, 2014** | **1/20/2014** | **2/23/2014** | | |
| CI6393 | Teacher Leadership | 3.00 | 3.00 | A | 12.00 |
| **Term GPA:** 4.00 | **Cum GPA:** 4.00 | 3.00 | 3.00 | | 12.00 |
| **Term: 14MAR03** | **March 03, 2014** | **3/3/2014** | **4/8/2014** | | |
| DL5013 | The Digital Learner | 3.00 | 3.00 | A | 12.00 |
| **Term GPA:** 4.00 | **Cum GPA:** 4.00 | 3.00 | 3.00 | | 12.00 |
| **Term: 14APR14** | **April 14, 2014** | **4/14/2014** | **5/25/2014** | | |
| CI6353 | Standards-Driven Learning | 3.00 | 3.00 | A | 12.00 |
| **Term GPA:** 4.00 | **Cum GPA:** 4.00 | 3.00 | 3.00 | | 12.00 |
| **SAP Met** | | | | | |
| **Term: 14JUN02** | **June 02, 2014** | **6/2/2014** | **7/6/2014** | | |
| CI6333 | Student Engagement | 3.00 | 3.00 | A | 12.00 |
| **Term GPA:** 4.00 | **Cum GPA:** 4.00 | 3.00 | 3.00 | | 12.00 |
| **SAP Met** | | | | | |

| Course Code | Course Description | Credits Attempted | Credits Earned | Grade | Quality Points |
|---|---|---|---|---|---|
| **Term GPA:** 4.00 | **Cum GPA:** 4.00 | 3.00 | 3.00 | | 12.00 |
| **SAP Met** | | | | | |
| **Term: 14JUL14** | **July 14, 2014** | **7/14/2014** | **8/17/2014** | | |
| DL5023 | The Digital Educator | 3.00 | 3.00 | A | 12.00 |
| **Term GPA:** 4.00 | **Cum GPA:** 4.00 | 3.00 | 3.00 | | 12.00 |
| **SAP Met** | | | | | |
| **Term: 14AUG25** | **August 25, 2014** | **8/25/2014** | **9/28/2014** | | |
| DL5103 | Instructional Models for Digital Learning | 3.00 | 3.00 | A | 12.00 |
| **Term GPA:** 4.00 | **Cum GPA:** 4.00 | 3.00 | 3.00 | | 12.00 |
| **SAP Met** | | | | | |
| **Term: 14OCT06** | **October 06, 2014** | **10/6/2014** | **11/9/2014** | | |
| DL5203 | Digital Content for Learning | 3.00 | 3.00 | A | 12.00 |
| **Term GPA:** 4.00 | **Cum GPA:** 4.00 | 3.00 | 3.00 | | 12.00 |
| **SAP Met** | | | | | |

RECEIVED
JUN 23 2015
Mukilteo School District
Human Resources Department

** Indicates Retaken Course
R* Indicates Retaken Override

# Indicates Pass/Fail Course
♦ Indicates Associated Course

Senior Director of Registration and Student Services

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000891

**Back of American College of Education:**

# AMERICAN COLLEGE OF EDUCATION

Office of Registration and Records
101 West Ohio Street, Suite 1200
Indianapolis, Indiana 46204

## ACADEMIC CALENDAR / CREDITS

American College of Education operates on 5 week terms, 8 terms per year for Master level degree/certificate programs and 10 week terms, 4 terms per year for Doctorate and Advanced Studies level programs/certificates.

Until January 01, 2013, the College operated under the quarter credit system. As of January, 2013 the College began offering semester credit programs and courses to all new incoming students, all re-entering students and all students changing their program. Semester credits for all other students began June 03, 2013. Beginning June 2013, all quarter credits were converted to semester credits. All cumulative totals for students who have attended under both types of credit are expressed in semester credits. All credits on this transcript have been converted to semester credits using this formula: quarter credits were converted to semester credits by dividing the number of quarter credits by 1.5 (for example, 36 quarter credits ÷ 1.5 = 24 semester credits.)

## ACCREDITATION

American College of Education is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604, telephone: (800) 621-7440. For specific program information, please refer to the Catalog (available at www.ace.edu).

## RELEASE OF INFORMATION

This educational record is subject to the Family Educational Rights and Privacy Act of 1974, as amended. It is furnished for official use only and MAY NOT be released to, or accessed by, outside agencies or third parties without the written consent of the student concerned.

## COURSE NUMBERING SYSTEM

| | |
|---|---|
| 500-599 | Graduate Level Courses |
| 5000-5999 | Graduate Level Courses |
| 6000-6999 | Doctorate or Advanced Studies Courses |

## GRADING SYSTEM

| Grade | Description | Grade Point Value |
|---|---|---|
| A | Excellent | 4.0 |
| B | Good | 3.0 |
| C | Average | 2.0 |
| D | Poor | 1.0 |
| F | Failure | 0 |
| W | Withdrawn | N/A |
| P* | Pass | N/A |
| NP* | Non-Pass | N/A |
| TR* | Transfer Credit | N/A |
| I** | Incomplete | N/A |
| CR* | Credit/Complete | N/A |
| PR* | Progress | N/A |
| RV* | Review | N/A |

*Grade is not included in grade point average computation.

** "I" (Incomplete) grades that are not resolved according to the Incomplete Grade policy in the Catalog (available at www.ace.edu) are changed to "F" (Failure) grades. "I" grades are not included in the grade point average computation.

## TRANSFER CREDIT

American College of Education awards transfer credit in accordance with the Transfer Credit policy in the Catalog. Transfer credits are notated on the transcript with a grade or "TR" and the name of the institution where the coursework was completed. Transferred credits are counted toward the total program completion credits required for graduation, but are not calculated into the cumulative grade point average.

## ACADEMIC STANDING

Students who do not meet the standards for Satisfactory Academic Progress as outlined in the Catalog will fall out of good standing. A cumulative grade point average of 3.0 ("B") or higher and academic progress within the established incremental maximum timeframe indicate that a student is in good academic standing at American College of Education. See the Satisfactory Academic Progress policy in the Catalog for more information (available at www.ace.edu).

## DEGREE REQUIREMENTS

To earn a degree at American College of Education, students must be in good standing, earn a minimum of a 3.0 cumulative grade point average, and complete the program within a maximum timeframe of completion. Program-specific graduation requirements are listed in the Catalog (available at www.ace.edu).

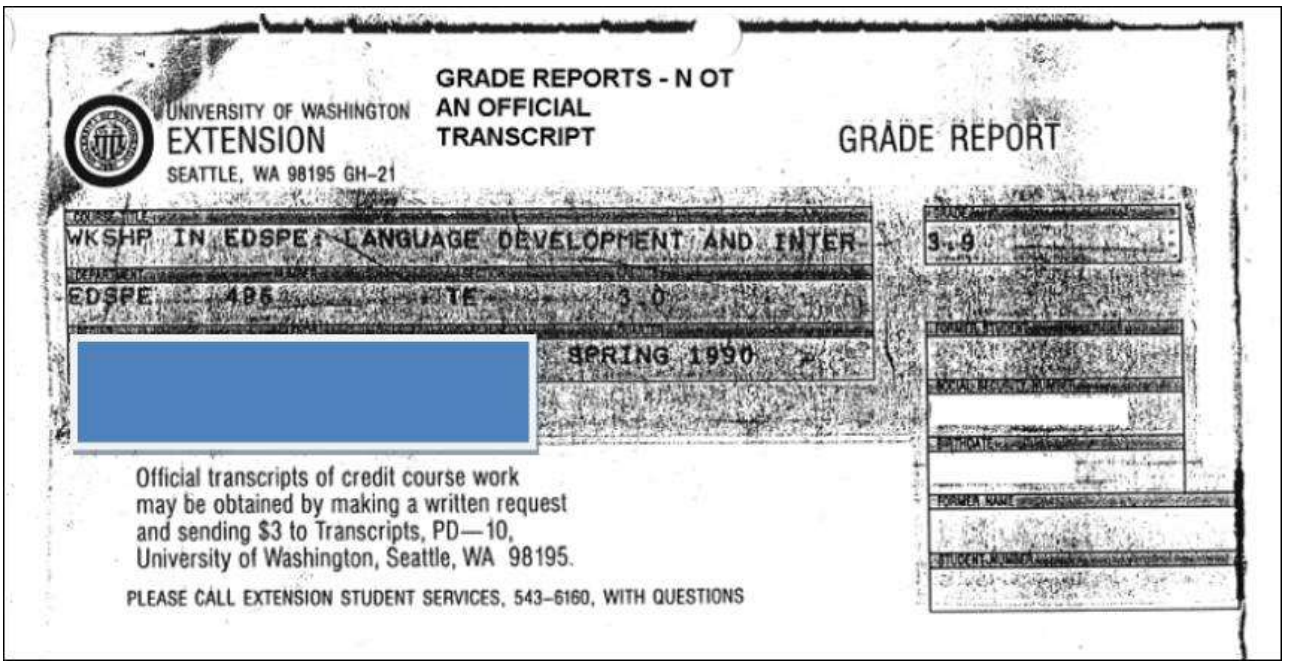
## AUTHENTICATION OF THE RECORD

American College of Education's official transcripts are printed on security paper and do not require a raised seal. If the transcript was issued to the student, the watermark stating "Issued to Student" will appear on the transcript.

This Academic Transcript from American College of Education located in Indianapolis, IN is being provided to you by Credentials Inc. Under provisions of, and subject to, the Family Educational Rights and Privacy Act of 1974, Credentials Inc. of Northfield, IL is acting on behalf of American College of Education in facilitating the delivery of academic transcripts from American College of Education to other colleges, universities and third parties using the Credentials' TranscriptsNetwork™.

This secure transcript has been delivered electronically by Credentials Inc. in a Portable Document Format (PDF) file. Please be aware that this layout may be slightly different in look than American College of Education's printed/mailed copy, however it will contain the identical academic information. Depending on the school and your capabilities, we also can deliver this file as an XML document or an EDI document. Any questions regarding the validity of the information you are receiving should be directed to: Office of Registration & Records, American College of Education, 101 West Ohio Street, Suite 1200, Indianapolis, IN 46204, Tel: (800) 280-0307.

**Academic Credits Example:** **Grade Report is NOT an official transcript**. Do NOT record credits from a grade report.



UNIVERSITY OF WASHINGTON
EXTENSION
SEATTLE, WA 98195 GH-21

GRADE REPORTS - N OT
AN OFFICIAL
TRANSCRIPT

GRADE REPORT

WKSHP IN EDSPE: LANGUAGE DEVELOPMENT AND INTER- 3.9
EDSPE 486 TE 3.0
SPRING 1990

Official transcripts of credit course work
may be obtained by making a written request
and sending $3 to Transcripts, PD—10,
University of Washington, Seattle, WA 98195.

PLEASE CALL EXTENSION STUDENT SERVICES, 543-6160, WITH QUESTIONS

000893

**Academic Credits Example: College Changes Name**. Albertson College is the College of Idaho.

ALBERTSON COLLEGE
OF IDAHO FOUNDED IN 1891

'96 JAN 8 56

January 2, 1996

Ms. Sherrie Evans
Executive Director for Personnel
South Kitsap School District No. 402
1962 Hoover Avenue S.E.
Port Orchard, WA 98366

Dear Ms. Evans:

In response to your letter of December 27th, I am writing to certify that in November 1991, the name of The College of Idaho was changed to Albertson College of Idaho.

We hope this information will be helpful to you. If you have any further questions, you are welcome to contact us again.

Sincerely,

E.A. Kuck
Registrar

000894

**Academic Credits Example: Evaluation of International Transcript**. Note: If items are not clear to you, feel free to call or email them for clarification. They are quite helpful. In this example the dates for Year 1, Year 2 and Year 3 were not clear enough for us to determine if they were before or after earned degrees. See email on the next page.

**Foundation for International Services, Inc.**
19015 North Creek Parkway
Suite 103
Bothell, Washington 98011-8029 USA
Telephone: 425-487-2245
Facsimile: 425-487-1989
E-Mail: FIS@MAIL.COM

## EVALUATION REPORT

Name: [redacted]

Date: October 7, 1998

Country: England

Ref: 65674/AMK

Purpose of Evaluation: Teacher Certification

School: The University of Liverpool in England

Credential(s) Submitted: Bachelor of Arts (Combined Subjects) with Honours (Class Two, Division Two) and letter from Liverpool Hope University College confirming content of program

Dates Attended: 1990-93

Grading Scale: The grading scale used for the overall grade of the degree is: 4.00 = A (Class One), 3.00 = B (Class Two, Division One and Division Two), 2.00 = C (Class Three), and Pass (Pass). The grades in parentheses are the English grades.

Document Date: December 13, 1993 (diploma), August 27, 1998 (letter)

Signature(s): Vice-Chancellor and Registrar (diploma), for the Rector (letter)

Total Semester Credits: 90
Grade Point Average: 3.00

US Educational Equivalent: Bachelor's degree in art and history from an accredited college or university in the United States.

| Course | US Sem. Cr. | US Grade |
|---|---|---|
| Year 1 | | |
| History | 10 | B |
| Art | 10 | B |
| English Literature | 10 | B |
| | 30 | |
| Year 2 | | |
| History | 15 | B |
| Art | 15 | B |
| | 30 | |
| Year 3 | | |
| History (including Study of Political Theory) | 15 | B |
| Art | 15 | B |
| | 30 | |

000895

## Jenni Ballew

**From:** FIS [fis@ricochet.net]
**Sent:** Friday, February 04, 2000 3:41 PM
**To:** Jenni Ballew
**Subject:** Re: [redacted]

Dear Ms. Ballew:

Thank you for your inquiry. Mary K. Burke, Associate Director of Evaluations at FIS reviewed evaluation #[redacted] for [redacted]. After reviewing the file, FIS reaffirms our earlier equivalency that [redacted] has completed a Bachelor's degree in art and history and has completed the equivalent of 30 semester credits beyond the bachelor's degree. We also affirm that [redacted] does "not" have a master's degree equivalency.

If you have any questions, please feel free to contact me.

Sincerely,

Brian L. Bosse
Director of Administration
Foundation for International Services, Inc.

----- Original Message -----
From: Jenni Ballew <ballew@skitsap.wednet.edu>
To: <FIS@MAIL.COM>
Sent: Thursday, January 27, 2000 1:27 PM
Subject: [redacted]

> Foundation for International Services, Inc. prepared an evaluation report
> for [redacted] on October 7, 1998. [redacted] is currently
> substituting for South Kitsap School District and we have a question about
> her highest degree.
>
> According to the evaluation report, [redacted] highest degree (The
University
> of Leads in England) U.S. education equivalent is "Undergraduate major in
> art education from an accredited college or university in the United
> States." This does not specifically state that she has the equivalent of
a
> master's degree--does she?
>
> Your assistance would really be appreciated!!
>
> Jenni Ballew
> Certificated Personnel Specialist
> South Kitsap School District
>
>

000896

**Academic Credits Example: Ok to report degree from religious institution** if it is accredited but if credits are completed 9/1/95 and after, you must determine if they meet one of the seven (7) course criteria and typically many do not.

**Email exchange between South Kitsap and Ross Bunda, OSPI**
Monday, August 20, 2001 9:40 AM
Sent to: Ross Bunda From: Jenni Ballew, HR, South Kitsap
**Question:** I have an individual with a Master's Degree in Theology and a Master's Degree in Divinity. I understand the Master's Degree will count but my question concerns the credits. All of these credits were completed from 1969 to 1993, all before the 9/1/95 criteria were adopted. Under the previous criteria and according to the S 275 instructions, I cannot find any reason why these credits would not count. All are from a regionally accredited institution located within the US. All are applicable to a degree program. I have read through the entire credit section of the S-275 instructions and cannot find any other criteria that apply in this situation.

My question for you is am I correct in my understanding that these credits will count? Thank you so much for your assistance.

**Response from Ross Bunda**
Monday, August 20th, 2001 10:06 AM
**YES.**

**Additional email verifying religious courses after 9/1/95 must meet criteria.**

Jenni Ballew

From: Ross Bunda [RBunda@ospi.wednet.edu]
Sent: Monday, July 31, 2000 3:27 PM
To: 'Jenni Ballew'
[redacted]
Subject: RE: Religious Credits

Credits earned after September 1, 1995 must satisfy the additional criteria of WAC 392-121-262. If a school district determines that the credits meet one or more of the additional criteria (whether those credits be from religious courses, physical education courses, or any other course), they can be reported as credits for placement on the salary allocation schedule.

Ross Bunda
Supervisor, Personnel Reporting
School Apportionment & Financial Services
Office of Superintendent of Public Instruction
(360) 753-3585 voice
(360) 664-3683 fax
mailto:rbunda@ospi.wednet.edu
http://www.k12.wa.us/safs/

-----Original Message-----
From: Jenni Ballew [mailto:ballew@skitsap.wednet.edu]
Sent: Monday, July 31, 2000 2:37 PM
To: Ross Bunda
Subject: Religious Credits

. have a new employee who has several religious classes (Psalms, Art of Worship, Intro to Preaching, etc.)she took from Boston University from Fall of 1996 to Fall of 1997. None of the courses are applicable under the criteria listed in WAC 392-121-262 and we have told the employee these credits will not toward salary placement. Just to be sure, are there ever any circumstances where religious classes count toward salary placement using the new criteria in WAC 392-121-262? Thank you for the information.

Jenni Ballew
South Kitsap School District
360-876-7372

**Watch for specific dates on transcripts and when the Course Criteria rule begins (9/1/1995):**

ACADEMIC TRANSCRIPT

MOODY BIBLE INSTITUTE
820 NORTH LASALLE BOULEVARD
CHICAGO, ILLINOIS 60610

II TIMOTHY 2:15

Official Transcript

Page 1 of 1

Name: [redacted]

Degree: Master of Arts/Bib Study
Major1: No major
Previous Degree: No Degree

Degree Date: 12/19/96
Major2: No major
Degree Date:

---------- Transfer Credit ----------

Transfer work

| | | |
|---|---|---|
| BI0502 | New Testament Literature | 3.00 |

| | attempt | earn | pass | quality | points | gpa |
|---|---|---|---|---|---|---|
| ses | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.000 |
| cum | 3.00 | 3.00 | 0.00 | 0.00 | 0.00 | 0.000 |

---------- Fall 1994 ----------

| | | | |
|---|---|---|---|
| BI0501 | Old Testament Literature | 3.00 | A- |
| FE0501 | Field Education Seminar | 3.00 | A |
| PM0510 | Spiritual Life & Ministry | 3.00 | B+ |
| PM0520 | Prin. Biblical Research & Interp | 4.00 | A- |
| TH0501 | Systematic Theology I | 3.00 | B |

| | attempt | earn | pass | quality | points | gpa |
|---|---|---|---|---|---|---|
| ses | 16.00 | 16.00 | 0.00 | 16.00 | 56.80 | 3.550 |
| cum | 19.00 | 19.00 | 0.00 | 16.00 | 56.80 | 3.550 |

---------- GS January Session 1995 ----------

| | | | |
|---|---|---|---|
| MI0510 | Theology of Missions | 3.00 | A- |

| | attempt | earn | pass | quality | points | gpa |
|---|---|---|---|---|---|---|
| ses | 3.00 | 3.00 | 0.00 | 3.00 | 11.10 | 3.700 |
| cum | 22.00 | 22.00 | 0.00 | 19.00 | 67.90 | 3.574 |

---------- Spring 1995 ----------

| | | | |
|---|---|---|---|
| FE0550 | Teaching Internship/Practicum | 3.00 | A |
| PM0530 | Research Methods | 3.00 | B+ |
| TH0510 | Evangelism & Apologetics | 3.00 | A- |
| TH0520 | Church and Mission | 3.00 | A- |

| | attempt | earn | pass | quality | points | gpa |
|---|---|---|---|---|---|---|
| ses | 12.00 | 12.00 | 0.00 | 12.00 | 44.10 | 3.675 |
| cum | 34.00 | 34.00 | 0.00 | 31.00 | 112.00 | 3.613 |

---------- GS June Session 1995 ----------

| | | | |
|---|---|---|---|
| FE0530 | Missions Internship/Practicum | 3.00 | A |

| | attempt | earn | pass | quality | points | gpa |
|---|---|---|---|---|---|---|
| ses | 3.00 | 3.00 | 0.00 | 3.00 | 12.00 | 4.000 |
| cum | 37.00 | 37.00 | 0.00 | 34.00 | 124.00 | 3.647 |

---------- Fall 1995 ----------

| | | | |
|---|---|---|---|
| BI0530 | Biblical Literature/I & II Cor. | 3.00 | A- |
| FE0525 | Administration Internship/ Practicum | 3.00 | A |
| FE0590 | Independent Internship/Practicum | 3.00 | A |
| MI0520 | World Religious Systems & Ethics | 3.00 | A- |

| | attempt | earn | pass | quality | points | gpa |
|---|---|---|---|---|---|---|
| ses | 12.00 | 12.00 | 0.00 | 12.00 | 46.20 | 3.850 |
| cum | 49.00 | 49.00 | 0.00 | 46.00 | 170.20 | 3.700 |

---------- Spring 1996 ----------

| | | | |
|---|---|---|---|
| BI0520 | Biblical Literature- Dan-Rev | 3.00 | B+ |
| BI0540 | Biblical Lit - Acts | 3.00 | A- |
| CQ0500 | Colloquium | 0.00 | P |
| PM0540 | Communication of Biblical Truth | 3.00 | A |
| TH0502 | Systematic Theology II | 3.00 | A- |

| | attempt | earn | pass | quality | points | gpa |
|---|---|---|---|---|---|---|
| ses | 12.00 | 12.00 | 0.00 | 12.00 | 44.10 | 3.675 |
| cum | 61.00 | 61.00 | 0.00 | 58.00 | 214.30 | 3.695 |

---------- GS March Session 1996 ----------

| | | | |
|---|---|---|---|
| BI0510 | Biblical Literature/Romans | 3.00 | A- |

| | attempt | earn | pass | quality | points | gpa |
|---|---|---|---|---|---|---|
| ses | 3.00 | 3.00 | 0.00 | 3.00 | 11.10 | 3.700 |
| cum | 64.00 | 64.00 | 0.00 | 61.00 | 225.40 | 3.695 |

Issued 07/15/02

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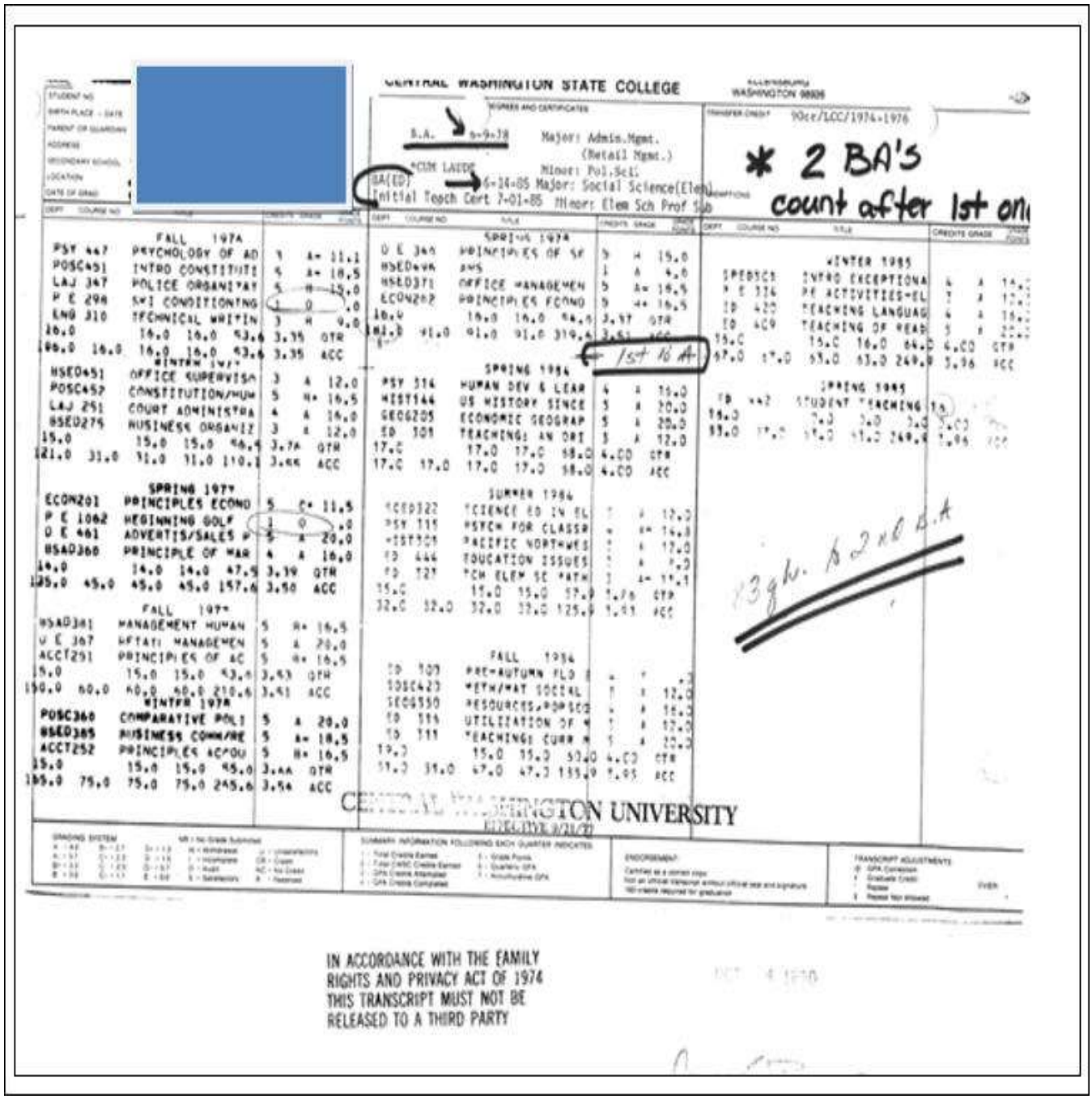
REGISTRAR

A SECURITY STATEMENT APPEARS WHEN PHOTOCOPIED BROWN STAIN INDICATES UNAUTHORIZED ALTERATIONS

THE NAME OF THE SCHOOL APPEARS IN WHITE PRINT ACROSS THE FACE OF THE TRANSCRIPT

**Academic Credits Example: Two BA Degrees**

Report the date of the first BA degree. Be sure to report credits after the first BA to the 2nd BA. At times, the two degrees have the same date. Just report the one date. Note of caution: If both BA degrees are conferred on the same date, <u>no credits can be counted for the second BA degree</u>.



# The old "FIFTH" year Credits

Similar to what teachers do now with the residency and professional certificates, teachers completed a "fifth" year program after their BA degree. Colleges frequently counted credits that were prior to the date of the BA degree toward the "fifth year" program. Teachers have questioned why we cannot report these credits. The answer is that they were completed prior to the date of the first BA degree and we can only report credits after that first BA date. The following letters are correspondence with OSPI about the fifth year issue. **Fifth year or otherwise, no credits earned prior to the BA can be counted – period!**

# Sample Fifth Year Plan

State of Washington
SUPERINTENDENT OF PUBLIC INSTRUCTION
Olympia

Date 1/70 – 4/71
Grade Clem. Jr. High
Place Port Orchard

Proposed completion date Summer 73

## FIFTH COLLEGE YEAR TEACHER EDUCATION PROGRAM PLAN

This form is for the use of beginning teachers, teacher education institutions, and employing school districts. One copy is to be included with the teacher's fifth year record that is forwarded to the Superintendent of Public Instruction when the standard certificate is recommended.

[redacted] [redacted] [redacted] Western
Last Name First Name Middle Name Undergraduate Institution

Maiden name or religious name

All other names (first, middle or last) you may have used at any time

Address [redacted] Bremerton, Wash. 98310
(Number and Street) (City) (State) (Zip Code)

Speech Therapy – Provisional Dec. 1969
Recommended Teaching Assignment(s) for Provisional Certificate Date Granted

Credit hours beyond degree requirement completed prior to the issuance of provisional certificate ~~22½~~ 22½
Quarter or Semester Hrs.

~~All work at Western was needed to meet certificate requirements.~~

1. Prescribed Study by Undergraduate Institution (Maximum of 50%) 22½ max. transfer credits applicable

Washington State History.

REQUIREMENTS: Courses in professional education and academic fields
Washington State History
15 credits in two fields other than major: Requirement Satisfied 7-15-71 Director, Advisory Services U.W.

2. Additional Study Recommended by Undergraduate Institution

Usual program of academic and professional studies as indicated by principal and required by recommending institution.

4-28-71 [redacted] Administrative Assistant Office of Fifth Year Advisement, W.W.S.C.
Date Approving Official, Name and Title

3. Employing School District Recommendations

Usual program related to her areas of speech and hearing.

Date Recommending Official, Name and Title

5-4-71 School District No. 402 Kitsap County

SEE FIFTH YEAR STANDARDS AND CERTIFICATE RENEWAL REGULATIONS ON BACK OF FORM

16m

South Kitsap School District
Dedicated to Excellence

# South Kitsap School District No. 402

1962 Hoover Avenue S.E., Port Orchard, WA 98366 • (360) 876-7306 • Fax: (360) 876-7675

Sherrie J. Eggen, Executive Director for Personnel

October 30, 1995

Mr. David Hauntz
Apportionment and Research
Office of State Superintendent
Old Capitol Building
PO Box 47200
Olympia, WA 98504-7200

Dear David:

We are in the process of putting our teacher credit, clock hours, and experience records into a computer database. In reviewing the files, I have found a number of documents like the one enclosed. These documents grant credits beyond the degree for credits taken in excess of the degree requirement for application to a fifth-year program. Our local salary schedule has allowed for these credits to be counted for salary purposes. They have not been reported on the S275. I am asking that you review the document since these excess credits were approved by SIP.

PI

We are also in the process of moving from our local schedule to the state allocation model for salary purposes. Therefore, the applicability of these excess credits become important for a number of our staff.

As always, I appreciate your assistance.

Sincerely,

Sherrie Eggen

Sherrie Eggen
Executive Director for Personnel

SE:edh

c: Mr. Jack Nelson

must be earned after the date of BA was awarded per the transcript –

South Kitsap School District
Dedicated to Excellence

**South Kitsap School District No. 402**

1962 Hoover Avenue S.E., Port Orchard, WA 98366 • (360) 876-7306 • Fax: (360) 876-7675

Sherrie J. Eggen, Executive Director for Personnel

November 8, 1995

Mr. David Hauntz,
Apportionment and Research
Office of the State Superintendent of Instruction
Old Capitol Building
Olympia, WA 98504-7200

Dear David:

Thank you for taking time to speak with me today about my letter of October 30, 1995. Sorry about the misspelling of SPI as "SIP." As you informed me, the form that I had enclosed does not mean that SPI approved those courses. The form was a fifth year plan approved locally. As you confirmed, the rules require that only those credits earned after the awarding of the Bachelors' degree, by the date stated on the transcript, can be counted as credits earned since the Bachelors' degree. Therefore, regardless of the number of credits a person took to get the Bachelors' degree, only those awarded after the degree are applicable to the state allocation model.

As we also discussed, I now understand that those credits earned after the Bachelors' Degree and after August 31, 1987, taken at a regionally accredited educational institution, that are not applicable to a next higher degree should be counted as an in-service credit purusant to WAC 392-121-257. For example, a "092" course taken at Olympic College, earned after the date of the Bachelors' Degree and earned after August 31, 1987, are applicable to the state allocation model.

Thank you for your assistance.

Sincerely,

Sherrie

Sherrie J. Eggen
Executive Director for Personnel

cc: Jack Nelson, SKEA President

16o

# QUESTIONS

# ABOUT ACADEMIC

# CREDITS

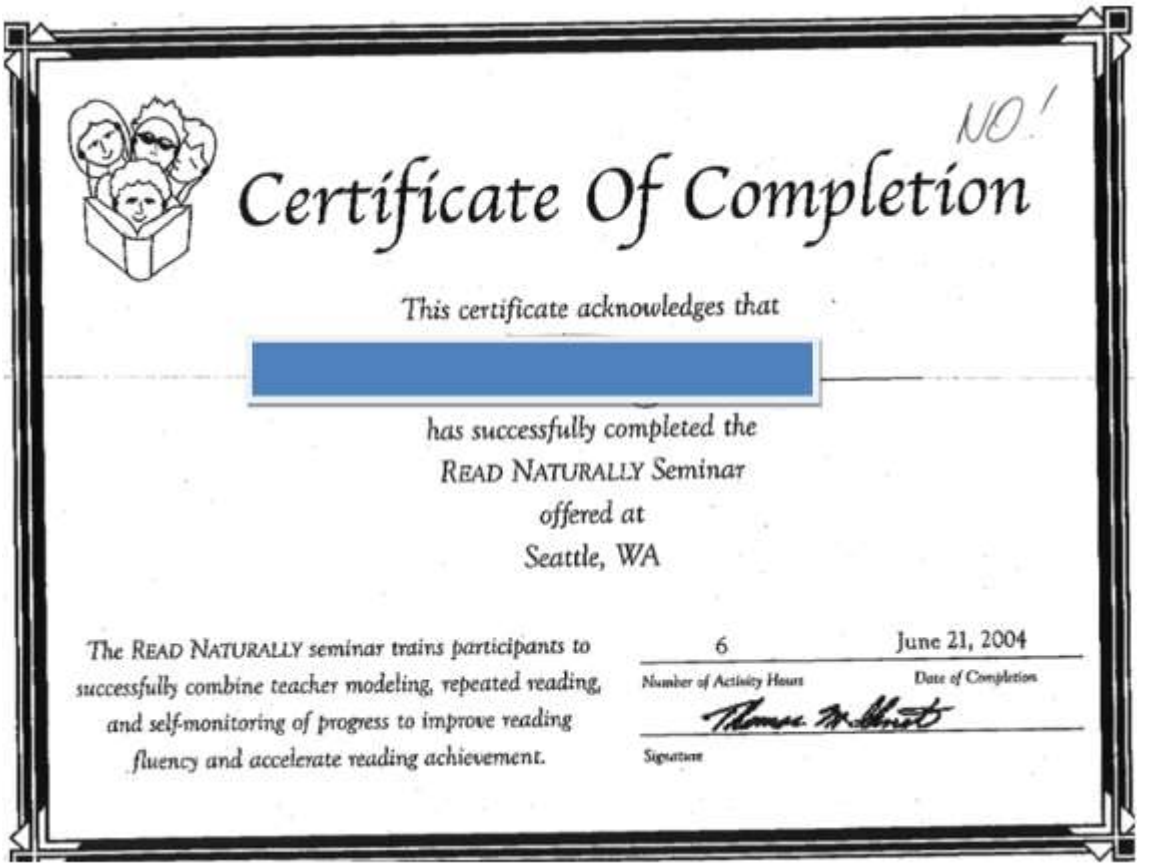
# IN SERVICE CREDITS- WAC 392-121-257

## CLOCK HOURS

**Rules applicable to clock hour credits include:**

1. Credits must be a minimum of three (3) hours.
2. Credits are earned after August 31, 1987; and after the awarding or conferring of the employee's first bachelor's degree.
3. Credits are earned on or before October 1 of the year for which allocations are being calculated pursuant to this chapter.
4. Use the last date of the course as the "earned" date for the course; UNLESS specifically stated otherwise on the form. For example, ESD 105 for a period of time noted on their transcript that the earned date was the date the person paid for the course as they did not consider a course earned until payment was received.
5. There is no repeat restriction on clock hours.
6. **Credits are earned where the provider is an OSPI approved clock hour provider FOR THAT YEAR!!** On Form 1025 it is the "Provider" not OSPI just because it is on an OSPI form.
   http://www.k12.wa.us/certification/clockhours.aspx
7. Clock hours **MUST BE documented on the correct form. Any deviation must be approved by OSPI, but be careful to indicate you are inquiring regarding S275 reporting and not for the purpose of certification renewal as they are two different rules.**
8. Ten clock hours equals one quarter hour credit.
9. Each forty hours of participation in an approved internship with a business, industry, or government agency pursuant to chapter 181-83 WAC equals one in-service credit. No more than two in-service credits may be earned as a result of an internship during any calendar-year period. Each individual is limited to a maximum of fifteen in-service credits earned from internships.
10. Credits below 100 level on a transcript from a regionally accredited academic institution may be reported in-service credits if they were completed between 9/1/1987 and 3/8/1997.
11. Continuing education units (CEUs), continuing education, and in-service earned under rules of other states are not reportable. However, certain continuing education courses recorded on academic transcripts may be reportable as a non-transfer credit. (Ex: SPU)
12. Accumulate credits rounded to one decimal place.

**Clock Hour Example: Not an acceptable clock hour documentation form**



NO!

Certificate Of Completion

This certificate acknowledges that

[redacted]

has successfully completed the
READ NATURALLY Seminar
offered at
Seattle, WA

The READ NATURALLY seminar trains participants to successfully combine teacher modeling, repeated reading, and self-monitoring of progress to improve reading fluency and accelerate reading achievement.

| 6 | June 21, 2004 |
|---|---|
| Number of Activity Hours | Date of Completion |

Signature

This Certificate of Completion could be used for your ESA staff that hold Washington State Department of Health licenses as noted on OSPI's website, http://www.k12.wa.us/certification/LicenseHours.aspx. If this type of document was used for ESA staff, it would need to include the following:

1. Name of provider
2. Name of person attending
3. Name of course
4. Date of course
5. Number of hours earned

Additionally, an ESA Clock Hour Verification Form should be completed and turned in with the document:
http://www.k12.wa.us/certification/Certapp/4098V.pdf.

ASCD is an approved provider but not an approved form. Employee would need to have ASCD complete an OSPI approved form

NO

CERTIFICATE OF COMPLETION

THIS CERTIFICATE IS PRESENTED AS EVIDENCE OF COMPLETION OF ASCD'S INSTITUTE ON

*ASCD Summer Conference on Differentiating Instruction*

*June 30-July 2, 2007—Salt Lake City, Utah*

*(16.5 Clock Hours)*

ASCD Professional Development OPPORTUNITIES

ASSOCIATION FOR SUPERVISION AND CURRICULUM DEVELOPMENT

[redacted] 7/2/07

DATE

GENE R. CARTER
ASCD EXECUTIVE DIRECTOR

ASCD · 1703 NORTH BEAUREGARD STREET, ALEXANDRIA, VIRGINIA 22311-1714 · 1-703-578-9600

000908

SOPRIS WEST

EDUCATIONAL SERVICES

NO!

# CERTIFICATE OF COMPLETION

[redacted]

has successfully completed 13 hours of instruction by attending the
Read Well First Grade Training Workshop
February 27-28, 2004
Portland, Oregon

Jane Indorf, M.Ed.

Read Well

000909

**Clock Hour Example: Credits Online/ESD 114. Credits online Academic Record not acceptable documentation, but the ESD 114 Clock Hour form is okay.**

CE Credits Online

# How to "Read and Write" in Math: Improving Problem Solving and Communication in Mathematics

**ONLINE INSTITUTION DATA**

CE Credits Online
23224 NE 156th PL
Woodinville, Washington 98077
425.788.7275
www.cecreditsonline.org

**ONLINE STUDENT DATA**

Name:

Address:

Phone:

**ACADEMIC RECORD**

Course: How to "Read and Write" in Math: Improving Problem Solving and Communication in Mathematics

Completion Date: 11/17/2015

Number of Hours: 45.00

Letter Grade: Passed

**NARRATIVE EVALUATION**

This course introduces teachers to a wide range of instructional strategies and methodologies for math problem solving and math communication that will enable them to create effective classroom learning experiences that will help students solve word problems successfully and describe their solution processes clearly. This course focuses on creating exciting math lessons that are challenging and achievable for all students by providing an in-depth exploration of and systematic approaches to solving math word problems and developing written and oral communication skills to describe them.

**AUTHORIZATION OF COURSE COMPLETION**

Cathy Rose

11/17/2015

https://www.cecreditsonline.org/classroom/s/transcript.aspx?e=50456 11/17/2015

000910

RECEIVED

DEC 17 2015

OESD 114

Serving the Kitsap & Olympic Peninsulas

Mukilteo School District
Human Resources Department

# Olympic ESD 114
# REQUEST FOR CLOCK HOURS

Clock Hour Program – Payments
105 National Ave N., Bremerton, WA 98312
**See Reverse Side for Further Information**

- **$2.00 Per Clock Hour**
- **$10.00 Research Fee (per class) applies 90 calendar days after program ends**
- **Use blue or black ink**
- **Do not alter printed portions of form**

**CLOCK HOURS ARE NOT EARNED UNTIL ALL FEES ASSOCIATED WITH THIS REQUEST ARE RECEIVED BY OESD 114. This form must be received along with your payment within 90 calendar days of the program end date, or a $10.00 research fee will apply. *Upon receipt of completed form and all fees for clock hours,* this form will be fully executed and will be returned to you and serve as verification of clock hours earned. Clock hours are earned only after OESD clock hour provider verification signature is completed.**

## *SECTION 1: PERSONAL INFORMATION*

Name

Male / Female
Circle One

Birth Date (required for ID)

Address

Other name(s) under which records may be listed

City/State/Zip

Home Phone

Work Phone

Building (Required)

Mukilteo
District (Required)

Email address

*Note! If you have a new address/phone #/last name, or have changed school districts, check this box →* ☐

## *SECTION 2: AFFIDAVIT (Please ensure this section is complete with signature)*

= 4-5 Qtr XB

I, _____ swear or affirm that I earned 45 clock hours for actual attendance at this inservice. (Registrants may request fewer hours than the amount calculated for the entire in-service education program due to partial attendance.) I am not applying for college credit for this program. I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. (Intentional misrepresentation of material fact in this form will subject holder to revocation of his/her certificate pursuant to Chapter 181-85 WAC.)

5/9/16

11/30/15
Date

Signature of Participant

## *SECTION 3: WORKSHOP INFORMATION*

**How to "Read and Write" in Math: Improving Problem Solving and Communication in Mathematics**
Title of Program

**CEC683**
Clock Hour ID

**45**
Total Clock Hours Available

**OEDS 114 on behalf of CE Credits Online**
Sponsoring District or Agency

**11/17/15**
Program End Date

**Stephanie Parker**
Person Responsible for Program

**(360) 405-5801**
Phone Number

## *SECTION 4: PAYMENT INFORMATION (Please complete and enclose payment)*

| | | | |
|---|---|---|---|
| Number of Clock Hours Earned: | 45 | X $ 2.00 | $ 90.00 |
| Research Fee (if submitted 90 days after program ending date): | | $10.00 | $ — |
| Total Amount of Payment Enclosed: | | | $ 90.00 |

**CLOCK HOURS ARE NOT EARNED UNTIL ALL FEES ARE RECEIVED BY OESD 114**

## *SECTION 5: VERIFICATION/APPROVAL OF CLOCK HOURS (to be completed by OESD 114 only)*

**Verification.** When signed by the approved in-service provider below, and full payment for clock hours and all associated fees are received by OESD 114, this form verifies eligible clock hours as required by WAC 392-121-280 (3). This form is not valid for clock hour verification until all payments are received, and the form has been signed by Olympic ESD 114.

Receipt #: -122821-

The credits/clock hours to which this stamp is affixed meet one of the criteria required per RCW 28A.415.023 for salary placement.

Olympic ESD 114 Authorization

Bruce Hobert, Executive Director
Human Resources

Revised 8/08

000911

**Clock Hour Example: Bellevue School District.** Districts issuing transcripts must be approved to do so and are on OSPI's website if approved; http://www.k12.wa.us/certification/ClockhoursDocumentation.aspx.) Some transcripts may also indicate the approved course criteria item for listed courses.

BELLEVUE SCHOOL DISTRICT

12111 NE First Street, Bellevue, Washington 98005 / P.O. Box 90010, Bellevue, Washington 98009-9010

**Official Clock Hour Transcript**

D: 000000]

July 2, 2015

**Official BSD Clock Hours: 49.00**

## INSERVICE PROVIDER

When signed by the approved inservice provider, this form serves as a transcript or letter documenting eligible credits as required for salary purposes by WAC 392-121-280(2).

H. Edl

Heather Edlund – Director of Curriculum

RECEIVED
JUL 10 2015
Mukilteo School District
Human Resources Department

| Date | Course ID | Course Title | Hours | Criteria |
|---|---|---|---|---|
| 06/27/2014 | 32150 | 2014 Pnw Ap Institute | 23 | 1 |
| 07/02/2015 | 32755 | 2015 Pnw Ap Institute | 26 | 1,2 |

## CRITERIA

Credits earned after September 1, 1995, must meet criteria established by the Legislature (RCW 28A.415.023) before they can be used for placement on LEAP salary allocation documents. At the time credits are recognized by the school district, the content of the course must meet at least one of the following:

1. It is consistent with a school-based plan for mastery of student learning goals as referenced in RCW 28A.655.110, the annual school performance report, for the school in which the individual is
2. It pertains to the individual's current assignment or expected assignment for the following school year.
3. It is necessary for obtaining an endorsement as prescribed by the Washington Professional Educator Standards Board.
4. It is specifically required for obtaining advanced levels of certification.
5. It is included in a college or university degree program that pertains to the individual's current assignment or potential future assignment as a certificated instructional staff.
6. It addresses research-based assessment and instructional strategies for students with dyslexia, dysgraphia, and language disabilities when addressing learning goal one under RCW28A.150.210, as applicable and appropriate for individual certificated instructional staff.

**Clock Hour Example: Seattle Pacific University.** Colleges issuing transcripts must be approved to do so and are also listed on OSPI's website if approved; http://www.k12.wa.us/certification/ClockhoursDocumentation.aspx.) If it shows as CEU, it is a clock hour IF they are an approved Washington State clock hour provider.

Seattle Pacific University
Transcript Type: CEU

Record of. Student No: EXT Page: 1

Date Issued: 03-JUL-2015

Issued To: Mukilteo School District
Attn: Laura Bradburn, HR
9401 Sharon Dr
Everett, WA 98204-2647

RECEIVED
JUL 08 2015
Mukilteo School District
Human Resources Department

Level: Non-Matriculated
Student Type: Continuing Education

Current College(s): No college Designated
Current Program(s): Undecided

| SUBJ NO. | W | COURSE TITLE | CEU's | GRD | CL HR |
|---|---|---|---|---|---|
| INSTITUTION CREDIT: | | | | | |
| Summer 2009 | | | | | |
| CEU 2234 | | Teaching Learning Institute | 2.00 | EU | 20.00 |
| | | TOTAL: | 2.00 | | 20.00 |
| Winter 2011 | | | | | |
| CEU 2602 | | Right Response | 1.40 | EU | 14.00 |
| | | TOTAL: | 1.40 | | 14.00 |
| Spring 2011 | | | | | |
| CEU 2234 | | Teaching Learning Institute | 2.00 | EU | 20.00 |
| | | TOTAL: | 2.00 | | 20.00 |
| School Year 2013 - 2014 | | | | | |
| CEU 3630 | | PBIS Coaches Institute | 0.60 | EU | 6.00 |
| COMPLETION DATE: 27-JAN-2014 | | | | | |
| | | TOTAL: | 0.60 | | 6.00 |
| School Year 2014 - 2015 | | | | | |
| CEU 2234 | | Teaching Learning Institute | 3.00 | EU | 30.00 |
| COMPLETION DATE: 31-MAY-2015 | | | | | |
| | | TOTAL: | 3.00 | | 30.00 |

********** CONTINUED ON NEXT COLUMN **********

********** TRANSCRIPT TOTALS **********

| | Attempted | Earned |
|---|---|---|
| TOTAL CEU | 9.00 | 9.00 |
| TOTAL CLOCK HRS | 90.00 | 90.00 |

********** END OF TRANSCRIPT **********

This official university transcript is printed on security paper and does not require a raised seal.

Kenda Gatlin, University Registrar

**Clock Hour Example: WEA. NOTE: the signature of the provider is not provided. Invalid documentation. Cannot report!**

WEA
WASHINGTON EDUCATION ASSOCIATION

Center for Education Quality
P O Box 9100
Federal Way, WA 98063
253-765-7088

RECEIVED
JUN 02 2015
Mukilteo School District
Human Resources Department

Continuing Education Clock Hour Credit
**INSERVICE REGISTRATION**

Use this form to verify your attendance at the inservice offering outline 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 WILL RECEIVE COLLEGE CREDIT FOR THIS INSERVICE PROGRAM. PLEASE PRINT AND USE PEN ONLY.

Section I – Information – Participant

| Last Name | First Name | Middle Initial | Maiden or Former Name |
|---|---|---|---|
| | | A | |
| Date of Birth (m, d, y) | Social Security Number (Optional) | (Optional) ☒ Female ☐ Male | |
| Home Address | | Phone: Home | |
| State WA Zi | | Phone Business ( ) | |

Section II – Inservice Provider – Clock Hours

**Class Number** 3743

| Title of Inservice offering | | |
|---|---|---|
| 2015 SPARKS - Pilchuck | | |
| Total Number of Clock Hours Available for Inservice Offering: 12.5 | First Day of Inservice: 5/7/2015 | Last Day of Inservice: 5/9/2015 |
| Sponsoring Provider Name (Agency Granting Clock Hours): Washington Education Association | | Business Telephone Number: (253) 765-7063 |
| Provider Address: PO Box 9100, Federal Way WA 98063-9100 | | |
| Sponsoring Provider Inservice Contact Person: Diane Flynn | | Telephone Number |

Section III – Affidavit – Participant

I swear/affirm that I earned 12.5 out of 12.5 possible clock hours for actual attendance at this inservice. I am not applying for college/university credit for this program.

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 in this form **subjects the holder to revocation of his/her certificate** pursuant to Chapter 180-85 WAC. This form should be retained by the holder for possible dispute (WAC 180-85-085).

The credits/clock hours to which this stamp is affixed meet one of the criteria required per RCW 28A.415.023 for salary placement.

Original Signature of Participant | Washington Certificate Number | 5/21/15 Date

Bruce Hobert, Executive Director
Human Resources

Section IV – Inservice Provider – Verification

When signed by the approved inservice provider, this form serves as a transcript or letter documenting eligible credits as required for salary purposes by WAC 392-121-280(2).

Original Signature of Inservice Provider or Designee | 5/9/15 Date

FORM SPI 1125(Rev/1/99) facsimile

## Clock Hours: WAC 181-85-033

### CONTINUING EDUCATION CREDIT HOUR—DEFINITION—PROFESSIONAL

(1) Notwithstanding any provisions of this chapter to the contrary, for **consultation and collaboration as a member of an approved professional growth tea**m, as defined by WAC 181-78A-010 and 181-79A-030, members of a professional growth team, excluding the candidate, shall receive the **equivalent of three (3) continuing education credit hours**. The team member may not receive more than the equivalent of six (6) continuing education credit hours, as defined by this section, during a calendar year period.

(2) A person holding a valid educational certificate pursuant to RCW 28A.410.010 shall receive the equivalent of **ten (10) continuing education credit hours for serving on a school accreditation site visit team**. The person may not receive more than the equivalent of twenty 20) continuing education credit hours during a calendar year period.

(3)(a) Notwithstanding any provisions of this chapter to the contrary, **individuals officially designated as a supervisor by a college/university, school district, educational service district, an approved private school, a state agency providing educational services to students or the superintendent of public instruction, a person holding a valid educational certificate pursuant to RCW 28A.410.010 shall receive the equivalent of thirty (30) continuing education credit hours for service as a supervisor**. The person may not receive more than the equivalent of thirty (30) continuing education credit hours during a calendar year period. (b) The term "supervisor" shall mean individuals officially designated as a supervisor by a college/university, school district, educational service district, an approved private school, a state agency providing educational services to students, or the office of superintendent of public instruction for supervising the training of teacher interns, administrative interns, educational staff associate interns, and paraprofessionals.

(4) A person holding a valid educational certificate pursuant to RCW 28A.410.010 shall receive the equivalent of **forty-five (45) continuing education credit hours for completion of an assessment process as part of the National Board for Professional Teaching Standards certificate application**. Upon achieving National Board certification, the individual shall receive the equivalent of **an additional forty-five (45)** continuing education credit hours for a **total of ninety (90) continuing education credit hours** per National Board certificate.

(5) Notwithstanding any provisions of this chapter to the contrary, **teachers who achieve the professional certification through the external assessment per WAC**

**181-79A-206 will receive the equivalent of one hundred fifty (150) continuing education credit hours.**

(6) Notwithstanding any provision of this chapter to the contrary, individuals who receive **in-service training or continuing education according to RCW 28A.415.020(6) in first peoples' language, culture and oral tribal traditions** provided by a sovereign tribal government participating in the Washington state first peoples' language, culture and oral tribal traditions teacher certification program authorized under RCW 28A.410.045 shall be considered approved in-service training or approved continuing education under this section.

(7) Notwithstanding any provision of this chapter to the contrary, individuals who serve as **scorers for the Washington teacher performance assessment shall receive the equivalent of ten (10) continuing education credit hours for each four assessments scored**, provided that an individual may not receive more than the equivalent of twenty (20) continuing education credit hours during a calendar year period. **Additionally**, individuals who receive initial training as scorers for the Washington teacher performance assessment shall receive the equivalent of ten (10) continuing education credit hours.

(8) Notwithstanding any provision of this chapter to the contrary, individuals who serve as **scorers for the Washington ProTeach Portfolio assessment shall receive the equivalent of ten (10) continuing education credit hours for completing one full scoring session during a calendar year**, provided that an individual may not receive more than the equivalent of twenty (20) continuing education credit hours during a calendar year period. Individuals who receive initial training as scorers for the Washington ProTeach Portfolio assessment shall receive the equivalent of ten (10) additional continuing education credit hours.

**Clock Hour Example: Supervisor Form.** Be sure to record the correct provider. Also, the number of hours available per year have gone from 20 to 30.

OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION
Professional Certification
Old Capitol Building, PO BOX 47200
OLYMPIA, WA 98504-7200
(360) 725-6400 TTY (360) 664-3631
Web Site: http://www.k12.wa.us/certification/
E-Mail: cert@k12.wa.us

M 90

## CONTINUING EDUCATION CREDIT HOURS (CLOCK HOURS)
## SUPERVISOR OF TRAINING

Use this form to verify continuing education credit hours (clock hours) earned through WAC 181-85-033 (3).

**WAC 181-85-033(3)**

(3) (a) Notwithstanding any provisions of this chapter to the contrary, individuals officially designated as a supervisor by a college/university, school district, educational service district, an approved private school, a state agency providing educational services to students or the superintendent of public instruction, a person holding a valid educational certificate pursuant to RCW 28A.410.010 shall receive the equivalent of thirty continuing education credit hours (clock hours) for service as a supervisor. The person may not receive more than the equivalent of thirty continuing education credit hours (clock hours) during a school year period.

(b) The term "supervisor" shall mean individuals officially designated as a supervisor by a college/university, school district, educational service district, an approved private school, a state agency providing educational services to students, or the office of superintendent of public instruction for supervising the training of teacher interns, administrative interns, educational staff associate interns, and paraprofessionals.

**SECTION I**

**TO BE COMPLETED BY APPLICANT**

1. NAME LAST FIRST MIDDLE S. MAIDEN/FORMER NAME
2. ADDRESS
3. DATE OF BIRTH
CITY/STATE/ZIP
4. SOCIAL SECURITY NUMBER (OPTIONAL)
5. TELEPH
BUSINESS
6. E-MAIL

8. **PERIOD DURING WHICH CLOCK HOURS WERE EARNED:** January 2017 TO May 2017

[X] "Supervisor" (per WAC 181-85-033(3)) for 10 continuing education credits (clock hours) (not more than 30 per school year)

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 in this form subjects the holder to revocation of his/her certificate pursuant to chapter 181-85 WAC.

Original Signature of Participant _____ Date 06/06/2017

**SECTION II**

**TO BE COMPLETED BY INSTITUTION/EMPLOYER**

This statement MUST be prepared by the college/school district/approved private school/agency authorized to verify continuing education credit hours (clock hours) per WAC 181-85-033, as claimed by the applicant in Section I item #8 above. When signed by the authorized institution/employer, this form serves as verification that the person listed in Section I completed the requirement or provided documentation for the clock hours as claimed. Stamped signatures MUST be initialed by the individual using the stamp. Please give this form, with Section II completed, directly to the applicant.

NAME OF INSTITUTION/EMPLOYER DATE

## Email with David Brenna regarding how many clock hours can be earned.

**Bradburn Laura D.**

**From:** Bradburn Laura D.
**Sent:** Monday, August 28, 2017 2:30 PM
**To:** Bradburn Laura D.
**Subject:** FW: Supervisor Clock Hours

Hi Laura. Here's the relevant WAC rule:

Notwithstanding any provisions of this chapter to the contrary, individuals officially designated as a supervisor by a college/university, school district, educational service district, an approved private school, a state agency providing educational services to students or the superintendent of public instruction, a person holding a valid educational certificate pursuant to RCW 28A.410.010 shall receive the equivalent of thirty continuing education credit hours for service as a supervisor. The person may not receive more than the equivalent of thirty continuing education credit hours during a school year period.

The teacher may receive the 30 clock hours in a quarter or semester, but may not exceed 30 for the school year. Hope that helps! David

**David Brenna**
Senior Policy Analyst
Professional Educator Standards Board
Old Capitol Building, 600 Washington Street
PO Box 47236
Olympia, WA 98504
360-725-6238
www.pesb.wa.gov

**From:** Bradburn Laura D. [mailto:BradburnLD@mukilteo.wednet.edu]
**Sent:** Monday, July 31, 2017 10:08 AM
**To:** David Brenna <David.Brenna@k12.wa.us>
**Subject:** RE: Supervisor Clock Hours

Hi David,

Can you give me some clarity for Supervisor clock hours? I have a teacher that WGU is giving them 30 clock hours for supervising an intern from January to March 2017. I told the teacher she could not earn 30 in one quarter and need a confirmation on whether I am right or not. All colleges, except WGU, allot 10 clock hours per quarter.

*Laura Bradburn*
*Certification Specialist*

**From:** Ross Bunda [mailto:Ross.Bunda@k12.wa.us]
**Sent:** Thursday, June 08, 2017 1:22 PM
**To:** Bradburn Laura D. <BradburnLD@mukilteo.wednet.edu>
**Cc:** David Brenna <David.Brenna@k12.wa.us>
**Subject:** RE: Supervisor Clock Hours

My office does not have the authority to interpret the requirements in WAC 181-85-033(3), which is a PESB, not OSPI, WAC.

I'm forwarding your email message to the PESB for their guidance.

**Ross Bunda**
Supervisor, Personnel Reporting

**From:** Bradburn Laura D. [mailto:BradburnLD@mukilteo.wednet.edu]
**Sent:** Thursday, June 8, 2017 11:54 AM
**To:** Ross Bunda <Ross.Bunda@k12.wa.us>
**Subject:** Supervisor Clock Hours

Hi Ross,

I know that the amount of clock hours that a teacher can earn for being a "Supervisor" to a student teacher recently increased to not more than 30 clock hours per year. In year's past, it was 20 and I was under the impression that the Supervising teacher would earn 10 per quarter up to 20. Now WAC 181-85-033(3) states that they can earn up to 30; however the WAC does not stipulate how they are earned. Is it your understanding that if a Supervisor works with a student teacher for only three months, s/he can earn the full 30 clock hours, or is it a portion of the 30? If it is the whole 30 clock hours, then why does the form SPI 1128-1 have a blank to fill in the amount of clock hours that was earned?

Thanks for your clarification.

*Laura Bradburn*
*Certification Specialist*

**Clock Hour Example: National Board Form.** Use the Correct Form!

Regi ry of Credit Recommendatic
American Council on Education
One Dupont Circle • Washington, D.C. 20036-1193
(866) 205-6267

THIS IS AN AUTHENTIC TRANSCRIPT FROM THE AMERICAN COUNCIL ON EDUCATION.

VALIDATION NUMBER 95056

06/12/2006

SEND TO

NOT VALID

| COURSE CODE | DATE COMPLETED | COURSE TITLE AND DESCRIPTION |
|---|---|---|
| NBCT - 0001 | 11/18/2005 | ATIONAL BOARD CERTIFICATION CANDIDACY: DEMONSTRATING ACCOMPLISHED TEACHING<br>NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS<br>GRAD - 3 SH: EDUCATION<br>300 HOURS. CANDIDATE WILL DEMONSTRATE COMMITMENT TO STUDENTS AND THEIR LEARNING; KNOWLEDGE OF THEIR SUBJECTS AND HOW TOTEACH THOSE SUBJECTS TO STUDENTS; TECHNIQUES FOR MANAGING AND MONITORING STUDENT LEARNING; SYSTEMATIC THINKING AND REFLECTIVE LEARNING ABOUT THEIR TEACHING PRACTICES; AND PARTICIPATION IN AND CONTRIBUTION TO LEARNING COMMUNITIES. |
| NBCT - 0002 | 11/18/2005 | NATIONAL BOARD CERTIFICATION: DEMONSTRATING ACCOMPLISHED TEACHING<br>NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS<br>GRAD - 3 SH: EDUCATION |

**Johnston, Celeste**

From: Laura Gooding [Laura.Gooding@k12.wa.us]
Sent: Friday, August 28, 2009 4:31 PM
To: Johnston, Celeste
Subject: RE: Help with ACE credits

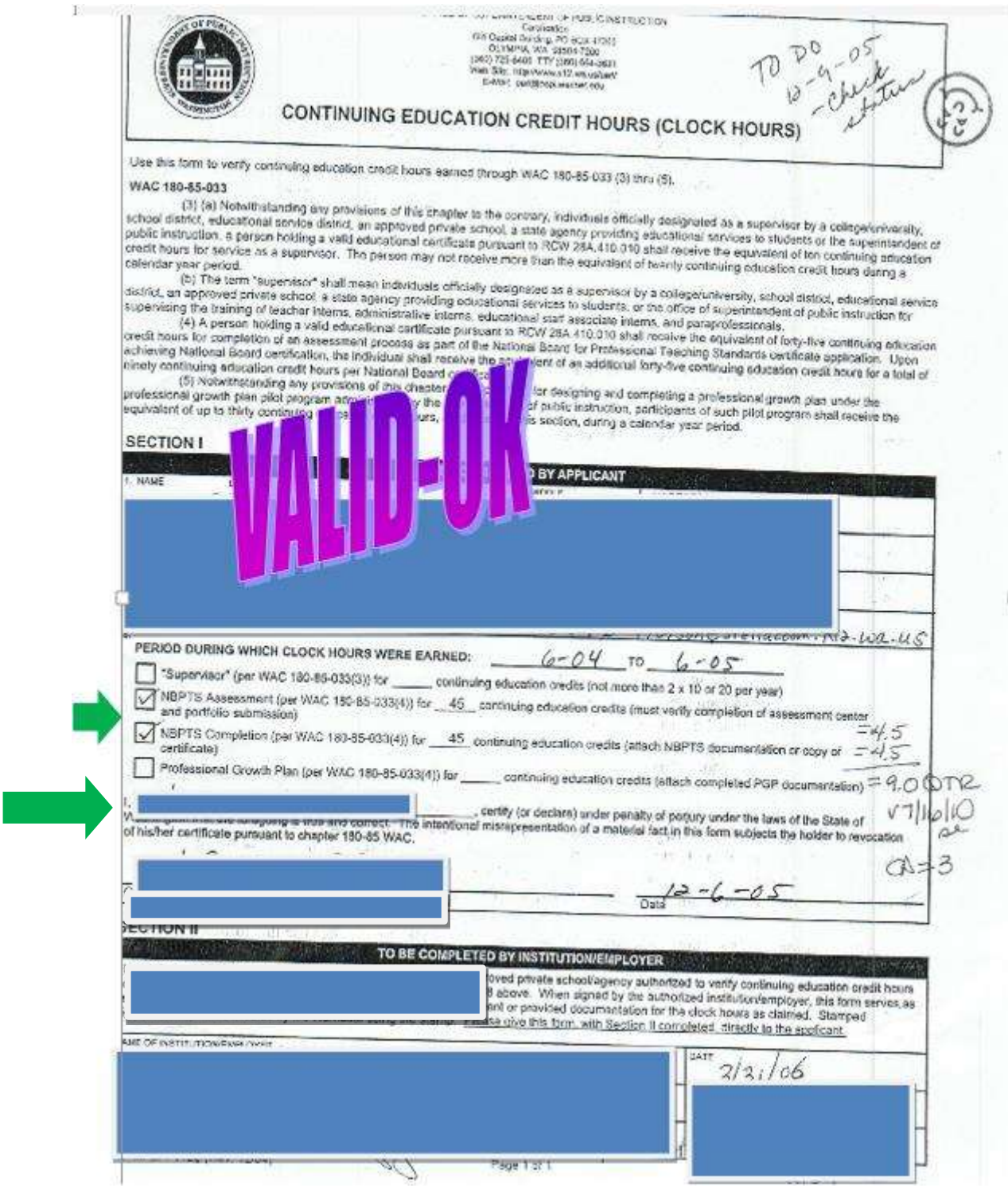
Hi Celeste,

ACE is not an approved provider of Washington clock hours; nor have they ever been. They are also not a regionally accredited institution that can grant quarter/semester hours of college credit. The hours that ACE provides is an equivalent of credit for use by other colleges/university to determine advanced placement for a degree. In other words, ACE is letting a college/university know that the work the individual has completed is equivalent to 9 quarter hours toward a master's or graduate level degree program. ACE is not actually granting credits and we are not able to accept anything they provide toward certification requirements. Salary placement is a question for the employer, however, they typically only accept approved clock hours or college/university credit too.

There are Washington approved clock hour equivalents (90 clock hours) available to individuals who complete the NBPTS certification process. The form is available here: http://www.k12.wa.us/certification/certapp/1128-7.pdf

Laura Gooding
Program & Certification Specialist
Professional Education & Certification
PO Box 47200
Olympia, WA 98504-7200
Phone: (360) 725-6396
Fax: (360) 586-0145
www.k12.wa.us/certification

000920



... DEPARTMENT OF PUBLIC INSTRUCTION
Certification
Old Capitol Building, PO Box 47200
OLYMPIA, WA 98504-7200
(360) 725-6400 TTY (360) 664-3631
Web Site: http://www.k12.wa.us/cert/
E-Mail: cert@pop.wacher.edu

TO DO 12-9-05 - check status

## CONTINUING EDUCATION CREDIT HOURS (CLOCK HOURS)

Use this form to verify continuing education credit hours earned through WAC 180-85-033 (3) thru (5).

**WAC 180-85-033**

(3) (a) Notwithstanding any provisions of this chapter to the contrary, individuals officially designated as a supervisor by a college/university, school district, educational service district, an approved private school, a state agency providing educational services to students or the superintendent of public instruction, a person holding a valid educational certificate pursuant to RCW 28A.410.010 shall receive the equivalent of ten continuing education credit hours for service as a supervisor. The person may not receive more than the equivalent of twenty continuing education credit hours during a calendar year period.

(b) The term "supervisor" shall mean individuals officially designated as a supervisor by a college/university, school district, educational service district, an approved private school, a state agency providing educational services to students, or the office of superintendent of public instruction for supervising the training of teacher interns, administrative interns, educational staff associate interns, and paraprofessionals.

(4) A person holding a valid educational certificate pursuant to RCW 28A.410.010 shall receive the equivalent of forty-five continuing education credit hours for completion of an assessment process as part of the National Board for Professional Teaching Standards certificate application. Upon achieving National Board certification, the individual shall receive the equivalent of an additional forty-five continuing education credit hours for a total of ninety continuing education credit hours per National Board certificate.

(5) Notwithstanding any provisions of this chapter ... for designing and completing a professional growth plan under the professional growth plan pilot program ... the ... of public instruction, participants of such pilot program shall receive the equivalent of up to thirty continuing ... hours, ... this section, during a calendar year period.

VALID-OK

**SECTION I**

**... BY APPLICANT**

1. NAME

[redacted]

PERIOD DURING WHICH CLOCK HOURS WERE EARNED: 6-04 TO 6-05

- [ ] "Supervisor" (per WAC 180-85-033(3)) for _____ continuing education credits (not more than 2 x 10 or 20 per year)
- [x] NBPTS Assessment (per WAC 180-85-033(4)) for 45 continuing education credits (must verify completion of assessment center and portfolio submission) =4.5
- [x] NBPTS Completion (per WAC 180-85-033(4)) for 45 continuing education credits (attach NBPTS documentation or copy of certificate) =4.5
- [ ] Professional Growth Plan (per WAC 180-85-033(4)) for _____ continuing education credits (attach completed PGP documentation) =9.0 QTR

I, [redacted], 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 in this form subjects the holder to revocation of his/her certificate pursuant to chapter 180-85 WAC.

V7/16/10 se

CA=3

[redacted]

Date 12-6-05

**SECTION II**

**TO BE COMPLETED BY INSTITUTION/EMPLOYER**

[redacted] ...oved private school/agency authorized to verify continuing education credit hours ... above. When signed by the authorized institution/employer, this form serves as ... or provided documentation for the clock hours as claimed. Stamped ... give this form, with Section II completed, directly to the applicant.

NAME OF INSTITUTION/EMPLOYER

[redacted]

DATE 2/21/06

[redacted]

Page 1 of 1

If the National Board applicant does not apply for these clock hours within seven years of earning the certificate, they no longer can apply for these clock hours.

000921

# Ok to Repeat Clock Hours

**Sherrie Evans**

**From:** Ross Bunda [RBunda@ospi.wednet.edu]
**Sent:** Tuesday, February 03, 2004 8:46 AM
**To:** 'Janet Hodson'
**Subject:** RE: Question re: clock hours

You probably cannot count repeated college classes because the rule regarding academic credits, WAC 392-121-255(4) states that "for educational courses which are the same or identical no more credits for that educational course than are transferable or applicable to a bachelor's or more advanced degree program at that institution shall be counted."

However, there is no such provision, or restriction, in the rules regarding inservice credits. Therefore, you can count repeated inservice credits toward salary placement if they meet all other requirements.

If I can be of further assistance in this matter, please contact me.

Ross Bunda
Supervisor, Personnel Reporting
School Apportionment & Financial Services
Office of Superintendent of Public Instruction
(360) 725-6308 voice
(360) 664-3683 fax
mailto:rbunda@ospi.wednet.edu
http://www.k12.wa.us/safs

-----Original Message-----
From: Janet Hodson [mailto:jhodson@puyallup.k12.wa.us]
Sent: Tuesday, February 03, 2004 8:45 AM
To: rbunda@ospi.wednet.edu
Subject: Question re: clock hours

We are having a discussion in Puyallup as to whether repeated first aid courses can count toward salary placement? Teachers are required to have current first aid cards, so we count their first aid classes each time. However, we know that we cannot count repeated college classes, so we are wondering if we should only count first aid once? Would like to know your opinion.

000922

# WIAA is a valid clock hour provider

## SUPERINTENDENT OF PUBLIC INSTRUCTION

*JUDITH A. BILLINGS* OLD CAPITOL BUILDING • PO BOX 47200 • OLYMPIA WA 98504-7200

March 29, 1996

( ) Action Required
(X) Informational

BULLETIN NO. 28-96 APPORTIONMENT AND RESEARCH

TO: Educational Service District Superintendents
Chief School District Administrators
Assistant Superintendents for Business and/or Business Managers
School District Personnel Directors

FROM: Judith A. Billings, State Superintendent of Public Instruction

RE: Applicability of WIAA Clock Hours to the State Salary Allocation Schedule

**Purpose**

The purpose of this bulletin is to provide school districts with information on the applicability of Washington Interscholastic Activities Association (WIAA) clock hours to the state salary allocation schedule.

**Background**

This agency has received a number of inquiries asking if clock hours provided by the WIAA count on the state salary allocation schedule.

The state is fully obligated to fully fund the basic education allocation (BEA) formula. Certificated instructional staff is one component of that formula. The state legislature has not bound school districts to expend BEA monies solely for basic education costs, such as basic contract costs of certificated personnel (as opposed to non-basic education costs such as supplemental contracts of certificated personnel).

The state legislature has not limited inservice (clock hours) and college quarter hour educational credits that qualify for state salary allocation purposes to education that relates exclusively to a certificated employee's basic education duties.

# W I A A CLOCK HOURS TRANSCRIPT

| SCHOOL DISTRICT | SOC SEC # | WA CERT # | BIRTH DATE |
|---|---|---|---|
| [redacted] | | | [redacted] |

| BUSINESS PHONE | MALE | FEMALE |
|---|---|---|
| 253-571-6714 | X | |

MAIDEN OR FORMER NAME

*CLASSES ARE WASHINGTON STATE BOARD OF CATION CLOCK HOURS. WIAA Rules clinics are not ted here. Any other Inservice provider (ESD, etc.) classes are ...lfected here. It is the individual's responsibility to maintain records for compliance with certification regulations.'*

| COURSE ID | DESCRIPTION |
|---|---|
| WIA-031 | WIBCA Fall Clinic |
| WIA-031 | WIBCA Fall Clinic |
| WIA-040-I | WIAA Basketball Rules Clinic |
| WIA-211 | WIBCA Basketball Coaches Clnc |
| WIA-211 | WIBCA Basketball Coaches Clnc |
| WIA-268 | Peninsula Basketball Coaches |
| WIA-268 | Peninsula Basketball Coaches |
| WIA-303 | Winter Coaches Workshop |
| WIA-303 | Winter Coaches Workshop |
| WIABB-9414 | WIAA Basketball Rules Clinic |
| WIA-5331095 | 95 WIBCA Westside Coaches Clnc |
| IA-5331095 | 95 WIBCA Westside Coaches Clnc |
| IB-95201195 | Basketball Rules Clinic |
| WIA-5981195 | Narrows League Fall/Winter Mtg |
| WIA-6340296 | Narrows Winter/Spring Coaches |
| WIA-6340296 | Narrows Winter/Spring Coaches |
| WIA-7640998 | Best In The West Bskbl Clinic |
| WIA-7981196 | Narrows Lge Wntr Coaches Wkshp |
| WIA-8620397 | Narrows League Spring Workshop |
| WIA-9631097 | WIBCA Westside Fall Clinic |
| WIA-9381197 | Narrows League Winter Coach Wk |
| WIA-9380298 | Narrows League Spring Coach Wk |
| IAA-1170998 | Chelan Basketball Coaches Clnc |
| IAA-1301098 | WIBCA Fall Basketball Clinic |
| IAA-0991198 | Narrows League Fall Coach Orin |
| IAA-0890299 | Narrows League Coaches Workshp |
| IAA-2620999 | Chelan Basketball Coaches Clnc |
| IAA-268-B1099 | WIBCA Fall Basketball Clinic W |
| IAA-2561199 | 99-00 Narrows League Coach Wks |
| IAA-4130900 | Chelan Basketball Coaches Clnc |
| IAA-4221000 | WIBCA 2000 Fall Coaches Clinic |
| IAA-3911100 | 00-01 Narrows Lg Coaches Wksp |
| IAA-3910201 | 00-01 Narrows Lg Coach Wkshp |
| IAA-5221001 | Narrow Leag Coaches Workshop |
| IAA-5801101 | WIBCA Fall Bskbl Cchs Clinic W |

| CATEGORY | | DATE | HOURS |
|---|---|---|---|
| 4 | COACHING TECHNIQUES | 10/93 | 4.00 |
| 5 | PHILOSOPHY/SPORTS MGMT | 10/93 | 2.00 |
| 5 | PHILOSOPHY/SPORTS MGMT | 11/93 | 3.00 |
| 4 | COACHING TECHNIQUES | 10/94 | 3.00 |
| 5 | PHILOSOPHY/SPORTS MGMT | 10/94 | 2.00 |
| 4 | COACHING TECHNIQUES | 10/94 | 4.00 |
| 5 | PHILOSOPHY/SPORTS MGMT | 10/94 | 2.00 |
| 2 | LEGAL ASPECTS | 11/94 | 1.00 |
| 5 | PHILOSOPHY/SPORTS MGMT | 11/94 | 2.00 |
| 5 | PHILOSOPHY/SPORTS MGMT | 11/94 | 3.00 |
| 4 | COACHING TECHNIQUES | 10/95 | 3.00 |
| 5 | PHILOSOPHY/SPORTS MGMT | 10/95 | 2.00 |
| 5 | PHILOSOPHY/SPORTS MGMT | 11/95 | 3.00 |
| 5 | PHILOSOPHY/SPORTS MGMT | 11/95 | 3.00 |
| 2 | LEGAL ASPECTS | 2/96 | 1.00 |
| 5 | PHILOSOPHY/SPORTS MGMT | 2/96 | 2.00 |
| 4 | COACHING TECHNIQUES | 9/96 | 20.00 |
| 5 | PHILOSOPHY/SPORTS MGMT | 11/96 | 3.00 |
| 5 | PHILOSOPHY/SPORTS MGMT | 3/97 | 3.00 |
| 5 | PHILOSOPHY/SPORTS MGMT | 10/97 | 6.00 |
| 5 | PHILOSOPHY/SPORTS MGMT | 11/97 | 3.00 |
| 6 | MULTIPLE CATEGORIES | 2/98 | 3.00 |
| 4 | COACHING TECHNIQUES | 9/98 | 5.00 |
| 6 | MULTIPLE CATEGORIES | 10/98 | 6.00 |
| 2 | LEGAL ASPECTS | 11/98 | 3.00 |
| 5 | PHILOSOPHY/SPORTS MGMT | 2/99 | 3.00 |
| 4 | COACHING TECHNIQUES | 9/99 | 14.00 |
| 4 | COACHING TECHNIQUES | 10/99 | 7.00 |
| 5 | PHILOSOPHY/SPORTS MGMT | 11/99 | 3.00 |
| 4 | COACHING TECHNIQUES | 9/00 | 10.00 |
| 4 | COACHING TECHNIQUES | 10/00 | 7.00 |
| 5 | PHILOSOPHY/SPORTS MGMT | 11/00 | 3.00 |
| 5 | PHILOSOPHY/SPORTS MGMT | 2/01 | 3.00 |
| 5 | PHILOSOPHY/SPORTS MGMT | 10/01 | 3.00 |
| 4 | COACHING TECHNIQUES | 11/01 | 7.00 |

| TOTAL HRS BY CATEGORY | 1 | 2 | 3 | 4 | 5 | 6 | TOTAL |
|---|---|---|---|---|---|---|---|
| | 0.00 | 5.00 | 0.00 | 84.00 | 54.00 | 9.00 | 152.00 |

*** CLOCK HOURS REPORTED AFTER AUGUST 15 2002 WILL PRINT ON YOUR 2003 ANNUAL REPORT***

000924

## WIAA Hours can be combined if course # is same

# W I A A INSERVICE CLOCK HOURS

| SCHOOL DISTRICT | SOC SEC # | WA CERT # | BIRTH DATE |
|---|---|---|---|
| JTH KITSAP #402 | [redacted] | | [redacted] |

| HOME PHONE | BUSINESS PHONE | MALE | FEMALE |
|---|---|---|---|
| [redacted] | [redacted] | | x |

MAIDEN OR FORMER NAME

[redacted]

*This printout reflects ONLY those clock hours that were processed as an official WIAA class and submitted on the WIAA official INSERVICE REGISTRATION FORM. WIAA Rules clinics are not reflected here. Any other inservice provider (ESD, etc.) classes are not reflected here. It is the individual's responsibility to maintain records for compliance with certification regulations.*

| COURSE ID | DESCRIPTION | CATEGORY | | DATE | HOURS |
|---|---|---|---|---|---|
| WIA-6340296 | NARROWS WINTER/SPRING COACHES | 5 | PHILOSOPHY/SPORTS MGMT | 2/96 | 2.00 |
| WIA-6340296 | NARROWS WINTER/SPRING COACHES | 2 | LEGAL ASPECTS | 2/96 | 1.00 |
| WIA-8380397 | FRISBY TENNIS PARTICIPATION CL | 4 | COACHING TECHNIQUES | 3/97 | 6.00 |
| WIA-8380298 | NARROWS LEAGUE SPRING COACH WK | 6 | MULTIPLE CATEGORIES | 2/98 | 3.00 |
| IAA-0520698 | INJURY PREVENTION & MGMT COACH | 1 | MEDICAL ASPECTS | 6/98 | 16.00 |

3

PERSONNEL & LABOR RELATIONS

AUG 3 1 2000

000925

## ESD Clock Hour Transcripts are OK!

# ESD 112

EDUCATIONAL SERVICE DISTRICT 112
2500 NE 65th Avenue
Vancouver, WA 98661-6812
360-750-7503 • Clock Hour Registrar

**Official Clock Hours Transcrip**
(Raised seal not required)

19s

Name: [redacted]

Certificate Number: [redacted]
SSN:
Birth Date:
Report Date: OCT 1 02

District: [redacted]

**Be careful of DUPLICATE recordings!!**

| Course # | Title of Inservice | Sponsoring Agency | Inservice Date | Clock Hrs |
|---|---|---|---|---|
| VAC072 | TEACHER ASSISTANCE PROGRAM | | | .0 |
| EAD008 | RESTRUCTURING ISSUES & OPPORTUNITIES | | | .0 |
| VAE070 | MAXIMIZING SCHL EFFECTIVENESS- T A PROGRAM | | | .0 |
| SHE001 | 92 WSHA CONF | | | .0 |
| VAE417 | ENGINEERING THE CLASSROOM ENVIRONMENT FOR INTER | | | .0 |
| WEE190 | ECSE SUMM INST | N CENTRAL ESD 171 | AUG 10 92 | 32.0 |
| VAF049 | CREST PROJECT TRAINING | ESD 112 | SEP 28 92 | 5.0 |
| VAF088 | PROGRESS MONITORING | ESD 112 | OCT 19 92 | 30.0 |
| 144 | FACILITATED COMMUNICATION INTRODUCTORY WORKSHOP | SPI PROF ED & CERT | NOV 7 92 | 7.0 |
| 166 | EARLY CHILDHOOD SPEC ED SUMMER INST | N CENTRAL ESD 171 | AUG 9 93 | 32.0 |
| VAG112 | AUTISM/PDD | ESD 112 | OCT 23 93 | 6.0 |
| VAG179 | SPECIAL EDUCATION APPLICATIONS: TOOLS FOR STUDENTS AND PROFE | ESD 112 | DEC 1 93 | 18.0 |
| VAG237 | COLUMBIA WILLAMETTE EARLY CHILDHOOD CONFERENCE | ESD 112 | JAN 31 94 | 11.0 |
| 269 | EARLY CHILD CONF | ESD 114 | MAY 1 94 | 11.0 |
| VAH214 | COMMUNICATION THERAPY FOR CHILDREN (BIRTH TO EIGHT) | ESD 112 | NOV 4 94 | 10.0 |
| VAH378 | ASSESSMENT OF AUTISM | ESD 112 | JAN 27 95 | 6.0 |
| VAH408 | TRENDS, TECHNIQUES AND TOOLS FOR CDS | ESD 112 | FEB 15 95 | 36.0 |
| VAJ174 | PRE-MONITORING SELF REVIEW | ESD 112 | NOV 2 95 | 5.0 |
| VAK129 | SIMPLE TECHNOLOGY: MAKING IT WORK FOR YOU | ESD 112 | NOV 6 96 | 6.0 |
| VAK221 | COLUMBIA WILLIAMETTE EARLY CHILDHOOD CONFERENCE | ESD 112 | JAN 27 97 | 6.0 |
| VAK275 | EDUCATION REFORM AND SPECIAL EDUCATION | ESD 112 | FEB 20 97 | 6.0 |
| VAM458 | USING VISUAL STRATEGIES WITH CHILDREN WHO HAVE AUTISM - ADVA | ESD 112 | APR 19 99 | 11.0 |
| 1786 | HELPING YOUR AT-RISK & UNDERACHIEVING STUDENTS BE MORE SUCCE | PUGET SOUND ESD 121 | MAY 5 99 | 5.0 |

**OSPI's Form SPI 1126 – watch for changes on the form.**

**Bradburn Laura D.**

**From:** Bradburn Laura D.
**Sent:** Monday, August 28, 2017 1:09 PM
**To:** Bradburn Laura D.
**Subject:** FW: quick question

No problem Jodi. And just so you know, if one of your staff were to complete one of these forms now, it was changed in 2014 and they can only earn 3 clock hours per candidate up to 6 clock hours per year.

*Laura Bradburn*
*Certification Specialist*

**From:** Jodi Lowe [mailto:jlowe@cashmere.wednet.edu]
**Sent:** Monday, August 28, 2017 10:54 AM
**To:** Bradburn Laura D. <BradburnLD@mukilteo.wednet.edu>
**Subject:** RE: quick question

That's what I was thinking, just wanted to make sure!! Thanks AGAIN so much!

Jodi Lowe
Accounts Payable/Receivable

**From:** Bradburn Laura D. [mailto:BradburnLD@mukilteo.wednet.edu]
**Sent:** Monday, August 28, 2017 10:46 AM
**To:** Jodi Lowe <jlowe@cashmere.wednet.edu>
**Subject:** RE: quick question

This form is for 10 clock hours. The employee can earn up to 20 clock hours per year, but an additional form would have to be completed for her support of another candidate.

*Laura Bradburn*
*Certification Specialist*

**From:** Jodi Lowe [mailto:jlowe@cashmere.wednet.edu]
**Sent:** Monday, August 28, 2017 10:20 AM
**To:** Bradburn Laura D. <BradburnLD@mukilteo.wednet.edu>
**Subject:** quick question
**Importance:** High

Hi –
Hopefully this will just take you a second…please see attached. Does this count for clock hours? It doesn't specify (clearly) how many, so I wasn't sure if it would be 10 or 20 clock hours. Please let me know – thanks!

Jodi Lowe
Accounts Payable/Receivable

Cashmere School District
210 S. Division
Cashmere, WA 98815

1

## Technical Colleges are Approved Clock Hour Providers

Bates Technical-OK Clock Provider

Leslie,

Yes, all the technical colleges, like Bates, have blanket approval as clock hour providers. Everything they do is either college credit, now that they are colleges, and reflected on a transcript, or approved clock hours that may be documented on a certificate of completion. Only the technical colleges fall into this category.

I hope this helps. Let me know if you have additional questions.

Laura Gooding
Program & Certification Specialist
Professional Education & Certification
PO Box 47200
Olympia, WA 98504-7200
Phone: (360) 725-6396
Fax: (360) 586-0145
www.k12.wa.us/certification

-----Original Message-----
From: Leslie Hansen [mailto:lhansen@upsd.wednet.edu]
Sent: Wednesday, March 28, 2007 8:33 AM
To: Laura Gooding
Subject: Bates Tech

Hi Laura,
I've rec'd clock hours from Bates on a certificate of completion. When I had the employee provide a transcript those classes showed up as non-academics with no credit earn and no indication that they were clock hours or that clock hours were earned.
My question is:
Are all technical colleges are in fact WA state approved clock hour providers & is there ever a time when we can accept clock hours from a college on a cert of completion? (I don't think so but I want to verify before I communicate with the employee) Thanks for your time!!

Leslie Hansen
University Place School District
253-566-5600

**Clock Hour Example: NOT a Valid Provider.** This course was incorrectly posted in a review we did. The provider was not valid.

EXECUTIVE SERVICES
Professional Education and Certification
Old Capitol Building, PO BOX 47200
OLYMPIA, WA 98504-7200
SCAN 234-4770 (206) 753-4770

Continuing Education Clock Hours And/Or Vocational 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 of attendance. It is the individual's responsibility to maintain accurate records for compliance with certification regulations. DO NOT USE THIS FORM IF YOU WILL RECEIVE COLLEGE CREDIT FOR THIS INSERVICE PROGRAM. PLEASE PRINT AND USE PEN ONLY.

**SECTION I - INFORMATION - PARTICIPANT**

LEGAL NAME (Last, First, Middle): [redacted]
MAIDEN OR FORMER NAME:
DATE OF BIRTH (M D Y): SOCIAL SECURITY NO. (Optional): [redacted]
WASHINGTON CERTIFICATE NUMBER:
(Optional) ☐ Female ☐ Male
HOME ADDRESS: [redacted]
PHONE: [redacted]
BUSINESS ( )

**SECTION II - INSERVICE PROVIDER - CLOCK HOURS**

TITLE OF INSERVICE OFFERING: "Closing the Achievement Gap"
FIRST DAY OF INSERVICE: August 18, 2003
NAME OF INSTRUCTOR: Michael Vavrus and Mary Perkins
BUSINESS PHONE: 360 867-6639
SPONSORING PROVIDER NAME: Magda Costantino

**SECTION III - AFFIDAVIT - PARTICIPANT**

[redacted] swear/affirm that I earned 24 clock hours for actual attendance at this inservice. I am not enrolled for college/university credit for this program. Also,
I, [redacted] affirm (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 in this form subjects the holder to revocation of his/her certificate pursuant to Chapter 180-85 WAC. This form should be retained by the holder for possible dispute (WAC 180-85-085).

[redacted]
Original Signature of Participant

8/20/03
Date

**SECTION IV - INSERVICE PROVIDER - VERIFICATION**

When signed by the approved inservice provider, this form serves as a transcript or letter documenting eligible credits as required for salary purposes by WAC 392-121-280(2).

M. Cary
Original Signature of Inservice Provider or Designee

8-20-03
Date

000929

## Clock Hours Not Allowed Prior to BA Degree

**Sherrie Evans**

**From:** Ross Bunda [RBunda@ospi.wednet.edu]
**Sent:** Monday, November 15, 1999 9:32 AM
**To:** 'Sherrie Evans'
**Cc:** Allen Jones
**Subject:** RE: Clock Hour Clerification

WAC 392-121-257 Definition--In-Service Credits, section (1)(b) states that credits are earned after the awarding or conferring of the employee's first bachelor's degree.

Therefore, no in-service credit may be awarded for clock hours earned prior to the BA. Your answer is correct.

Ross Bunda
Supervisor, Personnel Reporting
School Apportionment & Financial Services
Office of Superintendent of Public Instruction
(360) 753-3585 voice
(360) 664-3683 fax
mailto:rbunda@ospi.wednet.edu
http://ospiwsrv.ospi.wednet.edu/finance/appsfs.htm

> ———
> From: Sherrie Evans[SMTP:skevans@orca.esd114.wednet.edu]
> Sent: Thursday, November 11, 1999 10:04 AM
> To: Ross Bunda (E-mail)
> Subject: Clock Hour Clerification
>
> If a person takes clock hours prior to their BA, do they count? My
> answer
> was no because they are pre-BA, but I wanted to double check. Thanks.
>
> Sherrie Evans, Assistant Superintendent for Personnel and Labor Relations
> South Kitsap Schools
> 1962 Hoover Ave SE, Port Orchard, WA 98366
> (360) 876-7306
> skevans@orca.esd114.wednet.edu
>

000930

## INSTRUCTOR AND CLOCK HOURS

An instructor of a clock hour course can get clock hour credit for teaching the course – but only once.

000931

# QUESTIONS

# ABOUT

# CLOCK HOURS

# CONTINUING EDUCATION HOURS – CEU's (IN-SERVICE)

WAC 181-85-077: Educational staff associates may use credits or clock hours that satisfy continuing education requirements for state professional licensure toward fulfilling professional educator standards board continuing education certification requirements.

**Rules applicable to continuing education credits include:**

1. Credits must be a minimum of three (3) hours.
2. Credits are earned after August 31, 1987; and after the awarding or conferring of the employee's first bachelor's degree.
3. Credits are earned on or before October 1 of the year for which allocations are being calculated pursuant to this chapter.
4. Use the last date of the course as the "earned" date for the course; UNLESS specifically stated otherwise on the form.
5. There is no repeat restriction on continuing education units.
6. Ten continuing education hours equals one quarter hour credit.
7. Accumulate credits rounded to one decimal place.

Allows **certain** educational staff associates to use continuing education units (CEUs), credits, or clock hours that satisfy the continuing education requirements for their state professional health license, for Washington and any other state, as in-service credits.

To be eligible, an educational staff associate must hold the following Washington State Department of Health license:

- Licensed advanced registered nurse practitioner (ARNP) (WAC 246-840-360),
- Licensed occupational therapist (WAC 246-847-065),
- Licensed marriage and family therapist (counselor) (WAC 246-809-600),
- Licensed mental health counselor (WAC 246-809-600),
- Licensed physical therapist (WAC 246-915-085),
- Licensed psychologist (WAC 246-924-230),
- Licensed registered nurse (RN) (WAC 246-840-203, -204, & -205), effective January 1, 2011,
- Licensed social worker (WAC 246-809-600), or
- Licensed speech-language pathologist or audiologist (WAC 246-828-510).

Educational staff associates with other than the above Washington licenses do not require continuing education to maintain their professional health license and may not use continuing education units (CEUs), credits, or clock hours accordingly. See website:

http://www.k12.wa.us/certification/LicenseHours.aspx.

## CEU Example: Bureau of Education & Research for an SLP

**Bureau of Education & Research**
915 118th Avenue SE • P.O. Box 96068 • Bellevue, WA 98009
Phone (800) 735-3503 • Fax (425) 453-1134 • www.ber.org

# CERTIFICATE OF PARTICIPATION

This certifies that

was a participant in
MAXIMIZING YOUR LANGUAGE THERAPY: INNOVATIVE LANGUAGE INTERVENTIONS

sponsored by the
BUREAU OF EDUCATION & RESEARCH
that was scheduled on
05/15/2014
8:30 to 3:15

BELLEVUE, WA

*This seminar included 5 hours of instruction in professional subject matter for speech-language pathologists. ASHA APPROVED THIS SEMINAR FOR 5 CLOCK HOURS (.5 CEUs). This certificate neither awards ASHA CEUs nor verifies that ASHA CEUs have been awarded to the person named above. ASHA CEUs are awarded by the ASHA CE Registry upon receipt of the CEU Participant Form from the ASHA Approved CE Provider.*

Mark D. Ito
Professional Development Director

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**CEU FORM.** Can be attached to a single course or a group of courses. Form 4098V is required! OSPI: http://www.k12.wa.us/certification/Certapp/4098V.pdf

OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION
Professional Certification
OLD CAPITOL BUILDING, PO BOX 47200
OLYMPIA WA 98504-7200
(360) 725-6400 TTY (360) 664-3631
Web Site: http://www.k12.wa.us/certification/
E-Mail: cert@k12.wa.us

## ESA CLOCK HOUR VERIFICATION

| | |
|---|---|
| 1. NAME LAST FIRST MIDDLE | 5. MAIDEN/FORMER NAME |
| 2. ADDRESS | 6. DATE OF BIRTH |
| 3. CITY/STATE/ZIP | 7. SOCIAL SECURITY NO. (OPTIONAL) |
| 4. TELEPHONE: BUSINESS ( ) HOME ( ) | 8. CERTIFICATION NO. |
| | 9. E-MAIL |

The Professional Educator Standards Board rules for continuing education provide that educational staff associates may use credits or clock hours that satisfy the continuing education requirements for their state professional licensure, if any, to fulfill the continuing education requirements established in Chapter 181-85 of the Washington Administrative Code.

To comply with those rules, complete the following and return this form to the Professional Certification office of OSPI with your completed Continuing Certificate Report of Clock Hours Form SPI/CERT 1211.

Specify Type of License_____ License Number _____

Date Original License Issued _____

Current License Expiration Date _____

State in Which License was Issued _____

I, _____ do certify (or declare) under penalty of perjury under the laws of the state of Washington that the classes listed on my report for Washington State Certification clock hours satisfy the continuing education requirements for the state professional license (listed above). 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. A copy of this form should be retained by the holder for possible dispute (WAC 181-85-085).

_____ / _____
Signature Date

FORM SPI/CERT 4098V (Rev. 07/10)

# QUESTIONS

# ABOUT

# CEU's?

## NON TRANSFER CREDITS (IN-SERVICE)

As mentioned previously, one of the criteria for an academic credit is that the credit is transferable or applicable to a bachelor's or more advanced degree program.

It is this rule that causes us to determine that credits are "non-transfer credits" or NTC. Each college/university transcript lists courses by a course number. Typically on the back of the transcript there will be a description of the course numbers and the applicability of those course numbers to a "bachelors' or more advanced degree".

In most cases, courses that are number 100, 200, 300, and 400 are all undergraduate and applicable to a Bachelor's degree; and courses numbered 500, 600 are applicable to an advanced Master's degree; and 700 or sometimes 800 are applicable to a Doctorate degree. You must read what is on the back of the transcript.

However, we also often see courses number 808X, or 909, or 9902. This is the biggest flag that it is not likely the course will meet the requirements of being transferable or applicable to a bachelor's or more advanced degree program. When reading the back of the transcript you will often see language that these courses "provided for the purpose of teacher education" or "provided for the purpose of professional development." You may also see language that the course MAY be applicable to a degree if approved by the registrar or some other source. MAY does not mean shall per the auditor. So that would be a non-transfer course.

When you see a course, PE 2011 Walking for Fitness, which should be a red flag. Likewise, Educ 901X would be a red flag. READ THE TRANSCRIPT.

The key with these courses is that it has been determined you can report them as an in-service credit. HOWEVER, in-service credits did not come into being until September 1, 1987. So you must make sure the course is on that date or after. The course must also meet the WAC criteria for course

# "May be" is not "shall" – Emails with Ross Bunda & Dale Sando

**Sherrie Evans**

**From:** Dale Sando [sandod@sao.wa.gov]
**Sent:** Friday, July 06, 2007 12:47 PM
**To:** Sherrie Evans; Ross Bunda
**Cc:** Cheryl Thresher
**Subject:** [SPAM] RE: Academic Credits Question
**MSK:** [SPAM]

I have seen college transcripts that identify continuing education as clock hours rather than academic credits earned. This "may be transferable" definitely muddies the water. I think your approach of obtaining a letter from the college is a good one If the transcript identifies the credits as continuing education yet says they "may" be applied to a higher degree. A few years ago one of the AGs told me that if an RCW or WAC says someone "shall" do something it does not mean the same as "must" do something. Kind of throws a wrench in the 10 commandments, doesn't it? It would probably come down to how an attorney interprets "may". The district should be able to support why it classified credits as academic if by all outward appearance they are continuing education and should be classified as in-service. It would probably be worthwhile to have you fax a copy of the transcript language. Our fax number is 360 586-6571. It has been a while since I have personally reviewed transcripts and I would also like to see the language used for the other course sequence numbers. Does it specifically state for credits in the 100-500 range that they are transferable? Just out of curiosity, does the fact that a college says a course is transferable mean another school has to accept them?

---

**From:** Sherrie Evans [mailto:sherrie.evans@hrmplus.com]
**Sent:** Friday, July 06, 2007 6:36 AM
**To:** 'Ross Bunda'; Dale Sando
**Subject:** Academic Credits Question

Dale and Ross: Out in the jungle here we have been having a discussion and I felt it was time to get you involved with it. This has to do with reporting academic credits from an accredited institution. In addition to being beyond the BA and meeting the eligibility requirements (9/1/95 and after), etc.
WAC 392-121-255 defines academic credits as

(4) Credits are transferable or applicable to a bachelor's or more advanced degree program; Provided, That for educational courses which are the same or identical no more credits for that educational course than are transferable or applicable to a bachelor's or more advanced degree program at that institution shall be counted.

I'm out on the road so I don't have the memo with me, but way back in the day, this issue came up and we spoke to John Molohon about it and ever since then we have been very clear that if the transcript does not say that the credit is transferable or applicable to a bachelor's or more advanced degree program you can't count those as academic credits. John instructed us that if they were pre 9/1/87 we could not count them at all and if 9/1/87 and after we could record them as in-service credits as long as they met the other criteria. (the documentation of this instruction from John is actually in the WSPA/WASBO workshop manuals I have presented under the credits section)

So for all these years when we have received transcripts, we always check the course number system. Generally courses 100, 200, 300, 400, 500, 600, 700 or 800 level are just fine but when you see course numbers of 2011 or 968X it definitely warrants attention. And indeed, if you look on many transcripts it will tell you something like this "this course is for professional development only and is not applicable to a degree program" and/or "this course is a regular university credit; however it is not part of the regular academic degree program but may apply to a degree with the permission of the advisor." Typical institutions that have this language include:

- Antioch of Seattle (associated with Antioch-Ohio)
- Chapman University, CA
- Fresno Pacific (CA)
- University of the Pacific (CA)

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- Lewis and Clark (OR)
- Seattle Pacific University (WA)
- Humboldt (CA)
- California Poly-Technical (CA)

There are a few others but these are ones I recall off the top of my head.

So as I have been involved in training (and this is what I have shared at previous WSPA/WASBO workshops), and/or have been involved in helping districts review their files, I have been questioned on this. District HR folks are telling me – NO, if it is on an academic transcript it is an academic credit; to which I have said NO – if it is on an academic transcript you still have to determine if it meets all of the other criteria (after BA, course eligibility, AND is it transferable). Additionally two districts have told me they understand if the transcript says NO – it is not transferable or applicable to a degree program, but if it says "may be transferable" then they count it.

My response was that I think the language in the WAC is very clear – There is only YES, there is no MAYBE or NO. I have counted a credit as academic when the employee additionally obtained a letter from the registrar indicating the particular course they took in fact did apply to a degree program but have only counted the Maybes when I have obtained this letter. I have never counted a NO as an academic credit.

In particular we have been having a discussion about Seattle Pacific University. The courses in question are all numbered in the 5000 series. Here is the email sent to me:

> Sherrie – I just had a SPU transcript come across my desk and I was reading the back of it again. I was still confused by the 5000 level statement that is on the back so I called SPU to check it out and ask some questions. I talked to Kay in the transcript office. She explained that the 5000 level is a graduate level course designed for teachers/educators as continuing education classes. The different number came into play many years ago when they started the staff development relationships with school districts offering the opportunity to take off campus classes, but they are primarily the same as the 6000 level classes. They are academic credits. She explained that the part about getting approval from advisor is if the person wants to use the class for masters degree, it would need to be approved. So, this really scared me about changing them to inservice and taking the credits away from folks if they were earned prior to 9/1/87 and wanted your thoughts on this. Also, if you would like to call the check this out a little more here is the number to SPU (206) 281-2032.
>
> I had taken a copy of one of the transcripts from this weekend which was a little earlier and they have changed the statement, but not by much. This is the current statement on the back:
>
> The 5000-5999 are considered primarily for the purpose of professional development. Although different in purpose from the core master's or doctoral graduate degree courses, **such courses may be considered** to meet accordance with the regulations of the particular graduate degree program and approval of the students program advisor.
>
> Sorry if I am being a pest about this, but I could not stop thinking about this after this weekend. I could be totally off base with this, but I believe it needs to be checked into little bit more.

In my follow-up conversation my response was that clearly even the registrar is saying that they MAY BE considered – that is not a clear YES – they are applicable or transferable to a degree program. So even the fact that they are regular university credits, they still don't meet the #4 criteria in the WAC in my mind. As I have reviewed files in districts we have deleted these "non-transfer" classes from records if they were prior to 9/1/87 and converted them to in-service if 9/1/87 or thereafter. In many situations this has affected LEAP placement including individuals that were previously reported as Grandfathered BA 135. Then it is up to the district to work with that individual to see if they have any courses that are not on the record that can be reported to correct the salary placement. In my general experience about half do and half do not; meaning the district has to correct their current and previous 275 reports.

So I would like to get your take on this Yes, Maybe, No theory about academic credits that come on an accredited university transcript, look official as all get out, but when you read the back of the transcript there is language indicating that these courses either are 1) not applicable or transferable to a degree or 2) MAY BE applicable or transferable to a degree.... If you would like I can have one of the districts FAX you the language that is on the back of these transcripts.

2/23/08

Thanks Ross

## Calculating and Reporting Non-Transfer Credits

When you have determined a course is NTC rather than academic you will be reporting it as an "in-service" credit just like clock hours so you have to convert it to clock hours. For example

1. **SPU, course 5011 for 2.0 Credits**. This is a quarter credit school. So take 2.0 x 10 and report 20 hours.

2. **Chapman University, 2041G for 3.0 credits**. This is a semester school. So first take 3.0 x 1.5 to equal 4.5 quarter hours then multiply that by 10 to report to report 45 hours.

**Colleges that typically have these non-transfer credits include but are not limited to:**

- Antioch-Seattle
- Azusa Pacific
- California Poly Technical
- California State University, Monterey Bay
- Chapman University
- Fresno Pacific
- Lewis and Clark (650-698)
- Loyola Marymount
- Marymount
- Oregon State University (EXSS 800#)
- Portland State University (800 level)
- Santa Clara University
- Seattle Pacific University (5000 Credits 9/1/92 and thereafter)
- Seattle University (900 level Credits)
- University of Fresno
- University of LaVerne
- University of the Pacific
- University of Puget Sound – Clinical Affiliations
- University of Santa Clara

**NTC Example:** Seattle Pacific University beginning 9/1/1992

## Seattle Pacific University – 5000 level

Engaging the culture, changing the world®

Seattle Pacific
UNIVERSITY

April 1, 2014

Sherrie Evans
HRM Plus
PO Box 84
Black Diamond, WA 98010

This letter is to clarify the history of Seattle Pacific University's 5000-level courses and credits, as well as our academic policies since these classes have been offered. I understand there have been some questions about these classes and I wish to assist you in your work as you review them for teachers. I will chronologically explain these courses and the policies that have surrounded them over the past 33 years.

- In 1974, Seattle Pacific College began offering 5000 level courses through the SPIRAL program. Students both at the undergraduate and graduate level were allowed to take these credits and count them toward their degree.

- In 1976 Seattle Pacific College became Seattle Pacific University.

- In Autumn 1992, academic policy was changed through the university faculty governance process. The 5000-level courses were not allowed to meet degree requirements for an undergraduate degree for those students admitted for Autumn Quarter 1992 and following. Graduate level degrees allowed for 6 credits to count toward a masters or doctoral level degree, based on approval by the academic program.

- In 1993, Seattle Pacific University began using security transcript paper that noted the level of our courses and the definitions based on current policy. We did not note prior policy on our records, but the policies appeared in our *Undergraduate and Graduate Catalogs* since 1975.

I hope this helps clarify Seattle Pacific's courses as you work with students who took our classes prior to September 1, 1987 when Washington State policy changed. If I can be of any further assistance, please let me know at (206) 281-2548 or radams@spu.edu

**Sincerely,**

Ruth L Adams

**Ruth Adams**
**University Registrar**

## Sample of Non-Transfer Credits from Seattle Pacific University

**Notice how the Course Numbers are in the 5000 series. The number being in the 5000 series should be a red flag. The back of this transcript and the letter on the previous page indicate courses in the 5000 series are not transferrable to a degree program as of September 1, 1992. If they otherwise meet the criteria and are after the BA, they can be recorded as an In-Service Credit.**

Seattle Pacific University
Transcript Type: Graduate

Record of:

Student No: EXT Page: 1
SSN

Date Issued: 18-JUN-2015

Issued To:

This copy delivered to student in sealed envelope.

Level: Non-Matriculated
Student Type: Continuing Education

Current College(s): No college Designated
Current Program(s): Undecided

| SUBJ NO. | W | COURSE TITLE | CRED | GRD | PTS | R |
|---|---|---|---|---|---|---|
| INSTITUTION CREDIT: | | | | | | |
| Autumn 2004 | | | | | | |
| EDSE 5025 | | Tools for Teaching I | 1.00 | A | 4.00 | |
| EDSE 5059 | | Tools For Teaching II | 1.00 | A | 4.00 | |
| Ehrs: 2.00 GPA-Hrs: 2.00 Pts: 8.00 GPA: 4.00 | | | | | | |
| Winter 2005 | | | | | | |
| EDSE 5146 | | Tools for Teaching III | 1.00 | A | 4.00 | |
| EDSE 5151 | | Using Readg GLEs in Special Ed | 1.00 | A | 4.00 | |
| Ehrs: 2.00 GPA-Hrs: 2.00 Pts: 8.00 GPA: 4.00 | | | | | | |
| Spring 2005 | | | | | | |
| EDCO 5107 | | Child Abuse: Classrm in Crisis | 1.00 | A | 4.00 | |
| EDSE 5040 | | Wrkng w/Spc Nds Studnts Rg Cls | 3.00 | A | 12.00 | |
| EDSE 5075 | | Trends in Early Childhd Spcl Ed | 3.00 | A | 12.00 | |
| EDSE 5112 | | Inclusion: The Next Step | 3.00 | A | 12.00 | |
| EDSE 5147 | | Tools for Teaching V | 1.00 | A | 4.00 | |
| EDSE 5148 | | Tools for Teaching IV | 1.00 | B | 3.00 | |
| Ehrs: 12.00 GPA-Hrs: 12.00 Pts: 47.00 GPA: 3.91 | | | | | | |
| Summer 2005 | | | | | | |
| EDCN 5044 | | Teaching Learning Institute | 7.00 | P | 0.00 | I |
| EDSE 5080 | | Special Education Law | 3.00 | A | 12.00 | |

********** CONTINUED ON NEXT COLUMN **********

| SUBJ NO. | W | COURSE TITLE | CRED | GRD | PTS | R |
|---|---|---|---|---|---|---|
| Institution Information continued: | | | | | | |
| EDSE 5081 | | Spcl Ed:Assmnt&Indvdl Ed Plans | 3.00 | A | 12.00 | |
| EDSE 5131 | | Behavior Mgmnt SpEd Students | 3.00 | A | 12.00 | |
| EDSE 5163 | | Curr Align For Students W IEPS | 3.00 | A | 12.00 | |
| Ehrs: 19.00 GPA-Hrs: 12.00 Pts: 48.00 GPA: 4.00 | | | | | | |
| Autumn 2005 | | | | | | |
| EDSE 5041 | | Fmlies, Prfs & Exceptinl Chldrn | 3.00 | A | 12.00 | |
| EDSP 5787 | | Inclusn: Effctv Ichng Stratgs | 3.00 | A | 12.00 | |
| Ehrs: 6.00 GPA-Hrs: 6.00 Pts: 24.00 GPA: 4.00 | | | | | | |
| Spring 2006 | | | | | | |
| EDCN 5730 | | T-ch Endrs Field Exp&Pedgy Asmt | 3.00 | A | 12.00 | |
| EDSE 5079 | | Autism & Aspergers Disorders | 3.00 | A- | 11.10 | |
| Ehrs: 6.00 GPA-Hrs: 6.00 Pts: 23.10 GPA: 3.85 | | | | | | |
| Summer 2007 | | | | | | |
| EDCN 5044 | | Teaching Learning Institute | 3.00 | P | 0.00 | I |
| Ehrs: 3.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00 | | | | | | |
| Summer 2009 | | | | | | |
| EDCN 5044 | | Teaching Learning Institute | 4.00 | P | 0.00 | I |
| Ehrs: 4.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00 | | | | | | |
| Spring 2010 | | | | | | |
| EDCN 5044 | | Teaching Learning Institute | 2.00 | P | 0.00 | I |
| Ehrs: 2.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00 | | | | | | |

********** CONTINUED ON PAGE 2 **********

This official university transcript is printed on security paper and does not require a raised seal.

Kenda Gatlin, University Registrar

Seattle Pacific University
Transcript Type: Graduate

Record of:
(Continued)
Level: Non-Matriculated

This copy delivered to student in sealed envelope.

Student No.
SSN
EXT
Page: 2
Date Issued: 18-JUN-2015

| SUBJ NO. | W | COURSE TITLE | CRED | GRD | PTS | R |
|---|---|---|---|---|---|---|
| Institution Information continued: | | | | | | |
| Autumn 2010 | | | | | | |
| EDCN 5693 | | Guided Lang Acquistn:Clas Demo | 3.00 | P | 0.00 | |
| Ehrs: 3.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00 | | | | | | |
| Summer 2011 | | | | | | |
| EDCN 5044 | | Teaching Learning Institute | 3.00 | P | 0.00 | I |
| Ehrs: 3.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00 | | | | | | |
| School Year 2011 - 2012 | | | | | | |
| EDCN 5044 | | Teaching Learning Institute | 3.00 | P | 0.00 | I |
| COMPLETION DATE: 31-AUG-2012 | | | | | | |
| EDSE 5022 | | Behavr Lang:Strat Manag Dis-M | 3.00 | NC | 0.00 | |
| COMPLETION DATE: 19-APR-2013 | | | | | | |
| EDSE 5205 | | Child Prenatally Exposd Drg&Alc | 5.00 | NC | 0.00 | |
| COMPLETION DATE: 22-APR-2013 | | | | | | |
| Ehrs: 3.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00 | | | | | | |
| School Year 2012 - 2013 | | | | | | |
| EDCN 5044 | | Teaching Learning Institute | 6.00 | P | 0.00 | I |
| COMPLETION DATE: 31-MAY-2013 | | | | | | |
| Ehrs: 6.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00 | | | | | | |
| School Year 2013 - 2014 | | | | | | |
| EDCN 5044 | | Teaching Learning Institute | 4.00 | P | 0.00 | I |
| COMPLETION DATE: 15-AUG-2014 | | | | | | |
| EDTE 5789 | | Using Interactv White Boards | 1.00 | P | 0.00 | |
| COMPLETION DATE: 12-FEB-2014 | | | | | | |
| Ehrs: 5.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00 | | | | | | |
| School Year 2014 - 2015 | | | | | | |
| EDCN 5044 | | Teaching Learning Institute | 1.00 | P | 0.00 | I |
| COMPLETION DATE: 31-MAY-2015 | | | | | | |
| Ehrs: 1.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00 | | | | | | |

********** CONTINUED ON NEXT COLUMN **********

********** TRANSCRIPT TOTALS **********

| | Earned Hrs | GPA Hrs | Points | GPA |
|---|---|---|---|---|
| SPU TOTAL | 77.00 | 40.00 | 158.10 | 3.95 |
| TRANSFER TOTAL | 0.00 | 0.00 | 0.00 | 0.00 |
| OVERALL | 77.00 | 40.00 | 158.10 | 3.95 |

********** END OF TRANSCRIPT **********

RECEIVED
JUL 06 2015
Mukilteo School District
Human Resources Department

This official university transcript is printed on security paper and does not require a raised seal.

Kenda Gatlin, University Registrar

**Note: It is not uncommon to see 5000 series courses on a transcript where some are prior to 9/1/92 and some are after. In that case you will record some courses as quarter hours and others as in-service hours.**

## Back of the SPU Transcript

**Seattle Pacific University**
Student Academic Services
3307 Third Avenue West, Suite 113
Seattle, Washington 98119-1997
Phone: (206) 281-2031 Web: www.spu.edu CEEB: 003788

In Autumn 1992, Seattle Pacific University converted its paper transcripts to an electronic transcript. When transcripts are requested, Seattle Pacific will produce a complete copy of the academic record. The Undergraduate, Graduate, Doctoral, Below College Level, and Continuing Education Unit transcripts will constitute the "official transcript".

**Accreditation**
Since 1936, the University has been fully accredited by NWCCU (Northwest Commission on Colleges and Universities). It is on the approved list of the American Council on Education and Board of Regents of the State of New York, and its credits are recognized by members of the various regional associations and by leading graduate schools throughout the country. SPU is also a charter member of the Christian College Consortium and a member of the Council for Christian Colleges and Universities.

The business programs (undergraduate and graduate) in the School of Business, Government, and Economics are accredited by The Association to Advance Collegiate Schools of Business (AACSB) International. The computer engineering, electrical engineering, and general engineering programs are accredited by the Engineering Accreditation Commission of ABET. The dietetics specialization in the food and nutritional sciences program is approved as a Didactic Program in Dietetics (DPD) by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the American Dietetic Association. Seattle Pacific's nursing programs — undergraduate pre-licensure BSN, RN to BSN, and MSN — are approved by the Washington State Nursing Care Quality Assurance Commission, including and accredited by the Commission on Collegiate Nursing Education (CCNE).

The University is a member of the Association of American Colleges and Universities and of the American Association of Colleges for Teacher Education. It is fully accredited by the Washington State Professional Educator Standards Board. The School of Education is also a member of the Association of Independent Liberal Arts Colleges for Teacher Education. The School Counseling program is accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP).

The music program is a fully accredited member of the National Association of Schools of Music (NASM). It also maintains membership with the National Association for Music Education (NAME) and the Washington University Music Administrators Association (WUMA). The music therapy program is accredited by the American Music Therapy Association. Seattle Pacific's MS in Marriage and Family Therapy is nationally accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) of the American Association for Marriage and Family Therapy. The PhD in Clinical Psychology is nationally accredited by the American Psychological Association (APA).

The School of Theology is a member institution of the Association of Free Methodist Educational Institutions and is approved by the Free Methodist Church and other denominations for the collegiate preparation of ministers. Seattle Pacific Seminary (SPS) is accredited by the Commission on Accrediting of the Association of Theological Schools (ATS).

Seattle Pacific College became Seattle Pacific University on June 6, 1977.

**Cascade College**
Seattle Pacific became one of the official repositories for Cascade College records in June of 1964. Therefore, official transcripts for Cascade College are printed on SPU's special security paper. George Fox College is also an official repository.

**Degree Requirements**
180 quarter hours for B.A., B.S., with 2.0 g.p.a. (186 credits 1955-1973).

**Course Numbering System**
Prior to 1978 course numbering was 100 – 600 and is separated onto the appropriate page of the transcript. Beginning Autumn 1978, 0001-0199: not applicable to SPU degree; 1000-2999: primarily for freshmen and sophomores; 3000-3999: primarily for juniors; 4000-4999: primarily for seniors and post-baccalaureate students. The 5000-5999 were designed primarily with the needs of teachers and other professionals in mind for the purpose of meeting certification, endorsement, district pay lane requirements and other professional needs. Although different in purpose from the core master's or doctoral graduate degree courses, these graduate level courses may be considered to meet elective requirements in some graduate degree programs, in accordance with the regulations of the particular graduate degree program and approval of the student's program advisor. 6000 level courses are considered masters level and 7000 level courses are doctoral courses. Please refer to the University Catalogs for additional information.

**Length of Quarter**: 10 weeks
**Year long term dates:** (Completion Dates Vary)
**2011 – 2012 through 2015-2016:** Sept 1 – August 31
**2016-2017 forward:** July 1 – June 30

**Length of One Continuing Education Unit (CEU):** 10 Clock Hours
In the State of Washington, Seattle Pacific University is an Office of Superintendent of Public Instruction approved clock hour provider.

**Grading System**

| *Grade* | *Points* | *Description* |
|---|---|---|
| A | 4.0 | Excellent Attainment |
| A- | 3.7 | |
| B+ | 3.3 | |
| B | 3.0 | Highly Satisfactory Attainment |
| B- | 2.7 | |
| C+ | 2.3 | |
| C | 2.0 | Satisfactory Attainment |
| C- | 1.7 | |
| D+ | 1.3 | |
| D | 1.0 | Incomplete Attainment, but with credit allowed |
| E | | Incomplete Attainment, with no credit allowed |
| P | | Satisfactory (Equivalent to C or better) Pass/No Credit option |
| NC | | No Credit (Pass/No Credit option) |
| N | | In Progress (becomes permanent after one academic year) |
| I | | Incomplete (Prior to Autumn 1992, becomes permanent after one academic year, Autumn 1992 forward, becomes an "E") |
| G | | In Progress (becomes permanent after three academic years) |
| AU | | Audit |
| W | | Official withdrawal and week of quarter withdrawn |
| HW | | Hardship Withdrawal |
| UW | | Unofficial withdrawal (Discontinued Autumn 1992) |
| 0 | | No grade received |
| 1 CEU | | 10 clock hours earned |
| EU | | Earned units |
| NU | | Not earned units |

**Abbreviations**

| | |
|---|---|
| "CBE" | following course title indicates Credit by Exam |
| "DR" | following course title indicates Directed Research |
| "IR" | following course title indicates Independent Reading |
| "IS" | following course title indicates Independent Study |
| "M" | following course title indicates Media courses |

**Repeat Courses**
Repeated courses will be indicated in the R column with an 'I' for included in the GPA and an 'E' for excluded from the GPA.

000944

**NTC Example: Chapman University.** Notice how the Course Number is Ed/B 9929. The number being in the **9000 series should be a red flag**. The back of this transcript indicates courses in the 9000 series are not transferrable to a degree program.

**Chapman University**

09/05/2013 Extended Education Page: 1 of 1

MUKILTEO SCHOOL DISTRICT
Atten: STEPHANIE NORTH, PERSONNEL TECHNICIAN
9401 SHARON DRIVE
EVERETT, WA 98204

Student Name:
ID Number:
SSN:
Birth Date:

| Course | Title | Grd | Hrs Att | Hrs Cmpt | Grade Points | CEUs | GPA |
|---|---|---|---|---|---|---|---|
| 2009 Extended Education (01/01/09 to 12/31/09) | | | | | | | |
| ED/B 9929 2212 | Classroom Practicum 12/01/09 to 05/31/10 | B | 2.00 | 2.00 | 6.0000 | | |
| | Chapman Term Totals: | | 2.00 | 2.00 | 6.0000 | 0.00 | 3.0000 |
| | Chapman Cumulative Totals: | | 2.00 | 2.00 | 6.0000 | 0.00 | 3.0000 |

RECEIVED
SEP 10 2013
Mukilteo School District
Human Resources Department

The credit/clock hours to which this stamp is affixed meet one of the six criteria required per RCW 28A.415.020 for salary placement.

Bruce Hobert, Executive Director
Human Resources

AN OFFICIAL SIGNATURE IS WHITE ON A CRIMSON BACKGROUND — REJECT DOCUMENT IF SIGNATURE BELOW IS DISTORTED

This officially sealed and signed certification is printed on crimson security paper with the name of the university printed in white type across the face of the document. A raised seal is not required. When photocopied, the word COPY appears across the face of the document. A BLACK ON WHITE OR A COLOR COPY SHOULD NOT BE ACCEPTED.

Jan M. McCuen, University Registrar

TRANSCRIPT GUIDE ON REVERSE SIDE

000945

**NTC Example: University of the Pacific.**

Student: [redacted]

S.S.N.: [redacted]
Birthdate:

# University of the Pacific

Stockton, California 95211

Lifelong Learning
*Official Permanent Record*
*of Course Completion*

| URSE MBER | TITLE | UNITS COMP | GRADE | DATE COMP |
|---|---|---|---|---|
| S982.94 | Effective Football Methods | 3.0 | A | 05/17/94 |
| S909.00 | Athletic Speed & Endurance | 2.0 | A | 07/28/94 |

**GRADING SYSTEM:**

A - Excellent, all requirements completed thoroughly
B - Good, most requirements completed thoroughly
C - Satisfactory, requirements satisfied but not thorough
D - Passing, missing requirements and little interest
F - Failure, no requirements completed satisfactorily
X - Failed to submit for grade within time limitation

*University of the Pacific post-baccalaureate enhancement courses are offered through the Office of Lifelong Learning and are designed specifically to serve the needs of those persons desiring professional upgrading. Enrollment is restricted to persons with professional status as a school teacher or administrator.*

*The units completed are semester units (post-baccalaureate professional development units) and are not applicable to any degree granting program.*

Date: 8/2/94

Thomas E Kail

Thomas E. Kail, Interim Dean

**NTC Example:** **University of the Pacific.**

UNIVERSITY OF THE PACIFIC
STOCKTON, CALIFORNIA 95211-0197

Recorded 97

~~Need auth. form~~

Student No: [redacted] Date of Birth: [redacted]

Date Issued: 20-AUG-97
OPPM

Record of: [redacted]

O F F I C I A L

Page: 1

RECEIVED
AUG 22 1997
MUKILTEO SCHOOL DISTRICT
PERSONNEL SERVICES

Issued To: Judy Lyle
Mukilteo School District No 6
9401 Sharon Dr
Everett, WA 98204

Course Level: Professional Develop. Courses
Student Type: Non-Degree Graduate Student
Only Admit: 1994 Spring Semester
Current College(s): Lifelong Learning Program
Current Dept(s): Professional Devel. Crs. (LL)
Current Major(s): Non-Degree
Current Deg Obj(s): Degree Unknown

| SUBJ NO. | C | COURSE TITLE | CRED | GRD | PTS | R |
|---|---|---|---|---|---|---|

--- INSTITUTION CREDIT ---

1994 Spring Semester
Lifelong Learning Program
Non-Degree
Non-Degree Graduate Student
PSS 9829 1 Effective Football Methods 3.00 A 12.00
Ehrs: 3.00 GPA-Hrs: 3.00 Pts: 12.00 GPA: 4.00

1994 Summer II
Lifelong Learning Program
Non-Degree
Non-Degree Graduate Student
PSS 9090 1 Athletic Speed and Agility 2.00 A 8.00
Ehrs: 2.00 GPA-Hrs: 2.00 Pts: 8.00 GPA: 4.00

1995 Spring Semester
Lifelong Learning Program
Non-Degree
Non-Degree Graduate Student
PSO 9020 1 Gang Recognition and Behavior 2.00 A 8.00
Ehrs: 2.00 GPA-Hrs: 2.00 Pts: 8.00 GPA: 4.00

1995 Summer I
Lifelong Learning Program
Non-Degree
Non-Degree Graduate Student
PSS 9821 1 Football Principles 3.00 A 12.00
Ehrs: 3.00 GPA-Hrs: 3.00 Pts: 12.00 GPA: 4.00

AUG 19 1997

1996 Summer I
Lifelong Learning Program
Non-Degree
Non-Degree Graduate Student
PSS 9601 1 Best/West Football Clinic '96 1.00 A 4.00

1.5

********** CONTINUED ON NEXT COLUMN **********

| SUBJ NO. | C | COURSE TITLE | CRED | GRD | PTS |
|---|---|---|---|---|---|

Institution Information continued:
PSS 9822 1 Coaching Quality Football '96 3.00 A 12.00
Ehrs: 4.00 GPA-Hrs: 4.00 Pts: 16.00 GPA: 4.00

1.5

1997 Summer I
Lifelong Learning Program
Non-Degree
Non-Degree Graduate Student
PSS 9823 1 Advances in Coaching Football 3.00 A 12.00
Ehrs: 3.00 GPA-Hrs: 3.00 Pts: 12.00 GPA: 4.00

********** TRANSCRIPT TOTALS **********

| | Earned Hrs | GPA Hrs | Points | GPA |
|---|---|---|---|---|
| TOTAL INSTITUTION | 17.00 | 17.00 | 68.00 | 4.00 |
| TOTAL TRANSFER | 0.00 | 0.00 | 0.00 | 0.00 |
| OVERALL | 17.00 | 17.00 | 68.00 | 4.00 |

********** END OF TRANSCRIPT **********

000947

**NTC Example: University of the Pacific.**

**Office of the Registrar**
**Stockton CA 95211-0197**

Accreditation: University of the Pacific is accredited by the Accrediting Commission for the Senior Colleges and Universities of the Western Association of Schools and Colleges

| Grade: | System Effective to 9/1/56 | System Effective 9/1/56 to 9/1/75 | System Effective 9/1/75 |
|---|---|---|---|
| A | 3 | 4 | 4.0 |
| A- | | | 3.7 |
| B+ | | | 3.3 |
| B | 2 | 3 | 3.0 |
| B- | | | 2.7 |
| C+ | | | 2.3 |
| C | 1 | 2 | 2.0 |
| C- | | | 1.7 |
| D+ | | | 1.3 |
| D | 0 | 1 | 1.0 |
| F | 0 | 0 | 0.0 |

Other Grades and Symbols:

| | |
|---|---|
| AU | - Audit |
| E | - Conditional Grade (no grade points) - is accompanied by a Subscript (a, b, c, or d) which indicates that the permanent grade may not be higher than the subscript used, although it may be lower. Unless the conditional grades are removed by the following dates, they automatically become F: Fall Semester - by the following July 1; Spring Semester - by the following November 1; Summer Session - by the following March 1. (Discontinued 9/1/71) |
| H | - Pass with honors. (Discontinued 9/1/71) |
| I | - Work not completed during term, additional time allowed. |
| INC | - Work not completed during term, additional time allowed. (Discontinued 9/1/71) |
| LGU | - Letter grade units. |
| n | - When placed after a grade, indicates a continuous course, final credit not given for the first semester until the second semester is completed. |
| N | - Deferred grading. |
| NC | - No Credit - does not count in grade point average. |
| NG | - No grade received from the instructor. |
| NGR | - No grade received from the instructor. (Discontinued 1972) |
| P | - Pass, no grade points. |
| S | - Satisfactory, no grade points. (Discontinued 9/1/71) |
| U | - Unsatisfactory (Discontinued 9/1/71) |
| W | - Authorized withdrawal from courses after the prescribed period. (Since 2/1980) |
| Wf | - Official withdrawal from courses after prescribed period, with failing grade. Counts as an F. (Discontinued 9/1/71) |
| Wp | - Official withdrawal from courses after prescribed period, with passing grade. Units are counted as ungraded. (Discontinued 9/1/71) |
| + | - Denoted passing grade where credit earned by examination. Grade point average not affected. (Discontinued 9/1/71) |

On transcripts "issued" after Spring 1972 appearing under the last column "R" (Repeat):

| | |
|---|---|
| A | - Excluded from units passed. |
| E | - Excluded from Grade Point Average. |
| I | - Included in Grade Point Average. |

Course Numbering:

| | |
|---|---|
| 1-199 | - Undergraduate Courses |
| 200-299 | - Graduate Courses - Master's Level |
| 300-399 | - Graduate Courses - Doctoral Level |
| 9000-9999 | - Enhancement Courses (Post-baccalaureate professional development units - not applicable to a degree.) |

Units of Credits:

| | |
|---|---|
| Semester | - One unit generally represents one hour (50 minutes) per week of lecture, or three hours per week of laboratory work for one semester. |
| Summer Session | - One unit represents 30 minutes of instruction daily for five weeks. |
| Winter Term (1970-1983) | - Four units represent one month of instruction during January. |
| January Term (since 1992) | - Four units represent one month of instruction during January. |

G.P.A. Requirements:
Baccalaureate Degrees: A "C" (2.0) average, both cumulative and at UOP, based upon units attempted.
Graduate Degrees: A "B" (3.0) average, both cumulative and a UOP, based upon units attempted in the graduate program.

Certification: This transcript is official only if it bears the embossed seal of University of the Pacific and the signature of the Registrar.

**THE OFFICIAL TRANSCRIPT WILL ONLY BE RELEASED UPON THE WRITTEN CONSENT OF THE STUDENT IN COMPLIANCE WITH FEDERAL AND STATE POLICIES.**

**Authenticity Tests:** Paper will turn brown when liquid bleach is applied. The word "COPY" appears if photocopied. The border prints "ORIGINAL" when magnified.

000948

**NTC Example: California Poly Technical**

RECD MAR 28 1994

**South Kitsap School District No. 402**

1962 Hoover Avenue S.E., Port Orchard, WA 98366 • (206) 876-7306

Sherrie J. Eggen, Executive Director for Personnel

Dedicated to Excellence

March 22, 1994

California Polytechnic State University
Office of Academic Records
San Luis Obispo, CA 93407

To Whom It May Concern:

The State of Washington regulates transcript eligibility for salary placement. [redacted] has submitted a transcript for PE-E693 PE/Coaching Workshop for 8.00 Credits. (transcript copy attached) In order to determine if this credit is eligible we must receive verification from you of the following:

1. That California Polytechnic State University is a regionally accredited institute of higher education and from which agency. YES, WASC - see transcript notes
2. That the credits are transferrable or applicable to a bachelor and/or an advanced degree program. no, professional advancement only, (not degree applicable) but generally acceptable for teacher training/development
3. That the credits are not a duplicate course or the same course with a different numbering system. They are unique numbers
4. That the credit issued on the transcript is equivalent to any other quarter or semester hour credit issued by your institute. yes - quarter hours

We would appreciate your cooperation in providing this information.

Sincerely,

Sherrie J. Eggen
Executive Director
for Personnel

SJE:eh

c: [redacted]

Lucy Rodriguez
Associate Registrar
Office of Academic Records
Cal Poly State University
San Luis Obispo, CA 93407

CAL POLY

(805) 756-5922
Fax (805) 756-7237
Internet DU278@Oasis.CalPoly.edu

20c

000949

Use SPI rules for CEU units

Fact Sheet

CONTINUING EDUCATION UNITS (CEU's)

California Polytechnic State University
Extended Education

1989 OCT -2 AM 11:44

1. What are Continuing Education Units (CEU's)?

Continuing Education Units (CEU's) are nationally recognized measures for recording, accumulating, and exchanging standardized information about individual participation and learning achievement in continuing education experiences, under guidelines established in 1970 and maintained by the national Council on the Continuing Education Unit. Cal Poly Extended Education is now able to provide and record CEU's for individuals who participate in qualified continuing education programs.

2. How is a CEU defined?

Under the nationwide standard, one CEU is defined as "ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction."

3. How is the program administered?

The Cal Poly Office of Extended Education is responsible for ensuring that courses for which CEU's are awarded meet the qualifications required by the Council on the Continuing Education Unit, the California State University system, and the California Polytechnic State University campus.

4. How are CEU's recorded?

CEU's are recorded on continuing education transcripts maintained by the Cal Poly Office of Extended Education. Individuals may obtain official copies of these transcripts by request from Extended Education.

5. Are CEU's applicable toward an academic degree?

No, CEU's are only awarded for qualified continuing education programs which do not carry academic credit.

6. How do CEU's compare to "professional credit"?

CEU's are similar to units of "professional credit" (600 level courses) in the fact that neither are applicable to academic degree programs and that one unit is equal to ten contact hours of educational experience. They are different in the fact that CEU transcripts are prepared and maintained by the Extended Education Office while professional credit units are r[illegible] Office.

Page 2

7. Does changing from one recording system to another necessarily indicate any changes in the substance of an educational program?

No. Examples are the Cal Poly Summer Physical Education Workshops. These workshops changed from offering professional credit in former years to offering CEU's in 1986. There has been no change in the number of contact hours or the kind of educational experiences that participants have had in these workshops. The only change has been in the method of recording units of participation.

Prepared by:

Howard M. Vollmer

Howard M. Vollmer, Ph.D.
Director, Extended Education
May, 1986

HV/js

000950

**NTC Example: Antioch**

antioch

Antioch Seattle
2326 Sixth Avenue
Seattle, WA 98121

Antioch University

Student's Cumulative Record
(Page 1)

Community Learning Program

Name: [redacted]
Address: [redacted]
Social Security Number: [redacted]
Date of Birth:
Date of Entrance: 10/05/2000
Status at Entrance: Non-Degree

| Course # | Course Title | Credits | Date |
|---|---|---|---|
| ED5926 | Conversational Twelshootseed | 3 | 03/06/2000 |
| ED5925 | txelSucid 102 | 5 | 03/24/2000 |
| ED5905 | Twulshootseed: Literature | 9 | 09/15/2000 |
| ED5927 | XelSucid 103 | 4 | 09/15/2000 |
| ED5930 | Immersion into Puget Salish Culture | 2 | 09/15/2000 |
| ED5316 | Interdisciplinary Teaching Methods | 2 | 10/05/2000 |

01-23-2006 REV.0

## Transcript Accompaniment

Antioch University/Seattle is a part of Antioch University, which is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools.

The Family Educational Rights and Privacy Act of 1974 requires that all student information released by the University be transmitted on the condition that the recipient of this information will not release it to other parties without the prior written consent of the student.

The enclosed is a transcript of a student who was enrolled in a Continuing Education/Community Learning Program at Antioch Seattle. The credits are regular University credits. The courses are designed for professional development rather than as part of a coherent curriculum leading to a degree; however, matriculated Antioch students may be able to include these courses in an individualized degree program with program approval.

Academic credits awarded: Quarter hours. Antioch University/Seattle does not award letter grades. Credit is awarded on a pass/fail basis with pass equivalent to a grade of C or higher in 400 level courses, or a grade of B or higher in 500 (graduate) level courses.

000951

**NTC Example: Chapman**

Student Name: [redacted]
Former Name:
Birthplace:

High School:
HS Location:

Previous College:
Previous Degree: Date:

SSN: [redacted]
ID: [redacted]
Birthdate: [redacted]
Sex: [redacted]
HS Grad Date:
ACT:
SAT:
GRE:

# Chapman University

ORANGE, CA 92866
OFFICE OF THE REGISTRAR
**Permanent Academic Record**

Date Printed: 08/13/1998 Page 1

Major:
Emph:

Major:
Emph:

Minor:

Student is in good standing and is eligible to return unless otherwise stated. This transcript is not official unless it bears the signature and impression seal of the Registrar.

| Disc | Crse. No. | Course Title | Grade | Hrs. Attemp. | Hrs. Earned | Grade Points | GPA |
|---|---|---|---|---|---|---|---|
| | | Admitted to: Continuing Education. Matriculated 04/16/97. | | | | | |
| April 16-30, 19 | | 04/16/97 - 04/30/97 01 | | | | | |
| EDUC | 9832 | Research Into Practice Proct | A | 1.0 | 1.0 | 4.0 | |
| | | TERM TOTALS | | 1.0 | 1.0 | 4.0 | 4.000 |
| | | CHAPMAN TOTALS | | 1.0 | 1.0 | 4.0 | 4.000 |

********** END OF TRANSCRIPT TO DATE **********

*In accordance with the Family Rights and Privacy Act of 1974, this transcript must not be released to a third party without written authorization from the student.*

1.0 sem
1.5 qtr

NTC

| Disc | Crse. No. | Course Title | Grade | Hrs. Attemp. | Hrs. Earned | Grade Points | GPA |
|---|---|---|---|---|---|---|---|

RECEIVED
AUG 19 1998
By

AN OFFICIAL SIGNATURE IS WHITE ON A CARDINAL BACKGROUND

Karen V. Stark, Registrar

This officially sealed and signed certification is printed on cardinal SCRIP-SAFE® security paper with the name of the university printed in white type across the face of the document. A raised seal is not required. When photocopied, the word COPY should appear. A BLACK OR WHITE OR A COLOR COPY SHOULD NOT BE ACCEPTED.

000952

**NTC Example: Back of Chapman**

CHAPMAN
University
Orange, California 92666

Course work shown may have been completed at Chapman University in Orange or at an Academic center. All courses are given residence credit, having been officially approved by the university as to content, credits and instructor.

### Accreditation

Chapman University is accredited by, and is a member of, the Western Association of Schools and Colleges, the Council on the Institute of Food Technologies, the Board Registered Nursing of the State of California, College itrance Examination Board, Western College Association, Association of Independent Colleges and Universities, American Council on Education, American Association of Colleges for Women, and the Board of Higher Education of the Disciples of Christ.

### Calendar

The university operates on a two semester calendar – fall and spring. Each regular 3 credit course represents three hours of university work per week for approximately 15 weeks. In addition, the university offers a 4 week January interterm and two 6 week summer sessions. The Academic Centers are on a semester calendar and their term lengths may vary according to location.

### Course Numbering System

Until the fall semester, 1971, courses were numbered 1 ough 99; upper division 100-199, and graduate urses were 200 and above. Unless otherwise indicated on the transcript, course numbers 100-199 gave graduate credit to students who had graduate standing. Courses numbered with a prefix of X were taken in the Extended Day Division of the university (until 1959) and are to be regarded as the same as courses without the prefix.

Beginning in the fall semester, 1971, lower division courses are numbered as follows: 001-099, Non-degree courses or CEU courses designed to meet specific needs; 100-299, lower division courses of freshman and sophomore level; 300-399, upper division courses of junior and senior level which do not give graduate credit; 400-499 upper division courses of junior and senior level which may be used as graduate credit for graduate students; 500-599 graduate courses for graduate students and seniors by consent of the department chair; 600-699, graduate courses designed for graduate students only; 800-899, professional courses (extension credit) in departments other than education. These courses may or may not be used to satisfy baccalaureate degree requirements. Lower division continuing education courses are designated with a (V) before the course title. 900-999 Professional development credit courses in education for teachers and school administrators designed to serve the needs of those requiring professional upgrading. Those desiring such credits should consult their school district office prior to enrollment. Enrollment as a school teacher or school administrator is required for enrollment. Prior to February 1, 1975, courses numbered 900-999 were not acceptable in education are accepted as extension credit. Beginning January 1994, 0001-0999 non-degree CEU courses; 8000-8999 baccalaureate elective credit (with departmental approval); 9000-9999 professional development credit. N/A is extension credit course work and is not applicable to a degree without advance approval. Beginning September 1, 1993 N/A is used as the grading symbol Non-attended.

### Grading System

A, superior, 4 g.p.; A-, 3.7 g.p.; B+, 3.3 g.p.; B, excellent, 3 g.p.; B-, 2.7 g.p.; C+, 2.3 g.p.; C, average, 2.0 g.p.; C-, 1.7 g.p.; D+, 1.3 g.p.; D, inferior, 1 g.p.; D-, .7 g.p.; F, failed, 0 g.p.; E, incomplete, shortage of course work or examination, used until September 1, 1977; I used for incomplete beginning September 1, 1977; P, passed, satisfactory completion of course; NP, No Pass, requirements for credit not satisfied; Au; Audit, no credit; NR, no report, no record of grade received; W, official withdrawal from the course; NA, not attended; SP, satisfactory progress, beginning August 29, 1994; Thesis grading only: HP, high pass; P, pass; NC, no credit. Courses taken on a Pass/Fail or Pass/No Pass basis are not computed in the grade point average. Grade points prior to September, 1958: A-3, B-2, C-1, D-0, F-minus 1. The university semester unit is a credit of one hour per week for one semester.

A full time load for undergraduates is 12 to 18 units and for graduate students 9-12 units (this varies for the Academic Centers based on the length of the term). A minimum for 124 credits with a 2.0 (C) average is required for the bachelor's degree and 30-36 units with a 3.0 (B) average is required for the Master's degree.

### Academic Standing

Scholastic standing is good unless indicated by one of the following:

**Probation** - g.p.a. below 2.0 and has two semesters (three at the Academic Centers to achieve a cumulative g.p.a. of 2.0

**Continued on probation** - g.p.a. below 2.0 and has one semester to achieve a cumulative g.p.a. or be subject to dismissal

**Dismissed** - student has a g.p.a. below 2.0 for at least 2 semesters and is no longer eligible to continue

**TO TEST FOR AUTHENTICITY:** The face of this document has a cardinal background and the name of the institution appears in small print. Apply fresh liquid bleach to the sample background printed below. If authentic, the paper will turn brown.

CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN

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U.S. Patent 5,171,040

SCRIP-SAFE® Security Products, Inc.

000953

**NTC Example:** **Prior to 9/1/1987 – not allowable**

Chapman College

ORANGE, CAL NIA 92666

BIRTHDATE: - -

03-13-87

PERMANENT RECORD

[redacted] 7

| | UC | GP | GRADE |
|---|---|---|---|
| PSY 8410 DRUG ALCOHOL AWARE | 1.0 | | A- |

not applicable to a degree + prior to 9/1/87 so no credit allowed se 1/17/09

On September 10, 1991
Chapman College was re-named Chapman University

000954

**NTC Example: Fresno Pacific**

Fresno Pacific ollege

1717 S. Chestnut Avenue
Fresno, CA 93702

STUDENT PERMAN' T RECORD

NOV 1 4 1990

08 NOV 1990

PROFESSIONAL DEV.

TI ICE OF THIS DOCUMENT HAS A COLORED INK BACKGROUND

Student [redacted]
S.S. No
I.D. No

| COURSE NO | COURSE TITLE | GRADE | CREDITS CALCULATED | CREDITS COMPLETED | GRADE POINTS | GPA TERM | GPA TOTAL |
|---|---|---|---|---|---|---|---|
| | Term of 90/SS | | | | | | |
| ED662 .420 | BEGINNING GOLF | CR | 0.0 | 3.0 | 0.0 | | |
| ED662 .421 | INTERMEDIATE GOLF | CR | 0.0 | 3.0 | 0.0 | | |
| ED662 .422 | BEGINNING TENNIS | IP | 0.0 | 0.0 | 0.0 | | |
| | | | 0.0 | 6.0 | 0.0 | 0.000 | 0.000 |
| | Term of 90/FA | | | | | | |
| ED662 .422 | BEGINNING TENNIS | CR | 0.0 | 3.0 | 0.0 | | |
| | | | 0.0 | 3.0 | 0.0 | 0.000 | 0.000 |

TOTALS CRED.CALC = 0.00 CRED.CPT = 9.00 GRADE.PTS = 0.00 GPA = 0.000

IONS

Evaluated
tutional or

t monthly,
tments.

M + 13.5 ~~8~~ NTC

CALENDAR SYSTEM

- September, 1982 to present: Standard semester system of 16-18 weeks.
- September, 1969 through August, 1982: Quarter system, each term 10-12 weeks. The In-Service Education program (formerly known as Extension) continued with the semester system.
- September, 1944 through August, 1969: Standard semester system of 16-18 weeks.

COURSE NUMBERING SYSTEM *

| Through Summer 1992 | Beginning Fall 1992 | Courses Categories |
|---|---|---|
| Area 1 courses | | |
| | 1-49 | Noncredit educational experiences designed to provide opportunities to pursue cultural, intellectual, and social interests. No college credit is earned. |
| | 50-99 | Pre-baccalaureate college credit courses of a remedial, terminal, or semi-professional nature. Not applicable to degree requirements. |
| 1-99 | 100-299 | Lower division undergraduate courses which are general and introductory in nature. They are intended to provide a foundation for advanced work. |
| 100-199 | 300-499 | Upper division undergraduate courses which generally assume prior knowledge or experience in the subject, with content more advanced or specific than lower division courses. |
| | 500-599 | Professional courses for teaching credential candidates. May be taken by undergraduate or post baccalaureate students who have been accepted into the teacher education program. |
| Area 2 courses | | |
| 200-299 | 700-799 | Graduate courses open to holders of a baccalaureate degree subject to prerequisite or other requirements as stated in program or course descriptions. A limited number of these courses may be taken by undergraduates, with approval. |
| Area 3 courses | | |
| 300-399 | 1000-1999 | Postbaccalaureate, professional development credit courses for educators. May be used to meet 5th year teacher credential requirements with prior approval of the recommending institution. Not applicable toward degree requirements. |
| 600-699 | 2000-2999 | Postbaccalaureate, professional development correspondence credit courses for educators. May be applied to the BA degree with approval of the Undergraduate Dean. (The 600-699 category effective summer, 1990 through summer, 1992.) |
| 4 courses | | |
| | 8000-8999 | Continuing Education Units (CEUs). Not for college credit. Courses designed to advance the knowledge and skills of professionals. One CEU is awarded for each 10-clock-hour experience. |

*Courses registered prior to fall 1992 which are completed fall 1992 or later will retain the same course prefix and number.

These grades do affect the grade point average:

| | |
|---|---|
| A | Superior scholarship<br>4 grade points |
| B | Good Scholarship<br>3 grade points |
| C | Satisfactory scholarship (area 1)<br>2 grade points |
| C | Marginal scholarship (area 2)<br>2 grade points |
| D | Poor scholarship<br>1 grade point |
| F | Unsatisfactory scholarship<br>0 grade points |
| UW | Unauthorized withdrawal<br>0 grade points |

These grades do not affect the grade point average:

| | |
|---|---|
| CR | Credit: Completion of the course with a grade of "C" or better (area 1); "B" or better (areas 2 and 3) |
| NC | No Credit: Completion of the course with grade below "C" (area 1); below "B" (areas 2 and 3) |
| NR | No Report: Report delayed by instructor |
| AU | Audit (satisfactory) |
| UA | Audit (unsatisfactory) (area 2) |
| W | Withdrawal |
| I | Incomplete |
| IP | In-Progress: Course extends beyond end of single term; final grades await course completion |
| IC | Insufficient basis for evaluation (no credit) (area 2) |
| S | Satisfactory participation |
| U | Unsatisfactory participation |

TO TEST FOR AUTHENTICITY: The face of this document has a blue background and the name of the institution appears in small print. Apply fresh liquid bleach to the sample background printed below. If authentic, the paper will turn brown.

FRESNO PACIFIC COLLEGE - FRESNO PACIFIC COLLEGE - PACIFIC COLLEGE - FRESNO PACIFIC COLLEGE - FRESNO COLLEGE - FRESNO PACIFIC COLLEGE - FRESNO PACIFIC FRESNO PACIFIC COLLEGE - FRESNO PACIFIC COLLEGE - PACIFIC COLLEGE - FRESNO PACIFIC COLLEGE - FRESNO COLLEGE - FRESNO PACIFIC COLLEGE - FRESNO PACIFIC

ADDITIONAL TEST: When photocopied, the word COPY appears prominently across the face of the entire document. ALTERATION OR FORGERY OF THIS DOCUMENT MAY BE A CRIMINAL OFFENSE! A black and white document is not an original and should not be accepted as an official institutional document. This transcript cannot be released to a third party without the written consent of the student. This is in accordance with the Family Educational Rights and Privacy Act of 1974. If you have additional questions about this document, please contact our office at (209) 453-2037.

SCRIP-SAFE® Security
U.S. Pat

000955

**NTC Example: Lewis & Clark**

[redacted]

Lewis & Clark College
Portland, Oregon 97219 U.S.A.

DEGREE INFORMATION:

HS: BORN:

CONTINUING ED.

| DEPT CRS | COURSE | CRDT | GR |
|---|---|---|---|
| | SPRING 1988 | | |
| ED 648 | MOTIVATION IN THE CLASSROOM | 3.0 | A |

ATT= 3.0 CPT= 3.0 PTS= 12.0 GPA= 4.00

0121120

| DEPT CRS | COURSE | CRDT | GR |
|---|---|---|---|

Lewis & Clark College
0615 S.W. Palatine Hill Road, Portland, Oregon 97219
Telephone: (503) 768-7000 Registrar: (503)768-7325 Fax: (503) 768-7333

Grading and Supplemental Information

Lewis & Clark College was founded in 1867 in Albany, Oregon, under the name Albany Collegiate Institute. In September 1942, with the purchase of a new campus in Portland, the college was moved and its name changed to Lewis & Clark College. Currently the college consists of three major divisions: the College of Arts & Sciences, the Graduate School of Professional Studies, and Northwestern School of Law of Lewis and Clark College.

The information contained herein is applicable beginning Fall 1962. Inquiries for information before that date are invited. Please direct questions to the Registrar's Office.

Fall 1962 to Summer 1986
Quarter System with Course Credits
Three terms per year, plus summer sessions (ten weeks plus exams per term, except summer) 1.5
Credits are course credits with one course credit equal to five quarter hours. In the undergraduate college 37 course credits are required for graduation.
The Graduate School of Professional Studies requirement varies by program, ranging from 10 to 12 course credits.

Fall 1986 to Spring 1994
Quarter System with Quarter Hours 1.0 QTR = 1 QTR
Conversion to the Quarter Hour credit system was accepted
185 quarter hours (123 semester hours) are required for graduation in the College of Arts and Sciences
50 to 60 quarter hours are required for graduation from the graduate school

Summer 1994 & Continuing
Semester System with Semester Hours Sem
Conversion to the semester system was accepted by the Graduate School of Professional Studies effective Summer 1994. [illegible] for graduation. Conversion to the semester system was adopted [illegible]

Grades

Four point scale

| | | | | | |
|---|---|---|---|---|---|
| A | = | 4.0 | C | = | 2.0 |
| A- | = | 3.7 | C- | = | 1.7 |
| B+ | = | 3.3 | D+ | = | 1.3 |
| B | = | 3.0 | D | = | 1.0 |
| B- | = | 2.7 | F | = | 0.0 Failure |
| C+ | = | 2.3 | | | |

Grades not calculated in the GPA

| | | |
|---|---|---|
| CR | = | Credit (or pass) |
| NC | = | No Credit |
| DFD | = | Grade Deferred (to a subsequent term) |
| I | = | Incomplete |
| P | = | Course Passed |
| W | = | Withdrew |
| NG or BLANK | = | No grade was submitted by the faculty member |
| AUD | = | Audit |

Course Numbers

Course numbers are as follows:
100 to 499 Undergraduate courses
500 or followed by G are graduate credit courses
600 to 649 Continuing Education courses applicable to the graduate degree programs
650 to 699 Continuing Education (graduate level courses applicable to L&C degree programs) NTC *

000956

**NTC Example:** **Oregon State**

'regon State Univers'

Corvallis, Oregon 97331-2130

[redacted] Date of Birth [redacted] [redacted]

ID: [redacted]

Record of: [redacted]

Standard Mail

RECEIVED
KELSO SCHOOL DISTRICT
MAY - 2 2006

Page: 1

Issued To: [redacted]

By_____

Course Level: Non-Degree / Credential

Current Program
College : Graduate School
Major : Non-Degree Graduate

| UBJ NO. | COURSE TITLE | CRED GRD | PTS R |
|---|---|---|---|

NSTITUTION CREDIT:

umer 2003
XSS 808 W/COACHING WRESTLING 2.00 P / 0.00 *
Ehrs: 2.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00
********** TRANSCRIPT TOTALS **********

| | Earned Hrs | GPA Hrs | Points | GPA |
|---|---|---|---|---|
| OTAL INSTITUTION | 2.00 | 0.00 | 0.00 | 0.00 |
| OTAL TRANSFER | 0.00 | 0.00 | 0.00 | 0.00 |
| L | 2.00 | | | |

********** END OF TRANSCRIPT **********

20 NTC/10 =
2 Qtr
11/16/07 JM
Rvwd

CA/2

NTC

**NTC Example:** **Seattle University 900 Level Courses**

# Seattle University

Seattle, Washington 98122-4340
(206) 296-5850 FICE CODE: 003790

An official transcript displays the Seattle University seal, the facsimile signature of the University Registrar, and is printed with red background and border.

**ACCREDITATION**

Seattle University is accredited by the Northwest Association of Schools and Colleges.

**UNITS OF CREDIT**

A quarter hour of credit is given for each hour of class per week for 10 weeks. Five quarter hours equal 50 lectures of 50 minutes each. A 100 minute laboratory period is considered equivalent to a 50 minute lecture, except in Engineering and Nursing where required laboratory hours may be greater.

**COURSE NUMBER SYSTEM**

| | | | | | |
|---|---|---|---|---|---|
| *Until 1957* | 1 - 90 | lower division | *After 1957* | 0 - 099 | remedial |
| | 100 - 199 | advanced subjects | | 100 - 299 | lower division |
| | 200 - 299 | graduate courses | | 300 - 499 | advanced subjects |
| | | | | 500 - 599 | masters courses |
| | | | | 600 - 699 | doctoral courses |
| | | | | 800 - 999 | post-baccalaureate professional development |

**GRADING SYSTEM**

Effective Summer 1983, Seattle University added the plus and minus grades to the letter grading system. The grade "E" indicated failure in a course until Fall 1996 when it was replaced by "F".

| GRADE | POINT | DESCRIPTION | GRADE | POINT | DESCRIPTION | GRADE | POINT | DESCRIPTION |
|---|---|---|---|---|---|---|---|---|
| A | 4.0 | SUPERIOR | B- | 2.7 | | D+ | 1.3 | |
| A- | 3.7 | | C+ | 2.3 | | D | 1.0 | POOR |
| B+ | 3.3 | | C | 2.0 | ADEQUATE | D- | 0.7 | |
| B | 3.0 | GOOD | C- | 1.7 | | F | 0.0 | FAILING |

**OTHER GRADES**

HW *Hardship Withdrawal* — No effect on grade point average; assigned by dean with documentation.

I *Incomplete 1971 - Summer 1997* — Ignored in credit computation; student has thirty days into succeeding quarter to present course work and obtain another grade; once this period elapses, "I" remains permanently on record with no effect on gpa. Excessive "I" grades may place students on probation. Fall 1997 the "I" grade is replaced with a permanent grade once the deadline passes.

IP *Course in Progress*

M *Missing Grade* — Not available from instructor at time transcript was printed.

N *No Grade* — Grade suspended until work is completed (e.g., thesis, graduate research) and ignored in credit computation until cleared. Effective 1971, student has no more than one calendar year to replace "N" grade.

Q *Suspended Grade* at the 600 level only, for work scheduled for completion at a later date.

R *Mandatory Registration* in zero credit 600 level education courses. A permanent grade, no effect on gpa.

W *Official Withdrawal*

Y *Audit* — not included in credit or grade computations.

YW *Audit Withdrawal*

Z *Unofficial Withdrawal* — Assigned by Registrar to student who registered, did not attend and did not withdraw. No effect on gpa.

**FALL 1988 AND AFTER:**

P *Pass grade* — Indicates completion with achievement level of "D-" or better of free elective course taken under the pass/fail option; computed only in credits completed.

CR *Satisfactory completion* of a course determined by the department to be mandatorily graded CR/F (E).

or

Satisfactory completion of credit-by-examination with achievement level of "C" or better; computed only in credits completed.

NC *At the undergraduate level*, indicates results on credit-by-examination of less than the minimum achievement of "C"; not included in credit or gpa computations.

000958

**NTC Example:** **Portland State**

Portland State University
Portland, Oregon 97207

B
SEP 14 1995

Student No:  Date of Birth:  Date Issued: 13-SEP-95
D

Record of:  Page: 1

Issued To:

Course Level: Grad/Post-Bac (GR Status)

Academic Events: (INTERNAL USE-PROOFREAD)

| SUBJ NO. | COURSE TITLE | CRED | GRD | PTS | R |
|---|---|---|---|---|---|
| INSTITUTION CREDIT: | | | | | |
| Summer 1989 Sessions | | | | | |
| CI 410K | SUCS RDG 2-3 | 2.00 | P | 0.00 | |
| Ehrs: 2.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00 | | | | | |
| Good Standing | | | | | |
| Summer 1990 Sessions | | | | | |
| CI 410 | HLSTC LA:FU | 1.00 | P | 0.00 | |
| CI 410 | SUCCS:CHARTS | 1.00 | P | 0.00 | |
| CI 410 | BOOKSDG TCHR | 1.00 | P | 0.00 | |
| Ehrs: 3.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00 | | | | | |
| Good Standing | | | | | |
| Winter 1995 Quarter | | | | | |
| CI 810 | TOP: VIEW FROM 200 | 1.00 | P | 0.00 | |
| Ehrs: 1.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00 | | | | | |
| Good Standing | | | | | |
| Summer 1995 Session | | | | | |
| MTH 810 | TOP: OPEN EYES MATH | 3.00 | P | 0.00 | |
| Ehrs: 3.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00 | | | | | |
| Good Standing | | | | | |

********** TRANSCRIPT TOTALS **********

| | Earned Hrs | GPA Hrs | Points | GPA |
|---|---|---|---|---|
| TOTAL INSTITUTION | 9.00 | 0.00 | 0.00 | 0.00 |

********** END OF TRANSCRIPT **********

000959

PORTLAND STATE UNIVERSITY

Office of Admissions & Records
Post Office Box 751
Portland, Oregon 97207-0751

FICE ID: 003216

## ACCREDITATION

Portland State University is accredited by the Northwest Association of Secondary and Higher Schools—the regional accreditation agency. In addition, various schools and departments are accredited by special agencies.

## FORMER NAMES

Portland State University was originally established as Vanport Extension Center in 1946. In 1952 the name was changed to Portland State Extension Center and in 1955 to Portland State College. On February 14, 1969, the institution was designated Portland State University. Portland State University is one of the institutions comprising the Oregon University System, (i.e., the Oregon State System of Higher Education (OSSHE), organized in 1932. Records prior to 1946 record Portland Extension courses offered by OSSHE's General Education Division (GED) representing University of Oregon, Oregon State and other Oregon Colleges of Education. GED and its successor, the Division of Continuing Education (DCE), records are retained to June 1972, records from 1972 to 1979 were maintained by DCE as a distinct unit of OSSHE, during which posting practices varied. GED/DCE coursework may also be recorded at other institutions. By September 1979, DCE offerings became a part of local OSSHE institutions. In 1991, DCE was renamed School of Extended Studies.

## CREDITS

One quarter hour represents fifty minutes of class time per week for a quarter of approximately eleven weeks. A baccalaureate degree has required 186 quarter hours minimum; effective Fall 1994, 180 hours.

## GRADING SYSTEM

| Grade | Points | Undergraduate | Graduate |
|---|---|---|---|
| A | 4 | Excellent | Excellent |
| B | 3 | Superior | Satisfactory |
| C | 2 | Average | Below Standards |
| D | 1 | Inferior | Failure (no credit) |
| F | 0 | Failure | Failure |

Plus/Minus grades are effective starting Fall 1992. (A, A- ... D-, F)

Honorable dismissal is granted subject to notation on the record. A baccalaureate degree requires a 2.00 GPA; a graduate degree requires a 3.00 GPA. D and F grades were not used Winter 1973 through Winter 1974. (Transfer GPAs are for information only.)

## MARKING SYSTEM (all disregarded in GPA)

| | |
|---|---|
| I | Incomplete; mark is permanent after one calendar year |
| IP | In-progress; select graduate courses only, UNST 421 |
| P | Pass; undergraduate equated to a C- grade or better, graduate to B- or better |
| NP | No Pass |
| W | Withdrawn with no penalty |
| X | No grade received/No basis for grade |
| *, Y | Invalid grade reported by instructor |
| AU | Audit |

## TERM CODES PREVIOUSLY USED

F for Fall, W for Winter, S for Spring, U for Summer.

## OTHER CODES

On grade labels (prior to Summer 1991), appearing to immediate left of Credit Hours

| | |
|---|---|
| AUD | Audited course |
| R or RPT | Repeated course |
| G, L or GRD | Graduate credit for 400-no. courses (not used after Summer 1990); on computer-printed transcripts, these courses appear on the "Graduate" record. |
| H or HON | Honors course |
| E | Credit by Examination |
| — | Other codes internal use only |

On computer-printed transcripts "issued" after December 1991, appearing under the last column "R" [Repeat]:

| | |
|---|---|
| E | Excluded from GPA |
| I | Included in GPA |

## COURSE NUMBERING SYSTEM

| | |
|---|---|
| 0–49 | Non-baccalaureate |
| 50–99 | Basic, limited, or no degree credit |
| 100–299 | Lower Division |
| 300–499 | Upper Division |
| 500–699 | Graduate |
| 700 | Post-bac, non-degree credit |
| 800 | In-service, limited graduate degree credit |

4/5/6/800–810 may be taken more than once; credit is variable. Numbers are reserved: 01, Research; 02, Independent Study; 03, Thesis; 04, Coop Ed/Intern; 05, Reading and Conference; 06, Special Projects; 07, Seminar; 08, Workshop; 09, Practicum; 10, Selected Topics. 1/2/399, Special Studies. W-suffix (eff. Fall 1993) denotes Writing Intensive Course.

## FRESHMEN INQUIRY, UNIVERSITY STUDIES PROGRAM (begun Fall 1994)

With the concurrence of the Faculty Senate's Academic Requirements Committee, the Office of the Registrar developed the recommendation that Freshmen Inquiry credits transfer to other institutions as follows:

| | |
|---|---|
| UNST 101 (5 ch) | 5 credits general elective |
| UNST 101, 102 (10 ch) | 10 credits general elective |
| UNST 101, 102, 103 (15 ch) | 3 credits writing (WR121), 4 credits social science, 4 credits science, 4 credits arts and letters |

## CERTIFICATION

This transcript is official only if it bears the embossed seal of Portland State University and the signature of the Registrar. Verification or further explanantion may be obtained by writing the Registrar.

Under the Provisions of Public Law 93-380 (as amended), the information contained in this document is not to be released to others without the written consent of the student named herein.

(RO-12/98)

000960

## NTC Example: Santa Clara

SANTA CLARA UNIVERSITY
STUDENT RECORDS OFFICE
SANTA CLARA, CA 95053

### GRADING HISTORY

Effective September 1981: Plus (+) and minus (-) suffixes were incorporated with letter grades thus providing for the following marks and numerical equivalents:

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| A | 4.0 | C | 2.0 | P | Passed | NR | Not Reported |
| A- | 3.7 | C- | 1.7 | NP | Not Passed | W | Withdrawn |
| B+ | 3.3 | D+ | 1.3 | AUD | Audit | *** | Not Yet Graded |
| B | 3.0 | D | 1.0 | I | Incomplete | +/- | Taken for enrichment only (obsolete as of Summer 1981) |
| B- | 2.7 | D- | 0.7 | N | Continuing Work | | |
| C+ | 2.3 | F | 0.0 | | | | |

The School of Law uses a different grading system. For additional information regarding grading practices in the various graduate programs, please refer to the appropriate bulletin.

Effective September 1969: A new grade "C+" (with a numerical equivalent of 2.5 grade points) was added to the extant letter grades referenced below.

Prior to September 1969: A = Excellent (4.0); B = Good (3.0); C = Average (2.0); D = Inferior (1.0); F = Failed (0.0); W = Withdrawn; WF = Withdrawn Failing; WP = Withdrawn Passing.

### CALENDAR SYSTEM

Undergraduate and graduate programs have been on the quarter system beginning in September 1964 to the present time. Prior to Fall 1972, undergraduate credit was awarded according to the number of term courses completed. Known as the Santa Clara Plan, this system required 40 term courses. (For conversion, lower division courses were equated to 4.0 quarter units and upper division to 5.0 quarter units.) Graduate course work has been posted in quarter units since Fall 1964; undergraduate course work has been posted in quarter units since Fall 1972.

The School of Law is on a semester system. Between September 1964 and August 1968 the Law School was on the quarter system.

### COURSE NUMBERING SYSTEM

(all programs except School of Law)

| | | | |
|---|---|---|---|
| 001-099 | Lower division, undergraduate | 200-799 | Graduate |
| 100-199 | Upper division, undergraduate | 500-799 | Non-Degree Credit |

### CONTINUING EDUCATION/NON-DEGREE CREDIT

X is used as a prefix to the course number to designate all Continuing Education and non-degree (professional growth) credit courses. The Center for Continuing Education closed in 1981.

### HONORS PROGRAM

Courses in the Honors Program are designated with an "H" or "Honors" notation. Honors students are identified in the memoranda column.

### CLASS RANK

Rank in class is not computed and not available except in the School of Law.

### HAND CARRIED TRANSCRIPTS

Official transcripts released to students will be stamped "Issued to Student". Each transcript will be in a sealed transcript envelope. Such transcripts are official only if the seal is intact.

### IMPORTANT NOTICE TO RECIPIENTS OF SCU TRANSCRIPTS

In June 1988, Santa Clara University installed a new Student Information System which generates on-line transcripts.

Academic data for terms prior to Summer Session 1988 is recorded on the student's permanent record card. The official transcript of prior work is a certified photocopy of the permanent record card. Since detailed academic history was not migrated to the new system, transcripts may include the photocopy of the permanent record card for all work completed prior to Summer 1988, as well as the computer-generated transcript for all work completed since Summer 1988. Accumulated units and the grade point average for a student's academic program at that time were migrated and are reflected in the pre-computer summary section appearing at the top of the computer-generated transcript.

*THIS TRANSCRIPT IS NOT OFFICIAL IF NOT RECEIVED IN AN OFFICIAL SEALED TRANSCRIPT ENVELOPE AND IF THE RAISED SEAL ON THE DOCUMENT IS NOT EVIDENT. THIS RECORD MAY NOT BE RELEASED TO ANY OTHER PARTY WITHOUT THE WRITTEN CONSENT OF THE STUDENT PER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974.*

000961

**NTC Example: Below 100**

[redacted] [redacted] 03/27/80 PAGE 1 [redacted] [redacted]

LOWER COLUMBIA COLLEGE
1600 MAPLE
LONGVIEW WA 98632

# TRANSCRIPT/GRADE RECORD

GRADING LEGEND
FOR COLLEGE GRADE LEGEND, PLEASE REFER TO BACK OF FORM

INFORMATION FROM THIS RECORD MAY NOT BE RELEASED TO ANY OTHER PARTY WITHOUT OBTAINING CONSENT OF THE STUDENT.

002
LONGVIEW
WA

OFFICIAL TRANSCRIPT WHEN SIGNED AND SEALED BY REGISTRAR

| COURSE | COURSE TITLE | GRADE | CREDIT HRS | GRADE POINTS | COURSE | COURSE TITLE | GRADE | CREDIT HRS | GRADE POINTS |
|---|---|---|---|---|---|---|---|---|---|
| | ******* SPRING 79 ****** | | | | | | | | |
| BSAD 250 | VOLUNTEER MANAGEMENT | A | 2.0 | 8.0 | | | | | |
| HLTH 041 | INDUSTRIAL FIRST AID | P | 2.0 | 0.0 | | | | | |
| PHED 134 | SMALL BOAT SAILING | N | 1.0 | 0.0 | | | | | |
| PHED 155 | PHYSICAL FITNESS | N | 1.0 | 0.0 | | | | | |
| | P/S-CR CR-ERN GPA-CR | | GPTS | GPA | | | | | |
| QUARTER: | 2.0 4.0 2.0 | | 8.0 | 4.00 | | | | | |
| | ******* WINTER 80 ****** | | | | | | | | |
| ENGL 270 | LITERATURE FOR CHILDREN | A | 3.0 | 12.0 | | | | | |
| | P/S-CR CR-ERN GPA-CR | | GPTS | GPA | | | | | |
| QUARTER: | 0.0 3.0 3.0 | | 12.0 | 4.00 | | | | | |
| | P/S-CR CR-ERN GPA-CR | | GPTS | GPA | | | | | |
| CUMULATIVE: | 2.0 7.0 5.0 | | 20.0 | 4.00 | | | | | |

Cannot count

5 Qtr
11/17/07 JM
Rvwd

B+7

Below 100 only 9/1/87 - 3/7/97 & then NTC

THIS COLLEGE IS ACCREDITED BY THE NORTHWEST ASSOCIATION OF SECONDARY AND HIGHER EDUCATION

NAME | STUDENT I.D | PREVIOUS NAME | HIGH SCHOOL | YEAR GRAD | TO

GR [redacted]

BIRTH YEAR 56 | QTR-YR ENTERED WINTER 79 | STUDENT TYPE MATRIC | DEGREE OR CERTIFICATES EARNED | YEAR

PROGRAM BUSINESS | ADVISOR

[redacted]

Tracy L. Golding
DEC 31 1989

# QUESTIONS

# ABOUT

# NON-TRANSFER CREDITS

# NON DEGREE CREDITS

**Rules applicable to non-degree credits**

1. Zero credits shall be recognized for persons holding a valid certificate other than a certificate included in 2 or 3 below.
2. Thirty credits shall be recognized for persons holding a valid continuing or standard school nurse certificate.
3. Persons holding valid vocational/career and technical education certificates shall accumulate recognized credits as follows:
    a. One credit for each one hundred clock hours of occupational experience subject to the following conditions and limitations:
        i. Clock hours of occupational experience used in determining non-degree credits must be earned after meeting the minimum vocational/career and technical education certification requirements of three years (six thousand hours), regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held.
        ii. Non-degree credits based on occupational experience shall be limited to a maximum of twenty credits per calendar year.
    b. One credit for each ten clock hours of vocational/career and technical education educator training meeting the requirements of WAC 181-77-003 (2), (9), or (12). Clock hours of vocational/career and technical education educator training used in determining non-degree credits must be earned after meeting the minimum vocational/career and technical education certification requirements as established in WAC 181-77-041 (1)(b) and (c), regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held.
4. Credits earned after September 1, 1995, must satisfy the additional requirements of WAC 392-121-262.
5. Accumulate credits rounded to one decimal place.
6. For the following degree types, there are non-degree credit limitations:
    - **S type,** report only eligible non-degree credits determined by WAC 392-121-259(1) and (2). Staff with highest degree type **S** may have either 30 non-degree credits or zero non-degree credits only.
    - **V type,** report only eligible non-degree credits determined by WAC
    - 392-121-259(3).
    - **H type,** eligible non-degree credits are determined by WAC 392-121-259(3) and are limited by WAC 392-121-261(1)(b).

Additional information and examples for non-degree credits will be discussed in the Vocational/CTE section.

# CALCULUATE EDUCATIONAL PLACEMENT

## EXCESS CREDITS RULE

Once an advanced degree is earned (MA, Educational Specialist, PhD), a calculation must be made to determine the "credits in excess" of the BA degree. Where the number of credits past the BA exceed 45, those credits will count as being earned after the MA degree, even though they were taken before.

| | | |
|---|---|---|
| BA Degree | 6/15/99 | |
| MA Degree | 8/31/08 | |
| Add up Credits from BA to MA: | | 52.5 |
| Subtract 45 | | - 45.0 |
| Result: | | 7.5 |

**Placement: MA + 7.5, MA 0 Column**

---

| | | |
|---|---|---|
| BA Degree | 6/15/99 | |
| MA Degree | 8/31/08 | |
| Add up Credits from BA to MA: | | 97.0 |
| Subtract 45 | | - 45.0 |
| Result: | | 52.0 |

**Placement: MA + 52.0, MA 45 Column**

---

| | | |
|---|---|---|
| BA Degree | 6/15/99 | |
| MA Degree | 8/31/08 | |
| Add up Credits from BA to MA: | | 146.0 |
| Subtract 45 | | - 45.0 |
| Result: | | 101.0 |

**Placement: MA + 101.0, MA 90 Column**

---

| | | |
|---|---|---|
| BA Degree | 6/15/99 | |
| MA Degree | 8/31/08 | |
| Add up Credits from BA to MA: | | 42.0 |
| Subtract 45 | | - 45.0 |
| Result: | | - 3.0 |

**Placement: MA + 0, MA 0 Column (A negative = 0)**

**MORE HOMEWORK TIME. Count the degrees and credits on these documents.**

# UNIVERSITY OF WASHINGTON
# OFFICE OF THE REGISTRAR

## ACADEMIC TRANSCRIPT
THE WORD "COPY" APPEARS WHEN PHOTOCOPIED
A BLACK AND WHITE DOCUMENT IS NOT OFFICIAL

STUDENT NAME: [redacted]
STUDENT NUMBER: [redacted]
SOC SEC NO: [redacted]
BIRTHDATE: [redacted]

HIGH SCHOOL: MARINER HIGH SCHOOL
WASHINGTON RESIDENCY: RESIDENT
HS GRAD: 06/01/08
DATE PRINTED: 07/06/15
PAGE: 1
WEB 294

Arts & Sciences
AMERICAN ETHNIC STUDIES

WITH MINORS IN EDUC, LEARNING, & SOC DIVERSITY

| COURSE | | TITLE | CREDITS | GRADE |
|---|---|---|---|---|
| | | ********** | | |
| | | * ANY ALTERATION OR MODIFICATION OF THIS RECORD * | | |
| | | * OR ANY COPY THEREOF MAY CONSTITUTE A FELONY * | | |
| | | * AND/OR LEAD TO STUDENT DISCIPLINARY SANCTIONS. * | | |
| | | ********** | | |
| | | UNIVERSITY OF WASHINGTON DEGREES EARNED: | | |
| | | BACHELOR OF ARTS (AMERICAN ETHNIC STUDIES) | | |
| | | SPRING 2012 (06/08/12) | | |
| | | UW:186.0 TRANSFER: 0.0 EXTENSION: 0.0 GPA: 3.23 | | |
| | | WITH MINOR(S) IN EDUC, LEARNING, & SOC DIVERSITY | | |
| | | SUMMER 2008 | N MATR | 6 |
| GEN ST | 105 | INTRO LIBERAL STDY | 4.0 | CR |
| QTR | | ATTEMPTED: 4.0 EARNED: 4.0 GPA: 0.00 | | |
| | | AUTUMN 2008 | BIOCHM | 1 |
| CHEM | 110 | INTRO TO GEN CHEM | 3.0 | CR |
| ENGL | 131 | COMPOSITN: EXPOSITN | 5.0 | 3.8 |
| GEN ST | 199 | UNIV COMMUNITY | 2.0 | CR |
| MATH | 120 | PRECALCULUS | 5.0 | 1.1 |
| QTR | | ATTEMPTED: 15.0 EARNED: 15.0 GPA: 2.45 | | |
| | | WINTER 2009 | BIOCHM | 1 |
| GEN ST | 101 | UNIV LEARNING SKILL | 2.0 | CR |
| LING | 200 | INTRO LING THOUGHT | 5.0 | 2.0 |
| OCEAN | 102 | THE CHANGING OCEANS | 5.0 | S |
| QTR | | ATTEMPTED: 12.0 EARNED: 12.0 GPA: 2.00 | | |
| | | SPRING 2009 | BIOCHM | 1 |
| ECON | 200 | INTRO MICROECON | 5.0 | NS |
| ENGL | 242 | W-READING FICTION | 5.0 | 2.5 |
| PSYCH | 101 | INTRO TO PSYCH | 5.0 | 3.1 |
| QTR | | ATTEMPTED: 10.0 EARNED: 10.0 GPA: 2.80 | | |
| | | SUMMER 2009 | BIOCHM | 1 |
| MATH | 120 | PRECALCULUS | 5.0 | 2.7/R |
| SOC | 110 | SURVEY SOCIOLOGY | 5.0 | 3.1 |
| QTR | | ATTEMPTED: 10.0 EARNED: 5.0 GPA: 2.90 | | |
| | | AUTUMN 2009 | BIOCHM | 2 |
| AAS | 395 | W-SE-ASIAN AM HST/CLT | 5.0 | 3.6 |
| CHEM | 142 | GENERAL CHEMISTRY | 5.0 | 1.4 |
| Q SCI | 291 | ANLYS FOR BIOL 1 | 5.0 | 2.9 |
| QTR | | ATTEMPTED: 15.0 EARNED: 15.0 GPA: 2.63 | | |
| | | WINTER 2010 | BIOCHM | 2 |
| BIOL | 106 | INTRO BIO SEMINAR | 2.0 | 3.8 |
| CHEM | 142 | GENERAL CHEMISTRY | 5.0 | 1.8/R |
| CHEM | 198 | TUTORIAL STUDY | 2.0 | CR |
| PHYS | 114 | GENERAL PHYSICS | 4.0 | W6 |
| PHYS | 117 | GENERAL PHYSICS LAB | 1.0 | W6 |
| QTR | | ATTEMPTED: 9.0 EARNED: 4.0 GPA: 2.37 | | |
| | | SPRING 2010 | AES | 2 |
| AAS | 210 | W-ASIAN AM IDENTITY | 5.0 | 3.7 |
| AES | 151 | INT AMER ETH GROUPS | 5.0 | 4.0 |
| CHSTU | 101 | INTRO CHICANO STDY | 5.0 | 4.0 |
| EDUC | 360 | DREAM PROJECT | 2.0 | CR |
| QTR | | ATTEMPTED: 17.0 EARNED: 17.0 GPA: 3.90 | | |
| | | SCHOLARSHIP STATUS: DEAN'S LIST | | |
| | | SUMMER 2010 | AES | 2 |
| AAS | 101 | ASIAN-AM CULTURE | 5.0 | 3.3 |
| AFRAM | 101 | INTRO AF-AM STUDIES | 5.0 | 4.0 |
| SOC | 292 | PUBLIC SCHL IN AMER | 5.0 | 3.6 |
| QTR | | ATTEMPTED: 15.0 EARNED: 15.0 GPA: 3.63 | | |
| | | SCHOLARSHIP STATUS: DEAN'S LIST | | |
| | | AUTUMN 2010 | AES | 3 |
| AAS | 385 | AAS LAW AND IMMIGRA | 5.0 | 3.3 |
| AES | 150 | W-AMER ETHNIC HISTORY | 5.0 | 4.0 |
| EDUC | 360 | DREAM PROJECT | 2.0 | CR |
| GEN ST | 300 | EDUC LRNG & SOCIETY | 1.0 | 4.0 |
| QTR | | ATTEMPTED: 13.0 EARNED: 13.0 GPA: 3.68 | | |
| | | WINTER 2011 | AES | 3 |
| AES | 340 | RACE ETHNICITY & ED | 5.0 | 4.0 |
| ANTH | 314 | SE ASIA/ASIAN AM | 5.0 | 3.7 |
| EDPSY | 304 | LRN TEACH CHG WORLD | 5.0 | 4.0 |
| EDUC | 360 | DREAM PROJECT | 2.0 | CR |
| EDUC | 401 | PRACT COMM SERV ACT | 1.0 | CR |
| QTR | | ATTEMPTED: 18.0 EARNED: 18.0 GPA: 3.90 | | |
| | | SCHOLARSHIP STATUS: DEAN'S LIST | | |
| | | SPRING 2011 | AES | 3 |
| AAS | 499 | UNDERGRAD IND STDY | 5.0 | 3.9 |
| CLAS | 101 | LAT & GRK CURR USE | 2.0 | 3.7 |
| SOC | 352 | THE FAMILY | 5.0 | 3.2 |
| QTR | | ATTEMPTED: 12.0 EARNED: 12.0 GPA: 3.58 | | |
| | | SCHOLARSHIP STATUS: DEAN'S LIST | | |
| ANNUAL | | DEAN'S LIST 2010-2011 | | |
| | | SUMMER 2011 | AES | 4 |
| ENGL | 477 | CHILDREN'S LIT | 5.0 | 3.5 |
| SOC | 300 | FOUND SOC INQUIRY | 5.0 | W |
| SOC | 316 | W-SOCIOLOGICAL THEORY | 5.0 | 2.1 |
| QTR | | ATTEMPTED: 10.0 EARNED: 10.0 GPA: 2.80 | | |
| | | AUTUMN 2011 | AES | 4 |
| AES | 499 | IND STDY & RESEARCH | 5.0 | 3.3 |
| ARCHY | 304 | AMERICAS ARCHY | 5.0 | W3 |
| EDUC | 305 | PUB SCHL DEMOCRACY | 5.0 | 3.4 |
| EDUC | 360 | S-DREAM PROJECT | 2.0 | CR |
| QTR | | ATTEMPTED: 12.0 EARNED: 12.0 GPA: 3.35 | | |

*** CONTINUED ON PAGE 2 ***

RECIPIENT: [redacted]

RECEIVED
JUL 10 2015
Mukilteo School District
Human Resources Department

In accordance with the Family Educational Rights and Privacy Act of 1974, information from this transcript may not be released to a third party without written consent of the student.

This official university transcript does not require a raised seal.

UNIVERSITY OF WASHINGTON 1861

Virjean Hanson Edwards
Virjean Hanson Edwards
University Registrar

UnW 1580 (Rev. 7/10)

000966

UNIVERSITY OF WASHINGTON
Office of the Registrar Box 355850
Seattle, Washington 98195-5850
206-543-8580

UW 1592 (Rev. 8/07)

TRANSCRIPT OF ACADEMIC RECORD
The transcript is an academic record of all coursework completed at the University of Washington–Seattle, Bothell and Tacoma.

## EXPLANATORY NOTES

[redacted]

**AUTHENTICATION OF THIS TRANSCRIPT:**
A transcript is official when it bears the facsimile signature of the Registrar, the University of Washington Seal, and the production date. The background of this transcript is purple and the Registrar's signature is purple. Further authentication may be obtained by calling the UW Registration/Transcript Office at (206) 543-8580. If photocopied, the word COPY will appear in the background. Alterations to the transcript will result in brown stains and/or white areas.

**ACADEMIC CALENDAR:**
The academic year is comprised of three quarters – autumn, winter, spring – each lasting approximately eleven weeks. There is also a summer quarter.

**EXPLANATION OF GRADE SYMBOLS:**
Numeric grades: 4.0, 3.9, decreasing by 1/10 to 0.7, 0.0. The highest grade is 4.0. Lowest passing grade is 0.7 (undergraduates), 1.7 (graduate students).

Letter grades: I (incomplete); N (satisfactory without grade); S (passing grade for courses taken on a satisfactory/not-satisfactory basis), for undergraduate students 2.0 and above but prior to autumn 1985 1.7 and above; for graduate students 2.7 and above. NS (not satisfactory grade for courses taken on a satisfactory/not satisfactory basis), for undergraduate students a grade less than 2.0 but prior to autumn 1985 a grade less than 1.7; for graduate students a grade less than 2.7. CR (credit awarded in a course offered on a credit/no credit basis only). The minimum performance level required for a CR grade is determined, and the grade is awarded directly, by the instructor. NC (credit not awarded in a course offered on a credit/no credit basis only); W (official complete withdrawal from the University, or course drop); beginning autumn 1990 for undergraduates and autumn 1997 for graduate and professional students, W accompanied by a number of 3 through 7 (designates course dropped week 3 through week 7 of all quarters except summer quarter); *W (prior to autumn 1990, a peremptory drop made during the fifth through tenth week of the quarter); HW (Hardship Withdrawal); X (no grade submitted by instructor). Course titles preceded by the letter H designate honors courses, W designate writing courses, and S designate service learning courses. A course title preceded by the letter R designates a course with a research component.

**UNDERGRADUATE NUMERIC GRADE POINT EQUIVALENTS:** 4.0-3.9 (A); 3.8-3.5 (A-); 3.4-3.2 (B+); 3.1-2.9 (B); 2.8-2.5 (B-); 2.4-2.2 (C+); 2.1-1.9 (C); 1.8-1.5 (C-); 1.4-1.2 (D+); 1.1-0.9 (D); 0.8-0.7 (D-); 0.0 (E).

**GRADUATE NUMERIC GRADE POINT EQUIVALENTS:** 4.0-3.9 (A); 3.8-3.5 (A-); 3.4-3.1 (B+); 3.0-2.9 (B); 2.8-2.5 (B-); 2.4-2.1 (C+); 2.0-1.7 (C); 1.6-0.0 (E).

**SPECIAL SYMBOLS:**
A grade followed by an I indicates an incomplete was initially awarded but a final grade has been received. Prior to winter 1983, /R indicates course was repeated and only the last grade will count in grade point average and credit is allowed once. Effective winter 1983 through summer 1985, /DR for a repeated course indicates that the first grade was less than a 2.0. Both grades will count in the grade point average but credit will be allowed only once. /R indicates that the first grade was greater or equal to a 2.0 and the second grade does not count in the grade point average and credit is not allowed. Effective autumn 1985, /DR for a repeated course indicates both grades will count in the grade point average but credit will be allowed only once and X/R is used for an undergraduate indicating the student repeated a course not eligible to be repeated for grade or credit.

Effective winter 2005, /R indicates that a course is repeated. Grades for both courses are calculated in the grade point average. Grades for courses repeated more than once are not included in the grade point average. Credit is allowed only once.

Beginning autumn 1967, /R designates a foreign language course initially taken in high school and used as the laguage of admission. Credit is not allowed and the grade is not included in the grade point average.

Courses designated with /D indicate the grade counts in the grade point average but credit is not allowed toward degree requirements.

**SCHOOL OF DENTISTRY:**
Effective autumn 1992: Numeric grades: 4.0, 3.9, decreasing by 1/10 to 0.7. The highest grade is 4.0. Lowest passing grade is 0.7. Dental students taking medical school courses are allowed medical school grades.

Prior to autumn 1992: Numeric grades: 4.0 (honor), 3.7, 3.3, 3.0, 2.7, (good), 2.3, 2.0 (low pass), 0.0 (failure). Prior to spring 1981, letter grades: A (4.0), B (3.0), C (2.0), E (failure), EW (failure withdrawal), CR, NC, I, N, W.

**SCHOOL OF LAW:**
Effective autumn 1998, for entering first year Law students: Letter grades: A (4.0), A- (3.7), B+ (3.4), B (3.0), B- (2.7), C (2.0), D (1.0), E (0.0), CR (Credit); NC (No Credit); I (Incomplete); N (satisfactory without grade); W (Withdrawal); HW (Hardship Withdrawal). For Law students entering prior to autumn 1998: DS (Distinguished); H (Honors); P (Pass); LP (Low Pass); CR, NC, I, N, W, HW. Prior to 1990, numeric grades-credit awarded for grades 4.0 through 2.3; letter grades-CR, NC, I, N, *W, and W. GPA calc began Aut 05 for students (JD only) enrolled as of Spr 07.

**SCHOOL OF MEDICINE:**
Letter grades: H (Honors), S, NS, CR, NC, I, N, W. Effective autumn 1996: HP (High Pass), P (Pass), F (Fail) were added. Effective autumn 2002, S, NS were discontinued.

**SCHOOL OF PHARMACY:**
Numeric grades: 4.0, 3.9, decreasing by 1/10 to 0.7, 0.0. The highest grade is 4.0. Lowest passing grade is 0.7.

**COURSE LEVEL:**
Lower division, 100-299; upper division, 300-499; graduate 500 and above.

**TRANSCRIPTS:**
Most student records were converted to a new transcript system in winter 1983. You may receive two types of transcripts.

**ACCREDITATION:**
The University of Washington is accredited by the Northwest Association of Schools and Colleges.

This educational record is subject to the Family Educational Rights and Privacy Act of 1974, as amended. It is furnished for official use only and may not be released to or accessed by outside agencies or third parties without the written consent of the student concerned.

**TO TEST FOR AUTHENTICITY:** The face of this document has a purple background and the name of the institution appears in small print.

UNIVERSITY OF WASHINGTON UNIVERSITY OF WASHINGTON TRANSCRIPT UNIVERSITY OF WASHINGTON UNIVERSITY OF WASHINGTON TRANSCRIPT UNIVERSITY OF WASHINGTON UNIVERSITY OF WASHINGTON TRANSCRIPT UNIVERSITY OF WASHINGTON UNIVERSITY OF WASHINGTON TRANSCRIPT UNIVERSITY OF WASHINGTON UNIVERSITY OF WASHINGTON TRANSCRIPT UNIVERSITY OF WASHINGTON UNIVERSITY OF WASHINGTON

**ADDITIONAL TEST:** When photocopied, the word COPY appears prominently across the face of the entire document. A black and white document is not an original and should not be accepted as an official document. This transcript cannot be released to a third party without the written consent of the student. This is in accordance with the Family Educational Rights and Privacy Act of 1974. If you have additional questions about this document, please contact our office at 206-543-8580.

SEATTLE UNIVERSITY
*Founded 1891*
Seattle, Washington 98122-1090

LEGAL NAME: [redacted]
STUDENT ID: [redacted]

PAGE: 1 OF 2
PRINT DATE: 07/07/2015
ACADEMIC LEVEL: Graduate

RECEIVE
JUL 09 201
Mukilteo School Dist
Human Resources Depa

COLLEGE/SCHOOL: College of Education
DEGREE/CERTIFICATE/OTHER: MA in Education
DATE CONFERRED: 06/13/2015

PROGRAM: Counseling
SPCLZTN/ENDORSE: School Counseling

| PREVIOUS INSTITUTIONS ATTENDED | DATES ATTENDED | TRANSFER CREDITS ACCEPTED | DEGREE EARNED |
|---|---|---|---|
| Univ Washington-Seattle WA | 06/30/08 - 06/08/12 | | Bachelor of Arts |

| SUBJ/COURSE NUMBER | TITLE | CREDITS | GRADE |
|---|---|---|---|
| | **Fall Quarter 2012** 09/19/12 - 12/08/12 | | |
| COUN-511 | Counseling Theories | 3.00 | A |
| EDUC-600 | Intro to Educational Research | 3.00 | B+ |
| GRADE POINTS: 21.90 TERM CREDITS ATTEMPTED: | | 6.00 | |
| TERM GPA: 3.650 TERM CREDITS EARNED: | | 6.00 | |
| | **Winter Quarter 2013** 01/07/13 - 03/23/13 | | |
| COUN-509 | Comprehensive Sch Counseling | 3.00 | A |
| COUN-510 | Fundamental Counseling Skills | 3.00 | B+ |
| GRADE POINTS: 21.90 TERM CREDITS ATTEMPTED: | | 6.00 | |
| TERM GPA: 3.650 TERM CREDITS EARNED: | | 6.00 | |
| | **Spring Quarter 2013** 04/01/13 - 06/15/13 | | |
| COUN-507 | Counseling Across the Lifespan | 3.00 | A |
| COUN-527 | Counslng Tests & Measurements | 3.00 | A |
| COUN-560 | Family & Couples Counseling | 3.00 | A |
| GRADE POINTS: 36.00 TERM CREDITS ATTEMPTED: | | 9.00 | |
| TERM GPA: 4.000 TERM CREDITS EARNED: | | 9.00 | |
| | **Summer Quarter 2013** 06/24/13 - 09/14/13 | | |
| COUN-508 | Law/ethics-School Counselors | 3.00 | A |
| COUN-591 | Crisis Counseling | 3.00 | A |
| EDUC-520 | Social Justice | 3.00 | A |
| COUN-561 | Child & Adolescent Counseling | 3.00 | A |
| GRADE POINTS: 48.00 TERM CREDITS ATTEMPTED: | | 12.00 | |
| TERM GPA: 4.000 TERM CREDITS EARNED: | | 12.00 | |

| SUBJ/COURSE NUMBER | TITLE | CREDITS |
|---|---|---|
| | **Fall Quarter 2013** 09/25/13 - 12/13/13 | |
| COUN-551 | Counseling Lab | 4.00 |
| SPED-540 | Intro to Spec Educ & Learn Dis | 3.00 |
| GRADE POINTS: 12.00 TERM CREDITS ATTEMPTED: | | 7.00 |
| TERM GPA: 4.000 TERM CREDITS EARNED: | | 7.00 |
| | **Winter Quarter 2014** 01/06/14 - 03/22/14 | |
| COUN-513 | Counseling Diverse Population | 3.00 |
| COUN-554 | School Counseling Practicum | 4.00 |
| GRADE POINTS: 12.00 TERM CREDITS ATTEMPTED: | | 7.00 |
| TERM GPA: 4.000 TERM CREDITS EARNED: | | 7.00 |
| | **Spring Quarter 2014** 03/31/14 - 06/14/14 | |
| COUN-516 | Career Guidance for K-12 Schls | 3.00 |
| GRADE POINTS: 12.00 TERM CREDITS ATTEMPTED: | | 3.00 |
| TERM GPA: 4.000 TERM CREDITS EARNED: | | 3.00 |
| | **Summer Quarter 2014** 06/23/14 - 09/15/14 | |
| SPED-6430 | Intro to Beh Disord & Interven | 3.00 |
| COUN-5140 | Consultant/leadership/advocacy | 3.00 |
| COUN-5170 | Group Counslg Theories & Pract | 4.00 |
| GRADE POINTS: 40.00 TERM CREDITS ATTEMPTED: | | 10.00 |
| TERM GPA: 4.000 TERM CREDITS EARNED: | | 10.00 |
| | **Fall Quarter 2014** 09/24/14 - 12/13/14 | |
| COUN-6660 | School Counsel Inter/proj I | 4.00 |
| GRADE POINTS: 0.00 TERM CREDITS ATTEMPTED: | | 4.00 |
| TERM GPA: 0.000 TERM CREDITS EARNED: | | 4.00 |

ISSUED TO: [redacted]

This official university transcript does not require a raised

Interim University Registra

000968

# Seattle University

Seattle, Washington 98122-1090
(206) 220-8030 FICE CODE: 003790

An official transcript displays the Seattle University seal, the facsimile signature of the University Registrar, and is printed with red background and border.

**ACCREDITATION:** Seattle University is accredited by the Northwest Commission on Colleges and Universities.

**CALENDAR:** Seattle University operates on the quarter system. Summer quarter dates encompass multiple sessions, and deg[redacted] conferred mid-August or mid-September.

**COURSE NUMBERING SYSTEM**

| Level | 1957-2013 | 2013-present |
|---|---|---|
| Remedial | 0-099 | 0-0999 |
| Lower Division | 100-299 | 1000-2999 |
| Upper Division | 300-499 | 3000-4999 |
| Masters courses | 500-599 | 5000-5999 |
| Doctoral courses | 600-699 | 6000-6999 |
| Post-Secondary professional development | 800-899 | 8000-8999 |
| Post-Baccalaureate professional development | 900-999* | 9000-9999* |

*The 900/9000 level courses are primarily for the purpose of professional development. Although different in purpose from the core masters or doctoral graduate degree courses, such courses may be considered to meet elective requirements in some Seattle University graduate degree programs only in accordance with regulations of the particular graduate degree program and with approval of the student's program advisor.

**GRADING SYSTEM:** Effective *Summer 1983*, Seattle University added plus and minus grades to the letter grading system.

| GRADE | POINT | DESCRIPTION | GRADE | POINT | DESCRIPTION | GRADE | POINT | DESCRIPTION |
|---|---|---|---|---|---|---|---|---|
| A | 4.00 | SUPERIOR | B- | 2.70 | | D+ | 1.30 | |
| A- | 3.70 | | C+ | 2.30 | | D | 1.00 | POOR |
| B+ | 3.30 | | C | 2.00 | ADEQUATE | D- | 0.70 | |
| B | 3.00 | GOOD | C- | 1.70 | | F | 0.00 | FAILING |

**OTHER GRADES:**

***CR Satisfactory Completion*** - Indicates completion of course with a grade of "D-" or better for undergraduate, or "C" or better for graduate level. Where credit-by-examination is notated, indicates an achievement level of "C" or better. Included in credits earned, but not GPA.

***E Failing*** – Indicates failure in a course; effective *Fall 1996*, replaced by an "F".

***HW Hardship Withdrawal*** – Assigned by the dean for exceptional cases; documentation required to assign. No effect on credits earned or GPA.

***I Incomplete*** - Student was unable to complete coursework by the end of the term due to an extraordinary circumstance, and an extension was granted. Prior to *Fall 1997*, if coursework was not completed by the extension deadline on the academic calendar, "I" remained as permanent grade. After *Fall 1997*, grade is replaced at deadline by final grade earned, unless a further extension is granted.

***IP Course in progress*** – registered course not yet completed.

***LW Late Withdrawal*** – Student withdrew from class via petition after established deadline. No effect on credits earned or GPA. Eliminated *Fall 2009*.

***M Missing Grade*** – Grade not available from instructor at time transcript was printed.

***N No Grade*** – Coursework extends beyond the end of the term (e.g. thesis, internship, research). Grade suspended until work is complete. No effect on credits earned or GPA. If coursework is not completed, N grade is permanent.

***NC No Credit*** – Indicates results on credit-by-examination of less than the minimum achievement of "C." No effect on credits earned or GPA.

***P Pass Grade*** – Indicates completion of free elective course taken under the Pass/Fail grading option with achievement level of "D-" or better. Included in credits earned, but not GPA.

***Q Suspended Grade*** – Work scheduled for completion at a much later date, available at the 600 level only for dissertation related preparation credit. Student has six calendar years to complete. No effect on credits earned or GPA. If coursework is not completed, Q grade is permanent.

***R Mandatory Registration*** – Required in zero credit 600 level education courses. No effect on credits earned or GPA.

***S Satisfactory*** – Given in selected non-graded courses and computed only in credits completed; equivalent to at least a "B" grade.

***W Official Withdrawal*** – Student withdrew from class within established deadlines. No effect on credits earned or GPA.

***Y Audit*** – Indicates student grading option choice. No effect on credits earned or GPA.

***YW Audit Withdrawal*** – Student withdrew from an audit class within established deadlines. No effect on credits earned or GPA.

***Z Administrative Withdrawal*** – Assigned by University Registrar to a student who registered, did not attend and did not withdraw. No effect on credits earned or GPA. Eliminated *Fall 2009*.

**REPEATS:** A repeated course is noted "R". Credits are counted only once and points allowed are for the most recent grade. The "R" notes the course that has been removed from credit and GPA computations. Only courses graded "C-" or below may be repeated to improve the grade.

**DEGREE CREDIT REQUIREMENTS:** Undergraduate degrees require a minimum of 180 credits, except for the Bachelor of Arts in Humanities, which requires a minimum of 135 credits. Students in this program begin by taking specific accelerated classes at select high schools that prepare them for this accelerated three-year degree.

**GRADUATION WITH HONORS** (undergraduate only): *Summer 1988 – February 24, 1993*: For students who matriculated beginning *Fall 1986* – cum laude = 3.50 and at least 90 Seattle University graded credits, magna cum laude = 3.70 and at least 115 Seattle University graded credits, summa cum laude = 3.90 and at least 135 Seattle University graded credits. Effective *February 25, 1993*: A minimum of 90 Seattle University graded credits required: cum laude = 3.50, magna cum laude = 3.70, summa cum laude = 3.90.

**UNIVERSITY HONORS PROGRAM:** HU (through *Fall 1993*), HON (*Fall 1993 – Fall 1997*), and HONR (effective *Fall 1997*). A two-year integrated curriculum in the liberal arts and sciences for outstanding students.

**CORE HONORS PROGRAM:** Effective *Fall 2007*. Course titles include "Honors" and are made available to a cohort of highly qualified students.

**DEAN'S LIST/PRESIDENT'S LIST:** *Fall 2004*: notated on transcript. Effective *Fall 2008*: no longer notated on transcript.

**PROBATION:** Notated at bottom of term in which action occurred; takes effect the next registered term. Effective *Fall 2012*, probation no longer notated on the transcript.

***This transcript is issued in strict accordance with Public Law 93-380. It is intended for your use only. No personally identifiable information about this record may be released without the student's consent.***

TO TEST FOR AUTHENTICITY: Translucent globe icons MUST be visible from both sides when held toward a light source. The face of this transcript is printed on red SCRIP-SAFE® paper with the name of the institution appearing in white type over the face of the entire document. [redacted]

000969

# Official Clock Hours Transcript

**Northwest Educational Service District 189**
*Together We Can*
1601 R Avenue, Anacortes WA 98221
(360) 299-4000

Printed Date: 10/14/2014

Participant:

Employer:

Certificate Number
255561C

| Course Number | Course Title | Date | No. Clock Hours |
|---|---|---|---|
| 15266 | PLCs at Work in Eagleridge | 1/29/2010 | 7.00 |
| 16936 | Implementation of Math Expressions | 9/30/2010 | 3.00 |
| 17503 | Best Practices in Teaching Elementary Mathematics - 2nd Grade | 10/27/2010 | 3.00 |
| 17821 | Ferndale CIT Training | 3/29/2011 | 30.00 |
| 18463 | Pat Quinn Response to Intervention | 2/28/2011 | 6.00 |
| 19187 | Pyramid Response to Intervention Institute | 6/28/2011 | 13.00 |

**Total Clock Hour Credits: 62.00**

Reviewed

**The signature below documents that a determination has been made that this course(s) meets the requirements of WAC 392-121-262(1)** 2 [list item(s) 1-5].

STATE OF WASHINGTON
Northwest Educational Service District 189
Continuing Education Clock Hours

**Valid for official transcript purposes for clock hours with the electronic impression of the seal of Northwest Educational Service District 189**

**Certified Copy**

000970

# FILE REVIEW – Credits

**Employee:** _____

| Degree | Institution | Date |
|---|---|---|
| | | |
| | | |

## Credits After BA Degree

| Academic Institution | Credits | | Clock Hour Provider | Credits |
|---|---|---|---|---|
| | | | | |
| | | | | |

## Credits After BA Degree and up to MA Degree - Summary

| | |
|---|---|
| Total Academic Credits Since BA Degree: | |
| Total In-Service Credits Since BA Degree: | |
| TOTAL CREDITS SINCE BA DEGREE: | |
| | |
| If MA Degree, Subtract 45 | |
| Excess Credits to MA | |

## Credits after MA Degree

| Academic Institution | Credits | | Clock Hour Provider | Credits |
|---|---|---|---|---|
| | | | | |
| | | | | |

## Credits After MA Degree – Summary

| | |
|---|---|
| Total Academic Credits after MA Degree | |
| Total In-Service Credits after MA Degree | |
| TOTAL ACTUAL CREDITS AFTER MA DEGREE | |
| Add Excess if Applicable. TOTAL CREDITS AFTER HIGH DEGREE: | |

| | High Degree | Credits After High Degree | Placement |
|---|---|---|---|
| Started | | | |
| Changes +/- | | | |
| Ended | | | |

**Reviewed by** _____**Date**_____

# CREDITS REVIEW GUIDELINES

## Academic Transcripts

- Confirm employee name on transcript.
- Verify the transcript document is official.
- Verify the institution is accredited (e.g. Center Graduate College is NOT)
- Check for Degree Confirmation. Highlight the degree type and degree date.
- Highlight each course after initial BA degree. If more than one BA, count from first BA. Place a check mark on the course number and a check mark next to the grade; checking to ensure courses are over 100 and the grade shows a completed grade.
- When checking the course number check to ensure the course meets the academic course requirements (e.g. is transferrable to a BA or higher degree).
- If the course number is below 100 it can only be reported if it was completed between 9/1/87 and 3/7/95 and then must be reported as an in-service credit not an academic credit.
- Check to ensure the course has not been repeated unless OK by the Institution (e.g. look for an "I" on SPU transcripts)
- Determine the type of Credit: QTR, SEM, Unit, NTC (Non-Transfer to Academic Degree). Can only record NTC if 9/1/87 and thereafter. All NTCs are recorded as In-Service credits not academic credits.
- If Bates Technical the credits can be both Academic Hours or Clock Hours (16.5:1)
- Foreign County: If Foreign Country, make sure there is a translation service document.
- Show work on transcript, including conversions

## Master's Degree

- Check for Degree Confirmation Date and Highlight. Date and Credits for the quarter or semester. Record as before the actual MA issued date.
- Calculate Excess Credits (BA + total – 45 = Excess; negative result = 0)

## Clock Hours

- Highlight provider name. Check to ensure for the specific school year the provider is on the approved OSPI list. Note: Just because it is an OSPI form, doesn't mean that OSPI is the provider. Check the "sponsoring provider" name. WIAA is OK
- Highlight the course title, <u>number of</u> <u>hours actually earned</u>, course end date and highlight or check that the provider has signed and the employee has confirmed the earned hours. Show conversion work on the clock hour form (e.g. = .60 Qtr Date/Initials).
- It is OK to repeat clock hours, no restrictions

## Course Approvals

- Verify Course Approvals exist for all courses 9/1/95 and after.
- Use of the WAC stamp or other district approval for missing approvals.

# QUESTIONS

# ABOUT

# CREDITS

SECTION 5

# Certificated Years of Experience

# WAC 392-121-264. DEFINITION – CERTIFICATED YEARS OF EXPERIENCE

Regardless of the experience factors used by a school district for the purposes of its salary schedule(s), as used in this chapter, the term "**certificated years of experience" means the number of years of accumulated full-time and part-time professional education employment prior to the current reporting school year in the state of Washington, out-of-state, and a foreign country.** School districts shall report all certificated years of experience including those beyond the experience limit of the school district's salary schedule.

**(1) Professional education employment shall be limited to the following:**

(a) Employment in **public or private preschools or elementary and secondary schools in positions which require certification** where:

(i) Schools include the Centrum education program, the Pacific Science Center education program, educational centers authorized under chapter 28A.205 RCW, and Seattle Children's Hospital education program;

(ii) Certification means the **concurrent public professional education licensing requirements** established in the state, province, country, or other governmental unit in which employment occurred and which, for the state of Washington, refers to the certificates authorized by WAC 181-79A-140 and temporary permits authorized by WAC 181-79A-128;

(b) Employment in **public or private vocational-technical schools, technical colleges, community/junior colleges, colleges, and universities in positions comparable** to those which require certification in Washington school districts;

(c) Employment in a **governmental educational agency with regional administrative responsibilities** for preschool, elementary, and/or secondary education including but not limited to an educational service district, office of superintendent of public instruction, or United States department of education **in any professional position** including but not limited to C.P.A., architect, business manager, or physician;

(d) Experience in the following areas:

(i**) Military, Peace Corps, or Vista service which interrupted professional education employment** included in (a), (b), or (c) of this subsection; and

(ii) **Sabbatical leave**.

(e) For **non-degreed vocational/career and technical education instructors**, up to a **maximum of six years of management experience as defined in WAC 181-77-003(6) acquired after the instructor meets the minimum vocational/career and technical education certification requirements of three years (six thousand hours) established in WAC 181-77-041** (1)(a)(i), regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held. If a degree is obtained while employed in the state of Washington as a non-degreed vocational/career and technical education instructor, the eligible years of management experience pursuant to this subsection reported on Report S-275 prior to the awarding of the degree shall continue to be reported but shall not increase.

(f) Beginning in the 2007-08 school year, for **occupational therapists, physical therapists, nurses, speech-language pathologists, audiologists, counselors, psychologists, and social workers** regulated under Title 18 RCW, years of experience may include employment as occupational therapists, physical therapists, nurses, speech-language pathologists, audiologists, counselors, psychologists, and social workers, that does not otherwise meet the requirements of (a) through (e) of this subsection, subject to the following conditions and limitations:(i) Experience included under this subsection shall be **limited to a maximum of two years.**

(ii) The calculation of years of experience shall be that one year of experience in a school or other non-school position counts as one year of experience for the purposes of this subsection, per subsection (2)(a) of this section.

(iii) Employment as **occupational therapists** shall be limited to the following:

(A) In positions requiring licensure as an occupational therapist under Title 18 RCW, or comparable out-of- state employment; and

(B) While holding a valid occupational therapist license, or other comparable occupational therapist credential.

(iv) Employment as **physical therapists** shall be limited to the following:

(A) In positions requiring licensure as a physical therapist under Title 18 RCW, or comparable out-of-state employment; and

(B) While holding a valid physical therapist license, or other comparable physical therapist credential. (v)

Employment as nurses shall be limited to the following:

(A) In positions requiring licensure as a registered nurse under Title 18 RCW, or comparable out-of-state employment; and

(B) While holding a valid registered nurse license, or other comparable registered nurse credential. (vi)

Employment as **speech-language pathologists or audiologists** shall be limited to the following:

(A) In positions requiring the same or similar duties and responsibilities as are performed by speech-language pathologists or audiologists regulated under Title 18 RCW; and

(B) After completion of the minimum requirements for conditional certification as a school speech-language pathologist or audiologist established in WAC 181-79A-231(1)(c)(iv).

(vii) Employment as **counselors** shall be limited to the following:

(A) In positions requiring the same or similar duties and responsibilities as are performed by counselors regulated under Title 18 RCW; and

(B) After completion of the minimum requirements for emergency certification as a school counselor established in WAC 181-79A-231(3).

(viii) Employment as **psychologists** shall be limited to the following:

(A) In positions requiring the same or similar duties and responsibilities as are performed by psychologists regulated under Title 18 RCW; and

(B) After completion of the minimum requirements for emergency certification as a school psychologist established in WAC 181-79A-231(3).

(ix) Employment as **social workers** shall be limited to the following:

(A) In positions requiring the same or similar duties and responsibilities as are performed by social workers regulated under Title 18 RCW; and(B) After completion of the minimum requirements for emergency certification as a school social worker established in WAC 181-79A-231(3).

(x) Certificated years of experience as occupational therapists, physical therapists, nurses, speech-language pathologists, audiologists, counselors, psychologists, and social workers, determined pursuant to this

subsection and reported on Report S-275, by teachers and other certificated staff who are no longer employed as occupational therapists, physical therapists, nurses, speech-language pathologists, audiologists, counselors, psychologists, and social workers, shall continue to be reported but shall not increase.

(**2) Years of full-time and part-time professional education employment prior to the current reporting school year are accumulated as follows**:

(a) For each professional education employment which is not employment as a casual substitute pursuant to subsection (1)(a) of this section;

(i) Determine the total number of hours, or other unit of measure, per year for an employee working full-time with each employer;

(ii) Determine the number of hours, or other unit of measure, per year with each employer, including paid leave and excluding unpaid leave;

(iii) Calculate the quotient of the hours, or other unit of measure, determined in (a)(ii) of this subsection divided by the hours, or other unit of measure, in (a)(i) of this subsection rounded to two decimal places for each year.

(b) For professional education employment as a casual substitute pursuant to subsection (1)(a) of this section:

(i) Determine the total number of full-time equivalent substitute days per year;

(ii) Calculate the quotient of full-time equivalent days determined in (b)(i) of this subsection divided by 180 rounded to two decimal places for each year.

(c) No more than 1.0 year may be accumulated in any traditional nine-month academic year or any twelve-month period.

(i) Accumulate, for each year, professional education employment calculated in (a)(iii) and (b)(ii) of this subsection.

(ii) Determine the smaller of the result in (c)(i) of this subsection or 1.00 for each year.

(d) Determine certificated years of experience as the accumulation of all years of professional education employment calculated in (c)(ii) of this subsection and report such years rounded to one decimal place.

**Helpful table to review experience types.**

| **Types** | |
|---|---|
| Professional<br><br>Public or Private School | School districts/systems and APPROVED State Private Schools<br><br>*Get WA Private School list from OSPI annually; http://www.k12.wa.us/privateed/PrivateSchools/default.aspx<br><br>*Schools include Centrum, Pacific Science Center Education Program and Educational Centers authorized under 28A.205 RCW<br><br>*POSITION requires certification (concurrent public professional education licensing requirements established in that state, province, country or government unit).<br><br>*Includes Emergency Certification or other Temporary Permits in Washington |
| Professional, Public or Private Voc-Tech School, Tech College, Community/Jr College, Colleges, Universities | In POSITION comparable to those which require certification in Washington school districts. |
| Professional<br><br>Governmental Educational Agency | With Regional Administrative Responsibilities for preschool, elementary and/or secondary education<br><br>Includes but not limited to, ESDs, OSPI, US Dept. of Education in any professional position including but not limited to CPA, architect, business manager or physician. |
| Military, Peace Corps or Vista Service | **Which INTERRUPTED Professional Educational Employment** |
| Sabbatical Leave | Including Sabbatical Leave to serve as Union President |
| Non-Degreed Vocational | Up to six (6) Years Management Experience<br><br>*After min. 6000 hours occupational experience regardless of when initial certificate issues<br><br>*Must be management experience and documented |
| ESA Experience | New as of 07-08: Up to two (2) years if rules are met.<br><br>See the ESA Summary Table in the S275 Instructions. |

## REVIEWING EXPERIENCE RECORDS

1. Review the application for employment to determine the individual's employment record.

2. Make a list of the previous employers. Review this information with the employee.

3. Work with the employee to have a Verification of Employment form sent to each prior employer where experience credit may be granted. Never grant credit without a completed experience verification form on file.

4. You may wish to create different forms for Regular, Private Schools, College/University, Vocational and ESA verifications.

5. When you are verifying experience from a former Washington State School District, you may also ask that district if they are willing to send the employee's official transcripts to you. This is permissible according to the Attorney General. You will want that district to send you the originals with a cover letter indicating that the transcripts were the official ones on file in their district. Additionally, you will need to ask the prior school district to transmit to you any course approval forms they have processed for that employee where the courses were taken 9/1/95 and thereafter while they were employed with that district. It is a requirement under the law that the prior Washington State school district sent those Course Approval forms to you.

6. Consider revising your verification form to include the contract status and position name while employed, particularly for Washington school districts. This will help when you are determining what type of contract you will issue to the new hire and will also help when you are reviewing the expiration date of the residency certificate and highly qualified status.

7. **Only** when you have received a verification of experience should you proceed with calculating the experience record.

8. The next step is to perform the calculation and it is a simple fraction, where the numerator is the actual number worked and the denominator is what constitutes a full FTE. Here are several examples:

| | | | |
|---|---|---|---|
| Example 1: | Numerator: | 7.5 hrs x 182 days = 1,365 hours | = 1.00 FTE |
| | Denominator: | 7.5 hrs x 182 days = 1365 hours | |
| Example 2: | Numerator: | 7.5 hrs x 92 days = 690 hours | = 0.51 FTE |
| | Denominator: | 7.5 hrs x 182 days = 1365 hours | |
| Example 3: | Numerator: | 4.25 hrs x 91 days = 386.75 hours | = 0.28 FTE |
| | Denominator: | 7.5 hrs x 182 days = 1365 hours | |

When verifying for a **college/university** you have to ascertain what constitutes "full time" or the denominator. For example, the verification form might indicate that the employee taught a 5 credits class each quarter for 3 quarters that year. You will have to ask the college "what do you consider to be full time?" That answer might be that full time would be a person who teaches 10 credits for 4 quarters. In that case your denominator becomes 40 (10 credits x 4

quarters) and your numerator is what the person worked (5 x 3 = 15). In this case the example is then calculated as:

Example 4: Numerator: 5 credits x 3 quarters = 15 = 0.38 FTE
Denominator: 10 credits x 4 quarters = 40

9. In the case of a Substitute, 180 days is ALWAYS the denominator. This is pursuant to the 275 rules. Please be very careful when recording substitute experience as several states no longer require substitutes to have a teaching certificate and that experience would not be reportable (Montana, Idaho, Georgia, California, New York are some examples). For those employees that work less than 1.0 FTE for you in a year, you might want to check your payroll records for substitute or summer school/extended school year experience and post that for them.

10. Military experience that did not interrupt the employee's educational employment cannot be counted.

11. You must be careful with private schools. In order to credit this experience the POSITION must require a certificate, whether the employee held one or not. So this information must be shown on your verification form. You must also be certain the employer met the definition for "private school"

12. Be careful with experience for ESA staff (psychologists, nurses, OT, PT). Generally speaking experience working in a clinic or some educational agency will not count. That experience only counts if 1) the agency actually is approved in that state to award diplomas and/or otherwise operate like a regular school or 2) the person was teaching (e.g. a Nurse who as an instructor of Nurses). The 275 guidelines provide some excellent examples of this rule. You should seek assistance if you are not familiar with these rules. Of course, you can now count up to two (2) years actual ESA experience but mistakes are made where ESA like experience is counted as regular certificated experience.

13. For vocational teachers that either do not have a degree or the degree is incidental and you are reporting them as "V" – you may grant up to six (6) years of experience, BUT – this experience must be related to the assignment and it must be a management or management-related position. Be sure to review the 275 rules for this carefully before granting such experience. Vocational staff can also have experience converted to non-degree occupational credits. Again these rules are specifically detailed in the 275 instructions. You should seek assistance if you are not familiar with these rules.
14. Be sure to show your mathematical calculations directly on the verification form so an auditor can track your work.

15. If you have questions about information provided by a former employer you may contact that employer by telephone or email to obtain clarification to your information and note that on your form. However, according to a recent audit in a district, you must then also obtain a corrected verification form from that prior Review the Verification Form to ensure that the position required a teaching certificate if required for that type of experience (the form should be marked YES). If this area is blank, contact that prior employer to ascertain this information. **If the prior employer was not a school district, then you must determine if the position the person was employed in was equivalent to a position that requires a certificate**

**in our public schools.**

16. Mark up the verification form document. Highlight each record. If not broken out by year, then break it out. For example if it is verified as 1999-00 to 2003-04, hand write out each year. Many mistakes are made by not doing this task.

17. Check the data very carefully and then prepare your calculations.

18. Be careful not to exceed 1.0 in any given year. This is another reason it is important to make a record that reflects each individual year of employment, especially when verifications are from multiple employers for the same years.

19. Be sure to post Leave without Pay.

20. Post additional experience for less than 1.0 FTE staff (in allowed position).

**Item B.7 Notes from S275 instructional book:**

1. Eligible professional education experience must meet the requirements of WAC 392-121-264. In general, for professional education experience eligibility rules regarding:

- Employment in P–12 schools, refer to subparagraph (1)(a).
- Employment in higher education, refer to subparagraph (1)(b).
- Employment in government education, refer to subparagraph (1)(c).
- Employment interruptions, refer to subparagraph (1)(d).
- Employment in industry, refer to subparagraph (1)(e).
- Employment as educational staff associates in nonschool positions, refer to subparagraph (1)(f).

2. For persons with highest degree type S, B, G, M, or D, experience eligibility is limited to the requirements of WAC 392-121-264(1)(a), (1)(b), (1)(c), and (1)(d).
3. Occupational experience eligibility is limited to persons reported with highest degree types V in accordance with WAC 392-121-264(1)(e).
4. For persons with highest degree type H, experience eligibility is limited to the requirements of WAC 392-121-264(1)(a), (1)(b), (1)(c), and (1)(e). Individuals reported with degree type H retain any certificated experience recognized from industry experience when they were reported with degree type V, but may not accrue any additional certificated experience converted from industry experience.
5. Employment may be in Washington, out of state, or in a foreign country.
6. Employment excludes time on unpaid leave.
7. Report all years of experience, including those beyond the experience limit of the district's salary schedule.
8. No more than one year of experience may be accumulated in any traditional nine-month school year or any 12-month period. For example, if a certificated instructional employee works a 1.0 FTE assignment and also works as a substitute teacher for another district during the same 12-month year, that employee may not accumulate more than one year of experience for that 12-month period.
9. Any hours for an employee which exceed 1.0 FTE for that employee are not reported and do not have to be documented.
10. In-district full-time hours per year equal the number of hours in a full-time day times the number of full-time days per school year (e.g., 7.5 x 180 = 1,350).

11. If an employee is in a position that is part-time or the employee took unpaid leave during the year, determine the years of experience accumulated for that year as the quotient of the number of hours actually worked to the number of hours in the full-time year.
12. Out-of-district full-time hours per year are determined by the former employer except for experience counted under WAC 392-121-264(1)(e) in which full-time hours per year equal 2,000. Hours in excess of 2,000 per year may not be carried forward to the next year.
13. Substitute days are accumulated as part-time professional education employment, subject to the one year of experience in a 12-month period limitation explained in note 8 on page 47. Calculate years of experience for substitute days by dividing the accumulated number of full-time substitute days by 180.
14. Partial substitute days are accumulated as part-time professional education employment, subject to the one year of experience in a 12-month period limitation explained in note 8 on page 47. The number of hours in a full day is determined by the employing district. To calculate years of experience for partial substitute days:
    Step 1. Determine the accumulated number of full-time substitute days by dividing the hours of the day worked by the number of hours in a full day.
    Step 2. Divide the accumulated number of full-time substitute days by 180.
15. Rounding: Accumulate full- and part-time employment rounded to two decimal places and report such years to one decimal place. (See the discussion of rounding on page 15.)
16. Learning centers: Sylvan Learning Center and Huntington Learning Center are not approved private schools pursuant to chapter 28A.195 RCW and chapter 180-90 WAC, nor are they certified education centers pursuant to chapter 28A.205 RCW and chapter 392-185 WAC. Employment in these centers does not meet the criteria in WAC 392-121-264(1)(a).
17. Private schools: To determine whether a school is a state-approved private school pursuant to chapter 28A.195 RCW and chapter 180-90 WAC, contact OSPI Office of Private Education at 360-725-6433. A current list of approved private schools is available on the OSPI website at the following location: http://www.k12.wa.us/PrivateEd/18.
18. Education centers deal with credit retrieval for high school dropouts pursuant to chapter - 28A.205 RCW and chapter 392-185 WAC.
19. Employment documentation obtained under previous rule WAC 392-121-280 is grandfathered. Experience reported through the S-275 reporting process for the 1993–94 or previous school years may continue to be documented pursuant to WAC 392-121-280(5)(a).
20. If documentation of employment cannot be supported by normal "third party" evidence meeting the criteria in WAC 392-121-280(5)(b), such as in situations of self-employment or employment with an employer that has gone out of business, documentation of employment should be supported by other evidence, such as:
    - tax returns
    - business license
    - bonding insurance
    - social security records

    The following documents are usually considered to be insufficient evidence of employment:
    - resumes
    - job applications
    - sworn affidavits

## EXPERIENCE VERIFICATON FORMS

Samples of a variety of experience verification forms are provided in this section.  We highly recommend that you develop form specific to the type of employment being verified. It will help tremendously in obtaining the required information for each employment type.

Mukilteo
School District

9401 Sharon Drive
Everett, WA 98204
**(425) 356-1322 / FAX (425) 356-1329**

## REQUEST FOR VERIFICATION OF PROFESSIONAL EMPLOYMENT

**To:**

| |
|---|
| School District Name: |
| Street Address: |
| City / State / Zip: |

**From:**

| |
|---|
| Mukilteo School District |
| 9401 Sharon Drive |
| Everett, WA 98204 |

The following individual is employed by the Mukilteo School District and has reported previous professional employment with your district. Please complete the information requested on the reverse side of this form. Thank you for your assistance in establishing an accurate service record for this employee.

### Personal Data (to be completed by employee)

| |
|---|
| Name: |
| Other Name(s): |
| SSN: |
| Position: |
| School: |
| Approximate Dates: |

I authorize the release of all information requested on the Verification of Professional Employment to Mukilteo School District No. 6.

| | |
|---|---|
| Employee Signature: | Date: |

# VERIFICATION OF PROFESSIONAL EDUCATION EMPLOYMENT

*(To be completed by prior employer)*

Employee's Name: _____ Date of Birth: _____ Last 4 of Social Security #: _____

Instructions for Employer:

1. List PAID experience in public or private colleges/universities in positions comparable to K-12 certificated positions
2. Chronologically list start and end dates using **one line per year**. List position changes on a new line. List unpaid leave of absence on a new line.
3. List the total number of days a full time employee works in your institution during that year
4. List the total number of hours per day a full time employee works in your institution during that year.
5. List the total days that this employee was paid for.
6. List the total number of hours per day this employee was paid for.
7. Multiply the total days by the hours per day to come up with how many hours this employee worked for that year. It is okay to skip steps 6 and 7 and just list the total hours.

| 1 | 2 | | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|---|
| **Position Title** | List each year of service on a new line. | | **Full Time Annual Employment Equals:** | | **Exact Hours Paid to this Employee:** | | |
| | **Start Date** | **End Date** | **Total Paid Days per Year** | **Total Hours Per Day** | **Total Paid Days** | **Hours Per Day** | **Total Hours** |
| Example: College Professor | 9/16/2013 | 12/15/2013 | 180 | 7.0 | 120 | 7.0 | 840 |
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***"We are required to calculate experience based on a numerator of "what the employee actually worked" and a denominator of "what constituted full time" so we can determine if the person was employed with you full time or 100%; or a partial of a full time status. Questions can be directed to Laura Bradburn at 425-356-1243.***

**I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.**

| Date | Print Name | Signature | Title |
|---|---|---|---|
| | | | |
| **Email Address** | **Institution** | **Mailing Address** | **Phone** |
| | | | |

**SAMPLE VERIFICATION – COLLEGE/UNIVERSITY**

| | |
|---|---|
| **Instructions.** Please follow the specific instructions to ensure full credit. Contact our office at (xxx)-xxxx for assistance if needed. Thank you. | 1. Use one line for each academic year or change in status. List position(s) chronologically by year. Do not record student teaching or tutor work.<br>2. Position Name.<br>3. Administrator or "Techer of Record" position – yes or no. Only positions comparable to a position in a school district can be credited by our district. If a person as an asst. instructor but not responsible for lesson plans or student grading the answer would be NO.<br>4-5. List begin and end date of service for that year.<br>6 -8. List the Paid Hrs per Day and Days per year for what would contstitute FULL TIME in your organization for that academic year. Multiply 6x7=8.<br>9-12. List ACTUAL PAID Hrs/Day, Days/Yr. For 11 multiple 9 x 10. For 12 divide 11 (Paid Hours) by 7 (Paid Hours if Full Time) for Full Time Equivalency. Do not write in Exp Granted column. Two (2) examples are provided for you. |

| | | | | | What Contsitutes Full Time ? | | | | What did you PAY this employee? | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | 9 | 10 | 11 | 12 | |
| Year | Position Name | Adm or Teacher of Record | Service From Date m/d/yyyy | Service to Date m/d/yyyy | No. of Paid Hrs Per Day | No. of Paid Days Per Year | Total Hours (6 x 7) | | Hours Per Day | Days Per Year | Ttl Hrs Pd (8 x 9) | Paid FTE (7/10) | Exp Granted |
| *Example 2008-09* | *Asst Professor* | *No* | *9/27/2008* | *6/30/2009* | *7.5* | *181* | *1357.50* | | *7.5* | *162* | *1215.00* | *.885* | |
| *Example 2009-10* | *Professor* | *Yes* | *11/14/09* | *6/12/2010* | *7.0* | *180* | *1260.00* | | *7.0* | *48.5* | *339.50* | *.269* | |
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***We are required to calculate experience based on a numerator of "what the employee actually worked" and a denominator of "what constituted full time" so we can determine if the person was employed with you full time or 100%; or a partial of a full time status. Please provide that data in 6-8 lwhat is full time) and 7-12 (what was this person paid by you]. Questions can be directed to our office zt XXXXXXXXXX**

| *I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.* | | | |
|---|---|---|---|
| | | | |
| **Name (Pleaes Print above)** | **Title (Print above)** | **Organization (Print Above)** | **Email (Print Above)** |
| | | | |
| **Signature (Sign above)** | **City (Print Above)** | **State/Zip (Print Above)** | **Telephone (Area Code-Number)** |

000986

**SAMPLE VERIFICATION – PRIVATE SCHOOL**

| | |
|---|---|
| **Instructions** | 1. List position(s) chronologically by year. Use one line for each calendar year or change in status. |
| **Call xxx-xxx-xxx for help.** | 2. Circle Yes or No indicating whether an occupational license was required for the position. |
| | 3. List start/end service dates. Dates must be annual between September 1st and August 31st. |
| | **4/5. List the number of days and the number of hours that constituted a full year (100%) for an employee in this position that year,** |
| | **6/7/8. List the exact number of days (rounded to ¼ day) and hours this employee was actually paid for services in the listed position.** |

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
|---|---|---|---|---|---|---|---|---|
| POSITION Grade/Level Subject | Certificate Required Yes/No* | Dates of Service between 9/1 and 8/31 MM/DD/YYYY | Number of Paid Days in Full-time Year In Your District | Number of Paid Hours in Full-time Day In Your District | Number of PAID PAID Days Col 7) | Number of Contract Hours Per Day | Total Hours (Col 6 x | Do Not Use District Verification of FTE awarded. |
| **EX: 1. Teacher, MS Science** | Yes or No | 9/13/86-6/12/87 | 180 | 7 | 173 | 7.0 | (173x7=) 1211.00 | |
| **EX: 2. Counselor** | Yes or No | 10/1/95-12/31/95 | 180 | 8 | 42 | 8.0 | (42x78=) 336.00 | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

**Is your school/organization a state approved or otherwise approved private school? _____ Yes _____ No If yes, please describe that approval:**

_____

_____

***Certificate required. To answer yes, the position the person was employed in must have required a state teaching certificate and the person must have held valid certification during those periods of employment.** I certify that all information listed above is complete and correct according to the official records on file.

| | | | |
|---|---|---|---|
| Signature of Supervisor or Designee | Title | Date | Phone Number |
| Agency Name | Street Address | City | State Zip |

000987

**SAMPLE VERIFICATION – District/Educational Agency**

| | |
|---|---|
| **Instructions.** Please follow the specific instructions to ensure full credit. Contact our office at (xxx)-xxxx for assistance if needed. Thank you. | 1. Use one line for each academic year or change in status. List position(s) chronologically by year. Do not record student teaching or tutor work.<br>2. Identify the contract status (Provisional Year 1-2-3, Continuing, Tenured, Non-Tenured, Leave Replacement, Temporary, Substitute, etc)<br>3. For preschool through Grade 12, was a state education certificate/license required? Answer Yes or No<br>4-5.. List the actual beginning and ending dates of service for that academic year.<br>6 -8. List the Paid Hrs per Day and Days per year for what would contstitute FULL TIME in your organization for that academic year. Multiply 6x7=8.<br>9-12. List ACTUAL PAID Hrs/Day, Days/Yr. For 11 multiple 9 x 10. For 12 divide 11 (Paid Hours) by 7 (Paid Hours if Full Time) for Full Time Equivalency. Do not write in Exp Granted column. Two (2) examples are provided for you. |

| | | | | | **What Contsitutes Full Time ?** | | | | **What did you PAY this employee?** | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | 9 | 10 | 11 | 12 | |
| POSITION | Contract Statis | Certificate Required Circle | Service From Date m/d/yyyy | Service to Date m/d/yyyy | No. of Paid Hrs Per Day | No. of Paid Days Per Year | Total Hours (6 x 7) | | Hours Per Day | Days Per Year | Ttl Hrs Pd (8 x 9) | Paid FTE (7/10) | Exp Granted |
| *Example 1: Teacher* | *P2* | *Yes* | *9/27/2008* | *6/30/2009* | *7.5* | *181* | *1357.50* | | *7.5* | *162* | *1215.00* | *.885* | |
| *Example 2: Sub Teacher* | *Sub* | *Yes* | *11/14/09* | *6/12/2010* | *7.0* | *180* | *1260.00* | | *7.0* | *48.5* | *339.50* | *.269* | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| / | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | |

**Private School Emloyer: 1, Is your private school "approved" by your state or equivalent authorizing agency? ____YES ____ NO; and 2) Did the position the employee hold REQUIRE a valid state certificate/license. We only allow experience if the POSITION required certification. ____YES ____ NO.**

**For Washington State: Balance of Sick Leave Hours to Transfer: _____ (in Hours)**

***I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.***

| | | | |
|---|---|---|---|
| | | | |
| **Name (Pleaes Print above)** | **Title (Print above)** | **Organization (Print Above)** | **Email (Print Above)** |
| | | | |
| **Signature (Sign above)** | **City (Print Above)** | **State/Zip (Print Above)** | **Telephone (Area Code-Number)** |

000988

SAMPLE VERIFICATION – ESA EXPERIENCE

Please return this form to:
**XXX SCHOOL DISTRICT**
**HUMAN RESOURCES**
**Street/PO Box**
**City, State, Zip**
Questions? - Contact XXX at (111) 111-1111

**VERIFICATON OF EMPLOYMENT EXPERIENCE FOR _____(Name)**

**FOR AUDIOLOGISTS IN NONSCHOOL POSITIONS:**

To be completed by administrative official in charge of records

Dates of Service: Please use separate line for each year or change in status.

Please use a fiscal calendar of September through August for each year reported.

Clearly identify leave of absence periods

RCW 18.35.010 Definition - "**Audiology**" means the application of principles, methods, and procedures related to hearing and the disorders of two related language hearing and speech disorders, whether of organic or nonorganic origin, peripheral or central, that impede the normal process of human communication including, but not limited to, disorders of auditory sensitivity, acuity, function, processing, or vestibular function, the application of aural habilitation, rehabilitation, and appropriate devices including fitting and dispensing of hearing instruments, and cerumen management to treat such disorders.

| **Dates of FROM** Mo/Day/Yr | **Service TO** Mo/Day/Yr | Position Title | # of Work Days per year in Full-Time Position in your Facility | # of Work Hours per Day in Full-Time Position in your Facility | Actual # of Days Paid to this Employee* per year listed | Actual # of Hours per day Paid to this Employee** | Did the position meet the criteria of the state definition of Audiology above? Yes or No |
|---|---|---|---|---|---|---|---|
| Ex 1: 9/3/96 | 8/31/1997 | Audiologist | 260 | 8 | 260 | 8 | Yes |
| Ex 2: 11/1/01 | 6/15/2002 | Audiologist | 195 | 7.5 | 260 | 8 | Yes |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

* Actual number of Days Employed to include all paid personal/sick leave taken as work days during the year.

** Actual number of Hours Per Day to indicate the number of hours in the employee's normal work day.

I certify that all information listed above is complete and correct according to the official records on file.

| | | | |
|---|---|---|---|
| Agency Name | | Address and City, State, Zip | |
| Signature of Supervisor or Designee | Title | Date | Phone Number |
| Agency Name | Street Address | City, State, Zip | |

000989

# Sample Cover Letter for ESA

To Whom It May Concern:

The Washington State Legislature has passed legislation allowing staff who serve in certificated support positions (known in Washington as "Educational Staff Associates") to be awarded previous non-school district certificated experience towards salary placement.

However, they are very specific about the information required to document this experience. We must verify the actual hours paid to the employee, and the hours that an employee would be paid if they had worked full time. This verification must be completed for each year individually.

Attached is a form requesting verification of employment for the person listed below, who has indicated prior employment with your organization.

| | |
|---|---|
| Name of Prior Employee | |
| Position Held and Estimated Dates of Employment | |
| Social Security Number | |

We appreciate your time and effort in completing this verification as it is important to the salary placement of this new hire. Please return the completed form to:

Anytown School District
1122 Main St
Main, WA 98011

If you have any questions, please contact Human Resources at 111-111-1111.

Sincerely,

## EXPERIENCE VERIFICATON ESA

The following table may be used as a guide to determine whether previous nonschool, or more accurately, non-certificated employment by ESAs is equivalent to certificated school employment pursuant to WAC 392-121-264(1)(f).

- Row (4) identifies the "least restrictive certificate" (minimum certification requirement) to work as a school ESA in the various ESA categories.
- Row (7) identifies the "least restrictive criteria-1" (minimum nonschool employment requirement) for the first three ESA categories, which require the applicable health credential in Washington state. Nonschool employment must have been in positions requiring licensure as occupational therapist, physical therapist, or registered nurse.
- Row (8) identifies the "least restrictive criteria-2" (minimum nonschool employment requirement) for the other ESA categories, which do not require the applicable health credential in Washington state (health credentialing is voluntary, rather than mandatory). Nonschool employment must have been after meeting the minimum education requirements for the applicable "least restrictive certificate" for speech language pathologist or audiologist, counselor, psychologist, or social worker.

ESA Table. Print this table and attach it to any verification of ESA experience. Highlight/check the items to ensure the employee has met the minimum requirements for this experience.

**ESA Summary Table**

| (1) ESA Duty Title | Occupational Therapist | Physical Therapist | [Registered] Nurse | Speech-Language Pathologist or Audiologist | Counselor | Psychologist | Social Worker |
|---|---|---|---|---|---|---|---|
| (2) Duty Root | 43 | 48 | 47 | 45 | 42 | 46 | 44 |
| (3) OSPI/PESB Education Credential | ESA Certificate | ESA Certificate | ESA Certificate | ESA Certificate | ESA Certificate | ESA Certificate | ESA Certificate |
| (4) Type of OSPI/PESB Certificate **("Least Restrictive" Certificate)** | **Initial ESA** | **Initial ESA** | **Limited - Conditional** | **Limited - Conditional** | **Limited - Emergency** | **Limited - Emergency** | **Limited - Emergency** |
| (5) Authority for OSPI/PESB Certificate | WAC 181-79A-223(2) | WAC 181-79A-223(3) | WAC 181-79A-231(1)(c)(iii) | WAC 181-79A-231(1)(c)(iv) | WAC 181-79A-231(3) | WAC 181-79A-231(3) | WAC 181-79A-231(3) |
| (6) Department of Health - Authority | RCW 18.59 | RCW 18.74 | RCW 18.79 | RCW 18.35 | RCW 18.19 | RCW 18.83 | RCW 18.225 |
| (7) Health Credential - Required? **("Least Restrictive" Criteria-1)** | **License - Required** | **License - Required** | **License - Required** | License - Not required | Registration - Not required | License - Not required | License - Not required |

**Alternately, you can create a document for each ESA type to attach to the experience form.**

# ESA Verification Document

Employee Name: _____

Employed in Position: **OCCUPATIONAL THERAPIST**

Date: _____

Name of District Representative: _____

| | **Item** | **Requirement Level** | **Employee Information** |
|---|---|---|---|
| 1 | ESA Duty Title | Occupational Therapist | |
| 2 | Duty Root | 43 | |
| 3 | OSPI/PESB Education Requirement | ESA Certificate | |
| 4 | Type of OSPI/PESB Certificate ("Least Restrictive" | Initial ESA | |
| 5 | Authority for OSPI/PESB Certificate | WAC 181-79-A-223(2) | |
| 6 | Department of Health-Authority | RCW 18.59 | |
| 7 | Health Credential | License Required | |
| 8 | Education Required for Type of OSPI/PESB Certificate ("Least Restrictive" Criteria-2) | Bachelors (or higher) in Occupational Therapy | |

**Experience Example: ESA Experience – Backing into Hours using Wage Data. You may utilize business licenses, tax information, social security earnings and other documents to supplement a verification of employment to determine the actual hours worked.**

| Poniard Pharmaceuticals Inc. Experience Breakdown: | | | | | | 2080 | |
|---|---|---|---|---|---|---|---|
| From | To | Yearly Earnings | BLS Hourly Rate for RN | Cost of Living Index Inflation Rate | Hours Worked | FTE (Divide F by 2080) | |
| 1/1/1989 | 12/30/1989 | $ 19,000.00 | $ 15.98 | 4.67% | 1188.99 | 0.57 | Poniard Pharmaceuticals inc |
| 1/1/1990 | 12/30/1990 | $ 29,737.00 | $ 16.86 | 5.20% | 1763.76 | 0.85 | Poniard Pharmaceuticals inc |
| 1/1/1991 | 12/30/1991 | | $ 17.87 | 5.65% | | | |
| 1/1/1992 | 12/30/1992 | | $ 18.35 | 2.60% | | | |
| 1/1/1993 | 12/30/1993 | | $ 18.97 | 3.26% | | | |
| 1/1/1994 | 12/30/1994 | | $ 19.46 | 2.52% | | | |
| 1/1/1995 | 12/30/1995 | | $ 20.02 | 2.80% | | | |
| 1/1/1996 | 12/30/1996 | | $ 20.58 | 2.73% | | | |
| 1/1/1997 | 12/31/1997 | | **$ 21.23** | 3.04% | | | |
| | | | | | 2,952.75 | **1.42** | |

**Because Poniard Pharmaceuticals Inc. is no longer in business and could not provide the number of hours employee worked for them, we took the yearly salary that Social Security provided in the attached report and backed into the number of hours she worked each year**

**To do this, the following steps were used:**

1. Used earnings from Social Security Earnings Record.
2. Went to Inflation Data website, http://inflationdata.com/Inflation/Inflation_Calculators/Cumulative_Inflation_Calculator.aspx and figured the inflation rate for each year.
3. Bureau of Labor Statistics showed the median wage in 1997 was $21.23, so this amount was used to multiply the inflation rate by. This number was subtracted from $21.23 to come up with the hourly rate of pay for the previous year. These steps were repeated until all the hourly rates of pay were determined.
4. The yearly earnings were divided by the hourly rate of pay to determine the number of hours work.
5. The hours worked were divided by 2080 to determine the the FTE for that year.

## Experience Example: ESA Experience – Backing into Hours using Wage Data

**Swedish Health Services Experience Breakdown:** 2080

| From | To | Yearly Earnings | BLS Hourly Rate for RN | Cost of Living Index Inflation Rate | Hours Worked | FTE (Divide F by 2080) | |
|---|---|---|---|---|---|---|---|
| 12/15/1983 | 12/30/1983 | $ 519.00 | $ 13.90 | | 37.34 | 0.02 | Swedish Health Services |
| 1/1/1984 | 12/30/1984 | $ 12,627.00 | $ 14.51 | 4.19% | 870.23 | 0.42 | Swedish Health Services |
| 1/1/1985 | 12/30/1985 | $ 24,033.00 | $ 15.04 | 3.53% | 1597.94 | 0.77 | Swedish Health Services |
| 1/1/1986 | 12/30/1986 | $ 24,289.00 | $ 15.65 | 3.89% | 1552.01 | 0.75 | Swedish Health Services |
| 1/1/1987 | 12/30/1987 | $ 27,685.00 | $ 15.88 | 1.46% | 1743.39 | 0.84 | Swedish Health Services |
| 1/1/1988 | 12/30/1988 | $ 31,977.00 | $ 16.55 | 4.05% | 1932.15 | 0.93 | Swedish Health Services |
| 1/1/1989 | 12/30/1989 | $ 13,438.00 | $ 17.36 | 4.67% | 774.08 | 0.37 | Swedish Health Services |
| 1/1/1990 | 12/30/1990 | $ 1,366.00 | $ 18.31 | 5.20% | 74.60 | 0.04 | Swedish Health Services |
| 1/1/1991 | 12/30/1991 | $ 18,313.00 | $ 19.41 | 5.65% | 943.48 | 0.45 | Swedish Health Services |
| 1/1/1992 | 12/30/1992 | $ 19,922.00 | $ 19.93 | 2.60% | 999.60 | 0.48 | Swedish Health Services |
| 1/1/1993 | 12/30/1993 | $ 10,908.00 | $ 20.60 | 3.26% | 529.51 | 0.25 | Swedish Health Services |
| 1/1/1994 | 12/30/1994 | $ 13,701.00 | $ 21.13 | 2.52% | 648.41 | 0.31 | Swedish Health Services |
| 1/1/1995 | 12/30/1995 | $ 11,047.00 | $ 21.74 | 2.80% | 508.14 | 0.24 | Swedish Health Services |
| 1/1/1996 | 12/30/1996 | $ 5,687.00 | $ 23.00 | 2.73% | 247.26 | 0.12 | Swedish Health Services |
| 1/1/1997 | 10/2/1997 | $ - | | | | | |
| | | | | | 12,458.14 | **5.99** | |

**Because Swedish Medical could not provide the number of hours this employee worked for them, we had to back into the number of hours she worked each year. To do this, the following steps were used:**

1. Used earnings from Social Security Earnings Record.
2. Went to Inflation Data website, http://inflationdata.com/Inflation/Inflation_Calculators/Cumulative_Inflation_Calculator.aspx and figured the inflation rate for each year.
3. Swedish verified that the hourly rate of pay employee last had when she worked for them in 1996 was $23.00, so this amount was used to multiply the inflation rate by. This number was subtracted from $23.00 to come up with the hourly rate of pay for the previous year. These steps were repeated until all the hourly rates of pay were determined.
4. The yearly earnings were divided by the hourly rate of pay to determine the number of hours work.
5. The hours worked were divided by 2080 to determine the FTE for that year.

## EXPERIENCE VERIFICATON – PRIVATE SCHOOLS

You must be careful with **private schools**. In order to credit this experience the POSITION must require a certificate, whether the employee held one or not and it must be an approved private school. This information must be shown on your verification form. You can obtain the list of Washington approved private schools on the OSPI web site at:

http://www.k12.wa.us/PrivateEd/PrivateSchools/ApprovedPrivateSchools.aspx

**NOTE:** Just because a school is NOT listed on the approved state list it does not mean it is not a private school. For sure, those that are on the list are approved and ok to report. It requires research to determine if the "private school" is truly operating as a school or perhaps as more of a tutorial private business. A key is determining if it walks and talks like a school. For example, can students attending that program transfer back into a public school with like credit? In the end it is the district's decision but subject to audit. For that reason it is critical that you document the rationale for your decision. This is also true when looking at private school experience from out-of-state. Do remember that many private schools do not require certification for the position. The fact the employee may have held certification during their employment is one factor; but the position they were employed in must have required it as well. It is helpful at times to obtain a job description or posting bulletin from the private school employer to assist with your determination.

**Sylvan Learning Center as an example is NOT an Approved Private School**

**<u>Sylvan Verification Form</u>.** Even though they indicate "certificate was required" – still not an approved private school and you cannot count.

**Instructions for Schools:**

- Use one line for each academic year or change in status.
- Clearly identify leave of absence periods.
- For preschool through grade 12 experience, record only positions requiring a state education license.
- Do not record tutoring, practice work, or student teaching.
- Record substitute days in the substitute column only.
- Prorate full-time experience for partial days and unpaid leaves of absence.

**Instructions for Business and Industry:**

- Use one line for each calendar year or change in status.
- Divide work experience into management (supervisor or foreman) and non-management assignments.
- Calculate hours worked in each category. Do not duplicate.
- Prorate full-time experience for partial days and unpaid leaves of absence.
- Record work experience only in the following occupational area: _____

| Institution | Dates of Service From Mo/Day/Yr to Mo/Day Yr | Number of Paid Days in Full-time Year | Number of Paid Hours in Full-time Day | Number of Hours Paid During This Period | Number of Hours of Substitute Teaching During This Period | Position | State Education License (Certification) Required |
|---|---|---|---|---|---|---|---|
| SYLVAN LEARNING CENTER | 9/25/91 TO 8/25/92 | | | 835.5 | | TEACHER | Yes or No |
| TACOMA, WASH. | | | | | | | Yes or No |
| | | | | | | | Yes or No |
| | | | | | | | Yes or No |
| | | | | | | | Yes or No |
| | | | | | | | Yes or No |
| | | | | | | | Yes or No |
| | | | | | | | Yes or No |

I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.

| Signature of Superintendent or Designee | | Street Address | SYLVAN LEARNING CENTER 2310 Mildred St. W. Tacoma, WA 98466 (206) 565-0922 |
|---|---|---|---|
| Date 11/11/96 | Title OWNER | City, State Zip | |

Forward this completed verification to the address designated on the reverse side.

000996

## EXPERIENCE VERIFICATON – COLLEGE/UNIVERSITY

**Experience from colleges can be credited when the position is equivalent.**

- An instructor or professor would be equivalent.
- A dean would be equivalent – to an administrator.
- An office assistant would not be equivalent.
- Administrative Assistant? Would need a job description to tell.

**Issue is most commonly trying to determine the denominator (what is full time) and the numerator (what did they actually work).**

- Some colleges will say "if they instruct 10 quarter hours per quarter that is full time." But you still need to ask – is that for 3 quarters or 4 quarters.
- Often times you will need to personally talk to them and get an email or document.
- It can be helpful if you complete a sample verification form based on your conversation and send it to them; review over the phone/email and then have them correct it, complete it and return it to you.

**When verifying for a college you MUST to ascertain what constitutes "full time" or the denominator.**

Example: The verification form might indicate that the employee taught a 5 credits class each quarter for 3 quarters that year. You will have to ask the college "what do you consider to be full time?" That answer might be that full time would be a person who teaches 10 credits for 4 quarters. In that case your denominator becomes 40 (10 credits x 4 quarters) and your numerator is what the person worked (5 x 3 = 15). In this case the example is then calculated as:

Numerator: 5 credits x 3 quarters = 15

Denominator: 10 credits x 4 quarters = 40

Calculation: 15/40 = .38 FTE

000997

## Email with Ross Bunda regarding position comparability.

**Jenni Ballew**

**From:** Ross Bunda [RBunda@ospi.wednet.edu]
**Sent:** Thursday, February 01, 2001 8:21 AM
**To:** 'Jenni Ballew'; 'Sherrie Evans (South Kitsap)'
**Subject:** FW: Experience Question

Email message forwarded for your consideration.

Ross Bunda
Supervisor, Personnel Reporting
School Apportionment & Financial Services
Office of Superintendent of Public Instruction
(360) 753-3585 voice
(360) 664-3683 fax
mailto:rbunda@ospi.wednet.edu
http://ospiwsrv.ospi.wednet.edu/finance/appsfs.htm

> -----Original Message-----
> From: Ross Bunda
> Sent: Thursday, June 10, 1999 12:35 PM
> To: 'Pat Harmon'
> Cc: Allen Jones
> Subject: RE: Experience Question
>
> You may be confusing 2 different requirements.
>
> Washington Administrative Code 392-121-245(1) counts certificated years of
> experience for K-12 (actually P-12) if the position required
> certification. This K-12 category is the only category where the
> experience requires certification (of the position, not the person).
>
> The "college" category of experience in WAC 392-121-245(2) requires that
> the position be comparable to those which require certification in
> Washington school districts. Colleges do not require employee
> certification as K-12 does, so you compare positions. For example, a
> college teacher would be comparable to a K-12 teacher, which would require
> certification. Also, a college dean or department chair would be
> comparable to perhaps a K-12 principal or superintendent, which would also
> require certification. A college janitor would be comparable to a K-12
> janitor, which would not require certification.
>
> Unless I'm misunderstanding something, the college (Golden Gate Baptist
> Theological Seminary is a regionally accredited institution of higher
> education) administrative assistant position would be comparable to a K-12
> position which would not require certification. I don't know why Golden
> Gate Baptist Theological Seminary would say this position requires
> certification, since colleges do not require "certification" of employees.
> Perhaps they are interpreting the term differently than how we use it in
> K-12 per WAC 392-121-200.
>
> At any rate, this particular experience does not appear to meet the
> requirement of WAC 392-121-245(1) or (2) or any other criteria for
> counting certificated years of experience.
>
>
> Ross Bunda
> Supervisor, Personnel Reporting
> School Apportionment & Financial Services
> Office of Superintendent of Public Instruction
> (360) 753-3585 voice

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000998

> (360) 664-3683 fax
> mailto:rbunda@ospi.wednet.edu
> http://ospiwsrv.ospi.wednet.edu/finance/appsfs.htm
>
>
> ----------
> From: Pat Harmon [SMTP:PHarmon@shelton.wednet.edu]
> Sent: Thursday, June 10, 1999 10:28 AM
> To: 'rbunda@ospi.wednet.edu'
> Subject: Experience Question
> Importance: High
>
> Mr. Bunda,
>
> One of our teachers just turned in an experience form that I would like to
> have your opinion on. She was an Administrative Assistant in the Business
> Office of the Golden Gate Baptist Theological Seminary in Mill Valley CA.
> The form from them states that a certificate was required and that she
> worked two full calendar years from '88 - '90.
>
> I am a little unsure about whether I can count this on our State Salary
> Schedule because of the position she held. At face value, I would assume
> we
> can count it, but would just like a second opinion first. This will of
> course move her up two years and we will have to correct our S275 as well
> as
> do retro active pay for her.
>
> If you need any further information from me, please let me know. Thank
> you
> for taking the time to review this and helping me with this decision.
>
> Patricia A. Harmon
> Personnel
> Shelton School District
> 426-2982

## College Experience Example: Inadequate Info

Cape Cod Community College
Human Resources Office
508 362-2131 ext. 4306/4307
email cyacek@capecod.mass.edu

Work History:

| | | |
|---|---|---|
| Spring Semester 89 | Coor. Literacy Program | 20 hrs/week |
| Fall Semester 89 | Coor. Literacy Program and Part-time Instructor | Full time equivalent work load |
| Spring Semester 90 | Coor. Literacy Program and Part-time Instructor | Full time equivalent work load |
| Fall Semester 90 | Part-time Instructor | Taught one course |
| Summer 91 | Part-time Instructor | Taught one course |
| Fall Semester 91 | Part-time Instructor | Taught two courses (one-half time load) |
| Fall Semester 92 | Part-time Instructor | Taught two courses (one-half time load) |
| Summer 94 | Part-time Instructor | Taught one course |
| Fall Semester 95 | Part-time Instructor | Taught 8 hrs/week |
| Spring Semester 96 | Part-time Instructor | Taught 8 hrs/week |
| Summer 96 | Part-time Instructor | Taught one course |
| Summer 98 | Part-time Instructor | Taught one course |
| Fall Semester 99 | Part-time Instructor | Taught one course |

C. W. Yacek
Director of Human Resources
Cape Cod Community College
10/18/00

001000

## Verification Example: Walla Walla College – OK!

**University Place School District**
**Verification of Professional Experience**

[redacted]
Social Security Number

Employee's Name

If Washington Public School Experience: ★ State of Washington Transferable Sick Leave Days Compensable Sick Leave 867 hrs
Non compensable Sick - 32 hours

Sick Leave Sharing (RCW 41.04): Number of donated hours, if any

If Private/Parochial School Experience: ★ Was State Certification required for this position? Yes ____ No X

**Use One Line for each Academic Year or Change in Status** — **Clearly Identify Leave of Absences**

| School District or Institution | State | Dates of Service From Mo/Day/Yr | Dates of Service To Mo/Day/Yr | Days in Full Contract Year | Contract Days Employed | Full Time | Part Time | Hrs Per Day | Position |
|---|---|---|---|---|---|---|---|---|---|
| Walla Walla Comm Coll | WA | 8/18/03 | 6/30/04 | 210 | 210 210/210 | = X | 1.0 | 7 | Full-time Faculty |
| " " | " | 7/1/04 | 6/30/05 | 210 | 210 210/210 | = " | 1.0 | " | " |
| " " | " | 7/1/05 | 6/30/06 | 210 | 210 210/210 | = " | 1.0 | " | " |
| " " | " | 8/8/05 | 8/13/05 | 6 | 6 6/210 | = .0285 | X | 8 | Part-time Faculty |
| " " | " | 7/1/06 | 6/30/07 | 210 | 210 210/210 | = X | 1.0 | 7 | Full-time Faculty |
| " " | " | 8/7/06 | 8/12/06 | 5 | 5 5/210 | = .0238 | X ~~0~~ | 8 | Part-time Hourly |
| " " | " | 7/1/07 | 8/1/07 | 23 | 23 23/210 | = .1095 | X ~~0~~ | 7 | Full-time Faculty |
| | | Denominator | | | Numerator | | | | ↑ evaluate |

I certify that the above listed verification of professional experience includes per diem substitute teacher experience and clearly identifies leave of absence periods. I further certify that all the information listed above is complete and correct according to the official records on file in the school system or institution providing this verification of employment.

Kathy Storms
Signature of Superintendent or Authorized Official

500 Tausick Way
Street Address

HR Consultant Asst. II
Title

7/13/06
Date

Walla Walla
City

WA
State

99362
Zip

**Experience Example: College/University (today would require written communication from college on details)**

# CONNECTICUT


COLLEGE OF LIBERAL ARTS AND SCIENCES
Department of Modern and Classical Languages
German Studies

University of Connecticut, U - 57
Storrs, CT 06269

Tel. # 860 486 3353


September 23, 1998

TO: Certificated Personnel Specialist,
South Kitsap School District #402

Adult Ed
ok per Dave Clement

This is to confirm that [redacted] served as a full-time teaching assistant in the Department of Germanic and Slavic Languages from Fall '74 to Fall '78. Unfortunately, I am unable to fill out the attached form, because the position "teaching assistant" does not fit the type of position for which the form was intended.

As a full-time TA, [redacted] taught two four hour courses per semester. The semester is 14 weeks long. He held this position for 8 semesters. Of course, teaching cannot be measured by time spent in the classroom alone. One must also make preparations, correct homework, grade tests and quizzes and meet with students during office hours. While he attended sessions on teaching methodology, he was completely responsible for the courses he taught: Elementary German I & II, Intermediate German I & II, German for Reading Knowledge I & II. I remember him as a well-liked and conscientious instructor.

Please feel free to contact me, if further information is required.

Terrence C Mc Cormick

Total 3.12 FTE
SKS 11/5
Service Ed

Terrence C. Mc Cormick
Assistant Professor of German

| Taught | Full | Taught | Full (180/5) | |
|---|---|---|---|---|
| 74-75 (8) 12 qtr | 15 | 28 weeks | 36 weeks | = .778 .78 |
| 75-76 (8) 12 qtr | | " | | |
| 76-77 (8) 12 qtr | | " | | |
| 77-78 (8) 12 qtr | | " | | |

Taught
Full

8.0 x 140 = 1120 .78
8.0 x 180 1440

An Equal Opportunity Employer


Office: (860) 486-3313 Fax: (860) 486-4392

**Experience Example**: **College/University. Does not adequately explain what constitutes full time in order to determine what portion of full time the employee worked.**

University of Phoenix · Institute for Professional Development · College for Financial Planning · Meritus U
Western International University · Insight Schools · Aptimus, Inc · Apollo Global · Olympus High School

APOLLO GROUP™

March 29, 2010

To Whom It May Concern:

[redacted] is an active part-time faculty member teaching for the University of Phoenix on an as needed per contract basis. [redacted] employment with the University of Phoenix began on June 9, 2009. The University of Phoenix does not have semesters, and does not supply any type of hours or days worked. Below is a list of the courses that Ms. Ford has taught to date.

| Course | Class Name | Group | Start Date | Credits |
|---|---|---|---|---|
| MTE/508 | Models, Theories and Instructional Strategies | MACJ0N5BT3 | 02/02/10 | 3 |
| MTE/508 | Models, Theories and Instructional Strategies | MACJ0KY4M0 | 10/13/09 | 3 |
| MTE/508 | Models, Theories and Instructional Strategies | MAAX0K2J84 | 09/01/09 | 3 |
| MTE/508 | Models, Theories and Instructional Strategies | MACJ0IDA51 | 06/09/09 | 3 |

If you have any questions please call me at (602) 557-1084.

Sincerely,

Gilbert Flores

Gilbert Flores, FPC
Faculty Payroll Supervisor
Human Resources

## EXPERIENCE VERIFICATION - MILITARY, VISTA, PEACE CORPS

**Military, Peace Corp or VISTA experience** that **MUST interrupt** the employee's educational employment to be counted.

# Record of Peace Corp Experience

## Certificated Work Experience

Location: OH

| Year | District | | Start Date | End Date | Day Wrk | Hrs Day | Annual Hours | Wrkd FTE | Cum FTE | Position | Con Typ | Loc | Placement | Salary | Comments |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1974-1975 | Hartland/Lakes | WI | 8/1/74 | 4/30/75 | 173.0 | 7.50 | 1297.5 | 0.925 | 0.925 | Substitute | | | | | |
| 1975-1976 | Peace Corps | BE | 9/1/75 | 6/30/76 | 183.0 | 8.00 | 1464.0 | 1.000 | 1.925 | Teacher | | | | | 365 days @ 8 hrs |
| 1976-1977 | Peace Corps | BE | 9/1/76 | 6/30/77 | 183.0 | 8.00 | 1464.0 | 1.000 | 2.925 | Teacher | | | | | 365 days @ 8 hrs |
| 1987-1988 | ESD 114 (Tea | W | 9/8/87 | 6/30/88 | 180.0 | 5.00 | 900.0 | 1.000 | 3.925 | Director | | | | | Behavioral Disabilities Director |
| 1988-1989 | ESD 114 (Tea | W | 7/1/88 | 6/30/89 | 192.0 | 8.00 | 1536.0 | 1.000 | 4.925 | Director | | | | | Behavioral Disabilities Director |
| 1989-1990 | ESD 114 (Tea | W | 7/1/89 | 6/30/90 | 228.0 | 8.00 | 1824.0 | 1.000 | 5.925 | Director | | | | | Behavioral Disabilities Director |
| 1990-1991 | ESD 114 (Tea | W | 7/1/90 | 6/30/91 | 228.0 | 8.00 | 1824.0 | 1.000 | 6.925 | Director | | | | | Behavioral Disabilities Director |
| 1991-1992 | ESD 114 (Tea | W | 7/1/91 | 6/30/92 | 260.0 | 8.00 | 2080.0 | 1.000 | 7.925 | Director | | | | | Behavioral Disabilities Director |
| 1992-1993 | ESD 114 (Tea | W | 7/1/92 | 6/30/93 | 260.0 | 8.00 | 2080.0 | 1.000 | 8.925 | Director | | | | | Behavioral Disabilities Director |
| 1993-1994 | ESD 114 (Tea | W | 7/1/93 | 8/31/94 | 260.0 | 8.00 | 2080.0 | 1.000 | 9.925 | Director | | | | | Behavioral Disabilities Director |
| 1994-1995 | ESD 114 (Tea | W | 9/1/94 | 8/31/95 | 260.0 | 8.00 | 2080.0 | 1.000 | 10.925 | Director | | | | | Behavioral Disabilities Director |
| 1995-1996 | ESD 114 (Tea | W | 9/1/95 | 6/30/96 | 216.0 | 8.00 | 1728.0 | 1.000 | 11.925 | Director | | | | | Behavioral Disabilities Director |
| 1996-1997 | Bethel (WA) | W | 9/3/96 | 6/17/97 | 180.0 | 7.50 | 1350.0 | 1.000 | 12.925 | Teacher | | | | | |
| 1997-1998 | Bethel (WA) | W | 9/2/97 | 6/18/98 | 180.0 | 7.50 | 1350.0 | 1.000 | 13.925 | Teacher | | | | | |
| 1998-1999 | Central Kitsap | W | 9/2/98 | 6/16/99 | 180.0 | 7.00 | 1260.0 | 1.000 | 14.925 | Teacher | | | | | |
| 1999-2000 | South Kitsap | W | 8/25/99 | 6/13/00 | 183.0 | 3.30 | 603.9 | 0.440 | 15.365 | Special Educatio | P2 | OH | MA+90 Column on Step 15 | $22,181.72 | Resigned 6/13/00. |
| 1999-2000 | South Kitsap | W | 8/25/99 | 6/13/00 | 183.0 | 4.20 | 768.6 | 0.560 | 15.925 | Special Educatio | P2 | OH | MA+90 Column on Step 15 | $28,231.28 | Resigned 6/13/00. |

In-State: 13.000 District: 1.000 Out State: 2.925 Cum Fte: 15.925 Exempt: 0.000

001005

# EXPERIENCE VERIFICATON – SABBATICAL LEAVE

## Experience – Counting Sabbatical Leave

Sabbatical Leave should be reported as that only when the employee has been approved for a sabbatical leave, whether that was during employment with your district or verified by another employer. Typically when persons are on sabbatical leave, they are paid only a portion of their salary. The email below is an exchange regarding the accurate reporting of sabbatical leave time. **Note: Persons serving on leave for union service, where the union reimburses the district salary funds, should be approved on a sabbatical leave for that purpose and reported accordingly.**

**From:** Cheryl Thresher [mailto:threshec@sao.wa.gov]
**Sent:** Wednesday, July 16, 2014 11:17 AM
**To:** Fang Lauren E.
**Subject:** RE: Sabbatical Leave

Hi Lauren, I agree with Ross. I would expect the earned leave to tie to the salary paid for that year at .5.

Cheryl Thresher
Audit Manager, SAO Team SP, (360) 725-5608

**From:** Fang Lauren E. [mailto:FangLE@mukilteo.wednet.edu]
**Sent:** Wednesday, July 16, 2014 10:48 AM
**To:** Cheryl Thresher
**Subject:** FW: Sabbatical Leave

Hi Cheryl, Do you have anything to add to Ross' email below? I want to make sure that I process our sabbatical leaves correctly.

Lauren Fang, Certificated Personnel Coordinator, Mukilteo School District, (425) 356-1322

**From:** Ross Bunda [mailto:Ross.Bunda@k12.wa.us]
**Sent:** Tuesday, July 15, 2014 1:29 PM
**To:** Fang Lauren E.
**Subject:** RE: Sabbatical Leave

See below.

Ross Bunda, Supervisor, Personnel Reporting, School Apportionment & Financial Services

Office of Superintendent of Public Instruction, (360) 725-6308 voice, (360) 664-3683 fax

**From:** Fang Lauren E. [mailto:FangLE@mukilteo.wednet.edu]
**Sent:** Tuesday, July 15, 2014 11:45 AM
**To:** Ross Bunda
**Subject:** Sabbatical Leave

Good Morning Ross, Our collective bargaining agreement allows teachers to take sabbatical leave and receive 50% of their salary for one year. We have a 1.0 FTE teacher on sabbatical this year. She was reported on the S-275 with duty code 610 Cert On Leave and 0.5 FTE. Is this correct? Probably (I am not aware of any definitive guidance on this).

How much experience will she earn for this year? WAC 391-121-264 states that sabbatical leaves do count towards certificated years of experience but it does not indicate how to calculate that experience. Will she earn 0.5 FTE since she is being compensated for 0.5 FTE? If she is being paid at 50% of salary, it would make sense that she earn 0.5 year experience; however, I am not aware of any definitive guidance on this, other than WAC 392-121-264(1)(d)(i) does allow for certificated years of experience during sabbatical leave. So I'm sure this would count; just not sure how much it would count, but 0.5 year would be reasonable. (If she were paid at 100% of salary, then 1.0 year would be reasonable.)

Lauren Fang, Certificated Personnel Coordinator. Mukilteo School District, (425) 356-1322

S-275 INSTRUCTIONS

ISSUE: SKEA PRESIDENT LEAVE - Does it count for experience credit?

Pursuant to a phone conversation with Dave Hauntz today: It Can Count:

Under WAC 392-121-245 (4) (d) credit can be given for "sabbatical leaves." SKEA president leave can be considered a sabbatical leave. To support this the bargaining contract should refer to it as a sabbatical leave, with salary reimbursed by the union; or it should be referred to as that in the Board action to approve the leave of absence.

Sherrie
September 14, 1995

## EXPERIENCE VERIFICATON – SUBSTITUTE EXPERIENCE

In the case of a **Substitute, 180 days is ALWAYS the denominator**. This is pursuant to the 275 rules.

Certification Required! Be very careful when recording substitute experience as several states no longer require substitutes to have a teaching certificate and that experience would not be reportable (California, Georgia, Montana, and New York are some examples).

# Substitute Verification – No Certificate Required

Yes. This experience counts if certification was required and held

Instructions for Columns 1-9:
Please [illegible]w instructions carefully to ensure full credit. Please call (360) 876-7306 if you need assistance.

1. List position(s) chronologically by year. Use one line for each calendar year or change in status.
2. Circle Yes or No.
3. List start/end service dates.
4/5. List the number of days and the number of hours that constituted a full year (100%) for an employee in this position in your institution that year, i.e., 180 days at 7.5 hours per day.
6/7/8. List the exact number of days (rounded to ¼ day) and hours this employee was actually paid for services in th position. List total hours paid (Column 6 times Column 7).
9. Give any special comments or notations.

IV-105

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|---|---|---|---|---|---|---|---|
| POSITION | State Education License (Certification) Required | Dates of Service From Mo/Day/Yr to Mo/Day/Yr | Number of Paid Days in Full-time Year In Your Institution | Number of Paid Hours in Full-time Day In Your Institution | Number of Days Paid To This Employee During This Period | Number of Contract Hours Per Day Paid To This Employee During This Period | Total Hours Actually Paid (Column 6 x Column 7) |
| EXAMPLE: 1. Teacher | (Yes) or No | 9/13/86-6/12/87 | 180 | 7.5 | 173 | 7.5 | (173x7.5=) 1297.50 |
| AMPLE: 2. Substitute | Yes or No | 10/1/95-12/31/95 | 180 | 7.5 | 14 | 7.5 | (14x7.5=) 105.00 |
| Substitute | Yes or (No) | 12/1/99-6/8/00 | 187 | 7 | 43 | 7.5 | 322.5 |
| | Yes or No | | | | | | |
| | Yes or No | Certification not required for subs | | | | | |
| | Yes or No | per 10/24/00 phone call. | | | | | |
| | Yes or No | | | | | | |
| | Yes or No | | | | | | |
| | Yes or No | | | | | | |
| | Yes or No | | | | | | |
| | Yes or No | | | | | | |
| | Yes or No | | | | | | |
| | Yes or No | | | | | | |

No credit

COMMENTS OR NOTATIONS:

→ If a Washington State School District, please indicate the sick leave balance available for transfer (hours):

I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.

| Signature of Superintendent or Designee | | Institution | Street Address |
|---|---|---|---|
| Wilma Clark Assistant Payroll Clerk | | Bozeman School Dist. #7 | 404 W. Main St. |
| Date | Title | City, State Zip | Area Code / Telephone |
| 10/18/00 | Asst. Payroll Clerk | Bozeman MT 59715 | (406) 522-6043 |

Forward this completed verification to the address designated on the reverse side.

001009

(b) The administrator certificates for superintendent or program administrator will be issued to persons who meet state board of education certification standards for service in the roles of superintendent or program administrator.

(5) Educational staff associate. The educational staff associate certificate authorizes service in the roles of school speech pathologists or audiologists, school counselors, school nurses, school occupational therapists, school physical therapists, school psychologists, and school social workers: Provided, That nothing within chapter 180-79A WAC authorizes professional practice by an educational staff associate which is otherwise prohibited or restricted by any other law, including licensure statutes and rules and regulations promulgated by the appropriate licensure board or agency.

(6) Limited certificates. The following limited certificates are issued to individuals under specific circumstances set forth in WAC 180-79A-231:

(a) Conditional certificate.

(b) Substitute certificate.

(c) Emergency certificate.

(d) Emergency substitute certificate.

(e) Nonimmigrant alien exchange teacher.

(f) Intern substitute teacher certificate.

(g) Transitional certificate.

So this WAC recognized the Intern Substitute Teacher Certificate as a valid certificate and it is one of the certificates that districts use to authorize persons to substitute in a certificated role and substitute experience counts because it requires certification. So that is where I was going with it.

Further **WAC 180-79A-231 Limited certificates. Includes this information:**

(6) Intern substitute teacher certificate.

(a) School districts and approved private schools may request intern substitute teacher certificates for persons enrolled in student teaching/internships to serve as substitute teachers in the absence of the classroom teacher.

(b) The supervising college or university must approve the candidate for the intern substitute teacher certificate.

(c) Such certificated substitutes may be called at the discretion of the school district or approved private school to serve as a substitute teacher only in the classroom(s) to which the individual is assigned as a student teacher/intern.

(d) The intern substitute teacher certificate is valid for one year, or less, as evidenced by the expiration date which is printed on the certificate.

## EXPERIENCE VERIFICATON – MISCELLANEOUS

**Experience Allowed but Incorrect – Should Not be Reported – no certification required. Note: For records reported on the S275 prior to January 1, 1992 the "older" versions of the employment verification forms suffice for documentation. But if the employee is employed in your district 1/1/92 and after you are required to use the new forms and meet all requirements of those forms.**

### REQUEST FOR VERIFICATION OF PROFESSIONAL EMPLOYMENT

| | |
|---|---|
| To: Department of Human Resources<br>Laurel Hall<br>11919 Oxnard St.<br>N. Hollywood, CA 91606 | Date: September 4, 2001 |

10/22/01 1-MSD exp. per Carol Klein ∅-S275 exp.

| | |
|---|---|
| Employee: [redacted] | Soc. Sec. #: [redacted] |
| Other Name(s): | Approx. Dates: 1993-1994 |
| Position(s): Teacher | School Name: |

**Please complete the information below and return as soon as possible.** Thank you for your assistance!

- One line for each academic year or change in status.
- Do not record tutoring, practice work or student teaching.

| Employment Dates: From | To | Position: | Total Days Worked | Hours Worked Per Day | Total Days in Full-time Year | Total Hours in Full-time Day | Certification Required? Yes | No |
|---|---|---|---|---|---|---|---|---|
| 1993 | 1994 | Teacher | 1 School yr. | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

**WASHINGTON STATE SCHOOL DISTRICTS ONLY:**

| | |
|---|---|
| Transferable Sick Leave: (hours) | Sick Leave Used in Current Year: (hours) |
| Donated Sick Leave (past 12 months): Donated to others: (hours) / Received: (hours) | |
| WA Retirement Plan: Plan 1 Plan 2 Plan 3 | |

**I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of professional employment.**

| | |
|---|---|
| Private ~~District Name~~: Laurel Hall School | Signature Superintendent/Designee: [signature] |
| Address: 11919 Oxnard St | Title: Business Admin. |
| City, State Zip N. Hollywood CA 91606 | Accredited School? YES NO Date: 9/24/01 |

001011

**Experience Example – 2nd page not signed**

1. List PAID experience in: public or private P-12 [illegible] assistant), or in colleges/universities in positions compa[illegible] ...ssional (ESD, OSPI, US Dept. of Education).
2. Was a professional education license/certification requir[illegible] ...job description.
3. Chronologically list start and end dates using one line pe[illegible] ...s on a new line.
4. List the total number of days a full time employee works
5. List the total number of hours per day a full time employe
6. List the total days that this employee was paid for.
7. List the total number of hours per day this employee was paid for.
8. Multiply the total days by the hours per day to come up with how many hours this employee worked for that year. It is okay to skip steps 6 and 7 and just list the total hours.

| 1 | 2 | 3 | | 4 | 5 | 6 | 7 | 8 |
|---|---|---|---|---|---|---|---|---|
| Position<br>One line per position per year.<br>List sub teaching separately. | Certification Required?<br>Yes/No/NA | List each year of service on a new line. | | Full Time Annual Employment Equals: | | Exact Hours Paid to this Employee: | | |
| | | Start Date of this Year | End Date of this Year | Total Days in This Year | Total Hours Per Day | Total Paid Days | Hours Per Day | Total Hours |
| Example: 2nd Grade Teacher | Yes | 9/16/2013 | 6/13/2014 | 182 | 7.5 | 174 | 7.5 | 1305 |
| MS Teacher | Yes | 9/2/2014 | 6/17/2015 | 180 | 7.0 | 180 | 7.0 | 1260 |
| | | 9/3/2013 | 6/18/2014 | 180 | 7.0 | 180 | 7.0 | 1260 |
| | | 9/5/2012 | 6/19/2013 | 180 | 7.0 | 180 | 7.0 | 1260 |
| | | 9/6/2011 | 6/25/2012 | 180 | 7.0 | 180 | 7.0 | 1260 |
| | | 9/1/2010 | 6/22/2011 | 180 | 7.0 | 180 | 7.0 | 1260 |
| | | 8/27/2009 | 6/16/2010 | 181 | 7.0 | 181 | 7.0 | 1267 |
| | | 8/28/2008 | 6/19/2009 | 182 | 7.0 | 182 | 7.0 | 1274 |
| | | 8/29/2007 | 6/18/2008 | 180 | 7.0 | 180 | 7.0 | 1260 |

**WASHINGTON STATE SCHOOL DISTRICTS ONLY:**

Transferable Sick Leave Hours: _____

Donated Sick Leave Hours (past 12 months): _____

Sick Leave Hours Used in Current Year: _____

Received Shared Sick Leave (past 12 months): _____

**I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment**

| Date | Print Name | Signature | Title |
|---|---|---|---|
| 7/13/2015 | Joan Wraalstad | Joan Wraalstad | HR Admin Sec III |
| **Email Address** | **Institution** | **Mailing Address** | **Phone** |
| jwraalstad@lwsd.org | Lake Washington SD #414 | P.O. Box 97039<br>Redmond, WA 98073-9739 | 425-936-1237 |

assistant), or in colleges/universities in positions comparable to K-12 certificated positions, or in governmental agencies as a professional (CEO, CFO, etc.) or in a supervisory capacity.

2. Was a professional education license/certification required for this position? For higher ed/gov't agencies use "N/A" and attach a job description.
3. Chronologically list start and end dates using **one line per year.** List position changes on a new line. List unpaid leave of absence on a new line.
4. List the total number of days a full time employee works in your institution during that year. **Use 180 days for substitutes.**
5. List the total number of hours per day a full time employee works in your institution during that year.
6. List the total days that this employee was paid for.
7. List the total number of hours per day this employee was paid for.
8. Multiply the total days by the hours per day to come up with how many hours this employee worked for that year. It is okay to skip steps 6 and 7 and just list the total hours.

| 1 | 2 | 3 | | 4 | 5 | 6 | 7 | 8 | |
|---|---|---|---|---|---|---|---|---|---|
| Position | Certification Required? | List each year of service on a new line. | | Full Time Annual Employment Equals: | | Exact Hours Paid to this Employee: | | | |
| One line per position per year. List sub teaching separately. | Yes/No/NA | Start Date of this Year | End Date of this Year | Total Days in This Year | Total Hours Per Day | Total Paid Days | Hours Per Day | Total Hours | |
| Example: 2nd Grade Teacher | Yes | 9/16/2013 | 6/13/2014 | 182 | 7.5 | 174 | 7.5 | 1305 | |
| MS Teacher | Yes | 8/31/2006 | 6/25/2007 | 182 | 7.0 | 182 | 7 | 1274 | 1.0 |
| | | 8/26/2005 | 6/16/2006 | 180 | 7.0 | 180 | 7 | 1260 | 1.0 |
| | | 8/30/2004 | 6/21/2005 | 180 | 7.0 | 180 | 7 | 1260 | 1.0 |
| | | 9/2/2003 | 6/24/2004 | 180 | 7.0 | 180 | 7 | 1260 | 1.0 |
| | | 9/3/2002 | 6/24/2003 | 182 | 7.0 | 182 | 7 | 1274 | 1.0 |
| | | 9/4/2001 | 6/21/2002 | 182 | 7.0 | 182 | 7 | 1274 | 1.0 |
| | | 9/5/2000 | 6/21/2001 | 183 | 7.0 | 183 | 7 | 1281 | 1.0 |
| | | 9/1/1999 | 6/20/2000 | 183 | 7.0 | 183 | 7 | 1281 | 1.0 |

**WASHINGTON STATE SCHOOL DISTRICTS ONLY:**

Transferable Sick Leave Hours: _____

Donated Sick Leave Hours (past 12 months): _____

Sick Leave Hours Used in Current Year: _____

Received Shared Sick Leave (past 12 months): _____

**I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.**

| Date | Print Name | Signature | Title |
|---|---|---|---|
| | | | |
| **Email Address** | **Institution** | **Mailing Address** | **Phone** |
| | | | |

**Experience Example – Verification form not clear – emailed to verify as documentation.**

# VERIFICATION OF PROFESSIONAL EDUCATION EMPLOYMENT

*(To be completed by prior employer)*

Employee's Name: [redacted] Date of Birth: [redacted] Last 4 of Social Security #: [redacted]

Instructions for Employer:

1. List PAID experience in: public or private P-12 schools in certificated positions (include teacher, substitute teacher, ESA, Admin; do not include student teacher, tutor or teacher assistant), or in colleges/universities in positions comparable to K-12 certificated positions; or in governmental agencies as a professional (ESD, OSPI, US Dept. of Education).
2. Was a professional education license/certification required for this position? For higher ed/gov't agencies use "N/A" and attach a job description.
3. Chronologically list start and end dates using **one line per year.** List position changes on a new line. List unpaid leave of absence on a new line.
4. List the total number of days a full time employee works in your institution during that year. **Use 180 days for substitutes.**
5. List the total number of hours per day a full time employee works in your institution during that year.
6. List the total days that this employee was paid for.
7. List the total number of hours per day this employee was paid for.
8. Multiply the total days by the hours per day to come up with how many hours this employee worked for that year. It is okay to skip steps 6 and 7 and just list the total hours.

| 1 | 2 | 3 | | 4 | 5 | 6 | 7 | 8 |
|---|---|---|---|---|---|---|---|---|
| Position | Certification Required? | List each year of service on a new line. | | Full Time Annual Employment Equals: | | Exact Hours Paid to this Employee: | | |
| One line per position per year. List sub teaching separately. | Yes/No/NA | Start Date of this Year | End Date of this Year | Total Days in This Year | Total Hours Per Day | Total Paid Days | Hours Per Day | Total Hours |
| Example: 2nd Grade Teacher | Yes | 9/16/2013 | 6/13/2014 | 182 | 7.5 | 174 | 7.5 | 1305 |
| Teacher-Elementary | Yes | 9-2-1998 | 6-30-1999 | 180 | 7.0 | 180 | 7.0 | 1260 |
| " " | Yes | 9-8-1999 | 6-30-2000 | 183 | 7.0 | 183 | 7.0 | 1281 |
| " " | Yes | 9-1-2000 | 6-30-2001 | 183 | 7.0 | 160 | 7.0 | 1120 |
| Leave of Absence (unpaid) | Yes | 3-14-2001 thru | 4-13-2001 | 23 | 7.0 | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

**WASHINGTON STATE SCHOOL DISTRICTS ONLY:**

Transferable Sick Leave Hours: 0

Donated Sick Leave Hours (past 12 months): N/A

Sick Leave Hours Used in Current Year: N/A

Received Shared Sick Leave (past 12 months): N/A

**I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.**

| Date | Print Name | Signature | Title |
|---|---|---|---|
| July 6, 2015 | Maria Gomez | [signature] | H.R. Compliance Technician |
| **Email Address** | **Institution** | **Mailing Address** | **Phone** |
| maria.gomez@highlineschools.org | Highline School District | 15675 Ambaum Blvd. SW Burien, WA 98166 | 206/631-3142 |

# VERIFICATION OF PROFESSIONAL EDUCATION EMPLOYMENT

*(To be completed by prior employer)*

Employee's Nam _____ Date of Birth: _____ Last 4 of Social Security #: _____

Instructions for Employer:

1. List PAID experience in: public or private P-12 schools in certificated positions (include teacher, substitute teacher, ESA, Admin; do not include student teacher, tutor or teacher assistant), or in colleges/universities in positions comparable to K-12 certificated positions; or in governmental agencies as a professional (ESD, OSPI, US Dept. of Education).
2. Was a professional education license/certification required for this position? For higher ed/gov't agencies use "N/A" and attach a job description.
3. Chronologically list start and end dates using **one line per year**. List position changes on a new line. List unpaid leave of absence on a new line.
4. List the total number of days a full time employee works in your institution during that year. **Use 180 days for substitutes.**
5. List the total number of hours per day a full time employee works in your institution during that year.
6. List the total days that this employee was paid for.
7. List the total number of hours per day this employee was paid for.
8. Multiply the total days by the hours per day to come up with how many hours this employee worked for that year. It is okay to skip steps 6 and 7 and just list the total hours.

| 1 | 2 | 3 | | 4 | 5 | 6 | 7 | 8 | |
|---|---|---|---|---|---|---|---|---|---|
| **Position** | **Certification Required?** | List each year of service on a new line. | | Full Time Annual Employment Equals: | | Exact Hours Paid to this Employee: | | | |
| One line per position per year. List sub teaching separately. | Yes/No/NA | **Start Date of this Year** | **End Date of this Year** | **Total Days in This Year** | **Total Hours Per Day** | **Total Paid Days** | **Hours Per Day** | **Total Hours** | |
| Example: 2nd Grade Teacher | Yes | 9/16/2013 | 6/13/2014 | 182 | 7.5 | 174 | 7.5 | 1305 | |
| Teacher | yes | 9/1/95 | 6/30/96 | 180 | 8.0 | 180 | 8.0 | 1440 | 1.0 |
| | | 9/1/96 | 6/30/97 | | | 180 | 8.0 | 1440 | 1.0 |
| | | 9/1/97 | 6/30/98 | | | 180 | 8.0 | 1440 | 1.0 |
| | | 9/1/98 | 6/30/99 | | | 180 | 8.0 | 1440 | 1.0 |
| | | 9/1/99 | 6/30/00 | 183 | 8.0 | 183 | 8.0 | 1464 | 1.0 |
| | | 9/1/00 | 6/30/01 | | | 183 | 8.0 | 1464 | 1.0 |
| | | 9/1/01 | 6/30/02 | | | 183 | 8.0 | 1464 | 1.0 |
| | | 9/1/02 | 3/3/03 LOA | 182 | 8.0 | 107 | 8.0 | 856 | .59 |
| | | | | | | | | 1456 | 7.59 |

To Payroll 8/30/17 DB

**WASHINGTON STATE SCHOOL DISTRICTS ONLY:**

Transferable Sick Leave Hours: 572

Donated Sick Leave Hours (past 12 months): Ø

Sick Leave Hours Used in Current Year: 32 hrs

Received Shared Sick Leave (past 12 months): Ø

**I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.**

| Date | Print Name | Signature | Title |
|---|---|---|---|
| 7/28/17 | | | |
| **Email Address** | **Institution** | **Mailing Address** | **Phone** |
| | | | |

Experience Leave of Absence Example

## VERIFICATON OF EMPLOYMENT EXPERIENCE
## FOR OCCUPATIONAL THERAPIST IN NONSCHOOL POSITIONS:

- To be completed by administrative official in charge of records
- Dates of Service: Please use separate line for each year or change in status.
  **Please use a fiscal calendar of September through August for each year reported.**
- Clearly identify leave of absence periods

Please return this form to:
**MUKILTEO SCHOOL DISTRICT**
**HUMAN RESOURCES**
**9401 SHARON DRIVE**
**EVERETT, WA 98204**
Questions?
Contact Lauren Fang @ (425) 356-1322

Name of Employee: [redacted]

Employer: Inyo County Superintendent of Schools

| (Use 1 line per year) Dates of Service FROM | TO | Position Title | # of Work Days per Year in a Full-Time Position in your Facility | # of Work Hours per Day in a Full-Time Position in your Facility | Total # of Hours Paid to this Employee per year* | Did this position require the employee to perform duties similar to an occupational therapist? Yes or No |
|---|---|---|---|---|---|---|
| 9/1/2012 | 8/31/2013 | (EXAMPLE) Part Time Occupational Therapist | 260 | 8 | 1,040 | Yes |
| 10/05/09 | 03/03/11 | Full-time Occupational Therapist | 190 | 8 | 1,520 | YES |
| *08/31/10 | 03/03/11 | Leave of Absence | | | | |
| | | | | | | |
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| | | | | | | |

* Actual number of Hours Employed to include all paid personal/sick leave taken as work days during the year.

I certify that all information listed above is complete and correct according to the official records on file.

| | |
|---|---|
| Signature of Supervisor or Designee | Date 06/30/2015 |
| Printed Name Marlene Dietrich | Title Director, Personnel & Credentials |
| Address P.O. Drawer G | City, State Zip Independence,CA 93526 |
| Email Address mdietrich@icsos.us | Phone Number (760) 878-2426 ext. 222 |

001016

212

**Bradburn Laura D.**

**From:** Marlene Dietrich <mdietrich@icsos.us>
**Sent:** Friday, July 10, 2015 11:35 AM
**To:** Bradburn Laura D.
**Subject:** RE: [redacted] Employment

Hi Laura,
Yes, that is correct.

-Marlene

Inyo County Superintendent of Schools
P.O. Drawer G
Independence, CA 93526
Phone: (760) 878-2426 ext. 222
Fax: (760) 878-2279

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**From:** Bradburn Laura D. [mailto:BradburnLD@mukilteo.wednet.edu]
**Sent:** Friday, July 10, 2015 11:07 AM
**To:** 'mdietrich@icsos.us'
**Subject:** RE: [redacted] Employment

Thank you Marlene. So [redacted] worked 159 8-hour days for a total of 1,272 hours?

*Laura Bradburn*
*Personnel Technician*
*Mukilteo School District*
*9401 Sharon Drive*
*Everett, WA 98204*
*425-356-1243*
*425-356-1329 FAX #*

**From:** Marlene Dietrich [mailto:mdietrich@icsos.us]
**Sent:** Friday, July 10, 2015 11:06 AM
**To:** Bradburn Laura D.
**Subject:** RE: [redacted] Employment

Hi Laura,
A full-time OT position is 190 days. For 09/10, the number of days that [redacted] actually worked was 159 days. Please let me know if you have any other questions.

Thanks,
Marlene

Inyo County Superintendent of Schools
P.O. Drawer G

**From:** Bradburn Laura D. [mailto:BradburnLD@mukilteo.wednet.edu]
**Sent:** Friday, July 10, 2015 10:31 AM
**To:** 'MDIETRICH@ICSOS.US'
**Cc:** Fang Lauren E.
**Subject:** [redacted] Employment

Hi Marlene,

I am reviewing the experience verification form that you recently sent to Mukilteo School District for [redacted]. The dates of employment stated are 10/5/09 through 03/03/11 with her being on a leave of absence from 8/31/10 through 03/3/11. I just want to verify that she worked the 190 days in the 09/10 school year as it appears she started a month into the school year. Thanks for letting me know. ☺

*Laura Bradburn*
*Personnel Technician*
*Mukilteo School District*
*9401 Sharon Drive*
*Everett, WA 98204*
*425-356-1243*
*425-356-1329 FAX #*

# SAMPLE – EXPERIENCE RECORDED BY YEAR

| Year | District | | Start Date | End Date | Day Wrk | Hrs Day | Annual Hours | Wrkd FTE | Cum FTE | Position | Con Typ | Loc | Placement | Salary | Comments |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1991-1992 | North Thurston | W | 9/4/91 | 6/30/92 | 180.0 | 8.00 | 1440.0 | 1.000 | 1.000 | Counselor | | | | | |
| 1992-1993 | North Thurston | W | 9/1/92 | 6/30/93 | 180.0 | 8.00 | 1440.0 | 1.000 | 2.000 | Counselor | | | | | |
| 1993-1994 | North Thurston | W | 9/1/93 | 6/30/94 | 180.0 | 8.00 | 1440.0 | 1.000 | 3.000 | Counselor | | | | | |
| 1995-1996 | Clover Park | W | 11/11/95 | 2/15/96 | 36.0 | 7.50 | 270.0 | 0.200 | 3.200 | Substitute | | | | | Counselor Interventionist |
| 1996-1997 | Bremerton | W | 9/1/96 | 6/30/97 | 180.0 | 7.50 | 1350.0 | 1.000 | 4.200 | Counselor | | | | | |
| 1997-1998 | Chief Leschi - | W | 10/3/97 | 6/30/98 | 157.0 | 7.00 | 1099.0 | 0.872 | 5.072 | Counselor | | | | | |
| 1998-1999 | Chief Leschi - | W | 9/2/98 | 6/30/99 | 180.0 | 8.00 | 1440.0 | 1.000 | 6.072 | Counselor | | | | | |
| 1999-2000 | Chief Leschi - | W | 9/1/99 | 2/7/00 | 98.0 | 8.00 | 784.0 | 0.544 | 6.616 | Counselor | | | | | |
| 1999-2000 | South Kitsap | W | 2/14/00 | 6/13/00 | 78.0 | 3.75 | 292.5 | 0.213 | 6.829 | Counselor | P2 | OH | MA+45 Column on Step 6 | $7,878.66 | 2/14/00 start date |

**In-State:** 6.829 **District:** 0.213 **Out State:** 0.000 **Cum Fte:** 6.829 **Exempt:** 0.000

001019

# BY YEAR DETAIL – SHOWS WHEN OVER 1.0 FTE FOR A YEAR AND DEDUCT!

Certifica[redacted] Work Experience

Location:

IV-107

| Year | District | | Start Date | End Date | Day Wrk | Hrs Day | Annual Hours | Wrkd FTE | Cum FTE | Position | Con Typ | Loc | Placement | Salary | Comments |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1982-1983 | Salem-Keizer | OR | 9/1/82 | 6/30/83 | 77.0 | 8.00 | 616.0 | 0.420 | 0.420 | Teacher | | | | | |
| 1982-1983 | Marion County | OR | 10/15/82 | 5/15/83 | 27.0 | 8.00 | 216.0 | 0.150 | 0.570 | Teacher | | | | | |
| 1982-1983 | Aumsville | OR | 2/15/83 | 2/19/83 | 4.0 | 8.00 | 32.0 | 0.020 | 0.590 | Teacher | | | | | |
| 1983-1984 | Santiago Christ | FC | 8/25/83 | 6/1/84 | 175.0 | 8.00 | 1400.0 | 1.000 | 1.590 | Teacher | | | | | |
| 1984-1985 | Santiago Christ | FC | 8/20/84 | 6/5/85 | 175.0 | 8.00 | 1400.0 | 1.000 | 2.590 | Teacher | | | | | |
| 1985-1986 | South Kitsap | W | 9/3/85 | 6/18/86 | 181.0 | 8.00 | 1448.0 | 1.000 | 3.590 | Teacher | P | BG | | | |
| 1986-1987 | South Kitsap | W | 9/2/86 | 6/16/87 | 181.0 | 8.00 | 1448.0 | 1.000 | 4.590 | Teacher | C | BG | | | |
| 1987-1988 | South Kitsap | W | 9/3/87 | 6/16/88 | 181.0 | 8.00 | 1448.0 | 1.000 | 5.590 | Teacher | C | BG | | | |
| 1988-1989 | South Kitsap | W | 9/6/88 | 6/20/89 | 180.0 | 8.00 | 1440.0 | 1.000 | 6.590 | Teacher | C | BG | | | |
| 1989-1990 | South Kitsap | W | 9/6/89 | 6/15/90 | 180.0 | 8.00 | 1440.0 | 1.000 | 7.590 | Teacher | C | BG | | | |
| 1990-1991 | South Kitsap | W | 9/5/90 | 6/20/91 | 180.0 | 7.50 | 1350.0 | 1.000 | 8.590 | Teacher | C | HC | | | |
| 1991-1992 | Hungary | FC | 9/2/91 | 6/12/92 | 180.0 | 5.50 | 990.0 | 1.000 | 9.590 | Teacher | | | | | Overseas Teacher |
| 1991-1992 | South Kitsap | W | 9/4/91 | 6/16/92 | 180.0 | 3.50 | 630.0 | 0.470 | 10.060 | Teacher | | | | | |
| 1991-1992 | South Kitsap | W | 6/16/92 | 6/16/92 | | | | -0.470 | 9.590 | | | | | | Adjust FTE > 1 |
| 1992-1993 | South Kitsap | W | 9/2/92 | 6/17/93 | 180.0 | 7.50 | 1350.0 | 1.000 | 10.590 | Teacher | C | HC | | | |
| 1993-1994 | South Kitsap | W | 9/6/93 | 6/16/94 | 180.0 | 7.50 | 1350.0 | 1.000 | 11.590 | Teacher | C | HC | | | |
| 1994-1995 | South Kitsap | W | 9/6/94 | 6/20/95 | 180.0 | 7.50 | 1350.0 | 1.000 | 12.590 | Teacher | C | HC | | | Card: 12.6 |
| 1995-1996 | South Kitsap | W | 9/6/95 | 6/20/96 | 180.0 | 7.50 | 1350.0 | 1.000 | 13.590 | Teacher | C | HC | | | |
| 1996-1997 | South Kitsap | W | 9/3/96 | 6/12/97 | 180.0 | 7.50 | 1350.0 | 1.000 | 14.590 | Teacher | C | HC | MA+45 Column on Step 14 | $43,619.00 | |
| 1997-1998 | South Kitsap | W | 9/1/97 | 6/10/98 | 180.0 | 7.50 | 1350.0 | 1.000 | 15.590 | Teacher | C | HC | MA+45 Column on Step 15 | $46,095.00 | |
| 1998-1999 | South Kitsap | W | 9/2/98 | 6/11/99 | 180.0 | 7.50 | 1350.0 | 1.000 | 16.590 | Teacher | C | HC | MA+45 Column on Step 15 | $46,095.00 | |
| 1999-2000 | South Kitsap | W | 8/25/99 | 6/13/00 | 183.0 | 7.50 | 1372.5 | 1.000 | 17.590 | Teacher | C | HC | MA+45 Column on Step 16 | $49,236.00 | |

In-State: 14.000 District: 14.000 Out State: 3.590 Cum Fte: 17.590 Exempt: 0.000

001020

# DEDUCT LWOP!!

**Deduct LWOP annually AND post additional certificated experience (substitute, summer school or ESY) for staff that are less than 1.0 FTE for that year.**

CERTIFICATED LWOP REPORT

| SERIAL | NAME | TIM-FROM DATE | TIM-TO DATE | TIM-HOURS/DAY | TIM-LEAVE CD. | |
|---|---|---|---|---|---|---|
| | | 060700 | 060700 | 7.50 | F1 | |
| | | 060800 | 060800 | 7.50 | F1 | |
| | | 060900 | 060900 | 7.50 | F1 | |
| | | 061200 | 061200 | 7.50 | F1 | |
| | | 061300 | 061300 | 7.50 | F1 | |
| 01602 | [redacted] | 041000 | 041000 | 7.50 | W | |
| | | 041100 | 041100 | 7.50 | W | 3 days |
| | | 041200 | 041200 | 7.50 | W | |
| 01951 | [redacted] | 030600 | 030600 | 7.50 | W | |
| | | 033000 | 033000 | 7.50 | W | |
| | | 033100 | 033100 | 7.50 | W | 6 days |
| | | 042000 | 042000 | 7.50 | W | |
| | | 042100 | 042100 | 7.50 | W | |
| | | 050200 | 050200 | 7.50 | W | |
| 02898 | [redacted] | 032400 | 032400 | 7.50 | W | 2 days |
| | | 032700 | 032700 | 7.50 | W | |
| 02014 | [redacted] | 050100 | 050100 | 3.75 | W | |
| | | 051500 | 051500 | 7.50 | W | 1.5 days |
| 04684 | [redacted] | 052200 | 052200 | 4.50 | W | |
| | | 052400 | 052400 | 7.50 | W | 12 hrs |
| 01898 | [redacted] | 031500 | 031500 | 6.75 | W | |
| | | 031500 | 031500 | .75 | W | |
| | | 031600 | 031600 | 6.75 | W | 2 days |

001021

# Recorded LWOP Record

## Certificated Work Experience

| Year | District | | Start Date | End Date | Day Wrk | Hrs Day | Annual Hours | Wrkd FTE | Cum FTE | Position | Con Typ | Loc | Placement | Salary |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1997-1998 | Bremerton | W | 9/1/97 | 6/30/98 | 89.0 | 7.50 | 667.5 | 0.490 | 0.490 | Occupational Th | | | | |
| 1998-1999 | South Kitsap | W | 9/2/98 | 6/11/99 | 171.0 | 7.50 | 1282.5 | 0.950 | 1.440 | Occupational Th | P1 | OSE | MA+90 Column on Step 1 | $31,825.00 |
| 1999-2000 | South Kitsap | W | 8/25/99 | 6/13/00 | 3.7 | 7.50 | 27.5 | 0.020 | 1.460 | Occupational Th | | | | |
| 1999-2000 | South Kitsap | W | 8/25/99 | 6/13/00 | 177.0 | 7.50 | 1327.5 | 0.967 | 2.427 | Occupational Th | P2 | OSE | MA+90 Column on Step 1 | $34,994.00 |

**In-State:** 2.427 **District:** 1.937 **Out State:** 0.000 **Cum Fte:** 2.427 **Exempt:** 0.000

# ADD OTHER EXPERIENCE FOR LESS THAN 1.0 FTE STAFF

When a certificated employee works less than 1.0 FTE in any given year, you can credit them with additional certificated employment experience. This must be work that is equivalent to a certificated employee's regular base contract so TRI or supplemental contracts for "TRI like" work are not valid.

You can count summer school, substitute work, extra days performed in that capacity (counselor, librarian, etc.), and you can count extended school year program work (e.g. SLP, OT, PT, School Psychologist).

Use a regular verification form and complete it for your district for the work. Attach your documentation (e.g. time records from payroll). Then compute and add it to the record.

## EXPERIENCE VERIFICATON – ACCREDITATION NOT REQUIRED

**Experience – Accreditation not a requirement!**
**From:** Ross Bunda
**Sent:** Wednesday, July 23, 2014 3:51 PM
**To:** Bradburn Laura D.
**Cc:** Fang Lauren E.
**Subject:** RE: Experience and School Accreditation
**No; perhaps a well-intentioned person who thought that was the requirement, rather than looking for the proper requirement.**
Ross Bunda, Supervisor, Personnel Reporting School Apportionment & Financial Services
Office of Superintendent of Public Instruction (360) 725-6308 voice (360) 664-3683 fax
mailto:Ross.Bunda@k12.wa.us http://www.k12.wa.us/safs

**From:** Bradburn Laura D. [mailto:BradburnLD@mukilteo.wednet.edu]
**Sent:** Wednesday, July 23, 2014 3:44 PM
**To:** Ross Bunda
**Cc:** Fang Lauren E.
**Subject:** RE: Experience and School Accreditation

Thank you Ross for this information. That is odd that so many districts ask this question. Do you have any idea where this may have stemmed from?

Laura Bradburn, Personnel Technician, Mukilteo School District

**From:** Ross Bunda [mailto:Ross.Bunda@k12.wa.us]
**Sent:** Wednesday, July 23, 2014 3:27 PM
**To:** Bradburn Laura D.
**Cc:** Fang Lauren E.
**Subject:** RE: Experience and School Accreditation

**I am not aware of any WAC or RCW requirement that a school must be accredited for experience/employment to count. There is nothing in the Sample Documentation Form for verification of experience on page 91 of the 2013-14 S-275 personnel reporting instructions that requires that a school must be accredited for experience/employment to count.**

Ross Bunda, Supervisor, Personnel Reporting School Apportionment & Financial Services
Office of Superintendent of Public Instruction (360) 725-6308 voice (360) 664-3683 fax
mailto:Ross.Bunda@k12.wa.us http://www.k12.wa.us/safs

**From:** Bradburn Laura D. [mailto:BradburnLD@mukilteo.wednet.edu]
**Sent:** Wednesday, July 23, 2014 3:19 PM
**To:** Ross Bunda
**Cc:** Fang Lauren E.
**Subject:** Experience and School Accreditation

Hi Ross, When I look at experience forms that districts send out to other districts to capture an employee's experience, there is **almost always the question on the form that asks "Is the school accredited.**" I am trying to find the WAC or RCW that says that in order to count the experience, the school must be accredited. Can you point me in the direction of the WAC or RCW?

Laura Bradburn, Personnel Technician, Mukilteo School District

## WHO IS THE EMPLOYER?

In this case the Dalles School District contracted with a different agency so the experience cannot be credited as regular professional experience. With the new ESA rules it is possible to credit up to two (2) years but the verification would need to come from Mid-Columbia Medical Center since they were the actual employer.

Nov 01 99 12:33p Business Admin. Office 1-541-296-2626 p.1

# The Dalles School District 12

Gwen K. Rosenbalm, Business Manager
1413 East 12th Street
The Dalles, Oregon 97058
Phone: 541-298-6139 Fax: 541-298-7290

*Life affords no greater responsibility, no greater privilege, than educating the next generation.*

November 1, 1999

To Whom It May Concern:

I have been asked to provide notice of employment on behalf of
The District contracts for school nursing services from the Mid-Columbia Medical Center each school year in the amount of $ 26,625.
was assigned to perform nursing services in our school district from August, 1995 through August, 1998.

If you should have any questions or need additional information, please feel free to call me, 541-298-6139 or contact Debbie D. Wentz, Mid-Columbia's Human Resource Department.

Professionally,

Gwen K. Rosenbalm

Gwen K. Rosenbalm
Business Manager

# OLD RULES – NO PERSONAL SERVICE CONTRACTS!

**Be careful not to grant experience for personal service contracts unless you are granting it under the ESA rules which is limited to a total of two (2) years.**



**Old Rules - Personal Service Contracts Not Allowed. Ok under NEW ESA - up to 2 years if meets requirements**

**Sherrie Evans**

**From:** Ross Bunda [Ross.Bu
**Sent:** Friday, June 08, 2007 8:59 AM
**To:** Sherrie Evans
**Subject:** RE: Question on Experience

If the employer was not the private school, school district, etc., I would think the employment does not meet the criteria in WAC 392-121-264(1)(a) "Employment in public or private preschools or elementary and secondary schools in positions which require certification where...." Rather, I would consider that to be employment in business, private industry, etc., which provided services to the private school, school district, etc. Notice that the WAC wording uses the term "employment" and not the term "experience."

The question is (still), Who was the employer? That is, who was identified as employer on the employee's W-2, who withheld taxes, etc. and those things that employers do with respect to their employees.

The employment of these "independent contractors" would be similar to that addressed on page 12 of the 2006-07 S-275 personnel reporting instructions: "Experience as an independent contractor does not qualify as eligible certificated years of experience pursuant to WAC 392-121-264."

I don't see how that situation changes if an individual is reported on the S-275 report (as duty code 630 or 640). These "contractor staff" are not employees of the school district. Their compensation is not set by the school district, and these individuals are not included in the employing school district's salary compliance (RCW 28A.400.200) on Report 1803.

Ross Bunda
Supervisor, Personnel Reporting
School Apportionment & Financial Services
Office of Superintendent of Public Instruction
(360) 725-6308 voice
(360) 664-3683 fax
mailto:ross.bunda@k12.wa.us
http://www.k12.wa.us/safs

**From:** Sherrie Evans [mailto:sherrie.evans@hrmplus.com]
**Sent:** Thursday, June 07, 2007 6:08 PM
**To:** Ross Bunda
**Subject:** Question on Experience

It was good to see you at WASBO. I'm sorry I have not been able to be involved with the group on ESA experience but I know you have some good folks working with you.

I have a question for you based on some file reviews we have been completing for a district. They employed an individual under a personal services contract to perform duties in a certificated position (school psychologist). I have always referred to WAC 392-121-264 where it limits experience credit to "Employment in public or private preschools or elementary and secondary schools in positions which require certification where...."

In my noted I have written that personal service contracts should not be counted or reported because the employer is really the individual as their own entity or business. Mostly I have seen this where the personal service contract was through another agency that then provided service to the school district. In this case this person was actually employed by the public school district in a position that required certification so I am thinking that this might be reportable. In both Kent and South Kitsap we did not employ under personal services contracts so I'm not as sure of this as I would like to be so wanted to double-check with you.

I also wondered if it mattered if the person was reported on the 275 was being employed in a personal services

# QUESTIONS

# ABOUT

# EXPERIENCE

## REPORTING STAFF WITH HIGH DEGREE OF "S"

For certificated employees without college degrees, (or for certificated employees with a bachelor's or higher level degree but are reported as "nondegreed" pursuant to WAC 392-121-250(2)(b)), report as degree type **V or S.**

Report as **S** if: Persons are in **special circumstances** holding:

- A valid continuing or standard school nurse certificate.
- A valid limited certificate authorized per WAC 181-79A-140(3) or (6).
- Employed in a position defined as certificated such as superintendent, deputy superintendent, or assistant superintendent.

**Pursuant to WAC 291-121-259 – Non Degree Credits (2): Thirty (30) credits shall be recognized for persons holding a valid continuing or standard school nurse certificate.**

## REPORTING STAFF WITH HIGH DEGREE OF "V"

For certificated employees without college degrees, (or for certificated employees with a bachelor's or higher level degree but are reported as "nondegreed" pursuant to WAC 392-121-250(2)(b)), report as degree type **V or S.**

Report as **V** if: **Vocational/CTE** instructors holding valid vocational/CTE certificates as provided for in chapter 181-77 WAC.

As used in this chapter, the term "highest degree level" means:

(1) The highest degree earned by the employee from an accredited institution of higher education, pursuant to WAC 392-121-249; or

**(2) "Non-degreed" for a certificated instructional employee who:**

(a) **Holds no bachelor's or higher level degree**; or
(b) **Holds a bachelor's or higher level degree and a valid vocational/career and technical education certificate, but**:

(i) The bachelor's or higher level degree was **not a requirement of any past or present education certificate or permit, including the vocational/career and technical education certificate,** pursuant to chapter 181-77 or 181-79A WAC; and

(ii) Whose highest placement pursuant to WAC 392-121-270 is as a non-degreed certificated instructional employee.

**Step One: Report with a Degree or No-Degree?**

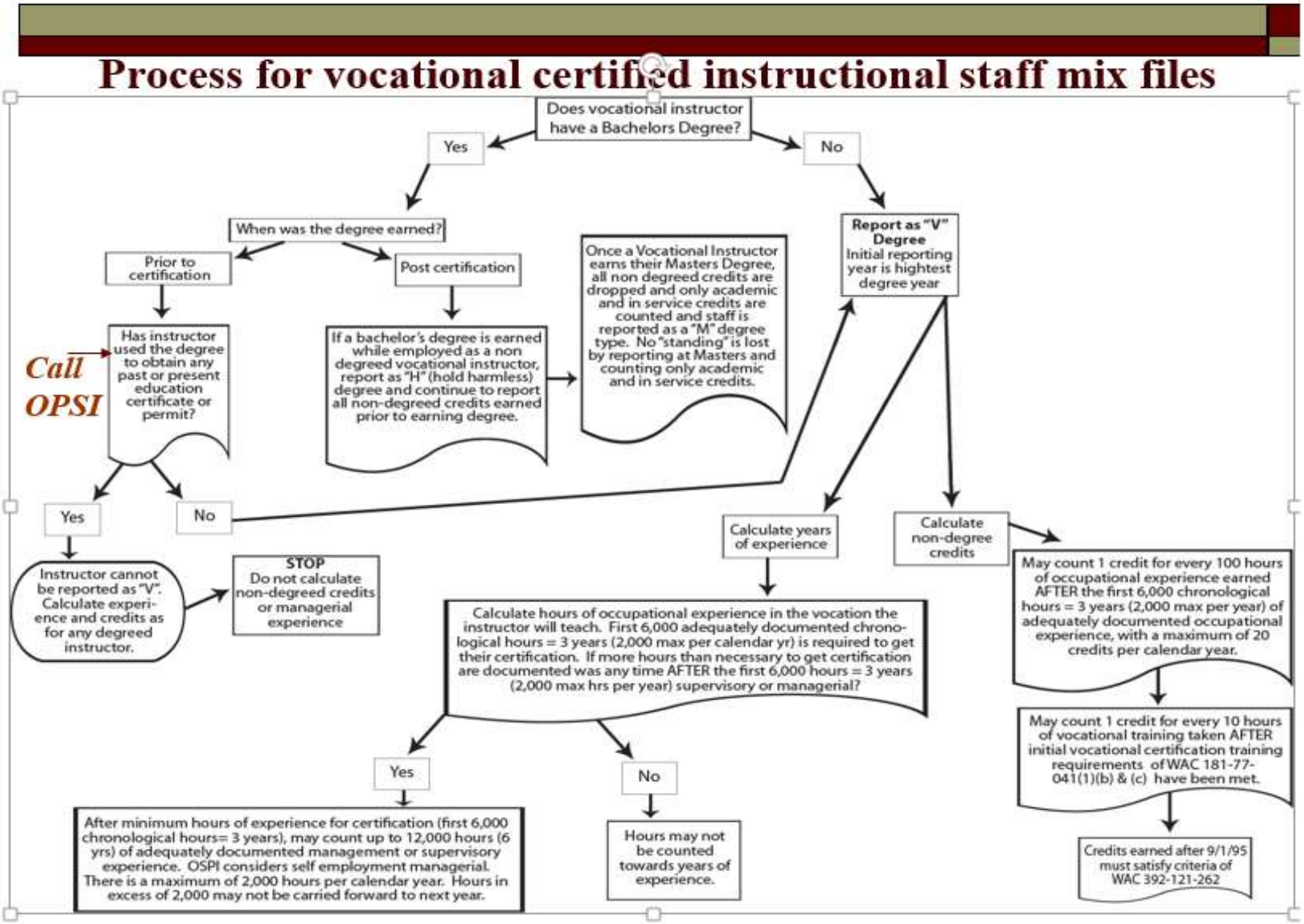
- If the person has No Degree then the high degree will be "V" for "Vocational/CTE instructors holding valid vocational/CTE certificates are provided for in 181-77 WAC.
- If a person has a degree, you must verify with OSPI whether or not the degree was used as a requirement to issue the certificate.
- Do NOT report employees as non-degrees if they have ever used a degree to obtain the following endorsements on a vocational/CTE initial, initial renewal, continuing or continuing renewal certificate, which normally requires a BA degree per WAC 181-77-031:
    - Agriculture Education – V010000
    - Business Education – V070000
    - Marketing Education – V080000
    - Business and Marketing Education – V 078000
    - Family and Consumer Sciences Education – V200002
    - Technology Education – V210100
- The vocational/CTE CONDITIONAL certificate is NOT issued based on a degree. Employees with such certificates are reported as high degree V is all other requirements are met.

*These rules were effective 8/31/2007. If the person had a degree the questions was whether or not the degree was related to the teaching assignment. That is no longer the case.

Up to **six (6) years management experience** (WAC 181-77-003) can be reported, after the instructor meets the minimum requirements (6000 hours), regardless of when the initial certificate is issued and regardless of the type of CTE certificate held. WAC 392-121-264

**WAC 181-77-003 "Management experience" shall mean work as a supervisor, foreman or manager in the occupational area in which the person will instruct.**

## Vocational Records Process




001031

## Reporting Experience and Credits for "V" Degree Staff

We have found the most efficient way to begin calculations for a new V degree staff person; and/or to check information for an existing staff person is to document ALL previous paid and volunteer experience that is related to the occupational subject area(s) the person will be teaching. To do this you can start by creating a list from the application materials; but it is highly recommended that you meet with the employee as well to ensure the accuracy of the information.

The next step is to verify all volunteer or paid employment identified as relative to the teaching assignment. This can be difficulty especially when the experience is from years past and/or it is from self-employment. Either way, experience cannot be reported unless it is properly documented.

Experience documentation for V degree staff is important because:

1. The equivalent of three (3) years or **6000 hours must first be documented** before any other experience can be credited.
2. Once the 6000 hours threshold is met, **experience can be used to grant management experience** which can be used to report experience for V degree staff. No other experience can be counted. It is especially important to verify the position held and whether or not it meets the management definition.
3. Additionally, once the 6000 hours threshold is met, the **experience can also be used to convert to occupational credits** at the rate of 1 credit for every 100 hours of occupational experience. This places the individual in the educational column depending on total non-degree credits, e.g. BA 15, BA 45. Once an individual accumulates 135 non-degree credits the placement for LEAP purposes is automatically MA 0 even though they do not hold a MA degree. They cannot go beyond the MA 0 column unless they eventually obtain a Master's degree.

**Example 1:** You possess documentation that meets the 6000 hours threshold; and additionally documentation that verifies the individual has 9.25 years management experience in the occupational area to be taught. Management experience is limited to 6 years. The 9.25 years will convert to 20 non-degree occupational experience credits per year or a total of 185 credits. This person will be reported with a high degree of V with 185 non-degree credits, with a placement of MA 0 Step 6.

**Example 2:** You are unable to obtain documentation of the 6000 threshold hours. This person will be reported as a high degree of V with 0 non-degree credits and 0 experience. The person have a LEAP placement of BA 0, 0.

**Example 3:** You possess documentation that meets the threshold 6000 hours; and additional documentation of 4.5 years of occupational experience that is NOT management experience. This person will be reported with a high degree of V, with 0 years of experience and 90 non-degree credits; with a placement of BA 90, Step 0.

## Vocational Example – Initial Worksheet based on experience in resume:

**EMPLYOEE NAME**

**Career and Technical Salary Placement Calculation**

**Start Date: 9/1/1999** **Assignment: Businss Education** **Degree No Used: N/A**

| Year | From | To | Employer | Occupation | Hrs Day | Days Yr | Hours Worked | FTE | Occup Exp =6000 Hrs | Mgt Hrs | Mgt FTE | Nondegree Credits Granted | Non-Degre Cum |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1986 | 6/?/86 | 12/31/86 | First Class Communication | Data Entry Lead | | | 0 | 0.000 | 0 | 0.00 | 0.000 | 0.00 | 0.00 |
| 1987 | 1/1/87 | 2/?/987 | First Class Communication | Data Entry Lead | | | 0 | 0.000 | 0 | 0.00 | 0.000 | 0.00 | 0.00 |
| 1988 | 3/?/88 | 12/31/88 | Interglobal Temp Services | Word Processor | | | 0 | 0.000 | 0 | 0.00 | 0.000 | 0.00 | 0.00 |
| 1989 | 1/1/89 | 11/?/89 | Interglobal Temp Services | Word Processor | | | 0.00 | 0.000 | | 0.00 | 0.000 | 0.00 | 0.00 |
| 1989 | 1/1/89 | 11/?/89 | China House | Desktop | | | 0.00 | 0.000 | | 0.00 | 0.000 | 0.00 | 0.00 |
| 1989 | 11/?/90 | 12/31/89 | Microsoft | Product Support Technician II | | | 0.00 | 0.000 | | 0.00 | 0.000 | 0.00 | 0.00 |
| 1990 | 1/1/90 | 11/?/90 | Microsoft | Product Support Technician II | | | 0.00 | 0.000 | | 0.00 | 0.000 | 0.00 | 0.00 |
| 1990 | 11.?/90 | 12/31/90 | Microsoft | Software Test Engineer | | | 0.00 | 0.000 | | 0.00 | 0.000 | | 0.00 |
| 1991 | 1/1/91 | 12/31/91 | Microsoft | Software Test Engineer | | | 0.00 | 0.000 | | 0.00 | 0.000 | | 0.00 |
| 1992 | 1/1/92 | 12/31/92 | Microsoft | Software Test Engineer | | | 0.00 | 0.000 | | 0.00 | 0.000 | | 0.00 |
| 1993 | 1/1/93 | 8/?/93 | Microsoft | Software Test Engineer | | | 0.00 | 0.000 | | 0.00 | 0.000 | 0.00 | 0.00 |
| 1993 | 10/?/93 | 12/31/93 | Cliff's Computers | Technical Support | | | 0.00 | 0.000 | | 0.00 | 0.000 | 0.00 | 0.00 |
| 1994 | 1/1/94 | 2/?/94 | Cliff's Computers | Technical Support | | | 0.00 | 0.000 | | 0.00 | 0.000 | 0.00 | 0.00 |
| 1995 | 2./?/95 | 4/?/95 | Snelling & Snelling | Administrative Assistant Temp Services | | | 0.00 | 0.000 | | 0.00 | 0.000 | 0.00 | 0.00 |
| 1995 | 5/?/95 | 12/?/95 | Wash State Parks | Administrative Assistant Temp Services | | | 0.00 | 0.000 | | 0.00 | 0.000 | 0.00 | 0.00 |
| 1996 | 1/?/96 | 12/31/96 | Wenatchee Valley College | Administrative Assistant | | | 0.00 | 0.000 | | 0.00 | 0.000 | 0.00 | 0.00 |
| 1997 | 1/1/97 | 12/31/97 | Wenatchee Valley College | Administrative Assistant | | | 0.00 | 0.000 | | 0.00 | 0.000 | 0.00 | 0.00 |
| 1998 | 1/1/98 | 9/?/98 | Wenatchee Valley College | Administrative Assistant | | | 0.00 | 0.000 | | 0.00 | 0.000 | 0.00 | 0.00 |
| 1998 | 9/?/98 | 12/31/98 | Mission Control | Operations Manager | | | 0.00 | 0.000 | | 0.00 | 0.000 | 0.00 | 0.00 |
| 1999 | 1/1/99 | 8/31/99 | Mission Control | Operations Manager | | | 0.00 | 0.000 | | 0.00 | 0.000 | 0.00 | 0.00 |
| | | | **TOTALS** | | | | | | | **0.00** | **0.00** | **0.00** | |

001033

## Vocational Worksheet Example 1:

**Career and Technical Salary Placement Calculation**

| Year | From | To | Employer | Occupation | Hrs Day | Days Yr | Hours Worked | FTE | Minimum Occupational Experience | Cum Occup Exp =6000 Hrs Req'd | Mgt Hrs | Years of Experience Granted | Nondegree Credits Granted | Non-Degree Cum |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1978 | 1/1/78 | 12/31/78 | Smith Auto | Mechanic | 8.00 | 260 | 2000.00 | 1.000 | 2000.00 | 2000.00 | 0 | 0 | | |
| 1979 | 1/1/79 | 12/31/79 | Smith Auto | Mechanic | 8.00 | 260 | 2000.00 | 1.000 | 2000.00 | 4000.00 | 0 | 0 | | |
| 1980 | 1/1/80 | 12/31/81 | Smith Auto | Mechanic | 8.00 | 260 | 2000.00 | 1.000 | 2000.00 | 6000.00 | 0 | 0 | MIN OCC MET | |
| 1981 | 1/1/81 | 8/31/82 | Smith Auto | Mechanic | 8.00 | 260 | 2000.00 | 1.000 | 2000.00 | 8000.00 | 0.00 | 0.000 | 20.00 | 20 |
| 1982 | 1/1/82 | 8/31/83 | Smith Auto | Mechanic | 8.00 | 260 | 2000.00 | 1.000 | 2000.00 | 10000.00 | 0.00 | 0.000 | 20.00 | 40 |
| 1983 | 1/1/83 | 8/31/84 | Smith Auto | Foreman | 8.00 | 260 | 2000.00 | 1.000 | 2000.00 | 12000.00 | 2000.00 | 1.000 | 20.00 | 60 |
| 1984 | 1/1/84 | 8/31/85 | Smith Auto | Foreman | 8.00 | 260 | 2000.00 | 1.000 | 2000.00 | 14000.00 | 2000.00 | 1.000 | 20.00 | 80 |
| 1985 | 1/1/85 | 8/31/86 | Smith Auto | Foreman | 8.00 | 260 | 2000.00 | 1.000 | 2000.00 | 16000.00 | 2000.00 | 1.000 | 20.00 | 100 |
| 1986 | 1/1/86 | 8/31/87 | Smith Auto | Foreman | 8.00 | 260 | 2000.00 | 1.000 | 2000.00 | 18000.00 | 2000.00 | 1.000 | 20.00 | 120 |
| 1987 | 1/1/87 | 8/31/88 | Smith Auto | Foreman | 8.00 | 260 | 2000.00 | 1.000 | 2000.00 | 20000.00 | 2000.00 | 1.000 | 20.00 | 140 |
| 1988 | 1/1/88 | 5/1/89 | Smith Auto | Foreman | 8.00 | 100 | 800.00 | 0.400 | 800.00 | 20800.00 | 800.00 | 0.400 | 8.00 | 148 |
| 1988 | 5/2/89 | 12/31/88 | Bellingham Tech | Program Instructor | 8.00 | 150 | 1200.00 | 0.600 | 1200.00 | 22000.00 | 1200.00 | 0.600 | 12.00 | 160 |
| 1989 | 1/1/89 | 12/31/89 | Bellingham Tech | Program Instructor | 8.00 | 260 | 2000.00 | 1.000 | 2000.00 | 24000.00 | 2000.00 | 0.000 | 20.00 | 180 |
| 1990 | 1/1/90 | 12/31/90 | Bellingham Tech | Program Instructor | 8.00 | 260 | 2000.00 | 1.000 | 2000.00 | 26000.00 | 2000.00 | 0.000 | 20.00 | 200 |
| 1991 | 1/1/91 | 12/31/91 | Bellingham Tech | Program Instructor | 8.00 | 260 | 2000.00 | 1.000 | 2000.00 | 28000.00 | 2000.00 | 0.000 | 20.00 | 220 |
| | | | | | | | | | | | | | | |
| | | | **TOTALS** | | | | **28000.00** | **14.00** | | | **18,000.00** | **6.00** | **220.00** | **220.00** |

**Reached Max 6.0 years**

**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.

**PLACEMENT: MA 0 Step 6**

**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

001034

## Vocational Worksheet Example 2:

| CATHY COOK<br>Career and Technical Salary Placement Calculation | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Year | From | To | Employer | Occupation | Hrs Day | Days Yr | Hours Worked | FTE Hrs/2000 | Minimum Occupational Experience | Cum Occup Exp =6000 Hrs Req'd | Mgt Hrs | Years of Experience Granted | Nondegree Credits Granted | Non-Degree Cum |
| 1997 | W4 $2,263.64 | | Camp Fun | AM Baker | | | 258.41 | 0.129 | 258.41 | 258.41 | 0.000 | 0.000 | 0.00 | 0.00 |
| 1998 | No Records | | Camp Fun | AM Baker | | | 0.00 | 0.000 | 0.00 | 258.41 | 0.000 | 0.000 | 0.00 | 0.00 |
| 1999 | 1/1/99 | 12/31/99 | Camp Fun | AM Baker | | | 967.00 | 0.484 | 967.00 | 1225.41 | 0.000 | 0.000 | 0.00 | 0.00 |
| 2000 | 1/1/00 | 12/31/00 | Camp Fun | AM Baker | | | 1894.25 | 0.947 | 1894.25 | 3119.66 | 0.000 | 0.000 | 0.00 | 0.00 |
| 2001 | 1/1/01 | 2/28/01 | Camp Fun | AM Baker | | | 127.75 | 0.064 | 127.75 | 3247.41 | 0.000 | 0.000 | 0.00 | 0.00 |
| 2001 | 3/1/01 | 12/31/01 | Great Bakery | Baker | | | 1457.00 | 0.729 | 1457.00 | 4704.41 | 0.000 | 0.000 | 0.00 | 0.00 |
| 2002 | 1/1/02 | 12/31/02 | Great Bakery | Baker | | | 1295.59 | 0.648 | 1295.59 | 6000.00 | 0.000 | 0.000 | 0.00 | 0.00 |
| Meets minimum 6000 occupational hours in the industry | | | | | | | | | | | | | | |
| 2002 | 1/1/02 | 12/31/02 | Great Bakery | Baker | | | 562.41 | 0.281 | | | 0.000 | 0.000 | 5.62 | 5.62 |
| 2003 | 1/1/03 | 12/31/03 | Great Bakery | Baker | | | 2013.00 | 1.000 | | | 0.000 | 0.000 | 20.00 | 25.62 |
| 2004 | 1/1/04 | 12/31/04 | Great Bakery | Baker | | | 1989.00 | 0.995 | | | 0.000 | 0.000 | 19.89 | 45.51 |
| 2005 | 1/1/05 | 7/16/05 | Great Bakery | Baker | | | 874.00 | 0.437 | | | 0.000 | 0.000 | 8.74 | 54.25 |
| 2005 | 7/17/05 | 12/31/05 | No Employment | | | | | | | | 0.000 | 0.000 | 0.00 | 54.25 |
| 2006 | 12/1/06 | 3/1/07 | All Time Sports | Lodge Manager - verified Supervisory | | | 362.00 | 0.181 | | | 362.000 | 0.181 | 3.62 | 57.87 |
| 2007 | 12/1/07 | 3/5/08 | All Time Sports | Lodge Manager - verified Supervisory | | | 360.00 | 0.180 | | | 360.000 | 0.180 | 3.60 | 61.47 |
| 2008 | 12/1/08 | 3/1/09 | All Time Sports | Lodge Manager - verified Supervisory | | | 61.00 | 0.031 | | | 61.000 | 0.031 | 0.61 | 62.08 |
| 2008 | 6/21/08 | 11/18/08` | Wenatchee Valley College | Instructor | | | 40.00 | 0.020 | | | 40.000 | 0.020 | 0.40 | 62.48 |
| | | | **TOTALS** | | | | **6261.41** | | | | **823.000** | **0.412** | | **62.5** |
| | | | | | | | | | | | | MAX 6.0 | | |

001035

| Issues: | |
|---|---|
| 1 | Need verification forms that are completed and signed by the former employers. You can prepare; send to them and have them sign off. |
| 2 | Need verification if Great Bakery was supervisory or not. Says "supervisor" on one form; but not signed by emloyer. |
| 3 | 1999 Camp Fun. I can't see where you get 957 hours; other than you took her wages and divided it by $9 per hour?? |
| 4 | 1997 Camp Fun. Have W 4 so can get average wage and calculate but need to record. |
| 5 | Super Mountain Natural Foods - I would need a description of her actual job title, Assistant Manager to determine applicability as well as a definition of what she |
| 6 | I don't concur with previous calculation from prior district based on data provided. |
| 7 | I don't see any other educational records for her so my report is based on her occupational experience. |
| 8 | For 1997 Using W-4 of $2,263.64 used Bureau Stats showing wage for 1999 was $9.06. $2,263.64 divided by $8.76 per hour = 258.41 work hours at Camp fun for 1997. Added to record. |
| 9 | Backed off of that a 3.5% Cost of Living for 1998 and used $ 8.76 per hour for 1997 (which appears to be pretty accurate as her wages in 1999 were $9.00 per hour for the same work per that employer). |
| 10 | Verified that Super Mountain was a retail clerk and not related so not counting that experience. |
| 11 | Confirmed all other experience is now verified - Camp Fun 1999-2001; Great Bakery 2001-2005 (and confirmed Lead Pastry Baker was not supervisory; Verified All Time Sports and confirmed Lodge Manager was supervisor; and Wenatchee Valley College. |
| 12 | Placement should be correct at BA 45 Step 0 (.392 years) |

## Vocational Worksheet Example 3:

**LUCY LAWYER**

**Career and Technical Salary Placement Calculation**

| Year | From | To | Employer | Occupation | Hrs Day | Days Yr | Hours Worked | FTE Hrs/2000 | Occupational Experience | Cum Occup Exp =6000 Hrs Req'd | Mgt Hrs | Experience Granted | ee Credits Granted | Non-Degree Cum |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1998 | 7/1/98 | 12/31/98 | Chelan County Juvenile Center | Juvenile Custody | 8.00 | 132 | 1056.00 | 0.528 | 1056.00 | 1056.00 | 0 | 0 | 0.00 | 0.00 |
| 1999 | 1/1/99 | 12/31/99 | Chelan County Juvenile Center | Juvenile Custody | 8.00 | 260 | 2000.00 | 1.000 | 2000.00 | 3056.00 | 0 | 0 | 0.00 | 0.00 |
| 2000 | 1/1/00 | 12/31/00 | Chelan County Juvenile Center | Admin Asst | 8.00 | 260 | 2000.00 | 1.000 | 2000.00 | 5056.00 | 0 | 0 | 0.00 | 0.00 |
| 2001 | 1/1/01 | 6/13/01 | Chelan County Juvenile Center | Admin Asst | 8.00 | 118 | 944.00 | 0.472 | 944.00 | 6000.00 | 0 | 0 | 0.00 | 0.00 |
| Meets minimum 6000 occupational hours in the industry | | | | | | | | | | | | | | |
| 2001 | 6/14/01 | 12/31/01 | Chelan County Juvenile Center | Admin Asst | 8.00 | 142 | 1216.00 | 0.608 | | | 0.000 | 0.000 | 12.16 | 12.16 |
| 2002 | 1/1/02 | 12/31/02 | Chelan County Juvenile Center | Admin Asst | 8.00 | 260 | 2000.00 | 1.000 | | | 0.000 | 0.000 | 20.00 | 32.16 |
| 2003 | 1/1/03 | 12/31/03 | Chelan County Juvenile Center | Admin Asst | 8.00 | 260 | 2000.00 | 1.000 | | | 0.000 | 0.000 | 20.00 | 52.16 |
| 2004 | 1/1/04 | 12/31/04 | Chelan County Juvenile Center | Admin Asst | 8.00 | 260 | 2000.00 | 1.000 | | | 0.000 | 0.000 | 20.00 | 72.16 |
| 2005 | 1/1/05 | 12/31/05 | Chelan County Juvenile Center | Admin Asst | 8.00 | 260 | 2000.00 | 1.000 | | | 0.000 | 0.000 | 20.00 | 92.16 |
| 2006 | 1/1/06 | 12/31/06 | Chelan County Juvenile Center | Admin Asst | 8.00 | 260 | 2000.00 | 1.000 | | | 0.000 | 0.000 | 20.00 | 112.16 |
| 2007 | 1/1/07 | 12/31/07 | Chelan County Juvenile Center | Admin Asst | 8.00 | 260 | 2000.00 | 1.000 | | | 0.000 | 0.000 | 20.00 | 132.16 |
| 2008 | 1/1/08 | 12/31/08 | Chelan County Juvenile Center | Office Manager- | 8.00 | 260 | 2000.00 | 1.000 | | | 2000.000 | 1.000 | 20.00 | 152.16 |
| 2009 | 1/1/09 | 2/23/09 | Chelan County Juvenile Center | Office Manager- | 8.00 | 38 | 304.00 | 0.152 | | | 304.000 | 0.152 | 3.04 | 155.20 |
| Verified that she met the requirements of the "initial" vocational certificate as of 1/28/2008. She completed the following courses after that date that will apply as Non-Degree Credits | | | | | | | | | | | | | | |
| 2009 | | 5/31/09 | WSU | Child Abuse | | | 2.00 | s | | | | | 3.00 | 158.20 |
| 2009 | | 5/31/09 | WSU | Voc Tchr Training | | | 3.00 | Semesters | | | | | 4.50 | 162.70 |
| | | | **TOTALS** | | | | **15520.00** | **7.76** | | | **#####** | **1.152** | | **162.7** |
| | | | | | | | | | | | | **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.

**PLACEMENT: (Voc) MA 0 Step 1**

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## Vocational Worksheet Example 4:

**JERRY JAILER**

**Career and Technical Salary Placement Calculation**

| Year | From | To | Employer | Occupation | Hrs Day | Days Yr | Hours Worked | FTE | Occupational Experience | Occup Exp =6000 Hrs Req'd | Mgt Hrs | Years of Experience Granted | Nondegree Credits Granted | Non-Degree Cum |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1992 | 3/20/92 | 12/31/92 | ABC Indian Nation | Counselor - Probation | 8.00 | 208 | 1664.00 | 0.832 | 1664.00 | 1664.00 | 0 | 0 | 0 | 0 |
| 1993 | 1/1/93 | 12/31/93 | ABC Indian Nation | Counselor - Probation | 8.00 | 260 | 2000.00 | 1.000 | 2000.00 | 3664.00 | 0 | 0 | 0 | 0 |
| 1994 | 1/1/94 | 12/31/94 | ABC Indian Nation | Counselor - Probation | 8.00 | 260 | 2000.00 | 1.000 | 2000.00 | 5664.00 | 0 | 0 | 0 | 0 |
| 1995 | 1/1/95 | 2/28/95 | ABC Indian Nation | Probation Officer | 8.00 | 42 | 336.00 | 0.168 | 336.00 | 6000.00 | 0 | 0 | 0 | 0 |
| **Meets minimum 6000 occupational hours in the industry** | | | | | | | | | | | | | | |
| 1995 | 3/1/95 | 12/31/95 | ABC Indian Nation | Counselor - Probation | 8.00 | 218 | 1744.00 | 0.872 | | | 1744.00 | 0.872 | 17.44 | 17.44 |
| 1996 | 1/1/96 | 12/31/96 | ABC Indian Nation | Counselor - Probation | 8.00 | 260 | 2000.00 | 1.000 | | | 2000.00 | 1.000 | 20.00 | 37.44 |
| 1997 | 1/1/97 | 12/31/97 | ABC Indian Nation | Counselor - Probation | 8.00 | 260 | 2000.00 | 1.000 | | | 2000.00 | 1.000 | 20.00 | 57.44 |
| 1998 | 1/1/98 | 12/31/98 | ABC Indian Nation | Counselor - Probation | 8.00 | 260 | 2000.00 | 1.000 | | | 2000.00 | 1.000 | 20.00 | 77.44 |
| 1999 | 1/1/99 | 12/31/99 | ABC Indian Nation | Counselor - Probation | 8.00 | 260 | 2000.00 | 1.000 | | | 2000.00 | 1.000 | 20.00 | 97.44 |
| 2001 | 1/1/00 | 12/31/00 | ABC Indian Nation | Counselor - Probation | 8.00 | 260 | 2000.00 | 1.000 | | | 2000.00 | 1.000 | 20.00 | 117.44 |
| 2002 | 1/1/02 | 2/14/02 | ABC Schools | Drug Prevention | 8.00 | 32 | 256.00 | 0.128 | | | 256.00 | 0.128 | 2.56 | 120.00 |
| 2003 | 9/1/00 | 8/31/01 | ABC Indian Nation | Drug Prevention | 8.00 | 205 | 1640.00 | 0.820 | | | 0 | 0.000 | 16.40 | 136.40 |
| 2004 | 9/1/00 | 8/31/01 | ABC Indian Nation | Drug Prevention | 8.00 | 205 | 1640.00 | 0.820 | | | 0 | 0.000 | 16.40 | 152.80 |
| 2005 | 9/1/00 | 8/31/01 | ABC Indian Nation | Drug Prevention | 8.00 | 205 | 1640.00 | 0.820 | | | 0 | 0.000 | 16.40 | 169.20 |
| | | | | | | | | | | | | | | |
| | | | **TOTALS** | | | | **#####** | **8.87** | **0** | | **0** | **6.000** | | **169.2** |
| | | | | | | | | | | | | **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.

**PLACEMENT: (Voc) MA 0 Step 6**

**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. |

| **Issues:** | |
|---|---|
| 1. | Verified Counselor-Probation Officer was related to CTE Assignment |
| 2 | Verified Drug Prevention Officer was related to CTE Assignment |

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## Vocational Worksheet Example 5:

**VAL VIDEO**

**Career and Technical Salary Placement Calculation**

| Year | From | To | Employer | Occupation | Hrs Day | Days Yr | Hours Worked | FTE Hrs/2000 | Minimum Occupational Experience | Cum Occup Exp =6000 Hrs Req'd | Mgt Hrs | Years of Experience Granted | Nondegree Credits Granted | Non-Degree Cum |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2004 | 7/1/04 | 12/31/04 | Val's Videos | Owner - No records | | | 0.00 | 0.000 | 0.00 | 0.00 | 0 | 0 | 0.00 | 0.00 |
| 2005 | 1/1/05 | 12/31/05 | Val's Videos | Owner - No records | | | 0.00 | 0.000 | 0.00 | 0.00 | 0 | 0 | 0.00 | 0.00 |
| 2006 | 1/1/06 | 12/31/06 | Val's Videos | Owner - No records | | | 0.00 | 0.000 | 0.00 | 0.00 | 0 | 0 | 0.00 | 0.00 |
| 2007 | 7/1/07 | 12/31/07 | ABC Video Store | Owner - Bank Records | | | 0.00 | 0.000 | 0.00 | 0.00 | 0 | 0 | 0.00 | 0.00 |
| 2008 | 1/1/08 | 12/31/08 | ABC Video Store | Owner - Bank Records | | | 0.00 | 0.000 | 0.00 | 0.00 | 0 | 0 | 0.00 | 0.00 |
| 2009 | 1/1/09 | 2/28/09 | ABC Video Store | Owner - Bank Records | | | 0.00 | 0.000 | 0.00 | 0.00 | 0 | 0 | 0.00 | 0.00 |
| HAV NOT BEEN ABLE TO VERIFY 6000 HRS MIM OCC EXPERIENCE | | | | | | | | | | | | | | |
| | | | **TOTALS** | | | | **0.00** | **0.00** | **0** | **0.00** | **0.00** | **0.000** | **0.00** | **0.00** |
| | | | | | | | | | | | | 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.
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: (Voc) BA 0 Step 0**

**Issues:**

1 Self employed 2004 - 2009. Owner of both businesses
2 Documentation presented includes:
- a Val's Videos. Dept of Revenue Business Registration 7/9/04 showing taxes will be due annually & $20 processing receipt
- b Secretary of State document verifying ABC Video Store Inc as a business
- c Ledger balance sheet from Bank for Val's Video for March 09
- d Bank statements for Val'sVideo for July 07, August 07, Sept 07, Oct 07, Nov 07, Dec 07 = 6 months
- e Bank statements for Val's Video for Jan-Dec 2008 = 12 months
- f Bank statements for Val's Video for Jan-Feb 2009 = 2 months

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## Documentation of Experience Issues

When verifications of employment for vocational experience are being processed, be sure to document:

1. **By Calendar Yea**r (January 1 to December 31), the actual hours of work paid. This becomes the "numerator." The denominator for the vocational year is 2000 hours. If a person worked 2080 hours or any hours in excess of 2000 there is no added credit. 2000 hours = 1.0 FTE for that calendar year.
2. The **name of the position, whether it meets the management criteria or not, and obtain a job description if possible** to further document the management experience determination.
3. If "normal" documentation **cannot be obtained**, such as situations with self-employment or the prior employer has gone out of business, experience can be documented utilizing other evidence. However, resumes, job applications and sworn affidavits are NOT valid documents. Documentation that is valid includes: s:
    a. Tax returns
    b. Business license
    c. Bonding insurance
    d. Social security records
4. If at all possible, try to obtain some form of verification of employment from the prior employer stating the position, management experience, full or part time, and the start and end date. With that you can use other tools to "back into" the experience.

Note: These same rules apply when verifying ESA experience ☺

## Vocational Example – Backing into Experience

**EMPLOYEE NAME**

**Career and Technical Salary Placement Calculation**

**Start Date: 9/1/1999** **Assignment: Businss Education** **Degree No Used: N/A**

| Year | From | To | Employer | Occupation | Hrs Day | Days Yr | Hours Worked | FTE | Occup Exp =6000 Hrs | Mgt Hrs | Mgt FTE | Nondegree Credits Granted | Non-Degree Cum |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1989 | See Tab 2-BLS Wages 89-90 | | Volt Service Corp; Marketing Plus, Steeler | Word Proceessing; Desk Top Publish | | | 1762.18 | 0.881 | 1762.18 | | | | |
| 1990 | See Tab 2-BLS Wages 89-90 | | Volt Service | Word Proceessing; | | | 254.71 | 0.127 | 2016.89 | | | | |
| 1990 | 2/14/90 | 12/31/90 | Microsoft | Software Test Engineer | 8 | 229 | 1832.00 | 0.916 | 3848.89 | | | | |
| 1991 | 1/1/91 | 12/31/91 | Microsoft | Software Test Engineer | 8 | 250 | 2000.00 | 1.000 | 5848.89 | | | | |
| 1992 | 1/1/92 | | Microsoft | Software Test Engineer | 8 | 18.889 | 151.11 | 0.076 | **6000.00** | | | | |
| **MEETS MINIMAL OCCUPATION 6000 HOURS** | | | | | | | | | | | | | |
| 1992 | 1/1/91 | 12/31/91 | Microsoft | Software Test Engineer | 8 | 231.111 | 1848.89 | 0.924 | | 0.00 | 0.000 | 18.49 | 18.49 |
| 1993 | 1/1/93 | 8/14/93 | Microsoft | Software Test Engineer | 8 | 162 | 1296.00 | 0.648 | | 0.00 | 0.000 | 12.96 | 31.45 |
| 1993 | See Tab 3-BLS Wages 93-94 | | Cliff's Computers - See Tab 4 BLS | Technical Support Engineer | | | 125.62 | 0.063 | | 0.00 | 0.000 | 1.26 | 32.71 |
| 1994 | See Tab 3-BLS Wages 93-94 | | Cliff's Computers & Longview Fiber - See Tab 4 BLS | Technical Support Engineer | | | 321.23 | 0.161 | | 0.00 | 0.000 | 3.21 | 35.92 |
| 1998 | See Tab 4-BLS Wages 98-99 | | Wenatchee Valley College & Go Pages | Administrative Assistant | | | 1378.62 | 0.689 | | 0.00 | 0.000 | 13.79 | 49.70 |
| 1999 | See Tab 4-BLS Wages 98-99 | | Go Pages | Administrative Assistant | | | 862.55 | 0.431 | | 0.00 | 0.000 | 8.63 | 58.33 |
| | | | **TOTALS** | | | | | | | **0.00** | **0.00** | **58.33** | |
| | | | | | | | | | | | **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.
requirement has been met.

1 2,000 hours paid occupational experience is the maximum allowed per year

**99-00 Placement: BA 45 Step 0**

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Bureau of Labor Statistics Wage Data for 1999. Always document web site:
http://www.bls.gov/bls/blswage.htm

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# Occupational Employment Statistics

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## 1999 National Occupational Employment and Wage Estimates

### 43-4021 Correspondence Clerks

Compose letters in reply to requests for merchandise, damage claims, credit and other information, delinquent accounts, incorrect billings, or unsatisfactory services. Duties may include gathering data to formulate reply and typing correspondence.

These estimates are calculated with data collected from employers in all industry divisions in metropolitan and non-metropolitan areas in every State and the District of Columbia.

Employment estimate and mean wage estimates for this occupation:

| | | |
|---|---|---|
| **Employment** | 46,160 | RSE = 4.9 % |
| **Mean hourly wage** | $11.48 | RSE = 0.9 % |
| **Mean annual wage** | $23,880 | RSE = 0.9 % |

(1)

Percentile wage estimates for this occupation:

| **Percentile** | 10% | 25% | 50% (Median) | 75% | 90% |
|---|---|---|---|---|---|
| **Hourly Wage** | $8.14 | $9.35 | $11.05 | $13.01 | $15.81 |
| **Annual Wage** | $16,920 | $19,460 | $22,980 | $27,060 | $32,890 |

(1)

BLS Wage Information for Occupation of "Correspondence Clerks"

XX Employee was employed as a word processor and did desk top publishing.

**1999 11.48 Mean Hourly Wage**

Next Step: Used Cost of Living Index to back wages down from 1999 to 1989 and 1990.

Social Security Administration - Cost of Living Index

http://www.ssa.gov/oact/cola/colaseries.html

Social Security Online

www.socialsecurity.gov

Office of the Chief Actuary

Automatic Increases

COLA determination

SSI payment rates increase with COLA

# Automatic Increases

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## Cost-Of-Living Adjustments

Since 1975, Social Security general benefit increases have been cost-of-living adjustments or COLAs. The 1975-82 COLAs were effective with Social Security benefits payable for June in each of those years; thereafter COLAs have been effective with benefits payable for December.

Prior to 1975, Social Security benefit increases were set by legislation.

**Social Security Cost-Of-Living Adjustments**

| Year | COLA | Year | COLA | Year | COLA |
|---|---|---|---|---|---|
| 1975 | 8.0 | 1990 | 5.4 | 2005 | 4.1 |
| 1976 | 6.4 | 1991 | 3.7 | 2006 | 3.3 |
| 1977 | 5.9 | 1992 | 3.0 | 2007 | 2.3 |
| 1978 | 6.5 | 1993 | 2.6 | 2008 | 5.8 |
| 1979 | 9.9 | 1994 | 2.8 | 2009 | 0.0 |
| 1980 | 14.3 | 1995 | 2.6 | 2010 | 0.0 |
| 1981 | 11.2 | 1996 | 2.9 | | |
| 1982 | 7.4 | 1997 | 2.1 | | |
| 1983 | 3.5 | 1998 | 1.3 | | |
| 1984 | 3.5 | 1999 | 2.5 | | |
| 1985 | 3.1 | 2000 | 3.5 | | |
| 1986 | 1.3 | 2001 | 2.6 | | |
| 1987 | 4.2 | 2002 | 1.4 | | |
| 1988 | 4.0 | 2003 | 2.1 | | |
| 1989 | 4.7 | 2004 | 2.7 | | |

* The COLA for December 1999 was originally determined as 2.4 percent based on CPIs published by the Bureau of Labor Statistics. Pursuant to Public Law 106-554, however, this COLA is effectively now 2.5 percent.

The first COLA, for June 1975, was based on the increase in the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) from the second quarter of 1974 to the first quarter of 1975. The 1976-83 COLAs were based on increases in the CPI-W from the first quarter of the prior year to the corresponding quarter of the current year in which the COLA became effective. After 1983, COLAs have been based on increases in the CPI-W from the third quarter of the prior year to the corresponding quarter of the current year in which the COLA became effective.

**SSI COLAs**

COLAs for the Supplemental Security Income (SSI) program are generally the same as those for the Social Security program. However, COLAs for SSI have generally been effective for the month following the effective month of Social Security benefit increases. See SSI historical payment standards for more detail.

| Compute to 1989-90 | Reduce by Cola | Reduce by Cola |
|---|---|---|
| 1999 | $ 11.48 | |
| 1998 | $ 11.33 | 1.3% |
| 1997 | $ 11.09 | 2.1% |
| 1996 | $ 10.77 | 2.9% |
| 1995 | $ 10.49 | 2.6% |
| 1994 | $ 10.20 | 2.8% |
| 1993 | $ 9.93 | 2.6% |
| 1992 | $ 9.63 | 3.0% |
| 1991 | $ 9.28 | 3.7% |
| **1990** | **$ 8.78** | 5.4% |
| **1989** | **$ 8.36** | 4.7% |
| | | |
| **1989** | **Social Security Wages** | |
| Volt Service | | $ 1,819.00 |
| Marketing Plus | | $ 10,863.29 |
| Steeler Inc. | | $ 2,057.07 |
| | Total 1989: | $ 14,739.36 |
| 1989 Determined Hrly Rate | | $ 8.36 |
| Determined Hours Worked | 1989 | **1762.18** |
| **1990** | **Social Security Wages** | |
| Volt Service | | $ 2235.50 |
| | Total 1990: | $ 2235.50 |
| 1990 Determined Hrly Rate | | $ 8.78 |
| Determined Hours Worked | 1990 | **254.71** |

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## REPORTING ADDED NON-DEGREE CREDITS FOR "V" STAFF

WAC 392-121-259 – Non Degree Credits

(3) Persons holding valid vocational/career and technical education certificates as provided for in chapter 181-77 WAC shall accumulate recognized credits as follows (**all of which are reported as Non-Degree Credits**)

> (b) One credit for each ten clock hours of vocational/career and technical education educator training meeting the requirements of WAC 181-77-003 (2), (9) or (12). Clock hours of vocational/career and technical educator used in determining non-degree credits MUST BE EARNED AFTER MEETING THE MINIMUM CERTIFICATION REQUIREMENTS, regardless of when the initial certificate is issued

Therefore, vocational instructors can continue to accumulate non-degree credits during their employment subject to the WAC as noted above. (2), (9) AND (12) are listed below for your reference.

(2) "Career and technical education educator training" shall mean those career and technical education programs, courses, seminars and workshops offered for the purpose of career and technical education certification in compliance with chapter 181-85 WAC

(9) "Professional education" shall mean those programs, courses, seminars and workshops that are designed to improve teaching ability.

(12) "Technical education/upgrading" shall mean those career and technical education programs, courses, seminars and workshops which are designed to improve the skills and/or knowledge in the discipline in which the application is being made.

If you are uncertain if courses meet these requirements, you may contact OSPI Career and Technical Education at 360-725-6245.

**Do note that all non-degree credits that are not converted occupational experience must all satisfy one of the seven (7) course criteria. So be sure to WAC stamp your documentation!**

## WHAT HAPPENS WHEN A "V" DEGREE GETS A DEGREE?

### The high degree is changed and reported as "H" for Hold Harmless!

### For high degree 'H" persons, report only eligible non-degree credits determined by WAC 392-121-259 (3)

3) Persons holding valid vocational/career and technical education certificates as provided for in chapter 181-77 WAC shall accumulate recognized credits as follows:

(a) One credit for each one hundred clock hours of occupational experience as defined in WAC 181-77-003(7), subject to the following conditions and limitations:

(i) Clock hours of occupational experience used in determining non-degree credits must be earned after meeting the minimum vocational/career and technical education certification requirements of three years (six thousand hours) as established in WAC 181-77-041 (1)(a)(i), regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held.

(ii) Non-degree credits based on occupational experience shall be limited to a maximum of twenty credits per calendar year.

(iii) Non-degree credits based on occupational experience shall exclude experience determined pursuant to WAC 392-121-264 (1)(a) through (d).

(b) One credit for each ten clock hours of vocational/career and technical education educator training meeting the requirements of WAC 181-77-003 (2), (9), or (12). Clock hours of vocational/career and technical education educator training used in determining non-degree credits must be earned after meeting the minimum vocational/career and technical education certification requirements as established in WAC 181-77-041 (1)(b) and (c), regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held.

### Basically the person is held harmless and their experience and previous credits are still reported. Here are some examples:

**Examples—Vocational/CTE Instructors and Nondegree Credits**

**2J:** A vocational/CTE instructor whose highest degree type is **V** has documented 65 approved vocational/CTE teacher training credits and ten credits of converted occupational experience received after meeting minimum vocational/CTE certification requirements. Report 75 credits in *Item B.6, Nondegree Credits*. Report nothing in *Items B.3, Academic Credits, B.4, In-service Credits, and B.5, Excess Credits.*

**2K:** Another vocational/CTE instructor whose highest degree type is **B** has documented 65 approved vocational/CTE teacher training credits and 3,000 hours of occupational experience received after meeting minimum vocational/CTE certification requirements. Report no credits in *Item B.6, Nondegree Credits,* because this person has a degree. Check to see if the approved vocational/CTE teacher training qualifies as in-service or academic credits.

**2L:** A vocational/CTE instructor received a first bachelor's degree on August 31, 2014. For the 2013–14 school year this individual was reported with highest degree type **V** and 75 credits in *Item B.6* (65 approved vocational/CTE teacher training credits and ten credits of converted occupational experience). For the 2014–15 school year report this person with highest degree type **H.** Continue to report 75 credits in *Item B.6, Nondegree Credits,* but do not add any additional nondegree credits. Report any academic and in-service credits earned since the bachelor's degree in *Items B.3, Academic Credits,* and *B.4, In-service Credits*. Report nothing in *Item B.5, Excess Credits.*

## Obtaining a Master's Degree

Once an individual obtains a Master's Degree they are always reported with high degree of M. Their previously reported management experience counts, but they start over with credits just as if they were not reported as V degree.

Example

- Person reported in the previous year with 5 years management experience, 2 years teaching experience and 140 non-degree credits, with placement of MA 0 Step 7.
- Person now obtains a MA degree.
- Calculate credits to MA degree (example 52).
- Subtract 45 with a net 7 excess credits.
- Although the previous non-degree credits are reported, they are not used.
- The placement will still be MA 0, Step 7.
- However, the person can now record additional hours and continue on to MA 45 or MA 90.

## VOC EXPERIENCE VERIFICATION LETTER

(District Letterhead)

(Date)

Name of Employer
Address of Employer
City, State, Zip

Re: Verification of Employment for (Name of Employee)

Dear (Employer Name):

The (Your District Name) has employed (Employee Full Name) as a teacher in our vocational education program. In order to grant the appropriate experience on our salary schedule, Washington State law requires that school districts verify this individual's prior work experience in a very specific manner.

Please complete the form attached to this letter and return it to our office. To assist with this verification we are providing the following information from this employee:

| | |
|---|---|
| Employee SSN | |
| Dates of Service | |
| Position(s) Held | |

The employee has also provided a release for this information by the signature indicated below:

> I authorize you to release all information requested in the attached Verification of Employment to the school district listed above.
>
> _____
>
> Employee Signature Date

Should you have questions or need assistance processing this request please contact (Name, Phone Number, and Email of contact at your district). Thank you.

Sincerely,

(Name)
(Title)

# Sample Vocational Experience Verification Form

## Verification of Occupational Experience for Vocational Teachers

**Please follow instructions carefully to ensure full credit on our salary schedule for this employee.**
List dates of service from Mo/Day/Yr to Mo/Day/Yr for each **calendar** year. **Use one line for each work year or change in position.**

1. List the position title.
2. Circle yes if this position was considered management in nature, no if it was not. (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.") Instructional Area _____
3. List the number of hours paid per year the employee worked. For example, a full-time employee who works 8 hours a day for 260 days would have 2080 hours per year.
4. Other comments or explanations.

| Dates of Service for each year (M/D/Y – M/D/Y) | Position Title | Management Position? Yes or No | Hours Per Day Worked | Days Per Year Worked | Hours Per Year Worked | Other Comments |
|---|---|---|---|---|---|---|
| *Example: 2/10/00 – 12/31/00* | *Auto Mechanic* | *No* | *8.0* | *214* | *1712* | *Hired as Auto Mechanic* |
| *Example: 1/1/01 – 8/31/00* | *Lead Auto Mechanic* | *Yes* | *8.0* | *173* | *1384* | *Resigned – moved* |
| | | | | | | |
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| | | | | | | |
| | | | | | | |

| Employer Verification Signature | Employer Verification Title | Employer Verification Email Address |
|---|---|---|
| Date | Telephone Number | Fax Number |

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# QUESTIONS

# ABOUT

# V OR S STAFF REPORTING

## HELPFUL REMINDERS!

1. **Colleges/Technical Schools**. Employment in public or private vocational-technical schools, technical colleges, community/junior colleges, colleges, and universities in positions comparable to those which require certification in Washington school districts.

**Helpful Questions:**

Question 1

**Was the employer a college/university or technical/vocational school?** This information should be on the verification form. Use the internet to search if needed to verify.

Question 2

**Was the position held comparable to a certificated position in Washington school districts?**

There is no certification requirement for college employment. The decision is based solely on the comparability of the position. Obtaining a job description can be very helpful. Here are a few examples:

| | |
|---|---|
| Dean of Students | Yes – would be comparable |
| Graduate Assistant | Questionable. Must ensure that the position was equal to a classroom teacher, e.g. does lesson plans; provides direct instruction; responsible for grading. |
| Administrative Assistant | Questionable. This could be a title that reflect an administrative position equivalent to an assistant principal. On the other hand, it could be secretary position which would not be comparable. This is a good example of why a job description is useful. |
| Custodian | No – not comparable. |

2. **Governmental Agency**. Employment in a governmental educational agency with regional administrative responsibilities for preschool, elementary, and/or secondary education including but not limited to an educational service district, office of the superintendent of public instruction, or United States department of education in any professional position including but not limited to C.P.A., architect, business manager, or physician.

**Helpful Questions:**

Question 1

**Was the employer a governmental agency as defined above?** Employment at US Department of Education, OSPI and the ESDs are examples of governmental agencies.

Question 2

**Was the position held a "professional" position?** There is no certification requirement. The determination is solely based on the definition of the position. See the definition of duty root 96, Professional ("Requires a high degree of knowledge and skills acquired through at least a baccalaureate degree or its

equivalent.") A job description can be helpful in making this decision. Other than the examples cites above other professional positions that would qualify include nurse, OT, PT, administrator, psychologist, SLP. Here again the title of the position can be misleading. An administrative assistant may be something equal to an administrative position or it may be a secretarial position.

3. **Service**. Military, Peace Corps, or Vista service which interrupted professional education employment.

**Helpful Questions:**

Question 1

**Did the service interrupt the professional education employment of the employee?** If it did not interrupt, it cannot be counted. As an example, if the person went directly into Peace Corps from college and did not teach first, that experience cannot be reported. On the other hand, if the person substitute taught in a position that required a teaching certificate and then went into the Peace Corps and came back into teaching, then the experience would count.

Question 2

**Does it matter what position they were employed in?** No, the verification form must just verify their service in the military, VISTA or Peace Corps.

4. **Sabbatical Leave.** Sabbatical Leaves are fairly uncommon but when used typically grant a person a partial pay for the time they are on a leave of absence.

**Helpful Questions:**

Question 1

**Can the teacher's union president's leave time be reported as sabbatical leave?** Yes. In fact, it should be reported this way where the district authorizes a leave of absence and the union reimburses the district for pay. Additionally when such leave is approved by the Board of Directors it should be stated as a sabbatical leave. Be sure to change your reporting duty code accordingly.

5. **Non-Degree Vocational Experience.** For non-degreed vocational/career and technical education instructors, up to a **maximum of six years of management experience** as defined in WAC 181-77-003 which states: "**Management experience" shall mean work as a supervisor, foreman or manager in the occupational area in which the person will instruct**. Additionally such experience must have been acquired after the instructor meets the minimum vocational/career and technical education certification requirements of three years (six thousand hours) established in WAC 181-77-041(1)(a)(i), regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held.

**Helpful Questions:**

Question 1

**Do you have a valid verification of employment citing the name of the employer, dates to and from, position held, and job description, or an equivalent in other appropriate documents?** Never grant vocational experience without the appropriate documentation. This is one of the most difficult pieces of processing CTE staff.

Question 2
**Did the experience occur after the person acquired 6000 work hours in the occupation to be taught?** You must also have documentation that verifies the initial 6000 hours. You cannot use the employees "self-testimony" or a resume. You can only report management experience after the documented 6000 hours are met.

Question 3
**Did the position meet the management definition requirement?** You must have documentation that the position was either a supervisor, foreman or manager. There are no exceptions and this is a frequent error.

6. **ESA Experience.** Beginning in the 2007–08 school year, for ESA staff (occupational therapists, physical therapists, nurses, speech-language pathologists, audiologists, counselors, psychologists, and social workers), years of experience may include employment in those positions but is limited to two years. While some districts locally grant credit for more than 2 years, only a maximum of 2 years can be reported on the S-275.

**Helpful Questions:**

Question 1
**Who is the employer?** Frequently the employee will indicate they provided services for a school district. You need to verify who provided their pay check. That is the employer. Typically we find that the school district was not the employer and it was some other agency (or self-employment). In this case you may report up to 2 years of ESA experience if it is properly documented.

Question 2
**What if we are not able to obtain a verification form directly from the employer?** Similar to the rules for granting vocational experience, you may utilize social security statements, tax returns, business licenses, bonding insurance or worker compensation reports.

Question 3
**Are there specific requirements?** Yes. For some positions a license, degree or other educational credentials are requirement. The best tool is to utilize the ESA Summary Table found in the S-275 Reporting Instructions and shown below. We recommend that you print a copy of this table; add the employee name at the top; and note or add documentation to verify the requirements are met.

# SECTION 6

# Lessons

# Learned

# From

# Auditors

# FY13 Staff Mix Errors

| Cause of error | Number references in audit memos | Percent |
|---|---|---|
| Clerical error (math computation, data input….) | 32 | 21% |
| Misclassification of credits (generally excess/academic) | 29 | 19% |
| Credits not reported | 26 | 17% |
| Double counted credits | 15 | 10% |
| Lack of support for credits reported | 7 | 5% |
| Rounding errors or inconsistencies | 7 | 5% |
| Did not convert semester credits to quarter credits | 4 | 3% |
| Miscalculate years experience | 3 | 2% |
| System conversion date issue - credits not counted | 3 | 2% |
| Relied on incorrect yrs experience calculation prior district | 3 | 2% |
| Unknown | 2 | 1% |
| Reported in-service less than 3 hours in length | 2 | 1% |
| Lack of credit approvals | 2 | 1% |
| Did not report credits because already M + 90 | 2 | 1% |
| Miscalculation substitute experience or did not report | 2 | 1% |
| Reported tribal instructors exp + credits to match pay | 2 | 1% |
| lacked employee contract | 1 | 1% |
| lack of support yrs experience | 1 | 1% |
| Did not deduct 45 credits at Masters | 1 | 1% |
| Files only reviewed when salary changes | 1 | 1% |
| Miscalculation excess credits | 1 | 1% |
| Did not convert in-service hours to credits | 1 | 1% |
| Counted in-service credits registered for but not taken | 1 | 1% |
| Reported credits prior to BA | 1 | 1% |
| Incorrect vocational instructor calculations | 1 | 1% |
| District requires original transcripts - not in file | 1 | 1% |
| Exceeded 1 FTE per year | 1 | 1% |
| Instructor contract FTE increased but S275 not updated | 1 | 1% |
| Reported out-of-state in-service credits | 1 | 1% |
| No support for highest degree earned | 1 | 1% |
| **Total** | 155 | |

# Audit Errors

Because staffing data is used to determine state funding, S-275 data reported to OSPI must be properly documented. Errors on the S-275 report should be corrected promptly. Documentation must be available for audit by the Washington State Auditor's Office. Audit findings can result in the adjustment of school district allocations after the end of the school year. In recent years, audit reports noted the following S-275 reporting errors:

- **Improperly accepted a master's degree from a non-accredited college.** [Degrees must be earned from an institution of higher education that is regionally accredited or is accredited by the distance education and training council. Reference: WAC 392-121-250.]
- **Reported a grandfathered (G) bachelor's degree when eligible credits totaled less than 135.** [Example: Employee earned less than 135 total credits before January 1, 1992. References: RCW 28A.150.410(3) and WAC 392-121-270(2).]
- **Misclassified degree type.** [Example 1: Highest degree should have been reported as master's degree instead of grandfathered bachelor's degree. Example 2: District reported incorrect date for award of master's degree; master's degree was awarded before October 1 snapshot date, but not reported.]
- **Did not have on file, for instructors with master's degrees, transcripts documenting the award of the bachelor's degree from the granting institution.** [For certificated employees with a master's degree, districts should have on file documentation of the employee's first bachelor's degree. This is required to calculate excess credits and properly determine the employee's total eligible credits. Reference: WAC 392-121-280(1).]
- **Improperly reported a vocational/CTE instructor as "nondegreed: when the instructor had a bachelor's degree and did not meet the criteria/definition of "nondegreed".** [Reference: WAC 392-121-250.]
- **Reported academic credits earned from a non-accredited institution.** [Report only those academic credits earned from an institution of higher education that is regionally accredited or is accredited by the distance education and training council. Reference: WAC 392-121-255(3).]
- **Improperly counted academic credits that were below college level.** [Report only academic credits that are transferable or applicable to a bachelor's or more advanced degree program. Reference: WAC 392-121-255(4).]
- **Improperly reported credits that were earned prior to the award of a bachelor's degree as academic credits.** [Report only academic credits earned after the awarding or conferring of the employee's first bachelor's degree. Reference: WAC 392-121-255(1).]
- **Did not convert semester credits to quarter credits.** [Example: 3.0 semester hour credits should be reported as 4.5 quarter hour credits. Reference: WAC 392-121-255(7).]
- **Counted transfer credits without a copy of the transcript from the college that awarded the credits.** [Credits are to be documented by transcripts from the institution awarding the credits. Reference: WAC 392-121-280(2)(c).]
- **Counted same credits twice.**
- **Did not convert clock hours to in-service credits.** [Example 1: 7 clock hours should be reported as 0.7 in-service credits. Example 2: 15 continuing education credit hours should be reported as 1.5 in-service credits. Reference: WAC 392-121-257(7).]
- **Counted in-service credits which totaled less than 3.0 hours.** [Count only in-service programs which total 3 or more hours. Reference: WAC 181-85-030(6).]
- **Improperly reported in-service credits earned in another state.** [Count only Washington

Washington- approved in-service credits. Reference: WAC 392-121-257(3).]

- **File contained eligible credits that district didn't report.** [For state reporting purposes, count all eligible credits earned on or before October 1, even if you don't receive the documentation until after October 1. References: WAC 392-121-255(2) and WAC 392-121-257(2)
- **Did not calculate credits in excess of 45 earned between the bachelor's and master's degrees to establish excess credits.** [For certificated employees whose highest degree is a master's degree, districts should report as excess credits those academic and in-service credits in excess of 45 earned after the awarding or conferring of the bachelor's degree and prior to the warding or conferring of the master's degree. Districts should then report academic and in-service credits earned after the awarding or conferring of the master's degree. Reference: WAC 392-121-261(2).]
- **Misclassified credit types, such as academic vs. excess.** [Example 1: Credits that were reported as academic credits should have been reported as excess credits. Example 2: Credits earned after master's degree reported as excess credits should have been reported as academic credits.]
- **Did not include eligible work experience towards nondegree credits.** [For "nondegreed" vocational/CTE instructors, report occupational experience beyond three years (6,000 hours) as nondegree credits. Reference: WAC 392-121-259(3)(a).]
- **Did not include eligible clock hours of vocational/CTE educator training toward nondegreed credits.** [For "nondegreed" vocational/CTE instructors, report as nondegree credits those clock hours which are earned after meeting the program requirements for initial certification. Reference: WAC 392-121-259(3)(b).]
- **Improperly included clock hours of vocational/CTE educator training toward nondegreed credits before the instructor met the program requirements for initial certification.** [For "nondegreed" vocational/CTE instructors, report as nondegree credits those clock hours which are earned after meeting the program requirements for initial certification. Reference: WAC 392- 121-259(3)(b).]
- **Inappropriately allowed a degreed vocational/CTE instructor to convert occupational experience to credits and years of experience.** [Nondegree credits and "management experience" apply only to nondegreed certificated instructional employees. Reference: WAC 392-121-259 and 392-121-264(1)(e).]
- **Did not have approval forms for eligible credits earned after September 1, 1995.** [Reference: WAC 392-121-262.]
- **Counted out-of-state substitute experience which didn't require certification.** [Count K–12 employment only for those positions which require certification, as determined by the state or other governmental unit in which employment occurred. Reference: WAC 392-121-264(1)(a).]
- **Did not include experience credit for substitute hours.** [Count all K–12 employment in positions which require certification. Reference: WAC 392-121-264(1)(a).]
- **Incorrectly converted substitute days from out-of-district to the number of equivalent days in the district, instead of using 180 days.** [Reference: WAC 392-121-264(2)(b).]
- **Incorrectly counted experience which did not meet criteria.** [Reference: WAC 392-121-264.]
- **General mathematical and clerical errors in recording credits and years of experience, including data entry and rounding.**
- **Lacked supporting documentation for earned credits and years of experience.** [Example 1: No transcript. Example 2: Academic credits documented by a registration form instead of transcript. Reference: WAC 392-121-280.]
- **Did no update files as credits were earned, but only when approaching changes to LEAP placement.**

# Things we have learned from our reviews and working with auditors!

- **Start Early**
- **Be Organized**
- **Be Detailed**
- **Be Very, Very Knowledgeable**
- **Keep current with training/info**
- **Keep historical notebooks (S 275 instructions)**
- **Maintain documentation!!!**
- **Be conservative – ask first, then pay and/or report**
- **Seek help – the auditors are your friends – really!!!**
- **Keep notations on S275 edits**

## BE CAREFUL WITH…….

- **Course Approval Codes**
- **Conversion of Semester Hours**
- **Master Degree Dates/Credits**
- **"Inservice" Hours Rules**
  - **Clock Hours**
  - **Non-Transfer Credits**
  - **Approved providers**
- **Vocational Placements**
  - **Non-Degree Credits**
  - **Documentation of experience**
- **Experience Calculations**
  - **After 1/1/92 - Documentation**
  - **Calculate "Denominator"**
  - **All Substitutes – 180 days**

# THE S-275 REPORTING AUDIT PROCESS

- **Occurs annually, usually commencing in the Fall**

- **Examines in detail data reported on the S-275 for all staff**

- **Historically, most errors occur with the reporting of certificated instructional staff data because of its complexity**
    - **Transcripts**
        - **Duplicate Courses**
        - **Courses not over 100 level**
        - **Accredited Institutions**
        - **Clock Hour Providers**
        - **Conversion of Credits to Quarter Hours**
        - **In Excess of Hours**
        - **In-between credits**
    - **Experience Records**
    - **ESA staff**
    - **Vocational Staff**
    - **BA 135**
    - **Transfer Data from Other Districts**
    - **Course Approval Forms**

- **Documentation and Verification**

# TIME SCHEDULES

**We recommend building an internal calendar to ensure you are completing activities in a timely manner. It helps to be organized!**

- ✓ **Jan-Feb**
  - **Enrollment Projections**
  - **2nd Semester Schedule Checks**
  - **Check Certification to Assignments**
  - **Out-of-Endorsements to Board**
  - **Updating S275**
  - **Double Check K-4 Allocation Report**
  - **State Auditors Arrive**

- ✓ **Feb-March**
  - **Preliminary Staffing Projections**
  - **Staffing Analysis**
  - **Budget Changes**
  - **Meetings/Communications**

- ✓ **March-April**
  - **Staffing Placements**
  - **Transfer Processes**
  - **Confirm Leave Returns**
  - **Recruitment Activities**
  - **Firming up Staffing**
  - **Updating S 275**
  - **Negotiations**

- ✓ **April-May**
  - **Transfer Processes**
  - **Issue Certificated Contracts (Board authority)**
  - **Issue RIF or non-renewal notices if applicable**
  - **Recruitment and Hiring**
  - **Finalizing Staffing**
  - **Negotiations**

- ✓ **May-June**
  - **Finalize Staffing and Budgets**
  - **Hiring Activities**

- ✓ **June-August**
  - **Final Budget Adopted by Board**
  - **Freeze Budget Data and Create "Actual" Data for comparison purposes**
  - **Check Certification for Assignments**
  - **Post Experience – Get LWOP from Payroll – Get added Instructional Activity FTE from Payroll**
  - **Check of New Hire Documentation – Certification, I-9, etc prior to start dates**

- ✓ **September**
  - **Initial Enrollment Counts**
  - **Estimates of K-4 Counts**
  - **Staffing Adjustments**
  - **Notices to Staff re: Credits/Experience**
  - **Final S 275 for prior year**

- ✓ **October-November**
  - **Staffing Adjustments**
  - **Official Oct 1 counts for S275 (KEMS)**
  - **S 275 for current year**
  - **Check New Hire Documentation**
  - **Out-of-Endorsements to Board**
- ✓ **December**
  - **Adjust S 275 for December reporting**

# Helpful Contacts

**Ross Bunda, OSPI**
**Ross.Bunda@k12.wa.us**

**Cheryl Thresher, Auditor's Office**

**threshec@sao.wa.gov**

# QUESTIONS

# ABOUT

# AUDITS

# SECTION 7

# REVIEWING YOUR DATA

## 1801 Report

1. The 1801 report is available through your fiscal system. You should run this report every time you submit a 275 and maintain your final year-end report.
2. You should review it thoroughly to ensure your compliance.
3. You should also review it with business office staff.
4. Annually the reports are available for all districts on line at OSPI:

http://www.k12.wa.us/safs/reports1801.asp

## Edit Report

- You should run and review your edit reports with each submission and maintain your final year end report.

- These reports help identify issues. You cannot submit without errors but you can submit with warnings. However, you should document on your report the issue with your warnings. For example, you may have a "benefits too low" warning because a person went on LWOP after October 1.

1801 Reports - Available for every district. You MUST review this information for compliance and make 275 corrections as needed.

| Program | FTE | Base Salary Total | Base Salary Average | Other Salary Total | Other Salary Average | Insurance Benefits Total | Insurance Benefits Average | Mandatory Benefits Avg Rate | Mix Factor LEAP 1 | Derived Base |
|---|---|---|---|---|---|---|---|---|---|---|
| 01 | 160.745 | 9,246,885 | 57,525 | 651,607 | 4,054 | 1,601,097 | 9,960 | 18.34 | 1.61835 | 35,546 |
| 21 | 25.320 | 1,448,002 | 57,188 | 121,816 | 4,811 | 249,619 | 9,859 | 18.71 | 1.65495 | 34,556 |
| 22 | 0.900 | 57,756 | 64,173 | 4,279 | 4,754 | 9,167 | 10,185 | 18.75 | 1.88482 | 34,047 |
| 24 | 2.500 | 153,954 | 61,582 | 12,652 | 5,061 | 25,463 | 10,185 | 18.77 | 1.80868 | 34,048 |
| 31 | 14.230 | 767,011 | 53,901 | 76,946 | 5,407 | 145,655 | 10,236 | 19.09 | 1.54703 | 34,842 |
| 34 | 1.400 | 86,920 | 62,086 | 6,270 | 4,479 | 14,259 | 10,185 | 18.78 | 1.82347 | 34,048 |
| 45 | 1.860 | 104,114 | 55,975 | 5,857 | 3,149 | 19,253 | 10,351 | 19.69 | 1.50606 | 37,167 |
| 51 | 4.660 | 263,820 | 56,614 | 18,934 | 4,063 | 47,017 | 10,090 | 17.78 | 1.66277 | 34,048 |
| 55 | 6.252 | 350,966 | 56,137 | 22,639 | 3,621 | 55,758 | 8,918 | 18.05 | 1.70739 | 32,879 |
| 56 | 2.100 | 138,313 | 65,863 | 16,097 | 7,665 | 21,298 | 10,142 | 17.92 | 1.88482 | 34,944 |
| 58 | 5.300 | 321,870 | 60,730 | 283,594 | 53,508 | 53,981 | 10,185 | 18.07 | 1.78366 | 34,048 |
| 64 | 0.190 | 10,334 | 54,389 | 747 | 3,932 | 1,907 | 10,035 | 18.87 | 1.59744 | 34,048 |
| 65 | 1.160 | 61,598 | 53,102 | 4,436 | 3,824 | 11,693 | 10,080 | 18.89 | 1.55961 | 34,048 |
| 88 | 1.770 | 108,993 | 61,578 | 7,153 | 4,041 | 18,027 | 10,185 | 18.02 | 1.80856 | 34,048 |
| 97 | 1.000 | 146,000 | 146,000 | | | 11,213 | 11,213 | 17.28 | 1.88482 | 77,461 |
| Program 21 Instructional | 24.720 | 1,388,215 | 56,158 | 121,816 | 4,928 | 242,891 | 9,826 | 18.71 | 1.64937 | 34,048 |
| Program 21 Administrative | 0.600 | 59,787 | 99,645 | | | 6,728 | 11,213 | 18.70 | 1.88482 | 52,867 |
| K-12 Program 21 Instructional | 21.950 | 1,217,367 | 55,461 | 25,677 | 1,170 | 214,679 | 9,780 | 18.70 | 1.62892 | 34,048 |

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| Program | FTE | Base Salary Total | Base Salary Average | Other Salary Total | Other Salary Average | Insurance Benefits Total | Insurance Benefits Average | Mandatory Benefits Avg Rate | Mix Factor LEAP 1 | Derived Base |
|---|---|---|---|---|---|---|---|---|---|---|
| Program 26, 56, and 59 Instructional | 2.000 | 128,348 | 64,174 | 16,097 | 8,049 | 20,288 | 10,144 | 17.87 | 1.88482 | 34,048 |
| Program 26, 56, and 59 Administrative | 0.100 | 9,965 | 99,650 | | | 1,010 | 10,100 | 18.70 | 1.88482 | 52,870 |
| Program 31 Instructional | 13.630 | 711,035 | 52,167 | 76,946 | 5,645 | 138,927 | 10,193 | 19.12 | 1.53216 | 34,048 |
| Program 31 Administrative | 0.600 | 55,976 | 93,293 | | | 6,728 | 11,213 | 18.74 | 1.88482 | 49,497 |
| Program 34 Instructional | 1.400 | 86,920 | 62,086 | 6,270 | 4,479 | 14,259 | 10,185 | 18.78 | 1.82347 | 34,048 |
| K-3 BEA Instructional | 56.408 | 2,960,752 | 52,488 | 29,106 | 516 | 541,022 | 9,591 | 18.52 | 1.54185 | 34,042 |
| 4-6 BEA Instructional | 32.591 | 1,858,521 | 57,026 | | | 323,284 | 9,919 | 17.89 | 1.67433 | 34,059 |
| 7-8 BEA Instructional | 24.099 | 1,326,045 | 55,025 | 8,172 | 339 | 236,654 | 9,820 | 18.33 | 1.61606 | 34,049 |
| 9-12 BEA Instructional | 52.150 | 2,843,837 | 54,532 | 16,957 | 325 | 534,591 | 10,251 | 18.62 | 1.60162 | 34,048 |
| K-12 BEA Instructional | 165.248 | 8,989,155 | 54,398 | 87,322 | 528 | 1,635,552 | 9,898 | 18.39 | 1.59766 | 34,048 |
| K-12 BEA Administrative | 0.487 | 46,004 | 94,464 | | | 11,324 | 23,253 | 18.75 | 1.30317 | 72,488 |
| BEA | 179.235 | 10,350,930 | 57,751 | 740,680 | 4,132 | 1,791,476 | 9,995 | 18.40 | 1.61461 | 35,768 |
| Instructional | 213.200 | 11,751,105 | 55,118 | 1,223,026 | 5,737 | 2,110,084 | 9,897 | 18.40 | 1.61883 | 34,048 |
| Administrative | 16.187 | 1,515,431 | 93,620 | 3,244 | 200 | 175,322 | 10,831 | 18.39 | 1.82434 | 51,317 |
| Other | | | | 6,757 | | | | | | |
| Active | 229.387 | 13,266,536 | 57,835 | 1,233,027 | 5,375 | 2,285,405 | 9,963 | 18.40 | 1.63333 | 35,409 |

THIS IS THE MOST IMPORTANT PAGE WITH THE COMPLIANCE DATA.

| Program | FTE | Base Salary Total | Base Salary Average | Other Salary Total | Other Salary Average | Insurance Benefits Total | Insurance Benefits Average | Mandatory Benefits Avg Rate | Mix Factor LEAP 1 | Derived Base |
|---|---|---|---|---|---|---|---|---|---|---|
| Certificated Total | 229.387 | 13,266,536 | 57,835 | 1,233,027 | 5,375 | 2,285,405 | 9,963 | 18.40 | 1.63333 | 35,409 |
| Instructional for Funding Purposes | 211.200 | 11,622,757 | 55,032 | 1,206,929 | 5,715 | 2,089,796 | 9,895 | 18.41 | 1.61631 | 34,048 |
| Instructional for Compliance Purposes | 211.200 | 11,622,757 | 55,032 | 1,206,929 | 5,715 | 2,089,796 | 9,895 | 18.41 | 1.61631 | 34,048 |

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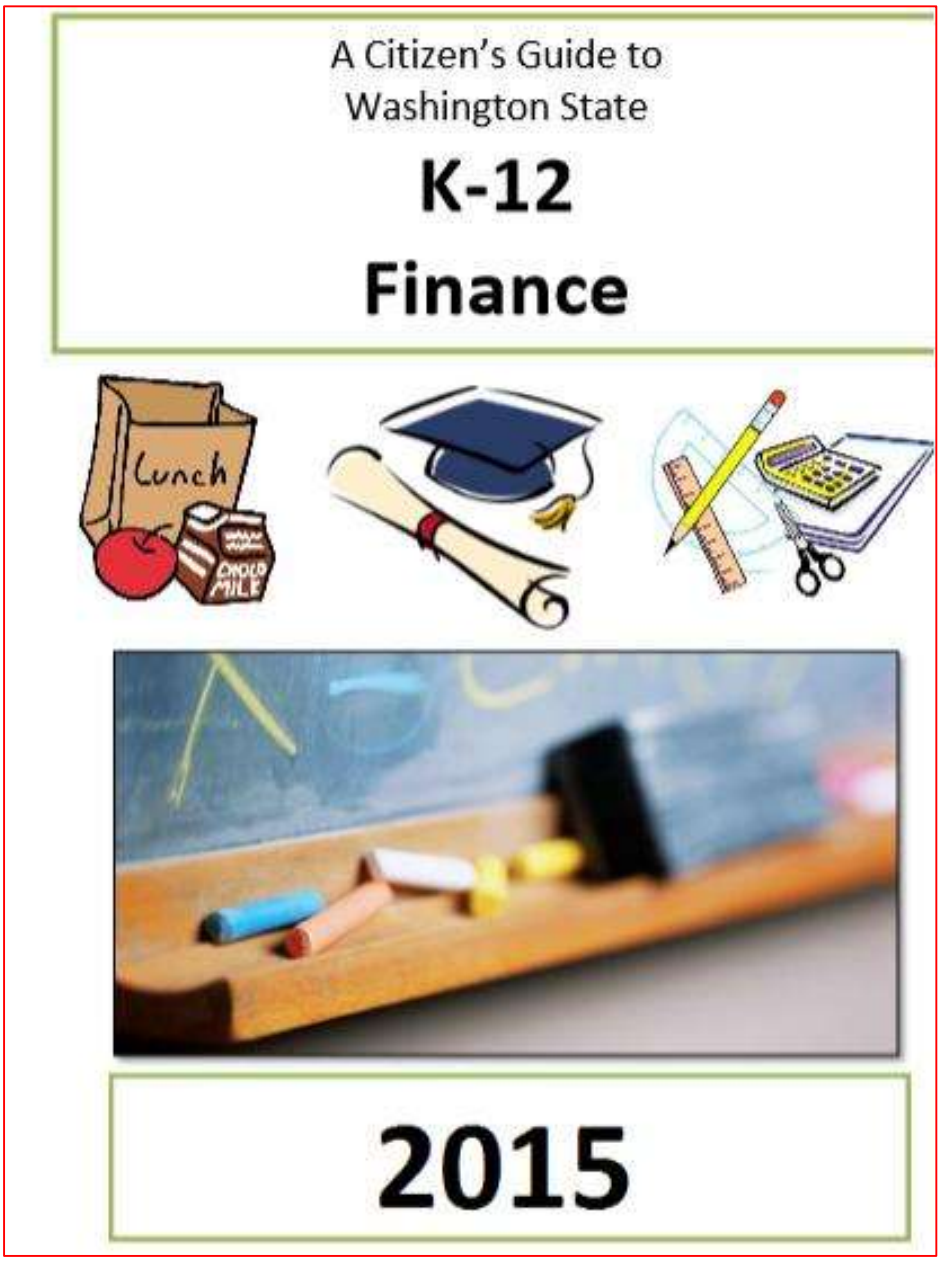
Citizens Guide to School Finance 2015

http://leg.wa.gov/Senate/Committees/WM/Documents/K-12%20Booklet_2015%202-10-15.pdf



# QUESTIONS

# ABOUT REVIEWING YOUR DATA

# SECTION 8

# APPENDIX

**Engrossed House Bill 2242**

In an April 2018 letter to Superintendents and Business Managers, Chris Reykadl, he said, "This letter is intended to provide clarity around the effective dates and share information about our plans to move forward during the 2018 – 19 transition year.

By way of background, in March 2018, the Legislature passed E2SSB 6362, which accelerated the implementation timeline for a new salary structure adopted in response to the *McCleary* litigation. Along with the increase in state funding, the legislature adopted new requirements related to the tracking of local revenue expenditures. Upon signing E2SSB 6362, Governor Inslee vetoed section 408, which directed the OSPI to adopt rules requiring the separate accounting of state and local revenues to expenditures by the 2018 – 19 school year. **The effect of this veto is that current law remains unchanged;** OSPI is required to adopt rules by the 2019 – 20 school year."

Background:
Engrossed House Bill 2242 (EHB 2242)
In the third special session of 2017, the Legislature enacted EHB 242. This legislation increased and revised state allocations for

- **K-12 basic education salaries,**
- **professional development days, and**
- **the prototypical school funding model**.

It also

- created a new state property tax for common schools at a total rate of $2.70 per $1,000 of assessed value when combined with the existing state property tax,
- revised local effort assistance up to $1,500 per student,
- capped school district levies at the lesser of $2,500 per student or $1.50 per $1,000 of assessed property value, and
- **limited use of these levies for enrichment outside of the state's basic education program**.

Basic Education: The Washington State Constitution provides, "It is the paramount duty of the state to make ample provision for the education of all children residing within its borders..." The Washington Supreme Court (court) has interpreted this to mean that the Legislature must define an instructional program of basic education for public schools and amply fund it from a regular and dependable source.
.
Since 2012, when the **court found that the state had failed to meet its state constitutional paramount duty to amply fund a program of basic education** and retained jurisdiction, the Legislature has annually reported to the court on legislative progress towards amply funding a program of basic education. The July 2017 report to the court included summary information on EHB 2242. In the **November 2017 court order, the court declared it was satisfied that the new salary model established by EHB 2242 provides for full state funding of basic education salaries sufficient to recruit and retain competent teachers, administrators, and staff**. However, only half of the state salary increase under the new model was provided for the

2018-19 school year, deferring full funding until the 2019-20 school year. The **court determined that the phase-in of the state salary allocations did not comply with the court's requirement to complete full implementation of the state's program of basic education by the 2018-19 school year. For that reason, the court found that the state had failed to fully comply with the court's order**, and it continued to retain jurisdiction.

School District Salaries: In 2017, through the enactment of EHB 2242, the Legislature phased-in increased state salary allocations for certificated instructional staff (CIS), certificated administrative staff (CAS), and classified staff (CLS) with 50 percent of the state funded increase implemented in the 2018-19 school year and 100 percent in school year 2019-20. Additionally, the Legislature reformed how school district staff salaries are established and adjusted in the future. These changes take effect with the2018-19 school year.

**Before EHB 2242**:

- Through school year 2017-18 the state allocated funding for certificated instructional staff (CIS) salaries **based on a grid which provides salary values that increase based on educational credit and years of experience.**
- Each district's CIS allocation is based on its **staff mix**, that is, the distribution on the state salary grid of the CIS hired by the district.
- Funding to support salaries for the classified staff (CLS) and administrative staff (CAS) is specified in the budget bill as a salary rate per state-funded staff person.
- **State salary funding was for allocation purposes only, and school districts were not required to hire staff according to the prototypical school staffing formula, nor were they required to pay CIS salaries according to the state CIS salary grid.**

**After EHB 2242 (this is what will change how districts will report to the state)**:

- Beginning in school year 2018-19, the state **will cease using the state salary schedule to allocate CIS salaries** for school districts.
- This **eliminates use of a district's staff mix**.
- Instead, the state will allocate salary funding to school districts **based on minimum statewide average salaries** for each of the three school staffing categories.
- Beginning in school year 2018-19, the minimum allocated salaries must be increased in equal increments to the following amounts for school year 2019-20, adjusted for inflation from the 2017-18 school. In school year 2018-19 salaries are phased in at 50 percent:ŸŸ
    - Certificated Staff (CIS) — an average salary of $65,216;
    - Administrative Staff (CAS) — an average salary of $6,805; and
    - Classified Staff (CLS) — an average salary of $46,784.

Additional requirements are established for CIS salaries:

- Districts may not pay CIS less than $40,000, or more than $90,000, and
- salaries for CIS with five years' experience must be at least 10 percent more than the minimum salary.
- restrictions apply to salaries for the basic education program, and exclude supplemental contracts.
- Districts may exceed the caps for specified hard-to-staff positions.

- Each of the minimum and maximum salaries is adjusted by inflation and by a district's regionalization factor.

**Salary Regionalization**: Under EHB 2242, beginning with the 2018-19 school year, the state must further adjust its salary allocations to reflect regional differences in the cost of hiring staff.

The regionalization factor for each school district is

- based on differences in the median residential value of each school district and its nearby districts,
- has adjustments of 6, 12, or 18 percent. An additional adjustment equal to 6 percent is identified in the budget bill and must be reduced on a specified schedule through the 2022-23 school year. For districts with a total adjustment of 24 percent, the additional 6 percent adjustment is completely eliminated by the 2022-23 school year. The additional 6 percent adjustment is reduced by 3 percentage points by the 2022-23 school year for other school districts receiving the additional adjustment.

**Supplemental Contracts**: School districts may provide additional salary to CIS beyond that provided by the state. The additional salary is provided using supplemental contracts and must be for additional time, responsibilities, and incentives, also known as TRI. In accordance with EHB 2242, the rate the district pays under a supplemental contract may not exceed the hourly rate of the employee under the employee's basic education salary.

**Temporary Limits on Salary Increases**:
EHB 2242 imposed temporary salary limits for the 2018-19 school year only—if a school district's collective bargaining agreement was modified after July 6, 2017, and in effect for the 2018-19 school year, then school districts are restricted from providing a percentage increase to total salary, including supplemental contracts, for CIS, CAS, and CLS above inflation as measured by the Consumer Price Index (CPI). The CPI is described as the current base compiled by the Bureau of Labor Statistics, U.S. Department of Labor, for the city of Seattle. These provisions expire August 31, 2019.

**Inflation Measures**: According to EHB 2242, except for the temporary restrictions on salary increases for the 2018-19 school year only, state salary allocations must provide an inflationary adjustment based on the Implicit Price Deflator (IPD), rather than the CPI. The IPD is described as the inflationary measure compiled by the Bureau of Labor Statistics, U.S. Department of Labor for the State of Washington. The inflation adjustment provided for enrichment levies and local effort assistance (LEA), is based on the IPD. This IPD is described as compiled by the Bureau of Economic Analysis of the U.S. Department of Commerce.

**Local School District Levies and LEA**:
In 2017, the Legislature reformed the maximum amount school districts may collect through their local district levies (enrichment levies) through the enactment of EHB 2242. EHB 2242 also substantially modifies state funding for the LEA program, which provides support for school districts with high local tax rates due to low assessed values. These changes take effect in calendar year 2019.

**Before EHB 2242**:
Through calendar year 2019, a school district's maximum enrichment levy amount is determined by the district's levy base and levy percentage, also referred to as a lid. Generally speaking, a district's annual levy base is the total of its state and federal funding for the prior school year, adjusted for inflation, and including additional amounts that were added to the levy base in 2010, sometimes referred to as ghost money. The levy lid is the maximum allowable percentage of the levy base that a school district may collect. The levy lid for most school districts is 28 percent, which means that each calendar year, districts may collect up to 28 percent of their levy base. Some districts are grandfathered at a higher levy percentage. The 28 percent lid extends through calendar year 2018. Through calendar year 2019, a school district is eligible for LEA funding if the school district has a higher than average levy rate and if the district has certified a local enrichment levy. Levies are equalized up to 14 percent of the levy base, half of the 28 percent levy lid that is applied to the majority of districts.

**After EHB 2242**:
Beginning with calendar year 2019, **school districts may collect enrichment levies based on a new levy lid**. A district's maximum enrichment levy is the lesser of $2,500 per pupil or a rate of $1.50 per $1,000 of assessed value. To qualify for LEA funding, a school district must have a maximum local levy that generates less than a state LEA threshold of $1,500 per pupil. LEA funding is provided on a per-pupil allocation basis so that the sum of enrichment levy funding and LEA funding for a qualifying district levying the maximum $1.50 tax rate is $1,500 per pupil. State LEA allocations are provided in proportion to the ratio of a school district's actual enrichment levy compared to its maximum levy. Both the per-pupil local levy lid and LEA threshold amount are adjusted annually for inflation beginning in calendar year 2020.

**Enrichment Levy Restrictions**: EHB 2242 changed maintenance and operation levies and transportation vehicle levies to enrichment levies. **Beginning 2019-20 school year, school districts may use local enrichment levies solely for documented and demonstrated enrichment and not for basic education**. **Use of local levies for supplemental contracts must also meet this requirement**. School districts must receive pre-ballot approval from the Office of the Superintendent of Public Instruction (OSPI) of an expenditure plan for enrichment levies, before submitting the levy to voters.

http://fiscal.wa.gov/BudgetOLEAPDocs

http://www.k12.wa.us/Workgroups/SalaryGrid.aspx

# Presenters:

Meredith Colvin, Bethel School District

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Laura Bradburn, Mukilteo School District

BradburnLD@mukilteo.wednet.edu

Stephanie Drake, Spokane Public Schools

StephanieDr@spokaneschools.org

Jean Sander, Spokane Public Schools

Jeans@spokaneschools.org

**From:** Alicia Larsen on behalf of Alicia Larsen <alarsen@fwps.org>
**To:** admin@wspa.net
**Subject:** Automatic reply: S-275 Personnel Reporting Workshop: Tukwila 10/10/2018
**Date:** Monday, October 8, 2018 11:59:06 AM

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At the start of school, Human Resources experiences its highest volume of workload.

We will work diligently to respond to your questions, however, it make take some time. Please read below for FAQ which may answer your question(s).

***New Hires*** – have until December 1, 2018 to provide the Compensation team with documentation of education and experience credentials and receive a subsequent salary adjustment retroactive to their hire date within the 2018-19 school year.

Due to the high volume of requests/inquiries, we are still in the process of reviewing documentation. Since this takes a great deal of time and accuracy, you will be initially placed at BA+0, step 0 (for certificated, non-supervisory staff) until all documents have been verified. Please check employee online for any updates to your salary placement.

***Current Certificated Employees*** with credits and clock hours earned by August 31, 2018 and degrees earned by October 1, 2018, have until October 25, 2018 to submit the official documentation toward salary placement/advancement for the 2018-19 school year. The October 25th date is a firm deadline. No exceptions made.

We will be completing salary placements *through November* for documents received by the above-mentioned due dates. Please note, salary advancements are retroactive to the beginning of the 2018-19 school year or hire date, as appropriate.

***For Clock Hour Inquiries***, you must print a clock hour transcript through the Continuous Learning Center (CLC). Clock hours taken in FWPS are not automatically sent to Human Resources.

You are able track your credit/clock hour information received/recorded by HR for salary purposes through Employee Online.

https://employeeonline.fwps.org/ifas7/login/login.aspx?ReturnUrl=%2fIFAS7%2fEmpOnline%2fDefault.aspx

1. Login to EO (Employee Online) on any computer using Internet Explorer
2. Under "Education/Experience" click on Education to see degrees posted and Credits to see credits and clock hours posted.

This will show your current report of all the credits/clock hours we have received and entered for salary purposes in the HR system. Clock hours and semester credits are converted to quarter credits for salary purposes. 10 clock hours = 1 quarter credit. 1 semester credit = 1.5 quarter credits. Again the target date for updating these records is **November 30th**.

***For Employment Verifications*** (to provide to other school districts), we are receiving a high volume of requests, as well. We give 10-15 business days to respond to other districts requesting verification of employment.

Your patience throughout the placement process is greatly appreciated.

Alicia Larsen

**From:** Pam Jacobson on behalf of Pam Jacobson <pjacobso@fwps.org>
**To:** alanizc@csdk12.org
**Cc:** cleonard@wspa.net; Janet Hodson
**Subject:** FW: MEMBER REQUEST
**Date:** Monday, October 8, 2018 1:09:45 PM

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Federal Way Public Schools basis it on 180 days, prior to frontload, for VEBA.

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**From:** Janet Hodson
**Sent:** Friday, October 5, 2018 9:04 AM
**To:** Pam Jacobson <pjacobso@fwps.org>
**Subject:** FW: MEMBER REQUEST

Can you answer this request

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

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**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Friday, October 5, 2018 8:38 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** MEMBER REQUEST

Chris Alaniz from Clarkston School District is wanting to find out what model other school districts use for Annual Sick Leave Cash Out to VEBA, whether they use 180 days or 168 days.

And for any of the districts using the 168 day model, what do those calculations look like, and are they finding any of their employees in a use or lose situation?

Please send your responses directly to: alanizc@csdk12.org

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

Thanks,

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This email was sent to jhodson@fwps.org by cleonard@wspa.net

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

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| | |
|---|---|
| **From:** | jrausch@wspa.net |
| **To:** | Steiner, JoAn; csheridan@asd103.org; jhodson@fwps.org; sonjabrown@sequim.k12.wa.us; carterd@edmonds.wednet.edu; kellyg@wapatosd.org; Janet Gavigan; lkrining@cloverpark.k12.wa.us; lmcstay@cloverpark.k12.wa.us; TNeidhold@psd1.org |
| **Subject:** | Agenda |
| **Date:** | Wednesday, October 10, 2018 4:11:48 PM |
| **Attachments:** | 10.14.18 Advisory Meeting Agenda - DraftJR.docx |

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Greetings!

Attached is our agenda for Sunday's advisory meeting. The meeting will be from 4:00 - 5:00 in room 1202, right off the elevator.

I look forward to seeing you!

Jane Rausch
HELP Coordinator
WSPA

October 14, 2018 HELP Advisory Board Meeting Agenda

**UPDATE:**

- Summer HELP 2018
  - Participants
    - 26 HELP I Participants (20 the year prior)
    - 14 HELP II Participants (10 the year prior)
    - 9 HELP III Participants (7 the year prior)
    - 16 HR Legal Boot Camp Participants (37 the year prior)
    - 39 Classified Boot Camp Participants
  - Portfolio Review
    - Deadline is the last day of July.
    - Feedback
  - Portfolio Completion
    - 5 HELP I Participants (6 the year prior)- 19 authorizations this year
    - 4 HELP II Participants (3 the year prior) – 9 authorizations this year
    - 3 HELP III Participants (4 the year prior) – 6 authorizations this year

- Fall HELP Session - October 22, 2018
  - Writing Courses for all HELP levels
    - Speakers/Presenters
      - HELP I – Basics of Human Resources
        Debra Tito (Renton School District) and Amie Brandmire (Puyallup School District)
      - HELP II – Legal Writing for Human Resources
        Tim Reynolds, Kent School District
      - 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
  - 7 Registered (16 last year)
    - (1) Basics of Human Resources
    - (3) Legal Writing for Human Resources
    - (3) Workplace Investigations and documentation
- 

- Spring HELP Session – April 15, 2018
  - Speakers/Presenters/Topics
    - Book Study (am)- volunteer? _____
      - "Love Your Job – The New Rules for Career Happiness"
        By Kerry Hannon
    - Lorraine Wilson, Porter Foster Rorick, LLP
      - SEBB (pm)
  - HELP III Presentations
    - HELP II will observe
    - Brittney Richter, Kayla Brown and Sandra Weymouth:
      Onboarding/New Hire Checklist/Orientation
      Amy Hurd, Debbie Greenlund and Dawna Phillips:
      Teaming/Collaboration/Accountability
      Sherrie Wilcox, Barb Schmitten and Leisha Turner:
      Electronic Files
      - Advisory members observing: _____

        _____

        _____

- Classified Boot Camp
  - Spring 2019 - Spokane, WA
    - Dates?
  - Fall 2019
  - Spring 2020

- HELP Summer 2018 Session – July 22-26, 2019
  - Leavenworth, WA
    - Icicle Inn
  - Keynote Speaker
    - Tammy Campbell – "Changing Culture"
  - Monday: Gordy Linse, "From Darkness Into Light"
  - Reports – APA? Discussion



- Next Advisory Committee Meeting-annual conference – February 24, 2019

**From:** admin@wspa.net
**To:** admin@wspa.net
**Subject:** 2018 School Law Conference: welcome, agenda, and conference materials
**Date:** Friday, October 12, 2018 12:35:41 PM
**Attachments:** 2018 Law Conference Agenda_UPDATED 10.12.2018.pdf

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Dear School 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.

**School Law Conference**

- October 15-16, 2018
- DoubleTree Suites by Hilton at Southcenter
  - 16500 Southcenter Parkway, Tukwila, WA 98188

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: law2018**
  - **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**
- **Please visit www.wspa.net and login with the above account to access this information.**

We are still receiving presentation documents and will be posting updates to the materials throughout the event. 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 at the conference.

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/

# School Law Conference 2018

## Change is in the Air

DoubleTree Suites by Hilton at Southcenter
16500 Southcenter Parkway, Seattle, WA 98188

| Monday, October 15, 2018 | | | |
|---|---|---|---|
| **Schedule** | **Ballroom** | **Monterey Room** | **Summit Room** |
| 7:30 am | **Registration begins in Foyer** | | |
| Breakfast Keynote<br>8:00-9:00 | **Debriefing the 2018 Bargain**<br>Curtis Leonard, Buzz Porter, Strike Panel | | |
| Session 1<br>9:15-10:30 | **PERC Update**<br>Michael Sellers, *Executive Director, Public Employment Relations Commission* | **Employee Freedom of Expression in the Era of Social Media**<br>Garrett Williams, *Stevens Clay* | **Top 10 Things Administrators Need to Know**<br>Rick Kaiser, *Law Offices of Richard Kaiser* |
| Session 2<br>10:40-11:55 | **Union Dues in a Post-Janus World**<br>Rachel Miller and Valerie Walker, *Porter, Foster & Rorick* | **Navigating the PRA, Best Practices for School Districts, Updates on PRA**<br>Mark O'Donnell, *Preg O'Donnell* | **HR's Role with Personal Service Contracts – FERPA and Legal Considerations**<br>Tony Anselmo, *Stevens Clay* |
| Lunch<br>12:15-12:45 | | | |
| Keynote<br>12:45-2:05 | **Preparing for the 2019 Legislative Session**<br>Charles L. Brown, Heidi Kay Walter, Dr. Frank Hewins<br>Cascade Government Affairs | | |
| Session 3<br>2:15-3:30 | **SEBB Update**<br>Scott Nicholson, *Deputy Director, Human Resources, State of Washington* | **Student Discipline Law Changes**<br>Parker Howell, *Porter, Foster & Rorick* | **Parental Rights vs. Student Privacy: What are Parents Entitled to Know?**<br>Tim Campbell and Angie Marshlain, *Patterson Buchanan* |
| **Hosted Reception – Patterson, Buchanan, Fobes & Leitch** | | | |
| **Tuesday, October, 16, 2018** | | | |
| Breakfast Keynote<br>8:30-9:30 | **The Future of Collective Bargaining in Washington**<br>Buzz Porter, *Porter, Foster & Rorick* | | |
| Session 4<br>9:40-10:55 | **Primary Level Student Supervision – Complications and Possible Solutions**<br>Charles Leitch, *Patterson Buchanan* | **PESB Update**<br>David Brenna, *PESB* | **Special Education Law 101: Ten Things Every HR Professional Needs to Know**<br>Susan Winkelman, *Pacifica Law Group* |
| Session 5<br>11:00-12:15 | **School Employee Strikes**<br>Lance Andree and Leilani Fisher, *Porter, Foster & Rorick* | **New Para Educator Requirements**<br>Jack Busbee, *PESB* | **Keeping Students Safe – Liability in Athletics**<br>Emma Gillespie, *Preg O'Donnell* |
| Lunch Keynote<br>12:25-1:25 | **The Year in Review/Legal Updates**<br>Chuck Lind, *Patterson Buchanan* | | |
| Session 6<br>1:35-2:50 | **Layoffs and Restructuring the Workforce – RIF, Non-renewal and Transfer to Subordinate Position**<br>Lorraine Wilson, *Porter, Foster & Rorick* | **Nuances with Professional Boundary Situations: Why Boundaries Matter and What to do When They are Not Observed**<br>Don Austin, *Patterson Buchanan* | **Sexual Harassment in the #MeToo Era**<br>Shirley Lou-Magnuson, *Patterson Buchanan* |
| **All conference materials will be shared electronically with attendees**<br>www.wspa.net username: 2018law password: wspa | | | |

Washington School Personnel Association https://www.wspa.net/ Washington Schools Risk Management Pool https://wsrmp.com/

| | |
|---|---|
| **From:** | David Brower on behalf of David Brower <dbrower@fwps.org> |
| **To:** | FowlerN@issaquah.wednet.edu |
| **Cc:** | cleonard@wspa.net |
| **Subject:** | Custodial forms |
| **Date:** | Friday, October 12, 2018 2:39:40 PM |
| **Attachments:** | Custodial Final Evaluation Form.docx<br>Custodial Process.docx<br>Custodian Evaluation Goal Form.docx<br>Custodian Rubric.docx |

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Just redid these last year here in Federal Way

We will be redoing the grounds and maintenance forms this year, following a similar process

**CUSTODIAL PERFORMANCE EVALUATION**
**Federal Way Public Schools**

| Employee Name: Click or tap here to enter text. | Date: Click or tap to enter a date. |
|---|---|
| Type of Evaluation: ☐ Formative (Mid-Year) | ☐ Summative (End of Year) |

**PERFORMANCE EVALUATION INSTRUCTIONS**

For each competency, refer to the mark the rating that best describes the employee's performance where evidence is sufficient to score. Comments are optional except for competencies with a rating of "1". The Overall Performance Rating is only calculated on the Summative Evaluation. The Overall Performance rating is calculated by totaling the ratings of each competency. See Article XX of the Professional Technical Contractual Agreement for full guidelines.

| RATING SCALE | DEFINITION |
|---|---|
| **4 = Exceeds Expectations** | All of "Meets Expectations" and in addition consistently exceeds job requirements. Contributes 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. |
| **3 = Meets Full Expectations** | 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. |
| **2 = Meets Basic Expectations** | 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. |
| **1 = Unsatisfactory** | Competencies are consistently not met. Employee consistently fails to meet performance expectations. Needs significant improvement. Excessive attention by supervisor is required. A plan of support is required. |

| **CUSTODIAL COMPETENCIES** | 1 – Unsatisfactory | 2 – Meets Basic Expectations | 3 – Meets Full Expectations | 4 – Exceeds Expectations |
|---|---|---|---|---|
| **1. JOB KNOWLEDGE**<br>• Performs duties outside of cleaning<br>• Understand their role in the building | ☐ | ☐ | ☐ | ☐ |
| Comments: Click or tap here to enter text. | | | | |
| **2. *QUALITY OF WORK**<br>• Cleaning Inspection data<br>• Cleanliness Rubric | ☐ | ☐ | ☐ | ☐ |
| Comments: Click or tap here to enter text. | | | | |
| **3. *QUANTITY OF WORK**<br>• Completes entire cleaning area schedule on time | ☐ | ☐ | ☐ | ☐ |
| Comments: Click or tap here to enter text. | | | | |
| **4. INITIATIVE**<br>• Self-starter<br>• Works independently | ☐ | ☐ | ☐ | ☐ |
| Comments: Click or tap here to enter text. | | | | |
| **5. CUSTOMER SERVICE**<br>• Staff, students, community relations | ☐ | ☐ | ☐ | ☐ |
| Comments: Click or tap here to enter text. | | | | |

**PROFESSIONAL-TECHNICAL PERFORMANCE EVALUATION**
**Federal Way Public Schools**
**PAGE 2**

| | 1 – Unsatisfactory | 2 – Basic Expectations | 3 – Meets Expectations | 4 – Exceeds Expectations |
|---|---|---|---|---|
| **6. SCHOOL SUPPORT**<br>• Radio, phone, email<br>• Knowledge of school schedule (sports, events, recess, lunch, gates)<br>• Work orders done in timely manner | ☐ | ☐ | ☐ | ☐ |
| Comments: Click or tap here to enter text. | | | | |
| **7. SAFETY**<br>• Follows all safety policies<br>• Participates in school safety plans | ☐ | ☐ | ☐ | ☐ |
| Comments: Click or tap here to enter text. | | | | |
| **8. PROFESSIONALISM**<br>• Open to professional development<br>• Positive attitude<br>• Growth mindset<br>• Presents self professionally | ☐ | ☐ | ☐ | ☐ |
| Comments: Click or tap here to enter text. | | | | |
| **9. LEADERSHIP (CHIEFS AND NIGHT LEADS ONLY)**<br>• Sets expectations for fellow custodians<br>• Supports and problem solves with custodians | ☐ | ☐ | ☐ | ☐ |
| Comments: Click or tap here to enter text. | | | | |

| | |
|---|---|
| | **OVERALL PERFORMANCE RATING:** |
| **Unsatisfactory = 8-14 Basic = 15-21 Full = 22-28 Exceeds = 29-32** | |
| **Night and/or Lead ONLY**<br>**Unsatisfactory = 9-16 Basic = 17-24 Full = 25- 32 Exceeds = 33-36** | |
| **Evaluator Overall Comments:** Click or tap here to enter text. | |

Click or tap here to enter text.
Employee's Signature

Click or tap to enter a date.
Date

Click or tap here to enter text.
Evaluator Signature

Click or tap to enter a date.
Date

# DRAFT PROCESS FOR CUSTODIAL STAFF

## I. START OF SCHOOL YEAR - AUGUST/SEPTEMBER

1. Supervisor reviews the custodial evaluation form and rubrics and previous year's performance of employee and associated competency outcomes as well as other information relevant to the performance review process. Supervisor reviews evaluation process and rubrics with employee prior to the Fall Goal Setting Conference.
2. Employee completes goals on evaluation form.
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 and meetings to observe or review progress are identified as needed. Two meetings with the District Custodial Coordinator and supervisor, to review custodial building audits, are scheduled at this time.

## II. MID YEAR FORMATIVE CONFERENCE – JANUARY-MARCH

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 are discussed 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. Supervisor does not rate the Overall Performance Rating at Mid-Year.
7. The Formative Evaluation does not go into employee's personnel file but is used as formative feedback and planning between employee and supervisor and stays in supervisor working file.

## III. YEAR END REVIEW – ONE WEEK PRIOR TO END OF YEAR ASSESSMENT CONFERENCE

8. 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 August 15th

9. Custodial Coordinator reviews Quality and Quantity competencies and provides a rating to the supervisor in these competencies. He may also provide comments to the supervisor in other competencies based on his work with the employee.
10. Evaluator reviews the evidence of competencies, Custodial Coordinator's input, and employee goal completion.
11. Evaluator scores the Overall Performance Rating according to the most frequently assigned Competency Ratings, supervisor/employee discussions, observations, and evidence of performance.
12. Evaluator shares the final evaluation with employee at **Year-End Evaluation Conference**.
13. Upon completion of the Year-End Evaluation Conference, the employee and supervisor sign the evaluation.
14. Supervisor sends the signed copy to the second level supervisor for review and signature when appropriate.
15. Once signed, the original document is sent to the Office of Human Resources and electronic or paper copy is provided to the employee.

**Section XX.2 Probation Process.** If an evaluator anticipates an unsatisfactory overall summative score at any time during the year and would consider termination based on performance, the following process must be followed:

a. The evaluator must first implement a plan of support, which shall include a schedule of conferences with the evaluator of not less than twice per month.
b. The evaluator must give written notice to the employee of the summative overall score they must achieve in order to retain their employment (Basic or Full) as part of the plan.
c. The employee and the evaluator shall sign documentation acknowledging each of these conferences.
d. The timeline under shall extend a maximum of sixty (90) working days.

e. At the end of this time-period, the employee will be re-evaluated using the Professional-Technical Performance Custodial Evaluation form found in Appendix X. The result of this summative evaluation will be either a “Meets Basic Expectations” or “Meets Expectations”, and extended timeline for improvement will be made with the steps of this subsection continued, or a termination notice will be given.
f. Employees are not eligible for a transfer while on probation.
g. No employee may be terminated for poor job performance unless the employer has followed the probation process within a twelve (12) month period.
h. Probation plans of support shall be provided to the Association within ten (10) business days of the employee being notified.

# Custodian Evaluation Goals

1. Ensure our building's cleanliness rating on the Custodial Cleanliness Rubric (CCR) meets or exceeds our target percentage. (SP Pillar 2, Goal 2 Safe climate and Pillar 4 Data-informed Continuous Improvement)

2. Improve our building's cleanliness rating on the Custodial Cleanliness Rubric (CCR) by 5% or more. (SP Pillar 2, Goal 2 Safe climate and Pillar 4 Data-informed Continuous Improvement)

3. As a chief custodian, I want to improve team building through positive collaboration with my staff and supervisor. (Pillar 3, Effective caring and competent staff)

4. Improve communication with the staff and administration on building needs, issues, and proactive problem solving. (Pillar 3, Effective caring and competent staff)

5. Improve my initiative by seeking out situations that need custodial attention before they are brought to my attention and proactively creating work orders and problem solving solutions. (Pillar 3, Effective caring and competent staff)

6. Increase my customer service by treating all staff and parents in a professional manner and being willing to engage with all stakeholders in a positive problem-solving manner. (SP Pillar 2, Strong relationships with families and community).

7. Increase my responsiveness by checking email daily and returning phone calls within 24 hours. (SP Pillar 3, competent staff)

**Please choose from above goals or write your own goal. Please complete at least ONE GOAL for the 2017-18 year.**

**My Goal #1 (choose a number above or write your own):**

How will I know I am successful on this goal?

Action Steps to achieve goal:

**Optional My Goal #2(choose a number above or write your own):**

How will I know I am successful on this goal?

Action Steps to achieve goal:

FEDERAL WAY PUBLIC SCHOOLS

# CUSTODIAL EVALUATION RUBRIC

| | Unsatisfactory (1 point) | Meets Basic Expectations (2 points) | Meets Full Expectations (3 points) | Exceeds Expectations (4 points) |
|---|---|---|---|---|
| **Job Knowledge** | Has a basic understanding of their job. Does not do about 50% of their job description. | Understands what their job is, but does not apply correctly all the time. Knows and does 75% of the job description work. | Performs daily assigned tasks in an effective and efficient manner. Completes equipment preventative maintenance. Performs duties outside of cleaning efficiently (e.g. setting for assemblies, ordering materials). Understands their job and role in the building. | Understands their job and role. They go beyond the job description in order to run the building smoothly. |
| ***Quality of Work** | Does an unsatisfactory cleaning job as measured by the Cleaning Inspection Rubric. | Does a level 2 cleaning job based off the cleaning inspection guidelines. This includes the yearly inspection done by the Custodial Coordinator and periodic visual inspections of the evaluator. | Does a level 3 cleaning job based off the cleaning inspection guidelines. This includes the yearly inspection done by the Custodial Coordinator and periodic visual inspections of the evaluator. | Does a level 4 cleaning job based off the cleaning inspection guidelines. This includes the yearly inspection done by the Custodial Coordinator and periodic visual inspections of the evaluator. |
| ***Quantity of Work** | The custodian does not clean the safety and healthy items (sinks, restrooms, trash, and recycle). Struggles to get other cleaning and assigned duties done. | The custodian gets all the safety and healthy items (sinks, restrooms, trash, and recycle) daily based off of ISSA cleaning time standards but may not yet get other regular | The custodian completes daily assigned tasks or cleaning area based off of ISSA cleaning time standards. | Cleans above average ISSA clean times allowing for more cleaning to be done within their work schedule. |

| | | | | |
|---|---|---|---|---|
| | | cleaning tasks and assigned duties done. | | |
| **Initiative** | Struggles to work independently. The custodian lacks a strong work ethic. Does not make themselves available to the staff. Doesn't seek out situations that need custodial attention (e.g. extra trash cans for an assembly or ice on sidewalk) with the building and/or avoids dealing with them. | The custodian has a good work ethic some of the time. Occasionally seeks out situations that need custodial attention (e.g. extra trash cans for an assembly or ice on sidewalk). | Works independently well. The custodian has a strong work ethic. They are very visible to the staff and students. They seek out situations that need custodial attention and fix them independently. | Works completely independent. The custodian has a very strong work ethic. They are always visible and willing to work without being prompted. Seeks out problems before they become an issue. Is constantly looking for preventative solutions. |
| **Customer Service** | Gets upset when ask to do work, interrupted, or taken off their routine. Very limited in their flexibility. Body language is poor. Ignores peoples' requests repeatedly. They tend to only do the requested tasks they like and ignore the ones they do not. Can give inappropriate responses to students, staff or community. | The custodian is limited in flexibility but is willing to do work that is requested. May not always exhibit professionalism when asked to do additional tasks. | The custodian is flexible and willing to do the work that is requested with professionalism. They are helpful to all staff, students and community. The staff feels comfortable going to the custodian to request help. | Has a friendly demeanor and willing to help with all duties. They are flexible, easy to approach, and can handle any interruptions well. They notice when staff or community need assistance and volunteer to help. Community, staff and students all feel served by the custodian. |
| **School Support** | Rarely checks emails and/or it takes multiple days to answers emails or return phone calls. Rarely checks in with the principal or designee about issues dealing with the | Checks emails every day and responds to email within 48 hours. Returns phone calls within 48 hours. Does not consistently check in with supervisor/designee or | Checks email daily and responds within 24 hours. Returns phone calls within 24 hours. Checks in with principal or designee regularly. The custodian always carries and is | Does all of "Meeting" Makes effort to personally follow up with staff to ensure tasks were completed to their satisfaction. Consistently sets up and supports beyond |

| | | | | |
|---|---|---|---|---|
| | building or staff. They rarely carry the radio or school district cell phone and/or are unresponsive when called. Does not consistently complete work orders in a timely manner. Lacks knowledge of school events and/or consistently does not support their set up. | other custodians. The custodian carries the radio and the school district cell phone most of the time but does not yet respond to all calls. Communicates some of the needs of the school (WOs, broken items, etc.). Has knowledge of school events but occasionally fails to support with set up or needs. | responsive to the radio and school district cell phone. Communicates the needs of the school (WOs, broken items, etc.). Has knowledge of school events and activities and supports those activities without supervision. | expectations for school events. |
| **Safety** | Never wears Personal Protective Equipment, enforces fire code or follows OSHA standards. Puts staff and students in unsafe situations. Does not follow school safety plans. | Wears Personal Protective Equipment, follows fire code and OSHA standards. Follows school safety plan. | Wears Personal Protective Equipment, follows fire code and OSHA standards. Follows school safety plan. Keeps all staff and students safe. Assists with creation and/or modify school safety plan, emergency plans, and creates safe schools. | Wears Personal Protective Equipment, follows fire code and OSHA standards. Goes out their way to teach others how to be safe. Always looking for potential unsafe areas, situations, or people. Leads and/or participates in school safety team. |
| **Professionalism** | Does not present themselves professionally both in dress and/or conduct. Has a fixed mindset and is not open to professional development. | Presents themselves professionally either in dress or conduct. Is willing to receive professional development but does not initiate it. | Presents themselves professionally both in dress and conduct. Has a growth mindset and is open to professional development. | Presents themselves professionally both in dress and conduct. Has a growth mindset and seeks out professional development. |
| ***Leadership** | The lead or chief fails to set or communicate job specific expectations for fellow | The lead or chief sets job specific expectations for fellow custodians. Provides | The lead or chief sets job specific expectations for fellow custodians. Provides | All of "Meeting" plus builds other leaders from their custodial staff. Leads safety |

| | | | | |
|---|---|---|---|---|
| | custodians. They don't support (e.g. trainings, guidance, professional development) custodians and/or help problem solve solutions when issues arise. They are non-collaborative, abrasive or dismissive to their fellow custodians. | some support (e.g. trainings, guidance, professional development) to fellow custodians to complete their tasks or problem solve solutions when issues arise. They are still developing a climate that encourages fellow custodians to commit to district strategic plan, teamwork and school goals. | adequate support (e.g. trainings, guidance, and professional development) to custodians to complete their tasks or problem solve solutions when issues arise. They create a work climate that encourages fellow custodians to commit to district strategic plan, teamwork and school goals. | and/or Green committees for school and/or participates on district committees. |

***Custodial Coordinator contributes to this competency**

**From:** admin@wspa.net
**To:** admin@wspa.net
**Subject:** WSPA Board Meeting: Sunday, October 14
**Date:** Friday, October 12, 2018 4:56:54 PM
**Attachments:** WSPA Board Agenda_OCT 2018.pdf

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Hello WSPA Board members,

I look forward to seeing each of you at our meeting on Sunday. I have attached a copy of the agenda for your reference.

Meeting schedule:

Sunday, October 14, 2018
Doubletree by Hilton at Southcenter

- Annual Conference Sub-committee Planning Meeting
  - 2:00-4:00 pm
  - Paradise Room

- HELP Advisory Meeting
  - 4:00-5:30
  - Suite 1202

- WSPA Board Meeting
  - 6:00-8:30
  - Paradise Room
  - Dinner provided

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 Meeting
# October 14, 2018
# DoubleTree by Hilton at Southcenter

| SUNDAY, October 14, 2018<br>MEETING SCHEDULE | | | |
|---|---|---|---|
| **Schedule** | **Agenda** | **Location** | **Attending** |
| 2:00-4:00 pm | **Annual Conference Sub-Committee Planning Meeting** | Paradise Room | Annual Conference Sub-Committee Planning Team members only |
| 4:00-5:30 | **HELP Advisory Meeting** | Suite 1202 | HELP Advisory Team members only |
| 6:00 pm | **WSPA Board Meeting** | Paradise Room | WSPA Board of Directors |

| BOARD MEETING AGENDA | | |
|---|---|---|
| **Schedule** | **Agenda Item** | **Presenter** |
| 6:00 pm | Dinner Buffet<br>Board Meeting Begins<br>Welcome and Introductions | Curtis Leonard<br>Shaun Carey |
| 6:15 | Region Reports | Region Representatives |
| 6:30 | Annual Conference Planning Committee Update<br>• Agenda Updates | Curtis Leonard<br>Toni Neidhold<br>Doug Christensen |
| 6:45 | Secretary Report<br>• Approval of Minutes<br>• Membership Report | Janet Hodson<br>Jennifer Tottenham |
| 7:00 | HELP Report<br>• HELP Summer recap<br>• 2018-2019 Planning | Jane Rausch |
| 7:15 | Treasurers Report<br>• WSPA Account<br>• Randy Hathaway Account<br>• Budget Revision Recommendations | Chris Callaham |

**WASHINGTON SCHOOL PERSONNEL ASSOCIATION**
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| | | |
|---|---|---|
| 7:45 | Strategic and Program Planning<br>• Legislative Program Update<br>• POG Planning<br>• Sick Leave Direction and Support<br>• WSPA Strategic Planning | Curtis Leonard<br>Shaun Carey<br>Kurt Schonberg |
| 8:15 | Final Discussion, Action Items, Wrap-up, Calendar Review | Curtis Leonard |
| 8:30 | ADJOURN | |

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**From:** Brianne King <Brianne@wasbo.org>

**To:** 牂悚湮 楋柿; 憐觧摯敎; 潃椷敲倠滨楮柿瀦; 虳瑲獩 溧慮慚.汶溧慮慚着匆 敲⇒; 慄璉敥敬; 慄慮 摮牯潳; 慄攙⁹敗獩敲; 慄瓷+滳摮; 漱杵 慇; 桯 祲慇; 獮楷效湡牆; 扔獗湡牆; 吳漮摳溪湡漥慨搨熬牡 湡杊岜; 湯篆慍晚湮敁; 敿牡 牯晚湮敁; 敲潯 晦敁; 湩洪湡牆潳慊; 湯毄畈慊; 慰瑥楫摩效; 档湹 来片; 熬毄溻瓷慇; 灩 祲態; 敲牯 湮祌瀔; 档汥圠湨瀔; 獡 湨瀔; ⇒牯 汯U獡着敲畟樨 湲 汥瀔; 祥牆楊; 獵牶慽捩獳敁; 翎摩牖 牯慍; 牯槎梗 睡 慳檍; 瑯淦敕捏摩檍; 獩潣湡牆⁹牲慌; 瑯捌喇; ⇒牯; 摳故敳慨捲湩癥欨 獡桃窯敓; 獩癰 整档嵞; 慫慴慍 菜敔捩 ; 湯獬教皺档嵞; 湩汲敍皺档嵞; 湮岊皺档嵞; 瑩嚀黢獳檛敍; 牯菜嵞汲慍; 正敬敔 槭獵刪桴畝; 湯獰浯桔+潒; 湩摥 摮楬慳潒; 牡敹牽倠档禗; 敳慳湲 慣楮濰; 湩湮敕聆嵞; 梧潲 敷嵞; 散槭倠敬汥漯抵敬穀慥猣潭湯獲敤湁 .敲潯 汹牯桓; 牯柿檓敝⁹敬汥桓; 楨瑯 w牯癥敓; 舋瑤穉4瑯挪; 湡敔捍⁹菜慓; 菜敳; 湡浯教楔; 湩汲敓楔; 漀攙殿楔; 榆 慳敲敔; 祮汥 ; 摮慬敔瑩浓慳畓; 扢敗 癥瑉; 敳汥槿敳驫瑉; ⇒牯 汯瑲敢潒 瞷; 牯 漯瑥浀敬扡湥癢

**Subject:** Local Funding Work Group (LFWG) Meeting

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Room: Duwamish

The LFWG Guiding Team has met a few times to discuss the key issues for the statewide 2019 Legislative Agenda. This meeting will be for the full team to discuss the outcomes from the Guiding Team.

This will be an in-person only meeting.

Agenda to follow as we get closer to the date.

**From:** admin@wspa.net
**To:** admin@wspa.net
**Subject:** WSPA Board Meeting: Sunday, October 14 - Full Board Packet
**Date:** Saturday, October 13, 2018 3:49:42 PM
**Attachments:** P&L Last Fiscal Year_2017-2018.pdf
P&L This Fiscal Year to date_2018_2018 10.11.2018.pdf
Balance Sheet_Last Fiscal Year 2017-2018.pdf
Balance Sheet_This Fiscal Year TD 2018-2019.pdf
Randy Hathaway Balance Sheet Last Fiscal Year 2017-2018.pdf
Randy Hathaway P&L Last Fiscal Year_2017-2018.pdf
Fellowship Awards Listing.xlsx
WSPA Board Agenda_OCT 2018.pdf
WSPA Calendar 2018-2019__Board Approved JUNE 2018_UPDATED OCT 2018.pdf
2018-19 WSPA Contract with Cascade Gov"t Affairs.pdf
Membership Data_2018_2019_UPDATED 10.11.2018.xlsx
WSPA Annual Retreat Minutes June 2018.pdf

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Hello WSPA Board members,

I look forward to seeing each of you at our meeting on Sunday. I have attached a copy of the board packet for your reference. I will have hardcopies available at the meeting.

Meeting schedule:

Sunday, October 14, 2018
Doubletree by Hilton at Southcenter

- WSPA Board Meeting
  - 6:00-8:30
  - Paradise Room
  - Dinner provided

WSPA Board Packet

- Agenda
- Minutes of June Board Retreat
- Membership Report
- Treasurer Report
  - Budget vs. Actual
  - Profit and Loss - General Fund 2017-2018
  - Balance Sheet - General Fund 2017-2018
  - Profit and Loss - General Fund YTD
  - Balance Sheet - General Fund YTD
  - Profit and Loss - Randy Hathaway Account 2017-2018
  - Balance Sheet- Randy Hathaway Account 2017-2018
  - Randy Hathaway Fellowship Award Listing
  - 2018-2018 Board Approved Budget
- Cascade Government Affairs Contract - Legislative Agreement
- WSPA Calendar

Thank you,

Jennifer

Jennifer Tottenham
Program Coordinator
Washington School Personnel Association
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Phone: 360-825-1415/Fax: 253-736-0333
http://www.wspa.net/

# Washington School Personnel Association
## Profit & Loss
**Accrual Basis** — **September 2017 through August 2018**

| | | | | Sep '17 - Aug 18 |
|---|---|---|---|---|
| **Income** | | | | |
| **Earned revenues** | | | | |
| **WSPA Membership Renewals** | | | | |
| **2017-2018 WSPA Membership Dues** | | 13,200.00 | | |
| **2018-2019 WSPA Membership Dues** | | 76,200.00 | | |
| **Total WSPA Membership Renewals** | | | 89,400.00 | |
| **Total Earned revenues** | | | | 89,400.00 |
| **Interest Income** | | | | 68.57 |
| **Randy Hathway Auction Income** | | | | 785.00 |
| **SnoKing Pass Through Funds** | | | | 0.00 |
| **Special Events Income** | | | | |
| **Annual Conference** | | | | |
| **Annual Conf. Social Sponsorship** | | 500.00 | | |
| **Registrations** | | 71,725.50 | | |
| **Vendor Registrations** | | 6,900.00 | | |
| **Total Annual Conference** | | | 79,125.50 | |
| **Bargaining Workshop/Roundtable** | | | 36,850.00 | |
| **Employee Misconduct** | | | 7,250.00 | |
| **HELP** | | | | |
| **HELP 2017-2018** | | 2,700.00 | | |
| **HELP 2018-2019** | | 71,980.00 | | |
| **HELP Sponsorship 2018-2019** | | 200.00 | | |
| **Total HELP** | | | 74,880.00 | |
| **Law Conference** | | | | |
| **Law Conference 2017** | | 61,825.00 | | |
| **Total Law Conference** | | | 61,825.00 | |
| **S-275** | | | | |
| **S-275 Manual Only** | | 1,125.00 | | |
| **Spokane S-275 Income** | | 3,725.00 | | |
| **Tukwila-275 Income** | | 13,350.00 | | |
| **Total S-275** | | | 18,200.00 | |
| **WA Educator Career Fair** | | | | |
| **Candidate Registrations** | | | | |
| **Spokane Pre-Registrants** | 8,020.00 | | | |
| **Spokane Walk-ins** | 4,080.00 | | | |
| **Tacoma Pre-Registrants** | 10,040.00 | | | |
| **Tacoma Walk-ins** | 19,337.00 | | | |
| **Total Candidate Registrations** | | 41,477.00 | | |
| **Vendor Registrations** | | | | |
| **Spokane - Colleges** | 1,015.00 | | | |
| **Spokane - In State Districts** | 36,942.50 | | | |
| **Spokane - Out of State** | 12,110.00 | | | |
| **Tacoma - Colleges** | 3,557.50 | | | |
| **Tacoma - In State Districts** | 56,934.50 | | | |
| **Tacoma - Out of State Districts** | 11,595.00 | | | |
| **WECF Additional Meal Tickets** | 2,058.75 | | | |
| **Vendor Registrations - Other** | 2,500.00 | | | |
| **Total Vendor Registrations** | | 126,713.25 | | |
| **Total WA Educator Career Fair** | | | 168,190.25 | |
| **Total Special Events Income** | | | | 446,320.75 |
| **Total Income** | | | | 536,574.32 |
| **Gross Profit** | | | | 536,574.32 |

# Washington School Personnel Association
## Profit & Loss
**Accrual Basis** — **September 2017 through August 2018**

| | | | Sep '17 - Aug 18 |
|---|---|---|---|
| **Expense** | | | |
| **Board/Director Expenses** | | | |
| **Board Meeting Expenditures** | | 12,816.58 | |
| **Board Mileage Reimbursement** | | 5,589.97 | |
| **Total Board/Director Expenses** | | | 18,406.55 |
| **Credit Card Processing Fees** | | | 10,514.44 |
| **Executive Director Consultant** | | | |
| **Executive Director Contract** | | 69,737.00 | |
| **Travel and Expenses** | | 3,950.99 | |
| **Total Executive Director Consultant** | | | 73,687.99 |
| **Insurance** | | | 396.00 |
| **Legal/Accounting/Audit** | | | 51.00 |
| **Legislative Liason** | | | |
| **Legislative Expenses** | | 387.72 | |
| **Liason Stipend** | | 10,000.00 | |
| **Total Legislative Liason** | | | 10,387.72 |
| **Marketing** | | | 4,920.51 |
| **Postage, Shipping** | | | 978.50 |
| **Randy Hathaway Fellowship** | | | |
| **Fellowship Transfer Account** | | 1,110.00 | |
| **WSPA Donations to Fellowship** | | 10,000.00 | |
| **Total Randy Hathaway Fellowship** | | | 11,110.00 |
| **Reconciliation Discrepancies** | | | -0.03 |
| **Regional Costs** | | | |
| **Region 1** | | 92.62 | |
| **Region 3** | | 99.98 | |
| **Region 4** | | 511.58 | |
| **Region 5** | | 394.24 | |
| **Region 6** | | 299.70 | |
| **Total Regional Costs** | | | 1,398.12 |
| **Rent & Utilities** | | | 1,626.00 |
| **SnoKing Executive Director Dues** | | | 150.00 |
| **SnoKing Pass Through Expenses** | | | 0.00 |
| **Special Events Expenses** | | | |
| **ABC/POG** | | | |
| **Stipend** | 500.00 | | |
| **Total ABC/POG** | | 500.00 | |
| **Annual Conference** | | | |
| **Expenses** | 58,698.14 | | |
| **Total Annual Conference** | | 58,698.14 | |
| **Bargaining Workshop** | | | |
| **Workshop Expenses** | 28,028.48 | | |
| **Workshop Stipend** | 6,000.00 | | |
| **Total Bargaining Workshop** | | 34,028.48 | |
| **Employee Misconduct** | | | |
| **Expenses** | 3,743.70 | | |
| **Stipend** | 3,000.00 | | |
| **Total Employee Misconduct** | | 6,743.70 | |
| **HELP** | | | |
| **HELP Coordinator Stipend** | 5,000.00 | | |

# Washington School Personnel Association
## Profit & Loss
**Accrual Basis** — **September 2017 through August 2018**

| | | | | |
|---|---|---|---|---|
| | | | | **Sep '17 - Aug 18** |
| **HELP Expenses 2017-2018** | | | | |
| **HELP Presenter/Advisory 2017-18** | | 2,223.06 | | |
| **HELP Expenses 2017-2018 - Other** | | 5,668.97 | | |
| **Total HELP Expenses 2017-2018** | | | 7,892.03 | |
| **HELP Expenses 2018-2019** | | | | |
| **HELP Coordinator 2018-2019** | | 6,250.00 | | |
| **HELP Presenter/Advisory 2018-19** | | 1,100.00 | | |
| **HELP Expenses 2018-2019 - Other** | | 32,878.86 | | |
| **Total HELP Expenses 2018-2019** | | | 40,228.86 | |
| **Total HELP** | | | | 53,120.89 |
| **Law Conference** | | | | |
| **Expenses** | | | 56,186.75 | |
| **Total Law Conference** | | | | 56,186.75 |
| **S-275 Expenses** | | | | |
| **Expenses** | | | 25,150.89 | |
| **Stipend** | | | 5,500.00 | |
| **Total S-275 Expenses** | | | | 30,650.89 |
| **WA Educator Career Fair** | | | | |
| **Combined Venue Expenses** | | | 5,119.24 | |
| **Spokane Expenses** | | | 41,129.00 | |
| **Tacoma Expenses** | | | 78,217.75 | |
| **Total WA Educator Career Fair** | | | | 124,465.99 |
| **Total Special Events Expenses** | | | | 364,394.84 |
| **Supplies/Equipment/Other** | | | | |
| **Bank Service Charge** | | | 258.56 | |
| **Supplies/Equipment/Other - Other** | | | 3,968.38 | |
| **Total Supplies/Equipment/Other** | | | | 4,226.94 |
| **Taxes** | | | | |
| **Department of Revenue B&O Tax** | | | 7,197.34 | |
| **Payroll Taxes and Expenses** | | | 5,102.36 | |
| **Total Taxes** | | | | 12,299.70 |
| **Technology/Website** | | | | 5,667.38 |
| **Telephone** | | | | 822.29 |
| **WSPA Coordinator** | | | | |
| **WSPA Coordinator Payroll** | | | 53,728.79 | |
| **WSPA Coordinator Prof Dev** | | | 484.24 | |
| **WSPA Coordinator Travel** | | | 7,388.32 | |
| **Total WSPA Coordinator** | | | | 61,601.35 |
| **Total Expense** | | | | 582,639.30 |
| **Net Income** | | | | **-46,064.98** |

# Washington School Personnel Association
## Profit & Loss
**Accrual Basis** — **September 1 through October 11, 2018**

| | | | Sep 1 - Oct 11, 18 |
|---|---|---|---|
| **Income** | | | |
| **Earned revenues** | | | |
| **WSPA Membership Renewals** | | | |
| **2018-2019 WSPA Membership Dues** | 11,575.00 | | |
| **Total WSPA Membership Renewals** | | 11,575.00 | |
| **Total Earned revenues** | | | 11,575.00 |
| **Interest Income** | | | 5.56 |
| **SnoKing Pass Through Funds** | | | -205.00 |
| **Special Events Income** | | | |
| **HELP** | | | |
| **HELP 2018-2019** | 1,050.00 | | |
| **Total HELP** | | 1,050.00 | |
| **Law Conference** | | | |
| **2018 Law Conference** | 52,600.00 | | |
| **Sponsorship** | 1,500.00 | | |
| **Total Law Conference** | | 54,100.00 | |
| **S-275** | | | |
| **Spokane S-275 Income** | 3,925.00 | | |
| **Tukwila-275 Income** | 18,375.00 | | |
| **Total S-275** | | 22,300.00 | |
| **Total Special Events Income** | | | 77,450.00 |
| **Total Income** | | | 88,825.56 |
| **Gross Profit** | | | 88,825.56 |
| **Expense** | | | |
| **Credit Card Processing Fees** | | | 1,111.50 |
| **Insurance** | | | 503.00 |
| **Randy Hathaway Fellowship** | | | |
| **WSPA Donations to Fellowship** | | 785.00 | |
| **Total Randy Hathaway Fellowship** | | | 785.00 |
| **Rent & Utilities** | | | 296.00 |
| **SnoKing Pass Through Expenses** | | | -205.00 |
| **Special Events Expenses** | | | |
| **ABC/POG** | | | |
| **Stipend** | 500.00 | | |
| **Total ABC/POG** | | 500.00 | |
| **HELP** | | 150.00 | |
| **Law Conference** | | | |
| **Expenses** | 153.75 | | |
| **Total Law Conference** | | 153.75 | |
| **S-275 Expenses** | | | |
| **Expenses** | 5.00 | | |
| **Stipend** | 1,500.00 | | |
| **S-275 Expenses - Other** | 5,326.04 | | |
| **Total S-275 Expenses** | | 6,831.04 | |
| **Total Special Events Expenses** | | | 7,634.79 |

# Washington School Personnel Association
## Profit & Loss
**Accrual Basis** — **September 1 through October 11, 2018**

| | Sep 1 - Oct 11, 18 | |
|---|---|---|
| **Supplies/Equipment/Other** | | |
| **Bank Service Charge** | 8.65 | |
| **Supplies/Equipment/Other - Other** | 127.36 | |
| **Total Supplies/Equipment/Other** | | 136.01 |
| **Taxes** | | |
| **Department of Revenue B&O Tax** | 194.10 | |
| **Payroll Taxes and Expenses** | 365.46 | |
| **Total Taxes** | | 559.56 |
| **Technology/Website** | | 5,048.21 |
| **Telephone** | | 112.64 |
| **WSPA Coordinator** | | |
| **WSPA Coordinator Payroll** | 4,621.83 | |
| **Total WSPA Coordinator** | | 4,621.83 |
| **Total Expense** | | 20,603.54 |
| **Net Income** | | **68,222.02** |

# Washington School Personnel Association
## Balance Sheet
**Accrual Basis** — **As of August 31, 2018**

| | Aug 31, 18 |
|---|---|
| **ASSETS** | |
| **Current Assets** | |
| **Checking/Savings** | |
| **Business Maximizer Savings** | 225,332.54 |
| **Checking Primary** | 40,631.04 |
| **Savings - Primary** | 5,879.89 |
| **Total Checking/Savings** | 271,843.47 |
| **Accounts Receivable** | |
| **Accounts receivable** | 42,980.00 |
| **Total Accounts Receivable** | 42,980.00 |
| **Total Current Assets** | 314,823.47 |
| **Fixed Assets** | |
| **Accumulated Depreciation** | -23,615.00 |
| **Equipment** | 23,615.00 |
| **Total Fixed Assets** | 0.00 |
| **TOTAL ASSETS** | **314,823.47** |
| **LIABILITIES & EQUITY** | |
| **Liabilities** | |
| **Current Liabilities** | |
| **Other Current Liabilities** | |
| **2100 · Payroll Liabilities** | 678.13 |
| **Total Other Current Liabilities** | 678.13 |
| **Total Current Liabilities** | 678.13 |
| **Total Liabilities** | 678.13 |
| **Equity** | |
| **Opening Bal Equity** | 278.85 |
| **Retained Earnings** | 359,931.47 |
| **Net Income** | -46,064.98 |
| **Total Equity** | 314,145.34 |
| **TOTAL LIABILITIES & EQUITY** | **314,823.47** |

# Washington School Personnel Association
## Balance Sheet
**Accrual Basis** — **As of October 11, 2018**

| | Oct 11, 18 |
|---|---|
| **ASSETS** | |
| **Current Assets** | |
| **Checking/Savings** | |
| **Business Maximizer Savings** | 225,338.10 |
| **Checking Primary** | 127,227.50 |
| **Savings - Primary** | 5,879.89 |
| **Total Checking/Savings** | 358,445.49 |
| **Accounts Receivable** | |
| **Accounts receivable** | 23,625.00 |
| **Total Accounts Receivable** | 23,625.00 |
| **Other Current Assets** | |
| **Undeposited Funds** | 975.00 |
| **Total Other Current Assets** | 975.00 |
| **Total Current Assets** | 383,045.49 |
| **Fixed Assets** | |
| **Accumulated Depreciation** | -23,615.00 |
| **Equipment** | 23,615.00 |
| **Total Fixed Assets** | 0.00 |
| **TOTAL ASSETS** | **383,045.49** |
| **LIABILITIES & EQUITY** | |
| **Liabilities** | |
| **Current Liabilities** | |
| **Other Current Liabilities** | |
| **2100 · Payroll Liabilities** | 678.13 |
| **Total Other Current Liabilities** | 678.13 |
| **Total Current Liabilities** | 678.13 |
| **Total Liabilities** | 678.13 |
| **Equity** | |
| **Opening Bal Equity** | 278.85 |
| **Retained Earnings** | 313,866.49 |
| **Net Income** | 68,222.02 |
| **Total Equity** | 382,367.36 |
| **TOTAL LIABILITIES & EQUITY** | **383,045.49** |

# Randy Hathaway Fellowship Fund
## Balance Sheet
### As of August 31, 2018

| | Aug 31, 18 |
|---|---|
| **ASSETS** | |
| **Current Assets** | |
| **Checking/Savings** | |
| **Fellowship Checking Account** | 9,215.03 |
| **Total Checking/Savings** | 9,215.03 |
| **Total Current Assets** | 9,215.03 |
| **TOTAL ASSETS** | **9,215.03** |
| **LIABILITIES & EQUITY** | |
| **Equity** | |
| **Opening Bal Equity** | 2,300.00 |
| **Retained Earnings** | 4,105.03 |
| **Net Income** | 2,810.00 |
| **Total Equity** | 9,215.03 |
| **TOTAL LIABILITIES & EQUITY** | **9,215.03** |

# Randy Hathaway Fellowship Fund
## Profit & Loss
### September 2017 through August 2018

| | | | Sep '17 - Aug 18 |
|---|---|---|---|
| **Income** | | | |
| **Annual Conference Auction** | | | 1,590.00 |
| **WSPA Fellowship Donations** | | | 10,000.00 |
| **Total Income** | | | 11,590.00 |
| **Expense** | | | |
| **Fellowship Awards** | | | |
| **2017 Fellowship Awards** | | | |
| **Joyce Wilson - 2017 Award** | 500.00 | | |
| **Total 2017 Fellowship Awards** | | 500.00 | |
| **2018 Fellowship Awards** | | | |
| **Amy Hurd 2018 HELP Award** | 910.00 | | |
| **Angela Spencer 2018 HELP Award** | 910.00 | | |
| **Barbara Schmitten 2018 Tuition** | 500.00 | | |
| **Chris Patten 2018 HELP Award** | 910.00 | | |
| **Dawna Phillips 2018 HELP Award** | 910.00 | | |
| **Kara Silsbee 2018 HELP Award** | 910.00 | | |
| **Kayla Brown 2018 HELP Award** | 910.00 | | |
| **Melody Perez 2018 Tuition Award** | 500.00 | | |
| **Sandy Weymouth 2018 HELP Award** | 910.00 | | |
| **Stefanie House 2018 HELP Award** | 910.00 | | |
| **Total 2018 Fellowship Awards** | | 8,280.00 | |
| **Total Fellowship Awards** | | | 8,780.00 |
| **Total Expense** | | | 8,780.00 |
| **Net Income** | | | **2,810.00** |

# WSPA Fellowship Award Listing

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | **Award Year** | **Recipient's Name** | **Amt Awarded** | **Amt Used** | **Balance Owing** | | **Notes** | | | | | | |
| 2 | 2011 | Carolyn Antholt | 860 | 0 | 0 | | Graduated HELP and did not use | | | | | | |
| 3 | 2011 | Janet Bruns | 860 | 860 | 0 | | | | | | | | |
| 4 | 2011 | Kathy Fowers | 860 | 860 | 0 | | | | | | | | |
| 5 | 2011 | Jana Nelson | 860 | 860 | 0 | | | | | | | | |
| 6 | 2011 | Doug Bright | 400 | 400 | 0 | | | | | | | | |
| 7 | 2011 | Jenea Gomes | 400 | 400 | 0 | | | | | | | | |
| 8 | 2011 | Rhonda Grissom | 400 | 0 | 0 | | Notified WSPA on 6.11.13 she will not be using funds | | | | | | |
| 9 | 2011 | Cathy Martin | 400 | 400 | 0 | | | | | | | | |
| 10 | 2011 | Cathy McKay | 400 | 0 | 400 | | Time Frame Expired | | | | | | |
| 11 | 2011 | Jane Rausch | 400 | 400 | 0 | | | | | | | | |
| 12 | 2011 | Marla Sampson | 400 | 0 | 400 | | Time Frame Expired | | | | | | |
| 13 | 2011 | Armetha Smiskin | 400 | 0 | 400 | | Time Frame Expired | | | | | | |
| 14 | **2011** | **Totals** | **6640** | **4180** | **1200** | | **Expiration Date to Use August 31, 2013** | | | | | | |
| 15 | | | | | | | | | | | | | |
| 16 | 2012 | Pat Jackson-Holley | 860 | 860 | 0 | | | | | | | | |
| 17 | 2012 | Janet Bruns | 860 | 860 | 0 | | | | | | | | |
| 18 | 2012 | Shannon Sturm | 860 | 860 | 0 | | | | | | | | |
| 19 | 2012 | Monique Hernandez Coa | 860 | 860 | 0 | | | | | | | | |
| 20 | 2012 | Michelle Powers | 500 | 500 | 0 | | | | | | | | |
| 21 | 2012 | Jenae Gomes | 500 | 500 | 0 | | | | | | | | |
| 22 | 2012 | Denise Kennedy | 500 | 489.16 | 10.84 | | | | | | | | |
| 23 | 2012 | Mandy Benson | 500 | 500 | 0 | | | | | | | | |
| 24 | 2012 | Chad Moss | 500 | 500 | 0 | | | | | | | | |
| 25 | 2012 | Jane Rausch | 500 | 400 | 100 | | Used for Credits | | | | | | |
| 26 | **2012** | **Totals** | **6440** | **6329.16** | **110.84** | | **Expiration Date to Use August 31, 2014** | | | | | | |
| 27 | 2013 | | | | | | | | | | | | |
| 28 | 2013 | JoEllen Redmond | 860 | 0 | 860 | | Notified us that she was cancelling registration and would not be attending this year | | | | | | |
| 29 | 2013 | Janet Bruns | 860 | 860 | 0 | | | | | | | | |
| 30 | 2013 | Carmen Barriga | 860 | 860 | 0 | | | | | | | | |
| 31 | 2013 | Joyce Muhlbeier | 860 | 860 | 0 | | | | | | | | |
| 32 | 2013 | Shannon Sturm | 860 | 860 | 0 | | | | | | | | |
| 33 | 2013 | Laura Sumner | 860 | 860 | 0 | | | | | | | | |
| 34 | 2013 | Jill Green | 860 | 860 | 0 | | | | | | | | |
| 35 | 2013 | Kathy Moritz | 500 | 500 | 0 | | 400 paid in 2013, balance of $100 paid 7/25/2015 | | | | | | |
| 36 | 2013 | Chad Moss | 500 | 500 | 0 | | | | | | | | |
| 37 | 2013 | Richard Serns | 500 | 500 | 0 | | | | | | | | |
| 38 | 2013 | Mary Thorpe (Michelle) | 500 | 500 | 0 | | | | | | | | |
| 39 | 2013 | Katie Mahaney | 500 | 0 | 500 | | She took a position with WEA and will not be using the fellowship | | | | | | |
| 40 | 2013 | Connie Sheridan | 500 | 0 | 500 | | | | | | | | |
| 41 | 2013 | Pamela Lambert | 500 | 0 | 500 | | | | | | | | |
| 42 | **2013** | **Totals** | **9520** | **7160** | **2360** | | **Expiration Date to Use August 31, 2015** | | | | | | |
| 43 | 2014 | | | | | | | | | | | | |
| 44 | 2014 | Joyce Muhlbeier | 860 | 860 | 0 | | | | | | | | |
| 45 | 2014 | Kathy Moritz | 860 | 860 | 0 | | | | | | | | |
| 46 | 2014 | Cindy Madsen | 860 | 860 | 0 | | | | | | | | |
| 47 | 2014 | Mandie McAfee | 860 | 860 | 0 | | | | | | | | |
| 48 | 2014 | Stephanie McCleary | 860 | 860 | 0 | | | | | | | | |
| 49 | 2014 | Shannon Sturm | 860 | 860 | 0 | | | | | | | | |
| 50 | 2014 | Justin Blasko | 500 | 500 | 0 | | | | | | | | |
| 51 | 2014 | Karin Catey | 500 | 0 | 500 | | | | | | | | |
| 52 | 2014 | Tammy Looney | 500 | 0 | 500 | | | | | | | | |

# WSPA Fellowship Award Listing

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | **Award Year** | **Recipient's Name** | **Amt Awarded** | **Amt Used** | **Balance Owing** | | **Notes** | | | | | | |
| 53 | **2014** | **Totals** | **6660** | **5660** | **1000** | | **Expriation Date to Use August 31, 2016** | | | | | | |
| 54 | 2015 | | | | | | | | | | | | |
| 55 | 2015 | Buck Marsh | 860 | 860 | 0 | | | | | | | | |
| 56 | 2015 | Stephanie McCleary | 860 | 860 | 0 | | | | | | | | |
| 57 | 2015 | Emily Harmon | 860 | 860 | 0 | | | | | | | | |
| 58 | 2015 | Liz McFarland | 860 | 860 | 0 | | | | | | | | |
| 59 | 2015 | Leesa Bowie | 860 | 860 | 0 | | | | | | | | |
| 60 | 2015 | Julie Dodd | 860 | 860 | 0 | | | | | | | | |
| 61 | 2015 | Shelli Aquino | 500 | 500 | 0 | | | | | | | | |
| 62 | 2015 | Kathy Moritz | 500 | 500 | 0 | | Check paid 7/25/2015. Note: $500 in award for 2015 and $100 in award for 2013. Total payment of $600 | | | | | | |
| 63 | 2015 | Justin Blasko | 500 | 500 | 0 | | | | | | | | |
| 64 | 2015 | Becky Rayl | 500 | 500 | 0 | | | | | | | | |
| 65 | 2015 | Julie Mondry | 500 | 500 | 0 | | Tuition award- paid 8/3/2016, check # 1076 | | | | | | |
| 66 | 2015 | Joyce Wilson | 500 | 500 | 0 | | Tuition award - paid 9/24/2015, check # 1068 | | | | | | |
| 67 | 2015 | Linda Ward | 500 | 500 | 0 | | Tuition award -- paid 9/14/15, check 1067 | | | | | | |
| 68 | 2015 | Angela Goodwin | 500 | 500 | 0 | | Tuition award -- paid 9/14/15, check 1066 | | | | | | |
| 69 | 2015 | Koleen Kelley | 500 | 0 | 500 | | | | | | | | |
| 70 | 2015 | Meredith Colvin | 500 | 500 | 0 | | Tuition award - paid 12/29/2015, check # 1070 | | | | | | |
| 71 | **2015** | **Totals** | **10160** | **9660** | **500** | | **Expiration Date to Use August 31, 2017** | | | | | | |
| 72 | **2016** | | | | | | | | | | | | |
| 73 | 2016 | Liz McFarland | 910 | 910 | 0 | | Applied toward 2016-17 HELP | | | | | | |
| 74 | 2016 | Carrie Joy | 910 | 910 | 0 | | Applied toward 2016-17 HELP | | | | | | |
| 75 | 2016 | Joyce Wilson | 910 | 0 | 910 | | | | | | | | |
| 76 | 2016 | Julie Dodd | 910 | 0 | 910 | | | | | | | | |
| 77 | 2016 | Angela Huffman | 910 | 910 | 0 | | Applied toward 2016-17 HELP | | | | | | |
| 78 | 2016 | Joyce Wilson | 500 | 500 | 0 | | Applied toward masters progam tuition, check 1077 paid 1/8/2017 | | | | | | |
| 79 | 2016 | Angela Huffman | 500 | 0 | 500 | | | | | | | | |
| 80 | 2016 | Emily Harman | 500 | 500 | 0 | | To be applied toward 2016-17 HELP (submitted 5/25/2016) | | | | | | 1410 |
| 81 | 2016 | Mandie McAfee | 500 | 500 | 0 | | Applied toward 2016-17 HELP | | | | | | 2320 |
| 82 | 2016 | Cathi Brinck Price | 500 | 500 | 0 | | Tuition award - paid 6/30/2016, check 1075 | | | | | | 2320 |
| 83 | **2016** | **Totals** | **7050** | **4730** | **2320** | | **Expiration date to use August 31, 2018** | | | | | | 6050 |
| 84 | **2017** | | | | | | | | | | | | |
| 85 | 2017 | Brittney Richter | 910 | 910 | 0 | | Applied toward HELP tuition 2017-2018, check 1078 | | | | | | |
| 86 | 2017 | Heather Crail | 910 | 0 | 910 | | To be applied toward 2017-2018 HELP - No longer with the district | | | | | | |
| 87 | 2017 | Christi Sayres | 910 | 910 | 0 | | HELP Tuition paid 5/3/2017 check # 1107 | | | | | | |
| 88 | 2017 | Janet Paeth | 910 | 910 | 0 | | Applied toward HELP tuition 2017-2018, check 1079 | | | | | | |
| 89 | 2017 | Leisha Turner | 500 | 0 | 500 | | Tuition award | | | | | | |
| 90 | 2017 | Valerie Burkhauser | 500 | 500 | 0 | | Tuition award -- paid 5/3/2017, check # 1106 | | | | | | |
| 91 | 2017 | Joyce Wilson | 500 | 500 | 0 | | Tuition award - paid 10/11/2017, check # 1080 | | | | | | |
| 92 | **2017** | **TOTAL** | **5140** | **3730** | **1410** | | **Expiration date to use August 31, 2019** | | | | | | |
| 93 | **2018** | | | | | | | | | | | | |
| 94 | 2018 | Angela Spencer | 910 | 910 | 0 | | HELP tution paid 4/8/2018 check 1082 | | | | | | |
| 95 | 2018 | Kayla Brown | 910 | 910 | 0 | | HELP tution paid 4/8/2018 check 1084 | | | | | | |
| 96 | 2018 | Dawna Phillips | 910 | 910 | 0 | | HELP tution paid 4/8/2018 check 1083 | | | | | | |
| 97 | 2018 | Jodi Fontyn | 910 | | 910 | | | | | | | | |
| 98 | 2018 | Stefanie House | 910 | 910 | 0 | | HELP tuition paid 5/7/2018 check 1087 | | | | | | |
| 99 | 2018 | Chris Patten | 910 | 910 | 0 | | HELP tuition paid 5/7/2018 check 1088 | | | | | | |
| 100 | 2018 | Sandy Weymouth | 910 | 910 | 0 | | HELP tuition paid 4/8/2018 check 1085 | | | | | | |
| 101 | 2018 | Amy Hurd | 910 | 910 | 0 | | HELP tuition paid 4/8/2018 check 1086 | | | | | | |
| 102 | 2018 | Kara Silsbee | 910 | 910 | 0 | | HELP tuition paid 8/21/2018 check 1090 | | | | | | |
| 103 | 2018 | Lori Varkevisser | 500 | | 500 | | | | | | | | |

## WSPA Fellowship Award Listing

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | **Award Year** | **Recipient's Name** | **Amt Awarded** | **Amt Used** | **Balance Owing** | | **Notes** | | | | | | |
| 104 | 2018 | Melody Perez | 500 | 500 | 0 | | HELP partial tuition payment 5/21/2018 check 1089 | | | | | | |
| 105 | 2018 | Barbara Schmitten | 500 | 500 | 0 | | HELP partial tuition payment 8/23/2018 check 1091 | | | | | | |
| 106 | **2018** | **TOTALS** | **9690** | | **1410** | | **Expiration date to use August 31, 2020** | | | | | | |

# WSPA Board Meeting
# October 14, 2018
# DoubleTree by Hilton at Southcenter

| SUNDAY, October 14, 2018<br>MEETING SCHEDULE | | | |
|---|---|---|---|
| **Schedule** | **Agenda** | **Location** | **Attending** |
| 2:00-4:00 pm | **Annual Conference Sub-Committee Planning Meeting** | Paradise Room | Annual Conference Sub-Committee Planning Team members only |
| 4:00-5:30 | **HELP Advisory Meeting** | Suite 1202 | HELP Advisory Team members only |
| 6:00 pm | **WSPA Board Meeting** | Paradise Room | WSPA Board of Directors |

| BOARD MEETING AGENDA | | |
|---|---|---|
| **Schedule** | **Agenda Item** | **Presenter** |
| 6:00 pm | Dinner Buffet<br>Board Meeting Begins<br>Welcome and Introductions | Curtis Leonard<br>Shaun Carey |
| 6:15 | Region Reports | Region Representatives |
| 6:30 | Annual Conference Planning Committee Update<br>• Agenda Updates | Curtis Leonard<br>Toni Neidhold<br>Doug Christensen |
| 6:45 | Secretary Report<br>• Approval of Minutes<br>• Membership Report | Janet Hodson<br>Jennifer Tottenham |
| 7:00 | HELP Report<br>• HELP Summer recap<br>• 2018-2019 Planning | Jane Rausch |
| 7:15 | Treasurers Report<br>• WSPA Account<br>• Randy Hathaway Account<br>• Budget Revision Recommendations | Chris Callaham |

**WASHINGTON SCHOOL PERSONNEL ASSOCIATION**
PO BOX 1600
ANACORTES, WA 98221
PHONE: 360-825-1415 / FAX: 253-736-0333
WWW.WSPA.NET

| | | |
|---|---|---|
| 7:45 | Strategic and Program Planning<br>• Legislative Program Update<br>• POG Planning<br>• Sick Leave Direction and Support<br>• WSPA Strategic Planning | Curtis Leonard<br>Shaun Carey<br>Kurt Schonberg |
| 8:15 | Final Discussion, Action Items, Wrap-up, Calendar Review | Curtis Leonard |
| 8:30 | ADJOURN | |

**WASHINGTON SCHOOL PERSONNEL ASSOCIATION**
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Board approved 6.8.2018

# WSPA | 2018-2019 CALENDAR

7/8 HELP Advisory Meeting

7/9 Special Event: Whole Educator Support

7/9-10 CLASSIFIED Boot Camp

7/9-11 CERTIFICATERD Boot Camp

7/9-13 HELP

**JULY 2018**

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

**JANUARY 2019**

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

1/11 Bargaining Workshop-Tukwila
1/25 Bargaining Workshop-Spokane
1/11 Randy Hathaway Fellowship Applications Close

End of fiscal year 8/31/2018

**AUGUST 2018**

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

**FEBRUARY 2019**

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | | |

2/24 Board Meeting

2/24-27 Annual Conference

New membership year begins 9/1/2018

**SEPTEMBER 2018**

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

**MARCH 2019**

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 29 | 30 | 31 |

3/4 Board Elections Call for Nominations

3/13 Career Fair Spokane

3/26 Board Elections Open

3/27 Career Fair Tacoma

10/5 S-275 Workshop Spokane
10/9-10 S-275 Workshop Tukwila

10/14 Board Meeting

10/15-16 School Law Conference

10/22 Fall HELP workshop

**OCTOBER 2018**

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

**APRIL 2019**

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

4/8 Regional Elections Call for Nominations

4/15 Spring HELP Workshop

4/22 Regional Elections Open

11/1 Randy Hathaway Scholarship Applications Open

Employee Misconduct and Investigations Workshop 11/2 Spokane

**NOVEMBER 2018**

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

**MAY 2019**

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

**MAY**
5/8 Audit
**JUNE**
6/5 Presidents Meeting
6/6-7 Board Retreat
**JULY**
7/21 HELP Advisory
7/22-23 Classified Boot Camp
7/22-24 Certificated Boot Camp
7/22-26 HELP

Employee Misconduct and Investigations Workshop 12/7 Tukwila

**DECEMBER 2018**

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

**JUNE 2019**

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

**JULY 2019**

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

001116

Calendar Template © www.calendarlabs.com

**CONTRACT FOR SERVICES**
**BETWEEN**
**WASHINGTON SCHOOL PERSONNEL ASSOCIATION**
**AND**
**CASCADE GOVERNMENT AFFAIRS, LLC**

This is a contract between Washington School Personnel Association (WSPA) and Cascade Government Affairs, LLC, for legislative services for the period beginning July 1, 2018, through June 30, 2019.

This contract formally establishes that Cascade Government Affairs, LLC, and any successor business entity, will perform the following services for Washington School Personnel Association:

## LOBBYING SERVICES

- **State Legislative/Executive Office Engagement**
  - Maintain a proactive effort to promote the interests of WSPA to the Washington State Legislature, the Office of the Governor, and the Office of the Superintendent of Public Instruction on all school funding matters, including, but not limited to:
    - Local and State levy funding;
    - Regionalization funding;
    - School construction funding and bond voting requirements;
    - Special education funding;
    - Timing of release of state funding for school districts.

- **Strategic Legislative Counseling Issue Monitoring**
  - Monitor state legislature to identify any proposed bills that would be of interest or concern to WSPA;
  - During the legislative session, prepare and submit to WSPA weekly reports and other reports, as necessary, concerning any legislation being considered and a status report of priority legislation identified by WSPA;
  - Alert WSPA to committee meetings, public hearings and conferences which representatives of WSPA should attend or at which they should testify;
  - Assist in the preparation and scheduling of testimony and provide counseling regarding the most effective strategy for making WSPA's positions or views known to appropriate legislators;
  - Discuss issues affecting WSPA with legislators, represent and testify on behalf of the association at legislative meetings or hearings;
  - Develop legislative proposals and amendments to bills as directed by WSPA.

- **Reporting/Communications/Education**
  - Maintain regular contact with WSPA by telephone, text and e-mail, providing brief updates on the status of key legislative issues;
  - Help develop background information and educational materials on issues for dissemination to key decision-makers.
  - Attend selected legislative, education community and similar meetings that affect the policy interests of WSPA and report on relevant activities and issues;
  - Provide copies of legislative proposals to WSPA staff, as requested;
  - Provide copies of state legislative directories as they become available.

## STAFFING

Cascade Government Affairs will provide necessary staffing to effectuate this agreement, including direct legislative and executive agency engagement by Dr. Frank Hewins, former Superintendent for Franklin Pierce School District, Heidi Kay Walters, Attorney and associate of Cascade Government Affairs, and Charles R. Brown, Attorney and Principal Partner of Cascade Government Affairs.

## ACTIVITY

Both parties to this agreement predict that the majority of the legislative services activities will occur during the regular Washington State legislative session and possible special sessions. While there will be less activity during the remainder of the year, WSPA recognizes that the legislative relations and educational responsibilities will require substantial time commitments throughout the fiscal year. Based on this recognition of the year-round nature of the professional services being provided, WSPA acknowledges that a regular, year-round monthly retainer is appropriate.

## RETAINER AND EXPENSES

During the period of August 1, 2018 through July 31, 2019, WSPA will compensate Cascade Government Affairs, LLC, for the services outlined above as follows:

- $36,000 per year for consulting services, payable in equal monthly payments of $3000.00. All regular expenses incurred in performing the above services shall be the responsibility of Cascade Government Affairs, LLC.

However, WSPA will pay for expenses associated with necessary travel outside of the Seattle-Tacoma-Olympia area, as agreed upon by the parties. Necessary travel expenses include airline travel, vehicle mileage at the Internal Revenue Service rate, lodging and subsistence, and must be pre-approved by WSPA. Necessary expenses should not exceed $500.00 during the period of this contract.

## BILLING PROCEDURES

WSPA will pay Cascade Government Affairs, LLC upon receipt of properly completed invoices, which shall be submitted to WSPA monthly. The invoices shall indicate the agreed to professional fee above and describe the activities related to any expense related charge.

Payment shall be considered timely if made by WSPA within thirty (30) days after receipt of properly completed invoices. Payment shall be sent to the address designated by Cascade Government Affairs, LLC.

No payments in advance or in anticipation of services or supplies to be provided under this contract shall be made by WSPA.

## TERMINATION

Either party may terminate this agreement, for any reason upon giving the other party sixty (60) days' advanced written notice. If the agreement is terminated by WSPA under this section, the fee for services shall be paid through the remainder of the sixty (60) day period. If the agreement is terminated by Cascade Government Affairs, LLC, under this section, the fee for services shall be considered paid in full as of the date of termination and WSPA shall have no further obligation for payment under the terms of this agreement.

## EXTENSION

This agreement may be extended beyond the effective dates provided in this contract by mutual agreement of the parties, and shall be considered an on-going, year-to-year contract if not formally terminated as provided above.

## CONTRACT MANAGEMENT

The Contract Managers are as follows:

Charles R. Brown
Cascade Government Affairs, LLC
PO Box 6846
Tacoma, WA 98417
Phone: (253) 906-6685
charlie@cascadegovt.com

Curtis Leonard
Washington School Personnel Association.
PO Box 1600
Anacortes, WA 98221
Phone: (360) 825-1415

## ASSURANCES

WSPA and Cascade Government Affairs, LLC, agree that all activity pursuant to this contract will be in accordance with all the applicable current federal, state and local laws, rules, and regulations.

## ENTIRE AGREEMENT

This contract represents all the terms and conditions agreed upon by the parties. No other understandings or representations, oral or otherwise, regarding the subject matter of this contract shall be deemed to exist or to bind any of the parties hereto.

## CONFORMANCE

If any provision of this contract violates any statute or rule of law of the State of Washington, it is considered modified to conform to that statute or rule of law.

**APPROVAL**

This contract shall be deemed approved upon signature between the Contract Managers and shall not be binding until so approved. The contract may be altered, amended, or waived only by a written amendment executed by both parties.

THIS CONTRACT, consisting of 5 pages is executed by the persons signing below who warrant that they have the authority to execute the contract.

| | | |
|---|---|---|
| _____ | (And) | _____ |
| Curtis Leonard<br>Washington School Personnel Association<br>PO Box 1600<br>Anacortes, WA 99221 | | Charles R. Brown<br>Cascade Government Affairs, LLC<br>P.O. Box 6846<br>Tacoma, WA 98417 |
| Date:_____ | | Date:_____ |

# WSPA Membership Report 2018-2019

Data collected 10.11.2018

| | |
|---|---|
| Individual Members | 291 |
| Associate.Retiree | 12 |
| District Memberships | 24 |
| District Members (assuming 10 per district) | 240 |
| **TOTAL MEMBERS** | **567** |

| Membership Group Income | Total | Notes: |
|---|---|---|
| Individual | 50,450 | 6 renewed early at $125 price |
| Associate.Retiree | 1,200 | |
| District | 36,125 | Bethel one district + one at $125 for $1625 total |
| **TOTAL INCOME** | **87,775** | |

Accrual Basis

# Washington School Personnel Association
## Transaction Detail By Account
### September 1, 2017 through October 11, 2018

| Type | Date | Num | Name | Memo | Class | Clr | Split | Amount | Balance |
|---|---|---|---|---|---|---|---|---|---|
| **Earned revenues** | | | | | | | | | |
| **WSPA Membership Renewals** | | | | | | | | | |
| **2018-2019 WSPA Membership Dues** | | | | | | | | | |
| Deposit | 09/19/2018 | | Toppenish | REFUND - Duplicate Membership OZUNA | | | Checking Primary | -175.00 | -175.00 |
| Invoice | 08/06/2018 | 11820 | Evans, Sherrie | EVANS WSPA Retiree Membership: 2018-2019 | | | Accounts receivable | 100.00 | -75.00 |
| Invoice | 08/10/2018 | 11845 | Jill Oakes | OAKES WSPA Retiree Membership: 2018-2019 | | | Accounts receivable | 100.00 | 25.00 |
| Invoice | 08/20/2018 | 11902 | North Mason | ROSENBACH WSPA Associate Membership: 2018-2019 | | | Accounts receivable | 100.00 | 125.00 |
| Invoice | 08/20/2018 | 11903 | North Mason | SUPRY WSPA Associate Membership: 2018-2019 | | | Accounts receivable | 100.00 | 225.00 |
| Invoice | 08/20/2018 | 11905 | Soap Lake | MONTGOMERY WSPA Associate Membership: 2018-2019 | | | Accounts receivable | 100.00 | 325.00 |
| Invoice | 08/29/2018 | 11943 | Puget Sound ESD | ALTHEIMER WSPA Associate Membership: 2018-2019 | | | Accounts receivable | 100.00 | 425.00 |
| Invoice | 09/04/2018 | 11996 | Clear Risk Solutions | DE BENEDETTI WSPA Associate Membership: 2018-2019 | | | Accounts receivable | 100.00 | 525.00 |
| Invoice | 09/04/2018 | 12012 | Clear Risk Solutions | REDAL WSPA Retiree Membership: 2018-2019 | | | Accounts receivable | 100.00 | 625.00 |
| Invoice | 09/10/2018 | 12044 | Tacoma | LARA WSPA Associate Membership: 2018-2019 | | | Accounts receivable | 100.00 | 725.00 |
| Invoice | 09/12/2018 | 12050 | Peninsula | HOOVER WSPA Associate Membership: 2018-2019 | | | Accounts receivable | 100.00 | 825.00 |
| Invoice | 10/09/2018 | 12161 | Ellensburg | MILLER WSPA Associate Membership: 2018-2019 | | | Accounts receivable | 100.00 | 925.00 |
| Invoice | 10/09/2018 | 12162 | Ellensburg | ROSENBERG WSPA Associate Membership: 2018-2019 | | | Accounts receivable | 100.00 | 1,025.00 |
| Invoice | 06/07/2018 | 11746 | Washington State Charter School Assoc. | MARKER 2018-2019 WSPA Membership Dues | | | Accounts receivable | 125.00 | 1,150.00 |
| Invoice | 06/07/2018 | 11747 | Grand Coulee Dam | ALLEN 2018-2019 WSPA Membership Dues | | | Accounts receivable | 125.00 | 1,275.00 |
| Invoice | 08/01/2018 | 11784 | Kennewick | CHRISTENSEN WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 125.00 | 1,400.00 |
| Invoice | 08/01/2018 | 11784 | Kennewick | DICKINSON WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 125.00 | 1,525.00 |
| Invoice | 08/01/2018 | 11784 | Kennewick | ELVBAKKEN WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 125.00 | 1,650.00 |
| Invoice | 08/14/2018 | 11890 | Arlington | PARRA WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 125.00 | 1,775.00 |
| Invoice | 07/30/2018 | 11753 | South Kitsap | FINNIE WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 1,950.00 |
| Invoice | 07/30/2018 | 11753 | South Kitsap | MONAGLE WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 2,125.00 |
| Invoice | 07/30/2018 | 11753 | South Kitsap | STEWART WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 2,300.00 |
| Invoice | 07/30/2018 | 11753 | South Kitsap | TALLMAN WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 2,475.00 |
| Invoice | 07/30/2018 | 11753 | South Kitsap | JENSEN WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 2,650.00 |
| Invoice | 08/01/2018 | 11759 | Fife | MCFARLAND WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 2,825.00 |
| Invoice | 08/01/2018 | 11760 | Ridgefield | GRIFFITH WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 3,000.00 |
| Invoice | 08/01/2018 | 11758 | Stanwood-Camano | STANTON WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 3,175.00 |
| Invoice | 08/01/2018 | 11760 | West Valley 208 | COX WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 3,350.00 |
| Invoice | 08/01/2018 | 11761 | Pioneer | EVANS WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 3,525.00 |
| Invoice | 08/01/2018 | 11762 | Fife | BETTINZOLI WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 3,700.00 |
| Invoice | 08/01/2018 | 11763 | West Valley 208 | GARCIA WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 3,875.00 |
| Invoice | 08/01/2018 | 11764 | Fife | JOYNER WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 4,050.00 |
| Invoice | 08/01/2018 | 11765 | North Central ESD | REISTER WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 4,225.00 |
| Invoice | 08/01/2018 | 11767 | Hood Canal School District | BEEBE WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 4,400.00 |
| Invoice | 08/01/2018 | 11768 | Moses Lake | KISLER WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 4,575.00 |
| Invoice | 08/01/2018 | 11769 | Longview | KRAMER WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 4,750.00 |
| Invoice | 08/01/2018 | 11770 | Meridian SD | DODD WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 4,925.00 |
| Invoice | 08/01/2018 | 11771 | Moses Lake | MORRISON WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 5,100.00 |
| Invoice | 08/01/2018 | 11772 | Moses Lake | MARROQUIN WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 5,275.00 |
| Invoice | 08/01/2018 | 11773 | Moses Lake | SHIMEK WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 5,450.00 |
| Invoice | 08/01/2018 | 11774 | Port Angeles | HARKER WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 5,625.00 |
| Invoice | 08/01/2018 | 11775 | ESD 112 | JACOBSON WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 5,800.00 |
| Invoice | 08/01/2018 | 11776 | Eastmont | MUELLER WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 5,975.00 |
| Invoice | 08/01/2018 | 11777 | Eastmont | TURNER WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 6,150.00 |
| Invoice | 08/01/2018 | 11778 | ESD 112 | KRUEDER WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 6,325.00 |
| Invoice | 08/01/2018 | 11779 | OESD 114 | ARMSTRONG WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 6,500.00 |
| Invoice | 08/01/2018 | 11780 | Eatonville | WALTERS WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 6,675.00 |
| Invoice | 08/01/2018 | 11781 | East Valley #361 Spokane | RASMUSSEN WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 6,850.00 |
| Invoice | 08/01/2018 | 11782 | ESD 113 | PETROVICH WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 7,025.00 |
| Invoice | 08/01/2018 | 11774 | NW ESD 189 | FORSYTHE WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 7,200.00 |

# Washington School Personnel Association
## Transaction Detail By Account
### September 1, 2017 through October 11, 2018

| Type | Date | Num | Name | Memo | Class | Clr | Split | Amount | Balance |
|---|---|---|---|---|---|---|---|---|---|
| Invoice | 08/01/2018 | 11775 | San Juan | MCVEIGH WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 7,375.00 |
| Invoice | 08/01/2018 | 11775 | White River | MAGSTADT WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 7,550.00 |
| Invoice | 08/01/2018 | 11776 | College Place School District | WADDELL WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 7,725.00 |
| Invoice | 08/01/2018 | 11778 | White River | WETTELAND WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 7,900.00 |
| Invoice | 08/01/2018 | 11779 | Quillayute Valley | WALLERSTEDT WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 8,075.00 |
| Invoice | 08/01/2018 | 11780 | Battle Ground | SAUER WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 8,250.00 |
| Invoice | 08/01/2018 | 11781 | Port Townsend | MCGUINNESS WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 8,425.00 |
| Invoice | 08/01/2018 | 11782 | Fife | RAMIEREZ WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 8,600.00 |
| Invoice | 08/01/2018 | 11786 | ESD 112 | DORDAN WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 8,775.00 |
| Invoice | 08/01/2018 | 11787 | Oak Harbor | COE WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 8,950.00 |
| Invoice | 08/01/2018 | 11784 | Tekoa SD | PUCKETT WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 9,125.00 |
| Invoice | 08/01/2018 | 11787 | Lake Quinault | MORRISON WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 9,300.00 |
| Invoice | 08/01/2018 | 11786 | Edmonds | ROSCHY WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 9,475.00 |
| Invoice | 08/01/2018 | 11783 | Omak | OLSON WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 9,650.00 |
| Invoice | 08/01/2018 | 11770 | Meridian SD | HARVILL WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 9,825.00 |
| Invoice | 08/02/2018 | 11798 | East Valley #361 Spokane | ESTEY WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 10,000.00 |
| Invoice | 08/02/2018 | 11799 | Walla Walla | CAMPEAU WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 10,175.00 |
| Invoice | 08/02/2018 | 11800 | Pullman | MYERS WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 10,350.00 |
| Invoice | 08/02/2018 | 11788 | Darrington | MARSH WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 10,525.00 |
| Invoice | 08/02/2018 | 11791 | Battle Ground | WHITTEN WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 10,700.00 |
| Invoice | 08/02/2018 | 11792 | West Valley 208 | SOUERS WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 10,875.00 |
| Invoice | 08/02/2018 | 11794 | Nine Mile Falls | SPENCER WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 11,050.00 |
| Invoice | 08/02/2018 | 11795 | Lynden | LENABURG WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 11,225.00 |
| Invoice | 08/02/2018 | 11796 | Orcas Island | MORGAN WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 11,400.00 |
| Invoice | 08/02/2018 | 11797 | Aberdeen | SAYRES WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 11,575.00 |
| Invoice | 08/02/2018 | 11800 | Sedro-Woolley | HUGGINS WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 11,750.00 |
| Invoice | 08/02/2018 | 11801 | Sedro-Woolley | HEISLER WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 11,925.00 |
| Invoice | 08/02/2018 | 11802 | Sedro-Woolley | SOLEMSLIE WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 12,100.00 |
| Invoice | 08/02/2018 | 11803 | Sedro-Woolley | DUGO WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 12,275.00 |
| Invoice | 08/02/2018 | 11804 | Sedro-Woolley | MOODY WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 12,450.00 |
| Invoice | 08/02/2018 | 11805 | Sedro-Woolley | SCHORNO WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 12,625.00 |
| Invoice | 08/02/2018 | 11799 | Port Angeles | ELLIOTT WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 12,800.00 |
| Invoice | 08/02/2018 | 11800 | Eastmont | TRAINOR WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 12,975.00 |
| Invoice | 08/02/2018 | 11806 | Steilacoom | CABIGTING WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 13,150.00 |
| Invoice | 08/02/2018 | 11807 | Steilacoom | HARVEY WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 13,325.00 |
| Invoice | 08/02/2018 | 11808 | Steilacoom | ZECH WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 13,500.00 |
| Invoice | 08/02/2018 | 11809 | Steilacoom | WEIGHT WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 13,675.00 |
| Invoice | 08/02/2018 | 11810 | Battle Ground | ALLEN WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 13,850.00 |
| Invoice | 08/02/2018 | 11811 | White River | HARRISON WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 14,025.00 |
| Invoice | 08/02/2018 | 11812 | Grapeview | ARKIN MCGUIRE WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 14,200.00 |
| Invoice | 08/03/2018 | 11814 | Walla Walla | GARDEA WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 14,375.00 |
| Invoice | 08/05/2018 | 11877 | Edmonds | CARTER WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 14,550.00 |
| Invoice | 08/06/2018 | 11814 | Pioneer | WINCHELL WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 14,725.00 |
| Invoice | 08/06/2018 | 11815 | Battle Ground | GIRARD WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 14,900.00 |
| Invoice | 08/06/2018 | 11816 | Battle Ground | STOREY WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 15,075.00 |
| Invoice | 08/06/2018 | 11817 | Sequim | KNIEPER WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 15,250.00 |
| Invoice | 08/06/2018 | 11818 | West Valley 208 | JOFFS WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 15,425.00 |
| Invoice | 08/06/2018 | 11819 | Selah | MORITZ WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 15,600.00 |
| Invoice | 08/06/2018 | 11819 | Selah | QUIGLEY WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 15,775.00 |
| Invoice | 08/06/2018 | 11819 | Selah | SCACCO WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 15,950.00 |
| Invoice | 08/06/2018 | 11819 | Selah | MILLER WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 16,125.00 |
| Invoice | 08/07/2018 | 11820 | Mount Vernon | ARNOLD WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 16,300.00 |
| Invoice | 08/07/2018 | 11821 | Moses Lake | MEYER WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 16,475.00 |

# Washington School Personnel Association
## Transaction Detail By Account
### September 1, 2017 through October 11, 2018

| Type | Date | Num | Name | Memo | Class | Clr | Split | Amount | Balance |
|---|---|---|---|---|---|---|---|---|---|
| Invoice | 08/07/2018 | 11822 | Royal School District | SNYDER WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 16,650.00 |
| Invoice | 08/07/2018 | 11823 | Yelm | TURLEY WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 16,825.00 |
| Invoice | 08/07/2018 | 11824 | Yelm | POLZIN WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 17,000.00 |
| Invoice | 08/07/2018 | 11825 | Yelm | DAVIS WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 17,175.00 |
| Invoice | 08/07/2018 | 11826 | Oak Harbor | SCHONBERG WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 17,350.00 |
| Invoice | 08/07/2018 | 11833 | Lake Washington | FOWLER FUNG WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 17,525.00 |
| Invoice | 08/07/2018 | 11834 | Lake Washington | YOUNG WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 17,700.00 |
| Invoice | 08/07/2018 | 11835 | Lake Washington | ROSEN WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 17,875.00 |
| Invoice | 08/07/2018 | 11829 | Burlington-Edison | WHITNEY WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 18,050.00 |
| Invoice | 08/07/2018 | 11830 | Burlington-Edison | BROWNING WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 18,225.00 |
| Invoice | 08/07/2018 | 11826 | Bainbridge Island | KNIGHT WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 18,400.00 |
| Invoice | 08/07/2018 | 11826 | Bainbridge Island | FITZPATRICK WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 18,575.00 |
| Invoice | 08/07/2018 | 11826 | Bainbridge Island | MURPHY WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 18,750.00 |
| Invoice | 08/07/2018 | 11826 | Bainbridge Island | PAETH WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 18,925.00 |
| Invoice | 08/07/2018 | 11826 | Bainbridge Island | JACOBSON WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 19,100.00 |
| Invoice | 08/07/2018 | 11826 | Bainbridge Island | MOY WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 19,275.00 |
| Invoice | 08/07/2018 | 11827 | Thorp | MCKEE WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 19,450.00 |
| Invoice | 08/07/2018 | 11828 | East Valley #361 Spokane | RAUSCH WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 19,625.00 |
| Invoice | 08/07/2018 | 11828 | Burlington-Edison | DRAYER WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 19,800.00 |
| Invoice | 08/07/2018 | 11831 | Yelm | LASHER WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 19,975.00 |
| Invoice | 08/07/2018 | 11836 | Yelm | BUCKINGHAM WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 20,150.00 |
| Invoice | 08/07/2018 | 11837 | Camas | BOERKE WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 20,325.00 |
| Invoice | 08/07/2018 | 11837 | East Valley #361 Spokane | ROBERTS WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 20,500.00 |
| Invoice | 08/09/2018 | 11845 | Richland | BUECHLER WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 20,675.00 |
| Invoice | 08/09/2018 | 11846 | Richland | HOWARD WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 20,850.00 |
| Invoice | 08/09/2018 | 11847 | Richland | PHILLIPS WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 21,025.00 |
| Invoice | 08/09/2018 | 11848 | Richland | DURKIN WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 21,200.00 |
| Invoice | 08/09/2018 | 11849 | Richland | CLARKSON WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 21,375.00 |
| Invoice | 08/09/2018 | 11850 | Snoqualmie Valley | HEIKKILA WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 21,550.00 |
| Invoice | 08/09/2018 | 11851 | Snoqualmie Valley | MA WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 21,725.00 |
| Invoice | 08/09/2018 | 11839 | Bellingham | KUEHL WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 21,900.00 |
| Invoice | 08/09/2018 | 11480 | Chimacum | MCCLEARY WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 22,075.00 |
| Invoice | 08/09/2018 | 11481 | North Beach | TIMPSON WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 22,250.00 |
| Invoice | 08/09/2018 | 11482 | West Valley 208 | RIES WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 22,425.00 |
| Invoice | 08/09/2018 | 11483 | Shoreline | HINZE WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 22,600.00 |
| Invoice | 08/09/2018 | 11844 | Shoreline | HUFFMAN WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 22,775.00 |
| Invoice | 08/13/2018 | 6261800001 | Orting | 11865 VAN ZANTEN WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 22,950.00 |
| Invoice | 08/13/2018 | 6261800001 | Orting | 11866 JOY WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 23,125.00 |
| Invoice | 08/13/2018 | 6261800001 | Orting | 11867 CHRISTENSEN WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 23,300.00 |
| Invoice | 08/13/2018 | 6261800001 | Orting | 11868 MORTENSON WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 23,475.00 |
| Invoice | 08/14/2018 | 11865 | Green Mountain School District | VOGELER WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 23,650.00 |
| Invoice | 08/14/2018 | 11866 | WA Schools Risk Management Pool | GARRIOT WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 23,825.00 |
| Invoice | 08/14/2018 | 11867 | Othello | VILLAREAL WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 24,000.00 |
| Invoice | 08/14/2018 | 11868 | NEW ESD 101 | POWERS WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 24,175.00 |
| Invoice | 08/14/2018 | 11890 | Arlington | EGGER WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 24,350.00 |
| Invoice | 08/15/2018 | 11853 | Deer Park | CHRISTIANSON WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 24,525.00 |
| Invoice | 08/15/2018 | 11854 | Sequim | HILL WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 24,700.00 |
| Invoice | 08/15/2018 | 11855 | Bellingham | STEINER WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 24,875.00 |
| Invoice | 08/15/2018 | 11857 | Mercer Island | BURNS WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 25,050.00 |
| Invoice | 08/15/2018 | 11858 | Highland | NOTMAN WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 25,225.00 |
| Invoice | 08/15/2018 | 11860 | Snohomish | PERNAT WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 25,400.00 |
| Invoice | 08/15/2018 | 11861 | Enumclaw | PUHL WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 25,575.00 |
| Invoice | 08/15/2018 | 11862 | Enumclaw | BRAY WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 25,750.00 |

# Washington School Personnel Association
## Transaction Detail By Account
### September 1, 2017 through October 11, 2018

| Type | Date | Num | Name | Memo | Class | Clr | Split | Amount | Balance |
|---|---|---|---|---|---|---|---|---|---|
| Invoice | 08/15/2018 | 11863 | La Conner | HALEY WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 25,925.00 |
| Invoice | 08/15/2018 | 11864 | Bellevue | THOMPSON WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 26,100.00 |
| Invoice | 08/15/2018 | 11869 | Monroe | MATA WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 26,275.00 |
| Invoice | 08/15/2018 | 11870 | Monroe | VERDIER WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 26,450.00 |
| Invoice | 08/15/2018 | 11871 | Monroe | DICKINSON WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 26,625.00 |
| Invoice | 08/15/2018 | 11872 | Monroe | LATIMORE WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 26,800.00 |
| Invoice | 08/15/2018 | 11876 | Tukwila | 11873 JEROME WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 26,975.00 |
| Invoice | 08/15/2018 | 11876 | Tukwila | 11874 DRAGANOV WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 27,150.00 |
| Invoice | 08/15/2018 | 11876 | Tukwila | 11875 GENGLER WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 27,325.00 |
| Invoice | 08/15/2018 | 11876 | WA HE LUT Indian School | MCNEAL WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 27,500.00 |
| Invoice | 08/15/2018 | 11877 | Mount Vernon | WOLLAN WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 27,675.00 |
| Invoice | 08/16/2018 | 11885 | Ridgefield | HEATH WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 27,850.00 |
| Invoice | 08/16/2018 | 11885 | Ridgefield | FONTYN WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 28,025.00 |
| Invoice | 08/17/2018 | 11889 | La Center | MAJORS WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 28,200.00 |
| Invoice | 08/17/2018 | 11890 | Bridgeport | SHARP WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 28,375.00 |
| Invoice | 08/17/2018 | 11891 | La Center | KANSANBACK WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 28,550.00 |
| Invoice | 08/17/2018 | 11892 | Wenatchee | TURNER WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 28,725.00 |
| Invoice | 08/17/2018 | 11893 | WSSDA | WESTBROOK WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 28,900.00 |
| Invoice | 08/17/2018 | 11894 | Edmonds | STRANDT WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 29,075.00 |
| Invoice | 08/19/2018 | 11890 | South Whidbey | POOLMAN WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 29,250.00 |
| Invoice | 08/19/2018 | 11883 | Snohomish | SWARTZ WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 29,425.00 |
| Invoice | 08/19/2018 | 11877 | Mount Baker | BUTENSCHOEN WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 29,600.00 |
| Invoice | 08/19/2018 | 11878 | Blaine | ANDERSON WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 29,775.00 |
| Invoice | 08/19/2018 | 11879 | NW ESD 189 | HOLLOMAN WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 29,950.00 |
| Invoice | 08/19/2018 | 11880 | Mount Vernon | BAUTISTA WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 30,125.00 |
| Invoice | 08/19/2018 | 11881 | Enumclaw | BERRYHILL WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 30,300.00 |
| Invoice | 08/19/2018 | 11882 | Mount Baker | SEWRIGHT WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 30,475.00 |
| Invoice | 08/19/2018 | 11884 | Oroville | SHAW WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 30,650.00 |
| Invoice | 08/19/2018 | 11885 | Finley | LONG WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 30,825.00 |
| Invoice | 08/19/2018 | 11886 | Bellingham | HOLGREM WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 31,000.00 |
| Invoice | 08/19/2018 | 11887 | Port Angeles | ARCHIBALD WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 31,175.00 |
| Invoice | 08/19/2018 | 11888 | Grandview | MALLERY WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 31,350.00 |
| Invoice | 08/20/2018 | 11896 | Tumwater | SWOKOWSKI WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 31,525.00 |
| Invoice | 08/20/2018 | 11891 | Castle Rock | VARKEVISSER WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 31,700.00 |
| Invoice | 08/20/2018 | 11892 | Anacortes | SHERIDAN WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 31,875.00 |
| Invoice | 08/20/2018 | 11893 | Mary Walker SD | MCISAAC WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 32,050.00 |
| Invoice | 08/20/2018 | 11894 | ESD 105 | GUTIERREZ WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 32,225.00 |
| Invoice | 08/20/2018 | 11895 | Tumwater | ABBOTT WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 32,400.00 |
| Invoice | 08/20/2018 | 11896 | Toppenish | ANAYA WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 32,575.00 |
| Invoice | 08/20/2018 | 11897 | Tumwater | NELSON WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 32,750.00 |
| Invoice | 08/20/2018 | 11898 | Tumwater | JOLLEY WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 32,925.00 |
| Invoice | 08/20/2018 | 11899 | Snohomish | BRUCE WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 33,100.00 |
| Invoice | 08/20/2018 | 11899 | Tumwater | WHITING WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 33,275.00 |
| Invoice | 08/20/2018 | 11900 | Snohomish | GANSKE WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 33,450.00 |
| Invoice | 08/20/2018 | 11901 | Tumwater | SCOULLER WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 33,625.00 |
| Invoice | 08/20/2018 | 11902 | Paterson | SEATON WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 33,800.00 |
| Invoice | 08/20/2018 | 11903 | Lopez Island | KOPLAN WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 33,975.00 |
| Invoice | 08/21/2018 | 11909 | Cheney | DOTSON WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 34,150.00 |
| Invoice | 08/21/2018 | 11906 | Tumwater | OWENS WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 34,325.00 |
| Invoice | 08/21/2018 | 11911 | Bellingham | SILSBEE WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 34,500.00 |
| Invoice | 08/21/2018 | 11910 | East Valley #90 Yakima | SEAMAN WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 34,675.00 |
| Invoice | 08/21/2018 | 11912 | Northshore | GHIRMAI WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 34,850.00 |
| Invoice | 08/21/2018 | 11913 | Northshore | MCLEAN WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 35,025.00 |

# Washington School Personnel Association
## Transaction Detail By Account
### September 1, 2017 through October 11, 2018

| Type | Date | Num | Name | Memo | Class | Clr | Split | Amount | Balance |
|---|---|---|---|---|---|---|---|---|---|
| Invoice | 08/21/2018 | 11914 | Northshore | POOLMAN WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 35,200.00 |
| Invoice | 08/21/2018 | 11915 | Northshore | ANDAHL WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 35,375.00 |
| Invoice | 08/21/2018 | 11916 | Northshore | MARTIN WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 35,550.00 |
| Invoice | 08/21/2018 | 11917 | Northshore | HALE WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 35,725.00 |
| Invoice | 08/21/2018 | 11918 | Toppenish | OZUNA WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 35,900.00 |
| Invoice | 08/22/2018 | 11918 | Taholah | BECKER WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 36,075.00 |
| Invoice | 08/22/2018 | 11919 | Olympia | BAKER WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 36,250.00 |
| Invoice | 08/23/2018 | 11919 | Kelso | ROLLER WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 36,425.00 |
| Invoice | 08/23/2018 | 11919 | Kelso | PETERSON WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 36,600.00 |
| Invoice | 08/23/2018 | 11919 | Kelso | HOUSE WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 36,775.00 |
| Invoice | 08/23/2018 | 11919 | Kelso | KAUFMAN WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 36,950.00 |
| Invoice | 08/23/2018 | 11919 | Kelso | MAHER WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 37,125.00 |
| Invoice | 08/23/2018 | 11920 | Lakewood | LEE WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 37,300.00 |
| Invoice | 08/23/2018 | 11923 | Nine Mile Falls | STACK WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 37,475.00 |
| Invoice | 08/23/2018 | 11924 | University Place | BRUBAKER WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 37,650.00 |
| Invoice | 08/23/2018 | 11921 | Sumner | LEACH WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 37,825.00 |
| Invoice | 08/23/2018 | 11922 | Sumner | WILSON WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 38,000.00 |
| Invoice | 08/23/2018 | 11923 | Sumner | THOMAS WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 38,175.00 |
| Invoice | 08/23/2018 | 11924 | Sumner | STICKELL WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 38,350.00 |
| Invoice | 08/23/2018 | 11925 | Sumner | PEREZ WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 38,525.00 |
| Invoice | 08/23/2018 | 11926 | Sumner | WILCOX WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 38,700.00 |
| Invoice | 08/24/2018 | 11927 | Arlington | DEJONG WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 38,875.00 |
| Invoice | 08/27/2018 | 11928 | Chehalis | GREGORY WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 39,050.00 |
| Invoice | 08/27/2018 | 11929 | Wahluke | LEITZ WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 39,225.00 |
| Invoice | 08/27/2018 | 11929 | Wenatchee | LOPEZ WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 39,400.00 |
| Invoice | 08/27/2018 | 11931 | Wapato | RAZO WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 39,575.00 |
| Invoice | 08/27/2018 | 11931 | Wapato | SALAZAR WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 39,750.00 |
| Invoice | 08/27/2018 | 11931 | Wapato | GARCIA WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 39,925.00 |
| Invoice | 08/27/2018 | 11932 | Toppenish | OZUNA WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 40,100.00 |
| Invoice | 08/27/2018 | 11930 | ESD 123 | BOLT WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 40,275.00 |
| Invoice | 08/27/2018 | 11932 | Lake Stevens | ST GERMAINE WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 40,450.00 |
| Invoice | 08/27/2018 | 11933 | Lake Stevens | COLLINS WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 40,625.00 |
| Invoice | 08/27/2018 | 11934 | Lake Stevens | WICKEN WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 40,800.00 |
| Invoice | 08/27/2018 | 11935 | Coupeville | PEET WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 40,975.00 |
| Invoice | 08/27/2018 | 11936 | Aberdeen | SAWIN WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 41,150.00 |
| Invoice | 08/27/2018 | 11937 | Central Kitsap | NEPPER WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 41,325.00 |
| Invoice | 08/27/2018 | 11935 | Riverview | REIER WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 41,500.00 |
| Invoice | 08/27/2018 | 11936 | Riverview | GAVIGAN WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 41,675.00 |
| Invoice | 08/27/2018 | 11937 | Riverview | COOK WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 41,850.00 |
| Invoice | 08/28/2018 | 11939 | North Mason | NICOL WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 42,025.00 |
| Invoice | 08/28/2018 | 11937 | North Mason | HURD WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 42,200.00 |
| Invoice | 08/28/2018 | 11939 | Vashon Island | SASARRA WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 42,375.00 |
| Invoice | 08/28/2018 | 11941 | Toppenish | MARES WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 42,550.00 |
| Invoice | 08/28/2018 | 11942 | Woodland | BARNES WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 42,725.00 |
| Invoice | 08/29/2018 | 11940 | Shelton | ARNOLD WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 42,900.00 |
| Invoice | 08/29/2018 | 11941 | Hood Canal School District | LEMKE WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 43,075.00 |
| Invoice | 08/29/2018 | 11942 | Whitworth College | WEDDINGTON WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 43,250.00 |
| Invoice | 08/30/2018 | 11942 | Tacoma | PRICE WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 43,425.00 |
| Invoice | 08/30/2018 | 11943 | Clarkston | FRY WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 43,600.00 |
| Invoice | 08/30/2018 | 11944 | Granite Falls | HARMON WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 43,775.00 |
| Invoice | 08/30/2018 | 11945 | Cheney | MOSES WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 43,950.00 |
| Invoice | 08/30/2018 | 11944 | Mossyrock | GRANT WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 44,125.00 |
| Invoice | 08/30/2018 | 11945 | Cheney | LEDEZMA WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 44,300.00 |

# Washington School Personnel Association
## Transaction Detail By Account
### September 1, 2017 through October 11, 2018

| Type | Date | Num | Name | Memo | Class | Clr | Split | Amount | Balance |
|---|---|---|---|---|---|---|---|---|---|
| Invoice | 08/31/2018 | 11945 | Rochester | EVANS WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 44,475.00 |
| Invoice | 08/31/2018 | 11945 | Sumner | DENT WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 44,650.00 |
| Invoice | 08/31/2018 | 11946 | Olympia | HOFF WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 44,825.00 |
| Invoice | 08/31/2018 | 11946 | Olympia | NIEMANN WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 45,000.00 |
| Invoice | 09/01/2018 | 11946 | Quilcene School District | LONT WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 45,175.00 |
| Invoice | 09/02/2018 | 11947 | North Kitsap | CALDWELL WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 45,350.00 |
| Invoice | 09/02/2018 | 11947 | North Kitsap | DAVENPORT WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 45,525.00 |
| Invoice | 09/02/2018 | 11947 | North Kitsap | URIE WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 45,700.00 |
| Invoice | 09/02/2018 | 11947 | North Kitsap | ALLEN WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 45,875.00 |
| Invoice | 09/02/2018 | 11947 | North Kitsap | CAMPBELL WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 46,050.00 |
| Invoice | 09/02/2018 | 11947 | North Kitsap | DOMBKOWSKI WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 46,225.00 |
| Invoice | 09/04/2018 | 11962 | Tonasket | SCOTT WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 46,400.00 |
| Invoice | 09/04/2018 | 11963 | Hoquiam | COADY WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 46,575.00 |
| Invoice | 09/04/2018 | 11978 | La Conner | TENBORG WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 46,750.00 |
| Invoice | 09/04/2018 | 11997 | OSPI | BEIERLE WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 46,925.00 |
| Invoice | 09/05/2018 | 12008 | West Valley #363 | JEFFRIES WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 47,100.00 |
| Invoice | 09/12/2018 | 12046 | Omak | RICHTER WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 47,275.00 |
| Invoice | 09/12/2018 | 12047 | Puget Sound ESD | BROUSSARD UPCHURCH WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 47,450.00 |
| Invoice | 09/12/2018 | 12052 | Prosser | BOLT WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 47,625.00 |
| Invoice | 09/12/2018 | 12055 | Mead | MEAD WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 47,800.00 |
| Invoice | 09/13/2018 | 12062 | Muckleshoot Tribal | THOMPSON WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 47,975.00 |
| Invoice | 09/16/2018 | 12073 | Yakima | HEFFINGTON WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 48,150.00 |
| Invoice | 09/16/2018 | 12074 | Yakima | MARTIN WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 48,325.00 |
| Invoice | 09/16/2018 | 12075 | Yakima | BIXLER WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 48,500.00 |
| Invoice | 09/16/2018 | 12076 | Yakima | ADAMS WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 48,675.00 |
| Invoice | 09/16/2018 | 12077 | Yakima | TOBIA WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 48,850.00 |
| Invoice | 09/16/2018 | 12078 | Yakima | CHAPMAN WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 49,025.00 |
| Invoice | 09/16/2018 | 12079 | Yakima | MAHRE WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 49,200.00 |
| Invoice | 09/16/2018 | 12080 | Yakima | ARNOLD WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 49,375.00 |
| Invoice | 09/17/2018 | 12089 | Sultan | LEAHY WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 49,550.00 |
| Invoice | 09/18/2018 | 12093 | Mead | HUTCHINS WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 49,725.00 |
| Invoice | 09/23/2018 | 12099 | Valley School District 070 | TUPEK WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 49,900.00 |
| Invoice | 09/23/2018 | 12100 | OSPI | JEFFRIES SIMMONS WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 50,075.00 |
| Invoice | 09/27/2018 | 12113 | Riverside | PRATT WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 50,250.00 |
| Invoice | 09/30/2018 | 12143 | Everett | KOVACS WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 50,425.00 |
| Invoice | 09/30/2018 | 12143 | Everett | SEABERG WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 50,600.00 |
| Invoice | 09/30/2018 | 12143 | Everett | TBD WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 50,775.00 |
| Invoice | 09/30/2018 | 12143 | Everett | OBRIEN WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 50,950.00 |
| Invoice | 10/08/2018 | 12140 | Ellensburg | SNIDER WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 51,125.00 |
| Invoice | 10/11/2018 | 12137 | Granger | CRUSE WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 51,300.00 |
| Invoice | 10/11/2018 | 12138 | Nooksack Valley | CISNEROS WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 51,475.00 |
| Invoice | 10/11/2018 | 12139 | Clarkston | ALAINZ WSPA Individual Membership: 2018-2019 | | | Accounts receivable | 175.00 | 51,650.00 |
| Invoice | 08/01/2018 | 11785 | Auburn | STRAND WSPA District Membership: 2018-2019 | | | Accounts receivable | 1,500.00 | 53,150.00 |
| Invoice | 08/01/2018 | 11789 | Tacoma | CULIK WSPA District Membership: 2018-2019 | | | Accounts receivable | 1,500.00 | 54,650.00 |
| Invoice | 08/01/2018 | 11790 | Marysville | RAUSCHKOLB WSPA District Membership: 2018-2019 | | | Accounts receivable | 1,500.00 | 56,150.00 |
| Invoice | 08/02/2018 | 11797 | Seattle | FUENTES WSPA District Membership: 2018-2019 | | | Accounts receivable | 1,500.00 | 57,650.00 |
| Invoice | 08/02/2018 | 11798 | Franklin Pierce | BRADBEER WSPA District Membership: 2018-2019 | | | Accounts receivable | 1,500.00 | 59,150.00 |
| Invoice | 08/07/2018 | 11831 | North Thurston | ROODHOUSE WSPA District Membership: 2018-2019 | | | Accounts receivable | 1,500.00 | 60,650.00 |
| Invoice | 08/10/2018 | 11852 | Spokane | SUMNER WSPA District Membership: 2018-2019 | | | Accounts receivable | 1,500.00 | 62,150.00 |
| Invoice | 08/14/2018 | 11885 | Tahoma | MORRIS WSPA District Membership: 2018-2019 | | | Accounts receivable | 1,500.00 | 63,650.00 |
| Invoice | 08/14/2018 | 11886 | Bellevue | STAECK WSPA District Membership: 2018-2019 | | | Accounts receivable | 1,500.00 | 65,150.00 |
| Invoice | 08/14/2018 | 11896 | Federal Way | TIRHI WSPA District Membership: 2018-2019 | | | Accounts receivable | 1,500.00 | 66,650.00 |
| Invoice | 08/15/2018 | 11877 | Puyallup | DORMAN WSPA District Membership: 2018-2019 | | | Accounts receivable | 1,500.00 | 68,150.00 |

# Washington School Personnel Association
## Transaction Detail By Account
### September 1, 2017 through October 11, 2018

| Type | Date | Num | Name | Memo | Class | Clr | Split | Amount | Balance |
|---|---|---|---|---|---|---|---|---|---|
| Invoice | 08/15/2018 | 11884 | Clover Park | ANGLE WSPA District Membership: 2018-2019 | | | Accounts receivable | 1,500.00 | 69,650.00 |
| Invoice | 08/17/2018 | 11891 | Highline | COLBY WSPA District Membership: 2018-2019 | | | Accounts receivable | 1,500.00 | 71,150.00 |
| Invoice | 08/20/2018 | 11889 | Central Valley | BROWN WSPA District Membership: 2018-2019 | | | Accounts receivable | 1,500.00 | 72,650.00 |
| Invoice | 08/20/2018 | 11907 | Evergreen | MCNEAL WSPA District Membership: 2018-2019 | | | Accounts receivable | 1,500.00 | 74,150.00 |
| Invoice | 08/20/2018 | 11908 | Bremerton | KENNEDY WSPA District Membership: 2018-2019 | | | Accounts receivable | 1,500.00 | 75,650.00 |
| Invoice | 08/21/2018 | 11909 | Issaquah | ROGERS WSPA District Membership: 2018-2019 | | | Accounts receivable | 1,500.00 | 77,150.00 |
| Invoice | 08/27/2018 | 11931 | Central Kitsap | WOODBURY WSPA District Membership: 2018-2019 | | | Accounts receivable | 1,500.00 | 78,650.00 |
| Invoice | 08/28/2018 | 11938 | Pasco | VILLA WSPA District Membership: 2018-2019 | | | Accounts receivable | 1,500.00 | 80,150.00 |
| Invoice | 08/28/2018 | 11940 | Mukilteo | KIM WSPA District Membership: 2018-2019 | | | Accounts receivable | 1,500.00 | 81,650.00 |
| Invoice | 09/05/2018 | 12014 | Renton | WONG WSPA District Membership: 2018-2019 | | | Accounts receivable | 1,500.00 | 83,150.00 |
| Invoice | 09/25/2018 | 12121 | Vancouver | POTTER WSPA District Membership: 2018-2019 | | | Accounts receivable | 1,500.00 | 84,650.00 |
| Invoice | 10/05/2018 | 12148 | Peninsula | WEATHERHOLT WSPA District Membership: 2018-2019 | | | Accounts receivable | 1,500.00 | 86,150.00 |
| Invoice | 08/08/2018 | 11895 | Bethel | GREGORY WSPA District Membership: 2018-2019 | | | Accounts receivable | 1,625.00 | 87,775.00 |
| Total 2018-2019 WSPA Membership Dues | | | | | | | | 87,775.00 | 87,775.00 |
| Total WSPA Membership Renewals | | | | | | | | 87,775.00 | 87,775.00 |
| Total Earned revenues | | | | | | | | 87,775.00 | 87,775.00 |
| **TOTAL** | | | | | | | | **87,775.00** | **87,775.00** |

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|---|---|---|---|---|---|---|
| Invoice | 08/06/2018 | 11820 | Evans, Sherrie | EVANS WSPA Retiree Membership: 2018-2019 | Accounts receivable | 100.00 |
| Invoice | 08/10/2018 | 11845 | Jill Oakes | OAKES WSPA Retiree Membership: 2018-2019 | Accounts receivable | 100.00 |
| Invoice | 08/20/2018 | 11902 | North Mason | ROSENBACH WSPA Associate Membership: 2018-2019 | Accounts receivable | 100.00 |
| Invoice | 08/20/2018 | 11903 | North Mason | SUPRY WSPA Associate Membership: 2018-2019 | Accounts receivable | 100.00 |
| Invoice | 08/20/2018 | 11905 | Soap Lake | MONTGOMERY WSPA Associate Membership: 2018-2019 | Accounts receivable | 100.00 |
| Invoice | 08/29/2018 | 11943 | Puget Sound ESD | ALTHEIMER WSPA Associate Membership: 2018-2019 | Accounts receivable | 100.00 |
| Invoice | 09/04/2018 | 11996 | Clear Risk Solutions | DE BENEDETTI WSPA Associate Membership: 2018-2019 | Accounts receivable | 100.00 |
| Invoice | 09/04/2018 | 12012 | Clear Risk Solutions | REDAL WSPA Retiree Membership: 2018-2019 | Accounts receivable | 100.00 |
| Invoice | 09/10/2018 | 12044 | Tacoma | LARA WSPA Associate Membership: 2018-2019 | Accounts receivable | 100.00 |
| Invoice | 09/12/2018 | 12050 | Peninsula | HOOVER WSPA Associate Membership: 2018-2019 | Accounts receivable | 100.00 |
| Invoice | 10/09/2018 | 12161 | Ellensburg | MILLER WSPA Associate Membership: 2018-2019 | Accounts receivable | 100.00 |
| Invoice | 10/09/2018 | 12162 | Ellensburg | ROSENBERG WSPA Associate Membership: 2018-2019 | Accounts receivable | 100.00 |
| | | | | | | 1,200.00 |

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|---|---|---|---|---|---|---|
| Invoice | 08/01/2018 | 11785 | Auburn | STRAND WSPA District Membership: 2018-2019 | Accounts receivable | 1,500.00 |
| Invoice | 08/01/2018 | 11789 | Tacoma | CULIK WSPA District Membership: 2018-2019 | Accounts receivable | 1,500.00 |
| Invoice | 08/01/2018 | 11790 | Marysville | RAUSCHKOLB WSPA District Membership: 2018-2019 | Accounts receivable | 1,500.00 |
| Invoice | 08/02/2018 | 11797 | Seattle | FUENTES WSPA District Membership: 2018-2019 | Accounts receivable | 1,500.00 |
| Invoice | 08/02/2018 | 11798 | Franklin Pierce | BRADBEER WSPA District Membership: 2018-2019 | Accounts receivable | 1,500.00 |
| Invoice | 08/07/2018 | 11831 | North Thurston | ROODHOUSE WSPA District Membership: 2018-2019 | Accounts receivable | 1,500.00 |
| Invoice | 08/10/2018 | 11852 | Spokane | SUMNER WSPA District Membership: 2018-2019 | Accounts receivable | 1,500.00 |
| Invoice | 08/14/2018 | 11885 | Tahoma | MORRIS WSPA District Membership: 2018-2019 | Accounts receivable | 1,500.00 |
| Invoice | 08/14/2018 | 11886 | Bellevue | STAECK WSPA District Membership: 2018-2019 | Accounts receivable | 1,500.00 |
| Invoice | 08/14/2018 | 11896 | Federal Way | TIRHI WSPA District Membership: 2018-2019 | Accounts receivable | 1,500.00 |
| Invoice | 08/15/2018 | 11877 | Puyallup | DORMAN WSPA District Membership: 2018-2019 | Accounts receivable | 1,500.00 |
| Invoice | 08/15/2018 | 11884 | Clover Park | ANGLE WSPA District Membership: 2018-2019 | Accounts receivable | 1,500.00 |
| Invoice | 08/17/2018 | 11891 | Highline | COLBY WSPA District Membership: 2018-2019 | Accounts receivable | 1,500.00 |
| Invoice | 08/20/2018 | 11889 | Central Valley | BROWN WSPA District Membership: 2018-2019 | Accounts receivable | 1,500.00 |
| Invoice | 08/20/2018 | 11907 | Evergreen | MCNEAL WSPA District Membership: 2018-2019 | Accounts receivable | 1,500.00 |
| Invoice | 08/20/2018 | 11908 | Bremerton | KENNEDY WSPA District Membership: 2018-2019 | Accounts receivable | 1,500.00 |
| Invoice | 08/21/2018 | 11909 | Issaquah | ROGERS WSPA District Membership: 2018-2019 | Accounts receivable | 1,500.00 |
| Invoice | 08/27/2018 | 11931 | Central Kitsap | WOODBURY WSPA District Membership: 2018-2019 | Accounts receivable | 1,500.00 |
| Invoice | 08/28/2018 | 11938 | Pasco | VILLA WSPA District Membership: 2018-2019 | Accounts receivable | 1,500.00 |
| Invoice | 08/28/2018 | 11940 | Mukilteo | KIM WSPA District Membership: 2018-2019 | Accounts receivable | 1,500.00 |
| Invoice | 09/05/2018 | 12014 | Renton | WONG WSPA District Membership: 2018-2019 | Accounts receivable | 1,500.00 |
| Invoice | 09/25/2018 | 12121 | Vancouver | POTTER WSPA District Membership: 2018-2019 | Accounts receivable | 1,500.00 |
| Invoice | 10/05/2018 | 12148 | Peninsula | WEATHERHOLT WSPA District Membership: 2018-2019 | Accounts receivable | 1,500.00 |
| Invoice | 08/08/2018 | 11895 | Bethel | GREGORY WSPA District Membership: 2018-2019 | Accounts receivable | 1,625.00 |
| | | | | | | 36,125.00 |

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|---|---|---|---|---|---|---|
| Invoice | 06/07/2018 | 11746 | Washington State Charter S | MARKER 2018-2019 WSPA Membership Dues | Accounts receivable | 125.00 |
| Invoice | 06/07/2018 | 11747 | Grand Coulee Dam | ALLEN 2018-2019 WSPA Membership Dues | Accounts receivable | 125.00 |
| Invoice | 08/01/2018 | 11784 | Kennewick | CHRISTENSEN WSPA Individual Membership: 2018-2019 | Accounts receivable | 125.00 |
| Invoice | 08/01/2018 | 11784 | Kennewick | DICKINSON WSPA Individual Membership: 2018-2019 | Accounts receivable | 125.00 |
| Invoice | 08/01/2018 | 11784 | Kennewick | ELVBAKKEN WSPA Individual Membership: 2018-2019 | Accounts receivable | 125.00 |
| Invoice | 08/14/2018 | 11890 | Arlington | PARRA WSPA Individual Membership: 2018-2019 | Accounts receivable | 125.00 |
| Invoice | 07/30/2018 | 11753 | South Kitsap | FINNIE WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 07/30/2018 | 11753 | South Kitsap | MONAGLE WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 07/30/2018 | 11753 | South Kitsap | STEWART WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 07/30/2018 | 11753 | South Kitsap | TALLMAN WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 07/30/2018 | 11753 | South Kitsap | JENSEN WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/01/2018 | 11759 | Fife | MCFARLAND WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/01/2018 | 11760 | Ridgefield | GRIFFITH WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/01/2018 | 11758 | Stanwood-Camano | STANTON WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/01/2018 | 11760 | West Valley 208 | COX WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/01/2018 | 11761 | Pioneer | EVANS WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/01/2018 | 11762 | Fife | BETTINZOLI WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/01/2018 | 11763 | West Valley 208 | GARCIA WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/01/2018 | 11764 | Fife | JOYNER WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/01/2018 | 11765 | North Central ESD | REISTER WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/01/2018 | 11767 | Hood Canal School District | BEEBE WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/01/2018 | 11768 | Moses Lake | KISLER WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/01/2018 | 11769 | Longview | KRAMER WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/01/2018 | 11770 | Meridian SD | DODD WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/01/2018 | 11771 | Moses Lake | MORRISON WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/01/2018 | 11772 | Moses Lake | MARROQUIN WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/01/2018 | 11773 | Moses Lake | SHIMEK WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/01/2018 | 11774 | Port Angeles | HARKER WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/01/2018 | 11775 | ESD 112 | JACOBSON WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/01/2018 | 11776 | Eastmont | MUELLER WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/01/2018 | 11777 | Eastmont | TURNER WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/01/2018 | 11778 | ESD 112 | KRUEDER WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/01/2018 | 11779 | OESD 114 | ARMSTRONG WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/01/2018 | 11780 | Eatonville | WALTERS WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/01/2018 | 11781 | East Valley #361 Spokane | RASMUSSEN WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/01/2018 | 11782 | ESD 113 | PETROVICH WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/01/2018 | 11774 | NW ESD 189 | FORSYTHE WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/01/2018 | 11775 | San Juan | MCVEIGH WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/01/2018 | 11775 | White River | MAGSTADT WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/01/2018 | 11776 | College Place School Distric | WADDELL WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/01/2018 | 11778 | White River | WETTELAND WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/01/2018 | 11779 | Quillayute Valley | WALLERSTEDT WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/01/2018 | 11780 | Battle Ground | SAUER WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/01/2018 | 11781 | Port Townsend | MCGUINNESS WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/01/2018 | 11782 | Fife | RAMIEREZ WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/01/2018 | 11786 | ESD 112 | DORDAN WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/01/2018 | 11787 | Oak Harbor | COE WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |

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|---|---|---|---|---|---|---|
| Invoice | 08/01/2018 | 11784 | Tekoa SD | PUCKETT WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/01/2018 | 11787 | Lake Quinault | MORRISON WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/01/2018 | 11786 | Edmonds | ROSCHY WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/01/2018 | 11783 | Omak | OLSON WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/01/2018 | 11770 | Meridian SD | HARVILL WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/02/2018 | 11798 | East Valley #361 Spokane | ESTEY WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/02/2018 | 11799 | Walla Walla | CAMPEAU WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/02/2018 | 11800 | Pullman | MYERS WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/02/2018 | 11788 | Darrington | MARSH WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/02/2018 | 11791 | Battle Ground | WHITTEN WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/02/2018 | 11792 | West Valley 208 | SOUERS WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/02/2018 | 11794 | Nine Mile Falls | SPENCER WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/02/2018 | 11795 | Lynden | LENABURG WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/02/2018 | 11796 | Orcas Island | MORGAN WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/02/2018 | 11797 | Aberdeen | SAYRES WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/02/2018 | 11800 | Sedro-Woolley | HUGGINS WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/02/2018 | 11801 | Sedro-Woolley | HEISLER WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/02/2018 | 11802 | Sedro-Woolley | SOLEMSLIE WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/02/2018 | 11803 | Sedro-Woolley | DUGO WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/02/2018 | 11804 | Sedro-Woolley | MOODY WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/02/2018 | 11805 | Sedro-Woolley | SCHORNO WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/02/2018 | 11799 | Port Angeles | ELLIOTT WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/02/2018 | 11800 | Eastmont | TRAINOR WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/02/2018 | 11806 | Steilacoom | CABIGTING WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/02/2018 | 11807 | Steilacoom | HARVEY WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/02/2018 | 11808 | Steilacoom | ZECH WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/02/2018 | 11809 | Steilacoom | WEIGHT WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/02/2018 | 11810 | Battle Ground | ALLEN WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/02/2018 | 11811 | White River | HARRISON WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/02/2018 | 11812 | Grapeview | ARKIN MCGUIRE WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/03/2018 | 11814 | Walla Walla | GARDEA WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/05/2018 | 11877 | Edmonds | CARTER WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/06/2018 | 11814 | Pioneer | WINCHELL WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/06/2018 | 11815 | Battle Ground | GIRARD WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/06/2018 | 11816 | Battle Ground | STOREY WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/06/2018 | 11817 | Sequim | KNIEPER WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/06/2018 | 11818 | West Valley 208 | JOFFS WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/06/2018 | 11819 | Selah | MORITZ WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/06/2018 | 11819 | Selah | QUIGLEY WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/06/2018 | 11819 | Selah | SCACCO WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/06/2018 | 11819 | Selah | MILLER WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/07/2018 | 11820 | Mount Vernon | ARNOLD WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/07/2018 | 11821 | Moses Lake | MEYER WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/07/2018 | 11822 | Royal School District | SNYDER WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/07/2018 | 11823 | Yelm | TURLEY WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/07/2018 | 11824 | Yelm | POLZIN WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/07/2018 | 11825 | Yelm | DAVIS WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |

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|---|---|---|---|---|---|---|
| Invoice | 08/07/2018 | 11826 | Oak Harbor | SCHONBERG WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/07/2018 | 11833 | Lake Washington | FOWLER FUNG WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/07/2018 | 11834 | Lake Washington | YOUNG WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/07/2018 | 11835 | Lake Washington | ROSEN WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/07/2018 | 11829 | Burlington-Edison | WHITNEY WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/07/2018 | 11830 | Burlington-Edison | BROWNING WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/07/2018 | 11826 | Bainbridge Island | KNIGHT WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/07/2018 | 11826 | Bainbridge Island | FITZPATRICK WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/07/2018 | 11826 | Bainbridge Island | MURPHY WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/07/2018 | 11826 | Bainbridge Island | PAETH WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/07/2018 | 11826 | Bainbridge Island | JACOBSON WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/07/2018 | 11826 | Bainbridge Island | MOY WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/07/2018 | 11827 | Thorp | MCKEE WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/07/2018 | 11828 | East Valley #361 Spokane | RAUSCH WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/07/2018 | 11828 | Burlington-Edison | DRAYER WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/07/2018 | 11831 | Yelm | LASHER WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/07/2018 | 11836 | Yelm | BUCKINGHAM WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/07/2018 | 11837 | Camas | BOERKE WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/07/2018 | 11837 | East Valley #361 Spokane | ROBERTS WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/09/2018 | 11845 | Richland | BUECHLER WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/09/2018 | 11846 | Richland | HOWARD WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/09/2018 | 11847 | Richland | PHILLIPS WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/09/2018 | 11848 | Richland | DURKIN WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/09/2018 | 11849 | Richland | CLARKSON WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/09/2018 | 11850 | Snoqualmie Valley | HEIKKILA WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/09/2018 | 11851 | Snoqualmie Valley | MA WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/09/2018 | 11839 | Bellingham | KUEHL WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/09/2018 | 11480 | Chimacum | MCCLEARY WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/09/2018 | 11481 | North Beach | TIMPSON WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/09/2018 | 11482 | West Valley 208 | RIES WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/09/2018 | 11483 | Shoreline | HINZE WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/09/2018 | 11844 | Shoreline | HUFFMAN WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/13/2018 | 6261800001 | Orting | 11865 VAN ZANTEN WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/13/2018 | 6261800001 | Orting | 11866 JOY WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/13/2018 | 6261800001 | Orting | 11867 CHRISTENSEN WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/13/2018 | 6261800001 | Orting | 11868 MORTENSON WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/14/2018 | 11865 | Green Mountain School Dist | VOGELER WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/14/2018 | 11866 | WA Schools Risk Managem | GARRIOT WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/14/2018 | 11867 | Othello | VILLAREAL WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/14/2018 | 11868 | NEW ESD 101 | POWERS WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/14/2018 | 11890 | Arlington | EGGER WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/15/2018 | 11853 | Deer Park | CHRISTIANSON WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/15/2018 | 11854 | Sequim | HILL WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/15/2018 | 11855 | Bellingham | STEINER WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/15/2018 | 11857 | Mercer Island | BURNS WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/15/2018 | 11858 | Highland | NOTMAN WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/15/2018 | 11860 | Snohomish | PERNAT WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |

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|---|---|---|---|---|---|---|
| Invoice | 08/15/2018 | 11861 | Enumclaw | PUHL WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/15/2018 | 11862 | Enumclaw | BRAY WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/15/2018 | 11863 | La Conner | HALEY WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/15/2018 | 11864 | Bellevue | THOMPSON WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/15/2018 | 11869 | Monroe | MATA WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/15/2018 | 11870 | Monroe | VERDIER WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/15/2018 | 11871 | Monroe | DICKINSON WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/15/2018 | 11872 | Monroe | LATIMORE WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/15/2018 | 11876 | Tukwila | 11873 JEROME WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/15/2018 | 11876 | Tukwila | 11874 DRAGANOV WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/15/2018 | 11876 | Tukwila | 11875 GENGLER WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/15/2018 | 11876 | WA HE LUT Indian School | MCNEAL WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/15/2018 | 11877 | Mount Vernon | WOLLAN WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/16/2018 | 11885 | Ridgefield | HEATH WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/16/2018 | 11885 | Ridgefield | FONTYN WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/17/2018 | 11889 | La Center | MAJORS WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/17/2018 | 11890 | Bridgeport | SHARP WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/17/2018 | 11891 | La Center | KANSANBACK WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/17/2018 | 11892 | Wenatchee | TURNER WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/17/2018 | 11893 | WSSDA | WESTBROOK WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/17/2018 | 11894 | Edmonds | STRANDT WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/19/2018 | 11890 | South Whidbey | POOLMAN WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/19/2018 | 11883 | Snohomish | SWARTZ WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/19/2018 | 11877 | Mount Baker | BUTENSCHOEN WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/19/2018 | 11878 | Blaine | ANDERSON WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/19/2018 | 11879 | NW ESD 189 | HOLLOMAN WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/19/2018 | 11880 | Mount Vernon | BAUTISTA WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/19/2018 | 11881 | Enumclaw | BERRYHILL WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/19/2018 | 11882 | Mount Baker | SEWRIGHT WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/19/2018 | 11884 | Oroville | SHAW WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/19/2018 | 11885 | Finley | LONG WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/19/2018 | 11886 | Bellingham | HOLGREM WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/19/2018 | 11887 | Port Angeles | ARCHIBALD WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/19/2018 | 11888 | Grandview | MALLERY WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/20/2018 | 11896 | Tumwater | SWOKOWSKI WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/20/2018 | 11891 | Castle Rock | VARKEVISSER WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/20/2018 | 11892 | Anacortes | SHERIDAN WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/20/2018 | 11893 | Mary Walker SD | MCISAAC WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/20/2018 | 11894 | ESD 105 | GUTIERREZ WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/20/2018 | 11895 | Tumwater | ABBOTT WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/20/2018 | 11896 | Toppenish | ANAYA WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/20/2018 | 11897 | Tumwater | NELSON WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/20/2018 | 11898 | Tumwater | JOLLEY WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/20/2018 | 11899 | Snohomish | BRUCE WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/20/2018 | 11899 | Tumwater | WHITING WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/20/2018 | 11900 | Snohomish | GANSKE WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/20/2018 | 11901 | Tumwater | SCOULLER WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |

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|---|---|---|---|---|---|---|
| Invoice | 08/20/2018 | 11902 | Paterson | SEATON WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/20/2018 | 11903 | Lopez Island | KOPLAN WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/21/2018 | 11909 | Cheney | DOTSON WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/21/2018 | 11906 | Tumwater | OWENS WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/21/2018 | 11911 | Bellingham | SILSBEE WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/21/2018 | 11910 | East Valley #90 Yakima | SEAMAN WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/21/2018 | 11912 | Northshore | GHIRMAI WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/21/2018 | 11913 | Northshore | MCLEAN WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/21/2018 | 11914 | Northshore | POOLMAN WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/21/2018 | 11915 | Northshore | ANDAHL WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/21/2018 | 11916 | Northshore | MARTIN WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/21/2018 | 11917 | Northshore | HALE WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/21/2018 | 11918 | Toppenish | OZUNA WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/22/2018 | 11918 | Taholah | BECKER WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/22/2018 | 11919 | Olympia | BAKER WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/23/2018 | 11919 | Kelso | ROLLER WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/23/2018 | 11919 | Kelso | PETERSON WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/23/2018 | 11919 | Kelso | HOUSE WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/23/2018 | 11919 | Kelso | KAUFMAN WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/23/2018 | 11919 | Kelso | MAHER WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/23/2018 | 11920 | Lakewood | LEE WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/23/2018 | 11923 | Nine Mile Falls | STACK WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/23/2018 | 11924 | University Place | BRUBAKER WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/23/2018 | 11921 | Sumner | LEACH WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/23/2018 | 11922 | Sumner | WILSON WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/23/2018 | 11923 | Sumner | THOMAS WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/23/2018 | 11924 | Sumner | STICKELL WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/23/2018 | 11925 | Sumner | PEREZ WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/23/2018 | 11926 | Sumner | WILCOX WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/24/2018 | 11927 | Arlington | DEJONG WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/27/2018 | 11928 | Chehalis | GREGORY WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/27/2018 | 11929 | Wahluke | LEITZ WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/27/2018 | 11929 | Wenatchee | LOPEZ WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/27/2018 | 11931 | Wapato | RAZO WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/27/2018 | 11931 | Wapato | SALAZAR WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/27/2018 | 11931 | Wapato | GARCIA WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/27/2018 | 11932 | Toppenish | OZUNA WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/27/2018 | 11930 | ESD 123 | BOLT WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/27/2018 | 11932 | Lake Stevens | ST GERMAINE WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/27/2018 | 11933 | Lake Stevens | COLLINS WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/27/2018 | 11934 | Lake Stevens | WICKEN WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/27/2018 | 11935 | Coupeville | PEET WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/27/2018 | 11936 | Aberdeen | SAWIN WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/27/2018 | 11937 | Central Kitsap | NEPPER WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/27/2018 | 11935 | Riverview | REIER WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/27/2018 | 11936 | Riverview | GAVIGAN WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/27/2018 | 11937 | Riverview | COOK WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |

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|---|---|---|---|---|---|---|
| Invoice | 08/28/2018 | 11939 | North Mason | NICOL WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/28/2018 | 11937 | North Mason | HURD WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/28/2018 | 11939 | Vashon Island | SASARRA WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/28/2018 | 11941 | Toppenish | MARES WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/28/2018 | 11942 | Woodland | BARNES WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/29/2018 | 11940 | Shelton | ARNOLD WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/29/2018 | 11941 | Hood Canal School District | LEMKE WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/29/2018 | 11942 | Whitworth College | WEDDINGTON WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/30/2018 | 11942 | Tacoma | PRICE WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/30/2018 | 11943 | Clarkston | FRY WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/30/2018 | 11944 | Granite Falls | HARMON WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/30/2018 | 11945 | Cheney | MOSES WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/30/2018 | 11944 | Mossyrock | GRANT WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/30/2018 | 11945 | Cheney | LEDEZMA WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/31/2018 | 11945 | Rochester | EVANS WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/31/2018 | 11945 | Sumner | DENT WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/31/2018 | 11946 | Olympia | HOFF WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 08/31/2018 | 11946 | Olympia | NIEMANN WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 09/01/2018 | 11946 | Quilcene School District | LONT WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 09/02/2018 | 11947 | North Kitsap | CALDWELL WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 09/02/2018 | 11947 | North Kitsap | DAVENPORT WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 09/02/2018 | 11947 | North Kitsap | URIE WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 09/02/2018 | 11947 | North Kitsap | ALLEN WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 09/02/2018 | 11947 | North Kitsap | CAMPBELL WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 09/02/2018 | 11947 | North Kitsap | DOMBKOWSKI WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 09/04/2018 | 11962 | Tonasket | SCOTT WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 09/04/2018 | 11963 | Hoquiam | COADY WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 09/04/2018 | 11978 | La Conner | TENBORG WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 09/04/2018 | 11997 | OSPI | BEIERLE WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 09/05/2018 | 12008 | West Valley #363 | JEFFRIES WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 09/12/2018 | 12046 | Omak | RICHTER WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 09/12/2018 | 12047 | Puget Sound ESD | BROUSSARD UPCHURCH WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 09/12/2018 | 12052 | Prosser | BOLT WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 09/12/2018 | 12055 | Mead | MEAD WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 09/13/2018 | 12062 | Muckleshoot Tribal | THOMPSON WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 09/16/2018 | 12073 | Yakima | HEFFINGTON WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 09/16/2018 | 12074 | Yakima | MARTIN WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 09/16/2018 | 12075 | Yakima | BIXLER WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 09/16/2018 | 12076 | Yakima | ADAMS WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 09/16/2018 | 12077 | Yakima | TOBIA WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 09/16/2018 | 12078 | Yakima | CHAPMAN WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 09/16/2018 | 12079 | Yakima | MAHRE WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 09/16/2018 | 12080 | Yakima | ARNOLD WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 09/17/2018 | 12089 | Sultan | LEAHY WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 09/18/2018 | 12093 | Mead | HUTCHINS WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 09/23/2018 | 12099 | Valley School District 070 | TUPEK WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 09/23/2018 | 12100 | OSPI | JEFFRIES SIMMONS WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |

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| Invoice | 09/27/2018 | 12113 | Riverside | PRATT WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 09/30/2018 | 12143 | Everett | KOVACS WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 09/30/2018 | 12143 | Everett | SEABERG WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 09/30/2018 | 12143 | Everett | TBD WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 09/30/2018 | 12143 | Everett | OBRIEN WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 10/08/2018 | 12140 | Ellensburg | SNIDER WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 10/11/2018 | 12137 | Granger | CRUSE WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 10/11/2018 | 12138 | Nooksack Valley | CISNEROS WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Invoice | 10/11/2018 | 12139 | Clarkston | ALAINZ WSPA Individual Membership: 2018-2019 | Accounts receivable | 175.00 |
| Deposit | 09/19/2018 | | Toppenish | REFUND - Duplicate Membership OZUNA | Checking Primary | -175.00 |
| | | | | | | 50,450.00 |

WSPA Annual Retreat Minutes
Sleeping Lady Resort
June 6, 2018

Executive Director: Curtis Leonard
Program Coordinator: Jennifer Tottenham

President: Shaun Carey, Franklin Pierce SD
President-Elect: Tina Konsmo, Puyallup SD
Past-President: Kurt Schonberg, Oak Harbor SD
Treasurer: Chris Callaham, Auburn SD; Outgoing Lisa Turner
Secretary: Janet Hodson, Federal Way SD

Meeting to order 9:36 am.

Kurt turned gavel over to Shaun. He thanked everyone for how they helped over the course of the year. Major work to carry on over the next 5 years.

Shaun – welcomes all and talked about the importance of this organization.

Introductions
Region reports:

| Region | Area Reports | Action Items |
|---|---|---|
| Region 1:<br>Jane Rausch, Riverside<br>Kim Harmon, Spokane | 6 meetings scheduled – had 5 average of 20 attendees; some outlying district attended.<br>Paul clay on bargaining – 75 attended, March; | |
| Region 2:<br>Toni Neidhold, Pasco<br>Doug Christensen, Kennewich | 4 meetings this year. OSPI talked on changes in certification; another on sick leave law Parker-Howell; initial planning for conference next year. Attendance is spotty – k20 networking meetings – unique challenges because of the geographic location. | |
| Region 3:<br>Marilyn Boerke, Camas | Region 3 report in binder<br>3rd training April Risk mg updated workers comp – certification experts from ospi 76 attend<br>FML training august 2018 | |
| Region 4:<br>Dawn Long, North Thurston<br>Stacia Dorman, Puyallup | 4 meetings scheduled completed 3<br>Last training – speaker from conference –challenges of staff over stresses ACES<br>Good year – turnout about 40-50 attend meetings | |
| Region 5:<br>Denise Kennedy, Bremerton<br>Celle Lente, Central Kitsap | Met a lot for annual conference. 5-6 reg meetings; content and conference planning; core grp of 8-10 people. Good feedback from conference. Had one meeting when I district attended that normally has not. Plan topics instead of the seat of our pants. Last Friday – meeting had rsvps at the highest but not as many showed. Send out message for topics. Bremertom as our central location due to conference. Discussion around where folks are around bargaining. | Want to schedule Curtis for October. |
| Region 6:<br>Jason Thompson,Marysville<br>Debbie Kovacs, Everett | Kurt spoke – Curtis came to Marysville topics – nonrenewal of adminstrators, bargaining, have had a series of ad hoc bargaining meetings, a lot of business mgrs. are attending. | |
| Shaun Carey | Suggested regions talk with one another about topics for their regions as they plan for next year | |
| Kurt Schonberg | Curtis Leonard is a great resource for topics | |

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| Secretary report<br>Janet Hodson | Members read through minutes<br>Changes were correction on Debby Carters name and Region 1 had a sentence that needed completed read 'interest in bargaining topics' | Minutes were approved as amended |
| Membership<br>Jennifer Tottenham | Slight increase<br>1 year members for boot camp<br>Law conference HELP<br>Now have 2 boot camps – both members?<br>Did have a non-member price – offered a 1 yr membership<br>Do we continue as last year; value added was the thought process – use money to lower our balance<br>Not traditionally WSPA members – hope is they continue<br>Net increase of 49 – they get the automatic email about renewing<br><br>Discussion: Will move treasurer report agenda to after lunch<br><br>Business update:<br>Jennifer – submitted Dept of Revenue for B&O tax<br>Completing 990s (annual taxes) and transaction review<br>Credit card refunds recorded improperly – have been corrected<br>There was a finding and corrections have been found and corrected.<br>**CPA** – things going well. Jennifer meets with her regularly. She has been helpful; responsive<br>No internal audit this year since we changed accountants<br>Presidential conversation – not in the minutes. Lisa Turner will attend this year's audit as past treasurer | Kurt motioned to change agenda<br>Janet 2nd<br>motion carried<br>First item after lunch in business time slot<br><br>A motion was needed to move WSPA business update to before lunch.<br>Kurt motioned<br>Dawn 2nd<br>Motion carries |
| | **WSPA cc/debit for exec director** – Curtis – don't have; would like one for convenience.<br>Is there a monthly limit – need a receipt ?<br>Eliminates the reimbursement process and will just turn in the receipts for balancing.<br><br>Chris needs to go to the bank and change over account.<br><br>Stipend review – EE misconduct $3000<br><br>**Bargaining workshop** – biggest event; we make a lot of money<br>Attny from Porter Foster Rorick – stipend increases every year<br>Increased $6K plus incidental expenses – WSPA doesn't do the work--law firm does.<br>**Question**: Should we have an amount set in stone if they are not putting on new and different presentation - stipend if new content different amounts to reflect the work required<br><br>Discussion – invite WASBO to bargaining – cross planning and prep<br>Need for everyone to understand how the system works together.<br>Bring more people to the table. Fiscal impact in bargaining<br>Hearing information first hand rather than transferred by someone.<br>Increase knowledge base for HR folks about how fiscal impacts<br>Min $5K content fresh<br>Max split the amount over $10K<br>$2500 for repeat content<br>EE misconduct raise to $2500 | Need a motion to change person on bank account<br><br>Kurt motion – hold off on HELP Advisor and Coordinator until we talk about HELP update – need to know what has been going on<br>Janet 2nd –<br>Motion carries<br><br>Motion to accept stipend increases for 2018-19<br><br>Bargaining workshop increase |

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| | If we do both sides of the mountain – 2nd event considered a repeat (Tri Cities and Spokane)<br><br>Historically at conference no pay – benefit<br>If we hire for the day – typically pay<br>WASBO typically get paid to present<br>Can we offer a trade – WSPA present something of interest to WASBO folks<br><br>**EE misconduct workshop** – Debby questioned whether we need to have this every year – or should we talk about staggering<br>Curtis – 30-50 people every time due to HR turnover. Bldg. admin should be sent.<br>Chris said content is not pertinent to bldg. principal. Should be focused on their needs.<br>Curtis suggested - $1500 per event and 2 events west and east<br><br>**Legislative Representative** – Lee<br>Updates shared with cabinet; written in way easy to understand<br>Helps support staff to understand –<br>Tracking the bills; sending newsletter,<br>Etc.<br>If we have a lobbyist would we have both positions?<br>May not need both but for present, the current amount is fair.<br><br>**POG updates** – done by multiple people; should stipend stay the same. Currently only one person – massive revision going on; Kim Harmon – 15-20 hours<br>There might be tiers of update:<br>Routine vs substantive changes<br>$500 maintenance<br>Authorize more $$ for overhaul<br>Done on more of an Ad Hoc basis<br><br>Kurt made a motion to double $500 for overhaul - per person<br>Same for S275<br>Delegate authorization to exec director to determine<br>Kim is fine doing maintenance as long as she is on the board.<br>Free for members<br><br>S275 presentation – all day<br>Current amount $750 | Employee misconduct remain the same with 2 sessions east & west |

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| | **HELP update**<br>35 non HELP attended –<br><br>July 9-13 all numbers are up<br>Classified admin boot camp new 27<br>17 for HR legal boot camp<br>Reminders going out every Wednesday<br>Value added service to those historically not members<br>Typically the week after July 4<br>2019 it will be 3rd week in July – scheduling issued<br><br>Classified boot camp – survey should be very specific. Relevent to their world.<br><br>Updated flyer 1.5 yrs ago. Can do new brochures for $3K for classified boot camp<br><br>Shaun – circle back to stipends<br>Jane left the room<br>HELP advisory/presenter no chg in stipend<br><br>New requirement – need masters degree to run program<br>Used to be two people running program<br>Kurt – HELP was in a tough place<br>Directed Curtis to make a change in coordinator; Jane and JoAn took it over for $10K and $2500<br>Change from Western to ESD/City U<br>Things improved and JoAn stepped off.<br>Jane running alone; program participation increasing slowly<br>Added 2nd boot camp<br>Suggest increase - $12,500 and revisit in a year<br><br>Discussion about how to hybrid the campus experience from old to new experience at ESD<br><br>Adjourned for lunch | HELP – presentation or meeting the same<br>Help coordinator increase /review annually<br><br>Legislative – stays the same.<br>May go down if purpose changes<br><br>POG remain the same but when major overhaul needed it will double<br><br>S275 remains the same<br>Debby moved<br>Kurt 2nd<br>Motion carried<br><br>Board needs to make a motion that Chris Callaham be a signer on the bank account.<br><br>Motion to move strategic planning to after lunch<br>Kurt motioned<br>Dawn 2nd<br>Motion carried |
| | Resume from lunch at 1 pm<br><br>**Treasurer report** – Lisa Turner<br>Budget to Actual<br>Projected $208K in revenue and expenses $360K for a net loss.<br>Still on track to meet goal<br>At about $32K now and have 2 months<br>Change fiscal year to align with work<br>Current 9/1 to 8/31<br>Suggest 7/1 to 6/30<br><br>**WSPA Strategic Planning**<br>Areas of focus:<br>Legislative/lobbying<br>Bargaining support<br>Others | Kurt suggested they bring a revised budget tomorrow and we can hold a motion to accept until then. Will bring balance sheet then also<br>Shaun said we would also expect a motion for changing calendar<br><br>Review the bi-laws to see what the |

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| | Target audience (conference/offerings):<br>Rank and file<br>Seasoned HR professional<br>Outside targets<br><br>Shaun – vision of our organization – school funding legislative action, HR professional<br>Bldg relations with statewide organization, better understanding of school operations than others –<br><br>Cost of lobbyist at $30K – increase in membership by 75 would help cover the cost<br><br>Survey the members to see what they see as a value added for having a lobbyist.<br>Are we willing to ramp up to take on the work necessary to bring a voice to Olympia?<br><br>Discussion about raising dues, spending down our budget, being involved with bringing a voice, partnering with other organization WSSA for example, ERNN, Take the lead rather than rely on our attorneys, state-wide topics with a united message<br><br>Chris B used to put out Food for Thought which would be nice to re-instate.<br><br>Should presidents, past, present, incoming come together and develop a plan for moving forward<br><br>**Bargaining** –<br>Sharing information (ERNN, WASA, shared drive)<br>Use meetings to share bargaining information at regional meetings – invite bargainers from your district (partnering)<br>Include people in your organization who implement the changes – they know impact<br>Bargaining conference east/west<br>Include other voices (WASBO, WASA)<br>Conference call | impact will be for changing our fiscal year. Talk with our CPA<br><br>Need to create job description for lobbyist<br><br>Shaun could check to see who might be out there and who a passion for this work.<br><br>Create survey for members to see what they see as a value added for having a lobbyist.<br><br>Curtis will reach out to see what names he can come up with.<br>See what the costs may run. Bring to the next executive board meeting. |
| | **Annual conference** – Board should offer help at higher level<br>Do we have a Strategic plan<br>Assistance of the board to develop agenda, speakers,<br>Region responsible for the logistics of the conference<br><br>Annual conference content committee –<br>One region rep from other regions – generate topics from their own region (live session)<br>Exec Director<br>[WSPA Coordinator] – logistics<br>Current/incoming president<br><br>Adjourned at 3:03 | Annual Conference Content Committee:<br>Shaun, Tina, Curtis, Kim 1,<br>Marilyn 3,<br>Stacia 4,<br>Chelle 5,<br>Debbie 6<br>Think about topics and presenters |

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| | **Friday June 8, 2018**<br>**Open meeting at 8:33**<br>Taking off agenda legislative and Emergent<br>Adding more time for Budget<br><br>**Program and Calendar Planning:**<br>Career Fair –what is the purpose behind and types of entities allowed into the fair.<br>EX: Have had requests from international online organization.<br>Weekend/tutoring vendor [said no]<br>Have not allowed recruiting companies<br>Career fair pricing has not changed<br>Do we want to be more restrictive in who we allow at the fair?<br>Need direction on how to move forward. | |
| | We are here to support K12 in WA State<br>Grandfather in the one org who has attended 20 yrs.<br>More restrictive.<br>Single double triple and quad booth. We have allowed up to 6.<br>Unfair to smaller districts<br>Should there be a restriction to four<br>Limit interview booths to 4<br>Communicate out the changes.<br><br>Floor Plan – A and B never get prime real estate. Suggestion: Floor plan by region<br>Using the alphabet, you cannot be accused of planning favorites. We could change up the alphabet to not just be A-Z or Z-A<br>Add M-Z, A-L<br><br>Colleges are taking up a lot of space for a very low cost.<br><br>Member request – website – discussion board where members can interact. Member requests only get the answer. If you set up on discussion board, then anyone can look at the answer.<br>Is it searchable – yes<br>Need commitment from the board to help make it useable.<br>**Curtis – will send auto email with link as a reminder.**<br><br>Webinar not been useful in the past.<br>Curtis tries to get out to districts in person | Jennifer will review the use of WSPA website to move member requests to that forum so that everyone Cn review the answer to questions from other districts.<br><br>Curtis will look for a few topics and get info out |

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| | **Calendar**<br>S275 – Oct – both sessions sold out last year<br>Still relevant this year as we still submit? Yes, plan for it. Not sure what OSPI plans on asking from districts now that staff mix is gone.<br><br>Laura Bradburn and Merideth West side<br>Jane Sandberg and Shelley Holt East side<br><br>Rick Kaiser for EE misconduct –ESD Renton<br><br>Spokane – hold the 2nd of Nov and will see attendance<br><br>**Bargaining in January** – need to add the 25th for Spokane<br>Need to confirm with Porter Foster Rorick if they are available ESD in Spokane If ESD not available can you check another site. 120 attendees<br><br>Career Fair is tentative – March too early – No<br><br>Help is April 15 not the 23rd<br><br>**Annual Conference -**<br>Recap – positive: location, strong numbers, Wed sessions well attended, alternative things to do for entertainment, food overall good, casino staff was great, technology of our own was a good idea Negative – not enough rooms available, not a lot of bathrooms in conference area so had to go to casino (smoky), key note last minute deal so stressful (having a back-up plan is a good idea), Tenille's message was confusing – requesting what they will talk about may be helpful. When and How to put the conference would have been helpful instead of just a check list. Finding the keynotes was challenging – and having perimeters for their topics would be helpful. Checking back in with keynotes/speakers etc would have eliminated stress. Donations for goody bags – get started right away. Free donations help.<br><br>Idea – secondary site be required for the vendors so they don't take up the reserved rooms.<br><br>Kennewick – Convention Center Spring Hills Suite, Marriott<br>Several hotels nearby, wine tasting, local breweries, evening event option – requires transportation, | **Jennifer will reach out to get presenters for this year.**<br><br>Curtis will reach out |

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| | Pre-Conference? Yes, there will not be a lack of topics<br><br>Content committee – make sure content is relevant for everyone rank and file to asst superintendent of HR<br><br>Region 6 – 2020 Tulalip was awesome the last time. Semiahmoo previous also | Content committee start looking at topics, talk with colleagues in districts |
| | **Budget:**<br>New budget sheets were handed out.<br>1) Budget to actual<br>2) Balance sheet<br><br>Discussion about why we wanted expenditures greater than revenue.<br>We need to eliminate the high savings account balance.<br>We made specific direction on what we would offer to help decrease the amount:<br>Free offers to members, better catering, webinar offerings, increase marketing, etc.<br>We can dial back when we need to for the purpose of changing direction in our saving account. We can talk about a % of money to decrease our end balance.<br><br>S275 – suggestion – cost is $175 members; $225 non members; and if you are a member and want hard copy $200<br>Annual conference should be cost neutral<br><br>Membership rate – propose increase<br>Current: $125 individual<br>$50 retiree<br>$1100 district<br><br>Not sure we want to pay more than National cost.<br>AASPA - $145<br>WASBO - $175 Combined $400<br><br>**Suggest we match WASBO $175 individual**<br>**$100 retiree**<br>**$1500 district (10 voting members)**<br><br>Membership budget - $93K<br>Members need to hear the value added<br>Articulate clearly about the lobbyist and the purpose of the lobbyist<br><br>Projected revenue will be $172,600<br><br>Suggested that we look at budget in October after we complete audit | Old business from yesterday: Board needs to make a motion that Chris Callaham be a signer on the bank account and remove Lisa turner<br><br>Motioned by Debby Carter<br>2nd by Doug Christiansen<br>Approved<br><br>Approved budget changes with caveat of making adjustment once we work out the pricing.<br>Dawn long motioned<br>Denise Kennedy<br>2nd<br>Approved. |

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| | **Discussion about salary for:**<br>**Executive Director** – 3.1 % growth in some areas and have been address. Communication and oversite.<br><br>Another option is to give a stipend for travel expenses and pay to him directly. Eliminates the turning in of receipts<br>$7500 stipend<br>3.1 % off salary is about $2200 so leave at $7500<br>Discussion about the purpose of the credit care given the idea of a stipend and what expenses can be used on the card<br><br>**Program coordinator** suggested 6.2 % increase; did not receive an increase over last 2 yrs due to concerns in budget oversight and accounting practices.<br>Still a gap in the skill set.<br>Chris suggested that she look at IPD program so she can log into quik books in real time and work with JT. Concerned about payroll taxes, checks written by hands.<br>Suggestion: not comfortable with giving coordinator a 6.2 when only looking at exe director 3.1. Should be 3.1 for both.<br>We are a big enough board to possibly have a financial sub-committee to review financials.<br><br>Amend to 3.1 for both employees.<br>Director's will get the amount added to his travel and pay as a stipend<br>Coordinator will get the amount added to her salary<br><br>Budget<br>Added up changes:<br>$279,342 total expense which is $105K spend down | |
| | Kim Harmon – do we have a strategic plan to help formulate our discussion. Dawn Long offered to help also.<br><br>Meeting adjourned at 12:15 | Executive board to discuss the need for Strategic Plan. Organization's focus. |

**From:** admin@wspa.net
**To:** admin@wspa.net
**Subject:** S-275: thank you, clock hours, and survey
**Date:** Friday, October 19, 2018 10:53:26 AM
**Attachments:** S275 Clock Hours_SPOKANE OCT 5 2018.pdf
S275 Clock Hours_TUKWILA OCT 10 2018.pdf
S275 Sign In Sheets_TUKWILA OCT 9 2018.docx.pdf
S-275 Credits, Clock hrs, Experience.pptx
S-275 Finance, Overview, W-W-W_10-5-18.pptx
Vocational placement blank with formulas.xls

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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/S2752018

The clock hour forms for each session are attached for you records along with additional handouts provided by the presenters.

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/

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 Only

**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) ☐ Female ☐ Male |
| Home Address (Street, City, State, Zip Code) | | | Telephone Numbers<br>Home<br>Business |

## Section II – Clock Hour Provider

| | | |
|---|---|---|
| Clock Hour Class Title:<br>**S-275 Personnel Reporting Workshop** | | Name of Instructors:<br>**Stephanie Drake, Jean Sanders** |
| Total Number of Clock Hours Available<br>**7** | First Day of Class/Offering<br>**10/5/2018** | Last Day of Class/Offering<br>**10/5/2018** |
| Sponsoring Provider Name (Agency Granting Clock Hours)<br>**Washington School Personnel Association** | | Business Telephone Number<br>**360-825-1415** |
| Provider Address<br>**PO Box 1600 Anacortes, WA 98221** | | |
| Sponsoring Provider Contact Person<br>**Jennifer Tottenham, Program Coordinator** | | Telephone Number<br>**360-825-1415** |

## 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).

_____ 10/5/2018

Original Signature of Class Sponsor/Instructor Date

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

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

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**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) ☐ Female ☐ Male |
| Home Address (Street, City, State, Zip Code) | | | Telephone Numbers<br>Home<br>Business |

## Section II – Clock Hour Provider

| | | |
|---|---|---|
| Clock Hour Class Title:<br>**S-275 Personnel Reporting Workshop** | | Name of Instructors:<br>**Laura Bradburn, Meredith Colvin** |
| Total Number of Clock Hours Available<br>**7** | First Day of Class/Offering<br>**10/10/2018** | Last Day of Class/Offering<br>**10/10/2018** |
| Sponsoring Provider Name (Agency Granting Clock Hours)<br>**Washington School Personnel Association** | | Business Telephone Number<br>**360-825-1415** |
| Provider Address<br>**PO Box 1600 Anacortes, WA 98221** | | |
| Sponsoring Provider Contact Person<br>**Jennifer Tottenham, Program Coordinator** | | Telephone Number<br>**360-825-1415** |

## Section III – Affidavit of Participant

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_____ _____

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).

_____ 10/10/2018

Original Signature of Class Sponsor/Instructor Date

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

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 Only

**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) ☐ Female ☐ Male |
| Home Address (Street, City, State, Zip Code) | | | Telephone Numbers<br>Home<br>Business |

## Section II – Clock Hour Provider

| | | |
|---|---|---|
| Clock Hour Class Title:<br>**S-275 Personnel Reporting Workshop** | | Name of Instructors:<br>**Laura Bradburn, Meredith Colvin** |
| Total Number of Clock Hours Available<br>**7** | First Day of Class/Offering<br>**10/10/2018** | Last Day of Class/Offering<br>**10/10/2018** |
| Sponsoring Provider Name (Agency Granting Clock Hours)<br>**Washington School Personnel Association** | | Business Telephone Number<br>**360-825-1415** |
| Provider Address<br>**PO Box 1600 Anacortes, WA 98221** | | |
| Sponsoring Provider Contact Person<br>**Jennifer Tottenham, Program Coordinator** | | Telephone Number<br>**360-825-1415** |

## 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).

_____ 10/10/2018

Original Signature of Class Sponsor/Instructor Date

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

# S-275

Degrees

Credits

In-Service Hours

School districts shall have documentation on file and available for review which substantiates each certificated employee's placement.

This information will be entered into the S-275.

**Don't be afraid to mark up those transcripts**

For credits earned after September 1, 1995, credits and clock hours shall be documented that they meet one or more of the criteria of WAC 392-121-262. (WAC Stamp or course approval form)

# Electronic Transcripts

Electronic transcripts are acceptable copies of documentation

- The district must keep a copy on file
- The transcript must be from the registrar of the college or university
- There is no requirement that:
- a. Dictates the form of the transcript
- b. Requires the transcript to be sealed
- c. Requires the transcript to be signed

# Transfer of Records from another Washington school district

Once received, it is **your responsibility** to review transcripts, clock hour forms and experience for accuracy.

Example:  you do not have to accept a clock hour form if it was not an approved provider during the time earned.  If you do except the clock hour form you **do** have to accept the criteria for which it was marked.

# Foreign Institutions

Credits/Degree's earned in another country other than the United States must include a written statement of credit equivalency for the appropriate credits from a foreign credentials' evaluation agency.

The WAC does not indicate that the school district require the original evaluation document

# Show your work

You want anyone to know where you came up with your validation

- Highlight employees' name
- Check Accreditation on transcripts
- High Degrees or Experience Earned
- Highlight clock hour provider
- Check course end dates
- Mark whether Academic or In-Service credits
- Add WAC Stamp
- Show conversion to quarter credits
- Show details on experience conversions

# Questions About Documentation

# Highest Degree

**B** – Bachelor's degree as highest degree that are not reported with G or H

**H** – Hold Harmless, Obtained Bachelors while employed as non-degreed Voc/CTE instructor

**G** – Grandfathered, highest degree is Bachelors, earned 135 credits and reported on S-275 as such before 1/1/1992

**M** – Master's or Educational Specialist is highest degree

**D** – Doctorate is highest degree

**V** – Non-degreed, may hold a bachelor's or higher and a valid VOC/CTE but has not used the degree to obtain any past or present education certificate or permit

***** Do not report employee's as non-degree if they ever used degree to obtain endorsements-Ag Ed, bus Ed, Marketing Ed, Bus and Marketing Ed, Family and Consumer Sciences Ed, Tech Ed

# Questions About Degrees

# Rounding

Rounding of computations of credits and experience should follow the general rule:  a decimal ending with a 5 or higher is rounded up; a decimal ending with a 4 or lower is rounded down.

134.45 = 134.5 = 135

You can round each individual course to one-tenth; or you can report each course to 2 decimals and round the total.  You just must be **consistent** for all courses recorded for your district.

# Course Criteria

- All credits and clock hours must be marked with the course criteria selection for all courses completed after Sept 1, 1995
- Records transferred, you must accept the criteria that district has approved
- If the course was not evaluated by prior district, you may review it and approve or deny course
- You are required to evaluate all credits and clock hours completed after 9/1/95 and determine if they meet one of the criteria or not

(a) It is consistent with a school-based plan for mastery of student learning goals as referenced in RCW 28A.655.110, the annual school performance report, for the school in which the individual is assigned;

(b) It pertains to the individual's current assignment or expected assignment for the following school year;

(c) It is necessary for obtaining endorsement as prescribed by the Washington professional educator standards board;

(d) It is specifically required for obtaining advanced levels of certification;

(e) It is included in a college or university degree program that pertains to the individual's current assignment or potential future assignment as a certificated instructional staff;

(f) It addresses research-based assessment and instructional strategies for students with dyslexia, dysgraphia, and language disabilities when addressing learning goal one under RCW 28A.150.210, as applicable and appropriate for individual certificated instructional staff; or

(g) Beginning in the 2011–12 school year, it pertains to the revised teacher evaluation system under RCW 28A.405.100, including the professional development training provided in RCW 28A.405.106.

# Questions About Rounding or Criteria

# Academic Credits

- Credits earned after first BA
- Earned before Oct. 1 of current year
- Earned from a regionally accredited institution
- Credits are transferable
- Credits earned after Sept 1 1995 must satisfy course criteria
- Credits are not counted as in-service or non degree credits
- Credits are converted to quarter credits
- Accumulate credits rounded to one decimal place

School districts must have the minimum documentation on file

- Date of awarding or conferring of the highest degree
- If Masters degree the district shall also document the date of awarding or conferring of the first bachelors
- If the degree was awarded by an institution that does not confer degrees after each term, a written statement from the registrar of the institution verifying a prior completion date shall be adequate documentation.
- If the degree was completed in a country other than the US, documentation must include documentation in English of degree equivalency for the appropriate degree. This is not required if the institution is already regionally accredited
- Documentation of academic credits is having a transcript from the registrar on file.
- An academic credit is deemed "earned" at the end of the term for which it appears on transcript: Provided that a written statement from the registrar of the institution verifying a prior earned date.
- Credits must be transferable to count as Academic Credits
- You cannot record credits from another institution listed on trasncript

# The old “FIFTH” year Credits

Colleges frequently counted credits that were prior to the date of the BA degree toward the “fifth year” program. Teachers have questioned why we cannot report these credits. The answer is that they were completed prior to the date of the first BA degree and we can only report credits after that first BA date.

# Questions About Academic Credits

playtime

# IN SERVICE CREDITS

- Minimum of 3 hours
- Earned after 8/31/87 and the awarding of BA
- Earned before Oct. 1 of current year
- Last date of course is the "earned" date
- No repeat restriction
- OSPI approved provider for that year
- Must be documented on the correct form
- 10 clock hours equals 1 quarter credit
- 40 hours of participation in an approved internship with a business, industry, or government agency equals one in-service credit. No more than 2 may be earned in a calendar year and limited to maximum of 15 in-service credits.
- Credits below 100 level reported as in-service if completed between 9/1/87 and 3/8/97
- CEU's are not reportable unless under the approved ESA license rules
- Accumulate credits rounded to one decimal place.

Professional Growth Plans

Educators can earn 30 clock hours and options for renewal for completing the state PGP's focused on one of the state 8 criteria's. Starting 2018-19 the state PGP will be worth 25 clock hours.

PESB has passed a change to this, making it consistent for Teachers, Principals, Counselors and Psychologists for all certification types, (Residency, Professional no matter when achieved and Continuing Certificates). They will all have the same options for renewal.

One hundred clock hours OR

4 PGP's allowing 25 clock hours each OR

A combination of the above OR

National Boards

Note: Clock hours will drop from 30 to 25 for PGP's completed after the 2017-18 school year

## WAC Clock Hours

- Professional Growth team, 3 clock hours up to 6 per year
- School Accreditation site visit, 10 clock hours up to 20 per year
- Supervisor of training, up to 30 clock hours per year. Watch dates as this is a change from a limit of 20 in prior years.
- National Boards, 45 for assessment and 45 for completion.
- Professional Certification – 150 clock hours for passing proteach
- First people's language – approved clock hours
- Scorers for Washington teacher performance assessment, 10 clock hours up to 20 per year
- Scorers for Washington ProTeach Portfolio assessment , 10 clock hours up to 20 per year

***Just because the clock hours were provided on an OSPI form, does not mean the provider was an approved provider.***

# Questions About Clock Hours

# Continuing Education Hours – CEU's

Educational Staff Associates can use CEU's with a signed form that states the CEU's satisfy requirements for state professional licensure.

The same rules apply as for any other clock hours except it allows certain ESA's to use CEUs, credits or clock hours that satisfy the continuing education requirements for their state professional health license.

Eligible ESA's must hold the following WA dept of Health license

- Advanced Registered Nurse Practitioner
- Occupational therapist
- Marriage and Family therapist (counselor)
- Physical Therapist
- Psychologist
- Registered Nurse – effective January 1, 2011
- Social Work
- Speech-language pathologist or audiologist

# Questions About CEU's

# Non Transfer Credits (In-Service)

Non transferable credits can be counted as in-service credits if earned after Sept 1, 1987, earned after BA and meets at least one of the state criteria

# Check the back of transcript

- Accreditation – Verify
- Credit equivalency – check for dates of changes
- Course numbering

# Questions About Non-Transfer Credits

# NON DEGREE CREDITS

1. Zero credits for person holding a valid certificate other than certificated included in 2 or 3 below
2. Thirty credits shall be recognized for person holding a valid continuing or standard school nurse certificate
3. Persons holding valid VOC/CTE certificates shall accumulate recognized credits as follows:

   a. One Credit for each 100 hours of occupational exp

      I. Clock hours of occupational experience used in determining non-degree credits must be earned after meeting the minimum VOC/CTE requirements of 3 years (6000 hours)

      II. Non-degree credits based on occupational experience shall be limited to a maximum of 20 credits per calendar year.

   b. One credit for each ten clock hours of VOC/CTE educator training after meeting minimum VOC/CTE certification requirements.

4. Credits earned after Sept 1, 1995, must satisfy WAC criteria

5. Accumulate credits rounded to one decimal place

6. For the following degree types, there are non-degree credit limitations:

* S type – 0 unless S type is a valid continuing or standard school nurse certificate, in which case would be 30

* V type – Report only eligible non-degree credits determined by WAC 392-121-259(3)

* H type – eligible non-degree credits are determined by WAC 392-121-259(3) and limited by WAC 392-121-261(1) who obtained a BA while employed

playtime

# CERTIFICATED YEARS OF EXPERIENCE

- Employment in public or private school where a certification is required
- Includes public or private vocational-technical schools, technical colleges, community/junior colleges, colleges, universities in positions comparable to those which require certification
- Employment in governmental educational agency with regional administrative responsibilities for preschool, elementary and/or secondary education including but not limited to ESD's, OSPI or US dept of education in any professional position including but not limited to C.P.A., architect, business manager or physician
- Military, Peace Corps, or Vista service which interrupted professional education employment
- Non-Degreed VOC/CTE instructors, up to 6 years of management experience acquired after the instructor meets the minimum VOC/CTE certification requirements of 3 years (6000 hours)
- Beginning in the 2007-08 school year, OT's, PT's, Nurses, SLP's, Audiologists, Counselors, psychologists and social workers years of experience may include employment in position limited to a maximum of 2 years.

- OT's, PT's and Nurses must have been holding a valid license for the position during time of employment.
- SLP's - same or similar duties after completion of minimum requirements for conditional certification
- Counselors, Psychologists and Social Workers - same or similar duties after completion of minimum requirements for emergency certification.

- Work with employee to have verification of Employment (VOE) sent to each prior employer. Consider revising your verification form to include contract status.
- If another Washington state School District, include a transfer of records request which includes official transcripts, clock hour forms, course approval forms.
- Do not calculate experience until you have received verification.
- When verifying college/university experience, make sure you know what constitutes full time
- 180 days is the denominator for Substitutes. Make sure that certification was required
- Be careful with ESA experience.
- For VOC teachers, up to 6 years can be granted BUT this experience must be related to the assignment and it must be management or management-related.
- Show your calculations
- Do not exceed 1.0 per year
- Watch for any unpaid leave

- Employment may be in Washington, out of state, or in a foreign country
- Employment excludes time on unpaid leave
- Report all years of experience, including those beyond the experience limit of district's salary schedule
- Learning centers: Sylvan Learning Center and Huntington Learning Cernter are not approved private schools
- Determine whether a private school is state-approved.
- If documentation of employment cannot be supported by normal "third party" evidence such as situations of self-employment or employment with an employer who has gone out of business evidence with tax returns, business license, bonding insurance and/or social security records will work

When calculating experience off of tax information, social security earnings and other documents go to Inflation Data Website to calculate the hours worked.

Bureau of Labor Statistics provides the median wages

# Private Schools

If the private school is not on the list does not mean it will not count.

Can students attending transfer back to a public school with like credit?

It is the school districts decision but be sure to document rational of your decision

Both the position and the employee must require certification requirements

It is helpful to obtain a job description or posting bulletin from the private school employer to assist with your determination

# College/University

- Experience from colleges can be credited when the position is equivalent
- Determine the denominator and numerator
- How many credits taught per year is full time

# Military, Vista, Peace Corps

- Experience must interrupt the employee's educational employment to be counted

# Sabbatical Leave

- Sabbatical leave is calculated on what the employee is paid by the district while on leave.
- Union service, where the union reimburses the district salary funds, should be approved sabbatical leave for the purpose and reported accordingly.

# Substitute Experience

- Certification Required
- Denominator always 180 days

# Student Intern

- Student Intern's who hold a valid Intern Substitute teaching certificate qualifies for experience when they substitute for their master teacher.
- The supervising college or university must approve the candidate for the intern substitute teaching certificate
- The intern substitute teacher certificate is valid for one year, or less.

- Add other experience for less than Full time staff up to 1.0 per year
- Substitute experience
- Summer school
- TRI cannot be included in experience.

# Questions About Experience

# Reporting Staff with High Degree of S

Persons are in special circumstances holding:

- A valid continuing or standard school nurse certificate
- A valid limited certificate (First peoples language/culture, Conditional, Substitute, Emergency, Emergency Sub, Nonimmigrant alien exchange teacher, Intern Sub, Transitional and Provisional alternative admin certificate
- Employed in a position defined as certificated such as superintendent, deputy superintendent, or assistant superintendent.

# Reporting Staff with High Degree of V

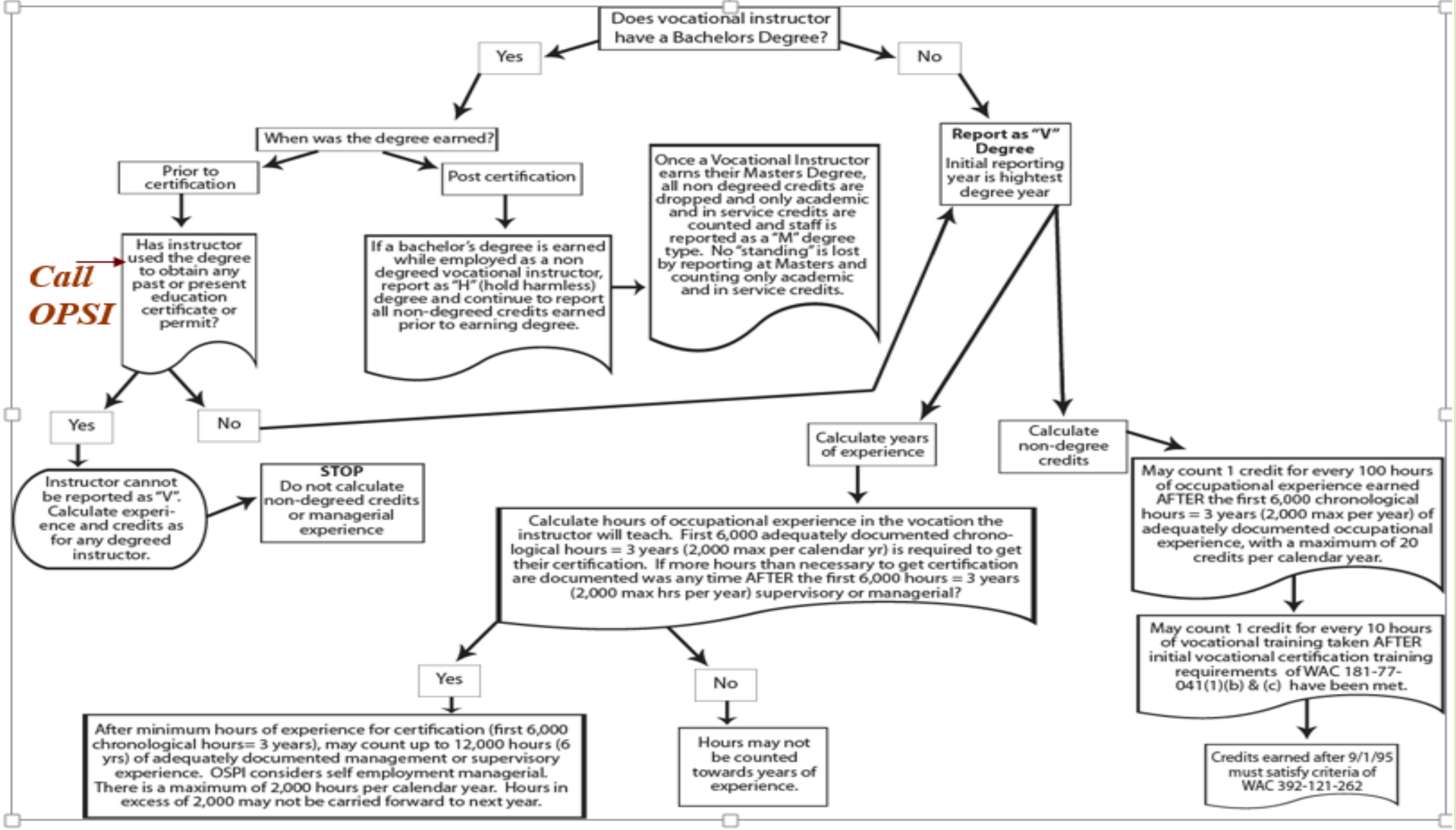
- Report as V if: VOC/CTE holds valid VOC/CTE certificate
- Non-degreed for a certificated instructional employee who:
  - Holds no bachelor or higher degree or
  - Holds a bachelor or higher and valid VOC/CTE cert but:
    - The degree was not a requirement of any past or present ed certicate
    - Whose highest placement is as a non-degreed certificated employee

# Degree or No-Degree

- It's cut and dry if they do not have a degree
- If they have a degree, check with OSPI to see whether or not the degree was used as a requirement of the certificate issued
- Do NOT report employees as non-degree if they have ever used a degree to obtain the following endorsements
  - Agriculture Ed
  - Business Ed
  - Marketing Ed
  - Business and Marketing Ed
  - Family and Consumer Sciences ed
  - Technology ed

***The vocational/CTE CONDITIONAL certificate is NOT issued based on a degree.**

# Process for vocational certified instructional staff mix files



Check out the examples in your book

Be sure to document

- List by calendar year
- Name of position, whether it meets management criteria
- Attach documentation when normal documentation cannot be obtained
  - Tax returns
  - Business license
  - Bonding Insurance
  - Social Security Records
- Document website(s) used for wage data

- Persons holding valid VOC/CTE certificates shall accumulate recognized credits which are reported as Non-Degree credits
  - One credit for each 10 clock hours of VOC/CTE training. MUST be earned after meeting the minimum certification requirements, regardless of when the initial certificate was issued
- CTE training shall mean those CTE programs, courses, seminars and workshops offered for the purpose of certification
- Professional education shall mean programs, courses, seminars and workshops that are designed to improve teaching ability
- Technical education/upgrading shall mean those CTE programs, courses, seminars and workshops which are designed to improve the skill and knowledge in the discipline in which the application is being made

- Non Degree credits that are not converted to occupational experience must satisfy one of the 7 course criteria

# Achieved Degree

- Change the Degree type to H (Hold Harmless)
- Experience and credits are still reported
- Do not report further non-degree credits
- From the degree forward start adding academic and/or in-service credits
- Once a Masters is achieve report with highest degree of M

# Questions About V or S Staff Reporting

# S-275

Impact on School Finance

S-275 Overview

Who? What? When?

# Introductions

What is your name?

What School District are you from?

What is your role?

What are you hoping to learn today?

## School District Funding Sources, Apportionment is #1

- Spokane example:
  - $220 million out of $400 million from State Apportionment (55%)
  - Local Levy 17%
  - State Grants 15%
  - Federal Grants 10%

  - Mead – 60% from Apportionment, Tonasket 57%

# Apportionment Basics

Apportionment takes **STUDENT** enrollment (from P223) and factors that with **STAFFING** data (from the prototypical school funding model).

Based on enrollment, grade levels, and programs, Districts are funded at certain levels for Certificated, Classified, and Administrative staff in schools, as well as general district support, maintenance, facilities, warehouse, secretarial, technology, etc. Also adds in MSOCs.

EX:

- 100 students generate 4.0 FTE in teachers. The state pays the district a flat amount for those 4.0 FTE in teachers.
- 100 students generate 0.8 FTE in administrators. The state pays the district a flat mount for the 0.8 FTE in administrators.

# Certificated Salary Schedules

What was the LEAP schedule? (Legislative Evaluation and Apportionment Program). Was NOT a salary schedule, it was just a state funding distribution model.

Open bargaining state-wide this past summer.

Min - $40,000 + IPD + Regionalization

5 Year - $44,000 + IPD + Regionalization

Max - $90,000 + IPD + Regionalization

Where everyone landed?? All Over The Place

# LEAP Schedule…what was it?

## LEAP Document 1

**Table Of Staff Mix Factors For Certificated Instructional Staff**

*** Education Experience ***

| Years of Service | BA | BA+15 | BA+30 | BA+45 | BA+90 | BA+135 | MA | MA+45 | MA+90 OR Ph.D. |
|---|---|---|---|---|---|---|---|---|---|
| 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 |

# Certificated Salary Schedules

## How are we funded for staff now?

Classified: Pretty much the same, but with a higher per FTE basis

- 2017/18: $34,180
- 2018/19: $46,784 ($45,912 + IPD 1.9%)

Administrative: Pretty much the same, but with a higher per FTE basis

- 2017/18: $62,199
- 2018/19: $96,805 ($95,000 + IPD 1.9%)

Certificated Staff: VERY different…

# Certificated Salary Schedules

## How are Certs funded now?

Post Mix Factor Allocation is more than before, but is it really???

2017/18: $36,521 * Mix Factor (ie:1.556) = $56,827

2018/19: $64,000 * IPD (1.9%) = $69,129 (some districts get more…stay tuned)

- Is $69,129 more than $56,827?
- What if your mix factor was higher? Or Lower?
- And what if you have a huge loss in Levy?
- And what about all of the other staff not funded by Apportionment?

# How do some Districts get more?

**Cert, Admin & Class:**

Regionalization (6%, 12%, 18%, +)

**Cert:**

Experience Factor (4%)

# Apportionment Report

## Certificated "CIS":

Apportionment for September 29, 2017 Account 3100

**I. Computation for Guaranteed School-Generated Entitlement**

| | | |
|---|---|---|
| **A. District-Wide Staff Mix** | | **TOTALS** |
| 1. District-Wide Staff Mix | | 1.55500 |
| **B. School Generated – Certificated Instructional Staff (CIS)** | | |
| 1. School CIS Salary Maintenance Total<br>[School Generated CIS FTE] * [CIS - Salary Maint] * [CIS Mix]<br>1,478.880 * 35,700.00 * 1.55500 | $ | 82,097,804.88 |
| 2. CIS School Salary Increase<br>[School Generated CIS FTE] * [CIS - Salary Inc] * [CIS Mix] - [School CIS Salary Maint Total]<br>1,478.880 * 36,521.00 * 1.55500 - 82,097,804.88 | $ | 1,888,019.55 |
| **3. Subtotal School Generated CIS Salary**<br>**[School CIS Salary Maint Total] + [School CIS Salary Inc Total]**<br>**82,097,804.88 + 1,888,019.55** | **$** | **83,985,824.43** |

2017/18

Apportionment for September 28, 2018 Account 3100

**I. Computation for Guaranteed School-Generated Entitlement**

| | | |
|---|---|---|
| **A. District-Wide Staff Mix** | | **TOTALS** |
| 1. District-Wide Staff Mix | | 1.55636 |
| 2. District-Wide Regionalization | | 1.06000 |
| **B. School Generated – Certificated Instructional Staff (CIS)** | | |
| 1. School CIS Salary Maintenance Total<br>[School Generated CIS FTE] * [CIS Biennial Base Sal] * [CIS Mix]<br>1,478.425 * 35,700.00 * 1.55636 | $ | 82,144,326.73 |
| 2. CIS School Salary Increase<br>[School Generated CIS FTE] * [CIS Sal Inc] * [Regionalization] - [School CIS Salary Maint Total]<br>1,478.425 * 65,216.05 * 1.06000 - 82,144,326.73 | $ | 20,057,734.31 |
| **3. Subtotal School Generated CIS Salary**<br>**[School CIS Salary Maint Total] + [School CIS Salary Inc Total]**<br>**82,144,326.73 + 20,057,734.31** | **$** | **102,202,061.04** |

2018/19

# Apportionment Report

## Certificated Administrative "CAS":

| C. School Generated – Certificated Administrative Staff (CAS) | |
|---|---|
| 1. School CAS Salary Maintenance Total<br>[School Generated CAS FTE] * [CAS - Salary Maint]<br>83.280 * 60,801.00 | $ 5,063,507.28 |
| 2. CAS Salary Increase<br>[School Generated CAS FTE] * [CAS - Salary Inc] - [School CAS Salary Maint Total]<br>83.280 * 62,199.00 - 5,063,507.28 | $ 116,425.44 |
| **3. Subtotal School Generated CAS Salary**<br>**[School CAS Salary Maint Total] + [School CAS Salary Inc Total]**<br>**5,063,507.28 + 116,425.44** | **$ 5,179,932.72** |

2017/18

2018/19

| C. School Generated – Certificated Administrative Staff (CAS) | |
|---|---|
| 1. School CAS Salary Maintenance Total<br>[School Generated CAS FTE] * [CAS - Salary Maint]<br>83.171 * 60,801.00 | $ 5,056,879.97 |
| 2. CAS Salary Increase<br>[School Generated CAS FTE] * [CAS - Salary Inc] * [Regionalization] - [School CAS Salary Maint Total]<br>83.171 * 96,805.00 * 1.06000 - 5,056,879.97 | $ 3,477,570.80 |
| **3. Subtotal School Generated CAS Salary**<br>**[School CAS Salary Maint Total] + [School CAS Salary Inc Total]**<br>**5,056,879.97 + 3,477,570.80** | **$ 8,534,450.77** |

# Apportionment Report

## Classified "CLS":

2017/18

| D. School Generated – Classified Staff (CLS) | | |
|---|---|---|
| 1. CLS Salary Maintenance Level<br>[School Generated CLS FTE] * [CLS - Salary Maint]<br>314.765 * 33,412.00 | $ | 10,516,928.18 |
| 2. CLS Salary Increase<br>[School Generated CLS FTE] * [CLS - Salary Inc] - [School CLS Salary Maint Total]<br>314.765 * 34,180.00 - 10,516,928.18 | $ | 241,739.52 |
| **3. Subtotal School Generated CLS Salary**<br>**[School CLS Salary Maint Total] + [School CLS Salary Inc Total]**<br>**10,516,928.18 + 241,739.52** | **$** | **10,758,667.70** |

2018/19

| D. School Generated – Classified Staff (CLS) | | |
|---|---|---|
| 1. CLS Salary Maintenance Level<br>[School Generated CLS FTE] * [CLS - Salary Maint]<br>314.319 * 33,412.00 | $ | 10,502,026.43 |
| 2. CLS Salary Increase<br>[School Generated CLS FTE] * [CLS - Salary Inc] * [Regionalization] - [School CLS Salary Maint Total]<br>314.319 * 46,784.33 * 1.06000 - 10,502,026.43 | $ | 5,085,489.62 |
| **3. Subtotal School Generated CLS Salary**<br>**[School CLS Salary Maint Total] + [School CLS Salary Inc Total]**<br>**10,502,026.43 + 5,085,489.62** | **$** | **15,587,516.05** |

# The future of the S-275

- What will happen this year?
- What will happen in future years?
- What does this mean for salary placement?

# Accounting Manual Code Structure

Program

Activity

Object

Location

# S-275 Assignment Code Structure

**PP – AA – DRS**

**PP:** Program Code (from state code list)

**AA:** Activity Code (from state activity code list)

**DRS:** Duty Root & Suffix

**DR:** Defines the type of personnel (principal, teacher, sub, classified, etc)

**S:** Defines type of contract (base, supplemental, classified)

playtime

| Base & Supplemental S-275 Assignment Codes | Base | Supplemental |
|---|---|---|
| Joe Smith is a full time athletic coordinator at the HS. He is a Cert.<br>Joe also is the spring soccer coach hired at the beginning of the school year. | 01-28-510 | 01-28-511 |
| Cynthia is a second grade teacher. | 01-27-310-2 | |
| Julie is an SLP (Speech Language Pathologist) serving students in 2nd, 3rd, and 4th grades equally. | 01-27-450-E | |
| CTE Teacher Gerry is a 1.0 teacher who teaches 20 6th graders for 3.5 hrs/day and 25 7th graders for 3.5 hrs/day.<br>He also has a supplemental contract for additional responsibilities as a department lead. | 01-27-310-6 (50%)<br>34-27-320-M (50%) | 34-21-401 |
| Gerry's buddy Harold is also a 1.0 teacher, but teaches the 20 6th graders at the same time as the 25 7th graders. | 01-27-310-6 (44.4%)<br>34-27-320-M (55.5%) | |
| Sharon is an Elementary Librarian and her contract includes 5 additional days as a supplemental contract. | 01-22-410-E | 01-22-412 |
| Jeff is a HS Math teacher (1.0). He receives pay for 34 additional hours as Tri-Time (7 for student conferences and 27 for PD) as well as $10,000 in Professional Responsibilty pay. On top of this, he receives a Master's stipend for $1400, Supply stipend for $300, and a hallway monitor stipend for $1200. | 01-27-320-M | 01-27-322 (7 hrs Tri)<br>01-31-322 (27 hrs Tri)<br>01-27-321 ($10,000 PR)<br>01-27-321 ($1,400 MA)<br>01-27-321 ($300 Supply)<br>01-28-963 ($1,200 Hall) |
| Taylor is an accountant serving Nutrition Services and IT Department (equally). She also gets a stipend for her CPA ($1400) | 98-41-980 (NS 50% of 2080)<br>97-72-960 (IT 50% of 2080) | 98-41-983 (NS $700)<br>97-72-963 (IT $700) |
| Carol is an 8 hour secretary, all year long, serving HS CTE (75%) and MS CTE (25%) | 31-21-940 (HS 75% of 2080)<br>34-21-940 (MS 25% of 2080) | |
| Amanda is the CFO, full time, all year. She also receives professional responsibility stipend of $15,000 | 97-13-990 | 97-13-993 |
| Cindy is a secretary for an elementary who works 8 hours a day on a 204 day contract. She also gets a $650 stipend for a 'contract incentive'<br>as well as $80 for medication distribution. | 01-23-940 | 01-23-943 ($629 CI)<br>01-26-943 ($80 Med) |

# Questions About Impact on School Finance?

BREAK

# S-275 Overview

- Originally was a snap-shot 'census', but has evolved to update some of the information as the year progresses to paint a truer picture of contract costs and actual costs.
- All SDs and ESD personnel employed as of 10/1 of each SY are reported to OSPI in the S-275 report.
- The data is used for either:
  - Mandated by state law for ~~calculating state funding~~, or
  - Needed for Federal, State and other reporting
- Reminder that apportionament and enrollment reporting determines state funds to the SD. $$$ going from the SD to the teacher and staff is determined by local bargains (within limits defined by the state).

<u>ANNUAL CHANGES</u>: First page of Ross's S-275 manual

# WHO? WHAT? WHEN?

## WHO: October 1st Snapshot to include:

1. Certificated staff under contract
2. Employees with only supplemental contracts
3. Classified staff
4. Substitute in a position typically filled by a teacher who is:
   - Terminated,
   - On unpaid leave,
   - Or is subbing for a person who is reported as 610 (Cert on Leave)
5. Certificated teachers who are on staff on 10/1 for 20+ working days
6. Subs (520) who have base contracts for sub duties
7. Teachers on contract as of 10/1 if all are true:
   - Teacher/ESS spends > 0.25 FTE of their time with students;
   - District claims BE funding for these students;
   - Contract agreement exists as of 10/1; and
   - Contractor is not a college or university

# Do NOT report:

- Subs in a position already reported through S-275 (except for 610 cert on leave)
- Anyone who has worked or will work less than 20 days in the same assignment.
- Anyone without a valid Social Security #
- Unfilled positions

playtime

| Situation | Report? Not Report? |
| --- | --- |
| Earl Thomas is a veteran 1.0 teacher. On September 22, he submits his resignation to go back to school to become a lawyer. His last day will be October 15. | |
| Earl Thomas is a veteran 1.0 teacher. On September 22, he submits his resignation to go back to school to become a lawyer. His last day will be September 28. | |
| Russell Wilson is on leave without pay for the first two months of school, but has a contract to return full time in November. For those three months, the district has contract a sub to fill the position. Do you report Russell Wilson? Do you report the sub? | |
| Pete Carroll is on contract for the start of the year through the first semester, but will be on leave for the 2nd semester due to stress levels. A replacement is hired on Dec 1 to work 2nd semester. Do you report P. Carroll? Do you report the replacement? | |
| Doug Baldwin was hired as secretary at Big-n-Tall High School on October 4 to replace Bobby Wagner who worked up until October 3. Who do you report? | |
| Teacher Duane Brown was hired after the first two weeks of school to begin work in December (when your district needs extra help desperately). Should you report David? | |

| Situation | Report? Not Report? |
| --- | --- |
| Earl Thomas is a veteran 1.0 teacher. On September 22, he submits his resignation to go back to school to become a lawyer. His last day will be October 15. | Yes, since he is on contract on 10/1 |
| Earl Thomas is a veteran 1.0 teacher. On September 22, he submits his resignation to go back to school to become a lawyer. His last day will be September 28. | No |
| Russell Wilson is on leave without pay for the first two months of school, but has a contract to return full time in November. For those three months, the district has contract a sub to fill the position. Do you report Russell Wilson? Do you report the sub? | Yes, both, since they both have a contract as of Oct 1st |
| Pete Carroll is on contract for the start of the year through the first semester, but will be on leave for the 2nd semester due to stress levels. A replacement is hired on Dec 1 to work 2nd semester. Do you report P. Carroll? Do you report the replacement? | Yes, P. Carroll (partial FTE), No, replacement (not hired before 10/1) |
| Doug Baldwin was hired as secretary at Big-n-Tall High School on October 4 to replace Bobby Wagner who worked up until October 3. Who do you report? | Luke Wilson only |
| Teacher Duane Brown was hired after the first two weeks of school to begin work in December (when your district needs extra help desperately). Should you report David? | Yes, because he was on contract as of Oct. 1 |

# WHAT: For each staff, report:

1. County-District Code
2. Certificate number (for certificated personnel)
3. Social Security #
4. Last, First and Middle Initial
5. Birthdate, Sex and Ethnicity
6. Assignments:
   - FTE
     - Certificated based on 180 days (7 hrs/day = 1260 hrs)
     - Classified based on 260 days (8 hrs/day = 2080 hrs)
   - % of Contract Time
   - Duty Codes
   - Grade Group Assignments for Basic Ed / Special Ed Certs with Duty Suffix "0"
     - TE's: P, K, 1, 2, 3, 4, 5, 6, M, H
     - ESS's: P, K, E, M, H
7. For Certificated: Degree, Credits, Experience
8. CBRTN

# WHEN: Update / Correct:

After initial submission of S-275 data, there are two possible types of changes:

1. Corrections
2. Updates

**CORRECTIONS:**

Refers to data change needed because of an error in previous submission or because documentation was not previously available.

**UPDATES:**

Refers to data change in a data item that is not a fixed part of the 10/1 snapshot.

| Corrections and Updates to S-275 Data | | | |
|---|---|---|---|
| **Item #** | **Reporting Item** | **Corrections** | **Updates** |
| **A.2** | Certification Number | Yes | No |
| **A.3** | Social Security Number | Yes | No |
| **A.4** | Individual's Name | Yes | No |
| **A.5** | Birth Date | Yes | No |
| **A.6** | Sex Code | Yes | No |
| **A.7** | Hispanic Ethnicity Code | Yes | No |
| **A.8** | Race Code | Yes | No |
| **A.9** | October 1 - CBRTN Code | Yes | No |
| **A.10** | National Board Certification Expiration Date | Yes | ** a ** |
| **B.2** | October 1 - Highest Degree Year | Yes | No |
| **B.3** | October 1 - Academic Credits since Highest Degree | Yes | No |
| **B.4** | October 1 - In-service Credits since Highest Degree | Yes | No |
| **B.5** | October 1 - Credits in Excess of 45 Earned between the Bachelor's Degree and the Master's Degree | Yes | No |
| **B.6** | October 1 - Nondegree Credits | Yes | No |
| **B.7** | October 1 - Certificated Years of Experience | Yes | No |
| **C.1** | October 1 - Certificated Base Contract Hours Per FTE Day | Yes | **YES** |
| **C.2** | October 1 - Certificated Base Contract FTE Number of Days | Yes | **YES** |
| **C.3** | October 1 - Certificated FTE | Yes | No |
| **C.4** | Current - Total Final Salary | Yes | **YES** |
| **C.5** | Current - Annual Insurance Benefits | Yes | **YES** |
| **C.6** | Current - Annual Mandatory Benefits | Yes | **YES** |
| **D.1** | October 1 - Building Code | Yes | No |
| **D.2** | October 1 - Assignment (Program-Activity-Duty) Code | | |
| | • Duty Code Suffix **0** | Yes | ** **0** ** |
| | • Duty Code Suffix **1** | Yes | ** **1** ** |
| | • Duty Code Suffix **2** | Yes | ** **2** ** |
| | • Duty Code Suffix **3** | Yes | ** **3** ** |
| | • Duty Code Suffix **4** | Yes | ** **4** ** |
| **D.3** | October 1 - Grade Group Assignment Code | Yes | No |
| **D.4** | October 1 - Percent of Certificated Contracted Time | Yes | No |
| **D.5** | October 1 - Assignment Hours Per Year | Yes | No |
| **D.6** | Current - Assignment Salary | Yes | **YES** |
| **Note** | **Explanation** (See discussion of assignment codes on pages 57–61) | | |
| ** **a** ** | Update for first-year national board certified teachers (who attain initial national board certification during the 2016–17 school year) and those with national board expiration dates during 2016 that renew their national board certification. | | |
| ** **1** ** | Update for actual assignments in excess of $200. | | |
| ** **2** ** | Update for all assignments made available even if less than $200—see note 4, page 20 and the discussion of suffix 2 on pages 58–60. | | |
| ** **3** ** | • Snapshot only for classified. Do not update for employees with only classified assignments on October 1.<br>• For an employee with any certificated assignment on October 1, update for not time-driven classified assignments received after October 1—see note 5, page 20. | | |
| ** **4** ** | Update for actual assignments in excess of $200. | | |

playtime

| Base & Supplemental S-275 Assignment Codes | Base | Supplemental |
|---|---|---|
| Joe Smith is a full time athletic coordinator at the HS. He is a Cert. Joe also is the spring soccer coach hired at the beginning of the school year. | - - | - - |
| Cynthia is a second grade teacher. | - - - | |
| Julie is an SLP (Speech Language Pathologist) serving students in 2nd, 3rd, and 4th grades equally. | - - - | |
| CTE Teacher Gerry is a 1.0 teacher who teaches 20 6th graders for 3.5 hrs/day and 25 7th graders for 3.5 hrs/day. He also has a supplemental contract for additional responsibilities as a department lead. | - - - ( %)<br>- - - ( %) | - - |
| Gerry's buddy Harold is also a 1.0 teacher, but teaches the 20 6th graders at the same time as the 25 7th graders. | - - - ( %)<br>- - - ( %) | |
| Sharon is an Elementary Librarian and her contract includes 5 additional days as a supplemental contract. | - - | - - |
| Jeff is a HS Math teacher (1.0). He receives pay for 34 additional hours as Tri-Time (7 for student conferences and 27 for PD) as well as $10,000 in Professional Responsibilty pay. On top of this, he receives a Master's stipend for $1400, Supply stipend for $300, and a hallway monitor stipend for $1200. | - - | - - (7 hrs Tri)<br>- - (27 hrs Tri)<br>- - ($10,000 PR)<br>- - ($1,400 MA)<br>- - ($300 Supply)<br>- - ($1,200 Hall) |
| Taylor is an accountant serving Nutrition Services and IT Department (equally). She also gets a stipend for her CPA ($1400) | - - ( %) (NS)<br>- - ( %) (IT) | - - ($ ) (NS)<br>- - ($ ) (IT) |
| Carol is an 8 hour secretary, all year long, serving HS CTE (75%) and MS CTE (25%) | - - ( % of _____hrs)<br>- - ( % of _____hrs) | |
| Amanda is the CFO, full time, all year. She also receives professional responsibility stipend of $15,000 | - - | - - |
| Cindy is a secretary for an elementary who works 8 hours a day on a 204 day contract. She also gets a $650 stipend for a 'contract incentive' as well as $80 for medication distribution. | - - | - - ($ ) (CI)<br>- - ($ ) (Med) |

| Base & Supplemental S-275 Assignment Codes | Base | Supplemental |
|---|---|---|
| Joe Smith is a full time athletic coordinator at the HS. He is a Cert. Joe also is the spring soccer coach hired at the beginning of the school year. | 01-28-510 | 01-28-511 |
| Cynthia is a second grade teacher. | 01-27-310-2 | |
| Julie is an SLP (Speech Language Pathologist) serving students in 2nd, 3rd, and 4th grades equally. | 01-27-450-E | |
| CTE Teacher Gerry is a 1.0 teacher who teaches 20 6th graders for 3.5 hrs/day and 25 7th graders for 3.5 hrs/day. He also has a supplemental contract for additional responsibilities as a department lead. | 01-27-310-6 (50%)<br>34-27-320-M (50%) | 34-21-401 |
| Gerry's buddy Harold is also a 1.0 teacher, but teaches the 20 6th graders at the same time as the 25 7th graders. | 01-27-310-6 (44.4%)<br>34-27-320-M (55.5%) | |
| Sharon is an Elementary Librarian and her contract includes 5 additional days as a supplemental contract. | 01-22-410-E | 01-22-412 |
| Jeff is a HS Math teacher (1.0). He receives pay for 34 additional hours as Tri-Time (7 for student conferences and 27 for PD) as well as $10,000 in Professional Responsibilty pay. On top of this, he receives a Master's stipend for $1400, Supply stipend for $300, and a hallway monitor stipend for $1200. | 01-27-320-M | 01-27-322 (7 hrs Tri)<br>01-31-322 (27 hrs Tri)<br>01-27-321 ($10,000 PR)<br>01-27-321 ($1,400 MA)<br>01-27-321 ($300 Supply)<br>01-28-963 ($1,200 Hall) |
| Taylor is an accountant serving Nutrition Services and IT Department (equally). She also gets a stipend for her CPA ($1400) | 98-41-980 (NS 50% of 2080)<br>97-72-960 (IT 50% of 2080) | 98-41-983 (NS $700)<br>97-72-963 (IT $700) |
| Carol is an 8 hour secretary, all year long, serving HS CTE (75%) and MS CTE (25%) | 31-21-940 (HS 75% of 2080)<br>34-21-940 (MS 25% of 2080) | |
| Amanda is the CFO, full time, all year. She also receives professional responsibility stipend of $15,000 | 97-13-990 | 97-13-993 |
| Cindy is a secretary for an elementary who works 8 hours a day on a 204 day contract. She also gets a $650 stipend for a 'contract incentive' as well as $80 for medication distribution. | 01-23-940 | 01-23-943 ($629 CI)<br>01-26-943 ($80 Med) |

| | | Assignment Code | % of Contracted Time | Assignment Hrs/Year | Assignment Salary | Total Final Salary | Benefits |
|---|---|---|---|---|---|---|---|
| **Initial Submission** | Elizabeth is a brand new teacher in a grade 1/2 combo class with 10 1st graders and 10 2nd graders. Her contract is 1.0, 7 hrs/day, 180 days/year. She also has a extended three day suppplemental contract (beyond her base) as well as a coaching $1000 contract. | 1st Grade: - - -<br>2nd Grade: - - -<br>Extended Days: - -<br>Coaching: - - | _____%<br>_____%<br>-<br>- | -<br>-<br>_____hrs<br>- | $<br>$<br>$<br>$ | An estimated amount may be reported initially, overwritten by actual year-end amount for all assigments by Sept 30th after fiscal year | Benefits are reported based on the assigments as they were on Oct 1st<br><br>$ 9,151 (mandatory)<br><br>$ 3,966 (insurance) |
| **February Submission** | On January 15, certificated contract negotiations for the current SY are completed and a 3% increase is approved, retroactive to the start of the SY. There was no increase to the extracurricular contract.<br><br>S-275 data is updated to show the increase to Elizabeth's assigments. Mandatory insurance is updated as well. | 1st Grade: - - -<br>2nd Grade: - - -<br>Extended Days: - -<br>Coaching: - - | _____%<br>_____%<br>-<br>- | -<br>-<br>_____hrs<br>- | $<br>$<br>$<br>$ | | $ 9,418 (mandatory)<br><br>$ 3,953 (insurance) |
| **March Submission** | Elizabeth resigned effective March 1. She was paid a total of $26,334 on her base contract. A new teacher was hired to teach ths combo class as of March 1st. Elizabeth completed only half of her coaching assigment and did not do any of the extended days. She bought back unused sick leave of $200 in her final March paycheck. The update to the S-275 would be:<br><br>(Would not report the new teacher) | 1st Grade: - - -<br>2nd Grade: - - -<br>Extended Days: - -<br>Coaching: - -<br>Sick Leave Buyout: - - | _____%<br>_____%<br>-<br>-<br>- | -<br>-<br>_____hrs<br>- | $<br>$<br>$<br>$<br>$ | | $ 9,346 (mandatory)<br><br>$ 3,953 (insurance) |
| **Final Sumbission** | On the Final S-275 (Due 9/30), Elizabeth's final salary is reported as<br>**$38,318:**<br>$37,618 (Base) +<br>$ 0 (Extended Days) +<br>$ 500 (Coaching) +<br>$ 200 (Buy Back) | 1st Grade: - - -<br>2nd Grade: - - -<br>Extended Days: - -<br>Coaching: - -<br>Sick Leave Buyout: - - | | | | $ | |

| | | Assignment Code | % of Contracted Time | Assignment Hrs/Year | Assignment Salary | Total Final Salary | Benefits |
|---|---|---|---|---|---|---|---|
| **Initial Submission** | Elizabeth is a brand new teacher in a grade 1/2 combo class with 10 1st graders and 10 2nd graders. Her contract is 1.0, 7 hrs/day, 180 days/year. She also has a extended three day suppplemental contract (beyond her base) as well as a coaching $1000 contract. | 1st Grade: 01-27-310-1<br>2nd Grade: 01-27-310-2<br>Extended Days: 01-27-312<br>Coaching: 01-28-311 | 50%<br>50%<br>-<br>- | -<br>-<br>21.0<br>- | $ 18,262<br>$ 18,262<br>$ 609<br>$ 1,000 | An estimated amount may be reported initially, overwritten by actual year-end amount for all assigments by Sept 30th after fiscal year | Benefits are reported based on the assigments as they were on Oct 1st<br><br>$ 9,151 (mandatory)<br><br>$ 3,966 (insurance) |
| **February Submission** | On January 15, certificated contract negotiations for the current SY are completed and a 3% increase is approved, retroactive to the start of the SY. There was no increase to the extracurricular contract.<br><br>S-275 data is updated to show the increase to Elizabeth's assigments. Mandatory insurance is updated as well. | 1st Grade: 01-27-310-1<br>2nd Grade: 01-27-310-2<br>Extended Days: 01-27-312<br>Coaching: 01-28-311 | 50%<br>50%<br>-<br>- | -<br>-<br>21.0<br>- | $ 18,810<br>$ 18,810<br>$ 626<br>$ 1,000 | | $ 9,418 (mandatory)<br><br>$ 3,953 (insurance) |
| **March Submission** | Elizabeth resigned effective March 1. She was paid a total of $26,334 on her base contract. A new teacher was hired to teach ths combo class as of March 1st. Elizabeth completed only half of her coaching assigment and did not do any of the extended days. She bought back unused sick leave of $200 in her final March paycheck. The update to the S-275 would be:<br><br>(Would not report the new teacher) | 1st Grade: 01-27-310-1<br>2nd Grade: 01-27-310-2<br>Extended Days: 01-27-312<br>Coaching: 01-28-311<br>Sick Leave Buyout: 01-27-611 | 50%<br>50%<br>-<br>-<br>- | -<br>-<br>21.0<br>-<br>- | $ 18,810<br>$ 18,810<br>$ 626<br>$ 500<br>$ 200 | | $ 9,346 (mandatory)<br><br>$ 3,953 (insurance) |
| **Final Sumbission** | On the Final S-275 (Due 9/30), Elizabeth's final salary is reported as **$38,318:**<br>$37,618 (Base) +<br>$ 0 (Extended Days) +<br>$ 500 (Coaching) +<br>$ 200 (Buy Back) | 1st Grade: 01-27-310-1<br>2nd Grade: 01-27-310-2<br>Extended Days: 01-27-312<br>Coaching: 01-28-311<br>Sick Leave Buyout: 01-27-611 | | | | $ 38,318 | |

# WHEN: Target Dates

| Schedule of Reporting Target Dates | |
|---|---|
| October 1, 2017 | The snapshot date for all staff. |
| November 1–22, 2017 | Initial data submission period for the S-275 reporting process. |
| November 22, 2017 | All initial S-275 data due to OSPI on or before this date. |
| December 31, 2017 | Corrections to edit exceptions so that snapshot data are complete and accurate. |
| January 19, 2018 | OSPI calculates monthly apportionment using data received as of this date. |
| February 16, 2018 | OSPI calculates monthly apportionment using data received as of this date. |
| March 20, 2018 | OSPI calculates monthly apportionment using data received as of this date. |
| April 18, 2018 | OSPI calculates monthly apportionment using data received as of this date. |
| May 18, 2018 | OSPI calculates monthly apportionment using data received as of this date. |
| June 19, 2018 | OSPI calculates monthly apportionment using data received as of this date. |
| July 19, 2018 | OSPI calculates monthly apportionment using data received as of this date. |
| August 21, 2018 | OSPI calculates monthly apportionment using data received as of this date. |
| August 31, 2018 | Final district updates to current items. Note that this is the date on which *Item C.4, Total Final Salary*, is based. |
| September 30, 2018 | Final corrections to edit exceptions so that all snapshot and current data are complete and accurate. Submit final data prior to 5 p.m., September 30, 2018, for entry into the 2017–18 S-275 personnel files located at OSPI. |

# Questions About Who? What? When?

BREAK

**From:** Alicia Larsen on behalf of Alicia Larsen <alarsen@fwps.org>
**To:** admin@wspa.net
**Subject:** Automatic reply: S-275: thank you, clock hours, and survey
**Date:** Friday, October 19, 2018 10:53:37 AM

---

At the start of school, Human Resources experiences its highest volume of workload.

We will work diligently to respond to your questions, however, it make take some time. Please read below for FAQ which may answer your question(s).

***New Hires*** – have until December 1, 2018 to provide the Compensation team with documentation of education and experience credentials and receive a subsequent salary adjustment retroactive to their hire date within the 2018-19 school year.

Due to the high volume of requests/inquiries, we are still in the process of reviewing documentation. Since this takes a great deal of time and accuracy, you will be initially placed at BA+0, step 0 (for certificated, non-supervisory staff) until all documents have been verified. Please check employee online for any updates to your salary placement.

***Current Certificated Employees*** with credits and clock hours earned by August 31, 2018 and degrees earned by October 1, 2018, have until October 25, 2018 to submit the official documentation toward salary placement/advancement for the 2018-19 school year. The October 25th date is a firm deadline. No exceptions made.

We will be completing salary placements *through November* for documents received by the above-mentioned due dates. Please note, salary advancements are retroactive to the beginning of the 2018-19 school year or hire date, as appropriate.

***For Clock Hour Inquiries***, you must print a clock hour transcript through the Continuous Learning Center (CLC). Clock hours taken in FWPS are not automatically sent to Human Resources.

You are able track your credit/clock hour information received/recorded by HR for salary purposes through Employee Online.

https://employeeonline.fwps.org/ifas7/login/login.aspx?ReturnUrl=%2fIFAS7%2fEmpOnline%2fDefault.aspx

1. Login to EO (Employee Online) on any computer using Internet Explorer
2. Under "Education/Experience" click on Education to see degrees posted and Credits to see credits and clock hours posted.

This will show your current report of all the credits/clock hours we have received and entered for salary purposes in the HR system. Clock hours and semester credits are converted to quarter credits for salary purposes. 10 clock hours = 1 quarter credit. 1 semester credit = 1.5 quarter credits. Again the target date for updating these records is **November 30th**.

***For Employment Verifications*** (to provide to other school districts), we are receiving a high volume of requests, as well. We give 10-15 business days to respond to other districts requesting verification of employment.

Your patience throughout the placement process is greatly appreciated.

Alicia Larsen

# Vocational
# Career and Technical Salary Placement Calculation

**NAME** | **ID #**

**POSITION**

complete grey areas

**2000 hrs per year. 166.67 hrs per month.**

| Year | Employer | Total Hours | Non-Management Experience | Management Experience | Hours Allowed | Take Away Overage |
|---|---|---|---|---|---|---|
| | | | | | 2000 | -2000.00 |
| | | | | | | 0.00 |
| | | | | | | 0.00 |
| | | | | | | 0.00 |
| | | | | | | 0.00 |
| | | | | | | 0.00 |
| | | | | | | 0.00 |
| | | | | | | 0.00 |
| | | | | | | 0.00 |
| | | | | | | 0.00 |
| | | | | | | 0.00 |
| **TOTALS** | | **0.00** | **0.00** | **0.00** | | -2000.00 |

Allowed 2000 hrs per year or 166.66 per month

## Education Credits

| | |
|---|---|
| Total Non-Management Experience | 0.00 |
| Minimum Vocational Required Hours | -6000.00 |
| Total Non-Management Experience | -6000.00 |
| Total Management Experience | 0.00 |
| Total Non-Management + Management | -6000.00 |
| Total overage of 2000 per year management and non management | -2000.00 |
| Total for Education placement | -8000.00 |
| Divide by 100 for total Educational credits | -80.00 |
| Educational Placement | |

**Place on appropriate BA columns of salary schedule until 135 or higher earned. 135 or higher placement is MA. Can move past MA only if MA degree actually earned at accredited institution**

**Salary Placement**

0 0

## Experience Credit

| | |
|---|---|
| Total Management Experience | 0.00 |
| Minimum Vocational Required Hours **(IF not deducted in ED Credits)** | |
| Total Mangement Experience | 0.00 |
| Divide by 2,000 for placement | 0 |
| Total years experience credit (max for original placement is 6 years) | |

**Manually add and input management overage in G5 to G15**

Placed down on salary schedule one year for every year of management experience up to maximum of six years for original placement.

9/21/2020
11:59 AM

001240

**From:** Kelly Wittman on behalf of Kelly Wittman <kwittman@fwps.org>
**To:** admin@wspa.net
**Subject:** Automatic reply: S-275: thank you, clock hours, and survey
**Date:** Friday, October 19, 2018 10:53:38 AM

---

Thank you for your email. At the start of school, Human Resources experiences its highest volume of workload.

We will work diligently to respond to your questions, however, it make take some time. Please read below for FAQ which may answer your question(s).

***New Hires*** – have until December 1, 2018 to provide the Compensation team with documentation of education and experience credentials and receive a subsequent salary adjustment retroactive to their hire date within the 2018-19 school year.

Due to the high volume of requests/inquiries, we are still in the process of reviewing documentation. Since this takes a great deal of time and accuracy, you will be initially placed at BA+0, step 0 (for certificated, non-supervisory staff) until all documents have been verified. Please check employee online for any updates to your salary placement.

***Current Certificated Employees*** with credits and clock hours earned by August 31, 2018 and degrees earned by October 1, 2018, have until October 25, 2018 to submit the official documentation toward salary placement/advancement for the 2018-19 school year. The October 25th date is a firm deadline. No exceptions made.

We will be completing salary placements *through November* for documents received by the above-mentioned due dates. Please note, salary advancements are retroactive to the beginning of the 2018-19 school year or hire date, as appropriate.

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You are able track your credit/clock hour information received/recorded by HR for salary purposes through Employee Online.

https://employeeonline.fwps.org/ifas7/login/login.aspx?ReturnUrl=%2fIFAS7%2fEmpOnline%2fDefault.aspx

1. Login to EO (Employee Online) on any computer using Internet Explorer
2. Under "Education/Experience" click on Education to see degrees posted and Credits to see credits and clock hours posted.

This will show your current report of all the credits/clock hours we have received and entered for salary purposes in the HR system. Clock hours and semester credits are converted to quarter credits for salary purposes. 10 clock hours = 1 quarter credit. 1 semester credit = 1.5 quarter credits. Again the target date for updating these records is **November 30th**.

***For Employment Verifications*** (to provide to other school districts), we are receiving a high volume of requests, as well. We give 10-15 business days to respond to other districts requesting verification of employment.

Your patience throughout the placement process is greatly appreciated.

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 Only**

| | | | |
|---|---|---|---|
| Legal Name (Last, First, Middle) | | | Maiden or Former Name |
| Date of Birth (m,d,y) | Social Security No. (optional) | Washington Certificate No. | (optional) ☐ Female ☐ Male |
| Home Address (Street, City, State, Zip Code) | | | Telephone Numbers<br>Home<br>Business |

## Section II – Clock Hour Provider

| | | |
|---|---|---|
| Clock Hour Class Title:<br>**WSPA WSRMP School Law Conference** | | Name of Instructors:<br>**Various** |
| Total Number of Clock Hours Available<br>**11.5** | First Day of Class/Offering<br>**10/15/2018** | Last Day of Class/Offering<br>**10/16/2018** |
| Sponsoring Provider Name (Agency Granting Clock Hours)<br>**Washington School Personnel Association** | | Business Telephone Number<br>**360-825-1415** |
| Provider Address<br>**PO Box 1600, Anacortes, Washington, 98221** | | |
| Sponsoring Provider Contact Person<br>**Jennifer Tottenham, Program Coordinator** | | Telephone Number<br>**360-825-1415** |

## 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).

_____ 10/16/2018

Original Signature of Class Sponsor/Instructor Date

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

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** Jennifer Tottenham; Callaham, Christine
**Subject:** October 14 board minutes
**Date:** Thursday, October 25, 2018 12:53:05 PM
**Attachments:** WSPA Board Meeting Oct 14 2018.xlsx

---

Jennifer and/or Chris
Can you review the section on the treasurer's report before I submit the minutes to Shaun?

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

WSPA Board Meeting
DoubleTree Hotel - South Center
October 14, 2018

Executive Director: Curtis Leonard
Program Coordinator: Jennifer Tottenham
President: Shaun Carey, Frankline Pierce
President Elect: Tina Konsmo, Puyallup
Past President: Kurt Schonberg, Oak Harbor
Treasurer: Chris Callaham, Auburn
Secretary: Janet Hodson, Federal Way

Meeting to order: 6 pm

Welcome and Introductions

| Region | Area Reports | Action Items |
|---|---|---|
| Area 1 Jane Rausch, Riverside Kim Harmon, Spokane | Had first meeting - lessons learned from bargaining, 5 more meetings scheduled. | |
| Area 2 Toni Neidhold, Pasco Doug Christensen, Kennewick | Have met 2 times; 15 attendees with 3 new; conference planning throughout the year | |
| Area 3 Marilyn Boerke, Camas | Met once; discussed alternative pathways, still negotiating in our region and working on classified | |
| Area 4 Dawn Long, Noth Thurston Stacia Dorman, Puyallup | 1st meeting Nov 7 - Paid leave; 3 additional meetings scheduled, new secretary for Area 4 is Stacy Cook from Riverview SD. Curtis suggested someone reach out to Tim Reynolds in Kent. He needs to get connected with WSPA. | |
| Area 5 Denise Kennedy, Bremerton Celle Lente, Central Kitsap | Absent | |
| Area 6 Jason Thompson, Marysville Debbie Kovacs, Everett | 1 meeting - Chuck Lind speaker; regional meetings scheduled for the year. Have volunteers for conference 2020. | |
| Curtis Leonard, Toni Neidhold, Doug Christensen | Annual Conference Planning Committee Update<br>location is secured, Kennewick Convention Center; Save the date card; committees organized, Jennifer coming over next month to walk through the venue, have sessions decided - need speakers; focus on current issues; the board participating in planning speakers has been very helpful. Any offer of presenters are welcome. Spread the news. | |
| Janet Hodson, Jennifer Tottenham | Secretary Report: Approval of Minutes - minutes were in packet; members took a few minutes to review. Membership Report 291 members 12 associate/retirees 24 district memberships - we are similar to normal October increase in fees did not have any affect on memberships | Jane Rausch motioned to approve minutes without revisions, 2nd - Jason Thompson; motioned carried |

| | | |
|---|---|---|
| Jane Rausch | HELP Report Summer recap and 2018-19 Planning 39 classified summer boot camp - attendees suggested workshop better done in Fall, Jane stated they will move to spring 2019 in Spokane and Fall 2019 in Renton PSESD - Big news - moving HELP to Leavenworth, cost savings in rooms and catering as well as conference rooms. Reasoning: more central location, try to regain back the camp and cohort feeling from the days at Western University day. Question: Will we be paying for travel for speakers - we expect we will get some travel requests. Tammy Campbell is the keynote next summer -" Changing Culture". Gordon Linse will talk on "From Darkness into Light" | |
| Chris Callaham | Treasurer's Report - WSPA Acct; Randy Hathaway Fund; Budget Revisions and Recommendations Profit and Loss from 2017-18 is for your reading; 2017-18 Budget vs Actual 208K projected; 522 K actual; expenses pretty close to projected Under 20K Balance sheet Jennifer and Chris meeting 1 x month over phone through "go to meeting" to walk through items together for changes; some acct receivables are more than 1 year old so may have to write off as uncollectable. Have a 1 year goal to tighten it up. Recipients have 2 years to use Randy Hathaway or you lose it. The board has been moving over 10K but we will change to only moving over what is used. Found some posting errors that were corrected around credit processing fees; posted as processing fees instead of refunds. CC processing was $18K: want a revision to 12K. Change from Exec Asst to reflect Jennifer's correct title of Program Coordinator - same change on travel line; Legislative Liaison expense 36K vs 30K and delete Legislative Liaison to 3K expenses - change stipend to contract. Curtis will be subjected to taxes with a stipend which was not what the intent of the money and go back to turning in reimbursement. No way to give money without tax implication. Curtis has a WSPA cc now so there will only be mileage. Recommend same line item - remove the word stipend and pay as reimbursement. Do we still want to change the fiscal year - taxes are due in November. This is not for this year but we can have a conversation with the accountant to see what the IRS requirements are around this. | Debbie Kovacs motioned to amend current budget, Janet Hodson 2nd motioned carried |
| Curtis Leonard, Shaun Carey, Kurt Schonburg | Strategic and Program Planning - recently signed contract with Cascade Government Affairs -Charles Brown, Heidi Kay Walter, Dr. Frank Hewins. They will be the lunch keynote on Monday at Law Conference. Monthly update mechanism to be involved and provide feedback so we feel we have more of a voice. Charlie and Frank won't have that expertise. They will actually be lobbying for us. Interests will be aligned with school districts but will keep us informed. Lee Goeke suggested we might look at our organization name - is it recognizable State wide? Not sure we want to move away from the use of Personnel which is used in other organizations and States. Not an issue at this time. | |
| | S275 - not sure if the intent of the meeting was to talk about change but there were a lot of new people doing the work in SDs Not sure what the reporting will look like going forward. | |
| | POG Planning - | Jane Rausch and Kim Harmon will review and update |
| | Sick Leave Direction and Support - not on law conference agenda but may be on annual conference. Reach out to Porter, Foster, Rorick; they can speak on it. | |

| | | |
|---|---|---|
| | WSPA Strategic Planning - trainings are linked, course offereing are relevant, what will the impact be from the bargaining changes this year, how will we support our members and unify. Professional wage now but still want to define day. | |
| Curtis Leonard | Final Discussion, Action Items, Wrap Up, Calendar Review - Nothing further. | |

Meeting Adjourned: 7:31 PM

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** Jennifer Tottenham
**Subject:** law conference ppts
**Date:** Friday, October 26, 2018 8:06:35 AM

---

Jennifer
Can I still see Law Conference powerpoint presentations online? I went into WSPA and did not see them.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

**From:** Callaham, Christine on behalf of Callaham, Christine <ccallaham@auburn.wednet.edu>
**To:** Janet Hodson; Jennifer Tottenham
**Subject:** RE: October 14 board minutes
**Date:** Friday, October 26, 2018 8:28:53 AM
**Attachments:** image002.png

---

Looks good

Thank you,

Chris Callaham
Director of Human Resources
Auburn School District
253-931-4918

---

**From:** Janet Hodson <jhodson@fwps.org>
**Sent:** Thursday, October 25, 2018 12:53 PM
**To:** Jennifer Tottenham <admin@wspa.net>; Callaham, Christine <ccallaham@auburn.wednet.edu>
**Subject:** October 14 board minutes

This email originated outside of the organization and contains a Web link or attachment. Please use caution. – ASD Tech

Jennifer and/or Chris
Can you review the section on the treasurer's report before I submit the minutes to Shaun?

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

**From:** admin@wspa.net
**To:** jhodson@fwps.org
**Subject:** RE: law conference ppts
**Date:** Friday, October 26, 2018 8:30:16 AM

---

Hi Janet,

Yes, here is the info to access the materials – however, I am still sending reminders to several of the presenters to send me their presentations! Everything I have received to-date is posted:

- **In order to access these materials, you have been provided a special username and password to access our website:**
  - **Username: law2018**
  - **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**
- **Please visit www.wspa.net and login with the above account to access this information.**

---

**From:** Janet Hodson [mailto:jhodson@fwps.org]
**Sent:** Friday, October 26, 2018 8:07 AM
**To:** admin@wspa.net
**Subject:** law conference ppts

Jennifer
Can I still see Law Conference powerpoint presentations online? I went into WSPA and did not see them.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

**From:** admin@wspa.net
**To:** Callaham, Christine; jhodson@fwps.org
**Subject:** RE: October 14 board minutes
**Date:** Friday, October 26, 2018 8:34:07 AM
**Attachments:** image001.png

---

Thank you, Chris.

Janet, please let me know if this is the final edit and I will share with the board.

Thank you,

Jennifer

---

**From:** Callaham, Christine [mailto:ccallaham@auburn.wednet.edu]
**Sent:** Friday, October 26, 2018 8:29 AM
**To:** jhodson@fwps.org; admin@wspa.net
**Subject:** RE: October 14 board minutes

Looks good

Thank you,

Chris Callaham
Director of Human Resources
Auburn School District
253-931-4918

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**From:** Janet Hodson <jhodson@fwps.org>
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Jennifer and/or Chris
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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:** Callaham, Christine; Jennifer Tottenham
**Subject:** RE: October 14 board minutes
**Date:** Friday, October 26, 2018 8:57:42 AM
**Attachments:** image001.png

---

Thank you!

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

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Looks good

Thank you,

Chris Callaham
Director of Human Resources
Auburn School District
253-931-4918

AUBURN SCHOOL DISTRICT
ENGAGE • EDUCATE • EMPOWER

---

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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:** admin@wspa.net; Callaham, Christine
**Subject:** RE: October 14 board minutes
**Date:** Friday, October 26, 2018 8:59:24 AM
**Attachments:** image001.png

---

Yes, that was the only area I wanted to make sure I captured correctly. The conversation goes pretty fast some times. ☺ Glad to know what I did captured was correct.
It can go to the board.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

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**To:** Callaham, Christine <ccallaham@auburn.wednet.edu>; Janet Hodson <jhodson@fwps.org>
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Janet, please let me know if this is the final edit and I will share with the board.

Thank you,

Jennifer

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Auburn School District
253-931-4918

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ENGAGE • EDUCATE • EMPOWER

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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:** admin@wspa.net
**Subject:** RE: Invitation - Randy Hathaway Scholarship Applications Open
**Date:** Friday, November 2, 2018 5:55:14 PM

---

Jennifer
I want to clarify. If someone received a scholarship last year, can they apply each year they are in HELP?

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Friday, November 2, 2018 12:02 PM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** Invitation - Randy Hathaway Scholarship Applications Open

Dear WSPA members,

The Randy Hathaway Fellowship Awards were established to commemorate the exemplary leadership of Randy Hathaway and his service to the field of human resources. Mr. Hathaway served as a school administrator, Executive Director of Employee Relations and Negotiations Network (ERNN), and as the Executive Director of Washington School Personnel Association (WSPA). Mr. Hathaway continues to be an advocate for education, the role of human resources, and of our organization. It is with great pride that we offer this fellowship program to our members.

Randy Hathaway fellowships are open to individuals who are current WSPA members and have belonged to the organization for at least one membership year prior to the 2018-2019 year. These competitive non-continuing fellowships are available for the purpose of supporting the recipients' educational growth in the area of Human Resources.

**2019 Fellowship Awards:**

**WSPA is pleased to offer twelve (12) HELP program tuition fellowships in the amount of $910 each.** WSPA will grant two (2) HELP fellowships per region.

**WSPA will also be offering twelve (12) tuition fellowships in the amount of $500 each.** These fellowships are to be used toward college tuition or college credits related to the study of human resources.

You may apply for both the HELP and tuition fellowships, however only one will be awarded per person, per year.

**Please click here for the application packet and information**

**The application deadline is January 11, 2019**

Thank you, and best of luck with your applications!

The Washington School Personnel Association

---

This email was sent to jhodson@fwps.org by admin@wspa.net

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

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**From:** admin@wspa.net
**To:** jhodson@fwps.org
**Subject:** RE: Invitation - Randy Hathaway Scholarship Applications Open
**Date:** Monday, November 5, 2018 11:02:27 AM

---

Hi Janet,

Yes, they are eligible to apply each year!

Thank you,

Jennifer

---

**From:** Janet Hodson [mailto:jhodson@fwps.org]
**Sent:** Friday, November 02, 2018 5:55 PM
**To:** admin@wspa.net
**Subject:** RE: Invitation - Randy Hathaway Scholarship Applications Open

Jennifer
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Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

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

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**To:** admin@wspa.net
**Subject:** RE: Invitation - Randy Hathaway Scholarship Applications Open
**Date:** Monday, November 5, 2018 11:11:14 AM

---

Thank you.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

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**From:** Tara Lofton on behalf of Tara Lofton <tlofton@fwps.org>
**To:** admin@wspa.net
**Subject:** January Bargaining Training
**Date:** Tuesday, November 6, 2018 9:38:08 AM
**Attachments:** image001.png

---

Hello Jennifer:

Can you tell me the dates for the WSPA Bargaining training?

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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Click here to learn about FWPS Career Opportunities

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**From:** admin@wspa.net
**To:** Tara Lofton
**Subject:** RE: January Bargaining Training
**Date:** Tuesday, November 6, 2018 11:25:08 AM
**Attachments:** image001.png

---

Hi Tara,

We will have two sessions: January 11 in Tukwila, and January 25 in Spokane. Registration will open next week!

I will send out a notice to all members just as soon as registration launches.

Thank you,

Jennifer

---

**From:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Tuesday, November 06, 2018 9:38 AM
**To:** admin@wspa.net
**Subject:** January Bargaining Training

Hello Jennifer:

Can you tell me the dates for the WSPA Bargaining training?

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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**From:** Tara Lofton on behalf of Tara Lofton <tlofton@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: January Bargaining Training
**Date:** Tuesday, November 6, 2018 11:33:19 AM
**Attachments:** image001.png

---

Thank you.

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Tuesday, November 6, 2018 11:25 AM
**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** RE: January Bargaining Training

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copy and any other form immediately. It is illegal to intentionally intercept, endeavor to intercept or procure any other person to intercept or endeavor to intercept, any wire, oral or electronic communication.

**From:** Dorman, Stacia L. on behalf of Dorman, Stacia L. <DormaSL@puyallup.k12.wa.us>
**To:** admin@wspa.net; cleonard@wspa.net; "Shaun Carey"; Konsmo, Tina M.; Callaham, Christine; Janet Hodson
**Subject:** Question
**Date:** Tuesday, November 6, 2018 2:52:30 PM
**Attachments:** image003.png

---

Good Afternoon Team!

Hope everyone is off to a great November. I was just checking on the status of a "Food For Thought" being distributed by WSPA. I know we mentioned it at our retreat but wasn't sure where we left off. We have some major topics, legislative impacts coming at us and information from this organization, I feel would be extremely beneficial for our members. While I understand, not providing legal advice, having an organizational opinion or best practice would be nice. Most are looking to this organization to keep us informed on what's coming and how it will impact our work.

Thank you for your time and I hope to see most of you at our Region 4 Paid Family Leave Training in Tacoma tomorrow!

Stacia Dorman
Employee Relations Specialist
Human Resources
(253) 840-8850

PUYALLUP
SCHOOL DISTRICT
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---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Friday, July 27, 2018 11:44 AM
**To:** Dorman, Stacia L. <DormaSL@puyallup.k12.wa.us>
**Subject:** WSPA: Board Member Updates

Hello Board Members,

I hope you are having an enjoyable summer. It is hard to believe it is August next week! Here are some WSPA updates and next steps for the board. **Items requiring action will be noted in red.**

**Board Retreat Minutes and Contact Information**

- The minutes of our June retreat are attached for your review. This will be brought for approval at our October meeting.
- I have also attached a listing of our 2018-2019 Board + Admin team members and contact information

**Region Meetings: Call for Topics and Schedules**

- **At the retreat, we discussed collaborating on region meeting agenda topics/speakers**.
    - Please share with me your proposed topics/speakers, I am happy to keep a running list to share with the group to help facilitate planning
- If you have scheduled your region meeting dates for 2018-2019, please send me a copy and I am happy to post to the website. Thank you.

**Annual Conference Sub-Committee and Call for Topics and Speakers**

- **At the retreat, it was determined that we would develop a sub-committee for annual conference agenda planning**. This is designed to take the pressure off the regions in the development of the agenda and the securing of speakers. The regions will still be responsible for facilities, catering, entertainment, and other event programming. The overarching goal is to create a vision and goals for the conference going forward so we can continue to grow and elevate the conference.
- **Sub-Committee members:**
    - Shaun Carey, Curtis Leonard, Toni Neidhold, Kim Harmon, Doug Christensen, Marilyn Boerke, Stacia Dorman, Chelle Lente, and Debbie Kovacs.
- **All Board: Call for topics/speakers**
    - Please send me your suggested topics and speakers.
- **Sub-Committee conference call: Friday, September 14 at 9am**
    - Please let me know if you are unable to participate at that time and I will do my best to meet the schedule needs of the group.
    - Curtis will initiate the call.
    - I will send a separate calendar invite for this conference call
- **Sub-Committee Meeting**
    - Sunday, October 14, 2018
    - 2:00-4:00 pm
    - DoubleTree by Hilton at Southcenter

**Board Meeting**

- Next board meeting: Sunday, October 14, 2018 at the DoubleTree by Hilton at Southcenter
    - Tentative schedule:
        - Annual Conference Sub-Committee Meeting 2:00-4:00pm
        - HELP Advisory Meeting: 4:00-5:00 pm
        - WSPA Board Meeting: 5:30-7:00 pm

**Membership**

**The WSPA membership dues increase and bylaw language was approved**

- I have announced to membership and updated the website, etc. The renewal reminders will begin going out automatically and membership for the new year will open August 1
- I will mail hardcopy membership brochures to all districts/ESDs in the state to coincide with memberships for the new year opening

**WSPA Discussion Board/Forums/Online Member Requests**

-

- The WSPA discussion board/forums are now live. I am still testing them out/getting used to them, and will announce to membership next week when the new membership year opens.
- To try them out:
  - **Log into the member section of the website.**
  - Navigate to Resources in the top menu bar and select Community Forum ***NOTE: You must be logged in to access the community forum ***
  - Post a topic you want to discuss or respond to posts.
  - Share attachments when creating new posts.
  - Subscribe to topics of interest.
  - Note favorite topics you want to read later.

**How to contact your Region members**

-

- I have attached the directions for emailing your Region members. Please let me know if you have any questions.

**Upcoming Events**

-

- October
  - S-275 and Law Conference will both open for registration the first week of September.
    - S-275 Spokane – October 5, 2018
    - S-275 Tukwila – October 9 or 10, 2018
    - Law Conference – October 15-16, 2018
- The full year calendar of events is attached for your reference

As always, please let me know if you have any questions or if you would like any additional information or documentation regarding any WSPA events and/or business. Thank you for sharing your time and expertise with the Board. We couldn't do it without 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:** | admin@wspa.net |
| **To:** | Dorman, Stacia L.; cleonard@wspa.net; "Shaun Carey"; Konsmo, Tina M.; Callaham, Christine; jhodson@fwps.org |
| **Subject:** | RE: Question |
| **Date:** | Tuesday, November 6, 2018 3:01:40 PM |
| **Attachments:** | image001.png |

---

Thank you, Stacia.

Curtis and Presidents, please let me know what I can do to help facilitate. Do we know how the Cascade Govt Group is planning to communicate? Will they be sending a monthly legislative report?

I am happy to create a template for a newsletter that includes the leg update along with a WSPA calendar of events/news/etc. please just let me know how you would like to proceed.

Thank you,

jennifer

---

**From:** Dorman, Stacia L. [mailto:DormaSL@puyallup.k12.wa.us]
**Sent:** Tuesday, November 06, 2018 2:52 PM
**To:** admin@wspa.net; cleonard@wspa.net; 'Shaun Carey' <scarey@fpschools.org>; Konsmo, Tina M. <KonsmoTM@puyallup.k12.wa.us>; Callaham, Christine <ccallaham@auburn.wednet.edu>; jhodson@fwps.org
**Subject:** Question

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**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Friday, July 27, 2018 11:44 AM
**To:** Dorman, Stacia L. <DormaSL@puyallup.k12.wa.us>
**Subject:** WSPA: Board Member Updates

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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
**Cc:** Dorman, Stacia L.; cleonard@wspa.net
**Subject:** RE: Question
**Date:** Wednesday, November 7, 2018 8:13:55 AM
**Attachments:** image001.png

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jhodson@fwps.org

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**Sent:** Tuesday, November 6, 2018 3:02 PM
**To:** Dorman, Stacia L. <DormaSL@puyallup.k12.wa.us>; cleonard@wspa.net; 'Shaun Carey' <scarey@fpschools.org>; Konsmo, Tina M. <KonsmoTM@puyallup.k12.wa.us>; Callaham, Christine <ccallaham@auburn.wednet.edu>; Janet Hodson <jhodson@fwps.org>
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**Subject:** RE: Question
**Date:** Wednesday, November 7, 2018 8:44:33 AM
**Attachments:** image001.png

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**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: Question
**Date:** Wednesday, November 7, 2018 8:56:12 AM
**Attachments:** image001.png

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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/

| | |
|---|---|
| **From:** | Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org> |
| **To:** | admin@wspa.net |
| **Subject:** | FW: Question |
| **Date:** | Wednesday, November 7, 2018 9:02:35 AM |
| **Attachments:** | image001.png |

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**Sent:** Wednesday, November 7, 2018 9:02 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** RE: Question

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Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

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**From:** admin@wspa.net
**To:** jhodson@fwps.org
**Subject:** RE: Question
**Date:** Wednesday, November 7, 2018 9:13:31 AM
**Attachments:** image001.png

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Hi Janet,

You do need to be logged into the website in order for it to come up under Resources – it isn't open to the public. I will see if I can get that fixed so it shows and prompts you to login. Thank you for letting me know!

---

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**Sent:** Wednesday, November 07, 2018 9:03 AM
**To:** admin@wspa.net
**Subject:** FW: Question

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**To:** admin@wspa.net; jhodson@fwps.org
**Cc:** cleonard@wspa.net; Long, Dawn
**Subject:** RE: Question
**Date:** Wednesday, November 7, 2018 12:11:14 PM
**Attachments:** image001.png

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Hi All,

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Thank you,

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| **To:** | Dorman, Stacia L.; jhodson@fwps.org; "Shaun Carey"; kschonberg@ohsd.net; Konsmo, Tina M. |
| **Cc:** | cleonard@wspa.net; Long, Dawn |
| **Subject:** | RE: Question |
| **Date:** | Wednesday, November 7, 2018 12:34:41 PM |
| **Attachments:** | FFT 4 11.pdf<br>FFT.5.2.pdf<br>image001.png |

Hi everyone,

I have attached two past Food For Thought publications for reference – I am not finding anything past Spring of 2014.

Presidents – perhaps this can be discussed during your Thursday conference call? Please just let me know how the board would like to proceed and I am happy to put a draft publication together.

Thank you,

Jennifer

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**Sent:** Wednesday, November 07, 2018 12:11 PM
**To:** admin@wspa.net; jhodson@fwps.org
**Cc:** cleonard@wspa.net; Long, Dawn <dlong@nthurston.k12.wa.us>
**Subject:** RE: Question

Hi All,

Actually, while I think the community forum or discussion board is a good idea, I don't believe it's been communicated out very well. I was referring to the Food For Thought newsletter that was distributed by WSPA addressing upcoming topics and best practices.

Thank you,

Stacia Dorman
Employee Relations Specialist
Human Resources
(253) 840-8850

PUYALLUP
SCHOOL DISTRICT
A Tradition of Excellence

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The discussion board is available and ready for use. If the member requests are going to move to the boards going forward I will plan on sending out regular reminders and will update the website to redirect submissions.

Thank you,

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I think what Stacia was asking about was more about the move from Friday emails from WSPA to the WSPA website "Food for Thought" where all members can see the responses from other districts when someone has a question.
Stacia, correct me if I am wrong.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

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Curtis and Presidents, please let me know what I can do to help facilitate. Do we know how the

Cascade Govt Group is planning to communicate? Will they be sending a monthly legislative report?

I am happy to create a template for a newsletter that includes the leg update along with a WSPA calendar of events/news/etc. please just let me know how you would like to proceed.

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Thank you for your time and I hope to see most of you at our Region 4 Paid Family Leave Training in Tacoma tomorrow!

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**Subject:** WSPA: Board Member Updates

Hello Board Members,

I hope you are having an enjoyable summer. It is hard to believe it is August next week! Here are some WSPA updates and next steps for the board. **Items requiring action will be noted in red.**

**Board Retreat Minutes and Contact Information**

- The minutes of our June retreat are attached for your review. This will be brought for approval at our October meeting.
- I have also attached a listing of our 2018-2019 Board + Admin team members and contact information

**Region Meetings: Call for Topics and Schedules**

- **At the retreat, we discussed collaborating on region meeting agenda topics/speakers**.
    - Please share with me your proposed topics/speakers, I am happy to keep a running list to share with the group to help facilitate planning
- If you have scheduled your region meeting dates for 2018-2019, please send me a copy and I am happy to post to the website. Thank you.

**Annual Conference Sub-Committee and Call for Topics and Speakers**

- **At the retreat, it was determined that we would develop a sub-committee for annual conference agenda planning**. This is designed to take the pressure off the regions in the development of the agenda and the securing of speakers. The regions will still be responsible for facilities, catering, entertainment, and other event programming. The overarching goal is to create a vision and goals for the conference going forward so we can continue to grow and elevate the conference.
- **Sub-Committee members:**
    - Shaun Carey, Curtis Leonard, Toni Neidhold, Kim Harmon, Doug Christensen, Marilyn Boerke, Stacia Dorman, Chelle Lente, and Debbie Kovacs.
- **All Board: Call for topics/speakers**
    - Please send me your suggested topics and speakers.
- **Sub-Committee conference call: Friday, September 14 at 9am**
    - Please let me know if you are unable to participate at that time and I will do my best to meet the schedule needs of the group.
    - Curtis will initiate the call.
    - I will send a separate calendar invite for this conference call
- **Sub-Committee Meeting**
    - Sunday, October 14, 2018

2:00-4:00 pm
    - DoubleTree by Hilton at Southcenter

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**Board Meeting**

- Next board meeting: Sunday, October 14, 2018 at the DoubleTree by Hilton at Southcenter
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        - WSPA Board Meeting: 5:30-7:00 pm

**Membership**

- **The WSPA membership dues increase and bylaw language was approved**
    - I have announced to membership and updated the website, etc. The renewal reminders will begin going out automatically and membership for the new year will open August 1
    - I will mail hardcopy membership brochures to all districts/ESDs in the state to coincide with memberships for the new year opening

**WSPA Discussion Board/Forums/Online Member Requests**

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- The WSPA discussion board/forums are now live. I am still testing them out/getting used to them, and will announce to membership next week when the new membership year opens.
- To try them out:
    - **Log into the member section of the website.**
    - Navigate to Resources in the top menu bar and select Community Forum ***NOTE: You must be logged in to access the community forum ***
    - Post a topic you want to discuss or respond to posts.
    - Share attachments when creating new posts.
    - Subscribe to topics of interest.
    - Note favorite topics you want to read later.

**How to contact your Region members**

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- I have attached the directions for emailing your Region members. Please let me know if you have any questions.

**Upcoming Events**

-

- October
    - S-275 and Law Conference will both open for registration the first week of September.
        - S-275 Spokane – October 5, 2018
        - S-275 Tukwila – October 9 or 10, 2018
        - Law Conference – October 15-16, 2018
- The full year calendar of events is attached for your reference

As always, please let me know if you have any questions or if you would like any additional information or documentation regarding any WSPA events and/or business. Thank you for sharing your time and expertise with the Board. We couldn't do it without 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/

WSPA
WASHINGTON SCHOOL PERSONNEL ASSOCIATION

April 10, 2014

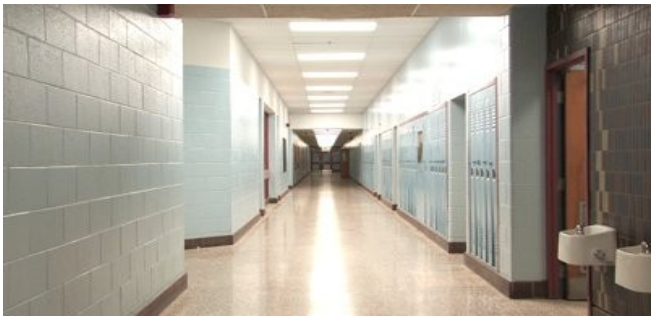
FOOD FOR THOUGHT

## FEPRA and Students as "Set Dressing": What Can Schools Disclose from Videos?

For many years, the Family Policy Compliance Office (FPCO), the division of the U.S. Department of Education that administers FERPA, had applied the strict wording of 20 USC § 1232g(a)(1)(A), providing:

If any material or document in the education record of a student includes information on more than one student, the parents of one of such students shall have the right to inspect and review only such part of such material or document as relates to such student or to be informed of the specific information contained in such part of such material.

FPCO also relied on 34 C.F.R. § 99.12(a), which states that "[i]f the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information about that student."



However, it appears that FPCO's current position is that where a video (or image) of one or more students is taken, the video is "directly related" to and thus the "education record" of a student or students who are the focus of the video (such as two students in an altercation). Therefore, students (or their parents) who are the "focus" of the video may view the video since it is their "education records."

If multiple students are the "focus" of the video, all students and their parents may view the video, although the school may not give copies of the video to any of the parents without the consent of the other students' parents. The video would not be a FERPA-protected education record for those students who are "set dressing" (walking down the hall, sitting on the bus, eating lunch, etc.), and not the focus of the video.

Additionally, if the school uses the video to find witnesses to the altercation, and the students are named or used as witnesses, the video is the witnessing student's education record also. Schools will be initially required to make a determination as to whether or not video images of students are "directly related" to those students.

### What if the video is of a school sporting event or school choir/band performance?

The video is not the education record of the audience members, unless some of the students commit some act (like fighting) that would make the video an education record. The video is probably an education record of the players or performers. (Did they sign a consent or release form when they signed up for the class, or return their FERPA "opt out" forms?) Such videos would routinely be released or broadcast, but few would consider those FERPA-protected education records that could not be shown without getting consent from all participants or their parents.

## What Are The Penalties For FERPA Violations? Has Any District Ever Actually Lost Federal Funds?

When one reads through 20 U.S.C. § 1232g, the statute repeatedly states that "no funds shall be made available" to educational agencies that have "a policy of denying, or which effectively prevents" parents from exercising their right to inspect or review the education records of their children, having an opportunity to challenge the content of the records or to correct errors in the records, or for permitting the release of education records (unless specifically allowed by statute or by written consent of the parents), or failing to inform parents of their rights under the statute. The denial of funds is the only express penalty stated in the statute. However, subsection (f) of the statute says that the Secretary of Education is to take appropriate actions to enforce the section and deal with violations of the section, but that action to terminate assistance (funds) may only be taken if the Secretary finds there has been a failure to comply with the section and is determined that compliance cannot be secured by voluntary means.

We have been unable to find any instance where a school actually was denied federal funding because of a violation of FERPA. However, none of us wants our district to be the first to suffer such a fate. Likewise, none of us wants our district to have to spend public funds defending an action by the Department of Education accusing the school of violating parents' rights under FERPA. It is therefore important to advise employees carefully about the potential legal downsides to violations of FERPA and the importance of following its requirements carefully.

WSPA
WASHINGTON SCHOOL PERSONNEL ASSOCIATION

Volume 5, Issue 2

November 21, 2013

# FOOD FOR THOUGHT

## Ramirez v. Escondido School District (S. D. Cal. 2012): Father and kidnapped son win $2.8M verdict against school district

On October 3, 2013, Kristina Davis, staff reporter for the San Diego Union Tribune, reported:

A federal district court jury awarded the father of an elementary school student, who was released to an unauthorized person, $2.8 million in damages.

The jury held that the Escondido Union School District (EUSD) was responsible for allowing the student to be released from school to a non-parent and kidnapped to Mexico.

The lawsuit centered on the issue of who is authorized to pick up children from school, and how closely those policies are followed, especially when dealing with splintered families and complicated parent work schedules.

When Enrique's mother, Claudia Cano, was deported in November 2010, the boy went to live with his father, according to the lawsuit.

Cano called the school to report that she'd been deported and mentioned possibly taking Enrique on a trip to Mexico to visit family, the court documents state.

About a month later, she called the school and spoke again with the office manager, Graciela Mineroa Murguia. She said Enrique had a doctor's appointment in 15 minutes but was unable to get out of work to take him. She told the manager that she was instead sending her boyfriend to pick him up.

The manager said she checked and saw that the boyfriend was not listed on the boy's "emergency card" as an authorized person for pickup. But Murguia wrote down his name and said the boyfriend could do the pickup as long as he showed identification.

A school clerk was staffing the desk when the boyfriend showed up, and she let Enrique go with him upon checking the ID, according to court records.

Enrique appeared to recognize the boyfriend, calling him by his nickname, and looked "happy to see him," according to the school district's trial brief.

When Enrique's father showed up to gather his son later that day, the boy was gone. The father sued for deprivation of father-son contact, negligence and intentional infliction of emotional distress.

Much of the suit hinged on the school's policy, which reads in the handbook: "**If a student needs to be dismissed during the day, the school will only let him or her be signed out by someone who is listed on the emergency card**," and again, "**We will not release your child to anyone not listed on the emergency card**."

The district argued that the policy does not prohibit a parent's verbal authorization.

Ken Trump, president of National School Safety and Security Services, said Thursday that family custody issues — not random gun violence — are "without a doubt" the biggest threat facing elementary schools on a day-to-day basis.

### Recommendations

- Know & follow your sign-out policy/procedures: These are your standards of care!
- Only release students to authorized adults;
- Only release students to emergency contacts in an emergency;
- Be particularly careful around custody issues: When in doubt, check with both parents if the parenting plan calls for joint decision-making.

**From:** Long, Dawn on behalf of Long, Dawn <dlong@nthurston.k12.wa.us>
**To:** "admin@wspa.net"; Dorman, Stacia L.; jhodson@fwps.org; "Shaun Carey"; kschonberg@ohsd.net; Konsmo, Tina M.
**Cc:** cleonard@wspa.net
**Subject:** RE: Question
**Date:** Wednesday, November 7, 2018 4:13:18 PM
**Attachments:** image001.png

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Hi Team,

Yes, these are the ones I remember that we discussed back in June at our retreat. I have some even older ones too☺

Thank you for the discussion! I think this is a valuable resource of quick tips or information for our members. Additionally, at our region meeting today we shared about the new lobbyist, which was a surprise to members. Have we sent anything out about this so they are aware of the work that is being done in the upcoming session on their behalf?

Thank you for letting me chime in!

Dawn

Dawn Long
Director, Human Resources
North Thurston Public Schools
360-412-4457 (40183)

---

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**Sent:** Wednesday, November 7, 2018 12:35 PM
**To:** Dorman, Stacia L.; jhodson@fwps.org; 'Shaun Carey'; kschonberg@ohsd.net; Konsmo, Tina M.
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Presidents – perhaps this can be discussed during your Thursday conference call? Please just let me know how the board would like to proceed and I am happy to put a draft publication together.

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http://www.wspa.net/

**NOTICE:** This email was sent from outside of NTPS. Please do not open attachments or follow links if this email was unsolicited or you do not recognize the sender.

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: Question
**Date:** Wednesday, November 7, 2018 9:07:08 PM
**Attachments:** image001.png

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Jennifer,
I was logged in.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

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Hi Janet,

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---

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**Sent:** Wednesday, November 07, 2018 9:03 AM
**To:** admin@wspa.net
**Subject:** FW: Question

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**Sent:** Wednesday, November 7, 2018 9:02 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** RE: Question

Jennifer
I do not see Community Forum under Resources. I was able to get to the page by clicking onto the link on the front page where you provide instruction to get to that page.

It looks good and I am excited to start using it.

Thank you.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** Janet Hodson
**Sent:** Wednesday, November 7, 2018 8:56 AM
**To:** 'admin@wspa.net' <admin@wspa.net>
**Subject:** RE: Question

When I go on the website, I do not see it. Where should I be looking?

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

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**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Wednesday, November 7, 2018 8:44 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Cc:** Dorman, Stacia L. <DormaSL@puyallup.k12.wa.us>; cleonard@wspa.net
**Subject:** RE: Question

Thank you, Janet.

The discussion board is available and ready for use. If the member requests are going to move to the boards going forward I will plan on sending out regular reminders and will update the website to redirect submissions.

Thank you,

Jennifer

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**From:** Janet Hodson [mailto:jhodson@fwps.org]
**Sent:** Wednesday, November 07, 2018 8:14 AM
**To:** admin@wspa.net
**Cc:** Dorman, Stacia L. <DormaSL@puyallup.k12.wa.us>; cleonard@wspa.net
**Subject:** RE: Question

I think what Stacia was asking about was more about the move from Friday emails from WSPA to the WSPA website "Food for Thought" where all members can see the responses from other districts when someone has a question.

Stacia, correct me if I am wrong.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

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**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Tuesday, November 6, 2018 3:02 PM
**To:** Dorman, Stacia L. <DormaSL@puyallup.k12.wa.us>; cleonard@wspa.net; 'Shaun Carey' <scarey@fpschools.org>; Konsmo, Tina M. <KonsmoTM@puyallup.k12.wa.us>; Callaham, Christine <ccallaham@auburn.wednet.edu>; Janet Hodson <jhodson@fwps.org>
**Subject:** RE: Question

Thank you, Stacia.

Curtis and Presidents, please let me know what I can do to help facilitate. Do we know how the Cascade Govt Group is planning to communicate? Will they be sending a monthly legislative report?

I am happy to create a template for a newsletter that includes the leg update along with a WSPA calendar of events/news/etc. please just let me know how you would like to proceed.

Thank you,

jennifer

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**From:** Dorman, Stacia L. [mailto:DormaSL@puyallup.k12.wa.us]
**Sent:** Tuesday, November 06, 2018 2:52 PM
**To:** admin@wspa.net; cleonard@wspa.net; 'Shaun Carey' <scarey@fpschools.org>; Konsmo, Tina M. <KonsmoTM@puyallup.k12.wa.us>; Callaham, Christine <ccallaham@auburn.wednet.edu>; jhodson@fwps.org
**Subject:** Question

Good Afternoon Team!

Hope everyone is off to a great November. I was just checking on the status of a "Food For Thought" being distributed by WSPA. I know we mentioned it at our retreat but wasn't sure where we left off. We have some major topics, legislative impacts coming at us and information from this organization, I feel would be extremely beneficial for our members. While I understand, not providing legal advice, having an organizational opinion or best practice would be nice. Most are looking to this organization to keep us informed on what's coming and how it will impact our work.

Thank you for your time and I hope to see most of you at our Region 4 Paid Family Leave

Training in Tacoma tomorrow!

Stacia Dorman
Employee Relations Specialist
Human Resources
(253) 840-8850

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

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**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Friday, July 27, 2018 11:44 AM
**To:** Dorman, Stacia L. <DormaSL@puyallup.k12.wa.us>
**Subject:** WSPA: Board Member Updates

Hello Board Members,

I hope you are having an enjoyable summer. It is hard to believe it is August next week! Here are some WSPA updates and next steps for the board. **Items requiring action will be noted in red.**

**Board Retreat Minutes and Contact Information**

- The minutes of our June retreat are attached for your review. This will be brought for approval at our October meeting.
- I have also attached a listing of our 2018-2019 Board + Admin team members and contact information

-

**Region Meetings: Call for Topics and Schedules**

- **At the retreat, we discussed collaborating on region meeting agenda topics/speakers**.
    - Please share with me your proposed topics/speakers, I am happy to keep a running list to share with the group to help facilitate planning
- If you have scheduled your region meeting dates for 2018-2019, please send me a copy and I am happy to post to the website. Thank you.

-

**Annual Conference Sub-Committee and Call for Topics and Speakers**

- **At the retreat, it was determined that we would develop a sub-committee for annual conference agenda planning**. This is designed to take the pressure off the regions in the development of the agenda and the securing of speakers. The regions will still be responsible for facilities, catering, entertainment, and other event programming. The overarching goal is to create a vision and goals for the conference going forward so we can continue to grow and elevate the conference.
- **Sub-Committee members:**
    - Shaun Carey, Curtis Leonard, Toni Neidhold, Kim Harmon, Doug Christensen, Marilyn Boerke, Stacia Dorman, Chelle Lente, and Debbie Kovacs.
- **All Board: Call for topics/speakers**
    - Please send me your suggested topics and speakers.
- **Sub-Committee conference call: Friday, September 14 at 9am**
    - Please let me know if you are unable to participate at that time and I will do my best to meet the schedule needs of the group.
    - Curtis will initiate the call.
    - I will send a separate calendar invite for this conference call
- **Sub-Committee Meeting**
    - Sunday, October 14, 2018
    - 2:00-4:00 pm
    - DoubleTree by Hilton at Southcenter

-

**Board Meeting**

- Next board meeting: Sunday, October 14, 2018 at the DoubleTree by Hilton at Southcenter
    - Tentative schedule:
        - Annual Conference Sub-Committee Meeting 2:00-4:00pm
        - HELP Advisory Meeting: 4:00-5:00 pm
        - WSPA Board Meeting: 5:30-7:00 pm

**Membership**

- **The WSPA membership dues increase and bylaw language was approved**
    - I have announced to membership and updated the website, etc. The renewal reminders will begin going out automatically and membership for the new year will open August 1
    - I will mail hardcopy membership brochures to all districts/ESDs in the state to coincide with memberships for the new year opening

**WSPA Discussion Board/Forums/Online Member Requests**

-

- The WSPA discussion board/forums are now live. I am still testing them out/getting used to them, and will announce to membership next week when the new membership year opens.
- To try them out:
    - **Log into the member section of the website.**
    - Navigate to Resources in the top menu bar and select Community Forum ***NOTE: You must be logged in to access the community forum ***

Post a topic you want to discuss or respond to posts.
    - Share attachments when creating new posts.
    - Subscribe to topics of interest.
    - Note favorite topics you want to read later.

**How to contact your Region members**

-

- I have attached the directions for emailing your Region members. Please let me know if you have any questions.

**Upcoming Events**

-

- October
    - S-275 and Law Conference will both open for registration the first week of September.
        - S-275 Spokane – October 5, 2018
        - S-275 Tukwila – October 9 or 10, 2018
        - Law Conference – October 15-16, 2018
- The full year calendar of events is attached for your reference

As always, please let me know if you have any questions or if you would like any additional information or documentation regarding any WSPA events and/or business. Thank you for sharing your time and expertise with the Board. We couldn't do it without 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:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** cleonard@wspa.net; CDOMKOWSKI@nkschools.org
**Subject:** RE: MEMBER REQUEST
**Date:** Friday, November 9, 2018 8:19:58 AM
**Attachments:** Chief Academic Officer REVISED 12.13.16.docx

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We do not have an executive director of TFL, we have a Chief.
We do not have any of the other position you listed.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

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**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Friday, November 9, 2018 8:13 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** MEMBER REQUEST

Camilla Dombkowski from North Kitsap School District is looking for job descriptions for the following:

Assistant Superintendent of Teaching and Learning

Executive Director of Teaching and Learning

Assistant Director of Human Resources

Assistant Director of Payroll

Please send your responses directly to: CDOMKOWSKI@nkschools.org

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

Thanks,

Curtis

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This email was sent to jhodson@fwps.org by cleonard@wspa.net

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

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FEDERAL WAY PUBLIC SCHOOLS

# Position Description

# CHIEF ACADEMIC OFFICER

**POSITION SUMMARY:** The Chief Academic Officer (CAO) serves as an executive cabinet team member and advisor to the Superintendent and District leadership team on instructional leadership and management issues. The Chief Academic Officer has overall leadership responsibility for district-wide teaching and learning efforts, including Teaching for Learning directors and coordinators. The CAO leads the development, implementation and revision of a guaranteed and viable curriculum, implementation of signature strategies within the strategic plan and achievement of the goals within the strategic plan, comprehensive professional development, and the creation of resources & tools that supports teachers, principals, central office leaders and support staff in increasing student achievement for ALL students. The CAO utilizes a social justice lens and designs systems to improve learning for ALL students while closing opportunity gaps. A key function of this position is to effectively support all buildings in achieving established accountability targets for student achievement, and to assist the Superintendent in achieving established District goals in the District's Strategic Plan.

**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.

**Effective Leadership – Supporting School Principals, Teachers, and Support Staff:**

- Implement the Federal Way Public School's Strategic plan, goals and signature strategies; support the Theory of Action with short term and long term plans; influence, establish and sustain a department culture conducive to continuous improvement and support of staff; provide ongoing professional development and training.
- Innovate and initiate ideas and actions that support all schools having robust, aligned, coordinated and articulated instruction in every classroom.
- Direct, evaluate and provide leadership by ensuring a P-12 Guaranteed and Viable Standards Based Curriculum and Instructional package for all content areas, Professional Learning, Assessment, Early Learning, Beginning Teacher Assistance Program, National Board, Professional Certification, Instructional Coaching, ELL, Title 1, LAP, Advanced Programs, Highly Capable Services, and Career and Technical Education.
- Provide strong and collaborative leadership both within the Teaching for Learning Department, across other departments, and with schools to ensure coherent and effective implementation of all District functions; actively nurture and support the continued development of collaborative decision-making strategies.
- Understand the importance of and the "how to" of effectively communicating Teaching for Learning efforts across the district to various stakeholders

(principals, teachers, support staff, and other District departments) so at every level, staff are equipped with the information they need to successfully enact initiatives.

- Promote the District's mission, vision and foundational beliefs, and the attainment of increased academic achievement and accountability for all students; serve as an advocate for students; foster the active engagement of parents and the community with the early childhood and Pre/ K-12 educational system; identify and take effective action to eliminate disproportionality and to develop positive school climates.
- Provide leadership in monitoring, and evaluating the District's Strategic Plan; provide administrative oversight for the preparation and completion of reports and interpretations of related data for effective decision-making by administrators, the Board and the Superintendent.
- Is culturally responsive, deeply holding the belief that ALL students can learn and ensure that the lens of equity is integrated in curriculum, instruction, assessment, and professional learning.
- Provide direction and maintain up-to-date knowledge of best practices in all aspects of Pre/K-12 education; participate in on-going professional development to enhance professional skills; serve as a liaison between the District and other educational agencies in the development and coordination of professional development.
- Provide leadership in maximizing utilization of all resources to achieve high quality learning and working environments.
- May serve on District bargaining teams.
- May serve as Superintendent's designee as assigned; serve on executive cabinet; research, prepare and analyze reports and other information for the Board at the request of the Superintendent.

**Supports Quality Teaching and Learning:**

- Demonstrate experience in coaching and support of principals, and principal supervisors as instructional leaders.
- Support District efforts in developing effective teacher and principal evaluation processes and practices in collaboration with Human Resources.
- Collaborate closely with special education and instructional technology to ensure instructional efforts are integrated and seamless.
- Oversee program planning, implementation, and evaluation of categorical programs; oversee Career and Technical Education programs; oversee the Consolidated Program Review; oversee the development of state grants, state and federal program, and fiscal audits.
- Develop and administer departmental budgets to provide fiscal support for schools as appropriate and when aligned with School Improvement Plans, AYP status, District vision and mission and best practices.
- Direct special projects assigned by the Superintendent and conduct and/or facilitate Board presentations as requested.

**Assures System-Wide Improvement:**

- Manage and provide oversight to District curriculum revisions, adoptions and production of associated documents.
- Manage and provide oversight for all instructional core and supplemental resources and materials.

- Manage and provide oversight for development or selection, implementation, and evaluation of District student achievement assessment tools.
- Manage and provide oversight to data collection and analyses related to demographic, perceptual, contextual and achievement measurements.
- Initiate and coordinate activities and/or organization of work groups to study issues and recommend actions to assure continued enhancement of district-wide programs.
- Participate in the development of proposed changes to school boundaries as well as the location of special programs within schools.
- Partner with the Communications Department to develop timely and informative communication for students, parents, and staff regarding District initiatives as they relate to teaching and learning.

**Develop and Maintain Clear and Collaborative Relationships:**

- Participate with the Superintendent and other cabinet members to ensure the development and maintenance of a positive educational program that meets the needs of learners and is consistent with the policies and direction of the Board of Directors.
- Partner closely with building administrators, the Association, and teaching staff on the implementation of district-wide initiatives.
- Advise and assist administrators in addressing community, parent, student, and staff concerns.
- Participate in the development, implementation and monitoring of the District Strategic Plan, Board Ends, and Executive Limitations.
- Respond to staff, parent, and community questions and concerns. Serve as an articulate, informed spokesperson for the District at both formal and informal speaking engagements and in the development of written documents describing District programs.
- Attend Board meetings and work studies and prepare reports as required.

## MINIMUM QUALIFICATIONS

**Education and Experience**

Master's Degree or higher required in educational administration or related field
Three (3) years of successful principal experience
Three (3) years of successful experience as a central office administrator at the director and/or executive director level

## ADDITIONAL QUALIFICATIONS

Possess a valid teaching certificate
Possess Principal certificate or ESA credential
Possess a Washington Superintendent endorsement or willingness to gain one if selected for this position
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
Demonstrated skill and fluency in the use of the teacher evaluation system and the principal evaluation system
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:**
Criminal background clearance
Washington State driver's license - proof of insurance and automobile available for use
Must be willing to attend evening and weekend meetings

**DEMONSTRATED KNOWLEDGE AND PROFICIENCY:**
Effective and innovative school and District improvement initiatives; teaching and learning strategies effective in closing the instructional gap, and grounded in principles and practices of emerging curriculum and instruction; effective application of technology to enhance teaching and learning, Common Core State Standards, and demonstrated success as an educational leader.
Organizational theory and its application in large school districts, including familiarity with "systems thinking".
Current trends, research, and accountability measures, processes and best practices in curriculum, instruction, assessment and effective school operations.
Applicable laws, rules, policies, and procedures related to assigned responsibilities.
Maintaining standards for high professional performance and development of administrative staff.

**ABILITY TO:**
Lead complex change and District initiatives with strong buy-in and collaboration with District and building administrators and staff.
Analyze organizational situations from structural, human resource, political, and symbolic frames.
Demonstrate proven skill at budget preparation and control.
Effectively plan, schedule, organize, delegate, utilize resources, and take timely action.
Establish and maintain effective working relationships and interact successfully with all school district staff, patrons and labor representatives;
Perceive the needs and concerns of others; demonstrate skill in assisting others in resolving conflicts; and demonstrate experience in designing programs to assist others in meeting professional and organizational goals.
Use effective oral and written communication skills, including the ability to make effective presentations to large or small groups.
Demonstrate a proven ability to maintain collaborative working relationships with employee associations and/or unions.
Anticipate and respond quickly to problems; demonstrate skill at communicating insights and understanding of issues or problems.

Encourage and support innovations that align with District goals.
Constructively challenge standard approaches and seek improved processes.
Inspire and energize staff to achieve exceptional results.
Create and capitalize on an inclusive environment that values diverse skills, styles, perspectives and backgrounds.
Develop strong relationships, and build a positive culture; help staff understand and be recognized for their contributions.
Receive and act on constructive feedback; create an atmosphere of high expectations for self and others and a desire for continual improvement.
Assist with implementing a multi-tiered system of support that provides intervention and support for all learners.
Analyze student performance data, perceptual data, demographic data, and contextual data and respond with appropriate goals and strategies.
Lead the District toward accomplishing the goals of the District Strategic plan, mission and vision.

**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 15 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.

**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 employee regularly deals with angry and upset students, parents, and

community members. The employee must adjust to frequent interruptions in their work schedule. Evening and weekend work may be required. The employee may be required to travel (by car and/or plane) to a variety of locations.

## WORK SCHEDULE

This is a twelve (12) month, 260-day position.

## REPORTING RELATIONSHIPS

This position is evaluated by and reports directly to the Superintendent.

Position supervises assigned staff including certificated administrators and classified staff.

Position interacts regularly with the Superintendent; Assistant Superintendent of Human Resources; Chief Financial Officer; Executive Directors; special education and general education directors; Program administrators; Building Administrators; Human Resources, Business services, Communications, and Technology Services personnel; and administrative support staff. Position also interacts with various other certificated and classified staff throughout the district. Contacts with individuals outside of the district include but are not limited to parents, students, partner agency representatives, other school district representatives, and outside vendors; and occasional contact with local, state and federal government officials, outside social services organizations, and various community groups.

## REPRESENTATION

Non-Represented (Exempt)

## LEVEL OF COMPENSATION

Cabinet level: $150,800

Classification History:
Created 7/2016
Revised 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.

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@wspa.net
**Subject:** FW: RE: MEMBER REQUEST
**Date:** Friday, November 9, 2018 8:21:50 AM

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Jennifer
I was responding to one of the Friday requests and I copied this email address but it popped back as undelieverable. I wonder if Curtis has the correct address?


Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org


**From:** Microsoft Outlook
**Sent:** Friday, November 9, 2018 8:20 AM
**To:** Janet Hodson
**Subject:** Undeliverable: RE: MEMBER REQUEST

Your message to CDOMKOWSKI@nkschools.org couldn't be delivered.

CDOMKOWSKI wasn't found at nkschools.org.

| jhodson | Office 365 | CDOMKOWSKI |
|---|---|---|
| Action Required | | Recipient |

Unknown To address

## How to Fix It

The address might be misspelled or might not exist. Try one or more of the following:

- **Retype the recipient's address, then resend the message -** If you're using Outlook, open this non-delivery report message and click **Send Again** from the menu or ribbon. In Outlook on the web, select this message, and then click the "**To send this message again, click here.**" link located just above the message preview window. In the To or Cc line, delete and then retype the entire recipient's address (ignore any address suggestions). After typing the complete address, click **Send** to resend the message. If you're using an email program other than Outlook or Outlook on the web, follow its standard way for resending a message. Just be sure to delete and retype the recipient's entire address before resending it.
- **Remove the recipient from the recipient Auto-Complete List, then resend the message -** If you're using Outlook or Outlook on the web, follow the steps in the "Remove the recipient from the recipient Auto-Complete List" section of this article. Then resend the message. Be sure to delete and retype the recipient's entire address before clicking **Send**.
- **Contact the recipient by some other means,** (by phone, for example) to confirm you're using the right address. Ask them if they've set up an email forwarding rule that could be forwarding your message to an incorrect address.

If the problem continues, ask the recipient to tell their email admin about the problem, and give them the error (and the name of the server that reported it) shown below. It's likely that only the recipient's email admin can fix this problem.

*Was this helpful? Send feedback to Microsoft.*

---

## More Info for Email Admins

*Status code: 550 5.4.1*

This error occurred because a message was sent to an email address hosted by Office 365, but the address doesn't exist in the receiving organization's Office 365 directory. Directory Based Edge Blocking (DBEB) is enabled for nkschools.org, and DBEB rejects messages addressed to recipients who don't exist in the receiving organization's Office 365 directory. This error is reported by the recipient domain's email server, but most often it can be fixed by the person who sent the message. If the steps in the **How to Fix It** section above don't fix the problem, and you're the email admin for the recipient, try one or more of the following:

**Check that the email address exists and is correct -** Confirm that the recipient address exists in your Office 365 directory, is correct, and is accepting messages.

**Synchronize your directories -** Make sure directory synchronization is working correctly, and that the recipient's email address exists in both Office 365 and in your on-premises directory.

**Check for errant forwarding rules -** Check for forwarding rules for the original recipient that might be trying to forward the message to an invalid address. Forwarding can be set up by an admin via mail flow rules or mailbox forwarding address settings, or by the recipient via the Forwarding or Inbox Rules features.

**Make sure the recipient has a valid license -** Make sure the recipient has an Office 365 license assigned to them. The recipient's email admin can use the Office 365 admin center to assign a license to them (Users > Active Users > Select the recipient > Assigned License > Edit).

**Make sure that mail flow settings and MX records are correct -** Misconfigured mail flow or MX record settings can cause this error. Check your Office 365 mail flow settings to make sure your domain and any mail flow connectors are set up correctly. Also, work with your domain registrar to make sure the MX records for your domain are set up correctly.

For more information and additional tips to fix this issue, see this article.

### Original Message Details

| | |
|---|---|
| Created Date: | 11/9/2018 4:19:58 PM |
| Sender Address: | jhodson@fwps.org |
| Recipient Address: | CDOMKOWSKI@nkschools.org |
| Subject: | RE: MEMBER REQUEST |

### Error Details

| | |
|---|---|
| Reported error: | *550 5.4.1 [CDOMKOWSKI@nkschools.org]: Recipient address rejected: Access denied [CY1NAM02FT028.eop-nam02.prod.protection.outlook.com]* |
| DSN generated by: | MWHPR03MB2511.namprd03.prod.outlook.com |
| Remote server: | CY1NAM02FT028.mail.protection.outlook.com |

### Message Hops

| HOP | TIME (UTC) | FROM | TO | WITH | RELAY TIME |
|---|---|---|---|---|---|
| 1 | 11/9/2018 4:19:58 PM | MWHPR03MB2542.namprd03.prod.outlook.com | MWHPR03MB2542.namprd03.prod.outlook.com | mapi | * |
| 2 | 11/9/2018 4:19:58 PM | MWHPR03MB2542.namprd03.prod.outlook.com | MWHPR03MB2511.namprd03.prod.outlook.com | Microsoft SMTP Server (version=TLS1_2, cipher=TLS_ECDHE_RSA_WITH_AES_256_GCM_SHA384) | * |

### Original Message Headers


```
DKIM-Signature: v=1; a=rsa-sha256; c=relaxed/relaxed;
 d=p12fwps.onmicrosoft.com; s=selector1-FWPS-ORG;
 h=From:Date:Subject:Message-ID:Content-Type:MIME-Version:X-MS-Exchange-SenderADCheck;
 bh=3E15uDlhi0uNxgT3DYO4WXvMNySTbZFE0NmRairF2tE=;
 b=NFZxaLMcS+mXv9ihx/+rVbDX6d59LGKXJX0BlwVar9KWwKyeqxRH4fH1ffQ0wH/ldEi6yDB/uICqSnTgy2oXMhkhLw8+IOyadMAnQZlBE6fc9ZysHBU8S/L29oTRxoSGxn+tffRGmFup9eVYSrtOa4klj4uLBULD8qM3CPguMOg=
Received: from MWHPR03MB2542.namprd03.prod.outlook.com (10.169.201.20) by
 MWHPR03MB2511.namprd03.prod.outlook.com (10.169.201.13) with Microsoft SMTP
 Server (version=TLS1_2, cipher=TLS_ECDHE_RSA_WITH_AES_256_GCM_SHA384) id
 15.20.1294.38; Fri, 9 Nov 2018 16:19:58 +0000
Received: from MWHPR03MB2542.namprd03.prod.outlook.com
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 ([fe80::297f:d407:6fcf:1b9c%6]) with mapi id 15.20.1294.034; Fri, 9 Nov 2018
 16:19:58 +0000
From: Janet Hodson <jhodson@fwps.org>
To: "cleonard@wspa.net" <cleonard@wspa.net>, "CDOMKOWSKI@nkschools.org"
	<CDOMKOWSKI@nkschools.org>
Subject: RE: MEMBER REQUEST
Thread-Topic: MEMBER REQUEST
Thread-Index: AQHUeEcklupCdzG0y0Ovt5cweVtL86VHng4w
Date: Fri, 9 Nov 2018 16:19:58 +0000
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authentication-results: spf=none (sender IP is )
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```

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** cleonard@wspa.net; RDavenport@nkschools.org
**Subject:** RE: MEMBER REQUEST
**Date:** Friday, November 9, 2018 8:31:25 AM
**Attachments:** Chief Academic Officer REVISED 12.13.16.docx
Learning Improvement Officer 05.2017.docx

---

We have a Chief that oversees TFL
We have Learning Improvement Officers (one for each region) that oversee 10 schools each and evaluate principals.

Hope this helps.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Friday, November 9, 2018 8:11 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** MEMBER REQUEST

Rachel Davenport from North Kitsap School District is lookinf for job postings/descriptions for:

Executive Director of Teaching and Learning

Director of Curriculum and Instruction

Chief of Schools

Please send your responses directly to: RDavenport@nkschools.org

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

Thanks,

Curtis

This email was sent to jhodson@fwps.org by cleonard@wspa.net

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

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FEDERAL WAY PUBLIC SCHOOLS

# Position Description

# CHIEF ACADEMIC OFFICER

**POSITION SUMMARY:** The Chief Academic Officer (CAO) serves as an executive cabinet team member and advisor to the Superintendent and District leadership team on instructional leadership and management issues. The Chief Academic Officer has overall leadership responsibility for district-wide teaching and learning efforts, including Teaching for Learning directors and coordinators. The CAO leads the development, implementation and revision of a guaranteed and viable curriculum, implementation of signature strategies within the strategic plan and achievement of the goals within the strategic plan, comprehensive professional development, and the creation of resources & tools that supports teachers, principals, central office leaders and support staff in increasing student achievement for ALL students. The CAO utilizes a social justice lens and designs systems to improve learning for ALL students while closing opportunity gaps. A key function of this position is to effectively support all buildings in achieving established accountability targets for student achievement, and to assist the Superintendent in achieving established District goals in the District's Strategic Plan.

**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.

**Effective Leadership – Supporting School Principals, Teachers, and Support Staff:**

- Implement the Federal Way Public School's Strategic plan, goals and signature strategies; support the Theory of Action with short term and long term plans; influence, establish and sustain a department culture conducive to continuous improvement and support of staff; provide ongoing professional development and training.
- Innovate and initiate ideas and actions that support all schools having robust, aligned, coordinated and articulated instruction in every classroom.
- Direct, evaluate and provide leadership by ensuring a P-12 Guaranteed and Viable Standards Based Curriculum and Instructional package for all content areas, Professional Learning, Assessment, Early Learning, Beginning Teacher Assistance Program, National Board, Professional Certification, Instructional Coaching, ELL, Title 1, LAP, Advanced Programs, Highly Capable Services, and Career and Technical Education.
- Provide strong and collaborative leadership both within the Teaching for Learning Department, across other departments, and with schools to ensure coherent and effective implementation of all District functions; actively nurture and support the continued development of collaborative decision-making strategies.
- Understand the importance of and the "how to" of effectively communicating Teaching for Learning efforts across the district to various stakeholders

(principals, teachers, support staff, and other District departments) so at every level, staff are equipped with the information they need to successfully enact initiatives.

- Promote the District's mission, vision and foundational beliefs, and the attainment of increased academic achievement and accountability for all students; serve as an advocate for students; foster the active engagement of parents and the community with the early childhood and Pre/ K-12 educational system; identify and take effective action to eliminate disproportionality and to develop positive school climates.
- Provide leadership in monitoring, and evaluating the District's Strategic Plan; provide administrative oversight for the preparation and completion of reports and interpretations of related data for effective decision-making by administrators, the Board and the Superintendent.
- Is culturally responsive, deeply holding the belief that ALL students can learn and ensure that the lens of equity is integrated in curriculum, instruction, assessment, and professional learning.
- Provide direction and maintain up-to-date knowledge of best practices in all aspects of Pre/K-12 education; participate in on-going professional development to enhance professional skills; serve as a liaison between the District and other educational agencies in the development and coordination of professional development.
- Provide leadership in maximizing utilization of all resources to achieve high quality learning and working environments.
- May serve on District bargaining teams.
- May serve as Superintendent's designee as assigned; serve on executive cabinet; research, prepare and analyze reports and other information for the Board at the request of the Superintendent.

**Supports Quality Teaching and Learning:**

- Demonstrate experience in coaching and support of principals, and principal supervisors as instructional leaders.
- Support District efforts in developing effective teacher and principal evaluation processes and practices in collaboration with Human Resources.
- Collaborate closely with special education and instructional technology to ensure instructional efforts are integrated and seamless.
- Oversee program planning, implementation, and evaluation of categorical programs; oversee Career and Technical Education programs; oversee the Consolidated Program Review; oversee the development of state grants, state and federal program, and fiscal audits.
- Develop and administer departmental budgets to provide fiscal support for schools as appropriate and when aligned with School Improvement Plans, AYP status, District vision and mission and best practices.
- Direct special projects assigned by the Superintendent and conduct and/or facilitate Board presentations as requested.

**Assures System-Wide Improvement:**

- Manage and provide oversight to District curriculum revisions, adoptions and production of associated documents.
- Manage and provide oversight for all instructional core and supplemental resources and materials.

- Manage and provide oversight for development or selection, implementation, and evaluation of District student achievement assessment tools.
- Manage and provide oversight to data collection and analyses related to demographic, perceptual, contextual and achievement measurements.
- Initiate and coordinate activities and/or organization of work groups to study issues and recommend actions to assure continued enhancement of district-wide programs.
- Participate in the development of proposed changes to school boundaries as well as the location of special programs within schools.
- Partner with the Communications Department to develop timely and informative communication for students, parents, and staff regarding District initiatives as they relate to teaching and learning.

**Develop and Maintain Clear and Collaborative Relationships:**

- Participate with the Superintendent and other cabinet members to ensure the development and maintenance of a positive educational program that meets the needs of learners and is consistent with the policies and direction of the Board of Directors.
- Partner closely with building administrators, the Association, and teaching staff on the implementation of district-wide initiatives.
- Advise and assist administrators in addressing community, parent, student, and staff concerns.
- Participate in the development, implementation and monitoring of the District Strategic Plan, Board Ends, and Executive Limitations.
- Respond to staff, parent, and community questions and concerns. Serve as an articulate, informed spokesperson for the District at both formal and informal speaking engagements and in the development of written documents describing District programs.
- Attend Board meetings and work studies and prepare reports as required.

## MINIMUM QUALIFICATIONS

**Education and Experience**

Master's Degree or higher required in educational administration or related field
Three (3) years of successful principal experience
Three (3) years of successful experience as a central office administrator at the director and/or executive director level

## ADDITIONAL QUALIFICATIONS

Possess a valid teaching certificate
Possess Principal certificate or ESA credential
Possess a Washington Superintendent endorsement or willingness to gain one if selected for this position
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
Demonstrated skill and fluency in the use of the teacher evaluation system and the principal evaluation system
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:**
Criminal background clearance
Washington State driver's license - proof of insurance and automobile available for use
Must be willing to attend evening and weekend meetings

**DEMONSTRATED KNOWLEDGE AND PROFICIENCY:**
Effective and innovative school and District improvement initiatives; teaching and learning strategies effective in closing the instructional gap, and grounded in principles and practices of emerging curriculum and instruction; effective application of technology to enhance teaching and learning, Common Core State Standards, and demonstrated success as an educational leader.
Organizational theory and its application in large school districts, including familiarity with "systems thinking".
Current trends, research, and accountability measures, processes and best practices in curriculum, instruction, assessment and effective school operations.
Applicable laws, rules, policies, and procedures related to assigned responsibilities.
Maintaining standards for high professional performance and development of administrative staff.

**ABILITY TO:**
Lead complex change and District initiatives with strong buy-in and collaboration with District and building administrators and staff.
Analyze organizational situations from structural, human resource, political, and symbolic frames.
Demonstrate proven skill at budget preparation and control.
Effectively plan, schedule, organize, delegate, utilize resources, and take timely action.
Establish and maintain effective working relationships and interact successfully with all school district staff, patrons and labor representatives;
Perceive the needs and concerns of others; demonstrate skill in assisting others in resolving conflicts; and demonstrate experience in designing programs to assist others in meeting professional and organizational goals.
Use effective oral and written communication skills, including the ability to make effective presentations to large or small groups.
Demonstrate a proven ability to maintain collaborative working relationships with employee associations and/or unions.
Anticipate and respond quickly to problems; demonstrate skill at communicating insights and understanding of issues or problems.

Encourage and support innovations that align with District goals.
Constructively challenge standard approaches and seek improved processes.
Inspire and energize staff to achieve exceptional results.
Create and capitalize on an inclusive environment that values diverse skills, styles, perspectives and backgrounds.
Develop strong relationships, and build a positive culture; help staff understand and be recognized for their contributions.
Receive and act on constructive feedback; create an atmosphere of high expectations for self and others and a desire for continual improvement.
Assist with implementing a multi-tiered system of support that provides intervention and support for all learners.
Analyze student performance data, perceptual data, demographic data, and contextual data and respond with appropriate goals and strategies.
Lead the District toward accomplishing the goals of the District Strategic plan, mission and vision.

**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 15 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.

**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 employee regularly deals with angry and upset students, parents, and

community members. The employee must adjust to frequent interruptions in their work schedule. Evening and weekend work may be required. The employee may be required to travel (by car and/or plane) to a variety of locations.

## WORK SCHEDULE

This is a twelve (12) month, 260-day position.

## REPORTING RELATIONSHIPS

This position is evaluated by and reports directly to the Superintendent.

Position supervises assigned staff including certificated administrators and classified staff.

Position interacts regularly with the Superintendent; Assistant Superintendent of Human Resources; Chief Financial Officer; Executive Directors; special education and general education directors; Program administrators; Building Administrators; Human Resources, Business services, Communications, and Technology Services personnel; and administrative support staff. Position also interacts with various other certificated and classified staff throughout the district. Contacts with individuals outside of the district include but are not limited to parents, students, partner agency representatives, other school district representatives, and outside vendors; and occasional contact with local, state and federal government officials, outside social services organizations, and various community groups.

## REPRESENTATION

Non-Represented (Exempt)

## LEVEL OF COMPENSATION

Cabinet level: $150,800

Classification History:
Created 7/2016
Revised 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.

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

# Position Description

# LEARNING IMPROVEMENT OFFICER

**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. Additionally, the Learning Improvement Officer's are charged with supporting and leading efforts related to building support systems including but not limited to: graduation assurance, office manager professional learning and counseling model. While these support efforts are not instructional in nature, they have implications for district and school improvement efforts. 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 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. Provide essential collaboration in supporting larger district initiatives by participating/collaborating/leading system wide improvement efforts via committee work that support and enhance student achievement
6. Support principals in enhancing overall school culture by participating in school and district community and parent outreach efforts
7. 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.

8. Actively engaged in the Federal Way community by participating in both school and district events to enhance and continue to develop community/family partnerships
9. Provide and broker professional development for principals based on individual and group learning needs.
10. Support principals in assisting to build partnerships with parents in resolving school based concerns
11. Lead for racial equity by identifying systemic barriers and assisting to create culturally responsive and equitable systems for each students
12. Collaborate with a team of Learning Improvement Officers to share ideas and provide coherent and calibrated support to principals.
13. 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.
14. Analyze principals' observations of teachers and hold principals accountable for meaningful feedback that accurately reflects the performance of all teachers.
15. Conduct learning walkthroughs to ensure calibration to the instructional framework within and across schools.
16. Utilize a principal evaluation process to support principals' growth as instructional leaders.
17. 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.
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

**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**
$156,450

**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.*

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** cleonard@wspa.net; d.walters@eatonville.wednet.edu
**Subject:** RE: MEMBER REQUEST
**Date:** Friday, November 9, 2018 8:34:56 AM
**Attachments:** Director College and Career Programs 7,2017.docx

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Hope this helps

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

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**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Friday, November 9, 2018 8:09 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** MEMBER REQUEST

A few member requests for your consideration. Thanks!

Denise Walters from Eatonville School District is looking for a job description for a Career Coordinator or Graduation Specialist, either classified or certificated will work.

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

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

Thanks,

Curtis

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This email was sent to jhodson@fwps.org by cleonard@wspa.net

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

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# Director of High School and College Programs

HarlemRBI - New York, NY

DREAM (formerly known as Harlem RBI), an award-winning youth development and education program, is seeking a dynamic individual to serve as the Director of High School and College Programs , who will oversee the operations and continual development of programming for DREAM high schoolers, college students, and program alumni. The successful candidate will be a skilled leader and manager of youth development programs who has a desire to make a lasting impact in an underserved community.

Like all DREAM employees, the Director of High School and College Programs should demonstrate a strong commitment to the mission and values of DREAM and should have substantial expertise in all areas of responsibility.

**This position requires knowledge about State law and Board policies related to career and technical education (CTE) and school guidance and counseling, including graduation requirements. Incumbent must also be knowledgeable of college and career preparation programs, preferably K-12 programs. Incumbent must be skillful in providing consultation, training and coaching to counselors, teachers, administrators and other campus staff. This position requires effective analytical and problem-solving skills and the ability to collect, organize and analyze student data, utilizing productivity tools such as Excel, Power Point and student planning tools. Also required is demonstrated mastery of verbal, written, and interpersonal communication skills. Knowledge of workforce information and employer needs is also required. Incumbent will serve as instructional leader in development and improvement of instructional programs relating to counseling, college and career programs. This position supports a college and career-going culture and ensures graduates are fully ready for post-secondary success.**

**Roles and Responsibilities:**

Oversee day-to-day and long-term planning and program coordination for DreamWorks (9 th grade through 12 th grade) and Legends (post-high school and alumni) programming;
Supervise approximately 5 Program Coordinators in high school, college and alumni programs;
Collaborate with DREAM athletics staff to provide baseball & softball programming for high school youth;
Develop and implement age and grade-level appropriate milestones, milestone tracking systems, and program elements to drive these goals for 9 th -12 th grade and college-aged youth;
Oversee evaluation related to the High School and College Success Logic Models for high school and college-aged youth, including assessments related to Social-Emotional Competencies and College & Career Readiness;
Collaborate with the Data and Evaluation Team to ensure the effective use of evaluation techniques, the continuous improvement of programs and the communication of program efficacy;
Serve as an external face for DREAM's programs and be available to address any community, parent or participant concerns;
Collaborate with DREAM Leadership and Development Team to seek out external partnerships for programming activities and provide oversight and coordination of fundraising activities that involve

students;
Ensure that all programs stay on budget and that all resource needs are met;
Continuously review and enhance codified program documentation and curriculum;
Other duties as required.

## Major Responsibilities and Duties:

**Supports district counselors in all endeavors and advocates for district counseling program.**
**Coordinates, develops, and implements a comprehensive college and career readiness program for PK-12.**
**Collaborates with principals on the school counseling efforts to positively impact student achievement and postsecondary planning.**
**Uses and helps other to use district, school, and student data appropriately in interpreting, reporting and acting on results.**
**Develops partnerships with non-district personnel and institutions of higher learning to augment the resources available to students through the school counseling program including, but not limited to, dual credit opportunities, institutions of higher education, college/career fairs, and financial aid events.**
**Develops College and Career Pathways unique to the needs of students in collaboration with the campus staff, community input and labor market demands to develop coherent sequences of courses in multiple areas.**
**Collaborates with postsecondary institutions for articulation of dual credit courses and serves as a liaison to higher education partners.**
**Builds common visions for program improvement with principal and staff at each campus; directing planning activities with staff to ensure attainment; identifies, analyzes, and applies research findings to promote College and Career Pathways.**
**Oversees administration of testing associated with college admissions process (SAT, ACT, PSAT and AP exams).**
**Provides district leadership in current college admissions practices by staying up-to-date on all standardized testing used in the admissions process, collaborating with standardized testing agencies.**
**Establish and maintain relationships with college admissions offices, recruiters from two and four year colleges, trade schools, military, and alternative programs.**
**Maintains a College & Career Readiness website.**
**Respond to parent inquiries about CCR.**
**Plan and coordinate parent and community informational meetings regarding dual credit opportunities, advanced academics, etc.**
**Develop yearly budgets and organize district-wide College and Career programs.**

**Develop professional development activities for College and Career staff and teachers that**
**align with district goals.**
**Facilitate the establishment of programs to increase high school completion.**
**Develop and coordinate Master Schedule Process and work collaboratively with campus**
**principals through process.**
**Oversee development of Secondary Academic Handbook and C&I Newsletter.**

**Qualifications:**
Bachelor's degree required, Masters preferred in Education, Social Work, or other related fields;
5-7 years of nonprofit youth program management;
Proven leadership skills, with experience managing a team and holding them accountable towards high expectations;
Strategic program thinker dedicated to achieving outcomes through quality programs;
Experience promoting programs to private and public funding sources;
Has an entrepreneurial spirit and an interest in growing a founding team;
Spanish speaking strongly preferred;
Adaptable, flexible, great at problem-solving and poised in crisis;
Belief in the value of sports and teams as a driver in youth development;
Have strong experience in using data to evaluate programs and their impact;

## Qualifications:
## Education/Certification:
**Master's Degree**
**Valid Texas Principal Certification**
## Experience:
**A minimum of five years experience in a public education setting as a teacher, counselor, administrator or closely related position in college and career preparation programs is required.**
## Special Knowledge/Skills:
**Knowledge of all applicable federal, state, and local laws, guidelines and procedures, regarding career and technical education.**
**Knowledge of curriculum and instruction.**
**Knowledge of current educational principles, practices and procedures in program development, staff training, instruction and assessing program needs in career and technical**
**education.**
**Knowledge of budgetary management.**
**Knowledge of acceptable supervisory practices.**
## Director of College and Career Readiness
## JOB DESCRIPTION
**Skill in communicating effectively with others including making oral and written presentations.**
**Proficient in computer applications and supporting equipment and software.**

**Hours:**
Approximately 10:30am-6: 30pm , with some evenings and weekend hours

**Compensation:**
Salary is highly competitive and commensurate with experience. All full-time employees receive an

excellent benefits package including health and dental insurance, a 403(B) retirement account, life insurance, twenty days paid vacation per year and access to a full range of social services through our Employee Assistance Program.

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** cdombkowski@nkschools.org; cleonard@wspa.net
**Subject:** FW: MEMBER REQUEST
**Date:** Friday, November 9, 2018 11:19:43 AM
**Attachments:** Chief Academic Officer REVISED 12.13.16.docx

---

**From:** Janet Hodson
**Sent:** Friday, November 9, 2018 8:20 AM
**To:** 'cleonard@wspa.net' <cleonard@wspa.net>; 'CDOMKOWSKI@nkschools.org' <CDOMKOWSKI@nkschools.org>
**Subject:** RE: MEMBER REQUEST

We do not have an executive director of TFL, we have a Chief.
We do not have any of the other position you listed.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Friday, November 9, 2018 8:13 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** MEMBER REQUEST

Camilla Dombkowski from North Kitsap School District is looking for job descriptions for the following:

Assistant Superintendent of Teaching and Learning

Executive Director of Teaching and Learning

Assistant Director of Human Resources

Assistant Director of Payroll

Please send your responses directly to: CDOMKOWSKI@nkschools.org

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

Thanks,

Curtis

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FEDERAL WAY PUBLIC SCHOOLS

# Position Description

# CHIEF ACADEMIC OFFICER

**POSITION SUMMARY:** The Chief Academic Officer (CAO) serves as an executive cabinet team member and advisor to the Superintendent and District leadership team on instructional leadership and management issues. The Chief Academic Officer has overall leadership responsibility for district-wide teaching and learning efforts, including Teaching for Learning directors and coordinators. The CAO leads the development, implementation and revision of a guaranteed and viable curriculum, implementation of signature strategies within the strategic plan and achievement of the goals within the strategic plan, comprehensive professional development, and the creation of resources & tools that supports teachers, principals, central office leaders and support staff in increasing student achievement for ALL students. The CAO utilizes a social justice lens and designs systems to improve learning for ALL students while closing opportunity gaps. A key function of this position is to effectively support all buildings in achieving established accountability targets for student achievement, and to assist the Superintendent in achieving established District goals in the District's Strategic Plan.

**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.

**Effective Leadership – Supporting School Principals, Teachers, and Support Staff:**

- Implement the Federal Way Public School's Strategic plan, goals and signature strategies; support the Theory of Action with short term and long term plans; influence, establish and sustain a department culture conducive to continuous improvement and support of staff; provide ongoing professional development and training.
- Innovate and initiate ideas and actions that support all schools having robust, aligned, coordinated and articulated instruction in every classroom.
- Direct, evaluate and provide leadership by ensuring a P-12 Guaranteed and Viable Standards Based Curriculum and Instructional package for all content areas, Professional Learning, Assessment, Early Learning, Beginning Teacher Assistance Program, National Board, Professional Certification, Instructional Coaching, ELL, Title 1, LAP, Advanced Programs, Highly Capable Services, and Career and Technical Education.
- Provide strong and collaborative leadership both within the Teaching for Learning Department, across other departments, and with schools to ensure coherent and effective implementation of all District functions; actively nurture and support the continued development of collaborative decision-making strategies.
- Understand the importance of and the "how to" of effectively communicating Teaching for Learning efforts across the district to various stakeholders

(principals, teachers, support staff, and other District departments) so at every level, staff are equipped with the information they need to successfully enact initiatives.

- Promote the District's mission, vision and foundational beliefs, and the attainment of increased academic achievement and accountability for all students; serve as an advocate for students; foster the active engagement of parents and the community with the early childhood and Pre/ K-12 educational system; identify and take effective action to eliminate disproportionality and to develop positive school climates.
- Provide leadership in monitoring, and evaluating the District's Strategic Plan; provide administrative oversight for the preparation and completion of reports and interpretations of related data for effective decision-making by administrators, the Board and the Superintendent.
- Is culturally responsive, deeply holding the belief that ALL students can learn and ensure that the lens of equity is integrated in curriculum, instruction, assessment, and professional learning.
- Provide direction and maintain up-to-date knowledge of best practices in all aspects of Pre/K-12 education; participate in on-going professional development to enhance professional skills; serve as a liaison between the District and other educational agencies in the development and coordination of professional development.
- Provide leadership in maximizing utilization of all resources to achieve high quality learning and working environments.
- May serve on District bargaining teams.
- May serve as Superintendent's designee as assigned; serve on executive cabinet; research, prepare and analyze reports and other information for the Board at the request of the Superintendent.

**Supports Quality Teaching and Learning:**

- Demonstrate experience in coaching and support of principals, and principal supervisors as instructional leaders.
- Support District efforts in developing effective teacher and principal evaluation processes and practices in collaboration with Human Resources.
- Collaborate closely with special education and instructional technology to ensure instructional efforts are integrated and seamless.
- Oversee program planning, implementation, and evaluation of categorical programs; oversee Career and Technical Education programs; oversee the Consolidated Program Review; oversee the development of state grants, state and federal program, and fiscal audits.
- Develop and administer departmental budgets to provide fiscal support for schools as appropriate and when aligned with School Improvement Plans, AYP status, District vision and mission and best practices.
- Direct special projects assigned by the Superintendent and conduct and/or facilitate Board presentations as requested.

**Assures System-Wide Improvement:**

- Manage and provide oversight to District curriculum revisions, adoptions and production of associated documents.
- Manage and provide oversight for all instructional core and supplemental resources and materials.

- Manage and provide oversight for development or selection, implementation, and evaluation of District student achievement assessment tools.
- Manage and provide oversight to data collection and analyses related to demographic, perceptual, contextual and achievement measurements.
- Initiate and coordinate activities and/or organization of work groups to study issues and recommend actions to assure continued enhancement of district-wide programs.
- Participate in the development of proposed changes to school boundaries as well as the location of special programs within schools.
- Partner with the Communications Department to develop timely and informative communication for students, parents, and staff regarding District initiatives as they relate to teaching and learning.

**Develop and Maintain Clear and Collaborative Relationships:**

- Participate with the Superintendent and other cabinet members to ensure the development and maintenance of a positive educational program that meets the needs of learners and is consistent with the policies and direction of the Board of Directors.
- Partner closely with building administrators, the Association, and teaching staff on the implementation of district-wide initiatives.
- Advise and assist administrators in addressing community, parent, student, and staff concerns.
- Participate in the development, implementation and monitoring of the District Strategic Plan, Board Ends, and Executive Limitations.
- Respond to staff, parent, and community questions and concerns. Serve as an articulate, informed spokesperson for the District at both formal and informal speaking engagements and in the development of written documents describing District programs.
- Attend Board meetings and work studies and prepare reports as required.

## MINIMUM QUALIFICATIONS

**Education and Experience**

Master's Degree or higher required in educational administration or related field
Three (3) years of successful principal experience
Three (3) years of successful experience as a central office administrator at the director and/or executive director level

## ADDITIONAL QUALIFICATIONS

Possess a valid teaching certificate
Possess Principal certificate or ESA credential
Possess a Washington Superintendent endorsement or willingness to gain one if selected for this position
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
Demonstrated skill and fluency in the use of the teacher evaluation system and the principal evaluation system
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:**
Criminal background clearance
Washington State driver's license - proof of insurance and automobile available for use
Must be willing to attend evening and weekend meetings

**DEMONSTRATED KNOWLEDGE AND PROFICIENCY:**
Effective and innovative school and District improvement initiatives; teaching and learning strategies effective in closing the instructional gap, and grounded in principles and practices of emerging curriculum and instruction; effective application of technology to enhance teaching and learning, Common Core State Standards, and demonstrated success as an educational leader.
Organizational theory and its application in large school districts, including familiarity with "systems thinking".
Current trends, research, and accountability measures, processes and best practices in curriculum, instruction, assessment and effective school operations.
Applicable laws, rules, policies, and procedures related to assigned responsibilities.
Maintaining standards for high professional performance and development of administrative staff.

**ABILITY TO:**
Lead complex change and District initiatives with strong buy-in and collaboration with District and building administrators and staff.
Analyze organizational situations from structural, human resource, political, and symbolic frames.
Demonstrate proven skill at budget preparation and control.
Effectively plan, schedule, organize, delegate, utilize resources, and take timely action.
Establish and maintain effective working relationships and interact successfully with all school district staff, patrons and labor representatives;
Perceive the needs and concerns of others; demonstrate skill in assisting others in resolving conflicts; and demonstrate experience in designing programs to assist others in meeting professional and organizational goals.
Use effective oral and written communication skills, including the ability to make effective presentations to large or small groups.
Demonstrate a proven ability to maintain collaborative working relationships with employee associations and/or unions.
Anticipate and respond quickly to problems; demonstrate skill at communicating insights and understanding of issues or problems.

Encourage and support innovations that align with District goals.
Constructively challenge standard approaches and seek improved processes.
Inspire and energize staff to achieve exceptional results.
Create and capitalize on an inclusive environment that values diverse skills, styles, perspectives and backgrounds.
Develop strong relationships, and build a positive culture; help staff understand and be recognized for their contributions.
Receive and act on constructive feedback; create an atmosphere of high expectations for self and others and a desire for continual improvement.
Assist with implementing a multi-tiered system of support that provides intervention and support for all learners.
Analyze student performance data, perceptual data, demographic data, and contextual data and respond with appropriate goals and strategies.
Lead the District toward accomplishing the goals of the District Strategic plan, mission and vision.

**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 15 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.

**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 employee regularly deals with angry and upset students, parents, and

community members. The employee must adjust to frequent interruptions in their work schedule. Evening and weekend work may be required. The employee may be required to travel (by car and/or plane) to a variety of locations.

## WORK SCHEDULE

This is a twelve (12) month, 260-day position.

## REPORTING RELATIONSHIPS

This position is evaluated by and reports directly to the Superintendent.

Position supervises assigned staff including certificated administrators and classified staff.

Position interacts regularly with the Superintendent; Assistant Superintendent of Human Resources; Chief Financial Officer; Executive Directors; special education and general education directors; Program administrators; Building Administrators; Human Resources, Business services, Communications, and Technology Services personnel; and administrative support staff. Position also interacts with various other certificated and classified staff throughout the district. Contacts with individuals outside of the district include but are not limited to parents, students, partner agency representatives, other school district representatives, and outside vendors; and occasional contact with local, state and federal government officials, outside social services organizations, and various community groups.

## REPRESENTATION

Non-Represented (Exempt)

## LEVEL OF COMPENSATION

Cabinet level: $150,800

Classification History:
Created 7/2016
Revised 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.

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@wspa.net
**Subject:** RE: Member Request: North Kitsap email address correction
**Date:** Friday, November 9, 2018 11:19:54 AM

---

Thank you!

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Friday, November 9, 2018 11:01 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** Member Request: North Kitsap email address correction

Hello WSPA Members,

Please see the corrected email addres for Camilla Dombkowski from North Kitsap School District. She is looking for job descriptions for the following:

- Assistant Superintendent of Teaching and Learning
- Executive Director of Teaching and Learning
- Assistant Director of Human Resources
- Assistant Director of Payroll

Please send your responses directly to:

cdombkowski@nkschools.org

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

Thanks,

Curtis

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**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: Registration now open: WSPA Annual Conference
**Date:** Thursday, November 15, 2018 9:59:37 AM

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Jennifer
We want to register 7 people (5 rooms) but we need to get clearance from our Superintendent. Last year she was concerned about the three admin out at the same time, although we feel that we all benefit from attending this conference annually.

Can we register now and if we have to cancel one or two from the conference, is there a penalty? What about canelling rooms? Penalty?

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Monday, November 12, 2018 1:32 PM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** Registration now open: WSPA Annual Conference

Hello,

WSPA and Region 2 are pleased to announce that registration to the Annual Conference 2019 is now open!

We encourage you to attend this valuable and meaningful conference.
Each day provides relevant and useful sessions, the chance to meet with State partners and vendors,
and most importantly -- the opportunity to make connections and build relationships with your colleagues.

- **Pre-conference: Sunday, February 24,2019**
- **Conference: February 25-27, 2019**
- **Three Rivers Convention Center - Kennewick**

**Please join us for the pre-conference session: "Grow Your Own" Teacher Academy**

- "Grow Your Own" Teacher Academy
- Presenters: Franklin Pierce School District
- Sunday, February 24, 2018
- 1:30-4:30 pm
- $75.00

**Conference sessions to include:**

- Post-Strike Relationship Building
- Sick Leave
- Paid Family Leave
- Alternate Routes to Certification
- Paraeducator Testing
- Non-Renewal of Administrators
- Employees and Social Media
- How to Communicate Legislative Changes
- Equity and Recruitment
- Transgender Employees and the Classroom Experience
- Fiscal and HR Implications of SEBB
- Best Practices: RIF and Budget Cuts
- Onboarding and Paperless Hiring Practices
- **Final agenda coming soon!**

**Optional Evening Activity: Paint n' Sip Night**

- On Monday evening, attendees will have the opportunity to attend a Paint n' Sip activity
- $10 registration fee
- Registration fee includes all supplies, one drink ticket, light appetizers, and evening of fun and creativity.

**Please click here to register and for conference details**

We look forward to seeing you there!

Region 2
Washington School Personnel Association

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**From:** admin@wspa.net
**To:** jhodson@fwps.org
**Subject:** RE: Registration now open: WSPA Annual Conference
**Date:** Thursday, November 15, 2018 10:08:45 AM

---

Hi Janet,

We can certainly cancel and either refund payment or void invoice for anyone who is unable to attend. We typically do not offer full refunds the week prior, but we also understand the emergent nature of issues at districts and would be happy to work with you if something comes up after the cancellation period. We can make it work!

I will check in with the hotel regarding their cancellation policy for these group rooms and will forward you the response as soon as received.

Thank you,

Jennifer

---

**From:** Janet Hodson [mailto:jhodson@fwps.org]
**Sent:** Thursday, November 15, 2018 10:00 AM
**To:** admin@wspa.net
**Subject:** RE: Registration now open: WSPA Annual Conference

Jennifer
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Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
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Region 2

Washington School Personnel Association

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**From:** admin@wspa.net
**To:** jhodson@fwps.org
**Subject:** RE: Registration now open: WSPA Annual Conference
**Date:** Thursday, November 15, 2018 10:40:57 AM

---

Janet,

I heard back from the hotel – please let me know if you have any other additional questions.

Individual reservations must be cancelled 48 hours prior to arrival at both hotels.

Thank you,

jennifer

---

**From:** admin@wspa.net
**Sent:** Thursday, November 15, 2018 10:09 AM
**To:** 'Janet Hodson' <jhodson@fwps.org>
**Subject:** RE: Registration now open: WSPA Annual Conference

Hi Janet,

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Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Monday, November 12, 2018 1:32 PM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** Registration now open: WSPA Annual Conference

Hello,

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- Presenters: Franklin Pierce School District
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**Please click here to register and for conference details**

We look forward to seeing you there!

Region 2
Washington School Personnel Association

---

This email was sent to jhodson@fwps.org by 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
**Subject:** RE: Registration now open: WSPA Annual Conference
**Date:** Thursday, November 15, 2018 4:40:20 PM

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Washington School Personnel Association

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United States

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**From:** admin@wspa.net
**To:** jhodson@fwps.org
**Subject:** RE: Registration now open: WSPA Annual Conference
**Date:** Thursday, November 15, 2018 5:14:51 PM

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**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** admin@wspa.net
**Subject:** HELP
**Date:** Thursday, November 15, 2018 5:33:47 PM

---

Jennifer
Do you think there is any way I can make a room reservation at the Icicle Inn for July 22-26 for HELP yet? Again, I am trying to ensure that our employee with disability can reserve a WALK-IN SHOWER.

Janet Hodson
Federal Way Public Schools
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**From:** admin@wspa.net
**To:** jhodson@fwps.org
**Subject:** RE: HELP
**Date:** Friday, November 16, 2018 7:29:51 AM

---

Janet,

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**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: HELP
**Date:** Friday, November 16, 2018 8:03:38 AM

---

Thank you Jennifer. Once I receive that information, we will work with Icicle Inn to assure them we will be there. I appreciate you effort.

Janet Hodson
Federal Way Public Schools
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**Subject:** RE: Registration now open: WSPA Annual Conference
**Date:** Friday, November 16, 2018 8:44:21 AM

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**Subject:** Re: Registration now open: WSPA Annual Conference
**Date:** Friday, November 16, 2018 8:47:46 AM

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<image001.jpg>

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<image002.jpg>

<image003.jpg>

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: Registration now open: WSPA Annual Conference
**Date:** Friday, November 16, 2018 12:04:23 PM

---

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**Subject:** RE: Registration now open: WSPA Annual Conference

Jennifer,
Thanks for checking into this for me. We will proceed with making our reservations. The reason I need to get them done so quickly is one of our employees (who is in HELP) has a disability and she called the hotel to make sure they had "walk in showers" in the rooms and they only have a few rooms at Icicle Creek Inn. We want to get one reserved.
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Thanks for checking into this for me.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Thursday, November 15, 2018 10:41 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** RE: Registration now open: WSPA Annual Conference

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I heard back from the hotel – please let me know if you have any other additional questions.

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Thank you,

jennifer

---

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Thank you,

Jennifer

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**From:** Janet Hodson [mailto:jhodson@fwps.org]
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**To:** admin@wspa.net
**Subject:** RE: Registration now open: WSPA Annual Conference

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Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Monday, November 12, 2018 1:32 PM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** Registration now open: WSPA Annual Conference

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- "Grow Your Own" Teacher Academy
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- $75.00

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- Registration fee includes all supplies, one drink ticket, light appetizers, and evening of fun and creativity.

**Please click here to register and for conference details**

We look forward to seeing you there!

Region 2
Washington School Personnel Association

<image001.jpg>

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<image002.jpg>

<image003.jpg>

**From:** admin@wspa.net
**To:** jhodson@fwps.org
**Subject:** RE: HELP
**Date:** Saturday, November 17, 2018 1:04:30 PM

---

Janet,

A room is reserved at the Icicle Inn for Megan Ristine. It is currently being held against the WSPA master account and we can work out your district paying by credit card onsite or prior to the event. All taken care of!

Thank you,

Jennifer

---

**From:** admin@wspa.net
**Sent:** Friday, November 16, 2018 7:30 AM
**To:** 'Janet Hodson' <jhodson@fwps.org>
**Subject:** RE: HELP

Janet,

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I will forward you the confirmation/response when received.

Thank you,

Jennifer

---

**From:** Janet Hodson [mailto:jhodson@fwps.org]
**Sent:** Thursday, November 15, 2018 5:34 PM
**To:** admin@wspa.net
**Subject:** HELP

Jennifer
Do you think there is any way I can make a room reservation at the Icicle Inn for July 22-26 for HELP yet? Again, I am trying to ensure that our employee with disability can reserve a WALK-IN SHOWER.

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:** admin@wspa.net
**Cc:** Megan Ristine
**Subject:** RE: HELP
**Date:** Sunday, November 18, 2018 5:03:12 PM

---

Thank you.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** admin@wspa.net <admin@wspa.net>
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**To:** Janet Hodson <jhodson@fwps.org>
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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:** admin@wspa.net
**Subject:** RE: Registration now open: WSPA Annual Conference
**Date:** Monday, November 19, 2018 10:26:03 AM

---

Hi Jennifer
Our office manager said that she has secured rooms for our staff at the Hilton Garden Inn. In the notes she requested one room with a walk in shower. I may need your help in making sure they can make this accommodation. I am going to have my office manager call them to make sure they see our note. If there are issues, I will let you know.

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Federal Way Public Schools
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**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Friday, November 16, 2018 8:48 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** Re: Registration now open: WSPA Annual Conference

Janet,

Please let me know if you have any trouble securing an appropriate room in Kennewick and I am happy to reach out to the hotel.

Jennifer Tottenham

On Nov 16, 2018, at 8:44 AM, Janet Hodson <jhodson@fwps.org> wrote:

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>
> Janet Hodson
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Washington School Personnel Association

<image001.jpg>

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<image002.jpg>

<image003.jpg>

**From:** admin@wspa.net
**To:** jhodson@fwps.org
**Subject:** RE: Registration now open: WSPA Annual Conference
**Date:** Monday, November 19, 2018 10:46:34 AM

---

Thank you, Janet. I will go ahead and email our contact there just to confirm as well.

---

**From:** Janet Hodson [mailto:jhodson@fwps.org]
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Washington School Personnel Association

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<image002.jpg>

<image003.jpg>

**From:** admin@wspa.net
**To:** jhodson@fwps.org
**Subject:** Icicle Inn confirmation for July 2019
**Date:** Monday, November 19, 2018 10:47:55 AM

---

Icicle Inn confirmation for Megan is below. Please let me know if you need anything else!

Jennifer

---

**From:** Stephaine Potter [mailto:stephaine@iciclevillage.com]
**Sent:** Monday, November 19, 2018 7:57 AM
**To:** admin@wspa.net
**Subject:** RE: Event Information request: July 2019

**Confirmation #2912859, all set up for you.**

Thank you!

---

**From:** admin@wspa.net [mailto:admin@wspa.net]
**Sent:** Saturday, November 17, 2018 1:03 PM
**To:** Stephaine Potter <stephaine@iciclevillage.com>
**Subject:** RE: Event Information request: July 2019

The attendees name is Megan Ristine. Thank you!

---

**From:** Stephaine Potter [mailto:stephaine@iciclevillage.com]
**Sent:** Friday, November 16, 2018 9:06 AM
**To:** admin@wspa.net
**Subject:** RE: Event Information request: July 2019

Hi Jennifer,

I am happy to do that reservation for the attendee. Do you want me to put a name on it or just hold the room for now?

Thank you,
Stephaine Potter
Conference Services Manager
stephaine@iciclevillage.com
(O) 855.888.2272 (F) 509.888.2271
**Icicle Village Resort**
505 Hwy 2
Leavenworth, WA 98826
Hotel 509.548.7000 Reservations 800.961.0162

**From:** admin@wspa.net [mailto:admin@wspa.net]
**Sent:** Friday, November 16, 2018 7:28 AM
**To:** Nick Sowle <nick@iciclevillage.com>; Stephaine Potter <stephaine@iciclevillage.com>
**Subject:** FW: Event Information request: July 2019

Nick and Stephaine,

We have an attendee with a disability who will require a walk-in shower. Is there any way we can reserve her room now to ensure she is able to get an ADA room for the week with this shower accommodation for the week? The room can be reserved under the master bill and we will arrange credit card payment with her school district.

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:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** cleonard@wspa.net; rosie.burns@mercerislandschools.org
**Subject:** RE: MEMBER REQUEST
**Date:** Monday, November 19, 2018 12:10:42 PM

---

Rosie
FWPS has one pay level but is very interested in having different levels. I know HSD had multiple levels and I liked that.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Monday, November 19, 2018 11:12 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** MEMBER REQUEST

Rosie Burns from Mercer Island School District is asking the following:

We currently have one level of paraprofessional and are curious to hear from districts that have different levels of para based on duties (i.e. student supervisor, special ed para, etc.)
What benefits have you experienced? (recruiting, retention, etc.)
What challenges does this impose? (flexibilty in para use and/or payroll/record keeping, etc.)

Please send your response directly to: rosie.burns@mercerislandschools.org

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

Thanks,

---

This email was sent to jhodson@fwps.org by cleonard@wspa.net

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**From:** Tara Lofton on behalf of Tara Lofton <tlofton@fwps.org>
**To:** admin@wspa.net
**Subject:** Registration now open: Employee Misconduct and Investigations
**Date:** Monday, November 19, 2018 2:32:12 PM
**Attachments:** image003.png
**Importance:** High

---

Good Afternoon:

I need to register myself and three others for the workshop on December 7th. Unfortunately, I am unable to get logged in. The system is not accepting my password nor my username.

Can you assist me?

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
Follow us on Twitter: @FWPSCareers
Click here to learn about FWPS Career Opportunities

CONFIDENTIALITY NOTICE: This email, any and all attachments hereto, and all information contained and conveyed herein may contain and be deemed confidential, privileged and/or work product information. If you have received this email in error, please delete and destroy all electronic, hard copy and any other form immediately. It is illegal to intentionally intercept, endeavor to intercept or procure any other person to intercept or endeavor to intercept, any wire, oral or electronic communication.

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Thursday, November 15, 2018 7:02 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** Registration now open: Employee Misconduct and Investigations

Hello,

Registration is now open to attend the Employee Misconduct and Investigations Workshop.

- December 7, 2018
- 9:00 am - 2:30 pm
- DoubleTree Suites by Hilton at Southcenter in Tukwila, Washington

This workshop will cover the basics of employee discipline and misconduct investigations.

This session includes discussion from sample cases, hypothetical and real-life examples, along with practical tips and guidance for dealing with a range of discipline and conduct issues.

Please click here for registration and conference information.

Thank you,

Jennifer Tottenham
Washington School Personnel Association

---

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**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** admin@wspa.net
**Cc:** Megan Ristine; Manal Tirhi
**Subject:** RE: Icicle Inn confirmation for July 2019
**Date:** Monday, November 19, 2018 2:35:48 PM

---

Thank you so much Jennifer. We will refer to this information when we book our HELP reservations.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

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Jennifer

---

**From:** Stephaine Potter [mailto:stephaine@iciclevillage.com]
**Sent:** Monday, November 19, 2018 7:57 AM
**To:** admin@wspa.net
**Subject:** RE: Event Information request: July 2019

**Confirmation #2912859, all set up for you.**

Thank you!

---

**From:** admin@wspa.net [mailto:admin@wspa.net]
**Sent:** Saturday, November 17, 2018 1:03 PM
**To:** Stephaine Potter <stephaine@iciclevillage.com>
**Subject:** RE: Event Information request: July 2019

The attendees name is Megan Ristine. Thank you!

---

**From:** Stephaine Potter [mailto:stephaine@iciclevillage.com]
**Sent:** Friday, November 16, 2018 9:06 AM
**To:** admin@wspa.net
**Subject:** RE: Event Information request: July 2019

Hi Jennifer,

I am happy to do that reservation for the attendee. Do you want me to put a name on it or just hold the room for now?

Thank you,

Stephaine Potter
Conference Services Manager
stephaine@iciclevillage.com
(O) 855.888.2272 (F) 509.888.2271
**Icicle Village Resort**
505 Hwy 2
Leavenworth, WA 98826
Hotel 509.548.7000 Reservations 800.961.0162

---

**From:** admin@wspa.net [mailto:admin@wspa.net]
**Sent:** Friday, November 16, 2018 7:28 AM
**To:** Nick Sowle <nick@iciclevillage.com>; Stephaine Potter <stephaine@iciclevillage.com>
**Subject:** FW: Event Information request: July 2019

Nick and Stephaine,

We have an attendee with a disability who will require a walk-in shower. Is there any way we can reserve her room now to ensure she is able to get an ADA room for the week with this shower accommodation for the week? The room can be reserved under the master bill and we will arrange credit card payment with her school district.

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:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** mmcafee@fpschools.org; cleonard@wspa.net
**Subject:** FW: MEMBER REQUEST
**Date:** Monday, November 19, 2018 7:50:57 PM

---

Mandee
Read the answers below in your original message. Hope this helps.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** Janet Hodson <jhodson@fwps.org>
**Sent:** Monday, November 19, 2018 12:09 PM
**To:** Tina Fraser <tfraser@fwps.org>
**Subject:** FW: MEMBER REQUEST

Tina
Can you answer the questions you can below and reply back to me?
Thank you.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Monday, November 19, 2018 11:10 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** MEMBER REQUEST

Hello WSPA members! Due to our schedule with the holiday, we are sendign out Member requests today. Thanks for the help!

Mandie McAfee from Franklin Pierce is asking the following:

> Franklin Pierce is trying to come up with a better process for our contracted employees (through an agency). I would greatly appreciate giving answers to the 5 questions below to help us determine what other districts are doing.
>
> Examples would include:

- Contracted certificated - teachers, OT, PT, SLP, YMCA workers, etc.
- Contracted classified - behavior tech, LPN, etc.
- Personal Service Contracts with individuals

1. Do they receive a new employee orientation?

   Yes for agency SpEd certified staff

   Yes for agency classified nurse staff, interpreters and those on long-term assignments

   No for behavior techs and other agency staff we deem to be short term substitutes

2. For contracted people - does the district fingerprint or accept that the "contracting agency" completed this? (example contracted OT/PT) –

   District verifies SpEd agency staff fingerprinting is on file with OSPI, if not, district fingerprints

3. Do they require Personal Service contractors to fingerprint? (example DJ for school dance)

   SpEd agency staff with unsupervised access to students are fingerprinted, as well as those with supervised access that work hands-on with students (paras and BT)

4. Whose authority can give them access to:

- Email – SpEd cert agency staff are automatically assigned email, as are cert nurses and interpreters. SpEd Support Generalist can request email for others upon their supervisor's request
- Assigned technology – SpEd cert agency staff are automatically assigned a laptop. SpEd Support Generalist can provide laptop, Ipad, etc, to SpEd class agency staff upon their supervisor's request

o Acceptable use form needed? Yes, for all SpEd staff assigned email and computer access. They are given this form at orientation

- District systems (Skyward, IEP online, etc.) Synergy SE

4. What type of communication tools are used to establish them as an "employee" (meaning keys, name badge, etc); grant access (if any); District badge, keys if required per position

and communicate when they are no longer providing services (any access should be shut down? any materials items returned?)? Agency rep is notified when service is terminated. Agency notifies staff. Sometimes agency rep picks up keys, badge and computer equipment and returns them to district office. Sometimes the agency tells the staff to return keys to school, and badge and computer to district office.

Please send your response to these questions directly to: mmcafee@fpschools.org

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

Thanks,

---

This email was sent to jhodson@fwps.org by 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:** admin@wspa.net
**Subject:** FW: Registration now open: Employee Misconduct and Investigations
**Date:** Tuesday, November 20, 2018 10:38:01 AM
**Attachments:** image003.png
**Importance:** High

---

Hi Jennifer:

I am writing again to follow-up on my email from yesterday and my voicemail message. I'm having issues logging onto to register for the December 7th workshop.

Can you assist?

Good Afternoon:

I need to register myself and three others for the workshop on December 7th. Unfortunately, I am unable to get logged in. The system is not accepting my password nor my username.

Can you assist me?

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Thursday, November 15, 2018 7:02 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** Registration now open: Employee Misconduct and Investigations

Hello,

Registration is now open to attend the Employee Misconduct and Investigations Workshop.

- December 7, 2018
- 9:00 am - 2:30 pm
- DoubleTree Suites by Hilton at Southcenter in Tukwila, Washington

This workshop will cover the basics of employee discipline and misconduct investigations. This session includes discussion from sample cases, hypothetical and real-life examples, along with practical tips and guidance for dealing with a range of discipline and conduct issues.

Please click here for registration and conference information.

Thank you,

Jennifer Tottenham
Washington School Personnel Association

---

This email was sent to jhodson@fwps.org by admin@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:** admin@wspa.net
**Subject:** FW: Employee Discipline and Misconduct Investigations Workshop 2018 Form Submitted
**Date:** Tuesday, November 20, 2018 10:53:36 AM
**Attachments:** image001.png

---

Hello Jennifer:

Will you please send me an invoice for the following folks to register for the Workshop on December 7th.

Dan Dizon – WSPA member $150
Desiree Thomas – non WSPA member $200
Amanda Michaels – non WSPA member $200

I keep getting an error message on the website when I try to register them. Not sure why, but I was able to register myself.

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Tuesday, November 20, 2018 10:51 AM
**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** Employee Discipline and Misconduct Investigations Workshop 2018 Form Submitted

Dan,

Thank you for registering yourself to attend the Employee Discipline and Misconduct Investigations Workshop.

This is your receipt for your registration.

Your information provided is as follows:

District: Federal Way Public Schools

Registrant Name: Dan Dizon

Registration Information:

Receipt Date:11/20/2018 13:50:59

Member Type:

Receipt ID: 13441879

Total Payment Amount: $0.00

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:** | Tara Lofton on behalf of Tara Lofton <tlofton@fwps.org> |
| **To:** | admin@wspa.net |
| **Subject:** | FW: Employee Discipline and Misconduct Investigations Workshop 2018 Form Submitted |
| **Date:** | Tuesday, November 20, 2018 11:03:16 AM |
| **Attachments:** | image001.png |

Please see below in red

**From:** Tara Lofton <tlofton@fwps.org>
**Sent:** Tuesday, November 20, 2018 10:54 AM
**To:** admin@wspa.net
**Subject:** FW: Employee Discipline and Misconduct Investigations Workshop 2018 Form Submitted

Hello Jennifer:

Will you please send me an invoice for the following folks to register for the Workshop on December 7th.

Dan Dizon – WSPA member $150 (registered but not paid)
Desiree Thomas – non WSPA member $200 (registered but was only able to pay $50)
Amanda Michaels – non WSPA member $200 (registered but not paid)

I keep getting an error message on the website when I try to register them. Not sure why, but I was able to register myself.

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Tuesday, November 20, 2018 10:51 AM
**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** Employee Discipline and Misconduct Investigations Workshop 2018 Form Submitted

Dan,

Thank you for registering yourself to attend the Employee Discipline and Misconduct Investigations Workshop.

This is your receipt for your registration.

Your information provided is as follows:

District: Federal Way Public Schools

Registrant Name: Dan Dizon

Registration Information:

Receipt Date:11/20/2018 13:50:59

Member Type:

Receipt ID: 13441879

Total Payment Amount: $0.00

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@wspa.net
**To:** Tara Lofton
**Subject:** RE: Registration now open: Employee Misconduct and Investigations
**Date:** Tuesday, November 20, 2018 12:15:53 PM
**Attachments:** image002.png

---

Tara,

My apologies for the trouble – please let me know who you need to register and I am happy to process them on your behalf.

May I ask what kind of error message you are getting? Is it when you login to WSPA or specific to the conference "register others" page? Please let me know and I will keep troubleshooting!

Thank you,

Jennifer

---

**From:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Tuesday, November 20, 2018 10:38 AM
**To:** admin@wspa.net
**Subject:** FW: Registration now open: Employee Misconduct and Investigations
**Importance:** High

Hi Jennifer:

I am writing again to follow-up on my email from yesterday and my voicemail message. I'm having issues logging onto to register for the December 7th workshop.

Can you assist?

Good Afternoon:

I need to register myself and three others for the workshop on December 7th. Unfortunately, I am unable to get logged in. The system is not accepting my password nor my username.

Can you assist me?

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Thursday, November 15, 2018 7:02 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** Registration now open: Employee Misconduct and Investigations

Hello,

Registration is now open to attend the Employee Misconduct and Investigations Workshop.

- December 7, 2018
- 9:00 am - 2:30 pm
- DoubleTree Suites by Hilton at Southcenter in Tukwila, Washington

This workshop will cover the basics of employee discipline and misconduct investigations. This session includes discussion from sample cases, hypothetical and real-life examples, along with practical tips and guidance for dealing with a range of discipline and conduct issues.

Please click here for registration and conference information.

Thank you,

Jennifer Tottenham
Washington School Personnel Association

---

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**From:** admin@wspa.net
**To:** Tara Lofton
**Subject:** RE: Employee Discipline and Misconduct Investigations Workshop 2018 Form Submitted
**Date:** Tuesday, November 20, 2018 12:20:25 PM
**Attachments:** Dizon_Emp Misc 2018.pdf
Michaels_Emp Misc 2018.pdf
Thomas_Emp Misc 2018.pdf
image001.png

---

Sorry – please disregard my last message. I read your emails out of order! Invoices attached for your records.

Please note that Federal Way has a district membership which grants the member price on all registrations. Ms. Thomas and Ms. Michaels both received the $150 price.

Thank you,

Jennifer

---

**From:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Tuesday, November 20, 2018 10:54 AM
**To:** admin@wspa.net
**Subject:** FW: Employee Discipline and Misconduct Investigations Workshop 2018 Form Submitted

Hello Jennifer:

Will you please send me an invoice for the following folks to register for the Workshop on December 7th.

Dan Dizon – WSPA member $150
Desiree Thomas – non WSPA member $200
Amanda Michaels – non WSPA member $200

I keep getting an error message on the website when I try to register them. Not sure why, but I was able to register myself.

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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information. If you have received this email in error, please delete and destroy all electronic, hard copy and any other form immediately. It is illegal to intentionally intercept, endeavor to intercept or procure any other person to intercept or endeavor to intercept, any wire, oral or electronic communication.

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Tuesday, November 20, 2018 10:51 AM
**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** Employee Discipline and Misconduct Investigations Workshop 2018 Form Submitted

Dan,

Thank you for registering yourself to attend the Employee Discipline and Misconduct Investigations Workshop.

This is your receipt for your registration.

Your information provided is as follows:

District: Federal Way Public Schools

Registrant Name: Dan Dizon

Registration Information:

Receipt Date:11/20/2018 13:50:59

Member Type:

Receipt ID: 13441879

Total Payment Amount: $0.00

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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# INVOICE 12246

Washington School Personnel Association
PO Box 1600
Anacortes, WA 98221

| | |
|---|---|
| Invoice # | 12246 |
| Invoice Date | 11/20/2018 |
| Invoice Due | 12/20/2018 |

Federal Way Public Schools
Attn: Dan Dizon
33330 8th Avenue South
Federal Way, Washington 98003

| | |
|---|---|
| **Amount Due** | **150.00** |

## Invoice Details

| Description | Amount |
|---|---|
| Employee Discipline and Misconduct Investigations Workshop 2018 | 150.00 |

| | |
|---|---|
| **Amount Due** | **150.00** |

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

# INVOICE 12248

Washington School Personnel Association
PO Box 1600
Anacortes, WA 98221

| | |
|---|---|
| Invoice # | 12248 |
| Invoice Date | 11/20/2018 |
| Invoice Due | 12/20/2018 |

Federal Way Public Schools
Attn: Amanda Michaels
33330 8th Avenue
Federal Way, Washington 98003

| | |
|---|---|
| **Amount Due** | **150.00** |

## Invoice Details

| Description | Amount |
|---|---|
| Employee Discipline and Misconduct Investigations Workshop 2018 | 150.00 |

| | |
|---|---|
| **Amount Due** | **150.00** |

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

# INVOICE 12247

Washington School Personnel Association
PO Box 1600
Anacortes, WA 98221

| | |
|---|---|
| Invoice # | 12247 |
| Invoice Date | 11/20/2018 |
| Invoice Due | 12/20/2018 |

Federal Way Public Schools
Attn: Desiree Thomas
33330 8th Avenue
Federal Way, Washington 98003

| | |
|---|---|
| **Amount Due** | **150.00** |

## Invoice Details

| Description | Amount |
|---|---|
| Employee Discipline and Misconduct Investigations Workshop 2018 | 150.00 |

| | |
|---|---|
| **Amount Due** | **150.00** |

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

**From:** Tara Lofton on behalf of Tara Lofton <tlofton@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: Registration now open: Employee Misconduct and Investigations
**Date:** Tuesday, November 20, 2018 12:21:56 PM
**Attachments:** image001.png
image002.png

---

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**Upcoming Events**

WSPA Membership: Membership

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Tuesday, November 20, 2018 12:16 PM
**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** RE: Registration now open: Employee Misconduct and Investigations

Tara,

My apologies for the trouble – please let me know who you need to register and I am happy to process them on your behalf.

May I ask what kind of error message you are getting? Is it when you login to WSPA or specific to the conference "register others" page? Please let me know and I will keep troubleshooting!

Thank you,

Jennifer

---

**From:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Tuesday, November 20, 2018 10:38 AM
**To:** admin@wspa.net
**Subject:** FW: Registration now open: Employee Misconduct and Investigations
**Importance:** High

Hi Jennifer:

I am writing again to follow-up on my email from yesterday and my voicemail message. I'm having issues logging onto to register for the December 7th workshop.

Can you assist?

Good Afternoon:

I need to register myself and three others for the workshop on December 7th. Unfortunately, I am unable to get logged in. The system is not accepting my password nor my username.

Can you assist me?

Thank you

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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FEDERAL WAY PUBLIC SCHOOLS

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electronic communication.

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Thursday, November 15, 2018 7:02 AM
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**Subject:** Registration now open: Employee Misconduct and Investigations

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- December 7, 2018
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Jennifer Tottenham
Washington School Personnel Association

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**From:** Tara Lofton on behalf of Tara Lofton <tlofton@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: Employee Discipline and Misconduct Investigations Workshop 2018 Form Submitted
**Date:** Tuesday, November 20, 2018 12:24:20 PM
**Attachments:** image001.png

---

I would like to pay for them, but I cannot log on. I have done a screen shot you of the error message. I was able to register myself. It's the weirdest thing.

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Tuesday, November 20, 2018 12:20 PM
**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** RE: Employee Discipline and Misconduct Investigations Workshop 2018 Form Submitted

Sorry – please disregard my last message. I read your emails out of order! Invoices attached for your records.

Please note that Federal Way has a district membership which grants the member price on all registrations. Ms. Thomas and Ms. Michaels both received the $150 price.

Thank you,

Jennifer

---

**From:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Tuesday, November 20, 2018 10:54 AM
**To:** admin@wspa.net
**Subject:** FW: Employee Discipline and Misconduct Investigations Workshop 2018 Form Submitted

Hello Jennifer:

Will you please send me an invoice for the following folks to register for the Workshop on December 7th.

Dan Dizon – WSPA member $150
Desiree Thomas – non WSPA member $200
Amanda Michaels – non WSPA member $200

I keep getting an error message on the website when I try to register them. Not sure why, but I was able to register myself.

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist

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**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Tuesday, November 20, 2018 10:51 AM
**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** Employee Discipline and Misconduct Investigations Workshop 2018 Form Submitted

Dan,

Thank you for registering yourself to attend the Employee Discipline and Misconduct Investigations Workshop.

This is your receipt for your registration.

Your information provided is as follows:

District: Federal Way Public Schools

Registrant Name: Dan Dizon

Registration Information:

Receipt Date:11/20/2018 13:50:59

Member Type:

Receipt ID: 13441879

Total Payment Amount: $0.00

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
**To:** Tara Lofton
**Subject:** RE: Employee Discipline and Misconduct Investigations Workshop 2018 Form Submitted
**Date:** Tuesday, November 20, 2018 12:27:13 PM
**Attachments:** image001.png

---

Tara,

When you call our number is it going straight to voice mail, or is it ringing? I don't think it is ringing here!

I will give you a call in just a moment and I am happy to take payment by phone.

Sorry for the continued trouble!

Jennifer

---

**From:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Tuesday, November 20, 2018 12:24 PM
**To:** admin@wspa.net
**Subject:** RE: Employee Discipline and Misconduct Investigations Workshop 2018 Form Submitted

I would like to pay for them, but I cannot log on. I have done a screen shot you of the error message. I was able to register myself. It's the weirdest thing.

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Tuesday, November 20, 2018 12:20 PM
**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** RE: Employee Discipline and Misconduct Investigations Workshop 2018 Form Submitted

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Thank you,

Jennifer

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**From:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Tuesday, November 20, 2018 10:54 AM
**To:** admin@wspa.net
**Subject:** FW: Employee Discipline and Misconduct Investigations Workshop 2018 Form Submitted

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Desiree Thomas – non WSPA member $200
Amanda Michaels – non WSPA member $200

I keep getting an error message on the website when I try to register them. Not sure why, but I was able to register myself.

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Tuesday, November 20, 2018 10:51 AM
**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** Employee Discipline and Misconduct Investigations Workshop 2018 Form Submitted

Dan,

Thank you for registering yourself to attend the Employee Discipline and Misconduct Investigations Workshop.

This is your receipt for your registration.

Your information provided is as follows:

District: Federal Way Public Schools

Registrant Name: Dan Dizon

Registration Information:

Receipt Date:11/20/2018 13:50:59

Member Type:

Receipt ID: 13441879

Total Payment Amount: $0.00

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:** Michelle Turner on behalf of Michelle Turner <mturner@fwps.org>
**To:** cleonard@wspa.net
**Subject:** RE: MEMBER REQUEST
**Date:** Tuesday, November 20, 2018 2:21:30 PM

---

Hello Curtis,
I don't think this is for me.

Michelle Turner
Director of Transportation
253-945-5963 or
253-945-5960
mturner@fwps.org

*Federal Way Public Schools | fwps.org*
*Follow us on Facebook and Twitter @fwps210*

*" Believe in yourself, be strong, never give up no matter what the circumstances are. You are a champion and will overcome the dreaded obstacles. Champions take failure as a learning opportunity, so take in all you can, and run with it. Be your best and don't ever ever give up."*
*- Brad Gerrard*

FEDERAL WAY
PUBLIC SCHOOLS

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Monday, November 19, 2018 11:12 AM
**To:** Michelle Turner <mturner@fwps.org>
**Subject:** MEMBER REQUEST

Hello WSPA members! Due to our schedule with the holiday, we are sendign out Member requests today. Thanks for the help!

Mandie McAfee from Franklin Pierce is asking the following:

> Franklin Pierce is trying to come up with a better process for our contracted employees (through an agency). I would greatly appreciate giving answers to the 5 questions below to help us determine what other districts are doing.
>
> Examples would include:

- Contracted certificated - teachers, OT, PT, SLP, YMCA workers, etc.
- Contracted classified - behavior tech, LPN, etc.
- Personal Service Contracts with individuals

1. Do they receive a new employee orientation?

2. For contracted people - does the district fingerprint or accept that the "contracting agency" completed this? (example contracted OT/PT)

3. Do they require Personal Service contractors to fingerprint? (example DJ for school dance)

4. Whose authority can give them access to:

- Email
- Assigned technology

o Acceptable use form needed?

- District systems (Skyward, IEP online, etc.)

5. What type of communication tools are used to establish them as an "employee" (meaning keys, name badge, etc); grant access (if any); and communicate when they are no longer providing services (any access should be shut down? any materials items returned?)?

Please send your response to these questions directly to: mmcafee@fpschools.org

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

Thanks,

This email was sent to mturner@fwps.org by cleonard@wspa.net

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

Remove My Email or Manage Preferences · Privacy Policy

**From:** admin@wspa.net
**To:** jhodson@fwps.org
**Subject:** Annual Conference hotel room
**Date:** Wednesday, November 21, 2018 11:49:41 AM

---

Janet,

Do you know the name your rooms were booked under for Annual Conference in Kennewick? Our contact at the hotel did not find a room under Megan's name and I want to be sure she receives the accommodations she needs.

Please let me know – and if you do not yet have a room booked, please let me know and I am happy to hold an ADA/walk in shower room for her against our master to be sure it is confirmed.

Happy Thanksgiving,

jennifer

---

**From:** Janet Hodson [mailto:jhodson@fwps.org]
**Sent:** Monday, November 19, 2018 2:36 PM
**To:** admin@wspa.net
**Cc:** Megan Ristine <mristine@fwps.org>; Manal Tirhi <mtirhi@fwps.org>
**Subject:** RE: Icicle Inn confirmation for July 2019

Thank you so much Jennifer. We will refer to this information when we book our HELP reservations.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Monday, November 19, 2018 10:48 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** Icicle Inn confirmation for July 2019

Icicle Inn confirmation for Megan is below. Please let me know if you need anything else!

Jennifer

---

**From:** Stephaine Potter [mailto:stephaine@iciclevillage.com]
**Sent:** Monday, November 19, 2018 7:57 AM
**To:** admin@wspa.net
**Subject:** RE: Event Information request: July 2019

**Confirmation #2912859, all set up for you.**

Thank you!

---

**From:** admin@wspa.net [mailto:admin@wspa.net]
**Sent:** Saturday, November 17, 2018 1:03 PM
**To:** Stephaine Potter <stephaine@iciclevillage.com>
**Subject:** RE: Event Information request: July 2019

The attendees name is Megan Ristine. Thank you!

---

**From:** Stephaine Potter [mailto:stephaine@iciclevillage.com]
**Sent:** Friday, November 16, 2018 9:06 AM
**To:** admin@wspa.net
**Subject:** RE: Event Information request: July 2019

Hi Jennifer,

I am happy to do that reservation for the attendee. Do you want me to put a name on it or just hold the room for now?

Thank you,
Stephaine Potter
Conference Services Manager
stephaine@iciclevillage.com
(O) 855.888.2272 (F) 509.888.2271
**Icicle Village Resort**
505 Hwy 2
Leavenworth, WA 98826
Hotel 509.548.7000 Reservations 800.961.0162

---

**From:** admin@wspa.net [mailto:admin@wspa.net]
**Sent:** Friday, November 16, 2018 7:28 AM
**To:** Nick Sowle <nick@iciclevillage.com>; Stephaine Potter <stephaine@iciclevillage.com>
**Subject:** FW: Event Information request: July 2019

Nick and Stephaine,

We have an attendee with a disability who will require a walk-in shower. Is there any way we can reserve her room now to ensure she is able to get an ADA room for the week with this shower accommodation for the week? The room can be reserved under the master bill and we will arrange

credit card payment with her school district.

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:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: Annual Conference hotel room
**Date:** Sunday, November 25, 2018 10:20:22 PM

---

Jennifer
I will check with Manal when I get back to the office on Wednesday. I am on vacation through Tuesday.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Wednesday, November 21, 2018 11:50 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** Annual Conference hotel room

Janet,

Do you know the name your rooms were booked under for Annual Conference in Kennewick? Our contact at the hotel did not find a room under Megan's name and I want to be sure she receives the accommodations she needs.

Please let me know – and if you do not yet have a room booked, please let me know and I am happy to hold an ADA/walk in shower room for her against our master to be sure it is confirmed.

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Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020

jhodson@fwps.org

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**To:** Janet Hodson <jhodson@fwps.org>
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Jennifer

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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.wspa.net/

**From:** Tara Lofton on behalf of Tara Lofton <tlofton@fwps.org>
**To:** admin@wspa.net
**Subject:** Dec. 7th Workshop
**Date:** Monday, November 26, 2018 10:21:52 AM
**Attachments:** image001.png

---

Hi Jennifer:

When you have an opportunity, can you please provide me a copy of the four paid invoices for me and my team pertaining to the December 7th workshop.

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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**From:** jrausch@wspa.net
**To:** jhodson@fwps.org; dbrower@fwps.org
**Subject:** Confirming
**Date:** Wednesday, November 28, 2018 11:17:13 AM
**Attachments:** HR 101 Morning Presentation.pdf
HR 101 Second Afternoon Presentation.pdf

---

Thank you for your willingness to present on the classified boot camp again. We will be changing it to a one day presentation to be held each spring (Spokane) and fall (Renton).

We are scheduled in Spokane for April 22, 2019, and in Renton on October 21st. I wanted to give you both the head's up for planning purposes.

Also, with us switching to a one day presentation, I will need to know how much time you will need for your presentation. Stevens Clay will be modifying there's as well, but I am attaching them so you can see what they have covered.

Thank you.

Jane Rausch
HELP Coordinator
WSPA
(509) 241-5025 work
(509) 979-0572 cell

# HR 101: Legal Considerations

By, Garrett Williams

STEVENS | CLAY PS

001458

# Today's Agenda

Goals: Know when to call your attorney; Read your CBA

Employment Life Cycle.

- Recruiting, Interviewing, and Hiring
- Compensating, Interacting, and Evaluating
- Investigating, Disciplining, and Monitoring

# Drilling Down on Today's Agenda

## *Planting*

- Recruiting
  - Job Postings
  - Friends & Family
  - Labor Agreements
- Interviewing
  - Questions
  - Interview Committee
  - Background Checks
- Hiring
  - Offer & Denial Letters
  - Employment Requirements

## *Tending*

- Compensating
  - Labor Rights
  - Overtime/Meals & Breaks
  - Leaves
- Evaluating
  - Criteria
  - Evidence
  - Letters

## *Trimming*

- Investigating
  - Labor Rights
  - Interviews
  - Evidence
- Disciplining
  - Progressive Discipline
  - Just Cause Standard
  - Discharge
- Monitoring
  - Probation
  - Last Chance Agreements

# Legal Landscape

What is the law? And where do I find it?

# Sources of Law

| *US Constitution* | *WA Constitution* | *Federal Law* | *State Statute* | *State Regulation* |
|---|---|---|---|---|
| • Amendment ____<br>• Freedom of ____ | • Article ____<br>• Freedom of ___ | • USC/CFR ____<br>• Americans with Disabilities Act<br>• Section 504<br>• National Labor Relations Act<br>• Civil Rights Act<br>• Age Discrimination in Employment Act<br>• Family Medical Leave Act<br>• Fair Labor Standards Act | • RCW _____<br>• Washington Law Against Discrimination<br>• Washington Family Leave Act<br>• Minimum Wage Act<br>• Public Employees Relations Act<br>• Public Records Act<br>• Chapter RCW 28A | • WAC ____<br>• Agency Laws:<br>  • OSPI<br>  • PERC<br>  • L&I<br>  • Human Rights Commission |

# The *Planting* Phase

## Recruiting, Interviewing, and Hiring Classified Employees

# Recruiting

## Job Postings

- Avoiding claims of ***Negligent Hiring***
- Is the posting on the proper forum?
- Does the posting include the desired background & experience?
- Does the posting accurately describe the position and responsibilities?

# Recruiting

## Labor Agreements – Job Descriptions

- "No changes in job descriptions shall be made without good faith consultation with the Association addressing the District's perceived need for the change and suggested alternatives . . .
- . . . Such job descriptions shall not describe any job in terms of responsibilities that rightfully belong within another bargaining unit or job title."

# Recruiting

## Labor Agreements – Posting Sequence

- Sequence of Assignments and Transfers:
  - Declaration of vacancies as they become available
  - Placement of employees who have been previously involuntarily transferred
  - Placement of new involuntary transfers if there is a need
  - Placement of returns from leave
  - Posting of vacancies
  - Voluntary transfers (taking seniority into consideration)
  - Consideration of external applicants

# Recruiting

## Friends & Family

- RCW 42.23.070: "No municipal officer may use his or her position to secure special privileges or exemptions for himself, herself, or others."
  - "Municipal officer" includes all elected and appointed officers, together with all deputies and assistants of such an officer, and all persons exercising or undertaking to exercise any of the powers or functions of a municipal officer.

- WSSDA Model Policy 5251: Situations where a conflict may arise "Being involved in the selection of an applicant or in the appointment, evaluation or supervision of any other staff member who is a family member"

# Interviewing

## Interview Committee

- Process matters
  - Is the committee comprised of the proper members?
  - Do the committee members have the right experience?
  - Are there conflicts of interest?
  - Can the committee members maintain confidentiality?

# Interviewing

## Questions

- Affiliations
- Age
- Availability on Weekends
- Birthplace
- Child Care
- Citizenship
- Conviction Records
- Creed or Religion
- Credit Records
- Disabilities
- Family
- Height / Weight
- HIV or Disease
- Language
- Marital Status
- Military Service
- Name
- National Origin
- Photographs
- Pregnancy
- Race or Color
- References
- Sex
- Sexuality
- Training

# Interviewing

## Background Checks

- RCW 28A.400.303 Criminal Background Record Checks
  - School districts . . . hiring employees who will have ***regularly scheduled unsupervised access to children . . .*** shall require a record check through the Washington state patrol criminal identification system . . . and through the federal bureau of investigation before hiring an employee.
  - The record check shall include a fingerprint check . . .
  - When necessary, applicants may be employed on a conditional basis pending completion of the investigation.
- RCW 28A.400.301 Applicant Sexual Misconduct Disclosure
  - Before hiring an applicant, a school district shall request the applicant to sign a statement: (a) Authorizing the applicant's current and past employers . . . to disclose to the hiring school district sexual misconduct, if any, by the applicant and making available to the hiring school district copies of all documents in the previous employer's personnel, investigative, or other files relating to sexual misconduct by the applicant;
  - A school district shall not hire an applicant who does not sign the statement . . .
  - School districts may employ applicants on a conditional basis pending the district's review of information obtained under this section.
- Reference Checks

# Interviewing

## Background Checks Continued . . .

- Negligent Hiring
  - District has a duty to refrain from hiring an employee that the District ***should have known*** poses a danger to 3rd parties.
- Other methods
  - Google, Social Media, Whitepages
- Polygraphs?
  - RCW 49.44.120 prohibits as a condition of employment (except law enforcement)
- Genetic Screening?
  - RCW 49.44.180 prohibits as a condition of employment
- HIV and Hepatitis C Screening?
  - RCW 49.60.172 prohibits as a condition of employment (expect bona fide occupational qualification)

# Hiring

## Selection Process

- Committee makes a recommendation to the supervisor/administrator, who reviews the recommendation.
- Supervisor then submits recommendation to the school board, who hire the applicant

# Hiring

## Offer & Denial Letters

- Offers
  - "Dear Applicant, the District would like to extend an offer of employment to you for the role of Custodian II. This offer of employment is subject to final board approval and successful background screening."
- Denials
  - "Dear Applicant, you have not been selected for the role of Custodian II. We wish you the best of luck in your future endeavors."

# Hiring

## Physical Exams & Workload

- CBA Language: "New hires shall be required to pass a physical exam done by an outside firm and meet the physical requirements as specified in the job description. Employees wishing to transfer from a non-lifting to a lifting position will be required to pass a physical exam done by an outside firm. All physical exams done by an outside firm shall be paid by the District."

- ADA Concerns:
  - Must be given to all applicants;
  - Results kept confidential;
  - Not used to discriminate or find disabilities

# The *Tending* Phase

Compensating, Interacting, and Evaluating Classified Employees

# Compensating

## Labor Rights

- The next few slides are the general rule. Your collective bargaining agreement may include additional or different employment benefits, so read it carefully . . .

# Compensating

## Minimum Wage—Briefly

- 2018: $11.50 per hour*
- 2019: $12.00 per hour
- 2020: $13.50 per hour
- 2021 & Beyond: Adjusted based on consumer price index and inflation

- "Hours worked" includes requested, suffered, permitted, and allowed work. So enforce your hours and overtime policies.
  - Does not include travel to and from work, but may include travel to and from trainings.

* Minimum wages are impacted by local governments (think Seattle)

# Compensating

## Overtime—Briefly

- District pays 1.5x an employee's regular wage for each hour above 40 in a given workweek.
  - Working 10 hours in one day does not trigger overtime (this isn't California . . . yet)
  - Working 41 hours in one week does
- For employees with multiple positions (janitor/bus driver) use the wage of the position that was worked or a weighted average if work was done in both positions.
- Employee's may choose to take compensatory time instead of overtime. This is okay if accrued/paid at a rate of 1.5 hours for each hour worked.
  - 42 hours of work = 3 hours compensatory time.

# Compensating

## Overtime—Briefly Continued . . .

- Exempt Employees
  - (a) how much they are paid = $23,600 per year ($455 per week)
  - (b) how they are paid = on salary basis (whether weekly, bi–weekly, or monthly)
  - (c) what kind of work they do = executive, professional, or administrative
- Executive work (Superintendent, Unit Supervisor, Shift Supervisor*)
  - Regularly supervises two or more other employees, and
  - Has management as the primary duty of the position, and
  - Has some genuine input into the job status of other employees (such as hiring, firing, promotions, or assignments)
- Professional work (Attorney, Doctor, Teacher)
  - Work is predominantly intellectual
  - Requires specialized knowledge and education
  - Involves the exercise of discretion and judgment
- Administrative work (HR, Payroll, Records)
  - Office or non–manual work, which is
  - Directly related to management or general business operations of the employer or the employer's customers, and
  - A primary component of which involves the exercise of independent judgment and discretion about matters of significance.

# Compensating

## Overtime—Briefly Continued, Again . . .

- CBA Provisions:
  - Regular Overtime: Any time worked in excess of eight (8) hours per day during the regular work week shall be at the rate of time and one half (1 ½).
  - Premium Overtime: Saturdays and Sundays shall be at the double time rate (2) provided that Saturday and/or Sunday is not part of the regular shift. Holidays shall be at the double time rate (2).

# Compensating

## Meals & Breaks

- Must allow a rest break of at least 10 minutes for every 4 hours worked:
  - Must occur no later than the end of the 3rd hour
  - May be split into two 5 minute breaks at the employee's election (but not ten 1–minute breaks)
  - An employee ***cannot*** waive their break
  - Breaks may be scheduled or implied, based on the work
    - Bus drivers get breaks when the kids get off, not in the middle of the route . . .
- Must allow a meal period of at least 30 minutes if shift lasts longer than 5 hours:
  - Must occur no earlier than the 2nd hour and no later than the 5th hour
  - An employee ***can*** waive their lunch
- Breaks are always paid time
- Meals are paid time if the employee is required to remain on duty (respond if called)

# Compensating

## Nursing Mothers

- Must provide "reasonable break time" for an employee to pump for her nursing child for one year after the child's birth
- Breaks must be provided whenever the employee needs (no express limits on time or number)
- Must provide a space, other than a bathroom, that is shielded from view and intrusion by coworkers/public

# Compensating

## Paid Sick Leave

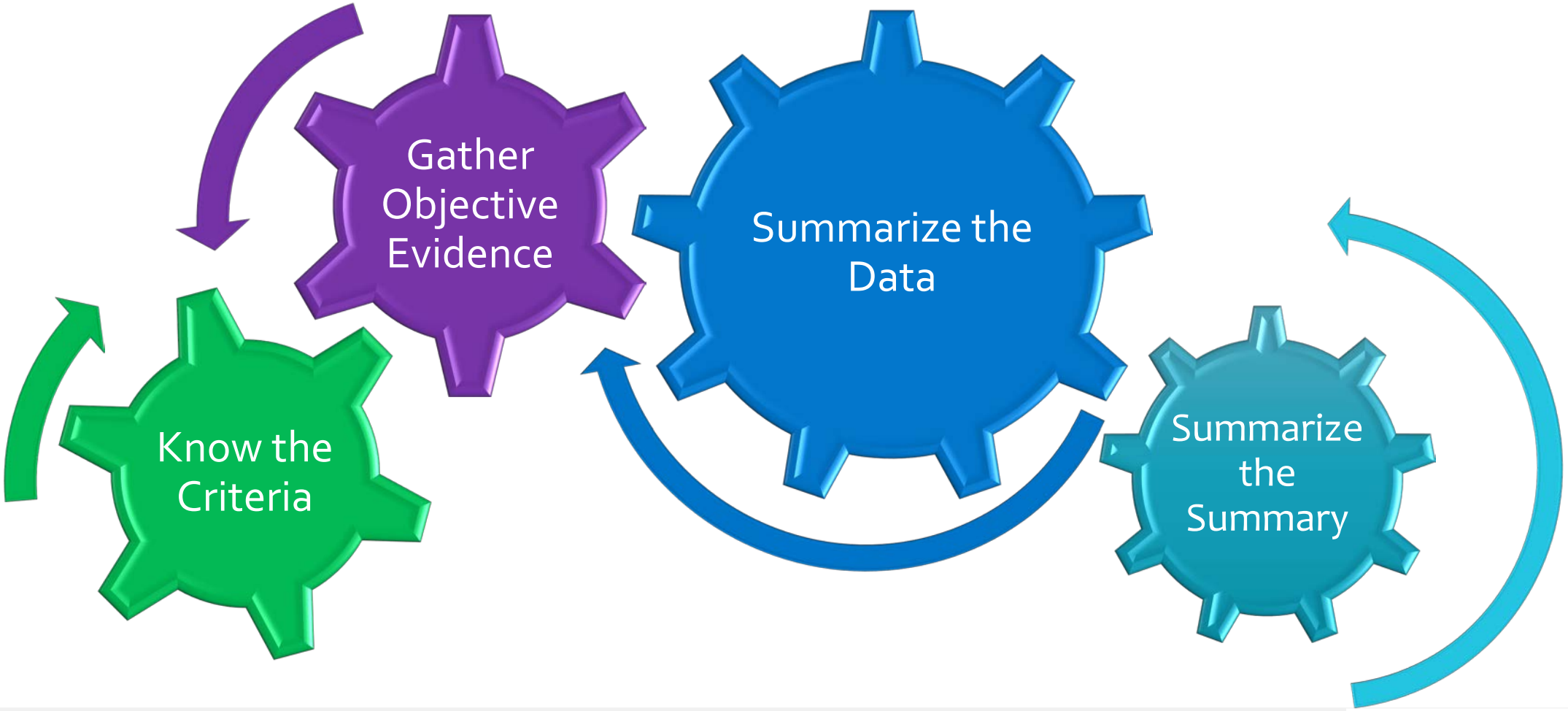
- Went into effect January 1, 2018
- Accumulates at a rate of one hour for every 40 hours worked
- Employee is entitled to use paid sick leave beginning on the 90th calendar day after beginning employment
- Unused sick leave carries over into the following year
  - Employers may restrict carry–over to 40 hours
- Employees may use the time to:
  - Care for themselves or a family member
  - When their children's (or their own) daycare or school is closed for health reasons (think mumps outbreak . . . )
  - For leave under the Domestic Violence Leave Act
- Employers can require a doctor's note for 3 or more days missed

# Compensating

## Family Medical Leave Act

- Eligible employees may take up to 12 work weeks of leave per year for child birth, care of a child, care of a spouse, or care of a parent with a serious health condition.
- Serious health condition:
  - In–patient care at a hospital, or
  - Continuing treatment by a health care provider, or
  - Incapacity of more than 3 calendar days from work
- Eligible employee:
  - Employed at least 12 months
  - Worked 1,250 hours in last 12 months (over 25 hours per week)
- Leave:
  - Unpaid leave, but employer may elect to pay all or part
  - Employee is not entitled to unemployment benefits
  - May be concurrent with or consecutive to accrued paid time off (District policy governs)

# The Evaluation Process



# Evaluating

## Criteria

- Timing – Whenever the evaluation form says
- Criteria – Whatever the evaluation form says
- Rating – Whatever the evaluation form says

- Common Issues
  - Teamwork / Working effectively with others in the workplace
  - Maintaining a positive work environment / Promotes equity and respect
  - Performance / Completes assignments
  - Maintains quality standards / Completes work in a quality manner
  - Flexibility

**Performance Evaluation Report for Custodians/Grounds/Warehouse/Unified Trades**

YOUR SCHOOL LOGO

**Type of Evaluation:** ☐ **Annual** ☐ **60-Day** ☐ **120-Day** ☐ **Other** ☐ **Six Months**

Name _____ Date _____

Title _____ Location _____

**KEY:** **S** – Satisfactory **R** – Requires Improvement **U** – Unsatisfactory
The "R" and "U" ratings require specific comments and documentation.

OVERALL RATING: (Circle one)

☐**SATISFACTORY** ☐**REQUIRES IMPROVEMENT** ☐**UNSATISFACTORY**

**JOB PERFORMANCE**

1. **Knowledge of Work –** Employee demonstrates the skills required in the job description. The employee performs all assignments within the job description in a safe manner. ☐
2. **Attendance and Punctuality -** Employee arrives and leaves work shift on time and follows building and district attendance procedures. ☐
3. **Employee Initiative –** Employee is able to organize, plan and control his/her own work. Duties are completed and performed in an efficient and timely manner. The Employee paces him/herself accordingly. ☐
4. **Quality of Work –** Employee maintains quality standards. ☐
5. **Flexibility –** The employee is able to adjust to changing conditions and new situations. The employee is flexible and versatile. ☐

# Evaluating

## Gather Objective Evidence

- More is always better
- Physical evidence
  - Photographs
  - Emails
  - Reports

# Evaluating

## Evaluation Summary

- ***Cut and paste*** the evaluation criteria
- Make the facts ***objective***
- Give a ***meaningful*** suggestion

# Evaluating

Evaluation Summary Continued . . . Objective Facts

- You are terrible at answering the phone.
- You are constantly late for work
- You are not a good teammate
- You exercised poor judgment in deciding what to clean

- Last week, you failed to answer the phone 3 times while browsing Amazon
- Yesterday, you were late for the fourth time this year.
- Today, in the classroom, you told a fellow para-educator to “pull her head out!”
- You should have cleaned the gym after school, instead of the theater, because you knew the gym was going to be used for an after school event.

Cut and paste criteria

Use objective facts

Give a meaningful suggestion

Send

To... MateoLikesCupcakes@WashingtonSchoolDistrict.edu

Cc...

Subject Meeting Summary

Hi Mateo:

I wanted to follow up with an email to document what we discussed today.

As we reviewed, the evaluation states: "employees must interact effectively with others in the workplace." That includes being open to constructive criticism.

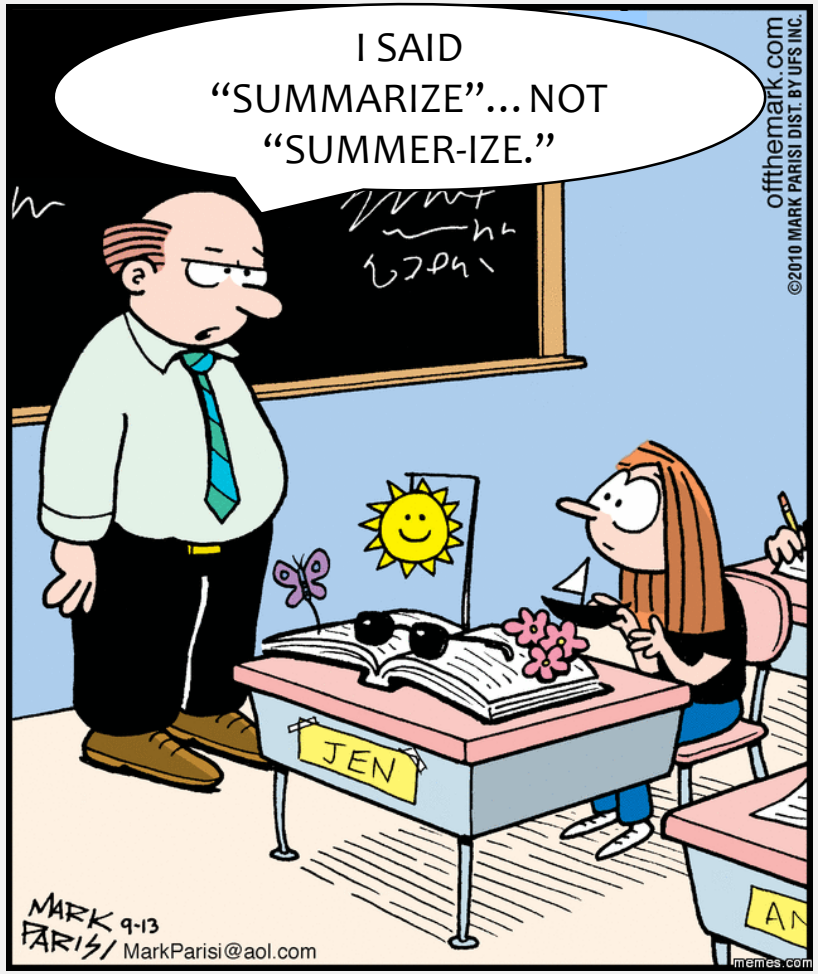
Last Tuesday, I spoke with you about getting along with co-workers. Specifically, I told you to refrain from taking all the cupcakes from the lunchroom. You repeatedly responded to my criticism by saying, "Listen, Linda, listen." I would like for you to read the attached article entitled *Receiving Constructive Criticism*.

Prior to November 1, provide me with one idea for something you might have said instead of, "No, you need to listen."

If you have any questions about this, please let me know right away.

- Linda

MateoLikesCupcakes@WashingtonSchoolDistrict.edu No Items




EVALUATOR COMMENTS

Unsatisfactory: Interacts effectively with others in the workplace-- See emails on 9-2-17 and 10-16-17

Unsatisfactory: Supports and maintains a positive work environment--See emails listed above and memo dated 4-14-17.

| Evaluator Signature | Title | Date |
|---|---|---|

Contributing Evaluator (if applicable)

| Employee Signature | Title | Date |
|---|---|---|

My signature indicates only that I have read or discussed this evaluation with the evaluator, not that I necessarily agree or disagree with its content. (Employee may attach comments to this evaluation, if desired.)

The actual evaluation is the easy part, as long as you don't 'summer–ize'.

# Evaluating

## Evaluation v. Discipline

- Boundary issues with students
- Mistreatment of students, parents, volunteers, etc.
- Sexual misconduct
- Drugs / alcohol
- Discrimination / harassment
- Fighting
- Insubordination
- Crimes (theft, destruction of property)
- Dishonesty

# Evaluating

## CBA Language

- The parties agree that there will be no surprises on the performance evaluation report. Evaluator(s) will accurately inform employees of their progress during the evaluation process.
- An employee shall be given a copy of any written evaluation report by his/her primary evaluator at least three working days before any conference to discuss it.
- Employees shall have one (1) evaluation per year unless on probation.
- Evaluations shall be based on data collected by the evaluator(s) from the current year only.
- Supervisors shall conduct site visitations to observe operations and gather their own verified information for the evaluation(s).
- Any information collected that may negatively impact the employee's annual evaluation must be put in writing and given to the employee within ten (10) days of the knowledge of the verified information.
- The employee or the supervisor may request a meeting to discuss the negative information.
- Employees with a 'Requires Improvement' or 'Unsatisfactory' rating must attend a conference with their primary evaluator.

# Evaluating

## Probation

- All new employees shall serve a sixty (60) working day probationary period.
- Probationary employees may be discharged at the discretion of the District during the probationary period and shall have no access to the grievance procedures found herein in regard to such termination.
- New hire probationary status employees determined to have an unsatisfactory performance level shall receive a performance evaluation report prepared by his/her primary evaluator. Employees determined to have an unsatisfactory performance level will be provided with specific concerns to be addressed prior to completion of their probationary period in order to continue employment.

# The *Trimming* Phase

Investigating, Disciplining, and Monitoring Classified Employees

# Disciplining

## Progressive Discipline

- Counselling and Clarification of Expectations
- Oral Warning
- Written Warning
- Written Reprimand
- Suspension w/ Pay
- Suspension w/o Pay
- Last Chance Agreement
- Discharge

- Generally, a District may bypass the steps of progressive discipline because of the severity of the employee conduct that constituted just cause for discipline.

# Disciplining

## Letter of Direction v. Discipline

- Purpose: To counsel, communicate, identify, or clarify expected behavior in performance of job duties
- Helpful, supportive
- Training and assistance
- Developed with employee input or recognition of mutual goals
- Assumes behavior will change

- Purpose: To correct poor performance or undesirable behavior
- Corrective, accusatory
- Culpability
- Clearly states that there was misconduct and this is discipline for it
- Grievance should be the only effective means of combatting
- Consequences for repeating

# Disciplining

## Just Cause Standard

- Reasonable Rule
- Notice
- Investigation
- Fair Investigation
- Proof
- Equal Treatment
- Penalty

# Disciplining

## Personnel Files

- The personnel file is a District file and shall be maintained in the District's Human Resources office.
- Personnel files are confidential and shall be available for inspection only to the appropriate administrative staff and the individual employee.
- All disciplinary action, excluding verbal warnings, shall be placed in this file.
- By prior appointment, an employee shall have the opportunity to review the contents of his/her file and copy, at the employee's expense, materials within the file.
- Any derogatory document not provided to an employee within fifteen (15) work days after receipt shall not be allowed as evidence in any grievance or in any disciplinary action against such employee.
- After ___ years following the issuance of discipline, the employee may submit a written request to lower the discipline level of the discipline (or remove it) if there has been no recurrence of the behavior.

# The Investigation Process

# Investigating

## Interview the Complainant

- Written statements are not necessary
- Never promise confidentiality
- If possible, have two people present (note taker)
- Be curious; don't be confined by your question sheet – elaborate and explore
- Details, details, details – They are ***critically*** important.
  - What was he wearing? Where was she sitting? What time was it?
- Ask Magic Bullet Questions:
  - Before / After: What happened before? After?
  - Else: Who else saw? What else did she say? Where else did this happen?

# Investigating

## Contact HR

- Strategize ***before*** you go any further
- Never assume guilt ***or*** innocence; seek truth
- If the media, union, parents, student victims, or public are involved, contact HR!

# Investigating

## Interview Witnesses

- Same as complainant, plus:
  - Avoid tape recording
  - Ask about other witnesses
  - Ask them to be discreet in discussing the matter
  - Reassure the witness, especially students
  - Contact parents when interviewing students
  - Keep track of discrepancies

# Investigating

## Labor Rights

### *Weingarten*

- Right to union representative when discipline is reasonably expected
- No right to particular representative, but cannot be forced to use specific one
- Right to meet with representative before the meeting
- Right to ask and be told the nature of the charges against them

### *Loudermill*

- Right to pre-termination hearing
- Given notice of charges and opportunity to respond
- Need not be formal

# Investigating

CBA Language

- "After you conclude that actions of an employee may be cause for discipline, you must notify the employee of the nature of the concern and provide an opportunity to meet and respond."
- "No discipline without the employee being informed of the right to an [union] rep."
- "Employee has right to attach a statement to any written disciplinary record."
- "Before discipline, make a reasonable attempt to counsel with the employee and to clarify job expectations."

# Monitoring

## Last Chance Agreements

- Be specific
- Appropriate scope
- Consistent review process

# Settlements

## Watch Outs!

- RCW 28A.400.301(9)
  - Employers cannot negotiate through a collective bargaining agreement or settlement anything that might purge or suppress information of sexual misconduct, but does not restrict the expungement from a personnel file of information about ***alleged*** verbal or physical abuse or sexual misconduct that has not been substantiated.
- Protections for employees over age 40
  - Specific Disclosures
  - 7–Day Revocation Period

# Thank You

Garrett Williams
(509) 838-8330
gwilliams@stevensclay.org
www.stevensclay.org

# Employee Rights

Free Speech Rights

# Objectives

Just Two

- Understand the basic rules regarding employee free speech rights.
- Be able to apply the rules in a variety of situations.

# *Pickering v. Board of* Education
# 391 U.S. 563 (1968)

Facts

- A teacher sent a critical letter to the local newspaper.
- The letter alleged that the superintendent was attempting to prevent teachers from opposing a proposed bond issue and that the board would "stop at nothing" to "push tax-supported athletics down our throats."

# Pickering Fired!

Employment Status

# U.S. Supreme Court

Findings

- Public employees retain free speech rights.
- Found no significant disruption or impact on school.
- Comments were on matters of significant public interest.

# Termination Overturned

Teacher Party

# When Is An Employee's Speech Protected?

The *Pickering* Three Part Test

Employee speech is protected by the First Amendment if:

(1) It is done as a **private citizen;**

(2) It is a matter of **public concern;** and

(3) The **employee's interest** in the public comment is **GREATER THAN** the **school's interest** in efficient school management and operation.

# PUBLIC CONCERN = PROTECTED SPEECH

Examples

- Speech on matters of broad community interest.
- Speech occurring in public or at an open meeting.
- Speech regarding general student health, safety, and welfare.
- Speech on the receipt, management, or expenditure of public funds.
- Conditions of employment for **all** employees.

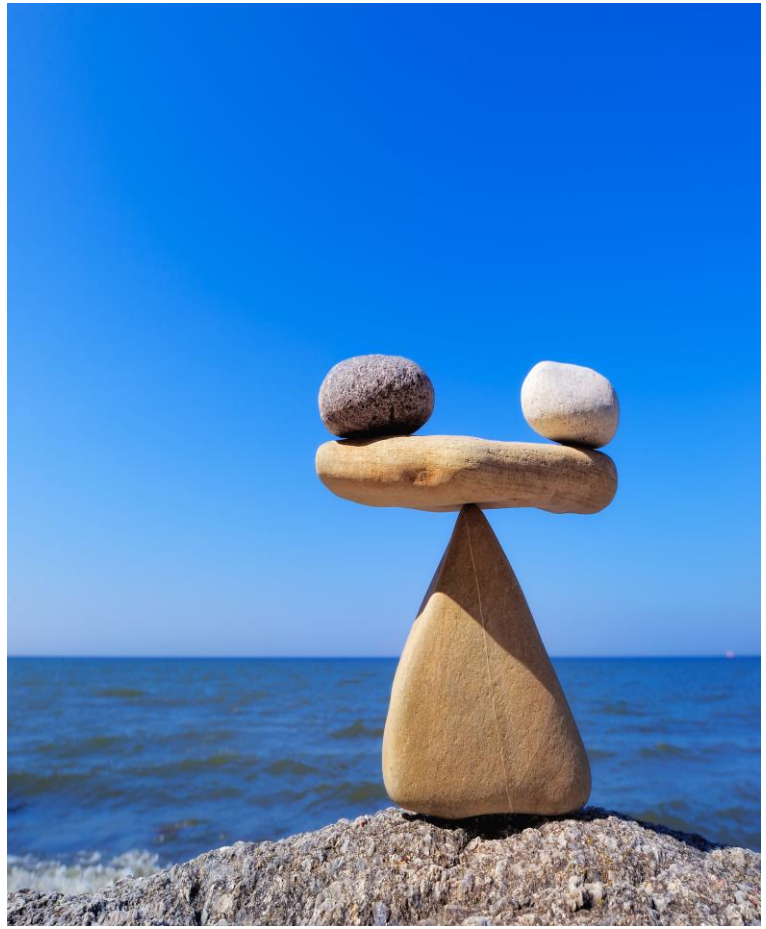
# PRIVATE CONCERN = UNPROTECTED SPEECH

Examples

- Individualized employee compensation, promotion, or termination complaints.
- Classroom speech on personal sexual views or sexual relationships.
- Complaints about internal building operations.
- Discipline of individual students.

# Balancing Employee v. Employer Interests

- Disruption of harmony in the workplace?
- Detrimental effect on working relationships?
- Affect the performance of duties?
- Time, place, manner, context of the speech?
- Reaction of students?
- Public interest?
- Substantial disruption?



# Hypothetical #1

- **Speech:** Teachers challenged regulation that prohibited wearing of political campaign buttons and required employees to maintain neutrality regarding political candidates in school buildings while on duty.

- **Question:** Did the regulation violate the teachers' free speech rights?

# *WEINGARTEN V. BD. OF EDUC. CITY OF NEW YORK*
# 680 F.SUPP.2D 595 (S.D.N.Y. 2010)

- Court upheld ban prohibiting teachers from wearing political campaign buttons in school buildings while on duty.

- Court held that schools have more authority to regulate teacher speech when there is a risk that students would view it as bearing school approval than when regulating personal expression.

# Hypothetical #2

- **Speech:** Employee, a curriculum specialist, made critical comments about fellow employees and union representatives on her public internet blog. The comments were made on her personal-time using a home computer.

- **Question:** Was the employee's speech protected?

# Blog

- Entries in employee's personal blog:

" . . . I met with the new me today: the person who will take my summer work and make it a full-time year-round position. I was on the interview committee for this job and this guy was my third choice ... and a reluctant one at that. I truly hope that I have to eat my words about this guy .... But after spending time with this guy today, I think Boss Lady 2.0 made the wrong call in hiring him ... He comes across as a smug know-it-all creep. And that's probably the nicest way I can describe him.... He has a reputation of crapping on secretaries and not being able to finish tasks on his own . . .."

"What I wouldn't give to draw a little Hitler mustache on the chief negotiator."

# *RICHERSON V. BECKON*
# 337 FED.APPX. 637 (9TH CIR. 2009)

- Employee's speech not protected.

- Even if it was a matter of public concern, the speech undermined her ability to enter into trusting relationships, had a harmful effect on her working relationships, staff refused to work with her, and it impacted the performance of her duties.

- Employee's interest in the speech was LESS THAN the school district's interests in fulfilling its responsibilities.

# Internet and Social Networking

- Public employees have to be more aware of their internet activities . . . not just about newspaper reporters asking a “few questions” or an individual with a polaroid camera hiding in the bushes anymore . . .

# *In re Tenure Hearing O'Brien*
# 2013 WL 132508 (N.J. Super. A.D.)

Facts

- First grade teacher fired.
- Teacher posted two statements on Facebook: (1) "I'm not a teacher—I'm a warden for future criminals!" and (2) "They had a scared straight program in school—why couldn't [I] bring [first] graders?"
- Angry phone calls, parent protest, reporters/camera crews descended upon school.

# Ruling

- Court rejected argument teacher's Facebook posting were protected by First Amendment.
- Posts were personal statements, driven by teacher's dissatisfaction with her job and the conduct of some students.
- Even if comments were on a matter of public concern, her right to express those comments was outweighed by the school district's interest in the efficient operation of its schools.

# *Spanierman v. Hughes*
# 576 F.Supp.2d 292 (2008)

- Non-tenured teacher's contract not renewed based in part on internet conversations with students on his MySpace page.

- Conversations involved jokingly threatening student with lifelong detention and teasing a student about his girlfriend.

Entry in employee's Myspace page:

*Teacher:* "[Student] and Ashley sittin in a tree. K I S S I N G. 1st comes love then comes marriage. HA HA HA HA HA HA HA!!!!!!!!!!!!!!!!!!!!!! LOL"

*Student:* "dont be jealous cuase you cant get any lol:)"

*Teacher:* "What makes you think I want any? I'm not jealous. I just like to have fun and goof on you guys. If you don't like it. Kiss my brass! LMAO"

- Court rejected argument teacher's MySpace posting were protected by First Amendment.

- "It is reasonable for the Defendants to expect the Plaintiff, a teacher with supervisory authority over students, to maintain a professional, respectful association with those students. . . . Such conduct could very well disrupt the learning atmosphere of a school, which sufficiently outweighs the value of Plaintiff's MySpace speech."

# Restrictions on Employer Access to Personal Social Networking Accounts RCW 49.44.200

# Prohibited Activities

Prohibits requiring, requesting or coercing a current or prospective employee to:

- disclose login information for their personal social media account;
- add a person to the employee's or applicant's social media contact list;
- allow the employer to view the employee's or applicant's personal social media account; or
- require the applicant or employee to alter the privacy settings on his or her social networking account.

# Permitted Activities

An employer may require an employee share "content" from his or her social media account in the course of an investigation, if certain conditions are met:

- The information is needed to make a factual determination;
- the investigation is undertaken in response to the receipt of information about the employee's activity on the personal social networking account;
- purpose of the investigation is to verify whether the employee is breaking the law or work-related prohibitions; and
- the employer must not request or require the employee to provide login information.

# Summary

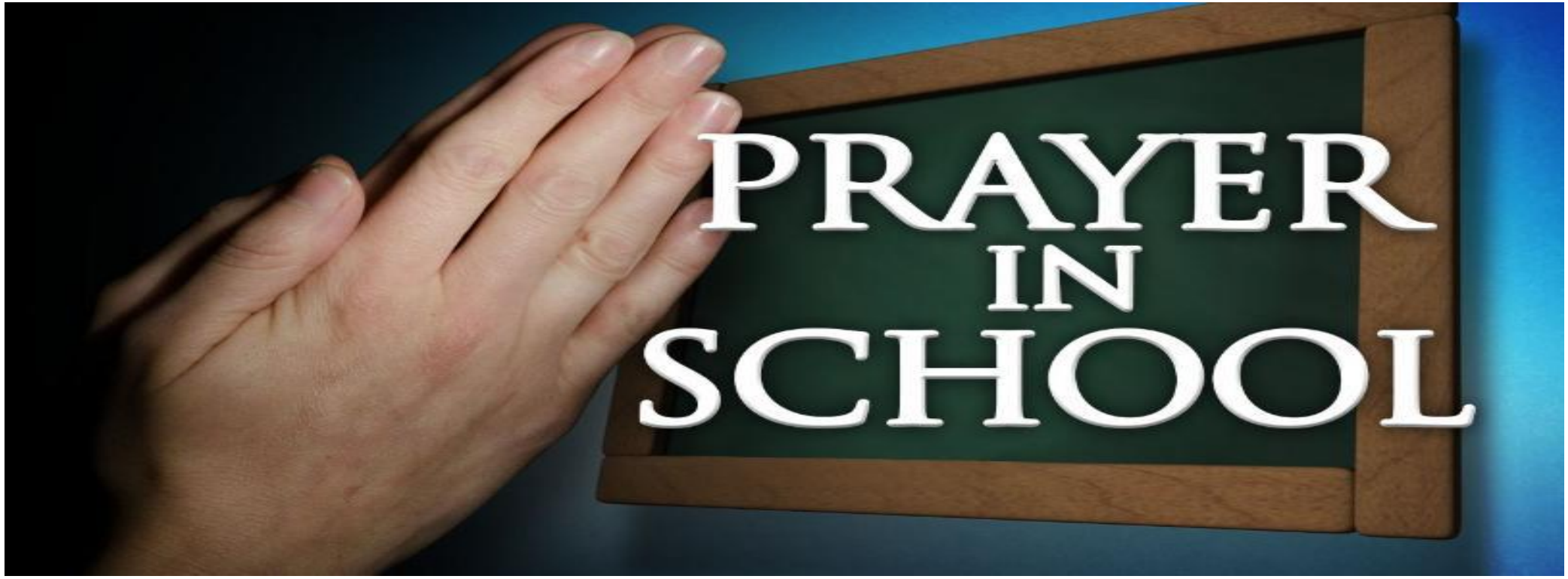
- Employee free speech rights is a complicated area and a fact intensive inquiry in just about every case.
- Get central administrators involved right away.
- Remember restrictions on employer access to personal social networking accounts.

# Employee Rights

Religious Rights

# *Prayer Led By School Employees*

- It is well-settled that school employees may not lead students in prayer. This is a violation of the Establishment Clause.



# *Prayer Led By Students*

- You may not join in student led prayer.

- However, you may supervise student-led prayer to ensure there is not disruption.

- Courts are wary of attempts to circumvent district-sponsored prayer.

# Collective Bargaining

Labor Law Issues

# Objectives

Just Two

- Learn what an Unfair Labor Practice ("ULP") is.
- Understand some of the common ULPs and learn how to avoid them.

# RCW 41.56.140

It shall be an unfair labor practice for a public employer:

(1) To interfere with, restrain, or coerce public employees in the exercise of their rights guaranteed by this chapter;

(2) To control, dominate, or interfere with a bargaining representative;

(3) To discriminate against a public employee who has filed an unfair labor practice charge;

(4) To refuse to engage in collective bargaining with the certified exclusive bargaining representative.

WASHINGTON STATE

# PUBLIC EMPLOYMENT RELATIONS COMMISSION

# Unfair Labor Practices

- Weingarten Violations
- Union Interference
- Unilateral Changes

# Weingarten Rights

- An employee has a right to a union representative at an employer's investigative interview when the employee reasonably believes the interview might result in disciplinary action.
- The employee's belief must be reasonable.
- The rule applies to investigative interviews.
- The rule does not apply to routine conversations, giving instructions, or training in work techniques.
- The employee should not be forced or influenced by management to use a particular representative.
- The employee does not have a right to wait an unreasonable amount of time for a particular representative.
- The employee has a right to a pre-interview conference with a representative before meeting with the employer.
- The employee has a right to ask and be told the subject matter of the meeting and the nature of the charges.

# Interference

# INTERFERENCE WITH UNION RIGHTS

- Unlawful interference is when one or more employees could reasonably perceive a supervisor's action as a threat of payback (or promise of benefit) associated with exercising protected union rights.
- It doesn't matter if the supervisor intended to interfere.
- The involved employees don't actually need to feel threatened.
- Interference would occur when a typical employee could reasonably perceive a supervisor's action as discouraging protected union activity.
- Interference can be indirect and/or subtle.

# Unilateral Changes

# UNILATERAL CHANGES

- Employers cannot unilaterally change terms or conditions or employment for mandatory subjects of bargaining without negotiating with the union.

- Mandatory subjects are those that directly impact wages, hours, or working conditions.

# Examples of Mandatory Subjects of Bargaining

- Wages
- Pay for training
- Incentive pay
- Seniority
- Job duties and schedules or shifts
- Breaks
- Bargaining unit work
- Health and safety practices

# Examples of Changes that Don't Require Bargaining

- When it's a de minimis change (i.e., how to fill out paperwork before taking leave or after returning from leave).
- When it isn't really a change (i.e., when we've been doing it all along or when the CBA allows it).
- When it's a really big emergency (i.e., the roof's about to collapse).
- When it's a management right (i.e., setting minimum qualifications for new hires, determining number of employees needed to carry out functions).
- When the union waives the right to bargain after being given an opportunity to do so.

# Take Aways

- Be mindful of the Weingarten right to a union rep in an investigative interview.
- Don’t give employees any reasonable basis (subtle or otherwise) for thinking that you are interfering in the exercise of union rights.
- Avoid making unilateral changes in mandatory bargaining subjects.

# Thank You

Tony Anselmo
(509) 838-8330
tanselmo@stevensclay.org
www.stevensclay.org

| | |
|---|---|
| **From:** | admin@wspa.net |
| **To:** | Tara Lofton |
| **Subject:** | RE: Dec. 7th Workshop |
| **Date:** | Wednesday, November 28, 2018 12:23:32 PM |
| **Attachments:** | Michaels_emp misc.pdf<br>Thomas_emp misc.pdf<br>Dizon_emp misc.pdf<br>Lofton_emp misc.pdf<br>image001.png |

---

Tara,

The requested receipts are attached for your records.

Thank you,

Jennifer

---

**From:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Monday, November 26, 2018 10:22 AM
**To:** admin@wspa.net
**Subject:** Dec. 7th Workshop

Hi Jennifer:

When you have an opportunity, can you please provide me a copy of the four paid invoices for me and my team pertaining to the December 7th workshop.

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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Washington School Personnel Association

PO Box 1600
Anacortes, WA 98221

# Invoice

| Date | Invoice # |
|---|---|
| 11/20/2018 | 12248 |

PAID 11/20/2018

| Bill To |
|---|
| Federal Way Public Schools<br>Attn: Accounts Payable<br>33330 8th Ave S.<br>Federal Way, WA 98003 |

| P.O. No. | |
|---|---|

| Description | Qty | Rate | Amount |
|---|---|---|---|
| MICHAELS 2018 Employee Misconduct and Investigations Workshop | | 150.00 | 150.00 |

| | |
|---|---|
| **Total** | $150.00 |
| **Payments/Credits** | -$150.00 |
| **Balance Due** | $0.00 |

001552

Washington School Personnel Association

PO Box 1600
Anacortes, WA 98221

# Invoice

| Date | Invoice # |
|---|---|
| 11/20/2018 | 12247 |

PAID 11/20/2018

| Bill To |
|---|
| Federal Way Public Schools<br>Attn: Accounts Payable<br>33330 8th Ave S.<br>Federal Way, WA 98003 |

| P.O. No. | |
|---|---|

| Description | Qty | Rate | Amount |
|---|---|---|---|
| THOMAS 2018 Employee Misconduct and Investigations Workshop | | 150.00 | 150.00 |

| | |
|---|---|
| **Total** | $150.00 |
| **Payments/Credits** | -$150.00 |
| **Balance Due** | $0.00 |

001553

Washington School Personnel Association

PO Box 1600
Anacortes, WA 98221

# Invoice

| Date | Invoice # |
|---|---|
| 11/20/2018 | 12246 |

PAID 11/20/2018

| Bill To |
|---|
| Federal Way Public Schools<br>Attn: Accounts Payable<br>33330 8th Ave S.<br>Federal Way, WA 98003 |

| P.O. No. | |
|---|---|

| Description | Qty | Rate | Amount |
|---|---|---|---|
| DIZON 2018 Employee Misconduct and Investigations Workshop | | 150.00 | 150.00 |

| | |
|---|---|
| **Total** | $150.00 |
| **Payments/Credits** | -$150.00 |
| **Balance Due** | $0.00 |

001554

Washington School Personnel Association

PO Box 1600
Anacortes, WA 98221

# Invoice

| Date | Invoice # |
|---|---|
| 11/20/2018 | 12248 |

PAID 11/20/2018

| Bill To |
|---|
| Federal Way Public Schools<br>Attn: Accounts Payable<br>33330 8th Ave S.<br>Federal Way, WA 98003 |

| P.O. No. | |
|---|---|

| Description | Qty | Rate | Amount |
|---|---|---|---|
| LOFTON 2018 Employee Misconduct and Investigations Workshop | | 150.00 | 150.00 |

| | |
|---|---|
| **Total** | $150.00 |
| **Payments/Credits** | -$150.00 |
| **Balance Due** | $0.00 |

001555

**From:** Tara Lofton on behalf of Tara Lofton <tlofton@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: Dec. 7th Workshop
**Date:** Wednesday, November 28, 2018 12:34:11 PM
**Attachments:** image001.png

---

Just a quick heads up, I disputed a $50 charge to WSPA. When I registered Amanda Michaels, the system accepted $50 payment, so my card should of only been charged $100 for her fee, I thought that would show in your system.

Basically my card was charged four times at $150 and one charge of $50.

If you have any questions, let me know.

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Wednesday, November 28, 2018 12:23 PM
**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** RE: Dec. 7th Workshop

Tara,

The requested receipts are attached for your records.

Thank you,

Jennifer

---

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

**Sent:** Monday, November 26, 2018 10:22 AM
**To:** admin@wspa.net
**Subject:** Dec. 7th Workshop

Hi Jennifer:

When you have an opportunity, can you please provide me a copy of the four paid invoices for me and my team pertaining to the December 7th workshop.

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
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**From:** admin@wspa.net
**To:** Tara Lofton
**Subject:** Re: Dec. 7th Workshop
**Date:** Wednesday, November 28, 2018 1:06:01 PM
**Attachments:** image001.png

---

Tara, I will pull that up charge from our credit card processing system and get that refunded today. I will send over a confirmation of the refund report as soon as received.

Jennifer Tottenham

On Nov 28, 2018, at 12:34 PM, Tara Lofton <tlofton@fwps.org> wrote:

> Just a quick heads up, I disputed a $50 charge to WSPA. When I registered Amanda Michaels, the system accepted $50 payment, so my card should of only been charged $100 for her fee, I thought that would show in your system.
>
> Basically my card was charged four times at $150 and one charge of $50.
>
> If you have any questions, let me know.
>
> <image001.png>
>
> **Tara T. Lofton**
> Human Resources Employee Relations
> & Legal Assistant Specialist
> 253-945-2039 | tlofton@fwps.org
> Follow us on Twitter: @FWPSCareers
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>
> <image002.jpg>
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>
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<image002.jpg>

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**From:** Tara Lofton on behalf of Tara Lofton <tlofton@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: Dec. 7th Workshop
**Date:** Wednesday, November 28, 2018 1:06:56 PM

---

No there is nothing for you to do. The credit card company refunded it already so we are even ☺

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Wednesday, November 28, 2018 1:06 PM
**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** Re: Dec. 7th Workshop

Tara, I will pull that up charge from our credit card processing system and get that refunded today. I will send over a confirmation of the refund report as soon as received.

Jennifer Tottenham

On Nov 28, 2018, at 12:34 PM, Tara Lofton <tlofton@fwps.org> wrote:

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> If you have any questions, let me know.
>
> <image001.png>
>
> **Tara T. Lofton**
> Human Resources Employee Relations
> & Legal Assistant Specialist
> 253-945-2039 | tlofton@fwps.org
> Follow us on Twitter: @FWPSCareers
> Click here to learn about FWPS Career Opportunities
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**Subject:** RE: Dec. 7th Workshop

Tara,

The requested receipts are attached for your records.

Thank you,

Jennifer

---

**From:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Monday, November 26, 2018 10:22 AM
**To:** admin@wspa.net
**Subject:** Dec. 7th Workshop

Hi Jennifer:

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<image001.png>

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Human Resources Employee Relations
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**From:** admin@wspa.net
**To:** Tara Lofton
**Subject:** Re: Dec. 7th Workshop
**Date:** Wednesday, November 28, 2018 1:08:08 PM

---

Wonderful, my apologies for the error and inconvenience.

Jennifer

On Nov 28, 2018, at 1:07 PM, Tara Lofton <tlofton@fwps.org> wrote:

> No there is nothing for you to do. The credit card company refunded it already so we are even ☺
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**To:** admin@wspa.net
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**Date:** Wednesday, November 28, 2018 1:11:49 PM

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See you on the 7th ☺

---

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**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** jrausch@wspa.net
**Cc:** David Brower
**Subject:** RE: Confirming
**Date:** Wednesday, November 28, 2018 5:12:14 PM

---

Jane
Can you tell us what the time schedule is for the day? Is David and I presenting in the afternoon? Is there a 2nd presenter in the afternoon also?

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** jrausch@wspa.net <jrausch@wspa.net>
**Sent:** Wednesday, November 28, 2018 11:17 AM
**To:** Janet Hodson <jhodson@fwps.org>; David Brower <dbrower@fwps.org>
**Subject:** Confirming

Thank you for your willingness to present on the classified boot camp again. We will be changing it to a one day presentation to be held each spring (Spokane) and fall (Renton).

We are scheduled in Spokane for April 22, 2019, and in Renton on October 21st. I wanted to give you both the head's up for planning purposes.

Also, with us switching to a one day presentation, I will need to know how much time you will need for your presentation. Stevens Clay will be modifying there's as well, but I am attaching them so you can see what they have covered.

Thank you.

Jane Rausch
HELP Coordinator
WSPA
(509) 241-5025 work
(509) 979-0572 cell

**From:** jrausch@wspa.net
**To:** jhodson@fwps.org
**Cc:** David Brower
**Subject:** Re: Confirming
**Date:** Thursday, November 29, 2018 8:42:09 AM

---

Stevens Clay will be presenting on "HR 101." They are here in Spokane, and since you're traveling, I can work with you on your schedule. Let me know if you prefer morning or afternoon.

Jane

---

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**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** jrausch@wspa.net
**Subject:** RE: Confirming
**Date:** Thursday, November 29, 2018 9:33:26 AM

---

Ok, I will check with David.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** jrausch@wspa.net <jrausch@wspa.net>
**Sent:** Thursday, November 29, 2018 8:42 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Cc:** David Brower <dbrower@fwps.org>
**Subject:** Re: Confirming

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Federal Way Public Schools
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253.945.2020
jhodson@fwps.org

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(509) 979-0572 cell

**From:** David Brower on behalf of David Brower <dbrower@fwps.org>
**To:** turner.l@wenatcheeschools.org
**Cc:** leonard@wspa.net
**Subject:** FW: MEMBER REQUEST
**Date:** Friday, November 30, 2018 8:06:52 AM

---

Federal way allows principals and Aps to cash out up to 7 days, and have it written into our CBA with them. We also allow leadership team and cabinet to cash out up to 10 days and that is written into the contract they sign yearly.

We also have policy 5411:
https://www.fwps.org/cms/lib/WA01919399/Centricity/domain/224/5000/5411.pdf

---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
**Sent:** Friday, November 30, 2018 8:03 AM
**To:** David Brower <dbrower@fwps.org>
**Subject:** MEMBER REQUEST

Good Morning WSPA members. A few member requests for your review. Thanks as always!

Lisa Turner from Wenatchee School District is wondering if other districts allow year-round (260 days) administrators to cash out accrued vacation on an annual basis? If so, do you have a WSSDA model policy 5411 in place or any other policy supporting the cashout?

Please send your responses directly to: turner.l@wenatcheeschools.org

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

Thanks,

Curtis

---

This email was sent to dbrower@fwps.org by cleonard@wspa.net

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

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**From:** David Brower on behalf of David Brower <dbrower@fwps.org>
**To:** lmcginnis@ptschools.org
**Cc:** cleonard@wspa.net
**Subject:** Washington Paid Family Medical Leave
**Date:** Friday, November 30, 2018 8:24:09 AM
**Attachments:** WA PFML Flyer.pdf
Washington PFML Memo.pdf
image001.png

---

This is what we are sending out today, actually, having sent it to our labor partners two weeks ago.

**FEDERAL WAY**
PUBLIC SCHOOLS

## Human Resources

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

Purpose: To share information to staff regarding the Washington Paid Family and Medical Leave.

To: All FWPS Staff

Information only

Washington state legislature passed the Paid Family and Medical Leave (PFML) law in 2017. State law requires employers to begin collecting premiums for the new PFML benefit, beginning January 1, 2019, and employees will see the deductions beginning on their January paycheck. Eligible employees may apply for PFML benefits beginning January 1, 2020. Please review the attached memo and flyer for more information. As the state finalizes rules, and as we approach the date after which employees can access the benefit, we will send out more information in coordination with our labor partners.

David Brower
Chief Human Resource Officer

# Washington's Paid Family and Medical Leave Program

Paid Family and Medical Leave is a statewide insurance program to care for yourself or your family in life's most trying times. It is a statewide insurance program that will be funded by premiums paid by both employees and many employers.

## What is covered?

- Your own medical condition
- Caring for family members
- Bonding with a child (birth, foster or adoption)
- Certain military-related events

## How do I become eligible for benefits?

You become eligible once you have worked 820 hours for a Washington-based employer during the previous year. You can apply for benefits starting Jan. 2020.

820 HOURS

Jan Feb Mar
Apr Mar Jun
Jul Aug Sep
Oct Nov Dec

## What is my weekly benefit

You are entitled up to 12 weeks of wage replacement with a weekly minimum of $100 and a weekly maximum of $1000, adjusted annually. Your exact benefit is determined by your earned wages, the state median income, and other factors.

| Weekly wage | Weekly Benefit |
|---|---|
| $480 | $432 |
| $576 | $524 |
| $961 | $764 |
| $1923 | $1000 |

## Is my job protected while I take leave?

Employees covered by the state program are entitled to job restoration when returning from leave if they:

Work for an employer with 50 or more employees. **50+**

**12+** Have worked for that employer for 12 months or more.

Have worked at least 1250 hours for that employer in the past 12 months. 1250 HOURS

## How much will it cost?

If your annual salary is $50,000, you will pay about $2.40 per week. The premium is 0.4% of an employees paycheck and is shared by the employee and employer. Premium assessment will begin Jan. 1, 2019.

37% Employer

63% Employee

Employment Security Department
WASHINGTON STATE

**For more information:** esd.wa.gov/paid-family-medical-leave

FEDERAL WAY
PUBLIC SCHOOLS

Department of
**Human Resources**

MEMO

TO: All Staff

SUBJECT: Washington Paid Family & Medical Leave

DATE: November 19, 2018

**What is it?**

Paid Family and Medical Leave (PFML) is a new statewide insurance program administered by the state that will be funded by premiums paid by both employees and employer. This program allows eligible workers to take up to 12 weeks, as needed, when they welcome a new child into their family, are struck by a serious illness or injury, need to take care of an ill or ailing relative, and for certain military connected events. Employees may be eligible for PFML and leave protected by the federal Family Medical Leave Act (FMLA).

**When does it start?**

Beginning January 1, 2019, workers and employers throughout Washington State will begin paying a payroll tax "premium" to the WA State Employment Security Department. One year later, starting January 1, 2020, workers who qualify will be able to draw upon a paid leave benefit for certain qualifying events. Employees must apply for this benefit through the Employment Security Department

**Who pays for it and how much will it cost?**

The initial premiums will be 0.4% of an employee's total monthly pay and is shared by the employee and employer. The employee will be responsible for 63% of the payroll tax, and the employer will be responsible for 37%.

Example: For a monthly wage of $3,000 the employee will contribute about $7.56 per month and the employer will contribute about $4.44 per month.

**For more information see the attached informational flyer or visit: *esd.wa.gov/paid-family-medical-leave*.**

**From:** Manal Tirhi on behalf of Manal Tirhi <mtirhi@fwps.org>
**To:** admin@wspa.net
**Subject:** Randy Hathaway Fellowship Awards
**Date:** Friday, November 30, 2018 9:24:21 AM

---

Hi Jennifer,

Quick question, I am eligible to apply for this? I am not sure I have been on the membership the required time needed in order to be eligible. Thank you in advance for your help.

*Have a wonderful day!*

**Manal Tirhi**

**Office Manager**

Federal Way Public Schools
253-945-2072
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FEDERAL WAY
PUBLIC SCHOOLS

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** cleonard@wspa.net; mckeeb@thorpschools.org
**Subject:** RE: MEMBER REQUEST
**Date:** Friday, November 30, 2018 10:25:36 AM

---

Can you be more specific of what you are asking? Typically managers do not sign a contract. Are you talking about CBA language?

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Friday, November 30, 2018 8:09 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** MEMBER REQUEST

Last request of the week. Everyone have a great weekend and thank you for your assistance!

Brenda McKee from Thorp is seeking sample contracts and contract language for Business Manager and Maintenance Manager positions. Would anyone be able to share what they have?

Please send your responses directly to: mckeeb@thorpschools.org

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

Thanks,

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**To:** cleonard@wspa.net; turner.l@wenatcheeschools.org
**Subject:** RE: MEMBER REQUEST
**Date:** Friday, November 30, 2018 11:00:56 AM

---

FWPS allows requests from administrators up to 7 days cash out for positions below Directors and 10 days directors and above. Requests must be in sometime between May and June. I don't recall the specific dates.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

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**To:** mckeeb@thorpschools.org; cleonard@wspa.net
**Subject:** FW: MEMBER REQUEST
**Date:** Friday, November 30, 2018 11:09:55 AM
**Attachments:** Maintenance Project Coord.pdf
Manager, Client Support Services.pdf
image001.png

---

Good Morning:

Are District Management positions are all non-rep and therefore do not have contracts. The job descriptions for our Maintenance Coordinator and Client Services Managers are attached.

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
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FEDERAL WAY PUBLIC SCHOOLS

# Position Description

# MAINTENANCE PROJECT COORDINATOR

**POSITION SUMMARY**: The position is responsible for construction project management, principles and techniques; reviewing construction documents, plans and specifications; maintaining construction practices, methods, materials, applications and standards; utilizing computer applications and construction related software; and reading and interpreting drawings and construction specifications. Incumbents in this position are expected to represent the district with the utmost professionalism in public settings and to demonstrate a high level of customer service when working with stakeholders. Core areas of focus include consultant and builder management, budgeting, cost estimating, public procurement, and data analysis. The individual in this position must demonstrate understanding and compliance with applicable rules, regulations, and laws of either the state of Washington.

**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.

- Plan and manage all aspect of pre-design, design, construction, and post-occupancy phases including compliance with planned budget, schedule, and scope/quality criteria.
- Proactively define the needs and interest of all stakeholders and incorporate into plans and actions.
- Ensure compliance with District policies and procedures for all assigned contracts and enforcement of contract provisions.
- Prepares necessary documentation for supervisor review/approval; tabulates budgetary data, calculates figures, and checks for accuracy.
- Ensure district needs are met in a timely, cost effective, customer service-oriented manner.
- Maintain clear, complete, and accessible project file documentation consistent with professional standards through and including project closeout and as-built documentation.
- Responsible for extensive project plan reviews; both in terms of overviews to key decision-makers and redlining of consultant submittals.
- Monitor and track construction progress and changes to schedule and ensure completion of punch list items.
- Ensure compliance with all construction regulations and district safety requirements.
- Reviews all assigned project pay requests and all change order requests and recommend action to the Executive Director.
- Prepares progress reports on all new construction, renovations, and remodeling projects.
- Attends and represents the district at construction job meetings and keeps minutes.
- Makes frequent visits to job sites for first-hand visual inspections and conferencing.
- Monitors construction schedules to ensure timely construction completion.
- Assists in research/clarification and resolution of issues and problems.
- Prepares all required reports and maintains all appropriate records.
- Investigates reports of faulty workmanship or materials on construction and takes appropriate action under the terms of the contract or guarantee.

- Coordinates construction activities to minimize interference with school and facility operations.
- Provide accurate and timely project financial forecasts and reports project progress.

**OTHER RESPONSIBILITIES**

- Directs contracted services professionals in the development of construction documents.
- Assists in pre-construction activities for all assigned projects.
- Develops agendas and conducts meetings as necessary
- Coordinators with building official and with maintenance staff regarding project pre-planning.
- Develops and maintains detailed project records.
- Proactive orientation provides required leadership in all phases of assigned projects.
- Anticipates potential problems and develops alternative planning strategies.
- Conducts thorough reviews of construction plans and specifications.
- Prepares accurate cost estimates as necessary.
- Assists others in understanding relevant information related to construction processes.

**REQUIRED QUALIFICATIONS:**

**Education and Experience**

AA degree construction related field **OR**
Certification in construction management field **OR**
Three (3) years of increasingly responsible experience in construction.

**PREFERRED QUALIFICATIONS:**

Experience working in K-12 environment
BA Degree in Planning, Architecture, Engineering, Construction Management, or related field.
Experience with the Washington State OSPI School Construction Assistance Program (SCAP) and the relevant RCW sections that govern K-12 school construction and public contracting procedures.

**CONDITION OF EMPLOYMENT:**

Criminal background clearance
Valid Washington State Driver's License
Work scheduled hours on a consistent basis

**KNOWLEDGE OF:**

Building design and construction systems;
Federal, state, and local statutes, regulations, and policies
Best practices in construction safety and environmental awareness.

**ABILITY TO:**

- Turn vision into a workable plan
- Communicates effectively orally and in written form.
- Bring a collaborative, multi-faceted approach to design, problem solving, and construction
- Review and negotiate agreements and contracts
- Demonstrate strong organizational and communication skills, and willingness to be a member of a dedicated team
- Demonstrate proficiency with Microsoft Excel, Word
- Demonstrate proactively problem solving, improving services and initiating solutions to a wide variety of situations in a fast-paced environment.
- Ability to establish and maintain effective, collaborative, working and supervisory relationships.
- Organize, set priorities, coordinates activities and meet deadlines.

- Work effectively under pressure and exercise independent judgment.
- Effectively use e-mail, word processing, spreadsheet and database computer software.
- Communicate effectively in both written and verbal form with clients and staff.
- Organize tasks and work independently and plan, organize and direct the work of others.
- Keep confidentiality and observance of chain of command in departmental and outside communications.
- Positively interact with students, staff and administrators.
- Must be able to work effectively in a team environment.
- 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.

This position is required to stand for prolonged periods; will experience physical demand such as climbing and descending stairs and ladders; sitting, bending, stooping, walking, reaching, grasping, holding, removing, turning, unlocking, opening, pushing, pulling, writing, keyboarding, driving, filing, hearing, and speaking. This position is required to visually concentrate on details, be accurate, dexterous, and precise. This position lifts or carries a minimum of 10 lbs on a constant basis; 35 lbs on a regular basis; and 55 pounds on an occasional basis. This position will push/pull up to 400 lb. Works around large appliances with sharp and moving parts.

**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 position will experience frequent interruptions and inflexible deadlines, and deal occasionally with angry and distraught people. Work performed mainly indoors and, outdoors in all seasons and all types of weather; may be exposed to high-voltage electricity, heights, confined spaces, toxic chemicals, and some asbestos. Employee is required to use and maintain personal protective equipment as directed by the district's safety program. This position may be exposed to high noise levels from equipment.

**WORK SCHEDULE**
This position typically works, Monday through Friday, 8 hours per day, 260 days per year Occasional nights and weekends are required.

**REPORTING RELATIONSHIP** This position is evaluated by and reports directly to the Executive Director of Maintenance and Operations or designee

**REPRESENTATION**
Non-Represented

**LEVEL OF COMPENSATION**
Coordinator - $70,283

CLASSIFICATION HISTORY
May 2018

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

## Manager, Client Support Services

**POSITION SUMMARY**
The position of Manager, Client Support Services exists for the purposes of planning, organizing, directing, supervising and evaluating a first rate customer service team providing Tier 1, Tier 2, and Tier 3 in support of the district's mission, vision and goals; coordinating, organizing and supervising help desk and field support in supporting networked devices in all district schools and departments. This position serves as the single focal point in the district for IT, including policies, systems, procedures, and administration of these services.

The Manager, Customer Services must have proven leadership skills in planning and workload allocations, directing, mentoring and leading team members, as well as managing the performance of the team. The manager must also establish effective communication with business, operations and educational managers within the district. This is a 'working' leadership position, approximately 40% technical and 60% managerial. The manager must supervise technical staff, accomplish managerial tasks, and possess the necessary skills to provide quality customer services.

As a senior leader in the Technology Services Department, the manager must work closely with colleagues and the Chief Technology Officer to develop and execute plans to grow organizational capacity and to add resources as approved and appropriate.

**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.

- Manages assigned program and/or service responsibilities for the purpose of achieving outcomes in relation to organizational objectives, and ensuring conformance with legal, financial and district requirements.
- Performs personnel administrative functions (e.g. hiring, counseling, training, supervising, goal setting, evaluating, providing professional development opportunities, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved.
- Participates as a team member and fully supports efforts of the IT Leadership Team for the purpose of building a strong department team that supports district mission and goals.
- Supports other upper level administrators for the purpose of collaborating with these administrators in achievement of department, program and organizational goals.
- Participates in the development of the district's multi-year technology plan for the purpose of effective and timely technology solutions for the district.

- Develops long and short-range plans in relation to desktop and mobile hardware and software technology (e.g. policies, procedures, staffing, budgets, materials, equipment, space requirements, etc.) for the purpose of ensuring organizational objectives are achieved in the most efficient and timely manner.
- Directs the operation of Client Support Services, including the Help Desk and Field Support Specialists for the purpose of ensuring access to information and data services, providing accurate and timely technology support and problem resolution to district staff, and contributing to the achievement of the district's mission, vision, and goals.
- Develops, implements, and manages a Tier 1, Tier 2, and Tier 3 support structure, for the purpose of assuring industry best practices are adopted and used – see Information Technology Infrastructure Library (ITIL) guidelines for managing Customer Services (http://www.itil-officialsite.com/)
    a. Communication with the district regarding:
        i. Publication of SLAs
        ii. Upgrade and replacement schedules
        iii. Training schedules
        iv. Downtime
    b. Management of service level agreements (SLAs) for internal functions and external contractors
    c. Oversight, ensuring that service levels are being maintained
    d. Development/coordination/publication of self-help tools (cheat sheets, tips, tutorials)
    e. Coordination of technology "basic training" for all staff using Instructional Technology training standards
    f. Uniform support across all areas of IT (network, desktop, applications)
        i. Single point of contact for all requests
        ii. Coordination of self-help tools from all areas
        iii. Tracking of all requests and resolutions
    g. Help Desk/Helpline
        i. Clear path of escalation
        ii. Clear expectations for time to resolution
        iii. Staffing & staff training
        iv. Evaluation of service
        v. Feedback for purposes of improvement of services
        vi. Frontline support for upgrades and rollouts

- Initiates and develops customer relationships for the purpose of promoting effective use of district standard technologies deployed.
- Develops and implements agreements with schools and departments for the purpose of supporting non-district standard technology solutions
- Provides authentic and actionable service level agreements for problem resolution of district technology resources including computers, printers, mobile devices and software, wired & wireless data networks, voice services and messaging, email, calendar, SharePoint, and shared file storage, for the purpose of dependable time to and quality of resolution.
- Manages technology vendor relationships and service agreements for the purpose of acquiring equipment and software that enables district mission, vision, and goals.

- Develops and manages budget (general and levy funds) and technology procurement and deployment for the purpose of ensuring effective use of district funds.
- Facilitates communication among department staff and district staff, for the purpose of evaluating situations, identifying appropriate actions, and/or developing recommendations.
- Responds to inquiries of staff, district personnel, other professional organizations, etc. for the purpose of providing information and/or direction as may be required.
- Participates in a wide variety of meetings as required (e.g. workshops, district, regional, and statewide committees, community and public agencies, seminars, conferences, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out administrative responsibilities.
- Performs other job-related duties as assigned

**MINIMUM QUALIFICATIONS**

**Education and Experience**

- Bachelor of Arts/Science Degree in Business Administration, Computer Science or related field is required.
- A minimum of five (5) years of:
    - relevant experience is required
    - management experience in a K-12 educational institution or a commercial organization with a variety of complex enterprise level systems;

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and or ability required and is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the position. Requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**CONDITION OF EMPLOYMENT**

Criminal background clearance
Washington State Driver's License

**KNOWLEDGE OF:**

Basic understanding of computer, phone, copier, fax and e-mail skills

**ABILITY TO:**

Be able to work well under pressure and communicate concisely with individuals via the telephone, in written document or face to face.
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

**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.

**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 the Chief Technology Officer

**REPRESENTATION**
Non-represented

**LEVEL OF COMPENSATION**
Manager II level on non-represented salary schedule

**CLASSIFICATION HISTORY**
Created 07/2017

<u>DISCLAIMER</u>
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:** admin@wspa.net
**To:** Manal Tirhi
**Subject:** RE: Randy Hathaway Fellowship Awards
**Date:** Monday, December 3, 2018 3:31:13 PM

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Hi Manal,

Yes – you do have a full year membership under your belt and are eligible to apply. Best of luck with your application!

Jennifer

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**From:** Manal Tirhi [mailto:mtirhi@fwps.org]
**Sent:** Friday, November 30, 2018 9:24 AM
**To:** admin@wspa.net
**Subject:** Randy Hathaway Fellowship Awards

Hi Jennifer,

Quick question, I am eligible to apply for this? I am not sure I have been on the membership the required time needed in order to be eligible. Thank you in advance for your help.

*Have a wonderful day!*

**Manal Tirhi**

**Office Manager**

Federal Way Public Schools
253-945-2072
Follow us on Twitter: @FWPSCareers
Click here to learn about FWPS Career Opportunities

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PUBLIC SCHOOLS

**From:** Brianne King on behalf of Brianne King <Brianne@wasbo.org>
**To:** Jim Frey; Marie Telecky; Mitch Denning; David Bond; Teresa Main; WasboEvent; Scott Izutsu; Melissa de Vita; Linda McDermott; Stephen Nielsen; Jennifer Farmer; Curtis Leonard (cleonard@wspa.net); Shelley Redinger; Gavin Hottman; Frank Ashby; Kim Scott; Tim Yeomans; T.J. Kelly; Jan Hutton; Sheryl Moore (SJAndersonmo@seattleschools.org); Joel Aune (jaune@wasa-oly.org); Kevin Chase (kevin.chase@esd105.org); Michael Nelson; Heidi Hietpas; Jennifer M. Priddy; Duggan Harman (dharman@nsd.org); Susan Smith Leland; John Bash; Michael Dunn; Kate Davis; Jeff Moore; Vic Roberts; Gary Cohn; Michelle Price; Greg Lynch; Rosalind Medina; Tim Garchow; Gary Kipp; Lisa Dawn-Fisher; Mike Brophy; Rich Puryear; Jason Franklin; Larry Francois; Dana Anderson; tvenable@methow.org; "Michelle Matakas"; Doug A. Matson; Corine Pennington; Seevers, Cathie; Ruth Russell; Roz Thompson; Tim Merlino; JoLynn Berge; John Welch; Jessica Vavrus; Michael Merlino; Frank Hewins; Marla Miller; Monica Hunsaker; Sally McLean; Cal Brodie; Steve Webb; Darcy Weisner; Angela Von Essen; Dan Steele
**Subject:** Local Funding Work Group (LFWG) Meeting - Thursday, December 6th
**Date:** Tuesday, December 4, 2018 10:18:53 AM
**Attachments:** LFWG Agenda 12.06.18.pdf
LFWG 2018 Priorities Final 12-01-2017.pdf

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Good morning,

The agenda for the LFWG meeting on Thursday at 9 am is attached. We are meeting in-person only at Puget Sound ESD.

We will be discussing key issues for the statewide 2019 Legislative Agenda. The 2018 Priorities document is also attached for your reference.

Thank you,

***Brianne King, CSBO***
***Executive Director***
WASBO
**Washington Association of School Business Officials**
**(360) 528-2025 office**
**(253) 985-0875 cell**

# Local Funding Work Group
# Agenda
# Puget Sound ESD 121

## Room: Duwamish Room

**Thursday, December 6, 2018 | 9:00 am – 12:00 pm**

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Agenda Items:

1. What we know, what we hear

    a. Consider solutions the legislature and Governor will/may propose for addressing McCleary shortfalls.

2. What long-term components must be addressed? Suggested Principles

    a. Capacity (more)
    b. Ampleness
    c. Equity
    d. Transparency (legislative and district level)

3. What parts of the long-term needs must be accomplished during the upcoming session?

4. Review prior Year LFWG statement on funding in context of what has changed, what continues to be problematic?

5. Draft Key statements for 2019 Legislative effort

# 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.

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.** Though additional funding was provided in 2017 by increasing the special education cap 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. We urge:
    - An increase in per-student special education funding (via the excess cost multiplier).

- **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).

Adopted: 12/01/2017

(over)

## Additional context for these recommendations:

**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.

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.** 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, along with a staff mix factor, 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.

**While the three main issues addressed above 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:** John Welch <jwelch@psesd.org>

**To:** 嵞档勗敓汲湩; 慊澱牆湡汫湩; 岿杧湡 牡慦撮慨滢湡湀摳漮杲; 慄瓷[illegible]漣謦; 慓菜⁹捍敔湡; 敁獳捩[illegible]颯牶獵; 楔敓汲湩; 濰楮愩 湊慳敫; [illegible] 汥祭; 慇瓷漻穀熬; 嵞档勗嫩獬湯; 桓汥敬⁹傲楒柿牀; 挪瑯4擢瑵舋; 片来 湹档; 畝桴刪獵敳菜; 潒慳楬謦 摥湩; 敁晦 潯敲; 瑉癥 敗扢; 瑉灥敼惲汥敳; 漱杵 濲 ;扣獨湡牆 ;獩癡 整態 ;湯獕慍瑉慄 ;≒牯 汯漯抵敬穀慥猣潭湯獲敤湁 .敲潯 汹牀桓 ;慰瑥楫[illegible]摩效 ;≒牯 汯U獡着敲畟樨 湊 汥濲 ;獡 湨癥敓 ;敲牀 湮祌濲 ; 慫慴慍 菜敼捩 ;湮峀瘚档嵞 ;榆 慳敲敔 ;瑲敢滎[illegible]揶 ;敦氈牂陰 ;牀菜嵞[illegible]汲慍 ;敬敥慇 ;瑯滢敉捏[illegible]氈梡 ;正敬敔 槭慍 ;漯捲慇楔 ;獩潣湡牆⁹牲慌 ;湩湮敉[illegible]捻嵞 ;敧獩敗⁹捲慄 ;祥牆楊 ;楨瑯 w牀敃敳慨捲湩癥欨 獡桃簋敔 ;瑯捌瘛 ;牀桵梗 睡 慳梡 ;散槭倠敬汥档嵞 ;湡浯教楔 ;氈慬敔[illegible]瑩浓慳畬 ;灩 祲 慮漂 獩瑲軥 ;湯獰浯桔+滊 ;瀦柿楮滨倠敧槭潃 ;潳牀氈 慮慄 ;翊摩牖 牀晚湮敁 ;瑩嚸敷[illegible]獳楬敓 ;≒牯; 摳牆 ;梧潲 敫嵞 ;桯 祲慇 ;敿牡 牀晚湮敁 ;牡敹牽倠档楒 ;牯 漯瑥浀敬扡滨癉 ;湯穀畈謙 ;⇀敧 匆着摲慮漂汋 .摲獮楷效遇

**Subject:** Local Funding Work Group (LFWG) Meeting

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Room: Duwamish

The LFWG Guiding Team has met a few times to discuss the key issues for the statewide 2019 Legislative Agenda. This meeting will be for the full team to discuss the outcomes from the Guiding Team.

This will be an in-person only meeting.

Agenda to follow as we get closer to the date.

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| | |
|---|---|
| **From:** | Tara Lofton on behalf of Tara Lofton <tlofton@fwps.org> |
| **To:** | admin@wspa.net |
| **Subject:** | December 7th Workshop lunch |
| **Date:** | Thursday, December 6, 2018 12:30:15 PM |
| **Attachments:** | image001.png |

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Hi Jennifer:

Can you tell me what is for lunch tomorrow.

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
Follow us on Twitter: @FWPSCareers
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**From:** admin@wspa.net
**To:** Tara Lofton
**Subject:** RE: December 7th Workshop lunch
**Date:** Thursday, December 6, 2018 1:03:33 PM
**Attachments:** image001.png

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Hi Tara,

I believe it is the fajita bar – I have requested vegetarian, gluten free, and dairy free labeling on all dishes. Is there something specific I can request for you? I am heading there this afternoon and am happy to make arrangements for a special dish if needed!

Jennifer

---

**From:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Thursday, December 06, 2018 12:30 PM
**To:** admin@wspa.net
**Subject:** December 7th Workshop lunch

Hi Jennifer:

Can you tell me what is for lunch tomorrow.

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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**From:** Tara Lofton on behalf of Tara Lofton <tlofton@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: December 7th Workshop lunch
**Date:** Thursday, December 6, 2018 1:05:14 PM
**Attachments:** image001.png

---

No that is fine. I'm just watching what I eat and wanted to make sure I didn't need to bring my own lunch….fajita's are SAFE ☺

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Thursday, December 6, 2018 1:04 PM
**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** RE: December 7th Workshop lunch

Hi Tara,

I believe it is the fajita bar – I have requested vegetarian, gluten free, and dairy free labeling on all dishes. Is there something specific I can request for you? I am heading there this afternoon and am happy to make arrangements for a special dish if needed!

Jennifer

---

**From:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Thursday, December 06, 2018 12:30 PM
**To:** admin@wspa.net
**Subject:** December 7th Workshop lunch

Hi Jennifer:

Can you tell me what is for lunch tomorrow.

**Tara T. Lofton**
Human Resources Employee Relations
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communication.

**From:** John Welch <jwelch@psesd.org>

**To:** 嵞档勗敍汲湩; 慊澱牆湡汫湩; 岿杧湡 牡憖撮慨滢湡湀摳漮杲; 慄瓷[illegible]漰鞪; 慓菜⁹捍敔湡; 敁獳捩[illegible]颯牶獵; 楔敍汲湩; 濰楮愩 淒慳敫; [illegible] 汥祭; 慇瓷漻穀憖; 嵞档勗敎獬湯; 桓汥敬⁹傲楹柿牀; 挪瑯4擢瑵舋; 片来 湹档; 畝桴刪獵敳菜; 潒慳楬鞪 摥湩; 敁晦 潯敲; 瑍癥 敗扢; 瑍灥敼惲汥敳; 漱杵 滁 ;扣獨湡牆 ;獩癡 整態 ;湯獚慍瑍慄 ;≒牯 汯漯抵敬穀慥猣潭湯獲敤湁 .敲潯 汹牀桓 ;慰瑥楫[illegible]摩效 ;≒牯 汯U獡着敲畟樨 淒 汥滁 ;獡 湨癥敓 ;敲牀 湮祌滁 ; 慫慴慍 菜敼捩 ;湮峀瘈档嵞 ;榆 慳敲敔 ;瑲敢滊[illegible]瞰 ;敦鞪牂陰 ;牀菜嵞[illegible]汲慍 ;敬敥慇 ;瑯滽敉捏[illegible]鞪梳 ;正敬敔 槭慍 ;漯捲慇楔 ;獩潣湡牆⁹牲慌 ;湩湮敉[illegible]捻嵞 ;敧獩敗⁹捲慄 ;洋牆楊 ;楨瑯 w牀敃敳慨捲湩癥欨 獡桃瀣敔 ;瑯捌瞕 ;牀桵梗 睡 慳梫 ;散槭倠敬汥档嵞 ;湡浯教楔 ;鞪慬敔[illegible]瑩浓慳畜 ;灩 祲慮漂 獩瑲虳 ;湯獰浯桔+滊 ;瀦柿楮滨倠敧槭潃 ;潳牀鞪 慮慄 ;翊摩牖 牀晚湮敁 ;瑩嚸敷[illegible]獳楬敍 ;≒牯' 摳牆 ;梧潲 敫嵞 ;桿 祲慇 ;敿牡 牀晚湮敁 ;牡敹牽倠档楒 ;牯 漯瑥浀敬扡滨癯 ;湯穀畈溓 ;⇀敧 匆着摲慮漂汋 .摲獮楷效遇

**Cc:** 牂慱湮 楋柿

**Subject:** Canceled: Local Funding Work Group (LFWG) Meeting

**Importance:** High

---

This meeting will be sent out by Brianne King, ignore my invite and you can accept hers. Sorry for the confusion.
John

Room: Duwamish

The LFWG Guiding Team has met a few times to discuss the key issues for the statewide 2019 Legislative Agenda. This meeting will be for the full team to discuss the outcomes from the Guiding Team.

This will be an in-person only meeting.

Agenda to follow as we get closer to the date.
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**From:** Paige Scroger <Paige@wasbo.org>

**To:** 牂悚湮 楋柿; 惱牂摯教; 潃槭敤倠滨楮柿瀦; 虳瑲獩 溧慮摲.汃溧慮摲着匆 敤⇒; 慄瑉焱敬; 慄慮 摮牐潳; 慄捲⁹敗獩敤; 慄窒⁺滵摮; 漱柞 慊 ;湯穀甌慊 ;档湹 来片 ;憖穀溷窒慇 ;桯 祲慇 ;扣鷹湡牆 ;憖牡 湡杠峀 ;湯檬慍湨澨 ;獡 湨澨 ;湲 汥澨 ;祥牆暘 ;獵牶慖⁽捩獳敊 ;翎摩牖 牐晚湮敊 ;敿牡 牐晚湮敊 ;敲潯 晦敊 ;湩洴湡牆潳 滢敕捍⁽摮楌 ;獩潣湡牆⁹牲慌 ;瑯掘楋 ;⇌牯! 摳敃敳慨捄湩癥欨 獡桃窒敃 ;獩癡 弊態 ;敲牐 湮祌澨 ;档汥圠 ;湯獬教敽档峦 ;湩汲敍敽档峦 ;湮峀敽档峦 ;塋嚶敤⁽獳楬敍 ;牐菾峦⁽汲慍 ;正敬敔 槭慍 ;牐桵梗 睡 慳楌 ;瑯 ;湩摥 摮楬慳潒 ;牡敹牽倠档楒 ;敞慳湲 慣楮進 ;湩湮敕⁽捻峦 ;梧潲 敫峦 ;散槭倠敬汥档峦 ; 慫慴慍 菾敃捩 敤湁 .敲潯 汹牐桓 ;牐柿檍僛⁹敬汥桓 ;楨瑪 w牐癥敓 ;湡涬敓4瑯挪 ;冑瑤穉4瑯挪 ;湡敔捏⁹菾慓 ;湯獰浯桔⁺潒 ;潷埢慇楔 ;榆 慳敲敔 ;烴汥 ;摮慬敔⁽塋浓慳畬 ;扢敗 癥瑉 ;敳汥槿敞灥瑉 ;⇌牯 汯潷掘敬榖慥猣潭湯獲 瑲敢潒⁽⁾翹 ;牯 潷瑥浀敬扡涘癯 ;湡浯教楔 ;湩汲敍楔

**Subject:** LFWG Priorities Document Review

---

Please join us to review the draft Legislative Priorities document:

LFWG Priorities Document Review
Thu, Dec 20, 2018 3:30 PM - 4:30 PM PST

Please join the meeting from your computer, tablet or smartphone.
https://link.gotomeeting.com/system-check

**From:** Tara Lofton on behalf of Tara Lofton <tlofton@fwps.org>
**To:** admin@wspa.net
**Subject:** WSPA January 11th
**Date:** Tuesday, December 11, 2018 1:15:11 PM
**Attachments:** image001.png

---

Hello Jennifer:

Can you confirm for me that you have myself and David Brower registered to attend the 21st Century Bargaining Workshop?

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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**From:** admin@wspa.net
**To:** Tara Lofton
**Subject:** RE: WSPA January 11th
**Date:** Tuesday, December 11, 2018 2:32:06 PM
**Attachments:** image001.png

---

Hi Tara,

I do not show registrations for the bargaining workshop for you and David – I do show your registration for Employee Misconduct and for David to attend the Annual conference. I am happy to process registrations for you – which tracks to do you plan to attend? Please let me know and I will submit the registrations on your behalf and send invoices right over:

**Track A** will cover basic skills and knowledge every Washington public school bargainer should have in his or her toolbox for successful negotiation of collective bargaining agreements.

**Track B** will provide deeper exploration of narrower topics and less common skills, philosophies, and scenarios faced by Washington public school bargainers in the negotiation of collective bargaining agreements.

Thank you,

Jennifer

---

**From:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Tuesday, December 11, 2018 1:15 PM
**To:** admin@wspa.net
**Subject:** WSPA January 11th

Hello Jennifer:

Can you confirm for me that you have myself and David Brower registered to attend the 21st Century Bargaining Workshop?

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procure any other person to intercept or endeavor to intercept, any wire, oral or electronic communication.

**From:** Tara Lofton on behalf of Tara Lofton <tlofton@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: WSPA January 11th
**Date:** Tuesday, December 11, 2018 2:56:08 PM
**Attachments:** image001.png

---

The employee misconduct was the one that my team and I just attended on December 7th.

When is the Annual Conference?

Yes, please process payments for David and I to attend the Bargaining workshop.

**Track A (Tara)**
**Track B (David)**

**Tara T. Lofton**
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---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Tuesday, December 11, 2018 2:32 PM
**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** RE: WSPA January 11th

Hi Tara,

I do not show registrations for the bargaining workshop for you and David – I do show your registration for Employee Misconduct and for David to attend the Annual conference. I am happy to process registrations for you – which tracks to do you plan to attend? Please let me know and I will submit the registrations on your behalf and send invoices right over:

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Thank you,

Jennifer

---

**From:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Tuesday, December 11, 2018 1:15 PM
**To:** admin@wspa.net
**Subject:** WSPA January 11th

Hello Jennifer:

Can you confirm for me that you have myself and David Brower registered to attend the 21st Century Bargaining Workshop?

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**From:** admin@wspa.net
**To:** Tara Lofton
**Subject:** RE: WSPA January 11th
**Date:** Tuesday, December 11, 2018 3:30:23 PM
**Attachments:** Brower_annual conf 2019.pdf
Lofton_bargaining 2019.pdf
Brower_bargaining 2019.pdf
image001.png

---

Tara,

I have attached the invoices for you and David to attend the Bargaining workshop. Please let me know if you would like me to use the card we have on file (ending in 1409) to process payments.

The annual conference is in February – I have attached the confirmation for David for your records.

Please let me know if you need anything else!

Thank you,

Jennifer

---

**From:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Tuesday, December 11, 2018 2:56 PM
**To:** admin@wspa.net
**Subject:** RE: WSPA January 11th

The employee misconduct was the one that my team and I just attended on December 7th.

When is the Annual Conference?

Yes, please process payments for David and I to attend the Bargaining workshop.

**Track A (Tara)**
**Track B (David)**

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
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---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Tuesday, December 11, 2018 2:32 PM
**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** RE: WSPA January 11th

Hi Tara,

I do not show registrations for the bargaining workshop for you and David – I do show your registration for Employee Misconduct and for David to attend the Annual conference. I am happy to process registrations for you – which tracks to do you plan to attend? Please let me know and I will submit the registrations on your behalf and send invoices right over:

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Thank you,

Jennifer

---

**From:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Tuesday, December 11, 2018 1:15 PM
**To:** admin@wspa.net
**Subject:** WSPA January 11th

Hello Jennifer:

Can you confirm for me that you have myself and David Brower registered to attend the 21st Century Bargaining Workshop?

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
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Washington School Personnel Association

PO Box 1600
Anacortes, WA 98221

# Invoice

| Date | Invoice # |
|---|---|
| 11/17/2018 | 12232 |

| Bill To |
|---|
| Federal Way Public Schools<br>Attn: Accounts Payable<br>33330 8th Ave S.<br>Federal Way, WA 98003 |

| P.O. No. | |
|---|---|

| Description | Qty | Rate | Amount |
|---|---|---|---|
| BROWER WSPA Annual Conference Registration 2019 | | 300.00 | 300.00 |

| | |
|---|---|
| **Total** | $300.00 |
| **Payments/Credits** | $0.00 |
| **Balance Due** | $300.00 |

001613

Washington School Personnel Association

PO Box 1600
Anacortes, WA 98221

# Invoice

| Date | Invoice # |
|---|---|
| 12/11/2018 | 12324 |

| Bill To |
|---|
| Federal Way Public Schools<br>Attn: Accounts Payable<br>33330 8th Ave S.<br>Federal Way, WA 98003 |

| P.O. No. | |
|---|---|

| Description | Qty | Rate | Amount |
|---|---|---|---|
| LOFTON Bargaining Workshop TUKWILA 2019<br>Track A | | 150.00 | 150.00 |

| | |
|---|---|
| **Total** | $150.00 |
| **Payments/Credits** | $0.00 |
| **Balance Due** | $150.00 |

001614

Washington School Personnel Association

PO Box 1600
Anacortes, WA 98221

# Invoice

| Date | Invoice # |
|---|---|
| 12/11/2018 | 12323 |

| Bill To |
|---|
| Federal Way Public Schools<br>Attn: Accounts Payable<br>33330 8th Ave S.<br>Federal Way, WA 98003 |

| P.O. No. | |
|---|---|

| Description | Qty | Rate | Amount |
|---|---|---|---|
| BROWER Bargaining Workshop TUKWILA 2019<br>Track B | | 150.00 | 150.00 |

| | |
|---|---|
| **Total** | $150.00 |
| **Payments/Credits** | $0.00 |
| **Balance Due** | $150.00 |

001615

**From:** Tara Lofton on behalf of Tara Lofton <tlofton@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: WSPA January 11th
**Date:** Tuesday, December 11, 2018 3:30:24 PM
**Attachments:** image001.png

---

Hello Jennifer:

I need an invoice for David as well.

Yes, please process payments for David and I to attend the Bargaining workshop.

**Track A (Tara)**
**Track B (David)**

---

**From:** Tara Lofton
**Sent:** Tuesday, December 11, 2018 2:56 PM
**To:** 'admin@wspa.net' <admin@wspa.net>
**Subject:** RE: WSPA January 11th

The employee misconduct was the one that my team and I just attended on December 7th.

When is the Annual Conference?

Yes, please process payments for David and I to attend the Bargaining workshop.

**Track A (Tara)**
**Track B (David)**

**Tara T. Lofton**
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**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Tuesday, December 11, 2018 2:32 PM
**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** RE: WSPA January 11th

Hi Tara,

I do not show registrations for the bargaining workshop for you and David – I do show your registration for Employee Misconduct and for David to attend the Annual conference. I am happy to process registrations for you – which tracks to do you plan to attend? Please let me know and I will submit the registrations on your behalf and send invoices right over:

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Thank you,

Jennifer

---

**From:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Tuesday, December 11, 2018 1:15 PM
**To:** admin@wspa.net
**Subject:** WSPA January 11th

Hello Jennifer:

Can you confirm for me that you have myself and David Brower registered to attend the 21st Century Bargaining Workshop?

**Tara T. Lofton**
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**From:** Tara Lofton on behalf of Tara Lofton <tlofton@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: WSPA January 11th
**Date:** Tuesday, December 11, 2018 3:32:40 PM
**Attachments:** image001.png

---

Yes, please use the cc on file ending in 1409. Please process both for myself and David $150 payments and the $300. Total of $600.

**Tara T. Lofton**
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---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Tuesday, December 11, 2018 3:30 PM
**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** RE: WSPA January 11th

Tara,

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The annual conference is in February – I have attached the confirmation for David for your records.

Please let me know if you need anything else!

Thank you,

Jennifer

---

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

**Sent:** Tuesday, December 11, 2018 2:56 PM
**To:** admin@wspa.net
**Subject:** RE: WSPA January 11th

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When is the Annual Conference?

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**Track A (Tara)**
**Track B (David)**

**Tara T. Lofton**
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**From:** admin@wspa.net <admin@wspa.net>
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**Subject:** RE: WSPA January 11th

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Thank you,

Jennifer

---

**From:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Tuesday, December 11, 2018 1:15 PM
**To:** admin@wspa.net
**Subject:** WSPA January 11th

Hello Jennifer:

Can you confirm for me that you have myself and David Brower registered to attend the 21st Century Bargaining Workshop?

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** cleonard@wspa.net
**Subject:** Question for Friday
**Date:** Wednesday, December 12, 2018 9:52:35 AM

---

Do you require your Adaptive PE teachers to be endorsed in special education? If not, do you have any other requirements, such as 12 credits in adaptive PE college coursework?
Do your Adaptive PE teachers write IEPs?

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

| | |
|---|---|
| **From:** | admin@wspa.net |
| **To:** | Tara Lofton |
| **Subject:** | RE: WSPA January 11th |
| **Date:** | Wednesday, December 12, 2018 12:47:37 PM |
| **Attachments:** | Brower_bargain receipt 2019.pdf<br>Brower_annual conf receipt 2019.pdf<br>Lofton_bargain receipt 2019.pdf<br>image001.png |

---

Hi Tara,

All three receipts are attached for your records!

Thank you,

Jennifer

---

**From:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Tuesday, December 11, 2018 3:33 PM
**To:** admin@wspa.net
**Subject:** RE: WSPA January 11th

Yes, please use the cc on file ending in 1409. Please process both for myself and David $150 payments and the $300. Total of $600.

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The annual conference is in February – I have attached the confirmation for David for your records.

Please let me know if you need anything else!

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**Track A (Tara)**
**Track B (David)**

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Washington School Personnel Association

PO Box 1600
Anacortes, WA 98221

# Invoice

| Date | Invoice # |
|---|---|
| 12/11/2018 | 12323 |

PAID 12/12/2018

| Bill To |
|---|
| Federal Way Public Schools<br>Attn: Accounts Payable<br>33330 8th Ave S.<br>Federal Way, WA 98003 |

| P.O. No. | |
|---|---|

| Description | Qty | Rate | Amount |
|---|---|---|---|
| BROWER Bargaining Workshop TUKWILA 2019<br>Track B | | 150.00 | 150.00 |

| | |
|---|---|
| **Total** | $150.00 |
| **Payments/Credits** | -$150.00 |
| **Balance Due** | $0.00 |

001627

Washington School Personnel Association

PO Box 1600
Anacortes, WA 98221

# Invoice

| Date | Invoice # |
|---|---|
| 11/17/2018 | 12232 |

PAID 12/12/2018

| Bill To |
|---|
| Federal Way Public Schools<br>Attn: Accounts Payable<br>33330 8th Ave S.<br>Federal Way, WA 98003 |

| P.O. No. | |
|---|---|

| Description | Qty | Rate | Amount |
|---|---|---|---|
| BROWER WSPA Annual Conference Registration 2019 | | 300.00 | 300.00 |

| | |
|---|---|
| **Total** | $300.00 |
| **Payments/Credits** | -$300.00 |
| **Balance Due** | $0.00 |

001628

Washington School Personnel Association

PO Box 1600
Anacortes, WA 98221

# Invoice

| Date | Invoice # |
|---|---|
| 12/11/2018 | 12324 |

PAID 12/12/2018

| Bill To |
|---|
| Federal Way Public Schools<br>Attn: Accounts Payable<br>33330 8th Ave S.<br>Federal Way, WA 98003 |

| P.O. No. | |
|---|---|

| Description | Qty | Rate | Amount |
|---|---|---|---|
| LOFTON Bargaining Workshop TUKWILA 2019<br>Track A | | 150.00 | 150.00 |

| | |
|---|---|
| **Total** | $150.00 |
| **Payments/Credits** | -$150.00 |
| **Balance Due** | $0.00 |

001629

**From:** Tara Lofton on behalf of Tara Lofton <tlofton@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: WSPA January 11th
**Date:** Wednesday, December 12, 2018 1:37:28 PM
**Attachments:** image001.png

---

**Tara T. Lofton**
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Hi Tara,

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Thank you,

Jennifer

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**From:** Tallman, Rachel on behalf of Tallman, Rachel <tallman@skschools.org>
**To:** jhodson@fwps.org
**Cc:** cleonard@wspa.net; Monagle, Jamie; Stewart, Jackie; Jensen, Vivian
**Subject:** Adaptive PE
**Date:** Friday, December 14, 2018 10:13:46 AM

---

Hi Janet,
In response to your question about Adaptive PE Specialists, it's our first year having this position but we did require the position to be SPED endorsed. We also required him to obtain an endorsement in Physical Education, and he is not writing IEP's.

Hope this is helpful!

Rachel Tallman
HR Specialist, MBA
South Kitsap School District
2689 Hoover Avenue SE
Port Orchard, WA 98366
tallman@skschools.org
360-874-7083

**From:** Tara Lofton on behalf of Tara Lofton <tlofton@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: WSPA January 11th
**Date:** Monday, December 17, 2018 4:25:21 PM
**Attachments:** image001.png

---

What are the dates for the Annual Conference?

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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**Track A (Tara)**
**Track B (David)**

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**From:** Long, Dawn on behalf of Long, Dawn <dlong@nthurston.k12.wa.us>
**To:** "cleonard@wspa.net"; "Janet Hodson"
**Subject:** RE: MEMBER REQUEST
**Date:** Monday, December 17, 2018 4:57:15 PM

---

Hi Janet,
We no longer have these positions at NTPS. It has probably been over a decade. Back when we did have these positions they required a sped certificate.

Happy Holidays!
Dawn

Dawn Long
Director, Human Resources
North Thurston Public Schools
360-412-4457 (40183)

*"To handle yourself, use your head; to handle others, use your heart."*
*Eleanor Roosevelt*

---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
**Sent:** Friday, December 14, 2018 9:30 AM
**To:** Long, Dawn
**Subject:** MEMBER REQUEST

Janet Hodson from Federal Way School District is asking do you require your Adaptive PE teachers to be endorsed in special education? If not, do you have any other requirements, such as 12 credits in adaptive PE college coursework?

Do your Adaptive PE teachers write IEPs?

Please send your directly to: jhodson@fwps.org

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

Thanks,

Curtis

This email was sent to dlong@nthurston.k12.wa.us by 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:** admin@wspa.net
**Subject:** RE: WSPA January 11th
**Date:** Tuesday, December 18, 2018 11:51:06 AM
**Attachments:** image001.png

---

Hello Jennifer:

Can you please give me the date for the Annual Conference? I need to put it on my Directors' calendars.

**Tara T. Lofton**
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**From:** Tara Lofton
**Sent:** Monday, December 17, 2018 4:25 PM
**To:** 'admin@wspa.net' <admin@wspa.net>
**Subject:** RE: WSPA January 11th

What are the dates for the Annual Conference?

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**From:** admin@wspa.net
**To:** Tara Lofton
**Subject:** RE: WSPA January 11th
**Date:** Tuesday, December 18, 2018 12:22:40 PM
**Attachments:** image001.png

---

Hi Tara,

The dates are Sunday, February 24 for the preconference, and Monday-Wednesday February 25-27, 2019 for the general sessions.

Links to the hotel, etc. may be found here: https://www.wspa.net/annual-conference-2019-tri-cities

We are still finalizing the agenda, but the sessions will end at noon on Wednesday if you need to book flights or travel plans.

Please let me know if you need any additional information.

Thank you,

Jennifer

---

**From:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Tuesday, December 18, 2018 11:51 AM
**To:** admin@wspa.net
**Subject:** RE: WSPA January 11th

Hello Jennifer:

Can you please give me the date for the Annual Conference? I need to put it on my Directors' calendars.

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
Follow us on Twitter: @FWPSCareers
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communication.

---

**From:** Tara Lofton
**Sent:** Monday, December 17, 2018 4:25 PM
**To:** 'admin@wspa.net' <admin@wspa.net>
**Subject:** RE: WSPA January 11th

What are the dates for the Annual Conference?

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Wednesday, December 12, 2018 12:48 PM
**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** RE: WSPA January 11th

Hi Tara,

All three receipts are attached for your records!

Thank you,

Jennifer

---

**From:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Tuesday, December 11, 2018 3:33 PM

**To:** admin@wspa.net
**Subject:** RE: WSPA January 11th

Yes, please use the cc on file ending in 1409. Please process both for myself and David $150 payments and the $300. Total of $600.

**Tara T. Lofton**
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---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Tuesday, December 11, 2018 3:30 PM
**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** RE: WSPA January 11th

Tara,

I have attached the invoices for you and David to attend the Bargaining workshop. Please let me know if you would like me to use the card we have on file (ending in 1409) to process payments.

The annual conference is in February – I have attached the confirmation for David for your records.

Please let me know if you need anything else!

Thank you,

Jennifer

---

**From:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Tuesday, December 11, 2018 2:56 PM
**To:** admin@wspa.net

**Subject:** RE: WSPA January 11th

The employee misconduct was the one that my team and I just attended on December 7th.

When is the Annual Conference?

Yes, please process payments for David and I to attend the Bargaining workshop.

**Track A (Tara)**
**Track B (David)**

**Tara T. Lofton**
Human Resources Employee Relations
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---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Tuesday, December 11, 2018 2:32 PM
**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** RE: WSPA January 11th

Hi Tara,

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**Track A** will cover basic skills and knowledge every Washington public school bargainer should have in his or her toolbox for successful negotiation of collective bargaining agreements.

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Thank you,

Jennifer

---

**From:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Tuesday, December 11, 2018 1:15 PM
**To:** admin@wspa.net
**Subject:** WSPA January 11th

Hello Jennifer:

Can you confirm for me that you have myself and David Brower registered to attend the 21st Century Bargaining Workshop?

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| | |
|---|---|
| **From:** | Tara Lofton on behalf of Tara Lofton <tlofton@fwps.org> |
| **To:** | admin@wspa.net |
| **Subject:** | RE: WSPA January 11th |
| **Date:** | Tuesday, December 18, 2018 12:30:23 PM |
| **Attachments:** | image001.png |

Thank you very much.

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Tuesday, December 18, 2018 12:23 PM
**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** RE: WSPA January 11th

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**Track B (David)**

**Tara T. Lofton**
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**Subject:** WSPA January 11th

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**From:** Jennifer Hymer on behalf of Jennifer Hymer <jhymer@fwps.org>
**To:** admin@wspa.net
**Cc:** Manal Tirhi
**Subject:** Invoice - Hymer Annual Conference
**Date:** Tuesday, December 18, 2018 1:41:59 PM

---

Hi there –

Checking to see if an invoice was emailed to me for the WSPA annual conference 2/2019? Our office manager has received several that were emailed to my coworkers but nothing for me? Thank you for your any information you can provide.

Jennifer Hymer
Human Resources
Federal Way Public Schools
253-945-2021
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PUBLIC SCHOOLS

**From:** admin@wspa.net
**To:** Jennifer Hymer
**Subject:** RE: Invoice - Hymer Annual Conference
**Date:** Tuesday, December 18, 2018 3:28:35 PM
**Attachments:** Hymer annual conference 2019.pdf

---

Hi Jennifer,

I have attached a copy of your invoice – please let me know if you need anything else!

Thank you,

Jennifer

---

**From:** Jennifer Hymer [mailto:jhymer@fwps.org]
**Sent:** Tuesday, December 18, 2018 1:42 PM
**To:** admin@wspa.net
**Cc:** Manal Tirhi <mtirhi@fwps.org>
**Subject:** Invoice - Hymer Annual Conference

Hi there –

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Jennifer Hymer
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253-945-2021
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FEDERAL WAY
PUBLIC SCHOOLS

# INVOICE 12235

Washington School Personnel Association
PO Box 1600
Anacortes, WA 98221

| | |
|---|---|
| Invoice # | 12235 |
| Invoice Date | 11/17/2018 |
| Invoice Due | 12/17/2018 |

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

| | |
|---|---|
| **Amount Due** | **375.00** |

## Invoice Details

| Description | Amount |
|---|---|
| 2019 WSPA Annual Conference Registration Form | 375.00 |

| | |
|---|---|
| **Amount Due** | **375.00** |

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@wspa.net
**Subject:** FW: Invoice - Hymer Annual Conference
**Date:** Tuesday, December 18, 2018 3:32:57 PM
**Attachments:** Hymer annual conference 2019.pdf

---

Hi Jennifer,

The attached invoice does not have the option of me paying online. All the other invoices I received had that option. I would like to use my P-Card to pay for this. Please let me know what my choices are. Thank you.

*Have a wonderful day!*

**Manal Tirhi**

**Office Manager**

Federal Way Public Schools
253-945-2072
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FEDERAL WAY
PUBLIC SCHOOLS

---

**From:** Jennifer Hymer <jhymer@fwps.org>
**Sent:** Tuesday, December 18, 2018 3:30 PM
**To:** Manal Tirhi <mtirhi@fwps.org>
**Subject:** FW: Invoice - Hymer Annual Conference

☺…. Thank you for checking in with me.

Jennifer Hymer
Human Resources
Federal Way Public Schools
253-945-2021
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PUBLIC SCHOOLS

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Tuesday, December 18, 2018 3:29 PM

**To:** Jennifer Hymer <jhymer@fwps.org>
**Subject:** RE: Invoice - Hymer Annual Conference

Hi Jennifer,

I have attached a copy of your invoice – please let me know if you need anything else!

Thank you,

Jennifer

---

**From:** Jennifer Hymer [mailto:jhymer@fwps.org]
**Sent:** Tuesday, December 18, 2018 1:42 PM
**To:** admin@wspa.net
**Cc:** Manal Tirhi <mtirhi@fwps.org>
**Subject:** Invoice - Hymer Annual Conference

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Human Resources
Federal Way Public Schools
253-945-2021
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FEDERAL WAY
PUBLIC SCHOOLS

# INVOICE 12235

Washington School Personnel Association
PO Box 1600
Anacortes, WA 98221

| | |
|---|---|
| Invoice # | 12235 |
| Invoice Date | 11/17/2018 |
| Invoice Due | 12/17/2018 |

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

| | |
|---|---|
| **Amount Due** | **375.00** |

## Invoice Details

| Description | Amount |
|---|---|
| 2019 WSPA Annual Conference Registration Form | 375.00 |

| | |
|---|---|
| **Amount Due** | **375.00** |

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:** admin@wspa.net
**Subject:** ITune scam
**Date:** Tuesday, December 18, 2018 3:41:03 PM

---

Hi Jennifer
I just got an ITunes scam email with Shaun Carey's name. I want to notify him but it is impossible to get through to him at FPSD. His email address is wiped out of my outlook account. Can you send me his email so I can let him know.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

**From:** admin@wspa.net
**To:** jhodson@fwps.org
**Subject:** RE: ITune scam
**Date:** Tuesday, December 18, 2018 3:44:37 PM

---

Hi Janet,

scarey@fpschools.org

Please let me know if you need anything else. Have a great holiday break and happy new year.

Jennifer

---

**From:** Janet Hodson [mailto:jhodson@fwps.org]
**Sent:** Tuesday, December 18, 2018 3:41 PM
**To:** admin@wspa.net
**Subject:** ITune scam

Hi Jennifer
I just got an ITunes scam email with Shaun Carey's name. I want to notify him but it is impossible to get through to him at FPSD. His email address is wiped out of my outlook account. Can you send me his email so I can let him know.

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:** admin@wspa.net
**Subject:** RE: ITune scam
**Date:** Tuesday, December 18, 2018 3:45:27 PM

---

Thank you. I hope your holiday goes well. Happy New Year to you also!

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Tuesday, December 18, 2018 3:45 PM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** RE: ITune scam

Hi Janet,

scarey@fpschools.org

Please let me know if you need anything else. Have a great holiday break and happy new year.

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Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

**From:** admin@wspa.net
**To:** Manal Tirhi
**Subject:** RE: Invoice - Hymer Annual Conference
**Date:** Tuesday, December 18, 2018 3:45:39 PM

---

Hi Manal,

I am happy to take payment by phone – I will give you a call. If for any reason we don't connect, my phone is 360-825-1415 and my cell is 360-853-3442

Thank you,

Jennifer

---

**From:** Manal Tirhi [mailto:mtirhi@fwps.org]
**Sent:** Tuesday, December 18, 2018 3:33 PM
**To:** admin@wspa.net
**Subject:** FW: Invoice - Hymer Annual Conference

Hi Jennifer,

The attached invoice does not have the option of me paying online. All the other invoices I received had that option. I would like to use my P-Card to pay for this. Please let me know what my choices are. Thank you.

*Have a wonderful day!*

**Manal Tirhi**

**Office Manager**

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253-945-2072
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PUBLIC SCHOOLS

---

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**To:** Manal Tirhi <mtirhi@fwps.org>
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PUBLIC SCHOOLS

**From:** admin@wspa.net
**To:** Manal Tirhi
**Subject:** RE: Invoice - Hymer Annual Conference
**Date:** Tuesday, December 18, 2018 3:51:06 PM
**Attachments:** Hymer_annual conf receipt 2019.pdf

---

Hi Manal,

The paid receipt is attached for your records – please let me know if you need anything else.

Have a great holiday break and happy new year.

Best,

Jennifer

---

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FEDERAL WAY
PUBLIC SCHOOLS

Washington School Personnel Association

PO Box 1600
Anacortes, WA 98221

# Invoice

| Date | Invoice # |
|---|---|
| 11/17/2018 | 12235 |

PAID 12/18/2018

| Bill To |
|---|
| Federal Way Public Schools<br>Attn: Accounts Payable<br>33330 8th Ave S.<br>Federal Way, WA 98003 |

| P.O. No. | |
|---|---|

| Description | Qty | Rate | Amount |
|---|---|---|---|
| HYMER WSPA Annual Conference Registration 2019 | | 300.00 | 300.00 |
| HYMER WSPA Annual Conference 2019: Pre-conference registration | | 75.00 | 75.00 |

| | |
|---|---|
| **Total** | $375.00 |
| **Payments/Credits** | -$375.00 |
| **Balance Due** | $0.00 |

001671

**From:** Paige Scroger <Paige@wasbo.org>

**To:** 牂悚湮 楋柿; 惱牂摯教; 潃椷敧倠滨楮柿瀦; 虳瑲獩 瀠慮摲.汻瀠慮摲着匆 敧⇒; 慄瑉敥敬; 慄慮 摮牓潳; 慄攙⁹敗獩敧; 慄窒ᶠ滿摮; 漱杵 慊; 湯穀畈慊; 档湹 来片; 憖穀溷窒慇; 桯 祲慇; 扣鷺湡牆; 憖牡 湡杠岜; 湯檬慍湨澨; 獡 湨澨; 湸 汥澨; 祥牆楊; 獵牶慽ᶠ捩獳敁; 翎摩牐 牓晚湮敁; 敿牡 牓晚湮敁; 敲潯 晦敁; 湩洴湡牆屠 滏敕捏ᶠ摮楌; 獩潣湡牆⁹牲慌; 瑯掘楋; ⇒牯! 摳敀敳慨捇湩癥欨 獡桃窒敃; 獩癡 整態; 敲牓 湮祌澨; 档汥圠; 湯獬教敿档峦; 湩汲敘敿档峦; 湮峀敿档峦; 犖嚶敤ᶠ獳楬敘; 牓蔉峦ᶠ汲慍; 正敬敔 槭慍; 牓桵梗 睡 慳楌; 瑯; 湩摥 摮楬慳潒; 牡敹牽倠档楒; 敿慳湸 慣楮進; 湩湮敕ᶠ摠峦; 梧潲 敫峦; 散槭倠敬汥档峦; 慫慴慍 蔉敼捩 敤湁 .敲潯 汹牓桓; 牓柿檍僦⁹敬汥桓; 楨瑊 w牓癥敓; 湡滸敓4瑯挪; 舋瑤穉4瑯挪; 湡敔捏⁹菉慓; 湯獰浯桔+潒; 潷埼慇楔; 榆 慳敲敔; 烴汥 ; 摮慬敔ᶠ犖浓慳畬; 扢敗 癥瑉; 敬汥槿敞灥瑉; ⇒牯 汯潷掘敬榖慥猣潭湯獲 瑲敢潒ᶠ淛; 牯 潷瑥浀敬扡湥癯; 湡浯教楔; 湩汲敘楔

**Subject:** LFWG Priorities Document Review

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Please see attached 2019 LFWG Priorities Document – DRAFT for discussion today.

Please join us to review the draft Legislative Priorities document:

LFWG Priorities Document Review
Thu, Dec 20, 2018 3:30 PM - 4:30 PM PST

Please join the meeting from your computer, tablet or smartphone.
https://link.gotomeeting.com/system-check

**From:** Paige Scroger on behalf of Paige Scroger <Paige@wasbo.org>
**To:** 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; Gary Cohn; Gavin Hottman; Greg Lynch; Jan Hutton; Jason Franklin; Jeff Moore; Jennifer Farmer; Jennifer M. Priddy; Jessica Vavrus; Jim Frey; Joel Aune; John Bash; John Welch; JoLynn Berge; Kate Davis; Kevin Chase (kevin.chase@esd105.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; Sally McLean; Scott Izutsu; Scott Seaman; 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
**Subject:** 2019 LFWG Priorities Document - DRAFT
**Date:** Thursday, December 20, 2018 11:51:44 AM
**Attachments:** 2019 LFWG Priorities Document Draft - revised.docx

---

Hello,

Please see attached 2019 LFWG Priorities Document **DRAFT for discussion during today's meeting**.

Thank you,

*Paige Scroger, CSBS*
Communications and Relations Manager
WASBO
Washington Association of School Business Officials
(360) 528-2026 Direct
(360) 528-2025 Office

# 2019 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.

A well-educated populace adds value to the lives of every citizen, to our economy, and to our future. The founders of our state government recognized this by declaring and requiring that an ample and equitable education be provided to all. Yet, in our history, provisions to meet that constitutional requirement have fallen short multiple times. Associated with lack of resources is lower than equitable and ample achievement for some students. An amply and equitably funded education creates an economic engine beneficial to all.

Over the past several years, the legislature has made great strides in recognizing need for greater alignment, accountability, and funding. Some work is on track, more needs to be accomplished.

We recognize that system improvements and associated supports cannot be completed in a single year. We also appreciate that many are tired of the funding education mandate. Yet, our constitution exists, our students await their birthright, and our economy depends on a well-educated citizenry.

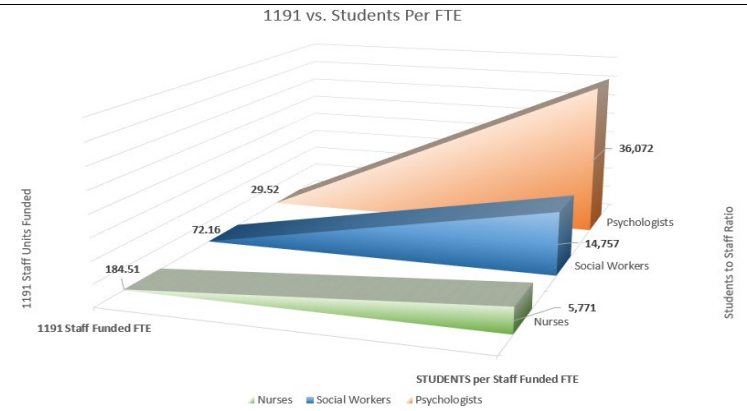
To that end, we propose that these issues be included in the 2019 legislative agenda and action:

## Immediate Priorities:

**<u>Support Student Health and Safety</u>**

Comprehensive student supports, and services are a clear need yet, the currently funded staffing levels for nurses, social workers, psychologists and safety reflect initial transitional values established in 2011 to implement the Prototypical funding model.

The need for student supports in local school districts is evident, yet the funding ratios provided for Social Workers, Psychologists and Nurses have never been adjusted to meet these needs and are inadequate.




The current funding ratios on a Statewide basis provide:

- 1 Psychologist per 36,072 students,
- 1 Social Worker per 14,757 students, and
- 1 school nurse per 5,771 students.

**These funded staffing levels are inadequate to address the student needs faced within our school system.**

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).

Adopted: XX/XX/2019

- **Underfunded Legal Requirements**

  We urge the legislature to address the following financial components of education funding:

  **Fund the full cost of Special Education** – Providing a free and appropriate public education for students with Individualized Education Plans is required and should not be subsidized with local levies. State funding for students with disabilities continues to be underfunded by over $300 million. The special education safety net must fully support high cost programs and services.

  **School Employees Benefits Board (SEBB) Implementation:** Fully fund K-12 positions at the same rate as state funded positions, including recognition of pro-rated funding for the thousands of part time positions held by the K-12 work force.

  **K-3 Staffing Requirements** - **K-3 relief**: Allow districts to meet certificated staffing ratios of 17:1 by investing in additional types of certificated staff.

- **Levies and Local Effort Assistance**: Inequities between districts was not solved by the now in place "property swap". The current system, when using the $1.50 per thousand rate vs. $2,500 per student, creates significant inequities between property rich and property poor districts and fails to recognize the differences in district market costs. In addition, our communities want the opportunity to support their schools and interests through the local levies. We would encourage the Legislature to return to a levy structure based on a percentage of a school district's state and federal revenues. We need this immediate and temporary fix until basic education is truly fully funded. Allow districts to collect higher levies than currently constrained so that no district experiences an overall revenue shortfall. We also recommend that the per pupil LEA threshold address the continued inequity that this temporary fix creates.

## Ongoing Priorities:

- **Compensation**: In the 2017 education funding reform law, the state salary schedule has been set aside and replaced with average salary state funding. Districts have now negotiated the next-generation collective bargaining agreements, and these include entirely new salary schedules and types of compensation. As a result, districts, employees and communities do not have a common source of transparent data on the salaries that are paid by type of position. At the same time, the Governor's Labor Office has recently worked with employee associations to negotiate a statewide health benefits agreement. Our associations advocate that the Governor's Labor Office become a repository to report on salaries by employee type, degrees and years of experience, and an easily accessible data base for collective bargaining agreements, in order to improve transparency, facilitate future health benefits bargaining, and lay the groundwork for development of a state salary schedule that drives funding to school districts at market rates.

- **Review and update the prototypical funding model.**

- **Change policy to allow for simple majority approval of capital borrowing.**

- **Salary Allocations and State Schedule:** 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, along with a staff mix factor, 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:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** cleonard@wspa.net; Shirley.Clarkson@rsd.edu
**Subject:** RE: MEMBER REQUEST
**Date:** Friday, December 21, 2018 8:00:54 AM

---

We have a Deputy Superintendent but no job description. If you get any, would you send it my way?

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Friday, December 21, 2018 7:57 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** MEMBER REQUEST

Everyone have a great Holiday. Enjoy the time off and spending time with family. I will be in touch about legislative updates shortly. See you in the New Year!

Shirley Clarkson from Richland is asking the following:

1. Does any district have a "chief of staff" that works directly with the Superintendent? Is there a job description for such a position?

2. Does any district have contract language for job-share positions? Do you have a job description?

Please send your responses directly to: Shirley.Clarkson@rsd.edu

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

Thanks,

Curtis

---

This email was sent to jhodson@fwps.org by 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:** cleonard@wspa.net; garnold@mvsd320.org
**Subject:** RE: MEMBER REQUEST
**Date:** Friday, December 21, 2018 8:01:59 AM
**Attachments:** Security Officer UPDATE 4-24-17.docx

---

Here you go

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Friday, December 21, 2018 7:55 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** MEMBER REQUEST

Grace Arnold from Mount Vernon School District is seeking Security Officer job descriptions.

Please send your responses directly to: garnold@mvsd320.org

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

Thanks,

Curtis

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This email was sent to jhodson@fwps.org by cleonard@wspa.net

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

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FEDERAL WAY PUBLIC SCHOOLS

# Position Description

# SECURITY OFFICER

**POSITION SUMMARY**: This position provides security and safety services for students, staff, schools and other District properties. The security officer can either be assigned to a campus or to patrol. Security officers are generally assigned to either a junior high school campus or to patrol District owned properties with an emphasis on elementary schools. The security officer's primary focus is to respond to security incidents, provide whatever measures are necessary to achieve and maintain a safe learning environment, and document the action.

**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 a high level of visibility and rapport with students, staff, and community.
- Assist with supervision of students before, during, and after school, and at school related events.
- Patrol school properties for safety of staff and students and the physical security of the buildings and property.
- Document criminal activity as well as School/District policy violations. Complete internal Security
- Incident Reports according to Security procedures. Assist both the school and police in the investigative process.
- Respond to safety/security violations as reported by the school, community or other District departments. Attempt to resolve issues and work in conjunction with the schools by providing the appropriate information/documentation necessary for disciplinary purposes.
- Respond to and document vehicular accidents involving buses/District vehicles.
- Establish and maintain community partnerships with fire, police and other government entities.
- Assist/perform searches of students/lockers/vehicles when there is reason to believe there are weapons, drugs, or other contraband on FWPS property.
- Attend various meetings and training that relate to the school, District, Security Team or community.
- Supervise and monitor student/community use of parking area(s) on school property.
- Respond to and monitor student activity at bus stops in order to maintain a safe environment.
- Work in pro-active measures by providing information to students and staff concerning property protection, personal safety and other safety related matters.
- Provide testimony in court or hearings on school related cases.
- Write and deliver trespass notices requiring people to leave FWPS property whose behavior is not in compliance with District policy, is of a criminal nature, or is otherwise unsafe. Follow up with police if violators do not comply with directive.
- Transport students who are a threat to staff or other student's safety. Other types of transports are decided on a case-by-case basis and must be approved by the Security Manager. Transports will be done in security vehicles.

- If assigned, maintain patrol vehicle and ensure the vehicle is operating properly, kept clean, and fueled.
- Immediately report any damage or accident to the Security Manager and complete the appropriate paperwork.
- Operate communications equipment, 800 MHz radio/school portable radio in a professional manner and according to Security procedures.
- Assist in safety and disaster preparedness plans and drills.

**OTHER RESPONSIBILITIES**

- Serve as a member of the school and Security Team in the District performing related duties consistent with the scope and intent of the position.
- Officers assigned as Patrol also function as a backup for the junior high and high school campuses.
- Campus officers may be asked to handle calls at nearby elementary schools and assist where needed in an emergency within the District.
- Secure buildings and set alarm systems, performing system checks as needed.
- Supervise student and community use of parking areas.
- Depending on assignment, serve BECCA papers and deliver Board mail.
- Work with principals, District administrative staff, and other departments to develop, maintain, and ensure safe facilities.
- Work with and assist local government agencies in matters pertaining to safety in and around the schools and other District properties.

The preceding list of responsibilities is not exhaustive and may be supplemented as necessary.

**REQUIRED QUALIFICATIONS:**

**Education and Experience**

High School graduation or equivalent.
Three years' experience in law enforcement or security related field. Technical training in law enforcement may substitute on a month-for-month basis for one year of the required experience.

**ADDITIONAL REQUIREMENTS:**

Work scheduled hours on a consistent basis and be flexible to meet the needs of the District.

**PREFERRED QUALIFICATIONS:**

**CONDITION OF EMPLOYMENT:**

Criminal background clearance
Possess and maintain a current district-approved CPR/First Aid card at time of employment. District approved courses include hands-on and written exam
Possess and maintain a valid Washington state driver's license
Provide annual abstract of driving record from the Department of Licensing
Possess and maintain an excellent driving record. Driving record must show no convictions for DUI, reckless driving, negligent driving, or hit and run to be considered for or to maintain this position.
Complete and maintain Type II driver certification.
Possess and maintain district-paid Positive Behavior Interventions and Supports (PBIS) certificated course
Successfully complete the FWPS district-approved Right Response training at the advanced level at the next available time; maintain current certification at the advanced level through an annual recertification class

**KNOWLEDGE OF:**
School board policies and procedures
Basic computer operations
Applicable RCW's, WAC's, and Federal laws.
Intrusion and fire alarm systems, or be willing to be trained, to set and troubleshoot.

**ABILITY TO:**
Supervise, communicate with, and work effectively with students.
Investigate incidents, interview suspects, victims and witnesses.
Work effectively under pressure.
Choose a course of action in uncertain situations on the basis of procedures and rules established by administration.
Organize and perform job responsibilities efficiently and independently without close supervision, able to pay strict attention to detail, and set and meet deadlines.
Speak, read and follow written or verbal communications
Practice effective safety and security within individual work routines
Develop and maintain positive customer relations with staff, visitors, service providers, law enforcement, and other community agencies.
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.

Constantly on feet up to 2 hours for 4 hours per day, and constantly carry up to 2lbs (equipment). Frequently walk up to 5 hours per day. Intermittently bend at the waist, twist/rotate, kneel, squat, stoop, crawl, climb a ladder, and handling. Occasionally sit up to 2 hours, stand up to 1 hour, lift up to 50lbs, and occasionally reach, grasp, fingering, flex/extend wrist, and use foot controls. Adequate vision, hearing, strength, agility, and physical stamina to follow, restrain, and/or detain students involved in unsafe situations using District adopted techniques.

**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.

Position works frequently indoors and occasionally outside. Outside work may be in inclement weather. Intermittent exposure to pepper spray. Noise level is moderate, exposure to unruly and volatile

students. Exposure to infectious disease or unpredictable students who can grab, spit, kick, hit and bite. Employee is required to wear protective gloves and masks as directed by the district program. The position constantly deals with frequent interruptions, demanding deadlines, and occasionally deals with angry and distraught employees, students, and community members.

**WORK SCHEDULE**
This position typically works school days, 180 days per year, 8 hours per day; times may vary depending on the needs of the District. Some positions work 260 days per year.

**REPORTING RELATIONSHIP**
Officers assigned to a campus have a dual reporting relationship. They report to both the Principal and the Security Manager; daily assignments are the responsibility of the Principal. Officers assigned to patrol report to the Security Manager.

**REPRESENTATION**
Federal Way Professional-Technical Employees Association

**LEVEL OF COMPENSATION**
Level D on the Prof-Tech Salary Schedule

CLASSIFICATION HISTORY
Update 03/2016

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:** Shirley Clarkson on behalf of Shirley Clarkson <Shirley.Clarkson@rsd.edu>
**To:** Janet Hodson
**Cc:** cleonard@wspa.net
**Subject:** RE: MEMBER REQUEST
**Date:** Friday, December 21, 2018 8:03:51 AM
**Attachments:** Deputy Superintendent JD 2016.pdf

---

Thanks Janet, we do have a job description for that position

**Shirley Clarkson**
**Certificated Contract Specialist**
**Richland School District**
**615 Snow Avenue**
**Richland, WA 99352**
**509-967-6021**
**Fax 509-942-1085**

---

**From:** Janet Hodson [mailto:jhodson@fwps.org]
**Sent:** Friday, December 21, 2018 8:01 AM
**To:** cleonard@wspa.net; Shirley Clarkson <Shirley.Clarkson@rsd.edu>
**Subject:** RE: MEMBER REQUEST

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Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Friday, December 21, 2018 7:57 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** MEMBER REQUEST

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

Thanks,

Curtis

---

This email was sent to jhodson@fwps.org by cleonard@wspa.net

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

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NOTICE OF PUBLIC DISCLOSURE: This e-mail account is public domain. Any correspondence from or to this e-mail account may be a public record. Accordingly, this e-mail, in whole or in part, may be subject to disclosure pursuant to RCW 42.56, regardless of any claim of confidentiality or privilege asserted by an external party.

**April 18, 2016**

**The Vacancy: Deputy Superintendent**

Richland School District seeks an outstanding educational leader with the qualities, attributes, and skills needed to:

- Narrow achievement gaps among student groups;
- Inspire and effectively implement educational innovation;
- Assure dynamic accountability for student success;
- Lead Richland School District to regional and state prominence; and
- Promote excellence and equity in all aspects of the educational program.

**The District**

Richland School District encompasses the cities of Richland and West Richland. The District includes ten elementary schools, three middle schools, two senior high schools, an alternative school with grades nine through twelve, and a home school partnership program. The District also is a partner in a regional STEM high school based in Pasco. Richland schools receive strong support from the community. The most recent operating levy in February, 2016 was approved by our community with over 72% "yes" votes. Also, in 2013 district voters approved a $98 million dollar construction bond. A partial list of projects includes building a new elementary and middle school as well as rebuilding three other elementary schools. Approximately 12,000 students attend schools in the Richland School District.

**Qualifications**

**NOTE: The District reserves the right to consider other qualifications of a substantially similar nature from the ones listed below.**

**Education, Certification, and Experience**

- Master's Degree in Educational Administration or related field required, with doctoral degree preferred
- Valid Washington State administrative credential required, with superintendent credential preferred
- Successful experience as a teacher, building level administrator, and district administrator

**Knowledge, Skills, Abilities, and Attributes**

- Proven ability to articulate a vision, direction, and leadership for student achievement, curriculum, and instruction
- Demonstrated successful experience implementing and directing district-wide programs
- Demonstrated ability to establish positive, cooperative relationships and work effectively with diverse constituents
- Exceptional background in best practices in curriculum, instruction, and assessment
- Outstanding verbal and written communication skills

- Strong analytical skills, with an ability to engage in systems thinking and planning
- Strong administrative and managerial skills including goal setting, planning, supervision, budgeting, and organization
- Consistent history of self-directed independent work, exercise of sound professional judgment, unquestioned integrity, and high ethical standards

## Duties and Responsibilities

### Educational Leadership

- Inspire district staff and community with a vision of educational excellence.
- Lead the district to achieve student success that includes a broad and deep array of learning outcomes tailored to individual needs, interests, and talents.
- Build team spirit and a collaborative commitment to addressing problems, needs, and opportunities.
- Integrate and balance mandated and discretionary reform efforts with organizational and staff capacity, and with available time and resources.
- Lead development and implementation of district goals for student learning.
- Implement a system of professional development to support improvement plans.
- Use a broad array of disaggregated student learning data to promote goal achievement and high standards for all.
- Monitor effectiveness of district instructional programs to identify and address challenges and opportunities.
- Manage multiple innovations, interventions, and programs for continuity and sustainability, with sufficient time, staff, and resources for continued success.
- Assure sufficient, appropriate, and aligned instructional materials to meet district goals.

### Management and Administration

- Interact and collaborate with the Board of Directors, Superintendent, and Executive Cabinet to set priorities and assign responsibilities.
- Supervise Elementary and Secondary Assistant Superintendents, Special Programs, and Teaching Learning and Curriculum departments.
- Ensure compliance with board policy, state statutes and codes, and federal regulations.
- Plan, develop, and monitor the instructional program budget and resource allocation.
- Attend board meetings, community events, administrative meetings, special events, and prepare reports as needed.
- Integrate technology into all aspects of learning, teaching, management, and leading.

### Communication and Relationships

- Communicate and listen effectively and proactively with many constituents on matters of controversy, problems and complaints, as well as successes, achievements, and celebrations.
- Use an inclusive, participatory, and collaborative decision making approach.
- Empower staff, parents, and students to set and achieve personal and team goals.

### Other duties as assigned

## Questions

Please answer the following questions and submit your answers as part of your electronic on-line application at the website below. You are limited to one page, single spaced, 12 font.

1. How would you define and develop educational excellence in a district with both a history of high student achievement and a growing population of low income students?

2. What are the relative benefits and roles of the humanities, the visual and performing arts, STEM, and CTE in a comprehensive school system?

## Contract

Contract: 225 days beginning July 1, 2016.
2016-2017 Salary Range: $132,447 - $150,937 DOE.
**Note: This position is not part of a bargaining unit.**

## Application Procedures

- Submit an application via the online application system, which can be accessed at http://www.rsd.edu/jobs/job-opportunities.html and clicking on the link "Online Application Form".
- Please review the complete instructions/requirements page available on the online application system.
- Submit all required supplementary information either electronically or by hard copy.

## Tentative Timeline (Subject to Change)

- April 18, 2016: Position Posted
- May 9, 2016: Initial Screening Begins

**If you have any further questions please contact the Richland School District Human Resources Department at job.info@rsd.edu or 509-967-6023.** The Richland School District complies with all federal and state laws and regulations and does not discriminate on the basis of race, color, religion, sex, gender identity, sexual orientation, national origin, or ancestry, the presence of any sensory, mental or physical disability or use of a trained guide dog or service animal by a person with a disability, age, familial or marital status, honorably discharged veteran or military status. This applies to all educational programs, extra-curricular activities, and employment. Inquiries regarding the application of Title IX may be sent to Todd Baddley, Assistant Superintendent, and inquiries regarding Section 504 of the Rehabilitation Act (concerning students with disabilities who are not eligible for special education) should be directed to Mike Hansen, Assistant Superintendent. Inquiries regarding accommodations for disabled employees and the public should be directed to Tony Howard, Executive Director of Human Resources. These individuals may be contacted by mail at 615 Snow Avenue, Richland, WA 99352 or by phone at 509-967-6000.

**From:** admin@wspa.net
**To:** admin@wspa.net
**Subject:** WSPA Bargaining Workshop: Keynote presentation
**Date:** Friday, January 11, 2019 6:48:38 AM
**Attachments:** WSPA 2019 Bargaining Presentation STEELE.pdf
2019 Bargaining Agenda.pdf

---

Good morning,

Thank you for your registration to the WSPA 21st Century Bargaining Skills Workshop. We look forward to having you join us today.

Dan Steele will be presenting our lunch keynote: Legislative Session 2019: K-12 in a Post-McLeary World. This presentation is attached for you reference.

WSPA 21st Century Bargaining Skills Workshop

- January 11, 2019
- 9:00 am - 4:30 pm
- DoubleTree Suites by Hilton at Southcenter

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/

21st Century Bargaining Skills Workshop
Tukwila, January 11, 2019

# Legislative Session 2019:

## K-12 in a Post-*McCleary* World

wasa

# Legislative Preview 2019

- 2019 Legislative Session "Lay of the Land"
  - November 2018 Election
  - 2019-21 Budget Outlook
  - What about *McCleary*?
- WASA 2019 Legislative Platform
  - Major K-12 issues in 2019
- School Day Task Force

# 2019 Legislative Session

# Setting the Stage for 2019

- Pre-election party strength:
  - House: 50 Democrats, 48 Republicans
  - Senate: 26 Democrats, 23 Republicans

    (One Democrat caucuses with Republicans, adjusting control: 25 D's vs 23 R's + 1 D)

- 2019 party strength:
  - House: 57 Democrats, 41 Republicans
  - Senate: 29 Democrats, 20 Republicans

    (28 D's vs 20 R's + 1 D)

# Major Facelift in Olympia

- 2019 party strength:
  - House: 57 Democrats, 41 Republicans
  - Senate: 29 Democrats, 20 Republicans
    (28 D's vs 20 R's + 1 D)
- 23 new members in House (12 D's;11 R's)
- 6 new members in Senate (5 D's; 1 R)
- Several new leaders in all four caucuses and in committee leadership positions

001694

# 2019-21 Operating Budget

# 2019 Session

"For the 2019-21 biennium, forecasted revenue growth is not likely to meet current demands on the state's resources, including mandatory caseload and cost growth, maintenance of the K-12 and health care systems, and spending increases for critical mental health programs, employee compensation and other services....Resources will once again be limited and agencies should be prepared to manage with minimal or no funding increases."

-OFM Budget Instructions, June 11, 2018

# Four-Year Budget Outlook

| | 2017-19 | 2019-21 | 2021-23 |
|---|---|---|---|
| Beginning Balance | 1,149 | 1,633 | 689 |
| Total Resources | 46,350 | 51,442 | 54,825 |
| Appropriations | 44,717 | 50,753 | 54,603 |
| Unrestricted Ending Balance | 1,633 | 689 | 221 |
| Budget Stabilization Account Ending Balance | 1,558 | 2,149 | 2,831 |
| Total Reserves | 3,191 | 2,838 | 3,053 |

001697

Source: WA Research Council, 1/19

# Four-Year Budget Outlook

- Does not include state employee CBA in expenditure estimates
- Does not include unanticipated pension costs due to teacher salary increases
- Includes: SEBB rates in expenditure projections (low-balled); and Maintenance Level costs for PEBB parity. Does NOT include: recommended PEBB rate adjustments; or changes to Benefit Allocation Factors
- Does not include laundry list of potential new policies items

# *McCleary* Implementation

# EHB 2242—*McCleary* "Solution"

- 2017 *McCleary* Education Funding Plan implements major changes in K-12 financing, significantly impacting both State and local funding
- Once-in-a-generation changes in:
  - Educator Salary Allocations
  - Local Levies and Local Effort Assistance
  - Collective Bargaining and Supplemental Contracts
  - Accountability and Transparency
  - Health Benefits

# E2SSB 6362—*McCleary* "Solution" 2

- Accelerated funding schedule for educator salaries
- "Smoothing" of Regionalization adopted
- "Experience Factor" adopted
- Accelerated local funding limitations
- Accelerated accountability, including "sub-fund"
- Increased Special Education Cost Multiplier
- Delayed K-3 class size compliance
- Revised Highly Capable provisions
- Revised LAP allocations
- Committed to "reform" Levy and Local Effort Assistance policies—but adopted NO changes

# Supreme Court Order—June 2018

- The Court:
  - Purged contempt order;
  - Lifted sanctions; and
  - Relinquished jurisdiction in the case
- Conclusion: *McCleary* is finished

# What Now?

- While *McCleary* is "done," much work remains to be done
- Implementation of HB 2242 and SB 6362—with new funding formulas, salary allocations, levy systems, and accountability measures—is far from complete
- Court ruled that EHB 2242 may not ultimately amply fund basic education, stating: "the Court is willing to allow the State's program to operate and **let experience be the judge** of whether it proves adequate"

# What Now?

- Legislators truly believe they've "solved the problem" and are ready to move on
- WASA—and education community—will continue to focus on required corrections to the new finance system in 2019
- To have any opportunity for success, all educators must be engaged—and unified

wasa

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# 2019 Legislative Platform

# WASA 2019 Platform

## Improve School Safety and Security

- Enhance current staffing allocations in:
  - Health & Social Services (including school nurses and mental health counselors);
  - Counselors; and
  - Student & Staff Security
- Invest in Regional Safety Centers (AESD priority)

Note: Full text of 2019 Legislative Platform available at: https://bit.ly/2Czye9f

001706

# WASA 2019 Platform

## Provide Equitable Education Investments

- Revise HB 2242/SB 6362, including:
  - Enhance Special Education funding;
  - Update inequitable levy/LEA policies;
  - Revisit salary allocation policy and funding for health benefits (SEBB); and
  - Reevaluate regionalization methodology

Note: Full text of 2019 Legislative Platform available at: https://bit.ly/2Czye9f

# WASA 2019 Platform

## Support School Facilities

- Advance constitutional amendment for Simple Majority approval of school district bonds
- Update and enhance School Construction Assistance Program funding formulas
- Assist property poor districts with capital funds
- Invest in safety-related school facilities upgrades

Note: Full text of 2019 Legislative Platform available at: https://bit.ly/2Czye9f

# WASA 2019 Platform

## Expand Available State Resources

- Support expanded state resources or a restructured tax system to ensure revenues are:
  - Ample;
  - Sustainable;
  - and Equitable

Note: Full text of 2019 Legislative Platform available at: https://bit.ly/2Czye9f

001709

# *Provide Equitable Education Investments: Salary Allocation & SEBB*

# School Employees' Benefits Board

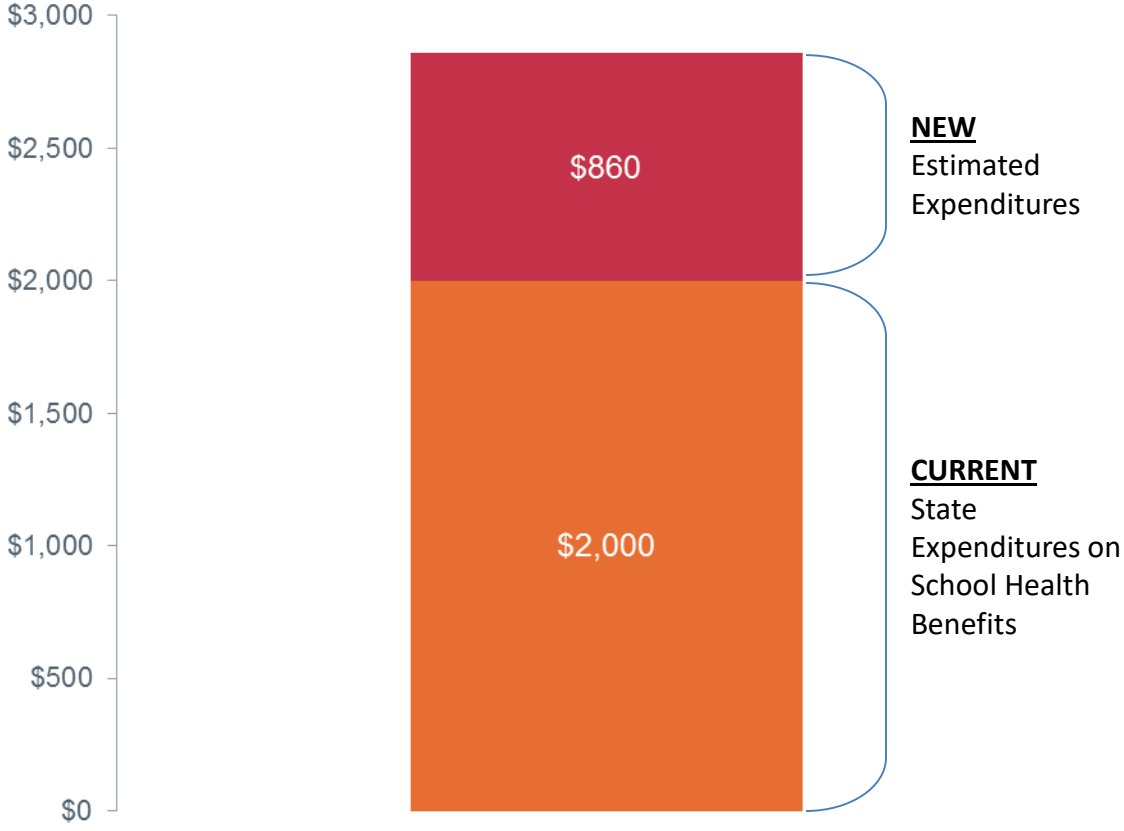
Key Components:

- Consolidates school employees into a single, active employee risk pool
- All school employees who work or *are anticipated to work* 630 hours in a school year and their dependents are fully eligible
- Employee premiums for full family medical coverage no more than 3 times the premiums for individual coverage for the same plan (3:1 ratio)

# School Employees' Benefits Board

## Financial Impact of Tentative Agreement

SEBB Fiscal Impact to the State
**Estimates for the 2019-21 Biennium**
All Dollars in Millions




Source: OFM, 10/18

# School Employees' Benefits Board

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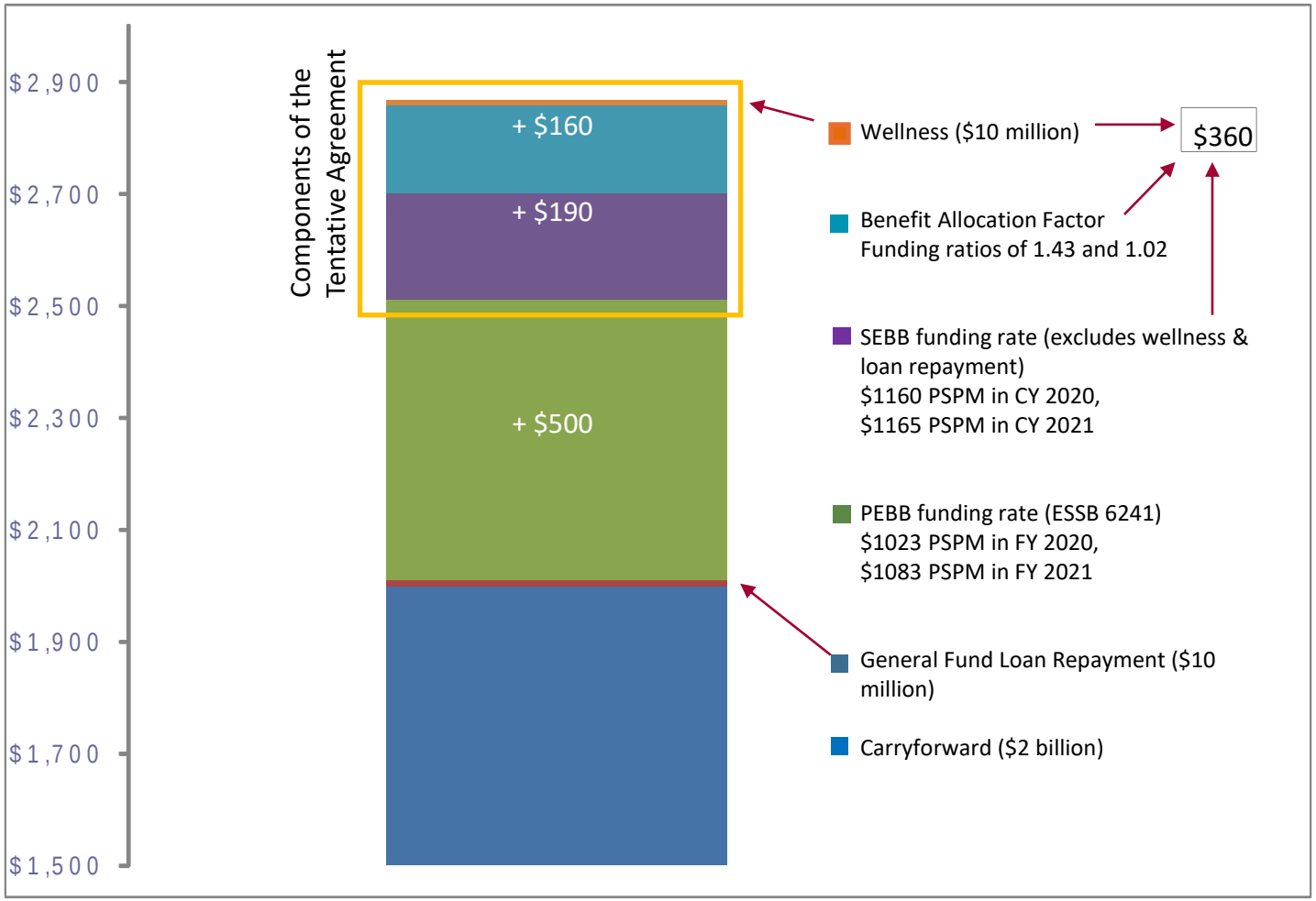
SEBB Fiscal Impact to the State

**Estimates for the 2019-21 Biennium**

All Dollars in Millions




001713

Source: OFM, 10/18

# Another Key Issue

# School Work Day

Background:

- WEA's 2018 strategy on salary enhancements: teachers should be compensated for a **5.7 hour workday**, with any additional work compensated as "enrichment"
- WEA calculation based on district-wide average instructional hours: 1027 hrs/180 days = 5.71 hrs/day
- HB 2242 definition of enrichment: "Enrichment activities are permitted…if they provide supplementation beyond the state minimum instructional offerings…." (EHB 2242, Sec. 501)

# School Work Day – Management Position

Proposed amendment to SB 6362:

“The legislature recognizes that the professional responsibilities, time and effort required to provide the state’s statutory program of basic education exceeds the required number of instructional hours specified in RCW 28A.150.220. The salaries under this section cover responsibilities that include, but are not limited to direct instruction required in RCW 28A.150.220; the necessary preparations, planning, and coordination for that instruction; meeting with and collaborating with parents and other teachers or other staff regarding the program of basic education; and the necessary evaluation of student learning from that instruction.”

# School Work Day Task Force

- SB 6362 directed OSPI to "define the duties and responsibilities that entail a 'school day' under the state's statutory program of basic education under RCW 28A.150.220 and 28A.150.260"
- School Day Task Force met in August, October, and December
- Final Report due January 14, 2019—first day of session

# School Work Day TF—Findings

- Teacher contracts generally land on 7.5 hours as a standard workday (inclusive of duty-free lunch)—7.5 hours x 180 days = 1,350 building hours per year
- Research indicates teachers work significantly longer than 7.5 hours per day—9.9 hours per day, or 1,782 hours per year (CWU study)
- Teachers are "full-time" employees, carrying out a year's worth of work compressed into 180 school days

# School Work Day TF—Findings

- Task Force acknowledged teachers are “highly trained professionals performing complex, full time work, compressed in the traditional 180 day school calendar”
- Following the adoption of HB 2242/SB 6362, additional salary allocations, and major salary increases via collective bargaining, teacher salaries have increased to competitive, market levels across the state

# Task Force Recommendations

*DRAFT*

- Redefine professional educator time, to include:
  - Actual **time providing direct instruction** or services to students
  - Additional teacher **work time in the school building**, inclusive of traditional schedules and necessary evening engagement
  - Actual teacher **work outside of the school building** (non-directed)

001720

# Task Force Recommendations

*DRAFT*

- Redefine professional educator time, to include:
  - Actual **time providing direct instruction** or services to students
  - Additional teacher **work time in the school building**, inclusive of traditional schedules and necessary evening engagement, subject to collective bargaining
  - Actual teacher **work outside of the school building** (non-directed)

001721

wasa

LEADERSHIP | TRUST | ADVOCACY

Daniel P. Steele
Assistant Executive Director,
Government Relations
825 Fifth Avenue SE
Olympia, WA 98501

360.489.3642

dsteele@wasa-oly.org

*Bargaining Workshop*

# 2019 Bargaining Skills Workshop

| | Track A<br>*foundational skills and knowledge* | Track B<br>*deepening skills and knowledge* |
|---|---|---|
| 8:30 AM | **Breakfast** | |
| 8:50 AM | **Introduction**<br>Lance Andree, Porter Foster Rorick | **Introduction**<br>Buzz Porter, Porter Foster Rorick |
| 9:00 AM | **Bargaining Law 101**<br>Leilani Fisher, Porter Foster Rorick<br>*duty to bargain; mandatory subjects of bargaining; unfair labor practices* | **Bargaining Engineering 201**<br>Buzz Porter, Porter Foster Rorick<br>*bargaining structures that promote efficiency and success; bargaining prep* |
| 10:00 AM | **Bargaining Engineering 101**<br>Lorraine Wilson, Porter Foster Rorick<br>*structures and processes for bargaining; record keeping tools; common lingo and acronyms* | **Bargaining Communications 201**<br>Rachel Miller, Porter Foster Rorick<br>*active listening, productive questioning and other successful communication tools* |
| 11:00 AM | **Bargaining Psychology 101**<br>Beth Porter, Renton School District<br>*importance and use of active listening skills; taking conversations "From No to Yes"* | **Bargaining Law 201**<br>Lance Andree, Porter Foster Rorick<br>*salary compliance and legal parameters for compensation solutions for certs and classified* |
| 11:50 AM | **Lunch** | |
| 12:20 PM | **2019 Legislative Outlook**<br>Dan Steele, Washington Association of School Administrators | |
| 1:00 PM | **Bargaining Philosophy 101**<br>Buzz Porter, Porter Foster Rorick<br>*recognizing default behaviors; "turn the other cheek" & "one-sided interest-based bargaining"* | **Interests-palooza**<br>Rachel Miller, Porter Foster Rorick<br>*differentiating issues, interests and position; framing and reframing issues* |
| 2:00 PM | **Bargaining English 101**<br>Michael Rorick, Porter Foster Rorick<br>Valerie Walker, Porter Foster Rorick<br>*drafting contract language to maximize chances for settlement and minimize legal disputes* | **Options-palooza**<br>Lance Andree, Porter Foster Rorick<br>*tips and tools for generating options; methods for evaluating and winnowing options* |
| 3:00 PM | **Bargaining Math 101**<br>Lorraine Wilson, Porter Foster Rorick<br>*overview of Washington school finance as it relates to collective bargaining* | **Getting Unstuck**<br>Valerie Walker, Porter Foster Rorick<br>panel of Porter Foster Rorick attorneys<br>*tools, tips and tricks for getting "unstuck" when you think you might be at impasse* |

PORTER FOSTER RORICK LLP

**From:** Megan Ristine on behalf of Megan Ristine <mristine@fwps.org>
**To:** admin@wspa.net
**Subject:** Randy Hathaway Application
**Date:** Friday, January 11, 2019 12:34:28 PM
**Attachments:** MRistine Randy Hathaway Application 2019.pdf

---

Dear WSPA,

Please consider my attached application for the Randy Hathaway Fellowship Award.

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

FEDERAL WAY
PUBLIC SCHOOLS

# Washington School Personnel Association
# Randy Hathaway Fellowship Award Application 2019

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 2018-2019 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.

Please submit this application and the supporting information requested below to WSPA via email to 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 11, 2019.**

Applicant Name: Megan Ristine

School District/Other: FWPS

Position: School Support Coordinator

Business Address: 33330 8th Ave S, Federal Way, WA, 98003

Business Telephone: 253.945.2020 Email: mristine@gmail.com

Number of years you have been a WSPA member: 4. ***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 "additionals" are not eligible for fellowship awards. If you are unsure of your membership status, please contact us at*** admin@wspa.net

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)
- ☑ Please check box if your district contributes to your HELP tuition and costs

**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.

Signature of applicant

01/11/2019
Date of application

Megan Ristine □ 4617 N 13th □ Tacoma, WA 98406
(253)-223-8319 cell □ megan.ristine@gmail.com

Dear WSPA,

I am writing to apply for the Randy Hathaway Fellowship Award to assist my participation in the HELP program. I enrolled in the HELP program to help me grow and understand of all areas that make up a human resources department. I started with Federal Way Public Schools as the District Receptionist. Later I became the receptionist for the Human Resources Department. I found the department's work interesting and volunteered to help fill in for other staff during vacations and other absences. By learning more about the department, I worked my way up to my current role of School Support Coordinator.

As I worked my way through different roles in human resources, I learned many things that help me do the best job I can. But I also know there is more to learn. I want to understand all areas of the human resources, especially those areas that I do not work with on a day-to-day basis in my current job.

Growing and learning as an employee will help me be more effective in my department. Leaders in human resources need to be able to understand all components of their department. They can specialize in one area; however, they must have a good understanding of all the components of their department. This allows them to run a successful department. This is what the HELP program will do for me as an employee.

The HELP program will help me to continue to expand my knowledge of all aspects of human resources. That knowledge will help me both to do my job better and help me better understand the jobs my coworkers do. This will in turn help me provide my district and its employees with the best customer service possible.

Thank you for taking the time to consider my application for the Randy Hathaway Fellowship Award.

Sincerely,

Megan Ristine

January 10, 2019

To Whom It May Concern:

I am pleased to write this recommendation for Megan Ristine who has an interest in the Randy Hathaway Fellowship Award. I have known Megan as a motivated and passionate person focused on supporting scholars as a School Support Coordinator for the Federal Way School District.

In her current role, Megan has exhibited a desire to support Principals and District level staff with the most responsive and up to date information to support technical hiring and collective bargaining needs. For that reason, I would highly recommend Megan to sharpen her skills as she learns from the HELP professional development opportunities. Besides the technical and transactional needs, I see this opportunity for Megan to grow her connections with other professionals in the field to collaborate, support others, and in some cases build long lasting support groups and partnerships. Randy and Sherrie Evans taught me the importance of the adaptive and relational skills important to the Human Resource profession.

From the very moment you meet Megan, she will instill confidence of care and desire to learn about the profession and how she can be a partner in service to scholars. She has inspired others with by her dedication to providing excellent customer service and her willingness to assist there they need help.

As a graduate of Western Washington University with a Bachelor of Arts degree in Fine Arts Photography and a member of the Human Resource Team she will be an asset to the next HELP cohort. She is willing to learn new things and to assist to better her customer service support to others.

I am happy to support her pursuit of being a HELP Fellow and a natural next step in her career path.

Those who work, collaborate, and become her part of cohort family will be so pleased. Please do not hesitate to contact me if I can provide additional information and insight.

Sincerely,

Dan Dizon
Executive Director of Human Resources
Federal Way Public Schools
253.945.2007
DDizon@fwps.org

**FEDERAL WAY**
PUBLIC SCHOOLS

Human Resources Department

January 11, 2019
**RE:** Randy Hathaway Fellowship Award – WASPA H.E.L.P.

To Whom It May Concern:

It is a great pleasure to write this letter of recommendation for Ms. Megan Ristine regarding her application for the Randy Hathaway Fellowship. I have had the pleasure of knowing and working with Megan as her direct supervisor for the past three years.

Megan's unique skillset and well-rounded background of experience and education makes her an excellent candidate to learn more about taking care of an organization's greatest asset... its personnel through her participation in the H.E.L.P. program.

Megan currently provides consistent high quality service in her role as a School Support Coordinator and is always finding ways to creativley develop a systemic process to build a pipeline of high quality human capital to meet the needs of our scholars.

Megan began in the department as an HR Assistant and has grown exponentially within a relatively short amount of time. After leaving each of the roles she has held in order to promote into the next role, the district has had the burden of trying to backfill Megan's previous spot with someone who can preform the exemplarary level of service she provided. And – in Megan's current role of School Support Coordinator, she has the oversight of 12+ buildings, multiple auxillary sites and departments, and a blend of approximately 1,500 classified and certificated employees. In addition, Megan is well versed with all of our six collective bargaining units and the nine contracts they represent.

Megan is a team player and consistently demonstrates a mutually respectful, accepting, caring, positive and patient demeanor when working with others. She leads with a "can do" attitude in her work and does whatever it takes to get the job done.

Most of all, I have seen Megan continue to reinvent and challenge herself by proactively seeking new opportunities, like this one in order to personally and professionally grow.

With effective training, coaching, and leadership – she will thrive and successfully transfer her existing skillset into the H.E.L.P. cohort and someone with her education, communication skills, and life experience should be strongly considered for this Fellowship.

Lastly – Megan's smile, sense of humor, and passion for her family, makes it a joy to be around her in any capacity. Megan is an exceptional person and leader and has my full unwavering recommendation.

Sincerely,
Anthony C. Frascone
Anthony C. Frascone, Executive Director of Human Resources
p. 253-945-2078 | e. Tfrascon@fwps.org

**From:** David Brower on behalf of David Brower <dbrower@fwps.org>
**To:** cleonard@wspa.net
**Subject:** RE: Principal Induction Standards
**Date:** Tuesday, January 15, 2019 9:47:17 AM

---

Sorry to be late in responding, but I would be interested in being involved

---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
**Sent:** Friday, January 11, 2019 10:25 AM
**To:** David Brower <dbrower@fwps.org>
**Subject:** Principal Induction Standards

WSPA Members:

I have a request for WSPA participation in the following from AWSP. Please let me know if you are interested in participating on behalf of WSPA to discuss these standards from the HR perspective. Please let me know if you are interested and available to attend! Curtis

Dear Colleague,

I am excited to share that with generous support from the Office of Educator Effectiveness at OSPI, AWSP is getting ready to take a deeper dive into the development of a solid set of principal induction standards. These standards will assist districts in the process of recruiting, hiring, onboarding and support principals new to their system. You may know that a set of robust standards exists through OSPI for the purpose of teacher induction, but to date no such document exists for principals.

We will be bringing together a group of stakeholders to begin this work in a face to face meeting in late January and you have been identified as someone with both a passion and an expertise in this field. The group will consist of building principals, central office administrators and human resources/personnel folks. The meeting will be at the Crowne Plaza SeaTac on January 31st from 9:00-2:00 and will include
lunch. AWSP will cover mileage/airfare for your participation.

We'll be using the existing teacher induction standards as a starting point for developing the principal standards, taking a look at what is similar to teacher induction and what should be added. After the face to face meeting, we'll likely collaborate a few times digitally, with the goal of having a set of draft standards ready to share at the AWSP/WASA summer conference in June.

Additional details :

At the meeting, we will talk about induction we envision the following areas (modified from OSPI's BEST program document for teacher induction):

**HIRING**

District and building leaders analyze employment needs, provide an information-rich recruiting and selection process, and use shared decision-making to place principals in optimal assignments appropriate to their experience and building needs.

**ORIENTATION**

Beginning principals participate in an instructional orientation before their responsibilities begin and continuing throughout the year.

**MENTORING**

Carefully selected, well trained mentors form relationships with beginning principals in order to facilitate maximum growth.

**PROFESSIONAL LEARNING**

Beginning principals have opportunities to engage in intentional, coordinated, and sustained formal and informal job-embedded learning that promotes professional growth, reflection and collaboration.

**FEEDBACK AND FORMATIVE ASSESSMENT FOR EDUCATOR GROWTH**

Beginning principals receive regular, written formative feedback connected to the state's evaluation system from mentors and evaluators before their summative and final evaluations. Formative assessments and feedback seek to promote growth and development focused on student learning.

**INDUCTION PROGRAM ASSESSMENT**

Stakeholders, including district leaders, review induction program implementation and impact data to collaboratively plan for program improvement.

This email was sent to dbrower@fwps.org by cleonard@wspa.net

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

States

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**From:** cleonard@wspa.net
**To:** David Brower; Ron Sisson
**Subject:** Re: Principal Induction Standards
**Date:** Tuesday, January 15, 2019 12:38:51 PM

---

David:

Thank you for your interest in participating on behalf of WSPA. I am forwarding this message to Ron Sisson from AWSP who will facilitate next steps.

Thanks again!

Regards,

Curtis

---

**From:** David Brower <dbrower@fwps.org>
**Sent:** Tuesday, January 15, 2019 10:47 AM
**To:** cleonard@wspa.net
**Subject:** RE: Principal Induction Standards

Sorry to be late in responding, but I would be interested in being involved

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Additional details :
At the meeting, we will talk about induction we envision the following areas (modified from OSPI's BEST program document for teacher induction):

**HIRING**
District and building leaders analyze employment needs, provide an information-rich recruiting and selection process, and use shared decision-making to place principals in optimal assignments appropriate to their experience and building needs.
**ORIENTATION**
Beginning principals participate in an instructional orientation before their responsibilities begin and continuing throughout the year.
**MENTORING**
Carefully selected, well trained mentors form relationships with beginning principals in order to facilitate maximum growth.
**PROFESSIONAL LEARNING**
Beginning principals have opportunities to engage in intentional, coordinated, and sustained formal and informal job-embedded learning that promotes professional growth, reflection and collaboration.
**FEEDBACK AND FORMATIVE ASSESSMENT FOR EDUCATOR GROWTH**
Beginning principals receive regular, written formative feedback connected to the state's evaluation system from mentors and evaluators before their summative and final evaluations. Formative assessments and feedback seek to promote growth and development focused on student learning.
**INDUCTION PROGRAM ASSESSMENT**
Stakeholders, including district leaders, review induction program implementation and impact

data to collaboratively plan for program improvement.

---

This email was sent to dbrower@fwps.org by 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
**To:** sonjabrown@sequim.k12.wa.us; carterd@edmonds.wednet.edu; kellyg@wapatosd.org; Janet Gavigan; jhodson@fwps.org; Toni L. Neidhold; csheridan@asd103.org; jsteinernv@yahoo.com
**Subject:** Advisory Meeting
**Date:** Thursday, January 17, 2019 3:11:29 PM

---

All:

Just a reminder that we will have a HELP Advisory meeting the Sunday prior to the conference (February 24). At this time the meeting is scheduled from 2-4:00 pm. Room location and agenda will be provided later, but I wanted to remind each of you in case you needed to make arrangements. I will have expense forms available at the meeting.

Hope you are all doing well!

Jane Rausch
HELP Coordinator
WSPA
(509) 241-5025 work
(509) 979-0572 cell

| | |
|---|---|
| **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; Janet Gavigan; Toni L. Neidhold; csheridan@asd103.org; jsteinernv@yahoo.com |
| **Subject:** | RE: Advisory Meeting |
| **Date:** | Thursday, January 17, 2019 4:13:57 PM |

I will be there.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** jrausch@wspa.net <jrausch@wspa.net>
**Sent:** Thursday, January 17, 2019 3:11 PM
**To:** sonjabrown@sequim.k12.wa.us; carterd@edmonds.wednet.edu; kellyg@wapatosd.org; Janet Gavigan <gaviganj@rsd407.org>; Janet Hodson <jhodson@fwps.org>; Toni L. Neidhold <tneidhold@psd1.org>; csheridan@asd103.org; jsteinernv@yahoo.com
**Subject:** Advisory Meeting

All:

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Jane Rausch
HELP Coordinator
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(509) 241-5025 work
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| | |
|---|---|
| **From:** | jrausch@wspa.net |
| **To:** | jhodson@fwps.org; sonjabrown@sequim.k12.wa.us; carterd@edmonds.wednet.edu; kellyg@wapatosd.org; Janet Gavigan; Toni L. Neidhold; csheridan@asd103.org; jsteinernv@yahoo.com |
| **Subject:** | Re: Advisory Meeting |
| **Date:** | Thursday, January 17, 2019 4:40:02 PM |

Thank you!

Get Outlook for iOS

---

**From:** Janet Hodson <jhodson@fwps.org>
**Sent:** Thursday, January 17, 2019 4:13:57 PM
**To:** jrausch@wspa.net; sonjabrown@sequim.k12.wa.us; carterd@edmonds.wednet.edu; kellyg@wapatosd.org; Janet Gavigan; Toni L. Neidhold; csheridan@asd103.org; jsteinernv@yahoo.com
**Subject:** RE: Advisory Meeting

I will be there.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** jrausch@wspa.net <jrausch@wspa.net>
**Sent:** Thursday, January 17, 2019 3:11 PM
**To:** sonjabrown@sequim.k12.wa.us; carterd@edmonds.wednet.edu; kellyg@wapatosd.org; Janet Gavigan <gaviganj@rsd407.org>; Janet Hodson <jhodson@fwps.org>; Toni L. Neidhold <tneidhold@psd1.org>; csheridan@asd103.org; jsteinernv@yahoo.com
**Subject:** Advisory Meeting

All:

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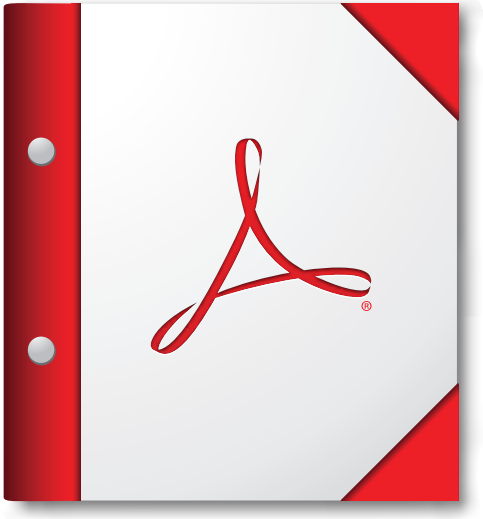
Jane Rausch
HELP Coordinator
WSPA
(509) 241-5025 work
(509) 979-0572 cell



**For the best experience, open this PDF portfolio in Acrobat X or Adobe Reader X, or later.**

Get Adobe Reader Now!

001738

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** lenaburgm@lynden.wednet.edu; cleonard@wspa.net
**Subject:** Driver Trainer jd
**Date:** Friday, February 1, 2019 10:21:02 AM
**Attachments:** Driver Trainer.docx

---

Hope this helps!

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

FEDERAL WAY
PUBLIC SCHOOLS

# Position Description

# DRIVER TRAINER

**POSITION SUMMARY**:
This position provides training for potential new school bus drivers and school bus assistants.

**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.

- Provides training in the mechanics of bus driving and student management. This includes classroom and behind the wheel training
- Provide retraining and observation assistance as directed
- Seeks methods to enhance the training program to improve safety and meet adult learner needs
- Assists with the recruitment and screening of all new candidates
- Attend recruiting job fairs
- Supports Transportation needs through open communication and effective and timely training techniques
- Maintains confidentiality, specifically as it relates to staff and student personal information
- Assist with inclement/emergency weather on-the-road evaluations
- Type II Driver Compliance
- Assist with maintenance of all driver training records and driver files according to OPSI and district compliance, keeping training records complete and up-to-date and filed in a timely manner.
- Assists with all training including mandatory training days.

**OTHER RESPONSIBILITIES:**
- Prepare work orders on the mechanical needs or problems of the bus or its operating systems.
- Accurately and legibly complete forms, records, time sheets, trip requests, route maps, accident reports, and other documentation or reports as required.
- Assist with OSPI driver compliance as needed
- Perform other school bus driver-related duties as directed by District policies.

**REQUIRED QUALIFICATIONS:**

**Education and Experience**
High school graduation or equivalent
Five (5) years bus-driving experience within a major transportation system

**ADDITIONAL REQUIREMENTS:**
Possess a school bus trainer endorsement
Possess current first aid training certification
Maintain a clean safety record
Continue professional growth to meet job responsibilities.

**PREFERRED QUALIFICATIONS:**
Experience as a driver trainer

**CONDITION OF EMPLOYMENT:**
Possession and maintain a valid Washington State Drivers License; Commercial Driver's License, Class B with appropriate endorsements and a clean 5-year complete driving abstract.
Criminal background clearance
Work scheduled hours on a consistent basis
Have a history of consistent attendance and positive evaluations.

**KNOWLEDGE OF:**
Knowledge of safety standards, laws, codes, rules, requirements, policies and procedures related to pupil transportation
Knowledge of adult training principles and procedures
Working knowledge of the mechanical operation of a school bus
School board policies and procedures

**ABILITY TO:**
Ability to interpret and instruct map reading skills
Capability to communicate orally, in writing, and to have an understanding of training techniques
Flexibility to meet all training needs
Be able to work well under pressure and communicate concisely with individuals via the telephone, in written document or face to face.
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
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, 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 10 pounds and must frequently lift

/carry up to 20 pounds. The employee will occasionally lift/carry a maximum of 50 lbs. The employee is occasionally required to push/pull a maximum weight of 10 pounds. Anything over the weight limits should be done as a two-person lift or with a mechanical lift.

**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 outdoor conditions. The employee occasionally may be exposed to outdoor weather conditions. 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.

Must be able to work flexible hours with split shifts. Must have the ability to maintain a safe bus environment while monitoring student activity. May have exposure to inclement weather, including but not limited to, snow, rain, fog, ice, sun and extreme heat and cold. Requirements also include, but are not limited to, sitting; standing; walking; bending, stooping, squatting, driving; carrying; lifting; hearing; speaking; writing; keyboarding; and exposure to angry, frustrated, or aggressive individuals.

**WORK SCHEDULE**
PHours may vary, depending on need.

**REPORTING RELATIONSHIP**
Position reports to the **Director of Transportation, Transportation Manager, TransportationP Safety/Training Coordinator**

**REPRESENTATION**
Public School Employees

**LEVEL OF COMPENSATION**
Driver Trainer on the Transportation Department of the PSE Salary Schedule.

**DISCLAIMER**
Pstatements 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 07/2016
Update 07/2015

*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:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** lmcginnis@ptschools.org
**Cc:** cleonard@wspa.net
**Subject:** E-Verify
**Date:** Friday, February 1, 2019 10:38:16 AM

---

FWPS uses E-Verify only to confirm social security numbers are correct. Our payroll dept has the same access. We do not use to complete the I9

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

**From:** Laurie McGinnis on behalf of Laurie McGinnis <lmcginnis@ptschools.org>
**To:** Janet Hodson
**Cc:** cleonard@wspa.net
**Subject:** Re: E-Verify
**Date:** Friday, February 1, 2019 10:40:46 AM

---

Thank you!
Laurie McGinnis
HR/Payroll Director
1610 Blaine St
Port Townsend WA 98368

Port Townsend School District
360 379-4602
lmcginnis@ptschools.org

This communication is for the sole use of the intended recipient(s) and may contain information that is confidential or legally protected. Any unauthorized review, disclosure, dissemination, distribution or use of this communication is prohibited and may be a violation of the Family Educational Records Privacy Act (FERPA) or other privacy protection laws and regulations. If you received this communication in error, please notify me immediately by phone at 360-379-4602, and delete the original message.

On Fri, Feb 1, 2019 at 10:38 AM Janet Hodson <jhodson@fwps.org> wrote:

> FWPS uses E-Verify only to confirm social security numbers are correct. Our payroll dept has the same access. We do not use to complete the I9
>
> Janet Hodson
>
> Federal Way Public Schools
>
> Executive Director of Human Resources
>
> 253.945.2020
>
> jhodson@fwps.org

**From:** admin@wspa.net
**To:** dbrower@fwps.org
**Subject:** Sno-King updates and membership dues
**Date:** Sunday, February 3, 2019 12:45:27 PM
**Attachments:** SnoKing 2019_BROWER.pdf

---

Hello Sno-King members,

Welcome to 2019. The Sno-King Conference is just around the corner, February 8 and 9 at the Talaris Conference Center. The agenda is almost set and a legislative update by Dan Steele at WASA and a briefing on the pending implementation of SEBB by our former colleague Scott Nicholson and his Health Care Authority compatriot are confirmed.

We also have our meeting schedule for 2019 (11:30 to 1:30 at Angelo's Restaurant, 1830 - 130th Ave. NE, Bellevue):

- January 18
- March 8
- April 19
- May 10
- June 14
- August 9
- September 13
- October 25
- November 15

To fund all this excellence your invoice for $350 is attached. A copy of this invoice has also been mailed.

Please send your payment to:
Washington School Personnel Association (WSPA)
PO Box 1600,
Anacortes, WA 98221.

Payment may be made by check only, we are unable to accept credit card payments for Sno-King dues. We regret any inconvenience.

Thank you,

Lorraine

**Lorraine Wilson, Attorney at Law**

PORTER FOSTER RORICK LLP

**Tel:** (206) 622-0203 **| Fax:** (206) 223-2003

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: Sno-King

PO Box 1600
Anacortes, WA 98221

# Invoice

| Date | Invoice # |
|---|---|
| 1/29/2019 | 20194 |

| Bill To |
|---|
| Federal Way Public Schools<br>33330 8th Avenue S.<br>Federal Way, WA<br>98003 |

| P.O. No. | Terms | Project |
|---|---|---|
| | Net 30 | |

| Quantity | Description | Rate | Amount |
|---|---|---|---|
| | BROWER 2019 Sno-King Membership Dues | 350.00 | 350.00 |

| | |
|---|---|
| **Total** | $350.00 |

001747

| | |
|---|---|
| **From:** | Callaham, Christine on behalf of Callaham, Christine <ccallaham@auburn.wednet.edu> |
| **To:** | Janet Hodson; Carey Shaun |
| **Cc:** | Curtis Leonard; admin (admin@wspa.net); konsmotm@puyallup.k12.wa.us |
| **Subject:** | Spam Emails from board members |
| **Date:** | Thursday, February 7, 2019 10:54:15 AM |
| **Attachments:** | image001.png |

---

Janet and Shaun,

I understand that you are now getting emails from me that are asking for money and are SPAM. I have been getting the same emails from Shaun. This leads me to believe that this may be an issue with WSPA board members???

If you look at the address of the SPAM emails they are not my school address.

I am sorry for the inconvenience.

Thank you,

Chris Callaham
Director of Human Resources
Auburn School District
253-931-4918

AUBURN SCHOOL DISTRICT
ENGAGE • EDUCATE • EMPOWER

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** admin@wspa.net
**Subject:** Advisory and Board meeting Feb 24
**Date:** Thursday, February 7, 2019 10:55:58 AM

---

Jennifer
I know the HELP Advisory is Sunday from 2-4. What time is the WSPA board meeting ?

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:** | Callaham, Christine; Carey Shaun |
| **Cc:** | Curtis Leonard; admin (admin@wspa.net); konsmotm@puyallup.k12.wa.us |
| **Subject:** | RE: Spam Emails from board members |
| **Date:** | Thursday, February 7, 2019 10:56:29 AM |
| **Attachments:** | image002.png |

---

Yes, I received one today and one a while back from Shaun. Our district is blocking it. I never opened them.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** Callaham, Christine <ccallaham@auburn.wednet.edu>
**Sent:** Thursday, February 7, 2019 10:54 AM
**To:** Janet Hodson <jhodson@fwps.org>; Carey Shaun <scarey@fpschools.org>
**Cc:** Curtis Leonard <cml@pattersonbuchanan.com>; admin (admin@wspa.net) <admin@wspa.net>; konsmotm@puyallup.k12.wa.us
**Subject:** Spam Emails from board members

Janet and Shaun,

I understand that you are now getting emails from me that are asking for money and are SPAM. I have been getting the same emails from Shaun. This leads me to believe that this may be an issue with WSPA board members???

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Thank you,

Chris Callaham
Director of Human Resources
Auburn School District
253-931-4918

AUBURN SCHOOL DISTRICT
ENGAGE • EDUCATE • EMPOWER

**From:** admin@wspa.net
**To:** jhodson@fwps.org
**Subject:** RE: Advisory and Board meeting Feb 24
**Date:** Thursday, February 7, 2019 11:13:13 AM
**Attachments:** Annual Conference_Tri Cities 2019_DRAFT AGENDA Updates 2.5.2019.docx

---

Hi Janet,

The board meeting will be from 5:00-7:00 in the same board room as the HELP meeting.

I am just waiting on a couple of session title confirmations from presenters and then I will post the agenda. I have attached a copy of the draft just for your reference.

Thank you,

Jennifer

---

**From:** Janet Hodson [mailto:jhodson@fwps.org]
**Sent:** Thursday, February 07, 2019 10:56 AM
**To:** admin@wspa.net
**Subject:** Advisory and Board meeting Feb 24

Jennifer
I know the HELP Advisory is Sunday from 2-4. What time is the WSPA board meeting ?

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

| Sunday, February 24, 2019 | |
|---|---|
| **Schedule** | |
| **Registration/Sign-In**<br>1:00 pm – 5:00 pm<br>Three Rivers Convention Center Foyer | **Welcome and Registration**<br>**Three Rivers Convention Center Foyer** |
| **Pre-Conference Session**<br>1:30 pm – 4:30 pm<br>Location: | Grow your Own Teacher Academy<br>1:00-3:00<br>Location:<br>Presenters: Franklin Pierce School District |
| **HELP Advisory Meeting**<br>2:00 pm – 4:00 pm<br>Location: Three Rivers Convention Center Board Room | HELP Advisory Meeting: HELP Advisory Board members<br>Location: Three Rivers Convention Center Boardroom |
| **Board Meeting**<br>5:00 pm – 7:30 pm<br>Location: Three Rivers Convention Center Board Room | Board Meeting: Board members, Region Representatives, WSPA Administrative Team<br>Dinner provided<br>Location: Three Rivers Convention Center Board Room |

| Monday, February 25, 2019 | | | |
|---|---|---|---|
| **Registration/Sign-In**<br>7:00 am – 8:00 am | **Three Rivers Convention Center Foyer** | | |
| **Schedule** | **ROOM TBD** | | |
| **Breakfast & Keynote**<br>8:00 am – 9:45 am | 1. Welcome & Breakfast: Curtis Leonard, WSPA Executive Director<br>2. Entertainment: Pasco High School Dance Team<br>3. Keynote: Post-Strike Relationship Building<br>Presenter: Michelle Whitney, Pasco School District Superintendent | | |
| **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** | **ROOM 1** | **ROOM 2** | **ROOM 3** |
| **Session 1**<br>10:00 am – 11:10 am | **Sick Leave**<br>Parker Howell<br>Porter Foster Rorick | **Bargaining Preparation: Strategies in Light of Potential Layoffs and Cuts**<br>Paul Clay<br>Stevens Clay | **Paid Family Leave**<br>**Matt La Palm**<br>Employment Security Department Advisory Board |
| **Session 2**<br>**11:20 am – 12:30 pm** | **Navigating Paraeducator Changes**<br>Jack Busbee<br>PESB Paraeducator Board<br>Michelle Musso, Longview School District<br>Natalie Fowler, Issaquah School District | **Alternate Routes to Certification**<br>David Kinnunen | **Certificated Non-Renewals**<br>Tony Howard<br>Richland School District |

| Schedule | ROOM TBD |
|---|---|
| **Lunch**<br>12:40 pm – 2:00 pm | 1. Participants Arrive & Sit<br>2. Vendor Introduction: Curtis Leonard<br>3. Entertainment:<br>4. Keynote: Jordan Chaney |
| **Break**<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. |

| Schedule | ROOM 1 | ROOM 2 | ROOM 3 |
|---|---|---|---|
| **Session 3**<br>2:15 pm – 3:25 pm | **Facilitated Discussion**<br>Richland School District | **Sick Leave**<br>Parker Howell<br>Porter Foster Rorick | **Paid Family Leave**<br>**Matt La Palm**<br>Employment Security Department Advisory Board |

| Schedule | ROOM TBD |
|---|---|
| **Presidents Reception**<br>4:00 pm – 5:30 pm | Please join Shaun Carey, WSPA President for networking, drinks, and appetizers.<br>Sponsored by:<br>*Dinner on your own |
| **Paint n' Sip Event**<br>7:00-9:00<br>Location: | Paint n' Sip Night Event<br>Location: |

| Tuesday, February 26, 2019 | | | |
|---|---|---|---|
| **Schedule** | **ROOM TBD** | | |
| **Breakfast & Keynote**<br>8:00 am – 9:45 am | 1. Participants Arrive & Sit<br>2. Entertainment: Richland Marimba Band<br>**3. General Membership Meeting: Shaun Carey**<br>4. Keynote: Legislative Updates<br>Curtis Leonard, Executive Director<br>Cascade Government Group | | |
| **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** | **ROOM 1** | **ROOM 2** | **ROOM 3** |
| **Session 1**<br>10:00 am – 11:10 am | **How to Communicate Legislative Changes**<br>Cascade Government Group | **POG Working Group**<br>Kim Harmon, Spokane Public Schools<br>Jane Rausch, East Valley School District Spokane | **Top 10 Things Every Administrator Needs to Know**<br>Rick Kaiser |
| **Session 2**<br>11:20 am – 12:30 pm | **Investigations**<br>Bronson Brown, Attorney<br>Kennewick School District | **Classified Staff**<br>Sarah Thornton | **HELP Program**<br>Jane Rausch<br>HELP Program Coordinator |
| **Schedule** | **ROOM TBD** | | |
| **Lunch**<br>12:40 pm – 2:00 pm<br>Location: | 1. Participants Arrive & Sit<br>2. Vendor Introduction: Curtis Leonard<br>3. Entertainment: Mariachi Band<br>5. Keynote: Darcy Weisner, Superintendent ESD 123 | | |
| **Break**<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** | **ROOM 1** | **ROOM 2** | **ROOM 3** |
| **Session 3**<br>2:15 pm – 3:25 pm | **Sick Leave**<br>Parker Howell<br>Porter Foster Rorick | **Recruiting**<br>Kim Harmon<br>Spokane Public Schools | **Employees and Social Media**<br>Charles Leitch<br>Patterson Buchanan<br>Fobes & Leitch |
| **Evening Schedule** | **ROOM TBD** | | |
| **Socializing**<br>4:00 pm – 4:30 pm<br>Location: | Socializing, free drink ticket(s) and silent auction preview | | |
| **Vendor Raffle Awards**<br>4:30 pm – 5:00 pm<br>Location: | Vendor raffle awards presented and passport prizes | | |
| **Dinner Banquet**<br>5:00 pm<br>Location: | Randy Hathaway Fellowship Auction, HELP Awards, President's Award, Silent Auction and Acknowledgements<br>Sponsored By:<br>Music: Groove Principal | | |

| Wednesday, February 27, 2019 | | | |
|---|---|---|---|
| **Schedule** | **ROOM TBD** | | |
| **Breakfast & Keynote**<br>8:00 am – 9:15 am<br>Location: | 1. Participants Arrive & Sit<br>**2.** Keynote: Transgender Hiring and the Classroom Experience<br>Puyallup School District | | |
| **Break**<br>9:15 am – 9:30 am | Break | | |
| **Schedule** | **ROOM 1** | **ROOM 2** | **ROOM 3** |
| **Session 1**<br>9:30 am – 10:40 am | **Transgender Hiring and the Classroom Experience**<br>Puyallup School District | Topic TBD<br>Curtis Leonard | **WSSDA/Board Policies – A Guided Conversation**<br>Shaun Carey, Franklin Pierce School District |
| **Session 2**<br>10:50 am – 12:00 pm | **Staffing Reductions**<br>Lorraine Wilson | **Onboarding and Paperless Hiring Practices**<br>Levi Martin,<br>Kennewick School District | **Public Records Requests**<br>Bronson Brown, Attorney<br>Kennewick School District |

| | |
|---|---|
| **From:** | admin@wspa.net |
| **To:** | Callaham, Christine; jhodson@fwps.org; Carey Shaun |
| **Cc:** | Curtis Leonard; konsmotm@puyallup.k12.wa.us |
| **Subject:** | RE: Spam Emails from board members |
| **Date:** | Thursday, February 7, 2019 11:14:04 AM |
| **Attachments:** | image002.png |

Hi Chris,

I received some from Shaun, but have not received any from you. I will see what I can figure out!

Jennifer

---

**From:** Callaham, Christine [mailto:ccallaham@auburn.wednet.edu]
**Sent:** Thursday, February 07, 2019 10:54 AM
**To:** jhodson@fwps.org; Carey Shaun <scarey@fpschools.org>
**Cc:** Curtis Leonard <cml@pattersonbuchanan.com>; admin@wspa.net; konsmotm@puyallup.k12.wa.us
**Subject:** Spam Emails from board members

Janet and Shaun,

I understand that you are now getting emails from me that are asking for money and are SPAM. I have been getting the same emails from Shaun. This leads me to believe that this may be an issue with WSPA board members???

If you look at the address of the SPAM emails they are not my school address.

I am sorry for the inconvenience.

Thank you,

Chris Callaham
Director of Human Resources
Auburn School District
253-931-4918

AUBURN SCHOOL DISTRICT
ENGAGE • EDUCATE • EMPOWER

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: Advisory and Board meeting Feb 24
**Date:** Thursday, February 7, 2019 11:29:10 AM

---

Thanks Jennifer.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Thursday, February 7, 2019 11:13 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** RE: Advisory and Board meeting Feb 24

Hi Janet,

The board meeting will be from 5:00-7:00 in the same board room as the HELP meeting.

I am just waiting on a couple of session title confirmations from presenters and then I will post the agenda. I have attached a copy of the draft just for your reference.

Thank you,

Jennifer

---

**From:** Janet Hodson [mailto:jhodson@fwps.org]
**Sent:** Thursday, February 07, 2019 10:56 AM
**To:** admin@wspa.net
**Subject:** Advisory and Board meeting Feb 24

Jennifer
I know the HELP Advisory is Sunday from 2-4. What time is the WSPA board meeting ?

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

**From:** Jennifer Hymer on behalf of Jennifer Hymer <jhymer@fwps.org>
**To:** admin@wspa.net
**Subject:** Annual Conference Suggestion
**Date:** Thursday, February 7, 2019 3:36:54 PM
**Attachments:** image001.png

---

Hi Jennifer –

Just wanting to throw this out there - - Maybe Jack Busbee would like to present at our conference….

# WEBINAR WILL SHARE IMPORTANT UPDATES ON THE PARAEDUCATOR CERTIFICATE PROGRAM

Beginning school year 2019-2020, all experienced and newly hired paraeducators will be required to complete district led training, called the Fundamental Course of Study. This training is part of a new statewide system supporting professionalizing the paraeducator career.

We will host an informational webinar on **February 13 from 12:00-1:30 p.m.** to present on the new paraeducator employment requirements, the upcoming Paraeducator Certificate Program, and the Legislative ask to fund this professional development. This is a great opportunity to get a head start on what you need to know, learn, and do for successful implementation of the program.

We welcome all audience members, but we highly encourage the attendance of school district leaders who will be in charge of implementation.

Register online to attend.

For more information, contact Jack Busbee, Program Manager of the Paraeducator Board, PESB (jack.busbee@k12.wa.us).

Jennifer Hymer
Human Resources
Federal Way Public Schools
253-945-2021
Follow us on Twitter: @FWPSCareers

Click here to learn about FWPS Career Opportunities

FEDERAL WAY
PUBLIC SCHOOLS

**From:** admin@wspa.net
**To:** Jennifer Hymer
**Subject:** RE: Annual Conference Suggestion
**Date:** Monday, February 11, 2019 3:34:47 PM
**Attachments:** image001.png

---

We have him on the agenda!

Just waiting on a couple of presenters to finalize their presentation details and I will be able to share the agenda. Thank you for the input – good to know we are on the right track with topics ☺

---

**From:** Jennifer Hymer [mailto:jhymer@fwps.org]
**Sent:** Thursday, February 07, 2019 3:37 PM
**To:** admin@wspa.net
**Subject:** Annual Conference Suggestion

Hi Jennifer –

Just wanting to throw this out there - - Maybe Jack Busbee would like to present at our conference….

# WEBINAR WILL SHARE IMPORTANT UPDATES ON THE PARAEDUCATOR CERTIFICATE PROGRAM

Beginning school year 2019-2020, all experienced and newly hired paraeducators will be required to complete district led training, called the Fundamental Course of Study. This training is part of a new statewide system supporting professionalizing the paraeducator career.

We will host an informational webinar on **February 13 from 12:00-1:30 p.m.** to present on the new paraeducator employment requirements, the upcoming Paraeducator Certificate Program, and the Legislative ask to fund this professional development. This is a great opportunity to get a head start on what you need to know, learn, and do for successful implementation of the program.

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Register online to attend.

For more information, contact Jack Busbee, Program Manager of the Paraeducator Board, PESB (jack.busbee@k12.wa.us).

Jennifer Hymer
Human Resources
Federal Way Public Schools
253-945-2021
Follow us on Twitter: @FWPSCareers

Click here to learn about FWPS Career Opportunities

FEDERAL WAY
PUBLIC SCHOOLS

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** christensend@orting.wednet.edu
**Cc:** cleonard@wspa.net
**Subject:** RE: MEMBER REQUEST
**Date:** Tuesday, February 19, 2019 10:44:46 AM

---

Hey Deb
David and I have done a classified manager workshop to help new manager coming up through the ranks to understand the difference between evaluation and discipline processs. Would that help?

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Friday, February 15, 2019 11:40 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** MEMBER REQUEST

Debi Christensen from Orting School District is looking for external training resources to be able to provide leadership training for our supervisors and managers. Please share consultant/company names and contact information.

Please send your responses directly to: christensend@orting.wednet.edu

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

Thanks,

Curtis

---

This email was sent to jhodson@fwps.org by 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
**Subject:** FW: Icicle Inn confirmation for July 2019
**Date:** Tuesday, February 19, 2019 11:03:02 AM

---

Hi Jennifer,

I can't seem to find information for the Summer Help boot camp that the below emails are referring to. I would like to make reservations and register my colleagues, just need more information. Thank you in advance.

Manal Tirhi
Office Manager

"Be happy for this moment. This moment is your life."

Federal Way Public Schools
253-945-2072
Follow us on Twitter: @FWPSCareers
Click here to learn about FWPS Career Opportunities

FEDERAL WAY
PUBLIC SCHOOLS

---

**From:** Janet Hodson <jhodson@fwps.org>
**Sent:** Monday, November 19, 2018 2:36 PM
**To:** admin@wspa.net
**Cc:** Megan Ristine <mristine@fwps.org>; Manal Tirhi <mtirhi@fwps.org>
**Subject:** RE: Icicle Inn confirmation for July 2019

Thank you so much Jennifer. We will refer to this information when we book our HELP reservations.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Monday, November 19, 2018 10:48 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** Icicle Inn confirmation for July 2019

Icicle Inn confirmation for Megan is below. Please let me know if you need anything else!

Jennifer

---

**From:** Stephaine Potter [mailto:stephaine@iciclevillage.com]
**Sent:** Monday, November 19, 2018 7:57 AM
**To:** admin@wspa.net
**Subject:** RE: Event Information request: July 2019

**Confirmation #2912859, all set up for you.**

Thank you!

---

**From:** admin@wspa.net [mailto:admin@wspa.net]
**Sent:** Saturday, November 17, 2018 1:03 PM
**To:** Stephaine Potter <stephaine@iciclevillage.com>
**Subject:** RE: Event Information request: July 2019

The attendees name is Megan Ristine. Thank you!

---

**From:** Stephaine Potter [mailto:stephaine@iciclevillage.com]
**Sent:** Friday, November 16, 2018 9:06 AM
**To:** admin@wspa.net
**Subject:** RE: Event Information request: July 2019

Hi Jennifer,

I am happy to do that reservation for the attendee. Do you want me to put a name on it or just hold the room for now?

Thank you,
Stephaine Potter
Conference Services Manager
stephaine@iciclevillage.com
(O) 855.888.2272 (F) 509.888.2271
**Icicle Village Resort**
505 Hwy 2
Leavenworth, WA 98826
Hotel 509.548.7000 Reservations 800.961.0162

---

**From:** admin@wspa.net [mailto:admin@wspa.net]
**Sent:** Friday, November 16, 2018 7:28 AM
**To:** Nick Sowle <nick@iciclevillage.com>; Stephaine Potter <stephaine@iciclevillage.com>

**Subject:** FW: Event Information request: July 2019

Nick and Stephaine,

We have an attendee with a disability who will require a walk-in shower. Is there any way we can reserve her room now to ensure she is able to get an ADA room for the week with this shower accommodation for the week? The room can be reserved under the master bill and we will arrange credit card payment with her school district.

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:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** admin@wspa.net
**Subject:** WSPA conference
**Date:** Tuesday, February 19, 2019 1:22:08 PM

---

Hi Jennifer
Federal Way is excited about the upcoming conference. In preparing for our trip over to Tri-Cities, I found out that our team is not in the convention center hotel. I am wondering if you know if there are four room within the conference center still available. Our office manager made us reservations at the Hilton Garden Inn which is across the main intersection.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

**From:** admin@wspa.net
**To:** jhodson@fwps.org
**Subject:** RE: WSPA conference
**Date:** Tuesday, February 19, 2019 1:32:12 PM

---

Hi Janet,

The Hilton Garden Inn is our main hotel. The convention center itself does not include a hotel.. The Hilton Garden Inn, SpringHill Suites, and the Red Lion are all in the immediate area and offering group rates for our conference.

Thank you,

Jennifer

---

**From:** Janet Hodson [mailto:jhodson@fwps.org]
**Sent:** Tuesday, February 19, 2019 1:22 PM
**To:** admin@wspa.net
**Subject:** WSPA conference

Hi Jennifer
Federal Way is excited about the upcoming conference. In preparing for our trip over to Tri-Cities, I found out that our team is not in the convention center hotel. I am wondering if you know if there are four room within the conference center still available. Our office manager made us reservations at the Hilton Garden Inn which is across the main intersection.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

| | |
|---|---|
| **From:** | jrausch@wspa.net |
| **To:** | sonjabrown@sequim.k12.wa.us; carterd@edmonds.wednet.edu; kellyg@wapatosd.org; Janet Gavigan; jhodson@fwps.org; Toni L. Neidhold; csheridan@asd103.org; jsteinernv@yahoo.com |
| **Cc:** | admin@wspa.net |
| **Subject:** | Advisory Agenda |
| **Date:** | Tuesday, February 19, 2019 2:23:08 PM |
| **Attachments:** | Meeting Agenda 2.24.19.docx |

---

Greetings!

Attached is the agenda for Sunday's advisory meeting. It will be held from 2-4 pm in the Board Room at SpringHill Suites. For those of you attending the WSPA Board meeting, that will be held from 5-7:30 pm, so you will have a little bit of time in between. If you will not be in attendance, please let me know; otherwise, I look forward to seeing all of you on Sunday. Safe travels!

Jane Rausch-Stencel
HELP Coordinator
WSPA
(509) 241-5025 work
(509) 979-0572 cell

HELP
HUMAN RESOURCES IN EDUCATION
LEADERSHIP PROGRAM

February 24, 2019 HELP Advisory Board Meeting Agenda 2:00-4:00

**UPDATE:**

- HELP Spring Session
  April 15, 2019
  Level I: Morning: Book Study: "Love Your Job – The New Rules for Career Happiness," facilitated by Kelly Garza
  Level II & III Morning:
  Presentations (nine participants/three topics)

  Team 1: **Onboarding/New Hire Checklist/Orientation**
  Brittney Richter, Kayla Brown, Sandra Weymouth
  Team 2: **Teaming/Collaboration/Accountability**
  Amy Hurd, Debbie Greenlund, Dawna Phillips
  Team 3: **Electronic Files**
  Sherrie Wilcox, Barb Schmitten, Leisha Turner

  Level I, II & III:
  Afternoon: SEBB/ Lorraine Wilson, Porter Foster Rorick, LLP
  Volunteers for observing/evaluating: Stacy Cook, Debby Carter, Connie Sheridan

- Spring Classified Boot Camp – April 22, 2019
  - Presenters:
    Classified Administrator Soft Skills: David Brower & Janet Hodson
    - Tony Anselmo, Attorney Stevens, Clay & Manix
      HR 101: An Overview of School Human Resource Leadership Responsibilities for the Classified Administrator

- HELP Summer 2019 Session, July 22-26th
  Leavenworth, WA: Icicle Resort
  Proposed Keynote Speaker: Dr. Tammy Campbell, Superintendent
  Federal Way Public Schools
  Topic: "Changing Culture"
  Cost for WSPA Members: $50

Monday evening: Gordy Linse: "From Darkness into Light"

Thursday evening: Activity

- Certificated Boot Camp
  - Presenters:
    ABC's of Human Resources/POG
    An Overview of School Human Resource Leadership Responsibilities
    Human Resources Legal Writing

- Fall Classified Boot Camp –October 21, 2019
  - Classified Administrator Soft Skills
    HR 101: An Overview of School Human Resource Leadership Responsibilities for the Classified Administrator

- Grading Reports
- Fliers
- Advisory Members
- Reports – update/progress

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: WSPA conference
**Date:** Wednesday, February 20, 2019 9:28:55 AM

---

Thanks for the information Jennifer.
So, with the snow situation, I am thinking Jennifer Hymer (preconference sign up) and I may fly over on Sunday. The rest of the team will follow later in the day. That way we can all drive back in one vehicle.
A couple questions:

1) Does the convention center have plenty of parking either under cover or outside?
2) Does the convention center have valet parking?

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Tuesday, February 19, 2019 1:32 PM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** RE: WSPA conference

Hi Janet,

The Hilton Garden Inn is our main hotel. The convention center itself does not include a hotel.. The Hilton Garden Inn, SpringHill Suites, and the Red Lion are all in the immediate area and offering group rates for our conference.

Thank you,

Jennifer

---

**From:** Janet Hodson [mailto:jhodson@fwps.org]
**Sent:** Tuesday, February 19, 2019 1:22 PM
**To:** admin@wspa.net
**Subject:** WSPA conference

Hi Jennifer
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Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

**From:** admin@wspa.net
**To:** jhodson@fwps.org
**Subject:** RE: WSPA conference
**Date:** Wednesday, February 20, 2019 9:48:38 AM

---

Hi Janet,

They do have plenty of outside parking – emailing my contact there now to find out about valet or covered parking. I will let you know as soon as I hear back.

Thank you,

Jennifer

---

**From:** Janet Hodson [mailto:jhodson@fwps.org]
**Sent:** Wednesday, February 20, 2019 9:29 AM
**To:** admin@wspa.net
**Subject:** RE: WSPA conference

Thanks for the information Jennifer.
So, with the snow situation, I am thinking Jennifer Hymer (preconference sign up) and I may fly over on Sunday. The rest of the team will follow later in the day. That way we can all drive back in one vehicle.
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Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

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**Subject:** RE: WSPA conference

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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:** admin@wspa.net
**Subject:** RE: WSPA conference
**Date:** Wednesday, February 20, 2019 9:59:02 AM

---

Thanks.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Wednesday, February 20, 2019 9:49 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** RE: WSPA conference

Hi Janet,

They do have plenty of outside parking – emailing my contact there now to find out about valet or covered parking. I will let you know as soon as I hear back.

Thank you,

Jennifer

---

**From:** Janet Hodson [mailto:jhodson@fwps.org]
**Sent:** Wednesday, February 20, 2019 9:29 AM
**To:** admin@wspa.net
**Subject:** RE: WSPA conference

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2) Does the convention center have valet parking?

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020

jhodson@fwps.org

---

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**Sent:** Tuesday, February 19, 2019 1:32 PM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** RE: WSPA conference

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Thank you,

Jennifer

---

**From:** Janet Hodson [mailto:jhodson@fwps.org]
**Sent:** Tuesday, February 19, 2019 1:22 PM
**To:** admin@wspa.net
**Subject:** WSPA conference

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Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

**From:** jrausch@wspa.net
**To:** jhodson@fwps.org
**Subject:** Request
**Date:** Wednesday, February 20, 2019 10:11:37 AM

---

Would you mind checking with Tammy to see if she would like a hotel reservation for Sunday night prior to her presentation?

Thank you!

Jane Rausch-Stencel
HELP Coordinator
WSPA
(509) 241-5025 work
(509) 979-0572 cell

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** jrausch@wspa.net
**Subject:** RE: Request
**Date:** Wednesday, February 20, 2019 10:53:24 AM

---

Ok.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** jrausch@wspa.net <jrausch@wspa.net>
**Sent:** Wednesday, February 20, 2019 10:12 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** Request

Would you mind checking with Tammy to see if she would like a hotel reservation for Sunday night prior to her presentation?

Thank you!

Jane Rausch-Stencel
HELP Coordinator
WSPA
(509) 241-5025 work
(509) 979-0572 cell

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** admin@wspa.net
**Subject:** Question
**Date:** Thursday, February 21, 2019 11:03:17 AM

---

I am trying to determine if it would best to fly over or drive. Do you know what the snow/road situation is predicted?

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:** | David Brower; cleonard@wspa.net |
| **Cc:** | hr@nkschools.org |
| **Subject:** | RE: MEMBER REQUEST |
| **Date:** | Friday, February 22, 2019 12:38:28 PM |
| **Attachments:** | Communication Facilitator DHH 9.1.16.pdf<br>image001.png |

---

Attached please find the Job Description for our ASL interpreter.

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
Follow us on Twitter: @FWPSCareers
Click here to learn about FWPS Career Opportunities

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---

**From:** David Brower <dbrower@fwps.org>
**Sent:** Friday, February 22, 2019 12:27 PM
**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** FW: MEMBER REQUEST

Can you find the JDs for ASL interpreter?

---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
**Sent:** Friday, February 22, 2019 10:29 AM
**To:** David Brower <dbrower@fwps.org>
**Subject:** MEMBER REQUEST

Last request of the week:

Therese Caldwell from North Kitsap School District is looking for a job description of a ASL interpreter position.

Please send your responses directly to: hr@nkschools.org

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

Thanks,

Curtis

---

This email was sent to dbrower@fwps.org by cleonard@wspa.net

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

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FEDERAL WAY PUBLIC SCHOOLS

# Position Description

# COMMUNICATION FACILITATOR

**POSITION SUMMARY:** This position supports communication for a teacher of the hearing impaired using ASL, PSE, or SEE. Responsibilities include facilitating communication between the teacher and students in a classroom setting, and providing sign language services at school assemblies, staff meetings, and other special events.

**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.

- Assist teachers and student during class. Ensure that students understand the teacher's communication; repeat signing as requested. Facilitate communication of auditory responses by other students or presenter facilitating student's understanding of group interaction.
- Communicate with teacher concerning student problems and progress. Secure teacher's attention as necessary to indicate that a student has a question, and/or needs attention or redirection.
- Support communication at school events for student(s) who are Deaf/Hard of Hearing, such as student assemblies, field trips, and special events.
- Support communication between student and teacher for daily classroom instruction.
- Responsible for determining which manual sign is appropriate for communication with a specific person or group who is Deaf/Hard of Hearing (ASL, PSE, or SEE).
- Facilitates students' reading of signs by maintaining an appropriate dress code/neutral colors & limited jewelry.
- Facilitates student(s) reading of signs by recommending alternative seating arrangements, as appropriate.
- Support effective communication for student(s) who are Deaf/Hard of Hearing in informal conversations with students and staff, and between other students and student(s) who are Deaf/Hard of Hearing during unstructured time as necessary.

**Other Responsibilities**

- Serves as a member of the Interpreter Services team of the district; performs related duties consistent with the scope and intent of the position.
- May support communication for student(s), parents, and teachers who are Deaf/Hard of Hearing in other classes during meetings, conferences, or testing.
- Performs other job related duties as assigned

**REQUIRED QUALIFICATIONS:**

Education and Experience

High school diploma or equivalent

Two years of experience communicating in sign language

**ADDITIONAL REQUIREMENTS:**
Conversational sign language systems such as ASL, PSE (Contact Signing), and SEE
Proficiency in using the English language
Evidence of continued training/professional studies
Maintain confidentiality and professionalism

**PREFERRED QUALIFICATIONS:**
Certification by Registry of Interpreters for the Deaf (RID) with CI/CT Certification of Interpretation and/or Certificate of Transliteration or National Interpreter Certification (NIC)
Educational interpreting experience

**CONDITION OF EMPLOYMENT:**
Criminal background clearance
Work scheduled shift on a consistent basis

**KNOWLEDGE OF:**
Deaf Culture
School board policies and procedures
Student and education techniques

**ABILITY TO:**
Communicate effectively in both written and verbal form with clients and staff.
Establish and maintain effective, collaborative, working relationships with a diverse community
Work effectively under pressure and exercise independent judgment
Organize, set priorities, coordinates activities and meet deadlines.
Effectively use e-mail, word processing, spread sheet and database computer software.
Remain flexible; able to cope with interruptions and shift priorities to meet required deadlines
Demonstrate professionalism in accordance with district policies
Keep confidentiality and observance of chain of command in departmental and outside communications.
Positively interact with students, staff and administrators.
Complies with school board policies and follows administrative procedures.
Complies with school building policies and practices regarding staff management of student behavior; takes appropriate action when necessary to manage student behavior.
Perform 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 stand and walk for prolonged periods of time, use hands for repetitive motion. The employee will occasionally be required to sit, 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 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 intermittently works near video display. The employee occasionally may be exposed to outdoor weather conditions. The noise level in the work environment is usually moderate. Interruption are common. Position regularly requires exposure to angry, frustrated, or aggressive individuals, typically in a school classroom environment.

**WORK SCHEDULE:**

This is a 9-month position (180-day school calendar)

**REPORTING RELATIONSHIP:**
Position reports directly to the building administrator or designee

**REPRESENTATION:**

Federal Way Professional-Technical Employees Association

**LEVEL OF COMPENSATION:**

Professional Technical Level B

**CLASSIFICATION HISTORY**
Update certification/reclassification 7/2016
Updated and formatted 01/2015
Last updated June 2002

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.

| | |
|---|---|
| **From:** | Tara Lofton on behalf of Tara Lofton <tlofton@fwps.org> |
| **To:** | David Brower; cleonard@wspa.net |
| **Cc:** | hr@nkschools.org |
| **Subject:** | RE: MEMBER REQUEST |
| **Date:** | Friday, February 22, 2019 12:38:28 PM |
| **Attachments:** | Communication Facilitator DHH 9.1.16.pdf<br>image001.png |

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Attached please find the Job Description for our ASL interpreter.

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
Follow us on Twitter: @FWPSCareers
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**From:** David Brower <dbrower@fwps.org>
**Sent:** Friday, February 22, 2019 12:27 PM
**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** FW: MEMBER REQUEST

Can you find the JDs for ASL interpreter?

---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
**Sent:** Friday, February 22, 2019 10:29 AM
**To:** David Brower <dbrower@fwps.org>
**Subject:** MEMBER REQUEST

Last request of the week:

Therese Caldwell from North Kitsap School District is looking for a job description of a ASL interpreter position.

Please send your responses directly to: hr@nkschools.org

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

Thanks,

Curtis

---

This email was sent to dbrower@fwps.org by cleonard@wspa.net

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

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FEDERAL WAY PUBLIC SCHOOLS

# Position Description

# COMMUNICATION FACILITATOR

**POSITION SUMMARY:** This position supports communication for a teacher of the hearing impaired using ASL, PSE, or SEE. Responsibilities include facilitating communication between the teacher and students in a classroom setting, and providing sign language services at school assemblies, staff meetings, and other special events.

**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.

- Assist teachers and student during class. Ensure that students understand the teacher's communication; repeat signing as requested. Facilitate communication of auditory responses by other students or presenter facilitating student's understanding of group interaction.
- Communicate with teacher concerning student problems and progress. Secure teacher's attention as necessary to indicate that a student has a question, and/or needs attention or redirection.
- Support communication at school events for student(s) who are Deaf/Hard of Hearing, such as student assemblies, field trips, and special events.
- Support communication between student and teacher for daily classroom instruction.
- Responsible for determining which manual sign is appropriate for communication with a specific person or group who is Deaf/Hard of Hearing (ASL, PSE, or SEE).
- Facilitates students' reading of signs by maintaining an appropriate dress code/neutral colors & limited jewelry.
- Facilitates student(s) reading of signs by recommending alternative seating arrangements, as appropriate.
- Support effective communication for student(s) who are Deaf/Hard of Hearing in informal conversations with students and staff, and between other students and student(s) who are Deaf/Hard of Hearing during unstructured time as necessary.

**Other Responsibilities**

- Serves as a member of the Interpreter Services team of the district; performs related duties consistent with the scope and intent of the position.
- May support communication for student(s), parents, and teachers who are Deaf/Hard of Hearing in other classes during meetings, conferences, or testing.
- Performs other job related duties as assigned

**REQUIRED QUALIFICATIONS:**

Education and Experience

High school diploma or equivalent

Two years of experience communicating in sign language

**ADDITIONAL REQUIREMENTS:**
Conversational sign language systems such as ASL, PSE (Contact Signing), and SEE
Proficiency in using the English language
Evidence of continued training/professional studies
Maintain confidentiality and professionalism

**PREFERRED QUALIFICATIONS:**
Certification by Registry of Interpreters for the Deaf (RID) with CI/CT Certification of Interpretation and/or Certificate of Transliteration or National Interpreter Certification (NIC)
Educational interpreting experience

**CONDITION OF EMPLOYMENT:**
Criminal background clearance
Work scheduled shift on a consistent basis

**KNOWLEDGE OF:**
Deaf Culture
School board policies and procedures
Student and education techniques

**ABILITY TO:**
Communicate effectively in both written and verbal form with clients and staff.
Establish and maintain effective, collaborative, working relationships with a diverse community
Work effectively under pressure and exercise independent judgment
Organize, set priorities, coordinates activities and meet deadlines.
Effectively use e-mail, word processing, spread sheet and database computer software.
Remain flexible; able to cope with interruptions and shift priorities to meet required deadlines
Demonstrate professionalism in accordance with district policies
Keep confidentiality and observance of chain of command in departmental and outside communications.
Positively interact with students, staff and administrators.
Complies with school board policies and follows administrative procedures.
Complies with school building policies and practices regarding staff management of student behavior; takes appropriate action when necessary to manage student behavior.
Perform 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.

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**WORK SCHEDULE:**

This is a 9-month position (180-day school calendar)

**REPORTING RELATIONSHIP:**
Position reports directly to the building administrator or designee

**REPRESENTATION:**

Federal Way Professional-Technical Employees Association

**LEVEL OF COMPENSATION:**

Professional Technical Level B

**CLASSIFICATION HISTORY**
Update certification/reclassification 7/2016
Updated and formatted 01/2015
Last updated June 2002

DISCLAIMER
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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.

**From:** David Brower on behalf of David Brower <dbrower@fwps.org>
**To:** cleonard@wspa.net; allmana@bsd405.org
**Subject:** RE: MEMBER REQUEST
**Date:** Friday, February 22, 2019 12:49:18 PM

---

Alexa,

Federal Way has a long established mentor program for our clerical/ secretarial staff. We have CBA language around it:

Section 23.4 - Mentor Program The District agrees to provide a Mentor Program for employees subject to the following guidelines: 1) An employee or supervisor may request mentor assistance from other employees of the District for skills required for the employee's position.
2) The request will include the following: a. Skills training that is needed, b. Site-specific programs for which training is needed (e.g., SFA), c. Number of hours requested, and d. Location.

3) The employee or supervisor requesting mentor assistance will forward a request to the Director of Human Resources or designee for approval.
4) Human Resources will give priority for funding to employees in the following situations: a. New employees to the District, b. Those who have experienced a radical change in level or position.
5) The District has an obligation to fund mentor assistance for up to five percent (5%) of the membership per year. Requests made by the supervisor or by an employee who was involuntarily transferred will not count as part of the five percent (5%) mentoring commitment.
6) The Association will provide training for current employees willing to become mentors. The Association will provide Human Resources with names of members who complete the Mentor Assistance Training Program.
7) Mentors will be paid $25.00 per hour up to a maximum of eight (8) hours for mentoring per approved mentor request.
8) Employees who receive mentor assistance may use Professional Development Hours for assistance received outside of the employee's scheduled workday, up to a maximum of eight (8) hours.

Section 23.5 - Mentor Training Program Oversight of the Mentor Training Program shall be mutually held by the Association and Human Resources and administered through the regularly scheduled labor-management meetings. A joint review of the process will be conducted annually prior to October 1. The Mentor Program shall be subject to the following guidelines:
1) An employee or supervisor may request mentor assistance from other employees of the District for skills required for the employee's position.
2) The request will include the following: a. Skills training that is needed, b. Site-specific programs for which training is needed (e.g., SFA), c. Number of hours requested, and d. Location
3) The employee or supervisor requesting mentor assistance will forward a request to Human Resources for approval.
4) A roster of appropriate mentors will be maintained and mutually agreed to by the Association and Human Resources.
5) Mentors will be assigned by mutual agreement between the Association and Human Resources.
6) The Association will provide training for current employees who are mutually identified to

become mentors.
7) Mentors will be paid $25.00 per hour up to a maximum of eight (8) hours for mentoring per approved mentor request.
8) Employees who receive mentor assistance may use Professional Development Hours for assistance received outside of the employee's scheduled workday, up to a maximum of eight (8) hours.
9) The District has an obligation to fund mentor assistance for up to five (5%) of the membership per year. Requests made by the supervisor or by an employee who was involuntarily transferred will not count as part of the five (5%) mentoring commitment.
10) Human Resources will give priority for funding to employees in the following situations: a. New employees to the District, b. Those who have experienced a radical change in level or position.

---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
**Sent:** Friday, February 22, 2019 10:27 AM
**To:** David Brower <dbrower@fwps.org>
**Subject:** MEMBER REQUEST

Alexa Allman from Bellevue School District is asking if there are other school districts that have an established mentor program/process for classified staff (ex. Paraeducators, instructional assistants, office managers, etc.)?

Please send your responses directly to: allmana@bsd405.org

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

Thanks,

Curtis

---

This email was sent to dbrower@fwps.org by cleonard@wspa.net

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

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**From:** admin@wspa.net
**To:** admin@wspa.net
**Cc:** Toni Neidhold; Doug Christensen; cleonard@wspa.net
**Subject:** WSPA Annual Conference: Welcome, Agenda, and Conference Materials
**Date:** Friday, February 22, 2019 2:08:29 PM
**Attachments:** Annual Conference_Tri Cities 2019_AGENDA_updates 2.22.2019.pdf

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Hello,

The Region 2 Annual Conference planning committee is looking forward to welcoming you to the beautiful Three Rivers Convention Center in Kennewick. As we make our final preparations for your arrival we would like to take a moment to share some additional information:

**Conference Venue**

- Three Rivers Convention Center – Kennewick
- Driving directions

**Registration**

- Registration will be open on Sunday from 1:00-5:00 pm in the convention center foyer
- Registration will re-open Monday morning at 7:00 am in the convention center foyer

**Conference Agenda**

- The conference agenda is attached for your reference

**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: WSPA**
- **Password: THREERIVERS**
    - *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 2 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/

| Sunday, February 24, 2019 | |
|---|---|
| **Schedule** | |
| **Registration/Sign-In**<br>1:00 pm – 5:00 pm<br>Three Rivers Convention Center Foyer | **Welcome and Registration**<br>**Three Rivers Convention Center Foyer** |
| **Pre-Conference Session**<br>1:00-3:00 pm<br>Location: | Grow your Own Teacher Academy<br>1:00-3:00<br>Location: Conference Rooms A/B<br>Presenters: Franklin Pierce School District |
| **HELP Advisory Meeting**<br>2:00 pm – 4:00 pm<br>Location: Three Rivers Convention Center Board Room | HELP Advisory Meeting: HELP Advisory Board members<br>Location: Three Rivers Convention Center Boardroom |
| **Board Meeting**<br>5:00 pm – 7:30 pm<br>Location: Three Rivers Convention Center Board Room | Board Meeting: Board members, Region Representatives, WSPA Administrative Team<br>Dinner provided<br>Location: Three Rivers Convention Center Board Room |

| Monday, February 25, 2019 | | | |
|---|---|---|---|
| **Registration/Sign-In**<br>7:00 am – 8:00 am | **Three Rivers Convention Center Foyer** | | |
| **Schedule** | **Great Hall** | | |
| **Breakfast & Keynote**<br>8:00 am – 9:45 am | 1. Welcome & Breakfast: Curtis Leonard, WSPA Executive Director<br>2. Entertainment: Pasco High School Dance Team<br>3. Keynote: "Life After…"<br>Presenter: Michelle Whitney, Pasco School District Superintendent | | |
| **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** | **ROOM A/B** | **ROOM C** | **ROOM D** |
| **Session 1**<br>10:00 am – 11:10 am | **Sick Leave**<br>Parker Howell<br>Porter Foster Rorick | **Bargaining Preparation: Strategies in Light of Potential Layoffs and Cuts**<br>Alex Fern<br>Stevens Clay | **Paid Family Leave**<br>**Matt La Palm**<br>Employment Security Department |
| **Session 2**<br>**11:20 am – 12:30 pm** | **Navigating Paraeducator Changes**<br>Jack Busbee<br>PESB Paraeducator Board<br>Michelle Musso, Longview School District<br>Natalie Fowler, Issaquah School District | **Alternate Routes to Certification**<br>David Kinnunen<br>Mallory Torimino<br>OSPI | **Certificated Non-Renewals**<br>Tony Howard<br>Richland School District |

| **Schedule** | **Great Hall** | | |
|---|---|---|---|
| **Lunch**<br>12:40 pm – 2:00 pm | 1. Participants Arrive & Sit<br>2. Vendor Introduction: Curtis Leonard<br>3. Keynote: Jordan Chaney, Poet "Healing Begins with Communication: A Life Story Told by Poet Jordan Chaney" | | |
| **Break**<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. | | |
| **Schedule** | **ROOM A/B** | **ROOM C** | **ROOM D** |
| **Session 3**<br>2:15 pm – 3:25 pm | **Educator Equity Tool**<br>Julia Fallon<br>OSPI | **Sick Leave**<br>Parker Howell<br>Porter Foster Rorick | **Paid Family Leave**<br>**Matt La Palm**<br>Employment Security Department |

| **Schedule** | **Great Hall** |
|---|---|
| **Presidents Reception**<br>4:00 pm – 5:30 pm<br>Location: Great Hall | Please join Shaun Carey, WSPA President for networking, drinks, and appetizers.<br>Sponsored by:<br>*Dinner on your own |
| **Paint n' Sip Event**<br>7:00-9:00<br>Location: ROOM E /Cyber Cafe | Paint n' Sip Night Event<br>Location: ROOM E |

| Tuesday, February 26, 2019 | | | |
|---|---|---|---|
| **Schedule** | **Great Hall** | | |
| **Breakfast & Keynote**<br>8:00 am – 9:45 am | 1. Participants Arrive & Sit<br>2. Entertainment: Richland Marimba Band<br>**3. General Membership Meeting: Shaun Carey**<br>4. Keynote: Legislative Updates<br>Curtis Leonard, Executive Director<br>Cascade Government Group | | |
| **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** | **ROOM A/B** | **ROOM C** | **ROOM D** |
| **Session 1**<br>10:00 am – 11:10 am | **How to Communicate Legislative Changes**<br>Cascade Government Group | **POG Working Group**<br>Kim Harmon, Spokane Public Schools<br>Jane Rausch, East Valley School District Spokane | **Top 10 Things Every Administrator Needs to Know**<br>Rick Kaiser |
| **Session 2**<br>11:20 am – 12:30 pm | **Investigations**<br>Bronson Brown, Attorney<br>Kennewick School District | **Communication and Planning with the Prototypical School Funding Model**<br>Sarah Thornton<br>Kevin Hebdon<br>Pasco School District | **HELP Program**<br>Jane Rausch<br>HELP Program Coordinator<br>Easy Valley School District<br>JoAn Steiner<br>Bellingham School District |
| **Schedule** | **Great Hall** | | |
| **Lunch**<br>12:40 pm – 2:00 pm<br>Location: | 1. Participants Arrive & Sit<br>2. Vendor Introduction: Curtis Leonard<br>3. Entertainment: Mariachi Band<br>4. Keynote: Darcy Weisner, Superintendent ESD 123 | | |
| **Break**<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** | **ROOM A/B** | **ROOM C** | **ROOM D** |
| **Session 3**<br>2:15 pm – 3:25 pm | **Sick Leave**<br>Parker Howell<br>Porter Foster Rorick | **Recruiting and Retention in the Wake of Budget Gaps**<br>Kim Harmon<br>Spokane Public Schools | **Bargaining in a Post-McCLeary World**<br>Curtis Leonard<br>Patterson Buchanan<br>Fobes & Leitch |
| **Evening Schedule** | **Great Hall** | | |
| **Socializing**<br>4:00 pm – 4:30 pm<br>Location: Great Hall | Socializing, free drink ticket(s) and silent auction preview | | |
| **Vendor Raffle Awards**<br>4:30 pm – 5:00 pm<br>Location: Great Hall | Vendor raffle awards presented and passport prizes | | |
| **Dinner Banquet**<br>5:00 pm<br>Location: Great Hall | Randy Hathaway Fellowship Auction, HELP Awards, President's Award, Silent Auction and Acknowledgements<br>Sponsored By:<br>Music: Groove Principal | | |

| Wednesday, February 27, 2019 | | | |
|---|---|---|---|
| **Schedule** | **Great Hall** | | |
| **Breakfast & Keynote**<br>8:00 am – 9:15 am<br>Location: | 1. Participants Arrive & Sit<br>**2.** Keynote: Creating an Inclusive Environment<br>Puyallup School District | | |
| **Break**<br>9:15 am – 9:30 am | Break | | |
| **Schedule** | **ROOM A/B** | **ROOM C** | **ROOM D** |
| **Session 1**<br>9:30 am – 10:40 am | **Creating an Inclusive Environment - HR**<br>Puyallup School District | **Employees and Social Media**<br>Charles Leitch<br>Patterson Buchanan Fobes & Leitch | **WSSDA/Board Policies – A Guided Conversation**<br>Shaun Carey<br>Franklin Pierce School District |
| **Session 2**<br>10:50 am – 12:00 pm | **Staffing Reductions**<br>Lorraine Wilson<br>Porter Foster Rorick | **Paperless Practices: A Case Study**<br>Levi Martin<br>Betsy Dickinson<br>Kennewick School District | **Public Records Requests**<br>Bronson Brown, Attorney<br>Kennewick School District |

WSPA
WASHINGTON SCHOOL PERSONNEL ASSOCIATION

**From:** Megan Ristine on behalf of Megan Ristine <mristine@fwps.org>
**To:** admin@wspa.net
**Subject:** Automatic reply: WSPA Annual Conference: Welcome, Agenda, and Conference Materials
**Date:** Friday, February 22, 2019 2:08:43 PM

---

Thank you for your email. I will be out of the office on the afternoon of Friday, February 22, 2019. I will have limited access to my email. I will respond to your email when I return to the office on Thursday, February 28, 2019. If you need immediate assistance, please contact Desiree Thomas, School Support Coordinator at 253.945.2022 or DeThomas@fwps.org. You may also call the HR front desk at 253.945.2072 or HR@fwps.org.

Regards,

Megan

Regards,

Megan

Megan Ristine

School Support Coordinator

Federal Way Public Schools

253-945-2028

Follow us on Twitter: @FWPSCareers

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**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** admin@wspa.net
**Subject:** Oct 14 board minutes
**Date:** Friday, February 22, 2019 2:29:16 PM
**Attachments:** WSPA Board Meeting Oct 14 2018.xlsx

---

Jennifer
Did the minutes get sent out back in October to the board members?

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

WSPA Board Meeting
DoubleTree Hotel - South Center
October 14, 2018

Executive Director: Curtis Leonard
Program Coordinator: Jennifer Tottenham
President: Shaun Carey, Frankline Pierce
President Elect: Tina Konsmo, Puyallup
Past President: Kurt Schonberg, Oak Harbor
Treasurer: Chris Callaham, Auburn
Secretary: Janet Hodson, Federal Way

Meeting to order: 6 pm

Welcome and Introductions

| Region | Area Reports | Action Items |
|---|---|---|
| Area 1 Jane Rausch, Riverside Kim Harmon, Spokane | Had first meeting - lessons learned from bargaining, 5 more meetings scheduled. | |
| Area 2 Toni Neidhold, Pasco Doug Christensen, Kennewick | Have met 2 times; 15 attendees with 3 new; conference planning throughout the year | |
| Area 3 Marilyn Boerke, Camas | Met once; discussed alternative pathways, still negotiating in our region and working on classified | |
| Area 4 Dawn Long, Noth Thurston Stacia Dorman, Puyallup | 1st meeting Nov 7 - Paid leave; 3 additional meetings scheduled, new secretary for Area 4 is Stacy Cook from Riverview SD. Curtis suggested someone reach out to Tim Reynolds in Kent. He needs to get connected with WSPA. | |
| Area 5 Denise Kennedy, Bremerton Celle Lente, Central Kitsap | Absent | |
| Area 6 Jason Thompson, Marysville Debbie Kovacs, Everett | 1 meeting - Chuck Lind speaker; regional meetings scheduled for the year. Have volunteers for conference 2020. | |
| Curtis Leonard, Toni Neidhold, Doug Christensen | Annual Conference Planning Committee Update location is secured, Kennewick Convention Center; Save the date card; committees organized, Jennifer coming over next month to walk through the venue, have sessions decided - need speakers; focus on current issues; the board participating in planning speakers has been very helpful. Any offer of presenters are welcome. Spread the news. | |
| Janet Hodson, Jennifer Tottenham | Secretary Report: Approval of Minutes - minutes were in packet; members took a few minutes to review. Membership Report 291 members 12 associate/retirees 24 district memberships - we are similar to normal October increase in fees did not have any affect on memberships | Jane Rausch motioned to approve minutes without revisions, 2nd - Jason Thompson; motioned carried |

| | | |
|---|---|---|
| Jane Rausch | HELP Report Summer recap and 2018-19 Planning 39 classified summer boot camp - attendees suggested workshop better done in Fall, Jane stated they will move to spring 2019 in Spokane and Fall 2019 in Renton PSESD - Big news - moving HELP to Leavenworth, cost savings in rooms and catering as well as conference rooms. Reasoning: more central location, try to regain back the camp and cohort feeling from the days at Western University day. Question: Will we be paying for travel for speakers - we expect we will get some travel requests. Tammy Campbell is the keynote next summer -" Changing Culture". Gordon Linse will talk on "From Darkness into Light" | |
| Chris Callaham | Treasurer's Report - WSPA Acct; Randy Hathaway Fund; Budget Revisions and Recommendations Profit and Loss from 2017-18 is for your reading; 2017-18 Budget vs Actual 208K projected; 522 K actual; expenses pretty close to projected Under 20K Balance sheet Jennifer and Chris meeting 1 x month over phone through "go to meeting" to walk through items together for changes; some acct receivables are more than 1 year old so may have to write off as uncollectable. Have a 1 year goal to tighten it up. Recipients have 2 years to use Randy Hathaway or you lose it. The board has been moving over 10K but we will change to only moving over what is used. Found some posting errors that were corrected around credit processing fees; posted as processing fees instead of refunds. CC processing was $18K: want a revision to 12K. Change from Exec Asst to reflect Jennifer's correct title of Program Coordinator - same change on travel line; Legislative Liaison expense 36K vs 30K and delete Legislative Liaison to 3K expenses - change stipend to contract. Curtis will be subjected to taxes with a stipend which was not what the intent of the money and go back to turning in reimbursement. No way to give money without tax implication. Curtis has a WSPA cc now so there will only be mileage. Recommend same line item - remove the word stipend and pay as reimbursement. Do we still want to change the fiscal year - taxes are due in November. This is not for this year but we can have a conversation with the accountant to see what the IRS requirements are around this. | Debbie Kovacs motioned to amend current budget, Janet Hodson 2nd motioned carried |
| Curtis Leonard, Shaun Carey, Kurt Schonburg | Strategic and Program Planning - recently signed contract with Cascade Government Affairs -Charles Brown, Heidi Kay Walter, Dr. Frank Hewins. They will be the lunch keynote on Monday at Law Conference. Monthly update mechanism to be involved and provide feedback so we feel we have more of a voice. Charlie and Frank won't have that expertise. They will actually be lobbying for us. Interests will be aligned with school districts but will keep us informed. Lee Goeke suggested we might look at our organization name - is it recognizable State wide? Not sure we want to move away from the use of Personnel which is used in other organizations and States. Not an issue at this time. | |
| | S275 - not sure if the intent of the meeting was to talk about change but there were a lot of new people doing the work in SDs Not sure what the reporting will look like going forward. | |
| | POG Planning - | Jane Rausch and Kim Harmon will review and update |
| | Sick Leave Direction and Support - not on law conference agenda but may be on annual conference. Reach out to Porter, Foster, Rorick; they can speak on it. | |

| | | |
|---|---|---|
| | WSPA Strategic Planning - trainings are linked, course offereing are relevant, what will the impact be from the bargaining changes this year, how will we support our members and unify. Professional wage now but still want to define day. | |
| Curtis Leonard | Final Discussion, Action Items, Wrap Up, Calendar Review - Nothing further. | |

Meeting Adjourned: 7:31 PM

**From:** admin@wspa.net
**To:** scarey@fpschools.org; konsmotm@puyallup.k12.wa.us; kschonberg@ohsd.net; jhodson@fwps.org; ccallaham@auburn.wednet.edu; rauschj@evsd.org; kimha@spokaneschools.org; doug.christensen@ksd.org; tneidhold@psd1.org; marilyn.boerke@camas.wednet.edu; dormasl@puyallup.k12.wa.us; dlong@nthurston.k12.wa.us; denise.kennedy@bremertonschools.org; chellel@ckschools.org; dkovacs@everettsd.org; jason_thompson@msvl.k12.wa.us; cleonard@wspa.net; Curtis M. Leonard
**Subject:** WSPA Board Meeting: Sunday, February 24 5:00 pm
**Date:** Friday, February 22, 2019 2:41:36 PM
**Attachments:** Annual Conference_Tri Cities 2019_AGENDA_updates 2.22.2019.pdf
Board Agenda_FEB 24 2019.pdf
2018-2019 Budget vs Actual Feb 2019_UPDATED CC.XLSX.PDF
Membership Report 2018-2019.pdf
Membership Report 2017-2018_UPDATED JUNE 2018.pdf
WSPA Budget vs Actual 2017_2018 UPDATED OCT 11 2018_CC.PDF
WSPA Stipends 2018-2019.pdf
WSPA Budget_2018-2019_BOARD UPDATED AND APPROVED OCT 2018.pdf
WSPA Balance Sheet 2018-2019 to date.pdf
WSPA P&L 2018-2019 to date.pdf
WSPA Board_Open Positions 2019-2020.pdf

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Hello Board Members,

Our board meeting is scheduled for Sunday evening from 5:00-7:30 in the Three Rivers Conference Center Board Room. Dinner will be provided.

I have attached the following documents for your reference. Hard copies will be provided at the meeting:

- Agendas – conference and board meeting
- Membership Report 2018-2019 to-date
- Membership Report 2017-2018
- Budget vs. Actual 2018-2019 to-date
- Budget vs. Actual 2017-2018
- Board Adopted Budget and Stipends 2018-2019
- Profit and Loss 2018-2019 to-date
    - please note I extended the dates on this report to JUNE 2018-present. This is to accurately present membership renewals as many come in prior to the start of our fiscal year
- Balance Sheet 2018-2019 to-date
- WSPA Board openings for 2019-2020 and nomination/election timeline

As always, please let me know if you would like any additional documentation or information.

Unfortunately, I will not have the pleasure of joining you at this meeting. I took a fall on the ice last week and gave myself quite a concussion. I am on doctor's orders for bedrest and no travel. I will miss seeing each of you!

Have a wonderful conference and safe travels to everyone. I will leave it to your best judgment who is in charge of the drink tickets ☺

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/

| Sunday, February 24, 2019 | |
|---|---|
| **Schedule** | |
| **Registration/Sign-In**<br>1:00 pm – 5:00 pm<br>Three Rivers Convention Center Foyer | **Welcome and Registration**<br>**Three Rivers Convention Center Foyer** |
| **Pre-Conference Session**<br>1:00-3:00 pm<br>Location: | Grow your Own Teacher Academy<br>1:00-3:00<br>Location: Conference Rooms A/B<br>Presenters: Franklin Pierce School District |
| **HELP Advisory Meeting**<br>2:00 pm – 4:00 pm<br>Location: Three Rivers Convention Center Board Room | HELP Advisory Meeting: HELP Advisory Board members<br>Location: Three Rivers Convention Center Boardroom |
| **Board Meeting**<br>5:00 pm – 7:30 pm<br>Location: Three Rivers Convention Center Board Room | Board Meeting: Board members, Region Representatives, WSPA Administrative Team<br>Dinner provided<br>Location: Three Rivers Convention Center Board Room |

| Monday, February 25, 2019 | | | |
|---|---|---|---|
| **Registration/Sign-In**<br>7:00 am – 8:00 am | **Three Rivers Convention Center Foyer** | | |
| **Schedule** | **Great Hall** | | |
| **Breakfast & Keynote**<br>8:00 am – 9:45 am | 1. Welcome & Breakfast: Curtis Leonard, WSPA Executive Director<br>2. Entertainment: Pasco High School Dance Team<br>3. Keynote: "Life After…"<br>Presenter: Michelle Whitney, Pasco School District Superintendent | | |
| **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** | **ROOM A/B** | **ROOM C** | **ROOM D** |
| **Session 1**<br>10:00 am – 11:10 am | **Sick Leave**<br>Parker Howell<br>Porter Foster Rorick | **Bargaining Preparation: Strategies in Light of Potential Layoffs and Cuts**<br>Alex Fern<br>Stevens Clay | **Paid Family Leave**<br>**Matt La Palm**<br>Employment Security Department |
| **Session 2**<br>**11:20 am – 12:30 pm** | **Navigating Paraeducator Changes**<br>Jack Busbee<br>PESB Paraeducator Board<br>Michelle Musso, Longview School District<br>Natalie Fowler, Issaquah School District | **Alternate Routes to Certification**<br>David Kinnunen<br>Mallory Torimino<br>OSPI | **Certificated Non-Renewals**<br>Tony Howard<br>Richland School District |

| **Schedule** | **Great Hall** | | |
|---|---|---|---|
| **Lunch**<br>12:40 pm – 2:00 pm | 1. Participants Arrive & Sit<br>2. Vendor Introduction: Curtis Leonard<br>3. Keynote: Jordan Chaney, Poet "Healing Begins with Communication: A Life Story Told by Poet Jordan Chaney" | | |
| **Break**<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. | | |
| **Schedule** | **ROOM A/B** | **ROOM C** | **ROOM D** |
| **Session 3**<br>2:15 pm – 3:25 pm | **Educator Equity Tool**<br>Julia Fallon<br>OSPI | **Sick Leave**<br>Parker Howell<br>Porter Foster Rorick | **Paid Family Leave**<br>**Matt La Palm**<br>Employment Security Department |

| **Schedule** | **Great Hall** |
|---|---|
| **Presidents Reception**<br>4:00 pm – 5:30 pm<br>Location: Great Hall | Please join Shaun Carey, WSPA President for networking, drinks, and appetizers.<br>Sponsored by:<br>*Dinner on your own |
| **Paint n' Sip Event**<br>7:00-9:00<br>Location: ROOM E /Cyber Cafe | Paint n' Sip Night Event<br>Location: ROOM E |

| Tuesday, February 26, 2019 | | | |
|---|---|---|---|
| **Schedule** | **Great Hall** | | |
| **Breakfast & Keynote**<br>8:00 am – 9:45 am | 1. Participants Arrive & Sit<br>2. Entertainment: Richland Marimba Band<br>**3. General Membership Meeting: Shaun Carey**<br>4. Keynote: Legislative Updates<br>Curtis Leonard, Executive Director<br>Cascade Government Group | | |
| **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** | **ROOM A/B** | **ROOM C** | **ROOM D** |
| **Session 1**<br>10:00 am – 11:10 am | **How to Communicate Legislative Changes**<br>Cascade Government Group | **POG Working Group**<br>Kim Harmon, Spokane Public Schools<br>Jane Rausch, East Valley School District Spokane | **Top 10 Things Every Administrator Needs to Know**<br>Rick Kaiser |
| **Session 2**<br>11:20 am – 12:30 pm | **Investigations**<br>Bronson Brown, Attorney<br>Kennewick School District | **Communication and Planning with the Prototypical School Funding Model**<br>Sarah Thornton<br>Kevin Hebdon<br>Pasco School District | **HELP Program**<br>Jane Rausch<br>HELP Program Coordinator<br>Easy Valley School District<br>JoAn Steiner<br>Bellingham School District |
| **Schedule** | **Great Hall** | | |
| **Lunch**<br>12:40 pm – 2:00 pm<br>Location: | 1. Participants Arrive & Sit<br>2. Vendor Introduction: Curtis Leonard<br>3. Entertainment: Mariachi Band<br>4. Keynote: Darcy Weisner, Superintendent ESD 123 | | |
| **Break**<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** | **ROOM A/B** | **ROOM C** | **ROOM D** |
| **Session 3**<br>2:15 pm – 3:25 pm | **Sick Leave**<br>Parker Howell<br>Porter Foster Rorick | **Recruiting and Retention in the Wake of Budget Gaps**<br>Kim Harmon<br>Spokane Public Schools | **Bargaining in a Post-McCLeary World**<br>Curtis Leonard<br>Patterson Buchanan<br>Fobes & Leitch |
| **Evening Schedule** | **Great Hall** | | |
| **Socializing**<br>4:00 pm – 4:30 pm<br>Location: Great Hall | Socializing, free drink ticket(s) and silent auction preview | | |
| **Vendor Raffle Awards**<br>4:30 pm – 5:00 pm<br>Location: Great Hall | Vendor raffle awards presented and passport prizes | | |
| **Dinner Banquet**<br>5:00 pm<br>Location: Great Hall | Randy Hathaway Fellowship Auction, HELP Awards, President's Award, Silent Auction and Acknowledgements<br>Sponsored By:<br>Music: Groove Principal | | |

| Wednesday, February 27, 2019 | | | |
|---|---|---|---|
| **Schedule** | **Great Hall** | | |
| **Breakfast & Keynote**<br>8:00 am – 9:15 am<br>Location: | 1. Participants Arrive & Sit<br>**2.** Keynote: Creating an Inclusive Environment<br>Puyallup School District | | |
| **Break**<br>9:15 am – 9:30 am | Break | | |
| **Schedule** | **ROOM A/B** | **ROOM C** | **ROOM D** |
| **Session 1**<br>9:30 am – 10:40 am | **Creating an Inclusive Environment - HR**<br>Puyallup School District | **Employees and Social Media**<br>Charles Leitch<br>Patterson Buchanan Fobes & Leitch | **WSSDA/Board Policies – A Guided Conversation**<br>Shaun Carey<br>Franklin Pierce School District |
| **Session 2**<br>10:50 am – 12:00 pm | **Staffing Reductions**<br>Lorraine Wilson<br>Porter Foster Rorick | **Paperless Practices: A Case Study**<br>Levi Martin<br>Betsy Dickinson<br>Kennewick School District | **Public Records Requests**<br>Bronson Brown, Attorney<br>Kennewick School District |

WSPA
WASHINGTON SCHOOL PERSONNEL ASSOCIATION

**Board Meeting**
**February 24, 2019**
**5:00-7:30 pm**
**Three Rivers Convention Center**
**Kennewick, WA**
**Board Room**

- Welcome – Shaun Carey and Curtis Leonard

- Region Updates
  - Region 1
  - Region 2
    - Annual Conference Updates
  - Region 3
  - Region 4
  - Region 5
  - Region 6
    - Annual Conference 2020 – Tulalip Resort

- HELP Update – Jane Rausch

- Secretary's Report
  - Minutes from October Board Meeting - Janet Hodson

- Treasurer's Report – Chris Callaham
  - 2017-2018 Budget vs. Actual
  - 2018-2019 Budget vs. Actual to-date
  - Budget Updates
  - Membership Report

- Old Business
  - Legislative Updates – Curtis

- New Business
    - Adverse weather cancellations refund policy
    - Partnership with other organizations – Shaun and Curtis
    - Board Retreat – Shaun and Curtis
        - Agenda planning
            - June 6-7, 2019
            - Sleeping Lady Resort, Leavenworth
    - Open positions for 2019-2020
        - Will be announced at general membership meeting
        - WSPA Board Call for Nominations: March 4, 2019
        - WSPA Board Elections: March 26, 2019
        - Region Call for Nominations: April 8, 2019
        - Region Elections: April 22, 2019
    - Open positions:
        - President Elect (3 year term)
        - Secretary ( 2 year term)
        - Region 1 Co-representative (2 year term)
        - Region 2 Co-Representative (2 year term)
        - Region 3 Representative and/or Co-Representative (2 year term)
        - Region 4 Co-Representative ( 2 year term)
        - Region 5 Co-Representative (2 year term)
        - Region 6 Co-Representative (2 year term)

- Adjourn

2018-2019 Budget vs. Actual
Updated February 2019

| WSPA Budget vs. Actual 2018-2019 | Projected | Revenue | Expenses | Net | Details |
|---|---|---|---|---|---|
| Interest + misc revenue | 100.00 | 29.74 | 0 | 29.74 | |
| Membership | 93,000.00 | 92,925.00 | 0.00 | 92,925.00 | |
| ABC/POG | - | 0.00 | 500.00 | -500.00 | Stipend |
| S-275 | 2,500.00 | 23,200.00 | 23,969.85 | -769.85 | 5,000 stipend |
| Law Conference | 5,000.00 | 68,325.00 | 57,397.28 | 10,927.72 | |
| HELP (Profit before Stipend) | 20,000.00 | 68,325.00 | 42,222.52 | 26,102.48 | |
| Annual Conference | 5,000.00 | 75,615.00 | 4,062.54 | 71,552.46 | |
| Employee Misconduct | 1,000.00 | 10,000.00 | 6,803.68 | 3,196.32 | 2500 stipend |
| Bargaining Workshop | 6,000.00 | 23,350.00 | 24,897.68 | -1,547.68 | Stipend pending |
| WA Educator Career Fair | 40,000.00 | 116,147.50 | 4,174.51 | 111,972.99 | |
| **TOTAL** | **172,600.00** | **477,917.24** | **164,028.06** | **313,889.18** | |

| WSPA Projected Expenses | Projected | Actual | Notes |
|---|---|---|---|
| Board Meeting Expenses | 20,000.00 | 4,462.47 | |
| Board Mileage Reimbursement | 6,000.00 | 720.50 | |
| Credit Card Processing Fees | 12,000.00 | 6,574.34 | |
| Program Coordinator Contract | 55,462.00 | 23,109.15 | |
| Program Coordinator Travel | 6,000.00 | 3,263.62 | |
| Executive Director Contract | 69,680.00 | 29,085.00 | |
| Executive Director Travel | 7,500.00 | 964.04 | |
| HELP Coordinator Stipend | 12,500.00 | 9,375.00 | |
| Insurance | 650.00 | 503.00 | |
| Legal/Accounting/Audit | 6,000.00 | 0.00 | |
| Legislative Liaison Contract | 36,000.00 | 15,000.00 | |
| Marketing - HELP | 3,000.00 | 3,000.00 | |
| Marketing - WSPA | 1,000.00 | 1,100.00 | |
| Postage | 1,000.00 | 374.90 | |
| Region Costs | 3,000.00 | 108.34 | |
| Randy Hathaway Fellowship Fund | 10,000.00 | | |
| Rent/Storage/Utilities | 3,000.00 | 764.00 | |
| Supplies/Equipment/Printing | 3,500.00 | 1,171.26 | |
| Technology/Website | 6,000.00 | 7,154.48 | |
| Telephone | 900.00 | 702.08 | |
| Payroll Taxes and Expenses | 5,500.00 | 2,235.67 | |
| Dept of Revenue Taxes | 7,500.00 | 3,135.84 | |
| SnoKing Dues | 150.00 | 350.00 | INCREASED DUES FOR 2019 |
| **TOTAL** | **276,342.00** | **113,153.69** | |
| | | | |

# WSPA Board Meeting
# February 2019
# Membership Update 2018-2019

| | |
|---|---|
| Individual Memberships | 318 |
| Individual Memberships– Associate/Retiree | 18 |
| District Memberships | 24 |
| District Members (assuming 10 per district) | 240 |
| TOTAL Memberships (including assumed district members) | 600 |
| TOTAL Membership Income | 92,925 |

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Membership Pricing:
$175/individual
$100/associate and retiree
$1500/district

Data reporting June 1, 2018- February 13, 2019

## WSPA Membership Report 2018-2019

Data collected 2.13.2019

| | |
|---|---|
| Individual Members | 318 |
| Associate.Retiree | 18 |
| District Memberships | 24 |
| District Members (assuming 10 per district) | 240 |
| **TOTAL MEMBERS** | **600** |

| Membership Group Income | Total | Notes: |
|---|---|---|
| Individual | 55,125 | 7 renewed early at $125 price |
| Associate.Retiree | 1,800 | |
| District | 36,000 | |
| **TOTAL INCOME** | **92,925** | |

# WSPA Board Meeting
# June 2018
# Membership Update 2017-2018

| | |
|---|---|
| Individual Memberships | 321 |
| Individual Memberships– Associate/Retiree | 25 |
| District Memberships | 25 |
| District Members (assuming 10 per district) | 250 |
| Individual Membership – Promotional Memberships | 54 |
| | |
| TOTAL Memberships (including assumed district members) | 650 |
| | |
| TOTAL Membership Income | 68,875 |

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District Members: Auburn, Bellevue, Bethel, Bremerton, Central Kitsap, Central Valley, Clover Park, Evergreen, Federal Way, Highline, Issaquah, Marysville, Mukilteo, North Thurston, Pasco, Puyallup, Renton, Seattle, Skykomish, Spokane, Sumner, Tacoma, Tahoma, Vancouver, Yakima

Membership Pricing:
$125/individual
$50/associate and retiree
$1100/district
Promotional memberships: HELP/Boot Camp/Law Conference

Data reporting June 1, 2017 – June 5, 2018

**Membership Income 2017-2018**
**Reporting Dates June 1, 2017 – June 5, 2018**

| Membership Type | Cost | Number of Members | Total |
|---|---|---|---|
| Individual | $125.00 | 321 | 40,125 |
| Associate/Retiree | $50.00 | 25 | 1250 |
| District Membership | $1,100.00 | 25 | 27,500 |
| Promotional Memberships | $0.00 | 54 | $0.00 |
| **Total Membership Income** | | | **68,875** |

**Total Membership 2017-2018 to-date**

| | |
|---|---|
| Individual Memberships | 321 |
| Associate/Retiree | 25 |
| District Members (assume 10 per district) | 250 |
| Promotional Memberships | 54 |
| **Total Members** | 650 |

Promotional memberships: HELP, Boot Camp, Law Conference

District Members: Auburn, Bellevue, Bethel, Bremerton, Central Kitsap, Central Valley, Clover Park, Evergreen, Federal Way, Highline, Issaquah, Marysville, Mukilteo, North Thurston, Pasco, Puyallup, Renton, Seattle, Skykomish, Spokane, Sumner, Tacoma, Tahoma, Vancouver, Yakima

2017-2018 Budget vs. Actual
Updated October 11, 2018

| WSPA Budget vs. Actual 2017-2018 | Projected | Revenue | Expenses | Net | Details |
|---|---|---|---|---|---|
| Interest + misc revenue | 100.00 | 68.57 | 0 | 68.57 | |
| Membership | 65,000.00 | 81,650.00 | 0.00 | 81,650.00 | |
| S-275 | 8,000.00 | 31,550.00 | 30,650.89 | 899.11 | 4 stipends + new printing; 11K in printing |
| Law Conference | 15,000.00 | 61,825.00 | 56,186.75 | 5,638.25 | inc catering/breakfast |
| HELP (Profit before Stipend) | 30,000.00 | 56,185.00 | 45,359.01 | 10,825.99 | |
| Annual Conference | 10,000.00 | 79,125.50 | 58,698.14 | 20,427.36 | |
| Employee Misconduct | 5,000.00 | 7,250.00 | 6,743.70 | 506.30 | |
| Bargaining Workshop | 10,000.00 | 36,850.00 | 34,028.48 | 2,821.52 | |
| WA Educator Career Fair | 65,000.00 | 168,190.25 | 124,465.99 | 43,724.26 | |
| **TOTAL** | **208,100** | **522,694.32** | **356,132.96** | **166,561.36** | |

| WSPA Projected Expenses | Projected | Actual | Notes |
|---|---|---|---|
| Board Meeting Expenses | 20,000.00 | 18,406.55 | |
| Board Mileage Reimbursement | 6,000.00 | 5,589.97 | |
| Credit Card Processing Fees | 12,000.00 | 10,514.44 | |
| WSPA Coordinator Payroll | 53,795.00 | 53,728.79 | |
| WSPA Coordinator Prof Dev | 1,300.00 | 1,463.31 | |
| WSPA Coordinator Travel | 3,000.00 | 7,388.32 | |
| Executive Director Contract | 69,680.00 | 69,737.00 | |
| Executive Director Travel | 5,000.00 | 3,950.99 | |
| HELP Coordinator Stipend | 10,000.00 | 10,000.00 | |
| Insurance | 650.00 | 647.50 | |
| Legal/Accounting/Audit | 10,000.00 | 51.00 | |
| Legislative Liaison Stipend | 10,000.00 | 10,000.00 | |
| Legislative Liaison Expenses | 3,000.00 | 387.72 | |
| Marketing - HELP | 1,000.00 | 0.00 | |
| Marketing - WSPA | 5,000.00 | 4,920.51 | |
| Postage | 1,000.00 | 978.50 | |
| Printing | 3,000.00 | 0.00 | |
| Region Costs | 3,500.00 | 1,398.12 | |
| Randy Hathaway Fellowship Fund | 10,000.00 | 10,000.00 | |
| Rent/Storage/Utilities | 3,600.00 | 1,626.00 | |
| Supplies/Equipment/Other | 3,000.00 | 4,226.94 | |
| Technology/Website | 5,000.00 | 5,667.38 | |
| Telephone | 900.00 | 822.29 | |
| Payroll Taxes | 3,000.00 | 5,102.36 | |
| Payroll Expenses | 4,000.00 | 0.00 | |
| Dept of Revenue Taxes | 6,000.00 | 7,197.34 | |
| SnoKing Dues | 150.00 | 150.00 | |
| **TOTAL** | **253,575** | **233,955.03** | **19,619.97** |

2017-2018 Budget vs. Actual
Updated October 11, 2018

| **HELP** | **Amounts** |
|---|---|
| HELP 2017-2018 | 37,070.00 |
| Boot Camp 2017-2018 | 18,315.00 |
| Sponsorship 2017-2018 | 800.00 |
| Total Income | **56,185.00** |
| | |
| Expenses - not including stipend | 45,359.01 |
| **Profit Before Payment of Stipend** | 10,825.99 |

2017-2018 Budget vs. Actual
Updated October 11, 2018

2017-2018 Budget vs. Actual
Updated October 11, 2018

s

| Stipend | Amount | Notes |
|---|---|---|
| Bargaining Workshop - All New Materials | 5000.00 | |
| Bargaining Workshop - Repeat Materials | 2500.00 | |
| Employee Misconduct - All New Materials | 5000.00 | |
| Employee Misconduct  - Repeat Materials | 2500.00 | |
| HELP Presenter | 100.00 | |
| HELP Coordinator | 12500.00 | |
| Legislative Representative | 10000.00 | |
| POG Updates | 500.00 | per person |
| S275 manual updates | 500.00 | per person |
| S-275 presentation | 750.00 | per presenter/per event |
| | | |
| | | |
| | | |
| | | |

| Stipend | Amount | Notes |
|---|---|---|
| Bargaining Workshop - All New Materials | 5000.00 | |
| Bargaining Workshop - Repeat Materials | 2500.00 | |
| Employee Misconduct - All New Materials | 5000.00 | |
| Employee Misconduct  - Repeat Materials | 2500.00 | |
| HELP Presenter | 100.00 | |
| HELP Coordinator | 12500.00 | |
| Legislative Representative | 10000.00 | |
| POG Updates | 500.00 | per person |
| S275 manual updates | 500.00 | per person |
| S-275 presentation | 750.00 | per presenter/per event |
| | | |
| | | |
| | | |
| | | |

# Washington School Personnel Association
## Balance Sheet
**Accrual Basis** — **As of February 22, 2019**

| | Feb 22, 19 |
|---|---|
| **ASSETS** | |
| **Current Assets** | |
| **Checking/Savings** | |
| **Business Maximizer Savings** | 225,360.88 |
| **Checking Primary** | 138,957.71 |
| **Savings - Primary** | 5,880.49 |
| **Total Checking/Savings** | 370,199.08 |
| **Accounts Receivable** | |
| **Accounts receivable** | 40,995.00 |
| **Total Accounts Receivable** | 40,995.00 |
| **Other Current Assets** | |
| **Undeposited Funds** | 300.00 |
| **Total Other Current Assets** | 300.00 |
| **Total Current Assets** | 411,494.08 |
| **Fixed Assets** | |
| **Accumulated Depreciation** | -23,615.00 |
| **Equipment** | 23,615.00 |
| **Total Fixed Assets** | 0.00 |
| **TOTAL ASSETS** | **411,494.08** |
| **LIABILITIES & EQUITY** | |
| **Liabilities** | |
| **Current Liabilities** | |
| **Other Current Liabilities** | |
| **2100 · Payroll Liabilities** | 686.97 |
| **Total Other Current Liabilities** | 686.97 |
| **Total Current Liabilities** | 686.97 |
| **Total Liabilities** | 686.97 |
| **Equity** | |
| **Opening Bal Equity** | 278.85 |
| **Retained Earnings** | 313,081.69 |
| **Net Income** | 97,446.57 |
| **Total Equity** | 410,807.11 |
| **TOTAL LIABILITIES & EQUITY** | **411,494.08** |

# Washington School Personnel Association
## Profit & Loss
**Accrual Basis** — **June 1, 2018 through February 22, 2019**

| | | | | |
|---|---|---|---|---|
| | | | | **Jun 1, '18 - Feb 22, 19** |
| **Income** | | | | |
| **Earned revenues** | | | | |
| **WSPA Membership Renewals** | | | | |
| **2018-2019 WSPA Membership Dues** | | 92,925.00 | | |
| **Total WSPA Membership Renewals** | | | 92,925.00 | |
| **Total Earned revenues** | | | | 92,925.00 |
| **Interest Income** | | | | 47.08 |
| **Special Events Income** | | | | |
| **Annual Conference** | | | | |
| **Registrations** | | 70,515.00 | | |
| **Vendor Registrations** | | 5,900.00 | | |
| **Total Annual Conference** | | | 76,415.00 | |
| **Bargaining Workshop/Roundtable** | | | 23,350.00 | |
| **Employee Misconduct** | | | 10,000.00 | |
| **HELP** | | | | |
| **HELP 2018-2019** | | 18,395.00 | | |
| **Total HELP** | | | 18,395.00 | |
| **Law Conference** | | | | |
| **2018 Law Conference** | | 53,825.00 | | |
| **Sponsorship** | | 14,500.00 | | |
| **Total Law Conference** | | | 68,325.00 | |
| **S-275** | | | | |
| **S-275 Manual Only** | | 1,125.00 | | |
| **Spokane S-275 Income** | | 3,925.00 | | |
| **Tukwila-275 Income** | | 18,150.00 | | |
| **Total S-275** | | | 23,200.00 | |
| **WA Educator Career Fair** | | | | |
| **Candidate Registrations** | | | | |
| **Spokane Pre-Registrants** | 2,300.00 | | | |
| **Tacoma Pre-Registrants** | 3,880.00 | | | |
| **Candidate Registrations - Other** | 20.00 | | | |
| **Total Candidate Registrations** | | 6,200.00 | | |
| **Vendor Registrations** | | | | |
| **Spokane - Colleges** | 1,207.50 | | | |
| **Spokane - In State Districts** | 26,997.50 | | | |
| **Spokane - Out of State** | 12,785.00 | | | |
| **Tacoma - Colleges** | 1,327.50 | | | |
| **Tacoma - In State Districts** | 52,087.50 | | | |
| **Tacoma - Out of State Districts** | 13,605.00 | | | |
| **WECF Additional Meal Tickets** | 1,730.00 | | | |
| **Vendor Registrations - Other** | 2,500.00 | | | |
| **Total Vendor Registrations** | | 112,240.00 | | |
| **Total WA Educator Career Fair** | | | 118,440.00 | |
| **Total Special Events Income** | | | | 338,125.00 |
| **Total Income** | | | | 431,097.08 |
| **Gross Profit** | | | | 431,097.08 |

# Washington School Personnel Association
## Profit & Loss
Accrual Basis — June 1, 2018 through February 22, 2019

| | | | | Jun 1, '18 - Feb 22, 19 |
|---|---|---|---|---|
| **Expense** | | | | |
| **Board/Director Expenses** | | | | |
| **Board Meeting Expenditures** | | | 5,162.99 | |
| **Board Mileage Reimbursement** | | | 3,365.10 | |
| **Total Board/Director Expenses** | | | | 8,528.09 |
| **Credit Card Processing Fees** | | | | 7,731.30 |
| **Executive Director Consultant** | | | | |
| **Executive Director Contract** | | | 58,170.00 | |
| **Travel and Expenses** | | | 964.04 | |
| **Total Executive Director Consultant** | | | | 59,134.04 |
| **Insurance** | | | | 503.00 |
| **Legal/Accounting/Audit** | | | | 51.00 |
| **Legislative Liason** | | | | |
| **Liason Stipend** | | | 15,000.00 | |
| **Total Legislative Liason** | | | | 15,000.00 |
| **Marketing** | | | | 1,100.00 |
| **Marketing - HELP** | | | | 3,000.00 |
| **Misc expenses** | | | | 0.00 |
| **Postage, Shipping** | | | | 746.60 |
| **Reconciliation Discrepancies** | | | | -0.05 |
| **Regional Costs** | | | | |
| **Region 4** | | | 381.15 | |
| **Region 5** | | | 108.34 | |
| **Total Regional Costs** | | | | 489.49 |
| **Rent & Utilities** | | | | 1,208.00 |
| **SnoKing Executive Director Dues** | | | | 350.00 |
| **SnoKing Pass Through Expenses** | | | | 0.00 |
| **Special Events Expenses** | | | | |
| **ABC/POG** | | | | |
| **Stipend** | | 1,000.00 | | |
| **Total ABC/POG** | | | 1,000.00 | |
| **Annual Conference** | | | | |
| **Expenses** | | 4,062.54 | | |
| **Total Annual Conference** | | | 4,062.54 | |
| **Bargaining Workshop** | | | | |
| **Workshop Expenses** | | 24,897.68 | | |
| **Total Bargaining Workshop** | | | 24,897.68 | |
| **Employee Misconduct** | | | | |
| **Expenses** | | 4,303.68 | | |
| **Stipend** | | 2,500.00 | | |
| **Total Employee Misconduct** | | | 6,803.68 | |
| **HELP** | | | | |
| **HELP Coordinator Stipend** | | 9,375.00 | | |
| **HELP Expenses 2017-2018** | | 2,618.27 | | |
| **HELP Expenses 2018-2019** | | | | |
| **HELP Presenter/Advisory 2018-19** | 1,448.41 | | | |
| **HELP Expenses 2018-2019 - Other** | 40,874.11 | | | |
| **Total HELP Expenses 2018-2019** | | 42,322.52 | | |
| **Total HELP** | | | 54,315.79 | |

# Washington School Personnel Association
## Profit & Loss
Accrual Basis — June 1, 2018 through February 22, 2019

| | Jun 1, '18 - Feb 22, 19 | |
|---|---|---|
| Law Conference | | |
| Expenses | 57,397.28 | |
| Total Law Conference | | 57,397.28 |
| S-275 Expenses | | |
| Expenses | 18,969.85 | |
| Stipend | 5,000.00 | |
| Total S-275 Expenses | | 23,969.85 |
| WA Educator Career Fair | | |
| Combined Venue Expenses | 4,174.51 | |
| Total WA Educator Career Fair | | 4,174.51 |
| Total Special Events Expenses | | 176,621.33 |
| Supplies/Equipment/Other | | |
| Bank Service Charge | 570.76 | |
| Supplies/Equipment/Other - Other | 1,860.49 | |
| Total Supplies/Equipment/Other | | 2,431.25 |
| Taxes | | |
| Department of Revenue B&O Tax | 3,837.76 | |
| Payroll Taxes and Expenses | 3,326.85 | |
| Total Taxes | | 7,164.61 |
| Technology/Website | | 8,311.03 |
| Telephone | | 897.89 |
| WSPA Coordinator | | |
| WSPA Coordinator Payroll | 36,557.91 | |
| WSPA Coordinator Travel | 4,770.63 | |
| Total WSPA Coordinator | | 41,328.54 |
| Total Expense | | 334,596.12 |
| Net Income | | **96,500.96** |

# WSPA Board and Region Representatives Open Positions 2019-2020

**Timeline**

- WSPA Board Call for Nominations: March 4, 2019
- WSPA Board Elections: March 26, 2019
- Region Call for Nominations: April 8, 2019
- Region Elections: April 22, 2019

**Open positions:**

- President Elect (3 year term)
- Secretary ( 2 year term)
- Region 1 Co-representative (2 year term)
- Region 2 Co-Representative (2 year term)
- Region 3 Representative and/or Co-Representative (2 year term)
- Region 4 Co-Representative ( 2 year term)
- Region 5 Co-Representative (2 year term)
- Region 6 Co-Representative (2 year term)

Descriptions of position duties and details may be found in the WSPA Constitution and Bylaws: https://www.wspa.net/constitution-and-bylaws

**From:** admin@wspa.net
**To:** jhodson@fwps.org
**Subject:** Re: Oct 14 board minutes
**Date:** Friday, February 22, 2019 2:45:04 PM

---

Will forward now just to be sure

Jennifer Tottenham

On Feb 22, 2019, at 2:29 PM, Janet Hodson <jhodson@fwps.org> wrote:

> Jennifer
> Did the minutes get sent out back in October to the board members?
>
> Janet Hodson
> Federal Way Public Schools
> Executive Director of Human Resources
> 253.945.2020
> jhodson@fwps.org
>
> <WSPA Board Meeting Oct 14 2018.xlsx>

| | |
|---|---|
| **From:** | admin@wspa.net |
| **To:** | scarey@fpschools.org; konsmotm@puyallup.k12.wa.us; kschonberg@ohsd.net; jhodson@fwps.org; ccallaham@auburn.wednet.edu; rauschj@evsd.org; kimha@spokaneschools.org; doug.christensen@ksd.org; tneidhold@psd1.org; marilyn.boerke@camas.wednet.edu; dormasl@puyallup.k12.wa.us; dlong@nthurston.k12.wa.us; denise.kennedy@bremertonschools.org; chellel@ckschools.org; dkovacs@everettsd.org; jason_thompson@msvl.k12.wa.us; cleonard@wspa.net; Curtis M. Leonard |
| **Subject:** | RE: WSPA Board Meeting: Sunday, February 24 5:00 pm |
| **Date:** | Friday, February 22, 2019 2:47:51 PM |
| **Attachments:** | MINUTES  WSPA Board Meeting Oct 14 2018.pdf |

The minutes of our October meeting are attached for your review.

Thank you,

Jennifer

---

**From:** admin@wspa.net
**Sent:** Friday, February 22, 2019 2:41 PM

Hello Board Members,

Our board meeting is scheduled for Sunday evening from 5:00-7:30 in the Three Rivers Conference Center Board Room. Dinner will be provided.

I have attached the following documents for your reference. Hard copies will be provided at the meeting:

- Agendas – conference and board meeting
- Membership Report 2018-2019 to-date
- Membership Report 2017-2018
- Budget vs. Actual 2018-2019 to-date
- Budget vs. Actual 2017-2018
- Board Adopted Budget and Stipends 2018-2019
- Profit and Loss 2018-2019 to-date
    - please note I extended the dates on this report to JUNE 2018-present. This is to accurately present membership renewals as many come in prior to the start of our fiscal year
- Balance Sheet 2018-2019 to-date
- WSPA Board openings for 2019-2020 and nomination/election timeline

As always, please let me know if you would like any additional documentation or information.

Unfortunately, I will not have the pleasure of joining you at this meeting. I took a fall on the ice last week and gave myself quite a concussion. I am on doctor's orders for bedrest and no travel. I will miss seeing each of you!

Have a wonderful conference and safe travels to everyone. I will leave it to your best judgment who is in charge of the drink tickets ☺

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 Meeting
DoubleTree Hotel - South Center
October 14, 2018

Executive Director: Curtis Leonard
Program Coordinator: Jennifer Tottenham
President: Shaun Carey, Frankline Pierce
President Elect: Tina Konsmo, Puyallup
Past President: Kurt Schonberg, Oak Harbor
Treasurer: Chris Callaham, Auburn
Secretary: Janet Hodson, Federal Way

Meeting to order: 6 pm

Welcome and Introductions

| Region | Area Reports |
|---|---|
| Area 1 Jane Rausch, Riverside Kim Harmon, Spokane | Had first meeting - lessons learned from bargaining, 5 more meetings scheduled. |
| Area 2 Toni Neidhold, Pasco Doug Christensen, Kennewick | Have met 2 times; 15 attendees with 3 new; conference planning throughout the year |
| Area 3 Marilyn Boerke, Camas | Met once; discussed alternative pathways, still negotiating in our region and working on classified |
| Area 4 Dawn Long, Noth Thurston Stacia Dorman, Puyallup | 1st meeting Nov 7 - Paid leave; 3 additional meetings scheduled, new secretary for Area 4 is Stacy Cook from Riverview SD. Curtis suggested someone reach out to Tim Reynolds in Kent. He needs to get connected with WSPA. |
| Area 5 Denise Kennedy, Bremerton Celle Lente, Central Kitsap | Absent |
| Area 6 Jason Thompson, Marysville Debbie Kovacs, Everett | 1 meeting - Chuck Lind speaker; regional meetings scheduled for the year. Have volunteers for conference 2020. |
| Curtis Leonard, Toni Neidhold, Doug Christensen | Annual Conference Planning Committee Update<br>location is secured, Kennewick Convention Center; Save the date card; committees organized, Jennifer coming over next month to walk through the venue, have sessions decided - need speakers; focus on current issues; the board participating in planning speakers has been very helpful. Any offer of presenters are welcome. Spread the news. |
| Janet Hodson, Jennifer Tottenham | Secretary Report: Approval of Minutes - minutes were in packet; members took a few minutes to review. Membership Report 291 members 12 associate/retirees 24 district memberships - we are similar to normal October increase in fees did not have any affect on memberships |

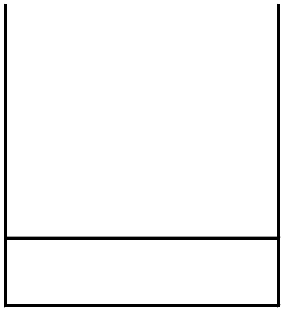
| | |
|---|---|
| Jane Rausch | HELP Report Summer recap and 2018-19 Planning 39 classified summer boot camp - attendees suggested workshop better done in Fall, Jane stated they will move to spring 2019 in Spokane and Fall 2019 in Renton PSESD - Big news - moving HELP to Leavenworth, cost savings in rooms and catering as well as conference rooms. Reasoning: more central location, try to regain back the camp and cohort feeling from the days at Western University day. Question: Will we be paying for travel for speakers - we expect we will get some travel requests. Tammy Campbell is the keynote next summer -" Changing Culture". Gordon Linse will talk on "From Darkness into Light" |
| Chris Callaham | Treasurer's Report - WSPA Acct; Randy Hathaway Fund; Budget Revisions and Recommendations Profit and Loss from 2017-18 is for your reading; 2017-18 Budget vs Actual 208K projected; 522 K actual; expenses pretty close to projected Under 20K Balance sheet Jennifer and Chris meeting 1 x month over phone through "go to meeting" to walk through items together for changes; some acct receivables are more than 1 year old so may have to write off as uncollectable. Have a 1 year goal to tighten it up. Recipients have 2 years to use Randy Hathaway or you lose it. The board has been moving over 10K but we will change to only moving over what is used. Found some posting errors that were corrected around credit processing fees; posted as processing fees instead of refunds. CC processing was $18K: want a revision to 12K. Change from Exec Asst to reflect Jennifer's correct title of Program Coordinator - same change on travel line; Legislative Liaison expense 36K vs 30K and delete Legislative Liaison to 3K expenses - change stipend to contract. Curtis will be subjected to taxes with a stipend which was not what the intent of the money and go back to turning in reimbursement. No way to give money without tax implication. Curtis has a WSPA cc now so there will only be mileage. Recommend same line item - remove the word stipend and pay as reimbursement. Do we still want to change the fiscal year - taxes are due in November. This is not for this year but we can have a conversation with the accountant to see what the IRS requirements are around this. |
| Curtis Leonard, Shaun Carey, Kurt Schonburg | Strategic and Program Planning - recently signed contract with Cascade Government Affairs -Charles Brown, Heidi Kay Walter, Dr. Frank Hewins. They will be the lunch keynote on Monday at Law Conference. Monthly update mechanism to be involved and provide feedback so we feel we have more of a voice. Charlie and Frank won't have that expertise. They will actually be lobbying for us. Interests will be aligned with school districts but will keep us informed. Lee Goeke suggested we might look at our organization name - is it recognizable State wide? Not sure we want to move away from the use of Personnel which is used in other organizations and States. Not an issue at this time. |
| | S275 - not sure if the intent of the meeting was to talk about change but there were a lot of new people doing the work in SDs Not sure what the reporting will look like going forward. |
| | POG Planning - |

| | |
|---|---|
| | Sick Leave Direction and Support - not on law conference agenda but may be on annual conference. Reach out to Porter, Foster, Rorick; they can speak on it.<br>WSPA Strategic Planning - trainings are linked, course offereing are relevant, what will the impact be from the bargaining changes this year, how will we support our members and unify. Professional wage now but still want to define day. |
| Curtis Leonard | Final Discussion, Action Items, Wrap Up, Calendar Review - Nothing further. |

Meeting Adjourned: 7:31 PM

| Action Items |
| --- |
| |
| |
| |
| |
| |
| |
| |
| Jane Rausch motioned to approve minutes without revisions, 2nd - Jason Thompson; motioned carried |

| |
|---|
| |
| Debbie Kovacs motioned to amend current budget, Janet Hodson 2nd motioned carried |
| |
| |
| Jane Rausch and Kim Harmon will review and update |



**From:** Boerke, Marilyn A. on behalf of Boerke, Marilyn A. <Marilyn.Boerke@camas.wednet.edu>
**To:** admin@wspa.net; scarey@fpschools.org; konsmotm@puyallup.k12.wa.us; kschonberg@ohsd.net; jhodson@fwps.org; ccallaham@auburn.wednet.edu; rauschj@evsd.org; kimha@spokaneschools.org; doug.christensen@ksd.org; tneidhold@psd1.org; dormasl@puyallup.k12.wa.us; dlong@nthurston.k12.wa.us; denise.kennedy@bremertonschools.org; chellel@ckschools.org; dkovacs@everettsd.org; jason_thompson@msvl.k12.wa.us; cleonard@wspa.net; Curtis M. Leonard
**Subject:** RE: WSPA Board Meeting: Sunday, February 24 5:00 pm
**Date:** Friday, February 22, 2019 3:53:38 PM

---

Good afternoon,

Just a reminder that I am unable to attend the conference this year. I sent our gift basket with a region member. Also, I wanted to let you all know that I have enjoyed my time as the Region 3 representative, but my schedule doesn't allow me to continue to serve in that role. Melissa Kreuder, HR Director from ESD 112 is interested in the position. Does Jennifer send out a message asking for nominations, or should I do that?

Thank you,
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*

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Friday, February 22, 2019 2:41 PM
**To:** scarey@fpschools.org; konsmotm@puyallup.k12.wa.us; kschonberg@ohsd.net; jhodson@fwps.org; ccallaham@auburn.wednet.edu; rauschj@evsd.org; kimha@spokaneschools.org; doug.christensen@ksd.org; tneidhold@psd1.org; Boerke, Marilyn A. <Marilyn.Boerke@camas.wednet.edu>; dormasl@puyallup.k12.wa.us; dlong@nthurston.k12.wa.us; denise.kennedy@bremertonschools.org; chellel@ckschools.org; dkovacs@everettsd.org; jason_thompson@msvl.k12.wa.us; cleonard@wspa.net; Curtis M. Leonard <cml@pattersonbuchanan.com>
**Subject:** WSPA Board Meeting: Sunday, February 24 5:00 pm

Hello Board Members,

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    - please note I extended the dates on this report to JUNE 2018-present. This is to accurately present membership renewals as many come in prior to the start of our fiscal year
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- WSPA Board openings for 2019-2020 and nomination/election timeline

As always, please let me know if you would like any additional documentation or information.

Unfortunately, I will not have the pleasure of joining you at this meeting. I took a fall on the ice last week and gave myself quite a concussion. I am on doctor's orders for bedrest and no travel. I will miss seeing each of you!

Have a wonderful conference and safe travels to everyone. I will leave it to your best judgment who is in charge of the drink tickets ☺

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/

This e-mail, related attachments and/or any response may be subject to public disclosure under state and federal law.

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** admin@wspa.net
**Subject:** General Board meeting from last conference
**Date:** Sunday, February 24, 2019 6:54:12 PM

---

Jennifer
Last conference I think you took care of the minutes. I need those to report at this year's conference. Can you send them to me?

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

**From:** admin@wspa.net
**To:** jhodson@fwps.org
**Subject:** RE: Board minutes from last conference
**Date:** Monday, February 25, 2019 8:31:52 AM
**Attachments:** 2018 General Membership Meeting Minutes.docx

---

Hi Janet,

My apologies – they are attached. They are also posted on the conference materials page with the membership meeting materials.

Jennifer

---

**From:** Janet Hodson [mailto:jhodson@fwps.org]
**Sent:** Monday, February 25, 2019 8:27 AM
**To:** admin@wspa.net
**Subject:** Board minutes from last conference

Jennifer
I am wondering if you got my message last night. We have to present the minutes tomorrow night. Do you have them?

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

Washington School Personnel Association
General Membership Meeting
Tacoma, Washington
February 23, 2016

Debbie Leighton called the meeting to order.

Secretary's Report—Debbie Leighton presented the Membership Report and minutes of the February 24, 2015 membership meeting.

Treasurer's Report—Debbie Leighton presented the 2014-15 year financial information.

Executive Director's Report—Curtis Leonard announced open positions effective July 1 Incoming President, Region 2 co-representative, Region 4 co-representative, and Region 6 co-representative. Nominations will be called for and voting will occur later this spring.

With no further business, the meeting was adjourned.

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: Board minutes from last conference
**Date:** Monday, February 25, 2019 9:15:15 AM

---

Thank you so much

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Monday, February 25, 2019 8:32 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** RE: Board minutes from last conference

Hi Janet,

My apologies – they are attached. They are also posted on the conference materials page with the membership meeting materials.

Jennifer

---

**From:** Janet Hodson [mailto:jhodson@fwps.org]
**Sent:** Monday, February 25, 2019 8:27 AM
**To:** admin@wspa.net
**Subject:** Board minutes from last conference

Jennifer
I am wondering if you got my message last night. We have to present the minutes tomorrow night. Do you have them?

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

**From:** Tony Frascone on behalf of Tony Frascone <tfrascon@fwps.org>
**To:** cleonard@wspa.net
**Subject:** Fwd: Here is the latest ACSA Region 8 OCHO
**Date:** Tuesday, February 26, 2019 7:52:43 PM

---

Hey Curtis. FYI: this is the communication I thought of when I was mentioning ledg action updates etc.
Thanks for all you do brother!
Tony

Get Outlook for iOS

**From:** Tony Frascone on behalf of Tony Frascone <tfrascon@fwps.org>
**To:** cleonard@wspa.net
**Subject:** Fwd: Leg Action Update
**Date:** Tuesday, February 26, 2019 7:53:16 PM

---

FYI

Get Outlook for iOS

---

**From:** Jordan, Cheryl <cjordan@musd.org>
**Sent:** Tuesday, February 26, 2019 7:49 PM
**To:** Tony Frascone
**Subject:** Re: Leg Action Update

Hi Tony,

I forwarded what I received today, there's a link in it about leg action.

Grateful for your friendship,

Cheryl

Cheryl Jordan
Superintendent
Milpitas Unified School District

On Tue, 26 Feb 2019, 11:05 AM Tony Frascone, <tfrascon@fwps.org> wrote:

> Hi Cheryl, I'm wondering if you might be able to forward me an email example of an ACSA legislation update and possibly one with the email template (easy to fill) to send to state legislature?
>
> I'm getting more involved in the personnel association up here and I think having an example like that could really add value for the organization.
>
> Thanks in advance for any help you can offer.
> 365 gratitude for you.....Tony
>
> Get Outlook for iOS

**From:** Manal Tirhi on behalf of Manal Tirhi <mtirhi@fwps.org>
**To:** admin@wspa.net
**Subject:** Question
**Date:** Friday, March 1, 2019 10:24:43 AM

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Hi Jennifer,

My colleagues recently attended the WSPA Annual Conference on the 25th of February. One of the registered people, Susan Partain was unable to make it. Is there any possibility of getting a reimbursement back or credit for her registration fees?

Manal Tirhi
Office Manager

"Be happy for this moment. This moment is your life."

Federal Way Public Schools
253-945-2072
Follow us on Twitter: @FWPSCareers
Click here to learn about FWPS Career Opportunities

FEDERAL WAY
PUBLIC SCHOOLS

**From:** admin@wspa.net
**To:** admin@wspa.net
**Subject:** WSPA Annual Conference: thank you, clock hours, course materials, and survey
**Date:** Friday, March 1, 2019 11:59:49 AM
**Attachments:** 2019 WSPA Annual Conference_CLOCK HOURS.pdf

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Hello,

Thank you for your attendance at the WSPA Annual Conference. We appreciate that you took time out of your busy schedules to join us. We 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/THREERIVERS19

***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.wspa.net
  Login: WSPA
- Password: THREERIVERS
  - Don't forget to sign out of your WSPA membership account before logging in to view the conference materials
- 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 24-26, 2020 at the beautiful Tulalip Resort in Marysville. We hope to see you there!

Thank you,

Washington School Personnel Association
Region 2 Annual Conference Committee

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 Only**

| | | | |
|---|---|---|---|
| Legal Name (Last, First, Middle) | | | Maiden or Former Name |
| Date of Birth (m,d,y) | Social Security No. (optional) | Washington Certificate No. | (optional) ☐ Female ☐ Male |
| Home Address (Street, City, State, Zip Code) | | | Telephone Numbers<br>Home<br>Business |

## Section II – Clock Hour Provider

| | | |
|---|---|---|
| Clock Hour Class Title:<br>**2019 WSPA Annual Conference** | | Name of Instructors:<br>**Curtis Leonard, WSPA Executive Director, various(see agenda for full listing)** |
| Total Number of Clock Hours Available<br>**12** | First Day of Class/Offering<br>**2/24/2019** | Last Day of Class/Offering<br>**2/27/2019** |
| Sponsoring Provider Name (Agency Granting Clock Hours)<br>**Washington School Personnel Association** | | Business Telephone Number<br>**360-825-1415** |
| Provider Address<br>**PO Box 1600, Anacortes, Washington, 98221** | | |
| Sponsoring Provider Contact Person<br>**Jennifer Tottenham, Program Coordinator** | | Telephone Number<br>**360-825-1415** |

## 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).

_____ 2/27/2019

Original Signature of Class Sponsor/Instructor Date

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

**From:** admin@wspa.net
**To:** scarey@fpschools.org; konsmotm@puyallup.k12.wa.us; kschonberg@ohsd.net; jhodson@fwps.org; ccallaham@auburn.wednet.edu; rauschj@evsd.org; kimha@spokaneschools.org; doug.christensen@ksd.org; tneidhold@psd1.org; marilyn.boerke@camas.wednet.edu; dormasl@puyallup.k12.wa.us; dlong@nthurston.k12.wa.us; denise.kennedy@bremertonschools.org; chellel@ckschools.org; dkovacs@everettsd.org; jason_thompson@msvl.k12.wa.us; cleonard@wspa.net; Curtis M. Leonard
**Subject:** RE: WSPA Board Meeting: Sunday, February 24 5:00 pm
**Date:** Friday, March 1, 2019 12:47:36 PM

---

Hello everyone,

I understand that there may have been some trouble with some Sunday night room charges being assigned to the WSPA master account. Not to worry, I have been in contact with our hotel contact and she assures me that she has now moved those charges to our account and any applied charges to individual accounts will be refunded.

Thank you,

Jennifer

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**Sent:** Friday, February 22, 2019 2:41 PM
**To:** 'scarey@fpschools.org' <scarey@fpschools.org>; 'konsmotm@puyallup.k12.wa.us' <konsmotm@puyallup.k12.wa.us>; 'kschonberg@ohsd.net' <kschonberg@ohsd.net>; 'jhodson@fwps.org' <jhodson@fwps.org>; 'ccallaham@auburn.wednet.edu' <ccallaham@auburn.wednet.edu>; 'rauschj@evsd.org' <rauschj@evsd.org>; 'kimha@spokaneschools.org' <kimha@spokaneschools.org>; 'doug.christensen@ksd.org' <doug.christensen@ksd.org>; 'tneidhold@psd1.org' <tneidhold@psd1.org>; 'marilyn.boerke@camas.wednet.edu' <marilyn.boerke@camas.wednet.edu>; 'dormasl@puyallup.k12.wa.us' <dormasl@puyallup.k12.wa.us>; 'dlong@nthurston.k12.wa.us' <dlong@nthurston.k12.wa.us>; 'denise.kennedy@bremertonschools.org' <denise.kennedy@bremertonschools.org>; 'chellel@ckschools.org' <chellel@ckschools.org>; 'dkovacs@everettsd.org' <dkovacs@everettsd.org>; 'jason_thompson@msvl.k12.wa.us' <jason_thompson@msvl.k12.wa.us>; cleonard@wspa.net; 'Curtis M. Leonard' <cml@pattersonbuchanan.com>
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I have attached the following documents for your reference. Hard copies will be provided at the meeting:

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- Balance Sheet 2018-2019 to-date
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As always, please let me know if you would like any additional documentation or information.

Unfortunately, I will not have the pleasure of joining you at this meeting. I took a fall on the ice last week and gave myself quite a concussion. I am on doctor's orders for bedrest and no travel. I will miss seeing each of you!

Have a wonderful conference and safe travels to everyone. I will leave it to your best judgment who is in charge of the drink tickets ☺

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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/

**From:** admin@wspa.net
**To:** jane.rausch@rsdmail.org; jhodson@fwps.org
**Subject:** FW: WSPA Board Meeting: Sunday, February 24 5:00 pm
**Date:** Friday, March 1, 2019 12:49:05 PM

---

Jane and Janet,

What hotel were you at and/or were your rooms booked under other names/district name? Please let me know so I can confirm with the hotel. The Hilton is not showing either of your reservations.

Thank you,

Jennifer

---

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**To:** 'scarey@fpschools.org' <scarey@fpschools.org>; 'konsmotm@puyallup.k12.wa.us' <konsmotm@puyallup.k12.wa.us>; 'kschonberg@ohsd.net' <kschonberg@ohsd.net>; 'jhodson@fwps.org' <jhodson@fwps.org>; 'ccallaham@auburn.wednet.edu' <ccallaham@auburn.wednet.edu>; 'rauschj@evsd.org' <rauschj@evsd.org>; 'kimha@spokaneschools.org' <kimha@spokaneschools.org>; 'doug.christensen@ksd.org' <doug.christensen@ksd.org>; 'tneidhold@psd1.org' <tneidhold@psd1.org>; 'marilyn.boerke@camas.wednet.edu' <marilyn.boerke@camas.wednet.edu>; 'dormasl@puyallup.k12.wa.us' <dormasl@puyallup.k12.wa.us>; 'dlong@nthurston.k12.wa.us' <dlong@nthurston.k12.wa.us>; 'denise.kennedy@bremertonschools.org' <denise.kennedy@bremertonschools.org>; 'chellel@ckschools.org' <chellel@ckschools.org>; 'dkovacs@everettsd.org' <dkovacs@everettsd.org>; 'jason_thompson@msvl.k12.wa.us' <jason_thompson@msvl.k12.wa.us>; cleonard@wspa.net; 'Curtis M. Leonard' <cml@pattersonbuchanan.com>
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Thank you,

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Jennifer Tottenham
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Washington School Personnel Association
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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
**Subject:** RE: WSPA Board Meeting: Sunday, February 24 5:00 pm
**Date:** Friday, March 1, 2019 1:16:29 PM

---

I was in Hilton room 218. The receipt was in my name.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

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Thank you,

Jennifer

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**From:** admin@wspa.net
**To:** jhodson@fwps.org
**Subject:** Re: WSPA Board Meeting: Sunday, February 24 5:00 pm
**Date:** Friday, March 1, 2019 1:29:38 PM

---

Thank you! Forwarding to my hotel contact now.

Jennifer Tottenham

On Mar 1, 2019, at 1:16 PM, Janet Hodson <jhodson@fwps.org> wrote:

> I was in Hilton room 218. The receipt was in my name.
>
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<image001.gif><image002.gif>

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**To:** admin@wspa.net
**Subject:** RE: WSPA Board Meeting: Sunday, February 24 5:00 pm
**Date:** Friday, March 1, 2019 1:37:41 PM

---

She did remove the charge from my receipt. I told her it should have been on the wSPA card.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Friday, March 1, 2019 1:30 PM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** Re: WSPA Board Meeting: Sunday, February 24 5:00 pm

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Jennifer Tottenham

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> **Sent:** Friday, March 1, 2019 12:49 PM
> **To:** jane.rausch@rsdmail.org; Janet Hodson <jhodson@fwps.org>
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> Jane and Janet,
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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><image002.gif>

**From:** admin@wspa.net
**To:** jhodson@fwps.org
**Subject:** Re: WSPA Board Meeting: Sunday, February 24 5:00 pm
**Date:** Friday, March 1, 2019 1:40:48 PM

---

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Jennifer Tottenham

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PO Box 1600  Anacortes, Washington 98221
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**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: WSPA Board Meeting: Sunday, February 24 5:00 pm
**Date:** Friday, March 1, 2019 1:41:07 PM

---

No trouble

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

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http://www.wspa.net/
<image001.gif><image002.gif>

**From:** admin@wspa.net
**To:** Manal Tirhi
**Subject:** RE: Question
**Date:** Monday, March 4, 2019 10:29:46 AM

---

Manal,

Unfortunately, we are not able to offer refunds after the stated policy dates.

Our board discussed this policy at their meeting as the weather conditions caused additional cancellations , and the decision was made to stand by the policy as posted. Please understand this decision is due to the fact that WSPA is responsible fiscally for the attendance numbers we guarantee with the convention center and cannot make adjustments after a certain date.

Thank you,

Jennifer

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**From:** Manal Tirhi [mailto:mtirhi@fwps.org]
**Sent:** Friday, March 01, 2019 10:25 AM
**To:** admin@wspa.net
**Subject:** Question

Hi Jennifer,

My colleagues recently attended the WSPA Annual Conference on the 25th of February. One of the registered people, Susan Partain was unable to make it. Is there any possibility of getting a reimbursement back or credit for her registration fees?

*Manal Tirhi*
*Office Manager*

*"Be happy for this moment. This moment is your life."*

Federal Way Public Schools
253-945-2072
Follow us on Twitter: @FWPSCareers
Click here to learn about FWPS Career Opportunities

FEDERAL WAY
PUBLIC SCHOOLS

**From:** Manal Tirhi on behalf of Manal Tirhi <mtirhi@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: Question
**Date:** Monday, March 4, 2019 10:38:59 AM

---

Thank you for letting me know. I thought it was worth the question, but I totally understand and agree with the policy.

Manal Tirhi
Office Manager

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FEDERAL WAY
PUBLIC SCHOOLS

**From:** admin@wspa.net
**To:** Jane Rausch; jhodson@fwps.org
**Subject:** RE: Dr. Campbell"s room
**Date:** Monday, March 4, 2019 4:12:28 PM

---

Jane and Janet,

Let me check with Curtis and confirm….thanks!

Jennifer

**From:** Jane Rausch [mailto:rauschj@evsd.org]
**Sent:** Monday, March 04, 2019 2:00 PM
**To:** admin@wspa.net
**Subject:** Fwd: Dr. Campbell's room

Since we are not paying her to present, can we cover the night for her at the Sleeping Lady?

Jane Rausch-Stencel
Director of Human Resources
East Valley School District
3830 N. Sullivan, Bldg. 1
Spokane Valley, WA 99216
(509) 241-5025 *phone*
(509) 927-9503 *fax*

---------- Forwarded message ---------
From: **Janet Hodson** <jhodson@fwps.org>
Date: Mon, Mar 4, 2019 at 1:02 PM
Subject: Dr. Campbell's room
To: Jane Rausch <rauschj@evsd.org>

Jane
I talked with Dr. Campbell. She asked me to have her Assistant book her at Sleeping Lady. She loves that place and her Assistant told me she will be just coming back from another conference so will enjoy the seclusion of Sleeping Lady. Dr. Campbell said she will pay for her room. I don't know if you are giving her a stipend for speaking but . . .

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:** admin@wspa.net; Curtis Leonard; Carey Shaun
**Subject:** WSPA meeting minutes
**Date:** Wednesday, March 6, 2019 9:04:33 AM
**Attachments:** WSPA Board Meeting Feb 24, 2019.xlsx
General Membership meeting minutes Feb 26 2019.docx

---

I have attached the WSPA board minutes and the minutes from the General Membership meeting. Let me know if you see any issues.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

WSPA Board Meeting
Three Rivers Convention Center - Kennewick WA
February 24, 2019

Executive Director: Curtis Leonard
Program Coordinator: Jennifer Tottenham
President: Shaun Carey, Frankline Pierce
President Elect: Tina Konsmo, Puyallup
Past President: Kurt Schonberg, Oak Harbor
Treasurer: Chris Callaham, Auburn
Secretary: Janet Hodson, Federal Way

Meeting to order: 5:02 pm

Welcome and Introductions

| Region | Area Reports | Action Items |
|---|---|---|
| Area 1 Jane Rausch, East Valley Kim Harmon, Spokane | Lessons learned from bargaining, non-renewals for admin, non-renewal of cert staff and growth plans; attendance is going up; outlying regions still not attending | |
| Area 2 Toni Neidhold, Pasco Doug Christensen, Kennewick | update on conference - keynotes are local except Puyallup on Wednesday; challenge may be if school is cancelled student entertainment may be impacted. Band on Tuesday night, dance floor; band is comprised of local principals and music teacher; Event people have been great; vendor introductions on Tuesday; Paint and Sip oversold; still not seeing Wenatchee and Yakima and Moses Lake areas. | |
| Area 3 Marilyn Boerke, Camas | Region 3 has an opening - do we want to move forward or wait until the rest of the board openings. Marilyn position is open. Do some research to see if we can elect or have to run election. Chris Callahan looked up Bylaws which state the region can choose what they want to do for the balance of the term. | |
| Area 4 Dawn Long, Noth Thurston Stacia Dorman, Puyallup | Held one meeting - upcoming family leave, Matt LaPalm; next one in Federal Way Lorraine Wilson rebuild relationships from bargaining and reductions; para certifications and SEBB are upcoming | |
| Area 5 Denise Kennedy, Bremerton Celle Lente, Central Kitsap | absent | |
| Area 6 Jason Thompson, Marysville Debbie Kovacs, Everett | Annual Conference 2020 - Tulalip Resort. Region held 2 events classified supervision training with Chuck Lind; managing moments positive influence; March Equity matters, May Hot topics split the region Arlington south; Bellingham south | |
| Jane Rausch - HELP | Help Update - April 15 spring help session; Lorraine SEBB; classified boot camp April 22 ESD Spokane; Icicle Creek Resort July 22 reservations opening soon. 2 people dropped due to budget cuts; Agenda is filled except 2 slots but have prospects. Certificated boot camp. | 3 days for $500; 1 day for $295; Doug Christensen motioned, Tina Konsmo seconded, motion carried |
| Janet Hodson, Jennifer Tottenham | Secretary Report: Approval of Minutes - minutes were in packet; members took a few minutes to review. Membership Report 291 members 12 associate/retirees 24 district memberships - we are similar to normal October increase in fees did not have any affect on memberships We should pick one meeting in June that we do the membership report so we have a more accurate look at members | [Jane Rausch is in East Valley not Riverside] JaneRausch motioned to appprove and JasonThompson seconded, motion carried |

| | | |
|---|---|---|
| Chris Callaham | Treasurer's report | |
| | 2017-18 Budget vs Actual | |
| | 2028-19 Budget vs Actual to-date Things are looking good; don't have all expenses for conference yet, employee misconduct is negative ; pay the stipend and be mindful in the future to get expenses down at the hotel. West side has profit of $1000 but would not pay for the $2500 stipend. Career Fair - no expenses yet Went over a little on technology and telephone; minor adjustments Balance sheet looks good. Still holding on the Randy Hathaway stipends until used. Need to review applicants for Hathaway stipends. Members report; budget vs actual, | |
| Old Business | Legislative updates - getting feedback, frustrated with unfunded mandates, para requirements; can't unring the bell, have to move forward, we don't have the same power as WASSA; partner with them. | |
| New Business | Adverse weather - anticipate districts requesting cancellation refunds, snow in forecast; 2 districts have reached out about refunds; it is posted on our website; no refunds at this point; might want to look at annual conference in April? | |
| | Partnership with other organizations - Shaun and Curtis. This is a time in education we need to find a way to join forces with other organization with our message to legislators; WSDA WASBO WASSA A lobbyist does not solve all our problems but it does give us a voice. We need to talk strategically about how we can be heard and have an affect on the law makers. | |
| | Board Retreat June 6-7 Sleeping Lady | |
| | Agenda Planning | |
| | June 6-7 2019 | |
| | Sleeping Lady Resort, Leavenworth | |
| | Open Positions for 2019-20 | |
| | Announce at general membership meeting | |
| | WSPA Board Election March 26, 2019 | |
| | Region Call for Nominations: April 8 | |
| | Region Elections April 22 | |
| | | |
| | Open Position | |
| | President Elect 3 yr term | |
| | Secretary 2 yr term | |
| | Region 1 Co-representative2 yr term | |
| | Regioin 2 Co-representative 2 yr | |
| | Region 3 Representative and/or CoReps 2 yr | |
| | Region 4 Reprsentative 2 yr | |
| | Region 5 Representative 2 yr | |
| | Region 6 Represetative 2 yr | |
| | | |
| Adjourn | | |

Meeting Adjourned: 6:51 PM

Annual Conference
February 26, 2019
General Membership Minutes

President, Shaun Carey opened the meeting

Secretary's Report – Janet Hodson presented the minutes from the Annual Conference General Membership meeting February 2018. A motion was made by Ron Kramer, Longview SD to accept the minutes; seconded by Betsy Dickson, Kennewick SD. The motion was carried.

Treasurer's Report – Chris Callahan presented the financials for the year including the expenses for the first half of the year. Budget vs Actuals are on target.

Executive Director's Report – Curtis Leonard reported the open positions coming up in the next couple months.

| Open Positions |
| --- |
| President Elect 3 yr term |
| Secretary 2 yr term |
| Region 1 Co-representative2 yr term |
| Regioin 2 Co-representative 2 yr |
| Region 3 Representative and/or CoReps 2 yr |
| Region 4 Reprsentative 2 yr |
| Region 5 Representative 2 yr |
| Region 6 Represetative 2 yr |

Shaun Carey adjourned the general membership meeting

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** cdombkowski@nkschools.org; cleonard@wspa.net
**Subject:** RE: MEMBER REQUEST
**Date:** Friday, March 8, 2019 9:36:05 AM
**Attachments:** Director of Secondary Instruction.docx

---

Hope this helps

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Friday, March 8, 2019 8:38 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** MEMBER REQUEST

Cami Dombkowski from North Kitsap Schools is looking for sample job description for a Director of Secondary Education.

Please send your responses directly to: cdombkowski@nkschools.org

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

Thanks,

Curtis

---

This email was sent to jhodson@fwps.org by cleonard@wspa.net

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# Position Description

# DIRECTOR OF SECONDARY INSTRUCTION

**POSITION SUMMARY**: The Director of Secondary Instruction serves first and foremost as an instructional leader, guiding administrators, teachers and staff in the delivery of high quality instruction aligned with the Washington State Learning Standards designed to ensure all students' specific needs at the secondary grades 6 – 12 level are graduate ready for their future whether college or career bound. The Director of Secondary Instruction is an instructional leader who is culturally competent and has demonstrated an ability to improve student outcomes and reduce the achievement gap. The primary focus of the Director of Secondary Instruction is to lead in the district's curriculum, instruction and professional development functions for the general education grades 6 – 12 secondary program. The Director of Secondary Instruction plans, organizes and supervises all secondary curriculum adoption cycles following the curriculum management plan; enables the District to continually improve its effectiveness and efficiency in meeting the educational needs of all students and in service of the District's Theory of Action and Strategic plan.

**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.

- Assists the Chief Academic Officer and Executive Director of Teaching for Learning in achieving district objectives and carrying out policies established by the Superintendent and Board of Directors. Ensures the development and implementation of a high quality guaranteed and viable curriculum. Develops, implements, and evaluates goals and objectives as they pertain to areas of responsibility.
- Establishes a climate in the areas of responsibility conducive to appropriate conduct, performance, attitude, job satisfaction, and service orientation.
- Directs the development, implementation, training, and evaluation of all curriculum and instruction
  programs and services to ensure alignment with the Washington State Learning Standards and district graduation requirements.
- Develops plans for curriculum implementation and instructional practice for grades 6 – 12 education to ensure internal consistency across grade levels and subject matter, and to promote both instructional rigor and relevance so as to objectify instructional effectiveness for all student subgroups.
- Assists in the development, implementation, and training for a Multi-Tiered System of Support.
- Co- Directs the electronic curriculum warehouse which contains the standards, assessments,

resources, instructional strategies, and professional development for grades 6 - 12 curriculum.

- Assists in the direction the Highly Capable program implementation and any program revisions.
- Promotes and ensures the use of instructional data analysis of student achievement progress and data-based decision-making to inform instruction.
- Ensures school and district-level improvement plans align with the Washington State Standards, other local and national standards, and district policies, and are linked to established/approved student achievement/growth targets.
- Provides direct support to Executive Directors, Principals, members of the Department of Teaching for Learning and other leadership team members as needs are identified.
- Ensures that instructional materials are adopted for use by classroom teachers; ensures the provision of staff development, which will promote successful implementation; provides supplemental resources, including technology, that promote learning and ensure ongoing program evaluation.
- Coordinates and collaborates with the Director of Instructional Technology to ensure alignment with district curriculum and to support field study of technology integration.
- Supports best practice use of technology in curriculum development and implementation.
- Develops and manages department budgets, instructional related grant applications and end-of- year reports.
- Compiles and submits state and federal reports as required.
- Spends time at schools in direct and personal consultation with principals and district administrators to provide the full range of services associated with this position.
- Supervises and evaluates the performance of assigned personnel; interviews and selects employees and recommends transfers, reassignment, termination, and disciplinary actions; coordinates the work assignments and training of assigned personnel; reviews work to assure compliance with established standards, requirements and procedures; takes the necessary steps to ensure smooth and timely service to all employees and to prospective employees.
- Serves as a liaison between the district and the Office of the Superintendent of Public Instruction and other agencies in the development, coordination, and reporting of information; and provides intra-district communication related to instructional improvement and educational reform issues.
- Collaborates with the Coordinator of Assessment and Accountability to ensure data analysis
  and data reporting are clear, concise, and useable to teachers, administrators, and parents.
- Directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files; prepares agendas and memos.
- Develops, implements, reviews and supervises long- and short-term work plans and activities.
- Assures accurate and timely dissemination of information.
- Serves as a member of the Leadership Team and other committees as appropriate or assigned by immediate supervisor.
- Writes and revises policies and administrative regulations pertaining to assigned functions.

- Keeps informed of trends in curriculum and instruction, as well as other pertinent areas, such as federal, state and local laws, and district regulations, policies, and procedures.
- Follows a planned professional growth program, participates actively in local, state, and national professional associations/organizations; and studies local, state, and national guidelines
  for effective services in assigned areas of responsibility.
- Develops and maintains a course catalog for secondary schools aligned to the Strategic Plan.
- Facilitates the review of all Course Proposals in collaboration with key leaders.
- Collaborates with the Director of Elementary (PK – 5) Instruction to facilitate, plan and lead the district initiatives for comprehensive and coordinated vertical and horizontal alignment
- Collaborates with the Director of Elementary (PK – 5) Instruction to supervise and support K – 12 Instructional Coaches and K – 8 Interventionists.
- Performs all other duties as assigned.

**REQUIRED QUALIFICATIONS:**
**Education and Experience**
Master's degree in educational administration, curriculum and instruction, or related field
Three (3) years successful experience in administering/leading curriculum and instruction and/or other job related occupations

**ADDITIONAL REQUIREMENTS:**
Washington Multiple or Single Subject Teaching Credential
Washington District Administrative Credential or willingness to pursue

**PREFERRED QUALIFICATIONS:**
- Three (3) years as a Principal or Assistant Principal
- Two (2) years as District level Administrator
- Doctoral degree in related field
- Proven successful experience in urban public education
- Proven successful experience in an ethnically diverse public school district

**CONDITION OF EMPLOYMENT:**
Criminal background clearance
Valid Driver's License
Attend evening and weekend meetings

**KNOWLEDGE OF:**
- Organizational theory and its application in large school districts, including familiarity with "systems thinking," the ability to analyze organizational situations from structural, human resource, political, and symbolic frames.
- Principles, practices, trends, goals, and objectives of public education.
- Effective principles and practices of management and supervisory methods.
- Philosophical, educational, fiscal, and legal aspects affecting field of specialty, including effective development, implementation, professional development, and evaluation of curriculum and instruction programs/services.
- Research, best practices and technical aspects of field of specialty.
- Research methods and report writing techniques.

- Record-keeping techniques.
- Applicable federal, state, and local laws, codes, regulations, policies, procedures, and case law related to assigned activities.
- District organization, operations, policies, and procedures.
- Educational and business technology programs, procedures and methods, computer equipment, and computer software necessary to perform required duties.
- Budget preparation and control.
- Oral and written communication skills, including English usage, grammar, spelling, punctuation, vocabulary, composition, and skills in mathematics.

**ABILITY TO:**

- Plan, organize, and administer assigned areas of responsibility.
- Administer assigned budgets and allocate funds.
- Demonstrate leadership qualities and utilize motivational techniques and strategies in the development of an operational mode that is cost effective.
- Operate technology hardware and software necessary to perform assigned duties/responsibilities.
- Communicate effectively, both orally and in writing.
- Write/present in a clear and concise manner for broad public appeal and interpretation.
- Gain cooperation through discussion and persuasion; promote consensus in groups of individuals with diverse interests and values.
- Facilitate and promote collaborative decision-making; facilitate conflict resolution.
- Coordinate and supervise the work of others.
- Analyze complex situations and synthesize diverse information carefully and adopt an effective course of action.
- Interpret, apply, and explain administrative and board policies, laws, regulations, and collective bargaining agreements that pertain to areas of responsibility.
- Plan, organize, and prioritize work to meet multiple schedules and deadlines, and manage simultaneous tasks, with many interruptions.
- Work independently with minimum direction and supervision; work under pressure.
- Understand, analyze, and prepare comprehensive, narrative and statistical reports.
- Use effective customer service skills to establish and maintain cooperative and effective working relationships with district personnel, community members, and external companies and agencies
  in the course of performing assigned duties.
- Exhibit cultural competency and sensitivity with the ability to communicate effectively with all cultural groups in the organization.
- Supervise and evaluate the performance of assigned staff.

**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, 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 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.

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 position. Some travel and evening work may be required.

**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.

**REPORTING RELATIONSHIP**
Position reports to and is evaluated by the Chief Academic Officer or designee

**REPRESENTATION**
Non-Represented

**LEVEL OF COMPENSATION**
Leadership Team salary schedule

CLASSIFICATION HISTORY
Created 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.*

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** School Support Coordinators Mail List
**Cc:** cleonard@wspa.net
**Subject:** FW: MEMBER REQUEST
**Date:** Friday, March 8, 2019 9:37:31 AM

---

Can one of you respond to Rosie Burns' question below? Copy cleonard@wspa.net on your response to her.
Thank you.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Friday, March 8, 2019 8:36 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** MEMBER REQUEST

Rosie Burns from Mercer Island School District is interested to know:

- Do other districts track their staff immunizations through HR (yes or no).
- If yes, how is this accomplished? (Do employees send in a copy of their vaccination records to HR? Do they fill out a form and send in to HR to enter into a spreadsheet?)

Please send your responses directly to: rosie.burns@mercerislandschool.org

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

Thanks,

Curtis

---

This email was sent to jhodson@fwps.org by cleonard@wspa.net

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**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** Valerie Bradshaw; cleonard@wspa.net
**Subject:** RE: MEMBER REQUEST
**Date:** Friday, March 8, 2019 9:39:47 AM

---

Our volunteers get a copy of the board policy on boundary invasion.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Friday, March 8, 2019 8:44 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** MEMBER REQUEST

Last request of the week!

Carrie Joy has a new one for you - Orting School District is wondering how districts are training volunteers, including on issues of boundary invasion.

Please send your responses directly to: joyc@orting.wednet.edu

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

Thanks,

Curtis

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This email was sent to jhodson@fwps.org by cleonard@wspa.net

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**From:** Chris Patten on behalf of Chris Patten <cpatten@fwps.org>
**To:** rosie.burns@mercerislandschool.org
**Cc:** cleonard@wspa.net; Janet Hodson
**Subject:** RE: MEMBER REQUEST
**Date:** Friday, March 8, 2019 9:57:08 AM
**Attachments:** StaffImmunizationHistoryForm 9.2016.doc

---

Hi Rosie, In Federal Way we use the attached form to capture immunization records. We give employees the form at orientation and request it be returned to HR within 30 days. Once received we enter the dates in Business Plus so that we can run reports if needed.

Please let me know if you have additional questions.

Thanks and have a great day ☺

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Friday, March 8, 2019 8:36 AM
**To:** Chris Patten <cpatten@fwps.org>
**Subject:** MEMBER REQUEST

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

Thanks,

Curtis

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# Staff Immunization History Form

**Name:** _____ **Employee ID #:** _____

**Location/School:** _____ **Birthdate:** _____

## MEASLES, MUMPS, AND RUBELLA (MMR)

One dose of MMR vaccine recommended for all staff. Staff at high risk (school nurses, international travelers, or college students) are recommended to get two doses. **Vaccine not required for those born before January 1, 1957.**

☐ Dose 1 date: _____
☐ Dose 2 date: _____

*Documentation of Immunity*
☐ I certify that the person named above has laboratory evidence of immunity to measles, mumps, or rubella virus and does not need MMR vaccine.
☐ Titer (laboratory evidence of immunity) Result/Date:_____

## VARICELLA (CHICKENPOX)

Two doses of varicella vaccine recommended unless staff had verification of chickenpox disease or herpes zoster from a healthcare provider.
☐ Dose 1 date: _____
☐ Dose 2 date: _____
☐ Date of Chickenpox disease: _____

*Documentation of Immunity*
☐ I certify that the person named above has laboratory evidence of immunity to varicella virus and does not need varicella vaccine.
☐ Titer (laboratory evidence of immunity) Result/Date:_____

## HEPATITIS B*

Three doses of hepatitis B vaccine or laboratory evidence of immunity.
☐ Dose 1 date: _____
☐ Dose 2 date: _____
☐ Dose 3 date: _____

*Documentation of Immunity*
☐ I certify that the person named above has laboratory evidence of immunity to hepatitis B virus and does not need vaccine.
☐ Titer(laboratory evidence of immunity) Result/Date: _____

## TETANUS, DIPHTHERIA, PERTUSSIS (Tdap)/TETANUS-DIPHTHERIA (Td)

One Tdap recommended, then Td booster every 10 years.
☐ Tdap date: _____
☐ Td date (most recent): _____

001891

## EMPLOYEE IMMUNIZATION EXEMPTION FORM

**Exemption**
I have read information concerning the vaccines and understand that I may be at risk of getting a vaccine-preventable illness from an unvaccinated student or staff member. However, I am choosing to decline vaccination at this time. By declining vaccination, I understand that I am at risk of getting a vaccine-preventable illness.

I understand that in the event of a vaccine-preventable disease outbreak, I may not be allowed to work during the outbreak. Some outbreaks may last more than two weeks. I decline the following vaccines at this time (check all that apply):

| Vaccine | Medical | Personal |
|---|---|---|
| Hepatitis B | | |
| MMR | | |
| Tdap/Td | | |
| Varicella | | |
| Influenza | | |

**Staff Signature** **Date** (mm/dd/yyyy)

## CERTIFICATION

I certify that the immunization information provided is correct. I give permission to the school district to share immunization information with the Immunization Information System and coordinate healthcare for schools.

**Staff Signature** **Date** (mm/dd/yyyy)

*For more information about Labor and Industries rules about the hepatitis B vaccine and potential occupational exposure to bloodborne pathogens, please go here:
www.lni.wa.gov/safety/rules/chapter/823/

**Please submit this form to Human Resources within 30 Days**

001892

**From:** Chris Patten on behalf of Chris Patten <cpatten@fwps.org>
**To:** rosie.burns@mercerislandschool.org
**Cc:** cleonard@wspa.net; Janet Hodson
**Subject:** RE: MEMBER REQUEST
**Date:** Friday, March 8, 2019 9:57:08 AM
**Attachments:** StaffImmunizationHistoryForm 9.2016.doc

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Please let me know if you have additional questions.

Thanks and have a great day ☺

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**To:** Chris Patten <cpatten@fwps.org>
**Subject:** MEMBER REQUEST

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Thanks,

Curtis

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☐ Dose 2 date: _____

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☐ I certify that the person named above has laboratory evidence of immunity to measles, mumps, or rubella virus and does not need MMR vaccine.
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☐ Dose 1 date: _____
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☐ Date of Chickenpox disease: _____

*Documentation of Immunity*
☐ I certify that the person named above has laboratory evidence of immunity to varicella virus and does not need varicella vaccine.
☐ Titer (laboratory evidence of immunity) Result/Date:_____

## HEPATITIS B*

Three doses of hepatitis B vaccine or laboratory evidence of immunity.
☐ Dose 1 date: _____
☐ Dose 2 date: _____
☐ Dose 3 date: _____

*Documentation of Immunity*
☐ I certify that the person named above has laboratory evidence of immunity to hepatitis B virus and does not need vaccine.
☐ Titer(laboratory evidence of immunity) Result/Date: _____

## TETANUS, DIPHTHERIA, PERTUSSIS (Tdap)/TETANUS-DIPHTHERIA (Td)

One Tdap recommended, then Td booster every 10 years.
☐ Tdap date: _____
☐ Td date (most recent): _____

001895

## EMPLOYEE IMMUNIZATION EXEMPTION FORM

**Exemption**
I have read information concerning the vaccines and understand that I may be at risk of getting a vaccine-preventable illness from an unvaccinated student or staff member. However, I am choosing to decline vaccination at this time. By declining vaccination, I understand that I am at risk of getting a vaccine-preventable illness.

I understand that in the event of a vaccine-preventable disease outbreak, I may not be allowed to work during the outbreak. Some outbreaks may last more than two weeks. I decline the following vaccines at this time (check all that apply):

| Vaccine | Medical | Personal |
|---|---|---|
| Hepatitis B | | |
| MMR | | |
| Tdap/Td | | |
| Varicella | | |
| Influenza | | |

**Staff Signature** **Date** (mm/dd/yyyy)

## CERTIFICATION

I certify that the immunization information provided is correct. I give permission to the school district to share immunization information with the Immunization Information System and coordinate healthcare for schools.

**Staff Signature** **Date** (mm/dd/yyyy)

*For more information about Labor and Industries rules about the hepatitis B vaccine and potential occupational exposure to bloodborne pathogens, please go here:
www.lni.wa.gov/safety/rules/chapter/823/

**Please submit this form to Human Resources within 30 Days**

001896

**From:** Tina Williamson on behalf of Tina Williamson <twilliam@fwps.org>
**To:** prowellk@psd401.net; cleonard@wspa.net
**Subject:** RE: MEMBER REQUEST
**Date:** Friday, March 8, 2019 10:47:22 AM

---

Hi Kelbee-
All of our guest folders are managed at the school level.
Each school or teacher would put together their own folders.

Tina Williamson
Guest Employee and Absence Management Specialist
Federal Way Public Schools
twilliam@fwps.org
253-945-2027
Follow us on Twitter: @FWPSCareers
Click here to learn about FWPS Career Opportunities

FEDERAL WAY
PUBLIC SCHOOLS

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**From:** Janet Hodson <jhodson@fwps.org>
**Sent:** Friday, March 8, 2019 9:41 AM
**To:** Tina Williamson <twilliam@fwps.org>
**Subject:** FW: MEMBER REQUEST

Tina
Can you provide any information to Kelbee Prowell on her questions below?

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Friday, March 8, 2019 8:31 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** MEMBER REQUEST

Hello WSPA members and thank you for all the work you do. Please find a few member requests for your consideration. As always, the membership appreciates your answers!

Kelbee Prowell from Peninsula School District is looking for sample handbooks/packet of lesson plans for substitutes. If possible, please share when you have put together.

Please send your responses directly to: prowellk@psd401.net

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

Thanks,

Curtis

---

This email was sent to jhodson@fwps.org by cleonard@wspa.net

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

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**From:** admin@wspa.net
**To:** Jane Rausch; jhodson@fwps.org
**Subject:** FW: WSPA: room accommodation for HELP presenter
**Date:** Friday, March 8, 2019 12:07:41 PM

---

Shaun and Curtis have both approved covering her lodging. We will provide a reimbursement form for Dr. Campbell onsite and have her submit a copy of the receipt for payment.

---

**From:** cleonard@wspa.net
**Sent:** Friday, March 08, 2019 8:18 AM
**To:** admin@wspa.net; Carey Shaun <scarey@fpschools.org>
**Subject:** Re: WSPA: room accommodation for HELP presenter

Yes - I am in support of approving this.

---

**From:** admin@wspa.net
**Sent:** Monday, March 4, 2019 5:14 PM
**To:** cleonard@wspa.net; Carey Shaun
**Subject:** WSPA: room accommodation for HELP presenter

Curtis and Shaun,

May we cover the accommodation costs for Dr. Campbell? She is presenting at HELP and is planning to stay at Sleeping Lady. (HELP is being held at the Icicle Inn). We are not paying a stipend. Please see below.

Thank you,

Jennifer

**From:** Jane Rausch [mailto:rauschj@evsd.org]
**Sent:** Monday, March 04, 2019 2:00 PM
**To:** admin@wspa.net
**Subject:** Fwd: Dr. Campbell's room

Since we are not paying her to present, can we cover the night for her at the Sleeping Lady?

Jane Rausch-Stencel
Director of Human Resources
East Valley School District
3830 N. Sullivan, Bldg. 1
Spokane Valley, WA 99216
(509) 241-5025 *phone*

(509) 927-9503 *fax*

---------- Forwarded message ---------
From: **Janet Hodson** <jhodson@fwps.org>
Date: Mon, Mar 4, 2019 at 1:02 PM
Subject: Dr. Campbell's room
To: Jane Rausch <rauschj@evsd.org>

Jane
I talked with Dr. Campbell. She asked me to have her Assistant book her at Sleeping Lady. She loves that place and her Assistant told me she will be just coming back from another conference so will enjoy the seclusion of Sleeping Lady. Dr. Campbell said she will pay for her room. I don't know if you are giving her a stipend for speaking but . . .

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

**From:** PROWELL, KELBEE I on behalf of PROWELL, KELBEE I <prowellk@psd401.net>
**To:** Tina Williamson; cleonard@wspa.net
**Subject:** RE: MEMBER REQUEST
**Date:** Friday, March 8, 2019 12:26:23 PM

---

Thank you Tina!


Kelbee Prowell
Peninsula School District 401
Human Resources Specialist
253-530-1049
prowellk@psd401.net


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**From:** Tina Williamson [mailto:twilliam@fwps.org]
**Sent:** Friday, March 8, 2019 10:47 AM
**To:** PROWELL, KELBEE I <prowellk@psd401.net>; cleonard@wspa.net
**Subject:** RE: MEMBER REQUEST

Hi Kelbee-
All of our guest folders are managed at the school level.
Each school or teacher would put together their own folders.


Tina Williamson
Guest Employee and Absence Management Specialist
Federal Way Public Schools
twilliam@fwps.org
253-945-2027

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FEDERAL WAY
PUBLIC SCHOOLS

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**From:** Janet Hodson <jhodson@fwps.org>
**Sent:** Friday, March 8, 2019 9:41 AM
**To:** Tina Williamson <twilliam@fwps.org>
**Subject:** FW: MEMBER REQUEST

Tina
Can you provide any information to Kelbee Prowell on her questions below?

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

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**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Friday, March 8, 2019 8:31 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** MEMBER REQUEST

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Please send your responses directly to: prowellk@psd401.net

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

Thanks,

Curtis

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This email was sent to jhodson@fwps.org by cleonard@wspa.net

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| | |
|---|---|
| **From:** | admin@wspa.net |
| **To:** | admin@wspa.net |
| **Cc:** | Curtis M. Leonard; cleonard@wspa.net |
| **Subject:** | Washington Educator Career Fair Spokane -- Vendor Information |
| **Date:** | Friday, March 8, 2019 2:28:05 PM |
| **Attachments:** | WECF 2019_Updated Recruiter Handbook.pdf<br>SPOKANE_Booth Brochure 2019_UPDATED March 8 2019_to print.pdf<br>Spokane Floor Plan_updated 3.8.2019.pdf |

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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 for your recruiting team.

**Washington Educator Career Fair – Spokane**
**March 13, 2019**
**9:00 am – 2:00 pm**
**Spokane Convention Center**

Booth assignments

- 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 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 2019 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
Contact: Jennifer Tottenham, WSPA Program Coordinator

WSPA
WASHINGTON SCHOOL PERSONNEL ASSOCIATION

# Vendor/Booth Pricing

## NEW for 2019:

**BOOTH LIMITS:** Districts/Universities/State Agencies will be limited to FOUR booths and FOUR interview booths

**VENDOR GUIDELINES**: The purpose of this event is to support K-12 education in Washington State. We do not allow commercial vendors, staffing agencies, or independent online schools. Please contact us with any questions about your eligibility to register at admin@wspa.net

### 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

- $225College, 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. http://www.wspa.net**

# 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.

- 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

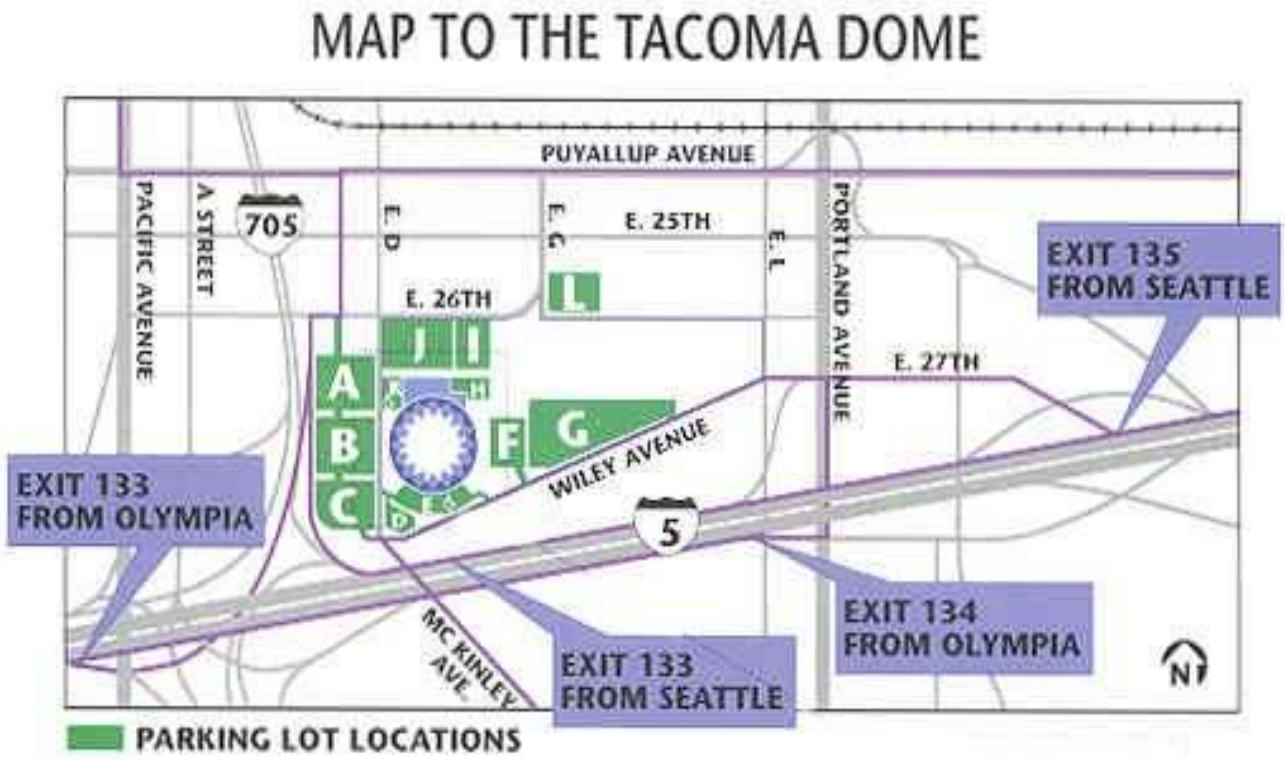
- **Loading and unloading will be at the entrance across from the F lot and will begin at 7:30 a.m. the day of the fair**

- **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 with your booth assignment. Booth assignments will be released following the close of registration.

- 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@wspa.net

- There is additional pay parking available in Lot A.



# 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 or call (800) 201-4900. For specific Pierce Transit route and schedule information, please visit them online at www.piercetransit.org or call Pierce Transit at (253) 581-8000.

# 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 23rd 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

# Recruiting and Event Planning Suggestions

- **Post ALL staffing needs at the Fair** – include definite vacancies, administrator vacancies, classified positions, anticipated openings, 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.

- **WSPA will provide a list of all attendees following the events, but we encourage you to take notes and document candidates and important application 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

**Washington Educator Career Fair**
**Spokane Convention Center**
**March 13, 2019**
**9:00 am – 2:00 pm**

## College/Universities/Organizations

| Organization | BOOTH |
|---|---|
| Antioch University | 1 |
| Carrington College | 2 |
| Eastern Washington University | 3 |
| Eastern Washington University Education Department | 4 |
| Gonzaga University | 5 |
| OSPI | 6 |
| Washington State University NEW | 7 |
| Western Governors University | 8 |
| Whitworth University | 9 |

**Washington School Personnel Association**
**Washington Educator Career Fair**
**PO Box 1600**
**Anacortes, Washington 98221**
**Phone: 360-825-1415 * Email: admin@wspa.net * Website: www.wspa.net**

## Out of State Districts

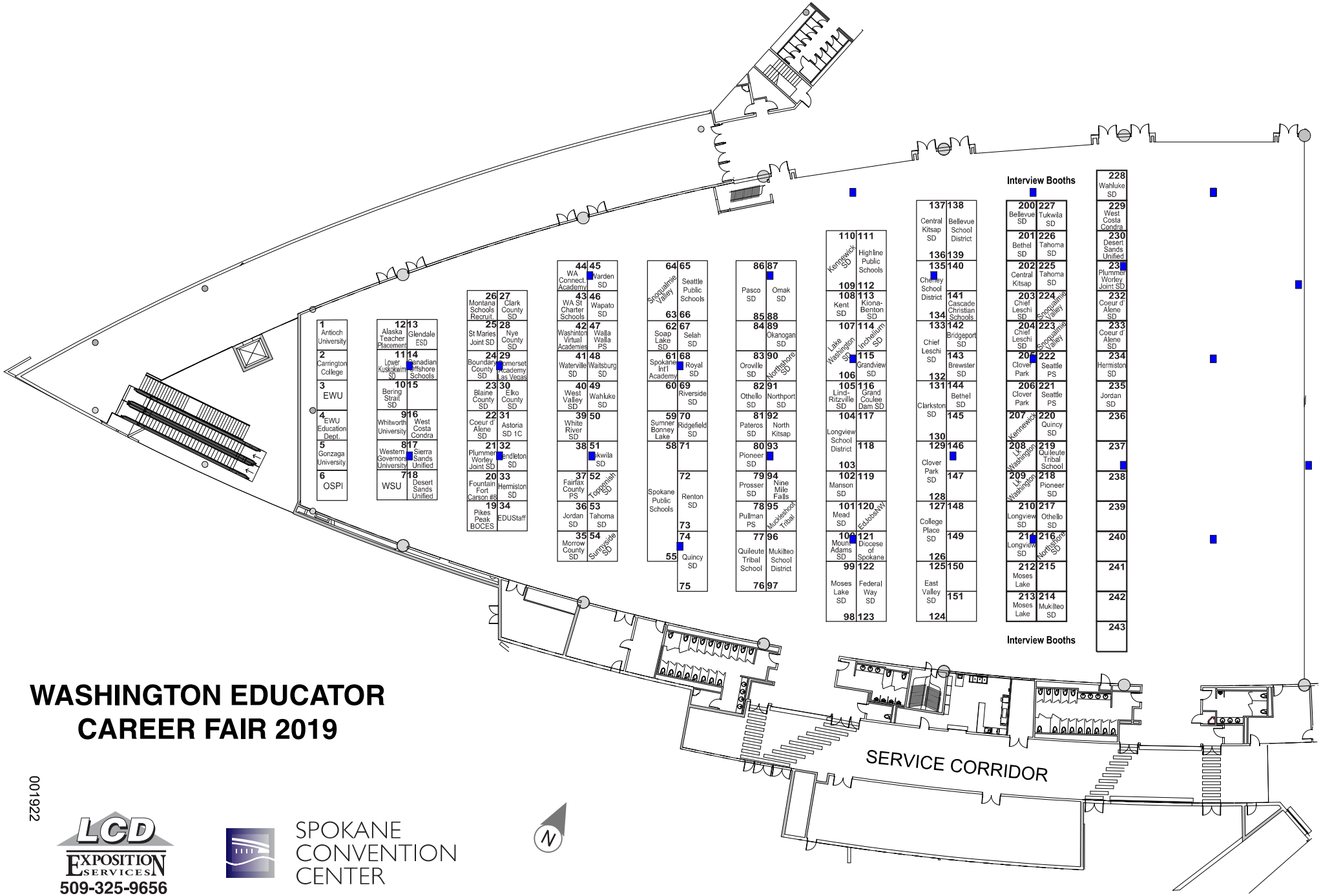
| District | State | Booth Number | Interview Booth Number |
|---|---|---|---|
| Bering Strait School District | Alaska | 10 | |
| Lower Kuskokwim School District | Alaska | 11 | |
| Alaska Teacher Placement | Alaska | 12 | |
| Glendale Elementary School District | Arizona | 13 | |
| Canadian Offshore Schools | British Columbia | 14 | |
| West Contra Costa USD | California | 16 | 229 |
| Sierra Sands USD | California | 17 | |
| Desert Sands Unified School District | California | 18 | 230 |
| Pikes Peak BOCES | Colorado | 19 | |
| Fountain-Fort Carson School District #8 | Colorado | 20 | |
| Plummer-Worley Joint School District No. 44 | Idaho | 21 | 231 |
| Coeur d'Alene School District | Idaho | 22 | 232, 233 |
| Blaine County School District | Idaho | 23 | |
| Boundary County School District #101 | Idaho | 24 | |
| St. Maries Joint School District No. 41 | Idaho | 25 | |
| Montana Schools Recruitment Project | Montana | 26 | |
| Clark County School District | Nevada | 27 | |
| Nye County School District | Nevada | 28 | |
| Somerset Academy of Las Vegas | Nevada | 29 | |
| Elko County School District | Nevada | 30 | |
| Astoria School District 1C | Oregon | 31 | |
| Pendleton School District | Oregon | 32 | |
| Hermiston School District | Oregon | 33 | 234 |
| EDUStaff | Oregon | 34 | |
| Morrow County School District | Oregon | 35 | |
| Jordan School District | Utah | 36 | 235 |
| Fairfax County Public Schools | Virginia | 37 | |

## Washington State Districts

| District | Booth Number | Interview Booth Number |
|---|---|---|
| Bellevue School District | 138, 139 | 200 |
| Bethel School District | 144 | 201 |
| Brewster School District | 143 | |
| Bridgeport School District | 142 | |
| Cascade Christian Schools | 141 | |
| Central Kitsap School District | 136, 137 | 202 |
| Cheney School District | 134, 135 | |
| Chief Leschi Schools | 132, 133 | 203, 204 |
| Clarkston School District | 130, 131 | |
| Clover Park School District | 128, 129 | 205, 206 |
| College Place School District | 126, 127 | |
| Diocese of Spokane-Office of Education | 121 | |
| East Valley School District | 124, 125 | |
| EdJobsNW | 120 | |
| Federal Way | 122,123 | |
| Grand Coulee Dam School District | 116 | |
| Grandview School District | 115 | |
| Highline Public Schools | 111, 112 | |
| Inchelium School District No. 70 | 114 | |
| Kennewick School District | 109, 110 | 207 |
| Kent School District | 108 | |
| Lake Washington School District | 106, 107 | 208, 2019 |
| Kiona – Benton School District | 113 | |
| Longview School District | 103,104 | 210,211 |
| Lind-Ritzville School District | 105 | |
| Manson School District | 102 | |
| Mead School District | 101 | |
| Moses Lake School District | 98, 99 | 212, 213 |
| Mount Adams School District | 100 | |
| Muckleshoot Tribal School | 95 | |
| Mukilteo School District | 96,97 | 214 |
| Nine Mile Falls School District | 94 | |
| North Kitsap School District | 92 | |
| Northport School District | 91 | |
| Northshore School District | 90 | 216 |

| | | |
|---|---|---|
| Okanogan School District | 89 | |
| Omak School District | 87, 88 | |
| Oroville School District | 83 | |
| Othello School District | 82 | 217 |
| Pasco School District | 85, 86 | |
| Pateros School District | 81 | |
| Pioneer School District | 80 | 218 |
| Prosser School District | 79 | |
| Pullman Public Schools | 78 | |
| Quileute Tribal School | 76, 77 | 219 |
| Quincy School District | 74, 75 | 220 |
| Renton School District | 72, 73 | |
| Ridgefield School District | 70 | |
| Riverside School District | 69 | |
| Royal School District | 68 | |
| Seattle Public Schools | 65, 66 | 221, 222 |
| Selah School District | 67 | |
| Snoqualmie Valley School District | 63, 64 | 223, 224 |
| Soap Lake SD | 62 | |
| Spokane International Academy | 61 | |
| Spokane Public Schools | 55,56, 57, 58 | |
| Sumner Bonney Lake School District | 59 | |
| Sunnyside School District | 54 | |
| Tahoma School District | 53 | 225, 226 |
| Toppenish School District | 52 | |
| Tukwila School District | 51 | 227 |
| Wahluke School District | 49 | 228 |
| Waitsburg School District | 48 | |
| Walla Walla Public Schools | 47 | |
| Wapato School District | 46 | |
| Warden School District | 45 | |
| Washington Connections Academy | 44 | |
| Washington State Charter Schools Association | 43 | |
| Washington Virtual Academies | 42 | |
| Waterville School District | 41 | |
| West Valley School District #208 | 40 | |
| White River School District | 39 | |

# WASHINGTON EDUCATOR CAREER FAIR 2019




001922

LCD EXPOSITION SERVICES
509-325-9656

SPOKANE CONVENTION CENTER

edu_career2019_names.pdf

| | |
|---|---|
| **From:** | admin@wspa.net |
| **To:** | admin@wspa.net |
| **Subject:** | Washington Educator Career Fair Tacoma - Vendor Information |
| **Date:** | Thursday, March 21, 2019 10:04:25 AM |
| **Attachments:** | WECF TACOMA Booth Brochure Update March 21 2019.pdf<br>WECF Tacoma Dome Parking Pass 2019.pdf<br>WECF 2019 Updated Recruiter Handbook.pdf<br>WECF TACOMA Floor plan.pdf |
| **Importance:** | High |

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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 recruitment team.

**Washington Educator Career Fair – Tacoma**
**March 27, 2019**
**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. **New lots this year: Parking passes are valid in the F and M 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 Arena**
**March 27, 2019**
**9:00 am – 3:00 pm**

## College/Universities/Organizations

| Organization | Booth Number |
|---|---|
| OSPI | 1, 2 |
| Antioch University | 4 |
| City University Seattle | 5 |
| Grand Canyon University | 6 |
| Northwest University | 7 |
| Seattle Pacific University | 8 |
| Seattle University | 9 |
| Snohomish County Fire District | 10 |
| St Martens University | 11 |
| University of Puget Sound | 12 |
| University of Washington Tacoma | 13 |
| Western Governors University | 14 |
| EdJobs Northwest | 15 |

**Washington School Personnel Association**
**Washington Educator Career Fair**
**PO Box 1600**
**Anacortes, Washington 98221**
**Phone: 360-825-1415 * Email: admin@wspa.net * Website: www.wspa.net**

## Out of State Districts

| District | State | Booth Number | Interview Booth |
|---|---|---|---|
| Alaska Teacher Placement | Alaska | 17 | |
| Bering Strait School District | Alaska | 18 | |
| Kodiak Island Borough School District | Alaska | 19 | |
| Glendale Elementary School District | Arizona | 20 | |
| Canadian Offshore Schools | British Columbia | 21 | |
| Antelope Valley Union High School District | California | 22 | |
| ChanceLight | California | 23 | |
| Desert Sands Unified School District | California | 24 | 313 |
| Fairfield-Suisun Unified School District | California | 25 | |
| Franklin-McKinley School District - CA | California | 26 | 314 |
| Keppel Union School District | California | 27 | |
| Palm Springs Unified School District | California | 28 | 315 |
| West Contra Costa USD | California | 29 | 316 |
| Westside Union School District | California | 30 | |
| Aurora Public Schools | Colorado | 31 | |
| Fountain-Fort Carson School District | Colorado | 32 | |
| Montana Schools Recruitment Project | Montana | 34 | |
| Clark County School District | Nevada | 35 | |
| Coral Academy of Science Las Vegas | Nevada | 36 | |
| Elko County School District | Nevada | 37 | |
| Humboldt County School District | Nevada | 38 | 317 |
| Lyon County School District | Nevada | 39 | |
| Nye County School District | Nevada | 40 | |
| Pinecrest Academy of Nevada | Nevada | 41 | |
| Astoria School District 1C | Oregon | 43 | |
| Jackson County School District 9 | Oregon | 44, 45 | |

## Washington State Districts

| District | Booth Number | Interview Booth Number |
|---|---|---|
| Anacortes School District | 51, 52 | |
| Annie Wright Schools | 53 | |
| Archdiocese of Seattle | 55 | |
| Arlington School District | 56, 57 | |
| Auburn School District | 58, 59, 60 | 246 |
| Bainbridge Island School District | 61 | |
| Bellevue Children's Academy | 62.63 | |
| Bellevue School District | 70. 71, 72, 73 | 247, 248 |
| Bellingham School District | 75, 76, 77 | |
| Bethel School District | 78, 79, 80, 81 | 248, 249, 250 |
| Bremerton School District | 83, 84 | 252 |
| The Bush School | 82 | |
| Bridgeport School District | 64 | |
| Burlington-Edison School District | 65 | |
| Cape Flattery School District | 85 | |
| Carbonado School District | 88 | |
| Cascade Christian Schools | 89 | |
| Castle Rock School District | 90 | |
| Central Kitsap School District | 86, 87 | 253, 254 |
| Cheney School District | 91 | |
| Chief Leschi Schools | 92, 93 | 256, 257 |
| Christian Faith School | 98 | |
| Clarkston School District | 99 | |
| Clover Park School District | 94, 95, 96, 97 | 259, 260, 261, 262 |
| Darrington School District | 100 | |
| Eatonville School District | 101 | |
| Edmonds School District | 102, 103 | |
| Enumclaw School District | 104 | |
| Everett Public School | 105, 106 | |
| Federal Way | 110, 111, 112, 113 | 264. 265, 266, 267 |
| Ferndale School District | 107 | 258 |
| Fife School District | 108, 109 | |
| Franklin Pierce Schools | 116, 117 | 269 |
| Gig Harbor Academy | 115 | |
| Granite Falls School District | 131 | |
| Highline Public Schools | 118, 119, 120, 121 | |
| Issaquah School District | 126, 127, 128, 129 | |

| | | |
|---|---|---|
| Kennewick School District | 124, 125 | 270 |
| Kent School District | 122, 123 | 271 |
| Lake Stevens School District | 132, 133 | |
| Lake Washington School District | 134, 135, 136, 137 | 272, 273, 274, 275 |
| Longview School District | 140, 141 | 277, 278 |
| Lynden School District | 138 | |
| Manson School District | 139 | |
| Marysville School District | 142, 143 | 279 |
| Mercer Island School District | 145, 146 | 280 |
| Monroe School District | 148, 149 | 281 |
| Muckleshoot Tribal School | 147 | 282 |
| Mukilteo School District | 150, 151, 152, 153 | 283 |
| North Kitsap School District | 155 | 284 |
| North Mason School District | 156, 157 | |
| North Thurston Public Schools | 158, 159 | |
| Northport School District | 160 | |
| Northshore School District | 161, 162 | 286, 287 |
| Northwest Educational Development | 163 | |
| Oak Harbor Public Schools | 168 | |
| Olympia School District | 164, 165 | 288 |
| Omak School District | 166, 167 | |
| Open Window School | 169 | |
| Oroville School District | 170 | |
| Orting School District | 172, 173 | 289, 290 |
| Othello School District | 171 | 291 |
| Peninsula School District | 174, 175, 176 | |
| Pioneer School District | 178 | 292 |
| Port Angeles School District | 184 | 293 |
| Port Townsend School District | 185 | 294 |
| Prosser School District | 186 | |
| Pullman Public Schools | 187 | |
| Puyallup School District | 179, 180, 181 | |
| Quilcene School District | 188 | 295 |
| Quileute Tribal School | 182, 183 | 296 |
| Renton School District | 190, 191, 192, 193 | |
| Ridgefield School District | 189 | |
| Riverview School District | 196, 197 | |
| Seattle Public Schools | 198, 199, 200 | 300, 301, 302, 303 |
| Sedro-Woolley School District | 202, 203 | |
| Shelton School District | 195 | 297 |
| Snohomish School District | 204, 205 | |

| | | |
|---|---|---|
| Snoqualmie Valley School District | 206, 207, 208 | 304, 305 |
| South Kitsap School District | 209 | |
| Spokane Public Schools | 210 | |
| St Joseph Parish School | 212 | 298 |
| Steilacoom Historical School District | 213 | |
| Sultan School District | 214, 215 | |
| Summit Public Schools | 216 | |
| Sumner Bonney Lake School District | 222, 223 | |
| Suquamish Tribal Education | 217 | |
| Tacoma Public Schools | 218, 219, 220, 221 | 307, 308 |
| Taholah School District | 224 | 309 |
| Tahoma School District | 228, 229 | 310,311 |
| Toutle Lake School District | 226 | |
| Tukwila School District | 227 | 312 |
| University Place School District | 230 | |
| University Preparatory Academy | 231 | |
| Vashon Island School District | 232 | |
| WA HE LUT Indian School | 233 | |
| Walla Walla Public Schools | 234 | |
| Wapato School District | 235 | |
| Warden School District | 236 | |
| Washington Connections Academy | 237 | |
| Washington State Charter Schools Association | 240 | |
| Washington Virtual Academies | 238, 239 | |
| White River School District | 241, 242 | |
| White Salmon Valley School District | 243 | |
| Woodland Public Schools | 244 | |
| Yellow Wood Academy | 245 | |

Washington School Personnel Association
Washington Educator Career Fair
PO Box 1600
Anacortes, Washington 98221
Phone: 360-825-1415 * Email: admin@wspa.net * Website: www.wspa.net

# TACOMA DOME
# VENDOR PARKING PASS

# **F and M** LOTS ONLY

# Washington Educator Career Fair 2019 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
Contact: Jennifer Tottenham, WSPA Program Coordinator

WSPA
WASHINGTON SCHOOL PERSONNEL ASSOCIATION

# Vendor/Booth Pricing

## NEW for 2019:

**BOOTH LIMITS:** Districts/Universities/State Agencies will be limited to FOUR booths and FOUR interview booths

**VENDOR GUIDELINES**: The purpose of this event is to support K-12 education in Washington State. We do not allow commercial vendors, staffing agencies, or independent online schools. Please contact us with any questions about your eligibility to register at admin@wspa.net

### 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

- $225College, 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. http://www.wspa.net**

# 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.

- 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

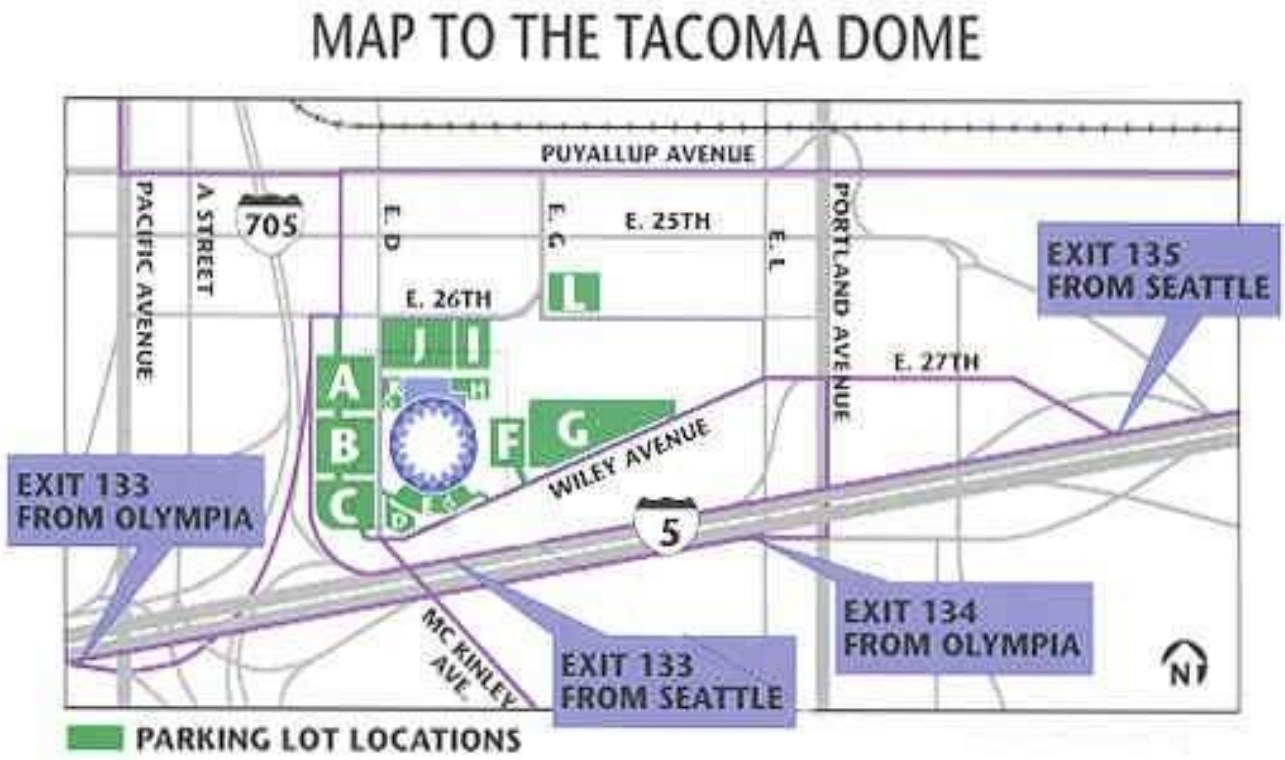
- **Loading and unloading will be at the entrance across from the F lot and will begin at 7:30 a.m. the day of the fair**

- **Parking Passes can be used for the F and M Lots only.**

- You will receive 2 passes per booth purchased. Parking passes will be emailed with your booth assignment. Booth assignments will be released following the close of registration.

- 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@wspa.net

- There is additional pay parking available in Lot A.



# 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 or call (800) 201-4900. For specific Pierce Transit route and schedule information, please visit them online at www.piercetransit.org or call Pierce Transit at (253) 581-8000.

# 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 23rd 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.

### 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

# Recruiting and Event Planning Suggestions

- **Post ALL staffing needs at the Fair** – include definite vacancies, administrator vacancies, classified positions, anticipated openings, 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.

- **WSPA will provide a list of all attendees following the events, but we encourage you to take notes and document candidates and important application 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

**WASHINGTON EDUCATOR CAREER FAIR**

**MARCH 27, 2019**

**9:00 AM—3:00 PM**

**TACOMA DOME ARENA**

| | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
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| 2 | 49 |
| 1 | 50 |

ADA

**WATER**

**COFFEE**

**REGISTRATION**

**ENTRANCE**

| | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 |

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|---|---|
| **From:** | admin@wspa.net |
| **To:** | admin@wspa.net |
| **Subject:** | UPDATES: Washington Educator Career Fair Tacoma - Vendor Information |
| **Date:** | Tuesday, March 26, 2019 8:37:29 AM |
| **Attachments:** | WECF Tacoma Dome Parking Pass 2019.pdf<br>WECF 2019_Updated Recruiter Handbook.pdf<br>WECF TACOMA_Floor plan.pdf<br>DomeParking18.pdf<br>WECF TACOMA Booth Brochure_UPDATE 3.26.2019.docx |
| **Importance:** | High |

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Hello,

We have welcomed several new districts and have made some updates to our booth listing – please see attached.

Please also note that vendor parking is in lots F and M this year – a parking map is attached along with parking passes.

Thank you,

Jennifer

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**From:** admin@wspa.net
**Sent:** Thursday, March 21, 2019 10:04 AM
**To:** admin@wspa.net
**Subject:** Washington Educator Career Fair Tacoma - Vendor Information
**Importance:** High

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 recruitment team.

**Washington Educator Career Fair – Tacoma**
**March 27, 2019**
**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

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- 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/

# TACOMA DOME
# VENDOR PARKING PASS

# **F and M** LOTS ONLY

# Washington Educator Career Fair 2019 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
Contact: Jennifer Tottenham, WSPA Program Coordinator

WSPA
WASHINGTON SCHOOL PERSONNEL ASSOCIATION

# Vendor/Booth Pricing

## NEW for 2019:

**BOOTH LIMITS:** Districts/Universities/State Agencies will be limited to FOUR booths and FOUR interview booths

**VENDOR GUIDELINES**: The purpose of this event is to support K-12 education in Washington State. We do not allow commercial vendors, staffing agencies, or independent online schools. Please contact us with any questions about your eligibility to register at admin@wspa.net

### 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

- $225College, 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. http://www.wspa.net**

# 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.

- 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

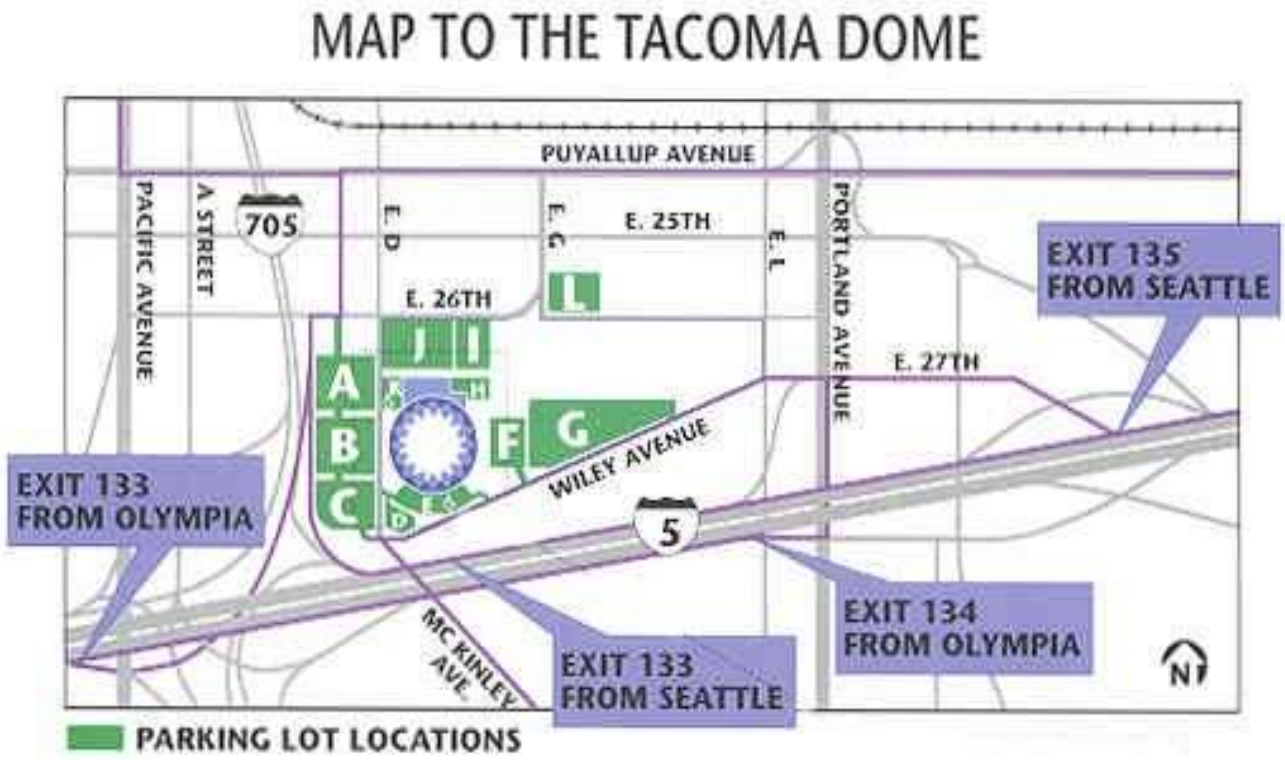
- **Loading and unloading will be at the entrance across from the F lot and will begin at 7:30 a.m. the day of the fair**

- **Parking Passes can be used for the F and M Lots only.**

- You will receive 2 passes per booth purchased. Parking passes will be emailed with your booth assignment. Booth assignments will be released following the close of registration.

- 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@wspa.net

- There is additional pay parking available in Lot A.



# 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 or call (800) 201-4900. For specific Pierce Transit route and schedule information, please visit them online at www.piercetransit.org or call Pierce Transit at (253) 581-8000.

# 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 23rd 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.

### 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

# Recruiting and Event Planning Suggestions

- **Post ALL staffing needs at the Fair** – include definite vacancies, administrator vacancies, classified positions, anticipated openings, 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.

- **WSPA will provide a list of all attendees following the events, but we encourage you to take notes and document candidates and important application 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

**WASHINGTON EDUCATOR CAREER FAIR**

**MARCH 27, 2019**

**9:00 AM—3:00 PM**

**TACOMA DOME ARENA**

| | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
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| 214 | 215 | 216 | 217 | 218 | 219 | 220 | 221 | |
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| 198 | 199 | 200 | 201 | 202 | 203 | 204 | 205 | |
| 190 | 191 | 192 | 193 | 194 | 195 | 196 | 197 | |
| 182 | 183 | 184 | 185 | 186 | 187 | 188 | 189 | |
| 174 | 175 | 176 | 177 | 178 | 179 | 180 | 181 | |
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| 158 | 159 | 160 | 161 | 162 | 163 | 164 | 165 | |
| 150 | 151 | 152 | 153 | 154 | 155 | 156 | 157 | |
| 142 | 143 | 144 | 145 | 146 | 147 | 148 | 149 | |
| 134 | 135 | 136 | 137 | 138 | 139 | 140 | 141 | |
| 126 | 127 | 128 | 129 | 130 | 131 | 132 | 133 | |
| 118 | 119 | 120 | 121 | 122 | 123 | 124 | 125 | |
| 110 | 111 | 112 | 113 | 114 | 115 | 116 | 117 | |
| 102 | 103 | 104 | 105 | 106 | 107 | 108 | 109 | |
| 94 | 95 | 96 | 97 | 98 | 99 | 100 | 101 | |
| 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | |
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| 13 | 38 |
| 12 | 39 |
| 11 | 40 |
| 10 | 41 |
| 9 | 42 |
| 8 | 43 |
| 7 | 44 |
| 6 | 45 |
| 5 | 46 |
| 4 | 47 |
| 3 | 48 |
| 2 | 49 |
| 1 | 50 |

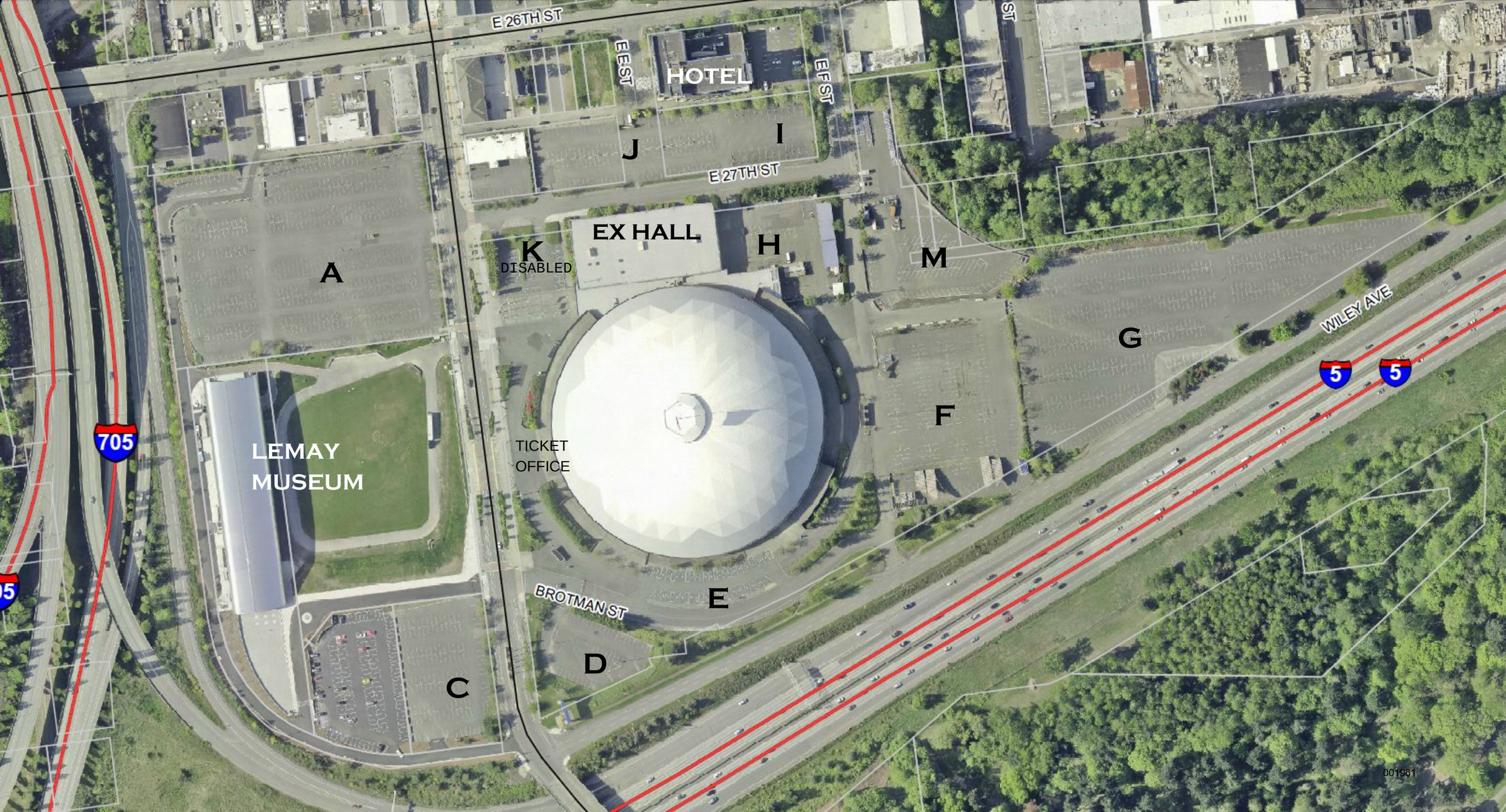
ADA

**WATER**

**COFFEE**

**REGISTRATION**

**ENTRANCE**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**Washington Educator Career Fair**
**Tacoma Dome Arena**
**March 27, 2019**
**9:00 am – 3:00 pm**

## College/Universities/Organizations

| Organization | Booth Number |
|---|---|
| OSPI | 1, 2 |
| Antioch University | 4 |
| City University Seattle | 5 |
| Grand Canyon University | 6 |
| Northwest University | 7 |
| Seattle Pacific University | 8 |
| Seattle University | 9 |
| Snohomish County Fire District | 10 |
| St Martens University | 11 |
| University of Puget Sound | 12 |
| University of Washington Tacoma | 13 |
| Western Governors University | 14 |
| EdJobs Northwest | 15 |
| Northwest Educational Development | 3 |

**Washington School Personnel Association**
**Washington Educator Career Fair**
**PO Box 1600**
**Anacortes, Washington 98221**
**Phone: 360-825-1415 * Email: admin@wspa.net * Website: www.wspa.net**

## Out of State Districts

| District | State | Booth Number | Interview Booth |
|---|---|---|---|
| Alaska Teacher Placement | Alaska | 17 | |
| Bering Strait School District | Alaska | 18 | |
| Kodiak Island Borough School District | Alaska | 19 | |
| Glendale Elementary School District | Arizona | 20 | |
| Canadian Offshore Schools | British Columbia | 21 | |
| Antelope Valley Union High School District | California | 22 | |
| ChanceLight | California | 23 | |
| Desert Sands Unified School District | California | 24 | 313 |
| Fairfield-Suisun Unified School District | California | 25 | |
| Keppel Union School District | California | 27 | |
| Palm Springs Unified School District | California | 28 | 315 |
| West Contra Costa USD | California | 29 | 316 |
| Westside Union School District | California | 30 | |
| Aurora Public Schools | Colorado | 31 | |
| Fountain-Fort Carson School District | Colorado | 32 | |
| Montana Schools Recruitment Project | Montana | 34 | |
| Clark County School District | Nevada | 35 | |
| Coral Academy of Science Las Vegas | Nevada | 36 | |
| Elko County School District | Nevada | 37 | |
| Humboldt County School District | Nevada | 38 | 317 |
| Lyon County School District | Nevada | 39 | |
| Nye County School District | Nevada | 40 | |
| Pinecrest Academy of Nevada | Nevada | 41 | |
| Astoria School District 1C | Oregon | 43 | |
| Eagle Point School District 9 | Oregon | 44, 45 | |
| Portland Public Schools | Oregon | 26 | |

## Washington State Districts

| District | Booth Number | Interview Booth Number |
|---|---|---|
| Anacortes School District | 51, 52 | |
| Annie Wright Schools | 53 | |
| Archdiocese of Seattle | 55 | |
| Arlington School District | 56, 57 | |
| Auburn School District | 58, 59, 60 | 246 |
| Bellevue Children's Academy | 62.63 | |
| Bellevue School District | 70. 71, 72, 73 | 247, 248 |
| Bellingham School District | 75, 76, 77 | |
| Bethel School District | 78, 79, 80, 81 | 248, 249, 250 |
| Bremerton School District | 83, 84 | 252 |
| The Bush School | 82 | |
| Bridgeport School District | 64 | |
| Burlington-Edison School District | 65 | |
| Cape Flattery School District | 85 | |
| Carbonado School District | 88 | |
| Cascade Christian Schools | 89 | |
| Central Kitsap School District | 86, 87 | 253, 254 |
| Cheney School District | 114 | |
| Chief Leschi Schools | 92, 93 | 256, 257 |
| Christian Faith School | 98 | |
| Clarkston School District | 99 | |
| Clover Park School District | 94, 95, 96, 97 | 259, 260, 261, 262 |
| Darrington School District | 100 | |
| Eatonville School District | 101 | |
| Edmonds School District | 102, 103 | |
| Enumclaw School District | 104 | |
| Everett Public School | 105, 106 | |
| Federal Way | 110, 111, 112, 113 | 264. 265, 266, 267 |
| Ferndale School District | 107 | 258 |
| Fife School District | 108, 109 | |
| Franklin Pierce Schools | 116, 117 | 269 |
| Gig Harbor Academy | 115 | |
| Granite Falls School District | 131 | |
| Highline Public Schools | 118, 119, 120, 121 | |
| Issaquah School District | 126, 127, 128, 129 | |
| Kennewick School District | 124, 125 | 270 |
| Kent School District | 122, 123 | 271 |

| | | |
|---|---|---|
| Lake Stevens School District | 132, 133 | |
| Lake Washington School District | 134, 135, 136, 137 | 272, 273, 274, 275 |
| Longview School District | 140, 141 | 277, 278 |
| Lynden School District | 138 | |
| Manson School District | 139 | |
| Marysville School District | 142, 143 | 279 |
| Mercer Island School District | 145, 146 | 280 |
| Monroe School District | 148, 149 | 281 |
| Muckleshoot Tribal School | 147 | 282 |
| Mukilteo School District | 150, 151, 152, 153 | 283 |
| North Kitsap School District | 155 | 284 |
| North Mason School District | 156, 157 | |
| North Thurston Public Schools | 158, 159 | |
| Northport School District | 160 | |
| Northshore School District | 161, 162 | 286, 287 |
| Northwest School | 154 | |
| Oak Harbor Public Schools | 168 | |
| Olympia School District | 164, 165 | 288 |
| Omak School District | 166, 167 | |
| Open Window School | 169 | |
| Oroville School District | 170 | |
| Orting School District | 172, 173 | 289, 290 |
| Othello School District | 171 | 291 |
| Peninsula School District | 174, 175, 176 | |
| Pioneer School District | 178 | 292 |
| Port Angeles School District | 184 | 293 |
| Port Townsend School District | 185 | 294 |
| Prosser School District | 186 | |
| Puyallup School District | 179, 180, 181 | |
| Quilcene School District | 188 | 295 |
| Quileute Tribal School | 182, 183 | 296 |
| Renton School District | 190, 191, 192, 193 | |
| Ridgefield School District | 189 | |
| Riverview School District | 196, 197 | |
| Seattle Public Schools | 198, 199, 200 | 300, 301, 302, 303 |
| Seattle Hebrew Academy | 187 | |
| Sedro-Woolley School District | 202, 203 | |
| Shelton School District | 195 | 297 |
| Snohomish School District | 204, 205 | |
| Snoqualmie Valley School District | 206, 207, 208 | 304, 305 |
| South Kitsap School District | 209 | |

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|---|---|---|
| South Bend School District | 194 | |
| Spokane Public Schools | 210 | |
| St Joseph Parish School | 212 | 298 |
| Steilacoom Historical School District | 213 | |
| Sultan School District | 214, 215 | |
| Summit Public Schools | 216 | |
| Sumner Bonney Lake School District | 222, 223 | |
| Suquamish Tribal Education | 217 | |
| Tacoma Public Schools | 218, 219, 220, 221 | 307, 308 |
| Taholah School District | 224 | 309 |
| Tahoma School District | 228, 229 | 310,311 |
| Toutle Lake School District | 226 | |
| Tukwila School District | 227 | 312 |
| University Place School District | 230 | |
| University Preparatory Academy | 231 | |
| Vashon Island School District | 232 | |
| WA HE LUT Indian School | 233 | |
| Walla Walla Public Schools | 234 | |
| Wapato School District | 235 | |
| Warden School District | 236 | |
| Washington Connections Academy | 237 | |
| Washington State Charter Schools Association | 90, 91 | |
| Washington Virtual Academies | 238, 239 | |
| White River School District | 241, 242 | |
| White Salmon Valley School District | 243 | |
| Woodland Public Schools | 244 | |
| Yellow Wood Academy | 245 | |

Washington School Personnel Association
Washington Educator Career Fair
PO Box 1600
Anacortes, Washington 98221
Phone: 360-825-1415 * Email: admin@wspa.net * Website: www.wspa.net

**From:** admin@wspa.net
**To:** admin@wspa.net
**Subject:** Randy Hathaway Fellowship Award Application
**Date:** Monday, April 1, 2019 10:28:24 AM

---

Hello,

Thank you for applying for a WSPA Randy Hathaway Fellowship Award. We regret that you were not selected for an award for this year, but encourage you to apply again in 2020.

We appreciate your commitment to your personal and professional growth and wish you the best of luck in your HELP certification and/or continuing education endeavors.

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.wspa.net/

| | |
|---|---|
| **From:** | Jane Rausch on behalf of Jane Rausch <rauschj@evsd.org> |
| **To:** | Aaron Draganov; Analia Galloway; Anita Allen; Anna Roller; Aubrie Montgomery; Chris Patten; Diana Stray; Ellen Gengler; Evajavon Stoudemire; Jeanette Belaski; Jerry Holsten; Karen Woodbury; Keri McNeil; Krista Maher; Lori Coady; Megan Ristine; Monica Carter; Perla Garcia; Renee Koplan; Sally Jerome; Tavis Peterson; Traci Cox; Tyson Vogeler; Angela Moses; Angela Spencer; Bailey Roberts; Christi Sayres; Connie Majors; Kara Silsbee; Lori Varkevisser; Melody Perez; Shannon Angle; Shawnacy Smith; Stefanie House; Sue McIsaac; Therese Caldwell; Amy Hurd; Barbara Schmitten; Brittney Richter; Dawna Phillips; Debbie Greenlund; Kayla Brown; Leisha Turner; Sandy Weymouth; Sherrie Wilcox |
| **Cc:** | Jennifer Tottenham |
| **Subject:** | Spring HELP Schedule |
| **Date:** | Tuesday, April 9, 2019 3:48:46 PM |
| **Attachments:** | Spring 2019 agenda.pdf |

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Greetings!

Attached is the agenda for Monday's Spring HELP Session. Once again, it will be held at the Puget Sound ESD (800 Oakesdale Ave. SW, Renton). As you will see, a light breakfast will be provided from 8:30 - 9:00, and class will begin promptly at 9:00.

Level I participants will be participating in a Book Study facilitated by Kelly Garza, one of our HELP Advisory Members. Level II participants will observe the Level III presentations.

In the afternoon, Lorraine Wilson will be presenting on the bargaining impacts of SEBB, which will be offered to all participants.

Toni Neidhold and Debby Carter, Advisory Members, in addition Stacey Cook from Riverview School District (and HELP graduate), will be observing and scoring Level III presentations.

I look forward to seeing each of you Monday. Safe Travels!

Jane Rausch-Stencel
Director of Human Resources
East Valley School District
3830 N. Sullivan, Bldg. 1
Spokane Valley, WA 99216
(509) 241-5025 *phone*
(509) 927-9503 *fax*

# April 15, 2019
# HELP Spring Session
# Agenda

| | Time | Event |
|---|---|---|
| **Level I** | 8:30 am – 9:00 am | Registration / Sign-in (continental breakfast provided) |
| | 9:00 am – 12:00 pm | Book Study<br>"Love Your Job" |
| | 12:00 am – 12:45 pm | Lunch |
| | 12:45 pm – 4:00 pm | Lorraine Wilson<br>SEBB |

| | Time | Event |
|---|---|---|
| **Level II** | 8:30 am – 9:00 am | Registration / Sign-in (continental breakfast provided) |
| | 9:00 am – 12:00 pm | Observe HELP III Presentations |
| | 12:00 am – 12:45 pm | Lunch |
| | 12:45 pm – 4:00 pm | Lorraine Wilson<br>SEBB |

| | Time | Event |
|---|---|---|
| **Level III** | 8:30 am – 9:00 am | Registration / Sign-in (continental breakfast provided) |
| | 9:00 am – 12:00 pm | Level III Presentation<br><br>Team 1: 9:00 – 9:45<br>**Conversion to Electronic File Storage**<br>Sherrie Wilcox<br>Barb Schmitten<br>Leisha Turner<br><br>Team 2: 10:00 – 10:45<br>**Teaming/Collaboration/Accountability**<br>Amy Hurd<br>Debbie Greenlund<br>Dawna Phillips<br><br>Team 3: 11:00– 11:45<br>**Onboarding/New Hire Checklist/Orientation**<br>Brittney Richter<br>Kayla Brown<br>Sandy Weymouth |
| | 11:45 – 12:00 | Recap |
| | 12:00 pm – 12:45 pm | Lunch |
| | 12:45 pm – 4:00 pm | Lorraine Wilson<br>SEBB |

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** admin@wspa.net
**Subject:** Question re nominations
**Date:** Tuesday, April 16, 2019 8:50:26 PM

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Jennifer
When does the WSPA board nominations come out?

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@wspa.net; scabigting@steilacoom.k12.wa.us
**Subject:** RE: MEMBER REQUEST
**Date:** Friday, April 19, 2019 7:50:59 AM
**Attachments:** (4) Data Secretary - High School.docx
(4) Data Secretary - Middle School.docx

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Hope this helps

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

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**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Friday, April 19, 2019 6:47 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** MEMBER REQUEST

Sue Cabigting from Steilacoom School District looking for a job description for a School Registrar or anything closely resembling that title. (district registrar, school registrar, student registrar).

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

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

Thanks,

Curtis

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This email was sent to jhodson@fwps.org by cleonard@wspa.net

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

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FEDERAL WAY
PUBLIC SCHOOLS

# Position Description

# DATA SECRETARY – HIGH SCHOOL

**POSITION SUMMARY**: The High School Data Secretary is the main contact for student records, including transcripts, grades and cumulative information. This position is responsible for enrolling and withdrawing students, and facilitating schedule changes. The individual in this position should be familiar with District and State graduation requirements.

This Secretary should also have a strong aptitude for working with data/numbers, have the ability to develop a keen sense of task priorities during periods of 'heavy data demands,' and understand that their work directly supports many critical aspects of the District's mission and funding operation.

This position requires a continuous training cycle as various modules in the Student Information Software are updated and changed. Data Secretaries are considered to be responsible for participating in the training opportunities that are regularly provided. This position will utilize the District's Student Information System software to pull needed student data.

**MAJOR 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.

- Produce and maintain student records such as cumulative files, transcripts and report cards.
- Process student enrollments and withdrawals.
- Produce required attendance and enrollment reports per State, Federal and/or funding mandates.
- Protect the confidentiality of student data and ensure proper access and use of the District's current Student Information Software system.
- Load and run standardized (template) data reports from the District's current Student Information Software.
- Design custom-format data reports, as needed locally, from the District's current Student Information Software.
- Respond to student data report requests from the Board of Education, ESC Administration, or School Administration.
- Ensure the accuracy (data integrity) of all data being entered into the District's current Student Information Software.
- Input the Master Schedule.
- Input student schedules and /or changes in student schedules, as needed.
- Order diplomas and covers. Mail out diplomas, transcripts, immunization records and report cards.
- Prepare non grad reports.

**OTHER RESPONSIBLITIES:**

- May periodically assist other secretaries with greeting students, staff, parents, community members, and other visitors upon their entrance to the building. May also assist with answering incoming telephone calls, providing accurate information, directing calls to others, and taking messages. This position may periodically need to

problem-solve with frustrated and/or disgruntled parents either by telephone or in person.

**REQUIRED QUALIFICATIONS:**
**Education and Experience**
High school diploma or equivalent
One (1) year of secretarial experience

**ADDITIONAL REQUIREMENTS:**
Proficiency with Microsoft WORD and EXCEL
Positive evaluations

**CONDITION OF EMPLOYMENT:**
Criminal background clearance
Work scheduled hours on a consistent basis
Valid Washington State Driver's License

**KNOWLEDGE OF:**
School board policies and procedures
Microsoft WORD and EXCEL
District's Student Information System
Database Management

**ABILITY TO:**
Organize and perform job responsibilities efficiently and independently without close supervision and able to pay strict attention to detail
Demonstrate proficiency using an e-mail system
Demonstrate basic knowledge modern technology and willingness and ability to increase knowledge to proficiency
Speak, read and follow written or verbal communications
Exhibit proper telephone etiquette
Practice effective safety and security within individual work routines
Remain flexible; able to cope with frequent interruptions as part of a daily routine, to multi-task and shift priorities to meet required deadlines
Develop and maintain positive customer relations with staff students, parents, and the public in a multicultural and multiracial community.
Cope with and assist angry or distraught students, parents, and other community members
Work collaboratively with District staff and promote teamwork with co-workers
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 sit, stand, and walk, bend neck and back, use hands for repetitive grasping and fine manipulation. The employee will occasionally be required to climb stairs/ladder, squat, kneel, knee stand, lift and reach overhead, and lift/carry and pushing/pulling. 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.

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 position typically works, ____ hours per day, Monday through Friday, ____ days per year

**REPORTING RELATIONSHIP**
This position reports to, and is evaluated by the building Principal and/or Designee. This position may receive some direction and setting of priorities from the Office Manager.

**REPRESENTATION**
Federal Way Education Association – Education Support Professionals (FWEA-ESP)

**LEVEL OF COMPENSATION**
Level 4 on the FWEA-ESP Salary Schedule

**CLASSIFICATION HISTORY**
Updated 7/2016

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

# DATA SECRETARY – MIDDLE SCHOOL

**POSITION SUMMARY**: The Middle School Data Secretary is the main contact for student records, including discipline and emergency contact information. This position is responsible for registering and withdrawing students, and ensuring that class lists are current, and may assign new students to classrooms. This position is responsible for greeting guests cordially, making them feel welcome in the school and ensuring that their needs are met, either by themselves or someone more qualified to respond to their concerns and/or questions.

This Secretary should also have a strong aptitude for working with data/numbers, have the ability to develop a keen sense of task priorities during peak periods of 'heavy data demands,' and understand that their work directly supports many critical aspects of the District's mission and funding operation.

**MAJOR 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.

- Responsible for greeting students, staff, parents, community members, and other visitors upon their entrance to the building. Also answering incoming telephone calls, providing accurate information, directing calls to others, and taking messages. This position may frequently need to problem-solve with frustrated and /or disgruntled parents either by telephone or in person.
- Responsible for processing student registrations and withdrawals, in addition to system entries on discipline.
- Responsible for generating standardized (template) data reports from District's current Student Information System.
- Responsible for designing custom-format data reports from the District's current Student Information System.
- Respond to student data request from the Board of Education, ESC Administration, or School Administration.
- Assist the Office Manager with secretarial tasks such as work processing and filing.

**OTHER RESPONSIBLITIES:**

- May periodically assist other secretaries with greeting students, staff, parents, community members, and other visitors upon their entrance to the building. May also assist with answering incoming telephone calls, providing accurate information, directing calls to others, and taking messages. This position may periodically need to problem-solve with frustrated and/or disgruntled parents either by telephone or in person.
- Maybe periodically assist with health room as backup to School Nurse and School Nurse Assistant. This would involve, but not be limited to caring for sick or injured students, ensuring that a parent or guardian is called to pick up student when applicable.

**REQUIRED QUALIFICATIONS:**

**Education and Experience**

High school diploma or equivalent

One (1) year experience in clerical data management

**ADDITIONAL REQUIREMENTS:**
Positive evaluations
Proficiency with WORD and EXCEL

**CONDITION OF EMPLOYMENT:**
Criminal background clearance
Work scheduled hours on a consistent basis
Valid Washington State Driver's License

**KNOWLEDGE OF:**
School board policies and procedures
Microsoft WORD and EXCEL
District's Student Information System
Database Management

**ABILITY TO:**
Organize and perform job responsibilities efficiently and independently without close supervision and able to pay strict attention to detail
Demonstrate proficiency using an e-mail system
Demonstrate basic knowledge modern technology and willingness and ability to increase knowledge to proficiency
Speak, read and follow written or verbal communications
Exhibit proper telephone etiquette
Practice effective safety and security within individual work routines
Remain flexible; able to cope with frequent interruptions as part of a daily routine, multi-task and shift priorities to meet required deadlines
Develop and maintain positive customer relations with staff students, parents, and the public in a multicultural and multiracial community.
Cope with and assist angry or distraught students, parents, and other community members
Work collaboratively with District staff and promote teamwork with co-workers
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 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.

**WORK SCHEDULE**
This position typically works, ____ hours per day, Monday through Friday, ____ days per year

**REPORTING RELATIONSHIP**
This position reports to, and is evaluated by the building Principal and/or Designee. This position may receive some direction and setting of priorities from the Office Manager.

**REPRESENTATION**
Federal Way Education Association – Education Support Professionals (FWEA-ESP)

**LEVEL OF COMPENSATION**
Level 4 on the FWEA-ESP Salary Schedule

**CLASSIFICATION HISTORY**
Updated 7/2016

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:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** cleonard@wspa.net; lmcginnis@ptschools.org
**Subject:** RE: MEMBER REQUEST
**Date:** Friday, April 19, 2019 7:55:02 AM

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Laurie
You have to separate the parent from the employee role, and so does the employee. Depending on what the issue is, I would use the disciplinary route if she/he is taking advantage of their role as an employee. I would make it clear to the employee the different roles and expectations.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

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**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Friday, April 19, 2019 6:45 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** MEMBER REQUEST

WSPA members - please consider these member requests. I appreciate the work that you do. Thanks!

Laurie McGinnis from Port Townsend School District is wondering if any districts have experienced this issue - and would like any feedback.

I'd like to know how other districts handle parents as employees. We have several parents with special education students in the district. The parents are also employees and issues have cropped up quite frequently in one of our buildings. We've tried making sure that the parent is not in the same classroom but it does not seem to make a great deal of difference. Our contract does not allow us to arbitrarily move the parent to another building. I'd appreciate any guidance the group can provide.
Please send your responses directly to: lmcginnis@ptschools.org
Also, cc your responses to: cleonard@wspa.net
Thanks,
Curtis

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This email was sent to jhodson@fwps.org by cleonard@wspa.net

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

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| | |
|---|---|
| **From:** | jrausch@wspa.net |
| **To:** | jhodson@fwps.org; David Brower |
| **Subject:** | Fwd: Monday registration update - one more! |
| **Date:** | Sunday, April 21, 2019 10:22:48 AM |
| **Attachments:** | CLASS Boot Camp _ SPOKANE _ updated 4.19.2019.xlsx |

My apologies for sending this on a Sunday, let alone Easter! This was my middle of the night, "Oh no, I forgot to send Janet and David the list of registrants'". Look forward to seeing you both tomorrow. Safe travels!

Get Outlook for iOS

---

**From:** admin@wspa.net

**Sent:** Friday, April 19, 2019 2:10:02 PM

**To:** jrausch@wspa.net

**Subject:** Monday registration update - one more!

One more registration came in – updated list attached with job titles

New person: jklinkenberg@cheneysd.org

| Organization | First Name | Last Name | Email | Job Title |
|---|---|---|---|---|
| Pasco School District | Belle | Tromp | btromp@psd1.org | Transportation Sped Supervisor |
| Pasco School District | Patricia | Thomas | pthomas@psd1.org | Transportation Gen Ed Supervisor |
| Pasco School District | Ronald | Sanchez | rsanchez@psd1.org | Lead Mechanic |
| Pasco School. District | Josh | Collup | jcollop@psd1.org | Manager - Maintenance and Custodial |
| Pasco School District | Kathy | Legard | klegard@psd1.org | Field Supervisor |
| Pasco School District | Marie | Johnson | marjohnson@psd1.org | Field Trainer |
| Toppenish School District | Shawn | Myers | myerss@toppenish.wednet.edu | Principal |
| Toppenish School District | Blaine | Thorington | bthorington@toppenish.wednet. | Transportation Director |
| Toppenish School District | Nora | Flores | nflores@toppenish.wednet.edu | Food Services Director |
| Toppenish School District | Gabriela | Guel | gguel@toppenish.wednet.edu | Director of Nursing |
| Toppenish School District | Rolando | Rodriguez | rrodriguez@toppenish.wednet.e | Assistant Director of Maintenance and Facilities |
| Kennewick School District | Amy | Martinez | amy.martinez@ksd.org | Classified Secretary |
| Kennewick School District | Kathy | Littrell | kathy.littrell@ksd.org | HR Secretary |
| Cheney School District | Helen | Page | hpage@cheneysd.org | Associate Superintendent |
| Mead School District #354 | Brian | Liberg | brian.liberg@mead354.org | Transportation Director |
| Spokane Public Schools | Scott | Farkas | scottf@spokaneschools.org | Human Resources |
| Mead School District | Tony | Davis | tony.davis@mead354.org | Human Resources |
| Cheney Public Schools | Angela | Moses | amoses@cheneysd.org | Human Resources Officer |
| Cheney Public Schools | Rich | Brown | rbrown@cheneysd.org | Assistant Director Maintenance and Operations |
| Cheney Public Schools | Chris | Gregg | cgregg@cheneysd.org | Assistant Director of Transportation |
| Cheney Public Schools | Ellen | Holland | eholland@cheneysd.org | Assistant Director of Transportation |
| Cheney Public Schools | LJ | Klinkenberg | jklinkenberg@cheneysd.org | Director of Nutrition Services |

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** jrausch@wspa.net; David Brower
**Subject:** RE: Monday registration update - one more!
**Date:** Sunday, April 21, 2019 12:54:51 PM

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Thank you. Happy Easter! See you tomorrow.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** jrausch@wspa.net <jrausch@wspa.net>
**Sent:** Sunday, April 21, 2019 10:23 AM
**To:** Janet Hodson <jhodson@fwps.org>; David Brower <dbrower@fwps.org>
**Subject:** Fwd: Monday registration update - one more!

My apologies for sending this on a Sunday, let alone Easter! This was my middle of the night, "Oh no, I forgot to send Janet and David the list of registrants'". Look forward to seeing you both tomorrow. Safe travels!

Get Outlook for iOS

---

**From:** admin@wspa.net
**Sent:** Friday, April 19, 2019 2:10:02 PM
**To:** jrausch@wspa.net
**Subject:** Monday registration update - one more!

One more registration came in – updated list attached with job titles

New person: jklinkenberg@cheneysd.org

**From:** David Brower on behalf of David Brower <dbrower@fwps.org>
**To:** Janet Hodson; jrausch@wspa.net
**Subject:** Re: Monday registration update - one more!
**Date:** Sunday, April 21, 2019 5:04:19 PM

---

Thanks

Get Outlook for iOS

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**From:** Janet Hodson
**Sent:** Sunday, April 21, 2019 12:54:50 PM
**To:** jrausch@wspa.net; David Brower
**Subject:** RE: Monday registration update - one more!

Thank you. Happy Easter! See you tomorrow.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** jrausch@wspa.net <jrausch@wspa.net>
**Sent:** Sunday, April 21, 2019 10:23 AM
**To:** Janet Hodson <jhodson@fwps.org>; David Brower <dbrower@fwps.org>
**Subject:** Fwd: Monday registration update - one more!

My apologies for sending this on a Sunday, let alone Easter! This was my middle of the night, "Oh no, I forgot to send Janet and David the list of registrants'". Look forward to seeing you both tomorrow. Safe travels!

Get Outlook for iOS

---

**From:** admin@wspa.net
**Sent:** Friday, April 19, 2019 2:10:02 PM
**To:** jrausch@wspa.net
**Subject:** Monday registration update - one more!

One more registration came in – updated list attached with job titles

New person: jklinkenberg@cheneysd.org

**From:** Jane Rausch on behalf of Jane Rausch <rauschj@evsd.org>
**To:** scarey@fpschools.org; cleonard@wspa.net; cml@pattersonbuchanan.com; KSCHONBER@bohsd.net; Callaham, Christine; Janet Hodson; KonsmoTM@puyallup.k12.wa.us
**Subject:** Fwd: FW: WSPA workshop suggestion: para and bargaining impact
**Date:** Monday, April 22, 2019 8:39:32 AM

---

Greetings!

I wanted to follow up on an email Jennifer sent last week to Curtis and Shaun regarding training.

I believe each region has had discussions or speakers on the para requirements for next year. I realize we have had presenters at the Law Conference and the Annual Conference, but the feedback I continue to hear is that districts have the "facts" but not the "how" on moving forward. I am willing to coordinate a presentation on this to include Jack Busbee and districts that have received the grant to begin implementation, with the focus being on what steps to take next, and how they can begin implementing these requirements.

Then, the afternoon session I would like to schedule an attorney to speak on the bargaining impacts from legislation to touch on SEBB, para requirements, K-3 funding, levy funding and salaries.

With the one day classified boot camp being offered at $295, I would like to offer the same cost should we offer this training. If individuals choose to attend for one day, the price would be $150.

Again, I am more than willing to take this on, but schedules are filling fast. I would like to schedule this towards the latter part of May, so if I can get approval by Friday, I would greatly appreciate it.

Thank you.

Jane Rausch-Stencel
Director of Human Resources
East Valley School District
3830 N. Sullivan, Bldg. 1
Spokane Valley, WA 99216
(509) 241-5025 *phone*
(509) 927-9503 *fax*

---------- Forwarded message ---------
From: **admin@wspa.net** <admin@wspa.net>
Date: Mon, Apr 22, 2019 at 8:07 AM
Subject: FW: WSPA workshop suggestion: para and bargaining impact
To: jrausch@wspa.net <jrausch@wspa.net>, Jane Rausch <rauschj@evsd.org>

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**From:** admin@wspa.net
**Sent:** Monday, April 15, 2019 1:16 PM
**To:** Curtis Leonard <cml@pattersonbuchanan.com>; cleonard@wspa.net; Carey Shaun <scarey@fpschools.org>
**Subject:** RE: WSPA workshop suggestion: para and bargaining impact

Upon further discussion, Jane and I believe we could charge $295 for the full day and $150 for half day. Our one-day classified boot camp is $295.

Jennifer

---

**From:** admin@wspa.net
**Sent:** Monday, April 15, 2019 12:54 PM
**To:** Curtis Leonard <cml@pattersonbuchanan.com>; cleonard@wspa.net; Carey Shaun <scarey@fpschools.org>
**Subject:** WSPA workshop suggestion: para and bargaining impact

Curtis and Shaun,

I am here at Spring HELP with Jane and she suggested that WSPA add a one-day workshop in late May related to paraeductor training and the impact of bargaining on budget.

AM Session: Paraeducator training with Jack Busbee

PM Session: Impact of Bargaining on Budget with Lorraine Wilson (she is presenting for HELP/SEBB today and has agreed to present if we move forward with this new event)

Suggested cost: $75 for single session (AM or PM), $150 for full day.

Jane and I are willing to put it together if you wish to proceed.

Thank you,

Jennifer

| | |
|---|---|
| **From:** | admin@wspa.net |
| **To:** | admin@wspa.net |
| **Cc:** | jrausch@wspa.net |
| **Subject:** | WSPA/HELP Spring Workshop: thank you, survey, and clock hours |
| **Date:** | Monday, April 22, 2019 9:27:33 AM |
| **Attachments:** | HELP Spring Workshop_CLock Hours 2019.pdf |

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Hello,

Thank you for attending the WSPA/HELP Spring Session. We appreciate that you took time out of your busy schedules to spend the afternoon with us and hope you found it to be a meaningful investment in your time.

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 productive and relevant.

***The conference survey may be found online at:***
https://www.surveymonkey.com/r/HELPspring19

***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.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 Only**

| | | | |
|---|---|---|---|
| Legal Name (Last, First, Middle) | | | Maiden or Former Name |
| Date of Birth (m,d,y) | Social Security No. (optional) | Washington Certificate No. | (optional) ☐ Female ☐ Male |
| Home Address (Street, City, State, Zip Code) | | | Telephone Numbers<br>Home<br>Business |

## Section II – Clock Hour Provider

| | | |
|---|---|---|
| Clock Hour Class Title:<br>**HELP SPRING WORKSHOP: BARGAINING ISSUES AROUND SEBB** | | Name of Instructors:<br>**LORRAINE WILSON** |
| Total Number of Clock Hours Available<br>**3** | First Day of Class/Offering<br>**4/15/2019** | Last Day of Class/Offering<br>**4/15/2019** |
| Sponsoring Provider Name (Agency Granting Clock Hours)<br>**Washington School Personnel Association** | | Business Telephone Number<br>**360-825-1415** |
| Provider Address<br>**PO Box 1600, Anacortes, Washington, 98221** | | |
| Sponsoring Provider Contact Person<br>**Jennifer Tottenham, Program Coordinator** | | Telephone Number<br>**360-825-1415** |

## 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).

_____ 4/15/2019

Original Signature of Class Sponsor/Instructor Date

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

**From:** Curtis M. Leonard on behalf of Curtis M. Leonard <cml@pattersonbuchanan.com>
**To:** Jane Rausch; scarey@fpschools.org; cleonard@wspa.net; KSCHONBERG@ohsd.net; Callaham, Christine; Janet Hodson; KonsmoTM@puyallup.k12.wa.us
**Subject:** RE: FW: WSPA workshop suggestion: para and bargaining impact
**Date:** Monday, April 22, 2019 11:36:48 AM
**Attachments:** image001.png

---

Jane:

When will be offering this? I do not have concerns with proceeding with this additional offering, as I believe that this will a great addition. Question – is this going to rob participants for other existing sessions? I would assume that this would be a popular session, so I can definitely support running this as a free standing presentation.

**Curtis M. Leonard** | Principal
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cml@pattersonbuchanan.com

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Again, I am more than willing to take this on, but schedules are filling fast. I would like to schedule this towards the latter part of May, so if I can get approval by Friday, I would greatly appreciate it.

Thank you.

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Director of Human Resources
East Valley School District
3830 N. Sullivan, Bldg. 1
Spokane Valley, WA 99216
(509) 241-5025 *phone*
(509) 927-9503 *fax*

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From: **admin@wspa.net** <admin@wspa.net>
Date: Mon, Apr 22, 2019 at 8:07 AM
Subject: FW: WSPA workshop suggestion: para and bargaining impact
To: jrausch@wspa.net <jrausch@wspa.net>, Jane Rausch <rauschj@evsd.org>

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**To:** Jane Rausch; scarey@fpschools.org; cleonard@wspa.net; cml@pattersonbuchanan.com; KSCHONBERG@ohsd.net; Callaham, Christine; KonsmoTM@puyallup.k12.wa.us
**Subject:** RE: FW: WSPA workshop suggestion: para and bargaining impact
**Date:** Monday, April 22, 2019 11:45:15 AM

---

Jane
I think this is a great idea. I believe there are many people in districts that are concerned about HOW to implement in such a short period. No one wants to be out of compliance. We also worry about how this is going to impact para wanting more money for having now have certification(s). Always something to keep us thinking and scrambling!

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

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**Subject:** Re: FW: WSPA workshop suggestion: para and bargaining impact
**Date:** Monday, April 22, 2019 12:39:58 PM
**Attachments:** image001.png

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**From:** Tony Frascone on behalf of Tony Frascone <tfrascon@fwps.org>
**To:** admin@wspa.net
**Subject:** David Brower - WASPA President
**Date:** Monday, April 22, 2019 3:45:45 PM
**Attachments:** Outlook-1469573586.png

---

David Brower - WASPA President Nomination

**Anthony C. Frascone**
**Executive Director of Human Resources**
**e. Tfrascon@fwps.org | p. (253) 945-2078**

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https://www.applitrack.com/federalway/onlineapp/

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**From:** admin@wspa.net
**To:** Tony Frascone
**Subject:** Re: David Brower - WASPA President
**Date:** Tuesday, April 23, 2019 11:41:41 AM
**Attachments:** Outlook-1469573586.png

---

Thank you, Tony.

I will reach out to David.

Have a great day, and thank you again for the nomination.

Best,

Jennifer Tottenham

On Apr 22, 2019, at 3:46 PM, Tony Frascone <tfrascon@fwps.org> wrote:

> David Brower - WASPA President Nomination
>
> **Anthony C. Frascone**
> **Executive Director of Human Resources**
> **e. Tfrascon@fwps.org | p. (253) 945-2078**
> <Outlook-1469573586.png>
> https://www.fwps.org
> https://twitter.com/FWPS210
> https://www.applitrack.com/federalway/onlineapp/
>
> **CONFIDENTIALITY NOTICE:** This email, any and all attachments hereto, and all information contained and conveyed herein may contain and be deemed confidential, privileged and/or work product information. If you have received this email in error, please delete and destroy all electronic, hard copy and any other form immediately. It is illegal to intentionally intercept, endeavor to intercept or procure any other person to intercept or endeavor to intercept, any wire, oral or electronic communication.

**From:** Tony Frascone on behalf of Tony Frascone <tfrascon@fwps.org>
**To:** admin@wspa.net
**Subject:** Automatic reply: David Brower - WASPA President
**Date:** Tuesday, April 23, 2019 11:41:43 AM

---

Hello,
I'm currently out of the office. If you need general assistance, please contact Human Resources: p. 253-945-2073.
If you need immediate support please contact David Brower at dbrower@fwps.org.
Thank you and I look forward to connecting with you when I return.
Take care.....Tony Frascone

**From:** Konsmo, Tina M. on behalf of Konsmo, Tina M. <KonsmoTM@puyallup.k12.wa.us>
**To:** Jane Rausch; Curtis M. Leonard
**Cc:** Carey Shaun; cleonard@wspa.net; KSCHONBERG@ohsd.net; Callaham, Christine; Janet Hodson; Jennifer Tottenham
**Subject:** RE: FW: WSPA workshop suggestion: para and bargaining impact
**Date:** Wednesday, April 24, 2019 8:25:37 AM
**Attachments:** image001.png

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**Sent:** Monday, April 22, 2019 12:40 PM
**To:** Curtis M. Leonard <cml@pattersonbuchanan.com>
**Cc:** scarey@fpschools.org; cleonard@wspa.net; KSCHONBERG@ohsd.net; Callaham, Christine <ccallaham@auburn.wednet.edu>; Janet Hodson <jhodson@fwps.org>; Konsmo, Tina M. <KonsmoTM@puyallup.k12.wa.us>; Jennifer Tottenham <admin@wspa.net>
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## Mary Helbling

**From:** Jane Rausch <rauschj@evsd.org>
**Sent:** Wednesday, April 24, 2019 9:52 AM
**To:** Konsmo, Tina M.
**Cc:** Curtis M. Leonard;Carey Shaun;cleonard@wspa.net;KSCHONBERG@ohsd.net;Callaham, Christine;Janet Hodson;Jennifer Tottenham
**Subject:** Re: FW: WSPA workshop suggestion: para and bargaining impact

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**Sent:** Monday, April 22, 2019 12:40 PM
**To:** Curtis M. Leonard <cml@pattersonbuchanan.com>
**Cc:** scarey@fpschools.org; cleonard@wspa.net; KSCHONBERG@ohsd.net; Callaham, Christine <ccallaham@auburn.wednet.edu>; Janet Hodson <jhodson@fwps.org>; Konsmo, Tina M. <KonsmoTM@puyallup.k12.wa.us>; Jennifer Tottenham <admin@wspa.net>
**Subject:** Re: FW: WSPA workshop suggestion: para and bargaining impact

All:

Since the para requirements begin next year districts will have a lot of planning to do over the summer, so I would like to offer this training on Friday, May 17th. This should not conflict with any other trainings WSPA offers. I will work on scheduling presenters and work with Jennifer

unless I hear otherwise!

Thank you!

Jane Rausch-Stencel

Director of Human Resources

East Valley School District

3830 N. Sullivan, Bldg. 1

Spokane Valley, WA 99216

(509) 241-5025 *phone*

(509) 927-9503 *fax*

On Mon, Apr 22, 2019 at 11:36 AM Curtis M. Leonard <cml@pattersonbuchanan.com> wrote:

> Jane:
>
> When will be offering this? I do not have concerns with proceeding with this additional offering, as I believe that this will a great addition. Question – is this going to rob participants for other existing sessions? I would assume that this would be a popular session, so I can definitely support running this as a free standing presentation.
>
> **Curtis M. Leonard** | Principal
>
> DIRECT 206.462.6707 | TOLL FREE 800.722.3815
>
> cml@pattersonbuchanan.com

SEATTLE
2112 THIRD AVENUE, SUITE 500
SEATTLE, WA 98121
P 206.462.6700 | F 206.462.6701

PORTLAND
1001 SW FIFTH AVE., SUITE 1100
PORTLAND, OR 97204
P 503.200.5400 | F 503.200.5401

**From:** Jane Rausch <rauschj@evsd.org>
**Sent:** Monday, April 22, 2019 8:39 AM
**To:** scarey@fpschools.org; cleonard@wspa.net; Curtis M. Leonard <cml@pattersonbuchanan.com>; KSCHONBERG@ohsd.net; Callaham, Christine <ccallaham@auburn.wednet.edu>; Janet Hodson <jhodson@fwps.org>; KonsmoTM@puyallup.k12.wa.us
**Subject:** Fwd: FW: WSPA workshop suggestion: para and bargaining impact

Greetings!

I wanted to follow up on an email Jennifer sent last week to Curtis and Shaun regarding training.

I believe each region has had discussions or speakers on the para requirements for next year. I realize we have had presenters at the Law Conference and the Annual Conference, but the feedback I continue to hear is that districts have the "facts" but not the "how" on moving forward. I am willing to coordinate a presentation on this to include Jack Busbee and districts that have received the grant to begin implementation, with the focus being on what steps to take next, and how they can begin implementing these requirements.

Then, the afternoon session I would like to schedule an attorney to speak on the bargaining impacts from legislation to touch on SEBB, para requirements, K-3 funding, levy funding and salaries.

With the one day classified boot camp being offered at $295, I would like to offer the same cost should we offer this training. If individuals choose to attend for one day, the price would be $150.

Again, I am more than willing to take this on, but schedules are filling fast. I would like to schedule this towards the latter part of May, so if I can get approval by Friday, I would greatly appreciate it.

Thank you.

Jane Rausch-Stencel

Director of Human Resources

East Valley School District

3830 N. Sullivan, Bldg. 1

Spokane Valley, WA  99216

(509) 241-5025 *phone*

(509) 927-9503 *fax*

---------- Forwarded message ---------
From: **admin@wspa.net** <admin@wspa.net>
Date: Mon, Apr 22, 2019 at 8:07 AM
Subject: FW: WSPA workshop suggestion: para and bargaining impact
To: jrausch@wspa.net <jrausch@wspa.net>, Jane Rausch <rauschj@evsd.org>

**From:** admin@wspa.net
**Sent:** Monday, April 15, 2019 1:16 PM
**To:** Curtis Leonard <cml@pattersonbuchanan.com>; cleonard@wspa.net; Carey Shaun <scarey@fpschools.org>
**Subject:** RE: WSPA workshop suggestion: para and bargaining impact

Upon further discussion, Jane and I believe we could charge $295 for the full day and $150 for half day. Our one-day classified boot camp is $295.

Jennifer

**From:** admin@wspa.net
**Sent:** Monday, April 15, 2019 12:54 PM

**To:** Curtis Leonard <cml@pattersonbuchanan.com>; cleonard@wspa.net; Carey Shaun <scarey@fpschools.org>
**Subject:** WSPA workshop suggestion: para and bargaining impact

Curtis and Shaun,

I am here at Spring HELP with Jane and she suggested that WSPA add a one-day workshop in late May related to paraeductor training and the impact of bargaining on budget.

AM Session: Paraeducator training with Jack Busbee

PM Session: Impact of Bargaining on Budget with Lorraine Wilson (she is presenting for HELP/SEBB today and has agreed to present if we move forward with this new event)

Suggested cost: $75 for single session (AM or PM), $150 for full day.

Jane and I are willing to put it together if you wish to proceed.

Thank you,

Jennifer

CONFIDENTIALITY NOTICE: This email message may be protected by the attorney/client privilege, work product doctrine or other confidentiality protection. If you believe that it has been sent to you in error, do not read it. Please reply to the sender that you have received the message in error, then delete it. Thank you.

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** admin@wspa.net
**Subject:** nominations for board positions
**Date:** Wednesday, April 24, 2019 9:36:56 PM

---

Jennifer
When do nominations open up?

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

**From:** admin@wspa.net
**To:** jhodson@fwps.org
**Subject:** Re: nominations for board positions
**Date:** Thursday, April 25, 2019 7:25:58 AM

---

Hi Janet,

The call for nominations went out earlier this week for president and secretary. Each region will be sending theirs out for region reps in the coming weeks.

It is possible that the email was caught in your spam filter— please let me know if you didn't receive it and we can figure out why.

Thank you

Jennifer

On Apr 24, 2019, at 9:37 PM, Janet Hodson <jhodson@fwps.org> wrote:

> Jennifer
> When do nominations open up?
>
> 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:** admin@wspa.net
**Subject:** RE: nominations for board positions
**Date:** Thursday, April 25, 2019 7:50:49 AM

---

Jennifer
It was one of my unread. Thanks for the heads up.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Thursday, April 25, 2019 7:26 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** Re: nominations for board positions

Hi Janet,

The call for nominations went out earlier this week for president and secretary. Each region will be sending theirs out for region reps in the coming weeks.

It is possible that the email was caught in your spam filter— please let me know if you didn't receive it and we can figure out why.

Thank you

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> Jennifer
> When do nominations open up?
>
> 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:** admin@wspa.net
**Subject:** RE: WSPA Board: Call for Nominations
**Date:** Thursday, April 25, 2019 10:54:46 AM

---

I nominate Tony Frascone for the position of Incoming President.

I would also like to continue in the role of Secretary for one more term ☺

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Monday, April 22, 2019 12:02 PM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** WSPA Board: Call for Nominations

Dear WSPA members,

**We are currently seeking nominations for the following board positions:**

***WSPA Incoming President (3 year term)***
***WSPA Secretary (2 year term)***

The newly elected board member will be invited to attend our annual board retreat scheduled for June 6-7, 2019 in Leavenworth, Washington. The official start date of elected terms will begin July 1, 2019.

Please refer to the WSPA Bylaws for a description of the office. The Bylaws are available online at: http://www.wspa.net/constitution-and-bylaws

If you would like to run for office, or would like to nominate someone to run for one of these open positions please contact us at admin@wspa.net

**Regional Elections** are held at the regional level.

**Board nominations will be open through April 26. Elections will open on May 3.**

Thank you.

---

This email was sent to jhodson@fwps.org by admin@wspa.net

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

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**From:** admin@wspa.net
**To:** jhodson@fwps.org
**Subject:** Re: WSPA Board: Call for Nominations
**Date:** Thursday, April 25, 2019 7:04:38 PM

---

Thank you, Janet!

Jennifer Tottenham

On Apr 25, 2019, at 10:54 AM, Janet Hodson <jhodson@fwps.org> wrote:

> I nominate Tony Frascone for the position of Incoming President.
>
> I would also like to continue in the role of Secretary for one more term ☺
>
> Janet Hodson
> Federal Way Public Schools
> Executive Director of Human Resources
> 253.945.2020
> jhodson@fwps.org
>
> ---
>
> **From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
> **Sent:** Monday, April 22, 2019 12:02 PM
> **To:** Janet Hodson <jhodson@fwps.org>
> **Subject:** WSPA Board: Call for Nominations
>
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>
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> ***WSPA Secretary (2 year term)***
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>
> **Regional Elections** are held at the regional level.
>
> **Board nominations will be open through April 26. Elections will open on May 3.**

Thank you.

<image001.jpg>

---

This email was sent to jhodson@fwps.org by admin@wspa.net

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<image002.jpg>

<~WRD000.jpg>

**From:** admin@wspa.net
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> Janet Hodson
> Federal Way Public Schools
> Executive Director of Human Resources
> 253.945.2020
> jhodson@fwps.org
>
> ---
>
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> **Subject:** WSPA Board: Call for Nominations
>
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> ***WSPA Secretary (2 year term)***
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Thank you.

<image001.jpg>

---

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<image002.jpg>

<~WRD000.jpg>

**From:** David Brower on behalf of David Brower <dbrower@fwps.org>
**To:** admin@wspa.net
**Subject:** Nomination
**Date:** Friday, April 26, 2019 9:45:46 AM

---

I nominate Tony Frascone, Executive Director of HR in Federal Way Public Schools, as incoming president

David Brower
Chief HR Officer
Federal Way Public Schools

**From:** Manal Tirhi on behalf of Manal Tirhi <mtirhi@fwps.org>
**To:** kharvill@meridian.wednet.edu
**Cc:** cleonard@wspa.net
**Subject:** Substitute Absences
**Date:** Friday, May 3, 2019 8:05:26 AM

---

Good Morning,

Federal Way School district uses Frontline for staff to input their absences and request a sub.

*Manal Tirhi*

*Office Manager*

*"Be happy for this moment. This moment is your life."*

Federal Way Public Schools
253-945-2072
Follow us on Twitter: @FWPSCareers
Click here to learn about FWPS Career Opportunities

FEDERAL WAY
PUBLIC SCHOOLS

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** cleonard@wspa.net; ashley.turner@rentonschools.us
**Subject:** RE: MEMBER REQUEST
**Date:** Friday, May 3, 2019 10:37:38 AM

---

Ashley
FWPS *is having conversations about it, but nothing more than that at this point.*

*Our budget managers know many districts are taking a closer look at how they are utilizing their librarian, ie how much planning time are they covering, their schedule for working with small groups of kids, etc. This is mainly being driven because of next years K-3 funding being tied to actual demonstrated staffing ratio's.*

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Friday, May 3, 2019 7:54 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** MEMBER REQUEST

A couple of member requests for your consideration. We are still waiting a final report on the legislature, including details on SEBB - so that will be forcoming. In the meantime, thank you for your assistance on the membership requests.

Ashley Turner from Renton School District is asking: for the 2019-2020 school year, will any districts be split funding librarians between Activity 22 and Activity 27? If so, how is the decision made how much to code to 27?

Please send your responses directly to: ashley.turner@rentonschools.us

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

Thanks,

Curtis

This email was sent to jhodson@fwps.org by cleonard@wspa.net

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

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**From:** admin@wspa.net
**To:** admin@wspa.net
**Subject:** WSPA Board Nomination
**Date:** Friday, May 3, 2019 2:30:10 PM

---

Hello,

Congratulations—you have been nominated for the position of WSPA Board President. If you would like to move forward with including your name on the ballot, please confirm.

If you choose to accept this nomination, you are invited to provide a statement of interest/qualifications. This statement will be shared with WSPA membership for their consideration when ballots go out next week. If you could please provide your confirmation and statement prior to Tuesday, May 7 it would be greatly appreciated.

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@wspa.net
**To:** admin@wspa.net
**Subject:** WSPA Board Nomination
**Date:** Friday, May 3, 2019 2:31:09 PM

---

Hello,

Congratulations—you have been nominated for the position of WSPA Board President. If you would like to move forward with including your name on the ballot, please confirm.

If you choose to accept this nomination, you are invited to provide a statement of interest/qualifications. This statement will be shared with WSPA membership for their consideration when ballots go out next week. If you could please provide your confirmation and statement prior to Tuesday, May 7 it would be greatly appreciated.

Thank you,

Jennifer

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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@wspa.net
**To:** admin@wspa.net
**Subject:** WSPA Board Nomination
**Date:** Friday, May 3, 2019 2:32:48 PM

---

Hello,

Congratulations—you have been nominated for the position of WSPA Secretary. If you would like to move forward with including your name on the ballot, please confirm.

If you choose to accept this nomination, you are invited to provide a statement of interest/qualifications. This statement will be shared with WSPA membership for their consideration when ballots go out next week. If you could please provide your confirmation and statement prior to Tuesday, May 7 it would be greatly appreciated.

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:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** admin@wspa.net
**Subject:** Nomination bio
**Date:** Tuesday, May 7, 2019 7:52:33 AM

---

I am excited about the possibility of continuing as the WSPA Board Secretary. I have enjoyed the last two years of service. However, I feel like I have just gotten into the groove of my responsibilities so would be thrilled if you voted for me to stay for the next two years. I have supported the goals of this organization for the past 27 years, having been a 4th year HELP graduate, a Region IV Rep, an HELP Advisory Board member for several years, and served on Region IV Conference Committees. Thank you for the opportunity to serve all the members of WSPA.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

**From:** admin@wspa.net
**To:** jhodson@fwps.org
**Subject:** RE: Nomination bio
**Date:** Tuesday, May 7, 2019 12:18:56 PM

---

Thank you, Janet. This has been received and will be shared with our members.

I am still waiting to hear back from our president nominees—once I hear from them I will be able to send out the ballots.

Thank you,

Jennifer

---

**From:** Janet Hodson [mailto:jhodson@fwps.org]
**Sent:** Tuesday, May 07, 2019 7:53 AM
**To:** admin@wspa.net
**Subject:** Nomination bio

I am excited about the possibility of continuing as the WSPA Board Secretary. I have enjoyed the last two years of service. However, I feel like I have just gotten into the groove of my responsibilities so would be thrilled if you voted for me to stay for the next two years. I have supported the goals of this organization for the past 27 years, having been a 4th year HELP graduate, a Region IV Rep, an HELP Advisory Board member for several years, and served on Region IV Conference Committees. Thank you for the opportunity to serve all the members of WSPA.

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:** admin@wspa.net
**Subject:** RE: Nomination bio
**Date:** Tuesday, May 7, 2019 12:34:36 PM

---

I reminded Tony this morning. He is doing interviews all day. What is the deadline time for today?

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Tuesday, May 7, 2019 12:19 PM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** RE: Nomination bio

Thank you, Janet. This has been received and will be shared with our members.

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Jennifer

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Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

**From:** admin@wspa.net
**To:** jhodson@fwps.org
**Subject:** RE: Nomination bio
**Date:** Tuesday, May 7, 2019 12:41:47 PM

---

Any time today or tomorrow. I will be out tomorrow for the WSPA audit (internal audit with Chris and Tina) and will be updating elections on Thursday – he has plenty of time!

Do you know if David Brower is interested? He was also nominated and I have not heard from him.

---

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**Sent:** Tuesday, May 07, 2019 12:35 PM
**To:** admin@wspa.net
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Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
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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:** admin@wspa.net
**Subject:** RE: Nomination bio
**Date:** Tuesday, May 7, 2019 12:49:17 PM

---

I will double check with him.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Tuesday, May 7, 2019 12:42 PM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** RE: Nomination bio

Any time today or tomorrow. I will be out tomorrow for the WSPA audit (internal audit with Chris and Tina) and will be updating elections on Thursday – he has plenty of time!

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253.945.2020
jhodson@fwps.org

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Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

**From:** admin@wspa.net
**To:** jhodson@fwps.org
**Subject:** RE: Nomination bio
**Date:** Tuesday, May 7, 2019 12:56:03 PM

---

Thank you, Janet. Have a great day!

---

**From:** Janet Hodson [mailto:jhodson@fwps.org]
**Sent:** Tuesday, May 07, 2019 12:49 PM
**To:** admin@wspa.net
**Subject:** RE: Nomination bio

I will double check with him.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

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**From:** Janet Hodson [mailto:jhodson@fwps.org]
**Sent:** Tuesday, May 07, 2019 12:35 PM
**To:** admin@wspa.net
**Subject:** RE: Nomination bio

I reminded Tony this morning. He is doing interviews all day. What is the deadline time for today?

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

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Thank you,

Jennifer

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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:** admin@wspa.net
**Subject:** RE: Nomination bio
**Date:** Tuesday, May 7, 2019 1:01:05 PM

---

David is going to accept the nomination. I will lit a fire beneath both of them to get their bios in.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Tuesday, May 7, 2019 12:56 PM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** RE: Nomination bio

Thank you, Janet. Have a great day!

---

**From:** Janet Hodson [mailto:jhodson@fwps.org]
**Sent:** Tuesday, May 07, 2019 12:49 PM
**To:** admin@wspa.net
**Subject:** RE: Nomination bio

I will double check with him.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Tuesday, May 7, 2019 12:42 PM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** RE: Nomination bio

Any time today or tomorrow. I will be out tomorrow for the WSPA audit (internal audit with Chris and Tina) and will be updating elections on Thursday – he has plenty of time!

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Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

**From:** admin@wspa.net
**To:** jhodson@fwps.org
**Subject:** Re: Nomination bio
**Date:** Tuesday, May 7, 2019 1:10:37 PM

---

Thanks!!

Jennifer

On May 7, 2019, at 1:01 PM, Janet Hodson <jhodson@fwps.org> wrote:

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> Janet Hodson
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Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

**From:** David Brower on behalf of David Brower <dbrower@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: WSPA Board Nomination
**Date:** Tuesday, May 7, 2019 1:17:27 PM

---

Jennifer,

Thank you for the notice. I accept the nomination. I have been in public education for the last 21 years, as a classroom teacher, building administrator, and district administrator. For the last three years, I have served as the Chief Human Resource Officer in Federal Way Public Schools. I believe in the value and purpose of WSPA, and have been actively involved in our annual conferences, boot camps, and other trainings. I have been a presenter at WSPA Classified Boot Camp.

---

**From:** admin@wspa.net [mailto:admin@wspa.net]
**Sent:** Friday, May 3, 2019 2:30 PM
**To:** admin@wspa.net
**Subject:** WSPA Board Nomination

Hello,

Congratulations—you have been nominated for the position of WSPA Board President. If you would like to move forward with including your name on the ballot, please confirm.

If you choose to accept this nomination, you are invited to provide a statement of interest/qualifications. This statement will be shared with WSPA membership for their consideration when ballots go out next week. If you could please provide your confirmation and statement prior to Tuesday, May 7 it would be greatly appreciated.

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:** Tony Frascone on behalf of Tony Frascone <tfrascon@fwps.org>
**To:** admin@wspa.net
**Subject:** Re: WSPA Board: Call for Nominations
**Date:** Tuesday, May 7, 2019 2:58:50 PM
**Attachments:** Outlook-1469573586.png

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Bio: Since 2016, Anthony Frascone has served as the Director of Employee Relations and is currently the Executive Director of Human Resources with Federal Way Public Schools. Prior to moving to WA, he was the Director of Human Resources in the Milpitas Unified School District. Previously, he served as a Coordinator of Human Resources, Principal at John Sinnott Elementary, Assistant Principal at Rancho Milpitas Middle School, and a teacher at Milpitas High School. His experiences include recruiting and retention, labor management, negotiations, and employee relations. He received his Bachelor of Science in Kinesiology, Master of Arts in School Administration and Supervision from San Jose State University. Anthony was also a regional executive board member and a state voting delegate for ACSA (Association of CA School Administrators) during his time as an administrator in CA.

Interest Statement: I have always held a passion for human capital within the context of public education. Aside from our scholars, personnel are our organization's greatest asset. I believe strongly that Human Resources is the most influential component to a school district's culture and that WASPA is the driving force behind helping all of us take care of personnel in a compassionate, fair, and consistent way. Since joining WSPA three years ago, I have been encouraged and impressed with the emphasis on best practices, regional professional development opportunities, statewide conferences, and sponsored recruitment events. Additionally, I have been inspired by the leadership of WASPA Executive Director, Curtis Leonard and the direction he and his leadership team are taking the organization with regards to helping members with legal legislative awareness and a persistence in seeking member feedback for continuous organizational improvement. It would be an honor to serve WASPA in the capacity of incoming President.

Sincerely.....Anthony (Tony) Frascone

**Anthony C. Frascone**
**Executive Director of Human Resources**
**e. Tfrascon@fwps.org | p. (253) 945-2078**

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

https://www.fwps.org
https://twitter.com/FWPS210
https://www.applitrack.com/federalway/onlineapp/

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---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net> on behalf of Jennifer Tottenham <waspa@memberclicks-mail.net>
**Sent:** Monday, April 22, 2019 12:03 PM
**To:** Tony Frascone
**Subject:** WSPA Board: Call for Nominations

Dear WSPA members,

**We are currently seeking nominations for the following board positions:**

***WSPA Incoming President (3 year term)***
***WSPA Secretary (2 year term)***

The newly elected board member will be invited to attend our annual board retreat scheduled for June 6-7, 2019 in Leavenworth, Washington. The official start date of elected terms will begin July 1, 2019.

Please refer to the WSPA Bylaws for a description of the office. The Bylaws are available online at: http://www.wspa.net/constitution-and-bylaws

If you would like to run for office, or would like to nominate someone to run for one of these open positions please contact us at admin@wspa.net

**Regional Elections** are held at the regional level.

**Board nominations will be open through April 26. Elections will open on May 3.**

Thank you.

---

This email was sent to tfrascon@fwps.org by admin@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.

# Human Resources

## Which Evaluation Form is used?

| | |
|---|---|
| **Certified CEL Staff:** Per WA State law: Use CEL if a teacher designs and delivers instruction, assesses, and progress monitors students (including a small group or special education). | |
| Academic Core (ACP) | CEL 5D |
| Adaptive PE Teachers | CEL 5D (with guidance from "CEL 5D Guiding Questions" as applicable) |
| Classroom Teachers | CEL 5D |
| Functional Core (FCP) | CEL 5D (with guidance from "CEL 5D Guiding Questions") |
| Interventionists | CEL 5D |
| ELL Elem. & Sec. Specialists | CEL 5D (with "ELL Task Force Key Questions" document) |
| Music Specialists | CEL 5D |
| Online Learning | CEL 5D |
| P.E. Specialists | CEL 5D |
| PreK SpEd | CEL 5D (with guidance from "CEL 5D Guiding Questions" as applicable) |
| Resource Specialist Program (RSP)<br>Social Emotional Behavioral (SEB) | CEL 5D<br>CEL 5D |
| **Certified <u>NON-CEL</u> Staff** in a student/staff support role, but not assigned a group of students to instruct and progress monitor | |
| Athletic Director | Athletic Director Form |
| Counselor | Form 181-E Counseling Evaluation Form |
| Dean | TFL/CPDP |
| Instructional Coach | Instructional Coach Evaluation Form |
| K-3 Literacy Teacher | K3 LDT Evaluation Form |
| Librarian | Librarian Form |
| Nurses (Certificated) | Nurse Evaluation Form |
| Occupational Therapist (OT) | TFL/CPDP |
| Physical Therapist (PT) | TFL/CPDP |
| Program Specialist | TFL/CPDP |
| Restorative Practice | TFL/CPDP |
| School Psychologist | TFL/CPDP |
| Speech & Lang. Pathologists (SLP) | TFL/CPDP |
| TOSA (BTAP mentor & ELL TOSA) | TFL/CPDP |
| Vision Teacher | TFL/CPDP |
| **Classified Staff** | |
| Family Liaison (Non-Rep) | Non-Represented Evaluation Form |
| FWESP (Office Staff):<br>Attendance Secretary<br>Clerical Assistant<br>Clock Hour Program Manager<br>Data Secretary<br>District Receptionist<br>Financial Secretary<br>Library Assistant<br>Office Assistant<br>Office Manager<br>Secretary Generalist | Form 194 |
| IUOE:<br>Custodian<br>Maintenance and Grounds | <br>Custodian Form<br>Form 194 |
| Prof. Tech. | Prof. Tech. Performance Eval. Form |
| PSE:<br>Bus Driver<br>Paraeducator<br>Mechanic<br>Nutrition Services | <br>Form 194 – A<br>Form 194 – A<br>Form 194 – A<br>Form 194 – A |

Revised 4/1/19

FEDERAL WAY PUBLIC SCHOOLS

# PROFESSIONAL-TECHNICAL PERFORMANCE EVALUATION
## Federal Way Public Schools

| | | | |
|---|---|---|---|
| **Employee Name:** | Click or tap here to enter text. | **Date:** | Click or tap to enter a date. |

**Type of Evaluation:** ☐ Formative (Mid-Year) ☐ Summative (End of Year)

**PERFORMANCE EVALUATION INSTRUCTIONS**

For each competency, mark the rating that best describes the employee's performance where evidence is sufficient to score. Comments are optional except for competencies with a rating of "1". The Overall Performance Rating is only calculated on the Summative Evaluation. The Overall Performance rating is calculated by totaling the ratings of each competency. See Article XX of the Professional-Technical Contractual Agreement for full guidelines.

| RATING SCALE | DEFINITION |
|---|---|
| **4 = Exceeds Expectations** | All of "Meets Expectations" and in addition consistently exceeds job requirements. Contributes 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. |
| **3 = Meets Full Expectations** | 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. |
| **2 = Meets Basic Expectations** | 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. |
| **1 = Unsatisfactory** | Competencies are consistently not met. Employee consistently fails to meet performance expectations. Needs significant improvement. Excessive attention by supervisor is required. A plan of support is required. |

| **JOB TITLE:** Click or tap here to enter text.<br><br>**Criteria:** (Written by HR & Direct Supervisor based on Job Description)<br>Click or tap here to enter text. | 1 – Unsatisfactory | 2 – Meets Basic Expectations | 3 – Meets Full Expectations | 4 – Exceeds Expectations |
|---|---|---|---|---|
| **COMPETENCIES** | | | | |
| **1. JOB EXPECTATIONS**<br>• Quality of performance<br>• Knowledge and ability of skills required<br>• Willingness to learn new skills | ☐ | ☐ | ☐ | ☐ |
| Comments: Click or tap here to enter text. | | | | |
| **2. INITIATIVE**<br>• Resourceful<br>• Gives input to decisions<br>• Self-starter and self-motivated<br>• Creates and completes quality goals | ☐ | ☐ | ☐ | ☐ |
| Comments: Click or tap here to enter text. | | | | |
| **3. COLLABORATION**<br>• Teamwork<br>• Takes on roles for team<br>• Works well with others | ☐ | ☐ | ☐ | ☐ |
| Comments: Click or tap here to enter text. | | | | |
| **4. ATTITUDE**<br>• Works well with others<br>• Flexible, adaptable, cooperative | ☐ | ☐ | ☐ | ☐ |

**PROFESSIONAL-TECHNICAL PERFORMANCE EVALUATION**
**Federal Way Public Schools**
**PAGE 2**

| Comments: Click or tap here to enter text. | | | | |
|---|---|---|---|---|
| | 1 – Unsatisfactory | 2 – Meets Basic Expectations | 3 – Meets Full Expectations | 4 – Exceeds Expectations |
| **5. DEPENDABILITY**<br>• Punctual and on time<br>• Meets deadlines | ☐ | ☐ | ☐ | ☐ |
| Comments: Click or tap here to enter text. | | | | |
| **6. CULTURAL COMPETENCY**<br>• Recognizes and respects cultural differences<br>• Assumes responsibility for supporting the social and emotional safety of all | ☐ | ☐ | ☐ | ☐ |
| Comments: Click or tap here to enter text. | | | | |
| **7. CUSTOMER RELATIONS**<br>• Works professionally with staff, parents, students, and/or vendors | ☐ | ☐ | ☐ | ☐ |
| Comments: Click or tap here to enter text. | | | | |
| **8. CONFIDENTIALITY**<br>• Follows FERPA laws<br>• Discloses information only with proper authorization | ☐ | ☐ | ☐ | ☐ |
| Comments: Click or tap here to enter text. | | | | |
| **9. PROBLEM SOLVING**<br>• Solution-oriented<br>• Critical thinker<br>• Brings forth ideas for improvement | ☐ | ☐ | ☐ | ☐ |
| Comments: Click or tap here to enter text. | | | | |
| **10. COMMUNICATION**<br>• Writes and communicates clearly, accurately, and respectfully | ☐ | ☐ | ☐ | ☐ |
| Comments: Click or tap here to enter text. | | | | |
| **11. TIME MANAGEMENT**<br>• Meets deadlines<br>• Work is efficient, timely, and productive | ☐ | ☐ | ☐ | ☐ |
| Comments: Click or tap here to enter text. | | | | |
| **Unsatisfactory = 11-18 Basic = 19-29 Full = 30-41 Exceeds = 42-44** | | | **OVERALL PERFORMANCE RATING:** | ☐ |
| **Evaluator Overall Comments:** | | | | |

Employee's Signature
Click or tap here to enter text.

Date
Click or tap here to enter text.

Evaluator's Signature Click or tap here to enter text.

Date Click or tap to enter a date.

FEDERAL WAY PUBLIC SCHOOLS

**CUSTODIAL PERFORMANCE EVALUATION**
**Federal Way Public Schools**

| | |
|---|---|
| Employee Name: Click or tap here to enter text. | Date: Click or tap to enter a date. |
| Evaluator Name: | |
| Type of Evaluation: ☐ Formative (Mid-Year) | ☐ Summative (End of Year) |

**PERFORMANCE EVALUATION INSTRUCTIONS**

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| **CUSTODIAL COMPETENCIES** | 1 – Unsatisfactory | 2 – Meets Basic Expectations | 3 – Meets Full Expectations | 4 – Exceeds Expectations |
|---|---|---|---|---|
| **1. JOB KNOWLEDGE**<br>• Performs duties outside of cleaning<br>• Understand their role in the building | ☐ | ☐ | ☐ | ☐ |
| Comments: Click or tap here to enter text. | | | | |
| **2. *QUALITY OF WORK**<br>• Cleaning Inspection data<br>• Cleanliness Rubric | ☐ | ☐ | ☐ | ☐ |
| Comments: Click or tap here to enter text. | | | | |
| **3. *QUANTITY OF WORK**<br>• Completes entire cleaning area schedule on time | ☐ | ☐ | ☐ | ☐ |
| Comments: Click or tap here to enter text. | | | | |
| **4. INITIATIVE**<br>• Self-starter<br>• Works independently | ☐ | ☐ | ☐ | ☐ |
| Comments: Click or tap here to enter text. | | | | |
| **5. CUSTOMER SERVICE**<br>• Staff, students, community relations | ☐ | ☐ | ☐ | ☐ |
| Comments: Click or tap here to enter text. | | | | |

**CUSTODIAL PERFORMANCE EVALUATION**
**Federal Way Public Schools**
**PAGE 2**

| | 1 – Unsatisfactory | 2 – Basic Expectations | 3 – Meets Expectations | 4 – Exceeds Expectations |
|---|---|---|---|---|
| **6. SCHOOL SUPPORT**<br>• Radio, phone, email<br>• Knowledge of school schedule (sports, events, recess, lunch, gates)<br>• Work orders done in timely manner | ☐ | ☐ | ☐ | ☐ |
| Comments: Click or tap here to enter text. | | | | |
| **7. SAFETY**<br>• Follows all safety policies<br>• Participates in school safety plans | ☐ | ☐ | ☐ | ☐ |
| Comments: Click or tap here to enter text. | | | | |
| **8. PROFESSIONALISM**<br>• Open to professional development<br>• Positive attitude<br>• Growth mindset<br>• Presents self professionally | ☐ | ☐ | ☐ | ☐ |
| Comments: Click or tap here to enter text. | | | | |
| **9. LEADERSHIP (CHIEFS AND NIGHT LEADS ONLY)**<br>• Sets expectations for fellow custodians<br>• Supports and problem solves with custodians | ☐ | ☐ | ☐ | ☐ |
| Comments: Click or tap here to enter text. | | | | |

| | |
|---|---|
| | **OVERALL PERFORMANCE RATING:** |
| **Unsatisfactory = 8-14 Basic = 15-21 Full = 22-28 Exceeds = 29-32** | |
| **Night and/or Lead ONLY**<br>**Unsatisfactory = 9-16 Basic = 17-24 Full = 25- 32 Exceeds = 33-36** | |
| **Evaluator Overall Comments:** Click or tap here to enter text. | |

Click or tap here to enter text.
Employee's Signature

Click or tap to enter a date.
Date

Click or tap here to enter text.
Evaluator Signature

Click or tap to enter a date.
Date

FEDERAL WAY PUBLIC SCHOOLS

# CUSTODIAL EVALUATION RUBRIC

Federal Way Public Schools

| Competencies | Unsatisfactory (1 point) | Meets Basic Expectations (2 points) | Meets Full Expectations (3 points) | Exceeds Expectations (4 points) |
|---|---|---|---|---|
| **Job Knowledge** | Has a basic understanding of their job. Does not do about 50% of their job description. | Understands what their job is, but does not apply correctly all the time. Knows and does 75% of the job description work. | Performs daily assigned tasks in an effective and efficient manner. Completes equipment preventative maintenance. Performs duties outside of cleaning efficiently (e.g. setting for assemblies, ordering materials). Understands their job and role in the building. | Understands their job and role. They go beyond the job description in order to run the building smoothly. |
| ***Quality of Work** | Does an unsatisfactory cleaning job as measured by the Cleaning Inspection Rubric. | Does a level 2 cleaning job based off the cleaning inspection guidelines. This includes the yearly inspection done by the Custodial Coordinator and periodic visual inspections of the evaluator. | Does a level 3 cleaning job based off the cleaning inspection guidelines. This includes the yearly inspection done by the Custodial Coordinator and periodic visual inspections of the evaluator. | Does a level 4 cleaning job based off the cleaning inspection guidelines. This includes the yearly inspection done by the Custodial Coordinator and periodic visual inspections of the evaluator. |
| ***Quantity of Work** | The custodian does not clean the safety and healthy items (sinks, restrooms, trash, and recycle). Struggles to get other cleaning and assigned duties done. | The custodian gets all the safety and healthy items (sinks, restrooms, trash, and recycle) daily based off of ISSA cleaning time standards but may not yet get other regular cleaning tasks and assigned duties done. | The custodian completes daily assigned tasks or cleaning area based off of ISSA cleaning time standards. | Cleans above average ISSA clean times allowing for more cleaning to be done within their work schedule. |

FEDERAL WAY PUBLIC SCHOOLS

# CUSTODIAL EVALUATION RUBRIC

Federal Way Public Schools

| Competencies | Unsatisfactory (1 point) | Meets Basic Expectations (2 points) | Meets Full Expectations (3 points) | Exceeds Expectations (4 points) |
|---|---|---|---|---|
| **Initiative** | Struggles to work independently. The custodian lacks a strong work ethic. Does not make themselves available to the staff. Doesn't seek out situations that need custodial attention (e.g. extra trash cans for an assembly or ice on sidewalk) with the building and/or avoids dealing with them. | The custodian has a good work ethic some of the time. Occasionally seeks out situations that need custodial attention (e.g. extra trash cans for an assembly or ice on sidewalk). | Works independently well. The custodian has a strong work ethic. They are very visible to the staff and students. They seek out situations that need custodial attention and fix them independently. | Works completely independent. The custodian has a very strong work ethic. They are always visible and willing to work without being prompted. Seeks out problems before they become an issue. Is constantly looking for preventative solutions. |
| **Customer Service** | Gets upset when ask to do work, interrupted, or taken off their routine. Very limited in their flexibility. Body language is poor. Ignores peoples' requests repeatedly. They tend to only do the requested tasks they like and ignore the ones they do not. Can give inappropriate responses to students, staff or community. | The custodian is limited in flexibility but is willing to do work that is requested. May not always exhibit professionalism when asked to do additional tasks. | The custodian is flexible and willing to do the work that is requested with professionalism. They are helpful to all staff, students and community. The staff feels comfortable going to the custodian to request help. | Has a friendly demeanor and willing to help with all duties. They are flexible, easy to approach, and can handle any interruptions well. They notice when staff or community need assistance and volunteer to help. Community, staff and students all feel served by the custodian. |
| **School Support** | Rarely checks emails and/or it takes multiple days to answers emails | Checks emails every day and responds to email within 48 hours. | Checks email daily and responds within 24 hours. Returns phone | Does all of "Meeting" Makes effort to personally follow up |

| Competencies | Unsatisfactory (1 point) | Meets Basic Expectations (2 points) | Meets Full Expectations (3 points) | Exceeds Expectations (4 points) |
|---|---|---|---|---|
| | or return phone calls. Rarely checks in with the principal or designee about issues dealing with the building or staff. They rarely carry the radio or school district cell phone and/or are unresponsive when called. Does not consistently complete work orders in a timely manner. Lacks knowledge of school events and/or consistently does not support their set up. | Returns phone calls within 48 hours. Does not consistently check in with supervisor/designee or other custodians. The custodian carries the radio and the school district cell phone most of the time but does not yet respond to all calls. Communicates some of the needs of the school (WOs, broken items, etc.). Has knowledge of school events but occasionally fails to support with set up or needs. | calls within 24 hours. Checks in with principal or designee regularly. The custodian always carries and is responsive to the radio and school district cell phone. Communicates the needs of the school (WOs, broken items, etc.). Has knowledge of school events and activities and supports those activities without supervision. | with staff to ensure tasks were completed to their satisfaction. Consistently sets up and supports beyond expectations for school events. |
| **Safety** | Never wears Personal Protective Equipment, enforces fire code or follows OSHA standards. Puts staff and students in unsafe situations. Does not follow school safety plans. | Wears Personal Protective Equipment, follows fire code and OSHA standards. Follows school safety plan. | Wears Personal Protective Equipment, follows fire code and OSHA standards. Follows school safety plan. Keeps all staff and students safe. Assists with creation and/or modify school safety plan, emergency plans, and creates safe schools. | Wears Personal Protective Equipment, follows fire code and OSHA standards. Goes out their way to teach others how to be safe. Always looking for potential unsafe areas, situations, or people. Leads and/or participates in school safety team. |

FEDERAL WAY PUBLIC SCHOOLS

# CUSTODIAL EVALUATION RUBRIC

Federal Way Public Schools

| Competencies | Unsatisfactory (1 point) | Meets Basic Expectations (2 points) | Meets Full Expectations (3 points) | Exceeds Expectations (4 points) |
|---|---|---|---|---|
| **Professionalism** | Does not present themselves professionally both in dress and/or conduct. Has a fixed mindset and is not open to professional development. | Presents themselves professionally either in dress or conduct. Is willing to receive professional development but does not initiate it. | Presents themselves professionally both in dress and conduct. Has a growth mindset and is open to professional development. | Presents themselves professionally both in dress and conduct. Has a growth mindset and seeks out professional development. |
| ***Leadership** | The lead or chief fails to set or communicate job specific expectations for fellow custodians. They don't support (e.g. trainings, guidance, professional development) custodians and/or help problem solve solutions when issues arise. They are non-collaborative, abrasive or dismissive to their fellow custodians. | The lead or chief sets job specific expectations for fellow custodians. Provides some support (e.g. trainings, guidance, professional development) to fellow custodians to complete their tasks or problem solve solutions when issues arise. They are still developing a climate that encourages fellow custodians to commit to district strategic plan, teamwork and school goals. | The lead or chief sets job specific expectations for fellow custodians. Provides adequate support (e.g. trainings, guidance, and professional development) to custodians to complete their tasks or problem solve solutions when issues arise. They create a work climate that encourages fellow custodians to commit to district strategic plan, teamwork and school goals. | All of "Meeting" plus builds other leaders from their custodial staff. Leads safety and/or Green committees for school and/or participates on district committees. |

***Custodial Coordinator contributes to this competency**

**From:** Megan Ristine on behalf of Megan Ristine <mristine@fwps.org>
**To:** admin@wspa.net
**Subject:** Federal Way Public School Job Postings
**Date:** Friday, May 10, 2019 3:29:10 PM

---

Hi,

I submitted several job posting for Federal Way Public Schools. All of the postings are open until filled. I did not know what to do for a close date so I entered 06.01.2019. Please let me know if this acceptable or something you can edit for me.

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

FEDERAL WAY
PUBLIC SCHOOLS

**From:** admin@wspa.net
**To:** Megan Ristine
**Subject:** Re: Federal Way Public School Job Postings
**Date:** Monday, May 13, 2019 6:10:40 PM

---

Hi Megan,

I will update those to all reflect " open until filled"

Thank you, and have a great week!

Jennifer Tottenham

On May 10, 2019, at 3:29 PM, Megan Ristine <mristine@fwps.org> wrote:

> Hi,
>
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>
> 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
> <image001.jpg>

**From:** Megan Ristine on behalf of Megan Ristine <mristine@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: Federal Way Public School Job Postings
**Date:** Tuesday, May 14, 2019 8:02:35 AM

---

Thank you!

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

FEDERAL WAY
PUBLIC SCHOOLS

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**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Monday, May 13, 2019 6:11 PM
**To:** Megan Ristine <mristine@fwps.org>
**Subject:** Re: Federal Way Public School Job Postings

Hi Megan,

I will update those to all reflect " open until filled"

Thank you, and have a great week!

Jennifer Tottenham

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> 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
<image001.jpg>

**From:** Tony Frascone on behalf of Tony Frascone <tfrascon@fwps.org>
**To:** admin@wspa.net
**Subject:** RSVP
**Date:** Wednesday, May 15, 2019 1:15:26 PM
**Attachments:** Outlook-1469573586.png

---

Hello: Please find this RSVP for Patty McDugle. She will be attending on behalf of FWPS. Patty is the Benefits Specialist within our Payroll department. She asked that I propose the question below for WASPA's consideration to be discussed at some point during the session.
All of my best.....Tony

pmcdugle@fwps.org
*"Will dependents have coverage prior to being verified for a grace period or will dependents coverage begin after verification? Currently WEA covers dependents for a grace period while waiting for verification to allow employees time to gather the necessary documents. If this process is being changed to they must first be verified before coverage will begin, then we need to get this communicated to our employees sooner rather than later to ensure they have ample time to gather the necessary documents."*

**Anthony C. Frascone**
**Executive Director of Human Resources**
**e. Tfrascon@fwps.org | p. (253) 945-2078**

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https://twitter.com/FWPS210
https://www.applitrack.com/federalway/onlineapp/

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| | |
|---|---|
| **From:** | admin@wspa.net |
| **To:** | Tony Frascone |
| **Subject:** | RE: RSVP |
| **Date:** | Wednesday, May 15, 2019 1:35:44 PM |
| **Attachments:** | image001.png |

Thank you, Tony. This will be shared with our presenters so that they may address this question specifically.

Best,

Jennifer

---

**From:** Tony Frascone [mailto:tfrascon@fwps.org]
**Sent:** Wednesday, May 15, 2019 1:15 PM
**To:** admin@wspa.net
**Subject:** RSVP

Hello: Please find this RSVP for Patty McDugle. She will be attending on behalf of FWPS. Patty is the Benefits Specialist within our Payroll department. She asked that I propose the question below for WASPA's consideration to be discussed at some point during the session.
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**From:** jrausch@wspa.net
**To:** jhodson@fwps.org
**Subject:** request
**Date:** Wednesday, May 15, 2019 4:20:33 PM

---

Can I please get a copy of the presentation you used in April? The participants are requesting a copy.

Thank you.

Jane Rausch-Stencel
HELP Coordinator
WSPA
(509) 241-5025 work
(509) 979-0572 cell

**From:** admin@wspa.net
**To:** admin@wspa.net
**Subject:** WSPA elections
**Date:** Thursday, May 16, 2019 12:10:10 PM

---

Hello,

Thank you so much for your interest in serving on the WSPA executive board. The election closed on May 15th and I am sorry to share that you were not elected for a position this year.

I hope you know how much the WSPA team appreciates your willingness to serve and to participate in the WSPA organization. I hope you will consider working at the regional level and that you will consider running again for the executive board next year. I would love the opportunity to work and collaborate with you.

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@wspa.net
**To:** Tony Frascone
**Subject:** WSPA elections
**Date:** Thursday, May 16, 2019 12:16:04 PM

---

Tony,

Congratulations! You have been elected as the new WSPA Incoming President. We are so happy to have you join us in this capacity – welcome to the president team!

We will hold our annual board retreat June 6-8 at the Sleeping Lady resort in Leavenworth. The president team is planning a meeting for the evening of June 5. Will be sending out the board meeting agenda the time of the president meeting once confirmed.

I am contacting all candidates to notify them of the election results. I will be sending the official announcement to all WSPA members as soon as possible. Please keep these results confidential until that time – I want to be sure I am able to reach all candidates personally 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 and collaborating with you.

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@wspa.net
**To:** jhodson@fwps.org
**Subject:** WSPA election
**Date:** Thursday, May 16, 2019 12:17:13 PM

---

Janet,

Welcome back! You have again been elected to the position of WSPA Secretary. I look forward to our continued work together!

I am contacting all candidates to notify them of the elections results. I will be sending an official announcement to all WSPA members as soon as possible. Please keep these results confidential until that time – I want to be sure I am able to reach all candidates personally before the official announcement is made. Thank you in advance for your understanding and confidentiality.

Thank you, and congrats!

Best,

Jennifer

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: WSPA election
**Date:** Thursday, May 16, 2019 12:18:37 PM

---

Wow! I am so happy! Thank you for letting me know.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Thursday, May 16, 2019 12:17 PM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** WSPA election

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Thank you, and congrats!

Best,

Jennifer

**From:** Tony Frascone on behalf of Tony Frascone <tfrascon@fwps.org>
**To:** admin@wspa.net
**Subject:** Re: WSPA elections
**Date:** Friday, May 17, 2019 3:18:28 PM
**Attachments:** Outlook-1469573586.png

---

Thank you soooo much. Sincerely looking forward to the opportunity!
Have a wonderful weekend!

Tony

**Anthony C. Frascone**
**Executive Director of Human Resources**
**e. Tfrascon@fwps.org | p. (253) 945-2078**

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**To:** Tony Frascone
**Subject:** WSPA elections

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We will hold our annual board retreat June 6-8 at the Sleeping Lady resort in Leavenworth. The president team is planning a meeting for the evening of June 5. Will be sending out the board meeting agenda the time of the president meeting once confirmed.

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Again, congratulations on your election. I look forward to working and collaborating with you.

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@wspa.net
**To:** admin@wspa.net
**Subject:** WSPA: Welcome to our board, board retreat information, request for RVSP
**Date:** Monday, May 20, 2019 11:21:51 AM

---

Hello WSPA Board,

First, please join me in welcoming our incoming board members. We are so happy to have you joining us and we look forward to working with you this year. Thank you for being willing to share your time and energy with the WSPA team!

**WSPA Board 2019-2020**

- Tina Konsmo, President
- Tony Frascone, Incoming President
- Shaun Carey, Immediate Past President
- Kurt Schonberg, Outgoing President
- Janet Hodson, Secretary
- Chris Callaham, Treasurer
- HELP Coordinator, Jane Stencel
- Returning Region 1 Representatives: Jane Stencel and Kim Harmon
- Returning Region 2 Representatives: Doug Christensen and Toni Neidhold
- New Region 3 Representatives: Jenae Gomes and Melissa Krueder
- Returning Region 4 Representative: Stacia Dorman
- New Region 4 Representative: Sara Salyer
- New Region 5 Co-Representatives: Vivian Jensen and Jackie Stewart
- Returning Region 6 Representative: Debbie Kovacs
- New Region 6 Representative: Darrell Heisler
- Executive Director, Curtis Leonard
- WSPA Program Coordinator, Jennifer Tottenham

**Our board retreat is scheduled for June 6-7, 2019**

- WSPA Board Retreat
- June 6-7, 2019
- Sleeping Lady Resort, Leavenworth: https://www.sleepinglady.com/
    - The agenda is currently being finalized and will be shared prior to the meeting

**If you could please provide the following information it would be greatly appreciated**. I have created a shared Google doc for your convenience – please indicate your preferences/RSVP online at:
https://docs.google.com/spreadsheets/d/11kvFUJmEv9pR-GURqMJqkCRN3Kyofpp-riJjSYHq1cs/edit?usp=sharing

1. RSVP that you are able/unable to attend

2. Confirmation of accommodations needed – *please note if you do not need accommodations*
    a. WSPA will provide your room Thursday evening, all meals, and reimburse your mileage to/from the retreat.
    b. Family are welcome to join you, however please note that their meals will not be covered by WSPA. Please indicate if you plan to have 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 2019-2020 board members and their contact information. Please indicate any changes on this shared document:**
https://docs.google.com/spreadsheets/d/1HIHNcg33elPg4lWnaWep05EVh8hv60_MFhePILijZ44/edit?usp=sharing

Please let me know if you have any trouble accessing either document or if you have any questions. I look forward to seeing each of you next month and to our work together this year!

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:** Tony Frascone on behalf of Tony Frascone <tfrascon@fwps.org>
**To:** admin@wspa.net
**Subject:** Automatic reply: WSPA: Welcome to our board, board retreat information, request for RVSP
**Date:** Monday, May 20, 2019 11:21:58 AM

---

Hello,
I'm currently out of the office. If you need general assistance, please contact Human Resources: p. 253-945-2073.
If you need immediate support please contact Janet Hodson at 253-945-2020.
Thank you and I look forward to connecting with you when I return on 5-23.
Take care.....Tony Frascone

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: WSPA: Welcome to our board, board retreat information, request for RVSP
**Date:** Tuesday, May 21, 2019 6:05:48 AM

---

Jennifer
I only have view access to the spreadsheet for RSVP. Therefore, I am sending this to let you know I will be attending the retreat both days. I have no special dietary needs. I will be rooming alone.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Monday, May 20, 2019 11:22 AM
**To:** admin@wspa.net
**Subject:** WSPA: Welcome to our board, board retreat information, request for RVSP

Hello WSPA Board,

First, please join me in welcoming our incoming board members. We are so happy to have you joining us and we look forward to working with you this year. Thank you for being willing to share your time and energy with the WSPA team!

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Thank you,

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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/

**From:** admin@wspa.net
**To:** jhodson@fwps.org
**Subject:** RE: WSPA: Welcome to our board, board retreat information, request for RVSP
**Date:** Tuesday, May 21, 2019 9:59:05 AM

---

Thank you Janet,

Did it give you an error message? Or just not allow you to edit? If you are having trouble, I assume everyone is! Please let me know and I will fix it ☺

I have your RSVP updated – thank you!

Jennifer

---

**From:** Janet Hodson [mailto:jhodson@fwps.org]
**Sent:** Tuesday, May 21, 2019 6:06 AM
**To:** admin@wspa.net
**Subject:** RE: WSPA: Welcome to our board, board retreat information, request for RVSP

Jennifer
I only have view access to the spreadsheet for RSVP. Therefore, I am sending this to let you know I will be attending the retreat both days. I have no special dietary needs. I will be rooming alone.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Monday, May 20, 2019 11:22 AM
**To:** admin@wspa.net
**Subject:** WSPA: Welcome to our board, board retreat information, request for RVSP

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https://docs.google.com/spreadsheets/d/1HIHNcg33elPg4lWnaWep05EVh8hv60_MFhePILijZ44/edit?usp=sharing

Please let me know if you have any trouble accessing either document or if you have any questions. I look forward to seeing each of you next month and to our work together this year!

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:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: WSPA: Welcome to our board, board retreat information, request for RVSP
**Date:** Tuesday, May 21, 2019 12:33:31 PM

---

It said I was view only.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Tuesday, May 21, 2019 9:59 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** RE: WSPA: Welcome to our board, board retreat information, request for RVSP

Thank you Janet,

Did it give you an error message? Or just not allow you to edit? If you are having trouble, I assume everyone is! Please let me know and I will fix it ☺

I have your RSVP updated – thank you!

Jennifer

---

**From:** Janet Hodson [mailto:jhodson@fwps.org]
**Sent:** Tuesday, May 21, 2019 6:06 AM
**To:** admin@wspa.net
**Subject:** RE: WSPA: Welcome to our board, board retreat information, request for RVSP

Jennifer
I only have view access to the spreadsheet for RSVP. Therefore, I am sending this to let you know I will be attending the retreat both days. I have no special dietary needs. I will be rooming alone.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Monday, May 20, 2019 11:22 AM
**To:** admin@wspa.net

**Subject:** WSPA: Welcome to our board, board retreat information, request for RVSP

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    - The agenda is currently being finalized and will be shared prior to the meeting

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**To:** admin@wspa.net
**Subject:** RE: WSPA: Welcome to our board, board retreat information, request for RVSP
**Date:** Tuesday, May 21, 2019 12:35:43 PM

---

Jennifer
Additionally, I do not have any changes on the contact information document. However, this document is view only also.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** admin@wspa.net <admin@wspa.net>
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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/

**From:** Tony Frascone on behalf of Tony Frascone <tfrascon@fwps.org>
**To:** admin@wspa.net
**Subject:** Re: WSPA: Welcome to our board, board retreat information, request for RVSP
**Date:** Thursday, May 23, 2019 10:49:55 AM
**Attachments:** Outlook-1469573586.png

---

Hello, Thank you for this information. I'm RSVPing for the entire event. I have no one coming with me and no food restrictions. Thank you!

Tony

**Anthony C. Frascone**
**Executive Director of Human Resources**
**e. Tfrascon@fwps.org | p. (253) 945-2078**

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PUBLIC SCHOOLS
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https://www.applitrack.com/federalway/onlineapp/

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**To:** admin@wspa.net
**Subject:** WSPA: Welcome to our board, board retreat information, request for RVSP

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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@wspa.net
**To:** Tony Frascone
**Subject:** RE: WSPA: Welcome to our board, board retreat information, request for RVSP
**Date:** Thursday, May 23, 2019 10:54:16 AM
**Attachments:** image003.png

---

Thank you, Tony. I look forward to seeing you there!

I have sent a draft agenda to Curtis for review and will share the agenda and supporting meeting documents just as soon as finalized.

Enjoy the holiday weekend!

Jennifer

---

**From:** Tony Frascone [mailto:tfrascon@fwps.org]
**Sent:** Thursday, May 23, 2019 10:50 AM
**To:** admin@wspa.net
**Subject:** Re: WSPA: Welcome to our board, board retreat information, request for RVSP

Hello, Thank you for this information. I'm RSVPing for the entire event. I have no one coming with me and no food restrictions. Thank you!

Tony

**Anthony C. Frascone**
**Executive Director of Human Resources**
**e. Tfrascon@fwps.org | p. (253) 945-2078**

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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/

| | |
|---|---|
| **From:** | Tara Lofton on behalf of Tara Lofton <tlofton@fwps.org> |
| **To:** | admin@wspa.net |
| **Cc:** | Tara Lofton |
| **Subject:** | FW: Registration now open: Legislative Impacts on Bargaining + Paraeducator Training Implementation |
| **Date:** | Thursday, May 23, 2019 12:02:21 PM |
| **Attachments:** | image001.png |

---

Good Afternoon:

Can you please confirm that David Brower and Amanda Michaels have been paid for and are registered? I got an email on May 9th that they are registered but I wanted to confirm.

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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Hello WSPA members,

Registration is now open to attend our ***Legislative Impacts on Bargaining / Paraeducator Training Implementation*** workshops on May 31, 2019.

**Legislative Impacts on Bargaining** and **Paraeducator Training Implementation**

- **Friday, May 31, 2019**
- Cost: $295 for both sessions, $150 for single session
- Location: DoubleTree by Hilton at Southcenter, Tukwila
- Register online at**:** www.wspa.net

**Legislative Impacts on Bargaining**
**9:00 - 12:00**
**Presenters: Lorraine Wilson and Tevon Edwards, Porter Foster Rorick LLP**

- Legislative Impacts on Bargaining

- SEBB
- Levy Lid
- Paraeducator training
- Other bills impacting human resources work in school districts

**Paraeducator Training Requirement Implementation**
**12:30-3:30**
**Presenters: Jack Busbee and Jonelle Adams, PESB**

- Paraeducator Training Implementation
  - We understand the why, now join us for the HOW.
  - *How* are districts doing this? What is the framework?
  - *When* are districts doing this?
  - *What* are districts offering?
  - *Jack and Jonelle have requested that attendees email their questions prior to the event so that they may address your specific questions.*
    *Please email your questions prior to Friday, May 24 and use PARA in the subject line: admin@wspa.net*

**Please click here for information and registration**

Thank you,

Washington Schools Personnel Association

---

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| **Attachments:** | image001.png |

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| **To:** | Tara Lofton |
| **Subject:** | RE: Registration now open: Legislative Impacts on Bargaining + Paraeducator Training Implementation |
| **Date:** | Thursday, May 23, 2019 12:04:45 PM |
| **Attachments:** | Brower_barg para receipt 2019.pdf<br>Michaels_barg para receipt 2019.pdf<br>image001.png |

Hi Tara,

Yes, I show both Ms. Michaels and Mr. Brower registered and paid – I have attached both receipts for your records.

Thank you,

Jennifer

---

**From:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Thursday, May 23, 2019 12:02 PM
**To:** admin@wspa.net
**Cc:** Tara Lofton <tlofton@fwps.org>
**Subject:** FW: Registration now open: Legislative Impacts on Bargaining + Paraeducator Training Implementation

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Washington Schools Personnel Association

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PO Box 1600
Anacortes, WA 98221

# Invoice

| Date | Invoice # |
|---|---|
| 5/10/2019 | 12620 |

PAID
05/10/2019

| Bill To |
|---|
| Federal Way Public Schools<br>Attn: Accounts Payable<br>33330 8th Ave S.<br>Federal Way, WA 98003 |

| P.O. No. | |
|---|---|

| Description | Qty | Rate | Amount |
|---|---|---|---|
| BROWER Legislative Impact on Bargaining + Paraeducator Training Workshop | | 295.00 | 295.00 |

| | |
|---|---|
| **Total** | $295.00 |
| **Payments/Credits** | -$295.00 |
| **Balance Due** | $0.00 |

002087

Washington School Personnel Association

PO Box 1600
Anacortes, WA 98221

# Invoice

| Date | Invoice # |
|---|---|
| 5/13/2019 | 12621 |

PAID
05/10/2019

| Bill To |
|---|
| Federal Way Public Schools<br>Attn: Accounts Payable<br>33330 8th Ave S.<br>Federal Way, WA 98003 |

| P.O. No. | |
|---|---|

| Description | Qty | Rate | Amount |
|---|---|---|---|
| MICHAELS Legislative Impact on Bargaining + Paraeducator Training Workshop | | 295.00 | 295.00 |

| | |
|---|---|
| **Total** | $295.00 |
| **Payments/Credits** | -$295.00 |
| **Balance Due** | $0.00 |

002088

| | |
|---|---|
| **From:** | admin@wspa.net |
| **To:** | admin@wspa.net |
| **Cc:** | jrausch@wspa.net |
| **Subject:** | RE: Reminder: Legislative Impacts on Bargaining and Paraeducator Training Implementation Workshop 5/31/2019 |
| **Date:** | Thursday, May 30, 2019 7:18:18 AM |

Good morning,

To clarify -- the AM Session will begin at **9:00 am.** The registration desk will open at 8:00 am. Please forgive the confusion.

Thank you,

Jennifer

---

**From:** admin@wspa.net
**Sent:** Wednesday, May 29, 2019 7:04 PM
**To:** admin@wspa.net
**Cc:** jrausch@wspa.net
**Subject:** Reminder: Legislative Impacts on Bargaining and Paraeducator Training Implementation Workshop 5/31/2019

Hello,

Thank you for registering to attend our upcoming ***Legislative Impacts on Bargaining and Paraeducator Training Implementation*** event on Friday, May 31st.

**Legislative Impacts on Bargaining and Paraeducator Training Implementation**

- DATE: Friday, May 31, 2019
- AM Session: 9:00-12:00
- PM Session: 12:30-3:30
- LOCATION: DoubleTree by Hilton at Southcenter, Tukwila
    - 16500 Southcenter Parkway
    - Seattle, WA 98188

**AM SESSION: Legislative Impacts on Bargaining**
**9:00 – 12:00**
**Presenters: Lorraine Wilson and Tevon Edwards, Porter Foster Rorick LLP**

- Legislative Impacts on Bargaining
    - SEBB
    - Levy Lid
    - Paraeducator training funding
    - Other bills impacting human resources work in school districts

**PM SESSION: Paraeducator Training Requirement Implementation**

**12:30-3:30**

**Presenters: Jack Busbee and Jonelle Adams, PESB**

- Paraeducator Training Implementation
  - We understand the why, now join us for the HOW.
  - *How* are districts doing this? What is the framework?
  - *When* are districts doing this?
  - *What* are districts offering?

We look forward to having you join us.

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.wspa.net/

**From:** KURT SCHONBERG on behalf of KURT SCHONBERG <KSCHONBERG@ohsd.net>
**To:** admin@wspa.net
**Cc:** Carey Shaun; Limmer, Tina M.; Tony Frascone; cleonard@wspa.net
**Subject:** Re: WSPA Draft retreat agenda for review
**Date:** Friday, May 31, 2019 11:33:12 AM

---

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> Hello Curtis and President Team,
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***Kurt Schonberg***
Executive Director
Human Resources
360.279.5012

***Learning for Life***

**From:** admin@wspa.net
**To:** kschonberg@ohsd.net
**Cc:** Carey Shaun; Limmer, Tina M.; Tony Frascone; cleonard@wspa.net
**Subject:** RE: WSPA Draft retreat agenda for review
**Date:** Friday, May 31, 2019 11:45:59 AM

---

I am happy to extend our room reservation for Friday after lunch, please let me know and I will work with the resort.

Thank you,

Jennifer

**From:** KURT SCHONBERG [mailto:KSCHONBERG@ohsd.net]
**Sent:** Friday, May 31, 2019 11:33 AM
**To:** admin@wspa.net
**Cc:** Carey Shaun <scarey@fpschools.org>; Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>; Tony Frascone <tfrascon@fwps.org>; cleonard@wspa.net
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**Date:** Monday, June 3, 2019 10:19:00 AM

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Shaun

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Thank you for the input!

Best,

jennifer

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**Cc:** kschonberg@ohsd.net; Tony Frascone; cleonard@wspa.net; Curtis M. Leonard
**Subject:** RE: Reminder: WSPA Draft retreat agenda for review
**Date:** Monday, June 3, 2019 10:29:38 AM

---

I can make 6:00 work. I think it's better to have all of us there.

---

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**Sent:** Monday, June 3, 2019 10:19 AM
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**Subject:** RE: Reminder: WSPA Draft retreat agenda for review
**Date:** Monday, June 3, 2019 10:41:28 AM
**Attachments:** image001.png

---

Thanks for your understanding. Sorry for the inconvenience.

Shaun

Dr. Shaun V. Carey
Deputy Superintendent
Franklin Pierce Schools
253.298.3021

FRANKLIN PIERCE SCHOOLS

---

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**Subject:** Re: Reminder: WSPA Draft retreat agenda for review
**Date:** Monday, June 3, 2019 10:48:32 AM

---

No materials would be necessary for this section. I would want to make sure that we include:

- review of the legislative liaison
- Program review (POG, "What Every Employee Must be Told", etc)

---

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Jennifer

**From:** admin@wspa.net
**To:** cleonard@wspa.net; Limmer, Tina M.; Carey Shaun; kschonberg@ohsd.net; Tony Frascone; Curtis M. Leonard
**Subject:** RE: Reminder: WSPA Draft retreat agenda for review
**Date:** Monday, June 3, 2019 10:51:26 AM

---

Thank you. I will update the Wednesday meeting for 6pm and I will clarify the programs to be reviewed. I will be brining copies of the new and updated POGs for the Board to review in person – Kim and Jane did such great work on them!

---

**From:** cleonard@wspa.net
**Sent:** Monday, June 03, 2019 10:48 AM
**To:** admin@wspa.net; Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>; Carey Shaun <scarey@fpschools.org>; kschonberg@ohsd.net; Tony Frascone <tfrascon@fwps.org>; Curtis M. Leonard <cml@pattersonbuchanan.com>
**Subject:** Re: Reminder: WSPA Draft retreat agenda for review

No materials would be necessary for this section. I would want to make sure that we include:

- review of the legislative liaison
- Program review (POG, "What Every Employee Must be Told", etc)

---

**From:** admin@wspa.net
**Sent:** Monday, June 3, 2019 10:01 AM
**To:** Limmer, Tina M.; Carey Shaun; kschonberg@ohsd.net; Tony Frascone; cleonard@wspa.net; Curtis M. Leonard
**Subject:** RE: Reminder: WSPA Draft retreat agenda for review

Hello everyone,

Are there any materials requested for the Strategic Planning portion of our meeting? Please let me know of any documentation needed and I will include in our retreat notebooks.

Thank you,

Jennifer

---

**From:** admin@wspa.net
**Sent:** Monday, June 03, 2019 9:58 AM
**To:** Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>
**Subject:** RE: Reminder: WSPA Draft retreat agenda for review

Thank you, Tina.

Is the Wednesday President meeting beginning at 5 or 6?

Jane and I are meeting with the Icicle Inn to review final HELP plans from 12:30-2:30. I will be onsite after that if you need anything for the evening meeting – just let me know!

Thank you,

Jennifer

---

**From:** Limmer, Tina M. [mailto:LimmeTM@puyallup.k12.wa.us]
**Sent:** Monday, June 03, 2019 9:32 AM
**To:** admin@wspa.net; cleonard@wspa.net; Carey Shaun <scarey@fpschools.org>; kschonberg@ohsd.net; Tony Frascone <tfrascon@fwps.org>
**Subject:** RE: Reminder: WSPA Draft retreat agenda for review

Thank you, that works for me

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**To:** Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>; cleonard@wspa.net; Carey Shaun <scarey@fpschools.org>; kschonberg@ohsd.net; Tony Frascone <tfrascon@fwps.org>
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Hi Tina,

We do this in a couple of ways -- we review the profit/loss for each event during the treasurers report /budget proposal and we also review our event planning for the upcoming year during the calendar discussion.

My assumption is that we will also be reviewing our offerings and strategizing new ways of meeting our member needs during the strategic planning.

I am happy to clarify those points on the agenda – please let me know if I have captured it on this updated draft or if you would like any other changes.

Thank you for the input!

Best,

jennifer

**From:** Limmer, Tina M. [mailto:LimmeTM@puyallup.k12.wa.us]
**Sent:** Monday, June 03, 2019 8:59 AM
**To:** admin@wspa.net; cleonard@wspa.net; Carey Shaun <scarey@fpschools.org>; kschonberg@ohsd.net; Tony Frascone <tfrascon@fwps.org>
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Is there a time in the agenda where we will get updates on all of the "events" offered this year and the success?
Is that in the event and calendar time?

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**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Monday, June 3, 2019 8:38 AM
**To:** cleonard@wspa.net; Carey Shaun <scarey@fpschools.org>; Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>; kschonberg@ohsd.net; Tony Frascone <tfrascon@fwps.org>
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Hello everyone,

Just a reminder that I will be sharing the agenda with the Board this evening and preparing the final materials and notebooks tomorrow. If you could please provide any feedback regarding the agenda prior to noon today it would be greatly appreciated.

Confirmation needed: Wednesday night president meeting time

Thank you,

Jennifer

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**From:** admin@wspa.net
**Sent:** Friday, May 31, 2019 10:03 AM
**To:** cleonard@wspa.net; Carey Shaun <scarey@fpschools.org>; Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>; kschonberg@ohsd.net; Tony Frascone <tfrascon@fwps.org>
**Subject:** WSPA Draft retreat agenda for review

Hello Curtis and President Team,

The draft agenda for the retreat is attached for your review. If you could please submit any

changes prior to noon on Monday it would be greatly appreciated. I will send the final agenda to all board members that evening.

Thank you,

Jennifer

---

**From:** admin@wspa.net
**Sent:** Thursday, May 16, 2019 8:05 AM
**To:** cleonard@wspa.net; Carey Shaun <scarey@fpschools.org>
**Subject:** Draft retreat agenda

Hello,

The draft retreat agenda is attached for your review and input.

Thank you,

Jennifer

**From:** KURT SCHONBERG on behalf of KURT SCHONBERG <KSCHONBERG@ohsd.net>
**To:** Carey Shaun
**Cc:** Curtis M. Leonard; Limmer, Tina M.; Tony Frascone; admin@wspa.net; cleonard@wspa.net
**Subject:** Re: Reminder: WSPA Draft retreat agenda for review
**Date:** Monday, June 3, 2019 3:07:43 PM
**Attachments:** image001.png

---

So 6:00-8:00?

On Mon, Jun 3, 2019 at 10:41 AM Carey Shaun <scarey@fpschools.org> wrote:

> Thanks for your understanding. Sorry for the inconvenience.
>
> Shaun
>
> Dr. Shaun V. Carey
>
> Deputy Superintendent
>
> Franklin Pierce Schools
>
> 253.298.3021
>
> FRANKLIN PIERCE SCHOOLS
>
> ---
>
> **From:** Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>
> **Sent:** Monday, June 3, 2019 10:30 AM
> **To:** Carey Shaun <scarey@fpschools.org>; admin@wspa.net
> **Cc:** kschonberg@ohsd.net; Tony Frascone <tfrascon@fwps.org>; cleonard@wspa.net; Curtis M. Leonard <cml@pattersonbuchanan.com>
> **Subject:** RE: Reminder: WSPA Draft retreat agenda for review
>
> This email originated from outside of Franklin Pierce Schools. Do not click links or open attachments unless you recognize the sender and know the content is safe.
>
> I can make 6:00 work. I think it's better to have all of us there.

**From:** Carey Shaun <scarey@fpschools.org>
**Sent:** Monday, June 3, 2019 10:19 AM
**To:** admin@wspa.net
**Cc:** Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>; kschonberg@ohsd.net; Tony Frascone <tfrascon@fwps.org>; cleonard@wspa.net; Curtis M. Leonard <cml@pattersonbuchanan.com>
**Subject:** Re: Reminder: WSPA Draft retreat agenda for review

Hello All,

I have a couple of in-district meetings which won't allow me to leave until 3:00. I won't be at Sleeping Lady until about 6:00. My apologies.

Shaun

Sent from my iPhone

On Jun 3, 2019, at 10:01 AM, "admin@wspa.net" <admin@wspa.net> wrote:

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Hello everyone,

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**Subject:** Draft retreat agenda

Hello,

The draft retreat agenda is attached for your review and input.

Thank you,

Jennifer

--

***Kurt Schonberg***
Executive Director
Human Resources
360.279.5012

***Learning for Life***

| | |
|---|---|
| **From:** | admin@wspa.net |
| **To:** | limmetm@puyallup.k12.wa.us; scarey@fpschools.org; tfrascon@fwps.org; jhodson@fwps.org; ccallaham@auburn.wednet.edu; rauschj@evsd.org; kimha@spokaneschools.org; doug.christensen@ksd.org; tneidhold@psd1.org; jenae.gomes@everegreenps.org; melissa.kreuder@esd112.org; dormasl@puayllup.k12.wa.us; salyersj@puyallup.k12.wa.us; jensenv@skschools.org; stewartj@skschools.org; dkovacs@everettsd.org; dheisler@swsd101.org; cleonard@wspa.net; Curtis M. Leonard |
| **Subject:** | WSPA Board Retreat: Welcome and Agenda |
| **Date:** | Monday, June 3, 2019 7:02:01 PM |
| **Attachments:** | Board Retreat Agenda  JUNE 2019.pdf |

---

Hello WSPA Board Members,

It is retreat week and I am looking forward to seeing each of you on Thursday! I have attached a copy of the agenda for your review.

- **WSPA Board Retreat**
- **June 6-7, 2019**
- **Sleeping Lady Resort, Leavenworth**
- **We will begin at 9:30 am on Thursday in the Woodpecker Board Room**

Driving directions may be found online at: https://www.sleepinglady.com/location-directions.php

Please let me know at your earliest convenience if you have any travel changes and I would be happy to coordinate with the resort.

For those of you unable to attend, I will send copies of the board packet for your records. We will miss you this week, but look forward to our work together over the course of the year.

As always, please do not hesitate to contact me with any questions or for any assistance. I will see you in Leavenworth!

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**
**June 6-7, 2019**
**Sleeping Lady Resort**
**Leavenworth, Washington**

| **WEDNESDAY, JUNE 5, 2019<br>PRESIDENT MEETING** | | |
|---|---|---|
| **Schedule** | **Agenda** | **Presenter** |
| 6:00 pm | **PRESIDENT Meeting** | President Team, Executive Director, Treasurer |
| **THURSDAY, JUNE 6, 2019<br>BOARD MEETING** | | |
| 9:30 -9:45 | **BOARD Meeting Begins**<br>• Welcome and Introductions | All board members |
| 9:45-10:00 | **Region Reports** | Region Representatives |
| 10:00 -10:15 | **Secretary Report**<br>• Minutes of February meeting<br>• Membership Report | Janet Hodson, Jennifer Tottenham |
| 10:15-10:45 | **HELP Update** | Jane Rausch |
| 10:45-11:00 | **Treasurer Report**<br>• Budget vs. Actual 2017-2018<br>• Budget vs. Actual 2018-2019<br>• Review of Accounts<br>• Audit Report | Chris Callaham |
| 11:00-12:00 | **Strategic Planning**<br>• Vision, Mission, Strategic Partnerships | Curtis Leonard, Shaun Carey, Kurt Schonberg, Tina Limmer, Tony Frascone |
| 12:00-1:00 | **LUNCH** | |
| 1:00-2:00 | **Strategic Planning Continued** | Curtis Leonard, Shaun Carey, Kurt Schonberg, Tina Limmer, Tony Frascone |
| 2:00-3:00 | **2019-2020 Budget Proposal** | Curtis Leonard |
| 3:00 | **Break – room check in** | Curtis Leonard |
| 4:00-6:00 | **President Reception, followed by dinner** | All board members |

**WASHINGTON SCHOOL PERSONNEL ASSOCIATION**
PO BOX 1600
ANACORTES, WA 98221
PHONE: 360-825-1415 / FAX: 253-736-0333
WWW.WSPA.NET

**WSPA Board Retreat**
**June 6-7, 2019**
**Sleeping Lady Resort**
**Leavenworth, Washington**

| **FRIDAY, JUNE 7, 2019<br>BOARD MEETING** | | |
|---|---|---|
| 8:30-9:15 | **Program and Calendar Planning**<br>• 2018-2019 Event Review<br>• 2019-2020 Event Planning<br>• POG Update, Every Employee, Webinars, Streaming, etc. | |
| 9:15-10:00 | **Annual Conference**<br>• Annual Conference Review<br>• Annual Conference Planning<br>• Annual Conference Rotation | Curtis Leonard<br>Region 3<br>Region 6 |
| 10:00-10:30 | **Legislative and Emergent Issue Planning and Communications** | Curtis Leonard, Shaun Carey, Kurt Schonberg, Tina Limmer, Tony Frascone |
| 10:30-11:00 | **Break** | |
| 11:00-11:30 | **Budget Proposal Review, Updates, and Adoption by Board** | Curtis Leonard |
| 11:30-12:00 | **Final Discussion, Action Items, Wrap-up** | Curtis Leonard |
| 12:00 | **Meeting Adjourned and Lunch** | |

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WWW.WSPA.NET

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: WSPA Board Retreat: Welcome and Agenda
**Date:** Monday, June 3, 2019 7:26:39 PM

---

Hi Jennifer
Tony and I were planning on carpooling over, but I see that he needs to be there Wed night for the president team meeting. Is there any way I can stay Wed and Thur night? If that is not possible, what would it cost me to come one night early?

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Monday, June 3, 2019 7:02 PM
**To:** limmetm@puyallup.k12.wa.us; scarey@fpschools.org; Tony Frascone <tfrascon@fwps.org>; Janet Hodson <jhodson@fwps.org>; ccallaham@auburn.wednet.edu; rauschj@evsd.org; kimha@spokaneschools.org; doug.christensen@ksd.org; tneidhold@psd1.org; jenae.gomes@everegreenps.org; melissa.kreuder@esd112.org; dormasl@puayllup.k12.wa.us; salyersj@puyallup.k12.wa.us; jensenv@skschools.org; stewartj@skschools.org; dkovacs@everettsd.org; dheisler@swsd101.org; cleonard@wspa.net; Curtis M. Leonard <cml@pattersonbuchanan.com>
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**From:** admin@wspa.net
**To:** jhodson@fwps.org
**Subject:** Re: WSPA Board Retreat: Welcome and Agenda
**Date:** Monday, June 3, 2019 8:20:32 PM

---

Hi Janet,

I will make sure we have a room for you Wednesday night. I will check in with Curtis in the morning regarding cost.

Jennifer Tottenham

On Jun 3, 2019, at 7:26 PM, Janet Hodson <jhodson@fwps.org> wrote:

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<image001.gif><image002.gif>

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: WSPA Board Retreat: Welcome and Agenda
**Date:** Tuesday, June 4, 2019 5:42:36 AM

---

Jennifer
Unfortunately, I forgot to check my calendar and I have a meeting I cannot change Wednesday afternoon. Tony has to leave here by 2:30 to get to Sleeping Lady for his 6 pm president's meeting. That means he needs to leave here at 2:30. Maybe we can work something out with the Puyallup folks and then we can drive back together. Bummed but work comes first.

---

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<image001.gif><image002.gif>

**From:** Tara Lofton on behalf of Tara Lofton <tlofton@fwps.org>
**To:** admin@wspa.net
**Subject:** FW: Registration now open: WSPA HELP Programs and Certificated Boot Camp
**Date:** Tuesday, June 4, 2019 10:38:22 AM
**Attachments:** image003.png

---

Greetings:

I am with the Federal Way Public Schools and I will be joining the HELP program this July 2019 with my teammates Megan Ristine and Chris Patten.

Can you please give me information on lodging and camp. If I am reading right, I'd be paying the $910 for the week. Does that include lodging and the camp?

I just want to confirm what I need to pay for.

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Friday, May 24, 2019 8:16 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** Registration now open: WSPA HELP Programs and Certificated Boot Camp

Hello WSPA members,

Reminder: registration is now open for the following WSPA/HELP events:

**Human Resources CERTIFICATED Boot Camp**

- July 22-24, 2019
- Icicle Village Inn - Leavenworth
- Registration: $495

**HELP Program 2019-2020 (Human Resources in Education Leadership Program)**

- July 22-26, 2019
- Icicle Village Inn, Leavenworth
- Registration: $910 -- includes summer session, fall workshop, spring workshop

Information and registration for all programs may be found online at: https://www.wspa.net/

Thank you,

Washington School Personnel Association

This email was sent to jhodson@fwps.org by 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
**Subject:** Retreat
**Date:** Tuesday, June 4, 2019 10:59:56 AM

---

Jennifer
I may be able to switch around some meetings so Tony and I can carpool. I am sorry for the back and forth but it has been a crazy 10 days here. I will let you know as soon as I hear back on the meeting members.

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:** admin@wspa.net
**Subject:** RE: Retreat
**Date:** Tuesday, June 4, 2019 3:31:18 PM

---

Hi Jennifer
Okay, I was able to change things around so that I can carpool with Tony. Actually, it is my car we are taking.
Will I have a room Wed night? Cost?

---

**From:** Janet Hodson
**Sent:** Tuesday, June 4, 2019 11:00 AM
**To:** admin@wspa.net
**Subject:** Retreat

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Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

**From:** admin@wspa.net
**To:** jhodson@fwps.org
**Subject:** Re: Retreat
**Date:** Tuesday, June 4, 2019 3:50:09 PM

---

Janet, I have a room booked for you for Wednesday. I have requested that WSPA cover the cost, but haven't gotten the final ok yet. I will let you know as soon as I hear

Jennifer Tottenham

On Jun 4, 2019, at 3:31 PM, Janet Hodson <jhodson@fwps.org> wrote:

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> ---
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> **Sent:** Tuesday, June 4, 2019 11:00 AM
> **To:** admin@wspa.net
> **Subject:** Retreat
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> 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:** admin@wspa.net
**Subject:** RE: Retreat
**Date:** Tuesday, June 4, 2019 4:02:00 PM

---

Thanks Jennifer. I don't mind pay cause I don't want to more than what others get. I can just remove the cost of the room from my mileage.

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Tuesday, June 4, 2019 3:50 PM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** Re: Retreat

Janet, I have a room booked for you for Wednesday. I have requested that WSPA cover the cost, but haven't gotten the final ok yet. I will let you know as soon as I hear

Jennifer Tottenham

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>
> Janet Hodson
> Federal Way Public Schools
> Executive Director of Human Resources
> 253.945.2020
> jhodson@fwps.org

**From:** Limmer, Tina M. on behalf of Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>
**To:** Carey Shaun; Curtis M. Leonard; Tony Frascone; "admin@wspa.net"
**Subject:** Follow up items from WSPA Leadership Retreat
**Date:** Saturday, June 8, 2019 7:36:07 AM
**Attachments:** WSPA Leadership Retreat follow up.docx
image001.png

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Good morning team,
As I stared at the ceiling in the night thinking about the retreat and how much GOOD work got done, I had to get up and type out all the thoughts in my head.
One of the things I did (and someone may have already done this), was to write out all of the follow up items so we can track them in our upcoming phone calls and meetings.
Attached is the list I created, please feel free to add to it or correct it, as I only went off my notes and what is in my memory.

Thank you all for the time and effort you put in over the last 3 days. I really think that our members will benefit from the work that was done.
Tina

**Tina (Konsmo) Limmer | Director of Human Resources | Puyallup School District**

PUYALLUP
SCHOOL DISTRICT
*A Tradition of Excellence*

P.O. Box 370 Puyallup, WA 98371
**Office** 253.841.8666 **Fax** 253.841.8650 | **Email** LimmeTM@puyallup.k12.wa.us
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## Follow up action items from WSPA Leadership Retreat

| | |
|---|---|
| Job Descriptions and formal improvement plan | Curtis |
| What every employee needs to know revision research | Curtis |
| WASA/WSPA joint liaison research | Curtis |
| Research Jane's stipend payment | Curtis |
| Career fair price structuring (Districts, Universities, attendees) | Curtis & Chris |
| Complete Mission, Vision & Goals | Curtis & Who? |
| CPA 2017 & 2018 Tax information Status | Jennifer |
| Confirm contract with Tulalip (Preconference?) | Jennifer |
| Send out 2019-20 Membership information | Jennifer |
| Explore Doubletree SeaTac for Law Conference (contact Kurt Hatch to see what their rates were) | Jennifer |
| Explore ESD for Misconduct & Bargaining Conference | Jennifer |
| Purchase Printer & additional computer | Jennifer |
| WSPA brochure sent out to the board for review | Jennifer |
| Rates of all credit card providers (for October meeting) | Jennifer |
| Regional Co-rep guidance | Kim (Jennifer provide what she currently sends) |
| Membership list by Region for regional Co-reps | Jennifer |
| Scholarship application review | Jennifer bring to October |
| Other HR awards info/application(s) | Tony |

**From:** Porter, Beth M on behalf of Porter, Beth M <porterb@svsd410.org>
**To:** dalfieserv@aol.com; msjandersonmo@seattleschools.org; brandmah@puyallup.k12.wa.us; dbrower@fwps.org; scarey@fpschools.org; carterd@edmonds.wednet.edu; ccallaham@auburn.wednet.edu; pfowler-fung@lwsd.org; ssdamas@seattleschools.org; dhale@nsd.org; hechtmanl@issaquah.wednet.edu; dlhillary70@gmail.com; mhoge@perkinscoie.com; warrenhop@comcast.net; dhunter@auburn.wednet.edu; dkovacs@everettsd.org; marion_leach@sumnersd.org; cleonard@wspa.net; cwl@pattersonbuchanan.com; moriah.martin@kent.k12.wa.us; Darryl.pernat@sno.wednet.edu; Porter, Beth M; Timothy.reynolds1@kent.k12.wa.us; laurie.taylor@rentonschools.us; thomasj@bsd405.org; Lorraine@pfrwa.com; debra.tito@rentonschools.us
**Subject:** Sno-King Fri, June 14
**Date:** Saturday, June 8, 2019 5:15:19 PM

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All—our last Sno-King of the year is Friday, June 14, 11:30-1:30 at Angelo's in Bellevue (1830 130th Ave NE, Bellevue).

David Brower and I are hosting as Lorraine is unavailable. Topics so far:

- Approving Beth's ongoing membership from Snoqualmie Valley instead of Renton
- Adding Deb Tito from Renton back into the group
- Bargaining issue round-up
- Other

**Please respond with any topics of interest and to let me know if you are coming or not** so we can make a determination if we have enough folks available. I already know the following people are unavailable:

- Amie Brandmire
- Debra Kovacs
- Doug Hale
- Lorraine Wilson

Thank you, and happy last few weeks of school!
Beth

*Beth Porter*
Executive Director of Human Resources
Snoqualmie Valley School District
porterb@svsd410.org

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** admin@wspa.net
**Subject:** password
**Date:** Saturday, June 8, 2019 8:40:32 PM

---

Jennifer
Do you know the password to the WSPA computer I have? I know she gave it to me but I don't use this computer so I have forgotten it. ☹

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:** admin@wspa.net
**Subject:** RE: password
**Date:** Saturday, June 8, 2019 9:10:29 PM

---

Jennifer
The hint is a Beatle's song and I tried all the popular ones I could think of.

---

**From:** Janet Hodson
**Sent:** Saturday, June 8, 2019 8:41 PM
**To:** admin@wspa.net
**Subject:** password

Jennifer
Do you know the password to the WSPA computer I have? I know she gave it to me but I don't use this computer so I have forgotten it. ☹

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:** admin@wspa.net; Callaham, Christine; KonsmoTM@puyallup.k12.wa.us
**Subject:** Board minutes from Sleeping Lady
**Date:** Saturday, June 8, 2019 10:58:05 PM

---

Can you please look over the minutes and see if I captured everything before they get sent out?

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:** admin@wspa.net; Callaham, Christine; KonsmoTM@puyallup.k12.wa.us
**Subject:** RE: Board minutes from Sleeping Lady
**Date:** Sunday, June 9, 2019 1:01:25 PM
**Attachments:** WSPA Board Retreat Meeting June 6-7 2019.xlsx

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Sorry, long day and forgot to attach document. Here you go.

---

**From:** Janet Hodson
**Sent:** Saturday, June 8, 2019 10:58 PM
**To:** admin@wspa.net; Callaham, Christine <ccallaham@auburn.wednet.edu>; KonsmoTM@puyallup.k12.wa.us
**Subject:** Board minutes from Sleeping Lady

Can you please look over the minutes and see if I captured everything before they get sent out?

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

| | | |
|---|---|---|
| WSPA Board Meeting | | |
| Sleeping Lady Resort - Leavenworth WA | | |
| June 6-7, 2918 | | |
| | | |
| Executive Director: Curtis Leonard | | |
| Program Coordinator: Jennifer Tottenham | | |
| President: Tina Limmer, Puyallup | | |
| President Elect: Tony Frascone | | |
| Past President: Shaun Carey, Frankline Pierce | | |
| Treasurer: Chris Callaham, Auburn | | |
| Secretary: Janet Hodson, Federal Way | | |
| | | |
| Meeting to order: 9:30 a.m. | | |
| Welcome and Introductions | Shaun Carey | |
| | Shaun passed the role of president to Tina | |
| Region | Area Reports | Action Items |
| Area<br>Jane Stencel, East Valley<br>Kim Harmon, Spokane | 6 meetings, well attended, lessons learned from bargaining started our year Had some outlying districts have been coming. Central Valley attendance weak. Pullman does not usually attend. Maybe consider a zoom or skype webinar to allow those farther away to participate. | Reach out to small districts and/or offer zoom opportunity or webinar |
| Area 2<br>Toni Neidhold, Pasco<br>Doug Christensen, Kennewick | Had a lot of meetings but were planning conference this year. A number of districts have reached out for notes. Would like to know which districts are not members to see if they are interested in moSre information. Legislative impacts will be the big interest this year. Focus was on the big things in Leg and not the little things Have not seen any Wenatchee folks. Skype may be an option for some districts as they don't get budget to travel. | Wenatchee contact is Kelly Lopez. She recently attended Para conference. (ask J T) |
| Area 3<br>Jenae Gomes<br>Melissa Krueder ESD 112<br>Vancouver | Marilyn didn't send Melissa with information. Had a down year. We will have a much more active year. Have had members reach out to them for information. | |
| Area 4<br>Stacia Dorman, Puyallup<br>Sara Salyer, Puyallup | SEBB in May about 45 attendance Para requirements PFML overall pretty good Auburn Renton, Tacoma, Federal Way were the four areas we had meetings in. John Bowdon presented SEBB and is willing to come to other regions. A lot of new members, working on Kent and Tim Reynolds is reaching out. Have some new leadership who have been in WSPA so will continue to work on them to join. | |
| Area 5<br>Vivian Jensen,<br>Jackie Stewart S Kitsap | Denise and Shelley did not provide information. We attended at least five meeting, Curtis came out and did a workshop, did the big topic meetings. We have had Forks, Port Angelos, N and C Kitsap, Bainbridge occasionally | |

| | | |
|---|---|---|
| Area 6<br>Debbie Kovacs, Everett<br>Darrell Heisler | Unique, menu of meetings, both Jason and I were pulled away a bit with some promotions. Glad to have Darrell on board. Classified supervision started us out strong, Racial Equity not well attended because we didn't get notice out soon enough. Have a group of people willing to help out this yeare to get things going. RE through Equity Matters Heidi shilliinger Cassandra ? will share information. Good attendance. Compete with other assn that presented SEBB, Legislative Updates, Bargaining. Need to know what is our members interest. | |
| Jane Stencel - HELP report | Lorraine Wilson presented on SEBB which increased attendance. 24 Non-HELP members registered. New this year we offered classified bootcamp on each site of state. Spring session $295 and 22 attended. Plan to have Fall Help session will also have classified bootcamp. This summer HELP Icicle River Resort. They are really working with us. We low balled them $199 a night at DoubleTree. Icicle is $159 a night. The catering at ICR - we gave them a budget for catering and they thought it was for everything. We are down 2 in HELP 1, Up 2 in HELP 2 and up 1 in HELP 3 It will be different for travel and speakers but finding keynotes for free. Tammy C Changing Culture. Thur Gordy Lindse will present on the "Vulnerable Leader". This year HELP is later in July and worried about participation but registration is up 1 from last year. Some drop because they left job, or not the right fit because of their job. Participation up 2 Help 2 and Help 3 Lost one in 2 A win is that Kent employee has signed up for HELP. She received one of the Randy Hathaway scholarships. HELP profit is close to $30K Jane put together a last minute workshop to include legislative impacts on bargaining in the morning and How to implement para requirements in the afternoon. Had almost 50 attend.<br>RE: Legislative liason - disappointing because there were things that came out that we never heard about until the last minute such as admin leave not on application. Shaun mentioned it is not an excuse however some of these smaller items that have a big impact on our district were done in the wee hours of legislative meeting. However, the ask is that our legislative liason should be sending out a report that points out the things that have a huge impact on our districts. Many people learned about these things from other associations such as WASSA or union. | |

| | | |
|---|---|---|
| Janet Hodson,<br>Jennifer Tottenham | Secretary Report: Approval of Minutes - minutes were in packet; members took a few minutes to review.<br>Membership Report 291 members 12 associate/retirees 24 district memberships - we are similar to normal October increase in fees did not have any affect on memberships 2018-19 line should be around $56K Jennifer will check the math. Sort by district, or by type and district. Email out the list of the region and the reps can reach out to districts. Historic high is 615 so we are not way off. Could be a focus this year. Need to see who dropped off. Sumner dropped off but a lot of budget cuts. Kent also had a lot of budget cuts and dropped all PD travel. Also an education piece. Need to communicate the value of the information especially the cost is lower than other assn. Timing and needs because these are critical workshops for our HR dept. Need ideas about how we can show that value. | Motioned to appprove a minutes Debbie Kovacs and seconded Tina Limmer, motion carried |
| Chris Callaham | 2017-18 budget vs Actual indicates accounts were over budget and 2018-19 indicates under budget with retreat expenses still pending. Tacoma has $825 outstanding in unpaid conference fees. Suggested we write them off. Also have $24,752.50 in outstanding AR. Suggested we write off anything over 90 days. Suggested we continue to try and collect. | Mileage reimbursement form in $.0.58 per mile Give to Chris and she will issue a check today. |
| | Need to write off accounts receivable for those over 90 days. Write off Don Schmidt he never attended. Comes as a nonvender vendor and stands at the end of a booth. Should vendors only pay when they sign up instead of invoicing. Never been a problem but could consider it. | Motion to approve the write off by Darrel Heisler and seconded by Shaun Carey. Motion carried. |
| Randy Hathaway<br>Scholarships | We offer $16K in scholarships, 2 in each region. Should change the information for 10K vs 16K. Discussion about some recipients not claiming the money. If not using more than $10K then not reason to adjust budget at this time. More discussion about how we communicate what they can use the scholarship for - not just credits. Can also use toward HELP. Con | Communicate to HELP recipients to ensure they know how they can use the scholarship money. |
| New Business | | |
| Curtis, Shaun, Kurt, Tina, Tony | Strategic Planning: Vision, Mission, Strategic Partnerships | |

| | | |
|---|---|---|
| | Curtis proposed the board review the purpose and mission of WSPA. Did anything stand out that surprised us or we did not realize. Surprised about private and post-secondary. We have private school members, Cascade Christian Are we too narrow by targeting school personnel administration - we have been inclusive of central and principals along with HR office. We offer admin track and support track at conference for workshops. Personnel is antiquated but we landed on keeping branding the same. Mission statement - a broadbased resources network, is it network within ourselves or is that providing resources outside within our network. Would like to see something about students. The work we do afffects what happens in the school house. School personnel is not limited to HR, it might affect who become members...more inclusive...attract M&O, NS, Transportation. | |
| | Members requests – want an answer and sharing information. Use technology to advance goals. Website, tweaky processes – not sure we need to go too crazy that will help us further communication to members and to further our goals. | |
| | Feel in-person training better – but thinking marketing, newsletter, without a full time staff it is difficult. How much do we duplicate efforts – partner with other associations for training. | |
| | What about a member board we post topics to. A newsletter takes a lot of effort to maintain. Jennifer said she did create a member board but nothing is posted to it. Worry, send an email people respond. These questions are on the member board, here is the link. Helps to get people to know our website. Message boards are 10 years ago. Curtis made the decision to continue the emails. Members are use to that process and it is easy. Suggested the Admin Asst should be the one who maintains the email responses so people want to know the answer to a question they saw can go to website and view. Create resource pages with topics | |
| | At the conference – maybe a 15 min presentation on what is on our website and how to find them. | |
| | Where do we need to be to further our mission and vision. Keeping WSPA relevant given how things have changed over the years. With the goal of high standards of achievement for all students, the mission of … | |
| | Goals are action steps. What will we actually do | |
| | We will make sure we will partner with other organization to support the goals of our student needs. Promoting an equity lens | |
| | We develop scholarships to small districts who cannot have budget for attending trainings. | |

| | | |
|---|---|---|
| | How to reach out and provide information/knowledge in an area where you have need for growth. | |
| | Curtis put up a revised purpose and mission statement: **Purpose: Empowering school personnel to provide a world class learning environment for all students and staff. Mission Developing and supporting leaders by promoting effective human resources practices within the education community through legislative involvement, professional development and networking opportunity with a focus of equity and inclusion across the state.** | |
| What we are doing well | just in time bargaining - keeps us relevant | |
| | law conference - broad based and inclusive of supt | |
| | Regions do nice job providing information session to members, timely, relevent, inform current and future practice. Invite to regional meeting some of our leadership. We have to have partnerships with other organizations. We have a strong partnership with WASSA and State Superintendent than we have ever had. Curtis in regular communication. | |
| | Feed our legislative updates to our superintendent so involve them in information sharing | |
| | Love HELP relevant information and network to help HR leadership get information. | |
| | | |
| Growth/lessons learned | work on common voice across our school organizations. WASSA, WASBO, WSPA should all speak to the same goals for our students. | |
| | Promote ourselves when we have opportunity. Presidents receptions - we know what WSPA is and we had an audience at there that does not know the value. Who we are what we do | |
| | Long term fiscal plan needs looked at, developed. What does a healthy look like. What is non-negotiable. What is the % to keep us fiscally sound. | |
| | | |
| Budget proposal 2019-20 | Rolled over and made adjustments<br>Price point may be too low in S275 and Employee Misconduct<br>Most school districts will be in bargaining cycle so we can anticipate well attended barg workshop charging $295 1 day event and $395 to 2 day event<br>Employee misconduct scope to front line supervisor. Tie in with classified bootcamp? | |
| | Check pricing at Doubletree at Seatac – have more room in workshops. Explore for October. Check into WASSA or AWSP to see what their price point was? Kurt Hatch is the contact. | If we make the change in venue, need to give notice to DoubleTree in the next 2 weeks. |

| | | |
|---|---|---|
| | Law conference **$395** member price. $495 non-member price. We need to have tools to be successful in upcoming bargaining. | |
| | Keep annual conference the same . Vendors take up most of our hotel rooms and members have to go to secondary hotel. They now eat all meals with us. Maybe raise the cost of vendors –<br>Also have colleges attend career fairs - $100 which costs us money<br>They are charging SDs a lot more to come to their campus.<br>**Annual conference vendors $300 1 day and $500 2 days**<br>**Raise $100 or promote as premier partners and charge an annual amount $1500-2000**<br>**Half day session $150.**<br>Send out to regional area – states that are surrounding WA. Use to send to all states.<br>**Diamond, platimum, gold, silver partnerships?? Vendors, law firms, credit unions etc.** | Action Items: Raise cost of vendors at conference? *Raise cost of colleges at career fair?*<br>Send out brochures nation-wide vs. regional states **Recommend and propose a committee to work on it – Curtis and Chris will work on a proposal.** |
| | Safe schools – what every ee needs to knows. They feel it is outdated and they are not wanting to maintain it. We would need to hire someone to adjust this content. $20K to do it at minimum. Risk pool won't give legal advise. Lawyers the same. | Curtis will check to see if Risk Mgmt want to partner with us? |
| | CPR audit – the civil rights portion they want us to give every ee the 60 slide portion and it has Q&A. | |
| | The $20K will increase our negative bottom line. Table for now and bring back new budget proposal tomorrow. Chris dismissed Curtis, Jane, and Jennifer while so the board could discuss their salaries. | Jennifer will revamp the budget with the suggested pricing increases and see how that may adjust our revenue. |
| | Open with HELP Coordinator employment status. Chris stated that it is illegal to not have her as an employee since she does not fit the definition of a contractor. Just giving a stipend is illegal. We issue her a 1099 and she pays both employer and employee taxes. If we make her an employee, she will no longer pay the employer taxes which it approx. 8% | Should HELP Coordinator position be an employee of WSPA? Janet Hodson made a motion to make this position an employee; Debbie Kovacs 2nd Motioned carried. |
| | Last year gave increase to Program Coordinator and not to Executive Director. Should we be concerned about salary gap between these two positions if we increase one over the other. Coordinator is full time and Exec Director is not. | |
| | Table discussion. Board will have conversation with people holding these rolls. | |
| | Adjourned at 3:38 pm. | |

| | | |
|---|---|---|
| | June 7 8:34 a.m. Welcome back | |
| | Curtis opened with calendar and look at career fair too early, east side, west side PD. Need to get contracts and registrations in place. | New membership information should go out asap and send notification to districts. |
| | Will we continue with S275 – K3 coding for district and budget numbers changing – workshop needed. CTE portion is important. | |
| | Updates paid at $500 and $750 per session per presenter | |
| | S275 - $250 electronic and $295 hard copy cost would have provided us a profit last year instead of a loss | Keep dates and stipends as is and raise the cost of registration |
| | Move the training to ESD in Tukwila. **Janet to check Transportation dept for secondary location.** | Transportation meeting room in FWPS are reserved if needed |
| | Writing Workshop propose $295 vs last year at $150 | Action |
| | Curtis suggests Employee Misconduct workshop every other year in Spokane. | change calendar date to Nov 15th |
| | Big Bargaining year – both side of state January 24 Tukwila and 31 Spokane | |
| | Annual Conference | Check contract for pre-conference on Sunday is included |
| | Spring Classified Boot Camp | Bring date to the October meeting |
| | Legislative Impacts | chang to June 1 2020 |
| | WASSA partnering - Law Conference; legislative update in June. Send them our calendar. | Check calendars to ensure we do not conflict with WASSA calendar events |
| | No Summer HELP Advisory | |
| | POG – electronic and no cost to members. Updated versions in small, med, large districts | |
| | Members WSPA login still active for a few months. We don't inactivate members for awhile as we wait to see if they are renewing. Maybe we should have a separate login for accessing POG. Auto email set up 4x a year to active members. | |
| | Webinars – we have gone away from them but believe we need a couple: FMLA, Employee Misconduct Tina stated AASPA has done a couple | |

| | | |
|---|---|---|
| | Annual Conference: Keynotes, entertainment, theme are responsibilites of the Region. Board will select topics and presenter for breakouts. Sessions are 70 minutes long. Discussion about keeping Wed since only 1/2 day or only having pre-conference and 2 days of workshops. Try to make sure some important informational workshops are scheduled on Wednesday morning to entice members to stay to end. | Board will need a tentative schedule from Region 6 soon so they can begin work on topics/presenters. Send ideas. Delegates from each region to be on conference committee breakout sessions: Reg 1-Kim Harmon; Reg 2 Toni Neidhold; Reg 3 Mellisa Krueder; Reg 4 Staia Dorman; Reg 5 Vivian Jensen. Additionally Tony Frascone and Tina Limmer will participate. |
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| **To:** | jhodson@fwps.org; Callaham, Christine; KonsmoTM@puyallup.k12.wa.us |
| **Cc:** | cleonard@wspa.net; Curtis M. Leonard |
| **Subject:** | RE: Board minutes from Sleeping Lady |
| **Date:** | Monday, June 10, 2019 10:06:17 AM |
| **Attachments:** | MINUTES_Board Retreat JUNE 2019.xlsx<br>Vision Mission Goals_UPDATES 2019.docx |

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Can you please look over the minutes and see if I captured everything before they get sent out?

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

| | | |
|---|---|---|
| WSPA Board Meeting | | |
| Sleeping Lady Resort - Leavenworth WA | | |
| June 6-7, 2918 | | |
| | | |
| Executive Director: Curtis Leonard | | |
| Program Coordinator: Jennifer Tottenham | | |
| President: Tina Limmer, Puyallup | | |
| President Elect: Tony Frascone | | |
| Past President: Shaun Carey, Frankline Pierce | | |
| Treasurer: Chris Callaham, Auburn | | |
| Secretary: Janet Hodson, Federal Way | | |
| | | |
| Meeting to order: 9:30 a.m. | | |
| Welcome and Introductions | Shaun Carey | |
| | Shaun passed the role of president to Tina | |
| Region | Area Reports | Action Items |
| Area<br>Jane Stencel, East Valley<br>Kim Harmon, Spokane | 6 meetings, well attended, lessons learned from bargaining started our year Had some outlying districts have been coming. Central Valley attendance weak. Pullman does not usually attend. Maybe consider a zoom or skype webinar to allow those farther away to participate. | Reach out to small districts and/or offer zoom opportunity or webinar |
| Area 2<br>Toni Neidhold, Pasco<br>Doug Christensen, Kennewick | Had a lot of meetings but were planning conference this year. A number of districts have reached out for notes. Would like to know which districts are not members to see if they are interested in moSre information. Legislative impacts will be the big interest this year. Focus was on the big things in Leg and not the little things Have not seen any Wenatchee folks. Skype may be an option for some districts as they don't get budget to travel. | Wenatchee contact is Kelly Lopez. She recently attended Para conference. (ask J T) |
| Area 3<br>Jenae Gomes<br>Melissa Krueder ESD 112<br>Vancouver | Marilyn didn't send Melissa with information. Had a down year. We will have a much more active year. Have had members reach out to them for information. | |
| Area 4<br>Stacia Dorman, Puyallup<br>Sara Salyer, Puyallup | SEBB in May about 45 attendance Para requirements PFML overall pretty good Auburn Renton, Tacoma, Federal Way were the four areas we had meetings in. John Bowdon presented SEBB and is willing to come to other regions. A lot of new members, working on Kent and Tim Reynolds is reaching out. Have some new leadership who have been in WSPA so will continue to work on them to join. | |
| Area 5<br>Vivian Jensen,<br>Jackie Stewart S Kitsap | Denise and Shelley did not provide information. We attended at least five meeting, Curtis came out and did a workshop, did the big topic meetings. We have had Forks, Port Angelos, N and C Kitsap, Bainbridge occasionally | |

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| Area 6<br>Debbie Kovacs, Everett<br>Darrell Heisler | Unique, menu of meetings, both Jason and I were pulled away a bit with some promotions. Glad to have Darrell on board. Classified supervision started us out strong, Racial Equity not well attended because we didn't get notice out soon enough. Have a group of people willing to help out this yeare to get things going. RE through Equity Matters Heidi shilliinger Cassandra ? will share information. Good attendance. Compete with other assn that presented SEBB, Legislative Updates, Bargaining. Need to know what is our members interest. | |
| Jane Stencel - HELP report | Lorraine Wilson presented on SEBB which increased attendance. 24 Non-HELP members registered. New this year we offered classified bootcamp on each site of state. Spring session $295 and 22 attended. Plan to have Fall Help session will also have classified bootcamp. This summer HELP Icicle River Resort. They are really working with us. We low balled them $199 a night at DoubleTree. Icicle is $159 a night. The catering at ICR - we gave them a budget for catering and they thought it was for everything. We are down 2 in HELP 1, Up 2 in HELP 2 and up 1 in HELP 3 It will be different for travel and speakers but finding keynotes for free. Tammy C Changing Culture. Thur Gordy Lindse will present on the "Vulnerable Leader". This year HELP is later in July and worried about participation but registration is up 1 from last year. Some drop because they left job, or not the right fit because of their job. Participation up 2 Help 2 and Help 3 Lost one in 2 A win is that Kent employee has signed up for HELP. She received one of the Randy Hathaway scholarships. HELP profit is close to $30K Jane put together a last minute workshop to include legislative impacts on bargaining in the morning and How to implement para requirements in the afternoon. Had almost 50 attend.<br>RE: Legislative liason - disappointing because there were things that came out that we never heard about until the last minute such as admin leave not on application. Shaun mentioned it is not an excuse however some of these smaller items that have a big impact on our district were done in the wee hours of legislative meeting. However, the ask is that our legislative liason should be sending out a report that points out the things that have a huge impact on our districts. Many people learned about these things from other associations such as WASSA or union. | |

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| Janet Hodson,<br>Jennifer Tottenham | Secretary Report: Approval of Minutes - minutes were in packet; members took a few minutes to review.<br>Membership Report 291 members 12 associate/retirees 24 district memberships - we are similar to normal October increase in fees did not have any affect on memberships 2018-19 line should be around $56K Jennifer will check the math. Sort by district, or by type and district. Email out the list of the region and the reps can reach out to districts. Historic high is 615 so we are not way off. Could be a focus this year. Need to see who dropped off. Sumner dropped off but a lot of budget cuts. Kent also had a lot of budget cuts and dropped all PD travel. Also an education piece. Need to communicate the value of the information especially the cost is lower than other assn. Timing and needs because these are critical workshops for our HR dept. Need ideas about how we can show that value. | Motioned to appprove a minutes Debbie Kovacs and seconded Tina Limmer, motion carried |
| Chris Callaham | 2017-18 budget vs Actual indicates accounts were over budget and 2018-19 indicates under budget with retreat expenses still pending. Tacoma has $825 outstanding in unpaid conference fees. Suggested we write them off. Also have $24,752.50 in outstanding AR. Suggested we write off anything over 90 days. Suggested we continue to try and collect. | Mileage reimbursement form in $.0.58 per mile Give to Chris and she will issue a check today. |
| | Need to write off accounts receivable for those over 90 days. Write off Don Schmidt he never attended. Comes as a nonvender vendor and stands at the end of a booth. Should vendors only pay when they sign up instead of invoicing. Never been a problem but could consider it. | Motion to approve the write off by Darrel Heisler and seconded by Shaun Carey. Motion carried. |
| Randy Hathaway<br>Scholarships | We offer $16K in scholarships, 2 in each region. Should change the information for 10K vs 16K. Discussion about some recipients not claiming the money. If not using more than $10K then not reason to adjust budget at this time. More discussion about how we communicate what they can use the scholarship for - not just credits. Can also use toward HELP. Con | Communicate to HELP recipients to ensure they know how they can use the scholarship money. |
| New Business | | |
| Curtis, Shaun, Kurt, Tina, Tony | Strategic Planning: Vision, Mission, Strategic Partnerships | |

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| | Curtis proposed the board review the purpose and mission of WSPA. Did anything stand out that surprised us or we did not realize. Surprised about private and post-secondary. We have private school members, Cascade Christian Are we too narrow by targeting school personnel administration - we have been inclusive of central and principals along with HR office. We offer admin track and support track at conference for workshops. Personnel is antiquated but we landed on keeping branding the same. Mission statement - a broadbased resources network, is it network within ourselves or is that providing resources outside within our network. Would like to see something about students. The work we do afffects what happens in the school house. School personnel is not limited to HR, it might affect who become members...more inclusive...attract M&O, NS, Transportation. | |
| | Members requests – want an answer and sharing information. Use technology to advance goals. Website, tweaky processes – not sure we need to go too crazy that will help us further communication to members and to further our goals. | |
| | Feel in-person training better – but thinking marketing, newsletter, without a full time staff it is difficult. How much do we duplicate efforts – partner with other associations for training. | |
| | What about a member board we post topics to. A newsletter takes a lot of effort to maintain. Jennifer said she did create a member board but nothing is posted to it. Worry, send an email people respond. These questions are on the member board, here is the link. Helps to get people to know our website. Message boards are 10 years ago. Curtis made the decision to continue the emails. Members are use to that process and it is easy. Suggested the Admin Asst should be the one who maintains the email responses so people want to know the answer to a question they saw can go to website and view. Create resource pages with topics | |
| | At the conference – maybe a 15 min presentation on what is on our website and how to find them. | |
| | Where do we need to be to further our mission and vision. Keeping WSPA relevant given how things have changed over the years. With the goal of high standards of achievement for all students, the mission of … | |
| | Goals are action steps. What will we actually do | |
| | We will make sure we will partner with other organization to support the goals of our student needs. Promoting an equity lens | |
| | We develop scholarships to small districts who cannot have budget for attending trainings. | |

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| | How to reach out and provide information/knowledge in an area where you have need for growth. | |
| | Curtis put up a revised purpose and mission statement: **Purpose: Empowering school personnel to provide a world class learning environment for all students and staff. Mission Developing and supporting leaders by promoting effective human resources practices within the education community through legislative involvement, professional development and networking opportunity with a focus of equity and inclusion across the state.** | |
| What we are doing well | just in time bargaining - keeps us relevant | |
| | law conference - broad based and inclusive of supt | |
| | Regions do nice job providing information session to members, timely, relevent, inform current and future practice. Invite to regional meeting some of our leadership. We have to have partnerships with other organizations. We have a strong partnership with WASSA and State Superintendent than we have ever had. Curtis in regular communication. | |
| | Feed our legislative updates to our superintendent so involve them in information sharing | |
| | Love HELP relevant information and network to help HR leadership get information. | |
| | | |
| Growth/lessons learned | work on common voice across our school organizations. WASSA, WASBO, WSPA should all speak to the same goals for our students. | |
| | Promote ourselves when we have opportunity. Presidents receptions - we know what WSPA is and we had an audience at there that does not know the value. Who we are what we do | |
| | Long term fiscal plan needs looked at, developed. What does a healthy look like. What is non-negotiable. What is the % to keep us fiscally sound. | |
| | | |
| Budget proposal 2019-20 | Rolled over and made adjustments<br>Price point may be too low in S275 and Employee Misconduct<br>Most school districts will be in bargaining cycle so we can anticipate well attended barg workshop charging $295 1 day event and $395 to 2 day event<br>Employee misconduct scope to front line supervisor. Tie in with classified bootcamp? | |
| | Check pricing at Doubletree at Seatac – have more room in workshops. Explore for October. Check into WASSA or AWSP to see what their price point was? Kurt Hatch is the contact. | If we make the change in venue, need to give notice to DoubleTree in the next 2 weeks. |

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| | Law conference **$395** member price. $495 non-member price. We need to have tools to be successful in upcoming bargaining. | |
| | Keep annual conference the same . Vendors take up most of our hotel rooms and members have to go to secondary hotel. They now eat all meals with us. Maybe raise the cost of vendors –<br>Also have colleges attend career fairs - $100 which costs us money<br>They are charging SDs a lot more to come to their campus.<br>**Annual conference vendors $300 1 day and $500 2 days**<br>**Raise $100 or promote as premier partners and charge an annual amount $1500-2000**<br>**Half day session $150.**<br>Send out to regional area – states that are surrounding WA. Use to send to all states.<br>**Diamond, platimum, gold, silver partnerships?? Vendors, law firms, credit unions etc.** | Action Items: Raise cost of vendors at conference? *Raise cost of colleges at career fair?*<br>Send out brochures nation-wide vs. regional states **Recommend and propose a committee to work on it – Curtis and Chris will work on a proposal.** |
| | Safe schools – what every ee needs to knows. They feel it is outdated and they are not wanting to maintain it. We would need to hire someone to adjust this content. $20K to do it at minimum. Risk pool won't give legal advise. Lawyers the same. | Curtis will check to see if Risk Mgmt want to partner with us? |
| | CPR audit – the civil rights portion they want us to give every ee the 60 slide portion and it has Q&A. | |
| | The $20K will increase our negative bottom line. Table for now and bring back new budget proposal tomorrow. Chris dismissed Curtis, Jane, and Jennifer while so the board could discuss their salaries. | Jennifer will revamp the budget with the suggested pricing increases and see how that may adjust our revenue. |
| | Open with HELP Coordinator employment status. Chris stated that it is illegal to not have her as an employee since she does not fit the definition of a contractor. Just giving a stipend is illegal. We issue her a 1099 and she pays both employer and employee taxes. If we make her an employee, she will no longer pay the employer taxes which it approx. 8% | Should HELP Coordinator position be an employee of WSPA? Janet Hodson made a motion to make this position an employee; Debbie Kovacs 2nd Motioned carried. |
| | Last year gave increase to Program Coordinator and not to Executive Director. Should we be concerned about salary gap between these two positions if we increase one over the other. Coordinator is full time and Exec Director is not. | |
| | Table discussion. Board will have conversation with people holding these rolls. | |
| | Adjourned at 3:38 pm. | |

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| | June 7 8:34 a.m. Welcome back | |
| | Curtis opened with calendar and look at career fair too early, east side, west side PD. Need to get contracts and registrations in place. | New membership information should go out asap and send notification to districts. |
| | Will we continue with S275 – K3 coding for district and budget numbers changing – workshop needed. CTE portion is important. | |
| | Updates paid at $500 and $750 per session per presenter | |
| | S275 - $250 electronic and $295 hard copy cost would have provided us a profit last year instead of a loss | Keep dates and stipends as is and raise the cost of registration |
| | Move the training to ESD in Tukwila. **Janet to check Transportation dept for secondary location.** | Transportation meeting room in FWPS are reserved if needed |
| | Writing Workshop propose $295 vs last year at $150 | Action |
| | Curtis suggests Employee Misconduct workshop every other year in Spokane. | change calendar date to Nov 15th |
| | Big Bargaining year – both side of state January 24 Tukwila and 31 Spokane | |
| | Annual Conference | Check contract for pre-conference on Sunday is included |
| | Spring Classified Boot Camp | Bring date to the October meeting |
| | Legislative Impacts | chang to June 1 2020 |
| | WASSA partnering - Law Conference; legislative update in June. Send them our calendar. | Check calendars to ensure we do not conflict with WASSA calendar events |
| | No Summer HELP Advisory | |
| | POG – electronic and no cost to members. Updated versions in small, med, large districts | |
| | Members WSPA login still active for a few months. We don't inactivate members for awhile as we wait to see if they are renewing. Maybe we should have a separate login for accessing POG. Auto email set up 4x a year to active members. | |
| | Webinars – we have gone away from them but believe we need a couple: FMLA, Employee Misconduct Tina stated AASPA has done a couple | |

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**WSPA Mission**
Developing and supporting leaders by promoting effective human resources practices within the education community through legislative involvement, professional development, and networking opportunity with a focus on equity and inclusion across the state.

**WSPA Goals**

- Promote a broad-based and inclusive membership.
- Provide timely and cost-effective communication and professional development in a regional setting as to avoid travel-costs.
- Conduct a fall Law Conference and Spring HR Conference to bring members together in a state-wide setting.
- Utilize technology to advance the Association's purpose and goals.
- Influence legislative action on WSPA-endorsed issues.
- Advance WSPA as an influential association with other organizations, OSPI, legislators, and school personnel.
- Develop and implement a sound short-and long-term fiscal plan that supports the Association's goals.

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: Board minutes from Sleeping Lady
**Date:** Monday, June 10, 2019 10:44:31 AM

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jhodson@fwps.org

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**Subject:** RE: Board minutes from Sleeping Lady
**Date:** Monday, June 10, 2019 10:46:25 AM

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Jennifer
I know we did the Purpose and Vision, but I thought there was going to be a committee to work on the goals based on the changes in Purpose and Vision. The goals would be brought forward to our October meeting. Am I remembering that correctly.

---

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**From:** admin@wspa.net
**To:** jhodson@fwps.org
**Subject:** RE: Board minutes from Sleeping Lady
**Date:** Monday, June 10, 2019 10:51:07 AM

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On standby for the final ☺

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I appreciate the break down in action items – thank you!

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**From:** Janet Hodson [mailto:jhodson@fwps.org]
**Sent:** Sunday, June 09, 2019 1:01 PM
**To:** admin@wspa.net; Callaham, Christine <ccallaham@auburn.wednet.edu>; KonsmoTM@puyallup.k12.wa.us
**Subject:** RE: Board minutes from Sleeping Lady

Sorry, long day and forgot to attach document. Here you go.

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**From:** Janet Hodson
**Sent:** Saturday, June 8, 2019 10:58 PM

**To:** admin@wspa.net; Callaham, Christine <ccallaham@auburn.wednet.edu>; KonsmoTM@puyallup.k12.wa.us
**Subject:** Board minutes from Sleeping Lady

Can you please look over the minutes and see if I captured everything before they get sent out?

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

**From:** admin@wspa.net
**To:** jhodson@fwps.org; Callaham, Christine; KonsmoTM@puyallup.k12.wa.us
**Cc:** cleonard@wspa.net; Curtis M. Leonard
**Subject:** RE: Board minutes from Sleeping Lady
**Date:** Monday, June 10, 2019 10:53:52 AM

---

Yes, I have it on my list for the October meeting.

Jennifer

---

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**Sent:** Monday, June 10, 2019 10:46 AM
**To:** admin@wspa.net; Callaham, Christine <ccallaham@auburn.wednet.edu>; KonsmoTM@puyallup.k12.wa.us
**Cc:** cleonard@wspa.net; Curtis M. Leonard <cml@pattersonbuchanan.com>
**Subject:** RE: Board minutes from Sleeping Lady

Jennifer
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jhodson@fwps.org

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: Board minutes from Sleeping Lady
**Date:** Monday, June 10, 2019 10:54:27 AM

---

Thanks

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Monday, June 10, 2019 10:51 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** RE: Board minutes from Sleeping Lady

On standby for the final ☺

---

**From:** Janet Hodson [mailto:jhodson@fwps.org]
**Sent:** Monday, June 10, 2019 10:45 AM
**To:** admin@wspa.net
**Subject:** RE: Board minutes from Sleeping Lady

Jennifer,
I am still working on the minutes with Chris and Tina. Please do not send these out yet.

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Monday, June 10, 2019 10:06 AM
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253.945.2020
jhodson@fwps.org

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: Board minutes from Sleeping Lady
**Date:** Monday, June 10, 2019 10:54:50 AM

---

thanks

---

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**Sent:** Monday, June 10, 2019 10:54 AM
**To:** Janet Hodson <jhodson@fwps.org>; Callaham, Christine <ccallaham@auburn.wednet.edu>; KonsmoTM@puyallup.k12.wa.us
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253.945.2020
jhodson@fwps.org

**From:** admin@wspa.net
**To:** jhodson@fwps.org
**Subject:** RE: password
**Date:** Monday, June 10, 2019 11:55:11 AM

---

Janet, what WSPA computer do you have?

Could the password be HELP?

---

**From:** Janet Hodson [mailto:jhodson@fwps.org]
**Sent:** Saturday, June 08, 2019 8:41 PM
**To:** admin@wspa.net
**Subject:** password

Jennifer
Do you know the password to the WSPA computer I have? I know she gave it to me but I don't use this computer so I have forgotten it. ☹

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:** admin@wspa.net
**Subject:** RE: password
**Date:** Monday, June 10, 2019 11:56:43 AM

---

Jennifer
I believe it has WSPA 1 on it. The password hint is Beatle song and I tried so many with no luck.

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Monday, June 10, 2019 11:55 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** RE: password

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253.945.2020
jhodson@fwps.org

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: password
**Date:** Monday, June 10, 2019 11:57:00 AM

---

I will try HELP

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Monday, June 10, 2019 11:55 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** RE: password

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253.945.2020
jhodson@fwps.org

**From:** admin@wspa.net
**To:** jhodson@fwps.org
**Subject:** RE: password
**Date:** Monday, June 10, 2019 11:58:23 AM

---

When was it given to you? I will see what I can find in the old password list if that doesn't help!

---

**From:** Janet Hodson [mailto:jhodson@fwps.org]
**Sent:** Monday, June 10, 2019 11:57 AM
**To:** admin@wspa.net
**Subject:** RE: password

I will try HELP

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Monday, June 10, 2019 11:55 AM
**To:** Janet Hodson <jhodson@fwps.org>
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**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: password
**Date:** Monday, June 10, 2019 12:26:56 PM

---

It was handed off to me from the former secretary.

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Monday, June 10, 2019 11:58 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** RE: password

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253.945.2020
jhodson@fwps.org

**From:** admin@wspa.net
**To:** jhodson@fwps.org
**Subject:** RE: password
**Date:** Monday, June 10, 2019 4:44:54 PM

---

Janet, I found an old password list – try this one:

h.e.l.p.

Fingers crossed that works!

---

**From:** Janet Hodson [mailto:jhodson@fwps.org]
**Sent:** Monday, June 10, 2019 12:27 PM
**To:** admin@wspa.net
**Subject:** RE: password

It was handed off to me from the former secretary.

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Monday, June 10, 2019 11:58 AM
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Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

**From:** admin@wspa.net
**To:** Limmer, Tina M.; Carey Shaun; Curtis M. Leonard; Tony Frascone
**Subject:** RE: Follow up items from WSPA Leadership Retreat
**Date:** Monday, June 10, 2019 5:14:39 PM
**Attachments:** WSPA Membership Brochure_updated 2017_18.pdf
image001.png

---

Hello,

**Vision/Mission/Goals**

- The changes to the purpose/vision/mission will need to go to vote by the general membership as it will require updating our bylaws. I would recommend either reviewing the purpose/vision/mission/goals at the October meeting with the full board to or creating a subcommittee to do that work the afternoon of October 13. The subcommittee could then present their draft to the board at the evening meeting for approval and we can take it to membership for vote at annual conference.
    - Please keep in mind that we will also have an annual conference subcommittee meeting that afternoon so we will need to stagger time and volunteers.
    - Please let me know if you prefer a subcommittee for full board participation and I will prep a schedule for October.

**Membership and Membership Brochure**

- I have attached a copy of the current membership brochure as requested . I will move forward with using these for the initial membership mailing this summer and we can print new brochures when we have new vision/mission/goals finalized.
- I created the membership forms for 2019-2020 today, will update the website tonight/tomorrow, and send out the first of the membership renewal announcements on Wednesday. Reminders will go out regularly through the end of September.

**Law Conference**

- I submitted a Request for Proposal to the SeaTac Doubletree today and will let you know as soon as they respond with date availability and a quote.

I will work through the rest of my assigned items this week and will provide an update.

Thank you,

Jennifer

---

**From:** Limmer, Tina M. [mailto:LimmeTM@puyallup.k12.wa.us]
**Sent:** Saturday, June 08, 2019 7:36 AM
**To:** Carey Shaun <scarey@fpschools.org>; Curtis M. Leonard <cml@pattersonbuchanan.com>; Tony Frascone <tfrascon@fwps.org>; admin@wspa.net
**Subject:** Follow up items from WSPA Leadership Retreat

Good morning team,

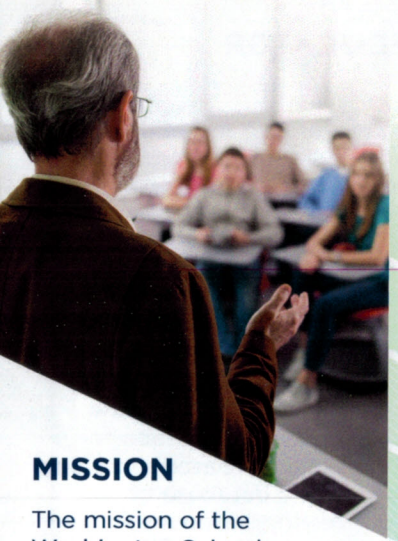
As I stared at the ceiling in the night thinking about the retreat and how much GOOD work got done, I had to get up and type out all the thoughts in my head.
One of the things I did (and someone may have already done this), was to write out all of the follow up items so we can track them in our upcoming phone calls and meetings.
Attached is the list I created, please feel free to add to it or correct it, as I only went off my notes and what is in my memory.

Thank you all for the time and effort you put in over the last 3 days. I really think that our members will benefit from the work that was done.
Tina

**Tina (Konsmo) Limmer | Director of Human Resources | Puyallup School District**

PUYALLUP
SCHOOL DISTRICT
*A Tradition of Excellence*

P.O. Box 370 Puyallup, WA 98371
**Office** 253.841.8666 **Fax** 253.841.8650 | **Email** LimmeTM@puyallup.k12.wa.us
This e-mail and any attachments may contain confidential and privileged information. If you are not the intended recipient, please notify the sender immediately by return e-mail, delete this e-mail and destroy any copies. Any dissemination, use, review, disclosure, or distribution of this information by a person other than the intended recipient is unauthorized and may be illegal.



## PURPOSE

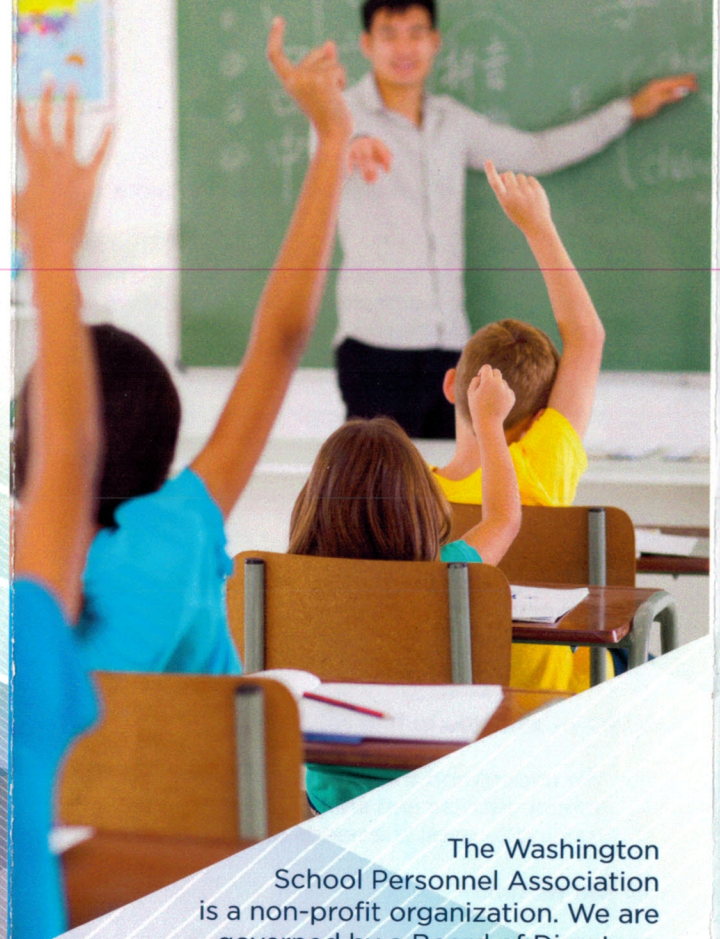
The purpose of the Washington School Personnel Association shall be to promote professional growth in school personnel administration and effective human resources practices and procedures in public, private, and post-secondary education.

## MISSION

The mission of the Washington School Personnel Association is to provide leadership in promoting effective human resource practices within the education community through legislative involvement, professional development activities and a broad-based resource network.

## GOALS

- Promote a broad-based and inclusive membership.
- Provide timely and cost-effective communication and professional development in a regional setting as to avoid travel-costs.
- Conduct a fall Law Conference and Spring HR Conference to bring members together in a state-wide setting.
- Utilize technology to advance the Association's purpose and goals.
- Influence legislative action on WSPA-endorsed issues.
- Advance WSPA as an influential association with other organizations, OSPI, legislators, and school personnel.
- Develop and implement a sound short- and long-term fiscal plan that supports the Association's goals.



The Washington School Personnel Association is a non-profit organization. We are governed by a Board of Directors, including representation from each of our identified regions. We are led by an Executive Director and employ a Program Coordinator that executes the daily functions of the association.

WSPA
WASHINGTON SCHOOL PERSONNEL ASSOCIATION

**Washington School Personnel Association**
PO Box 1600 | Anacortes, WA 98221
Phone: 360-825-1415 | Fax: 253-736-0333
admin@wspa.net | wspa.net

# MEMBERSHIP

WSPA
WASHINGTON SCHOOL PERSONNEL ASSOCIATION

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WASHINGTON SCHOOL PERSONNEL ASSOCIATION

## BENEFITS OF MEMBERSHIP

The Washington School Personnel Association is a vibrant community of human resources professionals dedicated to the school community. Your WSPA membership includes free webinars, an electronic copy of the Personnel Operations Guide (POG), discounted registration to all of our conferences, workshop, and events, legislative updates, member requests, discounted tuition through City University, and many other benefits designed to support human resources professionals and their districts.
The WSPA membership year runs from September 1st through August 31st of each year. Information and membership applications may be found online at www.wspa.net

## PROFESSIONAL DEVELOPMENT

**Why choose WSPA for your professional development?**

We UNDERSTAND the needs of human resource professionals

- We understand the complex needs of school human resources professionals because we are in the trenches with you. Our instructors are human resource professionals, school law attorneys, and experienced educators and administrators. We understand the changing laws, requirements and legislative impacts and are here to help you adapt and meet these changing demands.

We SHARE your commitment

- The WSPA Board and Administrative Team are committed to the success of our members, our school districts, our educators, and students state-wide.

We WORK with you to find solutions

- We understand the needs of Washington State school districts and are able to customize training to meet the needs of our members.

**How can we help?**

We provide a variety of platforms to meet the needs of our members:

- In-person workshops and trainings
- Webinars
- Legislative updates and advocacy
- Regional meetings, networking, support
- Conferences
- Washington Educator Career Fair(s)
- Job postings
- Shared electronic database and resources

**Events:**

- School Law Conference
- S-275 Reporting Workshop
- Employee Misconduct and Investigations
- 21st Century Bargaining Skills
- HR Legal Boot Camp
- Human Resources in Education Leadership Program (HELP)
- WSPA Annual Conference

## WASHINGTON EDUCATOR CAREER FAIRS

The Washington Educator Career Fairs offer an excellent opportunity for any educator, new or experienced, to familiarize themselves with the job market and get acquainted with what the various districts and other agencies have to offer. Educators are encouraged to take advantage of this opportunity to talk with districts and make contacts with the recruiting entities.

Equally advantageous to districts, ESD's, and colleges is the opportunity to move beyond the digital recruiting world, and make those face-to-face contacts critical to any values-based recruiting program. WSPA also provides a database of prospective teachers/administrators/counselors exclusively to districts who attend one of the two Educator Career Fairs.

The Washington School Personnel Association hosts two fairs in the early spring – one at the Spokane Convention Center and one at the Tacoma Dome Arena.

## LEGISLATIVE ADVOCACY

The Washington School Personnel Association is committed to providing legislative education and advocacy for our members. We provide our members regular legislative updates – keeping them informed and educated about the issues and changing legislation impacting education. As the preeminent human resources in education association, we are able to provide a strong, united voice on policy issues impacting our districts.

## REGIONAL SUPPORT

The WSPA membership is represented by six regions statewide. Each region has its own representation on the WSPA Board and has a voice in the development of WSPA programs, events, and the growth of the association. Each region offers networking, support, and individualized training for its members. WSPA members have the benefit of strong relationships, collaboration, and shared resources at the region level and statewide.

002185

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: password
**Date:** Monday, June 10, 2019 5:24:52 PM

---

Thanks Jennifer. I will check it tonight and let you know.

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Monday, June 10, 2019 4:45 PM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** RE: password

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h.e.l.p.

Fingers crossed that works!

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**Sent:** Monday, June 10, 2019 12:27 PM
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253.945.2020
jhodson@fwps.org

**From:** admin@wspa.net
**To:** limmetm@puyallup.k12.wa.us; scarey@fpschools.org; tfrascon@fwps.org; jhodson@fwps.org; ccallaham@auburn.wednet.edu; rauschj@evsd.org; kimha@spokaneschools.org; doug.christensen@ksd.org; tneidhold@psd1.org; jenae.gomes@everegreenps.org; melissa.kreuder@esd112.org; dormasl@puayllup.k12.wa.us; salyersj@puyallup.k12.wa.us; jensenv@skschools.org; stewartj@skschools.org; dkovacs@everettsd.org; dheisler@swsd101.org; dormasl@puyallup.k12.wa.us; cleonard@wspa.net
**Subject:** WSPA Resource: Heidi S - Equity Matters
**Date:** Tuesday, June 11, 2019 10:57:05 AM

---

Hello,

As requested by WSPA Board members, below is contact information for Equity Matters for equity and cultural competency training.

Here is Heidi Schillinger
Equity Matters

heidi@equitymattersnw.com
www.equitymattersnw.com
www.facebook.com/equitymatters

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:** Jane Rausch on behalf of Jane Rausch <rauschj@evsd.org>
**To:** admin@wspa.net
**Cc:** limmetm@puyallup.k12.wa.us; scarey@fpschools.org; tfrascon@fwps.org; jhodson@fwps.org; ccallaham@auburn.wednet.edu; kimha@spokaneschools.org; doug.christensen@ksd.org; tneidhold@psd1.org; jenae.gomes@everegreenps.org; melissa.kreuder@esd112.org; dormasl@puayllup.k12.wa.us; salyersj@puyallup.k12.wa.us; jensenv@skschools.org; stewartj@skschools.org; dkovacs@everettsd.org; dheisler@swsd101.org; dormasl@puyallup.k12.wa.us; cleonard@wspa.net
**Subject:** Re: WSPA Resource: Heidi S - Equity Matters
**Date:** Tuesday, June 11, 2019 11:44:29 AM

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Thank you!

Jane Rausch-Stencel
Director of Human Resources
East Valley School District
3830 N. Sullivan, Bldg. 1
Spokane Valley, WA 99216
(509) 241-5025 *phone*
(509) 927-9503 *fax*

On Tue, Jun 11, 2019 at 10:57 AM admin@wspa.net <admin@wspa.net> wrote:

> Hello,
>
> As requested by WSPA Board members, below is contact information for Equity Matters for equity and cultural competency training.
>
> Here is Heidi Schillinger
>
> Equity Matters
>
> heidi@equitymattersnw.com
>
> www.equitymattersnw.com
>
> www.facebook.com/equitymatters
>
> 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@wspa.net
**To:** admin@wspa.net
**Subject:** WSPA Region Lists
**Date:** Tuesday, June 11, 2019 5:33:35 PM
**Attachments:** Region 6 contact list 6.2019.xlsx
Region 5 contact list 6.2019.xlsx
Region 4 contact list 6.2019.xlsx
Region 3 contact list 6.2019.xlsx
Region 2 contact list 6.2019.xlsx
Region 1 contact list 6.2019.xlsx

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Hello everyone,

I have attached the contact lists by region as requested.

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/

| Organization | Group | First Name | Last Name | Email | Job Title | Region |
|---|---|---|---|---|---|---|
| Mount Vernon School District | Active Member Primary | Alexia | Bautista | abautista@mvsd320.org | HR Specialist | Region 6 - Northern Puget Sound ESD 189 |
| Mukilteo School District | District Member Addt'l | Alison | Brynelson | brynelsonax@mukilteo.wednet.edu | Assistant Superintendent P-12 Educatio | Region 6 - Northern Puget Sound ESD 189 |
| Everett Public Schools | Basic Contact | Alyssa | Harrell | aharrell@everettsd.org | Human Resources Specialist | Region 6 - Northern Puget Sound ESD 189 |
| South Whidbey School District | Active Member Primary | Amanda | Fisher | afisher@sw.wednet.edu | HR Specialist | Region 6 - Northern Puget Sound ESD 189 |
| Bellingham Public Schools | Basic Contact | Amanda | Ingram | amanda.ingram@bellinghamschools.or | Personnel Specialist | Region 6 - Northern Puget Sound ESD 189 |
| WA Schools Risk Management Pool | Active Member Primary | Amber | Garriott | agarriott@wsrmp.com | Senior Risk Services Consultant | Region 6 - Northern Puget Sound ESD 189 |
| Everett Public Schools | Basic Contact | Andrea | Szalda | aszalda@everettsd.org | Supervisor Maintenance & Resource Co | Region 6 - Northern Puget Sound ESD 189 |
| Arlington School District | Basic Contact | Ann | Kazen | akazen@asd.wednet.edu | Human Resources | Region 6 - Northern Puget Sound ESD 189 |
| Marysville School District | Basic Contact | Becky | Berg | becky_berg@msd25.org | Superintendent | Region 6 - Northern Puget Sound ESD 189 |
| Marysville School District | District Member | Becky | Hegr | becky_hegr@msvl.k12.wa.us | Sub Desk | Region 6 - Northern Puget Sound ESD 189 |
| Mount Vernon School District | Active Member | Bill | Nutting | bnutting@mvsd320.org | Assistant Superintendent | Region 6 - Northern Puget Sound ESD 189 |
| Bellingham School District | Active Member Primary | Bob | Kuehl | bob.kuehl@bellinghamschools.org | Assistant Superintendent of Human Res | Region 6 - Northern Puget Sound ESD 189 |
| La Conner School District | Active Member Primary | Bonnie | Haley | bhaley@lc.k12.wa.us | Director of Finance, Operations, Human | Region 6 - Northern Puget Sound ESD 189 |
| Monroe School District | Basic Contact | Brenda | Hunt | huntb@monroe.wednet.edu | Exec Director of Fiscal Services | Region 6 - Northern Puget Sound ESD 189 |
| Everett Public Schools | Basic Contact | Brenna | Hanson | bhanson@everettsd.org | Business Service Specialist | Region 6 - Northern Puget Sound ESD 189 |
| Edmonds School District | Basic Contact | Brett | Hagen | hagenb@edmonds.wednet.edu | Principal | Region 6 - Northern Puget Sound ESD 189 |
| Lopez Island School District | Basic Contact | Brian | Aukland | bauckland@lopez.k12.wa.us | Superintendent | Region 6 - Northern Puget Sound ESD 189 |
| Arlington School District | Basic Contact | Brian | Lewis | blewis@asd.wednet.edu | Executive Director of Operations | Region 6 - Northern Puget Sound ESD 189 |
| Mukilteo School District | District Member | Bruce | Hobert | hobertbl@mukilteo.wednet.edu | Assistant Superintendent, Human Resou | Region 6 - Northern Puget Sound ESD 189 |
| Darrington School District | Active Member Primary | Buck | Marsh | bmarsh@dsd.k12.wa.us | Superintendent | Region 6 - Northern Puget Sound ESD 189 |
| Oak Harbor School District | Basic Contact | Carrie | Riepma | rcoe@ohsd.net | Community Resource Specialist | Region 6 - Northern Puget Sound ESD 189 |
| Marysville School District | District Member | Cassandra | Bunney | cassandra_bunney@msd25.org | Classified Analyst - Human Resources | Region 6 - Northern Puget Sound ESD 189 |
| Everett School District | Basic Contact | Cheryl | Mercer | cmercer@everettsd.org | HR Specialist | Region 6 - Northern Puget Sound ESD 189 |
| Edmonds School District | Basic Contact | Christi | Kessler | kesslerc@edmonds.wednet.edu | Principal | Region 6 - Northern Puget Sound ESD 189 |
| Mukilteo School District | District Member Primary | Christie | Johnson | johnsonck@mukilteo.wednet.edu | HR Technician | Region 6 - Northern Puget Sound ESD 189 |
| Blaine School District | Active Member Primary | Christine | Anderson | canderson@blainesd.org | Human Resources Supervisor | Region 6 - Northern Puget Sound ESD 189 |
| Stanwood-Camano School District | Basic Contact | Christine | Del Pozo | cdelpozo@stanwood.wednet.edu | Stanwood High School Principal | Region 6 - Northern Puget Sound ESD 189 |
| Marysville School District | District Member | Coleen | Eastham | coleen_eastham@msvl.k12.wa.us | Human Resources Technician | Region 6 - Northern Puget Sound ESD 189 |
| Marysville School District | District Member | Connie | Miller | connie_miller@msvl.k12.wa.us | Human Resources Secretary | Region 6 - Northern Puget Sound ESD 189 |
| Anacortes School District | Active Member Primary | Connie | Sheridan | csheridan@asd103.org | Human Resources Manager | Region 6 - Northern Puget Sound ESD 189 |
| Sultan School District | Active Member Primary | Cyd | Leahy | cyd.leahy@sultan.k12.wa.us | Office Manager/Human Resources | Region 6 - Northern Puget Sound ESD 189 |
| San Juan Island School District | Active Member Primary | Cynthia | McVeigh | cynthiamcveigh@sjisd.wednet.edu | Human Resources Manager | Region 6 - Northern Puget Sound ESD 189 |
| Stanwood-Camano School District | Basic Contact | Dan | Johnston | admin@wspa,net | Principal | Region 6 - Northern Puget Sound ESD 189 |
| South Whidbey School District | Active Member | Dan | Poolman | dpoolman@sw.wednet.edu | Assistant Superintendent | Region 6 - Northern Puget Sound ESD 189 |
| Anacortes School District | Basic Contact | Danette | Riordan | driordan@asd103.org | Human Resources | Region 6 - Northern Puget Sound ESD 189 |
| Lakewood School District | Active Member Primary | Daniel | Lee | dlee@lwsd.wednet.edu | Director of Human Resources | Region 6 - Northern Puget Sound ESD 189 |
| San Juan Island School District | Basic Contact | Danna | Diaz | dannadiaz@sjisd.wednet.edu | Superintendent | Region 6 - Northern Puget Sound ESD 189 |
| Sedro-Woolley School District | Active Member Primary | Darrell | Heisler | dheisler@swsd101.org | Executive Director of Human Resources | Region 6 - Northern Puget Sound ESD 189 |
| Snohomish School District | Active Member Primary | Darryl | Pernat | darryl.pernat@sno.wednet.edu | Executive Director of Human Services | Region 6 - Northern Puget Sound ESD 189 |
| Northwest Educational Service Dist | Active Member Primary | David | Forsythe | dforsythe@nwesd.org | Assistant Superintendent | Region 6 - Northern Puget Sound ESD 189 |
| Lynden School District | Basic Contact | David | VanderYacht | vanderyachtd@lynden.wednet.edu | Assistant Superintendent | Region 6 - Northern Puget Sound ESD 189 |
| Snohomish School District | Active Member Primary | Dawn | Bruce | dawn.bruce@sno.wednet.edu | Assistant Analyst | Region 6 - Northern Puget Sound ESD 189 |
| Lake Stevens School District | Active Member Primary | DeAnne | St.Germaine | deanne_stgermaine@lkstevens.wednet | Classified Employee Specialist | Region 6 - Northern Puget Sound ESD 189 |
| Mukilteo School District | District Member | Debbie | Greenlund | greenlunddk@mukilteo.wednet.edu | Employment Specialist | Region 6 - Northern Puget Sound ESD 189 |
| Everett Public Schools | Active Member Primary | Debbie | Kovacs | dkovacs@everettsd.org | Assistant Superintendent | Region 6 - Northern Puget Sound ESD 189 |
| Edmonds School District | Active Member Primary | Debby | Carter | carterd@edmonds.wednet.edu | Exec Dir, HR | Region 6 - Northern Puget Sound ESD 189 |

| | | | | | | |
|---|---|---|---|---|---|---|
| Coupeville School District | Active Member Primary | Denise | Peet | dpeet@coupeville.k12.wa.us | Business Manager | Region 6 - Northern Puget Sound ESD 189 |
| Mukilteo School District | District Member | Diana | Wilson | wilsonds@mukilteo.wednet.edu | Human Resources | Region 6 - Northern Puget Sound ESD 189 |
| Monroe School District | Basic Contact | Edward | Crow | crowe@monroe.wednet.edu | Principal | Region 6 - Northern Puget Sound ESD 189 |
| Snohomish School District | Basic Contact | Eric | Cahan | eric.cahan@sno.wednet.edu | Principal | Region 6 - Northern Puget Sound ESD 189 |
| Arlington School District | Active Member Primary | Eric | DeJong | edejong@asd.wednet.edu | Executive Director of Human Resources | Region 6 - Northern Puget Sound ESD 189 |
| South Whidbey School District | Basic Contact | Evajavon | Stoudemire | humanresources@sw.wednet.edu | Human Resources | Region 6 - Northern Puget Sound ESD 189 |
| Monroe School District | Basic Contact | Fredrika | Smith | smithf@monroe.wednet.edu | Superintendent | Region 6 - Northern Puget Sound ESD 189 |
| Stanwood-Camano School District | Basic Contact | Gary | Platt | gplatt@stanwood.wednet.edu | Exec Director of Business Services | Region 6 - Northern Puget Sound ESD 189 |
| Monroe School District | Basic Contact | Ginnie | Ayres | ayresg@monroe.wednet.edu | Director of Instructional Support Progra | Region 6 - Northern Puget Sound ESD 189 |
| Mount Vernon School District No. 3 | Active Member Primary | Grace | Arnold | garnold@mvsd320.org | HR Specialist-Classified | Region 6 - Northern Puget Sound ESD 189 |
| Edmonds School District | Basic Contact | Greg | Schwab | SchwabG@edmonds.wednet.edu | Principal | Region 6 - Northern Puget Sound ESD 189 |
| Marysville School District | District Member | Gregg | Kuehn | gregg_kuehn@msvl.k12.wa.us | HR Supervisor/Risk Management | Region 6 - Northern Puget Sound ESD 189 |
| Snohomish County Fire District | Basic Contact | Heather | Chadwick | hchadwick@snofire7.org | Public Information and Education Office | Region 6 - Northern Puget Sound ESD 189 |
| Snohomish School District | Active Member Primary | Heidi | Ganske | heidi.ganske@sno.wednet.edu | HR Director | Region 6 - Northern Puget Sound ESD 189 |
| Snohomish School District | Active Member Primary | Isaac | Swartz | isaac.swartz@sno.wednet.edu | HR Analyst | Region 6 - Northern Puget Sound ESD 189 |
| Marysville School District | Basic Contact | James | Stevens | james_stevens@msd25.org | Executive Director of Special Education | Region 6 - Northern Puget Sound ESD 189 |
| Everett School District | Basic Contact | Janet | Boyer | cstolz@everettsd.org | | Region 6 - Northern Puget Sound ESD 189 |
| Sedro-Woolley School District | Active Member Primary | Janet | Schorno | jschorno@swsd101.org | HR Secretary | Region 6 - Northern Puget Sound ESD 189 |
| Marysville School District | District Member | Jason | Thompson | jason_thompson@msvl.k12.wa.us | Deputy Superintendent | Region 6 - Northern Puget Sound ESD 189 |
| Edmonds School District | Basic Contact | Jean | Mirabal | mirabalj@edmonds.wednet.edu | Executive Director Student Services | Region 6 - Northern Puget Sound ESD 189 |
| Burlington-Edison School District | Active Member Primary | Jeff | Drayer | jdrayer@be.wednet.edu | Assistant Superintendent | Region 6 - Northern Puget Sound ESD 189 |
| Monroe Public Schools | Basic Contact | Jeff | Presley | presleyj@monroe.wednet.edu | Principal | Region 6 - Northern Puget Sound ESD 189 |
| Marysville School District | District Member | Jennie | Neigel | Jenny_Neigel@msd25.org | HR Certificated Analyst | Region 6 - Northern Puget Sound ESD 189 |
| Stanwood-Camano School District | Basic Contact | Jennifer | Allen | jallen@stanwood.wednet.edu | Principal | Region 6 - Northern Puget Sound ESD 189 |
| Granite Falls School District #332 | Active Member Primary | Jennifer | Harmon | jharmon@gfalls.wednet.edu | Human Resouces Manager | Region 6 - Northern Puget Sound ESD 189 |
| La Conner School District | Active Member Primary | Jennifer | Tenborg | jtenborg@lc.k12.wa.us | Business Office Assistant | Region 6 - Northern Puget Sound ESD 189 |
| Burlington-Edison School District | Active Member Primary | Jennifer | Whitney | jwhitney@be.wednet.edu | H.R. Manager | Region 6 - Northern Puget Sound ESD 189 |
| Arlington School District | Active Member Primary | Jenny | Egger | jegger@asd.wednet.edu | HR Specialist | Region 6 - Northern Puget Sound ESD 189 |
| Snohomish School District | Basic Contact | Jessica | Treadwell | jessica.treadwell@sno.wednet.edu | Payroll Services | Region 6 - Northern Puget Sound ESD 189 |
| Ferndale School District | Basic Contact | Jill | Iwasaki | Jill.Iwasaki@ferndalesd.org | Executive Director of Student Services | Region 6 - Northern Puget Sound ESD 189 |
| Lynden School District | Basic Contact | Jim | Frey | freyj@lynden.wednet.edu | Superintendent | Region 6 - Northern Puget Sound ESD 189 |
| Coupeville School District | Basic Contact | Jim | Shank | jshank@coupeville.k12.wa.us | Superintendent | Region 6 - Northern Puget Sound ESD 189 |
| Bellingham Public Schools | Active Member Primary | JoAn | Steiner | JoAn.Steiner@BellinghamSchools.org | Human Resources Director | Region 6 - Northern Puget Sound ESD 189 |
| Monroe School District | Active Member Primary | Joanne | Dickinson | dickinsonj@monroe.wednet.edu | Director of Human Resources | Region 6 - Northern Puget Sound ESD 189 |
| Ferndale School District | Basic Contact | John | Fairbairn | john.fairbairn@ferndalesd.org | HR Director | Region 6 - Northern Puget Sound ESD 189 |
| Ferndale School District | Basic Contact | John | Fairbairn | nicole.smith@ferndalesd.org | Executive Director of Human Resources | Region 6 - Northern Puget Sound ESD 189 |
| Monroe Public Schools | Active Member | John | Mannix | mannixj@monroe.wednet.edu | Assistant Superintendent | Region 6 - Northern Puget Sound ESD 189 |
| Meridian School District | Active Member Primary | Julie | Dodd | jdodd@meridian.wednet.edu | Human Resources Coordinator | Region 6 - Northern Puget Sound ESD 189 |
| Mukilteo School Distirct | District Member | Julie | Schreeder | Schreederja@mukilteo.wednet.edu | Payroll and Benefits Director | Region 6 - Northern Puget Sound ESD 189 |
| Monroe Public Schools | Basic Contact | Justin | Blasko | blaskoj@monroe.wednet.edu | Assistant Superintendent | Region 6 - Northern Puget Sound ESD 189 |
| Bellingham Public Schools | Active Member Primary | Kara | Silsbee | kara.silsbee@bellinghamschools.org | Personnel Employment Specialist | Region 6 - Northern Puget Sound ESD 189 |
| Everett Public Schools | Active Member | Kari | Johnson | kjohnson5@everettsd.org | Nurse Supervisor | Region 6 - Northern Puget Sound ESD 189 |
| Arlington School District | Basic Contact | Kathleen | Ehman | kehman@asd.wednet.edu | Assistant Superintendent | Region 6 - Northern Puget Sound ESD 189 |
| Arlington School District | Active Member | Kathleen | Kowalczik | kkowalczik@asd.wednet.edu | HR Specialist | Region 6 - Northern Puget Sound ESD 189 |
| Lake Stevens School District | Active Member Primary | Ken | Collins | ken_collins@lkstevens.wednet.edu | Assistant Superintendent Human Resou | Region 6 - Northern Puget Sound ESD 189 |
| Monroe School District | Active Member Primary | Kim | Ames | amesk@monroe.wednet.edu | HR Coordinator | Region 6 - Northern Puget Sound ESD 189 |
| Marysville School District | District Member Addt'l | Kim | Simon | Kim_Simon@msvl.k12.wa.us | Certificated Analyst - Human Resources | Region 6 - Northern Puget Sound ESD 189 |

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|---|---|---|---|---|---|---|
| Mukilteo School District | District Member | Kirk | Barney | barneykd@mukilteo.wednet.edu | Director of Human Resources | Region 6 - Northern Puget Sound ESD 189 |
| Mount Vernon School District | Active Member Primary | Kris | Wollan | kwollan@mvsd320.org | Human Resources Director | Region 6 - Northern Puget Sound ESD 189 |
| Burlington Edison School District | Active Member Primary | Kristyn | Browning | kbrowning@be.wednet.edu | HR Specialist | Region 6 - Northern Puget Sound ESD 189 |
| Meridian School District | Active Member Primary | Kurt | Harvill | kharvill@meridian.wednet.edu | Director of Personnel | Region 6 - Northern Puget Sound ESD 189 |
| Oak Harbor Public Schools | Active Member Primary | Kurt | Schonberg | kschonberg@ohsd.net | Executive Director of Human Resources | Region 6 - Northern Puget Sound ESD 189 |
| Edmonds School District | Basic Contact | Laura | Barney | barneyl@edmonds.wednet.edu | Manager, Payroll | Region 6 - Northern Puget Sound ESD 189 |
| Mukilteo School District | District Member | Laura | Bradburn | bradburnld@mukilteo.wednet.edu | Personnel Technician | Region 6 - Northern Puget Sound ESD 189 |
| Mukilteo School District | District Member | Lauren | Fang | fangle@mukilteo.wednet.edu | Certificated Personnel Coordinator | Region 6 - Northern Puget Sound ESD 189 |
| Sedro-Woolley School District | Active Member Primary | Lisa | Dugo | ldugo@swsd101.org | HR Specialist | Region 6 - Northern Puget Sound ESD 189 |
| Lakewood School District | Basic Contact | Liz | Caldwell | lcaldwell@lwsd.wednet.edu | Director of Finance | Region 6 - Northern Puget Sound ESD 189 |
| Laughlin, Marinaccio & Owens Adv | Basic Contact | Lizzi | Pittman | briannagross@lmo.com | | Region 6 - Northern Puget Sound ESD 189 |
| Marysville School District | Basic Contact | Lori | Knudson | lori_knudson@msd25.org | Executive Director of Learning and Teac | Region 6 - Northern Puget Sound ESD 189 |
| Lynden School District | Active Member Primary | Mandi | Lenaburg | lenaburgm@lynden.wednet.edu | District Human Resources Coordinator | Region 6 - Northern Puget Sound ESD 189 |
| Everett Public Schools | Active Member | Mandy | Benson | mbenson@everettsd.org | Director | Region 6 - Northern Puget Sound ESD 189 |
| Everett Public Schools | Active Member | Mandy | Benson | mbenson@everettsd.org | Director | Region 6 - Northern Puget Sound ESD 189 |
| Northwest Educational Service Dist | Active Member Primary | Marie | Holloman | mholloman@nwesd.org | Payroll/Personnel Administrator | Region 6 - Northern Puget Sound ESD 189 |
| Sedro-Woolley School District | Active Member Primary | Marilyn | Solemslie | msolemslie@swsd101.org | HR Specialist | Region 6 - Northern Puget Sound ESD 189 |
| Bellingham School District | Active Member Primary | Maris | Holmgren | maris.holmgren@bellinghamschools.or | Human Resources Supervisor | Region 6 - Northern Puget Sound ESD 189 |
| Edmonds School District | Active Member Primary | Mark | Roschy | Roschym141@edmonds.wednet.edu | Human Resources Director - Classified | Region 6 - Northern Puget Sound ESD 189 |
| Granite Falls School District | Basic Contact | Marshall | Kruse | mkruse@gfalls.wednet.edu | Director of Business and Operations | Region 6 - Northern Puget Sound ESD 189 |
| Everett Public Schools | Active Member | Mary | O'Brien | mobrien@everettsd.org | Director | Region 6 - Northern Puget Sound ESD 189 |
| Oak Harbor School District | Basic Contact | Masume | Boelke | rcoe@ohsd.net | Human Resources Secretary | Region 6 - Northern Puget Sound ESD 189 |
| Stanwood-Camano School District | Active Member Primary | Maurene | Stanton | mstanton@stanwood.wednet.edu | Executive Director of Human Resources | Region 6 - Northern Puget Sound ESD 189 |
| Bellingham Public Schools | Active Member | Megan | Summers | megan.summers@bellinghamschools.o | Human Resources | Region 6 - Northern Puget Sound ESD 189 |
| Marysville School District | District Member | Melanie | Woodland | melanie_woodland@msd25.org | Human Resources Secretary | Region 6 - Northern Puget Sound ESD 189 |
| Mukilteo School District | District Member | Merry | Stephens | stephensml@mukilteo.wednet.edu | Human Resources | Region 6 - Northern Puget Sound ESD 189 |
| Edmonds School District | Basic Contact | Michael | Critchett | critchettm@edmonds.wednet.edu | HR Data Analyst | Region 6 - Northern Puget Sound ESD 189 |
| Mukilteo School District | District Member | Michael | Johnson | johnsonmw@mukilteo.wednet.edu | Executive Director of Human Resources | Region 6 - Northern Puget Sound ESD 189 |
| North Kitsap School District | District Member Addt'l | Michael | Olsen | molsen@nkschools.org | Director of Student Support | Region 6 - Northern Puget Sound ESD 189 |
| North Kitsap School District | Basic Contact | Michael | Olson | molsen@nkschools.org | Director of Student Support | Region 6 - Northern Puget Sound ESD 189 |
| Marysville School District | Basic Contact | Michael | Sullivan | michael_sullivan@mvsl.k12.wa.us | Executive Director of Finance and Opera | Region 6 - Northern Puget Sound ESD 189 |
| Marysville School District | District Member Addt'l | Monique | Hernandez Coate | monique_hernandez_coate@msvl.k12. | Transportation Secretary | Region 6 - Northern Puget Sound ESD 189 |
| Lake Stevens School District | Active Member Primary | Pam | Wicken | pam_wicken@lkstevens.wednet.edu | HR Certificated Specialist | Region 6 - Northern Puget Sound ESD 189 |
| Mount Baker School District | Active Member Primary | Pamela | Butenschoen | pbutenschoen@mtbaker.wednet.edu | Human Resources Coordinator | Region 6 - Northern Puget Sound ESD 189 |
| Monroe School District 103 | Active Member Primary | Pat | Mata | matap@monroe.wednet.edu | Compliance Coordinator | Region 6 - Northern Puget Sound ESD 189 |
| Everett Public Schools | Active Member | Randi | Seaberg | rseaberg@everettsd.org | Director | Region 6 - Northern Puget Sound ESD 189 |
| | Active Member | Randy | Hathaway | rnhathaway@surepost.net | | Region 6 - Northern Puget Sound ESD 189 |
| Oak Harbor School District | Active Member Primary | Renee | Coe | rcoe@ohsd.net | HR Executive Assistant | Region 6 - Northern Puget Sound ESD 189 |
| Lopez Island School District | Active Member Primary | Renee | Koplan | rkoplan@lopezislandschool.org | HR Specialist | Region 6 - Northern Puget Sound ESD 189 |
| Sedro-Woolley School District | Active Member Primary | Rhonda | Huggins | rhuggins@swsd101.org | HR Technician | Region 6 - Northern Puget Sound ESD 189 |
| Edmonds School District | Basic Contact | Rob | Baumgartner | baumgartnerr@edmonds.wednet.edu | Principal | Region 6 - Northern Puget Sound ESD 189 |
| Stanwood-Camano School District | Basic Contact | Robert | Hascall | rhascall@stanwood.wednet.edu | Director of Special Services | Region 6 - Northern Puget Sound ESD 189 |
| Edmonds School District | Basic Contact | Roger | Jordan | jordanr@edmonds.wednet.edu | HR Director Certificated Staff | Region 6 - Northern Puget Sound ESD 189 |
| Edmonds School District | Basic Contact | Roger | Jordan | jordanr@edmonds.wednet.edu | HR Director Certificated Staff | Region 6 - Northern Puget Sound ESD 189 |
| Stanwood-Camano School District | Basic Contact | Ryan | Ovenell | rovenell@stanwood.wednet.edu | Principal | Region 6 - Northern Puget Sound ESD 189 |
| Lakewood School District | Basic Contact | Sara | Centanni | scentanni@lwsd.wednet.edu | Director of Finance | Region 6 - Northern Puget Sound ESD 189 |
| Orcas Island School District | Active Member Primary | Sara | Morgan | smorgan@orcas.k12.wa.us | Human Resources | Region 6 - Northern Puget Sound ESD 189 |

| | | | | | | |
|---|---|---|---|---|---|---|
| Everett Public Schools | Active Member | Sarah | Mack | smack@everettsd.org | General Counsel | Region 6 - Northern Puget Sound ESD 189 |
| Monroe Public Schools | Active Member Primary | Sarah | Verdier | verdiers@monroe.wednet.edu | Human Resources Coordinator | Region 6 - Northern Puget Sound ESD 189 |
| Marysville School District | Basic Contact | Scott | Beebe | scott_beebe@msd25.org | Chief Technology Officer | Region 6 - Northern Puget Sound ESD 189 |
| Oak Harbor School District | Basic Contact | Shane | Evans | sevans@ohsd.net | Principal | Region 6 - Northern Puget Sound ESD 189 |
| Edmonds School District | Active Member Primary | Shantel | Strandt | strandts@edmonds.wednet.edu | Human Resources Analyst | Region 6 - Northern Puget Sound ESD 189 |
| Everett Public Schools | Active Member Primary | Shawnacy | Smith | ssmith3@everettsd.org | Human Resources Administrative Assist | Region 6 - Northern Puget Sound ESD 189 |
| Edmonds School District | Basic Contact | Sherry | Joos | jooss@edmonds.wednet.edu | HR Director, Classified Staff | Region 6 - Northern Puget Sound ESD 189 |
| Marysville School District | District Member Primary | Sibyl | Rauschkolb | sibyl_rauschkolb@msd25.org | Human Resources | Region 6 - Northern Puget Sound ESD 189 |
| Marysville School District | District Member Addt'l | Sibyl | Rauschkolb | sibyl_rauschkolb@msvl.k12.wa.us | Certificated Analyst | Region 6 - Northern Puget Sound ESD 189 |
| Arlington School District | Basic Contact | Sid | Logan | slogan@asd.wednet.edu | Executive Director of Operations | Region 6 - Northern Puget Sound ESD 189 |
| Everett School District | Basic Contact | Stephanie | North | snorth@everettsd.org | HR Coordinator | Region 6 - Northern Puget Sound ESD 189 |
| Stanwood-Camano School District | Basic Contact | Steve | Lidgard | slidgard@stanwood.wednet.edu | Executive Director of Business Services | Region 6 - Northern Puget Sound ESD 189 |
| Federal Way Public Schools | District Member | Tara | Lofton | tlofton@fwps.org | Employee Relations, Legal Asst | Region 6 - Northern Puget Sound ESD 189 |
| Oak Harbor School District | Basic Contact | Tawnie | Carlson | rcoe@ohsd.net | EXECUTIVE ASSISTANT | Region 6 - Northern Puget Sound ESD 189 |
| Lake Stevens School District | Basic Contact | Teresa | Main | teresa_main@lkstevens.wednet.edu | Assistant Superintendent | Region 6 - Northern Puget Sound ESD 189 |
| Sedro-Woolley School District | Active Member Primary | Teresa | Moody | tmoody@swsd101.org | HR Classified Specialist | Region 6 - Northern Puget Sound ESD 189 |
| Mukilteo School District | District Member | Theresa | Groomer | groomertd@mukilteo.wednet.edu | Classified Personnel Specialist | Region 6 - Northern Puget Sound ESD 189 |
| Lakewood School District | Active Member Primary | Tina | Bustad | tbustad@lwsd.wednet.edu | Human Resource/Fiscal Officer | Region 6 - Northern Puget Sound ESD 189 |
| Stanwood-Camano School District | Basic Contact | Tod | Klundt | tklundt@stanwood.wednet.edu | Principal | Region 6 - Northern Puget Sound ESD 189 |
| Marysville School District | District Member | Tracy | Souza | tracy_souza@msvl.k12.wa.us | Assistant Director of Human Resources | Region 6 - Northern Puget Sound ESD 189 |
| Everett Public Schools | Active Member | Trevor | Bell | tbell2@everettsd.org | Custodial and Operations Supervisor | Region 6 - Northern Puget Sound ESD 189 |
| Oak Harbor School District | Basic Contact | Vicki | Williams | vwilliams@ohsd.net | Business Services Director | Region 6 - Northern Puget Sound ESD 189 |
| Nooksack Valley School District | Active Member Primary | Yesenia | Cisneros | yesenia.cisneros@nv.k12.wa.us | Personnel Specialist | Region 6 - Northern Puget Sound ESD 189 |
| Snohomish School District | Active Member Primary | Tammy | Swartzell | tammysue96@gmail.com | Substitute E-Cert, Para Educator | Region 6 - Northern Puget Sound ESD 189 |
| Mount Baker School District | Active Member Primary | Mary | Sewright | tbaisden@mtbaker.wednet.edu | Superintendent | Region 6 - Northern Puget Sound ESD 189 |

| Organization | Group | First Name | Last Name | Email | Job Title | Region |
|---|---|---|---|---|---|---|
| Bremerton School District | Basic Contact | Aaron | Leavell | aaron.leavell@bremertonschools.org | Superintendent | Region 5 - Peninsula ESD 114 |
| Peninsula School District | District Member | Adrienne | Matison | matisona@psd401.net | Human Resources Specialist | Region 5 - Peninsula ESD 114 |
| North Kitsap School District | Active Member | Albert | Hoch | hr@nkschools.org | Maintenance and Facilities Coordinator | Region 5 - Peninsula ESD 114 |
| Cape Flattery School District | Basic Contact | Alisha | Kallappa | akallappa@cfsd.wednet.edu | | Region 5 - Peninsula ESD 114 |
| Cape Flattery School District | Basic Contact | Alisha | Vitalis | avitalis@cfsd.wednet.edu | Special Programs Coordinator | Region 5 - Peninsula ESD 114 |
| North Mason School District | Active Member Primary | Amy | Hurd | ahurd@northmasonschools.org | HR Assistant | Region 5 - Peninsula ESD 114 |
| Port Townsend School District | Basic Contact | Amy | Khile | akhile@ptschools.org | Director of Finance | Region 5 - Peninsula ESD 114 |
| Bremerton School District | District Member | Amy | Stam | amy.stam@bremertonschools.org | Certificated Specialist | Region 5 - Peninsula ESD 114 |
| North Kitsap School District | Active Member | Anita | Allen | aallen@nkschools.org | HR Specialist | Region 5 - Peninsula ESD 114 |
| Chimacum School District | Basic Contact | Art | Clarke | art_clarke@csd49.org | Assistant Superintendent | Region 5 - Peninsula ESD 114 |
| North Mason School District | Associate | Ashley | Supry | asupry@northmasonschools.org | Director of Business and Finance | Region 5 - Peninsula ESD 114 |
| North Kitsap School District | Active Member | Bill | Wilson | hr@nkschools.org | Director of Maintenance and Facilities | Region 5 - Peninsula ESD 114 |
| Peninsula School District | District Member Primary | Bobbi | Weatherholt | weatherholtr@psd401.ne | Human Resources | Region 5 - Peninsula ESD 114 |
| Quillayute Valley School District | Basic Contact | Brenda | King | brenda.king@qvschools.org | Instructional Coach/PD Coordinator | Region 5 - Peninsula ESD 114 |
| Chimacum School District | Basic Contact | Brown | Cammy | cammy_brown@csd49.org | School Board Director | Region 5 - Peninsula ESD 114 |
| North Kitsap School District | Active Member | Cami | Dombkowski | cdombkowski@nkschools.org | Human Resources | Region 5 - Peninsula ESD 114 |
| Bremerton School District | District Member | Carol | Bailie | carol.bailie@bremertonschools.org | Classified Specialist | Region 5 - Peninsula ESD 114 |
| Peninsula School District | District Member | Caroline | Antholt | weatherholtr@psd401.net | Human Resources Director | Region 5 - Peninsula ESD 114 |
| North Mason School District | Active Member Primary | Carolyn | Nicol | cnicol@northmasonschools.org | HR Manager | Region 5 - Peninsula ESD 114 |
| Central Kitsap School District | District Member | Chelle | Lente | chellel@ckschools.org | Certificated Specialist | Region 5 - Peninsula ESD 114 |
| Quilcene School District | Active Member Primary | Courtnee | Saenz | csaenz@qsd48.org | HR/ Payroll Specialist | Region 5 - Peninsula ESD 114 |
| North Mason School District | Basic Contact | Dan | King | dking@northmasonschools.org | Principal | Region 5 - Peninsula ESD 114 |
| North Mason School District | Associate | Dana | Rosenbach | drosenbach@northmasonschools.org | Superintendent | Region 5 - Peninsula ESD 114 |
| Sequim School District | Basic Contact | Darlene | Apeland | dapeland@sequimschools.org | Director of Business and Finance | Region 5 - Peninsula ESD 114 |
| Bremerton School District | District Member | David | Herrington | david.herrington@bremertonschools.org | Director of Facilities and Maintenance | Region 5 - Peninsula ESD 114 |
| Central Kitsap School District | District Member | Debbie | Rayburn | debbier@cksd.wednet.edu | HR Support Secretary | Region 5 - Peninsula ESD 114 |
| Bremerton School District | District Member Primary | Denise | Kennedy | denise.kennedy@bremertonschools.org | Human Resources Supervisor | Region 5 - Peninsula ESD 114 |
| Quillayute Valley School District | Basic Contact | Diana | Reaume | diana.reaume@qvschools.org | Superintendent | Region 5 - Peninsula ESD 114 |
| Central Kitsap School District | District Member | Elaine | Peterson | elainep@cksd.wednet.edu | Classified Secretary | Region 5 - Peninsula ESD 114 |
| Bainbridge Island School District | Active Member | Erin | Murphy | emurphy@bisd303.org | Assistant Superintendent | Region 5 - Peninsula ESD 114 |
| Quilcene School Distriict | Basic Contact | Frank | Redmon | fredmon@qsd48.org | Superintendent | Region 5 - Peninsula ESD 114 |
| Bremerton School District | District Member | Garth | Steedman | garth.steedman@bremertonschools.org | Assistant Superintendent of Finance Operatio | Region 5 - Peninsula ESD 114 |
| Quilcene School District | Active Member Primary | Gena | Lont | glont@qsd48.org | Director of Business & Finance | Region 5 - Peninsula ESD 114 |
| Bremerton School District | District Member Addt'l | Ionna | Cossack | ioanna.cossack@bremertonschools.org | | Region 5 - Peninsula ESD 114 |
| South Kitsap School District | Active Member | Jackie | Stewart | stewartj@skschools.org | HR Specialist | Region 5 - Peninsula ESD 114 |
| South Kitsap School District | Active Member | Jacqueline | Stewart | stewartj@skschools.org | HR Specialist | Region 5 - Peninsula ESD 114 |
| South Kitsap School District | Active Member | JAMIE | MONAGLE | monaglej@skschools.org | Acting Director of Human Resources | Region 5 - Peninsula ESD 114 |
| North Kitsap School District | Basic Contact | Jan | Paeth | janpaeth@gmail.com | Assistant Director of HR and Payroll | Region 5 - Peninsula ESD 114 |
| Bainbridge Island School District | Active Member | Janet | Paeth | jpaeth@bisd303.org | HR Specialist/Certificated | Region 5 - Peninsula ESD 114 |
| North Mason School District | Basic Contact | Jason | Swaser | jswaser@northmasonschools.org | Principal | Region 5 - Peninsula ESD 114 |
| Central Kitsap School District | District Member | Jeanne | Beckon | jeanneb@cksd.wednet.edu | Executive Director, HR | Region 5 - Peninsula ESD 114 |
| Bainbridge Island School District | Basic Contact | Jeff | Hale | jhale@bisd303.org | Associate Principal | Region 5 - Peninsula ESD 114 |
| Central Kitsap School District | District Member | Jenica | Schieb | jenicas@ckschools.org | Substitute Facilitator | Region 5 - Peninsula ESD 114 |
| South Kitsap School District | Active Member | Jerry | Holsten | holsten@skschools.org | Human Resources Director | Region 5 - Peninsula ESD 114 |
| Port Townsend School District | Basic Contact | John | Polm | jpolm@ptschools.org | Superintendent | Region 5 - Peninsula ESD 114 |
| North Kitsap School District | Active Member | John | Sides | hr@nkschools.org | Transportation Supervisor | Region 5 - Peninsula ESD 114 |

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|---|---|---|---|---|---|---|
| North Kitsap School District | Active Member | Josie | Urie | jurie@nkschools.org | HR Specialist | Region 5 - Peninsula ESD 114 |
| Bainbridge Island School District | Active Member | Joyce | Jacobson | jyjacobson@bisd303.org | Substitute Coordinator | Region 5 - Peninsula ESD 114 |
| Central Kitsap School District | District Member | Julie | Farmer | julief@cksd.wednet.edu | Substitute Facilitator | Region 5 - Peninsula ESD 114 |
| Peninsula School District | District Member | Karen | Anderson | Andersonk@psd401.net | CFO | Region 5 - Peninsula ESD 114 |
| Central Kitsap School District | District Member Primary | Karen | Woodbury | karenw@ckschools.org | Administrative Assistant | Region 5 - Peninsula ESD 114 |
| Peninsula School District | District Member | Katie | O'Brien | obrienk@psd401.net | HR Coordinator | Region 5 - Peninsula ESD 114 |
| Central Kitsap School District | Active Member Primary | Kattie | Nepper | Kattien@ckschools.org | Director of Transportation | Region 5 - Peninsula ESD 114 |
| Peninsula School District | District Member | Kelbee | Prowell | prowellk@psd401.net | Benefits Specialist/HR Receptionist | Region 5 - Peninsula ESD 114 |
| Pioneer School District | Active Member Primary | Kelly | Evans | kevans@psd402.org | HR Specialist | Region 5 - Peninsula ESD 114 |
| Quillayute Valley School District | Basic Contact | Kyle | Weakley | kyle.weakley@qvschools.org | Assistant Superintendent | Region 5 - Peninsula ESD 114 |
| South Kitsap School District | Basic Contact | Lalaina | Olson | olsonla@skschools.org | HR Specialist | Region 5 - Peninsula ESD 114 |
| Port Townsend School District | Active Member Primary | Laurie | McGinnis | lmcginnis@ptschools.org | Payroll/HR Director | Region 5 - Peninsula ESD 114 |
| Bremerton School District | District Member | Leesa | Bowie | leesa.bowie@bremertonschools.org | Recruitment Specialist | Region 5 - Peninsula ESD 114 |
| Shelton School District | Active Member Primary | Linda | Arnold | larnold@sheltonschools.org | Exec. Dir. of Human Resources | Region 5 - Peninsula ESD 114 |
| Quillayute Valley School District | Active Member Primary | Lindsey | Wallerstedt | lindsey.wallerstedt@qvschools.org | Human Resources Coordinator | Region 5 - Peninsula ESD 114 |
| North Mason School District | Basic Contact | Lisa | Roberts | lroberts@northmasonschools.org | Director of Instructional Services | Region 5 - Peninsula ESD 114 |
| Peninsula School District | Basic Contact | Lisa | Rodside | rodsidel@psd401.net | Assistant Director of Special Education | Region 5 - Peninsula ESD 114 |
| North Kitsap School District | Active Member | Liz | Campbell | ecampbell@nkschools.org | HR Secretary | Region 5 - Peninsula ESD 114 |
| Pioneer School District | Active Member Primary | Liz | Winchell | lwinchell@psd402.org | Director of Business Operations | Region 5 - Peninsula ESD 114 |
| Bremerton School District | Active Member | Lori | Campbell | lori.campbell@bremertonschools.org | Enterprise Database Manager | Region 5 - Peninsula ESD 114 |
| South Kitsap School District | Active Member Primary | Lynn | Finnie | finnie@skschools.org | Executive Assistant-Human Resources | Region 5 - Peninsula ESD 114 |
| Bremerton School District | District Member | Lynn | Johnson | lynn.johnson@bremertonschools.org | Child Nutrition Supervisor | Region 5 - Peninsula ESD 114 |
| Bremerton School District | District Member | Marco | DiCicco | marco.dicicco@bremertonschools.org | Transportation Supervisor | Region 5 - Peninsula ESD 114 |
| Bremerton School District | District Member Addt'l | Marian | Woods | marian.woods@bremertonschools.org | Business Office Supervisor | Region 5 - Peninsula ESD 114 |
| North Mason School District | Associate | Maurine | Simons | msimons@northmasonschools.org | Human Resources | Region 5 - Peninsula ESD 114 |
| Bainbridge Island School District | Basic Contact | Melinda | Reynvaan | mreynvaan@bisd303.org | Principal | Region 5 - Peninsula ESD 114 |
| Peninsula School District | District Member | Mesha | Kendrick | kendrickm@psd401.net | Human Resources Coordinator | Region 5 - Peninsula ESD 114 |
| Bainbridge Island School District | Active Member | Nathan | Fitzpatrick | nfitzpatrick@bisd303.org | Director of Human Resources | Region 5 - Peninsula ESD 114 |
| OESD 114 | Basic Contact | Nicole | Brandt | nbrandt@oesd114.org | Fiscal Support Analyst | Region 5 - Peninsula ESD 114 |
| Bremerton School District | District Member Addt'l | Nicole | Ziz | nicole.ziz@bremertonschools.org | Benefits Specialist and HR Receptionist | Region 5 - Peninsula ESD 114 |
| Bremerton School District | District Member | Patty | Glaser | patty.glaser@bremertonschools.org | Public Information Officer | Region 5 - Peninsula ESD 114 |
| Bainbridge Island School District | Basic Contact | Peggy | Paige | ppaige@bisd303.org | Director of Business Services | Region 5 - Peninsula ESD 114 |
| North Kitsap School District | Active Member Primary | Rachel | Davenport | rdavenport@nkschools.org | Interim Executive Director of Human Resourc | Region 5 - Peninsula ESD 114 |
| North Kitsap School District | Active Member | Rachel | Davenport | rdavenport@nkschools.org | Executive Director of Human Resources | Region 5 - Peninsula ESD 114 |
| South Kitsap School District | Active Member | Rachel | Tallman | tallman@skschools.org | HR Specialist | Region 5 - Peninsula ESD 114 |
| Sequim School District | Active Member Primary | Randy | Hill | rhill@sequimschools.org | Director of Human Resources | Region 5 - Peninsula ESD 114 |
| Bainbridge Island School District | Basic Contact | Reese | Ande | rande@bisd303.org | Principal | Region 5 - Peninsula ESD 114 |
| Bainbridge Island School District | Active Member Primary | Renee | Knight | rknight@bisd303.org | Personnel Specialist | Region 5 - Peninsula ESD 114 |
| Central Kitsap School District | District Member | Rich | Nestor | richne@ckschools.org | Human Resources Program Secretary | Region 5 - Peninsula ESD 114 |
| Chimacum School District | Basic Contact | Rick | Thompson | rick_thompson@csd49.org | Superintendent | Region 5 - Peninsula ESD 114 |
| Peninsula SD | Associate | Sara | Hoover | Hoovers@psd401.net | Risk Manager | Region 5 - Peninsula ESD 114 |
| South Kitsap School District | Basic Contact | Sarah | Conner | conners@skschools.org | HR Support Specialist | Region 5 - Peninsula ESD 114 |
| Port Angeles School District | Active Member Primary | Scott | Harker | sharker@portangelesschools.org | Director of Human Resources | Region 5 - Peninsula ESD 114 |
| Port Townsend School District | Basic Contact | Scott | Wilson | swilson@ptschools.org | Assistant Principal and Athletic Director | Region 5 - Peninsula ESD 114 |
| North Mason School District | Basic Contact | Stephanie | Brush | sbrush@northmasonschools.org | Human Resources | Region 5 - Peninsula ESD 114 |
| Central Kitsap School District | District Member | Stephanie | Hooper | Stephanieh@ckschools.org | Office Clerk | Region 5 - Peninsula ESD 114 |
| Chimacum School District | Active Member Primary | Stephanie | McCleary | stephanie_mccleary@csd49.org | HR Director | Region 5 - Peninsula ESD 114 |

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|---|---|---|---|---|---|---|
| Bremerton School District | Active Member | Steve | Bartlett | steve.bartlett@bremertonschools.org | Technology Supervisor | Region 5 - Peninsula ESD 114 |
| Chimacum School District | Basic Contact | Stuart | Prince | stuart_prince@csd49.org | Middle School Principal | Region 5 - Peninsula ESD 114 |
| Olympic Educational Service District | Active Member Primary | Sue | Armstrong | sarmstrong@oesd114.org | Human Resources Director | Region 5 - Peninsula ESD 114 |
| Port Angeles School District | Active Member Primary | Tamara | Elliott | telliott@portangelesschools.org | Human Resources Specialist | Region 5 - Peninsula ESD 114 |
| Peninsula School District | District Member | Tammy | Looney | looneyt@psd401.net | Human Resources Manager | Region 5 - Peninsula ESD 114 |
| Port Angeles School District | Active Member Primary | Theresa | Archibald | tarchibald@portangelesschools.org | HR Assistant | Region 5 - Peninsula ESD 114 |
| North Kitsap School District | Active Member Primary | Therese | Caldwell | hr@nkschools.org | Human Resources Generalist | Region 5 - Peninsula ESD 114 |
| Central Kitsap School District | District Member | Tiffany | Bolinger | tiffanyb@cksd.wednet.edu | Classified Specialist | Region 5 - Peninsula ESD 114 |
| Central Kitsap School District | District Member | Tracy | Johnson | tracyj@cksd.wednet.edu | Payroll Supervisor | Region 5 - Peninsula ESD 114 |
| Sequim School District | Active Member Primary | Valorie | Knieper | vknieper@sequimschools.org | Human Resource Specialist | Region 5 - Peninsula ESD 114 |
| North Mason School District | Basic Contact | Vickie | Hammrich | vhammrich@northmasonschools.org | Payroll Clerk | Region 5 - Peninsula ESD 114 |
| Bainbridge Island School District | Active Member | Viet-Anh | Moy | vmoy@bisd303.org | HR Specialist/Classified&Benifits | Region 5 - Peninsula ESD 114 |
| South Kitsap School District | Active Member | Vivian | Jensen | jensenv@skschools.org | HR Specialist | Region 5 - Peninsula ESD 114 |
| North Thurston Public Schools | Active Member | Vivian | Millon | vmillon@nthurston.k12.wa.us | Payroll Supervisor | Region 5 - Peninsula ESD 114 |

| Organization | Group | First Name | Last Name | Email | Job Title | Region |
|---|---|---|---|---|---|---|
| Enumclaw School District | Basic Contact | (Mary) Treasa | Brock | Mary_Brock@enumclaw.wednet.e | HR Secretary | Region 4 - Puget Sound ESD 113, 121 |
| Tukwila School District | Active Member Primary | Aaron | Draganov | draganova@tukwila.wednet.edu | Executive Director of Human Resou | Region 4 - Puget Sound ESD 113, 121 |
| Northshore School District | Active Member Primary | Abel | Ghirmai | aghirmai@nsd.org | Director of Human Resources | Region 4 - Puget Sound ESD 113, 121 |
| Washington State School Directors | Active Member Primary | Abigail | Westbrook | a.westbrook@wssda.org | Director of Policy and Legal Service | Region 4 - Puget Sound ESD 113, 121 |
| Muckleshoot Tribal School | Active Member Primary | Adele | Thompson | adele.thompson@muckleshoot.ns | HR Analyst II | Region 4 - Puget Sound ESD 113, 121 |
| Puyallup School District | District Member | Ailene | Baxter | baxteram@puyallup.k12.wa.us | Human Resources Director | Region 4 - Puget Sound ESD 113, 121 |
| Olympia School District | Basic Contact | Aja | Dale | adale@osd.wednet.edu | HR Generalist | Region 4 - Puget Sound ESD 113, 121 |
| Olympia School District | Basic Contact | Alan | Tyler | atyler@osd.wednet.edu | Executive Director of Facilities and | Region 4 - Puget Sound ESD 113, 121 |
| North Thurston Public Schools | Basic Contact | Alana | Bradshaw | abradshaw@nthurston.k12.wa.us | Recruiting Coordinator | Region 4 - Puget Sound ESD 113, 121 |
| Steilacoom Historical School Distric | Basic Contact | Alex | Clauson | aclauson@steilacoom.k12.wa.us | Principal | Region 4 - Puget Sound ESD 113, 121 |
| Seattle Public Schools | District Member Primary | Alex | Fuentes | alfuentes@seattleschools.org | Executive Assistant to Clover Codd | Region 4 - Puget Sound ESD 113, 121 |
| Federal Way Public Schools | District Member Addt'l | Alex | Sheridan | asherida@fwps.org | General Counsel | Region 4 - Puget Sound ESD 113, 121 |
| Bellevue School District | District Member | Alexa | Allman | allmana@bsd405.org | Director of Employee Relations | Region 4 - Puget Sound ESD 113, 121 |
| Bellevue School District | District Member | Alexandra | Nicoara | nicoarac@bsd405.org | Benefits Specialist | Region 4 - Puget Sound ESD 113, 121 |
| Highline Public Schools | District Member Addt'l | Alexandra | Reyes | Alexandra.reyes@highlineschools.( | Human Resources | Region 4 - Puget Sound ESD 113, 121 |
| Issaquah School District | District Member Addt'l | Alexis | Menasco | menascoa@issaquah.wednet.edu | HR Dept Support | Region 4 - Puget Sound ESD 113, 121 |
| Federal Way Public Schools | District Member Addt'l | Alicia | Larsen | alarsen@fwps.org | Human Resources | Region 4 - Puget Sound ESD 113, 121 |
| North Thurston School District | Basic Contact | Alicia | Neal | aneal@nthurston.k12.wa.us | Food and Nutrition Director | Region 4 - Puget Sound ESD 113, 121 |
| Federal Way Public Schools | District Member | Alisa | De Sart | adesart@fwps.org | Human Resources | Region 4 - Puget Sound ESD 113, 121 |
| Fife School District | Active Member Primary | Alix | Meyer | ameyer@fifeschools.com | HR Manager | Region 4 - Puget Sound ESD 113, 121 |
| Lake Washington School District | Basic Contact | Allie | Petesch | apetesch@lwsd.org | Human Resources | Region 4 - Puget Sound ESD 113, 121 |
| Kent School District | Basic Contact | Allison | Deno | Allison.deno@kent.k12.wa.us | School Improvement Officer | Region 4 - Puget Sound ESD 113, 121 |
| Keating Bucklin & McCormack | Active Member | Amanda | Butler | abutler@kbmlawyers.com | | Region 4 - Puget Sound ESD 113, 121 |
| Federal Way Public Schools | District Member | Amanda | Michaels | amichaels@fwps.org | Human Resources | Region 4 - Puget Sound ESD 113, 121 |
| Puyallup School District | District Member | Amie | Brandmire | brandmah@puyallup.k12.wa.us | Chief Human Resources Officer | Region 4 - Puget Sound ESD 113, 121 |
| Chief Leschi Schools | Basic Contact | Amy | Eveskcige | amy.eveskcige@leschichools.org | Superintendent | Region 4 - Puget Sound ESD 113, 121 |
| Bellevue School District | District Member | Amy | Lewis | lewisam@bsd405.org | Classified Salary Specialist | Region 4 - Puget Sound ESD 113, 121 |
| Vashon Island School District | Active Member Primary | Amy | Sassara | asassara@vashonsd.org | Human Resource Director | Region 4 - Puget Sound ESD 113, 121 |
| Auburn School District | District Member | Analia | Galloway | agalloway@auburn.wednet.edu | HR Technician | Region 4 - Puget Sound ESD 113, 121 |
| Renton School District | Basic Contact | Andrea | Arreola | andrea.arreola@rentonschools.us | Employment Services Specialist | Region 4 - Puget Sound ESD 113, 121 |
| Tacoma Public Schools | District Member | Andrea | Frazier | afrazie@tacoma.k12.wa.us | Coordinator, Human Resources | Region 4 - Puget Sound ESD 113, 121 |
| Tahoma School District | District Member | Andrea | Hull | andrea@tahomasd.us | Administrative Assistant | Region 4 - Puget Sound ESD 113, 121 |
| Shoreline School District | Active Member Primary | Angela | Huffman | Angela.Huffman@shorelineschools | Certificated Specialist | Region 4 - Puget Sound ESD 113, 121 |
| Issaquah School District | District Member | Ann | Swiftney | swiftneya@issaquah.wednet.edu | HR Coordinator | Region 4 - Puget Sound ESD 113, 121 |
| Highline Public Schools | District Member Addt'l | Anna | Fitzpatrick | anna.fitzpatrick@highlineschools.c | Human Resources | Region 4 - Puget Sound ESD 113, 121 |
| Hoquiam School District | Basic Contact | April | Wright | awright@hoquium.net | Payroll and Benefits Officer | Region 4 - Puget Sound ESD 113, 121 |
| Snoqualmie Valley School District | Basic Contact | Ashley | Johnson | johnsonal2@svsd410.org | Personnel Secretary | Region 4 - Puget Sound ESD 113, 121 |
| Renton School District | District Member | Ashley | Turner | ashley.turner@rentonschools.us | Senior HR Advisor | Region 4 - Puget Sound ESD 113, 121 |
| Tacoma Public Schools | Associate | Autumn | Lara | alara2@tacoma.k12.wa.us | Assistant Director of Safety & Secu | Region 4 - Puget Sound ESD 113, 121 |
| Sumner - Bonney Lake School Distr | Basic Contact | Bang | Parkinson | bang_parkinson@sumnersd.org | Executive Director of Business Serv | Region 4 - Puget Sound ESD 113, 121 |
| South Vend School District | Basic Contact | Barb | Cenci | bcenci@southbendschools.org | Human Resources | Region 4 - Puget Sound ESD 113, 121 |
| Enumclaw School District | Active Member Primary | Barbara | Puhl | barbara_puhl@enumclaw.wednet. | Human Relations Specialist | Region 4 - Puget Sound ESD 113, 121 |
| Puyallup School District | District Member | Barbara | Schmitten | schmitbk@puyallup.k12.wa.us | HR PY/Technician | Region 4 - Puget Sound ESD 113, 121 |
| Issaquah School District | District Member Addt'l | Becky | Lawrence | lawrenceb@issaquah.wednet.edu | District Recptionist | Region 4 - Puget Sound ESD 113, 121 |
| Fife School District | Active Member Primary | Ben | Ramirez | bramirez@fifeschools.com | Assistant Superintendent | Region 4 - Puget Sound ESD 113, 121 |
| Kent School District | Basic Contact | Benjamin | Rarick | Benjamin.Rarick@kent.k12.wa.us | Director of Budget and Finance | Region 4 - Puget Sound ESD 113, 121 |

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|---|---|---|---|---|---|---|
| Renton School District | District Member | Beth | Porter | elizabeth.porter@rentonschools.u | Director of Human Resources | Region 4 - Puget Sound ESD 113, 121 |
| Snoqualmie Valley School District | Basic Contact | Beth | Porter | porterb@svsd410.org | Executive Director of Human Reso | Region 4 - Puget Sound ESD 113, 121 |
| Tumwater School District | Active Member Primary | Beth | Scouller | beth.scouller@tumwater.k12.wa.u | Executive Director | Region 4 - Puget Sound ESD 113, 121 |
| Issaquah School District | District Member Addt'l | Beth | Shomaker | shoemakerb@issaquah.wednet.ed | HR Substitute Services Technician | Region 4 - Puget Sound ESD 113, 121 |
| Issaquah School District | District Member Primary | Bethany | Rogers | rogersb@issaquah.wednet.edu | Human Resources Administrative A | Region 4 - Puget Sound ESD 113, 121 |
| Issaquah School District | District Member | Betsy | Meador | meadorb@issaquah.wednet.edu | Personnel Supervisor | Region 4 - Puget Sound ESD 113, 121 |
| Retiree - Snoqualmie School Distric | Active Member | Beverly | Root | banneroot@yahoo.com | Director, Personnel | Region 4 - Puget Sound ESD 113, 121 |
| Highline Public Schools | District Member Addt'l | Bianca | Castaneda | bianca.castaneda@highlineschools | Human Resources | Region 4 - Puget Sound ESD 113, 121 |
| Annie Wright Schools | Basic Contact | Bill | Hulseman | bill_hulseman@aw.org | Director of Academic Affairs | Region 4 - Puget Sound ESD 113, 121 |
| Franklin Pierce Schools | Basic Contact | Bill | Rasplica | wrasplica@fpschools.org | Executive Director | Region 4 - Puget Sound ESD 113, 121 |
| Lake Washington School District | Active Member Primary | Bill | Rosen | wrosen@lwsd.org | Associate Director Human Resourc | Region 4 - Puget Sound ESD 113, 121 |
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| Renton School District | District Member | Brenda | Summers | brenda.summers@rentonschools.u | Human Resources | Region 4 - Puget Sound ESD 113, 121 |
| Renton School District | District Member Addt'l | Brenda | Summers | brenda.summers@rentonschools.u | Human Resources | Region 4 - Puget Sound ESD 113, 121 |
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| North Thurston School District | District Member Addt'l | Brian | Eko | beko@nthurston.k12.wa.us | Facilities Director | Region 4 - Puget Sound ESD 113, 121 |
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| Issaquah School District | District Member | Carleena | Scammon | scammonc@issaquah.wednet.edu | Director of Human Resources | Region 4 - Puget Sound ESD 113, 121 |
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| Orting School District | Active Member Primary | Carrie | Joy | joyc@orting.wednet.edu | Human Resources Generalist | Region 4 - Puget Sound ESD 113, 121 |
| White River School District | Active Member Primary | Carrie | Wetteland | cwetteland@whiteriver.wednet.ec | Classified Personnel Specialist | Region 4 - Puget Sound ESD 113, 121 |
| Chief Leschi Schools | Basic Contact | Cassie | Ridenour | cassie.ridenour@leschischools.org | Lodge Leader | Region 4 - Puget Sound ESD 113, 121 |
| Tacoma Public Schools | Active Member Primary | Cathi | Price | cathibp@msn.com | Lead, Human Resources Services | Region 4 - Puget Sound ESD 113, 121 |
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| Tacoma Public Schools | District Member Addt'l | Chantana | Lim | clim@tacoma.k12.wa.us | HRIS Analyst | Region 4 - Puget Sound ESD 113, 121 |
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| North Thurston School District | District Member Addt'l | Charles | Burleigh | cburleigh@nthurston.k12.wa.us | Human Resources | Region 4 - Puget Sound ESD 113, 121 |
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| Issaquah School District | District Member Addt'l | Chris | Burton | burtonc@issaquah.wednet.edu | Executive Director of Compliance a | Region 4 - Puget Sound ESD 113, 121 |
| Puyallup School District | District Member | Chris | Haase | haasecd@puyallup.k12.wa.us | Human Resources | Region 4 - Puget Sound ESD 113, 121 |
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| Chehalis School District | Active Member Primary | Debby | Gregory | dgregory@chehalisschools.org | Personnel/Communications Officer | Region 4 - Puget Sound ESD 113, 121 |
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| Rochester School District | Basic Contact | Ed | Dowell | skiliz@rochester.wednet.edu | Director of Maintenance and Custo | Region 4 - Puget Sound ESD 113, 121 |
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| Fife School District | Basic Contact | Kevin | Alfano | kalfano@fifeschools.com | Superintendent | Region 4 - Puget Sound ESD 113, 121 |
| Vashon Island School District | Basic Contact | Kevin | Dickerson | kdickerson@vashonsd.org | Director of Facilities | Region 4 - Puget Sound ESD 113, 121 |
| North Kitsap School District | Basic Contact | Kim | Eimers | keimers@nkschools.org | CTE & ALE Director | Region 4 - Puget Sound ESD 113, 121 |
| North Thurston School District | District Member | Kim | Gylys | kgylys@nthurston.k12.wa.us | Classified Coordinator | Region 4 - Puget Sound ESD 113, 121 |
| Eatonville School District | Active Member Primary | Kim | Knight | k.knight@eatonville.wednet.edu | Business Manager | Region 4 - Puget Sound ESD 113, 121 |
| Enumclaw School District | Basic Contact | Kim | Mayer | kim_mayer@enumclaw.wednet.ec | Fiscal Officer | Region 4 - Puget Sound ESD 113, 121 |
| Highline Public Schools | District Member | Kim | Watson | kim.watson@highlineschools.org | Recruitment Acquisition Specialist | Region 4 - Puget Sound ESD 113, 121 |
| Tacoma Public Schools | District Member | Kirsten | Anderson-Conr | kander1@tacoma.k12.wa.us | Assistant Director, Compliance and | Region 4 - Puget Sound ESD 113, 121 |

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| Highline Public Schools | District Member Addt'l | Kristie | Cleaver | kristie.cleaver@highlineschools.or | Customer Service Professional | Region 4 - Puget Sound ESD 113, 121 |
| Tahoma School District | District Member | Kristie | Milligan | kmilliga@tahomasd.us | Human Resources Specialist | Region 4 - Puget Sound ESD 113, 121 |
| North Thurston Public Schools | Basic Contact | Kristin | Foster | kfsoter@nthurston.k12.wa.us | Assistant Director of Transportatio | Region 4 - Puget Sound ESD 113, 121 |
| Tacoma Public Schools | District Member Addt'l | Kristin | Bell | kbell2@tacoma.k12.wa.us | Director, Budget | Region 4 - Puget Sound ESD 113, 121 |
| Franklin Pierce Schools | District Member | Kristina | Harding | kharding@fpschools.org | Systems and Operations Specialist | Region 4 - Puget Sound ESD 113, 121 |
| Northshore School District | Active Member Primary | Lance | Andahl | landahl@nsd.org | HR Lead Analyst | Region 4 - Puget Sound ESD 113, 121 |
| Franklin Pierce Schools | District Member Addt'l | Lance | Goodpaster | lgoodpaster@fpschools.org | Assistant Superintendent | Region 4 - Puget Sound ESD 113, 121 |
| Renton School District | District Member Addt'l | Laura | Bohn | laura.bohn@rentonschools.org | Principal | Region 4 - Puget Sound ESD 113, 121 |
| Highline Public Schools | District Member | Laura | Castaneda | laura.castaneda@highlineschools.c | Customer Service Professional | Region 4 - Puget Sound ESD 113, 121 |
| Northshore School District | Active Member Primary | Laura | Poolman | lpoolman@nsd.org | Employment Services Manager | Region 4 - Puget Sound ESD 113, 121 |
| Seattle Public Schools | District Member | Laurel | Smith | lwsmith@seattleschools.org | HRIS Master Data Sr. Analyst | Region 4 - Puget Sound ESD 113, 121 |
| Sumner School District | Active Member Primary | Laurie | Dent | laurie_dent@sumnersd.org | Superintendent | Region 4 - Puget Sound ESD 113, 121 |
| Clover Park School District | District Member | Laurie | Miner | lminer@cloverpark.k12.wa.us | HR Supervisor | Region 4 - Puget Sound ESD 113, 121 |
| Renton School District | District Member Addt'l | Laurie | Taylor | laurie.taylor@rentonschools.us | Interim Assistant Superintendent, I | Region 4 - Puget Sound ESD 113, 121 |
| Renton School District | District Member | Laurie | Taylor | laurie.taylor@rentonschools.us | Assistant Superintendent | Region 4 - Puget Sound ESD 113, 121 |
| Bethel School District | District Member | Leigh | Sinclair | lsinclair@bethelsd.org | Director of HR | Region 4 - Puget Sound ESD 113, 121 |
| Puyallup School District | District Member | Leisha | Turner | turnerl@puyallup.k12.wa.us | HR Generalist | Region 4 - Puget Sound ESD 113, 121 |
| Seattle Public Schools | District Member | Leslyn | Jones-Petitt | ljones@seattleschools.org | SR HR Analyst | Region 4 - Puget Sound ESD 113, 121 |
| Tahoma School District | District Member Primary | Letta | Morris | lmorris@tahomasd.us | Classified Coordinator | Region 4 - Puget Sound ESD 113, 121 |
| Renton School District | District Member | Lian | Sell | lian.sell@rentonschools.us | Sr. HR Advisor | Region 4 - Puget Sound ESD 113, 121 |
| Clover Park School District | District Member | Linda | Krininger | lkrining@cloverpark.k12.wa.us | Director for Human Resources | Region 4 - Puget Sound ESD 113, 121 |
| Tumwater School District | Active Member Primary | Lindsey | Owens | lindsey.owens@tumwater.k12.wa. | HR Specialist I | Region 4 - Puget Sound ESD 113, 121 |
| Seattle Public Schools | District Member | Lisa | Garberg | lkg456@yahoo.com | Classification Compensation Super | Region 4 - Puget Sound ESD 113, 121 |
| Mossyrock School District | Active Member Primary | Lisa | Grant | lgrant@mossyrockschools.org | Superintendent | Region 4 - Puget Sound ESD 113, 121 |
| Issaquah School District | District Member | Lisa | Hechtman | hechtmanl@issaquah.wednet.edu | Assistant Superintendent of Humai | Region 4 - Puget Sound ESD 113, 121 |
| Northshore School District | Active Member Primary | Lisa | McLean | lmclean@nsd.org | Manager - Benefits & HR Info Syste | Region 4 - Puget Sound ESD 113, 121 |
| Tacoma Public Schools | District Member | Lisa | Nolan | lnolan@tacoma.k12.wa.us | Asst Superintendent, HR | Region 4 - Puget Sound ESD 113, 121 |
| Rochester School District | Active Member | Lisa | Thoreseon | lthoreson@rochester.wednet.edu | Lead Custodian | Region 4 - Puget Sound ESD 113, 121 |
| Federal Way Public Schools | District Member Addt'l | Liz | McFarland | lmcfarla@fwps.org | Human Resources and Systems Ma | Region 4 - Puget Sound ESD 113, 121 |
| Auburn School District | District Member | Lora | Sargent | lsargent@auburn.wednet.edu | Contract Analyst | Region 4 - Puget Sound ESD 113, 121 |
| WA HE LUT Indian School | Active Member Primary | Loretta | McNeal | loretta.mcneal@BIE.EDU | State Tribal Compact Compliance | Region 4 - Puget Sound ESD 113, 121 |
| Hoquiam School District | Active Member Primary | Lori | Coady | lcoady@hoquiam.net | Human Resources Coordinator | Region 4 - Puget Sound ESD 113, 121 |
| Clover Park School District | District Member | Lori | Liedes | lliedes@cloverpark.k12.wa.us | Recruitment Coordinator | Region 4 - Puget Sound ESD 113, 121 |
| Clover Park School District | District Member | Lori | McStay | lmcstay@cloverpark.k12.wa.us | Executive Director for HR | Region 4 - Puget Sound ESD 113, 121 |
| Auburn School District | District Member Primary | Lynda | Stoddard | lstoddard@auburn.wednet.edu | Administrative Assistant | Region 4 - Puget Sound ESD 113, 121 |
| Snoqualmie Valley School District | Active Member Primary | Lynn | Heikkila | heikkilal@svsd410.org | Director of Human Resouorces | Region 4 - Puget Sound ESD 113, 121 |
| Federal Way | District Member Primary | Manal | Tirhi | mtirhi@fwps.org | Office Manager | Region 4 - Puget Sound ESD 113, 121 |
| Franklin Pierce Schools | District Member | Mandie | McAfee | mmcafee@fpschools.org | Certificated Manager, Human Resc | Region 4 - Puget Sound ESD 113, 121 |
| Chief Leschi Schools | Active Member Primary | Marc | Brouillet | marc.brouillet@leschischools.org | Human Resources | Region 4 - Puget Sound ESD 113, 121 |
| Orting School District | Basic Contact | Marci | Shepard | shepardm@orting.wednet.edu | Superintendent | Region 4 - Puget Sound ESD 113, 121 |
| Chehalis School District | Basic Contact | Marge | Wilcoxson | mwilcoxson@chehalisschools.org | Administrative Secretary/H.R. | Region 4 - Puget Sound ESD 113, 121 |
| Highline Public Schools | District Member Addt'l | Maria | Gomez | maria.gomez@highlineschools.org | Human Resources | Region 4 - Puget Sound ESD 113, 121 |
| Tacoma Public Schools | District Member Addt'l | Marie | Verhaar | mverhaa@tacoma.k12.wa.us | Assistant Superintendent of Teachi | Region 4 - Puget Sound ESD 113, 121 |
| Tacoma Public Schools | District Member | Marilyn | Crabtree | mcrabtr@tacoma.k12.wa.us | Director, HR | Region 4 - Puget Sound ESD 113, 121 |
| Sumner-Bonney Lake School Distri | Active Member Primary | Marion | Leach | Marion_Leach@sumnersd.org | Executive Director for Legal Affairs | Region 4 - Puget Sound ESD 113, 121 |
| Washington Virtual Academies | Basic Contact | Mark | Christiano | mchristiano@k12.com | WAVA Head of School | Region 4 - Puget Sound ESD 113, 121 |
| North Thurston School District | Active Member | Mark | Kallas | mkallas@nthurston.k12.wa.us | Custodial Supervisor | Region 4 - Puget Sound ESD 113, 121 |

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| Tahoma School District | District Member | Mark | Koch | mkoch@tahomasd.us | Director of Human Resources | Region 4 - Puget Sound ESD 113, 121 |
| Bellevue School District | District Member | Mark | Munguia | munguiam@bsd405.org | Salary Specialist | Region 4 - Puget Sound ESD 113, 121 |
| Highline School District | Basic Contact | Marsha | Harden | marsha.harden@highlineschools.org | | Region 4 - Puget Sound ESD 113, 121 |
| Highline Public Schools | Basic Contact | Mary | Hanratty | mary.hanratty@highlineschools.or | Employee Services Specialist | Region 4 - Puget Sound ESD 113, 121 |
| Vashon Island School District | Basic Contact | Matt | Sullivan | msullivan@vashonsd.org | Executive Director of Business and | Region 4 - Puget Sound ESD 113, 121 |
| Tacoma Public Schools | District Member Addt'l | Matt | Thomas | mthomas3@tacoma.k12.wa.us | HR Generalist | Region 4 - Puget Sound ESD 113, 121 |
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| Olympia School District | Active Member | Maureen | Baker | mbaker@osd.wednet.edu | Certificated Officer | Region 4 - Puget Sound ESD 113, 121 |
| Puget Sound ESD | Active Member Primary | Maxine | Broussard-Upcl | mbroussard-upchurch@psesd.org | Director, Human Resources & Orga | Region 4 - Puget Sound ESD 113, 121 |
| Lake Washington School District | Basic Contact | Megan | Biesinger | mbiesinger@lwsd.org | Human Resources Technician | Region 4 - Puget Sound ESD 113, 121 |
| Federal Way Public Schools | District Member | Megan | Ristine | mristine@fwps.org | School Support Coordinator | Region 4 - Puget Sound ESD 113, 121 |
| Renton School District | District Member Addt'l | Meghan | Moore | meghan.moore@rentonschools.us | Worker's Compensation and Leave | Region 4 - Puget Sound ESD 113, 121 |
| Bethel School District | Active Member | Mel | Boyd | mboyd@bethelsd.org | Director of Human Resources - Cer | Region 4 - Puget Sound ESD 113, 121 |
| Olympia School District | Basic Contact | Melanie | Buggs | mbuggs@osd.wednet.edu | Classified Contract Specialist | Region 4 - Puget Sound ESD 113, 121 |
| Bellevue School District | District Member Addt'l | Melaine | Patterson | pattersonm@bsd405.org | Human Resources | Region 4 - Puget Sound ESD 113, 121 |
| Renton School District | District Member | Melissa | Pond | Melissa.pond@rentonschools.us | HR Information Specialist | Region 4 - Puget Sound ESD 113, 121 |
| North Thurston Public Schools | Basic Contact | Melissa | Sylvester | msylvester@nthurston.k12.wa.us | Human Resources Supervisor | Region 4 - Puget Sound ESD 113, 121 |
| Kent School District | Active Member Primary | Melody | Perez | melody.perez@kent.k12.wa.us | HR Generalist | Region 4 - Puget Sound ESD 113, 121 |
| Bethel School District | District Member | Meredith | Colvin | mhcolvin@bethelsd.org | Certificated Information Manager | Region 4 - Puget Sound ESD 113, 121 |
| North Thurston School District | Active Member | Michael | Dahl | mtdahl263@comcast.net | Facilities Director | Region 4 - Puget Sound ESD 113, 121 |
| Renton School District | District Member Addt'l | Michael | Ingham | Michael.Ingham@rentonschools.u | Interim Director - Transportatation | Region 4 - Puget Sound ESD 113, 121 |
| Vashon School District | Basic Contact | Michael | Soltman | msoltman@vashonsd.org | Superintendent | Region 4 - Puget Sound ESD 113, 121 |
| Lake Quinault School District #97 | Active Member Primary | Michelle | Morrison | mmorrison@lakequinaultschools.c | Business Manager | Region 4 - Puget Sound ESD 113, 121 |
| Issaquah School District | District Member Addt'l | Michelle | Myer | meyersm2@issaquah.wednet.edu | HR Specialist | Region 4 - Puget Sound ESD 113, 121 |
| Federal Way Public Schools | District Member Addt'l | Michelle | Turner | mturner@fwps.org | Director of Transportation | Region 4 - Puget Sound ESD 113, 121 |
| Chief Leschi Schools | Basic Contact | Michie | Russell | michie.russell@leschischools.org | Substitute Coordinator | Region 4 - Puget Sound ESD 113, 121 |
| Tacoma Public Schools | District Member Addt'l | Mike | Dinges | jdinges@tacoma.k12.wa.us | District Negotiator | Region 4 - Puget Sound ESD 113, 121 |
| Steilacoom Historical School Distric | Basic Contact | Mike | Miller | mimiller@steilacoom.k12.wa.us | Principal | Region 4 - Puget Sound ESD 113, 121 |
| Hoquiam School District | Basic Contact | Mike | Parker | mparker@hoquiam.net | Superintendent | Region 4 - Puget Sound ESD 113, 121 |
| Renton School District | District Member Addt'l | Misty | Mbadugha | misty.mbadugha@rentonschools.c | Principal | Region 4 - Puget Sound ESD 113, 121 |
| Riverview School District | Basic Contact | Molly | Lutz | lutzm@rsd407.org | Assistant Director of Student Servi | Region 4 - Puget Sound ESD 113, 121 |
| Bethel School District | District Member Addt'l | Monica | Carter | mcarter@bethelsd.org | HR Specialist | Region 4 - Puget Sound ESD 113, 121 |
| North Thurston Public Schools | District Member Addt'l | Monty | Sabin | msabin@nthurston.k12.wa.us | Assistant Superintendent | Region 4 - Puget Sound ESD 113, 121 |
| Kent School District | Basic Contact | Moriah | Martin | moriah.martin@kent.k12.wa.us | Chief Human Resources Office | Region 4 - Puget Sound ESD 113, 121 |
| Issaquah School District | District Member | Natalie | Fowler | fowlern@issaquah.wednet.edu | Human Resources | Region 4 - Puget Sound ESD 113, 121 |
| Puyallup School District | District Member Addt'l | Natalie | Oaks | oaksnm@puyallup.k12.wa.us | Auditor | Region 4 - Puget Sound ESD 113, 121 |
| Highline Public Schools | District Member Addt'l | Nicole | Kilstrom | nicole.kilstrom@highlineschools.o | Customer Service Professional | Region 4 - Puget Sound ESD 113, 121 |
| Tumwater School District | Active Member Primary | Pam | Jolley | pam.jolley@tumwater.k12.wa.us | Human Resources Specialist | Region 4 - Puget Sound ESD 113, 121 |
| Bethel School District | District Member | Pam | Montgomery | pmontgomer@bethelsd.org | Assistant Director of Human Resou | Region 4 - Puget Sound ESD 113, 121 |
| Lake Washington School District | Active Member Primary | Pat | Fowler-Fung | pfowler-fung@lwsd.org | Human Resources Director | Region 4 - Puget Sound ESD 113, 121 |
| North Beach School District | Active Member Primary | Patrice | Timpson | ptimpson@northbeachschools.org | Administrative Assistant | Region 4 - Puget Sound ESD 113, 121 |
| Bethel School District | District Member Addt'l | Patricia | Christensen | pchristens@bethelsd.org | Substitute Coordinator | Region 4 - Puget Sound ESD 113, 121 |
| Tumwater School District | Basic Contact | Patty | Kilmer | patty.kilmer@tumwater.k12.wa.us | Principal | Region 4 - Puget Sound ESD 113, 121 |
| Steilacoom Historical School Distric | Active Member Primary | Patty | Zech | pzech@steilacoom.k12.wa.us | HR Clerk | Region 4 - Puget Sound ESD 113, 121 |
| Steilacoom Historical School Distric | Active Member Primary | Paul | Harvey | pharvey@steilacoom.k12.wa.us | Executive Director of Student Achi | Region 4 - Puget Sound ESD 113, 121 |
| Auburn School District | District Member Addt'l | Pauline | Thomas | pthomas@auburn.wednet.edu | Principal | Region 4 - Puget Sound ESD 113, 121 |
| Clover Park School District | District Member | Rachel | Traut | rtraut@cloverpark.k12.wa.us | Human Resources | Region 4 - Puget Sound ESD 113, 121 |

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| Seattle Public Schools | District Member Addt'l | Rachelle | Mangubat | rbmangubat@seattlschools.org | Human Resources | Region 4 - Puget Sound ESD 113, 121 |
| Kent School District | Basic Contact | Ralph | Fortunato | ralph.fortunato@kent.k12.wa.us | Executive Director | Region 4 - Puget Sound ESD 113, 121 |
| Enumclaw School District | Active Member Primary | Stephanie | Berryhill | stephanie_berryhill@enumclaw.w | Classified HR Specialist | Region 4 - Puget Sound ESD 113, 121 |
| Enumclaw School District | Active Member Primary | Ramona | Bray | ramona_bray@enumclaw.wednet. | HR Specialist | Region 4 - Puget Sound ESD 113, 121 |
| Auburn School District | District Member Addt'l | Randy | Thomas | rthomas@auburn.wednet.edu | Executive Director of Support Servi | Region 4 - Puget Sound ESD 113, 121 |
| Riverview School District | Basic Contact | Ray | LaBate | labater@rsd407.org | Principal | Region 4 - Puget Sound ESD 113, 121 |
| Vashon Island School District | Basic Contact | Rebecca | Goertzel | rgoertzel@vashonsd.org | Principal | Region 4 - Puget Sound ESD 113, 121 |
| Hood Canal School District 404 | Active Member Primary | Rebecca | Lemke | blemke@hoodcanalschool.org | Business Assistant | Region 4 - Puget Sound ESD 113, 121 |
| Puyallup School District | District Member | Rhonda | Knudson | knudsr@puyallup.k12.wa.us | HR Specialist | Region 4 - Puget Sound ESD 113, 121 |
| Olympia School District | Basic Contact | Rhonda | Morton | rmorton@osd.wednet.edu | Transportation Director | Region 4 - Puget Sound ESD 113, 121 |
| North Thurston Public Schools | Basic Contact | Rich | Yelenich | ryelenich@nthurston.k12.wa.us | Director of Athletics; Directof of Sc | Region 4 - Puget Sound ESD 113, 121 |
| Tacoma Public Schools | Active Member Primary | Rob | Bryant | rbryant@tacoma.k12.wa.us | Director of Financial Services | Region 4 - Puget Sound ESD 113, 121 |
| Riverview School District | Basic Contact | Robert | Gallagher | robertgallagher@kent.k12.us | Director of Human Resources | Region 4 - Puget Sound ESD 113, 121 |
| Kent School District | Basic Contact | Robert | Humes | robert.humes@kent.k12.wa.us | Assistant Director of Human Resou | Region 4 - Puget Sound ESD 113, 121 |
| Snoqualmie Valley School District | Basic Contact | Robert | Manahan | manahanr@svsd410.org | Superintendent | Region 4 - Puget Sound ESD 113, 121 |
| Tacoma Public Schools | District Member Addt'l | Robin | Fox | RFOX1@tacoma.k12.wa.us | Payroll Manager | Region 4 - Puget Sound ESD 113, 121 |
| Highline Public Schools | District Member | Robin | Nading | robin.nading@highlineschools.org | Quality Assurance Manager | Region 4 - Puget Sound ESD 113, 121 |
| Highline School DIstrict | District Member Addt'l | Robin | Ullman | robin.ullman@highlineschools.org | Customer Service Professional | Region 4 - Puget Sound ESD 113, 121 |
| Clover Park School District | District Member | Robyn | Anderson | randerson@cloverpark.k12.wa.us | Human Resources | Region 4 - Puget Sound ESD 113, 121 |
| Auburn School District | District Member Addt'l | Roger | Lee | rlee@auburn.wednet.edu | Assistant Principal | Region 4 - Puget Sound ESD 113, 121 |
| Tacoma School District No. 10 | Basic Contact | Rosalind | Medina | rmedina@tacoma.k12.wa.us | Chief Financial Officer | Region 4 - Puget Sound ESD 113, 121 |
| Tumwater School District | Active Member Primary | Rosemary | Abbott | rosemary.abbott@tumwater.k12.v | HR Coordinator | Region 4 - Puget Sound ESD 113, 121 |
| Mercer Island School District | Active Member Primary | Erin | Battersby | erin.battersby@merceislandschoo | Director of Human Resources | Region 4 - Puget Sound ESD 113, 121 |
| Riverview School District | Active Member | Ruby | Perez | perezr@rsd407.org | Director of Business and Operation | Region 4 - Puget Sound ESD 113, 121 |
| Issaquah School District | District Member | Ryanne | Baldaccini | baldaccinir@issaquah.wednet.edu | HR Data Specialist | Region 4 - Puget Sound ESD 113, 121 |
| Clover Park School District | District Member Addt'l | Sabrina | Warner | swarner@cloverpark.k12.wa.us | Human Resources | Region 4 - Puget Sound ESD 113, 121 |
| Tukwila School District | Active Member Primary | Sally | Jerome | jeromes@tukwila.wednet.edu | Director of Employee Services | Region 4 - Puget Sound ESD 113, 121 |
| Seattle Public Schools | District Member | Sandra | Philbrook | slphilbrook@seattleschools.org | Human Resources | Region 4 - Puget Sound ESD 113, 121 |
| Franklin Pierce Schools | District Member Primary | Sandy | Bradbeer | sbradbeer@fpschools.org | Classified Manager, HR | Region 4 - Puget Sound ESD 113, 121 |
| White River School District | Active Member Primary | Sandy | Magstadt | smagstadt@whiteriver.wednet.edu | Admin | Region 4 - Puget Sound ESD 113, 121 |
| Bethel School District | District Member | Sandy | Weymouth | sweymouth@bethelsd.org | Classified Information Manager | Region 4 - Puget Sound ESD 113, 121 |
| Highline Public Schools | District Member Addt'l | Sara | Baker | sara.baker@highlineschools.org | Human Resources | Region 4 - Puget Sound ESD 113, 121 |
| Fife School District | Active Member Primary | Sara | McFarland | smcfarland@fifeschools.com | HR Assistant | Region 4 - Puget Sound ESD 113, 121 |
| Puyallup School District | District Member | Sara | Salyer | salyersj@puyallup.k12.wa.us | Human Resources | Region 4 - Puget Sound ESD 113, 121 |
| Highline Public Schools | District Member Addt'l | Sarah | Due | sarah.due@highlineschools.org | Customer Service Professional | Region 4 - Puget Sound ESD 113, 121 |
| Tacoma Public Schools | District Member Addt'l | Sarah | Miller | smiller4@tacoma.k12.wa.us | HR Partner | Region 4 - Puget Sound ESD 113, 121 |
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| White River School District | Active Member Primary | Scott | Harrison | sharrison@whiteriver.wednet.edu | Executive Direction of Human Resc | Region 4 - Puget Sound ESD 113, 121 |
| Carbonado School District | Basic Contact | Scott | Hubbard | shubbard@carbonado.k12.wa.us | Superintendent | Region 4 - Puget Sound ESD 113, 121 |
| Kent School District | Basic Contact | Scott | Nicholson | scott.nicholson@kent.k12.wa.us | Director of Employee and Labor Re | Region 4 - Puget Sound ESD 113, 121 |
| Olympia School District | Active Member | Scott | Niemann | sniemann@osd.wednet.edu | Executive Director of Human Resou | Region 4 - Puget Sound ESD 113, 121 |
| Issaquah School District | District Member | Sena | Camarata | CamarataS@issaquah.wednet.edu | Human Resources | Region 4 - Puget Sound ESD 113, 121 |
| Clover Park School District | District Member Primary | Shannon | Angle | sangle@cloverpark.k12.wa.us | Administrative Assistant | Region 4 - Puget Sound ESD 113, 121 |
| Keating Bucklin & McCormack | Active Member Primary | Shannon | Ragonesi | sragonesi@kbmlawyers.com | Attorney | Region 4 - Puget Sound ESD 113, 121 |
| Renton School District | District Member | Shantika | O'Pharrow | human.resources@rentonschools.u | Human Resources | Region 4 - Puget Sound ESD 113, 121 |
| Highline Public Schools | District Member Primary | Sharon | Colby | sharon.colby@highlineschools.org | Executive Assistant | Region 4 - Puget Sound ESD 113, 121 |
| Tahoma School District | District Member | Sharon | Gooch | sgooch@tahomasd.us | Human Resources Technology Spe | Region 4 - Puget Sound ESD 113, 121 |

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| Franklin Pierce Schools | Basic Contact | Sharon | Jadin | sjadin@fpschools.org | Classified Payroll Technician | Region 4 - Puget Sound ESD 113, 121 |
| Franklin Pierce Schools | Active Member Primary | Shaun | Carey | scarey@fpschools.org | Deputy Superintendent | Region 4 - Puget Sound ESD 113, 121 |
| Seattle Public Schools | District Member | Sheila | Redick | seredick@seattleschools.org | Director of HR Strategy and Operat | Region 4 - Puget Sound ESD 113, 121 |
| Lake Washington School District | Basic Contact | Shelley | Anderson | mianderson@lwsd.org | Data Supervisor | Region 4 - Puget Sound ESD 113, 121 |
| Sumner School District | Active Member Primary | Shelli | Stickell | shelli_stickell@sumnersd.org | HR Operations Manager | Region 4 - Puget Sound ESD 113, 121 |
| Renton School District | District Member Primary | Shelly | Wong | shelly.wong@rentonschools.us | Executive Assistant to the Assistan | Region 4 - Puget Sound ESD 113, 121 |
| Sumner School District | Active Member Primary | Sherrie | Wilcox | sherrie_wilcox@sumnersd.org | HR Generalist | Region 4 - Puget Sound ESD 113, 121 |
| Bethel School District | District Member | Staci | Maine | smaine@bethelsd.org | Specialist, HR and Classified Prof D | Region 4 - Puget Sound ESD 113, 121 |
| Puyallup School District | District Member Primary | Stacia | Dorman | dormasl@puyallup.k12.wa.us | Employee Relations Specialist | Region 4 - Puget Sound ESD 113, 121 |
| Riverview School District | Active Member Primary | Stacy | Cook | cooks@rsd407.org | HR Specialist | Region 4 - Puget Sound ESD 113, 121 |
| Seattle Public Schools | District Member | Stan | Damas | ssdamad@seattleschools.org | Human Resources | Region 4 - Puget Sound ESD 113, 121 |
| Olympia School District | Active Member Primary | Starla | Hoff | shoff@osd.wednet.edu | Labor Relations Specialist/HR Supe | Region 4 - Puget Sound ESD 113, 121 |
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| Capital Region ESD 113 | Basic Contact | Stephen | Lord | slord@esd113.org | Human Resources | Region 4 - Puget Sound ESD 113, 121 |
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| Tacoma Public Schools | District Member | Steven | Deaderick | sdeader@tacoma.k12.wa.us | Director, HR Operations | Region 4 - Puget Sound ESD 113, 121 |
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| Steilacoom Historical School Distric | Active Member Primary | Sue | Cabigting | scabigting@steilacoom.k12.wa.us | Human Resources | Region 4 - Puget Sound ESD 113, 121 |
| Bellevue School District | District Member | Sue | Colville | colvilles@bsd405.org | Certificated Salary Specialist | Region 4 - Puget Sound ESD 113, 121 |
| Puyallup School District | District Member Addt'l | Sunday | Ferris | ferrisd@puyallup.k12.wa.us | Director of Special Services | Region 4 - Puget Sound ESD 113, 121 |
| Bellevue School District | District Member Addt'l | Alex | Nicoara | nicoarac@bsd405.org | Benefits Specialist | Region 4 - Puget Sound ESD 113, 121 |
| Northshore School District | Active Member Primary | Susan | Martin | smartin2@nsd.org | Classified/Administrative Employm | Region 4 - Puget Sound ESD 113, 121 |
| Federal Way Public Schools | District Member Addt'l | Susan | Partain | spartain@fwps.org | Performance and Compliance Spec | Region 4 - Puget Sound ESD 113, 121 |
| Tumwater School District | Active Member Primary | Tabitha | Whiting | tabitha.whiting@tumwater.k12.wa | Human Resources Coordinator | Region 4 - Puget Sound ESD 113, 121 |
| Shoreline School District | Basic Contact | Tam | Osborne | tam.osborne@shorelineschools.or | Director of Human Resources | Region 4 - Puget Sound ESD 113, 121 |
| Auburn School District | District Member Addt'l | Tami | Pertrina | tpetrina@auburn.wednet.edu | Human Resources | Region 4 - Puget Sound ESD 113, 121 |
| Tumwater School District | Basic Contact | Tammie | Jensen-Tabor | tammie.jensen-tabor@tumwater.k | Director of Special Services | Region 4 - Puget Sound ESD 113, 121 |
| Highline Public Schools | District Member Addt'l | Tammy | Haney | tammy.haney@highlineschools.org | Human Resources | Region 4 - Puget Sound ESD 113, 121 |
| North Thurston Public Schools | District Member | Tammy | Scoggin | tscoggin@nthurston.k12.wa.us | CERTIFIED COORDINATOR | Region 4 - Puget Sound ESD 113, 121 |
| Renton School District | District Member | Tatiana | Manaea | Tatiana.manaea@rentonschools.u | Human Resources Generalist | Region 4 - Puget Sound ESD 113, 121 |
| North Thurston School District | District Member Addt'l | Teena | Barnes | tbarnes@nthurston.k12.wa.us | Director of Financial Services | Region 4 - Puget Sound ESD 113, 121 |
| OSPI | Active Member Primary | Tennille | Jeffries-Simmo | Tennille.Jeffries-Simmons@k12.wa | Assistant Superintendent | Region 4 - Puget Sound ESD 113, 121 |
| North Thurston Public Schools | Basic Contact | Terry | Amondson | tamondson@nthurston.k12.wa.us | Financial Services Supervisor | Region 4 - Puget Sound ESD 113, 121 |
| Orting School District | Active Member Primary | Terry | Van Zanten | vanzantent@orting.wednet.edu | Human Resources Generalist | Region 4 - Puget Sound ESD 113, 121 |
| Kent School District | Basic Contact | Teshon | Christie | Benjamin.Rarick@kent.k12.wa.us | Human Resources | Region 4 - Puget Sound ESD 113, 121 |
| Tacoma Public Schools | District Member | Thu | Ament | tament@tacoma.k12.wa.us | Director, K-12 Leadership Develop | Region 4 - Puget Sound ESD 113, 121 |
| Seattle Public Schools | District Member | Tiffany | Bascomb | tlbascomb@seattleschools.org | HR Sourcing Recruiter | Region 4 - Puget Sound ESD 113, 121 |
| Cascade Christian Schools | Active Member Primary | Tiffany | Wakefield | tiffany@cascadechristian.org | Human Resources | Region 4 - Puget Sound ESD 113, 121 |
| Public School Employees of Washir | Basic Contact | Tim | Busch | tbusch@pseofwa.org | Field Representative | Region 4 - Puget Sound ESD 113, 121 |
| Kent School District | Basic Contact | Timothy | Reynolds | Timothy.Reynolds1@kent.k12.wa. | Executive Director, Legal and Labo | Region 4 - Puget Sound ESD 113, 121 |
| Puyallup School District | District Member | Tina | Konsmo | konsmotm@puyallup.k12.wa.us | Director of HR | Region 4 - Puget Sound ESD 113, 121 |
| Vashon School District | Basic Contact | Toby | Holmes | grovertdi@gmail.com | Board of Directors | Region 4 - Puget Sound ESD 113, 121 |
| Bethel School District No. 403 | District Member | Todd | Mitchell | tjmitchell@bethelsd.org | Exec Dir of Human Resources | Region 4 - Puget Sound ESD 113, 121 |
| Federal Way Public Schools | District Member Addt'l | Tom | Nutt | tnutt@fwps.org | Shop Manager | Region 4 - Puget Sound ESD 113, 121 |
| Franklin Pierce Schools | District Member | Toni | Pfeiffer | tpfeiffer@fpschools.org | Credits Specialist | Region 4 - Puget Sound ESD 113, 121 |
| Federal Way Public Schools | District Member | Tony | Frascone | tfrascon@fwps.org | Executive Director of Human Resou | Region 4 - Puget Sound ESD 113, 121 |

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|---|---|---|---|---|---|---|
| Highline Public Schools | District Member | Tony | Zeman | tony.zeman@highlineschools.org | Safety Manager | Region 4 - Puget Sound ESD 113, 121 |
| Grapeview School District | Active Member Primary | Tracy | Arkin McGuire | tarkin@gsd54.org | Business Manager | Region 4 - Puget Sound ESD 113, 121 |
| Puyallup School District | District Member Addt'l | Tracy | Kiyabu | kiyabtl@puyallup.k12.wa.us | HR | Region 4 - Puget Sound ESD 113, 121 |
| Highline Public Schools | District Member | Trevor | Greene | trevor.greene@highlineschools.org | Executive Director of Human Resou | Region 4 - Puget Sound ESD 113, 121 |
| Issaquah School District | District Member Addt'l | Tricia | Romo | romot@issaquah.wednet.edu | Public Records Officer | Region 4 - Puget Sound ESD 113, 121 |
| Puyallup School District | District Member | Tyler | Maringer | marinta@puyallup.k12.wa.us | Human Resources | Region 4 - Puget Sound ESD 113, 121 |
| Auburn School District | District Member | Valerie | Burkhauser | vburkhauser@auburn.wednet.edu | HR Information Systems Auditor | Region 4 - Puget Sound ESD 113, 121 |
| Rochester School District | Active Member Primary | Valerie | Evans | vevans@rochester.wednet.edu | Payroll & HR Specialist | Region 4 - Puget Sound ESD 113, 121 |
| Auburn School District | District Member | Vitalina | Dominguez | vdominguez@auburn.wednet.edu | HR Technician | Region 4 - Puget Sound ESD 113, 121 |
| Snoqualmie Valley School District | Active Member | Vivian | Ma | mav@svsd410.org | Personnel Secretary | Region 4 - Puget Sound ESD 113, 121 |
| Chief Leschi Schools | Basic Contact | Wade | Frogley | wade.frogley@leschischools.org | Director of Organization and Finan | Region 4 - Puget Sound ESD 113, 121 |
| Franklin Pierce Schools | Basic Contact | Wendy | Malich | wmalich@fpschools.org | Athletic Director | Region 4 - Puget Sound ESD 113, 121 |
| PSESD | Active Member Primary | Susanne | McIntyre | smcintyre@psesd.org | Director of Client Relations | Region 4 - Puget Sound ESD 113, 121 |
| Yelm Community Schools | Active Member Primary | Shelly | Lasher | Shelly_Lasher@ycs.wednet.edu | HR / Payroll Specialist | Region 4 - Puget Sound ESD 113, 121 |
| Sumner-Bonney Lake School Distric | Associate | Sara | ODonnell | sara_odonnell@sumnersd.org | Executive Director of Human Resou | Region 4 - Puget Sound ESD 113, 121 |
| Tenino School District | Active Member Primary | Brenda | Padgett | padgettb@tenino.k12.wa.us | Director of Finance | Region 4 - Puget Sound ESD 113, 121 |
| Eatonville School District | Associate | Kim | Knight | k.knight@eatonville.wednet.edu | Executive Director of Student Servi | Region 4 - Puget Sound ESD 113, 121 |

| Organization | Group | First Name | Last Name | Email | Job Title | Region |
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| Washougal School District | Basic Contact | Aaron | Hansen | aaron.hansen@washougalsd.org | Assistant Superintendent of HR | Region 3 - Lower Columbia River ESD 112 |
| Longview School District | Basic Contact | Angela | Allen | aallen@longview.k12.wa.us | Principa; | Region 3 - Lower Columbia River ESD 112 |
| Vancouver Public Schools | District Member | Angela | O'Leary | angela.oleary@vansd.org | HR Specialist | Region 3 - Lower Columbia River ESD 112 |
| Kelso School District | Active Member Primary | Anna | Roller | anna.roller@kelsosd.org | Human Resources Manager | Region 3 - Lower Columbia River ESD 112 |
| Kelso School District | Basic Contact | Bob | Lucas | beth.grambo@kelsosd.org | Board Member | Region 3 - Lower Columbia River ESD 112 |
| Evergeen Public Schools | District Member | Breanne | McClellan | breanne.mcclellan@evergreenps.org | Assistant Manager Classified HR | Region 3 - Lower Columbia River ESD 112 |
| Vancouver Public Schools | District Member Primary | Cathy | Potter | clpotter@vansd.org | Administrative Assistant of HR | Region 3 - Lower Columbia River ESD 112 |
| ESD 112 | Active Member Primary | Chelsea | Jacobson | chelsea.jacobson@esd112.org | HR Coordinator | Region 3 - Lower Columbia River ESD 112 |
| Toutle Lake School District | Basic Contact | Chris | Byrd | cbyrd@toutlesd.org | Principal | Region 3 - Lower Columbia River ESD 112 |
| Longview School District | Basic Contact | Chris | Fritsch | cfritsch@longview.k12.wa.us | Assistant Superintendent | Region 3 - Lower Columbia River ESD 112 |
| Ridgefield School District | Active Member Primary | Chris | Griffith | chris.griffith@ridgefieldsd.org | Assistant Superintendent | Region 3 - Lower Columbia River ESD 112 |
| Evergreen Public Schools | District Member | Chrissy | Oliver | Christina.oliver@evergreenps.org | Human Resources | Region 3 - Lower Columbia River ESD 112 |
| Evergeen Public Schools | District Member | Christina | Henry | Christina.henry@evergreenps.org | Certificated Personnel Specialist | Region 3 - Lower Columbia River ESD 112 |
| Evergeen Public Schools | District Member | Cindy | Madsen | cindy.madsen@evergreenps.org | Classified Human Resource Manager | Region 3 - Lower Columbia River ESD 112 |
| La Center School District | Active Member Primary | Connie | Majors | connie.majors@lacenterschools.org | Personnel Specialist | Region 3 - Lower Columbia River ESD 112 |
| Longview School District | Basic Contact | Danielle | Schumann | mferrell@longview.k12.wa.us | Human Resources | Region 3 - Lower Columbia River ESD 112 |
| Battle Ground | Active Member Primary | Darla | Girard | girard.darla@battlegroundps.org | Classified Specialist | Region 3 - Lower Columbia River ESD 112 |
| Vancouver Public Schools | District Member | Darla | Lindsey | darla.lindsey@vansd.org | Director of Classified Labor Relations | Region 3 - Lower Columbia River ESD 112 |
| Ocean Beach School District | Basic Contact | Dawna | Sundberg | dawna.sundberg@oceanbeachschool | Human Resources | Region 3 - Lower Columbia River ESD 112 |
| Evergeen Public Schools | District Member | Debbie | Leake | debra.leake@evergreenps.org | Certificated Personnel Specialist | Region 3 - Lower Columbia River ESD 112 |
| Camas School District | Basic Contact | Donna | Gregg | donna.gregg@camas.wednet.edu | Business Director | Region 3 - Lower Columbia River ESD 112 |
| Kelso School District | Basic Contact | Glenn | Gelbrich | beth.grambo@kelsosd.org | Superintendent | Region 3 - Lower Columbia River ESD 112 |
| Kelso School District | Basic Contact | Holly | Budge | holly.budge@kelsosd.org | Associate Director | Region 3 - Lower Columbia River ESD 112 |
| Kelso School District | Basic Contact | Isiah | Lewis | isiah.lewis@kelsosd.org | Human Resources Associate | Region 3 - Lower Columbia River ESD 112 |
| Educational Service District 112 | Basic Contact | Jeff | Boydston | susan.rahl@esd112.org | Claims Adjuster - Property Casualty | Region 3 - Lower Columbia River ESD 112 |
| Evergeen Public Schools | District Member | Jenae | Gomes | Jenae.Gomes@evergreenps.org | Chief Human Resource Officer | Region 3 - Lower Columbia River ESD 112 |
| Evergeen Public Schools | Basic Contact | Jenny | Hulett | jennifer.hulett@evergreenps.org | Human Resources | Region 3 - Lower Columbia River ESD 112 |
| Longview School District | Basic Contact | Jill | Jurvakainen | jjurvakainen@longview.k12.wa.us | Human Resources Specialist | Region 3 - Lower Columbia River ESD 112 |
| Kelso School District | Active Member | Jill | Kaufman | jill.kaufman@kelsosd.org | HR Specialist | Region 3 - Lower Columbia River ESD 112 |
| Ridgefield School District | Active Member | Jodi | Fontyn | jodi.fontyn@ridgefieldsd.org | HR Coordinator | Region 3 - Lower Columbia River ESD 112 |
| Evergeen Public Schools | Basic Contact | Julia | Liudahl | julia.liudahl@evergreenps.org | Human Resources | Region 3 - Lower Columbia River ESD 112 |
| Hockinson School District | Active Member Primary | Julie | Dobbins | julie.dobbins@hocksd.org | Director of Personnel/Payroll | Region 3 - Lower Columbia River ESD 112 |
| Evergreen Public Schools | District Member Addt'l | Kaitlin | Marshino | kaitlin.marshino@evergreenps.org | Classified Personnel Specialist | Region 3 - Lower Columbia River ESD 112 |
| Ridgefield School District | Active Member Primary | Kalin | Heath | Kalin.Heath@ridgefieldsd.org | Human Resources and Benefits Speci | Region 3 - Lower Columbia River ESD 112 |
| Battle Ground School District | Active Member Primary | Karen | Sauer | sauer.karen@battlegroundps.org | Certificated Staff Specialist | Region 3 - Lower Columbia River ESD 112 |
| Evergeen Public Schools | District Member | Karin | Kirk | karin.kirk@evergreenps.org | Certificated Personnel Specialist | Region 3 - Lower Columbia River ESD 112 |
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| Vancouver Public Schools | District Member | Kathleen | Perry | kathleen.perry@vansd.org | Human Resources | Region 3 - Lower Columbia River ESD 112 |
| Vancouver Public Schools | Active Member | Kathy | Everidge | kathy.everidge@vansd.org | Assistant Superintendent of HR | Region 3 - Lower Columbia River ESD 112 |
| Ridgefield School District | Basic Contact | Kelsey | Densmore | kelsey.densmore@ridgefieldsd.org | Payroll and Benefits Specialist | Region 3 - Lower Columbia River ESD 112 |
| Longview School District | Basic Contact | Ken | Hermanson | khermanson@longview.k12.wa.us | Principal | Region 3 - Lower Columbia River ESD 112 |
| Evergeen Public Schools | District Member | Krissy | Minich | kristina.minich@evergreenps.org | Human Resource Coordinator | Region 3 - Lower Columbia River ESD 112 |
| Kelso School District | Active Member | Krista | Maher | krista.maher@kelsosd.org | HR Associate | Region 3 - Lower Columbia River ESD 112 |
| ESD 112 | Active Member Primary | Kyla | Dordan | kyla.dordan@esd112.org | Fiscal Coordinator | Region 3 - Lower Columbia River ESD 112 |
| La Center School District | Active Member Primary | Laurie | Kansanback | laurie.kansanback@lacenterschools.o | Business Manager | Region 3 - Lower Columbia River ESD 112 |
| Battle Ground School District | Active Member Primary | Linda | Allen | allen.linda@battlegroundps.org | Assistant Superintendent of Human R | Region 3 - Lower Columbia River ESD 112 |

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|---|---|---|---|---|---|---|
| Camas School District | Basic Contact | Linda | Artman | Linda.artman@camas.wednet.edu | Human Resources Specialist | Region 3 - Lower Columbia River ESD 112 |
| Battle Ground School District | Basic Contact | Linda | Eastvedt | eastvedt.linda@battlegroundps.org | Human Resources | Region 3 - Lower Columbia River ESD 112 |
| NCESD | Basic Contact | Lorena | Pulido | lorenap@ncesd.org | FISCAL COORDINATOR | Region 3 - Lower Columbia River ESD 112 |
| Vancouver Public Schools | District Member | Lori | Herrmann | lori.herrmann@vansd.org | SR HR Specialist | Region 3 - Lower Columbia River ESD 112 |
| Castle Rock School District | Active Member Primary | Lori | Varkevisser | lvarkevisser@crschools.org | HR Manager | Region 3 - Lower Columbia River ESD 112 |
| Camas School District | Basic Contact | Maria | Spencer | maria.spencer@camas.wednet.edu | Payroll Specialist | Region 3 - Lower Columbia River ESD 112 |
| Camas School District | Active Member Primary | Marilyn | Boerke | marilyn.boerke@camas.wednet.edu | Director of Talent Development | Region 3 - Lower Columbia River ESD 112 |
| Naselle-Grays River Valley School Dist | Basic Contact | Marilyn | Strange | mstrange@naselleschools.org | Admin Asst | Region 3 - Lower Columbia River ESD 112 |
| Educational Service District 112 | Active Member Primary | Melissa | Kreuder | melissa.kreuder@esd112.org | Human Resources Director | Region 3 - Lower Columbia River ESD 112 |
| Woodland School District | Active Member | Michael | Green | greenm@woodlandschools.org | Superintendent | Region 3 - Lower Columbia River ESD 112 |
| Longview School District | Basic Contact | Michelle | Musso | mmusso@longview.k12.wa.us | Human Resources Specialist | Region 3 - Lower Columbia River ESD 112 |
| Battle Ground School District | Basic Contact | Michelle | Reinhardt | reinhardt.michelle@battlegroundps.c | Human Resources Director | Region 3 - Lower Columbia River ESD 112 |
| Evergeen Public Schools | Basic Contact | Naomi | Nelson | naomi.nelson@evergreenps.org | Human Resources | Region 3 - Lower Columbia River ESD 112 |
| Ridgefield School District | Basic Contact | Nathan | McCann | nathan.mccann@ridgefieldsd.org | Superintendent | Region 3 - Lower Columbia River ESD 112 |
| Vancouver Public Schools | District Member | Nicole | Dornan | nicole.dornan@vansd.org | HR Specialist - Benefits | Region 3 - Lower Columbia River ESD 112 |
| Vancouver Public Schools | District Member | Nicole | Niesz | nicole.niesz@vansd.org | HR Specialist - PD | Region 3 - Lower Columbia River ESD 112 |
| Quincy School District | Basic Contact | Nik | Bergman | jblancas@qsd.wednet.edu | Assistant Superintendent | Region 3 - Lower Columbia River ESD 112 |
| Ridgefield School District | Active Member | Paula | McCoy | Paula.mccoy@ridgefieldsd.org | Director of Business Services | Region 3 - Lower Columbia River ESD 112 |
| La Center School District | Basic Contact | Peter | Rosenkranz | peter.rosenkranz@lacenterschools.or | Assistant Superintendent | Region 3 - Lower Columbia River ESD 112 |
| Evergreen Public Schools | Basic Contact | Roland | Brosius | Roland.Brosius@evergreenps.org | Director of Personnel | Region 3 - Lower Columbia River ESD 112 |
| Longview School District | Active Member Primary | Ronald | Kramer | rkramer@longview.k12.wa.us | Director of Human Resources | Region 3 - Lower Columbia River ESD 112 |
| Vancouver Public Schools | District Member | Rudi | Bersani | rudi.bersani@vansd.org | HR/PD Specialist | Region 3 - Lower Columbia River ESD 112 |
| Battle Ground School District | Active Member | Shawn | Currie | currie.shawn@battlegroundps.org | Human Resources | Region 3 - Lower Columbia River ESD 112 |
| Battle Ground School District | Active Member Primary | Shelly | Whitten | whitten.shelly@battlegroundps.org | Director of Human Resources | Region 3 - Lower Columbia River ESD 112 |
| Woodland Public Schools | Basic Contact | Stacy | Brown | brownst@woodlandschools.org | Executive Director of Business Service | Region 3 - Lower Columbia River ESD 112 |
| Vancouver Public Schools | Active Member | Starla | Manchester | starla.manchester@vansd.org | Human Resources, Director | Region 3 - Lower Columbia River ESD 112 |
| Kelso School District | Active Member | Stefanie | House | stefanie.house@kelsosd.org | HR Specialist | Region 3 - Lower Columbia River ESD 112 |
| Kelso School District | Active Member | Tim | Peterson | tim.peterson@kelsosd.org | Human Resources | Region 3 - Lower Columbia River ESD 112 |
| Olympia School District | Basic Contact | Tonya | Palmer | tpalmer@osd.wednet.edu | Payroll Supervisor | Region 3 - Lower Columbia River ESD 112 |
| Evergreen Public Schools | District Member | Tracy | Thompson | tracy.thompson@evergreenps.org | Director Human Resources | Region 3 - Lower Columbia River ESD 112 |
| Battle Ground School District | Active Member Primary | Trudy | Storey | storey.trudy@battlegroundps.org | Paralegal | Region 3 - Lower Columbia River ESD 112 |
| Green Mountain School District | Active Member Primary | Tyson | Vogeler | tyson.vogeler@greenmountainschool | Superintendent | Region 3 - Lower Columbia River ESD 112 |
| Camas School District | Basic Contact | Vickie | Gibson | vickie.gibson@camas.wednet.edu | Fiscal Coordinator | Region 3 - Lower Columbia River ESD 112 |
| Woodland Public Schools | Active Member Primary | Vicky | Barnes | barnesv@woodlandschools.org | Human Resource Manager | Region 3 - Lower Columbia River ESD 112 |
| Stevenson-Carson School District | Active Member Primary | Wendy | Krieger | KRIEGERW@SCSD303.ORG | Payroll / HR Officer | Region 3 - Lower Columbia River ESD 112 |

| Organization | Group | First Name | Last Name | Email | Job Title | Region |
|---|---|---|---|---|---|---|
| Wapato School District | Active Member Primary | Amparo | Razo | Amparor@wapatosd.org | HR Specialist | Region 2 - Ipanco ESD 105,123,171 |
| West Valley # 208 | Active Member Primary | Amy | Joffs | joffsa@wvsd208.org | HR Technician | Region 2 - Ipanco ESD 105,123,171 |
| Kennewick School District | Basic Contact | Amy | Martinez | amy.martinez@ksd.org | Classified Secretary | Region 2 - Ipanco ESD 105,123,171 |
| Wenatchee School District | Basic Contact | Andrea | Komro | komro.a@wenatcheeschools.org | HR Specialist | Region 2 - Ipanco ESD 105,123,171 |
| Moses Lake School District | Active Member Primary | Barbara | Shimek | bshimek@mlsd161.org | Human Resources Director | Region 2 - Ipanco ESD 105,123,171 |
| Lake Chelan School District | Basic Contact | Barry | DePaoli | depaolib@chelanschools.org | Superintendent | Region 2 - Ipanco ESD 105,123,171 |
| Pasco School District | Basic Contact | Belle | Tromp | btromp@psd1.org | Transportation Sped Supervisor | Region 2 - Ipanco ESD 105,123,171 |
| Pasco School District | Basic Contact | Belle | Tromp | btromp@psd1.org | Transportation Sped Supervisor | Region 2 - Ipanco ESD 105,123,171 |
| Kennewick School District | Active Member | Betsy | Dickinson | betsy.dickinson@ksd.org | Classified HR Manager | Region 2 - Ipanco ESD 105,123,171 |
| Yakima School District | Basic Contact | Bill | Hilton | hilton.william@yakimaschools.org | Principal | Region 2 - Ipanco ESD 105,123,171 |
| Toppenish School District | Basic Contact | Blaine | Thorington | bthorington@toppenish.wednet.edu | Transportation Director | Region 2 - Ipanco ESD 105,123,171 |
| Grandview School District | Active Member | Brad | Shreeve | bshreeve@gsd200.org | Assistant Superintendent | Region 2 - Ipanco ESD 105,123,171 |
| WARDEN SCHOOL DISTRICT | Basic Contact | Brandi | Arredono | barredondo@warden.wednet.edu | ADMINISTRATIVE ASSISTANT | Region 2 - Ipanco ESD 105,123,171 |
| Thorp School District #400 | Active Member Primary | Brenda | McKee | mckeeb@thorpschools.org | Business & Human Resources Manager | Region 2 - Ipanco ESD 105,123,171 |
| Othello School District | Basic Contact | Brett | Getz | bgetz@othelloschools.org | Human Resources | Region 2 - Ipanco ESD 105,123,171 |
| Othello School District | Basic Contact | Brian | Bodah | bbodah@othellloschools.org | Executive Director of Business Services | Region 2 - Ipanco ESD 105,123,171 |
| Pasco School District | District Member Addt'l | Brian | Leavitt | bleavitt@psd1.org | Executive Director of Learning Supports | Region 2 - Ipanco ESD 105,123,171 |
| Omak School District | Active Member Primary | Brittney | Richter | brichter@omaksd.org | Human Resources Coordinator | Region 2 - Ipanco ESD 105,123,171 |
| Wenatchee School District | Basic Contact | Bryan | Brockie | brockie.bryan@wenatcheeschools.org | Director of Maintenance and Operation | Region 2 - Ipanco ESD 105,123,171 |
| Finley School District | Active Member Primary | Bryan | Long | blong@finleysd.org | Director of Human Resources and Stude | Region 2 - Ipanco ESD 105,123,171 |
| Pasco School District | District Member | Carla | Green | cgreen@psd1.org | Payroll Supervisor | Region 2 - Ipanco ESD 105,123,171 |
| Pasco School District | District Member Addt'l | Carla | Lobos | clobos@psd1.org | Executive Director of Teaching & Learni | Region 2 - Ipanco ESD 105,123,171 |
| Moses Lake School District | Active Member Primary | Carole | Meyer | cmeyer@mlsd.wednet.edu | Assistant Superintendent | Region 2 - Ipanco ESD 105,123,171 |
| Granger School District | Active Member Primary | Carolyn | Cruse | crusec@gsd.wednet.edu | HR/Payroll Specialist | Region 2 - Ipanco ESD 105,123,171 |
| Toppenish School District | Basic Contact | Catherina | Mattern | matternc@toppenish.wednet.ned | Assistant Principal | Region 2 - Ipanco ESD 105,123,171 |
| Yakima School District | Active Member Primary | Cece | Mahre | mahre.cece@yakimaschools.org | Deputy Superintendent | Region 2 - Ipanco ESD 105,123,171 |
| Selah School District | Active Member | Chad | Quigley | chadquigley@selahschools.org | Executive Director for Human Resources | Region 2 - Ipanco ESD 105,123,171 |
| Yakima Public Schools | Active Member Primary | Chantel | Heffington | heffington.chantel@yakimaschools.org | Administrative Assistant for Human Res | Region 2 - Ipanco ESD 105,123,171 |
| Clarkston School District | Active Member Primary | Chris | Alaniz | alanizc@csdk12.org | Human Resources Manager | Region 2 - Ipanco ESD 105,123,171 |
| Walla Walla Public Schools | Active Member Primary | Chris | Gardea | cgardea@wwps.org | Assistant Superintendent | Region 2 - Ipanco ESD 105,123,171 |
| Wenatchee School District | Basic Contact | Chris | Lutgen | lutgen.christopher@wenatcheeschools. | Director of Nutrition Services | Region 2 - Ipanco ESD 105,123,171 |
| Selah School District | Active Member | Christopher | Miller | chrismiller@selahschools.org | HR Support Specialist | Region 2 - Ipanco ESD 105,123,171 |
| Selah School District | Active Member | Chris | Scacco | chrisscacco@selahschools.org | Assistant Superintendent District Opera | Region 2 - Ipanco ESD 105,123,171 |
| Kennewick School District | Active Member | Christine | Benson | christine.benson@ksd.org | NS Asst Director | Region 2 - Ipanco ESD 105,123,171 |
| Yakima Public Schools | Active Member Primary | Cindy | Bixler | bixler.cindy@yakimaschools.org | HR Certificated Placement Coordinator | Region 2 - Ipanco ESD 105,123,171 |
| Toppenish School District | Basic Contact | Daniel | Sanchez | dsanchez@toppenish.wednet.edu | CATS Academy Director | Region 2 - Ipanco ESD 105,123,171 |
| Royal School District | Basic Contact | David | Andra | dandra@royalsd.org | Curriculum Director/Assistant Principal | Region 2 - Ipanco ESD 105,123,171 |
| Othello School District | Basic Contact | David | Spencer | dspencer@othellloschools.org | Director of ELA and Social Studies | Region 2 - Ipanco ESD 105,123,171 |
| Eastmont School District | Active Member Primary | Dawn | Turner | turnerdawn@eastmont206.org | HR Coordinator | Region 2 - Ipanco ESD 105,123,171 |
| Richland School District | Active Member Primary | Dawna | Phillips | dawna.phillips@rsd.edu | Human Resources Assistant | Region 2 - Ipanco ESD 105,123,171 |
| Richland School District | Active Member Primary | Debbie | Buechler | debbie.buechler@rsd.edu | Administrative Assistant / HR | Region 2 - Ipanco ESD 105,123,171 |
| Grand Coulee Dam School District | Active Member Primary | Debbie | Van Geystel | dvangeystel@gcdsd.org | PAYROLL/PERSONNEL | Region 2 - Ipanco ESD 105,123,171 |
| Sunnyside School District | Basic Contact | Debbie | Holwegner | debbie.holwegner@sunnysideschools.o | Executive Director Human Resources | Region 2 - Ipanco ESD 105,123,171 |
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| Nespelem School District | Basic Contact | Debra | Pankey | dpankey@nsdeagles.org | Principal | Region 2 - Ipanco ESD 105,123,171 |
| Pasco School District | District Member Addt'l | Deidre | Holmberg | dholmberg@psd1.org | Principal | Region 2 - Ipanco ESD 105,123,171 |

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|---|---|---|---|---|---|---|
| Ellensburg School District | Active Member | Derek | Stuart | derek.stuart@esd401.org | HR Specialist | Region 2 - Ipanco ESD 105,123,171 |
| Wenatchee School District | Basic Contact | Donna | Moser | moser.d@wenatcheeschools.org | Assistant Principal | Region 2 - Ipanco ESD 105,123,171 |
| Kennewick School District | Active Member Primary | Doug | Christensen | doug.christensen@ksd.org | Assistant Superintendent, Human Resou | Region 2 - Ipanco ESD 105,123,171 |
| Toppenish School District | Basic Contact | Enrique | Romero | eromero@toppenish.wednet.edu | Principal | Region 2 - Ipanco ESD 105,123,171 |
| Pasco School District | District Member Addt'l | Erich | Bolz | ebolz@psd1.org | Assistant Superintendent | Region 2 - Ipanco ESD 105,123,171 |
| Omak School District | Basic Contact | Erik | Swanson | eswanson@omaksd.org | Superintendent | Region 2 - Ipanco ESD 105,123,171 |
| Grandview School District | Active Member | Faviola | Ledesma | fledesma@gsd200.org | HR Executive Assistant | Region 2 - Ipanco ESD 105,123,171 |
| Clarkston School District | Active Member Primary | James | Fry | fryj@csdk12.org | Assistant Superintendent | Region 2 - Ipanco ESD 105,123,171 |
| Toppenish School District | Basic Contact | Gabriela | Guel | gguel@toppenish.wednet.edu | Director of Nursing | Region 2 - Ipanco ESD 105,123,171 |
| Richland School District | Basic Contact | Galt | Pettett | galt.pettett@rsd.edu | District Counsel | Region 2 - Ipanco ESD 105,123,171 |
| Waterville School District | Basic Contact | Gina | Mullendore | gmullendore@waterville.wednet.edu | Administrative Assistant/ HR | Region 2 - Ipanco ESD 105,123,171 |
| Royal School District | Active Member Primary | Greg | Pike | gpike@royalsd.org | Business Manager | Region 2 - Ipanco ESD 105,123,171 |
| Grandview School District | Active Member | Henry | Strom | hmstrom@gsd200.org | Superintendent | Region 2 - Ipanco ESD 105,123,171 |
| Pasco School District | District Member | Janie | Mata | jmata@psd1.org | Manager of Classified Records | Region 2 - Ipanco ESD 105,123,171 |
| Toppenish School District | Active Member Primary | Jeanette | Ozuna | ozunajl@toppenish.wednet.edu | Assistant Superintendent | Region 2 - Ipanco ESD 105,123,171 |
| Wenatchee School District | Basic Contact | Jeff | Jaeger | jaeger.j@wenatcheeschools.org | Principal. | Region 2 - Ipanco ESD 105,123,171 |
| Ellensburg School District | Associate | Jennifer | Miller | jennifer.miller@esd401.org | Human Resources Specialist | Region 2 - Ipanco ESD 105,123,171 |
| Kennewick School District | Active Member | Jenny | Diaz | jenny.diaz@ksd.org | Site Coordinator | Region 2 - Ipanco ESD 105,123,171 |
| Wenatchee School District | Basic Contact | Jenny | Lagadinos | Lagadinos.Jennifer@wenatcheeschools. | Director of Transportation | Region 2 - Ipanco ESD 105,123,171 |
| Richland School District | Basic Contact | Joan | Gribskov | joan.gribskov@rsd.edu | Employee Safety Director | Region 2 - Ipanco ESD 105,123,171 |
| Ellensburg School District | Active Member Primary | Jody | Rosenberg | jody.rosenberg@esd401.org | Human Resources Specialist | Region 2 - Ipanco ESD 105,123,171 |
| Toppenish School District | Basic Contact | John M. | Cerna | jcerna@toppenish.wednet.edu | Superintendent | Region 2 - Ipanco ESD 105,123,171 |
| Paterson School district | Active Member Primary | John | Seaton | johnse@paterson.wednet.edu | Superintendent/Business Manager | Region 2 - Ipanco ESD 105,123,171 |
| Wenatchee School District | Basic Contact | Jon | DeJong | dejong.j@wenatcheeschools.org | Deputy Superintendent | Region 2 - Ipanco ESD 105,123,171 |
| Pasco School. District | Basic Contact | Josh | Collup | jcollop@psd1.org | Manager - Maintenance and Custodial | Region 2 - Ipanco ESD 105,123,171 |
| Moses Lake School District | Basic Contact | Josh | Meek | jmeek@mlsd.wednet.edu | Assistant Superintendent | Region 2 - Ipanco ESD 105,123,171 |
| Highland School District #203 | Active Member Primary | Julene | Notman | jnotman@highland.wednet.edu | HR Asst. | Region 2 - Ipanco ESD 105,123,171 |
| Prosser School District | Active Member | Julie | Hyatt | julie.hyatt@prosserschools.org | Administrative Assistant to the Superint | Region 2 - Ipanco ESD 105,123,171 |
| College Place School District No. 250 | Associate | Julie | James | jjames@cpps.org | Director of Business and Finance | Region 2 - Ipanco ESD 105,123,171 |
| Warden School District | Active Member Primary | Kassandria | Rouleau | krouleau@warden.wednet.edu | Payroll/Human Resources | Region 2 - Ipanco ESD 105,123,171 |
| Ellensburg School District | Active Member | Kathy | Hagbo | kathy.hagbo@esd401.org | Administrative Assistant | Region 2 - Ipanco ESD 105,123,171 |
| Pasco School District | Active Member | Kathy | Legard | klegard@psd1.org | Field Supervisor | Region 2 - Ipanco ESD 105,123,171 |
| Kennewick School District | Basic Contact | Kathy | Littrell | kathy.littrell@ksd.org | HR Secretary | Region 2 - Ipanco ESD 105,123,171 |
| Selah School District | Active Member Primary | Kathy | Moritz | kathymoritz@selahschools.org | HR Specialist | Region 2 - Ipanco ESD 105,123,171 |
| Kennewick School District | Active Member | Kathy | Phenneger | kathy.phenneger@ksd.org | Transportation Assistant Manager | Region 2 - Ipanco ESD 105,123,171 |
| Educational Service District 105 | Active Member Primary | Kay | Gutierrez | kay.gutierrez@esd105.org | Human Resources Director | Region 2 - Ipanco ESD 105,123,171 |
| Eastmont School District | Active Member | Kayla | Brown | brownk@eastmont206.org | Assistant Human Resources Director | Region 2 - Ipanco ESD 105,123,171 |
| ESD 123 | Active Member Primary | Kaylee | Bolt | kbolt@esd123.org | Director of Human Resources | Region 2 - Ipanco ESD 105,123,171 |
| Pasco School District | District Member | Kelli | York | keyork@psd1.org | Director of Employee Services | Region 2 - Ipanco ESD 105,123,171 |
| Pasco School District | District Member | Kellie | Lacey | klacey@psd1.org | Human Resources Generalist | Region 2 - Ipanco ESD 105,123,171 |
| Wapato School District | Active Member | Kelly | Garza | kellyg@wapatosd.org | Assistant Superintendent | Region 2 - Ipanco ESD 105,123,171 |
| Wenatchee School District | Active Member Primary | Kelly | Lopez | lopez.k@wenatcheeschools.org | Human Resources Director | Region 2 - Ipanco ESD 105,123,171 |
| Richland School District | Associate | Ken | Gosney | ken.gosney@rsd.edu | Principal, Hanford High School | Region 2 - Ipanco ESD 105,123,171 |
| Ellensburg School District | Active Member Primary | Kim | Snider | kim.snider@esd401.org | Executive Director of Human Resources | Region 2 - Ipanco ESD 105,123,171 |
| Ellensburg School District | Associate | Kim | Snider | kim.snider@esd404.org | Executive Director of Human Resources | Region 2 - Ipanco ESD 105,123,171 |
| Prosser School District | Active Member Primary | Kimberly | Bolt | kim.bolt@prosserschools.org | Human Resource Specialist | Region 2 - Ipanco ESD 105,123,171 |
| Sunnyside School District | Basic Contact | Kris | Diddens | kristine.diddens@sunnysideschools.org | Executive Director of Human Resources | Region 2 - Ipanco ESD 105,123,171 |

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|---|---|---|---|---|---|---|
| Royal School District | Active Member Primary | Lara | Snyder | lsnyder@royalsd.org | Payroll Officer | Region 2 - Ipanco ESD 105,123,171 |
| Warden School District | Basic Contact | Laraine | McFarlane | lmcfarlane@warden.wednet.edu | Business Manager | Region 2 - Ipanco ESD 105,123,171 |
| Omak School District | Active Member Primary | LeAnne | Olson | lolson@omaksd.org | Human Resources Director | Region 2 - Ipanco ESD 105,123,171 |
| West Valley School District #208 | Active Member Primary | LeAnne | Ries | riesl@wvsd208.org | Sub Coordinator | Region 2 - Ipanco ESD 105,123,171 |
| Wenatchee School District | Basic Contact | Les | Vandervort | vandervort.l@wenatcheeschools.org | CFO | Region 2 - Ipanco ESD 105,123,171 |
| Wapato School District | Active Member | Leticia | Salazar | letis@wapatosd.org | HR Specialist | Region 2 - Ipanco ESD 105,123,171 |
| Kennewick School District | Active Member Primary | Levi | Martin | levi.martin@ksd.org | HR Specialist | Region 2 - Ipanco ESD 105,123,171 |
| Kennewick School District | Active Member | Linda | Crowner | linda.crowner@ksd.org | ECEAP Manager | Region 2 - Ipanco ESD 105,123,171 |
| Pateros School District | Basic Contact | Linda | Ehlenbach | lehlenbach@pateros.org | Administrative Assistant | Region 2 - Ipanco ESD 105,123,171 |
| Grand Coulee Dam School District | Active Member Primary | Lisa Nichole | Allen | lallen@gcdsd.org | Human Resources Coordinator | Region 2 - Ipanco ESD 105,123,171 |
| Wenatchee School District | Active Member Primary | Lisa | Turner | turner.l@wenatcheeschools.org | Executive Director of Human Resources | Region 2 - Ipanco ESD 105,123,171 |
| Walla Walla Public Schools | Active Member Primary | Liz | Campeau | lcampeau@wwps.org | Director of Human Resources | Region 2 - Ipanco ESD 105,123,171 |
| Wahluke School District | Active Member Primary | Liz | Leitz | lleitz@wahluke.net | Human Resource Director | Region 2 - Ipanco ESD 105,123,171 |
| CASCADE SCHOOL DISTRICT | Active Member Primary | MARCIA | SMITH | msmith@cascades.org | HR COORDINATOR | Region 2 - Ipanco ESD 105,123,171 |
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| College Place School District | Active Member Primary | Marissa | Waddell | mwaddell@cpps.org | Human Resources Director | Region 2 - Ipanco ESD 105,123,171 |
| Kahlotus School District | Basic Contact | Mark | Bitzer | markfbitzer@kahlotussd.org | superintendent | Region 2 - Ipanco ESD 105,123,171 |
| North Central ESD | Basic Contact | Mary | Christie | Maryc@ncesd.org | Human Resources | Region 2 - Ipanco ESD 105,123,171 |
| Pasco School District | District Member | Mary | Williams | mwilliams@psd1.org | Manager of Certificated Records | Region 2 - Ipanco ESD 105,123,171 |
| Grandview School District | Active Member Primary | Matt | Mallery | mmallery@gsd200.org | Executive Director of Human Resources | Region 2 - Ipanco ESD 105,123,171 |
| Omak School District | Basic Contact | Michael | Porter | mporter@omaksd.org | DIRECTOR OF TEACHING & LEARNING | Region 2 - Ipanco ESD 105,123,171 |
| Moses Lake School District | Basic Contact | Michelle | Price | mprice@mlsd.wednet.edu | Superintendent | Region 2 - Ipanco ESD 105,123,171 |
| Tonasket SD | Active Member Primary | Mindy | Scott | mscott@tonasket.wednet.edu | Payroll Personnel Human Resources Off | Region 2 - Ipanco ESD 105,123,171 |
| Moses Lake School District | Active Member Primary | Miranda | Morrison | mmorrison@mlsd161.org | Personnel Specialist | Region 2 - Ipanco ESD 105,123,171 |
| Wahluke School District | Basic Contact | Missy | Stevenson | mstevenson@wahluke.net | Director of Teaching and Learning | Region 2 - Ipanco ESD 105,123,171 |
| Royal School District | Basic Contact | Missy | Tomjack | mtomjack@royalsd.org | Business Manager | Region 2 - Ipanco ESD 105,123,171 |
| Moses Lake School District | Active Member Primary | Barbara | Shimek | bshimek@mlsd161.org | Human Resources Director | Region 2 - Ipanco ESD 105,123,171 |
| Yakima Public Schools | Active Member Primary | Nick | Tobia | tobia.nick@yakimaschools.org | HR Classified Coordinator | Region 2 - Ipanco ESD 105,123,171 |
| Richland School District | Basic Contact | Nicole | MacTavish | nicole.mactavish@rsd.edu | Deputy Superintendent | Region 2 - Ipanco ESD 105,123,171 |
| ESD 105 | Basic Contact | Nikki | Cannon | nikki.cannon@esd105.org | Director | Region 2 - Ipanco ESD 105,123,171 |
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| Toppenish School District | Basic Contact | Nora | Flores | nflores@toppenish.wednet.edu | Food Services Director | Region 2 - Ipanco ESD 105,123,171 |
| Pasco School DIstrict | District Member Addt'l | Ortencia | De Perez | operez@psd1.org | Employee Services Technician | Region 2 - Ipanco ESD 105,123,171 |
| Pasco School District | Basic Contact | Patricia | Thomas | pthomas@psd1.org | Transportation Gen Ed Supervisor | Region 2 - Ipanco ESD 105,123,171 |
| Clear Risk Solutions | Associate | P J | De Benedetti | pjdebenedetti@chooseclear.com | Consultant | Region 2 - Ipanco ESD 105,123,171 |
| West Valley #208 Yakima | Active Member Primary | Perla | Garcia | garciap@wvsd208.org | Benefits Coordinator | Region 2 - Ipanco ESD 105,123,171 |
| Othello School District | Basic Contact | Pete | Perez | pperez@othellloschools.org | Assistant Superintendent | Region 2 - Ipanco ESD 105,123,171 |
| Kiona-Benton City School District | Basic Contact | Pete | Peterson | Pete.Peterson@kibesd.org | Superintendent | Region 2 - Ipanco ESD 105,123,171 |
| West Valley SD 208 (Yakima) | Active Member Primary | Randy | Souers | souersr@wvsd208.org | Human Resources Director | Region 2 - Ipanco ESD 105,123,171 |
| Richland School District | Active Member Primary | Rebecca | Durkin | becky.durkin@rsd.edu | Human Resource Specialist | Region 2 - Ipanco ESD 105,123,171 |
| Clarkston School District | Basic Contact | Rebecca | Lockhart | lockhartr@csdk12.org | Executive Director of Student Services | Region 2 - Ipanco ESD 105,123,171 |
| Kennewick School District | Active Member | Rhonda | Elvbakken | rhonda.elvbakken@ksd.org | Certificated H.R. Assistant | Region 2 - Ipanco ESD 105,123,171 |
| Richland School District | Basic Contact | Rick | Jansons | rick.jansons@rsd.edu | School Board President | Region 2 - Ipanco ESD 105,123,171 |
| Richland School District | Basic Contact | Rick | Schulte | rick.schulte@rsd.edu | Superintendent | Region 2 - Ipanco ESD 105,123,171 |
| Toppenish School District | Active Member Primary | Rita | Anaya | ranaya@toppenish.wednet.edu | Administrative HR Secretary | Region 2 - Ipanco ESD 105,123,171 |

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|---|---|---|---|---|---|---|
| Wahluke School District | Basic Contact | Robert | Eckert | reckert@wahluke.net | Acting Superintendent | Region 2 - Ipanco ESD 105,123,171 |
| Richland School District | Basic Contact | Robert | Sorensen | Robert.Sorensen@rsd.edu | Principal | Region 2 - Ipanco ESD 105,123,171 |
| Toppenish School District | Basic Contact | Rolando | Rodriguez | rrodriguez@toppenish.wednet.edu | Assistant Director of Maintenance and F | Region 2 - Ipanco ESD 105,123,171 |
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| Toppenish School District | Basic Contact | Ruben | Saldivar | rsaldivar@toppenish.wednet.edu | Dean of Students | Region 2 - Ipanco ESD 105,123,171 |
| East Valley School District 90 Yakima | Basic Contact | Sandra | Cuevas | cuevas.sandra@evsd90.org | Human Resources Specialist | Region 2 - Ipanco ESD 105,123,171 |
| Eastmont School District | Active Member Primary | Sandra | Mueller | muellers@eastmont206.org | HR/Payroll Specialist | Region 2 - Ipanco ESD 105,123,171 |
| Othello School District | Active Member Primary | Sandra | Villarreal | svillarreal@othelloschools.org | Excutive Director of Human Resources | Region 2 - Ipanco ESD 105,123,171 |
| North Central ESD | Active Member Primary | Sandy | Poole | sandyp@ncesd.org | Business Operations Specialist | Region 2 - Ipanco ESD 105,123,171 |
| Oakville School District | Basic Contact | Sandy | Tuengel | stuengel@oakvilleschools.org | Human Resources | Region 2 - Ipanco ESD 105,123,171 |
| Pasco School District | District Member | Sarah | Thornton | sthornton@psd1.org | Assistant Superintendent of Legal Affair: | Region 2 - Ipanco ESD 105,123,171 |
| Omak School District | Basic Contact | Scott | Haeberle | shaeberle@omaksd.org | Fiscal Adminstrator | Region 2 - Ipanco ESD 105,123,171 |
| Omak School District | Basic Contact | Scott | Haeberle | shaeberle@omaksd.org | Fiscal Adminstrator | Region 2 - Ipanco ESD 105,123,171 |
| Selah School District | Basic Contact | Shane | Backlund | shanebacklund@selahschools.org | Superintendent | Region 2 - Ipanco ESD 105,123,171 |
| Yakima Public Schools | Active Member Primary | Shari | Chapman | chapman.shari@yakimaschools.org | HR Program Supervisor | Region 2 - Ipanco ESD 105,123,171 |
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| Oroville School District | Active Member Primary | Shay | Shaw | shay.shaw@oroville.wednet.edu | Business Manager | Region 2 - Ipanco ESD 105,123,171 |
| Pasco School District | District Member Addt'l | Shellie | Hatch | shatch@psd1.org | Director of Special Programs and Assess | Region 2 - Ipanco ESD 105,123,171 |
| Soap Lake School District #156 | Associate | Sheryl | Montgomery | smontgomery@slschools.org | Payroll/HR Officer | Region 2 - Ipanco ESD 105,123,171 |
| East Valley #90 Yakima | Active Member Primary | Sheryl | Seaman | seaman.sheryl@evsd90.org | Human Resource Director | Region 2 - Ipanco ESD 105,123,171 |
| Richland School District | Active Member Primary | Shirley | Clarkson | shirley.clarkson@rsd.edu | Certificated Contract Specialist | Region 2 - Ipanco ESD 105,123,171 |
| Yakima Public Schools | Active Member Primary | Shirley | Martin | martin.shirley@yakimaschools.org | Certified Specialist | Region 2 - Ipanco ESD 105,123,171 |
| East Valley School District # 90 Yakima | Basic Contact | Shyiel | Shinn | shinn.shyiel@evsd90.org | Human Resources | Region 2 - Ipanco ESD 105,123,171 |
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| Yakima Public Schools | Active Member Primary | Stephanie | Arnold | arnold.stephanie@yakimaschools.org | Human Resources Director | Region 2 - Ipanco ESD 105,123,171 |
| Spokane Public Schools | District Member | Stephanie | Drake | stephaniedr@spokaneschools.org | Supervisor of Staffing and Fiscal Reporti | Region 2 - Ipanco ESD 105,123,171 |
| Moses Lake School District | Basic Contact | Steve | Banda | sbanda@mlsd.wednet.edu | HR | Region 2 - Ipanco ESD 105,123,171 |
| Yakima School District | Basic Contact | Steve | Brownlow | brownlow.steve@yakimaschools.org | Principal | Region 2 - Ipanco ESD 105,123,171 |
| Tonasket School District | Basic Contact | Steve | McCullough | smccullough@tonasket.wednet.edu | Superintendent | Region 2 - Ipanco ESD 105,123,171 |
| Pasco School District | District Member | Susan | Sparks | ssparks@psd1.org | Director of Professional Learning | Region 2 - Ipanco ESD 105,123,171 |
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| North Central ESD | Active Member Primary | Suzanne | Reister | suzanner@ncesd.org | Executive Director HR | Region 2 - Ipanco ESD 105,123,171 |
| Wapato School District | Basic Contact | Sylvia | Bazan | sylviab@wapatosd.org | Business Manager | Region 2 - Ipanco ESD 105,123,171 |
| Wenatchee School District | Basic Contact | Taunya | Brown | brown.t@wenatcheeschools.org | Principal | Region 2 - Ipanco ESD 105,123,171 |
| Wapato School District | Basic Contact | Tavis | Peterson | tavisp@wapatosd.org | Executive Director | Region 2 - Ipanco ESD 105,123,171 |
| Pasco School District | Basic Contact | Tiffany | Almeida | talmeida@psd1.org | Financial Analyst | Region 2 - Ipanco ESD 105,123,171 |
| College Place School District | Basic Contact | Tim | Payne | tpayne@cpps.org | Human Resources | Region 2 - Ipanco ESD 105,123,171 |
| Selah School District | Basic Contact | Tina | Fleming | tinafleming@selahschools.org | Payroll and Benefits | Region 2 - Ipanco ESD 105,123,171 |
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| Richland School District | Active Member Primary | Tony | Howard | Tony.howard@rsd.edu | Executive Director, Human Resources | Region 2 - Ipanco ESD 105,123,171 |
| West Valley School District #208 | Active Member Primary | Traci | Cox | coxt@wvsd208.org | HR Specialist | Region 2 - Ipanco ESD 105,123,171 |
| Spokane Public Schools | District Member Addt'l | Veronica | Do | veronicad@spokaneschools.org | Substitute Services Hiring Specialist | Region 2 - Ipanco ESD 105,123,171 |
| Warden School District | Basic Contact | Veronica | Perez | larainem62@gmail.com | Business Manager | Region 2 - Ipanco ESD 105,123,171 |
| Eastmont School District | Active Member Primary | Vicki | Trainor | trainorv@eastmont206.org | Exec. Director HR | Region 2 - Ipanco ESD 105,123,171 |
| Toppenish School District | Active Member Primary | Xochitl | Mares | xmares@toppenish.wednet.edu | Secretary to Assistant Superintendent | Region 2 - Ipanco ESD 105,123,171 |

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|---|---|---|---|---|---|---|
| Moses Lake School District | Active Member Primary | Lyss | Marroquin | lmarroquin@mlsd161.org | HR Specialist | Region 2 - Ipanco ESD 105,123,171 |
| Global Mission | Associate | Jennifer | Allen | djallen8501@hotmail.com | Donor Relations Coordinator | Region 2 - Ipanco ESD 105,123,171 |
| ESD 105 | Active Member Primary | Veronica | Naranjo | veronica.naranjo@esd105.org | Human Resources Director | Region 2 - Ipanco ESD 105,123,171 |

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|---|---|---|---|---|---|---|
| Spokane Public Schools | District Member | Adrian | Espindola | adriane@spokaneschools.org | Human Resources | Region 1 - Inland Empire ESD 101 |
| Spokane Public Schools | District Member Primary | Andy | Oranen | AndyO@spokaneschools.org | Recruitment and Retention Manager | Region 1 - Inland Empire ESD 101 |
| Cheney Public Schools | Active Member Primary | Angela | Moses | amoses@cheneysd.org | Human Resources Officer | Region 1 - Inland Empire ESD 101 |
| Nine Mile Falls School District | Active Member Primary | Angela | Spencer | aspencer@9mile.org | Human Resources | Region 1 - Inland Empire ESD 101 |
| East Valley School District | Active Member Primary | Bailey | Roberts | robertsb@evsd.org | Human Resources Officer | Region 1 - Inland Empire ESD 101 |
| Okanogan School District | Basic Contact | Brenda | Stevens | bstevens@oksd.wednet.edu | Payroll/Personnel Manager | Region 1 - Inland Empire ESD 101 |
| Spokane Public Schools | District Member Addt'l | Camille | DeMarco | camilled@spokaneschools.org | Executive Assistant to Chief Human Resourc | Region 1 - Inland Empire ESD 101 |
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| Medical Lake School District | Active Member | Chad | Moss | cmoss@mlsd.org | Business Manager | Region 1 - Inland Empire ESD 101 |
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| Mead School District | Basic Contact | Cory | Beck | cory.beck@mead354.org | Director of Business Software Systems | Region 1 - Inland Empire ESD 101 |
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| West Valley #363 Spokane | Basic Contact | Doug | Matson | doug.matson@wvsd.org | Deputy Superintendent | Region 1 - Inland Empire ESD 101 |
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| Cheney Public Schools | Basic Contact | Ellen | Holland | eholland@cheneysd.org | Assistant Director of Transportation | Region 1 - Inland Empire ESD 101 |
| Riverside School District | Active Member Primary | Gail | Pratt | gail.pratt@rsdmail.org | HR Specialist | Region 1 - Inland Empire ESD 101 |
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| Cheney School District | Basic Contact | Jamie | Weingart | hpage@cheneysd.org | Finance Director | Region 1 - Inland Empire ESD 101 |
| East Valley School District | Active Member Primary | Jane | Rausch | rauschj@evsd.org | Human Resources Director | Region 1 - Inland Empire ESD 101 |
| Central Valley School District | District Member | Jay | Rowell | jrowell@cvsd.org | Deputy Superintendent | Region 1 - Inland Empire ESD 101 |
| West Valley School District #363 | Basic Contact | Jean | Marczynski | jean.marczynski@wvsd.org | Assistant Superintendent | Region 1 - Inland Empire ESD 101 |
| Spokane Public Schools | District Member | Jean | Sander | jeans@spokaneschools.org | Human Resource Specialist | Region 1 - Inland Empire ESD 101 |
| Deer Park School District | Active Member Primary | Jill | Christiansen | jill.christiansen@dpsdmail.org | Director of HR | Region 1 - Inland Empire ESD 101 |
| Mead School District | Basic Contact | Joddie | Roberts | joddie.roberts@mead354.org | HR Specialist | Region 1 - Inland Empire ESD 101 |
| Toppenish School District | Basic Contact | John L. | Cerna | jrcerna@toppenish.wednet.edu | Dean of Students | Region 1 - Inland Empire ESD 101 |
| Riverview School District #407 | Active Member | John | Mark | markj@rsd407.org | Maintenance Operations, Supervisor | Region 1 - Inland Empire ESD 101 |
| Tekoa School District | Active Member Primary | Joy | Puckett | jpuckett@tekoasd.org | Business Manager | Region 1 - Inland Empire ESD 101 |
| Mead School District | Active Member Primary | Kari | Kerr | kari.kerr@mead354.org | Executive Assistanat | Region 1 - Inland Empire ESD 101 |
| Mead School District | Basic Contact | Kari | Kelley | kari.kelley@mead354.org | Benefits Specialist | Region 1 - Inland Empire ESD 101 |
| NEWESD 101 | Basic Contact | Kassidy | Probert | kprobert@esd101.net | Executive Director, School Financial Services | Region 1 - Inland Empire ESD 101 |
| Spokane Public Schools | District Member | Katie | Ridenhour | KatieR@spokaneschools.org | Employee Labor Relations Manager | Region 1 - Inland Empire ESD 101 |
| Mead School District | Basic Contact | Katie | McNaghten | katie.mcnaghten@mead354.org | Recruitment Specialist | Region 1 - Inland Empire ESD 101 |
| Mead School District | Active Member Primary | Keri | Hutchins | keri.hutchins@mead354.org | Director of Human Resources | Region 1 - Inland Empire ESD 101 |
| Spokane Public Schools | Basic Contact | Kevin | Morrison | kevinmor@spokaneschools.org | Director,Community Relations | Region 1 - Inland Empire ESD 101 |
| Spokane Public Schools | District Member | Kevin | O;Neill | KevinO@spokaneschools.org | Executive Director for Human Resources | Region 1 - Inland Empire ESD 101 |
| Spokane Public Schools | District Member | Kim | Harmon | kimha@spokaneschools.org | Director, Recruitment and Retention | Region 1 - Inland Empire ESD 101 |

| | | | | | | |
|---|---|---|---|---|---|---|
| EVSD #361 | Active Member Primary | Laura | Estey | esteyl@evsd.org | Human Resources and Payroll Specialist | Region 1 - Inland Empire ESD 101 |
| Mead School District | Basic Contact | Lisa | Piacquadio | lisa.piacquadio@mead354.or | Fiscal Systems Manager | Region 1 - Inland Empire ESD 101 |
| Central Valley School District | District Member | Lisa | Riordan | lriordan@cvsd.org | Admin Asst to Exec Dir of HR | Region 1 - Inland Empire ESD 101 |
| Cheney Public Schools | Basic Contact | LJ | Klinkenberg | jklinkenberg@cheneysd.org | Director of Nutrition Services | Region 1 - Inland Empire ESD 101 |
| West Valley School District #363 | Basic Contact | Madeline | Gore | madeline.gore@wvsd.org | Human Resources Secretary | Region 1 - Inland Empire ESD 101 |
| Nine Mile Falls School District | Active Member Primary | Mandi | Stack | mstack@9mile.org | Payroll Officer | Region 1 - Inland Empire ESD 101 |
| Mead School District | Basic Contact | Mathew | Knott | mat.knott@mead354.org | Director of Business Services | Region 1 - Inland Empire ESD 101 |
| Mead School District | Basic Contact | Michelle | Gable | michelle.gable@mead354.org | HR Specialist/Benefits/Leaves | Region 1 - Inland Empire ESD 101 |
| NewESD 101 | Active Member Primary | Michelle | Powers | mpowers@esd101.net | Executive Director, Human Services | Region 1 - Inland Empire ESD 101 |
| Othello School District | Basic Contact | Mike | Villarreal | mvillarreal@othelloschools.org | Assistant Superintendent | Region 1 - Inland Empire ESD 101 |
| East Valley School District- Spokane | Active Member Primary | Neale | Rasmussen | rasmussenn@evsd.org | Executive Director of Business Services | Region 1 - Inland Empire ESD 101 |
| Mead School District | Basic Contact | Patti | Flanik | patti.flanik@mead354.org | SubServices Specialist | Region 1 - Inland Empire ESD 101 |
| West Valley #363 Spokane | Active Member Primary | Paula | Jeffries | paula.jeffries@wvsd.org | Human Resources Director | Region 1 - Inland Empire ESD 101 |
| MEAD SCHOOL DISTRICT | Basic Contact | Penny | Schroeder | PENNY.SCHROEDER@MEAD354.( | HUMAN RESOURCE SPECIALIST | Region 1 - Inland Empire ESD 101 |
| Mead School District | Basic Contact | Ralph | Thayer | ralph.thayer@mead354.org | Assistant Superintendent for Human Resour | Region 1 - Inland Empire ESD 101 |
| Spokane Public Schools | District Member | Ramon | Alvarez | ramonal@spokaneschools.org | Director of Classified Personnel | Region 1 - Inland Empire ESD 101 |
| Cheney Public Schools | Basic Contact | Rich | Brown | rbrown@cheneysd.org | Assistant Director Maintenance and Operati | Region 1 - Inland Empire ESD 101 |
| Central Valley School District | District Member | Rick | Doehle | rdoehle@cvsd.org | Exec Director of HR | Region 1 - Inland Empire ESD 101 |
| Spokane Public Schools | Basic Contact | Robbie | Black | Robbieb@spokaneschools.org | Supervisor | Region 1 - Inland Empire ESD 101 |
| Cheney School District | Basic Contact | Robert | Roettger | hpage@cheneysd.org | Superintendent | Region 1 - Inland Empire ESD 101 |
| West Valley School District | Basic Contact | Robin | Hendrick | robin.hendrick@wvsd.org | Payroll Director | Region 1 - Inland Empire ESD 101 |
| Spokane Public Schools | District Member | Sabre | Dahl | sabred@spokaneschools.org | HR Project Manager | Region 1 - Inland Empire ESD 101 |
| Riverview Transportation | Active Member | Sabrina | Warren | warrens@rsd407.org | Transportation Supervisor | Region 1 - Inland Empire ESD 101 |
| West Valley School District 363 | Basic Contact | Sam | Schweda | sam.schweda@wvsd.org | Business Manager | Region 1 - Inland Empire ESD 101 |
| Medical Lake School District | Basic Contact | Sarra | Reiber | sreiber@mlsd.org | Administrative Assistant | Region 1 - Inland Empire ESD 101 |
| Spokane Public Schools | District Member Addt'l | Scott | Farkas | scottf@spokaneschools.org | Human Resources | Region 1 - Inland Empire ESD 101 |
| Deer Park School District | Basic Contact | Shauna | Ferguson | shauna.ferguson@dpsdmail.org | | Region 1 - Inland Empire ESD 101 |
| Medical Lake School District | Basic Contact | Stefan | Swenson | sswenson@mlsd.org | Human Resources | Region 1 - Inland Empire ESD 101 |
| Spokane Public Schools | Basic Contact | Steve | Conrad | stevecon@spokaneschools.org | Supervisor | Region 1 - Inland Empire ESD 101 |
| Central Valley School District | District Member Primary | Sue | Brown | sbrown@cvsd.org | Admin Asst to Deputy Supt | Region 1 - Inland Empire ESD 101 |
| Mary Walker School District #207 | Active Member Primary | Sue | McIsaac | smcisaac@marywalker.org | Director of Business Services | Region 1 - Inland Empire ESD 101 |
| Central Valley School District | District Member | Sue | Watilo | swatilo@cvsd.org | Secretary-Human Resources | Region 1 - Inland Empire ESD 101 |
| Central Valley School District | District Member | Teddi | Straka | tstraka@cvsd.org | Substitute Coordinator | Region 1 - Inland Empire ESD 101 |
| Central Valley School District | District Member | Teri | Douglas | tdouglas@cvsd.org | Certificated Personnel Specialist | Region 1 - Inland Empire ESD 101 |
| Cheney Public Schools | Active Member | Tahlia | Ledezma | tledezma@cheneysd.org | HR Specialist | Region 1 - Inland Empire ESD 101 |
| West Valley School District # 363 | Basic Contact | Theresa | Kendall | theresa.kendall@wvsd.org | Principal | Region 1 - Inland Empire ESD 101 |
| West Valley #363 Spokane | Basic Contact | Timothy | Morgan | Timothy.morgan@wvsd.org | Transportation and Nutrition Services Direct | Region 1 - Inland Empire ESD 101 |
| Central Valley School District | District Member | Timothy | Nootenboom | tnootenboom@cvsd.org | Asst Superintendent HR/Operations | Region 1 - Inland Empire ESD 101 |
| Wenatchee School District | Basic Contact | Trish | Craig | craig.t@wenatcheeschools.org | Director of Special Education | Region 1 - Inland Empire ESD 101 |
| West Valley #363 Spokane | Basic Contact | Vicki | Leifer | victoria.leifer@wvsd.org | Director of Professional Development | Region 1 - Inland Empire ESD 101 |
| Mead School District | Basic Contact | Wayne | Leonard | wayne.leonard@mead354.org | Assistant Superintendent Business Services | Region 1 - Inland Empire ESD 101 |
| Whitworth University | Active Member Primary | Crystal | Weddington | cweddington@whitworth.edu | Director, Ed. Cert. and Career Services | Region 1 - Inland Empire ESD 101 |
| Cheney Public Schools | Active Member Primary | Tom | Arlt | tarlt@cheneysd.org | Assistant Superintendent | Region 1 - Inland Empire ESD 101 |

**From:** admin@wspa.net
**To:** admin@wspa.net
**Subject:** WSPA Board Updates
**Date:** Tuesday, June 11, 2019 6:14:23 PM
**Attachments:** WSPA Regional Email Access Information.docx

---

Hello Board Members,

I hope you are having an enjoyable week. Here are some WSPA updates and next steps for the board.

**Region Meetings and Region Contact Information**

- I have sent contact lists per region as requested
- I have attached the directions for emailing your Region members. Please let me know if you have any questions or if may be of any assistance.
- When you have your scheduled region meeting dates please send me a copy and I will post to the website. Thank you.
- I am working to develop some onboarding materials for our new region reps. I will be collaborating with Kim Harmon (thank you, Kim!) and will share these materials as soon as finalized.

**Annual Conference Sub-Committee and Call for Topics and Speakers**

- At the retreat, it was determined that we would continue with a sub-committee for annual conference agenda planning. This is designed to take the pressure off the regions in the development of the agenda and the securing of speakers. The regions will still be responsible for facilities, catering, entertainment, and other event programming. The overarching goal is to create a vision and goals for the conference going forward so we can continue to grow and elevate the conference.
- Sub-Committee members: Tina, Kim, Toni, Melissa, Stacia, Vivian, Tony, Curtis, Jennifer
- **All Board: Call for topics/speakers**
    - ***Please send me your suggested topics and speakers. I will begin compiling recommendations for our planning meeting.***

**Upcoming Events**

- Next Board Meeting: Sunday, October 13, 2019
    - This is typically an evening meeting with dinner provided. I will send the final schedule as we get closer to the event.
- Annual Conference Sub-Committee Meeting: Sunday, October 13, 2019
    - This will be held prior to the evening board meeting. I will send the final schedule as we get closer to the event.

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 Regional Email Access**

We have a website for board members to communicate with their regions –

You will go to the "back end" of the website which can be accessed by this link:

**https://waspa.memberclicks.net/administrator/**

- The username for this account is: wspaboard
- The password for this account is: wspa2015
- Once you are logged in your will see "ADMIN HOME".
    - Just below that is a communication area, to send an email to your region WSPA members click on the region you want to access. This will show you all of the members in your region.
    - To send them an email click on the tiny envelope marked "Contact" in the upper right.
    - You will need to enter your reply name and email address.
- At the bottom under Schedule Options you can select Send Immediately or Send at a later date and time – then choose that date and time (don't forget to change the time zone).
- Don't hit PREVIEW but rather hit CONTINUE and follow the instructions from there.
- If you want to send an email to a certain person back in the area where the members in the saved search appear just click the "TAG" box for those you want to communicate with.
- You can also click on "export" in the top right of the page to export out to excel.

**From:** admin@wspa.net
**To:** Tara Lofton
**Subject:** RE: Registration now open: WSPA HELP Programs and Certificated Boot Camp
**Date:** Tuesday, June 11, 2019 7:31:54 PM
**Attachments:** image003.png

---

Hi Tara,

First, welcome to HELP! We are so happy to have you joining us this summer.

The $910 tuition covers one full year of the HELP program – the full week summer session, a fall one-day session, and a spring one-day session. It does include breakfast and lunch daily, an evening reception on Monday, and a dinner banquet on Thursday night. It does not include lodging and HELP participants are responsible for making their own lodging reservations.

Information about the program and lodging may be found here:
https://www.wspa.net/help-summer-session-2019-2020

The Certificated Boot Camp is a separate training event and is not included in the HELP program.

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

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.wspa.net/

---

**From:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Tuesday, June 04, 2019 10:38 AM
**To:** admin@wspa.net
**Subject:** FW: Registration now open: WSPA HELP Programs and Certificated Boot Camp

Greetings:

I am with the Federal Way Public Schools and I will be joining the HELP program this July 2019 with my teammates Megan Ristine and Chris Patten.

Can you please give me information on lodging and camp. If I am reading right, I'd be paying

the $910 for the week. Does that include lodging and the camp?

I just want to confirm what I need to pay for.

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Friday, May 24, 2019 8:16 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** Registration now open: WSPA HELP Programs and Certificated Boot Camp

Hello WSPA members,

Reminder: registration is now open for the following WSPA/HELP events:

**Human Resources CERTIFICATED Boot Camp**

- July 22-24, 2019
- Icicle Village Inn - Leavenworth
- Registration: $495

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Information and registration for all programs may be found online at: https://www.wspa.net/

Thank you,

Washington School Personnel Association

This email was sent to jhodson@fwps.org by admin@wspa.net

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**From:** Tony Frascone on behalf of Tony Frascone <tfrascon@fwps.org>
**To:** admin@wspa.net
**Subject:** Re: WSPA Board Updates
**Date:** Wednesday, June 12, 2019 6:52:19 AM
**Attachments:** Outlook-1469573586.png

---

Thank you, Jennifer.....Tony

**Anthony C. Frascone**
**Executive Director of Human Resources**
**e. Tfrascon@fwps.org | p. (253) 945-2078**

FEDERAL WAY
PUBLIC SCHOOLS
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---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Tuesday, June 11, 2019 6:14 PM
**To:** admin@wspa.net
**Subject:** WSPA Board Updates

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I hope you are having an enjoyable week. Here are some WSPA updates and next steps for the board.

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- I have sent contact lists per region as requested
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- Annual Conference Sub-Committee Meeting: Sunday, October 13, 2019
    - This will be held prior to the evening board meeting. I will send the final schedule as we get closer to the event.

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:** Tara Lofton on behalf of Tara Lofton <tlofton@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: Registration now open: WSPA HELP Programs and Certificated Boot Camp
**Date:** Wednesday, June 12, 2019 10:08:26 AM
**Attachments:** image003.png

---

I'm so super excited. I have paid the $910 and reserved a room. See you in July ☺

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
Follow us on Twitter: @FWPSCareers
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---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Tuesday, June 11, 2019 7:32 PM
**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** RE: Registration now open: WSPA HELP Programs and Certificated Boot Camp

Hi Tara,

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

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.wspa.net/

---

**From:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Tuesday, June 04, 2019 10:38 AM
**To:** admin@wspa.net
**Subject:** FW: Registration now open: WSPA HELP Programs and Certificated Boot Camp

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I just want to confirm what I need to pay for.

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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---

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**Sent:** Friday, May 24, 2019 8:16 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** Registration now open: WSPA HELP Programs and Certificated Boot Camp

Hello WSPA members,

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Thank you,

Washington School Personnel Association

This email was sent to jhodson@fwps.org by admin@wspa.net

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

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| | |
|---|---|
| **From:** | admin@wspa.net |
| **To:** | admin@wspa.net |
| **Subject:** | Thank you and Clock Hours: Legislative Impacts on Bargaining and Paraeducator Training Implementation Workshop 5/31/2019 |
| **Date:** | Wednesday, June 12, 2019 11:20:48 AM |
| **Attachments:** | 2019 Leg Impact on Bargaining + Para Workshop-PM PARA SESSION CLOCK HOURS MAY 2019.pdf<br>2019 Leg Impact on Bargaining + Para Workshop-AM Legislative Session MAY 2019.pdf |

Hello,

Thank you for attending our ***Legislative Impacts on Bargaining and Paraeducator Training Implementation Workshop.*** The clock hours for this event are attached for your records.

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.wspa.net/

---

**From:** admin@wspa.net
**Sent:** Wednesday, May 29, 2019 7:04 PM
**To:** admin@wspa.net
**Cc:** jrausch@wspa.net
**Subject:** Reminder: Legislative Impacts on Bargaining and Paraeducator Training Implementation Workshop 5/31/2019

Hello,

Thank you for registering to attend our upcoming ***Legislative Impacts on Bargaining and Paraeducator Training Implementation*** event on Friday, May 31st.

**Legislative Impacts on Bargaining and Paraeducator Training Implementation**

- DATE: Friday, May 31, 2019
- AM Session: 8:00-12:00
- PM Session: 12:30-3:30
- LOCATION: DoubleTree by Hilton at Southcenter, Tukwila
    - 16500 Southcenter Parkway
    - Seattle, WA 98188

**AM SESSION: Legislative Impacts on Bargaining**
**9:00 – 12:00**
**Presenters: Lorraine Wilson and Tevon Edwards, Porter Foster Rorick LLP**

- Legislative Impacts on Bargaining
  - SEBB
  - Levy Lid
  - Paraeducator training funding
  - Other bills impacting human resources work in school districts

**PM SESSION: Paraeducator Training Requirement Implementation**
**12:30-3:30**
**Presenters: Jack Busbee and Jonelle Adams, PESB**

- Paraeducator Training Implementation
  - We understand the why, now join us for the HOW.
  - *How* are districts doing this? What is the framework?
  - *When* are districts doing this?
  - *What* are districts offering?

We look forward to having you join us.

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.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 Only**

| | | | |
|---|---|---|---|
| Legal Name (Last, First, Middle) | | | Maiden or Former Name |
| Date of Birth (m,d,y) | Social Security No. (optional) | Washington Certificate No. | (optional) ☐ Female ☐ Male |
| Home Address (Street, City, State, Zip Code) | | | Telephone Numbers<br>Home<br>Business |

## Section II – Clock Hour Provider

| | | |
|---|---|---|
| Clock Hour Class Title:<br>**Paraeducator Training Implementation** | | Name of Instructors:<br>**Jack Busbee, Jonelle Adams** |
| Total Number of Clock Hours Available<br>**3** | First Day of Class/Offering<br>**5/31/2019** | Last Day of Class/Offering<br>**5/31/2019** |
| Sponsoring Provider Name (Agency Granting Clock Hours)<br>**Washington School Personnel Association** | | Business Telephone Number<br>**360-825-1415** |
| Provider Address<br>**PO Box 1600, Anacortes, Washington, 98221** | | |
| Sponsoring Provider Contact Person<br>**Jennifer Tottenham, Program Coordinator** | | Telephone Number<br>**360-825-1415** |

## 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).

_____ 5/31/2019

Original Signature of Class Sponsor/Instructor Date

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

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 Only**

| | | | |
|---|---|---|---|
| Legal Name (Last, First, Middle) | | | Maiden or Former Name |
| Date of Birth (m,d,y) | Social Security No. (optional) | Washington Certificate No. | (optional) ☐ Female ☐ Male |
| Home Address (Street, City, State, Zip Code) | | | Telephone Numbers<br>Home<br>Business |

## Section II – Clock Hour Provider

| | | |
|---|---|---|
| Clock Hour Class Title:<br>**Legislative Impacts on Bargaining** | | Name of Instructors:<br>**Lorraine Wilson** |
| Total Number of Clock Hours Available<br>**3** | First Day of Class/Offering<br>**5/31/2019** | Last Day of Class/Offering<br>**5/31/2019** |
| Sponsoring Provider Name (Agency Granting Clock Hours)<br>**Washington School Personnel Association** | | Business Telephone Number<br>**360-825-1415** |
| Provider Address<br>**PO Box 1600, Anacortes, Washington, 98221** | | |
| Sponsoring Provider Contact Person<br>**Jennifer Tottenham, Program Coordinator** | | Telephone Number<br>**360-825-1415** |

## 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).

_____ 5/31/2019

Original Signature of Class Sponsor/Instructor Date

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

**From:** Carey Shaun on behalf of Carey Shaun <scarey@fpschools.org>
**To:** Curtis M. Leonard; Tony Frascone; Limmer, Tina M.
**Cc:** admin@wspa.net
**Subject:** RE: WASA Meeting
**Date:** Thursday, June 13, 2019 6:29:36 PM
**Attachments:** image002.png
image003.png

---

Great to hear, Curtis. Keep us posted.

Shaun

Dr. Shaun V. Carey
Deputy Superintendent
Franklin Pierce Schools
253.298.3021

FRANKLIN PIERCE SCHOOLS

---

**From:** Curtis M. Leonard <cml@pattersonbuchanan.com>
**Sent:** Wednesday, June 12, 2019 7:23 PM
**To:** Tony Frascone <tfrascon@fwps.org>; Carey Shaun <scarey@fpschools.org>; Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>
**Cc:** admin@wspa.net
**Subject:** WASA Meeting

This email originated from outside of Franklin Pierce Schools. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Greetings – quick update, I will have some more items to add to Tina's checklist. But, I do have scheduled a sit down meeting with Joel Aune and Dan Steele with WASA on June 18th in Olympia. I will provide an update after the meeting. Thanks for the support,

Curtis

**Curtis M. Leonard** | Principal
DIRECT 206.462.6707 | TOLL FREE 800.722.3815
cml@pattersonbuchanan.com

SEATTLE
2112 THIRD AVENUE, SUITE 500
SEATTLE, WA 98121
P 206.462.6700 | F 206.462.6701

PORTLAND
1001 SW FIFTH AVE., SUITE 1100
PORTLAND, OR 97204
P 503.200.5400 | F 503.200.5401

Patterson Buchanan Fobes & Leitch INC. P.S.
www.pattersonbuchanan.com

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**From:** jrausch@wspa.net
**To:** tcampbel@fwps.org
**Subject:** Re: Request to present
**Date:** Monday, June 17, 2019 4:06:13 PM

---

Hello Dr. Campbell!

We are very much looking forward to having you present this summer to kick off our Summer HELP Program in Leavenworth. Janet Hodson has shared with me that you will be staying at The Sleeping Lady, so we will be providing you a form for reimbursement. On a personal note, Annie Wolfley and Karen Cloninger (I have worked closely with them both) sing nothing but your praises, so I truly look forward to meeting you as I know how much you mean to them.

Planning for our session, I am wondering if you can provide me a brief outline on your talking points that I can include to our attendees? It will be helpful when I send them the outline of their sessions, and I will be doing that the first part of July. If I can have your outline by the end of June that would be great.

Thank you so much!

Jane Stencel
WSPA HELP Coordinator
Human Resources Director, East Valley School District

---

**From:** jrausch@wspa.net
**Sent:** Tuesday, July 10, 2018 10:55:49 AM
**To:** tcampbel@fwps.org
**Subject:** Request to present

Dr. Campbell:

As the Coordinator for WSPA's HELP program, I am wondering if you would be willing to be the keynote, kick-off speaker at next year's HELP program. You have been highly recommended not only by your own staff, but from many Spokane individuals! (I'm from Spokane!)

We tried to connect on this a couple years ago, but we were unsuccessful. I know you are busy, and get requested to speak frequently, but I would love to have you speak regarding changing culture within building, district, etc.

Our HELP kick off next summer is on July 22nd. Location is still to be determined, but it will either be at the Puget Sound ESD or Leavenworth, and we would be happy to provide accommodations for the Sunday evening.

I believe Janet Hodson may be speaking to you about this very thing sometime today, so I will eagerly await your response.

Thank you so much!

Jane Rausch
HELP Coordinator
WSPA

**From:** Tammy Campbell on behalf of Tammy Campbell <tcampbell@fwps.org>
**To:** jrausch@wspa.net
**Subject:** RE: Request to present
**Date:** Monday, June 17, 2019 4:10:21 PM

---

Hello Jane,

I am leaving for Paris tomorrow and will be returning on June 29th. My plan is to share my thoughts on what effective leaders do to ensure departments and schools serve our students, staff and families well.

---

**From:** jrausch@wspa.net [mailto:jrausch@wspa.net]
**Sent:** Monday, June 17, 2019 4:06 PM
**To:** Tammy Campbell <tcampbell@fwps.org>
**Subject:** Re: Request to present

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Jane Rausch
HELP Coordinator
WSPA

**From:** jrausch@wspa.net
**To:** Tammy Campbell
**Subject:** Re: Request to present
**Date:** Monday, June 17, 2019 4:15:50 PM

---

Thank you! Have a wonderful trip!

Get Outlook for iOS

---

**From:** Tammy Campbell <tcampbell@fwps.org>
**Sent:** Monday, June 17, 2019 4:10:21 PM
**To:** jrausch@wspa.net
**Subject:** RE: Request to present

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Thank you so much!

Jane Rausch
HELP Coordinator
WSPA

**From:** Tara Lofton on behalf of Tara Lofton <tlofton@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: Registration now open: WSPA HELP Programs and Certificated Boot Camp
**Date:** Tuesday, June 18, 2019 10:42:14 AM
**Attachments:** image003.png

---

Hello Jennifer:

Can you please provide me a receipt for payment.

**Tara T. Lofton**
Human Resources Employee Relations
& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Tuesday, June 11, 2019 7:32 PM
**To:** Tara Lofton <tlofton@fwps.org>
**Subject:** RE: Registration now open: WSPA HELP Programs and Certificated Boot Camp

Hi Tara,

First, welcome to HELP! We are so happy to have you joining us this summer.

The $910 tuition covers one full year of the HELP program – the full week summer session, a fall one-day session, and a spring one-day session. It does include breakfast and lunch daily, an evening reception on Monday, and a dinner banquet on Thursday night. It does not include lodging and HELP participants are responsible for making their own lodging reservations.

Information about the program and lodging may be found here:
https://www.wspa.net/help-summer-session-2019-2020

The Certificated Boot Camp is a separate training event and is not included in the HELP program.

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

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.wspa.net/

---

**From:** Tara Lofton [mailto:tlofton@fwps.org]
**Sent:** Tuesday, June 04, 2019 10:38 AM
**To:** admin@wspa.net
**Subject:** FW: Registration now open: WSPA HELP Programs and Certificated Boot Camp

Greetings:

I am with the Federal Way Public Schools and I will be joining the HELP program this July 2019 with my teammates Megan Ristine and Chris Patten.

Can you please give me information on lodging and camp. If I am reading right, I'd be paying the $910 for the week. Does that include lodging and the camp?

I just want to confirm what I need to pay for.

Thank you

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**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
**Sent:** Friday, May 24, 2019 8:16 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** Registration now open: WSPA HELP Programs and Certificated Boot Camp

Hello WSPA members,

Reminder: registration is now open for the following WSPA/HELP events:

**Human Resources CERTIFICATED Boot Camp**

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Thank you,

Washington School Personnel Association

This email was sent to jhodson@fwps.org by admin@wspa.net

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| | |
|---|---|
| **From:** | admin@wspa.net |
| **To:** | Tara Lofton |
| **Subject:** | RE: Registration now open: WSPA HELP Programs and Certificated Boot Camp |
| **Date:** | Tuesday, June 18, 2019 1:14:08 PM |
| **Attachments:** | Lofton_HELP receipt 2019.pdf<br>image001.png |

---

Hi Tara,

The requested receipt is attached – please let me know if you need anything else. ‘

Thank you,

Jennifer

---

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Information and registration for all programs may be found online at: https://www.wspa.net/

Thank you,

Washington School Personnel Association

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Washington School Personnel Association

PO Box 1600
Anacortes, WA 98221

# Invoice

| Date | Invoice # |
|---|---|
| 6/6/2019 | 12666 |

PAID
06/06/2019

| Bill To |
|---|
| Federal Way Public Schools<br>Attn: Accounts Payable<br>33330 8th Ave S.<br>Federal Way, WA 98003 |

| P.O. No. | |
|---|---|

| Description | Qty | Rate | Amount |
|---|---|---|---|
| LOFTON HELP Level I: 2019-2020 | | 910.00 | 910.00 |

| | |
|---|---|
| **Total** | $910.00 |
| **Payments/Credits** | -$910.00 |
| **Balance Due** | $0.00 |

002250

**From:** Tara Lofton on behalf of Tara Lofton <tlofton@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: Registration now open: WSPA HELP Programs and Certificated Boot Camp
**Date:** Tuesday, June 18, 2019 1:32:55 PM
**Attachments:** image001.png

---

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& Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
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This email was sent to jhodson@fwps.org by admin@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
**Subject:** District Renewal
**Date:** Thursday, June 20, 2019 8:31:17 AM

---

Hi,

I was about to renew our district membership and I noticed the linked users were not all correct and now everyone is listed. So, I just wanted to confirm who you have linked to the account before I proceed.

Thank you,

Manal Tirhi
Office Manager

"Be happy for this moment. This moment is your life."

Federal Way Public Schools
253-945-2072
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FEDERAL WAY
PUBLIC SCHOOLS

**From:** admin@wspa.net
**To:** Manal Tirhi
**Subject:** RE: District Renewal
**Date:** Thursday, June 20, 2019 8:49:28 AM

---

Hi Manal,

It looks like we have some of your district member "addtionals" linked to your parent account along with your district members. Please let me know who you wish to include in your district membership this year and I will go through and remove/add as needed to make the renewal process easier.

If you have new staff, I will need their name, job title, email address. If they are returning members, just a confirmation of names.

I am also happy to process the renewal on your behalf and to send over an invoice.

Thank you,

Jennifer

---

**From:** Manal Tirhi [mailto:mtirhi@fwps.org]
**Sent:** Thursday, June 20, 2019 8:31 AM
**To:** admin@wspa.net
**Subject:** District Renewal

Hi,

I was about to renew our district membership and I noticed the linked users were not all correct and now everyone is listed. So, I just wanted to confirm who you have linked to the account before I proceed.

Thank you,

Manal Tirhi
Office Manager

"Be happy for this moment. This moment is your life."

Federal Way Public Schools
253-945-2072
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Click here to learn about FWPS Career Opportunities

FEDERAL WAY
PUBLIC SCHOOLS

**From:** Manal Tirhi on behalf of Manal Tirhi <mtirhi@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: District Renewal
**Date:** Thursday, June 20, 2019 11:31:37 AM

---

Hi,
Thank you for the quick response. Below are the people that should be included in our district membership. If you can renew and send me the invoice, that would be great. Thank you for all your help.

Manal Tirhi
Chris Patten
Megan Ristine
David Brower
Amanda Michaels
Janet Hodson
Jennifer Hymer
Desiree Thomas
Tony Frascone
Alisa DeSart

Additional
Same as last year

Manal Tirhi
Office Manager

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FEDERAL WAY
PUBLIC SCHOOLS

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**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Thursday, June 20, 2019 8:49 AM
**To:** Manal Tirhi <mtirhi@fwps.org>
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FEDERAL WAY
PUBLIC SCHOOLS

**From:** Limmer, Tina M. on behalf of Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>
**To:** admin@wspa.net; Carey Shaun; Curtis M. Leonard; Tony Frascone
**Subject:** RE: Follow up items from WSPA Leadership Retreat
**Date:** Thursday, June 20, 2019 11:43:48 AM
**Attachments:** image001.png

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I had a few minutes to look at the WSPA Brochure, I think it's really well done.
Thank you Jennifer for getting it to us.
Tina

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**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Monday, June 10, 2019 5:14 PM
**To:** Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>; Carey Shaun <scarey@fpschools.org>; Curtis M. Leonard <cml@pattersonbuchanan.com>; Tony Frascone <tfrascon@fwps.org>
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Hello,

**Vision/Mission/Goals**

- The changes to the purpose/vision/mission will need to go to vote by the general membership as it will require updating our bylaws. I would recommend either reviewing the purpose/vision/mission/goals at the October meeting with the full board to or creating a subcommittee to do that work the afternoon of October 13. The subcommittee could then present their draft to the board at the evening meeting for approval and we can take it to membership for vote at annual conference.
    - Please keep in mind that we will also have an annual conference subcommittee meeting that afternoon so we will need to stagger time and volunteers.
    - Please let me know if you prefer a subcommittee for full board participation and I will prep a schedule for October.

**Membership and Membership Brochure**

- I have attached a copy of the current membership brochure as requested . I will move forward with using these for the initial membership mailing this summer and we can print new brochures when we have new vision/mission/goals finalized.
- I created the membership forms for 2019-2020 today, will update the website tonight/tomorrow, and send out the first of the membership renewal announcements on Wednesday. Reminders will go out regularly through the end of September.

**Law Conference**

- I submitted a Request for Proposal to the SeaTac Doubletree today and will let you know as soon as they respond with date availability and a quote.

I will work through the rest of my assigned items this week and will provide an update.

Thank you,

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**From:** Limmer, Tina M. [mailto:LimmeTM@puyallup.k12.wa.us]
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**To:** Carey Shaun <scarey@fpschools.org>; Curtis M. Leonard <cml@pattersonbuchanan.com>; Tony Frascone <tfrascon@fwps.org>; admin@wspa.net
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Good morning team,
As I stared at the ceiling in the night thinking about the retreat and how much GOOD work got done, I had to get up and type out all the thoughts in my head.
One of the things I did (and someone may have already done this), was to write out all of the follow up items so we can track them in our upcoming phone calls and meetings.
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Thank you all for the time and effort you put in over the last 3 days. I really think that our members will benefit from the work that was done.
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**Tina (Konsmo) Limmer | Director of Human Resources | Puyallup School District**

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P.O. Box 370 Puyallup, WA 98371
**Office** 253.841.8666 **Fax** 253.841.8650 | **Email** LimmeTM@puyallup.k12.wa.us
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**To:** Limmer, Tina M.; Carey Shaun; Curtis M. Leonard; Tony Frascone
**Subject:** RE: Follow up items from WSPA Leadership Retreat
**Date:** Thursday, June 20, 2019 11:57:01 AM
**Attachments:** image001.png

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Thank you so much, I appreciate that!

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**Sent:** Thursday, June 20, 2019 11:44 AM
**To:** admin@wspa.net; Carey Shaun <scarey@fpschools.org>; Curtis M. Leonard <cml@pattersonbuchanan.com>; Tony Frascone <tfrascon@fwps.org>
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**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** admin@wspa.net
**Subject:** WSPA June 2019 Retreat Minutes
**Date:** Friday, June 21, 2019 10:02:42 AM
**Attachments:** WSPA Board Retreat Meeting June 6-7 2019.xlsx

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Hi Jennifer
The minutes are attached. Please send these out to the Board.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

| | | |
|---|---|---|
| WSPA Board Meeting | | |
| Sleeping Lady Resort - Leavenworth WA | | |
| June 6-7, 2918 | | |
| | | |
| Executive Director: Curtis Leonard | | |
| Program Coordinator: Jennifer Tottenham | | |
| President: Tina Limmer, Puyallup | | |
| President Elect: Tony Frascone, Federal Way | | |
| Past President: Shaun Carey, Franklin Pierce | | |
| Treasurer: Chris Callaham, Auburn | | |
| Secretary: Janet Hodson, Federal Way | | |
| | | |
| Meeting to order: 9:30 a.m. | | |
| Welcome and Introductions | Shaun Carey | |
| | Shaun passed the role of president to Tina | |
| Region | Area Reports | Action Items |
| Area<br>Jane Stencel, East Valley<br>Kim Harmon, Spokane | 6 meetings, well attended, lessons learned from bargaining started our year Had some outlying districts have been coming. Central Valley attendance weak. Pullman does not usually attend. Maybe consider a zoom or skype webinar to allow those farther away to participate. | Reach out to small districts and/or offer zoom opportunity or webinar |
| Area 2<br>Toni Neidhold, Pasco<br>Doug Christensen, Kennewick | Had a lot of meetings but were planning conference this year. A number of districts have reached out for notes. Would like to know which districts are not members to see if they are interested in moSre information. Legislative impacts will be the big interest this year. Focus was on the big things in Leg and not the little things Have not seen any Wenatchee folks. Skype may be an option for some districts as they don't get budget to travel. | Wenatchee contact is Kelly Lopez. She recently attended Para conference. (ask J T) |
| Area 3<br>Jenae Gomes<br>Melissa Krueder ESD 112<br>Vancouver | Marilyn didn't send Melissa with information. Had a down year. We will have a much more active year. Have had members reach out to them for information. | |
| Area 4<br>Stacia Dorman, Puyallup<br>Sara Salyer, Puyallup | SEBB in May about 45 attendance Para requirements PFML overall pretty good Auburn Renton, Tacoma, Federal Way were the four areas we had meetings in. John Bowdon presented SEBB and is willing to come to other regions. A lot of new members, working on Kent and Tim Reynolds is reaching out. Have some new leadership who have been in WSPA so will continue to work on them to join. | |
| Area 5<br>Vivian Jensen,<br>Jackie Stewart S Kitsap | Denise and Shelley did not provide information. We attended at least five meeting, Curtis came out and did a workshop, did the big topic meetings. We have had Forks, Port Angelos, N and C Kitsap, Bainbridge occasionally | |

| | | |
|---|---|---|
| Area 6<br>Debbie Kovacs, Everett<br>Darrell Heisler | Unique, menu of meetings, both Jason and I were pulled away a bit with some promotions. Glad to have Darrell on board. Classified supervision started us out strong, Racial Equity not well attended because we didn't get notice out soon enough. Have a group of people willing to help out this year to get things going. RE through Equity Matters Heidi Shilliinger, Cassandra ? will share information. Good attendance. Compete with other assn that presented SEBB, Legislative Updates, Bargaining. Need to know what is our members interest. | |
| Jane Stencel - HELP report | Lorraine Wilson presented on SEBB which increased attendance. 24 Non-HELP members registered. New this year we offered classified bootcamp on each site of state. Spring session $295 and 22 attended. Plan to have Fall Help session will also have classified bootcamp. This summer HELP Icicle River Resort. They are really working with us. We low balled them $199 a night at DoubleTree. Icicle is $159 a night. The catering at ICR - we gave them a budget for catering and they thought it was for everything. We are down 2 in HELP 1, Up 2 in HELP 2 and up 1 in HELP 3 It will be different for travel and speakers but finding keynotes for free. Tammy C Changing Culture. Thur Gordy Lindse will present on the "Vulnerable Leader". This year HELP is later in July and worried about participation but registration is up 1 from last year. Some drop because they left job, or not the right fit because of their job. Participation up 2 Help 2 and Help 3 Lost one in 2 A win is that Kent employee has signed up for HELP. She received one of the Randy Hathaway scholarships. HELP profit is close to $30K Jane put together a last minute workshop to include legislative impacts on bargaining in the morning and How to implement para requirements in the afternoon. Had almost 50 attend.<br>RE: Legislative liason - disappointing because there were things that came out that we never heard about until the last minute such as admin leave not on application. Shaun mentioned it is not an excuse however some of these smaller items that have a big impact on our district were done in the wee hours of legislative meeting. However, the ask is that our legislative liason should be sending out a report that points out the things that have a huge impact on our districts. Many people learned about these things from other associations such as WASSA or union. | |

| | | |
|---|---|---|
| Janet Hodson,<br>Jennifer Tottenham | Secretary Report: Approval of Minutes - minutes were in packet; members took a few minutes to review.<br>Membership Report 291 members 12 associate/retirees 24 district memberships - we are similar to normal October increase in fees did not have any affect on memberships 2018-19 line should be around $56K Jennifer will check the math. Sort by district, or by type and district. Email out the list of the region and the reps can reach out to districts. Historic high is 615 so we are not way off. Could be a focus this year. Need to see who dropped off. Sumner dropped off but a lot of budget cuts. Kent also had a lot of budget cuts and dropped all PD travel. Also an education piece. Need to communicate the value of the information especially the cost is lower than other assn. Timing and needs because these are critical workshops for our HR dept. Need ideas about how we can show that value. | Motioned to appprove a minutes Debbie Kovacs and seconded Tina Limmer, motion carried |
| Chris Callaham | 2017-18 budget vs Actual indicates accounts were over budget and 2018-19 indicates under budget with retreat expenses still pending. Tacoma has $825 outstanding in unpaid conference fees. It was suggested we write off Tacoma's outstanding. Also have $24,752.50 in outstanding AR. It was suggest we continue to try and collect. | Mileage reimbursement form in $.0.58 per mile Give to Chris and she will issue a check today. |
| | Reviewed accounts receivable for those over 90 days. Chris stated when it is outside the district fiscal year, we will have a tough time collecting. Wondered if we should write off Don Schmidt he never attended. It was suggested we continue to try and collect from him. Comes as a nonvender vendor and stands at the end of a booth. Should vendors only pay when they sign up instead of invoicing. Never been a problem but could consider it. | Motion by Darrell Heisler to approve the write off Tacoma for $825 and seconded by Shaun Carey. Motion carried. |
| Randy Hathaway<br>Scholarships | We offer $16K in scholarships, 2 in each region. Should change the information for 10K vs 16K. Discussion about some recipients not claiming the money. If not using more than $10K then not reason to adjust budget at this time. More discussion about how we communicate what they can use the scholarship for - not just credits. Can also use toward HELP. | Communicate to HELP recipients to ensure they know how they can use the scholarship money. |
| New Business | | |
| Curtis, Shaun, Kurt, Tina, Tony | Strategic Planning: Vision, Mission, Strategic Partnerships | |

| | | |
|---|---|---|
| | Curtis proposed the board review the purpose and mission of WSPA. Did anything stand out that surprised us or we did not realize. Surprised about private and post-secondary. We have private school members, Cascade Christian Are we too narrow by targeting school personnel administration - we have been inclusive of central and principals along with HR office. We offer admin track and support track at conference for workshops. Personnel is antiquated but we landed on keeping branding the same. Mission statement - a broadbased resources network, is it network within ourselves or is that providing resources outside within our network. Would like to see something about students. The work we do afffects what happens in the school house. School personnel is not limited to HR, it might affect who become members...more inclusive...attract M&O, NS, Transportation. | |
| | Members requests – want an answer and sharing information. Use technology to advance goals. Website, tweaky processes – not sure we need to go too crazy that will help us further communication to members and to further our goals. | |
| | Feel in-person training better – but thinking marketing, newsletter, without a full time staff it is difficult. How much do we duplicate efforts – partner with other associations for training. | |
| | What about a member board we post topics to. A newsletter takes a lot of effort to maintain. Jennifer said she did create a member board but nothing is posted to it. Worry, send an email people respond. These questions are on the member board, here is the link. Helps to get people to know our website. Message boards are 10 years ago. Curtis made the decision to continue the emails. Members are use to that process and it is easy. Suggested the Admin Asst should be the one who maintains the email responses so people want to know the answer to a question they saw can go to website and view. Create resource pages with topics | |
| | At the conference – maybe a 15 min presentation on what is on our website and how to find them. | |
| | Where do we need to be to further our mission and vision. Keeping WSPA relevant given how things have changed over the years. With the goal of high standards of achievement for all students, the mission of … | |
| | Goals are action steps. What will we actually do | |
| | We will make sure we will partner with other organization to support the goals of our student needs. Promoting an equity lens | |
| | We develop scholarships to small districts who cannot have budget for attending trainings. | |

| | | |
|---|---|---|
| | How to reach out and provide information/knowledge in an area where you have need for growth. | |
| | Curtis put up a revised purpose and mission statement: **Purpose: Empowering school personnel to provide a world class learning environment for all students and staff. Mission Developing and supporting leaders by promoting effective human resources practices within the education community through legislative involvement, professional development and networking opportunity with a focus of equity and inclusion across the state.** | |
| What we are doing well | just in time bargaining - keeps us relevant | |
| | law conference - broad based and inclusive of supt | |
| | Regions do nice job providing information session to members, timely, relevent, inform current and future practice. Invite to regional meeting some of our leadership. We have to have partnerships with other organizations. We have a strong partnership with WASSA and State Superintendent than we have ever had. Curtis in regular communication. | |
| | Feed our legislative updates to our superintendent so involve them in information sharing | |
| | Love HELP relevant information and network to help HR leadership get information. | |
| | | |
| Growth/lessons learned | work on common voice across our school organizations. WASSA, WASBO, WSPA should all speak to the same goals for our students. | |
| | Promote ourselves when we have opportunity. Presidents receptions - we know what WSPA is and we had an audience at there that does not know the value. Who we are what we do | |
| | Long term fiscal plan needs looked at, developed. What does a healthy look like. What is non-negotiable. What is the % to keep us fiscally sound. | |
| | | |
| Budget proposal 2019-20 | Rolled over and made adjustments<br>Price point may be too low in S275 and Employee Misconduct<br>Most school districts will be in bargaining cycle so we can anticipate well attended barg workshop charging $295 1 day event and $395 to 2 day event<br>Employee misconduct scope to front line supervisor. Tie in with classified bootcamp? | |
| | Check pricing at Doubletree at Seatac – have more room in workshops. Explore for October. Check into WASSA or AWSP to see what their price point was? Kurt Hatch is the contact. | If we make the change in venue, need to give notice to DoubleTree in the next 2 weeks. |

| | | |
|---|---|---|
| | Law conference **$395** member price. $495 non-member price. We need to have tools to be successful in upcoming bargaining. | |
| | Keep annual conference the same . Vendors take up most of our hotel rooms and members have to go to secondary hotel. They now eat all meals with us. Maybe raise the cost of vendors –<br>Also have colleges attend career fairs - $100 which costs us money They are charging SDs a lot more to come to their campus.<br>**Annual conference vendors $300 1 day and $500 2 days**<br>**Raise $100 or promote as premier partners and charge an annual amount $1500-2000**<br>**Half day session $150.**<br>Send out to regional area – states that are surrounding WA. Use to send to all states.<br>**Diamond, platimum, gold, silver partnerships?? Vendors, law firms, credit unions etc.** | Action Items: Raise cost of vendors at conference? *Raise cost of colleges at career fair?*<br>Send out brochures nation-wide vs. regional states **Recommend and propose a committee to work on it – Curtis and Chris will work on a proposal to increase career fair rates.** |
| | Safe schools – what every ee needs to knows. They feel it is outdated and they are not wanting to maintain it. We would need to hire someone to adjust this content. $20K to do it at minimum. Risk pool won't give legal advise. Lawyers the same. | Curtis will check to see if Risk Mgmt wants to partner with us? Will also check to see if he can find someone to do the update. |
| | CPR audit – the civil rights portion they want us to give every ee the 60 slide portion and it has Q&A. | |
| | The $20K will increase our negative bottom line. Table for now and bring back new budget proposal tomorrow. Chris dismissed Curtis, Jane, and Jennifer while so the board could discuss their salaries. | Jennifer will revamp the budget with the suggested pricing increases and see how that may adjust our revenue. |
| | Chris expressed concern that the HELP Coordinator position may not qualify as an independent contractor but rather may be an employee. Chris had prior conversations about employee vs. independent contractor with the CPA, but not specifically related to WSPA. Is the fact that we are paying her as an independent contractor illegal? When we issue her a 1099 she pays both employer and employee taxes through self employment tax. Chris spoke with Jane and she is okay with the arrangement. If we make her an employee, she no longer pays the employer taxes of approx. 8%. | Should HELP Coordinator position be an employee of WSPA? Janet Hodson made a motion to make this position an employee; Debbie Kovacs 2nd Motioned carried. |
| | Last year gave increase to Program Coordinator and not to Executive Director. Should we be concerned about salary gap between these two positions if we increase one over the other. Coordinator is full time and Exec Director is not. | |

| | | |
|---|---|---|
| | Table discussion. Board will have conversation with people holding these rolls. | |
| | Adjourned at 3:38 pm. | |
| | | |
| | June 7 8:34 a.m. Welcome back | |
| | Curtis opened with calendar and look at career fair too early, east side, west side PD. Need to get contracts and registrations in place. | New membership information should go out asap and send notification to districts. |
| | Will we continue with S275 – K3 coding for district and budget numbers changing – workshop needed. CTE portion is important. | |
| | Updates paid at $500 and $750 per session per presenter | |
| | S275 - $250 electronic and $295 hard copy cost would have provided us a profit last year instead of a loss | Keep dates and stipends as is and raise the cost of registration |
| | Move the training to ESD in Tukwila. **Janet to check Transportation dept for secondary location.** | Transportation meeting room in FWPS are reserved if needed |
| | Writing Workshop propose $295 vs last year at $150 | Action |
| | Curtis suggests Employee Misconduct workshop every other year in Spokane. | change calendar date to Nov 15th |
| | Big Bargaining year – both side of state January 24 Tukwila and 31 Spokane | |
| | Annual Conference | Check contract for pre-conference on Sunday is included |
| | Spring Classified Boot Camp | Bring date to the October meeting |
| | Legislative Impacts | chang to June 1 2020 |
| | WASSA partnering - Law Conference; legislative update in June. Send them our calendar. | Check calendars to ensure we do not conflict with WASSA calendar events |
| | No Summer HELP Advisory | |
| | POG – electronic and no cost to members. Updated versions in small, med, large districts | |
| | Members WSPA login still active for a few months. We don't inactivate members for awhile as we wait to see if they are renewing. Maybe we should have a separate login for accessing POG. Auto email set up 4x a year to active members. | |
| | Webinars – we have gone away from them but believe we need a couple: FMLA, Employee Misconduct Tina stated AASPA has done a couple | |

| | | |
|---|---|---|
| | Annual Conference: Keynotes, entertainment, theme are responsibilites of the Region. Board will select topics and presenter for breakouts. Sessions are 70 minutes long. Discussion about keeping Wed since only 1/2 day or only having pre-conference and 2 days of workshops. Try to make sure some important informational workshops are scheduled on Wednesday morning to entice members to stay to end. | Board will need a tentative schedule from Region 6 soon so they can begin work on topics/presenters. Send ideas. Delegates from each region to be on conference committee breakout sessions: Reg 1-Kim Harmon; Reg 2 Toni Neidhold; Reg 3 Mellisa Krueder; Reg 4 Staia Dorman; Reg 5 Vivian Jensen. Additionally Tony Frascone and Tina Limmer will participate. |
| | Budget proposal - Curtis believes more structure is needed to deliniate what the expectations are for Program Coordinator and Executive Director. Recommend we keep all salaries the same. Help Coordinator Stipend - need to check further on contractor vs employee relationship. We have no formal guidance. | Curtis to send job descriptions to the board for Coordinator and Exec Dir positions. Curtis will check on legality of stipend (contractor vs employee status) |
| | Holding on current motion passed on previous day. **Information will be reviewed at October meeting** | Kurt moved to amend the motion yesterday to table the detemination of employee status of the Help Cood pending Curtis seeking the legality. Seconded by Vivian Jensen motion carried |
| | Revised budget passed around based on discussion on Thursday. | |
| | Concern that taxes at still not paid for last 2 yrs. Do we need to look for new CPA? Maybe we need to seek why is CPA behind before we recommend to start the process to look for new CPA? Jennifer will get a statement from CPA. | |
| | Originally we were exempt from filing, then IRS said each non profit will file a 990. Robin did not file, then we went with someone who could do the filing and sales tax review after paying $5K | Jennifer will send response from CPA and any concerns of responsiveness to Curtis. |
| | Tony brought up to board if there is any interest in having State wide annual awards – believes it would be added value for the members. Awards such as Admin of the Year, Retiree Award, Confidential Employee of the Year etc. This would not be a big budget item except for the certificates. Currently have a President's Award and Outgoing Exec board members. | Tony bring proposal to October board meeting |

| | | |
|---|---|---|
| | Budget proposal discussion closed | Motion to adopt the budget - Stacia Dorman; Shaun Carey 2nd; motion carries |
| | Stacia questioned if Region Rep terms can be changed from 2 yrs to 3yrs. It feels like you just get started and the term in over. ByLaws would have to be revised and e presented at Annual Conference. Would need to look at how you can stagger a 3 yrs term. | |
| | Discussed Region Rep onboarding – get information of how to technically do things. Should have some basic standards but usually left up to the region on how it is handed off. | Kim Harmon volunteered to assist Prog Coordinator Jennifer on what standard information should be provided to incoming Reg Rep. |
| | Tina adjourned the meeting at 11:50 a.m. | |

**From:** Megan Ristine on behalf of Megan Ristine <mristine@fwps.org>
**To:** admin@wspa.net
**Subject:** Digital Documents
**Date:** Monday, June 24, 2019 8:59:44 AM

---

Hello,

I am reaching out to try to get access to the power point that was used at the last region 4 meeting on SEB. I do not currently see anything in the region 4 folder. I am not sure if this is because there is nothing in there or if I do not have access.

Is this something you can share with me?

Regards,
Megan

Megan Ristine
School Support Coordinator
Federal Way Public Schools
253-945-2028
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FEDERAL WAY
PUBLIC SCHOOLS

**From:** admin@wspa.net
**To:** Manal Tirhi
**Subject:** RE: District Renewal
**Date:** Monday, June 24, 2019 9:07:28 AM
**Attachments:** Federal Way District Membership 2019.pdf

---

Hi Manal,

I have your list all cleaned up and your membership is updated. The invoice has been mailed and is also attached for your records.

Thank you,

Jennifer

---

**From:** Manal Tirhi [mailto:mtirhi@fwps.org]
**Sent:** Thursday, June 20, 2019 11:32 AM
**To:** admin@wspa.net
**Subject:** RE: District Renewal

Hi,
Thank you for the quick response. Below are the people that should be included in our district membership. If you can renew and send me the invoice, that would be great. Thank you for all your help.

Manal Tirhi
Chris Patten
Megan Ristine
David Brower
Amanda Michaels
Janet Hodson
Jennifer Hymer
Desiree Thomas
Tony Frascone
Alisa DeSart

Additional
Same as last year

Manal Tirhi
Office Manager

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Federal Way Public Schools
253-945-2072

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FEDERAL WAY
PUBLIC SCHOOLS

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Thursday, June 20, 2019 8:49 AM
**To:** Manal Tirhi <mtirhi@fwps.org>
**Subject:** RE: District Renewal

Hi Manal,

It looks like we have some of your district member "addtionals" linked to your parent account along with your district members. Please let me know who you wish to include in your district membership this year and I will go through and remove/add as needed to make the renewal process easier.

If you have new staff, I will need their name, job title, email address. If they are returning members, just a confirmation of names.

I am also happy to process the renewal on your behalf and to send over an invoice.

Thank you,

Jennifer

---

**From:** Manal Tirhi [mailto:mtirhi@fwps.org]
**Sent:** Thursday, June 20, 2019 8:31 AM
**To:** admin@wspa.net
**Subject:** District Renewal

Hi,

I was about to renew our district membership and I noticed the linked users were not all correct and now everyone is listed. So, I just wanted to confirm who you have linked to the account before I proceed.

Thank you,

*Manal Tirhi*
*Office Manager*

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FEDERAL WAY
PUBLIC SCHOOLS

Washington School Personnel Association

PO Box 1600
Anacortes, WA 98221

# Invoice

| Date | Invoice # |
|---|---|
| 6/24/2019 | 12726 |

| Bill To |
|---|
| Federal Way Public Schools<br>Attn: Accounts Payable<br>33330 8th Ave S.<br>Federal Way, WA 98003 |

| P.O. No. | |
|---|---|

| Description | Qty | Rate | Amount |
|---|---|---|---|
| TIRHI 2019-2020 WSPA District Membership<br>Members: Tirhi, Patten, Ristine, Brower, Michaels, Hodson, Hymer, Thomas, Frascone, DeSart | | 1,500.00 | 1,500.00 |

| | |
|---|---|
| **Total** | $1,500.00 |
| **Payments/Credits** | $0.00 |
| **Balance Due** | $1,500.00 |

002280

**From:** admin@wspa.net
**To:** Megan Ristine
**Subject:** RE: Digital Documents
**Date:** Monday, June 24, 2019 9:34:27 AM

---

Hi Megan,

I do not have a copy, but I will reach out to our Region 4 reps now and see if I can get a copy for you!

Thank you,

Jennifer

---

**From:** Megan Ristine [mailto:mristine@fwps.org]
**Sent:** Monday, June 24, 2019 9:00 AM
**To:** admin@wspa.net
**Subject:** Digital Documents

Hello,

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Regards,
Megan

Megan Ristine
School Support Coordinator
Federal Way Public Schools
253-945-2028
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FEDERAL WAY
PUBLIC SCHOOLS

**From:** admin@wspa.net
**To:** Megan Ristine
**Subject:** FW: Digital Documents
**Date:** Monday, June 24, 2019 10:28:48 AM
**Attachments:** WSPA 5-22-19.pptx

---

Megan,

The presentation requested is attached for your review.

Thank you,

Jennifer

---

**From:** Megan Ristine [mailto:mristine@fwps.org]
**Sent:** Monday, June 24, 2019 9:00 AM
**To:** admin@wspa.net
**Subject:** Digital Documents

Hello,

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PUBLIC SCHOOLS

Washington State Health Care Authority

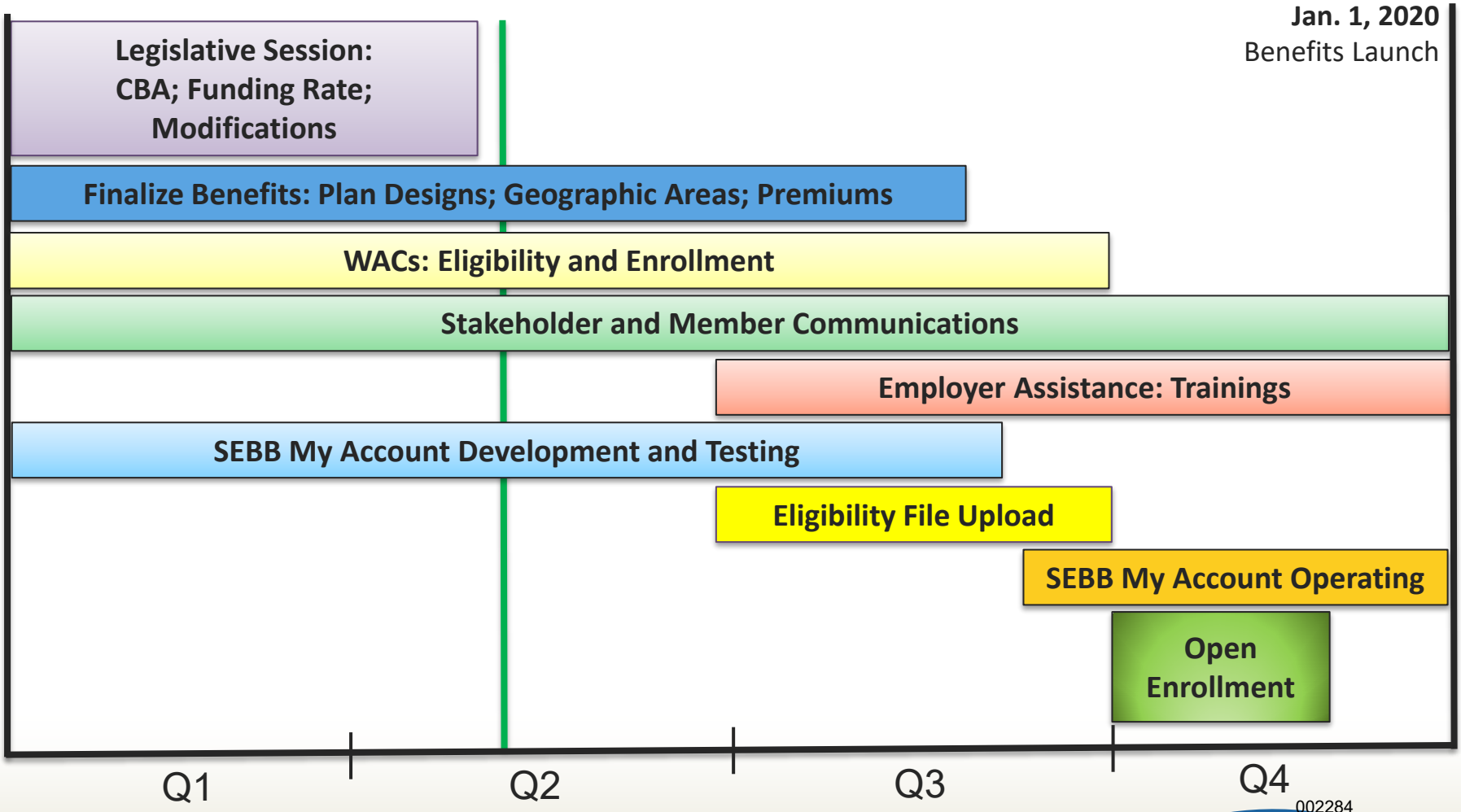
# Washington School Personnel Association

## School Employees Benefits Board Program Update

John Bowden, Manager SEBB Section
Employee and Retiree Benefits Division
Health Care Authority

Washington State Health Care Authority

# SEBB Program "Homestretch" Activities




002284

# Legislature Funds SEBB Program

In the 2019-21 Operating Budget (ESHB 1109), the Legislature:

- *A*pproved the Collective Bargaining Agreement
- Funded SEBB benefits materially similar to PEBB benefits and in accordance with policies adopted by the SEB Board
- Set funding rates for state-funded FTE of:
  - $994 per month from January 1, 2020 to June 30, 2020
  - $1,056 per month from July 1, 2020 through August 31, 2021

# Legislature Funds SEBB Program (cont'd)

## In the 2019-21 Operating Budget (ESHB 1109), the Legislature:

- Included Benefit Allocation Factors:
  - State-funded FTE for certificate staff multiplied by 1.02
  - State-funded FTE for classified staff multiplied by 1.43
- Included surcharges of:
  - $25-per-account per month if an employee or a dependent (age 13 or older) enrolled on the medical plan uses a tobacco product
  - Not less than $50 per month if a spouse or state registered domestic partner chooses not enroll in employer-based coverage*

*plan with benefits and premiums with an actuarial value of not less than 95% of the actuarial value of PEBB plan with highest enrollment

# Legislature Funds SEBB Program (cont'd)

In the 2019-21 Operating Budget (ESHB 1109), the Legislature required HCA to report:

- By November 15, 2020, the potential cost savings and improved efficiency that could be gained by consolidating the PEBB and SEBB systems on January 1, 2022.

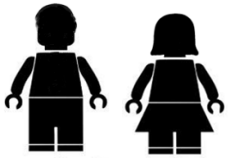
Washington State Health Care Authority

# What the Employer will Pay: EMC vs. Funding Rate

**Tier 1** **1**

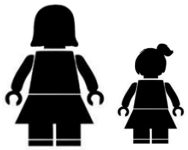
**EMC = $578**
**Funding Rate = $994**

**Tier 2** **2**



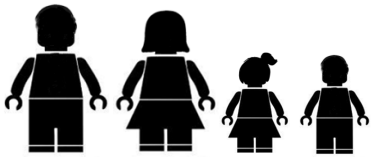
**EMC = $1156**
**Funding Rate = $994**

**Tier 3** **1.75**



**EMC = $1012**
**Funding Rate = $994**

**Tier 4** **3**



**EMC = $1734**
**Funding Rate = $994**

*Employer will also pay the Funding Rate for employees who waive medical

Washington State Health Care Authority

# 2020 Employer Medical Contribution (EMC) and UMP Employee Premiums

## Based on Final Not-to-Exceed Rates

| Plan | Actuarial Value (AV) | | Employee Only | Employee & Spouse/SRDP [1] | Employee & Child(ren) | Employee, Spouse/SRDP & Child(ren) | Employee Contribution as Percent of Total Premium |
|---|---|---|---|---|---|---|---|
| | | X = Cost at First Tier | Tier 1: 1:00x | Tier 2: 2:00x | Tier 3: 1:75x | Tier 4: 3:00x | |
| SEBB UMP Plus | 89% | Total Premium | $649 | $1,298 | $1,136 | $1,947 | 11% |
| | | Employer Contribution (EMC) | $578 | $1,156 | $1,012 | $1,734 | |
| | | **Employee Contribution** | **$71** | **$142** | **$124** | **$213** | |
| SEBB UMP Achieve 2 | 88% | Total Premium | $679 | $1,358 | $1,188 | $2,037 | 15% |
| | | Employer Contribution (EMC) | $578 | $1,156 | $1,012 | $1,734 | |
| | | **Employee Contribution** | **$101** | **$202** | **$177** | **$303** | |
| SEBB UMP Achieve 1 | 82% | Total Premium | $612 | $1,224 | $1,071 | $1,836 | 6% |
| | | Employer Contribution (EMC) | $578 | $1,156 | $1,012 | $1,734 | |
| | | **Employee Contribution** | **$34** | **$68** | **$60** | **$102** | |
| SEBB UMP High Deductible Health Plan | 83% | Total Premium [2] | $603 | $1,206 | $1,055 | $1,809 | 4% |
| | | Employer Contribution (EMC) | $578 | $1,156 | $1,012 | $1,734 | |
| | | **Employee Contribution** | **$25** | **$50** | **$44** | **$75** | |

**Notes:**

The 2020 EMC of $578 is 85% of the Total Premium (Final NTE Bid Rate) of the SEBB UMP Achieve 2 (88% AV plan).

All values in the table above are on a PAUPM basis.

1. SRDP - State Registered Domestic Partner

2. Total Premium for the SEBB UMP High Deductible Health Plan includes an employer HSA contribution of $375 per year for Tier 1 and $750 per year for all other tiers



002289

# Procurement and Contracting

- SEB Board instructed HCA to procure:
  - Fully insured medical
  - Stand-alone vision
  - Long-term disability
- SEB Board elected to leverage:
  - Self insured medical
  - Dental
  - Life and AD&D

# Medical Carriers/Plans

- SEB Board and HCA needed to know funding rate before taking final step in plan design and rates
- Negotiations with carriers continues
- SEB Board will finalize carriers, plans, rates and geographic availability of plans in July

# Dental Carriers/Plans

- Dental 100% employer paid (included in funding rate) for all tiers
- Potential carriers include:
  - Willamette
  - Delta Dental
  - Uniform Dental Plan (administered by Delta)
- SEB Board will finalize carriers, plans, rates and geographic availability of plans in July

# Vision Carriers/Plans

- Vision 100% employer paid (included in funding rate) for all tiers
- Potential carriers include:
  - MetLife
  - EyeMed
  - Davis Vision
- SEB Board will finalize carriers, plans, rates and geographic availability of plans in July

# Life and Accidental Death & Dismemberment

- SEBB Program basic life and accidental death & dismemberment (AD&D) benefits will be provided by MetLife
- Basic life for employee-only will be 100% employer paid
- For employee basic and supplemental life and AD&D, and dependent life and AD&D :
  - Enrollment using MetLife online portal/paper forms
  - Potential for subscribers in the largest, interested districts to have payroll deductions or list-billing with districts paying MetLife
  - Subscribers in smaller districts will be billed directly



002294

# Long-Term Disability

- SEBB Program disability benefit will be provided by The Standard
- Basic employee long-term disability benefit is 100% employer paid
- Supplemental
  - Enrollment through SEBB My Account
  - HCA provides employer with percentage to apply to wages for payroll deduction
  - SEBB Organization will make payment direct to The Standard

# Flexible Spending Account and Dependent Care Assistance Program

- SEBB Program flexible spending accounts (FSAs) and dependent care assistance program (DCAP) will be administered by Navia
- Employees can enroll in FSAs/DCAP through Navia's online portal
- Navia will provide HCA with enrollment files
- SEBB Organization enrollment files from SEBB My Account
- SEBB Organizations pay HCA

# Health Savings Accounts

- Health Equity will be the SEBB Program carrier for Health Savings Accounts (HSA)
- Employee must be enrolled in a High Deductible Health Plan to have an HSA
- Employee fills out paper form of contribution election and provides to SEBB Organization payroll office
- SEBB Organization reports employee HSA contributions via the carrier's employer portal
- SEBB Organization pays Health Equity directly



002297

# SmartHealth Wellness Program

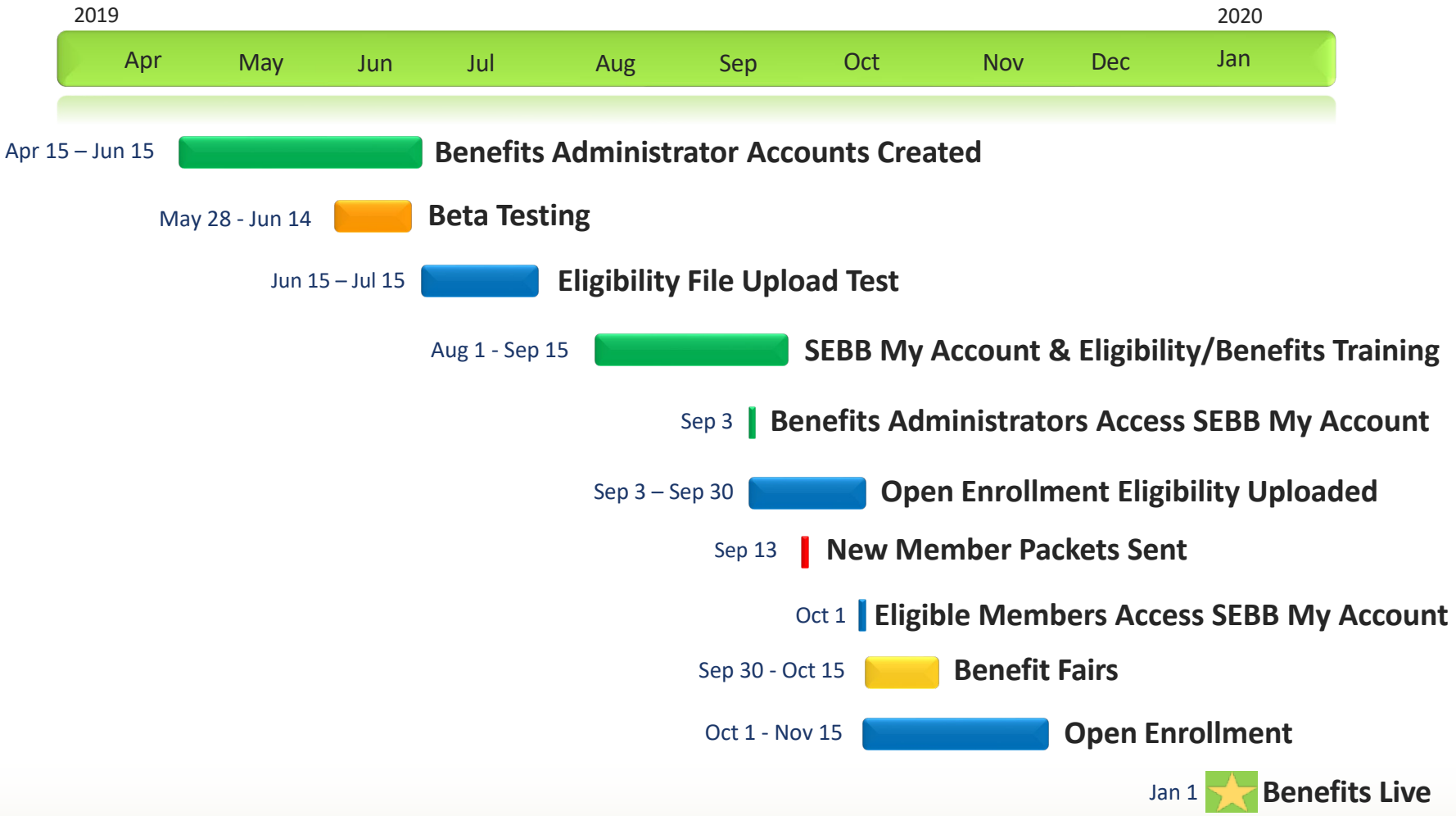
- Program administered by HCA/Limeade
- Confidential, whole-person approach
- Incentives imbedded in medical plan as deductible reduction or as an HSA contribution:
  - $50 in 2020 for completing assessment
  - $125 in 2021 for completing wellness activities

# Policy and Rules Development

- SEBB Program rules developed in two phases
- Rule-making completed by July 2019; process involves:
  - Resolutions presented to SEB Board
  - Stakeholder input from a variety of associations and unions shared with SEB Board
  - SEB Board votes on resolutions
  - Resolutions converted to draft rules
- Learn more: https://www.hca.wa.gov/employee-retiree-benefits/rules-and-policies/sebb-rules-and-policies

Washington State Health Care Authority

# SEBB Program High Level Timeline




May 3, 2019

Washington State Health Care Authority

# SEBB Website and Member Communications

Washington State Health Care Authority

Search | Home | About HCA | Contact HCA | In crisis?

Home > About HCA > Programs & initiatives > School Employees Benefits Board (SEBB) Program

Programs & initiatives

- Apple Health (Medicaid)
- Behavioral health and recovery
- Clinical collaboration and initiatives
- Health Information Technology
- Health Technology Assessment
- Healthier Washington
- Making informed health care decisions
- Program Integrity
- Public Employees Benefits Board (PEBB) Program
- School Employees Benefits Board (SEBB) Program
- Operations
- Meetings and materials
- News

## School Employees Benefits Board (SEBB) Program

Starting January 1, 2020, the School Employees Benefits Board (SEBB) Program will administer health insurance and other benefits to all K-12 school districts, educational service districts, and charter schools in Washington.

The School Employees Benefits Board (SEB Board) studies, designs, and approves comprehensive and cost-effective insurance benefit plans for school employees, and establishes eligibility criteria for participation in these plans. The SEB Board is separate and independent from the Public Employees Benefits Board (PEBB).

The SEB Board meets regularly to discuss SEBB benefits. Their meetings are open to the public.

How do I...

- Find information for school employees
- Learn more about the board
- Get board meeting materials
- Sign up for SEBB rulemaking notices
- Sign up for SEB Board meeting notices

Related links: School Employees Benefits Board (SEBB) Program FAQs

SEBB Program Benefits

About us

Benefits

Medical plans

The School Employees Benefits Board Program by numbers

Here's how the School Employees Benefits Board Program will be affordable, transparent, and equitable for you and your family.

LEARN MORE hca.wa.gov/sebb



002301

# SEBB Program Communication

- Employer engagement
- Regular "toolkits" sent to personnel and payroll staff which can be shared with employees
- Program information sent directly to employees:
  - Regular newsletters preparing for initial open enrollment
  - Employee benefit guides sent in Sept. 2019
- GovDelivery email subscription

# First SEBB Open Enrollment

- October 1 – November 15, 2019
- Enrollment will occur through:
  - SEBB My Account, online portal for making benefit selections
  - Limited imaging of paper enrollment forms
- Virtual Benefit Fair and live benefit fairs
- ALEX – plan selection support tool

# SEBB My Account

- Exclusive online enrollment and benefit management system maintained and updated by HCA
- SEBB My Account has functionality for benefits administrators and employees
- SEBB Organizations involved in development process with numerous demonstrations and feedback opportunities

Washington State Health Care Authority

# SEBB My Account (cont'd)

Washington State Health Care Authority
SCHOOL EMPLOYEES BENEFITS BOARD

SEBB Home About HCA Contact SEBB

## School Employees Benefits Board - Login

Log into My Account to view your coverage and premium surcharge information, get your statement of insurance, and make open enrollment changes. To learn more about working with My Account, visit our Help with My Account webpage.

### Returning member login

Log into My Account

Forgot Email? Forgot Password?

New to My Account? Register Now

Admin User? Log in here

HCA User? Log in here

### Actions you can take using My Account year-round

- View your coverage information (employees and members)
- View your basic employer-paid life and AD&D insurance information (employees only)
- View your long-term disability insurance information (employees only)
- Download your statement of insurance
- View your premium surcharge attestations (if applicable)
- Make changes to your tobacco use premium surcharge attestation (if applicable)
- Make changes based on life change events

### Actions you can take during open enrollment (October 1- November 15) (some restrictions may apply)

- Make changes to your coverage
- Attest to the spouse or state-registered domestic partner coverage premium surcharge
- Remove medical and/or dental for dependents
- Waive coverage for yourself (employees only)
- Add or remove dependents

Contact HCA

Accessibility Language Access Non-discrimination Privacy practices

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SEBB MyAccount v.1.0.90426.1



002305

Washington State Health Care Authority

# SEBB My Account (cont'd)

Washington State Health Care Authority
SCHOOL EMPLOYEES BENEFITS BOARD

SEBB Home | About HCA | Contact SEBB | Sign Out

Dashboard | Current Coverage | Coverage Elections | Supplemental Coverage | Attestations | Members | Upload | Life Change | Profile

## Open Enrollment Notice

If you don't want to make changes to your medical, dental or vision coverage you don't have to do anything. You will automatically continue with the same plan(s) and your family's coverage will stay the same. If you want to change your plan(s), please select Review or Make Change(s) to your 2020 Enrollment below.

Review/Change your 2020 Enrollment

1 Add or Remove Dependents

2 Submit dependent documentation

Make attestations

Change medical plan

## SEBB Subscriber Dashboard

Welcome, Tester McGee!

**Coverage Elections**
Your 2020 Coverage

**Coverage Summary**
View Your Current Coverage

**Attestations**
View/Update your Attestations

**Manage Members**
Add/Edit Dependents

**Document Upload**
Submit Verification Documents

**Profile**
Manage Profile Information, Update Addresses

**Life Change**
Request a Special Enrollment due to a Life Change Event

**Supplemental Coverage**

Contact HCA

Accessibility | Language Access | Non-discrimination | Privacy practices

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SEBB MyAccount v.1.0.90426.1



002306

Washington State Health Care Authority

# SEBB Program Virtual Benefits Fair

Washington State Health Care Authority

SEBB My Account

Carrier Directory | Help Center | Ask ALEX!

Welcome to the Initial Open Enrollment for School Employees Benefits Board (SEBB) Program

**News & Announcements**

Open Enrollment is from October 1st through November 15, 2019.

Carrier has updated their medical benefit package.

Remember, you still need to choose your plan under the My Account of SEBB....etc

Welcome | Enter Exhibit Hall

VISION
HOME
MEDICAL
DENTAL

About the Virtual Benefits Fair

Privacy Policy



002307

Washington State Health Care Authority

# ALEX – Automated Benefits Counselor

- Plain English – no insurance jargon.
- Highly interactive and engaging
- Personalized and customized for each employee
- Feels like a real conversation with a benefits expert
- Can be accessed anytime, anywhere there's an internet connection.

# Dependent Verification

- Changes in how benefits are funded requires verification of eligible dependents
- HCA has contracted with third party vendor to assist in doing verification for initial enrollment through SEBB My Account
- Exploring ways of doing dependent verification early
- Quality assurance evaluation of initial dependent verification
- After initial enrollment, verification will be responsibility of benefits administrators

# Employer Outreach & Assistance

- Regional trainings for personnel and payroll staff in August/September
  - SEBB Program benefits and eligibility
  - Use of SEBB My Account
- Toll-free go-live call center for technical and program questions
- On-going phone support and secure email

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  - Sign up to receive email updates about SEBB policy and rules development
  - Sign up to receive email updates about SEB Board meetings
- Read frequently asked questions about SEBB at www.hca.wa.gov/sebb-faq

Washington State Health Care Authority

# Questions and Comments Contact:

John Bowden, Manager
SEBB Section
Health Care Authority
360-725-1113

john.bowden@hca.wa.gov

**From:** jrausch@wspa.net
**To:** jhodson@fwps.org
**Subject:** WSPA HELP
**Date:** Monday, June 24, 2019 10:29:31 AM

---

I've had some cancellations from presenters. Would you be able to present on classified supervision? I have a PowerPoint you could use as a reference. I have it scheduled for Tuesday, July 23. Are you available? Tony? David? Mileage, hotel, and stipend!

Let me know!

Thank you
Jane

Get Outlook for iOS

**From:** admin@wspa.net
**To:** jhodson@fwps.org
**Subject:** RE: WSPA June 2019 Retreat Minutes
**Date:** Monday, June 24, 2019 10:58:51 AM

---

Janet,

Thank you so much. I will share with the Board.

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.wspa.net/

---

**From:** Janet Hodson [mailto:jhodson@fwps.org]
**Sent:** Friday, June 21, 2019 10:03 AM
**To:** admin@wspa.net
**Subject:** WSPA June 2019 Retreat Minutes

Hi Jennifer
The minutes are attached.  Please send these out to the Board.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

**From:** Megan Ristine on behalf of Megan Ristine <mristine@fwps.org>
**To:** admin@wspa.net
**Subject:** RE: Digital Documents
**Date:** Monday, June 24, 2019 3:05:57 PM

---

Thank you!

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

FEDERAL WAY
PUBLIC SCHOOLS

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Monday, June 24, 2019 10:29 AM
**To:** Megan Ristine <mristine@fwps.org>
**Subject:** FW: Digital Documents

Megan,

The presentation requested is attached for your review.

Thank you,

Jennifer

---

**From:** Megan Ristine [mailto:mristine@fwps.org]
**Sent:** Monday, June 24, 2019 9:00 AM
**To:** admin@wspa.net
**Subject:** Digital Documents

Hello,

I am reaching out to try to get access to the power point that was used at the last region 4 meeting on SEB. I do not currently see anything in the region 4 folder. I am not sure if this is because there is nothing in there or if I do not have access.

Is this something you can share with me?

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

FEDERAL WAY
PUBLIC SCHOOLS

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** David Brower; Tony Frascone
**Cc:** jrausch@wspa.net
**Subject:** RE: WSPA HELP
**Date:** Tuesday, June 25, 2019 5:21:26 PM

---

Looks like Jane needs our help. She has the ppt. If we get it from her, can one of us head over there to present?

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** jrausch@wspa.net <jrausch@wspa.net>
**Sent:** Monday, June 24, 2019 10:29 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** WSPA HELP

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Let me know!

Thank you
Jane

Get Outlook for iOS

**From:** Maren Johnson (PESB) on behalf of Maren Johnson (PESB) <Maren.Johnson@k12.wa.us>
**To:** limmetm@puyallup.k12.wa.us; tfrascon@fwps.org; scarey@fpschools.org; jhodson@fwps.org; cleonard@wspa.net; admin@wspa.net
**Cc:** Megan Moore (PESB)
**Subject:** Clock hour presentation at February WSPA conference
**Date:** Monday, July 8, 2019 7:49:44 AM

---

Hello WSPA colleagues,

This past year, the Professional Educator Standards Board (PESB) convened a work group to make recommendations regarding clock hour policy in our state. The WAC recommendations from this work group are being considered by our board at the July meeting. See email below for more information, or July PESB board materials here: https://www.pesb.wa.gov/about-us/board-meetings/

I believe these changes will be of interest to school HR professionals in our state. Could I come make a presentation regarding these changes at your February 24-26, 2020 WSPA conference?
I presented at a previous WSPA conference regarding certification, and from the questions I have received from HR staff this year, I think that your members would be interested in the clock hour policy amendments.

Thanks,
Maren

--

**Maren Johnson, NBCT**
Educator Preparation and Credentialing Policy Lead
Professional Educator Standards Board
Old Capitol Building, 600 Washington Street
Olympia, WA 98504
(360) 725-6264
www.pesb.wa.gov
Twitter | Facebook |

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at http://www.k12.wa.us/certification/clockhours.aspx The application deadline is August 20, 2019. Inquiries regarding the clock hour provider approval process should be directed to the OSPI Certification Office at cert@k12.wa.us or (360) 725-6400.

**To review the clock hour policy changes being considered, see a summary here: http://bit.ly/2EAHYPY.** You can review the actual WAC language here: http://bit.ly/2EC7cNY.

Pending Board action in July, we will follow up with additional resources and support regarding policy updates.

If you have questions regarding these clock hour policy considerations, please direct them to PESB staff sophia.keskey@k12.wa.us and maren.johnson@k12.wa.us.

Best,

**Maren Johnson, NBCT**
Educator Preparation and Credentialing Policy Lead
Professional Educator Standards Board
Old Capitol Building, 600 Washington Street
Olympia, WA 98504
(360) 725-6264
www.pesb.wa.gov
Twitter | Facebook | #PESBimpact

**From:** admin@wspa.net
**To:** Maren Johnson (PESB)
**Cc:** limmetm@puyallup.k12.wa.us; tfrascon@fwps.org; scarey@fpschools.org; jhodson@fwps.org; cleonard@wspa.net; Megan Moore (PESB)
**Subject:** Re: Clock hour presentation at February WSPA conference
**Date:** Monday, July 8, 2019 8:40:29 AM

---

Maren,

Thank you so much for thinking of us and your continued commitment to keeping our members informed. It is greatly appreciated.

We would certainly welcome your presentation at our conference. The conference planning committee will be meeting in October to develop the agenda and I will ensure that we have you scheduled. Is there a specific date during the conference that would work best for you? We will certainly do our best to accommodate.

Thank you,

Jennifer

On Jul 8, 2019, at 7:49 AM, Maren Johnson (PESB) <Maren.Johnson@k12.wa.us> wrote:

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>
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>
> Thanks,
> Maren
>
> --

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(360) 725-6264
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Twitter | Facebook |

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Best,

**Maren Johnson, NBCT**
Educator Preparation and Credentialing Policy Lead
Professional Educator Standards Board
Old Capitol Building, 600 Washington Street
Olympia, WA 98504
(360) 725-6264
www.pesb.wa.gov
Twitter | Facebook | #PESBimpact

**From:** Tony Frascone on behalf of Tony Frascone <tfrascon@fwps.org>
**To:** admin@wspa.net
**Subject:** Automatic reply: Clock hour presentation at February WSPA conference
**Date:** Monday, July 8, 2019 8:40:54 AM

---

Hello,
I'm currently out of the office for the week of July 8 - July 12. If you need general assistance, please contact Human Resources: p. 253-945-2073. If you need immediate support please contact Janet Hodson at 253-945-2020 | Jhodson@fwps.org. Thank you and I look forward to connecting with you when I return.
Take care.....Tony Frascone

**From:** Maren Johnson (PESB) on behalf of Maren Johnson (PESB) <Maren.Johnson@k12.wa.us>
**To:** admin@wspa.net
**Cc:** limmetm@puyallup.k12.wa.us; tfrascon@fwps.org; scarey@fpschools.org; jhodson@fwps.org; cleonard@wspa.net; Megan Moore (PESB); Sophia Keskey (PESB)
**Subject:** RE: Clock hour presentation at February WSPA conference
**Date:** Monday, July 8, 2019 12:55:07 PM

---

Hi Jennifer,

Tuesday, February 25 would be the best day for me, but I could likely be available the other days of the WSPA conference as well.

Do you have a location for this conference yet?

Thanks,
Maren

--

**Maren Johnson, NBCT**
Educator Preparation and Credentialing Policy Lead
Professional Educator Standards Board
Old Capitol Building, 600 Washington Street
Olympia, WA
(360) 725-6264
www.pesb.wa.gov
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---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Monday, July 8, 2019 8:40 AM
**To:** Maren Johnson (PESB) <Maren.Johnson@k12.wa.us>
**Cc:** limmetm@puyallup.k12.wa.us; tfrascon@fwps.org; scarey@fpschools.org; jhodson@fwps.org; cleonard@wspa.net; Megan Moore (PESB) <Megan.Moore@k12.wa.us>
**Subject:** Re: Clock hour presentation at February WSPA conference

Maren,

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We would certainly welcome your presentation at our conference. The conference planning committee will be meeting in October to develop the agenda and I will ensure that we have you scheduled. Is there a specific date during the conference that would work best for you? We will certainly do our best to accommodate.

Thank you,

Jennifer

On Jul 8, 2019, at 7:49 AM, Maren Johnson (PESB) <Maren.Johnson@k12.wa.us> wrote:

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Thanks,
Maren

--

**Maren Johnson, NBCT**
Educator Preparation and Credentialing Policy Lead
Professional Educator Standards Board
Old Capitol Building, 600 Washington Street
Olympia, WA 98504
(360) 725-6264
www.pesb.wa.gov
Twitter | Facebook |

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Twitter | Facebook | #PESBimpact

| | |
|---|---|
| **From:** | admin@wspa.net |
| **To:** | Maren Johnson (PESB) |
| **Cc:** | limmetm@puyallup.k12.wa.us; tfrascon@fwps.org; scarey@fpschools.org; jhodson@fwps.org; cleonard@wspa.net; Megan Moore (PESB); Sophia Keskey (PESB) |
| **Subject:** | RE: Clock hour presentation at February WSPA conference |
| **Date:** | Monday, July 8, 2019 3:43:39 PM |

Hello Maren,

I have your preferred date noted – thank you!

The conference will be held at the Tulalip Resort in Marysville, Washington.

Thank you,

Jennifer

---

**From:** Maren Johnson (PESB) [mailto:Maren.Johnson@k12.wa.us]
**Sent:** Monday, July 08, 2019 12:55 PM
**To:** admin@wspa.net
**Cc:** limmetm@puyallup.k12.wa.us; tfrascon@fwps.org; scarey@fpschools.org; jhodson@fwps.org; cleonard@wspa.net; Megan Moore (PESB) <Megan.Moore@k12.wa.us>; Sophia Keskey (PESB) <Sophia.Keskey@k12.wa.us>
**Subject:** RE: Clock hour presentation at February WSPA conference

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Maren

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Professional Educator Standards Board
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---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Monday, July 8, 2019 8:40 AM
**To:** Maren Johnson (PESB) <Maren.Johnson@k12.wa.us>
**Cc:** limmetm@puyallup.k12.wa.us; tfrascon@fwps.org; scarey@fpschools.org; jhodson@fwps.org; cleonard@wspa.net; Megan Moore (PESB) <Megan.Moore@k12.wa.us>
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> Maren

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Professional Educator Standards Board
Old Capitol Building, 600 Washington Street
Olympia, WA 98504
(360) 725-6264
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Twitter | Facebook | #PESBimpact

**From:** Tammy Campbell on behalf of Tammy Campbell <tcampbell@fwps.org>
**To:** jrausch@wspa.net
**Cc:** Janet Hodson; Karrie McBroom
**Subject:** RE: Request to present
**Date:** Tuesday, July 9, 2019 11:15:49 AM

---

Hello Jane,

I have to present at 3:30 to New Superintendents on the same day as my presentation for the HELP group. I am hoping that it will work for me to present at HELP from 8:15-10:15 so that I can get on the road to present in Olympia by 3:30. Will that work?

---

**From:** jrausch@wspa.net [mailto:jrausch@wspa.net]
**Sent:** Monday, June 17, 2019 4:16 PM
**To:** Tammy Campbell <tcampbell@fwps.org>
**Subject:** Re: Request to present

Thank you! Have a wonderful trip!

Get Outlook for iOS

---

**From:** Tammy Campbell <tcampbell@fwps.org>
**Sent:** Monday, June 17, 2019 4:10:21 PM
**To:** jrausch@wspa.net
**Subject:** RE: Request to present

Hello Jane,

I am leaving for Paris tomorrow and will be returning on June 29th. My plan is to share my thoughts on what effective leaders do to ensure departments and schools serve our students, staff and families well.

---

**From:** jrausch@wspa.net [mailto:jrausch@wspa.net]
**Sent:** Monday, June 17, 2019 4:06 PM
**To:** Tammy Campbell <tcampbell@fwps.org>
**Subject:** Re: Request to present

Hello Dr. Campbell!

We are very much looking forward to having you present this summer to kick off our Summer HELP Program in Leavenworth. Janet Hodson has shared with me that you will be staying at The Sleeping Lady, so we will be providing you a form for reimbursement. On a personal note, Annie Wolfley and Karen Cloninger (I have worked closely with them both) sing nothing but your praises, so I truly look forward to meeting you as I know how much you mean to them.

Planning for our session, I am wondering if you can provide me a brief outline on your talking points that I can include to our attendees? It will be helpful when I send them the outline of their sessions, and I will be doing that the first part of July. If I can have your outline by the end of June that would be great.

Thank you so much!

Jane Stencel
WSPA HELP Coordinator
Human Resources Director, East Valley School District

---

**From:** jrausch@wspa.net
**Sent:** Tuesday, July 10, 2018 10:55:49 AM
**To:** tcampbel@fwps.org
**Subject:** Request to present

Dr. Campbell:

As the Coordinator for WSPA's HELP program, I am wondering if you would be willing to be the keynote, kick-off speaker at next year's HELP program. You have been highly recommended not only by your own staff, but from many Spokane individuals! (I'm from Spokane!)

We tried to connect on this a couple years ago, but we were unsuccessful. I know you are busy, and get requested to speak frequently, but I would love to have you speak regarding changing culture within building, district, etc.

Our HELP kick off next summer is on July 22nd. Location is still to be determined, but it will either be at the Puget Sound ESD or Leavenworth, and we would be happy to provide accommodations for the Sunday evening.

I believe Janet Hodson may be speaking to you about this very thing sometime today, so I will eagerly await your response.

Thank you so much!

Jane Rausch
HELP Coordinator
WSPA

**From:** jrausch@wspa.net
**To:** Tammy Campbell
**Cc:** jhodson@fwps.org; Karrie McBroom
**Subject:** Re: Request to present
**Date:** Tuesday, July 9, 2019 1:47:14 PM

---

Thank you for letting me know. We will make it work!

---

**From:** Tammy Campbell <tcampbell@fwps.org>
**Sent:** Tuesday, July 9, 2019 11:15:49 AM
**To:** jrausch@wspa.net
**Cc:** jhodson@fwps.org; Karrie McBroom
**Subject:** RE: Request to present

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Get Outlook for iOS

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WSPA HELP Coordinator
Human Resources Director, East Valley School District

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**To:** tcampbel@fwps.org
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Thank you so much!

Jane Rausch

HELP Coordinator
WSPA

**From:** Karrie McBroom on behalf of Karrie McBroom <kmcbroom@fwps.org>
**To:** jrausch@wspa.net
**Subject:** Automatic reply: Request to present
**Date:** Tuesday, July 9, 2019 1:47:18 PM

---

Hello and thank you for your email. I am currently out of the office and will be returning on Thursday, July 18.

I will respond as promptly as possible upon my return, but if you need immediate assistance, please contact Mary Helbling at mhelblin@fwps.org.

Thank you!

Karrie McBroom
Executive Administrative Assistant to the Superintendent
253-945-2013 | kmcbroom@fwps.org

Federal Way Public Schools | fwps.org
Follow us on Facebook and Twitter @fwps210

**From:** David Brower on behalf of David Brower <dbrower@fwps.org>
**To:** Janet Hodson; Tony Frascone
**Cc:** jrausch@wspa.net
**Subject:** RE: WSPA HELP
**Date:** Tuesday, July 9, 2019 4:48:35 PM

---

I can help

---

**From:** Janet Hodson
**Sent:** Tuesday, June 25, 2019 5:21 PM
**To:** David Brower <dbrower@fwps.org>; Tony Frascone <tfrascon@fwps.org>
**Cc:** jrausch@wspa.net
**Subject:** RE: WSPA HELP

Looks like Jane needs our help. She has the ppt. If we get it from her, can one of us head over there to present?

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** jrausch@wspa.net <jrausch@wspa.net>
**Sent:** Monday, June 24, 2019 10:29 AM
**To:** Janet Hodson <jhodson@fwps.org>
**Subject:** WSPA HELP

I've had some cancellations from presenters. Would you be able to present on classified supervision? I have a PowerPoint you could use as a reference. I have it scheduled for Tuesday, July 23. Are you available? Tony? David? Mileage, hotel, and stipend!

Let me know!

Thank you
Jane

Get Outlook for iOS

**From:** jrausch@wspa.net
**To:** David Brower; jhodson@fwps.org; Tony Frascone
**Subject:** Re: WSPA HELP
**Date:** Wednesday, July 10, 2019 12:59:10 PM

---

Thank you, David! I hadn't heard back, and was able to find a presenter. I'll keep you in mind next time!

Jane

---

**From:** David Brower <dbrower@fwps.org>
**Sent:** Tuesday, July 9, 2019 4:48:34 PM
**To:** jhodson@fwps.org; Tony Frascone
**Cc:** jrausch@wspa.net
**Subject:** RE: WSPA HELP

I can help

---

**From:** Janet Hodson
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**Cc:** jrausch@wspa.net
**Subject:** RE: WSPA HELP

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Let me know!

Thank you

Jane

Get Outlook for iOS

**From:** Tony Frascone on behalf of Tony Frascone <tfrascon@fwps.org>
**To:** jrausch@wspa.net
**Subject:** Automatic reply: WSPA HELP
**Date:** Wednesday, July 10, 2019 12:59:30 PM

---

Hello,
I'm currently out of the office for the week of July 8 - July 12. If you need general assistance, please contact Human Resources: p. 253-945-2073. If you need immediate support please contact Janet Hodson at 253-945-2020 | Jhodson@fwps.org. Thank you and I look forward to connecting with you when I return.
Take care.....Tony Frascone

**From:** David Brower on behalf of David Brower <dbrower@fwps.org>
**To:** jrausch@wspa.net; Janet Hodson; Tony Frascone
**Subject:** RE: WSPA HELP
**Date:** Wednesday, July 10, 2019 1:00:22 PM

---

Perfect. Sorry to be tardy in my response.

---

**From:** jrausch@wspa.net <jrausch@wspa.net>
**Sent:** Wednesday, July 10, 2019 12:59 PM
**To:** David Brower <dbrower@fwps.org>; Janet Hodson <jhodson@fwps.org>; Tony Frascone <tfrascon@fwps.org>
**Subject:** Re: WSPA HELP

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**Cc:** jrausch@wspa.net
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I can help

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Let me know!

Thank you
Jane

Get Outlook for iOS

| | |
|---|---|
| **From:** | Jane Stencel on behalf of Jane Stencel <stencelj@evsd.org> |
| **To:** | Amy Hurd; Barbara Schmitten; Brittney Richter; Dawna Phillips; Debbie Greenlund; Kayla Brown; Leisha Turner; Sandy Weymouth; Sherrie Wilcox |
| **Cc:** | Jennifer Tottenham; JoAn Steiner; Janet Gavigan; Toni Neidhold; Janet Hodson; Debby Carter; Sonja M. Brown |
| **Subject:** | WSPA Shout out! |
| **Date:** | Wednesday, July 10, 2019 3:24:01 PM |

---

I want to give a HUGE shout out to the HELP 2019 graduates who have completed all their reports and have officially earned their School Human Resource Professional Certificate. They are over achievers and have already submitted all their reports before their due date. Congratulations!

Amy Hurd
Dawna Phillips
Kayla Brown
Sandy Weymouth

I am incredibly proud of your hard work and dedication, and cannot wait to recognize your achievement at the annual conference.

Jane Stencel
Director of Human Resources
3830 N. Sullivan Rd., Bldg. 1
Spokane Valley, WA  99216
(509) 924-1830 phone
(509) 927-9500 fax

| | |
|---|---|
| **From:** | Dawna Phillips on behalf of Dawna Phillips <Dawna.Phillips@rsd.edu> |
| **To:** | Jane Stencel; Amy Hurd; Barbara Schmitten; Brittney Richter; Debbie Greenlund; Kayla Brown; Leisha Turner; Sandy Weymouth; Sherrie Wilcox |
| **Cc:** | Jennifer Tottenham; JoAn Steiner; Janet Gavigan; Toni Neidhold; Janet Hodson; Debby Carter; Sonja M. Brown |
| **Subject:** | RE: WSPA Shout out! |
| **Date:** | Wednesday, July 10, 2019 3:30:58 PM |

Thank you Jane! It was a lot of work, sometimes stressful, but I'm sure speaking for the others, we couldn't have done it without you, Jennifer and all the mentors!

Thanks everyone!

---

**From:** Jane Stencel <stencelj@evsd.org>
**Sent:** Wednesday, July 10, 2019 3:24 PM
**To:** Amy Hurd <ahurd@northmasonschools.org>; Barbara Schmitten <schmitbk@puyallup.k12.wa.us>; Brittney Richter <brichter@omaksd.org>; Dawna Phillips <Dawna.Phillips@rsd.edu>; Debbie Greenlund <greenlunddk@mukilteo.wednet.edu>; Kayla Brown <brownk@eastmont206.org>; Leisha Turner <turnerl@puyallup.k12.wa.us>; Sandy Weymouth <sweymouth@bethelsd.org>; Sherrie Wilcox <sherrie_wilcox@sumnersd.org>
**Cc:** Jennifer Tottenham <admin@wspa.net>; JoAn Steiner <jsteinernv@yahoo.com>; Janet Gavigan <gaviganj@rsd407.org>; Toni Neidhold <TNeidhold@psd1.org>; Janet Hodson <jhodson@fwps.org>; Debby Carter <carterd@edmonds.wednet.edu>; Sonja M. Brown <sonjabrown@sequimschools.org>
**Subject:** WSPA Shout out!

**CAUTION - This email is from a Non-Richland SD Email address:** Please only click links and attachments if you're sure they are safe. If you believe this may be an email phishing attempt, please report it by forwarding this email to phishing@rsd.edu.

---

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(509) 927-9500 fax
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be a public record. Accordingly, this e-mail, in whole or in part, may be subject to disclosure pursuant to RCW 42.56, regardless of any claim of confidentiality or privilege asserted by an external party.

**From:** Hurd, Amy on behalf of Hurd, Amy <ahurd@northmasonschools.org>
**To:** Dawna Phillips; Jane Stencel; Barbara Schmitten; Brittney Richter; Debbie Greenlund; Kayla Brown; Leisha Turner; Sandy Weymouth; Sherrie Wilcox
**Cc:** Jennifer Tottenham; JoAn Steiner; Janet Gavigan; Toni Neidhold; Janet Hodson; Debby Carter; Sonja M. Brown
**Subject:** Re: WSPA Shout out!
**Date:** Wednesday, July 10, 2019 3:45:32 PM

---

Thank you Jane!

Yes, it was tough, but so worth it. I will miss working with these amazing classmates. I look forward to seeing you all at seminars and conventions!

Amy Hurd
North Mason School District
Human Resources Assistant
ahurd@northmasonschools.org
360-277-2354
360-277-2178– Fax

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---

**From:** Dawna Phillips <Dawna.Phillips@rsd.edu>
**Sent:** Wednesday, July 10, 2019 3:30 PM
**To:** Jane Stencel; Hurd, Amy; Barbara Schmitten; Brittney Richter; Debbie Greenlund; Kayla Brown; Leisha Turner; Sandy Weymouth; Sherrie Wilcox
**Cc:** Jennifer Tottenham; JoAn Steiner; Janet Gavigan; Toni Neidhold; Janet Hodson; Debby Carter; Sonja M. Brown
**Subject:** RE: WSPA Shout out!

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<sweymouth@bethelsd.org>; Sherrie Wilcox <sherrie_wilcox@sumnersd.org>
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| | |
|---|---|
| **From:** | Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org> |
| **To:** | Jane Stencel; Amy Hurd; Barbara Schmitten; Brittney Richter; Dawna Phillips; Debbie Greenlund; Kayla Brown; Leisha Turner; Sandy Weymouth; Sherrie Wilcox |
| **Cc:** | Jennifer Tottenham; JoAn Steiner; Janet Gavigan; Toni Neidhold; Debby Carter; Sonja M. Brown |
| **Subject:** | RE: WSPA Shout out! |
| **Date:** | Wednesday, July 10, 2019 3:58:20 PM |

Congratulations! Good job done!

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

**From:** Jane Stencel <stencelj@evsd.org>
**Sent:** Wednesday, July 10, 2019 3:24 PM
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**From:** Kayla Brown on behalf of Kayla Brown <brownk@eastmont206.org>
**To:** Jane Stencel
**Cc:** Amy Hurd; Barbara Schmitten; Brittney Richter; Dawna Phillips; Debbie Greenlund; Leisha Turner; Sandy Weymouth; Sherrie Wilcox; Jennifer Tottenham; JoAn Steiner; Janet Gavigan; Toni Neidhold; Janet Hodson; Debby Carter; Sonja M. Brown
**Subject:** Re: [EXTERNAL] WSPA Shout out!
**Date:** Wednesday, July 10, 2019 4:00:21 PM

---

Thank you to everyone! It was a lot of work over the last three years but I had the best support in our class even if you did not finish the papers. I am proud of all of us, especially for getting those presentations done in April!

I have missed seeing everyone this week but hope to see you soon at the annual conference!

On Wed, Jul 10, 2019 at 3:23 PM Jane Stencel <stencelj@evsd.org> wrote:

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> Director of Human Resources
> 3830 N. Sullivan Rd., Bldg. 1
> Spokane Valley, WA 99216
> (509) 924-1830 phone
> (509) 927-9500 fax

--

Kayla Brown, SHRM-CP
Assistant Director of Human Resources
Eastmont School District
(509) 888-4680

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**From:** Jo An Steiner on behalf of Jo An Steiner <jsteinernv@yahoo.com>
**To:** Jane Stencel; Amy Hurd; Barbara Schmitten; Brittney Richter; Dawna Phillips; Debbie Greenlund; Kayla Brown; Leisha Turner; Sandy Weymouth; Sherrie Wilcox
**Cc:** Jennifer Tottenham; Janet Gavigan; Toni Neidhold; Janet Hodson; Debby Carter; Sonja M. Brown
**Subject:** Re: WSPA Shout out!
**Date:** Wednesday, July 10, 2019 7:39:08 PM

---

Congratulations! So proud of you all!

JoAn

Sent from Yahoo Mail for iPhone

On Wednesday, July 10, 2019, 3:24 PM, Jane Stencel <stencelj@evsd.org> wrote:

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> (509) 924-1830 phone
> (509) 927-9500 fax

**From:** SANDRA WEYMOUTH on behalf of SANDRA WEYMOUTH <sweymouth@bethelsd.org>
**To:** Kayla Brown
**Cc:** Jane Stencel; Amy Hurd; Barbara Schmitten; Brittney Richter; Dawna Phillips; Debbie Greenlund; Leisha Turner; Sherrie Wilcox; Jennifer Tottenham; JoAn Steiner; Janet Gavigan; Toni Neidhold; Janet Hodson; Debby Carter; Sonja M. Brown
**Subject:** Re: [EXTERNAL] WSPA Shout out!
**Date:** Thursday, July 11, 2019 8:05:58 AM

---

When we all started this program three years ago, we walked into a room of mostly strangers, eager to learn. At the end of these three years, we are walking away with a treasure chest of tools, professional connections, countless memories, lots of laughter, and a group of amazing friends. We have all come so far!!

While I will miss our week together each summer, I am already looking forward to each opportunity we are given to work with each other as well as spending time together during conferences.

I couldn't have asked for a greater experience. Thank you to each and every one of you! I know that I wouldn't have been able to finish without the support of each of you!

Take care and CONGRATULATIONS, everyone!!
Sandy

Sandy Weymouth
Human Resources Classified Information Manager
Bethel School District No. 403
Office: (253) 683-6029 Fax: (253) 683-6019
*sweymouth@bethelsd.org*

On Wed, Jul 10, 2019 at 4:00 PM Kayla Brown <brownk@eastmont206.org> wrote:

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--

Kayla Brown, SHRM-CP
Assistant Director of Human Resources
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| | |
|---|---|
| **From:** | Tara Lofton on behalf of Tara Lofton <tlofton@fwps.org> |
| **To:** | admin@wspa.net |
| **Subject:** | FW: Can you email me the Theory of action |
| **Date:** | Monday, July 22, 2019 10:39:15 AM |
| **Attachments:** | FWPS Theory of Action chart.pdf<br>image001.png |

---

Good Morning:

Here is the Federal Way School District's Theory of Action that Dr. Campbell discussed in her presentation.

**Tara T. Lofton**
Executive Administrative & Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
Follow us on Twitter: @FWPSCareers
Click here to learn about FWPS Career Opportunities

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# Our Theory of Action

**CENTRAL OFFICE**

**If ALL central office team members provide...**

evidence based, responsive, coordinated and aligned systems of support to schools

**PRINCIPALS**

**Then ALL principals will...**

as instructional leaders create a culture in support of powerful, relevant teaching and learning by providing differentiated professional development, targeted feedback, and alignment of resources in response to the needs of teachers and support staff

**TEACHERS & SUPPORT STAFF**

**Which will support ALL teachers and support staff...**

to incorporate a growth mindset grounded in the instructional framework to implement powerful, relevant standards-based instruction responsive to individual learning and social emotional needs

**STUDENTS**

**Which will ensure ALL students...**

have the desire to learn at high levels with academic and social emotional supports to graduate career and college ready

**FEDERAL WAY**
PUBLIC SCHOOLS

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

**From:** Tara Lofton on behalf of Tara Lofton <tlofton@fwps.org>
**To:** admin@wspa.net
**Subject:** FWPS Records Destruction Log
**Date:** Monday, July 22, 2019 11:22:17 AM
**Attachments:** Public Records Destruction Request Form.xls
image002.png

---

Hello:

I am sharing the destruction log that is used by our district. Feel free to share.

**Tara T. Lofton**
Executive Administrative & Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
Follow us on Twitter: @FWPSCareers
Click here to learn about FWPS Career Opportunities

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# FEDERAL WAY SCHOOL DISTRICT
## PUBLIC RECORDS DESTRUCTION REQUEST

I, _____
(Print / Type Name)
acting as an agent of the Federal Way School District, certify that the following public records were destroyed according to W.A.C. 464-615. The District destroys paper records by shredding.

| Description | Date of Records | Retention Time | Disposition Authority Number |
|---|---|---|---|
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Agent's Signature: _____

Title/School (dept.): _____

Date: _____

Approved By: _____

**Records Retention Overview**
**Mar-19**

To determine if records can be destroyed, first consult the Records Retention Schedules provided by the Office of the Secretary of State. The links below are for the .PDF versions, which are easily searchable by topic using the "Find" box at the top of the screen or "Ctrl F".

**Local Government Common Records Retention Schedule (CORE)** Includes information that applies to all government agencies. Use this schedule to look up retention periods for business activities common to all agencies: Agency Management, Asset Management, Financial Management, Human Resource Management, and Information Management as they apply to all government agencies. Click on link and choose "Schedule (PDF Version)" or "Schedule (Word Version)" which ever you prefer.
http://www.sos.wa.gov/archives/RecordsManagement/UsingtheLocalGovernmentCommonRecordsRetentionSch

**Records Retention Schedules for School Districts and Educational Service Districts (SD)** is a schedule more specific to School Districts. Click on link and scroll down to "School Districts and Education Service Districts Records Retention Schedule". Click on "PDF" or "Word" depending on which format
https://www.sos.wa.gov/archives/recordsmanagement/records-retention-schedules-for-school-districts-and-educational-service-districts.aspx

**If you have any questions, please call Capital Projects (CP) Financial Analyst, Business Services, 253-**

**Steps for Destruction of Records**

1. Consult appropriate Records Retention Schedule to determine if records can be destroyed.

2. Fill out columns 1, 2, 3, and 4 of the Public Records Destruction Form and sign as the agent.

3. Forward the Destruction Request Form to Capital Projects (CP) Financial Analyst, Business Services,

4. The CP Financial Analyst will verify Disposition Authority Number (DAN), sign, and return the form.

5. When you receive the approved form from the CP Financial Analyst, you can destroy the records by shredding paper records or deleting electronic records. Consult the Business Services Office Manual for the Shred-It schedule and process.

6. Save the approved Records Desctuction Request: DAN - GS50-09-06 Rev. 1

| | |
|---|---|
| **From:** | Tara Lofton on behalf of Tara Lofton <tlofton@fwps.org> |
| **To:** | admin@wspa.net |
| **Subject:** | Spring HELP attendance |
| **Date:** | Monday, July 22, 2019 12:55:02 PM |
| **Attachments:** | image001.png |

---

Hi, my name is Tara and I am in HELP I. I will be out of the country April 18th through April 26th, therefore I will be unable to attend the Spring HELP on April 20th. Will you be able to assign me an additional assignment since I will be unable to attend.

**Tara T. Lofton**
Executive Administrative & Legal Assistant Specialist
253-945-2039 | tlofton@fwps.org
Follow us on Twitter: @FWPSCareers
Click here to learn about FWPS Career Opportunities

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| | |
|---|---|
| **From:** | Tara Lofton on behalf of Tara Lofton <tlofton@fwps.org> |
| **To:** | stencelj@wspa.net |
| **Subject:** | FW: Spring HELP attendance |
| **Date:** | Monday, July 22, 2019 12:58:11 PM |
| **Attachments:** | image001.png |

---

**From:** Tara Lofton
**Sent:** Monday, July 22, 2019 12:55 PM
**To:** admin@wspa.net
**Subject:** Spring HELP attendance

Hi, my name is Tara and I am in HELP I. I will be out of the country April 18th through April 26th, therefore I will be unable to attend the Spring HELP on April 20th. Will you be able to assign me an additional assignment since I will be unable to attend.

**Tara T. Lofton**
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**From:** Jane Stencel on behalf of Jane Stencel <stencelj@wspa.net>
**To:** Tammy Campbell
**Subject:** Reimbursement form
**Date:** Wednesday, July 24, 2019 2:23:36 PM
**Attachments:** WSPA HELP Reimbursement Form_UPDATED JUNE 2016.pdf

---

Dr. Campbell:

Attached is the reimbursement form for your stay. Thank you again for presenting. The response has been overwhelmingly positive.

It was a great please to finally meet you.

Jane Stencel
HELP Coordinator
WSPA
(509) 241-5025 work
(509) 979-0572 cell

## 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 |
|---|---|---|---|---|---|---|
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| **$Totals** | | | | | | |

**Car Mileage and/or Commercial Fares**

| Date | To | From | Airline | Car mileage reimbursement rate effective 1/1/2019 $0.58 per mile IRS Standard Mileage Rate https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2019 | | Cost |
|---|---|---|---|---|---|---|
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| | | | | | **Total $** | |

**Other Necessary Expenditures/STIPEND**

| Date | Payee | For | | Cost |
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| | | | **Total $** | |

(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:** Jane Stencel on behalf of Jane Stencel <stencelj@wspa.net>
**To:** kmcbroom@fwps.org
**Subject:** Fw: Reimbursement form
**Date:** Wednesday, July 24, 2019 2:24:24 PM
**Attachments:** WSPA HELP Reimbursement Form_UPDATED JUNE 2016.pdf

---

See below. Thank you!

---

**From:** Jane Stencel
**Sent:** Wednesday, July 24, 2019 2:23 PM
**To:** Tammy Campbell <tcampbell@fwps.org>
**Subject:** Reimbursement form

Dr. Campbell:

Attached is the reimbursement form for your stay. Thank you again for presenting. The response has been overwhelmingly positive.

It was a great please to finally meet you.

Jane Stencel
HELP Coordinator
WSPA
(509) 241-5025 work
(509) 979-0572 cell

## 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 |
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| **$Totals** | | | | | | |

**Car Mileage and/or Commercial Fares**

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|---|---|---|---|---|---|---|
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| | | | | | **Total $** | |

**Other Necessary Expenditures/STIPEND**

| Date | Payee | For | | Cost |
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| | | | **Total $** | |

(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:** | Jane Stencel on behalf of Jane Stencel <stencelj@evsd.org> |
| **To:** | Aaron Draganov; Aubrie Montgomery; Ellen Gengler; Jeanette Belaski; Jerry Holsten; Karen Woodbury; Keri McNeil; Lori Coady; Megan Ristine; Monica Carter; Renee Koplan; Sally Jerome; Tavis Peterson; Traci Cox; Angela Moses; Angela Spencer; Bailey Roberts; Christi Sayres; Connie Majors; Kara Silsbee; Lori Varkevisser; Melody Perez; Shawnacy Smith; Therese Caldwell |
| **Cc:** | Jennifer Tottenham; rauschj@wspa.net |
| **Subject:** | Blackboard access |
| **Date:** | Thursday, July 25, 2019 10:38:44 AM |

---

Below is the link for the registration form for those of you who plan to complete reports for prior years in addition to this year. Please let me know if you have any questions on the process.

Thank you.

**https://cityuniversityofseattle.formstack.com/forms/wspa_help_registration_form**

Jane Stencel
Director of Human Resources
3830 N. Sullivan Rd., Bldg. 1
Spokane Valley, WA 99216
(509) 924-1830 phone
(509) 927-9500 fax

| | |
|---|---|
| **From:** | admin@wspa.net |
| **To:** | jbelaski@psesd.org; mcarter@bethelsd.org; lcoady@hoquiam.net; coxt@wvsd208.org; draganova@tukwila.wednet.edu; genglere@tukwila.wednet.edu; holsten@skschools.org; jeromes@tukwila.wednet.edu; rkoplan@lopezislandschool.org; kmcneil@bethelsd.org; armontgome@bethelsd.org; cpatten@fwps.org; tavisp@wapatosd.org; mristine@fwps.org; karenw@ckschools.org |
| **Cc:** | cleonard@wspa.net; "Curtis M. Leonard" |
| **Subject:** | HELP II: Employee Misconduct and Investigations Presentation |
| **Date:** | Thursday, July 25, 2019 1:57:36 PM |
| **Attachments:** | LEONARD_Misc and Investigations HELP II.pptx |

Hello HELP II team,

The Employee Misconduct and Investigations presentation from Curtis Leonard is attached for your records.

Thank you,

Jennifer

*Please let me know if I have provided the assistance needed or if I may be of any further service. 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.wspa.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

- **<u>QUESTION #3 - Is it necessary to contact</u>**:
  - 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.**

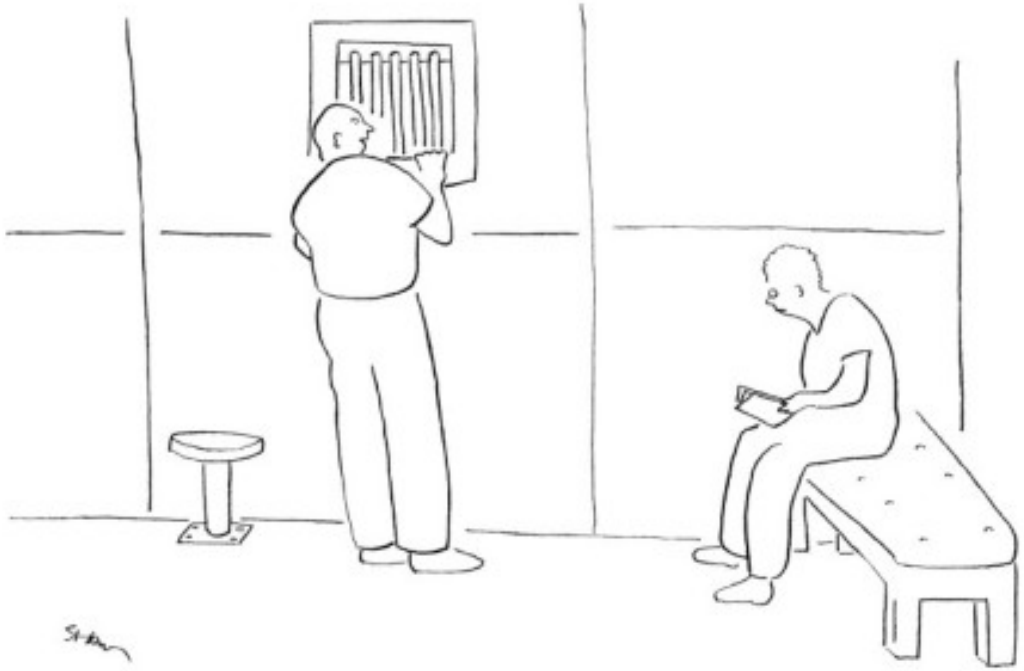
# Timely Investigation

- *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.*

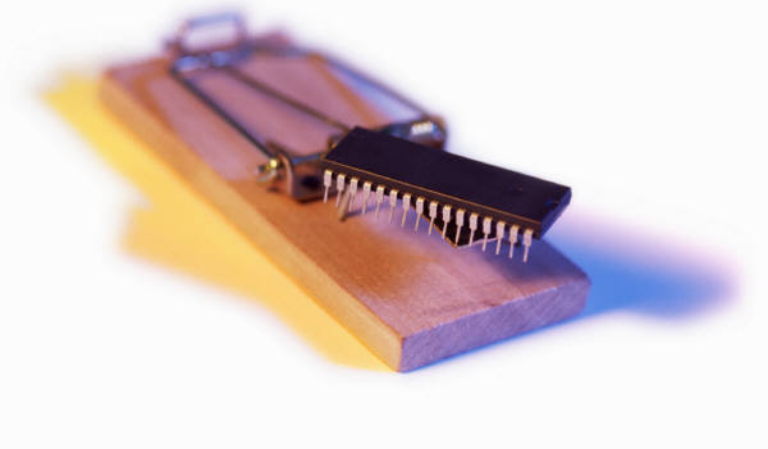
# Sample Leave

- 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

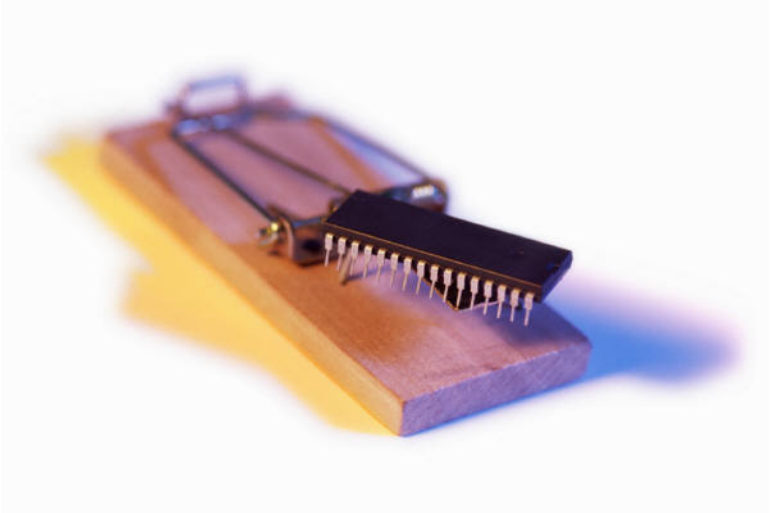
# Investigation How To

- 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 ask clarify questions at the end of the interview.

*<u>Bottom line:</u>*

*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



WSPA
WASHINGTON SCHOOL PERSONNEL ASSOCIATION

# 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.

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WASHINGTON SCHOOL PERSONNEL ASSOCIATION

# 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 rage 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."



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# 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.



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WASHINGTON SCHOOL PERSONNEL ASSOCIATION

# 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 _____."*



WSPA WASHINGTON SCHOOL PERSONNEL ASSOCIATION

# 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.

**From:** Megan Ristine on behalf of Megan Ristine <mristine@fwps.org>
**To:** admin@wspa.net
**Subject:** Automatic reply: HELP II: Employee Misconduct and Investigations Presentation
**Date:** Thursday, July 25, 2019 1:57:39 PM

---

Thank you for your email. I will be out of the office Friday, July 19, 2019 through Friday, July 26, 2019 at a work conference. I will be checking my email occasionally. If you need immediate assistance, please contact Desiree Thomas, School Support Coordinator, at DeThomas@fwps.org or 253.945.2022. You can also contact the HR front desk at 253.945.2073 or HR@fwps.org.

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:** Chris Patten on behalf of Chris Patten <cpatten@fwps.org>
**To:** admin@wspa.net
**Subject:** Automatic reply: HELP II: Employee Misconduct and Investigations Presentation
**Date:** Thursday, July 25, 2019 1:57:40 PM

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I am out of the office but will be able to periodically check email July 22nd – 26th. I will then be on vacation July 29th – August 2. If you need immediate assistance, please contact Amanda Michaels at (253) 945-2023 or amichae@fwps.org or our HR help desk at (253)945-2073.

Thank you and have a great day!

**From:** admin@wspa.net
**To:** mristine@fwps.org
**Cc:** Stephaine Potter; Jane Stencel
**Subject:** WSPA/HELP: Icicle Village Inn billing
**Date:** Wednesday, July 31, 2019 11:51:16 AM

---

Hi Megan,

It was so wonderful to have you join us last week in Leavenworth. I hope you enjoyed it as much as we enjoyed having you there!

We just received our event billing and see that they have charged your lodging to our master bill. I have let Stephaine Potter (Icicle Village Conference Services Manager) know and have asked her to ensure those charges were removed from our bill. I have also copied her on this email. Could you please check in with her regarding the billing for your room? Her contact information is below:

**Stephaine Potter**
Conference Services Manager
stephaine@iciclevillage.com
(O) 855.888.2272 (F) 509.888.2271

Thank you Megan, my apologies for the trouble and any inconvenience.

Thank you,

Jennifer

*Please let me know if I have provided the assistance needed or if I may be of any further service. 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.wspa.net/

**From:** Megan Ristine on behalf of Megan Ristine <mristine@fwps.org>
**To:** admin@wspa.net
**Cc:** Stephaine Potter; Jane Stencel; Janet Hodson
**Subject:** RE: WSPA/HELP: Icicle Village Inn billing
**Date:** Wednesday, July 31, 2019 12:19:48 PM

---

Hi Jennifer,

I know that Janet Hodson did make some special arrangements for my room with WSPA. I have added to this email conversation and we will be in touch shortly.

Regards,
Megan

Megan Ristine
School Support Coordinator
Federal Way Public Schools
253-945-2028
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Click here to learn about FWPS Career Opportunities

FEDERAL WAY
PUBLIC SCHOOLS

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Wednesday, July 31, 2019 11:51 AM
**To:** Megan Ristine <mristine@fwps.org>
**Cc:** Stephaine Potter <stephaine@iciclevillage.com>; Jane Stencel <stencelj@evsd.org>
**Subject:** WSPA/HELP: Icicle Village Inn billing

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**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** Megan Ristine; admin@wspa.net
**Cc:** Stephaine Potter; Jane Stencel
**Subject:** Re: WSPA/HELP: Icicle Village Inn billing
**Date:** Wednesday, July 31, 2019 12:26:06 PM

---

Megan,
Your room should be included on FWPS invoice. Talk with Manal to make sure this does not end up a double billing

Get Outlook for iOS

---

**From:** Megan Ristine <mristine@fwps.org>
**Sent:** Wednesday, July 31, 2019 12:19:48 PM
**To:** admin@wspa.net <admin@wspa.net>
**Cc:** Stephaine Potter <stephaine@iciclevillage.com>; Jane Stencel <stencelj@evsd.org>; Janet Hodson <jhodson@fwps.org>
**Subject:** RE: WSPA/HELP: Icicle Village Inn billing

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FEDERAL WAY
PUBLIC SCHOOLS

---

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**To:** Megan Ristine <mristine@fwps.org>
**Cc:** Stephaine Potter <stephaine@iciclevillage.com>; Jane Stencel <stencelj@evsd.org>
**Subject:** WSPA/HELP: Icicle Village Inn billing

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**From:** admin@wspa.net
**To:** Megan Ristine
**Cc:** Stephaine Potter; Jane Stencel; jhodson@fwps.org
**Subject:** RE: WSPA/HELP: Icicle Village Inn billing
**Date:** Wednesday, July 31, 2019 12:26:21 PM

---

Thank you, Megan and Janet. I appreciate the follow up. Again, my apologies for the trouble.

Have a great day,

Jennifer

---

**From:** Megan Ristine [mailto:mristine@fwps.org]
**Sent:** Wednesday, July 31, 2019 12:20 PM
**To:** admin@wspa.net
**Cc:** Stephaine Potter <stephaine@iciclevillage.com>; Jane Stencel <stencelj@evsd.org>; jhodson@fwps.org
**Subject:** RE: WSPA/HELP: Icicle Village Inn billing

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http://www.wspa.net/

**From:** admin@wspa.net
**To:** Megan Ristine
**Cc:** Stephaine Potter; Jane Stencel; jhodson@fwps.org
**Subject:** RE: WSPA/HELP: Icicle Village Inn billing
**Date:** Wednesday, July 31, 2019 12:26:22 PM

---

Thank you, Megan and Janet. I appreciate the follow up. Again, my apologies for the trouble.

Have a great day,

Jennifer

---

**From:** Megan Ristine [mailto:mristine@fwps.org]
**Sent:** Wednesday, July 31, 2019 12:20 PM
**To:** admin@wspa.net
**Cc:** Stephaine Potter <stephaine@iciclevillage.com>; Jane Stencel <stencelj@evsd.org>; jhodson@fwps.org
**Subject:** RE: WSPA/HELP: Icicle Village Inn billing

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**To:** Megan Ristine <mristine@fwps.org>
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**From:** admin@wspa.net
**To:** jhodson@fwps.org; Megan Ristine
**Cc:** Stephaine Potter; Jane Stencel
**Subject:** RE: WSPA/HELP: Icicle Village Inn billing
**Date:** Wednesday, July 31, 2019 12:26:36 PM

---

Thank you!

---

**From:** Janet Hodson [mailto:jhodson@fwps.org]
**Sent:** Wednesday, July 31, 2019 12:26 PM
**To:** Megan Ristine <mristine@fwps.org>; admin@wspa.net
**Cc:** Stephaine Potter <stephaine@iciclevillage.com>; Jane Stencel <stencelj@evsd.org>
**Subject:** Re: WSPA/HELP: Icicle Village Inn billing

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---

**From:** Megan Ristine <mristine@fwps.org>
**Sent:** Wednesday, July 31, 2019 12:19:48 PM
**To:** admin@wspa.net <admin@wspa.net>
**Cc:** Stephaine Potter <stephaine@iciclevillage.com>; Jane Stencel <stencelj@evsd.org>; Janet Hodson <jhodson@fwps.org>
**Subject:** RE: WSPA/HELP: Icicle Village Inn billing

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PUBLIC SCHOOLS

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**From:** Megan Ristine on behalf of Megan Ristine <mristine@fwps.org>
**To:** Manal Tirhi
**Cc:** Janet Hodson; Stephaine Potter; Jane Stencel; admin@wspa.net
**Subject:** FW: WSPA/HELP: Icicle Village Inn billing
**Date:** Wednesday, July 31, 2019 12:28:24 PM

---

Hi Manal,

Can you please look into the reservation below and make sure it is placed on the FWPS account.

Regards,
Megan

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Federal Way Public Schools
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**To:** Megan Ristine <mristine@fwps.org>; admin@wspa.net
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**Subject:** Re: WSPA/HELP: Icicle Village Inn billing

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**Cc:** Stephaine Potter <stephaine@iciclevillage.com>; Jane Stencel <stencelj@evsd.org>; Janet Hodson <jhodson@fwps.org>
**Subject:** RE: WSPA/HELP: Icicle Village Inn billing

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**From:** Stephaine Potter on behalf of Stephaine Potter <stephaine@iciclevillage.com>
**To:** Megan Ristine; Manal Tirhi
**Cc:** Janet Hodson; Jane Stencel; admin@wspa.net
**Subject:** RE: WSPA/HELP: Icicle Village Inn billing
**Date:** Wednesday, July 31, 2019 12:35:01 PM

---

Hi Everyone,

Sorry for any confusion on this lodging issue. I appreciate everyone's help to resolve. This is not a double billing issue and the other individuals for the FWPS provided a credit card for payment. Icicle Village Resort doesn't have any information on file to bill Federal Way School District. Please contact me to make this payment via card and I can provide a receipt for the charge.

Sincerely,

Stephaine Potter
Conference Services Manager
stephaine@iciclevillage.com
(O) 855.888.2272 (F) 509.888.2271
**Icicle Village Resort**
505 Hwy 2
Leavenworth, WA 98826
Hotel 509.548.7000 Reservations 800.961.0162

---

**From:** Megan Ristine [mailto:mristine@fwps.org]
**Sent:** Wednesday, July 31, 2019 12:28 PM
**To:** Manal Tirhi <mtirhi@fwps.org>
**Cc:** Janet Hodson <jhodson@fwps.org>; Stephaine Potter <stephaine@iciclevillage.com>; Jane Stencel <stencelj@evsd.org>; admin@wspa.net
**Subject:** FW: WSPA/HELP: Icicle Village Inn billing

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FEDERAL WAY
PUBLIC SCHOOLS

---

**From:** Janet Hodson <jhodson@fwps.org>
**Sent:** Wednesday, July 31, 2019 12:26 PM
**To:** Megan Ristine <mristine@fwps.org>; admin@wspa.net
**Cc:** Stephaine Potter <stephaine@iciclevillage.com>; Jane Stencel <stencelj@evsd.org>
**Subject:** Re: WSPA/HELP: Icicle Village Inn billing

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PUBLIC SCHOOLS

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**To:** Megan Ristine <mristine@fwps.org>

**Cc:** Stephaine Potter <stephaine@iciclevillage.com>; Jane Stencel <stencelj@evsd.org>
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http://www.wspa.net/

**From:** Jane Stencel on behalf of Jane Stencel <stencelj@evsd.org>
**To:** Janet Gavigan; JoAn Steiner; Toni Neidhold; Janet Hodson; Jennifer Tottenham; Sonja M. Brown; Debby Carter
**Subject:** Level 1 Report Writers
**Date:** Friday, August 2, 2019 1:08:05 PM

---

Greetings!

I just wanted to share with all of you that we had seven Level 1 participants complete the reports. Considering we had 15 return this summer, that is almost half the participants. I am beyond thrilled with the participation.

We have big plans for next summer that I look forward to sharing with all of you at our next Advisory Meeting which will be the Sunday before the Law Conference.

I look forward to seeing you then. Enjoy the rest of your summer!

Jane Stencel
Director of Human Resources
3830 N. Sullivan Rd., Bldg. 1
Spokane Valley, WA 99216
(509) 924-1830 phone
(509) 927-9500 fax

**From:** Porter, Beth M on behalf of Porter, Beth M <porterb@svsd410.org>
**To:** dalfieserv@aol.com; sjandersonmo@seattleschools.org; brandmah@puyallup.k12.wa.us; dbrower@fwps.org; ccallaham@auburn.wednet.edu; scarey@fpschools.org; carterd@edmonds.wednet.edu; pfowler-fung@lwsd.org; dhale@nsd.org; hechtmanl@issaquah.wednet.edu; dlhillary70@gmail.com; mhoge@perkinscoie.com; warrenhop@comcast.net; dhunter@auburn.wednet.edu; dkovacs@everettsd.org; marion_leach@sumnersd.org; cleonard@wspa.net; cwl@pattersonbuchanan.com; moriah.martin@kent.k12.wa.us; Darryl.pernat@sno.wednet.edu; Porter, Beth M; Timothy.reynolds1@kent.k12.wa.us; laurie.taylor@rentonschools.us; thomasj@bsd405.org; debra.tito@rentonschools.us; Lorraine@pfrwa.com
**Subject:** FW: Sno-King Fri Aug 9--CANCELLED
**Date:** Wednesday, August 7, 2019 12:26:37 PM
**Attachments:** Sno-King Contact.xlsx

---

With only two folks available this Friday we are cancelling Sno-King for August 9. The next scheduled date is September 13.

If you haven't already done so, please double check your contact info in the attached document and let me know if it is ok or if it needs updating.

Thank you!
Beth

*Beth Porter, Ed.D.*
Executive Director of Human Resources
Snoqualmie Valley School District
porterb@svsd410.org
425-831-8003

---

**From:** Porter, Beth M
**Sent:** Monday, August 5, 2019 7:36 AM
**Subject:** Sno-King Fri Aug 9--response requested

Greetings, Friends! We are scheduled for Sno-King this Friday, August 9, from 11:30-1:30 at Angelo's in Bellevue (1830 130th Ave NE, Bellevue).

Lorraine is merrily bargaining this Friday, so I will fill in as host. Leftover topics from the cancelled June gathering:

- Approving Beth's ongoing membership from Snoqualmie Valley instead of Renton
- Adding Deb Tito from Renton back into the group
- Bargaining issue round-up
- Other

**Please do two things** (with a third optional)**:**

1. Check your contact info in the attached document and let me know if it is ok or if updates are needed. A few of you responded in June and there is a date in the "confirmation" column indicating so; you need not respond again if the data is correct.
2. Respond with your intention of attending, or not, this week's meeting so that we can determine by Wednesday if we have enough of a group to go ahead and gather or not.

3. (optional) Respond with any topics you would like to discuss.

Thank you, and happy first full week of August!
Beth

*Beth Porter, Ed.D.*
Executive Director of Human Resources
Snoqualmie Valley School District
porterb@svsd410.org
425-831-8003

| Name | Title | District | Work Phone | e-mail | Other | confirmed |
|---|---|---|---|---|---|---|
| Alfred, Dave | | ERNN | 253-265-8290 | dalfieserv@aol.com | http://www.ERNN.com | |
| Anderson-Moore, Sheryl | Chief Negotiator | Seattle | | sjandersonmo@seattleschools.org | | |
| Brandmire, Amie | Assistant Sup't | Puyallup | 253-841-8645 | brandmah@puyallup.k12.wa.us | | |
| Brower, David | Chief HR Officer | Federal Way | | dbrower@fwps.org | | |
| Callaham Chris | Exec Dir HR | Auburn | 253-931-4918 | ccallaham@auburn.wednet.edu | | email 6/13 |
| Carey, Shaun | Deputy Sup't | Franklin Pierce | 253-298-3002 | scarey@fpschools.org | | email 6/14 |
| Carter, Debby | Exec Dir HR | Edmonds | 425-431-7012 | carterd@edmonds.wednet.edu | | |
| Fowler-Fung, Pat | Director, HR | Lake Washington | 425.936.1259 | pfowler-fung@lwsd.org | | |
| Hale, Doug | Exec Dir HR | Northshore | 425.408.7605 | dhale@nsd.org | | |
| Hechtman, Lisa | Ass't Sup't HR | Issaquah | 425.837.7060 | hechtmanl@issaquah.wednet.edu | | |
| Hillary, Debra | | Consultant | | dlhillary70@gmail.com | personal email | |
| Hoge, Mike | Attorney | Perkins Coie | 206.583.8900 | mhoge@perkinscoie.com | | |
| Hopkins, Warren | | ERNN | 206.940.9943 | warrenhop@comcast.net | | |
| Hunter, Daman | Ass't Sup't HR | Auburn | 253.931.4932 | dhunter@auburn.wednet.edu | | |
| Kovacs, Debra (Debbie) | Ass't Sup't HR | Everett | 425.385.4109 | dkovacs@everettsd.org | | |
| Leach, Marion | | Sumner | | marion_leach@sumnersd.org | | |
| Leanard, Curtis | Attorney | Patterson Buchanan Fobes & Leitch, Inc., P.S. | 206.462.6700 | cleonard@wspa.net | | |
| Lind, Chuck | Attorney | Patterson Buchanan Fobes & Leitch, Inc., P.S. | 206.462.6700 | cwl@pattersonbuchanan.com | | |
| Martin, Moriah | Chief HR Officer | Kent | 253.373.7537 | moriah.martin@kent.k12.wa.us | | |
| Pernat, Darryl | Exec Dir HR | Snohomish | 360.563.7285 | Darryl.pernat@sno.wednet.edu | | |
| Porter, Beth | Exec Dir HR | Snoqualmie Valley | 425-831-8003 | porterb@svsd410.org | | 8/5/2019 |
| Reynolds, Tim | Exec Dir Legal & Labor | Kent | 253.373.7154 | Timothy.reynolds1@kent.k12.wa.us | | |
| Taylor, Laurie | Ass't Sup't HR | Renton | 425.204.2413 | laurie.taylor@rentonschools.us | | |
| Thomas, Jeff | Ass't Sup't HR | Bellevue | | thomasj@bsd405.org | | |
| Tito, Deb | Exec Dir HR | Renton | 425-204-2413 | debra.tito@rentonschools.us | | |
| Wilson Lorraine | Attorney | Porter Foster Rorick | 206.622.0203 | Lorraine@pfrwa.com | | |

**From:** admin@wspa.net
**To:** penny.andrews@washougalsd.org; john_balmer@lkstevens.wednet.edu; erin.battersby@mercerislandschools.org; kbuechler@psesd.org; rosie.burns@mercerislandschools.org; tbustad@lwsd.wednet.edu; acasner@cloverpark.k12.wa.us; esteyl@evsd.org; ferrisd@puyallup.k12.wa.us; haasecd@puyallup.k12.wa.us; philes@steilacoom.k12.wa.us; Brianna.Kemp@kent.k12.wa.us; kiyabtl@puyallup.k12.wa.us; tlofton@fwps.org; xmares@toppenish.wednet.edu; stephanie.murphy@kent.k12.wa.us; gail.pratt@rsdmail.org; salyersj@puyallup.k12.wa.us; lian.sell@rentonschools.us; kim.snider@esd401.org; lsnyder@royalsd.org; bstevens@oksd.wednet.edu; mvilla@psd1.org; timothy.york@k12.wa.us
**Cc:** Jane Stencel
**Subject:** WSPA HELP I: Thank you, survey, and clock hours
**Date:** Thursday, August 8, 2019 11:08:57 AM
**Attachments:** HELP_Clock Hours Summer 2019.pdf

---

Hello to our wonderful HELP I team!

Once again, thank you so much for your willingness to spend a whole week learning and connecting with us. We hope you found it to be a meaningful and productive use of your time and that you will choose to continue the HELP program.

In order to best serve you, we ask that you please complete a short survey. We deeply value and appreciate your input as we plan the rest of the year and HELP programming going forward:
https://www.surveymonkey.com/r/HELPI2019
The clock hours for this event are attached for your records.

Thank you,

Jennifer

*Please let me know if I have provided the assistance needed or if I may be of any further service. 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.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) ☐ Female ☐ Male |
| Home Address (Street, City, State, Zip Code) | | | Telephone Numbers<br>Home<br>Business |

## Section II – Clock Hour Provider

| | | |
|---|---|---|
| Clock Hour Class Title:<br>**WSPA HELP Course Levels I, II, III**<br>**Leavenworth, Washington** | | Name of Instructors:<br>**Curtis Leonard / Various Others** |
| Total Number of Clock Hours Available<br>**34** | First Day of Class/Offering<br>**7/22/2019** | Last Day of Class/Offering<br>**7/26/2019** |
| Sponsoring Provider Name (Agency Granting Clock Hours)<br>**Washington School Personnel Association** | | Business Telephone Number<br>**360-825-1415** |
| Provider Address<br>**PO Box 1600 Anacortes, WA 98221** | | |
| Sponsoring Provider Contact Person<br>**Jennifer Tottenham, Program Coordinator** | | Telephone Number<br>**360-825-1415** |

## 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).

_____ 7/26/2019

Original Signature of Class Sponsor/Instructor Date

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

| | |
|---|---|
| **From:** | admin@wspa.net |
| **To:** | jbelaski@psesd.org; mcarter@bethelsd.org; lcoady@hoquiam.net; coxt@wvsd208.org; draganova@tukwila.wednet.edu; genglere@tukwila.wednet.edu; holsten@skschools.org; jeromes@tukwila.wednet.edu; rkoplan@lopezislandschool.org; kmcneil@bethelsd.org; armontgome@bethelsd.org; cpatten@fwps.org; tavisp@wapatosd.org; mristine@fwps.org; karenw@ckschools.org |
| **Cc:** | Jane Stencel |
| **Subject:** | WSPA HELP II: Thank you, survey, and clock hours |
| **Date:** | Thursday, August 8, 2019 11:11:57 AM |
| **Attachments:** | HELP  Clock Hours Summer 2019.pdf |

Hello HELP II team!

As always, it was a pleasure to spend a whole week learning and connecting with you. We hope you enjoyed the move to Leavenworth and we look forward to seeing you in the fall.

In order to best serve you, we ask that you please complete a short survey. We deeply value and appreciate your input as we plan the rest of the year and HELP programming going forward: https://www.surveymonkey.com/r/HELPII2019

The clock hours for this event are attached for your records.

Thank you,

Jennifer

*Please let me know if I have provided the assistance needed or if I may be of any further service. 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.wspa.net/

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

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## Section 1 – Information – Participant Only

**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) ☐ Female ☐ Male |
| Home Address (Street, City, State, Zip Code) | | | Telephone Numbers<br>Home<br>Business |

## Section II – Clock Hour Provider

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| Clock Hour Class Title:<br>**WSPA HELP Course Levels I, II, III**<br>**Leavenworth, Washington** | | Name of Instructors:<br>**Curtis Leonard / Various Others** |
| Total Number of Clock Hours Available<br>**34** | First Day of Class/Offering<br>**7/22/2019** | Last Day of Class/Offering<br>**7/26/2019** |
| Sponsoring Provider Name (Agency Granting Clock Hours)<br>**Washington School Personnel Association** | | Business Telephone Number<br>**360-825-1415** |
| Provider Address<br>**PO Box 1600 Anacortes, WA 98221** | | |
| Sponsoring Provider Contact Person<br>**Jennifer Tottenham, Program Coordinator** | | Telephone Number<br>**360-825-1415** |

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_____ _____

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).

_____ 7/26/2019

Original Signature of Class Sponsor/Instructor Date

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

**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** Jennifer Tottenham
**Subject:** Need information
**Date:** Friday, August 16, 2019 11:11:05 AM

---

Jennifer
I am looking for Marc Brouillet to do a reference check on a person that worked for him at Chief Leschi. Understanding the situation there, I can't remember where I heard he moved on to after CL dumped their HR dept. Do you know how I can contact him?

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

**From:** admin@wspa.net
**To:** jhodson@fwps.org
**Cc:** Curtis M. Leonard
**Subject:** RE: Need information
**Date:** Friday, August 16, 2019 12:36:41 PM

---

Janet,

Im sorry, the only contact info we have in our database is still Chief Leschi. I checked LinkedIn and I cant find any listing for him.

I am copying this to Curtis to see if he knows anything—Curtis, do you know what district Marc Brouillet is at now?

I will keep digging!

Thank you,

Jennifer

---

**From:** Janet Hodson <jhodson@fwps.org>
**Sent:** Friday, August 16, 2019 11:11 AM
**To:** admin@wspa.net
**Subject:** Need information

Jennifer
I am looking for Marc Brouillet to do a reference check on a person that worked for him at Chief Leschi. Understanding the situation there, I can't remember where I heard he moved on to after CL dumped their HR dept. Do you know how I can contact him?

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

**From:** Curtis M. Leonard on behalf of Curtis M. Leonard <cml@pattersonbuchanan.com>
**To:** admin@wspa.net; jhodson@fwps.org
**Subject:** RE: Need information
**Date:** Friday, August 16, 2019 12:37:40 PM
**Attachments:** image001.png

---

I don't know where he is now, but his cell is: (253)732-8739

**Curtis M. Leonard** | Principal
DIRECT 206.462.6707 | TOLL FREE 800.722.3815
cml@pattersonbuchanan.com

SEATTLE
2112 THIRD AVENUE, SUITE 500
SEATTLE, WA 98121
P 206.462.6700 | F 206.462.6701

PORTLAND
1001 SW FIFTH AVE., SUITE 1100
PORTLAND, OR 97204
P 503.200.5400 | F 503.200.5401

Patterson Buchanan Fobes & Leitch INC. P.S.
www.pattersonbuchanan.com

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Friday, August 16, 2019 12:37 PM
**To:** jhodson@fwps.org
**Cc:** Curtis M. Leonard <cml@pattersonbuchanan.com>
**Subject:** RE: Need information

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I will keep digging!

Thank you,

Jennifer

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**Sent:** Friday, August 16, 2019 11:11 AM
**To:** admin@wspa.net
**Subject:** Need information

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Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

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**From:** admin@wspa.net
**To:** Curtis M. Leonard; jhodson@fwps.org
**Subject:** RE: Need information
**Date:** Friday, August 16, 2019 12:38:57 PM
**Attachments:** image001.png

---

Thank you, Curtis!

---

**From:** Curtis M. Leonard <cml@pattersonbuchanan.com>
**Sent:** Friday, August 16, 2019 12:38 PM
**To:** admin@wspa.net; jhodson@fwps.org
**Subject:** RE: Need information

I don't know where he is now, but his cell is: (253)732-8739

**Curtis M. Leonard** | Principal
DIRECT 206.462.6707 | TOLL FREE 800.722.3815
cml@pattersonbuchanan.com

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2112 THIRD AVENUE, SUITE 500
SEATTLE, WA 98121
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1001 SW FIFTH AVE., SUITE 1100
PORTLAND, OR 97204
P 503.200.5400 | F 503.200.5401

Patterson Buchanan Fobes & Leitch INC. P.S.
www.pattersonbuchanan.com

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Friday, August 16, 2019 12:37 PM
**To:** jhodson@fwps.org
**Cc:** Curtis M. Leonard <cml@pattersonbuchanan.com>
**Subject:** RE: Need information

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I am copying this to Curtis to see if he knows anything—Curtis, do you know what district Marc Brouillet is at now?

I will keep digging!

Thank you,

Jennifer

---

**From:** Janet Hodson <jhodson@fwps.org>
**Sent:** Friday, August 16, 2019 11:11 AM
**To:** admin@wspa.net
**Subject:** Need information

Jennifer
I am looking for Marc Brouillet to do a reference check on a person that worked for him at Chief Leschi. Understanding the situation there, I can't remember where I heard he moved on to after CL dumped their HR dept. Do you know how I can contact him?

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

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**From:** Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org>
**To:** admin@wspa.net
**Cc:** Curtis M. Leonard
**Subject:** RE: Need information
**Date:** Friday, August 16, 2019 12:53:19 PM

---

Thanks for checking. Tony was able to find information and has reached him. I appreciate you looking.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Friday, August 16, 2019 12:37 PM
**To:** Janet Hodson <jhodson@fwps.org>
**Cc:** Curtis M. Leonard <cml@pattersonbuchanan.com>
**Subject:** RE: Need information

Janet,

Im sorry, the only contact info we have in our database is still Chief Leschi. I checked LinkedIn and I cant find any listing for him.

I am copying this to Curtis to see if he knows anything—Curtis, do you know what district Marc Brouillet is at now?

I will keep digging!

Thank you,

Jennifer

---

**From:** Janet Hodson <jhodson@fwps.org>
**Sent:** Friday, August 16, 2019 11:11 AM
**To:** admin@wspa.net
**Subject:** Need information

Jennifer
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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:** Curtis M. Leonard; admin@wspa.net
**Subject:** RE: Need information
**Date:** Friday, August 16, 2019 12:54:06 PM
**Attachments:** image001.png

---

Thanks so much.

Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** Curtis M. Leonard <cml@pattersonbuchanan.com>
**Sent:** Friday, August 16, 2019 12:38 PM
**To:** admin@wspa.net; Janet Hodson <jhodson@fwps.org>
**Subject:** RE: Need information

I don't know where he is now, but his cell is: (253)732-8739

**Curtis M. Leonard** | Principal
DIRECT 206.462.6707 | TOLL FREE 800.722.3815
cml@pattersonbuchanan.com

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2112 THIRD AVENUE, SUITE 500
SEATTLE, WA 98121
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PORTLAND, OR 97204
P 503.200.5400 | F 503.200.5401

Patterson Buchanan Fobes & Leitch INC. P.S.
www.pattersonbuchanan.com

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Friday, August 16, 2019 12:37 PM
**To:** jhodson@fwps.org
**Cc:** Curtis M. Leonard <cml@pattersonbuchanan.com>
**Subject:** RE: Need information

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I am copying this to Curtis to see if he knows anything—Curtis, do you know what district Marc

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I will keep digging!

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Jennifer

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**To:** admin@wspa.net
**Subject:** Need information

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Janet Hodson
Federal Way Public Schools
Executive Director of Human Resources
253.945.2020
jhodson@fwps.org

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**From:** Jennifer Hymer on behalf of Jennifer Hymer <jhymer@fwps.org>
**To:** admin@wspa.net
**Subject:** S275 Registration
**Date:** Thursday, August 22, 2019 11:54:22 AM

---

Hi there –

When will the registration for the S275 be open for registration? Thank you

Jennifer Hymer
Human Resources
Federal Way Public Schools
253-945-2021
Follow us on Twitter: @FWPSCareers

Click here to learn about FWPS Career Opportunities

FEDERAL WAY
PUBLIC SCHOOLS

**From:** admin@wspa.net
**To:** Jennifer Hymer
**Subject:** Re: S275 Registration
**Date:** Thursday, August 22, 2019 12:06:42 PM

---

I'm working on it now! If not today, definitely this week. I will send out an announcement to all members just as soon as registration goes live.

Jennifer

On Aug 22, 2019, at 11:54 AM, Jennifer Hymer <jhymer@fwps.org> wrote:

> Hi there –
>
> When will the registration for the S275 be open for registration? Thank you
>
> Jennifer Hymer
> Human Resources
> Federal Way Public Schools
> 253-945-2021
> Follow us on Twitter: @FWPSCareers
>
> Click here to learn about FWPS Career Opportunities
>
> <image001.jpg>

| | |
|---|---|
| **From:** | Jane Stencel on behalf of Jane Stencel <stencelj@evsd.org> |
| **To:** | Ann Marie Casner; Brenda Stevens; Brianna Kemp; Chris Haase; Erin Battersby; Gail Pratt; John Balmer; Kiara Buechler; Kim Snider; Lara Snyder; Laura Estey; Lian Sell; Marisol Villa; Pamela Hiles; Penny Andrews; Rosie Burns; Sara Salyer; Stephanie Murphy; Sunday Ferris; Tara Lofton; Timothy Bahrenburg; Tina Bustad; Tracy Kiyabu; Xochitl Mares |
| **Cc:** | Jennifer Tottenham |
| **Subject:** | 19-20 Participants |
| **Date:** | Friday, August 23, 2019 10:14:11 AM |
| **Attachments:** | HELP I Participants.xlsx |

---

Greetings!

Attached you will find a list of your fellow participants. I hope you find this helpful and truly use it as a resource.

I look forward to seeing you in October, and hope you all have a great start to the school year.

Thank you again for participating in the HELP program!

Jane Stencel
Director of Human Resources
3830 N. Sullivan Rd., Bldg. 1
Spokane Valley, WA 99216
(509) 924-1830 phone
(509) 927-9500 fax

| Organization | First Name | Last Name | Email | Job Title |
|---|---|---|---|---|
| Renton School District | Lian | Sell | lian.sell@rentonschools.us | Sr. HR Advisor |
| Royal School District | Lara | Snyder | lsnyder@royalsd.org | Payroll Officer |
| Puget Sound Educational Service District | Kiara | Buechler | kbuechler@psesd.org | Hr Business Partner |
| Lakewood School District | Tina | Bustad | tbustad@lwsd.wednet.edu | Human Resource/Fiscal Officer |
| Puyallup School District | Sunday | Ferris | ferrisd@puyallup.k12.wa.us | Director of Special Services |
| Pasco School District | Marisol | Villa | mvilla@psd1.org | Administrative Assistant to Employee Services |
| Clover Park School District | Ann Marie | Casner | acasner@cloverpark.k12.wa.us | HR Specialist |
| Puyallup School District | Chris | Haase | haasecd@puyallup.k12.wa.us | Human Resources |
| Puyallup School District | Tracy | Kiyabu | kiyabtl@puyallup.k12.wa.us | HR |
| Mercer Island School District | Rosie | Burns | rosie.burns@mercerislandschools.org | Director of Human Resources |
| Washougal School District | Penny | Andrews | penny.andrews@washougalsd.org | Principal |
| Steilacoom Historical School District | Pamela | Hiles | philes@steilacoom.k12.wa.us | HR Manager |
| Mercer Island School District | Erin | Battersby | erin.battersby@mercerislandschools.org | Executive Director of Legal, Compliance, and HR |
| Ellensburg School District | Kim | Snider | kim.snider@esd401.org | Executive Director of Human Resources |
| Okanogan School District | Brenda | Stevens | bstevens@oksd.wednet.edu | Payroll/Personnel Manager |
| EVSD #361 | Laura | Estey | esteyl@evsd.org | Human Resources and Payroll Specialist |
| Riverside School District | Gail | Pratt | gail.pratt@rsdmail.org | HR Specialist |
| Federal Way Public Schools | Tara | Lofton | tlofton@fwps.org | Employee Relations, Legal Asst |
| Kent School District | Brianna | Kemp | Brianna.Kemp@kent.k12.wa.us | Assistant Director, HR |
| Lake Stevens School District | John | Balmer | john_balmer@lkstevens.wednet.edu | Executive Director of Human Resource Services |
| Toppenish School District | Xochitl | Mares | xmares@toppenish.wednet.edu | Secretary to Assistant Superintendent |
| Puyallup School District | Sara | Salyer | salyersj@puyallup.k12.wa.us | Human Resources |
| OSPI | Timothy | Bahrenburg | timothy.york@k12.wa.us | Professional Certification - APS2 |
| Kent School District | Stephanie | Murphy | stephanie.murphy@kent.k12.wa.us | Executive Assistant, HR |

**From:** admin@wspa.net
**To:** jhymer@fwps.org
**Subject:** WSPA job postings
**Date:** Sunday, August 25, 2019 11:23:59 AM

---

Hi Jennifer,

We have the following posted – are these positions still open?

**Facilitator: Career and Technical Education - Federal Way Public Schools - Open until filled**
**Facilitator: College and Career Readiness - Federal Way Public Schools - Open until filled**
**Americorps Coordinator - Federal Way Public Schools - Open until filled**
**Facilitator: Math and Science PreK-5 - Federal Way Public Schools - Open until filled**
**Facilitator: Middle School Math Grades 6-8 Federal Way Public Schools - Open until filled**
**Coordinator of Highly Capable and Advanced Programs - Federal Way Public Schools - Open until filled**
**Teacher on Special Assignment TOSA English Language Learners - Federal Way Public Schools - Open until filled**

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:** Mendoza, Jim (DRS) on behalf of Mendoza, Jim (DRS) <jim.mendoza@drs.wa.gov>

**To:** Mendoza, Jim (DRS)

**Cc:** adamscd2@hotmail.com; amaliap@co.adams.wa.us; acmcd@qwestoffice.net; mault@benge.wednet.edu; Ochoa, Oscar (DSHS); rdekker@ecbid.org; vholland@lind.k12.wa.us; CLERK@TOWNLIND.COM; llsd4bl@gmail.com; swilliams@othellowa.gov; jemerson@othellohousing.com; amartinez@othelloschools.org; kris.robbins@ritzville-wa.us; dtelecky@lrschools.org; klasen@tucna.wednet.edu; clerk.washtucna@gmail.com; robin.mooney@waapple.org; Pritchard, Brandi (SAO); dremick@cascadesd.org; valerie.hampton@cascadiacd.org; kthies@cashmere.wednet.edu; kay@cityofcashmere.org; plingle@cityofchelan.us; cblaufuss@chelancountyfire.com; stephkuch@hotmail.com; tammyp@mansonfire.org; carolk@cfr7.org; carleen@ccpd.com; beverly.freeman@chelanpud.org; cindy.grubb@co.chelan.wa.us; Margaret.Walters@co.chelan.wa.us; jshipman@linktransit.com; McIntosh, Sue (DSHS); suzanner@ncesd.org; DDELAMORA@ENTIATWA.US; dgrover@entiatschools.org; iid.pid@nwi.net; MLBROOKS@LCRD.ORG; burnst@chelanschools.org; angela@cityofleavenworth.com; info@mansonparks.com; lcochran@manson.org; dtaylor@ncrl.org; iid.pid@nwi.net; Grupp Criselia; lorenap@ncesd.org; reaganb@wsdot.wa.gov; khenke@wenatcheewa.gov; hubensack.t@wenatcheeschools.org; chad@chelan-douglas.org; alicia@ccwha.com; dsharp@bridgeport.wednet.edu; clerk@nwi.net; Larsen, Anne (DOHi); suanne@douglasfire2.org; doug@portofdouglas.org; michelle@docosewer.org; pbrowning@co.douglas.wa.us; barbarad@dcpud.org; tallen@east-wenatchee.com; annac@ewwd.org; sbrawley@eastmontparks.com; lawrencel@eastmont206.org; award@fostercreekcd.org; office@gwid.org; Mendoza, Alejandra G (LNI); kpease@mansfield.wednet.edu; mansfield@nwi.net; lsorensen@orondo.wednet.edu; jstreeter@palisades.wednet.edu; southdouglascd@conservewa.net; gmullendore@waterville.wednet.edu; waterville@nwi.net; kareno@bigbend.edu; tcoulee@odessaoffice.com; cvisker@achsd.org; electriccity@homenetnw.net; ltrachsler@ephrata.org; mwren@portofephrata.com; orodriguez@ephrataschools.org; Brown, James S (DFW); geoclerk@smwireless.net; clerkgc@gccitywa.org; dvangeystel@gcdsd.org; ccordova@gcfd3.net; astucky@gcfd3.net; tjohnson@gcfd5.net; barb@gcfd8.net; Moss, Darcy (DOHi); seisenman@hag.net; Grantco@TELEVAR.com; darci@portofquincy.org; asangster@co.grant.wa.us; ahernandez@gcpud.org; dmoseley@gcpud.org; lperez@grantcountywa.gov; john.friend@claconnect.com; robin@cityofmattawa.com; L.LELAND@PORTOFMATTAWA.ORG; lskeesick@cityofml.com; mlird@mlird.org; krdetrolio@portofmoseslake.com; slowry@mlsd.wednet.edu; c.white@macc911.org; BTUCKER@POTATOES.COM; lcamacho@quincywashington.us; lwarren@gcbid.org; mmedrano@qsd.wednet.edu; greg@royalcitywa.org; lsnyder@royal.wednet.edu; portofroyal@centurytel.net; sladmin@smwireless.net; Mwmclerk@scbid.org; Kurt.Adkinson@wsp.wa.gov; mfox@wahluke.net; kshuler@cityofwarden.org; tlembcke@warden.wednet.edu; mgarner@cityofwarden.org; kmribail@wilsoncreek.org; Misty.Ruiz@brewsterwa.us; brewsterflatwater@frontier.com; svassar@brewsterbears.org; cdclerk@couleedam.org; docfd15sec@gmail.com; Roalson, Shelly (DSHS); ElmerCityClerk@live.com; loles@nsdeagles.org; deputy@okanogancity.com; tcraig@co.okanogan.wa.us; donc@okpud.org; becky@okanogancd.org; berta_ocha@communitynet.org; oidistrict@outlook.com; bstevens@oksd.wednet.edu; clerk@omakcity.com; rgaines@omaksd.org; Cheryl.oroville@ncidata.com; Betty.Clough@Oroville.wednet.edu; otid@nvinet.com; pateros@swift-stream.com; mallen@pateros.org; mike.saunders@wsp.wa.gov; tonasket@nvinet.com; bcatone@tonasket.wednet.edu; gatesd@wsdot.wa.gov; sandi@whitestonerd.com; winthropclerk@townofwinthrop.com; kscalf@okanogantransit.com; Rapozo, Mark (SAO); vsamoylenko@bates.ctc.edu; edepriest@bethelsd.org; Young, Jenna; sbazzar@cityofbuckley.com; tmills@carbonado.k12.wa.us; clerk@carbonado.org; Sigafoos, Kristi (DSHS/CSTC); kjaramil@cloverpark.k12.wa.us; deidra.norgaard@cptc.edu; kparker@dieringer.wednet.edu; Smith, Ta-Sha (DSHS/HRD); Johnson, Laura (DSHS); King, Holly (DSHS); Larsen, Jill (DSHS/FSA); COAKSMITH@DUPONTWA.GOV; cdargan@eatonville-wa.gov; pam.strub@eatonville.wednet.edu; dave@cityofedgewood.org; kgeddes@cityoffife.org; lswiger@fifeschools.com; ccorcoran@cityoffircrest.net; cyoung@fpschools.org; gratzerl@cityofgigharbor.net; Reese, Misty; laura@keypenparks.com; Montes, Vivian (LNI); cbutler@lakewood-water-dist.org; cshort@cityoflakewood.us; Norris, Cathy (DOL); trisha.yaden@tacomaparks.com; Jordan, Michelle (MIL); ehooman@cityofmilton.net; moharra@cityoforting.org; andrewsm@orting.wednet.edu; eguenther@penmetparks.org; rodgersd@psd401.net; stephanie.roth@westpierce.org; stephanie.roth@westpierce.org; KLAWRENCE@GIGHARBORFIRE.ORG; sglass@centralpiercefire.org; kjohnson@eastpiercefire.org; tharris@cityoftacoma.org; tbrown@eastpiercefire.org; JWASSALL@PIERCEFIRE13.ORG; TIMKATHYHALE@COMCAST.NET; cbosch@piercefire.org; smiller@spfr.org; kkemp@ovfr.org; mgreco@grahamfire.org; mgreco@grahamfire.org; tlynch@eastpiercefire.org; firecomm23@centurytel.net; jharter@pcfd27.com; LMille2@co.pierce.wa.us; Chelli.Pogue.agency@piercecountywa.gov; kdupille@piercetransit.org; tmuschett@piercecountylibrary.org; Gorski, Holly; mylescu@co.pierce.wa.us; jclaunch@pchawa.org; kmcclay@ci.puyallup.wa.us; guytonfl@puyallup.k12.wa.us; roycityhall@comcast.net; townclerk@rustonwa.org; smiller@spfr.org; cynthia.shaffer@southsound911.org; becky.anderson@wsp.wa.gov; rflores@steilacoom.k12.wa.us; denise.bollman@ci.steilacoom.wa.us; adrienneM@sumnerwa.gov; traci_jones@sumnersd.org; SCarmody@ci.tacoma.wa.us; mlinder@tacomacc.edu; smadden@tacomahousing.org; LSHORTEN@portoftacoma.com; dfraga@tacoma.k12.wa.us; sgrimstad@workforce-central.org; hastinj@wsdot.wa.gov; tfiacchi@u.washington.edu; lblaisdell@cityofup.com; tlee@upsd.wednet.edu; Sean@valleywaterdistrict.com; Coon, Aaron (DVA); garvee@spu.edu; admin@wspa.net; Manning, Lori (DSHS/HRD); cashcraft@whiteriver.wednet.edu; clerk@townofwilkeson.com; vicki@pernaacpa.com; rickeyc@cwu.edu; ROBIN@CITYOFCLEELUM.COM; johansons@cersd.org; hats2many@aol.com; messingerw@easton.wednet.edu; mcclellanw@ci.ellensburg.wa.us; paige.sorensen@esd401.org; DEBBIE.LEE@CITYOFKITTITAS.COM; judy.pless@co.kittitas.wa.us; m-nash@conservewa.net; spiritwd@kvalley.com; simona@kvfr.org; accounting@kcfd7.com; KatieH@hakittitas.org; kwinters@kvhealthcare.org; genine.pratt@kittitaspud.com; krd.tina@fairpoint.net; michelle_helgeson@ksd403.org; roslynplanning@inlandnet.com; sce@inlandnet.com; mckeeb@thorpschools.org; dianaq@algonawa.gov; gdysart@auburnwa.gov; knybo@auburn.wednet.edu; markh@wsba.org; townhall@beauxarts-wa.gov; PBRUMBACH@WABEEF.ORG; cpalm@bellevuewa.gov; james.craswell@bellevuecollege.edu; tmcclure@meydenbauer.com; muchmorej@bsd405.org;

mmiller@ci.blackdiamond.wa.us; AMY.TRUONG@bothellwa.gov; ellenm@burienwa.gov; lparker@capitolhillhousing.org; mary@carnationwa.gov; rcowley@cascadia.edu; Jvandenbergh@crwsd.com; Marcell, Jill; john@clydehill.org; rrussell@ccud.org; amerika.stodola@covingtonwater.com; noy.kitnikone@4culture.org; Piette, Celeste; CPOLLOCK@DESMOINESWA.GOV; linda.ray@desmoinespool.org; shelley.sweet@duvallwa.gov; payrollhelpdesk@psesd.org; jburke@ci.enumclaw.wa.us; tudy_sapanos@enumclaw.wednet.edu; shawn@edtec.com; fcw@isomedia.com; toni.bradshaw@cityoffederalway.com; cgard@fwps.org; WSDOTHQPayroll@wsdot.wa.gov; Archuleta, Shirley; sqassis@highline.edu; Gianna.White@highlineschools.org; sdechon@highlinewater.org; Stephenson, Debra; clerk@huntspoint-wa.gov; menrit@watechcenter.org; roxanneh@issaquahwa.gov; gustj@issaquah.wednet.edu; Randall, Brian; sshaw@kentwa.gov; mueyla.grayson@kent.k12.wa.us; kc.retirement@kingcounty.gov; rragan@kcda.org; TNorsen@burienfire.org; jcraft@esf-r.org; Dkillion@northshorefire.com; admin@kcfd20.org; mevans@king27fire.com; avandam@ci.enumclaw.wa.us; b.weaver@kcfd34.org; hope.leonard@southkingfire.org; firedistrict40@gmail.com; mdeleon@maplevalleyfire.org; pkramlich@kcfd44.co.king.wa.us; kgattone@duvallfire45.com; skykomishfire@gmail.com; cheriem@kcha.org; rick.stroup@kingcounty.gov; payroll@kcls.org; mjsnyder@water19.com; lisag@kcwd20.com; waterdistrict45@comcast.net; esager@wd49.com; patti.clayton@kcwd54.org; jennyg@kcwd90.com; joan@wd111.com; Office@WD119.org; roselauer@waterdistrict125.com; ava.souza@kingcd.org; CPatterson@kirklandwa.gov; PAYROLL@KIRKLANDWA.GOV; aheller@ci.lake-forest-park.wa.us; alan@lfpwd.org; tish.evora@lwtech.edu; bbiddle@lwsd.org; tdrake@lakehaven.org; finance2@maplevalleywa.gov; jketter@medina-wa.gov; kryss.segle@mercergov.org; erin.anderson@mercerislandschools.org; cordelia@midwaysewer.org; marial@ci.newcastle.wa.us; jrlieuallen@norcom.org; BrooksW@ci.normandy-park.wa.us; LNEAL@NORTHBENDWA.GOV; dianep@northcitywater.org; office@northhighlinefd.org; Tanya@nesswd.org; tdamron@nsd.org; shamilton@nud.net; padams@ci.pacific.wa.us; art@pikeplacemarket.org; jodit@stadium.org; finance@pscleanair.org; dlauderbach@psrc.org; dldahl@kentfirerfa.org; tkimmel@redmond.gov; jbecht@rentonwa.gov; om@rentonhousing.org; danese.thaidigsman@rentonschools.us; Sykes, Kim; sagec@riverview.wednet.edu; mgregg@ronaldwastewater.org; cgianini@sammamish.us; shelley.fyfe@spwsd.org; avollema-rich@wsipc.org; mking@ci.seatac.wa.us; kathye.johnson@seattle.gov; lea.munar@seattle.gov; Melissa.stoner@seattlecolleges.edu; kerri.fitch@seattlehousing.org; ac-payroll@portseattle.org; retirement@seattleschools.org; Elizabeth.m.hall62@gmail.com; ghill@shorelinewa.gov; sprigmor@shoreline.edu; jbrown@shorelinefire.com; barbara.havens@shorelineschools.org; sloos@siviewpark.org; cdaniels@skykomish.wednet.edu; townofsky@frontier.com; agnesh@skywayws.org; sluhman@ci.snoqualmie.wa.us; acctingsnopass@gmail.com; thastings@snopass.org; BeckerL1@SVSD410.org; DROSS@SOOSCREEK.COM; deanna@soundcities.org; kjester@scorejail.org; Nikki.savelli@swssd.com; kthomas@tahomasd.us; craig.zellerhoff@tukwilawa.gov; hillm@tukwila.wednet.edu; benefits@uw.edu; tatyanabs@valleycom.org; Angie.Boyle@vrfa.org; wendyl@valleyviewsewer.org; jweller@vifr.org; trice@vashonsd.org; alisad@wsrmp.org; dianak@ci.woodinville.wa.us; cinman@wf-r.org; cschmidt@woodinvillewater.com; clerk-treasurer@ci.yarrow-point.wa.us

**Subject:** Upcoming Webinars
**Date:** Tuesday, August 27, 2019 3:12:54 PM
**Attachments:** image001.png

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**Please pass this onto your employees**

Greetings:

I will once again be "on the air" from **Tuesday, September 3rd to Thursday, September 5th**, hosting webinars on a variety of retirement related topics. The schedule will be as follows ~

**Tuesday, September 3rd**
8:00am – Washington State Deferred Compensation Program (DCP)
9:30am – Plan 2 Essentials (PERS/SERS/TRS)
11:00am – Plan Choice

**Wednesday, September 4th**
8:00am – Getting Ready for Retirement
9:30am – Plan 3 Distributions
11:00am – Applying for Retirement
12:30pm – Death & Disability (PERS/SERS/TRS)
2:00pm – Identity Theft & Protection

**Thursday, September 5th**
8:00am – DCP Distributions
9:30am – Returning to Work After Retirement
11:00am – Medicare 101

You can access these and other webinars at https://www.drs.wa.gov/education/webinar.html.

I encourage joining 15 minutes before the start of the webinar to manage any technology issues. In the event of technology issues, here is a link that may prove helpful, https://www.drs.wa.gov/education/joining-a-webinar.htm.

Jim Mendoza
Education & Outreach Representative
Seminar Coordinator

Washington State Department of Retirement Systems
360-664-7012 | jim.mendoza@drs.wa.gov

**Discover the smart, easy way to save for retirement with the state's Deferred Compensation Program**.

**Set up online access to your defined benefit account: DRS Online Services**

**Check out our Retirement Seminars Online**

**From:** Jennifer Hymer on behalf of Jennifer Hymer <jhymer@fwps.org>
**To:** admin@wspa.net
**Cc:** Megan Ristine
**Subject:** RE: WSPA job postings
**Date:** Friday, August 30, 2019 10:09:23 AM

---

Hi Jennifer – Out of the list of positions you sent, the two listed below are the only openings. Take care

---

**From:** Megan Ristine
**Sent:** Friday, August 30, 2019 9:41 AM
**To:** Jennifer Hymer <jhymer@fwps.org>
**Subject:** RE: WSPA job postings

These are open:

**Coordinator of Highly Capable and Advanced Programs - Federal Way Public Schools - Open until filled**
**Teacher on Special Assignment TOSA English Language Learners - Federal Way Public Schools - Open until filled**

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Sunday, August 25, 2019 11:24 AM
**To:** Jennifer Hymer <jhymer@fwps.org>
**Subject:** WSPA job postings

Hi Jennifer,

We have the following posted – are these positions still open?

**Facilitator: Career and Technical Education - Federal Way Public Schools - Open until filled**
**Facilitator: College and Career Readiness - Federal Way Public Schools - Open until filled**
**Americorps Coordinator - Federal Way Public Schools - Open until filled**
**Facilitator: Math and Science PreK-5 - Federal Way Public Schools - Open until filled**
**Facilitator: Middle School Math Grades 6-8 Federal Way Public Schools - Open until filled**
**Coordinator of Highly Capable and Advanced Programs - Federal Way Public Schools - Open until filled**
**Teacher on Special Assignment TOSA English Language Learners - Federal Way Public Schools - Open until filled**

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@wspa.net
**To:** Jennifer Hymer
**Subject:** RE: WSPA job postings
**Date:** Friday, August 30, 2019 11:04:25 AM

---

Thank you, Jennifer!

Have a great weekend ☺

---

**From:** Jennifer Hymer [mailto:jhymer@fwps.org]
**Sent:** Friday, August 30, 2019 10:09 AM
**To:** admin@wspa.net
**Cc:** Megan Ristine <mristine@fwps.org>
**Subject:** RE: WSPA job postings

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**Facilitator: Middle School Math Grades 6-8 Federal Way Public Schools - Open until filled**
**Coordinator of Highly Capable and Advanced Programs - Federal Way Public Schools - Open until filled**
**Teacher on Special Assignment TOSA English Language Learners - Federal Way Public Schools -**

**Open until filled**

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:** Reynolds, Timothy J (Legal) on behalf of Reynolds, Timothy J (Legal) <Timothy.Reynolds1@kent.k12.wa.us>
**To:** Porter, Beth M; dalfieserv@aol.com; sjandersonmo@seattleschools.org; brandmah@puyallup.k12.wa.us; dbrower@fwps.org; ccallaham@auburn.wednet.edu; scarey@fpschools.org; carterd@edmonds.wednet.edu; pfowler-fung@lwsd.org; dhale@nsd.org; hechtmanl@issaquah.wednet.edu; dlhillary70@gmail.com; mhoge@perkinscoie.com; warrenhop@comcast.net; dhunter@auburn.wednet.edu; dkovacs@everettsd.org; marion_leach@sumnersd.org; cleonard@wspa.net; cwl@pattersonbuchanan.com; Martin, Moriah; Darryl.pernat@sno.wednet.edu; laurie.taylor@rentonschools.us; thomasj@bsd405.org; debra.tito@rentonschools.us; Lorraine@pfrwa.com
**Cc:** Verdo, Joellen
**Subject:** SEBB Transition Language and Activities for Enrichment Stipends
**Date:** Tuesday, September 3, 2019 11:08:45 AM
**Attachments:** image001.png
**Importance:** High

---

Hello Sno-King Colleagues,

I'm looking for your help with a few mid contract cycle bargaining issues I am currently dealing with in Kent

Has anyone negotiated any SEBB transition language that they especially like and are willing to send my way? Our education association in Kent is has not been eager to enter into talks to solidify this language and it would be nice to see what others are doing to speed the conversation along.

I'd also be interested to know if anyone has had any success in negotiating a list of qualifying duties, responsibilities, or incentives for stipends that are not time-based into their contracts to meet the requirements of RCW 28A.400.200(4)(c)(ii). We are encountering resistance to including such a list, but I don't see a way around it.

Thanks in advance for your help!

Tim

***Timothy Reynolds***
Executive Director, Legal and Labor
Human Resources, Kent School District
12033 SE 256th Street • A-100
Kent, WA 98030-6503
Ph: 253-373-7154 • Fax: 253-373-7202
Timothy.Reynolds1@kent.k12.wa.us
Pronouns: he/him

*Confidentiality notice: This email may contain privileged and confidential attorney/client communications or attorney work product. If you received this communication in error, please notify the sender as soon as possible and delete this email from your system.*

**From:** Reynolds, Timothy J (Legal) on behalf of Reynolds, Timothy J (Legal) <Timothy.Reynolds1@kent.k12.wa.us>
**To:** Porter, Beth M; dalfieserv@aol.com; sjandersonmo@seattleschools.org; brandmah@puyallup.k12.wa.us; dbrower@fwps.org; ccallaham@auburn.wednet.edu; scarey@fpschools.org; carterd@edmonds.wednet.edu; pfowler-fung@lwsd.org; dhale@nsd.org; hechtmanl@issaquah.wednet.edu; dlhillary70@gmail.com; mhoge@perkinscoie.com; warrenhop@comcast.net; dhunter@auburn.wednet.edu; dkovacs@everettsd.org; marion_leach@sumnersd.org; cleonard@wspa.net; cwl@pattersonbuchanan.com; Martin, Moriah; Darryl.pernat@sno.wednet.edu; laurie.taylor@rentonschools.us; thomasj@bsd405.org; debra.tito@rentonschools.us; Lorraine@pfrwa.com
**Cc:** Verdo, Joellen; Murphy, Stephanie
**Subject:** RE: SEBB Transition Language and Activities for Enrichment Stipends
**Date:** Tuesday, September 3, 2019 11:26:16 AM
**Attachments:** image001.png

---

Hello all,

Sorry for the multiple emails, but I have another request. We are looking to add a full-time public records officer in Kent. Can you please also send me any job descriptions you have for any such position or its equivalent in your district?

Thanks again!!

Tim

***Timothy Reynolds***
Executive Director, Legal and Labor
Human Resources, Kent School District
12033 SE 256th Street • A-100
Kent, WA 98030-6503
Ph: 253-373-7154 • Fax: 253-373-7202
Timothy.Reynolds1@kent.k12.wa.us
Pronouns: he/him

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---

**From:** Reynolds, Timothy J (Legal)
**Sent:** Tuesday, September 3, 2019 11:09 AM
**To:** Porter, Beth M <porterb@svsd410.org>; dalfieserv@aol.com; sjandersonmo@seattleschools.org; brandmah@puyallup.k12.wa.us; dbrower@fwps.org; ccallaham@auburn.wednet.edu; scarey@fpschools.org; carterd@edmonds.wednet.edu; pfowler-fung@lwsd.org; dhale@nsd.org; hechtmanl@issaquah.wednet.edu; dlhillary70@gmail.com; mhoge@perkinscoie.com; warrenhop@comcast.net; dhunter@auburn.wednet.edu; dkovacs@everettsd.org; marion_leach@sumnersd.org; cleonard@wspa.net;

cwl@pattersonbuchanan.com; Martin, Moriah <Moriah.Martin@kent.k12.wa.us>; Darryl.pernat@sno.wednet.edu; laurie.taylor@rentonschools.us; thomasj@bsd405.org; debra.tito@rentonschools.us; Lorraine@pfrwa.com
**Cc:** Verdo, Joellen <JoEllen.Verdo@kent.k12.wa.us>
**Subject:** SEBB Transition Language and Activities for Enrichment Stipends
**Importance:** High

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Timothy.Reynolds1@kent.k12.wa.us
Pronouns: he/him

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| | |
|---|---|
| **From:** | Porter, Beth M on behalf of Porter, Beth M <porterb@svsd410.org> |
| **To:** | dalfieserv@aol.com; sjandersonmo@seattleschools.org; dbrower@fwps.org; carterd@edmonds.wednet.edu; dhale@nsd.org; dlhillary70@gmail.com; mhoge@perkinscoie.com; warrenhop@comcast.net; dhunter@auburn.wednet.edu; cleonard@wspa.net; cwl@pattersonbuchanan.com; moriah.martin@kent.k12.wa.us; Darryl.pernat@sno.wednet.edu; Timothy.reynolds1@kent.k12.wa.us; laurie.taylor@rentonschools.us |
| **Cc:** | Lorraine Wilson |
| **Subject:** | Double check Sno-King contact Info please |
| **Date:** | Monday, September 9, 2019 1:59:52 PM |
| **Attachments:** | Sno-King Contact.xlsx |

---

Please see the attached Sno-King contact list and verify your info is correct or let me know of any updates needed so we can share updated document by Friday. Thank you!

*Beth Porter, Ed.D.*

Executive Director of Human Resources
Snoqualmie Valley School District
porterb@svsd410.org
425-831-8003

| Name | Title | District | Work Phone | e-mail | confirmed |
|---|---|---|---|---|---|
| Alfred, Dave | | ERNN | 253-265-8290 | dalfieserv@aol.com | |
| Anderson-Moore, Sheryl | Chief Negotiator | Seattle | | sjandersonmo@seattleschools.org | |
| Brandmire, Amie | Assistant Sup't | Puyallup | 253-841-8645 | brandmah@puyallup.k12.wa.us | email 8/5 |
| Brower, David | Chief HR Officer | Federal Way | | dbrower@fwps.org | |
| Callaham Chris | Exec Dir HR | Auburn | 253-931-4918 | ccallaham@auburn.wednet.edu | email 6/13 |
| Carey, Shaun | Deputy Sup't | Franklin Pierce | 253-298-3002 | scarey@fpschools.org | email 6/14 |
| Carter, Debby | Exec Dir HR | Edmonds | 425-431-7012 | carterd@edmonds.wednet.edu | |
| Fowler-Fung, Pat | Director, HR | Lake Washington | 425.936.1259 | pfowler-fung@lwsd.org | email 8/5 |
| Hale, Doug | Exec Dir HR | Northshore | 425.408.7605 | dhale@nsd.org | |
| Hechtman, Lisa | Ass't Sup't HR | Issaquah | 425.837.7062 | hechtmanl@issaquah.wednet.edu | email 8/5 |
| Hillary, Debra | | Consultant | | dlhillary70@gmail.com | |
| Hoge, Mike | Attorney | Perkins Coie | 206.583.8900 | mhoge@perkinscoie.com | |
| Hopkins, Warren | | ERNN | 206.940.9943 | warrenhop@comcast.net | |
| Hunter, Daman | Ass't Sup't HR | Auburn | 253.931.4932 | dhunter@auburn.wednet.edu | |
| Kovacs, Debra (Debbie) | Exec Dir HR | Everett | 425.385.4109 | dkovacs@everettsd.org | email 8/5 |
| Leach, Marion | Exec Dir Legal Affairs | Sumner | 253-891-6031 | marion_leach@sumnersd.org | email 8/7 |
| Leanard, Curtis | Attorney | Patterson Buchanan Fobes & Leitch, Inc., P.S. | 206.462.6700 | cleonard@wspa.net | |
| Lind, Chuck | Attorney | Patterson Buchanan Fobes & Leitch, Inc., P.S. | 206.462.6700 | cwl@pattersonbuchanan.com | |
| Martin, Moriah | Chief HR Officer | Kent | 253.373.7537 | moriah.martin@kent.k12.wa.us | |
| Pernat, Darryl | Exec Dir HR | Snohomish | 360.563.7285 | Darryl.pernat@sno.wednet.edu | |
| Porter, Beth | Exec Dir HR | Snoqualmie Valley | 425-831-8003 | porterb@svsd410.org | 8/5/2019 |
| Reynolds, Tim | Exec Dir Legal & Labor | Kent | 253.373.7154 | Timothy.reynolds1@kent.k12.wa.us | |
| Taylor, Laurie | Ass't Sup't HR | Renton | 425-204-2362 | laurie.taylor@rentonschools.us | |
| Thomas, Jeff | Ass't Sup't HR | Bellevue | 425-456-4243 | thomasj@bsd405.org | email 8/5/19 |
| Tito, Deb | Exec Dir HR | Renton | 425-204-2413 | debra.tito@rentonschools.us | email 8/6 |
| Wilson Lorraine | Attorney | Porter Foster Rorick | 206.622.0203 | Lorraine@pfrwa.com | email 8/5 |

**From:** Reynolds, Timothy J (Legal) on behalf of Reynolds, Timothy J (Legal) <Timothy.Reynolds1@kent.k12.wa.us>
**To:** Porter, Beth M; dalfieserv@aol.com; sjandersonmo@seattleschools.org; brandmah@puyallup.k12.wa.us; dbrower@fwps.org; ccallaham@auburn.wednet.edu; scarey@fpschools.org; carterd@edmonds.wednet.edu; pfowler-fung@lwsd.org; dhale@nsd.org; hechtmanl@issaquah.wednet.edu; dlhillary70@gmail.com; mhoge@perkinscoie.com; warrenhop@comcast.net; dhunter@auburn.wednet.edu; dkovacs@everettsd.org; marion_leach@sumnersd.org; cleonard@wspa.net; cwl@pattersonbuchanan.com; Martin, Moriah; Darryl.pernat@sno.wednet.edu; laurie.taylor@rentonschools.us; thomasj@bsd405.org; debra.tito@rentonschools.us; Lorraine@pfrwa.com
**Cc:** Verdo, Joellen; Murphy, Stephanie
**Subject:** Policy Question: Disclosure of Arrest During Employment?
**Date:** Wednesday, September 11, 2019 4:18:12 PM
**Attachments:** image001.png

---

Hello Sno-King Colleagues,

In Kent we are examining the possibility of adding a requirement to our District policies and procedures that KSD staff notify HR of any arrests/convictions. We are working out the details of exactly what that might look like and are wondering if anyone else has such a policy in place and, if so, whether you could please send it our way.

Thanks for your help!!!

Best,
Tim

***Timothy Reynolds***
Executive Director, Legal and Labor
Human Resources, Kent School District
12033 SE 256th Street • A-100
Kent, WA 98030-6503
Ph: 253-373-7154 • Fax: 253-373-7202
Timothy.Reynolds1@kent.k12.wa.us
Pronouns: he/him

*Confidentiality notice: This email may contain privileged and confidential attorney/client communications or attorney work product. If you received this communication in error, please notify the sender as soon as possible and delete this email from your system.*

**From:** Debra Tito on behalf of Debra Tito <debra.tito@rentonschools.us>
**To:** dalfieserv@aol.com; sjandersonmo@seattleschools.org; brandmah@puyallup.k12.wa.us; dbrower@fwps.org; ccallaham@auburn.wednet.edu; scarey@fpschools.org; carterd@edmonds.wednet.edu; pfowler-fung@lwsd.org; dhale@nsd.org; hechtmanl@issaquah.wednet.edu; dlhillary70@gmail.com; mhoge@perkinscoie.com; warren@ernn.com; dhunter@auburn.wednet.edu; dkovacs@everettsd.org; marion_leach@sumnersd.org; cleonard@wspa.net; cwl@pattersonbuchanan.com; moriah.martin@kent.k12.wa.us; Darryl.pernat@sno.wednet.edu; porterb@svsd410.org; tdpoulos@seattleschools.org; Timothy.reynolds1@kent.k12.wa.us; Laurie Taylor; thomasj@bsd405.org; Lorraine@pfrwa.com
**Subject:** Classified Negotiations
**Date:** Wednesday, September 18, 2019 10:12:03 AM

---

Good morning Sno-King,
We are in the midst of classified bargaining and would appreciate you sharing with us where you are with classified bargaining. Which groups have you settled? What % increase did you settle for? How long are the agreements?

Thanks for your help,
Deb

*Deb Tito*
Executive Director, HR
425-204-2413

**From:** Anderson - Moore, Sheryl J on behalf of Anderson - Moore, Sheryl J <sjandersonmo@seattleschools.org>
**To:** Debra Tito; dalfieserv@aol.com; brandmah@puyallup.k12.wa.us; dbrower@fwps.org; ccallaham@auburn.wednet.edu; scarey@fpschools.org; carterd@edmonds.wednet.edu; pfowler-fung@lwsd.org; dhale@nsd.org; hechtmanl@issaquah.wednet.edu; dlhillary70@gmail.com; mhoge@perkinscoie.com; warren@ernn.com; dhunter@auburn.wednet.edu; dkovacs@everettsd.org; marion_leach@sumnersd.org; cleonard@wspa.net; cwl@pattersonbuchanan.com; moriah.martin@kent.k12.wa.us; Darryl.pernat@sno.wednet.edu; porterb@svsd410.org; Poulos, Thomas D; Timothy.reynolds1@kent.k12.wa.us; Laurie Taylor; thomasj@bsd405.org; Lorraine@pfrwa.com
**Subject:** RE: Classified Negotiations
**Date:** Wednesday, September 18, 2019 10:16:03 AM
**Attachments:** image002.png
image003.png
image004.png
image005.png

---

HI Deb!! Good to hear from you! The SEA units for clerical ( SAEOP) and para pro settled for ( hold onto your breath) 5% (IPD plus 3%) , 2.1% ( IPD only), and 5% ( IPD plus 3%) - despite the fact that SEA units are about 25% to 30% above market for school district pay. The certs got the same except for the last year, where they got 4% ( IPD plus 2%). That Cert settlement puts SEA at about 5th place with other comparator districts……The other classified units are in negotiations now, and Tom may be able to update you on those. Thanks!

Sheryl Anderson-Moore, J.D. (she/her/hers)
Chief Negotiator, Human Resources
sjandersonmo@seattleschools.org
T: 206.252.0378
C: 206.316.6528
2445 3rd Avenue South, Seattle, WA 98134

---

**From:** Debra Tito <debra.tito@rentonschools.us>
**Sent:** Wednesday, September 18, 2019 10:12 AM
**To:** dalfieserv@aol.com; Anderson - Moore, Sheryl J <sjandersonmo@seattleschools.org>; brandmah@puyallup.k12.wa.us; dbrower@fwps.org; ccallaham@auburn.wednet.edu; scarey@fpschools.org; carterd@edmonds.wednet.edu; pfowler-fung@lwsd.org; dhale@nsd.org; hechtmanl@issaquah.wednet.edu; dlhillary70@gmail.com; mhoge@perkinscoie.com; warren@ernn.com; dhunter@auburn.wednet.edu; dkovacs@everettsd.org; marion_leach@sumnersd.org; cleonard@wspa.net; cwl@pattersonbuchanan.com; moriah.martin@kent.k12.wa.us; Darryl.pernat@sno.wednet.edu; porterb@svsd410.org; Poulos, Thomas D <tdpoulos@seattleschools.org>; Timothy.reynolds1@kent.k12.wa.us; Laurie Taylor <laurie.taylor@rentonschools.us>; thomasj@bsd405.org; Lorraine@pfrwa.com
**Subject:** Classified Negotiations

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settle for? How long are the agreements?

Thanks for your help,
Deb

*Deb Tito*
Executive Director, HR
425-204-2413

**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:** Brandmire, Amie H. on behalf of Brandmire, Amie H. <BrandmAH@puyallup.k12.wa.us>
**To:** Debra Tito; dalfieserv@aol.com; sjandersonmo@seattleschools.org; dbrower@fwps.org; ccallaham@auburn.wednet.edu; Carey Shaun; carterd@edmonds.wednet.edu; pfowler-fung@lwsd.org; dhale@nsd.org; hechtmanl@issaquah.wednet.edu; dlhillary70@gmail.com; mhoge@perkinscoie.com; warren@ernn.com; dhunter@auburn.wednet.edu; dkovacs@everettsd.org; marion_leach@sumnersd.org; cleonard@wspa.net; cwl@pattersonbuchanan.com; moriah.martin@kent.k12.wa.us; Darryl.pernat@sno.wednet.edu; porterb@svsd410.org; tdpoulos@seattleschools.org; Timothy.reynolds1@kent.k12.wa.us; Laurie Taylor; thomasj@bsd405.org; Lorraine@pfrwa.com
**Subject:** RE: Classified Negotiations
**Date:** Wednesday, September 18, 2019 10:22:24 AM

---

Hi Deb!

Classified agreements for Puyallup, summer 2019:

**PEPSA (Paras/LPNS/Interpreters – WEA):**

- 2 year agreement:
  - 2019-20: IPD + 3%
  - 2020-21: IPD + 1.5%
  - We were able to leverage some important language we needed about their roles and responsibilities

**Custodians (IUOE):**

- 3 year agreement:
  - 2019-20: IPD + 3%
  - 2020-21: IPD + 3%
  - 2021-22: IPD
  - We were a bit behind in comparison to surrounding districts

**Food Service (PSE):**

- 1 year wage reopener:
  - 2019-20: IPD

We still have **Maintenance (IUOE)** open. I expect we will settle on something fairly comparable to what we reached with our custodians.

Good luck!

***Amie Brandmire***
**Assistant Superintendent of Human Resources and Employee Relations**
Pronouns: She/Her

PUYALLUP SCHOOL DISTRICT
*A Tradition of Excellence*

P.O. Box 370 Puyallup, WA 98371
**Office** 253.841.8666 | **Direct** 253.841.8645 | **Email** Brandmah@puyallup.k12.wa.us

**From:** Debra Tito <debra.tito@rentonschools.us>
**Sent:** Wednesday, September 18, 2019 10:12 AM
**To:** dalfieserv@aol.com; sjandersonmo@seattleschools.org; Brandmire, Amie H. <BrandmAH@puyallup.k12.wa.us>; dbrower@fwps.org; ccallaham@auburn.wednet.edu; scarey@fpschools.org; carterd@edmonds.wednet.edu; pfowler-fung@lwsd.org; dhale@nsd.org; hechtmanl@issaquah.wednet.edu; dlhillary70@gmail.com; mhoge@perkinscoie.com; warren@ernn.com; dhunter@auburn.wednet.edu; dkovacs@everettsd.org; marion_leach@sumnersd.org; cleonard@wspa.net; cwl@pattersonbuchanan.com; moriah.martin@kent.k12.wa.us; Darryl.pernat@sno.wednet.edu; porterb@svsd410.org; tdpoulos@seattleschools.org; Timothy.reynolds1@kent.k12.wa.us; Laurie Taylor <laurie.taylor@rentonschools.us>; thomasj@bsd405.org; Lorraine@pfrwa.com
**Subject:** Classified Negotiations

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Thanks for your help,
Deb

*Deb Tito*
Executive Director, HR
425-204-2413

**From:** Mary Helbling on behalf of Mary Helbling <mhelblin@fwps.org>
**To:** admin@wspa.net
**Subject:** Membership Information
**Date:** Wednesday, September 18, 2019 2:15:24 PM

---

Hello,

I show that our General Counsel, Alex Sheridan, was a member of WSPA in 2018-19. I am trying to register her for the two-day law conference in October and it was not allowing me to on the WSPA website. I understand that the district has a membership. Do we have a limit to the number of members as part of the district membership or do I have to secure a membership for her individually. Any information I can get to help me in obtaining a membership for Ms. Sheridan and enrolling her for the law conference would be much appreciated. Thank you.

**Mary Helbling**
Executive Administrative Assistant to Deputy Superintendent & General Counsel
Superintendent's Office
253-945-2008 | mhelblin@fwps.org

FEDERAL WAY
PUBLIC SCHOOLS
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**From:** David Brower on behalf of David Brower <dbrower@fwps.org>
**To:** Debra Tito; dalfieserv@aol.com; sjandersonmo@seattleschools.org; brandmah@puyallup.k12.wa.us; ccallaham@auburn.wednet.edu; scarey@fpschools.org; carterd@edmonds.wednet.edu; pfowler-fung@lwsd.org; dhale@nsd.org; hechtmanl@issaquah.wednet.edu; dlhillary70@gmail.com; mhoge@perkinscoie.com; warren@ernn.com; dhunter@auburn.wednet.edu; dkovacs@everettsd.org; marion_leach@sumnersd.org; cleonard@wspa.net; cwl@pattersonbuchanan.com; moriah.martin@kent.k12.wa.us; Darryl.pernat@sno.wednet.edu; porterb@svsd410.org; tdpoulos@seattleschools.org; Timothy.reynolds1@kent.k12.wa.us; Laurie Taylor; thomasj@bsd405.org; Lorraine@pfrwa.com
**Subject:** RE: Classified Negotiations
**Date:** Wednesday, September 18, 2019 6:04:35 PM

---

Deb,

PSE (Paras, Transportation, and Nutrition Services)
4 years: Compensation:
18-19: 5.05%
19-20: Salary schedule redesign
20-21:IPD (Projected at **2%**)+ Market Midpoint Adjustment
21-22: IPD

We settled PSE -Early Learning (ECEAP and Headstart)
2019-2020: Salary schedule redesign+ 7%
2020-2021: 4%, inclusive of IPD (estimated at 2.1%)
Add 4.7% to Assistant teacher payline
2021-2022 Increase all cells by IPD

We are currently bargaining PSE Professional Technical Employees (Formerly local association)

David Brower
Chief Human Resource Officer
253-945-2049
dbrower@fwps.org

David Brower
Chief Human Resource Officer
253-945-2049
dbrower@fwps.org

Click here to learn about FWPS Career Opportunities

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---

**From:** Debra Tito <debra.tito@rentonschools.us>

**Sent:** Wednesday, September 18, 2019 10:12 AM
**To:** dalfieserv@aol.com; sjandersonmo@seattleschools.org; brandmah@puyallup.k12.wa.us; David Brower <dbrower@fwps.org>; ccallaham@auburn.wednet.edu; scarey@fpschools.org; carterd@edmonds.wednet.edu; pfowler-fung@lwsd.org; dhale@nsd.org; hechtmanl@issaquah.wednet.edu; dlhillary70@gmail.com; mhoge@perkinscoie.com; warren@ernn.com; dhunter@auburn.wednet.edu; dkovacs@everettsd.org; marion_leach@sumnersd.org; cleonard@wspa.net; cwl@pattersonbuchanan.com; moriah.martin@kent.k12.wa.us; Darryl.pernat@sno.wednet.edu; porterb@svsd410.org; tdpoulos@seattleschools.org; Timothy.reynolds1@kent.k12.wa.us; Laurie Taylor <laurie.taylor@rentonschools.us>; thomasj@bsd405.org; Lorraine@pfrwa.com
**Subject:** Classified Negotiations

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Thanks for your help,
Deb

*Deb Tito*
Executive Director, HR
425-204-2413

**From:** Kovacs, Debra D. on behalf of Kovacs, Debra D. <DKovacs@everettsd.org>
**To:** Debra Tito; dalfieserv@aol.com; sjandersonmo@seattleschools.org; brandmah@puyallup.k12.wa.us; dbrower@fwps.org; ccallaham@auburn.wednet.edu; scarey@fpschools.org; carterd@edmonds.wednet.edu; pfowler-fung@lwsd.org; dhale@nsd.org; hechtmanl@issaquah.wednet.edu; dlhillary70@gmail.com; mhoge@perkinscoie.com; warren@ernn.com; dhunter@auburn.wednet.edu; marion_leach@sumnersd.org; cleonard@wspa.net; cwl@pattersonbuchanan.com; moriah.martin@kent.k12.wa.us; Darryl.pernat@sno.wednet.edu; porterb@svsd410.org; tdpoulos@seattleschools.org; Timothy.reynolds1@kent.k12.wa.us; Laurie Taylor; thomasj@bsd405.org; Lorraine@pfrwa.com
**Subject:** RE: Classified Negotiations
**Date:** Wednesday, September 18, 2019 6:12:15 PM
**Attachments:** image002.png

---

Hi Deb,

We were open with two of our classified groups:

Nurses
2 year agreement
Year 1 - Rolled vacation into pay and added steps to salary schedule; 13.3% average increase (included vacation transition, market adjustment and IPD)
Year 2 – 2% or IPD whichever is greater

SEIU (IT, Food & Nutrition, Custodians)
2 year agreement
10% average increase (included market adjustments and IPD)
Year 2 – 2% or IPD whichever is greater

Debbie

EVERETT PUBLIC SCHOOLS

**Debbie Kovacs**
**Executive Director**
Human Resources
dkovacs@everettsd.org
425-385-4103 | 425-385-4102 Fax

---

**From:** Debra Tito <debra.tito@rentonschools.us>
**Sent:** Wednesday, September 18, 2019 10:12 AM
**To:** dalfieserv@aol.com; sjandersonmo@seattleschools.org; brandmah@puyallup.k12.wa.us; dbrower@fwps.org; ccallaham@auburn.wednet.edu; scarey@fpschools.org; carterd@edmonds.wednet.edu; pfowler-fung@lwsd.org; dhale@nsd.org; hechtmanl@issaquah.wednet.edu; dlhillary70@gmail.com; mhoge@perkinscoie.com; warren@ernn.com; dhunter@auburn.wednet.edu; Kovacs, Debra D. <DKovacs@everettsd.org>; marion_leach@sumnersd.org; cleonard@wspa.net; cwl@pattersonbuchanan.com; moriah.martin@kent.k12.wa.us; Darryl.pernat@sno.wednet.edu; porterb@svsd410.org; tdpoulos@seattleschools.org; Timothy.reynolds1@kent.k12.wa.us; Laurie Taylor <laurie.taylor@rentonschools.us>; thomasj@bsd405.org; Lorraine@pfrwa.com

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Thanks for your help,
Deb

*Deb Tito*
Executive Director, HR
425-204-2413

**From:** Jane Stencel on behalf of Jane Stencel <stencelj@wspa.net>
**To:** Sonja M. Brown; carterd@edmonds.wednet.edu; Janet Gavigan; jhodson@fwps.org; dlong@nthurston.k12.wa.us; tneidhold@psd1.org; jsteinernv@yahoo.com
**Subject:** Advisory Meeting
**Date:** Thursday, September 19, 2019 2:19:13 PM

---

I do not have an agenda yet, but wanted you to know for scheduling purposes that we will be having an advisory meeting on October 13 from 4-5:30. I hope you all will be able to attend.

Agenda will follow in the next couple weeks.

Thank you!

Jane Stencel
HELP Coordinator
WSPA
(509) 241-5025 work
(509) 979-0572 cell

| | |
|---|---|
| **From:** | Janet Hodson on behalf of Janet Hodson <jhodson@fwps.org> |
| **To:** | Jane Stencel; Sonja M. Brown; carterd@edmonds.wednet.edu; Janet Gavigan; dlong@nthurston.k12.wa.us; tneidhold@psd1.org; jsteinernv@yahoo.com |
| **Subject:** | RE: Advisory Meeting |
| **Date:** | Thursday, September 19, 2019 2:22:24 PM |

See you then!

Janet Hodson
Executive Director for Human Resources
253.945.2020
jhodson@fwps.org

---

**From:** Jane Stencel <stencelj@wspa.net>
**Sent:** Thursday, September 19, 2019 2:19 PM
**To:** Sonja M. Brown <sonjabrown@sequimschools.org>; carterd@edmonds.wednet.edu; Janet Gavigan <gaviganj@rsd407.org>; Janet Hodson <jhodson@fwps.org>; dlong@nthurston.k12.wa.us; tneidhold@psd1.org; jsteinernv@yahoo.com
**Subject:** Advisory Meeting

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Thank you!

Jane Stencel

HELP Coordinator

WSPA

(509) 241-5025 work

(509) 979-0572 cell

| | |
|---|---|
| **From:** | Long, Dawn on behalf of Long, Dawn <dlong@nthurston.k12.wa.us> |
| **To:** | "Jane Stencel"; Sonja M. Brown; carterd@edmonds.wednet.edu; Janet Gavigan; jhodson@fwps.org; tneidhold@psd1.org; jsteinernv@yahoo.com |
| **Subject:** | RE: Advisory Meeting |
| **Date:** | Thursday, September 19, 2019 2:27:45 PM |
| **Attachments:** | image001.png |

Thank you for the time and heads up, see you all then!

Dawn

*Dawn Long*
Human Resources Director
North Thurston Public Schools
360-412-4457 (40183)

---

**From:** Jane Stencel [mailto:stencelj@wspa.net]
**Sent:** Thursday, September 19, 2019 2:19 PM
**To:** Sonja M. Brown <sonjabrown@sequimschools.org>; carterd@edmonds.wednet.edu; Janet Gavigan <gaviganj@rsd407.org>; jhodson@fwps.org; Long, Dawn <dlong@nthurston.k12.wa.us>; tneidhold@psd1.org; jsteinernv@yahoo.com
**Subject:** Advisory Meeting

I do not have an agenda yet, but wanted you to know for scheduling purposes that we will be having an advisory meeting on October 13 from 4-5:30. I hope you all will be able to attend.

Agenda will follow in the next couple weeks.

Thank you!

Jane Stencel
HELP Coordinator
WSPA
(509) 241-5025 work
(509) 979-0572 cell

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**attachments or follow links if this email was unsolicited or you do not recognize the sender.**

**From:** Limmer, Tina M. on behalf of Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>
**To:** Curtis M. Leonard; Tony Frascone; Carey Shaun; "admin@wspa.net"
**Subject:** WSPA Presidents phone calls and follow up
**Date:** Monday, September 23, 2019 9:44:48 AM
**Attachments:** image001.png

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Hi all,

The school year is under way and I'm not sure when we start our phone calls and get to work on the items still on our list.

Our board meeting is only weeks away and I feel like we have some work to do.

Your thoughts?

Tina

**Tina (Konsmo) Limmer | Director of Human Resources | Puyallup School District**

PUYALLUP SCHOOL DISTRICT
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P.O. Box 370 Puyallup, WA 98371
**Office** 253.841.8666 **Fax** 253.841.8650 | **Email** LimmeTM@puyallup.k12.wa.us

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**From:** Limmer, Tina M. on behalf of Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>
**To:** Curtis M. Leonard; Tony Frascone; Carey Shaun; "admin@wspa.net"
**Subject:** RE: WSPA Presidents phone calls and follow up
**Date:** Monday, September 23, 2019 9:46:17 AM
**Attachments:** WSPA Leadership Retreat follow up.docx
image001.png

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Sorry, I also meant to send the running list I have been keeping.

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Your thoughts?
Tina

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## Other Questions:

**Jennifer to non profit workshop**

## Follow up action items from WSPA Leadership Retreat:

**Job Descriptions and formal improvement plan** **Curtis**

**What every employee needs to know revision research** **Curtis**

**WASA/WSPA joint liaison research** **Curtis – complete**

I had a great meeting with WASA this week. They currently have a model with WASBO that would be ideal for us. They provide lobbying on behalf of WASBO and provide updates to WASBO membership based on this work. Next steps would be the following:

- WASA will provide me a proposal with a scope of services and contracted amount. Once I have this, I will send for review.
- WASA, WSPA and WASBO are scheduling a meeting together to determine if the legislative partnership with the three organizations would be mutually beneficial for all of us. I am currently working to schedule this meeting.

The plan is that MOST of the legislative platform from WASA would fit our needs, but they are open to tweaking items for a HR focus. We couldn't determine any issues where WASA and WSPA would be on different sides of an issue – and with the crossover in membership, we are likely going to be closely aligned on almost any issue. But, we still want to discuss to make sure that we will be aligned.

I will provide more updates as I have them,
Curtis

**Research Jane's stipend payment** **Curtis**

**Career fair price structuring (Districts, Universities, attendees)** **Curtis & Chris**

**Complete Mission, Vision & Goals** **Curtis & Who?**

**<u>Jennfier Email 6/10/19</u>**

**Vision/Mission/Goals**

- The changes to the purpose/vision/mission will need to go to vote by the general membership as it will require updating our bylaws. I would recommend either reviewing the purpose/vision/mission/goals at the October meeting with the full board to or creating a subcommittee to do that work the afternoon of October 13. The subcommittee could then present their draft to the board at the evening meeting for approval and we can take it to membership for vote at annual conference.

- Please keep in mind that we will also have an annual conference subcommittee meeting that afternoon so we will need to stagger time and volunteers.
- Please let me know if you prefer a subcommittee for full board participation and I will prep a schedule for October.

**CPA 2017 & 2018 Tax information Status Jennifer**

**Confirm contract with Tulalip (Preconference?) Jennifer – complete changed weeks**

**Send out 2019-20 Membership information Jennifer - complete**

**Jennfier Email 6/12/19**

***Thank you*** to the members of the Washington School Personnel Association. With members like you, we are able to provide a sustainable professional community for human resource professionals across the State of Washington. Only through your support can we continue to offer dynamic, relevant, and meaningful professional development as well as advocate for legislative action that supports education and WSPA endorsed initiatives.

***The new WSPA membership year begins September 1st.*** We hope that you will choose to continue your membership and participation in our organization.

**Please click here to renew your membership.**

Thank you,
Jennifer Tottenham

Washington School Personnel Association

**Explore Doubletree SeaTac for Law Conference (contact Kurt Hatch to see what their rates were) Jennifer - Complete**

**Jennfier Email 6/10/19**

I submitted a Request for Proposal to the SeaTac Doubletree today and will let you know as soon as they respond with date availability and a quote.

**Jennfier Email 6/20/19**

FYI – I am meeting with the DoubleTree at SeaTac next Wednesday to walk through the facility and to finalize our agreement for Law Conference.

**Explore ESD for Misconduct & Bargaining Conference Jennifer**

**Purchase Printer & additional computer** **Jennifer**

**WSPA brochure sent out to the board for review** **Jennifer**

**Jennfier Email 6/10/19**

**Membership and Membership Brochure**

- I have attached a copy of the current membership brochure as requested . I will move forward with using these for the initial membership mailing this summer and we can print new brochures when we have new vision/mission/goals finalized.
- I created the membership forms for 2019-2020 today, will update the website tonight/tomorrow, and send out the first of the membership renewal announcements on Wednesday. Reminders will go out regularly through the end of September.

**Rates of all credit card providers (for October meeting)** **Jennifer**

**Regional Co-rep guidance** **Kim**

**(Jennifer provide what she currently sends)**

**Jennfier Email 6/11/19**

**Region Meetings and Region Contact Information**

- I have sent contact lists per region as requested
- I have attached the directions for emailing your Region members. Please let me know if you have any questions or if may be of any assistance.
- When you have your scheduled region meeting dates please send me a copy and I will post to the website. Thank you.
- I am working to develop some onboarding materials for our new region reps. I will be collaborating with Kim Harmon (thank you, Kim!) and will share these materials as soon as finalized.

Currently Have:

**WSPA Regional Email Access**

We have a website for board members to communicate with their regions –

You will go to the "back end" of the website which can be accessed by this link:

**https://waspa.memberclicks.net/administrator/**

- The username for this account is: wspaboard
- The password for this account is: wspa2015
- Once you are logged in your will see "ADMIN HOME".

- Just below that is a communication area, to send an email to your region WSPA members click on the region you want to access. This will show you all of the members in your region.
- To send them an email click on the tiny envelope marked "Contact" in the upper right.
- You will need to enter your reply name and email address.

- At the bottom under Schedule Options you can select Send Immediately or Send at a later date and time – then choose that date and time (don't forget to change the time zone).
- Don't hit PREVIEW but rather hit CONTINUE and follow the instructions from there.
- If you want to send an email to a certain person back in the area where the members in the saved search appear just click the "TAG" box for those you want to communicate with.
- You can also click on "export" in the top right of the page to export out to excel.

## Membership list by Region for regional Co-reps may need again for this year — Jennifer –

**Jennfier Email 6/11/19**

Hello everyone,

I have attached the contact lists by region as requested.
Thank you,

Jennifer

TINA – Ask again in the end of September as they start to plan their meetings

## Scholarship application review bring to October — Jennifer

## Other HR awards info/application(s) — Tony

## S275 Conference (do we or don't we?) complete — Jennifer -

Curtis and Jennifer,

I reached out to 4 other districts and they all see merit in still having the S275 class. All of them are continuing to place teachers the "traditional" way.

All were concerned about how new HR employees would get training if it went away and all would like to see it tweaked a bit to add the para standards and ESSA.

I vote we move forward, but start the day(s) with a disclaimer that we are teaching to the "traditional" way, not the state required way.

Let me know if you need any help with this,

Tina

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Monday, June 17, 2019 10:58 AM
**To:** cleonard@wspa.net; Curtis M. Leonard <cml@pattersonbuchanan.com>; Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>
**Subject:** FW: WSPA S-275 Workshops presentations 2019-2020

Curtis and Tina,
Feedback from Laura Bradburn, S-275 presenter. Please let me know how you wish to proceed.

Thank you,

Jennifer

**From:** Bradburn Laura D. [mailto:BradburnLD@mukilteo.wednet.edu]
**Sent:** Monday, June 17, 2019 10:54 AM
**To:** admin@wspa.net; mhcolvin@bethelsd.org; stephaniedr@spokaneschools.org; jeans@spokaneschools.org
**Subject:** RE: WSPA S-275 Workshops presentations 2019-2020

Thanks for thinking of me Jennifer, but I sincerely cannot think of a good reason to run it again. I am happy to share my knowledge of how credits, degrees and experience work for how districts can place their employees on their salary schedule, but OSPI does not have any requirements for how we place our staff anymore. It is pretty much a district decision. Many school districts are still following the rules we have always used because it gives us 'reasons' why we place someone where we do, but OSPI doesn't use the rules any longer.

On June 6, 2019, this is what Ross Bunda wrote to a district in response to a question regarding a transcript and salary placement:

The 2018 Washington legislature has discontinued "staff mix" in school funding, and the authorizing state laws that define/govern degree, credits, and certificated years of experience. The state K-12 salary allocation schedule for 2017-18 is the last; there is no such new schedule for 2018-19 and subsequent school years; and no such state funding model that uses degrees, credits, and certificated years of experience. Districts will determine their own compensation schedule for teachers and ESAs, much like they do currently for certificated administrative and classified staff, including what may count and what may not count for compensation purposes.

Please share this information with the WSPA board and see if they still want the workshop to take place. 😊

*Laura Bradburn*

*HR Technician*

*Mukilteo School District*

*9401 Sharon Drive*

*Everett, WA 98204*

*425-356-1243*

*425-356-1329 FAX #*

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Monday, June 17, 2019 10:44 AM
**To:** mhcolvin@bethelsd.org; Bradburn Laura D. <BradburnLD@mukilteo.wednet.edu>; stephaniedr@spokaneschools.org; jeans@spokaneschools.org
**Subject:** WSPA S-275 Workshops presentations 2019-2020

*** Use caution responding to or opening attachments and links in this email. It is not from Mukilteo SD.***

Hello my favorite S-275 presenters,

The WSPA board would like to offer S-275 training for our members again this year. We have scheduled the following dates and are hopeful that you would be willing to present again this year.

Southcenter/Tukwila – TWO workshops

October 9 and October 10, 2019

Spokane – ONE workshop

October 4, 2019

The stipend remains the same: $750 per person, per event.

Thank you for your consideration -- if you are not able to present this year, please let me know if you have any recommendation for a presenter to take your place.

Please let me know if you have any questions. Thank you again for your consideration.

Jennifer

## WSPA Conference Sub-Committee and Topics

**Jennfier Email 6/11/19**

**Annual Conference Sub-Committee and Call for Topics and Speakers**

- At the retreat, it was determined that we would continue with a sub-committee for annual conference agenda planning. This is designed to take the pressure off the regions in the development of the agenda and the securing of speakers. The regions will still be responsible for facilities, catering, entertainment, and other event programming. The overarching goal is to create a vision and goals for the conference going forward so we can continue to grow and elevate the conference.
- Sub-Committee members: Tina, Kim, Toni, Melissa, Stacia, Vivian, Tony, Curtis, Jennifer
- **All Board: Call for topics/speakers**

- ***Please send me your suggested topics and speakers. I will begin compiling recommendations for our planning meeting.***

**<u>My response 6/20/19</u>**

Hi Jennifer,

Here are some ideas for the annual conference that I have been keeping over the last year.

I didn't put my mind to who yet, but can if the committee wants to do any of them.

Surviving the acronym puzzle of HR and school districts
Paraeducator standards
Certification 101 and 301 (an elementary and an advanced class)
Paid family leave
SEBB
Workers compensation
Retirement
Leadership (360 degree)
Effective evaluations tips and tricks and dos and don'ts
TPEP lessons learned
Records management
ADA compliance
Investigations low & high level
Digital records
What does lobbying look like? And how can you get involved?

Have a great day,
Tina

| | |
|---|---|
| **From:** | admin@wspa.net |
| **To:** | Limmer, Tina M. |
| **Cc:** | Curtis M. Leonard; tfrascon@fwps.org; scarey@fpschools.org; cleonard@wspa.net |
| **Subject:** | RE: WSPA Presidents phone calls and follow up |
| **Date:** | Monday, September 23, 2019 10:05:51 AM |
| **Attachments:** | image001.png |

Hello,

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If that works for everyone, I am happy to schedule beginning with this Thursday.

I will send an update regarding the attached list today.

Thank you,

Jennifer

---

**From:** Limmer, Tina M. [mailto:LimmeTM@puyallup.k12.wa.us]
**Sent:** Monday, September 23, 2019 9:45 AM
**To:** Curtis M. Leonard <cml@pattersonbuchanan.com>; Tony Frascone <tfrascon@fwps.org>; Carey Shaun <scarey@fpschools.org>; admin@wspa.net
**Subject:** WSPA Presidents phone calls and follow up

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| | |
|---|---|
| **From:** | Tony Frascone on behalf of Tony Frascone <tfrascon@fwps.org> |
| **To:** | admin@wspa.net; Limmer, Tina M. |
| **Cc:** | Curtis M. Leonard; scarey@fpschools.org; cleonard@wspa.net |
| **Subject:** | Re: WSPA Presidents phone calls and follow up |
| **Date:** | Monday, September 23, 2019 10:14:34 AM |
| **Attachments:** | image001.png<br>Outlook-1469573586.png |

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Thursday mornings are good for me.....Tony

**Anthony C. Frascone**
**Executive Director of Human Resources**
**e. Tfrascon@fwps.org | p. (253) 945-2078**

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**To:** Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>
**Cc:** Curtis M. Leonard <cml@pattersonbuchanan.com>; Tony Frascone <tfrascon@fwps.org>; scarey@fpschools.org <scarey@fpschools.org>; cleonard@wspa.net <cleonard@wspa.net>
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**To:** Tony Frascone; Limmer, Tina M.
**Cc:** Curtis M. Leonard; scarey@fpschools.org; cleonard@wspa.net
**Subject:** RE: WSPA Presidents phone calls and follow up
**Date:** Monday, September 23, 2019 10:16:29 AM
**Attachments:** image002.png
image003.png

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Thank you, Tony.

Jennifer

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**From:** Tony Frascone [mailto:tfrascon@fwps.org]
**Sent:** Monday, September 23, 2019 10:15 AM
**To:** admin@wspa.net; Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>
**Cc:** Curtis M. Leonard <cml@pattersonbuchanan.com>; scarey@fpschools.org; cleonard@wspa.net
**Subject:** Re: WSPA Presidents phone calls and follow up

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**To:** admin@wspa.net; Tony Frascone
**Cc:** Curtis M. Leonard; Carey Shaun; cleonard@wspa.net
**Subject:** RE: WSPA Presidents phone calls and follow up
**Date:** Monday, September 23, 2019 10:31:29 AM
**Attachments:** image001.png
image002.png

---

Thursday mornings work for me as well.
Tina

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Monday, September 23, 2019 10:16 AM
**To:** Tony Frascone <tfrascon@fwps.org>; Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>
**Cc:** Curtis M. Leonard <cml@pattersonbuchanan.com>; scarey@fpschools.org; cleonard@wspa.net
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**From:** Curtis M. Leonard on behalf of Curtis M. Leonard <cml@pattersonbuchanan.com>
**To:** Limmer, Tina M.; admin@wspa.net; Tony Frascone
**Cc:** Carey Shaun; cleonard@wspa.net
**Subject:** RE: WSPA Presidents phone calls and follow up
**Date:** Monday, September 23, 2019 10:34:22 AM
**Attachments:** image003.png
image004.png
image005.png

---

I am available on Thursdays as well. Let's potentially target the second Thursday of the month in the AM. Does 9 work ?

**Curtis M. Leonard** | Principal
DIRECT 206.462.6707 | TOLL FREE 800.722.3815
cml@pattersonbuchanan.com

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**To:** admin@wspa.net; Tony Frascone <tfrascon@fwps.org>
**Cc:** Curtis M. Leonard <cml@pattersonbuchanan.com>; Carey Shaun <scarey@fpschools.org>; cleonard@wspa.net
**Subject:** RE: WSPA Presidents phone calls and follow up

Thursday mornings work for me as well.
Tina

---

**From:** admin@wspa.net <admin@wspa.net>
**Sent:** Monday, September 23, 2019 10:16 AM
**To:** Tony Frascone <tfrascon@fwps.org>; Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>
**Cc:** Curtis M. Leonard <cml@pattersonbuchanan.com>; scarey@fpschools.org; cleonard@wspa.net
**Subject:** RE: WSPA Presidents phone calls and follow up

Thank you, Tony.

Jennifer

---

**From:** Tony Frascone [mailto:tfrascon@fwps.org]
**Sent:** Monday, September 23, 2019 10:15 AM

**To:** admin@wspa.net; Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>
**Cc:** Curtis M. Leonard <cml@pattersonbuchanan.com>; scarey@fpschools.org; cleonard@wspa.net
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Thank you,

Jennifer

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**From:** admin@wspa.net
**To:** Curtis M. Leonard; Limmer, Tina M.; Tony Frascone
**Cc:** Carey Shaun; cleonard@wspa.net
**Subject:** RE: WSPA Presidents phone calls and follow up
**Date:** Monday, September 23, 2019 10:59:23 AM
**Attachments:** image001.png
image002.png
image003.png

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Thank you, Curtis.

Would you like to begin with this Thursday and then move to the second Thursday of each month going forward? I will make the change from 8:00 to 9:00 if that works for the team.

Jennifer

---

**From:** Curtis M. Leonard [mailto:cml@pattersonbuchanan.com]
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Thank you, Tony.

Jennifer

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**Cc:** Carey Shaun; cleonard@wspa.net
**Subject:** RE: WSPA Presidents phone calls and follow up
**Date:** Monday, September 23, 2019 11:02:09 AM
**Attachments:** image001.png
image002.png
image003.png

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Let's do October 3 for this month and then the second week starting in November.

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