

From: admin@wsps.net
To: [Curtis M. Leonard](#); [Limmer, Tina M.](#); [Tony Frascione](#)
Cc: [Carey Shaun](#); cleonard@wsps.net
Subject: RE: WSPA Presidents phone calls and follow up
Date: Monday, September 23, 2019 1:33:10 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

I will be at S-275 in Spokane that day, but the workshop will have begun and I should be able to pick up the call.

I will send out calendar invites to all.

Jennifer

From: Curtis M. Leonard [mailto:cml@pattersonbuchanan.com]
Sent: Monday, September 23, 2019 11:02 AM
To: admin@wsps.net; [Limmer, Tina M.](#) <LimmeTM@puyallup.k12.wa.us>; [Tony Frascione](#) <tfrascon@fwps.org>
Cc: [Carey Shaun](#) <scarey@fpschools.org>; cleonard@wsps.net
Subject: RE: WSPA Presidents phone calls and follow up

Let's do October 3 for this month and then the second week starting in November.

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@wsps.net <admin@wsps.net>
Sent: Monday, September 23, 2019 10:59 AM
To: [Curtis M. Leonard](#) <cml@pattersonbuchanan.com>; [Limmer, Tina M.](#) <LimmeTM@puyallup.k12.wa.us>; [Tony Frascione](#) <tfrascon@fwps.org>
Cc: [Carey Shaun](#) <scarey@fpschools.org>; cleonard@wsps.net
Subject: RE: WSPA Presidents phone calls and follow up

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>]
Sent: Monday, September 23, 2019 10:34 AM
To: Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>; admin@wspace.net; Tony Frascione <tfrascon@fwps.org>
Cc: Carey Shaun <scarey@fpschools.org>; cleonard@wspace.net
Subject: RE: WSPA Presidents phone calls and follow up

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

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: Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>
Sent: Monday, September 23, 2019 10:31 AM
To: admin@wspace.net; Tony Frascione <tfrascon@fwps.org>
Cc: Curtis M. Leonard <cml@pattersonbuchanan.com>; Carey Shaun <scarey@fpschools.org>; cleonard@wspace.net
Subject: RE: WSPA Presidents phone calls and follow up

Thursday mornings work for me as well.
Tina

From: admin@wspace.net <admin@wspace.net>
Sent: Monday, September 23, 2019 10:16 AM
To: Tony Frascione <tfrascon@fwps.org>; Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>
Cc: Curtis M. Leonard <cml@pattersonbuchanan.com>; scarey@fpschools.org; cleonard@wspace.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
Subject: Re: WSPA Presidents phone calls and follow up

Thursday mornings are good for me.....Tony

Anthony C. Frascone
Executive Director of Human Resources
e. tfrascon@fwps.org | p. (253) 945-2078



<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: admin@wspa.net <admin@wspa.net>
Sent: Monday, September 23, 2019 10:05 AM
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>
Subject: RE: WSPA Presidents phone calls and follow up

Hello,

Is there a day/time of day that works best for the group? Last year we did 8:00am on Thursdays with Curtis, current president, and Jennifer and then an 8:30 call with Curtis and the president team.

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 Frascione <tfrascon@fwps.org>; Carey Shaun <scarey@fpschools.org>; admin@wspa.net

Subject: WSPA Presidents phone calls and follow up

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



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.

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.

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: admin@wsps.net
To: [Curtis M. Leonard](#); [Limmer, Tina M.](#); [Tony Frascione](#)
Cc: [Carey Shaun](#); cleonard@wsps.net
Subject: RE: WSPA Presidents phone calls and follow up
Date: Monday, September 23, 2019 1:37:37 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

The second week of November is Employee Misconduct, so I have scheduled the first week of November. December- May will be the second week of each month. Calendar invites going out now.

Thank you,

Jennifer

From: Curtis M. Leonard [mailto:cml@pattersonbuchanan.com]
Sent: Monday, September 23, 2019 11:02 AM
To: admin@wsps.net; [Limmer, Tina M.](#) <LimmeTM@puyallup.k12.wa.us>; [Tony Frascione](#) <tfrascon@fwps.org>
Cc: [Carey Shaun](#) <scarey@fpschools.org>; cleonard@wsps.net
Subject: RE: WSPA Presidents phone calls and follow up

Let's do October 3 for this month and then the second week starting in November.

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@wsps.net <admin@wsps.net>
Sent: Monday, September 23, 2019 10:59 AM
To: [Curtis M. Leonard](#) <cml@pattersonbuchanan.com>; [Limmer, Tina M.](#) <LimmeTM@puyallup.k12.wa.us>; [Tony Frascione](#) <tfrascon@fwps.org>
Cc: [Carey Shaun](#) <scarey@fpschools.org>; cleonard@wsps.net
Subject: RE: WSPA Presidents phone calls and follow up

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>]
Sent: Monday, September 23, 2019 10:34 AM
To: Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>; admin@wspa.net; Tony Frascione <tfrascon@fwps.org>
Cc: Carey Shaun <scarey@fpschools.org>; cleonard@wspa.net
Subject: RE: WSPA Presidents phone calls and follow up

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

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: Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>
Sent: Monday, September 23, 2019 10:31 AM
To: admin@wspa.net; Tony Frascione <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 Frascione <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 Frascione [<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

Thursday mornings are good for me.....Tony

Anthony C. Frascione
Executive Director of Human Resources
e. tfrascon@fwps.org | p. (253) 945-2078



<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: admin@wspa.net <admin@wspa.net>
Sent: Monday, September 23, 2019 10:05 AM
To: Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>
Cc: Curtis M. Leonard <cml@pattersonbuchanan.com>; Tony Frascione <tfrascon@fwps.org>; scarey@fpschools.org <scarey@fpschools.org>; cleonard@wspa.net <cleonard@wspa.net>
Subject: RE: WSPA Presidents phone calls and follow up

Hello,

Is there a day/time of day that works best for the group? Last year we did 8:00am on Thursdays with Curtis, current president, and Jennifer and then an 8:30 call with Curtis and the president team.

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 Frascione <tfrascon@fwps.org>; Carey Shaun <scarey@fpschools.org>; admin@wspa.net
Subject: WSPA Presidents phone calls and follow up

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



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.

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.

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: admin@wspa.net
To: [Curtis M. Leonard](#); cleonard@wspa.net; [Limmer, Tina M.](#); [Carey Shaun](#); [Tony Frascone](#)
Subject: WSPA updates
Date: Monday, September 23, 2019 3:41:36 PM

Hello everyone,

Here are WSPA updates on my assigned tasks and next steps for the board. **Items requiring president direction are in red.**

1. Jennifer to non-profit workshop

- a. I requested approval from Curtis and Tina to attend a Strategic Planning for non-profits workshop in late October
 - i. <https://washingtonnonprofits.secure.nonprofitsoapbox.com/component/events/event/252>
- b. It was my suggestion that we consider holding off strategic planning at the October board meeting and come to the February meeting with a framework for developing a plan. I think this workshop would be helpful in creating that framework and giving us a clear path to make progress at the February meeting and next retreat.
- c. **Please let me know if I may register to attend and if we wish to move forward with strategic planning in February.**

2. Vision/Mission/Goals

- a. The updates to the vision/mission discussed at the retreat will need approval by general membership.
- b. We can take this to the board for final approval at the October meeting, we can create a sub-committee for discussion in October, or we can defer to February.
- c. **Action on this will be determined by when we do our strategic planning (item 1.c)**

3. Taxes

- a. The CPA has submitted the 2017 taxes, an amendment to 2016, and has all necessary data to submit 2018. Both submissions have been accepted by the IRS. I will forward the 2018 acceptance letter when received from the IRS.

4. Membership

- a. I have sent out regular emails to encourage renewals and will continue to do so through November.
- b. I completed a mailing of our membership brochure to every district and ESD in the state (early August mailing)
- c. I will provide a complete membership report at the October meeting, but as of yesterday our membership income for the new year is 56,375. I received some renewals today that are not accounted for in this number and will be updated tonight.
- d. **Region contact information**
 - i. I sent region contact information at the beginning of the new WSPA year and have it on my calendar to send again at the end of September and then again at the end of October and November. I expect to have several more membership renewals over the next months as we open more events, including career fair.

5. Events/Facilities

- a. The law conference has been moved to the SEATAC Doubletree
- b. The ESD was not available for S-275, Misconduct or Bargaining. We will remain at the DoubleTree Southcenter this year and I will hopefully be able to book us for the next year at the ESD. Their space is limited and they book *early*. I submitted my requests in June following the retreat and

they were already booked.

- c. We are booked at the Spokane ESD for S-275, east-side Bargaining, and east side HELP Classified boot camp in the spring
- d. All events are confirmed with signed agreements in place for 2019-2020.

6. Events/Registration

- a. **Law Conference** as of today:
 - i. 107 registrations.
 - ii. I expect us to hit/exceed 200 as per our usual attendance.
 - iii. I have reminders going out weekly through October 9
- b. **S-275** as of today:
 - i. Spokane 10/4: 13
 - ii. Tukwila 10/9: 42
 - iii. Tukwila 10/10: 29
 - 1. I have another reminder going out this week and registration will close on Friday so I can order materials.
- c. **HELP Fall Writing Workshop**
 - i. Open to all, not only HELP participants
 - ii. We currently have 2 non-HELP attendees. This is typically very low non-HELP attendance. We may get a few more.
- d. **HELP Fall Classified Boot Camp**
 - i. Currently 6 registrations
 - ii. Reminders going out weekly through October 16. I expect us to hit 20 or so per usual
- e. **Upcoming events**
 - i. Employee Misconduct will open next week
 - ii. Annual Conference, Bargaining, and Career Fair will open in November

7. October Board Meeting and Sub-Committee Planning Schedule

- a. Tentative Schedule for Sunday, October 13
 - i. Annual Conference Sub-Committee Planning Meeting
 - 1. 2:00-4:00 pm
 - ii. HELP Advisory Committee Meeting
 - 1. 4:00-5:30
 - iii. WSPA Board Meeting
 - 1. 6:00-8:00

Please let me know if this schedule is acceptable and I will share with the Board. I will share a draft agenda when the strategic planning decision has been made. Thank you.

8. Annual Conference

- a. I am attending the Region 6 meeting this Wednesday for conference planning and we are meeting with the hotel event planner that afternoon for a walk-through.
- b. Sub-Committee Planning
 - i. The purpose of this meeting will be to finalize session topics and presenter suggestions. I will then follow up with presenters to finalize the agenda.

Please let me know if you have any questions or if I may provide any additional information.

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: [Carey Shaun](#) on behalf of [Carey Shaun <scarey@fpschools.org>](#)
To: [Limmer, Tina M.](#)
Cc: [admin@wspa.net](#); [Tony Frascone](#); [Curtis M. Leonard](#); [cleonard@wspa.net](#)
Subject: Re: WSPA Presidents phone calls and follow up
Date: Tuesday, September 24, 2019 10:13:02 AM

Thursday's work for me as well.

Shaun

Sent from my iPhone

On Sep 23, 2019, at 10:31 AM, Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us> wrote:

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.

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
Subject: Re: WSPA Presidents phone calls and follow up

Thursday mornings are good for me.....Tony

Anthony C. Frascone
Executive Director of Human Resources
e. tfrascon@fwps.org | p. (253) 945-2078
<image001.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: admin@wsps.net <admin@wsps.net>

Sent: Monday, September 23, 2019 10:05 AM

To: Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>

Cc: Curtis M. Leonard <cml@pattersonbuchanan.com>; Tony Frascione <tfrascon@fwps.org>; scarey@fpschools.org <scarey@fpschools.org>; cleonard@wsps.net <cleonard@wsps.net>

Subject: RE: WSPA Presidents phone calls and follow up

Hello,

Is there a day/time of day that works best for the group? Last year we did 8:00am on Thursdays with Curtis, current president, and Jennifer and then an 8:30 call with Curtis and the president team.

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 Frascione <tfrascon@fwps.org>; Carey Shaun <scarey@fpschools.org>; admin@wsps.net

Subject: WSPA Presidents phone calls and follow up

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

<image002.png>

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.

From: jentottenham@gmail.com <jentottenham@gmail.com>
To: [晴橫抵湯跳奔 牯; 楊便瑞 異熱茱灵歎\(脚\) 獵; 浣 慰穀圻滬扮拙慨慮 潤; 汝湮慮漸着勾 敵](#)
Subject: Invitation: WSPA Conference Call: Curtis, Tina, Jennifer @ Thu Oct 3, 2019 9am - 9:30am (PDT)
(tfrascon@fwps.org)

You have been invited to the following event.
[Learn More.](#)

From: jentottenham@gmail.com <jentottenham@gmail.com>
To: [晴橫抵湯跳奔 牯; 楊便瑞 異熱茱灵歎\(脚\) 獵; 浣 慰穀圻滬扮拙慨慮 潤; 汝湮慮慚着勾 敵](#)
Subject: Invitation: WSPA Conference Call: Curtis, Tina, Jennifer @ Thu Nov 7, 2019 9am - 9:30am (PST)
(tfrascon@fwps.org)

You have been invited to the following event.
[Learn More.](#)

From: admin@wsps.net
To: [Mary Helbling](#)
Subject: RE: Membership Information
Date: Thursday, September 26, 2019 10:22:21 AM
Attachments: [Sheridan law conference 2019.pdf](#)

Hi Mary,

My apologies for the trouble – I think that I have the issue resolved and have registered Ms. Sheridan for the law conference. The confirmation/invoice is attached for your records.

The username for Ms. Sheridan is her email address and I have set the password as wsps (lower case).

Please let me know if there is any continued trouble accessing her account or if I may be of any additional information.

Thank you,

Jennifer

Jennifer Tottenham

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

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

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



From: Mary Helbling <mhelblin@fwps.org>
Sent: Wednesday, September 18, 2019 2:15 PM
To: admin@wsps.net
Subject: Membership Information

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



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.

INVOICE 12930

Washington School Personnel Association
PO Box 1600
Anacortes, WA 98221



Federal Way Public Schools
Attn: Alex Sheridan
33330 8th Avenue S
Federal Way, Washington 98003

Invoice # 12930
Invoice Date 09/26/2019
Invoice Due 10/26/2019

| | |
|------------|--------|
| Amount Due | 395.00 |
|------------|--------|

Invoice Details

| Description | Amount |
|---|--------|
| School Law Conference Registration 2019 | 395.00 |

| | |
|------------|--------|
| Amount Due | 395.00 |
|------------|--------|

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

From: [Tony Frascione](#) on behalf of [Tony Frascione <tfrascon@fwps.org>](#)
To: admin@wspa.net
Subject: Phone message
Date: Thursday, September 26, 2019 1:06:19 PM

Hi Jennifer,
I'm wondering if you received my phones message related to the POG last week? Best!

Tony Frascione

From: [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](#)
To: admin@wspa.net
Cc: [Tara Lofton](#)
Subject: WSPA Law Conf & Bootcamp
Date: Monday, September 30, 2019 11:35:27 AM
Attachments: [image001.png](#)

Hello:

I am writing for verify that my following team members have been registered for a couple upcoming events:

Alicia Larson, Jessica Drexler & Tina Williamson – October 10, 2019 for S275
David Brower, Dan Dizon, Amanda Michaels & Desiree Thomas – October 14-15, 2019 for Law Conference
David Brower & Janet Hodson (Presenters) – October 21, 2019 for Bootcamp
Tony Frascione, Janet Hodson, David Brower, Megan Ristine, Chris Patten (Benz) & myself – March 2-4, 2020 for Annual Conference

Can you please confirm if or if not the above have been registered.



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](#)



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: admin@wsps.net
To: [Bradburn Laura D.](#); mhcolvin@bethelsd.org; jeans@spokaneschools.org; [Stephanie Busch](#)
Cc: [Curtis M. Leonard](#); cleonard@wsps.net; [Limmer, Tina M.](#); [Tony Frascione](#); [Carey Shaun](#)
Subject: Confirmation: WSPA S-275 Workshops and materials
Date: Monday, September 30, 2019 11:35:29 AM

Hello my friends,

We are all set for our S-275 workshops this week and next-- notebooks are ordered, catering is arranged and we are ready to go! Again, thank you so much for being willing to present. I know this is challenging with ever-changing regulations and we appreciate the time and work you put into providing the most up to date information each year. ***Thank you.***

I have a limited number of extra notebooks printed and can easily adjust invoices for anyone who chooses to move from electronic to print versions onsite. I also have copies for each presenter and one for WSPA archives.

S-275 Reporting Workshop SPOKANE

October 4, 2019

- NEW ESD 101
- Schultheis Room
- Attendance: 13 (6 ordered print notebooks, and 7 requested electronic versions)
- Event 8am-4pm – I will be there at 7am for set up
- Continental breakfast and lunch provided

S-275 Reporting Workshop TUKWILA

October 9, 2019

- DoubleTree Suites by Hilton at Southcenter
- Attendance: 53 (26 print, 27 electronic)
- Event 8am-4pm – I will be there at 7am for set up
- Continental breakfast and lunch provided

S-275 Reporting Workshop TUKWILA

October 10, 2019

- DoubleTree Suites by Hilton at Southcenter
- Attendance: 35 (16 print, 19 electronic)
- Event 8am-4pm – I will be there at 7am for set up
- Continental breakfast and lunch provided

Please let me know if you have any questions or if there are any additional materials I can prepare on your behalf.

Stephanie and Jean – I will see you Friday!

Laura and Meredith – looking forward to next week!

Best,

Jennifer

From: [Bradburn Laura D.](#) on behalf of [Bradburn Laura D. <BradburnLD@mukilteo.wednet.edu>](#)
To: ["admin@wspace.net"](#); [mhcolvin@bethelsd.org](#); [jeans@spokaneschools.org](#); [Stephanie Busch](#)
Cc: [Curtis M. Leonard](#); [cleonard@wspace.net](#); [Limmer, Tina M.](#); [Tony Frascione](#); [Carey Shaun](#)
Subject: RE: Confirmation: WSPA S-275 Workshops and materials
Date: Monday, September 30, 2019 11:46:46 AM

Thank you so much Jennifer for all your work on WSPA's behalf. I really appreciate you coordinating us!

Laura Bradburn
HR Technician
Mukilteo School District
9401 Sharon Drive
Everett, WA 98204
425-356-1243
425-356-1329 FAX #

From: admin@wspace.net <admin@wspace.net>
Sent: Monday, September 30, 2019 11:35 AM
To: Bradburn Laura D. <BradburnLD@mukilteo.wednet.edu>; mhcolvin@bethelsd.org; jeans@spokaneschools.org; Stephanie Busch <StephanieB@spokaneschools.org>
Cc: Curtis M. Leonard <cml@pattersonbuchanan.com>; cleonard@wspace.net; Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>; Tony Frascione <tfrascon@fwps.org>; Carey Shaun <scarey@fpschools.org>
Subject: Confirmation: WSPA S-275 Workshops and materials

*** Use caution responding to or opening attachments and links in this email. It is not from Mukilteo SD.***

Hello my friends,

We are all set for our S-275 workshops this week and next-- notebooks are ordered, catering is arranged and we are ready to go! Again, thank you so much for being willing to present. I know this is challenging with ever-changing regulations and we appreciate the time and work you put into providing the most up to date information each year. ***Thank you.***

I have a limited number of extra notebooks printed and can easily adjust invoices for anyone who chooses to move from electronic to print versions onsite. I also have copies for each presenter and one for WSPA archives.

S-275 Reporting Workshop SPOKANE
October 4, 2019

- NEW ESD 101
- Schultheis Room
- Attendance: 13 (6 ordered print notebooks, and 7 requested electronic versions)
- Event 8am-4pm – I will be there at 7am for set up
- Continental breakfast and lunch provided

S-275 Reporting Workshop TUKWILA**October 9, 2019**

- DoubleTree Suites by Hilton at Southcenter
- Attendance: 53 (26 print, 27 electronic)
- Event 8am-4pm – I will be there at 7am for set up
- Continental breakfast and lunch provided

S-275 Reporting Workshop TUKWILA**October 10, 2019**

- DoubleTree Suites by Hilton at Southcenter
- Attendance: 35 (16 print, 19 electronic)
- Event 8am-4pm – I will be there at 7am for set up
- Continental breakfast and lunch provided

Please let me know if you have any questions or if there are any additional materials I can prepare on your behalf.

Stephanie and Jean – I will see you Friday!

Laura and Meredith – looking forward to next week!

Best,

Jennifer

From: admin@wsps.net
To: [Tara Lofton](#)
Subject: RE: WSPA Law Conf & Bootcamp
Date: Monday, September 30, 2019 11:50:03 AM
Attachments: [Williamson_S275 2019.pdf](#)
[Drexler_S275 2019.pdf](#)
[Larson_S275 2019.pdf](#)
[Thomas law conference 2019.pdf](#)
[Michaels law conference 2019.pdf](#)
[Dizon law conference 2019.pdf](#)
[Brower law conference 2019.pdf](#)
[image001.png](#)

Hi Tara,

The confirmations for the following are attached:

Alicia Larson, Jessica Drexler & Tina Williamson – October 10, 2019 for S275

David Brower, Dan Dizon, Amanda Michaels & Desiree Thomas – October 14-15, 2019 for Law Conference

***No need to register as they are presenting this event:** David Brower & Janet Hodson (Presenters)
– October 21, 2019 for Bootcamp

***Registration for this event will open in November:** Tony Frascione, Janet Hodson, David Brower, Megan Ristine, Chris Patten (Benz) & myself – March 2-4, 2020 for Annual Conference

*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.wsps.net/>



From: Tara Lofton [mailto:tlofton@fwps.org]
Sent: Monday, September 30, 2019 11:35 AM
To: admin@wsps.net
Cc: Tara Lofton <tlofton@fwps.org>
Subject: WSPA Law Conf & Bootcamp

Hello:

I am writing for verify that my following team members have been registered for a couple upcoming events:

Alicia Larson, Jessica Drexler & Tina Williamson – October 10, 2019 for S275

David Brower, Dan Dizon, Amanda Michaels & Desiree Thomas – October 14-15, 2019 for Law Conference

David Brower & Janet Hodson (Presenters) – October 21, 2019 for Bootcamp

Tony Frascone, Janet Hodson, David Brower, Megan Ristine, Chris Patten (Benz) & myself – March 2-4, 2020 for Annual Conference

Can you please confirm if or if not the above have been registered.



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](#)



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.



Washington School Personnel Association

PO Box 1600
Anacortes, WA 98221

Invoice

| Date | Invoice # |
|-----------|-----------|
| 8/26/2019 | 12811 |

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

| P.O. No. | |
|----------|--|
|----------|--|

| Description | Qty | Rate | Amount |
|--|-----|-------------------------|----------|
| WILLIAMSON S-275 Workshop Tukwila 2019 - Hardcopy Manual October 10, 2019 | | 295.00 | 295.00 |
| | | Total | \$295.00 |
| | | Payments/Credits | \$0.00 |
| | | Balance Due | \$295.00 |



Washington School Personnel Association

PO Box 1600
Anacortes, WA 98221

Invoice

| Date | Invoice # |
|-----------|-----------|
| 8/26/2019 | 12810 |

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

PAID
09/06/2019

| | |
|----------|--|
| P.O. No. | |
|----------|--|

| Description | Qty | Rate | Amount |
|---|-----|-------------------------|-----------|
| DREXLER S-275 Workshop Tukwila 2019 - Hardcopy Manual October 10, 2019 | | 295.00 | 295.00 |
| | | Total | \$295.00 |
| | | Payments/Credits | -\$295.00 |
| | | Balance Due | \$0.00 |



Washington School Personnel Association

PO Box 1600
Anacortes, WA 98221

Invoice

| Date | Invoice # |
|-----------|-----------|
| 8/26/2019 | 12809 |

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

| P.O. No. | |
|----------|--|
|----------|--|

| Description | Qty | Rate | Amount |
|--|-----|-------------------------|----------|
| LARSON S-275 Workshop Tukwila 2019 - Hardcopy Manual October 10, 2019 | | 295.00 | 295.00 |
| | | Total | \$295.00 |
| | | Payments/Credits | \$0.00 |
| | | Balance Due | \$295.00 |



Washington School Personnel Association

PO Box 1600
Anacortes, WA 98221

Invoice

| Date | Invoice # |
|-----------|-----------|
| 9/30/2019 | 12948 |

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

| P.O. No. | |
|----------|--|
|----------|--|

| Description | Qty | Rate | Amount |
|---|-----|-------------------------|----------|
| THOMAS 2019 School Law Conference WSPA/WSRMP Member Pricing | | 395.00 | 395.00 |
| | | Total | \$395.00 |
| | | Payments/Credits | \$0.00 |
| | | Balance Due | \$395.00 |



Washington School Personnel Association

PO Box 1600
Anacortes, WA 98221

Invoice

| Date | Invoice # |
|-----------|-----------|
| 9/30/2019 | 12947 |

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

| P.O. No. | |
|----------|--|
|----------|--|

| Description | Qty | Rate | Amount |
|--|-----|-------------------------|----------|
| MICHAELS 2019 School Law Conference WSPA/WSRMP Member Pricing | | 395.00 | 395.00 |
| | | Total | \$395.00 |
| | | Payments/Credits | \$0.00 |
| | | Balance Due | \$395.00 |



Washington School Personnel Association

PO Box 1600
Anacortes, WA 98221

Invoice

| Date | Invoice # |
|-----------|-----------|
| 9/30/2019 | 12946 |

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

| P.O. No. | |
|----------|--|
|----------|--|

| Description | Qty | Rate | Amount |
|--|-----|-------------------------|----------|
| DIZON 2019 School Law Conference WSPA/WSRMP Member Pricing | | 395.00 | 395.00 |
| | | Total | \$395.00 |
| | | Payments/Credits | \$0.00 |
| | | Balance Due | \$395.00 |



Washington School Personnel Association

PO Box 1600
Anacortes, WA 98221

Invoice

| Date | Invoice # |
|-----------|-----------|
| 9/30/2019 | 12945 |

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

| P.O. No. | |
|----------|--|
|----------|--|

| Description | Qty | Rate | Amount |
|---|-----|-------------------------|----------|
| BROWER 2019 School Law Conference WSPA/WSRMP Member Pricing | | 395.00 | 395.00 |
| | | Total | \$395.00 |
| | | Payments/Credits | \$0.00 |
| | | Balance Due | \$395.00 |

From: [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](#)
To: admin@wspsa.net
Subject: RE: WSPA Law Conf & Bootcamp
Date: Monday, September 30, 2019 12:03:02 PM
Attachments: [image001.png](#)

I will get will get those attending the Law Conference paid for. Tina Williamson and Jessica Drexler have already been paid for. My co-worker will pay for Alicia Larsen before the end of the day today.



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](#)



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: admin@wspsa.net <admin@wspsa.net>
Sent: Monday, September 30, 2019 11:50 AM
To: Tara Lofton <tlofton@fwps.org>
Subject: RE: WSPA Law Conf & Bootcamp

Hi Tara,

The confirmations for the following are attached:

Alicia Larson, Jessica Drexler & Tina Williamson – October 10, 2019 for S275

David Brower, Dan Dizon, Amanda Michaels & Desiree Thomas – October 14-15, 2019 for Law Conference

***No need to register as they are presenting this event:** David Brower & Janet Hodson (Presenters) – October 21, 2019 for Bootcamp

***Registration for this event will open in November:** Tony Frascione, Janet Hodson, David Brower, Megan Ristine, Chris Patten (Benz) & myself – March 2-4, 2020 for Annual Conference

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.wspsa.net/>



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

Sent: Monday, September 30, 2019 11:35 AM

To: admin@wspsa.net

Cc: Tara Lofton <tlofton@fwps.org>

Subject: WSPA Law Conf & Bootcamp

Hello:

I am writing for verify that my following team members have been registered for a couple upcoming events:

Alicia Larson, Jessica Drexler & Tina Williamson – October 10, 2019 for S275

David Brower, Dan Dizon, Amanda Michaels & Desiree Thomas – October 14-15, 2019 for Law Conference

David Brower & Janet Hodson (Presenters) – October 21, 2019 for Bootcamp

Tony Frascione, Janet Hodson, David Brower, Megan Ristine, Chris Patten (Benz) & myself – March 2-4, 2020 for Annual Conference

Can you please confirm if or if not the above have been registered.



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](#)



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: admin@wsps.net
To: [Tara Lofton](#)
Subject: RE: WSPA Law Conf & Bootcamp
Date: Monday, September 30, 2019 12:07:10 PM
Attachments: [image001.png](#)

Thank you, Tara.

Please let me know if you need anything else. Have a great day!

Jennifer

From: Tara Lofton [mailto:tlofton@fwps.org]
Sent: Monday, September 30, 2019 12:03 PM
To: admin@wsps.net
Subject: RE: WSPA Law Conf & Bootcamp

I will get will get those attending the Law Conference paid for. Tina Williamson and Jessica Drexler have already been paid for. My co-worker will pay for Alicia Larsen before the end of the day today.



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](#)



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: admin@wsps.net <admin@wsps.net>
Sent: Monday, September 30, 2019 11:50 AM
To: Tara Lofton <tlofton@fwps.org>
Subject: RE: WSPA Law Conf & Bootcamp

Hi Tara,

The confirmations for the following are attached:

Alicia Larson, Jessica Drexler & Tina Williamson – October 10, 2019 for S275

David Brower, Dan Dizon, Amanda Michaels & Desiree Thomas – October 14-15, 2019 for Law Conference

***No need to register as they are presenting this event:** David Brower & Janet Hodson (Presenters) – October 21, 2019 for Bootcamp

***Registration for this event will open in November:** Tony Frascone, Janet Hodson, David Brower, Megan Ristine, Chris Patten (Benz) & myself – March 2-4, 2020 for Annual Conference

*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.wsps.net/>



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

Sent: Monday, September 30, 2019 11:35 AM

To: admin@wsps.net

Cc: Tara Lofton <tlofton@fwps.org>

Subject: WSPA Law Conf & Bootcamp

Hello:

I am writing for verify that my following team members have been registered for a couple upcoming events:

Alicia Larson, Jessica Drexler & Tina Williamson – October 10, 2019 for S275

David Brower, Dan Dizon, Amanda Michaels & Desiree Thomas – October 14-15, 2019 for Law Conference

David Brower & Janet Hodson (Presenters) – October 21, 2019 for Bootcamp

Tony Frascone, Janet Hodson, David Brower, Megan Ristine, Chris Patten (Benz) & myself – March 2-4, 2020 for Annual Conference

Can you please confirm if or if not the above have been registered.



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](#)



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: [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](#)
To: admin@wsps.net
Subject: RE: WSPA Law Conf & Bootcamp
Date: Monday, September 30, 2019 12:11:48 PM
Attachments: [image001.png](#)

I need to register myself, Chris Benz and Megan Ristine for the HELP writing conference as well.
How can I go about that?



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](#)



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: admin@wsps.net <admin@wsps.net>
Sent: Monday, September 30, 2019 11:50 AM
To: Tara Lofton <tlofton@fwps.org>
Subject: RE: WSPA Law Conf & Bootcamp

Hi Tara,

The confirmations for the following are attached:

Alicia Larson, Jessica Drexler & Tina Williamson – October 10, 2019 for S275

David Brower, Dan Dizon, Amanda Michaels & Desiree Thomas – October 14-15, 2019 for Law Conference

***No need to register as they are presenting this event:** David Brower & Janet Hodson (Presenters)
– October 21, 2019 for Bootcamp

***Registration for this event will open in November:** Tony Frascone, Janet Hodson, David Brower, Megan Ristine, Chris Patten (Benz) & myself – March 2-4, 2020 for Annual Conference

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.wspsa.net/>



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

Sent: Monday, September 30, 2019 11:35 AM

To: admin@wspsa.net

Cc: Tara Lofton <tlofton@fwps.org>

Subject: WSPA Law Conf & Bootcamp

Hello:

I am writing for verify that my following team members have been registered for a couple upcoming events:

Alicia Larson, Jessica Drexler & Tina Williamson – October 10, 2019 for S275

David Brower, Dan Dizon, Amanda Michaels & Desiree Thomas – October 14-15, 2019 for Law Conference

David Brower & Janet Hodson (Presenters) – October 21, 2019 for Bootcamp

Tony Frascione, Janet Hodson, David Brower, Megan Ristine, Chris Patten (Benz) & myself – March 2-4, 2020 for Annual Conference

Can you please confirm if or if not the above have been registered.



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](#)



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: admin@wsps.net
To: [Tara Lofton](#)
Subject: RE: WSPA Law Conf & Bootcamp
Date: Monday, September 30, 2019 12:17:29 PM
Attachments: [image001.png](#)

Hi Tara,

No need to register you or Megan as you are HELP attendees. The fall writing and Spring workshop are both included in your annual HELP registration. You are all set!

Which session would Chris Benz like to attend? Please let me know. I do not show them in our database so I will just need their email and job title to get them added.

The session options are

- Session I - Basic Human Resources Writing
- Session II - Human Resources Legal Writing
- Session III - How to Conduct a Workplace Investigation and Document your Findings

Thank you,

Jennifer

From: Tara Lofton [mailto:tlofton@fwps.org]
Sent: Monday, September 30, 2019 12:12 PM
To: admin@wsps.net
Subject: RE: WSPA Law Conf & Bootcamp

I need to register myself, Chris Benz and Megan Ristine for the HELP writing conference as well. How can I go about that?



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](#)



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: admin@wsps.net <admin@wsps.net>
Sent: Monday, September 30, 2019 11:50 AM
To: Tara Lofton <tlofton@fwps.org>
Subject: RE: WSPA Law Conf & Bootcamp

Hi Tara,

The confirmations for the following are attached:

Alicia Larson, Jessica Drexler & Tina Williamson – October 10, 2019 for S275

David Brower, Dan Dizon, Amanda Michaels & Desiree Thomas – October 14-15, 2019 for Law Conference

***No need to register as they are presenting this event:** David Brower & Janet Hodson (Presenters) – October 21, 2019 for Bootcamp

***Registration for this event will open in November:** Tony Frascone, Janet Hodson, David Brower, Megan Ristine, Chris Patten (Benz) & myself – March 2-4, 2020 for Annual Conference

*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.wsps.net/>



From: Tara Lofton [<mailto:tlofton@fwps.org>]
Sent: Monday, September 30, 2019 11:35 AM
To: admin@wsps.net
Cc: Tara Lofton <tlofton@fwps.org>
Subject: WSPA Law Conf & Bootcamp

Hello:

I am writing for verify that my following team members have been registered for a couple upcoming events:

Alicia Larson, Jessica Drexler & Tina Williamson – October 10, 2019 for S275
David Brower, Dan Dizon, Amanda Michaels & Desiree Thomas – October 14-15, 2019 for Law Conference
David Brower & Janet Hodson (Presenters) – October 21, 2019 for Bootcamp
Tony Frascone, Janet Hodson, David Brower, Megan Ristine, Chris Patten (Benz) & myself – March 2-4, 2020 for Annual Conference

Can you please confirm if or if not the above have been registered.



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](#)



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: [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](#)
To: admin@wspsa.net
Subject: RE: WSPA Law Conf & Bootcamp
Date: Monday, September 30, 2019 12:18:23 PM
Attachments: [image001.png](#)

I am HELP I, both Chris & Megan are HELP II.



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](#)



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: admin@wspsa.net <admin@wspsa.net>
Sent: Monday, September 30, 2019 12:17 PM
To: Tara Lofton <tlofton@fwps.org>
Subject: RE: WSPA Law Conf & Bootcamp

Hi Tara,

No need to register you or Megan as you are HELP attendees. The fall writing and Spring workshop are both included in your annual HELP registration. You are all set!

Which session would Chris Benz like to attend? Please let me know. I do not show them in our database so I will just need their email and job title to get them added.

The session options are

- Session I - Basic Human Resources Writing
- Session II - Human Resources Legal Writing
- Session III - How to Conduct a Workplace Investigation and Document your Findings

Thank you,

Jennifer

From: Tara Lofton [<mailto:tlofton@fwps.org>]
Sent: Monday, September 30, 2019 12:12 PM
To: admin@wsps.net
Subject: RE: WSPA Law Conf & Bootcamp

I need to register myself, Chris Benz and Megan Ristine for the HELP writing conference as well.
How can I go about that?



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](#)



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: admin@wsps.net <admin@wsps.net>
Sent: Monday, September 30, 2019 11:50 AM
To: Tara Lofton <tlofton@fwps.org>
Subject: RE: WSPA Law Conf & Bootcamp

Hi Tara,

The confirmations for the following are attached:

Alicia Larson, Jessica Drexler & Tina Williamson – October 10, 2019 for S275

David Brower, Dan Dizon, Amanda Michaels & Desiree Thomas – October 14-15, 2019 for Law Conference

***No need to register as they are presenting this event:** David Brower & Janet Hodson (Presenters)
– October 21, 2019 for Bootcamp

***Registration for this event will open in November:** Tony Frascione, Janet Hodson, David Brower, Megan Ristine, Chris Patten (Benz) & myself – March 2-4, 2020 for Annual Conference

*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.wspsa.net/>



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

Sent: Monday, September 30, 2019 11:35 AM

To: admin@wspsa.net

Cc: Tara Lofton <tlofton@fwps.org>

Subject: WSPA Law Conf & Bootcamp

Hello:

I am writing for verify that my following team members have been registered for a couple upcoming events:

Alicia Larson, Jessica Drexler & Tina Williamson – October 10, 2019 for S275

David Brower, Dan Dizon, Amanda Michaels & Desiree Thomas – October 14-15, 2019 for Law Conference

David Brower & Janet Hodson (Presenters) – October 21, 2019 for Bootcamp

Tony Frascione, Janet Hodson, David Brower, Megan Ristine, Chris Patten (Benz) & myself – March 2-4, 2020 for Annual Conference

Can you please confirm if or if not the above have been registered.

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](#)



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: admin@wsps.net
To: [Tara Lofton](#)
Subject: RE: WSPA Law Conf & Bootcamp
Date: Monday, September 30, 2019 12:20:34 PM
Attachments: [image001.png](#)

Did Chris have a name change from Patten to Benz? I will make that update in our system. Thank you!

From: Tara Lofton [mailto:tlofton@fwps.org]
Sent: Monday, September 30, 2019 12:18 PM
To: admin@wsps.net
Subject: RE: WSPA Law Conf & Bootcamp

I am HELP I, both Chris & Megan are HELP II.



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](#)



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: admin@wsps.net <admin@wsps.net>
Sent: Monday, September 30, 2019 12:17 PM
To: Tara Lofton <tlofton@fwps.org>
Subject: RE: WSPA Law Conf & Bootcamp

Hi Tara,

No need to register you or Megan as you are HELP attendees. The fall writing and Spring workshop are both included in your annual HELP registration. You are all set!

Which session would Chris Benz like to attend? Please let me know. I do not show them in our database so I will just need their email and job title to get them added.

The session options are

- Session I - Basic Human Resources Writing
- Session II - Human Resources Legal Writing
- Session III - How to Conduct a Workplace Investigation and Document your Findings

Thank you,

Jennifer

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

Sent: Monday, September 30, 2019 12:12 PM

To: admin@wspsa.net

Subject: RE: WSPA Law Conf & Bootcamp

I need to register myself, Chris Benz and Megan Ristine for the HELP writing conference as well.
How can I go about that?



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](#)



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: admin@wspsa.net <admin@wspsa.net>

Sent: Monday, September 30, 2019 11:50 AM

To: Tara Lofton <tlofton@fwps.org>

Subject: RE: WSPA Law Conf & Bootcamp

Hi Tara,

The confirmations for the following are attached:

Alicia Larson, Jessica Drexler & Tina Williamson – October 10, 2019 for S275

David Brower, Dan Dizon, Amanda Michaels & Desiree Thomas – October 14-15, 2019 for Law Conference

***No need to register as they are presenting this event:** David Brower & Janet Hodson (Presenters) – October 21, 2019 for Bootcamp

***Registration for this event will open in November:** Tony Frascone, Janet Hodson, David Brower, Megan Ristine, Chris Patten (Benz) & myself – March 2-4, 2020 for Annual Conference

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

Sent: Monday, September 30, 2019 11:35 AM

To: admin@wspa.net

Cc: Tara Lofton <tlofton@fwps.org>

Subject: WSPA Law Conf & Bootcamp

Hello:

I am writing for verify that my following team members have been registered for a couple upcoming events:

Alicia Larson, Jessica Drexler & Tina Williamson – October 10, 2019 for S275

David Brower, Dan Dizon, Amanda Michaels & Desiree Thomas – October 14-15, 2019 for Law Conference

David Brower & Janet Hodson (Presenters) – October 21, 2019 for Bootcamp

Tony Frascone, Janet Hodson, David Brower, Megan Ristine, Chris Patten (Benz) & myself – March 2-4, 2020 for Annual Conference

Can you please confirm if or if not the above have been registered.



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](#)



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: [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](#)
To: admin@wspsa.net
Subject: RE: WSPA Law Conf & Bootcamp
Date: Monday, September 30, 2019 12:42:27 PM
Attachments: [image001.png](#)

Oh yes, sorry. She got married. Her name was Chris Patten (Benz now)



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](#)



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: admin@wspsa.net <admin@wspsa.net>
Sent: Monday, September 30, 2019 12:21 PM
To: Tara Lofton <tlofton@fwps.org>
Subject: RE: WSPA Law Conf & Bootcamp

Did Chris have a name change from Patten to Benz? I will make that update in our system. Thank you!

From: Tara Lofton [<mailto:tlofton@fwps.org>]
Sent: Monday, September 30, 2019 12:18 PM
To: admin@wspsa.net
Subject: RE: WSPA Law Conf & Bootcamp

I am HELP I, both Chris & Megan are HELP II.



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](#)



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: admin@wsps.net <admin@wsps.net>

Sent: Monday, September 30, 2019 12:17 PM

To: Tara Lofton <tlofton@fwps.org>

Subject: RE: WSPA Law Conf & Bootcamp

Hi Tara,

No need to register you or Megan as you are HELP attendees. The fall writing and Spring workshop are both included in your annual HELP registration. You are all set!

Which session would Chris Benz like to attend? Please let me know. I do not show them in our database so I will just need their email and job title to get them added.

The session options are

- Session I - Basic Human Resources Writing
- Session II - Human Resources Legal Writing
- Session III - How to Conduct a Workplace Investigation and Document your Findings

Thank you,

Jennifer

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

Sent: Monday, September 30, 2019 12:12 PM

To: admin@wsps.net

Subject: RE: WSPA Law Conf & Bootcamp

I need to register myself, Chris Benz and Megan Ristine for the HELP writing conference as well. How can I go about that?

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](#)



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: admin@wspsa.net <admin@wspsa.net>
Sent: Monday, September 30, 2019 11:50 AM
To: Tara Lofton <tlofton@fwps.org>
Subject: RE: WSPA Law Conf & Bootcamp

Hi Tara,

The confirmations for the following are attached:

Alicia Larson, Jessica Drexler & Tina Williamson – October 10, 2019 for S275

David Brower, Dan Dizon, Amanda Michaels & Desiree Thomas – October 14-15, 2019 for Law Conference

***No need to register as they are presenting this event:** David Brower & Janet Hodson (Presenters) – October 21, 2019 for Bootcamp

***Registration for this event will open in November:** Tony Frascione, Janet Hodson, David Brower, Megan Ristine, Chris Patten (Benz) & myself – March 2-4, 2020 for Annual Conference

*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.wspsa.net/>



From: Tara Lofton [<mailto:tlofton@fwps.org>]
Sent: Monday, September 30, 2019 11:35 AM
To: admin@wspa.net
Cc: Tara Lofton <tlofton@fwps.org>
Subject: WSPA Law Conf & Bootcamp

Hello:

I am writing for verify that my following team members have been registered for a couple upcoming events:

Alicia Larson, Jessica Drexler & Tina Williamson – October 10, 2019 for S275
David Brower, Dan Dizon, Amanda Michaels & Desiree Thomas – October 14-15, 2019 for Law Conference
David Brower & Janet Hodson (Presenters) – October 21, 2019 for Bootcamp
Tony Frascione, Janet Hodson, David Brower, Megan Ristine, Chris Patten (Benz) & myself – March 2-4, 2020 for Annual Conference

Can you please confirm if or if not the above have been registered.



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](#)



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: admin@wsps.net
To: [Tara Lofton](#)
Subject: RE: WSPA Law Conf & Bootcamp
Date: Monday, September 30, 2019 12:43:06 PM
Attachments: [image001.png](#)

Congrats to Chris! I will make that change now ☺

From: Tara Lofton [<mailto:tlofton@fwps.org>]
Sent: Monday, September 30, 2019 12:42 PM
To: admin@wsps.net
Subject: RE: WSPA Law Conf & Bootcamp

Oh yes, sorry. She got married. Her name was Chris Patten (Benz now)



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](#)



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: admin@wsps.net <admin@wsps.net>
Sent: Monday, September 30, 2019 12:21 PM
To: Tara Lofton <tlofton@fwps.org>
Subject: RE: WSPA Law Conf & Bootcamp

Did Chris have a name change from Patten to Benz? I will make that update in our system. Thank you!

From: Tara Lofton [<mailto:tlofton@fwps.org>]
Sent: Monday, September 30, 2019 12:18 PM
To: admin@wsps.net
Subject: RE: WSPA Law Conf & Bootcamp

I am HELP I, both Chris & Megan are HELP II.



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](#)



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: admin@wspsa.net <admin@wspsa.net>

Sent: Monday, September 30, 2019 12:17 PM

To: Tara Lofton <tlofton@fwps.org>

Subject: RE: WSPA Law Conf & Bootcamp

Hi Tara,

No need to register you or Megan as you are HELP attendees. The fall writing and Spring workshop are both included in your annual HELP registration. You are all set!

Which session would Chris Benz like to attend? Please let me know. I do not show them in our database so I will just need their email and job title to get them added.

The session options are

- Session I - Basic Human Resources Writing
- Session II - Human Resources Legal Writing
- Session III - How to Conduct a Workplace Investigation and Document your Findings

Thank you,

Jennifer

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

Sent: Monday, September 30, 2019 12:12 PM

To: admin@wspsa.net

Subject: RE: WSPA Law Conf & Bootcamp

I need to register myself, Chris Benz and Megan Ristine for the HELP writing conference as well.
How can I go about that?



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](#)



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: admin@wsps.net <admin@wsps.net>

Sent: Monday, September 30, 2019 11:50 AM

To: Tara Lofton <tlofton@fwps.org>

Subject: RE: WSPA Law Conf & Bootcamp

Hi Tara,

The confirmations for the following are attached:

Alicia Larson, Jessica Drexler & Tina Williamson – October 10, 2019 for S275

David Brower, Dan Dizon, Amanda Michaels & Desiree Thomas – October 14-15, 2019 for Law Conference

***No need to register as they are presenting this event:** David Brower & Janet Hodson (Presenters)
– October 21, 2019 for Bootcamp

***Registration for this event will open in November:** Tony Frascione, Janet Hodson, David Brower, Megan Ristine, Chris Patten (Benz) & myself – March 2-4, 2020 for Annual Conference

*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: Tara Lofton [<mailto:tlofton@fwps.org>]
Sent: Monday, September 30, 2019 11:35 AM
To: admin@wspa.net
Cc: Tara Lofton <tlofton@fwps.org>
Subject: WSPA Law Conf & Bootcamp

Hello:

I am writing to verify that my following team members have been registered for a couple upcoming events:

Alicia Larson, Jessica Drexler & Tina Williamson – October 10, 2019 for S275
David Brower, Dan Dizon, Amanda Michaels & Desiree Thomas – October 14-15, 2019 for Law Conference
David Brower & Janet Hodson (Presenters) – October 21, 2019 for Bootcamp
Tony Frascione, Janet Hodson, David Brower, Megan Ristine, Chris Patten (Benz) & myself – March 2-4, 2020 for Annual Conference

Can you please confirm if or if not the above have been registered.

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](#)



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: [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](#)
To: admin@wspa.net
Subject: FW: Law Conference Register Others 2019 Form Submitted
Date: Monday, September 30, 2019 2:10:20 PM
Attachments: [image001.png](#)

Hello, when you have a moment, will you please send me proof of payments for the Law Conference attendees.



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](#)



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: Monday, September 30, 2019 1:27 PM
To: Tara Lofton <tlofton@fwps.org>
Subject: Law Conference Register Others 2019 Form Submitted

Greetings,

Thank you for registering other district personnel to attend the School Law Conference.

WSPA will be using the information you provided to complete those registrations for the individuals listed on the form. When their registration is complete they will be receiving a copy of the invoice and/or a copy of the receipt (if payment is requested to be made by credit card). Please alert them to look for those emails shortly.

Thank you for your registration,

Washington School Personnel Association

[Privacy Policy](#)



From: admin@wsps.net
To: [Curtis M. Leonard](#); cleonard@wsps.net; [Limmer, Tina M.](#); [Tony Frascone](#); [Carey Shaun](#)
Subject: WSPA Board Agenda - for input
Date: Monday, September 30, 2019 6:04:07 PM

Hello,

I am developing our board meeting agenda and would like to recommend that we move to a more efficient board meeting agenda style. I know how valuable our board time is and would like to see it focused on items that move the organization forward and less time on operations.

My intent is that the board packet would be sent the week prior to the meeting and any questions addressed in advance.

1. Consent Agenda for minutes, membership report, treasurers report -- Of course, any pressing concerns/action needed would be added to business items as necessary. The intent is to be efficient without losing any transparency.
2. Business Items for items requiring a vote
3. Program updates - going forward we can have short reports provided in advance for review prior to the meeting.

I am hopeful this would allow for more meaningful discussion time for our board.

Please let me know your thoughts – we can discuss further during our Thursday phone call.

Draft for consideration – please let me know of any additional agenda items. Thank you.

1. Call to Order
2. Executive Director Comments
3. President Comments
4. Consent Agenda: Jennifer Tottenham (vote)
 - a. Minutes
 - b. Membership Report
 - c. Treasurer Report
5. Business Items
 - a. Award Program Recommendation: Tony Frascone (vote)
 - b. Recommendation to move to per diem for board meal reimbursement: Jennifer Tottenham (vote)
 - c. Recommendation to increase region representative position to three (3) years: Curtis Leonard, Tina Limmer (vote)
 - d. Recommendation to change WA Educator Career Fair Pricing: Curtis Leonard, Chris Callahan (vote)
 - e. HELP Coordinator position and stipend: Curtis Leonard, Tina Limmer (vote)
6. Program Updates
 - a. Annual Conference Planning Committee update: Debbie Kovacs, Darrell Heisler
 - b. HELP Program update: Jane Stencel
 - c. Randy Hathaway application review: Jennifer Tottenham

- d. WASA/WSPA collaboration update: Curtis Leonard
- e. What Every Employer Needs to Know update: Curtis Leonard
- f. Strategic Planning process update: Curtis Leonard
- g. Region Updates
- 7. Calendar and Next Steps
- 8. Adjourn

*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: admin@wsps.net
To: [Curtis M. Leonard](#); cleonard@wsps.net; [Limmer, Tina M.](#); [Tony Frascione](#); [Carey Shaun](#); [Callahan, Christine](#); jhodson@fwps.org; [Jane Stencel](#); kimha@spokaneschools.org; [Toni L. Neidhold](#); [Doug Christensen](#); melissa.kreuder@esd112.org; [Jenae N Gomes \(Human Resources\)](#); [Dorman, Stacia L.](#); [Salver, Sara J.](#); [Jensen, Vivian](#); stewartj@skschools.org; dkovacs@everettsd.org; [Darrell Heisler](#)
Subject: WSPA Board Meeting Schedule: October 13
Date: Tuesday, October 1, 2019 11:02:48 AM

Hello WSPA Board,

Happy October!

The School Law Conference and our October Board meeting are almost here and I look forward to seeing each of you.

Here is the schedule for Sunday, October 13. The board meeting agenda is currently being finalized and the agenda and supporting documents will be sent prior to the meeting.

- **Annual Conference Sub-committee Planning Meeting**
 - 2:00-4:00 pm
- **HELP Advisory Meeting**
 - 4:00-5:30
- **WSPA Board Meeting**
 - 6:00-8:00
 - Dinner provided

Lodging notes:

I have made arrangements with the hotel to reserve rooms for each of you. WSPA will cover the hotel expenses for Sunday night only. The remainder of your stay will be billed to your district. Please let me know if you are unable to attend so I may update our rooming list.

Thank you,

Jennifer

Jennifer Tottenham

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



From: admin@wsps.net
To: [Tara Lofton](#)
Subject: RE: Law Conference Register Others 2019 Form Submitted
Date: Tuesday, October 1, 2019 3:05:55 PM
Attachments: [Thomas law conf receipt 2019.pdf](#)
[Michaels law conf receipt 2019.pdf](#)
[Dizon law conf receipt 2019.pdf](#)
[Brower law conf receipt 2019.pdf](#)
[image001.png](#)

Hi Tara,

The receipts are attached for your records.

Thank you,

Jennifer

From: Tara Lofton [mailto:tlofton@fwps.org]
Sent: Monday, September 30, 2019 2:10 PM
To: admin@wsps.net
Subject: FW: Law Conference Register Others 2019 Form Submitted

Hello, when you have a moment, will you please send me proof of payments for the Law Conference attendees.



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](#)



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: Monday, September 30, 2019 1:27 PM
To: Tara Lofton <tlofton@fwps.org>
Subject: Law Conference Register Others 2019 Form Submitted

Greetings,

Thank you for registering other district personnel to attend the School Law Conference.

WSPA will be using the information you provided to complete those registrations for the individuals listed on the form. When their registration is complete they will be receiving a copy of the invoice and/or a copy of the receipt (if payment is requested to be made by credit card). Please alert them to look for those emails shortly.

Thank you for your registration,

Washington School Personnel Association

[Privacy Policy](#)





Washington School Personnel Association

PO Box 1600
Anacortes, WA 98221

Invoice

| Date | Invoice # |
|-----------|-----------|
| 9/30/2019 | 12948 |

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

PAID
10/01/2019

| | |
|----------|--|
| P.O. No. | |
|----------|--|

| Description | Qty | Rate | Amount |
|---|-----|-------------------------|-----------|
| THOMAS 2019 School Law Conference WSPA/WSRMP Member Pricing | | 395.00 | 395.00 |
| | | Total | \$395.00 |
| | | Payments/Credits | -\$395.00 |
| | | Balance Due | \$0.00 |



Washington School Personnel Association

PO Box 1600
Anacortes, WA 98221

Invoice

| Date | Invoice # |
|-----------|-----------|
| 9/30/2019 | 12947 |

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

PAID
10/01/2019

| | |
|----------|--|
| P.O. No. | |
|----------|--|

| Description | Qty | Rate | Amount |
|--|-----|-------------------------|-----------|
| MICHAELS 2019 School Law Conference WSPA/WSRMP Member Pricing | | 395.00 | 395.00 |
| | | Total | \$395.00 |
| | | Payments/Credits | -\$395.00 |
| | | Balance Due | \$0.00 |



Washington School Personnel Association

PO Box 1600
Anacortes, WA 98221

Invoice

| Date | Invoice # |
|-----------|-----------|
| 9/30/2019 | 12946 |

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

PAID
10/01/2019

| | |
|----------|--|
| P.O. No. | |
|----------|--|

| Description | Qty | Rate | Amount |
|--|-----|-------------------------|-----------|
| DIZON 2019 School Law Conference WSPA/WSRMP Member Pricing | | 395.00 | 395.00 |
| | | Total | \$395.00 |
| | | Payments/Credits | -\$395.00 |
| | | Balance Due | \$0.00 |



Washington School Personnel Association

PO Box 1600
Anacortes, WA 98221

Invoice

| Date | Invoice # |
|-----------|-----------|
| 9/30/2019 | 12945 |

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

PAID
10/01/2019

| | |
|----------|--|
| P.O. No. | |
|----------|--|

| Description | Qty | Rate | Amount |
|---|-----|-------------------------|-----------|
| BROWER 2019 School Law Conference WSPA/WSRMP Member Pricing | | 395.00 | 395.00 |
| | | Total | \$395.00 |
| | | Payments/Credits | -\$395.00 |
| | | Balance Due | \$0.00 |

From: admin@wsipa.net
To: [Tony Frascione](#)
Subject: POG help
Date: Tuesday, October 1, 2019 4:17:09 PM

Tony,

I have been trying to get the new POG notebooks posted and they seem to run into some formatting issues when I post them on Google Docs. I can post in PDF form, but part of the beauty of the document is that it is customizable for our districts. The excel/google spreadsheet formatting is so weird! I even hit up my old tech director from my old district – such a good sport ☺

I am sending a link to you now—would you be willing to test for me and see how it looks on your end? I am hopeful that I have it working. The link will come from my personal gmail account in just a few minutes.

I also have the POGS posted to our website, but it only allows for PDF versions. I was hoping to have the editable version working before I send a reminder to all members. Fingers crossed!
The PDF versions are posted under member resources here: <https://www.wsipa.net/personnel-operations-guide-pog->

Thank you,

Jennifer Tottenham

Program Coordinator
Washington School Personnel Association
PO Box 1600 Anacortes, Washington 98221
Phone: 360-825-1415/Fax: 253-736-0333



From: admin@wsps.net
To: [Curtis M. Leonard](#); cleonard@wsps.net; [Limmer, Tina M.](#); [Tony Frascione](#); [Carey Shaun](#); [Callaham, Christine](#); jhodson@fwps.org; [Jane Stencel](#); kimha@spokaneschools.org; [Toni L. Neidhold](#); [Doug Christensen](#); melissa.kreuder@esd112.org; [Jenae N Gomes \(Human Resources\)](#); [Dorman, Stacia L.](#); [Salzer, Sara J.](#); [Jensen, Vivian](#); stewartj@skschools.org; dkovacs@everettsd.org; [Darrell Heisler](#)
Subject: RE: WSPA Board Meeting Schedule: October 13
Date: Wednesday, October 2, 2019 1:29:54 PM

Hello everyone,

In case you are not sure if you “volunteered” to be on the Annual Conference Planning Committee, here is the list

Kim Harmon (reg 1), Toni Neidhold (reg 2), Melissa Kreuder (reg 3), Stacia Dorman (reg 4), Vivian Jensen (reg 5), Darrel Heisler and Debbie Kovacs (conference hosts – region 6)

Thank you,

Jennifer

From: admin@wsps.net
Sent: Tuesday, October 1, 2019 11:03 AM
To: Curtis M. Leonard <cml@pattersonbuchanan.com>; cleonard@wsps.net; Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>; Tony Frascione <tfrascon@fwps.org>; Carey Shaun <scarey@fpschools.org>; Callaham, Christine <ccallaham@auburn.wednet.edu>; jhodson@fwps.org; Jane Stencel <stencelj@evsd.org>; Kim Harmon <KimHa@spokaneschools.org>; Toni L. Neidhold <TNeidhold@psd1.org>; Doug Christensen <doug.christensen@ksd.org>; melissa.kreuder@esd112.org; Jenae N Gomes (Human Resources) <Jenae.Gomes@evergreenps.org>; Dorman, Stacia L. <DormaSL@puyallup.k12.wa.us>; Salzer, Sara J. <SalzerSJ@puyallup.k12.wa.us>; Jensen, Vivian <jensenv@skschools.org>; stewartj@skschools.org; Kovacs, Debra D. <DKovacs@everettsd.org>; Darrell Heisler <dheisler@sbsd101.org>
Subject: WSPA Board Meeting Schedule: October 13

Hello WSPA Board,

Happy October!

The School Law Conference and our October Board meeting are almost here and I look forward to seeing each of you.

Here is the schedule for Sunday, October 13. The board meeting agenda is currently being finalized and the agenda and supporting documents will be sent prior to the meeting.

- **Annual Conference Sub-committee Planning Meeting**
 - 2:00-4:00 pm

- **HELP Advisory Meeting**

- 4:00-5:30

- **WSPA Board Meeting**

- 6:00-8:00
 - Dinner provided

Lodging notes:

I have made arrangements with the hotel to reserve rooms for each of you. WSPA will cover the hotel expenses for Sunday night only. The remainder of your stay will be billed to your district. Please let me know if you are unable to attend so I may update our rooming list.

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: [Kovacs, Debra D.](#) on behalf of [Kovacs, Debra D. <DKovacs@everettsd.org>](#)
To: [admin@wspa.net](#); [Curtis M. Leonard](#); [cleonard@wspa.net](#); [Limmer, Tina M.](#); [Tony Frascione](#); [Carey Shaun](#); [Callaham, Christine](#); [jhodson@fwps.org](#); [Jane Stencel](#); [kimha@spokaneschools.org](#); [Toni L. Neidhold](#); [Doug Christensen](#); [melissa.kreuder@esd112.org](#); [Jenae N Gomes \(Human Resources\)](#); [Dorman, Stacia L.](#); [Salyer, Sara J.](#); [Jensen, Vivian](#); [stewartj@skschools.org](#); [Darrell Heisler](#)
Subject: Re: WSPA Board Meeting Schedule: October 13
Date: Wednesday, October 2, 2019 2:23:22 PM

Thank you!

Debbie Kovacs
Executive Director
Human Resources
dkovacs@everettsd.org
425-385-4103 | 425-385-4102 Fax

From: [admin@wspa.net](#) <admin@wspa.net>
Sent: Wednesday, October 2, 2019 1:29:51 PM
To: [Curtis M. Leonard](#) <cml@pattersonbuchanan.com>; [cleonard@wspa.net](#) <cleonard@wspa.net>; [Limmer, Tina M.](#) <LimmeTM@puyallup.k12.wa.us>; [Tony Frascione](#) <tfrascon@fwps.org>; [Carey Shaun](#) <scarey@fpschools.org>; [Callaham, Christine](#) <ccallaham@auburn.wednet.edu>; [jhodson@fwps.org](#) <jhodson@fwps.org>; [Jane Stencel](#) <stencelj@evsd.org>; [kimha@spokaneschools.org](#) <kimha@spokaneschools.org>; [Toni L. Neidhold](#) <TNeidhold@psd1.org>; [Doug Christensen](#) <doug.christensen@ksd.org>; [melissa.kreuder@esd112.org](#) <melissa.kreuder@esd112.org>; [Jenae N Gomes \(Human Resources\)](#) <Jenae.Gomes@evergreenps.org>; [Dorman, Stacia L.](#) <DormaSL@puyallup.k12.wa.us>; [Salyer, Sara J.](#) <SalyerSJ@puyallup.k12.wa.us>; [Jensen, Vivian](#) <jensenv@skschools.org>; [stewartj@skschools.org](#) <stewartj@skschools.org>; [Kovacs, Debra D.](#) <DKovacs@everettsd.org>; [Darrell Heisler](#) <dheisler@swsd101.org>
Subject: RE: WSPA Board Meeting Schedule: October 13

Hello everyone,

In case you are not sure if you “volunteered” to be on the Annual Conference Planning Committee, here is the list

Kim Harmon (reg 1), Toni Neidhold (reg 2), Melissa Kreuder (reg 3), Stacia Dorman (reg 4), Vivian Jensen (reg 5), Darrel Heisler and Debbie Kovacs (conference hosts – region 6)

Thank you,

Jennifer

From: [admin@wspa.net](#)
Sent: Tuesday, October 1, 2019 11:03 AM
To: [Curtis M. Leonard](#) <cml@pattersonbuchanan.com>; [cleonard@wspa.net](#); [Limmer, Tina M.](#) <LimmeTM@puyallup.k12.wa.us>; [Tony Frascione](#) <tfrascon@fwps.org>; [Carey Shaun](#) <scarey@fpschools.org>; [Callaham, Christine](#) <ccallaham@auburn.wednet.edu>; [jhodson@fwps.org](#);

Jane Stencel <stencelj@evsd.org>; Kim Harmon <KimHa@spokaneschools.org>; Toni L. Neidhold <TNeidhold@psd1.org>; Doug Christensen <doug.christensen@ksd.org>; melissa.kreuder@esd112.org; Jenae N Gomes (Human Resources) <Jenae.Gomes@evergreenps.org>; Dorman, Stacia L. <DormaSL@puyallup.k12.wa.us>; Salyer, Sara J. <SalyerSJ@puyallup.k12.wa.us>; Jensen, Vivian <jensenv@skschools.org>; stewartj@skschools.org; Kovacs, Debra D. <DKovacs@everettsd.org>; Darrell Heisler <dheisler@swsd101.org>

Subject: WSPA Board Meeting Schedule: October 13

Hello WSPA Board,

Happy October!

The School Law Conference and our October Board meeting are almost here and I look forward to seeing each of you.

Here is the schedule for Sunday, October 13. The board meeting agenda is currently being finalized and the agenda and supporting documents will be sent prior to the meeting.

- **Annual Conference Sub-committee Planning Meeting**
 - 2:00-4:00 pm
- **HELP Advisory Meeting**
 - 4:00-5:30
- **WSPA Board Meeting**
 - 6:00-8:00
 - Dinner provided

Lodging notes:

I have made arrangements with the hotel to reserve rooms for each of you. WSPA will cover the hotel expenses for Sunday night only. The remainder of your stay will be billed to your district. Please let me know if you are unable to attend so I may update our rooming list.

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: call
Date: Thursday, October 3, 2019 9:24:09 AM
Attachments: [Outlook-1469573586.png](#)

Hi, is there any way to get in on the call now? I'm available and was dealing with a personnel matter at 9 a.m.

Tony

Anthony C. Frascone
Executive Director of Human Resources
e. Tfrascon@fwps.org | p. (253) 945-2078



<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: admin@wspsa.net
To: [Tony Frascione](#)
Subject: RE: call
Date: Thursday, October 3, 2019 9:33:25 AM
Attachments: [image001.png](#)

Tony,

I just got off the phone with Curtis and he should be calling now!

From: Tony Frascione [mailto:tfrascon@fwps.org]
Sent: Thursday, October 03, 2019 9:24 AM
To: admin@wspsa.net
Subject: call

Hi, is there any way to get in on the call now? I'm available and was dealing with a personnel matter at 9 a.m.

Tony

Anthony C. Frascione
Executive Director of Human Resources
e. Tfrascon@fwps.org | p. (253) 945-2078



<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: Re: call
Date: Thursday, October 3, 2019 9:48:05 AM
Attachments: [image001.png](#)
[Outlook-1469573586.png](#)

Thank you!

Anthony C. Frascone
Executive Director of Human Resources
e. tfrascon@fwps.org | p. (253) 945-2078



<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: admin@wspa.net <admin@wspa.net>
Sent: Thursday, October 3, 2019 9:33 AM
To: Tony Frascone <tfrascon@fwps.org>
Subject: RE: call

Tony,

I just got off the phone with Curtis and he should be calling now!

From: Tony Frascone [mailto:tfrascon@fwps.org]
Sent: Thursday, October 03, 2019 9:24 AM
To: admin@wspa.net
Subject: call

Hi, is there any way to get in on the call now? I'm available and was dealing with a personnel matter at 9 a.m.

Tony

Anthony C. Frascone
Executive Director of Human Resources
e. Tfrascon@fwps.org | p. (253) 945-2078



<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: [Limmer, Tina M.](#) on behalf of [Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>](#)
To: [admin@wsps.net](#); [Curtis M. Leonard](#); [cleonard@wsps.net](#); [Tony Frascione](#); [Carey Shaun](#)
Subject: RE: WSPA Board Agenda - for input
Date: Thursday, October 3, 2019 10:09:51 AM

I like the new structure, I think it will streamline some things, our time goes so fast.
Here are items I had on my list for follow up from the retreat:

- Mission, Vision & Goals – Is this “Strategic Planning process update: Curtis Leonard”
- Rates of all credit card providers (Jennifer)
- Regional co-rep guidance update (Kim & Jennifer)

Maybe not at the board meeting, I would like an update with Chris & Jennifer on our Tax and Accountant situation.

Thank you,
Tina

From: admin@wsps.net <admin@wsps.net>
Sent: Monday, September 30, 2019 6:04 PM
To: Curtis M. Leonard <cml@pattersonbuchanan.com>; cleonard@wsps.net; Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>; Tony Frascione <tfrascon@fwps.org>; Carey Shaun <scarey@fpschools.org>
Subject: WSPA Board Agenda - for input

Hello,

I am developing our board meeting agenda and would like to recommend that we move to a more efficient board meeting agenda style. I know how valuable our board time is and would like to see it focused on items that move the organization forward and less time on operations.

My intent is that the board packet would be sent the week prior to the meeting and any questions addressed in advance.

1. Consent Agenda for minutes, membership report, treasurers report -- Of course, any pressing concerns/action needed would be added to business items as necessary. The intent is to be efficient without losing any transparency.
2. Business Items for items requiring a vote
3. Program updates - going forward we can have short reports provided in advance for review prior to the meeting.

I am hopeful this would allow for more meaningful discussion time for our board.

Please let me know your thoughts – we can discuss further during our Thursday phone call.

Draft for consideration – please let me know of any additional agenda items. Thank you.

1. Call to Order
2. Executive Director Comments
3. President Comments
4. Consent Agenda: Jennifer Tottenham (vote)
 - a. Minutes
 - b. Membership Report
 - c. Treasurer Report
5. Business Items
 - a. Award Program Recommendation: Tony Frascone (vote)
 - b. Recommendation to move to per diem for board meal reimbursement: Jennifer Tottenham (vote)
 - c. Recommendation to increase region representative position to three (3) years: Curtis Leonard, Tina Limmer (vote)
 - d. Recommendation to change WA Educator Career Fair Pricing: Curtis Leonard, Chris Callaham (vote)
 - e. HELP Coordinator position and stipend: Curtis Leonard, Tina Limmer (vote)
6. Program Updates
 - a. Annual Conference Planning Committee update: Debbie Kovacs, Darrell Heisler
 - b. HELP Program update: Jane Stencil
 - c. Randy Hathaway application review: Jennifer Tottenham
 - d. WASA/WSPA collaboration update: Curtis Leonard
 - e. What Every Employer Needs to Know update: Curtis Leonard
 - f. Strategic Planning process update: Curtis Leonard
 - g. Region Updates
7. Calendar and Next Steps
8. Adjourn

*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: admin@wspa.net
To: [Limmer, Tina M.](#); [Curtis M. Leonard](#); cleonard@wspa.net; [Tony Frascone](#); [Carey Shaun](#)
Subject: RE: WSPA Board Agenda - for input
Date: Thursday, October 3, 2019 10:51:48 AM

Hello,

I will move forward with the new meeting structure, thank you.

- Mission, Vision & Goals – Is this “Strategic Planning process update: Curtis Leonard” when I spoke with Curtis this morning he indicated he would like table this for retreat. Please let me know if the President team/Curtis made a different determination and I am happy to include for discussion
- Rates of all credit card providers (Jennifer) -- my apologies, I sent the info to Chris earlier this year and should have copied the Presidents. Memberclicks has a relationship with only one processor at this time – we can look elsewhere, but it would increase our pricing. I have included the email correspondence with MC at the bottom of this email for reference.
- Regional co-rep guidance update (Kim & Jennifer) - adding now, thank you for the reminder!
- Taxes: 990s (annual filing) are all current and complete.

I plan to have all financial reports to Chris this weekend for review and to send out the full agenda and supporting documents by Wednesday. Please let me know if there is anything new/specific you would like to see outside of the usual reporting.

I am leaving for Spokane/S275 workshop shortly, but will be back online this afternoon if you have any questions or if I may be of any assistance.

Thank you,

Jennifer

From: Limmer, Tina M. [mailto:LimmeTM@puyallup.k12.wa.us]
Sent: Thursday, October 03, 2019 10:10 AM
To: admin@wspa.net; Curtis M. Leonard <cml@pattersonbuchanan.com>; cleonard@wspa.net; Tony Frascone <tfrascon@fwps.org>; Carey Shaun <scairey@fpschools.org>
Subject: RE: WSPA Board Agenda - for input

I like the new structure, I think it will streamline some things, our time goes so fast.
Here are items I had on my list for follow up from the retreat:

- Mission, Vision & Goals – Is this “Strategic Planning process update: Curtis Leonard”

- Rates of all credit card providers (Jennifer)
- Regional co-rep guidance update (Kim & Jennifer)

Maybe not at the board meeting, I would like an update with Chris & Jennifer on our Tax and Accountant situation.

Thank you,
Tina

From: admin@wsps.net <admin@wsps.net>

Sent: Monday, September 30, 2019 6:04 PM

To: Curtis M. Leonard <cml@pattersonbuchanan.com>; cleonard@wsps.net; Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>; Tony Frascione <tfrascon@fwps.org>; Carey Shaun <scarey@fpschools.org>

Subject: WSPA Board Agenda - for input

Hello,

I am developing our board meeting agenda and would like to recommend that we move to a more efficient board meeting agenda style. I know how valuable our board time is and would like to see it focused on items that move the organization forward and less time on operations.

My intent is that the board packet would be sent the week prior to the meeting and any questions addressed in advance.

1. Consent Agenda for minutes, membership report, treasurers report -- Of course, any pressing concerns/action needed would be added to business items as necessary. The intent is to be efficient without losing any transparency.
2. Business Items for items requiring a vote
3. Program updates - going forward we can have short reports provided in advance for review prior to the meeting.

I am hopeful this would allow for more meaningful discussion time for our board.

Please let me know your thoughts – we can discuss further during our Thursday phone call.

Draft for consideration – please let me know of any additional agenda items. Thank you.

1. Call to Order
2. Executive Director Comments
3. President Comments
4. Consent Agenda: Jennifer Tottenham (vote)
 - a. Minutes
 - b. Membership Report
 - c. Treasurer Report
5. Business Items
 - a. Award Program Recommendation: Tony Frascione (vote)

- b. Recommendation to move to per diem for board meal reimbursement: Jennifer Tottenham (vote)
- c. Recommendation to increase region representative position to three (3) years: Curtis Leonard, Tina Limmer (vote)
- d. Recommendation to change WA Educator Career Fair Pricing: Curtis Leonard, Chris Callaham (vote)
- e. HELP Coordinator position and stipend: Curtis Leonard, Tina Limmer (vote)
- 6. Program Updates
 - a. Annual Conference Planning Committee update: Debbie Kovacs, Darrell Heisler
 - b. HELP Program update: Jane Stencil
 - c. Randy Hathaway application review: Jennifer Tottenham
 - d. WASA/WSPA collaboration update: Curtis Leonard
 - e. What Every Employer Needs to Know update: Curtis Leonard
 - f. Strategic Planning process update: Curtis Leonard
 - g. Region Updates
- 7. Calendar and Next Steps
- 8. Adjourn

*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.wspsa.net/>



MEMBERCLICKS CORRESPONDENCE RE CC FEES



Ray Douglas (MemberClicks)

Jul 1, 4:44 PM EDT

Jennifer,

Thank you for contacting us. You would be moving from a Level 2 to a Level 3. Right now that is \$5,400 annually. If you want to switch now the difference between your current agreement and that new plan is \$256.32. So you would receive an invoice for the \$256.32 and then an invoice due 9/1/2019 for the next year' agreement. Payscape is our processing partner and you receive a discount for using them. You can use Authorize.net with another processor, but that would put you on the standard pricing which would be \$6,000

annually for your MemberClicks service. We don't have a breakdown of fees since we only have a relationship with one processor. Please let us know if you have additional questions. Have a great day!

Ray Douglas
Product Expert II
MemberClicks
404-879-2800



Jennifer Tottenham

Jul 1, 12:58 PM EDT

Hello,

Two questions:

1. How much would it be to increase our profile count? We have hit our limit. Thank you.
2. What are the options for credit card processing? We currently use payscape/moolah and I am interested in comparing costs with the other programs offered. Is there a breakdown of fees? I did not see one on the website.

Thank you,

Jennifer Tottenham
Account 29158/ PIN 3423

Jennifer Tottenham

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



From: [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)
To: [admin@wsps.net](#)
Subject: RE: WSPA Board Meeting Schedule: October 13
Date: Friday, October 4, 2019 3:27:01 PM

Jennifer,
Federal Way does not need a room for the conference.

Janet Hodson
Executive Director for Human Resources
253.945.2020
jhodson@fwps.org

From: admin@wsps.net <admin@wsps.net>
Sent: Tuesday, October 1, 2019 11:03 AM
To: Curtis M. Leonard <cml@pattersonbuchanan.com>; cleonard@wsps.net; Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>; Tony Frascione <tfrascon@fwps.org>; Carey Shaun <scarey@fpschools.org>; Callahan, Christine <ccallahan@auburn.wednet.edu>; Janet Hodson <jhodson@fwps.org>; Jane Stencel <stencelj@evsd.org>; kimha@spokaneschools.org; Toni L. Neidhold <TNeidhold@psd1.org>; Doug Christensen <doug.christensen@ksd.org>; melissa.kreuder@esd112.org; Jenae N Gomes (Human Resources) <Jenae.Gomes@evergreenps.org>; Dorman, Stacia L. <DormaSL@puyallup.k12.wa.us>; Salyer, Sara J. <SalyerSJ@puyallup.k12.wa.us>; Jensen, Vivian <jensenv@skschools.org>; stewartj@skschools.org; dkovacs@everettsd.org; Darrell Heisler <dheisler@swsd101.org>
Subject: WSPA Board Meeting Schedule: October 13

Hello WSPA Board,

Happy October!

The School Law Conference and our October Board meeting are almost here and I look forward to seeing each of you.

Here is the schedule for Sunday, October 13. The board meeting agenda is currently being finalized and the agenda and supporting documents will be sent prior to the meeting.

- **Annual Conference Sub-committee Planning Meeting**
 - 2:00-4:00 pm
- **HELP Advisory Meeting**
 - 4:00-5:30
- **WSPA Board Meeting**
 - 6:00-8:00
 - Dinner provided

Lodging notes:

I have made arrangements with the hotel to reserve rooms for each of you. WSPA will cover the hotel expenses for Sunday night only. The remainder of your stay will be billed to your district. Please let me know if you are unable to attend so I may update our rooming list.

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
Cc: [Bradburn Laura D.](#); mhcolvin@bethelsd.org
Subject: WSPA S-275 Reporting Workshop 10/10/2019
Date: Tuesday, October 8, 2019 6:26:18 PM

Hello,

It is my understanding that the manual file may be a bit too large for some district spam filters. I have added the manual to our shared WSPA Google Drive and I am hopeful that will make access available for all.

The manual may be found at: <https://drive.google.com/open?id=1qRDZ8JhfM8u5gAJVS-uu0OMpr5DDupdR>

Please let me know if you have any continued trouble accessing the S-275 manual and I will do my best to get it to you one way or another!

Thank you,

Jennifer

From: admin@wspa.net
Sent: Tuesday, October 08, 2019 11:15 AM
To: admin@wspa.net
Cc: Bradburn Laura D. <BradburnLD@mukilteo.wednet.edu>; mhcolvin@bethelsd.org
Subject: WSPA S-275 Reporting Workshop 10/10/2019

Hello,

Thank you for your registration to our upcoming S-275 Reporting Workshop. We look forward to having you join us!

The electronic version of the manual is attached for your records – for those of you who purchased hardcover manuals we will have them for you at the event.

S-275 Reporting Workshop
October 10, 2019

- DoubleTree by Hilton at Southcenter: 16500 Southcenter Parkway, Tukwila, WA 98188
- 8:00 am- 4:00 pm
- Continental breakfast and lunch provided

*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: [Liz McFarland](#) on behalf of [Liz McFarland <lmcfarla@fwps.org>](#)
To: admin@wspa.net
Subject: RE: S-275 trainings
Date: Wednesday, October 9, 2019 8:11:01 AM

Jennifer,

Do you know if it's very much different from last year? Did the manual change much?

Thanks!

Liz

Liz McFarland
Business Applications Manager
lmcfarla@fwps.org
(253) 945-2041



From: admin@wspa.net <admin@wspa.net>
Sent: Tuesday, October 8, 2019 1:38 PM
To: Liz McFarland <lmcfarla@fwps.org>
Subject: Re: S-275 trainings

Sounds good. You can even just show up either day and we will take care of you

Jennifer Tottenham

On Oct 8, 2019, at 1:32 PM, Liz McFarland <lmcfarla@fwps.org> wrote:

I'll get back to you ASAP. I'm not convinced I need to attend, since I did last year – will discuss with my supervisor. Thanks!

Liz McFarland
Business Applications Manager
lmcfarla@fwps.org
(253) 945-2041
<image001.jpg>

From: admin@wspa.net <admin@wspa.net>
Sent: Tuesday, October 8, 2019 1:21 PM
To: Liz McFarland <lmcfarla@fwps.org>

Subject: Re: S-275 trainings

Hi Liz,

We can absolutely get you in! Which date would you like to attend? Would you like the manual electronically or in hard copy? Just let me know and I will get you all taken care of.

Jennifer Tottenham

On Oct 8, 2019, at 1:18 PM, Liz McFarland <lmcfarla@fwps.org> wrote:

Hi Jennifer,

I hope you're well. I miss my WSPA friends

My supervisor just suggested that I consider attending one of the S-275 trainings in Tukwila – is there any room in either/both of them?

Thanks,
Liz

Liz McFarland
Business Applications Manager
lmcfarla@fwps.org
(253) 945-2041
<image001.jpg>

From: admin@wspa.net
To: [Limmer, Tina M.](#); [Curtis M. Leonard](#); cleonard@wspa.net; [Tony Frascone](#); [Carey Shaun](#)
Cc: [Callaham, Christine](#)
Subject: WSPA Board Agenda - for input before sharing with Board
Date: Wednesday, October 9, 2019 9:45:30 AM

Hello

I have moved forward with both the changes in format and also in publication – I have created a Board Meeting page similar to how we share conference materials. This will allow for the early sharing of materials for review and the ability to make changes as needed.

Please review and let me know if this new format/access works for everyone. Once approved, I will continue updating and will share with the full board for our meeting on Sunday.

To access the page you will need to LOG OUT of your wspa membership and login with the following:

- www.wspa.net
- Username: WSPABoard
- Password: wspa

Thank you,

Jennifer

From: admin@wspa.net
Sent: Thursday, October 03, 2019 10:52 AM
To: Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>; Curtis M. Leonard <cml@pattersonbuchanan.com>; cleonard@wspa.net; Tony Frascone <tfrascon@fwps.org>; Carey Shaun <scarey@fpschools.org>
Subject: RE: WSPA Board Agenda - for input

Hello,

I will move forward with the new meeting structure, thank you.

- Mission, Vision & Goals – Is this “Strategic Planning process update: Curtis Leonard” when I spoke with Curtis this morning he indicated he would like table this for retreat. Please let me know if the President team/Curtis made a different determination and I am happy to include for discussion
- Rates of all credit card providers (Jennifer) -- my apologies, I sent the info to Chris earlier this year and should have copied the Presidents. Memberclicks has a relationship with only one processor at this time – we can look elsewhere, but it would increase our pricing. I have included the email correspondence with MC at the bottom of this email for reference.
- Regional co-rep guidance update (Kim & Jennifer) - adding now, thank you for the

reminder!

- Taxes: 990s (annual filing) are all current and complete.

I plan to have all financial reports to Chris this weekend for review and to send out the full agenda and supporting documents by Wednesday. Please let me know if there is anything new/specific you would like to see outside of the usual reporting.

I am leaving for Spokane/S275 workshop shortly, but will be back online this afternoon if you have any questions or if I may be of any assistance.

Thank you,

Jennifer

From: Limmer, Tina M. [<mailto:LimmeTM@puyallup.k12.wa.us>]
Sent: Thursday, October 03, 2019 10:10 AM
To: admin@wspa.net; Curtis M. Leonard <cml@pattersonbuchanan.com>; cleonard@wspa.net;
Tony Frascione <tfrascon@fwps.org>; Carey Shaun <scarey@fpschools.org>
Subject: RE: WSPA Board Agenda - for input

I like the new structure, I think it will streamline some things, our time goes so fast.
Here are items I had on my list for follow up from the retreat:

- Mission, Vision & Goals – Is this “Strategic Planning process update: Curtis Leonard”
- Rates of all credit card providers (Jennifer)
- Regional co-rep guidance update (Kim & Jennifer)

Maybe not at the board meeting, I would like an update with Chris & Jennifer on our Tax and Accountant situation.

Thank you,
Tina

From: admin@wspa.net <admin@wspa.net>
Sent: Monday, September 30, 2019 6:04 PM
To: Curtis M. Leonard <cml@pattersonbuchanan.com>; cleonard@wspa.net; Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>; Tony Frascione <tfrascon@fwps.org>; Carey Shaun <scarey@fpschools.org>
Subject: WSPA Board Agenda - for input

Hello,

I am developing our board meeting agenda and would like to recommend that we move to a more efficient board meeting agenda style. I know how valuable our board time is and would like to see it focused on items that move the organization forward and less time on operations.

My intent is that the board packet would be sent the week prior to the meeting and any questions

addressed in advance.

1. Consent Agenda for minutes, membership report, treasurers report -- Of course, any pressing concerns/action needed would be added to business items as necessary. The intent is to be efficient without losing any transparency.
2. Business Items for items requiring a vote
3. Program updates - going forward we can have short reports provided in advance for review prior to the meeting.

I am hopeful this would allow for more meaningful discussion time for our board.

Please let me know your thoughts – we can discuss further during our Thursday phone call.

Draft for consideration – please let me know of any additional agenda items. Thank you.

1. Call to Order
2. Executive Director Comments
3. President Comments
4. Consent Agenda: Jennifer Tottenham (vote)
 - a. Minutes
 - b. Membership Report
 - c. Treasurer Report
5. Business Items
 - a. Award Program Recommendation: Tony Frascione (vote)
 - b. Recommendation to move to per diem for board meal reimbursement: Jennifer Tottenham (vote)
 - c. Recommendation to increase region representative position to three (3) years: Curtis Leonard, Tina Limmer (vote)
 - d. Recommendation to change WA Educator Career Fair Pricing: Curtis Leonard, Chris Callahan (vote)
 - e. HELP Coordinator position and stipend: Curtis Leonard, Tina Limmer (vote)
6. Program Updates
 - a. Annual Conference Planning Committee update: Debbie Kovacs, Darrell Heisler
 - b. HELP Program update: Jane Stencel
 - c. Randy Hathaway application review: Jennifer Tottenham
 - d. WASA/WSPA collaboration update: Curtis Leonard
 - e. What Every Employer Needs to Know update: Curtis Leonard
 - f. Strategic Planning process update: Curtis Leonard
 - g. Region Updates
7. Calendar and Next Steps
8. Adjourn

*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.wsipa.net/>



MEMBERCLICKS CORRESPONDENCE RE CC FEES



Ray Douglas (MemberClicks)

Jul 1, 4:44 PM EDT

Jennifer,

Thank you for contacting us. You would be moving from a Level 2 to a Level 3. Right now that is \$5,400 annually. If you want to switch now the difference between your current agreement and that new plan is \$256.32. So you would receive an invoice for the \$256.32 and then an invoice due 9/1/2019 for the next year' agreement. Payscape is our processing partner and you receive a discount for using them. You can use Authorize.net with another processor, but that would put you on the standard pricing which would be \$6,000 annually for your MemberClicks service. We don't have a breakdown of fees since we only have a relationship with one processor. Please let us know if you have additional questions. Have a great day!

Ray Douglas
Product Expert II
MemberClicks
404-879-2800



Jennifer Tottenham

Jul 1, 12:58 PM EDT

Hello,

Two questions:

1. How much would it be to increase our profile count? We have hit our limit. Thank you.
2. What are the options for credit card processing? We currently use payscape/moolah and I am interested in comparing costs with the other programs offered. Is there a breakdown of fees? I did not see one on the website.

Thank you,

Jennifer Tottenham
Account 29158/ PIN 3423

Jennifer Tottenham

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



From: [Jane Stencel](#) on behalf of [Jane Stencel <stencelj@evsd.org>](#)
To: [Debby Carter](#); [Janet Gavigan](#); [Janet Hodson](#); [Jennifer Tottenham](#); [JoAn Steiner](#); [Sonja Brown](#); [Toni Neidhold](#); [Long, Dawn](#)
Subject: Advisory Meeting
Date: Wednesday, October 9, 2019 10:31:57 AM
Attachments: [10.13.19 Advisory Meeting Agenda - DraftJS.docx](#)

Greetings!

I am looking forward to seeing many of you on Sunday at the advisory meeting. The meeting will be held in the Cascade 13 room from 4-5:30. I am attaching the agenda for now, but in the meantime, please consider who we might have as a keynote presenter for next summer. I will have expense forms available for you at the meeting.

Thank you!

Jane Stencel
Director of Human Resources
3830 N. Sullivan Rd., Bldg. 1
Spokane Valley, WA 99216
(509) 924-1830 phone
(509) 927-9500 fax



HELP

HUMAN RESOURCES IN EDUCATION
LEADERSHIP PROGRAM

October 13, 2019

HELP Advisory Board Meeting Agenda

UPDATE:

- Summer HELP 2019
 - Participants
 - 24 HELP I Participants (26 the year prior)
 - 15 HELP II Participants (14 the year prior)
 - 10 HELP III Participants (9 the year prior)
 - 26 HR Legal Boot Camp Participants (16 the year prior)
 - Classified Boot Camp Participants (21 in April 2019/10 for fall – 39 last summer)
 - Portfolio Review
 - Discussion
 - Feedback
 - Portfolio Completion
 - 8 HELP I Participants (5 the year prior)- 16 authorizations this year
 - 6 HELP II Participants (4 the year prior) – 8 authorizations this year
 - 4 HELP III Participants (3 the year prior) – 6 authorizations this year
- Fall HELP Session - October 21, 2019
 - 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
Curtis Leonard, Patteron Buchanan Fobes & Leitch, Inc., P.S.
 - WSPA members invited to attend for a registration fee of \$150

- 7 Registered (16 last year)
 - (1) Basics of Human Resources
 - (2) Legal Writing for Human Resources
 - (6) Workplace Investigations and documentation
 Last year: 7
- Spring HELP Session – April 20, 2020
 - Speakers/Presenters/Topics
 - Presenters:
 - Topics:
 - HELP III Presentations
 - HELP II will observe
 - Angela Moses, Angela Spencer, and Bailey Roberts:

Surviving the Reorganization
 - Therese Caldwell and Shawnacy Smith:

Workplace Conflict
 - Lori Varkevisser, Christi Sayres, and Connie Majors:

New Employee Orientation
 - Kara Silsbee and Melody Perez:

Workplace Conflict
 - Advisory members observing: _____
 - _____
 - _____
- Classified Boot Camp
 - Spring 2019 - Spokane, WA
 - April 22, 2019 – 21 participants
 - Fall 2019, October 21, 2019 – Puget Sound ESD – 12 participants to date
 - Spring (April 20) 2020 - Spokane
- HELP Summer 2020 Session – July 13-17, 2020
 - Leavenworth, WA
 - Icicle Inn
 - Keynote Speaker
 - Suggestions
 - Monday: Gordy Linse
- What's NEW
 - Reboot – coming summer 2020
- Next Advisory Committee Meeting-annual conference – March 1, 2020 000100

From: admin@wsps.net
To: [Liz McFarland](#)
Subject: RE: S-275 trainings
Date: Wednesday, October 9, 2019 11:52:57 AM

Liz,

I just spoke with the presenter and she said the primary changes are related to the PESB changes in clock hours. The remainder of the information is generally the same.

Thank you,

jennifer

From: Liz McFarland [mailto:lmcfarla@fwps.org]
Sent: Wednesday, October 09, 2019 8:11 AM
To: admin@wsps.net
Subject: RE: S-275 trainings

Jennifer,

Do you know if it's very much different from last year? Did the manual change much?

Thanks!

Liz

Liz McFarland
Business Applications Manager
lmcfarla@fwps.org
(253) 945-2041



From: admin@wsps.net <admin@wsps.net>
Sent: Tuesday, October 8, 2019 1:38 PM
To: Liz McFarland <lmcfarla@fwps.org>
Subject: Re: S-275 trainings

Sounds good. You can even just show up either day and we will take care of you

Jennifer Tottenham

On Oct 8, 2019, at 1:32 PM, Liz McFarland <lmcfarla@fwps.org> wrote:

I'll get back to you ASAP. I'm not convinced I need to attend, since I did last year – will discuss with my supervisor. Thanks!

Liz McFarland
Business Applications Manager
lmcfarla@fwps.org
(253) 945-2041
<image001.jpg>

From: admin@wspsa.net <admin@wspsa.net>

Sent: Tuesday, October 8, 2019 1:21 PM

To: Liz McFarland <lmcfarla@fwps.org>

Subject: Re: S-275 trainings

Hi Liz,

We can absolutely get you in! Which date would you like to attend? Would you like the manual electronically or in hard copy? Just let me know and I will get you all taken care of.

Jennifer Tottenham

On Oct 8, 2019, at 1:18 PM, Liz McFarland <lmcfarla@fwps.org> wrote:

Hi Jennifer,

I hope you're well. I miss my WSPA friends

My supervisor just suggested that I consider attending one of the S-275 trainings in Tukwila – is there any room in either/both of them?

Thanks,
Liz

Liz McFarland
Business Applications Manager
lmcfarla@fwps.org
(253) 945-2041
<image001.jpg>

From: [Liz McFarland](#) on behalf of [Liz McFarland <lmcfarla@fwps.org>](#)
To: admin@wspsa.net
Subject: RE: S-275 trainings
Date: Wednesday, October 9, 2019 12:01:35 PM

Thank you so much, Jennifer! I think I'm good. Sorry to miss seeing you again, though

Liz

Liz McFarland
Business Applications Manager
lmcfarla@fwps.org
(253) 945-2041



From: admin@wspsa.net <admin@wspsa.net>
Sent: Wednesday, October 9, 2019 11:53 AM
To: Liz McFarland <lmcfarla@fwps.org>
Subject: RE: S-275 trainings

Liz,

I just spoke with the presenter and she said the primary changes are related to the PESB changes in clock hours. The remainder of the information is generally the same.

Thank you,

jennifer

From: Liz McFarland [<mailto:lmcfarla@fwps.org>]
Sent: Wednesday, October 09, 2019 8:11 AM
To: admin@wspsa.net
Subject: RE: S-275 trainings

Jennifer,

Do you know if it's very much different from last year? Did the manual change much?

Thanks!

Liz

Liz McFarland
Business Applications Manager
lmcfarla@fwps.org
(253) 945-2041



From: admin@wspsa.net <admin@wspsa.net>
Sent: Tuesday, October 8, 2019 1:38 PM
To: Liz McFarland <lmcfarla@fwps.org>
Subject: Re: S-275 trainings

Sounds good. You can even just show up either day and we will take care of you

Jennifer Tottenham

On Oct 8, 2019, at 1:32 PM, Liz McFarland <lmcfarla@fwps.org> wrote:

I'll get back to you ASAP. I'm not convinced I need to attend, since I did last year – will discuss with my supervisor. Thanks!

Liz McFarland
Business Applications Manager
lmcfarla@fwps.org
(253) 945-2041
<image001.jpg>

From: admin@wspsa.net <admin@wspsa.net>
Sent: Tuesday, October 8, 2019 1:21 PM
To: Liz McFarland <lmcfarla@fwps.org>
Subject: Re: S-275 trainings

Hi Liz,

We can absolutely get you in! Which date would you like to attend? Would you like the manual electronically or in hard copy? Just let me know and I will get you all taken care of.

Jennifer Tottenham

On Oct 8, 2019, at 1:18 PM, Liz McFarland <lmcfarla@fwps.org> wrote:

Hi Jennifer,

I hope you're well. I miss my WSPA friends

My supervisor just suggested that I consider attending one of the S-275 trainings in Tukwila – is there any room in either/both of them?

Thanks,

Liz

Liz McFarland
Business Applications Manager
lmcfarla@fwps.org
(253) 945-2041
<image001.jpg>

From: admin@wspsa.net
To: [Liz McFarland](#)
Subject: RE: S-275 trainings
Date: Wednesday, October 9, 2019 12:11:02 PM

Totally understandable. Have a great week!

From: Liz McFarland [mailto:lmcfarla@fwps.org]
Sent: Wednesday, October 09, 2019 12:02 PM
To: admin@wspsa.net
Subject: RE: S-275 trainings

Thank you so much, Jennifer! I think I'm good. Sorry to miss seeing you again, though

Liz

Liz McFarland
Business Applications Manager
lmcfarla@fwps.org
(253) 945-2041



From: admin@wspsa.net <admin@wspsa.net>
Sent: Wednesday, October 9, 2019 11:53 AM
To: Liz McFarland <lmcfarla@fwps.org>
Subject: RE: S-275 trainings

Liz,

I just spoke with the presenter and she said the primary changes are related to the PESB changes in clock hours. The remainder of the information is generally the same.

Thank you,

jennifer

From: Liz McFarland [mailto:lmcfarla@fwps.org]
Sent: Wednesday, October 09, 2019 8:11 AM
To: admin@wspsa.net
Subject: RE: S-275 trainings

Jennifer,

Do you know if it's very much different from last year? Did the manual change much?

Thanks!

Liz

Liz McFarland
Business Applications Manager
lmcfarla@fwps.org
(253) 945-2041



From: admin@wspa.net <admin@wspa.net>

Sent: Tuesday, October 8, 2019 1:38 PM

To: Liz McFarland <lmcfarla@fwps.org>

Subject: Re: S-275 trainings

Sounds good. You can even just show up either day and we will take care of you

Jennifer Tottenham

On Oct 8, 2019, at 1:32 PM, Liz McFarland <lmcfarla@fwps.org> wrote:

I'll get back to you ASAP. I'm not convinced I need to attend, since I did last year – will discuss with my supervisor. Thanks!

Liz McFarland
Business Applications Manager
lmcfarla@fwps.org
(253) 945-2041
<image001.jpg>

From: admin@wspa.net <admin@wspa.net>

Sent: Tuesday, October 8, 2019 1:21 PM

To: Liz McFarland <lmcfarla@fwps.org>

Subject: Re: S-275 trainings

Hi Liz,

We can absolutely get you in! Which date would you like to attend? Would you like the manual electronically or in hard copy? Just let me know and I will get you all taken care of.

Jennifer Tottenham

On Oct 8, 2019, at 1:18 PM, Liz McFarland <lmcfarla@fwps.org> wrote:

Hi Jennifer,

I hope you're well. I miss my WSPA friends

My supervisor just suggested that I consider attending one of the S-275 trainings in Tukwila – is there any room in either/both of them?

Thanks,
Liz

Liz McFarland
Business Applications Manager
lmcfarla@fwps.org
(253) 945-2041
<image001.jpg>

From: [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)
To: [Jane Stencel](#); [Debby Carter](#); [Janet Gavigan](#); [Jennifer Tottenham](#); [JoAn Steiner](#); [Sonja Brown](#); [Toni Neidhold](#); [Long, Dawn](#)
Subject: RE: Advisory Meeting
Date: Wednesday, October 9, 2019 2:52:51 PM

One thought I had on a topic is around the use of weekly goal setting as part of the evaluation process to ensure continuous conversation of support and success instead of talking with evaluate 2 x a year and writing inadequate annual evaluation.

Janet Hodson
Executive Director for Human Resources
253.945.2020
jhodson@fwps.org

From: Jane Stencel <stencelj@evsd.org>
Sent: Wednesday, October 9, 2019 10:32 AM
To: Debby Carter <carterd@edmonds.wednet.edu>; Janet Gavigan <gaviganj@rsd407.org>; Janet Hodson <jhodson@fwps.org>; Jennifer Tottenham <admin@wspace.net>; JoAn Steiner <jsteinernv@yahoo.com>; Sonja Brown <sonjabrown@sequim.k12.wa.us>; Toni Neidhold <TNeidhold@psd1.org>; Long, Dawn <dlong@nthurston.k12.wa.us>
Subject: Advisory Meeting

Greetings!

I am looking forward to seeing many of you on Sunday at the advisory meeting. The meeting will be held in the Cascade 13 room from 4-5:30. I am attaching the agenda for now, but in the meantime, please consider who we might have as a keynote presenter for next summer. I will have expense forms available for you at the meeting.

Thank you!

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@wsps.net
To: admin@wsps.net
Cc: cleonard@wsps.net
Subject: School Law Conference: welcome, conference materials, and new location reminder
Date: Thursday, October 10, 2019 8:51:29 AM
Attachments: [2019 School Law AGENDA UPDATED 10.9.2019.pdf](#)

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 14-15, 2019
- **NEW LOCATION: Suites by Hilton at SEATTLE AIRPORT : 18740 International Blvd, Seattle, WA 98188**
 - Note: Parking will be complimentary for attendees. Parking passes will be provided at check-in for overnight guests and we will have parking passes at registration for local attendees.

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: LAW2019
 - Password: wsps
- Please note that you must log out of your WSPA membership account and log in using the above username/password in order to access the materials
- Please visit www.wsps.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.

We look forward to seeing you at the conference.

*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.wsps.net/>





NEW LOCATION: DoubleTree Suites by Hilton at SEATTLE AIRPORT
18740 International Blvd. Seattle, WA 98188

SUNDAY, OCTOBER 13, 2019

| | | |
|----------------|---|------------|
| 2:00 – 4:00 pm | Annual Conference Sub-Committee Planning Meeting | CASCADE 13 |
| 4:00 – 5:30 pm | HELP Advisory Committee Meeting | CASCADE 13 |
| 6:00-8:00 pm | WSPA Board Meeting | CASCADE 13 |

MONDAY, OCTOBER 14, 2019

| Schedule | ROOM 1 | ROOM 2 | ROOM 3 |
|--------------------------|---|---|---|
| 7:30 am | Registration opens in Foyer | | |
| 8:00-9:00 am | Ballroom Breakfast Keynote: Debriefing the 2019 Bargain Presenters: Curtis Leonard, Bargaining Panel | | |
| Session 1 9:15-10:30 | Navigating Student Mental Health Concerns Emma Gillespie Preg O'Donnell & Gillett | Managing Breaches of Electronic Data Jeffrey Daly Preg O'Donnell & Gillett | Dangers Lurking in the Physical Education Classroom Angela Marshlain Patterson Buchanan Fobes & Leitch |
| Session 2 10:40-11:55 | Unfair Labor Practices – Basic Legal Principals, ULPs as a Bargaining Tactic and Strategies in Response Lorraine Wilson Porter Foster Rorick | Student Suicides – Protecting the District and Students Mark O'Donnell Preg O'Donnell & Gillett Camille Goldy OSPI | Changes to Clock Hour Policy in Washington State Maren Johnson PESB |
| 12:15-1:55 | Ballroom Sometimes It's the Little Things – What to Do and What to Stop That Can Help Your District Presenters: Charles Leitch and Chris Burton | | |
| Session 3 2:15-3:30 | WTF - What's The Focus? 3 Case Studies balancing HR Operational Practices as Well as Legal Considerations Chris Burton Law Office of Chris Burton Lisa Hechtman Issaquah School District | Backpacks, Phones and More! Student Searches and Seizures Kevin O'Neill Stevens Clay | Paraeducator Certificate Program Requirement: an update Jack Busbee PESB |
| 4:00 pm | MAXI'S BALLROOM School Law Conference Attendee Reception Hosted by: Patterson Buchanan Fobes & Leitch | | |

| TUESDAY, OCTOBER 15, 2019 | | | |
|---|---|---|---|
| 8:30-9:30 | Ballroom Breakfast Keynote: Successful Mediation of Labor Disputes Presenters: Public Employment Relations Commissions | | |
| Session 4 9:40-10:55 | Do No Harm: Planning for a School-Based Health Center in your District Heidi Maynard Vandeberg Johnson & Gandara | Certification Updates David Kinnunen OSPI | Internal Union Records and the Public Records Act Jay Schulkin Porter Foster Rorick |
| Session 5 11:00-12:15 | Accommodating Employees' Mental Conditions Pat Buchanan Patterson Buchanan Fobes & Leitch | Special Education: Errors to Fix Before You're Sued Lynette Baisch Porter Foster Rorick | Student Civil Rights Sam Chalfant Curran Law Firm |
| 12:25-1:25 | Ballroom Lunch Keynote: The Year in Review / Legal Updates Presenters: Chuck Lind Patterson Buchanan Fobes & Leitch | | |
| Session 6 1:35-2:50 | Student Speech On Campus, Off Campus and Somewhere on the Internet Valerie Walker Porter Foster Rorick | Top Ten Things Every Administrator Needs to Know Rick Kaiser Law Offices of Richard Kaiser | This is your Last Chance! Handling Last Chance Agreements - Do They Work? Paul Clay Stevens Clay |
| ADJOURN | | | |
| Conference Materials will be provided electronically to attendees | | | |



Washington School Personnel Association
www.wspsa.net



Washington Schools Risk Management Pool
www.wsrmp.com

From: admin@wsps.net
To: admin@wsps.net
Cc: [Bradburn Laura D.](#); mhcolvin@bethelsd.org
Subject: FW: WSPA S-275 Reporting Workshop 10/10/2019
Date: Thursday, October 10, 2019 2:29:48 PM
Attachments: [S275 Clock Hours TUKWILA OCT 10 2019.pdf](#)

Thank you for your attendance at our recent S-275 workshop. The clock hour form is attached for your records.

Thank you,

Jennifer

From: admin@wsps.net
Sent: Tuesday, October 08, 2019 6:26 PM
To: admin@wsps.net
Cc: Bradburn Laura D. <BradburnLD@mukilteo.wednet.edu>; mhcolvin@bethelsd.org
Subject: WSPA S-275 Reporting Workshop 10/10/2019

Hello,

It is my understanding that the manual file may be a bit too large for some district spam filters. I have added the manual to our shared WSPA Google Drive and I am hopeful that will make access available for all.

The manual may be found at: <https://drive.google.com/open?id=1qRDZ8JhfM8u5gAJVS-uu0OMpr5DDupdR>

Please let me know if you have any continued trouble accessing the S-275 manual and I will do my best to get it to you one way or another!

Thank you,

Jennifer

From: admin@wsps.net
Sent: Tuesday, October 08, 2019 11:15 AM
To: admin@wsps.net
Cc: Bradburn Laura D. <BradburnLD@mukilteo.wednet.edu>; mhcolvin@bethelsd.org
Subject: WSPA S-275 Reporting Workshop 10/10/2019

Hello,

Thank you for your registration to our upcoming S-275 Reporting Workshop. We look forward to

having you join us!

The electronic version of the manual is attached for your records – for those of you who purchased hardcover manuals we will have them for you at the event.

S-275 Reporting Workshop

October 10, 2019

- DoubleTree by Hilton at Southcenter: 16500 Southcenter Parkway, Tukwila, WA 98188
- 8:00 am- 4:00 pm
- Continental breakfast and lunch provided

*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

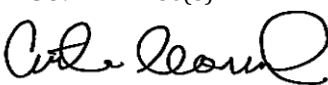
Use this form to verify your attendance at an approved clock hour offering outlined in Section II below. This form must be retained by the individual as verification of attendance. It is the individual's responsibility to maintain accurate records for compliance with certification regulations. DO NOT 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) <input type="checkbox"/> Female <input type="checkbox"/> Male | |
| Home Address (Street, City, State, Zip Code) | | | Telephone Numbers | |
| | | | Home | |
| | | | Business | |

| Section II - Clock Hour Provider | | |
|--|--|--|
| Clock Hour Class Title: S-275 Personnel Reporting Workshop | | Name of Instructors: Laura Bradburn, Meredith Colvin |
| Total Number of Clock Hours Available 7 | First Day of Class/Offering 10/10/2019 | Last Day of Class/Offering 10/10/2019 |
| Sponsoring Provider Name (Agency Granting Clock Hours) Washington School Personnel Association | | Business Telephone Number 360-825-1415 |
| Provider Address PO Box 1600 Anacortes, WA 98221 | | |
| Sponsoring Provider Contact Person Jennifer Tottenham, Program Coordinator | | Telephone Number 360-825-1415 |

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

| Section IV - Clock Hour Provider - Verification |
|--|
| <p>When signed by the approved class sponsor or instructor, this form serves as a transcript or letter documenting eligible credits as required by WAC 392-121-280(3).</p> <p></p> <p>Original Signature of Class Sponsor/Instructor</p> <p><u>10/10/2019</u></p> <p>Date</p> |

From: [Tina Williamson](#) on behalf of [Tina Williamson <twilliam@fwps.org>](#)
To: admin@wspa.net
Subject: Automatic reply: WSPA S-275 Reporting Workshop 10/10/2019
Date: Thursday, October 10, 2019 2:29:51 PM

I am currently out of the office and will return October 11th. If you need immediate assistance please e-mail Jhymer@fwps.org

Thank You and have a great day!

From: [Jessica Drexler](#) on behalf of [Jessica Drexler <jdrexler@fwps.org>](#)
To: admin@wspsa.net
Subject: Automatic reply: WSPA S-275 Reporting Workshop 10/10/2019
Date: Thursday, October 10, 2019 2:29:51 PM

Thank you for your email.

We are working on processing all horizontal moves/salary placement for all documents received prior to the October 5th deadline. These moves will be effective for your October pay warrant and will be retroactive to the beginning of the school year. As the documents are processed, you will be able to see the information on Employee Online under Education and Credits, and your salary placement will be viewable under current jobs.

If you do not see the information on Employee Online by end of day October 19th, please let me know, so we can research further.

Thank you for your patience during this busy time!

From: [Alicia Larsen](#) on behalf of [Alicia Larsen <alarsen@fwps.org>](#)
To: admin@wspsa.net
Subject: Automatic reply: WSPA S-275 Reporting Workshop 10/10/2019
Date: Thursday, October 10, 2019 2:29:52 PM

I am currently out of the office at a conference and will return October 18th. If you need immediate assistance please contact the HR department at hr@fwps.org or 253-945-2073.

We are working on processing all horizontal moves/salary placement for all documents received prior to the October 5th deadline. These moves will be effective for your October pay warrant and will be retroactive to the beginning of the school year. As the documents are processed, you will be able to see the information on Employee Online under Education and Credits, and your salary placement will be viewable under current jobs.

If you do not see the information on Employee Online by end of day October 19th, please let me know, so we can research further.

Thank you for your patience during this busy time!

Alicia Larsen
[Compensation Specialist](#)
[Human Resources](#)
[\(253\) 945-2190](#)

From: admin@wsps.net
To: limmetm@puysallup.k12.wa.us; Tony Frascione; "Curtis M. Leonard"; cleonard@wsps.net
Subject: WSPA Board - Jennifer follow up items
Date: Tuesday, October 15, 2019 9:24:02 AM
Attachments: [WSPA Board Meeting Agenda ACTION ITEMS October 2019.docx](#)

Hello,

I have made a quick list of my action items from the board meeting – please review and let me know if I missed anything. Thank you!

Please note, these are just my personal action items – not intended to be comprehensive minutes.

Thank you,

Please let me know if I have provided the assistance needed or if I may be of any further service.

Jennifer Tottenham

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221













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

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





**WSPA Board Meeting
October 13, 2019
DoubleTree by Hilton at Seattle Airport
6:00 pm**

1. Call to Order
2. Executive Director Comments
4. Consent Agenda - Jennifer Tottenham - Vote
 - Minutes of Board Retreat 
 - Membership Report 2018-2019 
 - Membership Report 2019-2020 
 - Treasurer Report: Budget vs. Actual 2018-2019 
 - Treasurer Report: Budget vs. Actual 2019-2020 
 - Treasurer Report: Profit and Loss Statement 2018-2019 (Custom reporting dates) 
 - Treasurer Report: Profit and Loss Statement 2019-2020 (Custom reporting dates) 
 - Treasurer Report: Adopted budget 2019-2020 
5. Business Items
 - Award Program Recommendation - Tony Frascione - Vote
 - Randy Hathaway Application  and Scoring Process  Review - Jennifer Tottenham - Vote if changes recommended
 - Recommendation to increase career fair rates  - Chris Callahan, Jennifer Tottenham - Vote
 - WASA/Cascade Government Collaboration - Curtis Leonard - Vote if changes recommended
 - Recommendation to increase region representative position to three (3) years - Curtis Leonard, Tina Limmer - Vote if changes recommended
 - HELP Coordinator Position/Stipend - Curtis Leonard, Tina Limmer - Vote
6. Program Updates
 - Annual Conference Planning Committee Update - Debbie Kovacs, Darrell Heisler
 - HELP Program Update - Jane Stencil
 - Regional Representative Onboarding Document  (Draft for input) - Jennifer Tottenham
 - Region Updates
7. Calendar and Next Steps
8. Adjourn

Action items - Jennifer

- Recommendation to increase representative position to three years
 - Draft bylaw updates including
 - Voting procedures (incumbent gets vote, outgoing does not)
 - Election cycle
 - Possible term limits
 - Board retreat attendance (incoming, standing rep attend, outgoing does not)
 - Process for resignations, regions with representatives serving same term year
 - Action item for approval at February meeting and then at general meeting if approved to move forward
- Onboarding documents
 - Update with 3 year position if approved
 - Create onboarding doc for presidents, secretary, treasurer
 - President doc to include meeting procedures
- Randy Hathaway
 - District member “additionals” are able to apply – yay!
 - Update any member language on website and application
 - Follow up with sub-committee Chris Callahan, Jane Stencel, and Darrel Heisler regarding any change in rubric
- Regional awards
 - Include in award programming/award order for annual conference
 - Award to include scholarship/registration to attend – coordinate registration/confirm attendance with recipients
 - Follow up with committee regarding rubric, communications, etc
 - Tony Frascione, Vivian Jensen, Jenae Gomes, Janet Hodson
- WASA partnership
 - Get contract from Curtis, applicable tax docs from WASA
 - Contract is for \$16.8 paid quarterly – set up invoicing/payment schedule with WASA
 - Coordinate/calendar legislative calls with region rep/WASA
 - Curtis, Vivian Jensen, Jenae Gomes, Doug Christensen
 - Include legislative representative language in WSPA bylaws with one-year term
- Career Fair rates – confirm with Chris Callahan and Curtis regarding new rates for opening registration by the end of November

From: admin@wspace.net
To: [Curtis M. Leonard](#); cleonard@wspace.net; [Limmer, Tina M.](#); [Tony Frascione](#)
Subject: RE: Request for approval to attend: Strategic planning for non-profits
Date: Tuesday, October 15, 2019 12:01:39 PM

Hello,

I just wanted to circle back on this – any thoughts on my attending this workshop and joining the organization? The workshop is coming up on October 29.

Thank you,

Jennifer

From: admin@wspace.net
Sent: Thursday, September 19, 2019 2:18 PM
To: Curtis M. Leonard <cml@pattersonbuchanan.com>; cleonard@wspace.net; Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>
Subject: Request for approval to attend: Strategic planning for non-profits

Curtis and Tina,

The Washington Non-Profits organization offers training and resources for non-profits. They have a strategic planning workshop that I would like to attend. The next available that doesn't conflict with WSPA events is October 29 in Pullman.

<https://washingtonnonprofits.secure.nonprofitsoapbox.com/component/events/event/252>

The non-member cost is \$60. If needed, I am happy to pay for my travel expenses as this was not budgeted at our retreat.

The annual membership is based on operating budget and our cost would be \$150. I would like to become a member and am happy to bring that to the board to approve in October if necessary.

I would also like to suggest that we consider holding off strategic planning at the October board meeting and come to the February meeting with a framework for developing a plan. I think this workshop would be helpful in creating that framework and giving us a clear path to make progress at the February meeting and next retreat.

Please let me know your thoughts and if I may go forward with registration and/or membership.

Thank you,

Jennifer

From: admin@wspace.net

Sent: Tuesday, September 17, 2019 1:55 PM

To: Curtis M. Leonard <cml@pattersonbuchanan.com>; cleonard@wspace.net; Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>

Subject: October board meeting schedule

Curtis and Tina,

I have the following tentatively scheduled for Sunday, October 13th -- please let me know if this timing works for you and I will share with the board:

- Annual Conference Sub-committee Planning Meeting
 - 2:00-4:00 pm
- HELP Advisory Meeting
 - 4:00-5:30
- WSPA Board Meeting
 - 6:00-8:00
 - 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.wspace.net/>



From: admin@wspsa.net
To: cleonard@wspsa.net; [Curtis M. Leonard](#); [Limmer, Tina M.](#); [Tony Frascione](#)
Subject: WSPA and clock hour policy changes
Date: Tuesday, October 15, 2019 12:14:31 PM

Hello,

WSPA is an approved clock hour provider and will need to update our processes with the below changes in mind.

I would like to recommend the following:

- The president team to serve as clock hour committee this year and I that I document our clock hour process as of August 24, 2019 for signature/record keeping
- That I present our proposed clock hours as part of our calendar approval process at the June retreat for board approval going forward

We currently keep all sign in sheets from events for confirmation of attendance and I have clock hour forms for all events on file. Currently our survey results are all kept electronically, but I will go back and print out copies to keep with the individual event records.

Thank you,

jennifer

From: Maren Johnson (PESB) [mailto:Maren.Johnson@k12.wa.us]
Sent: Tuesday, October 15, 2019 10:30 AM
To: Maren Johnson (PESB) <Maren.Johnson@k12.wa.us>
Cc: Sophia Keskey (PESB) <Sophia.Keskey@k12.wa.us>
Subject: Clock hour policy changes: Find out more

Hello Washington state clock hour providers,

At the July 2019 board meeting, PESB approved [changes to clock hour policy](#) based on recommendations from a stakeholder work group. Recommendations focused on flexibility and access, streamlining the system, and accountability.

24

The Professional Educator Standards Board (PESB) is offering a webinar on clock hour policy and policy changes on Thursday, October 24, 2019, at 11:00 am. **Register for the clock hour webinar at:** <http://bit.ly/2G371vX>

This email includes some key information relating to clock hours. Find more comprehensive information at <http://www.pesb.wa.gov/clock-hour-changes> and in WAC [181-85](#).

Role of the OSPI Certification Office:

The OSPI Certification Office performs audits of clock hour providers on a selective basis which may include responses to complaints or other evidence of possible noncompliance.

Audits may result in a clock hour provider no longer being able to issue clock hours.
(WAC 181-85-215; 181-85-220; 181-85-225)

The OSPI Certification office also accepts applications from potential clock hour providers on an annual basis. Find out more and apply here: <https://www.k12.wa.us/educator-support/continuing-education-clock-hours/become-approved-provider> The deadline to apply for this upcoming year (2020-21) is August 20, 2020. Contact the OSPI Certification Office at cert@k12.wa.us or (360) 725-6400.

Role of the Professional Educator Standards Board (PESB):

PESB sets policy relating to clock hour providers, issuing clock hours, and how clock hours are used in certification. PESB does not set policy regarding how clock hours are used in compensation.

PESB also approves clock hour providers. The OSPI Certification Office sends a list of clock hour provider applicants to PESB for consideration for approval.

Overview of some clock hour policy changes:

The following is just a summary of a few key changes. Find more comprehensive information on clock hour policy at <http://www.pesb.wa.gov/clock-hour-changes> and in WAC [181-85](#).

- Clock hours may not be offered to individuals serving as the instructor for a course for which that individual is the only participant. (WAC 181-85-030)
- When partnering with another organization, an approved clock hour provider cannot provide blanket approval of all courses from that other organization. The approved clock hour provider must follow all relevant policy for approving each individual course from another organization in the same way courses offered by the clock hour provider itself would be approved. (WAC 181-85-200)

Prior to offering a course, the provider's clock hour committee must approve:

- Date of course
- Number of clock hours being offered
- Course objectives and program agenda
- Instructors and their qualifications
- Relation of course to clock hour standards (WAC 181-85-200, 181-85-202)

Recordkeeping:

Documentation that providers are required to keep for seven years includes:

- Documentation that the clock hour committee approved a course's date, number of hours, objectives, relation to clock hour standards, instructors & their qualifications prior to the course being offered.
- Summary of course evaluations, and minutes showing that the clock hour committee reviewed these evaluations.
- Participant registration list. (WAC 181-85-205)

Clock hour policy changes resulting from this past year's stakeholder work group and adopted by the

PESB went into effect August 24, 2019.

For further information on the Professional Educator Standards Board and our clock hour policies, please review our website at <http://www.pesb.wa.gov/clock-hour-changes>.

Thanks,

Maren

--

Maren Johnson, NBCT

Associate Director, Educator Preparation and Credentialing

Professional Educator Standards Board

Old Capitol Building, 600 Washington Street

Olympia, WA

www.pesb.wa.gov

[Twitter](#) | [Facebook](#) |

Register for a [webinar](#) on clock hour policy changes.

From: admin@wspace.net
To: [Curtis M. Leonard](#); cleonard@wspace.net; [Limmer, Tina M.](#); [Tony Frascione](#); [Callahan, Christine](#); cmcallahan@hotmail.com
Subject: WSPA projectors
Date: Tuesday, October 15, 2019 12:47:56 PM

Hello,

FYI – we had some trouble with our LCD projectors at the law conference. They are older models and not compatible with newer laptops without specific adapters. The connections are 2/3 are also unstable and worn.

Curtis has approved the purchase of three new LCD projectors. I will be researching economic models that meet our needs and plan to have them purchased prior to November 15 so we are prepared for Employee Misconduct and future events.

Thank you,

Please let me know if I have provided the assistance needed or if I may be of any further service.

Jennifer Tottenham

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

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

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



From: [Jane Stencel](#) on behalf of [Jane Stencel <stencelj@wspa.net>](#)
To: [jhodson@fwps.org](#); [David Brower](#)
Cc: [admin@wspa.net](#)
Subject: Classified Boot Camp
Date: Wednesday, October 16, 2019 11:09:27 AM

Just a reminder we have you scheduled from 8-10:30 on Monday, October 21. We will have a light breakfast available 30 minutes prior. Jennifer said the participants are up to 17. Our goal is 20.

If you would like us to print anything, please have it to us by noon on Friday.

Thank you!

Jane Stencel
HELP Coordinator
WSPA
(509) 241-5025 work
(509) 979-0572 cell

From: [David Brower](#) on behalf of [David Brower <dbrower@fwps.org>](#)
To: [Jane Stencel](#); [Janet Hodson](#)
Cc: [admin@wspa.net](#)
Subject: RE: Classified Boot Camp
Date: Wednesday, October 16, 2019 11:13:08 AM

Looking forward to it

David Brower
Chief Human Resource Officer
253-945-2049
dbrower@fwps.org

[Click here to learn about FWPS Career Opportunities](#)



From: Jane Stencel <stencelj@wspa.net>
Sent: Wednesday, October 16, 2019 11:09 AM
To: Janet Hodson <jhodson@fwps.org>; David Brower <dbrower@fwps.org>
Cc: admin@wspa.net
Subject: Classified Boot Camp

Just a reminder we have you scheduled from 8-10:30 on Monday, October 21. We will have a light breakfast available 30 minutes prior. Jennifer said the participants are up to 17. Our goal is 20.

If you would like us to print anything, please have it to us by noon on Friday.

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](#); [David Brower](#)
Cc: [admin@wspa.net](#)
Subject: RE: Classified Boot Camp
Date: Wednesday, October 16, 2019 11:14:59 AM

Jane

Thank you for the reminder. Can you confirm the location for us? Don't want to show up at the wrong venue.

Janet Hodson
Executive Director for Human Resources
253.945.2020
jhodson@fwps.org

From: Jane Stencel <stencelj@wspa.net>
Sent: Wednesday, October 16, 2019 11:09 AM
To: Janet Hodson <jhodson@fwps.org>; David Brower <dbrower@fwps.org>
Cc: admin@wspa.net
Subject: Classified Boot Camp

Just a reminder we have you scheduled from 8-10:30 on Monday, October 21. We will have a light breakfast available 30 minutes prior. Jennifer said the participants are up to 17. Our goal is 20.

If you would like us to print anything, please have it to us by noon on Friday.

Thank you!

Jane Stencel

HELP Coordinator

WSPA

(509) 241-5025 work

(509) 979-0572 cell

From: [Jane Stencel](#) on behalf of [Jane Stencel <stencelj@wspa.net>](#)
To: jhodson@fwps.org
Subject: Re: Classified Boot Camp
Date: Wednesday, October 16, 2019 12:54:19 PM

Puget Sound ESD
800 Oakesdale Ave SW
Renton

Safe travels!

From: Janet Hodson <jhodson@fwps.org>
Sent: Wednesday, October 16, 2019 11:14 AM
To: Jane Stencel <stencelj@wspa.net>; David Brower <dbrower@fwps.org>
Cc: admin@wspa.net <admin@wspa.net>
Subject: RE: Classified Boot Camp

Jane

Thank you for the reminder. Can you confirm the location for us? Don't want to show up at the wrong venue.

Janet Hodson
Executive Director for Human Resources
253.945.2020
jhodson@fwps.org

From: Jane Stencel <stencelj@wspa.net>
Sent: Wednesday, October 16, 2019 11:09 AM
To: Janet Hodson <jhodson@fwps.org>; David Brower <dbrower@fwps.org>
Cc: admin@wspa.net
Subject: Classified Boot Camp

Just a reminder we have you scheduled from 8-10:30 on Monday, October 21. We will have a light breakfast available 30 minutes prior. Jennifer said the participants are up to 17. Our goal is 20.

If you would like us to print anything, please have it to us by noon on Friday.

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](#)
Subject: RE: Classified Boot Camp
Date: Wednesday, October 16, 2019 1:13:40 PM

Great. See you Monday.

Janet Hodson
Executive Director for Human Resources
253.945.2020
jhodson@fwps.org

From: Jane Stencel <stencelj@wspsa.net>
Sent: Wednesday, October 16, 2019 12:54 PM
To: Janet Hodson <jhodson@fwps.org>
Subject: Re: Classified Boot Camp

Puget Sound ESD
800 Oakesdale Ave SW
Renton

Safe travels!

From: Janet Hodson <jhodson@fwps.org>
Sent: Wednesday, October 16, 2019 11:14 AM
To: Jane Stencel <stencelj@wspsa.net>; David Brower <dbrower@fwps.org>
Cc: admin@wspsa.net <admin@wspsa.net>
Subject: RE: Classified Boot Camp

Jane
Thank you for the reminder. Can you confirm the location for us? Don't want to show up at the wrong venue.

Janet Hodson
Executive Director for Human Resources
253.945.2020
jhodson@fwps.org

From: Jane Stencel <stencelj@wspsa.net>
Sent: Wednesday, October 16, 2019 11:09 AM
To: Janet Hodson <jhodson@fwps.org>; David Brower <dbrower@fwps.org>
Cc: admin@wspsa.net
Subject: Classified Boot Camp

Just a reminder we have you scheduled from 8-10:30 on Monday, October 21. We will have a

light breakfast available 30 minutes prior. Jennifer said the participants are up to 17. Our goal is 20.

If you would like us to print anything, please have it to us by noon on Friday.

Thank you!

Jane Stencel

HELP Coordinator

WSPA

(509) 241-5025 work

(509) 979-0572 cell

From: [Limmer, Tina M.](#) on behalf of [Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>](#)
To: [admin@wspsa.net](#); [cleonard@wspsa.net](#); [Curtis M. Leonard](#); [Tony Frascone](#)
Subject: RE: WSPA and clock hour policy changes
Date: Friday, October 18, 2019 12:26:53 PM

Thank you Jennifer,

My understanding is we had to have a summary of the evaluations, not every evaluation printed out. Depending on which one is more time consuming, maybe you could just create a summary for the board to review of the clock hours provided for the June retreat.

Thoughts?

Tina

From: admin@wspsa.net <admin@wspsa.net>
Sent: Tuesday, October 15, 2019 12:14 PM
To: cleonard@wspsa.net; Curtis M. Leonard <cml@pattersonbuchanan.com>; Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>; Tony Frascone <tfrascon@fwps.org>
Subject: WSPA and clock hour policy changes

Hello,

WSPA is an approved clock hour provider and will need to update our processes with the below changes in mind.

I would like to recommend the following:

- The president team to serve as clock hour committee this year and I that I document our clock hour process as of August 24, 2019 for signature/record keeping
- That I present our proposed clock hours as part of our calendar approval process at the June retreat for board approval going forward

We currently keep all sign in sheets from events for confirmation of attendance and I have clock hour forms for all events on file. Currently our survey results are all kept electronically, but I will go back and print out copies to keep with the individual event records.

Thank you,

jennifer

From: Maren Johnson (PESB) [<mailto:Maren.Johnson@k12.wa.us>]
Sent: Tuesday, October 15, 2019 10:30 AM
To: Maren Johnson (PESB) <Maren.Johnson@k12.wa.us>
Cc: Sophia Keskey (PESB) <Sophia.Keskey@k12.wa.us>
Subject: Clock hour policy changes: Find out more

Hello Washington state clock hour providers,

At the July 2019 board meeting, PESB approved [changes to clock hour policy](#) based on recommendations from a stakeholder work group. Recommendations focused on flexibility and access, streamlining the system, and accountability.

24

The Professional Educator Standards Board (PESB) is offering a webinar on clock hour policy and policy changes on Thursday, October 24, 2019, at 11:00 am. **Register for the clock hour webinar at:** <http://bit.ly/2G371vX>

This email includes some key information relating to clock hours. Find more comprehensive information at <http://www.pesb.wa.gov/clock-hour-changes> and in WAC [181-85](#).

Role of the OSPI Certification Office:

The OSPI Certification Office performs audits of clock hour providers on a selective basis which may include responses to complaints or other evidence of possible noncompliance. Audits may result in a clock hour provider no longer being able to issue clock hours. (WAC 181-85-215; 181-85-220; 181-85-225)

The OSPI Certification office also accepts applications from potential clock hour providers on an annual basis. Find out more and apply here: <https://www.k12.wa.us/educator-support/continuing-education-clock-hours/become-approved-provider> The deadline to apply for this upcoming year (2020-21) is August 20, 2020. Contact the OSPI Certification Office at cert@k12.wa.us or (360) 725-6400.

Role of the Professional Educator Standards Board (PESB):

PESB sets policy relating to clock hour providers, issuing clock hours, and how clock hours are used in certification. PESB does not set policy regarding how clock hours are used in compensation.

PESB also approves clock hour providers. The OSPI Certification Office sends a list of clock hour provider applicants to PESB for consideration for approval.

Overview of some clock hour policy changes:

The following is just a summary of a few key changes. Find more comprehensive information on clock hour policy at <http://www.pesb.wa.gov/clock-hour-changes> and in WAC [181-85](#).

- Clock hours may not be offered to individuals serving as the instructor for a course for which that individual is the only participant. (WAC 181-85-030)
- When partnering with another organization, an approved clock hour provider cannot provide blanket approval of all courses from that other organization. The approved clock hour provider must follow all relevant policy for approving each individual course from another organization in the same way courses offered by the clock hour provider itself would be approved. (WAC 181-85-200)

Prior to offering a course, the provider's clock hour committee must approve:

- Date of course

Number of clock hours being offered

- Course objectives and program agenda
- Instructors and their qualifications
- Relation of course to clock hour standards (WAC 181-85-200, 181-85-202)

Recordkeeping:

Documentation that providers are required to keep for seven years includes:

- Documentation that the clock hour committee approved a course's date, number of hours, objectives, relation to clock hour standards, instructors & their qualifications prior to the course being offered.
- Summary of course evaluations, and minutes showing that the clock hour committee reviewed these evaluations.
- Participant registration list. (WAC 181-85-205)

Clock hour policy changes resulting from this past year's stakeholder work group and adopted by the PESB went into effect August 24, 2019.

For further information on the Professional Educator Standards Board and our clock hour policies, please review our website at <http://www.pesb.wa.gov/clock-hour-changes>.

Thanks,

Maren

--

Maren Johnson, NBCT

Associate Director, Educator Preparation and Credentialing

Professional Educator Standards Board

Old Capitol Building, 600 Washington Street

Olympia, WA

www.pesb.wa.gov

[Twitter](#) | [Facebook](#) |

Register for a [webinar](#) on clock hour policy changes.

From: admin@wsps.net
To: [Limmer, Tina M.](#)
Cc: cleonard@wsps.net; [Curtis M. Leonard](#); [Tony Frascione](#)
Subject: RE: WSPA and clock hour policy changes
Date: Sunday, October 20, 2019 10:35:54 AM

Thank you, Tina.

I will provide a summary for the board for retreat going forward and will also create a summary for this year for the board to approve/sign at the February meeting. I will also ensure our records are complete.

Thank you,

Jennifer

From: Limmer, Tina M. [mailto:LimmeTM@puyallup.k12.wa.us]
Sent: Friday, October 18, 2019 12:27 PM
To: admin@wsps.net; cleonard@wsps.net; Curtis M. Leonard <cml@pattersonbuchanan.com>; Tony Frascione <tfrascon@fwps.org>
Subject: RE: WSPA and clock hour policy changes

Thank you Jennifer,

My understanding is we had to have a summary of the evaluations, not every evaluation printed out. Depending on which one is more time consuming, maybe you could just create a summary for the board to review of the clock hours provided for the June retreat.

Thoughts?

Tina

From: admin@wsps.net <admin@wsps.net>
Sent: Tuesday, October 15, 2019 12:14 PM
To: cleonard@wsps.net; Curtis M. Leonard <cml@pattersonbuchanan.com>; Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>; Tony Frascione <tfrascon@fwps.org>
Subject: WSPA and clock hour policy changes

Hello,

WSPA is an approved clock hour provider and will need to update our processes with the below changes in mind.

I would like to recommend the following:

- The president team to serve as clock hour committee this year and I that I document our clock hour process as of August 24, 2019 for signature/record keeping
- That I present our proposed clock hours as part of our calendar approval process at the June retreat for board approval going forward

We currently keep all sign in sheets from events for confirmation of attendance and I have clock hour forms for all events on file. Currently our survey results are all kept electronically, but I will go back and print out copies to keep with the individual event records.

Thank you,

jennifer

From: Maren Johnson (PESB) [<mailto:Maren.Johnson@k12.wa.us>]

Sent: Tuesday, October 15, 2019 10:30 AM

To: Maren Johnson (PESB) <Maren.Johnson@k12.wa.us>

Cc: Sophia Keskey (PESB) <Sophia.Keskey@k12.wa.us>

Subject: Clock hour policy changes: Find out more

Hello Washington state clock hour providers,

At the July 2019 board meeting, PESB approved [changes to clock hour policy](#) based on recommendations from a stakeholder work group. Recommendations focused on flexibility and access, streamlining the system, and accountability.

24

The Professional Educator Standards Board (PESB) is offering a webinar on clock hour policy and policy changes on Thursday, October 24, 2019, at 11:00 am. **Register for the clock hour webinar at:** <http://bit.ly/2G371vX>

This email includes some key information relating to clock hours. Find more comprehensive information at <http://www.pesb.wa.gov/clock-hour-changes> and in WAC [181-85](#).

Role of the OSPI Certification Office:

The OSPI Certification Office performs audits of clock hour providers on a selective basis which may include responses to complaints or other evidence of possible noncompliance. Audits may result in a clock hour provider no longer being able to issue clock hours. (WAC 181-85-215; 181-85-220; 181-85-225)

The OSPI Certification office also accepts applications from potential clock hour providers on an annual basis. Find out more and apply here: <https://www.k12.wa.us/educator-support/continuing-education-clock-hours/become-approved-provider> The deadline to apply for this upcoming year (2020-21) is August 20, 2020. Contact the OSPI Certification Office at cert@k12.wa.us or (360) 725-6400.

Role of the Professional Educator Standards Board (PESB):

PESB sets policy relating to clock hour providers, issuing clock hours, and how clock hours are used in certification. PESB does not set policy regarding how clock hours are used in compensation.

PESB also approves clock hour providers. The OSPI Certification Office sends a list of clock hour provider applicants to PESB for consideration for approval.

Overview of some clock hour policy changes:

The following is just a summary of a few key changes. Find more comprehensive information on clock hour policy at <http://www.pesb.wa.gov/clock-hour-changes> and in WAC [181-85](#).

- Clock hours may not be offered to individuals serving as the instructor for a course for which that individual is the only participant. (WAC 181-85-030)
- When partnering with another organization, an approved clock hour provider cannot provide blanket approval of all courses from that other organization. The approved clock hour provider must follow all relevant policy for approving each individual course from another organization in the same way courses offered by the clock hour provider itself would be approved. (WAC 181-85-200)

Prior to offering a course, the provider's clock hour committee must approve:

- Date of course
- Number of clock hours being offered
- Course objectives and program agenda
- Instructors and their qualifications
- Relation of course to clock hour standards (WAC 181-85-200, 181-85-202)

Recordkeeping:

Documentation that providers are required to keep for seven years includes:

- Documentation that the clock hour committee approved a course's date, number of hours, objectives, relation to clock hour standards, instructors & their qualifications prior to the course being offered.
- Summary of course evaluations, and minutes showing that the clock hour committee reviewed these evaluations.
- Participant registration list. (WAC 181-85-205)

Clock hour policy changes resulting from this past year's stakeholder work group and adopted by the PESB went into effect August 24, 2019.

For further information on the Professional Educator Standards Board and our clock hour policies, please review our website at <http://www.pesb.wa.gov/clock-hour-changes>.

Thanks,

Maren

--

Maren Johnson, NBCT

Associate Director, Educator Preparation and Credentialing

Professional Educator Standards Board

Old Capitol Building, 600 Washington Street

Olympia, WA

www.pesb.wa.gov

[Twitter](#) | [Facebook](#) |

Register for a [webinar](#) on clock hour policy changes.

From: [Jane Stencel](#) on behalf of [Jane Stencel <stencelj@evsd.org>](#)
To: [Debby Carter](#); [Janet Hodson](#); [Jennifer Tottenham](#); [JoAn Steiner](#); [Long, Dawn](#); [Toni Neidhold](#); [gavigani@outlook.com](#); [Sonja M. Brown](#); [denise.kennedy@bremertonschools.org](#)
Subject: Advisory Minutes
Date: Monday, October 21, 2019 10:48:09 AM
Attachments: [Unsupported File Types Alert.txt](#)

Attached are the advisory minutes from last Monday's meeting. A lot has happened since then.

Welcome to Denise Kennedy and Dawn Long, our newest advisory members!

Jennifer and I are at the Fall HELP/Classified Boot Camp sessions today, and we have scheduled a sessions on both sides of the state on Paid Family Medical Leave and how it all connects to maternity leave, sick leave, shared leave, etc. We will be offering it for \$150 per participant since it is a 1/2 day session. We are anticipating around 75 for each group.

Also, we have our keynote scheduled for next summer, and the tentative schedule set up for the Reboot, as well as a contract offer from Dispute Resolution Center for Conflict Mediation Certification. There are lots of new, exciting changes!

Please let me know if you have any questions or changes by Wednesday; otherwise, I'll send it to the Board.

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: [Jane Stencel](#) on behalf of [Jane Stencel <stencelj@evsd.org>](#)
To: denise.kennedy@bremertonschools.org; [Debby Carter](#); [Janet Gavigan](#); [Janet Hodson](#); [Jennifer Tottenham](#); [JoAn Steiner](#); [Long, Dawn](#); [Sonja Brown](#); [Toni Neidhold](#)
Subject: Advisory contact list
Date: Monday, October 21, 2019 10:56:11 AM
Attachments: [19-20 HELP Advisory Committee Contact Info.docx](#)

I forgot to include this; we have a new contact sheet to include our newest advisory members.

Thank you!

Jane Stencel
Director of Human Resources
3830 N. Sullivan Rd., Bldg. 1
Spokane Valley, WA 99216
(509) 924-1830 phone
(509) 927-9500 fax



HELP

HUMAN RESOURCES IN EDUCATION
LEADERSHIP PROGRAM

HELP Advisory Committee

Names and Contact Information

| Name | Email | Phone |
|-----------------|--|------------|
| Brown, Sonja | sonjabrown@sequim.k12.wa.us | [REDACTED] |
| Carter, Debby | carterd@edmonds.wednet.edu | [REDACTED] |
| Gavigan, Janet | gaviganj@outlook.com | [REDACTED] |
| Hodson, Janet | jhodson@fwps.org | [REDACTED] |
| Kennedy, Denise | Denise.kennedy@bremertonschools.org | [REDACTED] |
| Long, Dawn | dlong@nthurston.k12.wa.us | |
| Neidhold, Toni | TNeidhold@psd1.org | |
| Steiner, JoAn | JoAn.Steiner@BellinghamSchools.org | [REDACTED] |

Jane Stencil
HELP Coordinator

stencilj@wspace.net
stencilj@evsd.org

509-241-5025 (w)



From: admin@wspa.net
To: admin@wspa.net
Subject: School Law Conference -- thank you, clock hours, CLE"s and event survey
Date: Monday, October 21, 2019 1:02:54 PM
Attachments: [Law Conference Clock Hour Form 2019.pdf](#)

Thank you for attending the 2019 School Law Conference

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

The conference survey may be found online at: <https://www.surveymonkey.com/r/WSPALAW19>

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

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

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.wspsa.net/>



CONFIDENTIALITY NOTICE: This e-mail transmission may contain confidential information. This information is solely for the use of the individual(s) or entity to whom or which it was intended. Any dissemination, distribution or copy of this communication is strictly prohibited.
If you have received this email in error, please immediately notify us by reply e-mail and delete this message. Thank you.



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

WASHINGTON STATE CLOCK HOUR REGISTRATION FORM

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

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

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

| Section II - Clock Hour Provider | | |
|--|--|--|
| Clock Hour Class Title: WSPA WSRMP School Law Conference | | Name of Instructors: Various |
| Total Number of Clock Hours Available 11.5 | First Day of Class/Offering 10/14/2019 | Last Day of Class/Offering 10/15/2019 |
| Sponsoring Provider Name (Agency Granting Clock Hours) Washington School Personnel Association | | Business Telephone Number 360-825-1415 |
| Provider Address PO Box 1600, Anacortes, Washington, 98221 | | |
| Sponsoring Provider Contact Person Jennifer Tottenham, Program Coordinator | | Telephone Number 360-825-1415 |

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

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

From: [Postmaster](#) on behalf of [Postmaster <postmaster@FWPS.ORG>](#)
To: [Jane Stence](#)
Subject: Undeliverable message
Date: Wednesday, October 23, 2019 12:34:19 PM

This message was created automatically by mail delivery software. Your email message was not delivered as is to the intended recipients because malware was detected in one or more attachments included with it. All attachments were deleted.

--- Additional Information ---:

Subject: HELP Advisory Minutes and Professional Development News
Sender: stencej@wspsa.net

Time received: 10/23/2019 7:34:18 PM

Message ID:

<DM6PR14MB30527287D5D3EE529CE39FF7B26B0@DM6PR14MB3052.namprd14.prod.outlook.com>

Detections found:

AdvisoryMeetingMinutes10-13-2019.docm docm

From: [Jane Stencel](#) on behalf of [Jane Stencel <stencelj@wsps.net>](#)
To: [cleonard@wsps.net](#); [admin@wsps.net](#); [jhodson@fwps.org](#); [Callahan, Christine](#); [Carey Shaun](#); [Tony Frascione](#); [limmetm@puysallup.k12.wa.us](#)
Subject: HELP Advisory Minutes and Professional Development News
Date: Wednesday, October 23, 2019 12:34:19 PM
Attachments: [Unsupported File Types Alert.txt](#)

Hello WSPA Board!

Attached are our minutes from our last advisory meeting. Since that meeting, and the board meeting, we have reached an agreement with Dispute Resolution Center for conflict mediation certification training next summer. Additionally, all the presenters for the "HELP 2.0 Reboot" have been confirmed, so we're optimistic we'll have the entire resort booked next summer.

Last, from feedback I received within my region and the law conference, Jennifer and I have coordinator a half day training in Spokane and Seattle on Washington Paid Family Medical Leave. Paul Clay will be presenting on November 18 in Spokane, and we are planning on Friday, November 22 in Seattle (presenter TBD). We will charge \$150 for the half day, and anticipate 75 at each session as districts will be bringing payroll/benefits colleagues as well.

Please let me know if you have any questions! I am excited about the changes, additional offerings, and growth of our program.

Jane Stencel
HELP Coordinator
WSPA
(509) 241-5025 work
(509) 979-0572 cell

From: [Postmaster](#) on behalf of [Postmaster <postmaster@FWPS.ORG>](#)
To: [Jane Stence](#)
Subject: Undeliverable message
Date: Wednesday, October 23, 2019 12:34:20 PM

This message was created automatically by mail delivery software. Your email message was not delivered as is to the intended recipients because malware was detected in one or more attachments included with it. All attachments were deleted.

--- Additional Information ---:

Subject: HELP Advisory Minutes and Professional Development News
Sender: stencej@wspsa.net

Time received: 10/23/2019 7:34:20 PM

Message ID:

<DM6PR14MB30527287D5D3EE529CE39FF7B26B0@DM6PR14MB3052.namprd14.prod.outlook.com>

Detections found:

AdvisoryMeetingMinutes10-13-2019.docm docm

From: [Jane Stencel](#) on behalf of [Jane Stencel <stencelj@wspa.net>](#)
To: [jhodson@fwps.org](#); [tfrascon@fwps.org](#)
Subject: Fw: HELP Advisory Minutes and Professional Development News
Date: Wednesday, October 23, 2019 12:35:58 PM
Attachments: [Unsupported File Types Alert.txt](#)

For some reason the original email bounced back.

From: Jane Stencel
Sent: Wednesday, October 23, 2019 12:34 PM
To: cleonard@wspa.net <cleonard@wspa.net>; admin@wspa.net <admin@wspa.net>;
jhodson@fwps.org <jhodson@fwps.org>; Callahan, Christine <ccallahan@auburn.wednet.edu>;
Carey Shaun <scarey@fpschools.org>; Tony Frascione <tfrascon@fwps.org>;
limmetm@puyallup.k12.wa.us <limmetm@puyallup.k12.wa.us>
Subject: HELP Advisory Minutes and Professional Development News

Hello WSPA Board!

Attached are our minutes from our last advisory meeting. Since that meeting, and the board meeting, we have reached an agreement with Dispute Resolution Center for conflict mediation certification training next summer. Additionally, all the presenters for the "HELP 2.0 Reboot" have been confirmed, so we're optimistic we'll have the entire resort booked next summer.

Last, from feedback I received within my region and the law conference, Jennifer and I have coordinator a half day training in Spokane and Seattle on Washington Paid Family Medical Leave. Paul Clay will be presenting on November 18 in Spokane, and we are planning on Friday, November 22 in Seattle (presenter TBD). We will charge \$150 for the half day, and anticipate 75 at each session as districts will be bringing payroll/benefits colleagues as well.

Please let me know if you have any questions! I am excited about the changes, additional offerings, and growth of our program.

Jane Stencel
HELP Coordinator
WSPA
(509) 241-5025 work
(509) 979-0572 cell

From: [Postmaster](#) on behalf of [Postmaster <postmaster@FWPS.ORG>](#)
To: [Jane Stence](#)
Subject: Undeliverable message
Date: Wednesday, October 23, 2019 12:35:59 PM

This message was created automatically by mail delivery software. Your email message was not delivered as is to the intended recipients because malware was detected in one or more attachments included with it. All attachments were deleted.

--- Additional Information ---:

Subject: Fw: HELP Advisory Minutes and Professional Development News
Sender: stencej@wspsa.net

Time received: 10/23/2019 7:35:58 PM

Message ID:

<DM6PR14MB3052BE0D1719128DBA06A424B26B0@DM6PR14MB3052.namprd14.prod.outlook.com>

Detections found:

AdvisoryMeetingMinutes10-13-2019.docm docm

From: admin@wsps.net
To: admin@wsps.net
Subject: Survey: Please submit your PFMLA questions for our upcoming events
Date: Wednesday, October 30, 2019 9:53:29 AM

Hello,

Thank you for your registration to our upcoming PFMLA event. In an effort to ensure this is a meaningful and productive use of your time we are asking that you please submit any questions in advance so that our presenters can tailor their presentations to the specific needs of our members.

We have created an online survey for you to easily submit your questions and comments:

<https://www.surveymonkey.com/r/PFMLA2019>

Thank you in advance for your input. It is deeply appreciated.

Thank you,

Jennifer Tottenham
Washington School Personnel Association

From: admin@wsps.net
To: [Curtis M. Leonard](#); cleonard@wsps.net; [Limmer, Tina M.](#); [Tony Frascione](#)
Cc: [Jane Stencel](#)
Subject: Fw: Survey: Please submit your PFMLA questions for our upcoming events
Date: Wednesday, October 30, 2019 10:00:37 AM

Hello,

FYI -- this survey will be sent weekly through the registration window to ensure that all registrants have the opportunity for input, and that our presenters have ample time to review the submissions and prepare their presentations.

As of yesterday, we have 68 attendees for Tukwila and 28 for Spokane so the information is clearly a critical need. We will also address this subject at the annual conference and I believe each region has (or has had) a session on this topic as well.

As always, please let me know if you have any questions or if you are aware of any topics we may address that would benefit our members.

Thank you,

Jennifer

From: admin@wsps.net
Sent: Wednesday, October 30, 2019 9:53 AM
To: admin@wsps.net <admin@wsps.net>
Subject: Survey: Please submit your PFMLA questions for our upcoming events

Hello,

Thank you for your registration to our upcoming PFMLA event. In an effort to ensure this is a meaningful and productive use of your time we are asking that you please submit any questions in advance so that our presenters can tailor their presentations to the specific needs of our members.

We have created an online survey for you to easily submit your questions and comments:

<https://www.surveymonkey.com/r/PFMLA2019>

Thank you in advance for your input. It is deeply appreciated.

Thank you,

Jennifer Tottenham
Washington School Personnel Association

From: [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](#)
To: admin@wspa.net
Subject: PFMLA Update Workshop 2019: REGISTER OTHERS Form Submitted
Date: Thursday, October 31, 2019 8:54:22 AM
Attachments: [image001.png](#)

Good Morning:

Is it possible to have proof of payments to attend the PFMLA workshop for myself, David Brower and Janet Hodson. I need to add the receipts with my credit card statement.



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](#)



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: Monday, October 28, 2019 11:55 AM
To: Tara Lofton <tlofton@fwps.org>
Subject: PFMLA Update Workshop 2019: REGISTER OTHERS Form Submitted

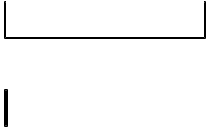
Greetings,

Thank you for registering other district personnel to attend the FMLA Update Workshop.

WSPA will be using the information you provided to complete those registrations for the individuals listed on the form. When their registration is complete they will be receiving a copy of the invoice and/or a copy of the receipt (if payment is requested to be made by credit card). Please alert them to look for those emails shortly.

Thank you for your registration,

Washington School Personnel Association



From: admin@wsps.net
To: [Limmer, Tina M.](#); [Callaham, Christine](#); [Darrell Heisler](#); [Tony Frascione](#); [Curtis M. Leonard](#); cleonard@wsps.net
Subject: Input needed - time to open Randy Hathaway Fellowship
Date: Friday, November 1, 2019 12:11:54 PM
Attachments: [2020 Fellowship Application.docx](#)
[WSPA Board Minutes OCT 2019.pdf](#)
[Fellowship Rubric.pdf](#)

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. If you believe this may be an email phishing attempt, please report it to Microsoft by following these [directions](#). If you're unsure or if you need further assistance, then please attach the suspicious message to a new email and send it to helpdesk@fwps.org.

Hello,

The fellowship window was planned to open today. Per our recent board meeting, it was my understanding that the following determinations were made. The minutes are attached for your records.

1. The awards are open to all members, including any staff from those districts with district memberships
2. The fellowship sub committee will review the scoring rubric and make any recommendations for changes. This review does not impact the application itself.
3. We will continue to offer 2 HELP fellowships and 2 tuition fellowships per region. If we meet the maximum, the budget will be amended.

I have updated the application form to reflect the membership requirements. The application window is open until January 10th at which time we will need any changes to the rubric for the scoring team.

Please review and let me know if I may move forward with the application window. I have made a notation on the website that the application window opening is "coming soon"

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.wsps.net/>



Washington School Personnel Association Randy Hathaway Fellowship Award Application 2020

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@wspace.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 10, 2020.**

Applicant Name: _____

School District/Other: _____

Position: _____

Business Address: _____

Business Telephone: _____ Email: _____

Number of years you have been a WSPA member: _____. ***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 districts with a district membership, this includes all staff members, not just those identified as members. If you are unsure of your membership status, please contact us at admin@wspace.net***

Please indicate which fellowship award you are applying for:

- ☐ \$910 HELP fellowship applying through Region _____ (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

Date of application

WSPA Board Meeting
Double Tree Hilton at SeaTac
October 13, 2019

Executive Director: Curtis Leonard
Program Coordinator: Jennifer Tottenham
President: Tina Limmer, Puyallup
President Elect: Tony Frascione, Federal Way
Past President: Shaun Carey, Franklin Pierce
Treasurer: Chris Callahan, Auburn
Secretary: Janet Hodson, Federal Way

Meeting to order: 6:18 pm
Welcome and Introductions

| | | |
|---|---|---|
| Consent Agenda | Board Minutes, membership, treasurer report membership is down about 33, make sure we continue pushing value added for members | Darrel Heisler moved to approve; Debbie Kovack 2nd; motioned carried |
| Business items | Award Program recommendation - value added, mirror other organizations with awards. Some that may be relevant: distinguished service in HR for every region; Value of diversity and inclusion; HR Leadership Award (director or above); WSPA Partnership Award; District innovation award; Negotiator of the Year regional or state-wide; honoring a new member for participation regionally information out; committee to review entries; Provide clarity of what the award is about; bring Leadership/supt to our conference, | Tony to send out to the board members to review; Regional Award for this years conference could be doable. Distinguished Service - is it to WSPA, or their work, Tony suggested it would be excellence in HR, promoting ideal of WSPA with their colleagues; Need a rubric. Can we cover annual costs for the regional award winner. Tony will work Janet, Vivian, Jackie, (so kitsap) Tina, |
| | | Title, Process, Deadlines, identified by mid January, nice looking awards. Curtis will push out recommendation |
| Region | Area Reports | Action Items |
| Area 1 Jane Stencel, East Valley Kim Harmon, Spokane | Paul Clay classified evaluation and background disclosure Coaches, legal updates- recruitment Annual conference signed contract with Davenport Hotel each meeting discuss problems and practice | |
| Area 2 Toni Neidhold, Pasco Doug Christensen, Kennewick | Meeting scheduled for year, 25 at first meeting, Curtis will do last meeting in Walla Walla; trying to spread out over the region for meetings talked about strike in region para training, SEBB, bargaining, usual hot topics | |
| Area 3 Jenae Gomes Melissa Krueder ESD 112 Vancouver | Met over the summer first meeting in August all regions represented open discussion for para tracking and tracking subs and SEBB OPP law enforcement and CPS how they intertwine and work with SD | |

| | | |
|--|--|--|
| Area 4 Stacia Dorman, Puyallup Sara Salyer, Puyallup | All mtgs scheduled, did survey for trainings, SEBB first ; PFML, leaves accomm ESA para requirements roundtables incorporated offering webinar style for our meeting to include more. | |
| Area 5 Vivian Jensen, Jackie Stewart S Kitsap | Meetings scheduled. Jack Busby coming in Dec. Trying to change up schedule to include more; Good turnout and positive responses | |
| Area 6 Debbie Kovacs, Everett Darrell Heisler | First meeting in Sept 33, attended which is large. Benefits reported on SEBB Curtis gave update on WSPA 4 set up around the area. | |
| Randy Hathaway Award | Questions about who can apply for an award especially when there is a district member; maybe have a committee to review | Darrell Heisler and Chris Callaham volunteered to review |
| | District membership - all employees in the district should be getting membership benefits. Only 10 get to vote | Darrell put a vote to the group whether everyone was in agreement with this concept. All thumbs up! |
| Career Fair Rates | Career Fair is not the money maker it has been in the past. Universities get a good deal. | Curtis and Chris C will be working on reviewing this and will push out information to the board |
| WASSA | Curtis working with WASSA - draft contract for proposal re: relationship with WASSA (Dan Steele \$16,800) and WSPA. Charlie would like to work with WSPA (Cascade is 2x WASSA) Charlie would do a hybrid. Curtis recommends to just pursue WASSA | Adopt recommendation with contract with WASSA Doug Christensen motioned ; Vivian 2nd motion carried |
| | Curtis recommends 3 individuals to work with him as legislative committee. | Doug, Janae Vivian 1 year term review at board retreat in June |
| | Provide leg updates to WSPA board; bill summary, confer calls, newsletter, track bills, attend legis committee, provide legislative priorities, Sept 1 - Aug 31 ; additional travel, accommdations for WSPA meeting attendance | Curtis will contact Charlie and thank him for services |
| Region Terms | Increase from 2 to 3 yrs ; just getting feet wet and then done; concern is how to stagger - outgoing would not have the vote; 2 continue to come to retreat. Change in bylaws; has to go to annual conference for vote; | |
| | need recommendation for annual conference and proposal to change the bylaws | Jennifer Tottingham and Stacia will work on a draft to include onboard attendance and voting at board retreat |
| Update from Curtis on employment status | Help coordinator serves as consultant; concerns at board retreat are resolved. | |
| Program updates | Annual conference, lots of volunteers, first meeting after first region meeting, contract in place March 1-4, tour of facilities - lots of entertainment for members, preconfernece - looking at topics; try to make Wednesday a strong day. Topics are abundant and there are opportunities to present. Jennifer will send out a draft of | |

| | | |
|-------------------------|---|--|
| HELP | Successful week. Will go back to the week after the 4th. Boot camp was up 10. \$28K profit up, 8k more than anticipated. 4 people completed certification - up 6 completing portfolio, Next year classified boot camp and Fall HELP I will be separate days. New next year will be HELP 2.0 the Reboot \$695 Have topics in place . Next year want to provide conflict mediation for 2020. Spring include. Everyone review and get back to Jennifer with input | |
| Regional Rep Onboarding | | |
| | | |
| Calendar and Next Step | Started changing our mission and vision and will continue to work on it at next retreat. | |
| | | |
| | Tina adjourned the meeting at 7:48 pm | |



RANDY HATHAWAY FELLOWSHIP APPLICATION RUBRIC

APPLICANT: _____ **WSPA Region:** _____ **Total Point Score** _____

| CRITERIA/RUBRIC: Choose the point value for each question and add together to determine applicants Total Point Score . (Insert above.) | | |
|---|---|--|
| WSPA Membership | Narrative – Applicant describes the purpose of their application. | Letters of Recommendation |
| 0 Applicant does not have a MINIMUM of one year of membership within the last five (5) years. (DISQUALIFIED) | 1 Applicant did not provide adequate details regarding their use of a Fellowship (e.g., 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 a human resources area. | 0 The applicant did not provide two written letters of recommendation. (DISQUALIFIED) |
| 2 Applicant has AT LEAST one year of membership within the last five (5) years. | 3 Applicant provided a good description of the purpose of their application. | 1 Letters were too brief to accurately evaluate. |
| 5 Applicant has MULTIPLE years of membership within the organization. | 5 Applicant provided a detailed description of the purpose of their application. | 3 Letters provided a good description of the applicant and their educational goals. |
| | | 5 Letters provided a detailed description of the applicant and their educational goals. |

From: [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](#)
To: admin@wspa.net
Subject: RE: PFMLA Update Workshop 2019: REGISTER OTHERS Form Submitted
Date: Friday, November 1, 2019 4:58:51 PM
Attachments: [image001.png](#)
Importance: High

Please provide proof of payment at your earliest opportunity.



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](#)



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: Tara Lofton
Sent: Thursday, October 31, 2019 8:54 AM
To: admin@wspa.net
Subject: PFMLA Update Workshop 2019: REGISTER OTHERS Form Submitted

Good Morning:

Is it possible to have proof of payments to attend the PFMLA workshop for myself, David Brower and Janet Hodson. I need to add the receipts with my credit card statement.



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](#)



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: Monday, October 28, 2019 11:55 AM

To: Tara Lofton <tlofton@fwps.org>

Subject: PFMLA Update Workshop 2019: REGISTER OTHERS Form Submitted

Greetings,

Thank you for registering other district personnel to attend the FMLA Update Workshop.

WSPA will be using the information you provided to complete those registrations for the individuals listed on the form. When their registration is complete they will be receiving a copy of the invoice and/or a copy of the receipt (if payment is requested to be made by credit card). Please alert them to look for those emails shortly.

Thank you for your registration,

Washington School Personnel Association

[Privacy Policy](#)

|

|

From: admin@wsps.net
To: [Tara Lofton](#)
Subject: RE: PFMLA Update Workshop 2019: REGISTER OTHERS Form Submitted
Date: Monday, November 4, 2019 1:28:10 PM
Attachments: [Lofton PFMLA 2019.pdf](#)
[Hodson PFMLA 2019.pdf](#)
[Brower PFMLA 2019.pdf](#)
[image001.png](#)

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. If you believe this may be an email phishing attempt, please report it to Microsoft by following these [directions](#). If you're unsure or if you need further assistance, then please attach the suspicious message to a new email and send it to helpdesk@fwps.org.

Hi Tara,

The receipts for you, David and Janet are attached – please let me know if you need anything else.

Thank you,

Jennifer

From: Tara Lofton <tlofton@fwps.org>
Sent: Friday, November 1, 2019 4:59 PM
To: admin@wsps.net
Subject: RE: PFMLA Update Workshop 2019: REGISTER OTHERS Form Submitted
Importance: High

Please provide proof of payment at your earliest opportunity.



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](#)



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: Tara Lofton

Sent: Thursday, October 31, 2019 8:54 AM

To: admin@wspa.net

Subject: PFMLA Update Workshop 2019: REGISTER OTHERS Form Submitted

Good Morning:

Is it possible to have proof of payments to attend the PFMLA workshop for myself, David Brower and Janet Hodson. I need to add the receipts with my credit card statement.



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](#)



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: Monday, October 28, 2019 11:55 AM

To: Tara Lofton <tlofton@fwps.org>

Subject: PFMLA Update Workshop 2019: REGISTER OTHERS Form Submitted

Greetings,

Thank you for registering other district personnel to attend the FMLA Update Workshop.

WSPA will be using the information you provided to complete those registrations for the individuals listed on the form. When their registration is complete they will be receiving a copy of the invoice and/or a copy of the receipt (if payment is requested to be made by credit card). Please alert them to look for those emails shortly.

Thank you for your registration,

[Privacy Policy](#)

|

|



Washington School Personnel Association

PO Box 1600
Anacortes, WA 98221

Invoice

| Date | Invoice # |
|------------|-----------|
| 10/28/2019 | 12997 |

Bill To

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

PAID
10/28/2019

P.O. No.

| Description | Qty | Rate | Amount |
|----------------------------------|-----|-------------------------|-----------|
| LOFTON PFMLA Update Registration | | 150.00 | 150.00 |
| | | Total | \$150.00 |
| | | Payments/Credits | -\$150.00 |
| | | Balance Due | \$0.00 |



Washington School Personnel Association

PO Box 1600
Anacortes, WA 98221

Invoice

| Date | Invoice # |
|------------|-----------|
| 10/28/2019 | 13012 |

Bill To

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

PAID
10/28/2019

P.O. No.

| Description | Qty | Rate | Amount |
|----------------------------------|-----|-------------------------|-----------|
| HODSON PFMLA Update Registration | | 150.00 | 150.00 |
| | | Total | \$150.00 |
| | | Payments/Credits | -\$150.00 |
| | | Balance Due | \$0.00 |



Washington School Personnel Association

PO Box 1600
Anacortes, WA 98221

Invoice

| Date | Invoice # |
|------------|-----------|
| 10/29/2019 | 13005 |

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

PAID
10/29/2019

| | |
|----------|--|
| P.O. No. | |
|----------|--|

| Description | Qty | Rate | Amount |
|----------------------------------|-----|-------------------------|-----------|
| BROWER PFMLA Update Registration | | 150.00 | 150.00 |
| | | Total | \$150.00 |
| | | Payments/Credits | -\$150.00 |
| | | Balance Due | \$0.00 |

From: admin@wspsa.net
To: admin@wspsa.net
Subject: Survey: Please submit your PFMLA questions for our upcoming events
Date: Wednesday, November 6, 2019 10:58:16 AM

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. If you believe this may be an email phishing attempt, please report it to Microsoft by following these [directions](#). If you're unsure or if you need further assistance, then please attach the suspicious message to a new email and send it to helpdesk@fwps.org.

Hello,

Thank you for your registration to our upcoming PFMLA event. In an effort to ensure this is a meaningful and productive use of your time we are asking that you please submit any questions in advance so that our presenters can tailor their presentations to the specific needs of our members.

We have created an online survey for you to easily submit your questions and comments:

<https://www.surveymonkey.com/r/PFMLA2019>

Thank you in advance for your input. It is deeply appreciated.

Thank you,

Jennifer Tottenham
Washington School Personnel Association

From: [Kelly Coash Johnson](#) on behalf of [Kelly Coash Johnson <kelly@aspa.org>](#)
To: [admin@wspa.net](#); [cleonard@wspa.net](#); [limmetm@puvally.k12.wa.us](#); [tfrascon@fwps.org](#); [scarey@fpschools.org](#)
Subject: AASPA and WSPA
Date: Wednesday, November 6, 2019 11:28:19 AM

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. If you believe this may be an email phishing attempt, please report it to Microsoft by following these [directions](#). If you're unsure or if you need further assistance, then please attach the suspicious message to a new email and send it to [helpdesk@fwps.org](#).

Happy November! I hope my note finds you well. I wanted to reach out and see how things are going in Washington. AASPA hosted over 750 HR folks last month in New Orleans for the Annual Conference. We had an opportunity to announce next years dates and location for Seattle (October 13-16, 2020) and the feedback was amazing. People are already getting excited to visit your wonderful state.

The AASPA Executive Board will be in Seattle January 16-17 to tour the hotel and any off-site locations for social events etc. If a member from WSPA would like to join us at any time we would love to have them. It is always important to get some local input.

In addition, I know your Spring Conference is scheduled for March 1-4 in Marysville, WA - I would love to attend and share information on sessions that we would love help filling etc. With so much talent coming out of Washington, we would very much like to highlight your state and association wherever we can. I am also happy to bring a mini bookstore with me and am always happy to present if you would like. I am presenting to Georgia (GASPA) and Arizona (ASPA) this month on the Teacher Shortage Update.

Let me know how I can help and how we can showcase WSPA this next year.

Kelly

--

Kelly Coash-Johnson
Executive Director
American Association of School Personnel Administrators
7201 W. 129th Street, Suite 220 - Overland Park, KS 66210
913-327-1222
kelly@aspa.org - www.aspa.org
<https://twitter.com/Coashjohnson>



From: [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](#)
To: admin@wspsa.net
Subject: FW: PFMLA Update Workshop 2019: REGISTER OTHERS Form Submitted
Date: Thursday, November 7, 2019 11:47:27 AM
Attachments: [image001.png](#)

Good Morning:

Please send proof of payment for PFMLA conference on November 22nd on behalf of Tony Frascione at your earliest opportunity.



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](#)



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 7, 2019 11:47 AM
To: Tara Lofton <tlofton@fwps.org>
Subject: PFMLA Update Workshop 2019: REGISTER OTHERS Form Submitted

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. If you believe this may be an email phishing attempt, please report it to Microsoft by following these [directions](#). If you're unsure or if you need further assistance, then please attach the suspicious message to a new email and send it to helpdesk@fwps.org.

Greetings,

Thank you for registering other district personnel to attend the FMLA Update Workshop.

WSPA will be using the information you provided to complete those registrations for the

individuals listed on the form. When their registration is complete they will be receiving a copy of the invoice and/or a copy of the receipt (if payment is requested to be made by credit card). Please alert them to look for those emails shortly.

Thank you for your registration,

Washington School Personnel Association

[Privacy Policy](#)

|

|

From: admin@wsps.net
To: [Tara Lofton](#)
Subject: RE: PFMLA Update Workshop 2019: REGISTER OTHERS Form Submitted
Date: Thursday, November 7, 2019 2:38:02 PM
Attachments: [Frascone_pfmla 2019.pdf](#)
[image001.png](#)

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. If you believe this may be an email phishing attempt, please report it to Microsoft by following these [directions](#). If you're unsure or if you need further assistance, then please attach the suspicious message to a new email and send it to helpdesk@fwps.org.

Hi Tara,

The receipt of this transaction is attached for your records – please let me know if you need anything else.

Thank you,

Jennifer

From: Tara Lofton <tlofton@fwps.org>
Sent: Thursday, November 7, 2019 11:47 AM
To: admin@wsps.net
Subject: FW: PFMLA Update Workshop 2019: REGISTER OTHERS Form Submitted

Good Morning:

Please send proof of payment for PFMLA conference on November 22nd on behalf of Tony Frascione at your earliest opportunity.



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](#)



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 7, 2019 11:47 AM

To: Tara Lofton <tlofton@fwps.org>

Subject: PFMLA Update Workshop 2019: REGISTER OTHERS Form Submitted

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. If you believe this may be an email phishing attempt, please report it to Microsoft by following these [directions](#). If you're unsure or if you need further assistance, then please attach the suspicious message to a new email and send it to helpdesk@fwps.org.

Greetings,

Thank you for registering other district personnel to attend the FMLA Update Workshop.

WSPA will be using the information you provided to complete those registrations for the individuals listed on the form. When their registration is complete they will be receiving a copy of the invoice and/or a copy of the receipt (if payment is requested to be made by credit card). Please alert them to look for those emails shortly.

Thank you for your registration,

Washington School Personnel Association

[Privacy Policy](#)

|

|



Washington School Personnel Association

PO Box 1600
Anacortes, WA 98221

Invoice

| Date | Invoice # |
|-----------|-----------|
| 11/7/2019 | 13032 |

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

PAID
11/07/2019

| | |
|----------|--|
| P.O. No. | |
|----------|--|

| Description | Qty | Rate | Amount |
|------------------------------------|-----|-------------------------|-----------|
| FRASCONE PFMLA Update Registration | | 150.00 | 150.00 |
| | | Total | \$150.00 |
| | | Payments/Credits | -\$150.00 |
| | | Balance Due | \$0.00 |

From: admin@wspsa.net
To: admin@wspsa.net
Subject: WSPA Board Updates
Date: Friday, November 15, 2019 12:16:01 PM

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. If you believe this may be an email phishing attempt, please report it to Microsoft by following these [directions](#). If you're unsure or if you need further assistance, then please attach the suspicious message to a new email and send it to helpdesk@fwps.org.

Hello Board Members,

I hope you are having an enjoyable week. Here are our WSPA updates:

Website Upgrade

- Our webhost MemberClicks will no longer be supporting the “Classic” platform that we use for our website. We will be upgraded to their new platform with no additional upgrade fee.
- The new website will be more modern, user friendly, and (for me) full of new upgrades that make things cleaner and easier behind the scenes
- I had a call with the project manager on Thursday (11/14) and they will be migrating our data this month. ***None of this will affect the current website use EXCEPT THAT.....***

Annual Conference

- ***...MemberClicks has asked that I not open any new registrations until the data migration is complete.*** This is underway, but I won't know when I can open new registrations until after our next project call next Thursday (11/21)
- I checked in with both Curtis and our Region 6 reps (Darrell and Debbie) to let them know about this delay
- In the event that I am unable to pause the migration, I will be sending out “save the date” messages to all members directing them to the conference website so they may book their hotel, make travel arrangements, and letting them know that the registration will launch along with our new website “in the coming weeks” (no date promises, just in case)
- My concern is that people are anxious to book their rooms and flights—registration and attendance I can make work at any date. I also want our members to feel taken care of and know that annual conference is coming, it is going to be great, and that they will have every chance to register and attend.

-

Member Requests

- I am testing out using a message board for our member requests. This format allows everyone to access the responses, allows attachments, and is searchable. I am hopeful, but we will see how it goes. It is just a matter of our members becoming comfortable with the format. I will continue to send out a weekly email with both the requests and the link to the forum so it can

become more familiar and hopefully helpful. The new website has a more user-friendly member interface and it should be more intuitive for people to access going forward when the new site launches.

-
NEW PFMLA event

- As shared earlier, we added two half-day sessions in November to answer questions regarding PFMLA
- The cost is \$150 for both members and non-members
- We are offering this event in both Spokane and Tukwila (Spokane 11/18 and Tukwila 11/22)
- Presenters: Parker Howell, Tukwila and Stevens Clay, Spokane
- Registration as of today: Spokane 46, Tukwila 114

-
Bargaining Workshop

- January 31, 2020 at the DoubleTree Southcenter in Tukwila.
- Porter Foster Rorick has requested that we hold only a west side event this year and that we alternate years for a Spokane event.
- Registration will open with the launch of the new website.

HELP Program – Conflict Mediation and HELP 2.0 The Reboot

- We will be adding a Conflict Mediation Certification training to the summer help schedule
 - Certification will be led by the Dispute Resolution Center and personalized for WSPA participant needs
 - The cost will be \$895 for the 40 hour instruction.
- HELP 2.0 The Reboot
 - Open to all former HELP/boot camp attendees
 - Cost will be \$695 for the summer session
- Registration for ALL HELP events including mediation and 2.0 will be opening with the website launch

November events:

- TODAY: Employee Misconduct and Investigations – Tukwila –(41 registrations)
- November 18 (Spokane) and November 22 (Tukwila) : Washington's Paid Family Medical Leave (46 attendees for Spokane and 114 Tukwila)

Please let me know if you have any questions.

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/>



From: admin@wsps.net
To: admin@wsps.net
Subject: WSPA Board Members: annual conference accommodations
Date: Tuesday, November 19, 2019 10:52:41 AM

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Hello everyone,

Our next board meeting will be held the Sunday prior to annual conference – ***WSPA will make your hotel accommodations for the full event (Sunday-Wednesday)*** and will cover the Sunday room charges only. Your district will be billed for the remainder of the stay. This ensures that you do not have to change rooms and streamlines the process for the hotel.

Please let me know if you will not be attending the board meeting, conference, or if you have any specific requests for your accommodations.

WSPA Board Meeting
Sunday, March 1, 2020
5:00 pm
Tulalip Resort and Casino

Thank you,

Jennifer

From: admin@wsps.net
Sent: Friday, November 15, 2019 12:16 PM
To: admin@wsps.net
Subject: WSPA Board Updates

Hello Board Members,

I hope you are having an enjoyable week. Here are our WSPA updates:

Website Upgrade

- Our webhost MemberClicks will no longer be supporting the “Classic” platform that we use for our website. We will be upgraded to their new platform with no additional upgrade fee.
- The new website will be more modern, user friendly, and (for me) full of new upgrades that make things cleaner and easier behind the scenes

- I had a call with the project manager on Thursday (11/14) and they will be migrating our data this month. ***None of this will affect the current website use EXCEPT THAT.....***

Annual Conference

- ***...MemberClicks has asked that I not open any new registrations until the data migration is complete.*** This is underway, but I won't know when I can open new registrations until after our next project call next Thursday (11/21)
- I checked in with both Curtis and our Region 6 reps (Darrell and Debbie) to let them know about this delay
- In the event that I am unable to pause the migration, I will be sending out "save the date" messages to all members directing them to the conference website so they may book their hotel, make travel arrangements, and letting them know that the registration will launch along with our new website "in the coming weeks" (no date promises, just in case)
- My concern is that people are anxious to book their rooms and flights—registration and attendance I can make work at any date. I also want our members to feel taken care of and know that annual conference is coming, it is going to be great, and that they will have every chance to register and attend.

Member Requests

- I am testing out using a message board for our member requests. This format allows everyone to access the responses, allows attachments, and is searchable. I am hopeful, but we will see how it goes. It is just a matter of our members becoming comfortable with the format. I will continue to send out a weekly email with both the requests and the link to the forum so it can become more familiar and hopefully helpful. The new website has a more user-friendly member interface and it should be more intuitive for people to access going forward when the new site launches.

NEW PFMLA event

- As shared earlier, we added two half-day sessions in November to answer questions regarding PFMLA
- The cost is \$150 for both members and non-members
- We are offering this event in both Spokane and Tukwila (Spokane 11/18 and Tukwila 11/22)
- Presenters: Parker Howell, Tukwila and Stevens Clay, Spokane
- Registration as of today: Spokane 46, Tukwila 114

Bargaining Workshop

- January 31, 2020 at the DoubleTree Southcenter in Tukwila.
- Porter Foster Rorick has requested that we hold only a west side event this year and that we alternate years for a Spokane event.
- Registration will open with the launch of the new website.

HELP Program – Conflict Mediation and HELP 2.0 The Reboot

- We will be adding a Conflict Mediation Certification training to the summer help schedule
 - Certification will be led by the Dispute Resolution Center and personalized for WSPA participant needs

The cost will be \$895 for the 40 hour instruction.

- HELP 2.0 The Reboot
 - Open to all former HELP/boot camp attendees
 - Cost will be \$695 for the summer session
- Registration for ALL HELP events including mediation and 2.0 will be opening with the website launch

November events:

- TODAY: Employee Misconduct and Investigations – Tukwila –(41 registrations)
- November 18 (Spokane) and November 22 (Tukwila) : Washington's Paid Family Medical Leave (46 attendees for Spokane and 114 Tukwila)

Please let me know if you have any questions.

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/>



From: [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](#)
To: admin@wspa.net
Subject: RE: PFMLA Update Workshop 2019: REGISTER OTHERS Form Submitted
Date: Wednesday, November 20, 2019 2:35:12 PM
Attachments: [Frascone_pfmla 2019.pdf](#)
[image001.png](#)

Hello Jennifer:

Tony Frascone is unable to attend the PFMLA workshop on the 22nd. Is it possible to replace him with Jennifer Hymer? She is my back-up on Leaves in our office.



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](#)



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: admin@wspa.net <admin@wspa.net>
Sent: Thursday, November 7, 2019 2:38 PM
To: Tara Lofton <tlofton@fwps.org>
Subject: RE: PFMLA Update Workshop 2019: REGISTER OTHERS Form Submitted

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. If you believe this may be an email phishing attempt, please report it to Microsoft by following these [directions](#). If you're unsure or if you need further assistance, then please attach the suspicious message to a new email and send it to helpdesk@fwps.org.

Hi Tara,

The receipt of this transaction is attached for your records – please let me know if you need anything else.

Thank you,

Jennifer

From: Tara Lofton <tlofton@fwps.org>

Sent: Thursday, November 7, 2019 11:47 AM

To: admin@wspsa.net

Subject: FW: PFMLA Update Workshop 2019: REGISTER OTHERS Form Submitted

Good Morning:

Please send proof of payment for PFMLA conference on November 22nd on behalf of Tony Frascione at your earliest opportunity.



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](#)



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 7, 2019 11:47 AM

To: Tara Lofton <tlofton@fwps.org>

Subject: PFMLA Update Workshop 2019: REGISTER OTHERS Form Submitted

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. If you believe this may be an email phishing attempt, please report it to Microsoft by following these [directions](#). If you're unsure or if you need further assistance, then please attach the suspicious message to a new email and send it to helpdesk@fwps.org.

Greetings,

Thank you for registering other district personnel to attend the FMLA Update Workshop.

WSPA will be using the information you provided to complete those registrations for the individuals listed on the form. When their registration is complete they will be receiving a copy of the invoice and/or a copy of the receipt (if payment is requested to be made by credit card). Please alert them to look for those emails shortly.

Thank you for your registration,

Washington School Personnel Association

[Privacy Policy](#)

|

|



Washington School Personnel Association

PO Box 1600
Anacortes, WA 98221

Invoice

| Date | Invoice # |
|-----------|-----------|
| 11/7/2019 | 13032 |

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

PAID
11/07/2019

| | |
|----------|--|
| P.O. No. | |
|----------|--|

| Description | Qty | Rate | Amount |
|------------------------------------|-----|-------------------------|-----------|
| FRASCONE PFMLA Update Registration | | 150.00 | 150.00 |
| | | Total | \$150.00 |
| | | Payments/Credits | -\$150.00 |
| | | Balance Due | \$0.00 |

From: admin@wspa.net
To: tfrascon@fwps.org
Subject: WSPA Transaction Receipt
Date: Thursday, November 21, 2019 8:09:10 AM

STOP. THINK. VERIFY.

This email was received from an external source (not @fwps.org) and may not be trustworthy. Stop, think, and verify the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft (directions<<https://docs.microsoft.com/en-us/office365/SecurityCompliance/submit-spam-non-spam-and-phishing-scam-messages-to-microsoft-for-analysis>>). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org<<mailto:helpdesk@fwps.org>>.

General Information

Merchant Account: WSPA
Date/Time : 11/21/2019 8:09:08 AM PST

Transaction Information

Description : Federal Way Public SchoolsTonyFrascone1405584511/07/2019 16:11:02\$150.00
Transaction Amount : \$-150.00
Transaction ID : 5024043561
Authorization Code : 956670
Transaction Type : Card Refund
Response : Approved

Customer Billing Information

First Name : Tony
Last Name : Frascone
Address : 33330 8th Avenue South
City : Federal Way
State : WA
Zip Code : 98003
Country : US
Phone : 253-945-2078
Email : tfrascon@fwps.org

Customer Shipping Information

First Name :
Last Name :
Address :
City :
State :
Zip Code :
Country :
Email :

From: admin@wsps.net
To: [Tara Lofton](#)
Subject: RE: PFMLA Update Workshop 2019: REGISTER OTHERS Form Submitted
Date: Thursday, November 21, 2019 8:09:46 AM
Attachments: [Frascone_pfmla refund 2019.pdf](#)
[image001.png](#)

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Hi Tara,

Please let Tony know that we will miss him tomorrow, but I am happy to help with the cancellation. The registration fee has been refunded to your credit card – confirmation attached for your records.

Thank you,

Jennifer

From: Tara Lofton <tlofton@fwps.org>
Sent: Wednesday, November 20, 2019 2:35 PM
To: admin@wsps.net
Subject: RE: PFMLA Update Workshop 2019: REGISTER OTHERS Form Submitted

Hello Jennifer:

Tony Frascione is unable to attend the PFMLA workshop on the 22nd. Is it possible to replace him with Jennifer Hymer? She is my back-up on Leaves in our office.



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](#)



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: admin@wspsa.net <admin@wspsa.net>

Sent: Thursday, November 7, 2019 2:38 PM

To: Tara Lofton <tlofton@fwps.org>

Subject: RE: PFMLA Update Workshop 2019: REGISTER OTHERS Form Submitted

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. If you believe this may be an email phishing attempt, please report it to Microsoft by following these [directions](#). If you're unsure or if you need further assistance, then please attach the suspicious message to a new email and send it to helpdesk@fwps.org.

Hi Tara,

The receipt of this transaction is attached for your records – please let me know if you need anything else.

Thank you,

Jennifer

From: Tara Lofton <tlofton@fwps.org>

Sent: Thursday, November 7, 2019 11:47 AM

To: admin@wspsa.net

Subject: FW: PFMLA Update Workshop 2019: REGISTER OTHERS Form Submitted

Good Morning:

Please send proof of payment for PFMLA conference on November 22nd on behalf of Tony Frascione at your earliest opportunity.



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](#)



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 7, 2019 11:47 AM

To: Tara Lofton <tlofton@fwps.org>

Subject: PFMLA Update Workshop 2019: REGISTER OTHERS Form Submitted

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. If you believe this may be an email phishing attempt, please report it to Microsoft by following these [directions](#). If you're unsure or if you need further assistance, then please attach the suspicious message to a new email and send it to helpdesk@fwps.org.

Greetings,

Thank you for registering other district personnel to attend the FMLA Update Workshop.

WSPA will be using the information you provided to complete those registrations for the individuals listed on the form. When their registration is complete they will be receiving a copy of the invoice and/or a copy of the receipt (if payment is requested to be made by credit card). Please alert them to look for those emails shortly.

Thank you for your registration,

Washington School Personnel Association

[Privacy Policy](#)

[Redacted]

|

Transaction Successfully Refunded**Transaction Receipt**

| | |
|--------------------------|---------------------------|
| Merchant: | WSPA - (Tacoma, WA) |
| Date/Time: | 11/21/2019 8:09:08 AM PST |
| Transaction ID: | 5024043561 |
| Transaction Type: | Card Refund |
| Amount: | \$-150.00 |

Credit Card Information

| | |
|--------------------|---------------|
| CC Type: | Visa |
| CC Number: | *****1409 |
| Auth. Code: | 956670 |
| Processor: | Moolah Vantiv |

Billing Information

Tony Frascone
tfrascon@fwps.org
253-945-2078
33330 8th Avenue South
Federal Way, WA 98003
US

Shipping Information**Order Information**

| | |
|---------------------|---|
| Description: | Federal Way Public SchoolsTonyFrascone1405584511/07/2019 16:11:02\$150.00 |
|---------------------|---|

From: [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](#)
To: admin@wspsa.net
Subject: RE: PFMLA Update Workshop 2019: REGISTER OTHERS Form Submitted
Date: Thursday, November 21, 2019 8:13:36 AM
Attachments: [image005.png](#)

Hello Jennifer:

I didn't actually want a refund, I just wanted to switch Tony with Jen Hymer of our office. So now I need to go and pay for her?

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](#)



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: admin@wspsa.net <admin@wspsa.net>
Sent: Thursday, November 21, 2019 8:10 AM
To: Tara Lofton <tlofton@fwps.org>
Subject: RE: PFMLA Update Workshop 2019: REGISTER OTHERS Form Submitted

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Hi Tara,

Please let Tony know that we will miss him tomorrow, but I am happy to help with the cancellation. The registration fee has been refunded to your credit card – confirmation attached for your records.

Thank you,

Jennifer

From: Tara Lofton <tlofton@fwps.org>

Sent: Wednesday, November 20, 2019 2:35 PM

To: admin@wspa.net

Subject: RE: PFMLA Update Workshop 2019: REGISTER OTHERS Form Submitted

Hello Jennifer:

Tony Frascone is unable to attend the PFMLA workshop on the 22nd. Is it possible to replace him with Jennifer Hymer? She is my back-up on Leaves in our office.



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](#)



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: admin@wspa.net <admin@wspa.net>

Sent: Thursday, November 7, 2019 2:38 PM

To: Tara Lofton <tlofton@fwps.org>

Subject: RE: PFMLA Update Workshop 2019: REGISTER OTHERS Form Submitted

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. If you believe this may be an email phishing attempt, please report it to Microsoft by following these [directions](#). If you're unsure or if you need further assistance, then please attach the suspicious message to a new email and send it to helpdesk@fwps.org.

Hi Tara,

The receipt of this transaction is attached for your records – please let me know if you need anything else.

Thank you,

Jennifer

From: Tara Lofton <tlofton@fwps.org>

Sent: Thursday, November 7, 2019 11:47 AM

To: admin@wspa.net

Subject: FW: PFMLA Update Workshop 2019: REGISTER OTHERS Form Submitted

Good Morning:

Please send proof of payment for PFMLA conference on November 22nd on behalf of Tony Frascone at your earliest opportunity.



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](#)



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 7, 2019 11:47 AM

To: Tara Lofton <tlofton@fwps.org>

Subject: PFMLA Update Workshop 2019: REGISTER OTHERS Form Submitted

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. If you believe this may be an email phishing attempt, please report it to Microsoft by following these [directions](#). If you're unsure or if you need further assistance, then please attach the suspicious message to a new email and send it to helpdesk@fwps.org.

Greetings,

Thank you for registering other district personnel to attend the FMLA Update Workshop.

WSPA will be using the information you provided to complete those registrations for the individuals listed on the form. When their registration is complete they will be receiving a copy of the invoice and/or a copy of the receipt (if payment is requested to be made by credit card). Please alert them to look for those emails shortly.

Thank you for your registration,

Washington School Personnel Association

[Privacy Policy](#)

|

|

From: admin@wsps.net
To: [Tara Lofton](#)
Subject: RE: PFMLA Update Workshop 2019: REGISTER OTHERS Form Submitted
Date: Thursday, November 21, 2019 8:18:15 AM
Attachments: [image002.png](#)

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Nope, I will take care of it! Sorry about that

From: Tara Lofton <tlofton@fwps.org>
Sent: Thursday, November 21, 2019 8:14 AM
To: admin@wsps.net
Subject: RE: PFMLA Update Workshop 2019: REGISTER OTHERS Form Submitted

Hello Jennifer:

I didn't actually want a refund, I just wanted to switch Tony with Jen Hymer of our office. So now I need to go and pay for her?

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](#)



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: admin@wsps.net <admin@wsps.net>
Sent: Thursday, November 21, 2019 8:10 AM
To: Tara Lofton <tlofton@fwps.org>
Subject: RE: PFMLA Update Workshop 2019: REGISTER OTHERS Form Submitted

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Hi Tara,

Please let Tony know that we will miss him tomorrow, but I am happy to help with the cancellation. The registration fee has been refunded to your credit card – confirmation attached for your records.

Thank you,

Jennifer

From: Tara Lofton <tlofton@fwps.org>

Sent: Wednesday, November 20, 2019 2:35 PM

To: admin@wspa.net

Subject: RE: PFMLA Update Workshop 2019: REGISTER OTHERS Form Submitted

Hello Jennifer:

Tony Frascione is unable to attend the PFMLA workshop on the 22nd. Is it possible to replace him with Jennifer Hymer? She is my back-up on Leaves in our office.



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](#)



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: admin@wspa.net <admin@wspa.net>

Sent: Thursday, November 7, 2019 2:38 PM

To: Tara Lofton <tlofton@fwps.org>

Subject: RE: PFMLA Update Workshop 2019: REGISTER OTHERS Form Submitted

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. If you believe this may be an email phishing attempt, please report it to Microsoft by following these [directions](#). If you're unsure or if you need further assistance, then please attach the suspicious message to a new email and send it to helpdesk@fwps.org.

Hi Tara,

The receipt of this transaction is attached for your records – please let me know if you need anything else.

Thank you,

Jennifer

From: Tara Lofton <tlofton@fwps.org>

Sent: Thursday, November 7, 2019 11:47 AM

To: admin@wspsa.net

Subject: FW: PFMLA Update Workshop 2019: REGISTER OTHERS Form Submitted

Good Morning:

Please send proof of payment for PFMLA conference on November 22nd on behalf of Tony Frascione at your earliest opportunity.



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](#)



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 7, 2019 11:47 AM

To: Tara Lofton <tlofton@fwps.org>

Subject: PFMLA Update Workshop 2019: REGISTER OTHERS Form Submitted

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. If you believe this may be an email phishing attempt, please report it to Microsoft by following these [directions](#). If you're unsure or if you need further assistance, then please attach the suspicious message to a new email and send it to helpdesk@fwps.org.

Greetings,

Thank you for registering other district personnel to attend the FMLA Update Workshop.

WSPA will be using the information you provided to complete those registrations for the individuals listed on the form. When their registration is complete they will be receiving a copy of the invoice and/or a copy of the receipt (if payment is requested to be made by credit card). Please alert them to look for those emails shortly.

Thank you for your registration,

Washington School Personnel Association

[Privacy Policy](#)

|

|

From: [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](#)
To: admin@wsps.net
Subject: RE: PFMLA Update Workshop 2019: REGISTER OTHERS Form Submitted
Date: Thursday, November 21, 2019 9:09:16 AM
Attachments: [image002.png](#)

Perfect, see you tomorrow.



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](#)



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: admin@wsps.net <admin@wsps.net>
Sent: Thursday, November 21, 2019 8:18 AM
To: Tara Lofton <tlofton@fwps.org>
Subject: RE: PFMLA Update Workshop 2019: REGISTER OTHERS Form Submitted

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Nope, I will take care of it! Sorry about that

From: Tara Lofton <tlofton@fwps.org>
Sent: Thursday, November 21, 2019 8:14 AM
To: admin@wsps.net
Subject: RE: PFMLA Update Workshop 2019: REGISTER OTHERS Form Submitted

Hello Jennifer:

I didn't actually want a refund, I just wanted to switch Tony with Jen Hymer of our office. So now I need to go and pay for her?

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](#)



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: admin@wspsa.net <admin@wspsa.net>

Sent: Thursday, November 21, 2019 8:10 AM

To: Tara Lofton <tlofton@fwps.org>

Subject: RE: PFMLA Update Workshop 2019: REGISTER OTHERS Form Submitted

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Hi Tara,

Please let Tony know that we will miss him tomorrow, but I am happy to help with the cancellation. The registration fee has been refunded to your credit card – confirmation attached for your records.

Thank you,

Jennifer

From: Tara Lofton <tlofton@fwps.org>

Sent: Wednesday, November 20, 2019 2:35 PM

To: admin@wspsa.net

Subject: RE: PFMLA Update Workshop 2019: REGISTER OTHERS Form Submitted

Hello Jennifer:

Tony Frascione is unable to attend the PFMLA workshop on the 22nd. Is it possible to replace him with Jennifer Hymer? She is my back-up on Leaves in our office.



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](#)



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: admin@wspa.net <admin@wspa.net>

Sent: Thursday, November 7, 2019 2:38 PM

To: Tara Lofton <tlofton@fwps.org>

Subject: RE: PFMLA Update Workshop 2019: REGISTER OTHERS Form Submitted

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. If you believe this may be an email phishing attempt, please report it to Microsoft by following these [directions](#). If you're unsure or if you need further assistance, then please attach the suspicious message to a new email and send it to helpdesk@fwps.org.

Hi Tara,

The receipt of this transaction is attached for your records – please let me know if you need anything else.

Thank you,

Jennifer

From: Tara Lofton <tlofton@fwps.org>

Sent: Thursday, November 7, 2019 11:47 AM

To: admin@wsps.net

Subject: FW: PFMLA Update Workshop 2019: REGISTER OTHERS Form Submitted

Good Morning:

Please send proof of payment for PFMLA conference on November 22nd on behalf of Tony Frascione at your earliest opportunity.



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](#)



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 7, 2019 11:47 AM

To: Tara Lofton <tlofton@fwps.org>

Subject: PFMLA Update Workshop 2019: REGISTER OTHERS Form Submitted

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. If you believe this may be an email phishing attempt, please report it to Microsoft by following these [directions](#). If you're unsure or if you need further assistance, then please attach the suspicious message to a new email and send it to helpdesk@fwps.org.

Greetings,

Thank you for registering other district personnel to attend the FMLA Update Workshop.

WSPA will be using the information you provided to complete those registrations for the individuals listed on the form. When their registration is complete they will be receiving a copy of the invoice and/or a copy of the receipt (if payment is requested to be made by credit card). Please alert them to look for those emails shortly.

Thank you for your registration,

Washington School Personnel Association

[Privacy Policy](#)

|

|

From: admin@wsps.net
To: [Parker Howell](#); admin@wsps.net
Subject: PFMLA Presentation Materials e
Date: Friday, November 22, 2019 10:08:55 AM
Attachments: [PFMLA Presentation Tukwila 2019.pdf](#)

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Hello,

Thank you so much for your attendance at our event today. The presentation materials are attached for your records.

Thank you,

Jennifer

Jennifer Tottenham

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

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

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




The First Wave: *Implementing Paid Family and Medical Leave*



Parker A. Howell
Lauren A. Johnston

WSPA
Tukwila, WA
November 22, 2019




PORTER FOSTER RORICK
LLP

1

Hypothetical: Rosemary's Baby

Kindergarten teacher Rosemary Woodhouse is 38 weeks pregnant with her first child when she develops a mysterious ailment. Dr. Hill prescribes bed rest starting on October 31. She gives birth two weeks later via non-cesarean delivery, yet Dr. Hill indicates she will be temporarily disabled for four additional weeks. Six weeks after birth, Dr. Hill diagnoses the baby with a rare medical condition. Employee does not have any family, so she needs to stay home to care for the child with the help of her neighbors.



PORTER FOSTER RORICK
LLP

2

Hypothetical: Rosemary's Baby

Under PFMLA, how many total weeks of job-protected leave may Rosemary have for incapacity, recovery, and bonding with her "child"?

- A. 12 weeks to bond, plus her period of actual temporary disability (total of 18 weeks)
- B. 16 weeks total
- C. 18 weeks total, regardless of disability
- D. 18 weeks, plus her period of actual temporary disability (total of 24 weeks)



PORTER FOSTER RORICK
LLP

3

Introduction: PFMLA

- Legislature passed during 2017 session
- Modeled on FMLA/WFMLA and state leave insurance program
- Funded by premiums paid by both employers and employees – **beginning 1/1/2019**
- Provides portion of employee's regular pay during certain family or medical leaves – **beginning 1/1/2020**
- Amended and recodified as Title 50A RCW in 2019



PORTER FOSTER RORICK
LLP

4

Introduction: Agenda

- Background on federal and state leave laws
- Details of PFMLA
 - Types of leave (medical vs. family)
 - Collective bargaining impacts
 - Premium collection
 - Claims process
 - Benefit amount
 - Protected leave
- Quiz



PORTER FOSTER RORICK
LLP

5




BACKGROUND

Federal and state leave entitlements



PORTER FOSTER RORICK
LLP

6

| | |
|---|---|
| <p>BACKGROUND</p> <p>Federal Family Medical Leave Act (FMLA)</p> | <ul style="list-style-type: none"> • Length: Up to 12 weeks (may be intermittent) • Leave type: Unpaid • Qualify after: 1,250 hours in last 12 months • Concurrent (with PTO): Yes, if employer specifies in policy • Job protection: Return to same or equivalent position |
| <p style="text-align: right;">  PORTER FOSTER RORICK LLP </p> | |


7

| | |
|---|---|
| <p>BACKGROUND</p> <p>Federal Family Medical Leave Act (FMLA) (Cont.)</p> | <ol style="list-style-type: none"> 1. <u>Birth</u> of a child and to bond with newborn within 12 months 2. Placement of child for <u>adoption or foster care</u> and to bond with child within 12 months 3. Employee's own "<u>serious health condition</u>" 4. Care for <u>spouse, son, daughter, or parent</u> with a "serious health condition" 5. <u>Military deployment</u> of spouse, son, daughter, or parent to foreign country 6. <u>Care for covered servicemember</u> with serious injury or illness |
| <p style="text-align: right;">  PORTER FOSTER RORICK LLP </p> | |


8

| | |
|--|--|
| <p>BACKGROUND</p> <p>Washington Family Leave Act (WFLA)</p> <p>RCW 49.78.010-.904</p> | <ul style="list-style-type: none"> Expires January 1, 2020 Up to 12 weeks protected leave in 12-month period Employed for at least 12 months and worked 1,250 hours in last 12 months May run <u>concurrently</u> with FMLA <ul style="list-style-type: none"> Typically enforced under federal law Three key exceptions |
|  PORTER FOSTER RORICK LLP | |


9

| | |
|--|---|
| <p>BACKGROUND</p> <p>Washington Family Leave Act (WFLA) (Cont.)</p> <p>RCW 49.78.010-.904</p> | <p>WFLA enforced separately when:</p> <ol style="list-style-type: none"> 1. Pregnancy: 12 weeks of WFLA <u>in addition to pregnancy disability</u> leave as accommodation (WLAD) <ul style="list-style-type: none"> WLAD disability leave counts against FMLA; does <u>not</u> count against WFLA WFLA runs <u>after pregnancy</u> when released by doctor to return to work (usually 6-8 weeks after birth) 2. Domestic Partners 3. When exhausts all FMLA leave for qualifying exigency, may still use 12 weeks of WFLA |
|  PORTER FOSTER RORICK LLP | |


10

| | |
|---|--|
| <p>BACKGROUND</p> <p>Family Leave Insurance Program</p> <p>Ch. 49.86 RCW</p> | <ul style="list-style-type: none"> Repealed by PFMLA Enacted in 2007, but benefits were to begin when Legislature appropriated funding and set implementation date \$250/week for up to five weeks for birth or placement of child Must have worked 680 hours during first four of last five calendar quarters or last four calendar quarters completed |
|  PORTER FOSTER RORICK <small>LLP</small> | |


11

| | |
|---|---|
| <p>BACKGROUND</p> <p>Family Leave Insurance Program (Cont.)</p> <p>Ch. 49.86 RCW</p> | <ul style="list-style-type: none"> Covered most employers Concurrent with FMLA or WFLA Job protection if worked: <ul style="list-style-type: none"> at least 12 months for employer with 25+ employees, or at least 1,250 hours over previous 12 months with the employer |
|  PORTER FOSTER RORICK <small>LLP</small> | |

12

| | |
|---|---|
| <p>BACKGROUND</p> <p>Other Washington Leave Laws</p> | <ul style="list-style-type: none"> • Family Care Act (RCW 49.12.265-.295, Ch. 296-130 WAC) <ul style="list-style-type: none"> ▪ May use earned PTO for <u>family care</u> • Domestic Violence, Sexual Assault, and Stalking (Ch. 49.76 RCW): <ul style="list-style-type: none"> ▪ Leave typically <u>unpaid</u> ▪ As much leave as reasonable under circumstances • Military Family Leave Act (Ch. 49.77 RCW): <ul style="list-style-type: none"> ▪ Spouses of military members ▪ <u>Unpaid</u>; up to 15 days per deployment |
| <p style="text-align: right;">  PORTER FOSTER RORICK <small>LLP</small> </p> | |

13

| | |
|---|---|
| <p>BACKGROUND</p> <p>Initiative I-1433 (2016)</p> | <ul style="list-style-type: none"> • Eligible for <u>paid</u> sick leave beginning 1/1/2018 • Leave accrues at rate of 1 hour/ 40 hours worked • Leave may be used for: <ul style="list-style-type: none"> ▪ Employee's or family member's injury, illness, or health condition; ▪ Preventative care; and ▪ Other specified situations • Paid at greater of regular rate or minimum wage • Codified as RCW 49.46.210 |
| <p style="text-align: right;">  PORTER FOSTER RORICK <small>LLP</small> </p> | |

14

BACKGROUND

Unemployment Compensation

Title 50 RCW

- Most employers pay contributions to fund unemployment benefits
- Funds held in trust
- Tax rate determined by “experience rating”



PORTER FOSTER RORICK
LLP

15



PAID FAMILY AND MEDICAL LEAVE

Expanding paid leave for employees



PORTER FOSTER RORICK
LLP

16

Legislative Intent

- Demands of workplace and families balanced to promote family stability and economic security
- Accommodate rising numbers of dual-career couples, single parents, and aging population
- Impact “reasonably balanced” to help small business
- Paid leave associated with health benefits



PORTER FOSTER RORICK
LLP

17

Overview

- Employment Security Department (ESD) to issue regulations
- Governor to appoint ombuds within ESD
- Local governments may not mandate supplementation of benefits by private employers or enforce the program locally
- Local governments may provide greater benefits to their employees



PORTER FOSTER RORICK
LLP

18

ESD Rulemaking

Phase Six Rulemaking Topics:

- Definitions
- Assessing and collecting premiums
- Voluntary plans
- Small business assistance
- Dispute resolution
- Employee notice to employer
- Initial application for benefits
- Weekly benefits
- Appeals and procedure

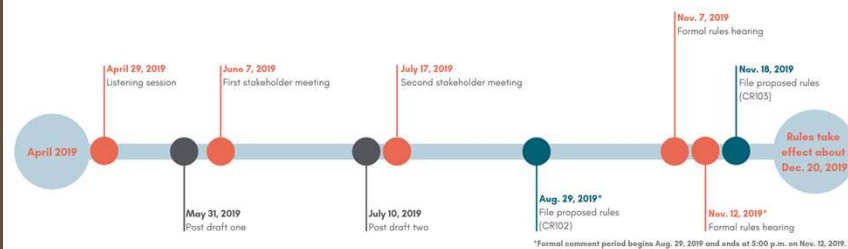
Updates at <https://www.paidleave.wa.gov/Rulemaking>



PORTER FOSTER RORICK
LLP

19

ESD Rulemaking



This timeline is an approximate timeframe for phase six of the Paid Family and Medical Leave rulemaking process. Dates are subject to change.

Source: Employment Security Department, <https://paidleave.wa.gov/rulemaking>



PORTER FOSTER RORICK
LLP

20

Employers

- Includes any individual or type of organization
- Any unit of local government (e.g., school districts)
- Employment does not include: self-employed (including independent contractors)
- Tribes and self-employed may opt in



PORTER FOSTER RORICK
LLP

21

Employees

- **Employment:** Personal service, of whatever nature, performed for wages or under any contract, written or oral, express or implied
- Includes out-of-state work if:
 - Service localized in WA, or
 - Not localized in any state, but some of service performed in WA



PORTER FOSTER RORICK
LLP

22

Two Purposes

- **Medical Leave:** Any leave due to own “serious health condition”
- **Family Leave:** Any leave to:
 1. Provide care (physical or psychological) for family member due to his/her “serious health condition”;
 2. Bond with child during first 12 months after birth, or placement of minor child with employee; or
 3. “Qualifying exigency” per FMLA for family members



PORTER FOSTER RORICK
LLP

23

Duration of Leave

- 12x typical workweek hours (i.e., 12 weeks) during 52-week period for:
 - Family leave; or
 - Medical leave
- 16 weeks total, if both family and medical
- 18 weeks total, if serious health condition with pregnancy resulting in incapacity



PORTER FOSTER RORICK
LLP

24

Eligibility

- Worked at least 820 hours in “employment” during “qualifying period”
- **Qualifying Period:** First four of last five completed calendar quarters, or last four completed quarters immediately preceding application for leave
- File claim
- Consent to disclosure of info
- Notify employer
- Submit documentation



PORTER FOSTER RORICK
LLP

25

Eligibility (Cont.)

Employee is not eligible for leave for:

- Absence caused by willful intention of employee to cause injury or sickness of employee or another, or resulting from injury or sickness sustained in illegal act
- When employee suspended from employment
- Period during which recipient works for remuneration or profit



PORTER FOSTER RORICK
LLP

26

Eligibility (Cont.)

Employee eligible to take paid leave during “claim year”

- 52-week period beginning Sunday of the week of:
 - Date of birth or placement of child; or
 - Date of filing of complete and timely application for all other qualifying events
- For applications that are backdated, the claim year begins Sunday of the week to which the application was back dated



PORTER FOSTER RORICK
LLP

27



MEDICAL LEAVE

Employee's own “serious health condition”



PORTER FOSTER RORICK
LLP

28

Medical Leave

- **Serious Health Condition:** Same as FMLA
- Illness, injury, impairment, or physical or mental condition involving:
 - Inpatient care in hospital, hospice, or residential medical care facility, including period of incapacity; OR
 - Continuing treatment by healthcare provider



PORTER FOSTER RORICK
LLP

29

Medical Leave (Cont.)

Continuing treatment by healthcare provider:

- A. Incapacity of >3 consecutive, full calendar days, plus any subsequent treatment or period of incapacity relating to same condition, that also involves:
 - Treatment 2+ times within 30 days of first day of incapacity, or
 - Treatment by healthcare provider on at least 1 occasion resulting in regimen of continuing treatment under supervision of healthcare provider.
- B. Incapacity due to pregnancy, or for prenatal care; or



PORTER FOSTER RORICK
LLP

30

Medical Leave (Cont.)

C. Period of incapacity or treatment due to chronic serious health condition.

- Requires periodic visits at least 2+ times per year for treatment by a healthcare provider, or a nurse under direct supervision;
- Continues over extended time, including recurring episodes of single condition; and
- May cause episodic vs. continuing period of incapacity (e.g., asthma, diabetes, epilepsy).



PORTER FOSTER RORICK
LLP

31

Medical Leave (Cont.)

D. Period of incapacity that is permanent/long-term due to condition for which treatment may not be effective.

- Employee or family member must be under continuing supervision of healthcare provider
- E.g., Alzheimer's, severe stroke, or terminal stages of disease



PORTER FOSTER RORICK
LLP

32

Medical Leave (Cont.)

E. Period of absence to receive multiple treatments, including recovery therefrom, by healthcare provider or certain others for either:

- Restorative surgery after accident/injury, or
- Condition likely result in period of incapacity of >3 consecutive, full calendar days in absence of intervention/treatment (e.g., cancer, severe arthritis, or kidney disease).



PORTER FOSTER RORICK
LLP

33

Medical Leave (Cont.)

Serious health conditions may include:

- Restorative dental or plastic surgery after injury or removal of cancerous growth
- Mental illness from stress or allergies
- Substance abuse (only for treatment, not using substance)
 - May still terminate even if on leave, if established policy, applied in nondiscriminatory manner, and communicated to all employees.
 - Cannot terminate for caring for family member.



PORTER FOSTER RORICK
LLP

34

Medical Leave (Cont.)

Serious health conditions do not include:

- Most conditions for which cosmetic treatments administered (e.g., acne, plastic surgery), unless complications or hospitalization
- Common cold, flu, ear aches, upset stomach, minor ulcers, non-migraine headaches, routine dental/orthodontia, periodontal disease



PORTER FOSTER RORICK
LLP

35

Medical Leave: Hypothetical

Employee contracted strep throat from a coworker. After work, the employee visits his doctor. The doctor proscribes an antibiotic that must be taken every day for the next seven days. As a result of the strep throat, employee misses two days of work. Is the employee eligible for paid medical leave?

- A. Yes
- B. No



PORTER FOSTER RORICK
LLP

36




FAMILY LEAVE
Caring for family, bonding, and exigencies


PORTER FOSTER RORICK
LLP

37

Family Leave Purposes

1. Provide care (physical or psychological) for family member due to his/her “serious health condition”;
2. Bond with child during first 12 months after birth, or placement of <18 with employee; or
3. “Qualifying exigency” per FMLA for family members


PORTER FOSTER RORICK
LLP

38

Family Members

1. **Child:** Biological, adopted, foster, stepchild, in loco parentis, legal guardian, de facto (any age, does not require dependency)
2. **Grandchild:** Child of employee's child
3. **Parent:**
 - a. Biological, adoptive, de facto, foster, stepparent, or legal guardian of employee or employee's spouse; or
 - b. Someone in loco parentis to employee when he/she was child
4. **Grandparent:** Parent of employee's parent
5. **Sibling:** Not defined (forgot?)
6. **Spouse:** Husband, wife, or state-registered domestic partner



PORTER FOSTER RORICK
LLP

39

Family Leave: Hypothetical


Employee gave birth to a baby on February 1, 2019. She returned to work in August 2019 and has been teaching since. Is the employee eligible to take paid family leave starting January 1? If so, for how long?

- A. No, not eligible to take paid family leave
- B. Yes, eligible to take 4 weeks of paid family leave
- C. Yes, eligible to take 12 weeks of paid family leave




PORTER FOSTER RORICK
LLP

40



COLLECTIVE BARGAINING


May delay implementation of PFMLA


 PORTER FOSTER RORICK
LLP

41

Collective Bargaining

- **For parties to CBA effective on 10/19/2017, PFMLA does not require:**
 - Reopening negotiations of existing CBA; or
 - Application of rights or responsibilities (e.g., premium collection, use of leave) until CBA reopened, renegotiated, or expires.
- **Unions may seek:**
 - Employer payment of employee's premium share
 - Employer subsidy of benefits during leave (i.e., supplemental benefits)


 PORTER FOSTER RORICK
LLP

42

Collective Bargaining (Cont.)

Employer must inform ESD immediately upon reopening, renegotiation, or expiration of CBA in effect as of 10/19/2017 and:

- Begin withholding premiums; and
- Begin including covered employees in quarterly report



PORTER FOSTER RORICK
LLP

43

Collective Bargaining (Cont.)

- **What is a “reopener”? ESD website states:**

[O]nly CBAs that have been renegotiated in their entirety meet the definition of reopened, renegotiated, or expired; A memorandum of understanding (MOU) covering a narrow or specific section of a CBA does not constitute a reopening or renegotiation.


For example, MOUs to accommodate the new paid sick leave law are not considered a reopening or renegotiation. This includes MOUs to expand the collectively bargained definition of family, accrual rates, and reasons for usage under the new paid sick leave law. Negotiations of future contracts do not constitute a reopening or renegotiation either.

- **What happens if limited reopener results in extended expiration date?**




PORTER FOSTER RORICK
LLP

44



PREMIUM COLLECTION


Employer and employee shares

 PORTER FOSTER RORICK
LLP

45

Premiums

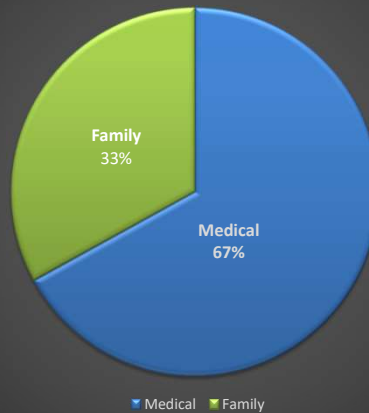
- Initial rate is 0.4 percent of “wages” for the period 1/1/2019 through 12/31/2020
 - Medical leave is 2/3
 - Family leave is 1/3
- Beginning 2022, ESD may adjust percentages
- Beginning 2021, rate to be reviewed for annual adjustments using formula
- Solvency surcharge assessed if account balance reaches certain level

 PORTER FOSTER RORICK
LLP

46

Premiums (Cont.)

Division of Premiums



PORTER FOSTER RORICK
LLP

47

Premiums (Cont.)

- **May deduct from employee's wages:**
 - 45 percent of premiums due for medical leave
 - 100 percent of premiums due for family leave
- Employer responsible for 55 percent of medical leave
- Employer may agree to pay all premiums
- Wages subject to premium capped at max wage base for Social Security tax (\$132,900 in 2019)
- Employer with ≤ 50 employees exempt from employer share

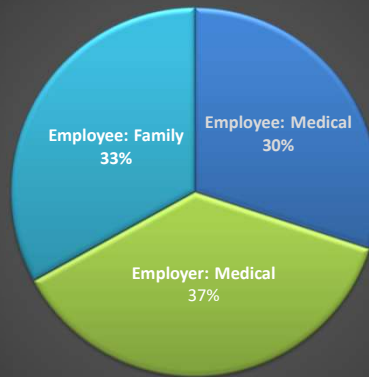


PORTER FOSTER RORICK
LLP

48

Premiums (Cont.)

Division Assuming Employer Pays Minimum Allowed



Employee: Medical Employee: Medical Employee: Family



PORTER FOSTER RORICK
LLP

49

Premiums (Cont.)

- Employer must collect premiums and any surcharges through payroll deductions and remit to state quarterly
 - Due on last day of month following end of calendar quarter
 - Untimely payments subject to interest
- May not deduct more than max allowable employee share for that period
- If fail to deduct enough, employer deemed to have elected to pay that portion
- Premiums placed in state trust fund



PORTER FOSTER RORICK
LLP

50

Premiums (Cont.)

Must also file quarterly reports with ESD:

- Employee name, SSN or TIN, and wages paid during quarter and associated hours worked
- Total premiums deducted, if any
- Also due on last day of month following end of calendar quarter



PORTER FOSTER RORICK
LLP

51

Premiums (Cont.)

Reportable "wages" include (WAC 192-510-025):

- | | |
|---|---|
| <ul style="list-style-type: none"> ▪ Salary or hourly wages ▪ Cash value of goods or services in lieu of money ▪ Commissions or piecework ▪ Bonuses ▪ Cash value of gifts or prizes ▪ Cash value of meals and | <ul style="list-style-type: none"> lodging when given as compensation ▪ Holiday pay ▪ PTO (unless "supplemental benefit payments") ▪ Bereavement leave ▪ Separation pay ▪ Certain stipends/per diems |
|---|---|



PORTER FOSTER RORICK
LLP

52

Examples



"John," bus driver

Salary = \$30,000
Premium = \$120
John's share = \$75.78
District share = \$44.22



"Sarah," teacher

Salary = \$60,000
Premium = \$240
Sarah's share = \$151.56
District share = \$88.44



"Tina," principal

Salary = \$120,000
Premium = \$480
Tina's share = \$303.12
District share = \$176.88



PORTER FOSTER RORICK
LLP

53


Penalties

- Employer that willfully fails to make required reports subject to penalties from \$75-\$250 per incident
- Employer that willfully fails to remit full amount of premiums is liable for penalty equal to premiums and interest (plus premiums and interest)
- Interest on unpaid premiums accrues at 1 percent per month




PORTER FOSTER RORICK
LLP

54

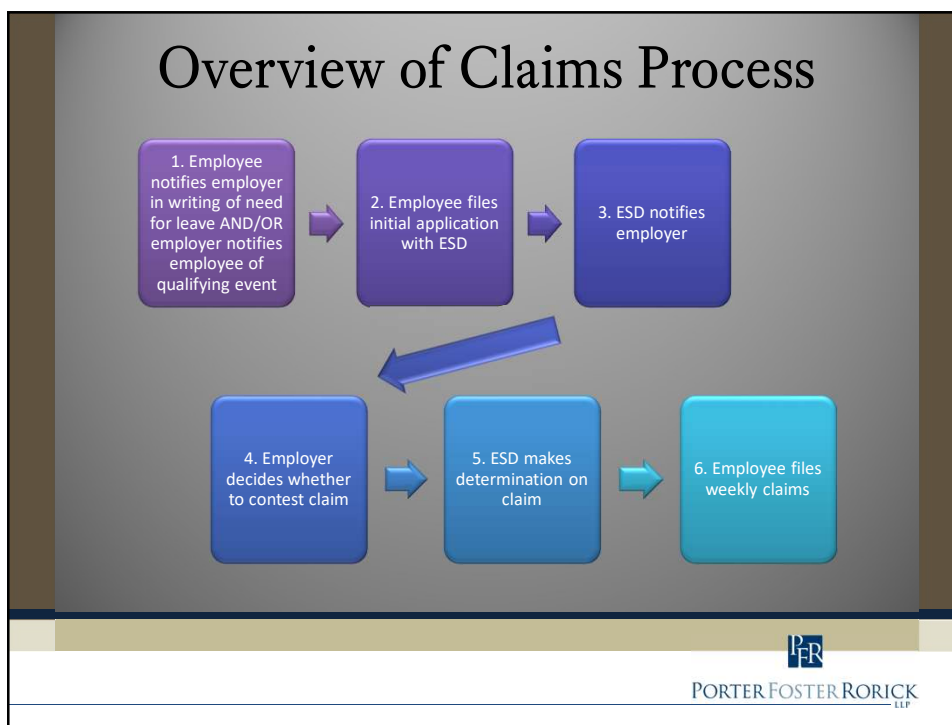


CLAIMS PROCESS

How employees seek benefits


 PORTER FOSTER RORICK
LLP

55



56

Step 1: Employee Notice

Employee must give employer written notice:

- **For birth or placement:** If foreseeable, at least 30 days' notice; if not, as soon as practicable
- **For own or family member's serious health condition:**
 - At least 30 days' notice (or as practicable)
 - Reasonable effort to schedule so not unduly disrupt operations, subject to healthcare provider approval



PORTER FOSTER RORICK
LLP

57

Step 1: Employee Notice (Cont.)

- Written notice must include:
 - Information to make employer aware that the employee requires PFML;
 - Anticipated timing; and
 - Anticipated duration
- Written notice may be given by another party on behalf of employee
- **Failure to provide proper notice will result in benefit denial for days notice was insufficient**



PORTER FOSTER RORICK
LLP

58

Step 1: Employer Notice

Employer must give notice:

- Whenever employee who is qualified is absent to provide family leave or take medical leave for >7 consecutive days
- State rights on form prescribed by ESD
- Within 5 business days after seventh consecutive day, or when employer receives notice that absence due to qualifying reason, whichever is later



PORTER FOSTER RORICK
LLP

59

Step 1: Employer Notice (Cont.)

Employer must post notice:

- In conspicuous place where customarily posts notices for employees/applicants
- Prepared or approved by ESD
- Civil penalty of not more than \$100 per offense



PORTER FOSTER RORICK
LLP

60

Notice: Hypothetical

During her lunch break today, employee schedules a surgery for April 1, 2020. She would qualify for paid medical leave. On March 15, 2020, employee sends you a text message providing you notice of the scheduled leave. The notice explains the surgery, provides the anticipated time and duration, and includes a doctor's note supporting her request. Was this notice proper?

A. Yes B. No



PORTER FOSTER RORICK
LLP

61

Step 2: Initial Application

- Employee applies online, by phone, or alternative methods
- Provides info sufficient for ESD to determine eligibility, including:
 - Type and anticipated duration of leave
 - Certification or documentation to validate qualifying event
- Benefits generally payable on or after date of application, although weekly claim may be backdated for "good cause"



PORTER FOSTER RORICK
LLP

62

Step 2: Initial Application (Cont.)

- **Waiting period for benefits:**
 - Seven calendar days, except for leave for birth or placement of child
 - Begins when otherwise eligible employee takes leave for “minimum claim duration”
- **Minimum claim duration:** Eight consecutive hours of leave
- May receive benefits based on hours worked for prior Washington employer



PORTER FOSTER RORICK
LLP

63

Step 2: Initial Application

Documentation Requirements:

- **Serious health condition (self or family member):** certification from healthcare provider
- **Bonding after birth or placement:** ESD may request birth certificate; certification from healthcare provider; court documents; other reasonable documentation
- **Military exigency:** active duty orders; approximate dates in which leave needed; other info
- **Family relationship:** info sufficient to establish familial relationship



PORTER FOSTER RORICK
LLP

64

Initial Application: Hypothetical

Employee typically works six-hour shifts as a paraeducator five days per week. Employee takes leave Monday, works Tuesday and Wednesday, and takes leave Thursday and Friday. Which hours may the employee claim for PFMLA leave on weekly report?

- | | |
|--------------------|--------------------|
| A. None | B. Mon. only |
| C. Thur./Fri. only | D. Mon./Thur./Fri. |



PORTER FOSTER RORICK
LLP

65

Step 3: ESD Notice

- ESD will send a notice to employer upon receiving application



PORTER FOSTER RORICK
LLP

66

Step 4: Employer Response

- Employer must respond within 18 days of receipt
- Failure to timely contest = waiver
- Employee conditionally paid benefits “without delay” when contested



PORTER FOSTER RORICK
LLP

67

Step 5: ESD Determination

- ESD will send “interested parties” notice when question about whether employee qualifies for benefits prior to determination stating:
 - ESD’s questions
 - Date for response (at least 10 days)
 - Employee has right to respond
- After ESD makes determination, all interested parties will be provided with a copy



PORTER FOSTER RORICK
LLP

68

Step 6: Weekly Claims

- Employee makes weekly claim online or by phone
 - Filed after week for which benefits claimed
 - Limit of four weeks of claims at one time
 - Employee must report: hours worked, whether received paid time off, whether received other benefits (e.g., unemployment insurance), any change in qualifying event
- ESD will pay employee within 14 days after first properly completed weekly application received
 - Subsequent payments sent biweekly



PORTER FOSTER RORICK
LLP

69



BENEFIT AMOUNT

How much compensation workers receive



PORTER FOSTER RORICK
LLP

70

Benefit Amount

- Percentage of employee's average weekly wage (AWW) during two highest quarters of "qualifying period":
 - If employee AWW is \leq 50 percent of state AWW, benefit is 90 percent of AWW; or
 - If AWW is $>$ 50 percent of state AWW, 90 percent of AWW up to 50 percent of state AWW, and 50 percent of AWW greater than state AWW.
- Prorated by % of typical workweek hours on leave



PORTER FOSTER RORICK
LLP

71

Benefit Amount (Cont.)

- **Maximum weekly benefit:**
 - \$1,000
 - Adjusted annually to 90 percent of state AWW
- **Minimum weekly benefit:**
 - \$100 per week
 - Full wage if employee's AWW at time of leave is less than \$100 per week



PORTER FOSTER RORICK
LLP

72

Benefit Amount (Cont.)

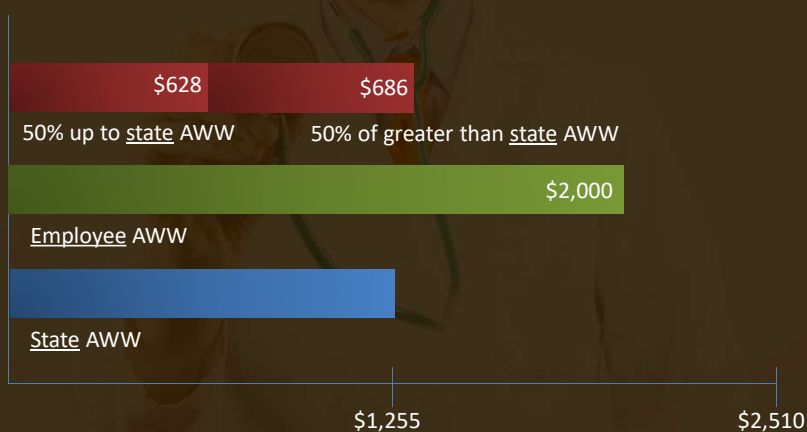
- 2018 state AWW was \$1,255
 - If earns \leq \$628 average per week, gets 90 percent of his/her AWW
 - If earns $>$ \$628, gets 50 percent of his/her AWW up to \$628, plus 50 percent of his/her AWW greater than \$628, up to cap
- E.g., if AWW is \$2,000, benefit is \$1,314 (\$628 plus \$686)



PORTER FOSTER RORICK
LLP

73

Benefit Amount (Cont.)



PORTER FOSTER RORICK
LLP

74

Proration of Benefits

- Proposed rule: weekly benefit amount will be prorated when employee:
 - Works hours for wages; or
 - Uses PTO (sick leave, etc.) that is not a supplementary benefit
- Example: Employee typically works five eight-hour shifts. Take medical leave on Monday, works the other four days. Receives 1/5 weekly benefit.
- Example: Same employee files claim for eight hours of PFMLA leave but also takes sick leave, which employer does not designate as supplemental. Sick leave is considered hours work and employee is ineligible for PFMLA benefits.



PORTER FOSTER RORICK
LLP

75



PROTECTED LEAVE

School district's responsibility



PORTER FOSTER RORICK
LLP

76

Protected Leave: Overview

1. Demystifying the “waiting period”
2. Interplay with paid leave
3. Designation of “supplemental” benefits
4. Use of shared leave
5. Interplay with unpaid leave
6. District’s obligation to continue health benefits
7. Return to employment
8. Unemployment and worker’s compensation
9. Prohibited practices



PORTER FOSTER RORICK
LLP

77

Waiting Period

- Waiting period apparently for paid benefits, vs. when PFMLA leave starts
- Period begins when otherwise eligible employee takes leave for \geq eight hours for qualifying reason
- Employee does not receive paid benefits for the ensuing seven calendar days (except for birth/placement)
- Jason Barrett, ESD lead policy analyst, statement during July 17, 2019 stakeholder meeting: when waiting period applies, the first week (i.e., waiting week) counts toward the 12-workweek max



PORTER FOSTER RORICK
LLP

78

Interplay with Paid Leave

Common types of school district paid leave:

- Up to 12 days of sick leave for “illness, injury, and emergencies.” RCW 28A.400.300.
 - May accumulate up to 180 days for cash out and number of contracted days (limit one year) for use as sick leave
- Sick leave under RCW 49.46.210 (I-1433)
- Personal leave per CBA, contract, or policy (often deducted from sick leave)
- Vacation per CBA, contract, or policy



PORTER FOSTER RORICK
LLP

79

Interplay with Paid Leave (Cont.)

Use of paid leave concurrently with unpaid FMLA leave:

- **FMLA regulations:** Employer may have policy requiring sick leave to be “substituted for” (i.e., used concurrently with) unpaid FMLA leave
- **Ninth Circuit interpretation:** Employee may sometimes use paid leave prior to unpaid FMLA. *Escriba v. Foster Poultry Farms, Inc.*, 743 F.3d 1236 (9th Cir. 2014).
- **DOL opinion (March 14, 2019):** Employer may not delay designation of FMLA leave or designate more than 12 weeks of leave (26 weeks of military caregiver leave) as FMLA leave



PORTER FOSTER RORICK
LLP

80

Interplay with Paid Leave (Cont.)

- Employer may not require employee to take accrued paid leave before, in place of, or concurrently with PFMLA benefits. WAC 192-610-075.
- Employer may offer “supplemental benefit payments” to an employee on PFMLA leave in addition to PFMLA benefits. RCW 50A.04.045(2).
- Includes, but not limited to, vacation, sick, or other PTO
- Employee chooses whether to receive supplemental benefit payments



PORTER FOSTER RORICK
LLP

81

Interplay with Paid Leave (Cont.)

What if employee seeks to use paid leave (e.g., sick leave) prior to applying for PFMLA benefits?

- RCW 50A.04.250(2): “Unless otherwise expressly permitted by the employer, leave taken under this title must be taken concurrently with any leave taken under” the FMLA (emphasis added)
- PFMLA prohibits school district from requiring use of paid leave prior to PFMLA leave
- But if employee elects to use paid leave before applying for PFMLA benefits for FMLA-qualifying reason, FMLA leave automatically begins...



PORTER FOSTER RORICK
LLP

82

Interplay with Paid Leave (Cont.)

Ambiguity: May school district deny PFMLA leave if employee has already elected to use paid sick leave first, and thus received 12 workweeks of FMLA-protected leave?



PORTER FOSTER RORICK
LLP

83

Supplemental Benefits

- Employer may designate benefits as “supplemental” for PFMLA purposes
- Two Key Ramifications:
 1. Employer and employee do not pay PFMLA premium on supplemental benefits
 2. Supplemental benefits received during PFMLA leave are in addition to, not in lieu of, PFMLA benefits



PORTER FOSTER RORICK
LLP

84

Supplemental Benefits (Cont.)

Existing Regulations:

- Wages reportable to ESD for calculating premiums include PTO (vacation, sick leave, cash outs) unless considered supplemental benefit payments. WAC 192-510-025.
- ESD will require employee to report PTO received during any week for which he/she is claiming PFMLA benefits (except for supplemental benefits). WAC 192-620-020.



PORTER FOSTER RORICK
LLP

85

Supplemental Benefits (Cont.)

- What about short-term disability insurance payments?
- Jason Barrett, ESD lead policy analyst, statement during July 17, 2019 stakeholder meeting:

ESD has always maintained that short-term disability payments have no impact on an employee's eligibility for PFML, and that is the only aspect that ESD are managing.

We are not managing the potential impact of a PFML payment on an STD payment. Those types of payments are governed by the Office of the Insurance Commissioner...



PORTER FOSTER RORICK
LLP

86

Supplemental Benefits: Hypothetical 1

Employee will be out for three weeks caring for his ailing mother who has a serious health condition. Employee chooses to use his paid sick leave for the three weeks. The district has elected to not designate paid sick leave as a supplemental benefit. Will employee be eligible to receive PFMLA benefits during the three weeks?

- A. Yes B. No



PORTER FOSTER RORICK
LLP

87

Supplemental Benefits: Hypothetical 2

Employee will be out for three weeks caring for his ailing mother who has a serious health condition. Employee chooses to use his paid sick leave for the three weeks. The district has elected to designate paid sick leave as a supplemental benefit. For how many weeks will the employee receive PFMLA paid benefits (vs. leave)?

- A. Three weeks B. Two weeks
C. One week D. No weeks



PORTER FOSTER RORICK
LLP

88

Shared Leave

- School district employees may receive shared leave under 28A.400.380 and Chapter 392-136A WAC if District determines seven factors are met.
- First, employee must have qualifying condition:
 - a. Employee or relative or household member suffers from illness, injury, impairment, or physical or mental condition which is of an “extraordinary or severe nature”
 - b. Has been called to uniformed service
 - c. Volunteers for emergency response
 - d. Victim of domestic violence, sexual assault, or stalking
 - e. Attends medical appointments or treatments for military service-connected injury or disability
 - f. Attends service-connected medical appointments or treatments for spouse who requires assistance
 - g. “Needs the time for parental leave”
 - h. “Is sick or temporarily disabled because of pregnancy disability”



PORTER FOSTER RORICK
LLP

89

Shared Leave (Cont.)

- Second, qualifying condition must have caused, or is likely to cause, leave without pay status or termination
- Third, employee’s absence and use of shared leave are justified
- Fourth, employee has exhausted or will shortly exhaust leave (personal holiday, sick leave, annual leave, etc., depending on reason for shared leave)
 - Not required to exhaust sick leave or annual leave for parental leave or temp disability due to pregnancy
 - Can maintain up to 40 hours of annual and sick leave



PORTER FOSTER RORICK
LLP

90

Shared Leave (Cont.)

- Fifth, employee has abided by district policies regarding sick leave or military leave, as applicable
- Sixth, if illness or injury is work-related, employee pursued but ineligible for worker's compensation benefits
- Seventh, employee's job is one in which annual leave, sick leave, military leave, or personal holiday can be accrued



PORTER FOSTER RORICK
LLP

91

Shared Leave (Cont.)

- Employees may volunteer to donate leave
- District determines the amount of shared leave, if any, which a leave recipient may receive (max of 522 days in total district employment)
- Neither PFMLA nor OSPI regulations explicitly address interplay between shared leave and PFMLA leave
 - If employee uses all PTO but still qualifies for PFMLA leave, has the employee met second requirement (leave "without pay" status)?
 - Could still have 40 hours of accrued sick leave and meet other requirements for shared leave for birth or pregnancy disability?



PORTER FOSTER RORICK
LLP

92

Shared Leave: Hypothetical 1

Employee broke her leg skiing at Snoqualmie Pass over holiday break 2019 and is unable to work for four weeks in January 2020 due to recovering from surgery. Prior to breaking her leg, employee exhausted all of her paid leave in fall 2019 and therefore makes a request for shared leave. At the same time, employee applies for PFMLA leave. Is employee entitled to receive shared sick leave?

- A. Yes B. No
- C. Consult with district legal counsel



PORTER FOSTER RORICK
LLP

93

Shared Leave: Hypothetical 2

Assuming the employee who broke her leg skiing receives shared sick leave, is she entitled to take both PFMLA leave and shared sick leave simultaneously?

- A. Yes
- B. No
- C. Depends on whether district designates sick leave as a supplemental benefit



PORTER FOSTER RORICK
LLP

94

Interplay with Unpaid Leave

Washington Law Against Discrimination (WLAD):

- Protects woman with pregnancy-related disability (pre- or post-childbirth)
- May require unpaid leave as reasonable accommodation
- No set amount, but usually 6-8 weeks for birth without complications (see HRC guidance)
- Under PFMLA, leave is in addition to leave for sickness/temp disability due to pregnancy or childbirth (i.e., WLAD leave)



PORTER FOSTER RORICK
LLP

95

Interplay with Unpaid Leave (Cont.)

Caution - PFMLA may not always overlap with FMLA:

- **Spouses:** FMLA limits spouses employed by same school district to a combined 12 weeks for birth or bonding (unless FMLA leave used for other purposes, such as pregnant employee's own serious health condition). 29 C.F.R. § 825.120. PFMLA does not so limit.
- **Family care:** FMLA limits care to employee's spouse, son, daughter, or parent with serious health condition. See 29 C.F.R. § 825.112. If PFMLA used to care for a grandparent, etc., employee may still use FMLA for qualifying reason.
- **Teachers:** PFMLA contains no special rules for school employees regarding intermittent leave, reduced-schedule leave, and leave near end of academic term. Cf. 29 C.F.R. § 825.600-.604.



PORTER FOSTER RORICK
LLP

96

Interplay with Unpaid Leave (Cont.)

- Additional unpaid leave may be required as a “reasonable accommodation” for an employee’s medical condition under the federal ADA and state WLAD
- Will likely arise after an employee has exhausted both PFMLA benefits and accrued paid leave
- May be denied if “undue hardship”

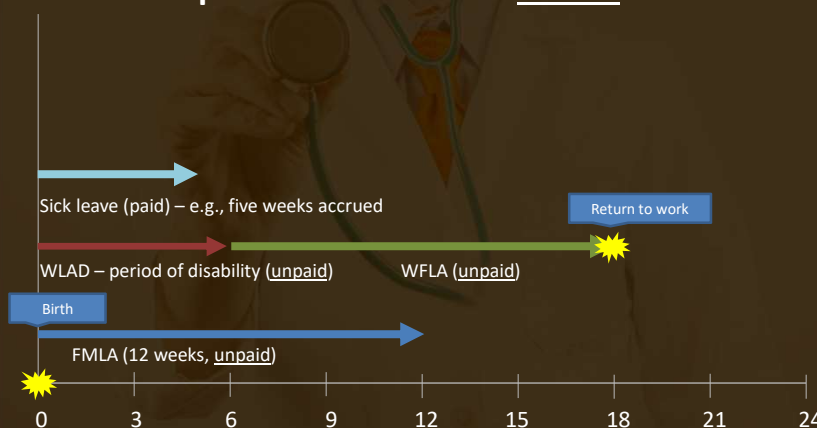


PORTER FOSTER RORICK
LLP

97

Examples

Example: Childbirth leave before PFMLA

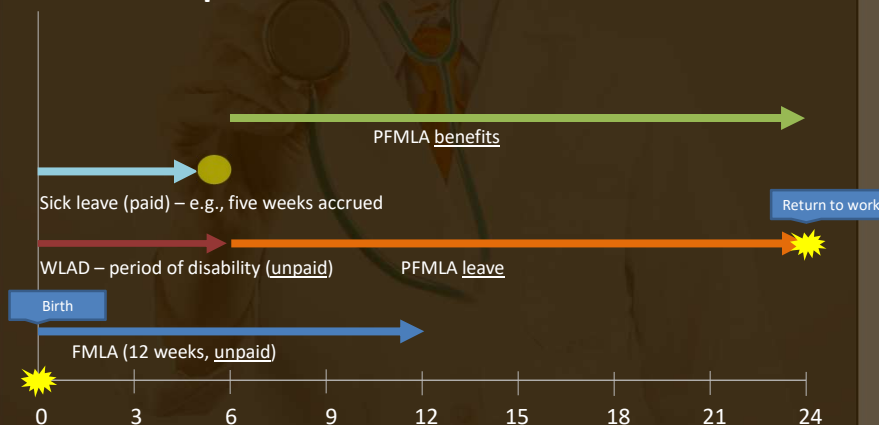


PORTER FOSTER RORICK
LLP

98

Examples (Cont.)

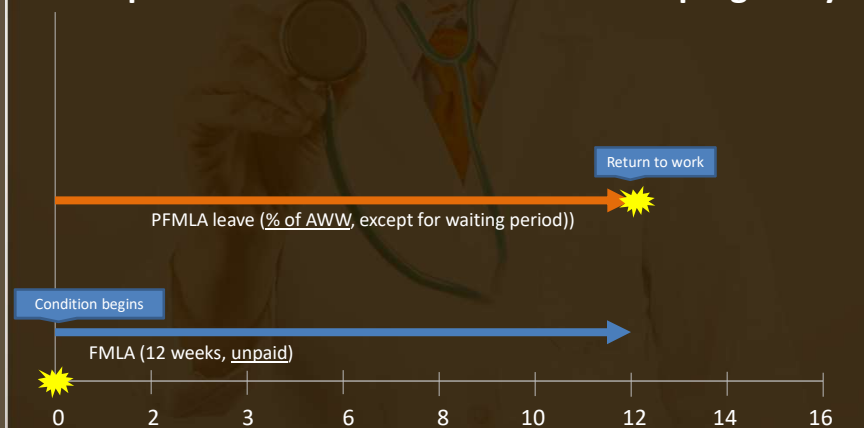
Example: Childbirth leave under PFMLA



99

Examples

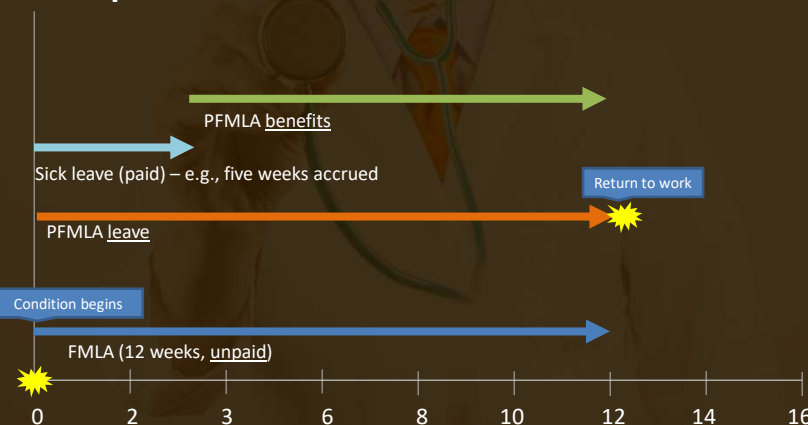
Example: Serious health condition – non-pregnancy



100

Examples

Example: Serious health condition – uses sick leave



PORTER FOSTER RORICK
LLP

101

Return to Employment

- Must be restored to:
 - Same position, or
 - Equivalent position with equivalent employment benefits, pay, and other terms and conditions
- Similar to FMLA job protections
- Taking leave may not result in loss of employment benefits accrued
- Not entitled to accrue seniority or benefits during leave (unless agreed)



PORTER FOSTER RORICK
LLP

102

Return to Employment (Cont.)

- Job protections only apply if:
 1. Employer has 50+ employees;
 2. Worked for employer for 12+ months; and
 3. Worked at least 1,250 hours for employer during 12 months immediately preceding date of leave
- May deny restoration to salaried employees in top 10% if meet certain conditions



PORTER FOSTER RORICK
LLP

103

Return to Employment (Cont.)

- May have uniform policy requiring medical certification (like FMLA)
- May require employee on leave to periodically report status and intent to return



PORTER FOSTER RORICK
LLP

104

Continuing Health Benefits

- **FMLA Regulations (29 C.F.R. § 825.209):**
 - Must maintain coverage under any “group health plan”
 - Obligation ceases if and when employment relationship would have terminated absent FMLA leave
 - May sometimes recover premiums paid during FMLA leave if employee fails to return to work. *See* § 825.213.



PORTER FOSTER RORICK
LLP

105

Continuing Health Benefits (Cont.)

- **PFMLA (RCW 50A.35.020):**
 - If required by federal FMLA, employer must maintain existing health benefits during PFMLA leave as if employee continued to work
 - Employee remains responsible for share of premium, if applicable
 - Does not apply if worker is not employed by any employer when applying for PFML benefits



PORTER FOSTER RORICK
LLP

106

Continuing Health Benefits (Cont.)

- **SEBB Regulations (WAC 182-31-110):**
 - School employee on approved FMLA or PFMLA leave may continue to receive employer contribution toward SEBB insurance
 - May also continue supplemental life, AD&D, and long-term disability insurance
 - School district responsible for determining whether employee qualifies for FMLA and duration of leave; ESD responsible when employee takes PFML
 - Employee may pay to continue SEBB benefits after period of FMLA or PFMLA leave



PORTER FOSTER RORICK
LLP

107

UI and Worker's Comp

- PFMLA leave in addition to leave during which receives workers' comp benefits
- May request relief of UI benefit charges from paying benefits to temp replacement employee who worked for 20 weeks or less and was laid off
- Employee disqualified from receiving PFMLA benefits for any week that he/she is eligible to receive UI benefits or worker's comp



PORTER FOSTER RORICK
LLP

108

Unlawful Acts

Employer prohibited from:

- Interference with, restraint of, or denial of exercise of any right provided (including attempted conduct)
- Discharge of or discrimination against employee for:
 - Opposing any practice made unlawful
 - Filing complaint
 - Giving information
 - Testifying



PORTER FOSTER RORICK
LLP

109

Unlawful Acts (Cont.)

- ESD investigates complaints, makes determination
- Employer liable for damages equal to:
 - Amount of wages, salary, employment benefits, or other compensation denied, or
 - Actual monetary losses sustained by employee as direct result (e.g., cost of providing care), up to sum equal to wages or salary for up to 16 weeks (18 weeks for pregnancy)
- Also charged for interest on damages at prevailing rate
- **Willful violations:** liquidated damages in sum of the above



PORTER FOSTER RORICK
LLP

110

Records

- Creates PRA exemption:
“Information contained in the files and records pertaining to an employee under this chapter are confidential and not open to public inspection, other than to public employees in the performance of their official duties”
- Employee may review his/her records
- Employer may access:
 - Its own records relating to claim or determination for PFMLA benefits by employee
 - Records relating to ESD’s decision to allow or deny benefits if based on material info from employer
 - Records related to employer’s premium assessment

PORTER FOSTER RORICK
LLP

111

Records (Cont.)

- Employer must keep record of employment for six years with info needed by ESD
- Record must be open to inspection by ESD at all times
- ESD may inspect and audit employer files
- **Improper disclosure of confidential records may result in fine of up to \$20,000**

PORTER FOSTER RORICK
LLP

112

Misc. Issues

- Application to substitute employees (e.g., sub teachers)
- Employer must report back pay awards (i.e., settlement agreements) for “loss of wages” to state within 30 days for assessment of premiums
 - Must reduce back pay award by amount of any PFMLA benefits received during period covered
 - Must pay ESD any premiums due on entire amount of award, notwithstanding above reduction
- Intermittent leave?

PORTER FOSTER RORICK
LLP

113


Best Practices

- Consider revising District policy/procedure on leaves (subject to notice and opportunity to bargain any changes to “status quo”)
- May look to existing FMLA policies (and CBA language)
- Establish procedure for giving employees notice when they are on leave for qualifying reasons

PORTER FOSTER RORICK
LLP


114

The First Wave: *Implementing Paid Family and Medical Leave*



Parker A. Howell
Lauren A. Johnston

WSPA
Tukwila, WA
November 22, 2019



PORTER FOSTER RORICK
LLP

115

From: admin@wsps.net
To: [Parker Howell](#); admin@wsps.net
Subject: PFMLA Presentation Supplemental Materials
Date: Friday, November 22, 2019 11:12:39 AM
Attachments: [PFMLA Presentation Tukwila 2019.pdf](#)
[US Dept of Labor Letter Page 1.pdf](#)
[US Dept of Labor Letter Page 2.pdf](#)
[US Dept of Labor Letter Page 3.pdf](#)

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Hello,

I have attached the supplemental letter from the US Department of Labor for your reference.

Thank you,

Jennifer

From: admin@wsps.net
Sent: Friday, November 22, 2019 10:09 AM
To: 'Parker Howell' <parker@pfrwa.com>; admin@wsps.net
Subject: PFMLA Presentation Materials e

Hello,

Thank you so much for your attendance at our event today. The presentation materials are attached for your records.

Thank you,

Jennifer

Jennifer Tottenham

Program Coordinator

Washington School Personnel Association


PO Box 1600 Anacortes, Washington 98221

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

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




The First Wave: *Implementing Paid Family and Medical Leave*



Parker A. Howell
Lauren A. Johnston


WSPA
Tukwila, WA
November 22, 2019


PORTER FOSTER RORICK
LLP

1

Hypothetical: Rosemary's Baby

Kindergarten teacher Rosemary Woodhouse is 38 weeks pregnant with her first child when she develops a mysterious ailment. Dr. Hill prescribes bed rest starting on October 31. She gives birth two weeks later via non-cesarean delivery, yet Dr. Hill indicates she will be temporarily disabled for four additional weeks. Six weeks after birth, Dr. Hill diagnoses the baby with a rare medical condition. Employee does not have any family, so she needs to stay home to care for the child with the help of her neighbors.


PORTER FOSTER RORICK
LLP

2

Hypothetical: Rosemary's Baby

Under PFMLA, how many total weeks of job-protected leave may Rosemary have for incapacity, recovery, and bonding with her "child"?

- A. 12 weeks to bond, plus her period of actual temporary disability (total of 18 weeks)
- B. 16 weeks total
- C. 18 weeks total, regardless of disability
- D. 18 weeks, plus her period of actual temporary disability (total of 24 weeks)



PORTER FOSTER RORICK
LLP

3

Introduction: PFMLA

- Legislature passed during 2017 session
- Modeled on FMLA/WFMLA and state leave insurance program
- Funded by premiums paid by both employers and employees – **beginning 1/1/2019**
- Provides portion of employee's regular pay during certain family or medical leaves – **beginning 1/1/2020**
- Amended and recodified as Title 50A RCW in 2019



PORTER FOSTER RORICK
LLP

4

Introduction: Agenda

- Background on federal and state leave laws
- Details of PFMLA
 - Types of leave (medical vs. family)
 - Collective bargaining impacts
 - Premium collection
 - Claims process
 - Benefit amount
 - Protected leave
- Quiz



PORTER FOSTER RORICK
LLP

5




BACKGROUND

Federal and state leave entitlements



PORTER FOSTER RORICK
LLP

6

| | |
|---|---|
| <p>BACKGROUND</p> <p>Federal Family Medical Leave Act (FMLA)</p> | <ul style="list-style-type: none"> • Length: Up to 12 weeks (may be intermittent) • Leave type: Unpaid • Qualify after: 1,250 hours in last 12 months • Concurrent (with PTO): Yes, if employer specifies in policy • Job protection: Return to same or equivalent position |
| <p style="text-align: right;">  PORTER FOSTER RORICK LLP </p> | |

7

| | |
|---|---|
| <p>BACKGROUND</p> <p>Federal Family Medical Leave Act (FMLA) (Cont.)</p> | <ol style="list-style-type: none"> 1. <u>Birth</u> of a child and to bond with newborn within 12 months 2. Placement of child for <u>adoption or foster care</u> and to bond with child within 12 months 3. Employee's own "<u>serious health condition</u>" 4. Care for <u>spouse, son, daughter, or parent</u> with a "serious health condition" 5. <u>Military deployment</u> of spouse, son, daughter, or parent to foreign country 6. <u>Care for covered servicemember</u> with serious injury or illness |
| <p style="text-align: right;">  PORTER FOSTER RORICK LLP </p> | |

8

| | |
|--|--|
| <p>BACKGROUND</p> <p>Washington Family Leave Act (WFLA)</p> <p>RCW 49.78.010-.904</p> | <ul style="list-style-type: none"> Expires January 1, 2020 Up to 12 weeks protected leave in 12-month period Employed for at least 12 months and worked 1,250 hours in last 12 months May run <u>concurrently</u> with FMLA <ul style="list-style-type: none"> Typically enforced under federal law Three key exceptions |
|--|--|



PORTER FOSTER RORICK
LLP


9

| | |
|--|---|
| <p>BACKGROUND</p> <p>Washington Family Leave Act (WFLA) (Cont.)</p> <p>RCW 49.78.010-.904</p> | <p>WFLA enforced separately when:</p> <ol style="list-style-type: none"> 1. Pregnancy: 12 weeks of WFLA <u>in addition to pregnancy disability</u> leave as accommodation (WLAD) <ul style="list-style-type: none"> WLAD disability leave counts against FMLA; does <u>not</u> count against WFLA WFLA runs <u>after pregnancy</u> when released by doctor to return to work (usually 6-8 weeks after birth) 2. Domestic Partners 3. When exhausts all FMLA leave for qualifying exigency, may still use 12 weeks of WFLA |
|--|---|




PORTER FOSTER RORICK
LLP


10

| | |
|---|--|
| <p>BACKGROUND</p> <p>Family Leave Insurance Program</p> <p>Ch. 49.86 RCW</p> | <ul style="list-style-type: none"> Repealed by PFMLA Enacted in 2007, but benefits were to begin when Legislature appropriated funding and set implementation date \$250/week for up to five weeks for birth or placement of child Must have worked 680 hours during first four of last five calendar quarters or last four calendar quarters completed |
|  PORTER FOSTER RORICK <small>LLP</small> | |


11

| | |
|---|---|
| <p>BACKGROUND</p> <p>Family Leave Insurance Program (Cont.)</p> <p>Ch. 49.86 RCW</p> | <ul style="list-style-type: none"> Covered most employers Concurrent with FMLA or WFLA Job protection if worked: <ul style="list-style-type: none"> at least 12 months for employer with 25+ employees, or at least 1,250 hours over previous 12 months with the employer |
|  PORTER FOSTER RORICK <small>LLP</small> | |

12

| | |
|---|---|
| <p>BACKGROUND</p> <p>Other Washington Leave Laws</p> | <ul style="list-style-type: none"> • Family Care Act (RCW 49.12.265-.295, Ch. 296-130 WAC) <ul style="list-style-type: none"> ▪ May use earned PTO for <u>family care</u> • Domestic Violence, Sexual Assault, and Stalking (Ch. 49.76 RCW): <ul style="list-style-type: none"> ▪ Leave typically <u>unpaid</u> ▪ As much leave as reasonable under circumstances • Military Family Leave Act (Ch. 49.77 RCW): <ul style="list-style-type: none"> ▪ Spouses of military members ▪ <u>Unpaid</u>; up to 15 days per deployment |
| <p style="text-align: right;">  PORTER FOSTER RORICK <small>LLP</small> </p> | |

13

| | |
|---|---|
| <p>BACKGROUND</p> <p>Initiative I-1433 (2016)</p> | <ul style="list-style-type: none"> • Eligible for <u>paid</u> sick leave beginning 1/1/2018 • Leave accrues at rate of 1 hour/ 40 hours worked • Leave may be used for: <ul style="list-style-type: none"> ▪ Employee's or family member's injury, illness, or health condition; ▪ Preventative care; and ▪ Other specified situations • Paid at greater of regular rate or minimum wage • Codified as RCW 49.46.210 |
| <p style="text-align: right;">  PORTER FOSTER RORICK <small>LLP</small> </p> | |

14

BACKGROUND

Unemployment Compensation

Title 50 RCW

- Most employers pay contributions to fund unemployment benefits
- Funds held in trust
- Tax rate determined by “experience rating”



PORTER FOSTER RORICK
LLP

15



PAID FAMILY AND MEDICAL LEAVE

Expanding paid leave for employees



PORTER FOSTER RORICK
LLP

16

Legislative Intent

- Demands of workplace and families balanced to promote family stability and economic security
- Accommodate rising numbers of dual-career couples, single parents, and aging population
- Impact “reasonably balanced” to help small business
- Paid leave associated with health benefits



PORTER FOSTER RORICK
LLP

17

Overview

- Employment Security Department (ESD) to issue regulations
- Governor to appoint ombuds within ESD
- Local governments may not mandate supplementation of benefits by private employers or enforce the program locally
- Local governments may provide greater benefits to their employees



PORTER FOSTER RORICK
LLP

18

ESD Rulemaking

Phase Six Rulemaking Topics:

- Definitions
- Assessing and collecting premiums
- Voluntary plans
- Small business assistance
- Dispute resolution
- Employee notice to employer
- Initial application for benefits
- Weekly benefits
- Appeals and procedure

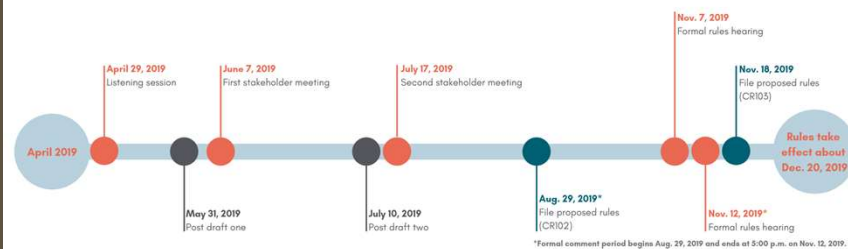
Updates at <https://www.paidleave.wa.gov/Rulemaking>



PORTER FOSTER RORICK
LLP

19

ESD Rulemaking



This timeline is an approximate timeframe for phase six of the Paid Family and Medical Leave rulemaking process. Dates are subject to change.

Source: Employment Security Department, <https://paidleave.wa.gov/rulemaking>



PORTER FOSTER RORICK
LLP

20

Employers

- Includes any individual or type of organization
- Any unit of local government (e.g., school districts)
- Employment does not include: self-employed (including independent contractors)
- Tribes and self-employed may opt in



PORTER FOSTER RORICK
LLP

21

Employees

- **Employment:** Personal service, of whatever nature, performed for wages or under any contract, written or oral, express or implied
- Includes out-of-state work if:
 - Service localized in WA, or
 - Not localized in any state, but some of service performed in WA



PORTER FOSTER RORICK
LLP

22

Two Purposes

- **Medical Leave:** Any leave due to own “serious health condition”
- **Family Leave:** Any leave to:
 1. Provide care (physical or psychological) for family member due to his/her “serious health condition”;
 2. Bond with child during first 12 months after birth, or placement of minor child with employee; or
 3. “Qualifying exigency” per FMLA for family members



PORTER FOSTER RORICK
LLP

23

Duration of Leave

- 12x typical workweek hours (i.e., 12 weeks) during 52-week period for:
 - Family leave; or
 - Medical leave
- 16 weeks total, if both family and medical
- 18 weeks total, if serious health condition with pregnancy resulting in incapacity



PORTER FOSTER RORICK
LLP

24

Eligibility

- Worked at least 820 hours in “employment” during “qualifying period”
- **Qualifying Period:** First four of last five completed calendar quarters, or last four completed quarters immediately preceding application for leave
- File claim
- Consent to disclosure of info
- Notify employer
- Submit documentation



PORTER FOSTER RORICK
LLP

25

Eligibility (Cont.)

Employee is not eligible for leave for:

- Absence caused by willful intention of employee to cause injury or sickness of employee or another, or resulting from injury or sickness sustained in illegal act
- When employee suspended from employment
- Period during which recipient works for remuneration or profit



PORTER FOSTER RORICK
LLP

26

Eligibility (Cont.)

Employee eligible to take paid leave during “claim year”

- 52-week period beginning Sunday of the week of:
 - Date of birth or placement of child; or
 - Date of filing of complete and timely application for all other qualifying events
- For applications that are backdated, the claim year begins Sunday of the week to which the application was back dated



PORTER FOSTER RORICK
LLP

27



MEDICAL LEAVE

Employee's own “serious health condition”



PORTER FOSTER RORICK
LLP

28

Medical Leave

- **Serious Health Condition:** Same as FMLA
- Illness, injury, impairment, or physical or mental condition involving:
 - Inpatient care in hospital, hospice, or residential medical care facility, including period of incapacity; OR
 - Continuing treatment by healthcare provider



PORTER FOSTER RORICK
LLP

29

Medical Leave (Cont.)

Continuing treatment by healthcare provider:

- A. Incapacity of >3 consecutive, full calendar days, plus any subsequent treatment or period of incapacity relating to same condition, that also involves:
 - Treatment 2+ times within 30 days of first day of incapacity, or
 - Treatment by healthcare provider on at least 1 occasion resulting in regimen of continuing treatment under supervision of healthcare provider.
- B. Incapacity due to pregnancy, or for prenatal care; or



PORTER FOSTER RORICK
LLP

30

Medical Leave (Cont.)

C. Period of incapacity or treatment due to chronic serious health condition.

- Requires periodic visits at least 2+ times per year for treatment by a healthcare provider, or a nurse under direct supervision;
- Continues over extended time, including recurring episodes of single condition; and
- May cause episodic vs. continuing period of incapacity (e.g., asthma, diabetes, epilepsy).



PORTER FOSTER RORICK
LLP

31

Medical Leave (Cont.)

D. Period of incapacity that is permanent/long-term due to condition for which treatment may not be effective.

- Employee or family member must be under continuing supervision of healthcare provider
- E.g., Alzheimer's, severe stroke, or terminal stages of disease



PORTER FOSTER RORICK
LLP

32

Medical Leave (Cont.)

E. Period of absence to receive multiple treatments, including recovery therefrom, by healthcare provider or certain others for either:

- Restorative surgery after accident/injury, or
- Condition likely result in period of incapacity of >3 consecutive, full calendar days in absence of intervention/treatment (e.g., cancer, severe arthritis, or kidney disease).



PORTER FOSTER RORICK
LLP

33

Medical Leave (Cont.)

Serious health conditions may include:

- Restorative dental or plastic surgery after injury or removal of cancerous growth
- Mental illness from stress or allergies
- Substance abuse (only for treatment, not using substance)
 - May still terminate even if on leave, if established policy, applied in nondiscriminatory manner, and communicated to all employees.
 - Cannot terminate for caring for family member.



PORTER FOSTER RORICK
LLP

34

Medical Leave (Cont.)

Serious health conditions do not include:

- Most conditions for which cosmetic treatments administered (e.g., acne, plastic surgery), unless complications or hospitalization
- Common cold, flu, ear aches, upset stomach, minor ulcers, non-migraine headaches, routine dental/orthodontia, periodontal disease



PORTER FOSTER RORICK
LLP

35

Medical Leave: Hypothetical

Employee contracted strep throat from a coworker. After work, the employee visits his doctor. The doctor proscribes an antibiotic that must be taken every day for the next seven days. As a result of the strep throat, employee misses two days of work. Is the employee eligible for paid medical leave?

- A. Yes
- B. No



PORTER FOSTER RORICK
LLP

36




FAMILY LEAVE
Caring for family, bonding, and exigencies


PORTER FOSTER RORICK
LLP

37

Family Leave Purposes

1. Provide care (physical or psychological) for family member due to his/her “serious health condition”;
2. Bond with child during first 12 months after birth, or placement of <18 with employee; or
3. “Qualifying exigency” per FMLA for family members


PORTER FOSTER RORICK
LLP

38

Family Members

1. **Child:** Biological, adopted, foster, stepchild, in loco parentis, legal guardian, de facto (any age, does not require dependency)
2. **Grandchild:** Child of employee's child
3. **Parent:**
 - a. Biological, adoptive, de facto, foster, stepparent, or legal guardian of employee or employee's spouse; or
 - b. Someone in loco parentis to employee when he/she was child
4. **Grandparent:** Parent of employee's parent
5. **Sibling:** Not defined (forgot?)
6. **Spouse:** Husband, wife, or state-registered domestic partner



PORTER FOSTER RORICK
LLP

39

Family Leave: Hypothetical


Employee gave birth to a baby on February 1, 2019. She returned to work in August 2019 and has been teaching since. Is the employee eligible to take paid family leave starting January 1? If so, for how long?

- A. No, not eligible to take paid family leave
- B. Yes, eligible to take 4 weeks of paid family leave
- C. Yes, eligible to take 12 weeks of paid family leave




PORTER FOSTER RORICK
LLP

40



COLLECTIVE BARGAINING


May delay implementation of PFMLA

 PORTER FOSTER RORICK
LLP

41

Collective Bargaining

- **For parties to CBA effective on 10/19/2017, PFMLA does not require:**
 - Reopening negotiations of existing CBA; or
 - Application of rights or responsibilities (e.g., premium collection, use of leave) until CBA reopened, renegotiated, or expires.
- **Unions may seek:**
 - Employer payment of employee's premium share
 - Employer subsidy of benefits during leave (i.e., supplemental benefits)

 PORTER FOSTER RORICK
LLP

42

Collective Bargaining (Cont.)

Employer must inform ESD immediately upon reopening, renegotiation, or expiration of CBA in effect as of 10/19/2017 and:

- Begin withholding premiums; and
- Begin including covered employees in quarterly report



PORTER FOSTER RORICK
LLP

43

Collective Bargaining (Cont.)

- **What is a “reopener”? ESD website states:**

[O]nly CBAs that have been renegotiated in their entirety meet the definition of reopened, renegotiated, or expired; A memorandum of understanding (MOU) covering a narrow or specific section of a CBA does not constitute a reopening or renegotiation.


For example, MOUs to accommodate the new paid sick leave law are not considered a reopening or renegotiation. This includes MOUs to expand the collectively bargained definition of family, accrual rates, and reasons for usage under the new paid sick leave law. Negotiations of future contracts do not constitute a reopening or renegotiation either.

- **What happens if limited reopener results in extended expiration date?**



PORTER FOSTER RORICK
LLP

44



PREMIUM COLLECTION

Employer and employee shares

PORTER FOSTER RORICK
LLP

45

Premiums

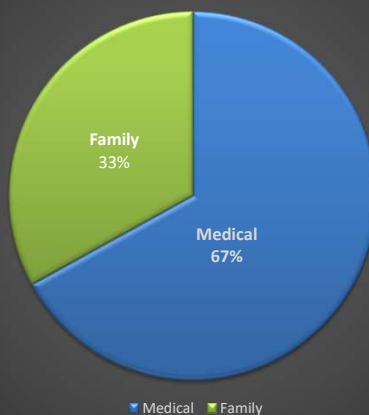
- Initial rate is 0.4 percent of “wages” for the period 1/1/2019 through 12/31/2020
 - Medical leave is 2/3
 - Family leave is 1/3
- Beginning 2022, ESD may adjust percentages
- Beginning 2021, rate to be reviewed for annual adjustments using formula
- Solvency surcharge assessed if account balance reaches certain level

PORTER FOSTER RORICK
LLP

46

Premiums (Cont.)

Division of Premiums



PORTER FOSTER RORICK
LLP

47

Premiums (Cont.)

- **May deduct from employee's wages:**
 - 45 percent of premiums due for medical leave
 - 100 percent of premiums due for family leave
- Employer responsible for 55 percent of medical leave
- Employer may agree to pay all premiums
- Wages subject to premium capped at max wage base for Social Security tax (\$132,900 in 2019)
- Employer with ≤ 50 employees exempt from employer share

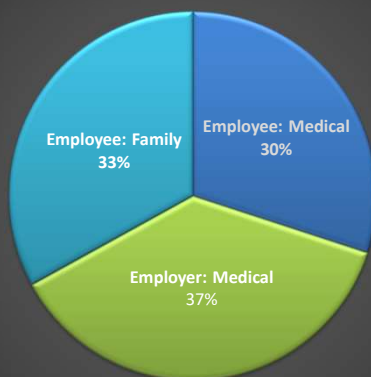


PORTER FOSTER RORICK
LLP

48

Premiums (Cont.)

Division Assuming Employer Pays Minimum Allowed



Employee: Medical Employee: Medical Employee: Family



PORTER FOSTER RORICK
LLP

49

Premiums (Cont.)

- Employer must collect premiums and any surcharges through payroll deductions and remit to state quarterly
 - Due on last day of month following end of calendar quarter
 - Untimely payments subject to interest
- May not deduct more than max allowable employee share for that period
- If fail to deduct enough, employer deemed to have elected to pay that portion
- Premiums placed in state trust fund



PORTER FOSTER RORICK
LLP

50

Premiums (Cont.)

Must also file quarterly reports with ESD:

- Employee name, SSN or TIN, and wages paid during quarter and associated hours worked
- Total premiums deducted, if any
- Also due on last day of month following end of calendar quarter



PORTER FOSTER RORICK
LLP

51

Premiums (Cont.)

Reportable "wages" include (WAC 192-510-025):

- | | |
|---|---|
| <ul style="list-style-type: none"> ▪ Salary or hourly wages ▪ Cash value of goods or services in lieu of money ▪ Commissions or piecework ▪ Bonuses ▪ Cash value of gifts or prizes ▪ Cash value of meals and | <ul style="list-style-type: none"> lodging when given as compensation ▪ Holiday pay ▪ PTO (unless "supplemental benefit payments") ▪ Bereavement leave ▪ Separation pay ▪ Certain stipends/per diems |
|---|---|



PORTER FOSTER RORICK
LLP

52

Examples



"John," bus driver

Salary = \$30,000
Premium = \$120
John's share = \$75.78
District share = \$44.22



"Sarah," teacher

Salary = \$60,000
Premium = \$240
Sarah's share = \$151.56
District share = \$88.44



"Tina," principal

Salary = \$120,000
Premium = \$480
Tina's share = \$303.12
District share = \$176.88



PORTER FOSTER RORICK
LLP

53


Penalties

- Employer that willfully fails to make required reports subject to penalties from \$75-\$250 per incident
- Employer that willfully fails to remit full amount of premiums is liable for penalty equal to premiums and interest (plus premiums and interest)
- Interest on unpaid premiums accrues at 1 percent per month




PORTER FOSTER RORICK
LLP

54

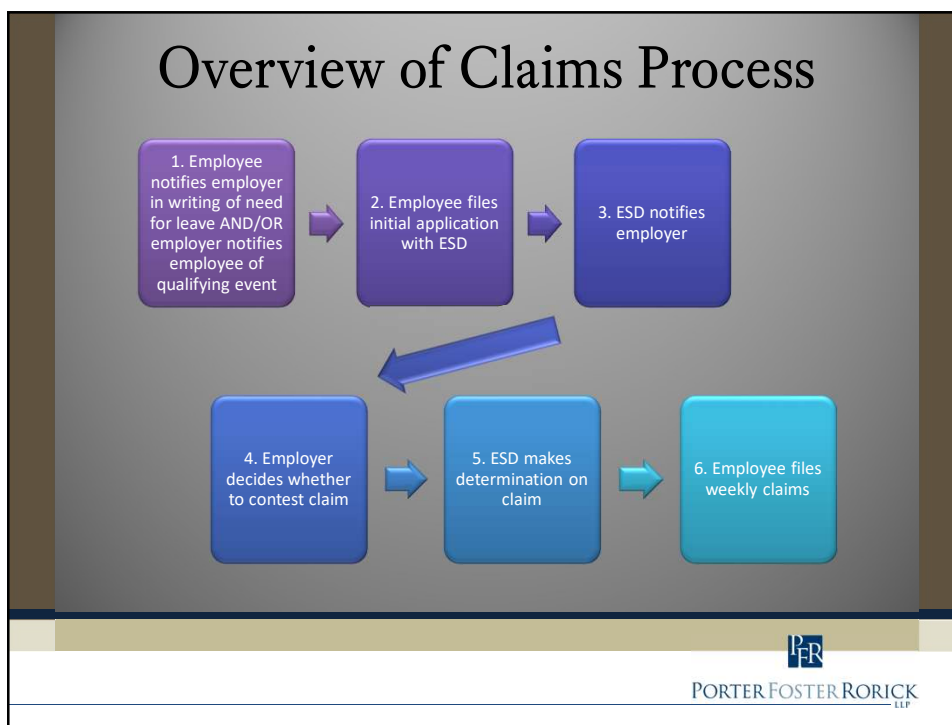


CLAIMS PROCESS

How employees seek benefits


 PORTER FOSTER RORICK
LLP

55



56

Step 1: Employee Notice

Employee must give employer written notice:

- **For birth or placement:** If foreseeable, at least 30 days' notice; if not, as soon as practicable
- **For own or family member's serious health condition:**
 - At least 30 days' notice (or as practicable)
 - Reasonable effort to schedule so not unduly disrupt operations, subject to healthcare provider approval



PORTER FOSTER RORICK
LLP

57

Step 1: Employee Notice (Cont.)

- Written notice must include:
 - Information to make employer aware that the employee requires PFML;
 - Anticipated timing; and
 - Anticipated duration
- Written notice may be given by another party on behalf of employee
- **Failure to provide proper notice will result in benefit denial for days notice was insufficient**



PORTER FOSTER RORICK
LLP

58

Step 1: Employer Notice

Employer must give notice:

- Whenever employee who is qualified is absent to provide family leave or take medical leave for >7 consecutive days
- State rights on form prescribed by ESD
- Within 5 business days after seventh consecutive day, or when employer receives notice that absence due to qualifying reason, whichever is later



PORTER FOSTER RORICK
LLP

59

Step 1: Employer Notice (Cont.)

Employer must post notice:

- In conspicuous place where customarily posts notices for employees/applicants
- Prepared or approved by ESD
- Civil penalty of not more than \$100 per offense



PORTER FOSTER RORICK
LLP

60

Notice: Hypothetical

During her lunch break today, employee schedules a surgery for April 1, 2020. She would qualify for paid medical leave. On March 15, 2020, employee sends you a text message providing you notice of the scheduled leave. The notice explains the surgery, provides the anticipated time and duration, and includes a doctor's note supporting her request. Was this notice proper?

A. Yes B. No



PORTER FOSTER RORICK
LLP

61

Step 2: Initial Application

- Employee applies online, by phone, or alternative methods
- Provides info sufficient for ESD to determine eligibility, including:
 - Type and anticipated duration of leave
 - Certification or documentation to validate qualifying event
- Benefits generally payable on or after date of application, although weekly claim may be backdated for "good cause"



PORTER FOSTER RORICK
LLP

62

Step 2: Initial Application (Cont.)

- **Waiting period for benefits:**
 - Seven calendar days, except for leave for birth or placement of child
 - Begins when otherwise eligible employee takes leave for “minimum claim duration”
- **Minimum claim duration:** Eight consecutive hours of leave
- May receive benefits based on hours worked for prior Washington employer



PORTER FOSTER RORICK
LLP

63

Step 2: Initial Application

Documentation Requirements:

- **Serious health condition (self or family member):** certification from healthcare provider
- **Bonding after birth or placement:** ESD may request birth certificate; certification from healthcare provider; court documents; other reasonable documentation
- **Military exigency:** active duty orders; approximate dates in which leave needed; other info
- **Family relationship:** info sufficient to establish familial relationship



PORTER FOSTER RORICK
LLP

64

Initial Application: Hypothetical

Employee typically works six-hour shifts as a paraeducator five days per week. Employee takes leave Monday, works Tuesday and Wednesday, and takes leave Thursday and Friday. Which hours may the employee claim for PFMLA leave on weekly report?

- | | |
|--------------------|--------------------|
| A. None | B. Mon. only |
| C. Thur./Fri. only | D. Mon./Thur./Fri. |



PORTER FOSTER RORICK
LLP

65

Step 3: ESD Notice

- ESD will send a notice to employer upon receiving application



PORTER FOSTER RORICK
LLP

66

Step 4: Employer Response

- Employer must respond within 18 days of receipt
- Failure to timely contest = waiver
- Employee conditionally paid benefits “without delay” when contested



PORTER FOSTER RORICK
LLP

67

Step 5: ESD Determination

- ESD will send “interested parties” notice when question about whether employee qualifies for benefits prior to determination stating:
 - ESD’s questions
 - Date for response (at least 10 days)
 - Employee has right to respond
- After ESD makes determination, all interested parties will be provided with a copy



PORTER FOSTER RORICK
LLP

68

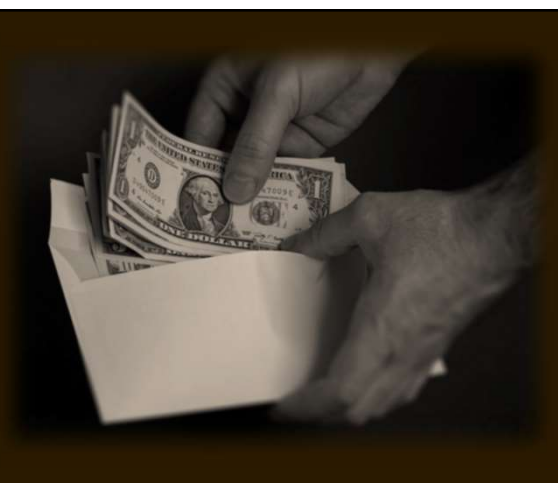
Step 6: Weekly Claims

- Employee makes weekly claim online or by phone
 - Filed after week for which benefits claimed
 - Limit of four weeks of claims at one time
 - Employee must report: hours worked, whether received paid time off, whether received other benefits (e.g., unemployment insurance), any change in qualifying event
- ESD will pay employee within 14 days after first properly completed weekly application received
 - Subsequent payments sent biweekly



PORTER FOSTER RORICK
LLP

69



BENEFIT AMOUNT

How much compensation workers receive



PORTER FOSTER RORICK
LLP

70

Benefit Amount

- Percentage of employee's average weekly wage (AWW) during two highest quarters of "qualifying period":
 - If employee AWW is ≤ 50 percent of state AWW, benefit is 90 percent of AWW; or
 - If AWW is > 50 percent of state AWW, 90 percent of AWW up to 50 percent of state AWW, and 50 percent of AWW greater than state AWW.
- Prorated by % of typical workweek hours on leave



PORTER FOSTER RORICK
LLP

71

Benefit Amount (Cont.)

- **Maximum weekly benefit:**
 - \$1,000
 - Adjusted annually to 90 percent of state AWW
- **Minimum weekly benefit:**
 - \$100 per week
 - Full wage if employee's AWW at time of leave is less than \$100 per week



PORTER FOSTER RORICK
LLP

72

Benefit Amount (Cont.)

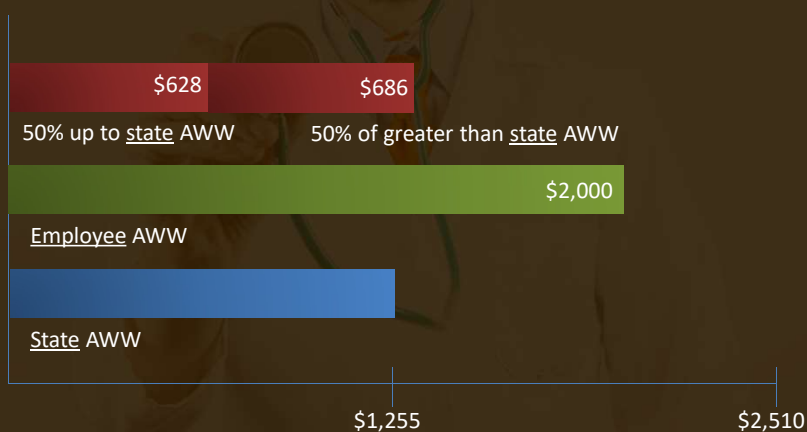
- 2018 state AWW was \$1,255
 - If earns \leq \$628 average per week, gets 90 percent of his/her AWW
 - If earns $>$ \$628, gets 50 percent of his/her AWW up to \$628, plus 50 percent of his/her AWW greater than \$628, up to cap
- E.g., if AWW is \$2,000, benefit is \$1,314 (\$628 plus \$686)



PORTER FOSTER RORICK
LLP

73

Benefit Amount (Cont.)



PORTER FOSTER RORICK
LLP

74

Proration of Benefits

- Proposed rule: weekly benefit amount will be prorated when employee:
 - Works hours for wages; or
 - Uses PTO (sick leave, etc.) that is not a supplementary benefit
- Example: Employee typically works five eight-hour shifts. Take medical leave on Monday, works the other four days. Receives 1/5 weekly benefit.
- Example: Same employee files claim for eight hours of PFMLA leave but also takes sick leave, which employer does not designate as supplemental. Sick leave is considered hours work and employee is ineligible for PFMLA benefits.



PORTER FOSTER RORICK
LLP

75



PROTECTED LEAVE

School district's responsibility



PORTER FOSTER RORICK
LLP

76

Protected Leave: Overview

1. Demystifying the “waiting period”
2. Interplay with paid leave
3. Designation of “supplemental” benefits
4. Use of shared leave
5. Interplay with unpaid leave
6. District’s obligation to continue health benefits
7. Return to employment
8. Unemployment and worker’s compensation
9. Prohibited practices



PORTER FOSTER RORICK
LLP

77

Waiting Period

- Waiting period apparently for paid benefits, vs. when PFMLA leave starts
- Period begins when otherwise eligible employee takes leave for \geq eight hours for qualifying reason
- Employee does not receive paid benefits for the ensuing seven calendar days (except for birth/placement)
- Jason Barrett, ESD lead policy analyst, statement during July 17, 2019 stakeholder meeting: when waiting period applies, the first week (i.e., waiting week) counts toward the 12-workweek max



PORTER FOSTER RORICK
LLP

78

Interplay with Paid Leave

Common types of school district paid leave:

- Up to 12 days of sick leave for “illness, injury, and emergencies.” RCW 28A.400.300.
 - May accumulate up to 180 days for cash out and number of contracted days (limit one year) for use as sick leave
- Sick leave under RCW 49.46.210 (I-1433)
- Personal leave per CBA, contract, or policy (often deducted from sick leave)
- Vacation per CBA, contract, or policy



PORTER FOSTER RORICK
LLP

79

Interplay with Paid Leave (Cont.)

Use of paid leave concurrently with unpaid FMLA leave:

- **FMLA regulations:** Employer may have policy requiring sick leave to be “substituted for” (i.e., used concurrently with) unpaid FMLA leave
- **Ninth Circuit interpretation:** Employee may sometimes use paid leave prior to unpaid FMLA. *Escriba v. Foster Poultry Farms, Inc.*, 743 F.3d 1236 (9th Cir. 2014).
- **DOL opinion (March 14, 2019):** Employer may not delay designation of FMLA leave or designate more than 12 weeks of leave (26 weeks of military caregiver leave) as FMLA leave



PORTER FOSTER RORICK
LLP

80

Interplay with Paid Leave (Cont.)

- Employer may not require employee to take accrued paid leave before, in place of, or concurrently with PFMLA benefits. WAC 192-610-075.
- Employer may offer “supplemental benefit payments” to an employee on PFMLA leave in addition to PFMLA benefits. RCW 50A.04.045(2).
- Includes, but not limited to, vacation, sick, or other PTO
- Employee chooses whether to receive supplemental benefit payments



PORTER FOSTER RORICK
LLP

81

Interplay with Paid Leave (Cont.)

What if employee seeks to use paid leave (e.g., sick leave) prior to applying for PFMLA benefits?

- RCW 50A.04.250(2): “Unless otherwise expressly permitted by the employer, leave taken under this title must be taken concurrently with any leave taken under” the FMLA (emphasis added)
- PFMLA prohibits school district from requiring use of paid leave prior to PFMLA leave
- But if employee elects to use paid leave before applying for PFMLA benefits for FMLA-qualifying reason, FMLA leave automatically begins...



PORTER FOSTER RORICK
LLP

82

Interplay with Paid Leave (Cont.)

Ambiguity: May school district deny PFMLA leave if employee has already elected to use paid sick leave first, and thus received 12 workweeks of FMLA-protected leave?



PORTER FOSTER RORICK
LLP

83

Supplemental Benefits

- Employer may designate benefits as “supplemental” for PFMLA purposes
- Two Key Ramifications:
 1. Employer and employee do not pay PFMLA premium on supplemental benefits
 2. Supplemental benefits received during PFMLA leave are in addition to, not in lieu of, PFMLA benefits



PORTER FOSTER RORICK
LLP

84

Supplemental Benefits (Cont.)

Existing Regulations:

- Wages reportable to ESD for calculating premiums include PTO (vacation, sick leave, cash outs) unless considered supplemental benefit payments. WAC 192-510-025.
- ESD will require employee to report PTO received during any week for which he/she is claiming PFMLA benefits (except for supplemental benefits). WAC 192-620-020.



PORTER FOSTER RORICK
LLP

85

Supplemental Benefits (Cont.)

- What about short-term disability insurance payments?
- Jason Barrett, ESD lead policy analyst, statement during July 17, 2019 stakeholder meeting:

ESD has always maintained that short-term disability payments have no impact on an employee's eligibility for PFML, and that is the only aspect that ESD are managing.

We are not managing the potential impact of a PFML payment on an STD payment. Those types of payments are governed by the Office of the Insurance Commissioner...



PORTER FOSTER RORICK
LLP

86

Supplemental Benefits: Hypothetical 1

Employee will be out for three weeks caring for his ailing mother who has a serious health condition. Employee chooses to use his paid sick leave for the three weeks. The district has elected to not designate paid sick leave as a supplemental benefit. Will employee be eligible to receive PFMLA benefits during the three weeks?

- A. Yes B. No



PORTER FOSTER RORICK
LLP

87

Supplemental Benefits: Hypothetical 2

Employee will be out for three weeks caring for his ailing mother who has a serious health condition. Employee chooses to use his paid sick leave for the three weeks. The district has elected to designate paid sick leave as a supplemental benefit. For how many weeks will the employee receive PFMLA paid benefits (vs. leave)?

- A. Three weeks B. Two weeks
C. One week D. No weeks



PORTER FOSTER RORICK
LLP

88

Shared Leave

- School district employees may receive shared leave under 28A.400.380 and Chapter 392-136A WAC if District determines seven factors are met.
- First, employee must have qualifying condition:

| | |
|---|---|
| <ul style="list-style-type: none"> a. Employee or relative or household member suffers from illness, injury, impairment, or physical or mental condition which is of an “extraordinary or severe nature” b. Has been called to uniformed service c. Volunteers for emergency response d. Victim of domestic violence, sexual assault, or stalking | <ul style="list-style-type: none"> e. Attends medical appointments or treatments for military service-connected injury or disability f. Attends service-connected medical appointments or treatments for spouse who requires assistance g. “Needs the time for parental leave” h. “Is sick or temporarily disabled because of pregnancy disability” |
|---|---|



PORTER FOSTER RORICK
LLP

89

Shared Leave (Cont.)

- Second, qualifying condition must have caused, or is likely to cause, leave without pay status or termination
- Third, employee’s absence and use of shared leave are justified
- Fourth, employee has exhausted or will shortly exhaust leave (personal holiday, sick leave, annual leave, etc., depending on reason for shared leave)
 - Not required to exhaust sick leave or annual leave for parental leave or temp disability due to pregnancy
 - Can maintain up to 40 hours of annual and sick leave



PORTER FOSTER RORICK
LLP

90

Shared Leave (Cont.)

- Fifth, employee has abided by district policies regarding sick leave or military leave, as applicable
- Sixth, if illness or injury is work-related, employee pursued but ineligible for worker's compensation benefits
- Seventh, employee's job is one in which annual leave, sick leave, military leave, or personal holiday can be accrued



PORTER FOSTER RORICK
LLP

91

Shared Leave (Cont.)

- Employees may volunteer to donate leave
- District determines the amount of shared leave, if any, which a leave recipient may receive (max of 522 days in total district employment)
- Neither PFMLA nor OSPI regulations explicitly address interplay between shared leave and PFMLA leave
 - If employee uses all PTO but still qualifies for PFMLA leave, has the employee met second requirement (leave "without pay" status)?
 - Could still have 40 hours of accrued sick leave and meet other requirements for shared leave for birth or pregnancy disability?



PORTER FOSTER RORICK
LLP

92

Shared Leave: Hypothetical 1

Employee broke her leg skiing at Snoqualmie Pass over holiday break 2019 and is unable to work for four weeks in January 2020 due to recovering from surgery. Prior to breaking her leg, employee exhausted all of her paid leave in fall 2019 and therefore makes a request for shared leave. At the same time, employee applies for PFMLA leave. Is employee entitled to receive shared sick leave?

- A. Yes B. No
- C. Consult with district legal counsel



PORTER FOSTER RORICK
LLP

93

Shared Leave: Hypothetical 2

Assuming the employee who broke her leg skiing receives shared sick leave, is she entitled to take both PFMLA leave and shared sick leave simultaneously?

- A. Yes
- B. No
- C. Depends on whether district designates sick leave as a supplemental benefit



PORTER FOSTER RORICK
LLP

94

Interplay with Unpaid Leave

Washington Law Against Discrimination (WLAD):

- Protects woman with pregnancy-related disability (pre- or post-childbirth)
- May require unpaid leave as reasonable accommodation
- No set amount, but usually 6-8 weeks for birth without complications (see HRC guidance)
- Under PFMLA, leave is in addition to leave for sickness/temp disability due to pregnancy or childbirth (i.e., WLAD leave)



PORTER FOSTER RORICK
LLP

95

Interplay with Unpaid Leave (Cont.)

Caution - PFMLA may not always overlap with FMLA:

- **Spouses:** FMLA limits spouses employed by same school district to a combined 12 weeks for birth or bonding (unless FMLA leave used for other purposes, such as pregnant employee's own serious health condition). 29 C.F.R. § 825.120. PFMLA does not so limit.
- **Family care:** FMLA limits care to employee's spouse, son, daughter, or parent with serious health condition. See 29 C.F.R. § 825.112. If PFMLA used to care for a grandparent, etc., employee may still use FMLA for qualifying reason.
- **Teachers:** PFMLA contains no special rules for school employees regarding intermittent leave, reduced-schedule leave, and leave near end of academic term. Cf. 29 C.F.R. § 825.600-.604.



PORTER FOSTER RORICK
LLP

96

Interplay with Unpaid Leave (Cont.)

- Additional unpaid leave may be required as a “reasonable accommodation” for an employee’s medical condition under the federal ADA and state WLAD
- Will likely arise after an employee has exhausted both PFMLA benefits and accrued paid leave
- May be denied if “undue hardship”

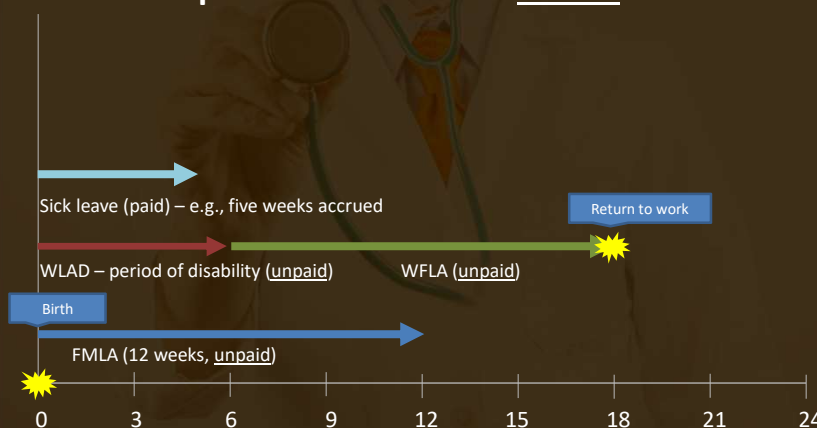


PORTER FOSTER RORICK
LLP

97

Examples

Example: Childbirth leave before PFMLA

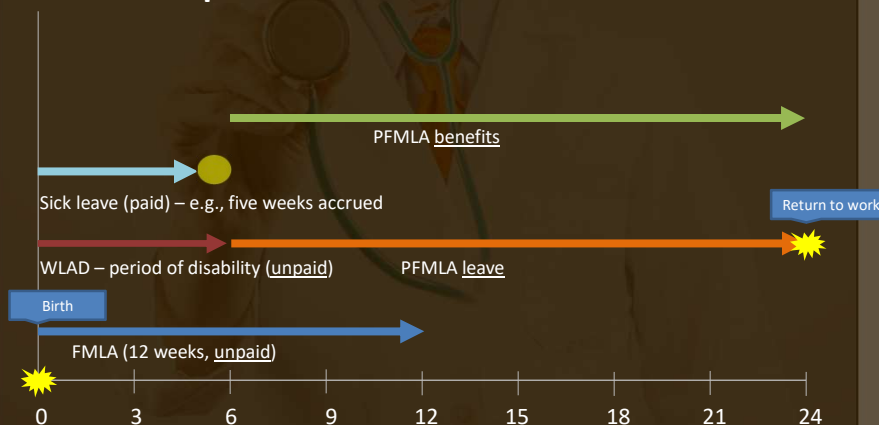


PORTER FOSTER RORICK
LLP

98

Examples (Cont.)

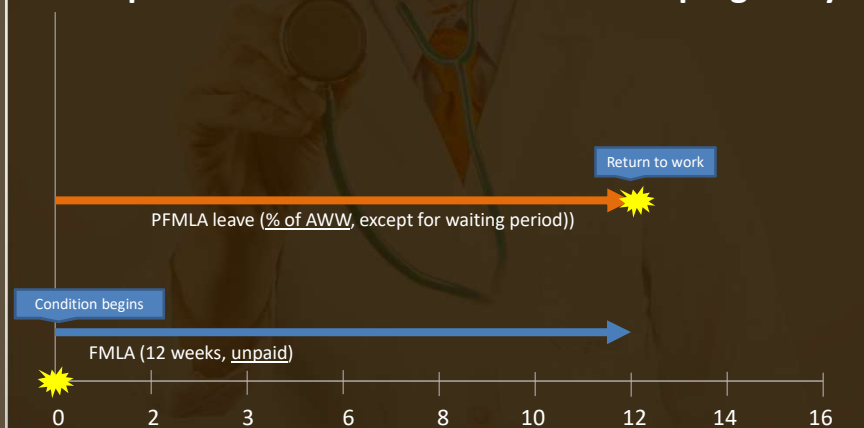
Example: Childbirth leave under PFMLA



99

Examples

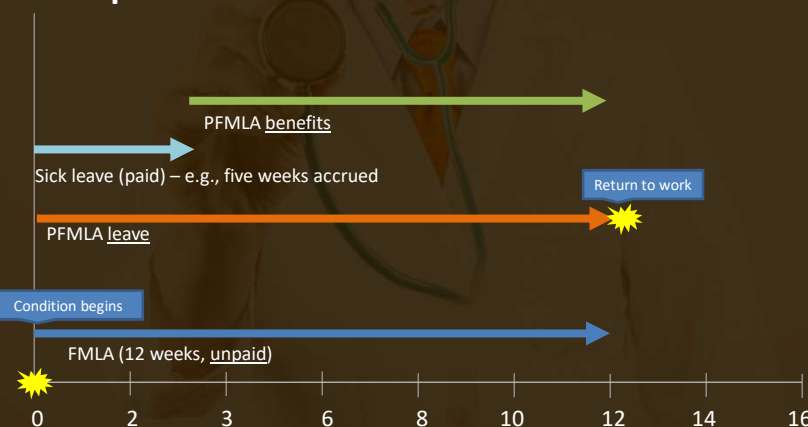
Example: Serious health condition – non-pregnancy



100

Examples

Example: Serious health condition – uses sick leave



PORTER FOSTER RORICK
LLP

101

Return to Employment

- Must be restored to:
 - Same position, or
 - Equivalent position with equivalent employment benefits, pay, and other terms and conditions
- Similar to FMLA job protections
- Taking leave may not result in loss of employment benefits accrued
- Not entitled to accrue seniority or benefits during leave (unless agreed)



PORTER FOSTER RORICK
LLP

102

Return to Employment (Cont.)

- Job protections only apply if:
 1. Employer has 50+ employees;
 2. Worked for employer for 12+ months; and
 3. Worked at least 1,250 hours for employer during 12 months immediately preceding date of leave
- May deny restoration to salaried employees in top 10% if meet certain conditions



PORTER FOSTER RORICK
LLP

103

Return to Employment (Cont.)

- May have uniform policy requiring medical certification (like FMLA)
- May require employee on leave to periodically report status and intent to return



PORTER FOSTER RORICK
LLP

104

Continuing Health Benefits

- **FMLA Regulations (29 C.F.R. § 825.209):**
 - Must maintain coverage under any “group health plan”
 - Obligation ceases if and when employment relationship would have terminated absent FMLA leave
 - May sometimes recover premiums paid during FMLA leave if employee fails to return to work. *See* § 825.213.



PORTER FOSTER RORICK
LLP

105

Continuing Health Benefits (Cont.)

- **PFMLA (RCW 50A.35.020):**
 - If required by federal FMLA, employer must maintain existing health benefits during PFMLA leave as if employee continued to work
 - Employee remains responsible for share of premium, if applicable
 - Does not apply if worker is not employed by any employer when applying for PFML benefits



PORTER FOSTER RORICK
LLP

106

Continuing Health Benefits (Cont.)

- **SEBB Regulations (WAC 182-31-110):**
 - School employee on approved FMLA or PFMLA leave may continue to receive employer contribution toward SEBB insurance
 - May also continue supplemental life, AD&D, and long-term disability insurance
 - School district responsible for determining whether employee qualifies for FMLA and duration of leave; ESD responsible when employee takes PFML
 - Employee may pay to continue SEBB benefits after period of FMLA or PFMLA leave



PORTER FOSTER RORICK
LLP

107

UI and Worker's Comp

- PFMLA leave in addition to leave during which receives workers' comp benefits
- May request relief of UI benefit charges from paying benefits to temp replacement employee who worked for 20 weeks or less and was laid off
- Employee disqualified from receiving PFMLA benefits for any week that he/she is eligible to receive UI benefits or worker's comp



PORTER FOSTER RORICK
LLP

108

Unlawful Acts

Employer prohibited from:

- Interference with, restraint of, or denial of exercise of any right provided (including attempted conduct)
- Discharge of or discrimination against employee for:
 - Opposing any practice made unlawful
 - Filing complaint
 - Giving information
 - Testifying



PORTER FOSTER RORICK
LLP

109

Unlawful Acts (Cont.)

- ESD investigates complaints, makes determination
- Employer liable for damages equal to:
 - Amount of wages, salary, employment benefits, or other compensation denied, or
 - Actual monetary losses sustained by employee as direct result (e.g., cost of providing care), up to sum equal to wages or salary for up to 16 weeks (18 weeks for pregnancy)
- Also charged for interest on damages at prevailing rate
- **Willful violations:** liquidated damages in sum of the above



PORTER FOSTER RORICK
LLP

110

Records

- Creates PRA exemption:
“Information contained in the files and records pertaining to an employee under this chapter are confidential and not open to public inspection, other than to public employees in the performance of their official duties”
- Employee may review his/her records
- Employer may access:
 - Its own records relating to claim or determination for PFMLA benefits by employee
 - Records relating to ESD’s decision to allow or deny benefits if based on material info from employer
 - Records related to employer’s premium assessment

PORTER FOSTER RORICK
LLP

111

Records (Cont.)

- Employer must keep record of employment for six years with info needed by ESD
- Record must be open to inspection by ESD at all times
- ESD may inspect and audit employer files
- **Improper disclosure of confidential records may result in fine of up to \$20,000**

PORTER FOSTER RORICK
LLP

112

Misc. Issues

- Application to substitute employees (e.g., sub teachers)
- Employer must report back pay awards (i.e., settlement agreements) for “loss of wages” to state within 30 days for assessment of premiums
 - Must reduce back pay award by amount of any PFMLA benefits received during period covered
 - Must pay ESD any premiums due on entire amount of award, notwithstanding above reduction
- Intermittent leave?



PORTER FOSTER RORICK
LLP

113

Best Practices


- Consider revising District policy/procedure on leaves (subject to notice and opportunity to bargain any changes to “status quo”)
- May look to existing FMLA policies (and CBA language)
- Establish procedure for giving employees notice when they are on leave for qualifying reasons



PORTER FOSTER RORICK
LLP


114

The First Wave: *Implementing Paid Family and Medical Leave*



Parker A. Howell
Lauren A. Johnston

WSPA
Tukwila, WA
November 22, 2019



PORTER FOSTER RORICK
LLP

115



FMLA2019-1-A

March 14, 2019

Dear **Name***:

This letter responds to your request for an opinion on whether an employer may delay designating paid leave as Family and Medical Leave Act (FMLA) leave or permit employees to expand their FMLA leave beyond the statutory 12-week entitlement. This opinion is based exclusively on the facts you have presented. You represent that you do not seek this opinion for any party that the Wage and Hour Division (WHD) is currently investigating or for use in any litigation that commenced prior to your request.

BACKGROUND

You represent that some employers “voluntarily permit[] employees to exhaust some or all available paid sick (or other) leave prior to designating leave as FMLA-qualifying, even when the leave is clearly FMLA-qualifying.” You state that employers justify this practice by relying on 29 C.F.R. § 825.700, which provides in relevant part that “[a]n employer must observe any employment benefit or program that provides greater family and medical leave rights to employees than the rights provided by the FMLA.” You ask whether it is indeed permissible under this provision for an employer to delay the designation of FMLA-qualifying paid leave as FMLA leave or to provide additional FMLA leave beyond the 12-week FMLA entitlement.

GENERAL LEGAL PRINCIPLES

The FMLA entitles eligible employees of covered employers to take up to 12 weeks of unpaid, job-protected leave per year for specified family and medical reasons. 29 U.S.C. § 2612(a).¹ The employer may require, or the employee may elect, to “substitute” accrued paid leave (*e.g.*, paid vacation, paid sick leave, etc.) to cover any part of the unpaid FMLA entitlement period. *Id.* at § 2612(d)(2).²

The employer is responsible in all circumstances for designating leave as FMLA-qualifying and giving notice of the designation to the employee. 29 C.F.R. § 825.300(d)(1). WHD’s regulations require employers to provide a written “designation notice” to an employee within five business days—absent extenuating circumstances—after the employer “has enough information to determine whether the leave is being taken for a FMLA-qualifying reason.” *Id.*

¹ Although employees are generally entitled to 12 weeks of leave, the FMLA provides that an eligible employee who is a spouse, son, daughter, parent, or next of kin of a covered servicemember with a serious illness or injury may take up to 26 weeks of leave during a single 12-month period to care for the servicemember. *See* 29 U.S.C. § 2612(a)(3). WHD refers to this type of leave as “military caregiver leave.”

² Under the FMLA, “[t]he term substitute means that the paid leave provided by the employer ... will run *concurrently* with the unpaid FMLA leave.” 29 C.F.R. § 825.207(a) (emphasis added).

Failure to follow this notice requirement may constitute an interference with, restraint on, or denial of the exercise of an employee's FMLA rights. 29 C.F.R. §§ 825.300(e), 825.301(e).

Nothing in the FMLA prevents employers from adopting leave policies more generous than those required by the FMLA. 29 U.S.C. § 2653; *see* 29 C.F.R. § 825.700. However, an employer may not designate more than 12 weeks of leave—or more than 26 weeks of military caregiver leave—as FMLA-protected. *See, e.g., Weidner v. Unity Health Plans Ins. Corp.*, 606 F. Supp. 2d 949, 956 (W.D. Wis. 2009) (citing cases for the principle that “a plaintiff cannot maintain a cause of action under the FMLA for an employer’s violation of its more-generous leave policy”); *cf. Ragsdale v. Wolverine World Wide, Inc.*, 535 U.S. 81, 93–94 (2002) (“[T]he 12-week figure was the result of compromise between groups with marked but divergent interests in the contested provision.... Courts and agencies must respect and give effect to these sorts of compromises.”); *Strickland v. Water Works & Sewer Bd. of City of Birmingham*, 239 F.3d 1199, 1204–06 (11th Cir. 2001) (“Congress intended that the FMLA provide employees with a minimum entitlement of 12 weeks of leave, while protecting employers against employees tacking their FMLA entitlement on to any paid leave benefit offered by the employer.”).

OPINION

An employer may not delay the designation of FMLA-qualifying leave or designate more than 12 weeks of leave (or 26 weeks of military caregiver leave) as FMLA leave.

First, an employer is prohibited from delaying the designation of FMLA-qualifying leave as FMLA leave. Once an eligible employee communicates a need to take leave for an FMLA-qualifying reason, neither the employee nor the employer may decline FMLA protection for that leave. *See* 29 C.F.R. § 825.220(d) (“Employees cannot waive, nor may employers induce employees to waive, their prospective rights under FMLA.”); *Strickland v. Water Works and Sewer Bd. of City of Birmingham*, 239 F.3d 1199, 1204 (11th Cir. 2001) (noting that the employer may not “choose whether an employee’s FMLA-qualifying absence” is protected or unprotected by the FMLA). Accordingly, when an employer determines that leave is for an FMLA-qualifying reason, the qualifying leave is FMLA-protected and counts toward the employee’s FMLA leave entitlement. *See* 29 C.F.R. § 825.701(a) (“If leave qualifies for FMLA leave ... the leave used counts against the employee’s entitlement”); WHD Opinion Letter FMLA2003-5, 2003 WL 25739623, at *2 (Dec. 17, 2003) (“Failure to designate a portion of FMLA-qualifying leave as FMLA would not preempt ... FMLA protections ...”).³ Once the employer has enough information to make this determination, the employer must, absent extenuating circumstances, provide notice of the designation within five business days. 29 C.F.R. § 825.300(d)(1). Accordingly, the employer may not delay designating leave as FMLA-qualifying, even if the employee would prefer that the employer delay the designation.

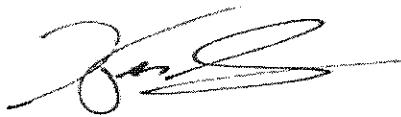
An employer is also prohibited from designating more than 12 weeks of leave (or 26 weeks of military caregiver leave) as FMLA leave. *See, e.g., Weidner*, 606 F. Supp. 2d at 956; *cf. Ragsdale*, 535 U.S. at 93–94; *Strickland*, 239 F.3d at 1204–06. Of course, “[a]n employer must

³ WHD therefore disagrees with the Ninth Circuit’s holding that an employee may use non-FMLA leave for an FMLA-qualifying reason and decline to use FMLA leave in order to preserve FMLA leave for future use. *See Escriba v. Foster Poultry Farms, Inc.*, 743 F.3d 1236, 1244 (9th Cir. 2014).

observe any employment benefit program or plan that provides greater family or medical leave rights to employees than the rights established by the FMLA.” 29 C.F.R. § 825.700. But providing such additional leave outside of the FMLA cannot expand the employee’s 12-week (or 26-week) entitlement under the FMLA. *See, e.g. Weidner*, 606 F. Supp 2d at 956. Therefore, if an employee substitutes paid leave for unpaid FMLA leave, the employee’s paid leave counts toward his or her 12-week (or 26-week) FMLA entitlement and does not expand that entitlement.

We trust that this letter is responsive to your inquiry.⁴

Sincerely,



Keith E. Sonderling
Acting Administrator

***Note: The actual name(s) was removed to protect privacy in accordance with 5 U.S.C. § 552(b)(7).**

⁴ WHD rescinds any prior statements in previous opinion letters that are inconsistent with this opinion. *See* WHD Opinion Letter FMLA-67, 1995 WL 1036738, at *3 (July 21, 1995); WHD Opinion Letter FMLA-49, 1994 WL 1016757, at *2 (Oct. 27, 1994).

From: admin@wsps.net
To: admin@wsps.net
Subject: WSPA PFMLA event - ring found
Date: Friday, November 22, 2019 1:14:36 PM

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Hello everyone,

There was a ring found in the women's restroom near the end of the PFMLA workshop in Tukwila. It was announced, but not claimed. It has been left with the hotel front desk.

DoubleTree by Hilton at Southcenter
Phone: (206) 575-8220

Thank you,

Jennifer

Jennifer Tottenham

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



From: admin@wsps.net
Sent: Friday, November 22, 2019 11:13 AM
To: Parker Howell <parker@pfrwa.com>; admin@wsps.net
Subject: PFMLA Presentation Supplemental Materials

Hello,

I have attached the supplemental letter from the US Department of Labor for your reference.

Thank you,

Jennifer

From: admin@wspace.net

Sent: Friday, November 22, 2019 10:09 AM

To: 'Parker Howell' <parker@pfrwa.com>; admin@wspace.net

Subject: PFMLA Presentation Materials e

Hello,

Thank you so much for your attendance at our event today. The presentation materials are attached for your records.

Thank you,

Jennifer

Jennifer Tottenham

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

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

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



From: [Tina Williamson](#) on behalf of [Tina Williamson <twilliam@fwps.org>](#)
To: admin@wspa.net
Subject: Logging in info
Date: Tuesday, December 3, 2019 8:01:50 AM

Good morning,

I understand that I am a WSPA member, how do I go about setting up an account to log in and gain access?

Thank You,

Tina Williamson

Guest Employee and Absence Management Specialist

twilliam@fwps.org (253) 945-2027



<https://www.fwps.org>

<https://twitter.com/FWPS210>

<https://www.applitrack.com/federalway/onlineapp/>

-

From: admin@wsps.net
To: [Tina Williamson](#)
Subject: RE: Logging in info
Date: Tuesday, December 3, 2019 8:35:51 AM

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Hi Tina,

We are actually right in the middle of transferring all of our data from our old website to a new one – I am not sure I can update your login/password until the tech team gives me the ok. I have a conference call with them at 10am to check on status and review the transfer. Is there anything specific I can get for your from your account (a receipt, etc.) in the meantime?

My apologies for the trouble!!

Thank you,

Jennifer

Jennifer Tottenham

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



From: Tina Williamson <twilliam@fwps.org>
Sent: Tuesday, December 3, 2019 8:02 AM
To: admin@wsps.net
Subject: Logging in info

Good morning,

I understand that I am a WSPA member, how do I go about setting up an account to log in and gain access?

Thank You,

Tina Williamson

Guest Employee and Absence Management Specialist

twilliam@fwps.org (253) 945-2027



<https://www.fwps.org>

<https://twitter.com/FWPS210>

<https://www.applitrack.com/federalway/onlineapp/>

-

From: [Tina Williamson](#) on behalf of [Tina Williamson <twilliam@fwps.org>](#)
To: admin@wspsa.net
Subject: RE: Logging in info
Date: Tuesday, December 3, 2019 9:37:34 AM

No problem
thanks

From: admin@wspsa.net <admin@wspsa.net>
Sent: Tuesday, December 3, 2019 8:36 AM
To: Tina Williamson <twilliam@fwps.org>
Subject: RE: Logging in info

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Hi Tina,

We are actually right in the middle of transferring all of our data from our old website to a new one – I am not sure I can update your login/password until the tech team gives me the ok. I have a conference call with them at 10am to check on status and review the transfer. Is there anything specific I can get for you from your account (a receipt, etc.) in the meantime?

My apologies for the trouble!!

Thank you,

Jennifer

Jennifer Tottenham

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



From: Tina Williamson <twilliam@fwps.org>
Sent: Tuesday, December 3, 2019 8:02 AM

To: admin@wspa.net

Subject: Logging in info

Good morning,

I understand that I am a WSPA member, how do I go about setting up an account to log in and gain access?

Thank You,

Tina Williamson

Guest Employee and Absence Management Specialist

twilliam@fwps.org (253) 945-2027



<https://www.fwps.org>

<https://twitter.com/FWPS210>

<https://www.applitrack.com/federalway/onlineapp/>

-

From: admin@wsps.net
To: [Limmer, Tina M.](#); [Tony Frascone](#); [Jane Stencel](#); [Kim Holland](#); [Toni L. Neidhold](#); [Doug Christensen](#); melissa.kreuder@esd112.org; [Jenae N Gomes \(Human Resources\)](#); [Dorman, Stacia L.](#); [Salver, Sara J.](#); stewartj@skschools.org; [Jensen, Vivian](#); dkovacs@everettsd.org; [Darrell Heisler](#)
Subject: WSPA Region Mailing Lists
Date: Tuesday, December 10, 2019 7:14:20 AM

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Good morning WSPA Region Representatives,

With the launch of the new website, the mailing process for each region will also be updated. I am working to create those mailing lists for you this morning and will send out an email with directions for contacting your region shortly.

In the meantime, if you have a message that needs to be sent to your region members please let me know and I am happy to distribute the message on your behalf.

Thank you,

Jennifer

Jennifer Tottenham

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

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

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



From: admin@wsps.net
To: admin@wsps.net
Subject: WSPA PFMLA Clock Hours
Date: Tuesday, December 10, 2019 10:59:20 AM
Attachments: [PFMLA Clock Hour Form TUKWILA 219.pdf](#)

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Hello,

My apologies, it seems as though my message with the clock hour form from our recent PFMLA Workshop was a casualty of our recent database/website upgrade!

I have attached the clock hour form for your records.

Again, my apologies for the delay and any inconvenience. Thank you for your patience and understanding.

Thank you,

Jennifer

Jennifer Tottenham

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

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

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





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

WASHINGTON STATE CLOCK HOUR REGISTRATION FORM

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

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

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

| Section II - Clock Hour Provider | | |
|--|--|--|
| Clock Hour Class Title: Paid Family Medical Leave Act Workshop | | Name of Instructors: Parker Howell, Lauren Johnston Porter Foster Rorick LLP |
| Total Number of Clock Hours Available 3 | First Day of Class/Offering 11/22/2019 | Last Day of Class/Offering 11/22/2019 |
| Sponsoring Provider Name (Agency Granting Clock Hours) Washington School Personnel Association | | Business Telephone Number 360-825-1415 |
| Provider Address PO Box 1600, Anacortes, Washington, 98221 | | |
| Sponsoring Provider Contact Person Jennifer Tottenham, Program Coordinator | | Telephone Number 360-825-1415 |

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

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

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

000336

From: [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)
To: admin@wspa.net
Subject: questions re: WSPA conference
Date: Wednesday, December 11, 2019 10:03:02 AM

Good morning Jennifer

Three questions:

1. I am assuming we are having a WSPA board meeting on Sunday, March 1. Can you tell me the time?
2. Do I remember correctly that WSPA picks up the room cost for Sunday night for board members?
3. When we get closer to the conference, can you and I connect on the membership report since I am the one announcing that information during the conference board meeting?

Janet Hodson
Executive Director for Human Resources
253.945.2020
jhodson@fwps.org

From: admin@wspsa.net
To: jhodson@fwps.org
Subject: RE: questions re: WSPA conference
Date: Wednesday, December 11, 2019 10:07:54 AM

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Hi Janet,

1. Yes, we will have a meeting on Sunday – it is tentatively scheduled for 5:00 pm, and I do not expect that to change unless there are any last minute conflicts with president schedules, etc.
2. Rooms are booked for the full event for all board members and the Sunday charges will be billed to WSPA. The hotel knows that the remainder of the charges will go to the districts, but they wanted to ensure that nobody had to change rooms with multiple bookings, etc. I sent an email earlier asking board members to let me know if they didn't need rooms or didn't plan to stay the whole time—I will send that out again! Thank you for the reminder!
3. Absolutely. I will send it to you ahead of time and we can discuss

From: Janet Hodson <jhodson@fwps.org>
Sent: Wednesday, December 11, 2019 10:03 AM
To: admin@wspsa.net
Subject: questions re: WSPA conference

Good morning Jennifer

Three questions:

1. I am assuming we are having a WSPA board meeting on Sunday, March 1. Can you tell me the time?
2. Do I remember correctly that WSPA picks up the room cost for Sunday night for board members?
3. When we get closer to the conference, can you and I connect on the membership report since I am the one announcing that information during the conference board meeting?

Janet Hodson
Executive Director for 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: questions re: WSPA conference
Date: Wednesday, December 11, 2019 4:41:46 PM

Thanks Jennifer. What time does the conference start on Monday?

Janet Hodson
Executive Director for Human Resources
253.945.2020
jhodson@fwps.org

From: admin@wspa.net <admin@wspa.net>
Sent: Wednesday, December 11, 2019 10:08 AM
To: Janet Hodson <jhodson@fwps.org>
Subject: RE: questions re: WSPA conference

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Hi Janet,

1. Yes, we will have a meeting on Sunday – it is tentatively scheduled for 5:00 pm, and I do not expect that to change unless there are any last minute conflicts with president schedules, etc.
2. Rooms are booked for the full event for all board members and the Sunday charges will be billed to WSPA. The hotel knows that the remainder of the charges will go to the districts, but they wanted to ensure that nobody had to change rooms with multiple bookings, etc. I sent an email earlier asking board members to let me know if they didn't need rooms or didn't plan to stay the whole time—I will send that out again! Thank you for the reminder!
3. Absolutely. I will send it to you ahead of time and we can discuss

From: Janet Hodson <jhodson@fwps.org>
Sent: Wednesday, December 11, 2019 10:03 AM
To: admin@wspa.net
Subject: questions re: WSPA conference

Good morning Jennifer
Three questions:

1. I am assuming we are having a WSPA board meeting on Sunday, March 1. Can you tell me the

time?

2. Do I remember correctly that WSPA picks up the room cost for Sunday night for board members?
3. When we get closer to the conference, can you and I connect on the membership report since I am the one announcing that information during the conference board meeting?

Janet Hodson

Executive Director for Human Resources

253.945.2020

jhodson@fwps.org

From: admin@wspsa.net
To: jhodson@fwps.org
Subject: RE: questions re: WSPA conference
Date: Thursday, December 12, 2019 8:51:18 AM

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Hi Janet,

Breakfast and keynote will start at 8am and the first session will be at 10am.

I am down to confirming the last three presenters and then will post the agenda. Fingers crossed!!

From: Janet Hodson <jhodson@fwps.org>
Sent: Wednesday, December 11, 2019 4:42 PM
To: admin@wspsa.net
Subject: RE: questions re: WSPA conference

Thanks Jennifer. What time does the conference start on Monday?

Janet Hodson
Executive Director for Human Resources
253.945.2020
jhodson@fwps.org

From: admin@wspsa.net <admin@wspsa.net>
Sent: Wednesday, December 11, 2019 10:08 AM
To: Janet Hodson <jhodson@fwps.org>
Subject: RE: questions re: WSPA conference

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Hi Janet,

1. Yes, we will have a meeting on Sunday – it is tentatively scheduled for 5:00 pm, and I do not expect that to change unless there are any last minute conflicts with president schedules, etc.
2. Rooms are booked for the full event for all board members and the Sunday charges will be billed to WSPA. The hotel knows that the remainder of the charges will go to the districts, but they wanted to ensure that nobody had to change rooms with multiple bookings, etc. I sent an email earlier asking board members to let me know if they didn't need rooms or didn't plan to stay the whole time—I will send that out again! Thank you for the reminder!
3. Absolutely. I will send it to you ahead of time and we can discuss

From: Janet Hodson <jhodson@fwps.org>
Sent: Wednesday, December 11, 2019 10:03 AM
To: admin@wspa.net
Subject: questions re: WSPA conference

Good morning Jennifer

Three questions:

1. I am assuming we are having a WSPA board meeting on Sunday, March 1. Can you tell me the time?
2. Do I remember correctly that WSPA picks up the room cost for Sunday night for board members?
3. When we get closer to the conference, can you and I connect on the membership report since I am the one announcing that information during the conference board meeting?

Janet Hodson
Executive Director for 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: questions re: WSPA conference
Date: Thursday, December 12, 2019 9:47:39 AM

Thank you.

Janet Hodson
Executive Director for Human Resources
253.945.2020
jhodson@fwps.org

From: [admin@wspa.net](#) <admin@wspa.net>
Sent: Thursday, December 12, 2019 8:51 AM
To: Janet Hodson <jhodson@fwps.org>
Subject: RE: questions re: WSPA conference

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Hi Janet,

Breakfast and keynote will start at 8am and the first session will be at 10am.

I am down to confirming the last three presenters and then will post the agenda. Fingers crossed!!

From: Janet Hodson <jhodson@fwps.org>
Sent: Wednesday, December 11, 2019 4:42 PM
To: admin@wspa.net
Subject: RE: questions re: WSPA conference

Thanks Jennifer. What time does the conference start on Monday?

Janet Hodson
Executive Director for Human Resources
253.945.2020
jhodson@fwps.org

From: [admin@wspa.net](#) <admin@wspa.net>
Sent: Wednesday, December 11, 2019 10:08 AM

To: Janet Hodson <jhodson@fwps.org>
Subject: RE: questions re: WSPA conference

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Hi Janet,

1. Yes, we will have a meeting on Sunday – it is tentatively scheduled for 5:00 pm, and I do not expect that to change unless there are any last minute conflicts with president schedules, etc.
2. Rooms are booked for the full event for all board members and the Sunday charges will be billed to WSPA. The hotel knows that the remainder of the charges will go to the districts, but they wanted to ensure that nobody had to change rooms with multiple bookings, etc. I sent an email earlier asking board members to let me know if they didn't need rooms or didn't plan to stay the whole time—I will send that out again! Thank you for the reminder!
3. Absolutely. I will send it to you ahead of time and we can discuss

From: Janet Hodson <jhodson@fwps.org>
Sent: Wednesday, December 11, 2019 10:03 AM
To: admin@wspa.net
Subject: questions re: WSPA conference

Good morning Jennifer

Three questions:

1. I am assuming we are having a WSPA board meeting on Sunday, March 1. Can you tell me the time?
2. Do I remember correctly that WSPA picks up the room cost for Sunday night for board members?
3. When we get closer to the conference, can you and I connect on the membership report since I am the one announcing that information during the conference board meeting?

Janet Hodson
Executive Director for Human Resources
253.945.2020
jhodson@fwps.org

From: [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](#)
To: admin@wspa.net
Subject: HELP WSPA - March 2-4
Date: Thursday, December 12, 2019 2:06:52 PM
Attachments: [image001.png](#)

Hello Jennifer:

I need to pay for several members on our district team. Is it possible to get one invoice or is it best to do one invoice. I am a bit confused because Janet told me that WSPA is paying for her and Tony.

Does that mean I don't need to pay for conference registration for the two of them, as well as no need to pay for their hotel. Is there an easier way to do this?

I'd like to book the rooms for the other team members and want to call the hotel no later than tomorrow if possible. Can you let me know what you suggest. I know you are juggling a lot so I appreciate your response and time.



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](#)



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: admin@wsps.net
To: admin@wsps.net
Cc: [Curtis M. Leonard](#)
Subject: WSPA Board Updates
Date: Thursday, December 12, 2019 3:12:46 PM

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Hello Board Members,

I hope you are having an enjoyable week. Here are our WSPA updates:

Website Upgrade

- Our website upgrade is now complete. There is some fine-tuning behind the scenes, but we are up and running!

Annual Conference and Board Meeting

- Our next board meeting will be held the Sunday prior to annual conference – ***WSPA has made your hotel accommodations for the full event (Sunday-Wednesday)*** and will cover the Sunday room charges only. Your district will be billed for the remainder of the stay. This ensures that you do not have to change rooms and streamlines the process for the hotel.
- ***If you have not already, please let me know if you will not be attending the board meeting, conference, or if you have any specific requests for your accommodations.***
- WSPA Board Meeting
 - Sunday, March 1, 2020
 - 5:00 pm
 - Tulalip Resort and Casino
- Registration is now open.

Upcoming Events

Bargaining Workshop

- January 31, 2020 at the DoubleTree Southcenter in Tukwila.
- Porter Foster Rorick has requested that we hold only a west side event this year and that we alternate years for Spokane.
- Registration is now open.

WA Educator Career Fairs

- Chris Callaham and Curtis Leonard have submitted the updated fees for 2020. The changes were minimal and designed to make the pricing structure more uniform.

I will be promoting to all regional colleges with direct mailings, targeted Facebook ads, Craigslist ads for job seekers, students, etc.

- I will be promoting to all districts in the state regionally/nationwide with a direct mailing, targeted Facebook ads, etc.
- Registration is now open.

Please let me know if you have any questions.

Thank you,

Jennifer

Jennifer Tottenham

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

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

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



From: admin@wsps.net
To: admin@wsps.net
Cc: [Curtis M. Leonard](#)
Subject: FW: WSPA Board Updates
Date: Friday, December 13, 2019 10:02:17 AM
Attachments: [WSPA Board Committee Features.pdf](#)

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Hello Board Members,

Another feature of our website upgrade is the opportunity to create a shared "**committee page**." This allows us to share documents and messages privately as a group.

I have created a committee page for our Board. To access it:

- Log into the member section of the website.
- Navigate to your profile.
- Under "My Features," click Committees.
- View and respond to previous messages and files.
- Manage your notification preferences.

I currently have our board minutes posted in the committee file archives. I will share our agenda for our March 1st meeting as soon as it is confirmed along with any supporting meeting materials.

I have also posted and attached a document introducing the committee management feature and how we may best use it for our shared work.

Thank you,

Jennifer

From: admin@wsps.net
Sent: Thursday, December 12, 2019 3:13 PM
To: admin@wsps.net
Cc: 'Curtis M. Leonard' <cml@pattersonbuchanan.com>
Subject: WSPA Board Updates

Hello Board Members,

I hope you are having an enjoyable week. Here are our WSPA updates:

Website Upgrade

- Our website upgrade is now complete. There is some fine-tuning behind the scenes, but we are up and running!

Annual Conference and Board Meeting

- Our next board meeting will be held the Sunday prior to annual conference – ***WSPA has made your hotel accommodations for the full event (Sunday-Wednesday)*** and will cover the Sunday room charges only. Your district will be billed for the remainder of the stay. This ensures that you do not have to change rooms and streamlines the process for the hotel.
- ***If you have not already, please let me know if you will not be attending the board meeting, conference, or if you have any specific requests for your accommodations.***
- WSPA Board Meeting
 - Sunday, March 1, 2020
 - 5:00 pm
 - Tulalip Resort and Casino
- Registration is now open.

Upcoming Events

Bargaining Workshop

- January 31, 2020 at the DoubleTree Southcenter in Tukwila.
- Porter Foster Rorick has requested that we hold only a west side event this year and that we alternate years for Spokane.
- Registration is now open.

WA Educator Career Fairs

- Chris Callahan and Curtis Leonard have submitted the updated fees for 2020. The changes were minimal and designed to make the pricing structure more uniform.
- I will be promoting to all regional colleges with direct mailings, targeted Facebook ads, Craigslist ads for job seekers, students, etc.
- I will be promoting to all districts in the state/regionally/nationwide with a direct mailing, targeted Facebook ads, etc.
- Registration is now open.

Please let me know if you have any questions.

Thank you,

Jennifer

Jennifer Tottenham

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

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

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



Stay Organized & Connected with Committee Management

As a committee member, you now have access to your committee's private message board and file repository. By accessing the committee section, you are able to better connect and stay abreast of the latest developments and initiatives. Additionally, accessing the committee page is a convenient, easy-to-navigate way to prepare for calls and meetings.



- Post messages and announcements for the committee members
- Browse previous discussions to catch up on recent happenings
- Share files and documents among the committee members
- Receive automated notifications about new messages and files

To get started:

1. Log into the member section of the website.
2. Navigate to your profile.
3. Under “My Features,” click Committees.
4. View and respond to previous messages and files.
5. Manage your notification preferences.
6. View other committee members and their positions.

From: [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](#)
To: admin@wspa.net
Subject: WSPA - March 2020
Date: Monday, December 16, 2019 11:03:48 AM
Attachments: [image001.png](#)

Hello Jennifer:

I am trying to take care of Tony and Janet's rooms for the conference in March. The hotel would not give me any details for them, I just need to confirm how do I pay their portion.

Also, do you know when registration is going to open so I can get my team all registered.



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](#)



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: admin@wspa.net
To: [Tara Lofton](#)
Subject: RE: WSPA - March 2020
Date: Monday, December 16, 2019 11:16:30 AM
Attachments: [image001.png](#)

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Hi Tara,

I will contact our hotel liaison now and find out about paying for their portion – stay tuned and I will have that to you ASAP!

Registration is now open, please let me know if you have any issues with the registration system and I would be more than happy to enter them on your behalf: <https://www.wspa.net/annual-conference-2020>

Thank you,

Jennifer

From: Tara Lofton <tlofton@fwps.org>
Sent: Monday, December 16, 2019 11:04 AM
To: admin@wspa.net
Subject: WSPA - March 2020

Hello Jennifer:

I am trying to take care of Tony and Janet's rooms for the conference in March. The hotel would not give me any details for them, I just need to confirm how do I pay their portion.

Also, do you know when registration is going to open so I can get my team all registered.



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](#)



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: [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](#)
To: admin@wspsa.net
Subject: RE: WSPA - March 2020
Date: Monday, December 16, 2019 11:20:02 AM
Attachments: [image001.png](#)

WSPA is paying registration for Tony and Janet correct?



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](#)



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: admin@wspsa.net <admin@wspsa.net>
Sent: Monday, December 16, 2019 11:16 AM
To: Tara Lofton <tlofton@fwps.org>
Subject: RE: WSPA - March 2020

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Hi Tara,

I will contact our hotel liaison now and find out about paying for their portion – stay tuned and I will have that to you ASAP!

Registration is now open, please let me know if you have any issues with the registration system and I would be more than happy to enter them on your behalf: <https://www.wspsa.net/annual-conference-2020>

Thank you,

Jennifer

From: Tara Lofton <tlofton@fwps.org>

Sent: Monday, December 16, 2019 11:04 AM

To: admin@wsps.net

Subject: WSPA - March 2020

Hello Jennifer:

I am trying to take care of Tony and Janet's rooms for the conference in March. The hotel would not give me any details for them, I just need to confirm how do I pay their portion.

Also, do you know when registration is going to open so I can get my team all registered.



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](#)



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: admin@wspa.net
To: [Limmer, Tina M.](#); [Tony Frascone](#); [Jane Stencel](#); [Kim Holland](#); [Toni L. Neidhold](#); [Doug Christensen](#); melissa.kreuder@esd112.org; [Jenae N Gomes \(Human Resources\)](#); [Dorman, Stacia L.](#); [Salyer, Sara J.](#); stewartj@skschools.org; [Jensen, Vivian](#); dkovacs@everettsd.org; [Darrell Heisler](#)
Subject: RE: WSPA Region Mailing Lists
Date: Tuesday, December 17, 2019 10:00:04 AM

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Hello Region Representatives,

I am testing out our new committee feature for creating region mailing lists. You may receive some test messages as I set up the process. My apologies for the trouble, just ignore me

Thank you,

Jen

From: admin@wspa.net
Sent: Tuesday, December 10, 2019 7:14 AM
To: Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>; Tony Frascone <tfrascon@fwps.org>; Jane Stencel <stencelj@evsd.org>; Kim Holland <KimberlyH@spokaneschools.org>; Toni L. Neidhold <TNeidhold@psd1.org>; Doug Christensen <doug.christensen@ksd.org>; melissa.kreuder@esd112.org; Jenae N Gomes (Human Resources) <Jenae.Gomes@evergreenps.org>; Dorman, Stacia L. <DormaSL@puyallup.k12.wa.us>; Salyer, Sara J. <SalyerSJ@puyallup.k12.wa.us>; stewartj@skschools.org; Jensen, Vivian <jensenv@skschools.org>; Kovacs, Debra D. <DKovacs@everettsd.org>; Darrell Heisler <dheisler@swns101.org>
Subject: WSPA Region Mailing Lists

Good morning WSPA Region Representatives,

With the launch of the new website, the mailing process for each region will also be updated. I am working to create those mailing lists for you this morning and will send out an email with directions for contacting your region shortly.

In the meantime, if you have a message that needs to be sent to your region members please let me know and I am happy to distribute the message on your behalf.

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@wsps.net
To: [Tony Frascione](#)
Subject: Annual Conference session
Date: Tuesday, December 17, 2019 11:59:07 AM

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Hi Tony,

Curtis just let me know that you have an idea for an annual conference session – we would love to have you present! What is your suggested session title? Please let me know and I would be happy to add to the agenda.

Thank you,

Jennifer

Jennifer Tottenham

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

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

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



From: [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](#); [Carey Shaun](#); [jhodson@fwps.org](#); [cleonard@wspa.net](#); [Mallory Torimino](#); [Tavia Henley-Storm](#); [David Kinnunen](#); [Britiney Williams](#)
Subject: RE: Clock hour presentation at February WSPA conference
Date: Tuesday, December 17, 2019 3:25:24 PM

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to [helpdesk@fwps.org](#).

Hello,

See email thread below. I was scheduled for a Clock hour presentation from PESB at your 2020 conference. I believe the dates of your conference have since changed, and that conference will be in March.

I wanted to confirm that there could be a session on Washington State Clock Hour Policy. In addition, I have spoken with the OSPI Certification Office. We think that a joint presentation on clock hours from PESB and OSPI would be helpful for WSPA members. I wanted to ask if this would be possible on your WSPA conference agenda.

Thanks,
Maren

--

Maren Johnson, NBCT

Associate Director, Educator Preparation and Credentialing
Professional Educator Standards Board
Old Capitol Building, 600 Washington Street
Olympia, WA
(360) 725-6264
[www.pesb.wa.gov](#)
[Twitter](#) | [Facebook](#) |
[Subscribe to our newsletters](#)

From: admin@wspa.net <admin@wspa.net>
Sent: Monday, July 8, 2019 3:44 PM
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>; Sophia Keskey (PESB)

<Sophia.Keskey@k12.wa.us>

Subject: RE: Clock hour presentation at February WSPA conference

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

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

[Twitter](#) | [Facebook](#) |

Subscribe to [PESB's Newsletter](#)

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,

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:

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](#) |

Hello,

This past year, the Professional Educator Standards Board (PESB) convened a work group to review Washington state clock hour policy, and conducted a survey regarding clock hours with over 800 respondents. The Board made initial consideration of the WAC language at the May Board meeting. Final consideration of the WAC language will be in July.

First, we would like you to know that there will be no changes to the approval process for clock hour providers this year. Clock hour providers may now apply for approval 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: [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](#)
To: admin@wspsa.net
Subject: RE: WSPA - March 2020
Date: Thursday, December 19, 2019 2:09:42 PM
Attachments: [image001.png](#)

Hey there, just another question, do I need to pay for Tony and Janet's registration?



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](#)



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: admin@wspsa.net <admin@wspsa.net>
Sent: Monday, December 16, 2019 11:16 AM
To: Tara Lofton <tlofton@fwps.org>
Subject: RE: WSPA - March 2020

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Hi Tara,

I will contact our hotel liaison now and find out about paying for their portion – stay tuned and I will have that to you ASAP!

Registration is now open, please let me know if you have any issues with the registration system and I would be more than happy to enter them on your behalf: <https://www.wspsa.net/annual-conference-2020>

Thank you,

Jennifer

From: Tara Lofton <tlofton@fwps.org>

Sent: Monday, December 16, 2019 11:04 AM

To: admin@wsps.net

Subject: WSPA - March 2020

Hello Jennifer:

I am trying to take care of Tony and Janet's rooms for the conference in March. The hotel would not give me any details for them, I just need to confirm how do I pay their portion.

Also, do you know when registration is going to open so I can get my team all registered.



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](#)



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: [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](#)
To: admin@wspa.net
Subject: WSPA Conference in March
Date: Thursday, December 19, 2019 3:03:29 PM
Attachments: [image001.png](#)

Hello Jennifer:

I was able to successfully pay for my registration, however, when I tried to pay for David Brower, Jen Hymer, Chris Benz and Megan Ristine, the system is saying I can't process for duplicate amount. Is there a way for you to invoice me for all four?



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](#)



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: [Jane Stencel](#) on behalf of [Jane Stencel <stencelj@evsd.org>](#)
To: [Jane Stencel](#)
Cc: [Jennifer Tottenham](#)
Bcc: tlofton@fwps.org
Subject: PFML Addendum
Date: Friday, December 20, 2019 9:52:16 AM
Attachments: [PFML Handbook Addendum.pdf](#)

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

The Employment Security Department recently updated their PFMLA website to include some new forms and pamphlets. ([Link](#)). With these updates, Stevens Clay has created an addendum from their presentation last month. I hope you find it helpful.

Jane Stencel
Director of Human Resources
3830 N. Sullivan Rd., Bldg. 1
Spokane Valley, WA 99216
(509) 924-1830 phone
(509) 927-9500 fax

ADDENDUM

PFMLA

HANDBOOK

December 2019



421 W. RIVERSIDE, SUITE 1575
SPOKANE, WASHINGTON 99201-0402
TELEPHONE (509) 838-8330

Confidentiality Notice

The information contained in this Handbook is only for use by the intended recipient and may be confidential and/or privileged. If any reader of this communication is not the intended recipient, unauthorized use, disclosure, or copying is strictly prohibited, and may be unlawful.

TABLE OF CONTENTS

| | |
|--|-----------|
| I. Employee Eligibility Questionnaire..... | 3 |
| II. Employer Notification Form..... | 5 |
| III. Certification of Serious Health Condition Guidance/Form..... | 7 |
| IV. Parents' Guide to PFML..... | 12 |
| V. Patient and Family Guide to PFML..... | 19 |
| VI. ESD Contact Information and Website Link..... | 27 |
| VII. Stevens Clay Contact Information and Website Link | 28 |

EMPLOYEE ELIGIBILITY QUESTIONNAIRE

Washington
Paid Family & Medical Leave

Should you apply? Answer these questions

- | | Yes | No | |
|----|--------------------------|--------------------------|---|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | Did you work at least 820 hours (about 16 hours a week) in the last year in Washington state? (The 820 hours can be for one job or multiple jobs) |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | Have you experienced a "qualifying event"? Events include: <ul style="list-style-type: none"> • Welcoming a new child into your family through birth, adoption or foster placement; • Your own serious health condition or illness, like recovering from surgery or a serious injury; • Caring for a seriously ill or injured family member; • A qualifying military family leave event. |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | None of these conditions apply to me: <ul style="list-style-type: none"> • Solely employed by the federal government • Working for an employer with an approved voluntary plan (if you are unsure, ask your employer) • Covered by a collective bargaining agreement that hasn't expired, been opened or renegotiated since October 19, 2017 • Self-employed and have not opted in to Paid Family and Medical Leave • Solely employed by a federally recognized tribe that has not opted in to Paid Family and Medical Leave |

If you answered "Yes" to each of these, you likely will qualify for the program.

For applicants in January 2020 only: Only three quarters' worth of hours will have been reported for you by your employer(s), as reporting for 2019 Q4 ends Jan. 31, 2020. This means if you do not have enough hours reported by your employer(s) to establish eligibility we may contact your employer(s) and you to verify total hours.

EMPLOYER NOTIFICATION FORM



Notifying your employer(s) about taking leave

If you know you will be applying for Paid Family and Medical Leave, you must provide written notice to your employer(s) at least 30 days in advance. If the reason you need leave was not foreseeable, notify your employer(s) as soon as possible. You do not have to provide details about why you are taking Paid Family and Medical Leave.

Examples that count as written notice:

- Letter (typed or handwritten)
- Email
- Text message

When you apply for benefits, Paid Family and Medical Leave will send a notice to your employer(s) that lists the type of leave you're applying for (medical or family), the dates you expect to be on leave and the date you gave your employer(s) notice of your plan to take leave.

The Paid Family and Medical Leave Benefit Guide provides information on how to apply for benefits and submit weekly claims. It also explains your rights and responsibilities under the law. Download the guide at paidleave.wa.gov/benefit-guide.

What to include in your notice to your employer(s)

- Date of notice
- Type of leave you will be taking: family leave, medical leave or a combination of both.
- Your anticipated start and end date of your leave or the expected duration of leave, if available.

Please keep a copy for your records.

Sample notice to your employer(s):

[DATE YOU GIVE NOTICE]

Dear [EMPLOYER NAME],

This is to notify you that I plan to take (TYPE OF LEAVE: MEDICAL LEAVE/ FAMILY LEAVE/ COMBINATION OF BOTH) starting (DATE)

I expect to be gone for (NUMBER OF DAYS/WEEKS) and hope to return (DATE).

[Add additional details (such as the days you will be out, etc.)]

NOTICE TO EMPLOYER
UPDATED NOVEMBER 2019

Page 1 of 1

CERTIFICATION OF SERIOUS HEALTH CONDITION – GUIDANCE AND FORM

**NOTE: EMPLOYEE MAY USE FMLA CERTIFICATION FORM
IN LIEU OF THIS FORM**



Certification of Serious Health Condition form

Instructions for person applying for leave

Who should use this form?

The information included on this form is required when you are applying for:

- Medical leave due to your own serious health condition.
- Family leave to take care of a family member with a serious health condition.

We cannot approve your application for medical leave or family leave without certification from a healthcare provider. Upload the completed form through your Paid Leave account or include it with your application. You do not need to set up your Paid Leave account before your healthcare provider completes this form.

You may submit a complete FMLA form or similar certification to substantiate your own or your family member's serious health condition instead of this form. However, we may require additional documentation if there is a question about certification provided.

How to complete this form?

The person applying for leave completes section one, and their healthcare provider (or their family member's healthcare provider) completes section two.

The healthcare provider must be able to certify your or your family member's serious health condition. Healthcare providers who are authorized to sign this form are defined in RCW 50A.05.010 and WAC 192-500-090. Generally, "healthcare provider" means:

- A physician or an osteopathic physician who is licensed to practice medicine or surgery, as appropriate, by the state in which the physician practices;
- Nurse practitioners, nurse-midwives, midwives, clinical social workers, physician assistants, podiatrists, dentists, clinical psychologists, optometrists, and physical therapists licensed to practice under state law and who are performing within the scope of their practice as defined under state law by the state in which they practice.

Can someone else complete this form for me?

You may authorize another individual to act on your behalf for the purposes of Paid Family and Medical Leave benefits by having them complete a Designated Authorized Representative form. Your authorized representative can sign this form on your behalf with appropriate documentation. Your authorized representative cannot substitute for a healthcare provider in completing section two. Contact us at 833-717-2273 to request a copy of the form.

Questions?

If you have any questions, please contact us at 833-717-2273 or paidleave@esd.wa.gov.



Instructions for healthcare providers

This form is used to certify a serious health condition in order to qualify for Paid Family and Medical Leave. Your patient may be applying due to their own serious health condition or to care for a family member with a serious health condition. Qualifying serious health conditions and authorized healthcare providers are described below. Answer each question to the best of your medical knowledge, based on your examination of the patient.

SERIOUS HEALTH CONDITION

A "serious health condition" is defined in RCW 50A.05.010 and healthcare providers should review the complete definition before certifying a patient's condition. Generally, a serious health condition could include an illness, injury, impairment, or physical or mental condition that involves:

Inpatient care: Inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity; or

Continuing treatment by a healthcare provider: A serious health condition involving continuing treatment by a health care provider includes any one or more of the following:

- Incapacity: A period of incapacity of more than three consecutive days and subsequent treatment or period of incapacity relating to the same condition. Incapacity means an inability to work, attend school, or perform other regular daily activities because of a serious health condition, treatment of that condition or recovery from it, or subsequent treatment in connection with such inpatient care.
- Pregnancy: Any period of incapacity due to pregnancy, or for prenatal care;
- Chronic conditions: Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:
 - Continues over an extended period of time, including recurring episodes of a single underlying condition;
 - Requires periodic visits to a health care provider; and
 - May cause episodic rather than a continuing period of incapacity, including asthma, diabetes, and epilepsy
- Permanent/Long-term: A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider, including Alzheimer's, a severe stroke, or the terminal stages of a disease; or
- Multiple treatments: Any period of absence to receive multiple treatments, including any period of recovery from the treatments.
- Substance abuse may be a serious health condition if the treatment meets other requirements in this definition.

HEALTHCARE PROVIDERS

Healthcare provider is defined in RCW 50A.05.010 and WAC 192-500-090 and means:

- A physician or an osteopathic physician who is licensed to practice medicine or surgery, as appropriate, by the state in which the physician practices;
- Nurse practitioners, nurse-midwives, midwives, clinical social workers, physician assistants, podiatrists, dentists, clinical psychologists, optometrists, and physical therapists licensed to practice under state law and who are performing within the scope of their practice as defined under state law by the state in which they practice;
- A health care provider listed above who practices in a country other than the United States, who is authorized to practice in accordance with the law of that country, and who is performing within the scope of the health care provider's practice as defined under such law; or
- Any other provider permitted to certify the existence of a serious health condition under the federal FMLA (Act Feb. 5, 1993, P.L. 103-3, 107 Stat. 6, as it existed on October 19, 2017).



Certification of serious health condition

Instructions: Complete section one of this form, then have your or your family member's healthcare provider complete section two. Upload the completed form to your Paid Leave account or include it with your application. Please include your name on each page.

| | | | | | | | |
|--|--|--------------------------------|----------------------------------|--|--|--|-------------------------------------|
| Section one: Your information | | | | | | | |
| <i>To be completed by the person applying for leave before having the healthcare provider complete section two</i> | | | | | | | |
| Paid Leave Customer ID number (if known): | | | | | | | |
| Name: | | | | | | | |
| Date of birth: | | | | | | | |
| REASON FOR TAKING PAID FAMILY AND MEDICAL LEAVE | | | | | | | |
| <input type="checkbox"/> For my own serious health condition Instructions: Have your healthcare provider complete this medical certification, listing yourself as the patient. | | | | | | | |
| <input type="checkbox"/> To care for a family member during their serious health condition <i>The family member needing care is my:</i> <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> Child</td> <td><input type="checkbox"/> Sibling</td> </tr> <tr> <td><input type="checkbox"/> Spouse or registered domestic partner</td> <td><input type="checkbox"/> Grandparent (or spouse's grandparent)</td> </tr> <tr> <td><input type="checkbox"/> Parent (or spouse's parent)</td> <td><input type="checkbox"/> Grandchild</td> </tr> </table> Instructions: Have your family member's healthcare provider complete this medical certification, listing your family member as the patient. | | <input type="checkbox"/> Child | <input type="checkbox"/> Sibling | <input type="checkbox"/> Spouse or registered domestic partner | <input type="checkbox"/> Grandparent (or spouse's grandparent) | <input type="checkbox"/> Parent (or spouse's parent) | <input type="checkbox"/> Grandchild |
| <input type="checkbox"/> Child | <input type="checkbox"/> Sibling | | | | | | |
| <input type="checkbox"/> Spouse or registered domestic partner | <input type="checkbox"/> Grandparent (or spouse's grandparent) | | | | | | |
| <input type="checkbox"/> Parent (or spouse's parent) | <input type="checkbox"/> Grandchild | | | | | | |
| AUTHORIZATION AND SIGNATURES | | | | | | | |
| <i>I authorize Paid Family and Medical Leave to use the information on this form to determine my eligibility for paid family or medical leave benefits and I attest that I am applying for Paid Leave due to my own serious health condition or to take care of a family member with a serious health condition.</i> | | | | | | | |
| Signature: | Date: | | | | | | |
| <i>If the person applying for benefits is unable to sign this form because of a serious health condition or injury, an authorized representative may sign on their behalf, provided they also submit a Designated Authorized Representative form.</i> | | | | | | | |
| Authorized representative name: | | | | | | | |
| Signature: | Date: | | | | | | |



Name of person applying for leave: _____

Section two: Description of the serious health condition

To be completed by a healthcare provider as defined in RCW 50A.05.010

Answer all questions fully and completely. Limit your responses to the condition for which the person applying for Paid Leave is seeking leave. Please be sure to sign the form.

Patient's name: _____ Date of birth: ____ / ____ / ____

Does the patient have a serious health condition that necessitates care? (as defined in RCW 50A.05.010)

☐ Yes ☐ No

Diagnosis:

What is the expected duration of the serious health condition ?

Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "unknown," or "indeterminate" may not be sufficient to determine Paid Leave eligibility.

Start date: _____ End date: _____

PROVIDER'S INFORMATION AND CERTIFICATION

I declare under penalty of perjury that the information provided in this form is true and correct, that the patient's condition meets the definition of "serious health condition" [RCW 50A.05.010], and that I am a healthcare provider authorized to certify their condition [RCW 50A.05.010 ; WAC 192-500-090].

Signature: _____ Date: _____

Name and title:

Certificate license and state:

License area/area of practice:

Business name:

Address:

Phone number:

Email address:

PARENTS' GUIDE TO PFML

Washington
**Paid Family &
Medical Leave**



Parents' Guide

to Paid Family and Medical Leave

Paid time off when you need it most.
Here for you, starting January 2020.

www.paidleave.wa.gov

November 2019

What you need to know

Am I eligible?

Paid Family and Medical Leave is available to almost everyone working in Washington. To be eligible you:

1. Have worked 820 hours (about 16 hours a week) in Washington during the qualifying period, which is about the last year.
2. Experienced a qualifying event.

How much time do I get?

- All parents can receive up to 12 weeks of bonding leave in the first year after your child's birth or placement.
- If you give birth you can be eligible for up to 16 weeks of combined medical and family leave.
- Up to 18 weeks is available if you experience a complication in pregnancy that results in incapacity, like being put on bedrest due to a serious health condition.

What benefit do I receive?

You may receive up to 90 percent of your average weekly wage, depending on your income. The amount is capped at \$1,000 per week. A benefit calculator will be available on our website by January 2020.

How do I apply?

You apply for leave with the Employment Security Department after Jan. 1, 2020. You do need to notify your employer at least 30 days in advance of planned leave. If a birth came early or you developed a pregnancy complication, notify your employer(s) as soon as you are able.

Do I have to use other leave first?

Taking Paid Family and Medical Leave is entirely up to you. There is no requirement to use Paid Family and Medical Leave before other paid time off you might have, like paid sick days or vacation leave.

A new child came into my family in 2019, can I apply?

Yes! You have 12 months from the date of your child's birth, adoption or placement to take your paid leave, even if it happened in 2019.

Your child was

| | |
|-----------------------------|--|
| <i>Adopted Feb. 1, 2019</i> | You can take leave Jan. 1 – Jan. 31, 2020. |
| <i>Placed May 25, 2019</i> | You can take your full 12 weeks of leave any time before May 25, 2020. |
| <i>Born Dec. 22, 2019</i> | You can first take up to four weeks of medical leave (with healthcare provider certification), and then take your 12 weeks of bonding leave. |

Qualifying events

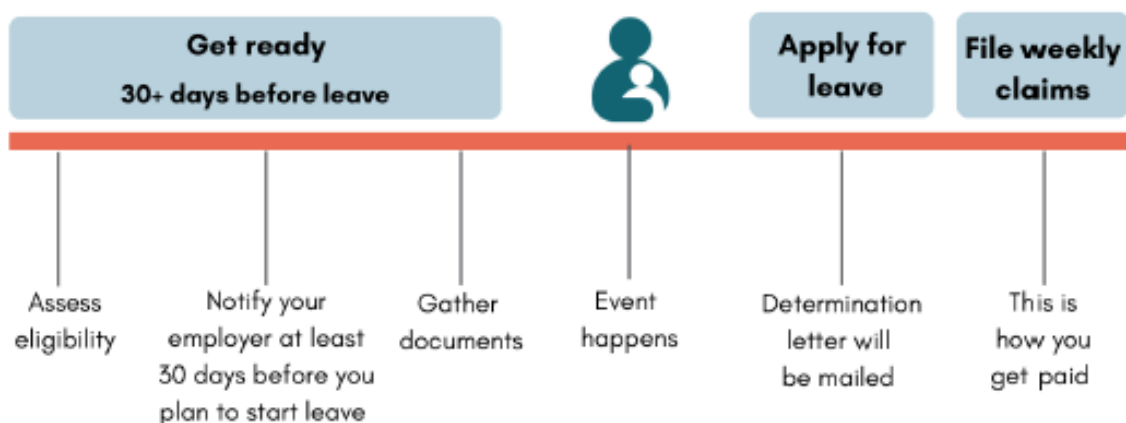
Family leave

- Bonding with a new child coming into your family through birth, adoption or foster placement.
- Caring for a family member with a serious health condition or injury.
- Certain events for military families.

Medical leave (for yourself)

- Recovery from your own serious health condition or injury

Application process



Get ready to apply

Assess eligibility.

Use the questionnaire on page 6.

Provide written notice to your employer at least 30 days before you plan to start leave. If a birth came early or you develop a pregnancy complication, provide written notice as soon as you are able.

Notice can be provided in various ways, including text or email. You can also download a template notification on our website www.paidleave.wa.gov/2019. It is always a good idea to retain a copy for your records.

Get your documents ready

- Proof of ID, including a driver's license, passport or utility and phone bills (a complete list of documents is available at www.paidleave.wa.gov/2019).
- Certification of a Serious Health Condition (for example, if you are taking medical leave before you take bonding leave to recover from childbirth or pregnancy-related complications).

Apply for leave after your child is born or placed.

You do not need to provide documentation to prove birth, adoption or placement to be approved for bonding leave. We may ask for it if we have a question about your application.

Video tutorials and instructions will be posted to our website before applications become available in January 2020.

www.paidleave.wa.gov

Washington Paid Family & Medical Leave

Apply for leave

After January 1, 2020, you can apply. Here is what you will do:

Create account(s)

- Go to www.paidleave.wa.gov. From our website you will be directed to the state's log-in service, SecureAccess Washington (www.secureaccess.wa.gov). Use an existing SAW login or create a new one. (Not sure if you have a SAW login? Click the "Get Help" button on the SAW homepage to find out.)
- You will then create a Paid Family and Medical Leave account.

Fill in the application

- Be sure to upload your proof of ID document(s) and Certification of Serious Health Condition, if applicable, to complete the application.
- Please note: Your employer will also be notified by mail when you apply. They will have 18 days to contest your application if they feel you are not eligible for the program.

Upload documents

- Proof of ID documents
- Certification of a Serious Health Condition (if applicable)

Get your determination

- Once your application is submitted and you've provided the necessary documents, we will review your application and then mail you a determination letter at the mailing address you gave us.
 - If approved, this letter will provide a maximum weekly benefit amount you may receive and confirm the dates of your approved leave and claim year.
 - We may contact you if we have questions about your application.

What is in the application?

- Basic information about yourself (full name, date of birth, address, contact information, Social Security Number or Individual Taxpayer Identification Number).
- Verification of your employment history.
- The date you notified your employer about your planned leave.
- What type of leave you're taking (family or medical).

Important tip!

Doublecheck your name and your SSN/ITIN before finalizing your account creation and application.

Can't apply online? You can also apply on paper via postal mail. Request an application from our Customer Care Team after Jan. 1, 2020.

File a weekly claim

- Weekly claims are how you receive your pay. After you receive your determination letter in the mail and have been approved you can begin filing weekly claims.
- You can file these online or by calling each week. You may go up to four weeks without filing and receive those payments retroactively.
 - Each week, we will ask you if anything has changed about the length of leave or your qualifying event, and if you worked during the past week.
 - If you worked or claimed other benefits, like employer provided paid time off, we may prorate your payment that week.
- If you apply online you can choose to be paid via direct deposit or a prepaid debit card. If you apply on paper, you can only receive a prepaid debit card at this time.

Providing complete and accurate information will help us process your application and weekly claims faster.

www.paidleave.wa.gov

More to know

All parents are eligible! Moms, dads, non-birth parents and guardians are eligible for paid family leave to bond with a child coming into their home through birth, adoption or foster placement.

Parents and guardians do not have to take leave at the same time, and leave does not need to be taken all at once (you can take a minimum of eight consecutive hours per week). For example: a non-birth parent may want to take four weeks off right after a child is born, and then use the remaining eight weeks after the birth parent returns to work.

Parental leave can be taken anytime in the first year after a child's birth, adoption or placement. Are you a foster or adoptive parent to an older kid? Bonding leave applies to any children under the age of 18.

You may be eligible for job protection. If you work for a company that employs more than 50 people in Washington, you have worked there for at least a year and for a total of 1,250 hours in the past year for that employer (about 24 hours per week), you are likely eligible for job protection.

**It's yours –
you've earned it.**

Even if you took leave in 2019, you can still use Paid Family and Medical Leave in 2020. Use of other paid or unpaid leave in 2019 doesn't limit your ability to take Paid Family and Medical Leave in 2020 (including using FMLA). You still must meet the eligibility requirements for the program however, and depending on how much time you took off you may not be eligible for job protection.

Using this program is your choice. It is yours – you earned it. While you are welcome to use other leave options you may have before or after you take Paid Family and Medical Leave, your employer cannot require you to use other leave options before Paid Family and Medical Leave.

Check with your employer if they offer a "supplemental benefit." You cannot use employer provided paid time off at the same time as Paid Family and Medical Leave, unless your employer offers what is called "a supplemental benefit." Supplemental benefits are something an employer may choose to offer that can be used along with Paid Family and Medical Leave to provide additional pay while you are receiving the benefit. Ask your employer if this option is available to you.

This is not the same as paid sick leave. Paid sick days are for short-term health conditions that keep you from working, typically for less than a week. For more information on paid sick leave, visit www.lni.wa.gov/workers-rights/leave/paid-sick-leave

Applying for medical and then family leave after giving birth? If you are applying for both medical and family leave following the birth of a child, you will need to file separately for medical and family leave. In January, a second claim can only be filed via paper application. We still encourage you to set up your account and file your first claim online.

Find frequently asked questions and more information at www.paidleave.wa.gov.

www.paidleave.wa.gov

Should you apply? Answer these questions

- | | Yes | No | |
|----|--------------------------|--------------------------|---|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | Did you work at least 820 hours (about 16 hours a week) in the last year in Washington state? (The 820 hours can be for one job or multiple jobs) |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | Have you experienced a "qualifying event"? Events include: <ul style="list-style-type: none"> • Welcoming a new child into your family through birth, adoption or foster placement; • Your own serious health condition or illness, like recovering from surgery or a serious injury; • Caring for a seriously ill or injured family member; • A qualifying military family leave event. |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | None of these conditions apply to me: <ul style="list-style-type: none"> • Solely employed by the federal government • Working for an employer with an approved voluntary plan (if you are unsure, ask your employer) • Covered by a collective bargaining agreement that hasn't expired, been opened or renegotiated since October 19, 2017 • Self-employed and have not opted in to Paid Family and Medical Leave • Solely employed by a federally recognized tribe that has not opted in to Paid Family and Medical Leave |

If you answered "Yes" to each of these, you likely will qualify for the program.

For applicants in January 2020 only: Only three quarters' worth of hours will have been reported for you by your employer(s), as reporting for 2019 Q4 ends Jan. 31, 2020. This means if you do not have enough hours reported by your employer(s) to establish eligibility we may contact your employer(s) and you to verify total hours.

The next update to this guide is expected to be made:

January 2020

www.paidleave.wa.gov

PATIENT AND FAMILY GUIDE TO PFML

Washington
**Paid Family &
Medical Leave**



Patient and Family Guide

to Paid Family and Medical Leave

Paid time off when you need it most.
Here for you, starting January 2020.

www.paidleave.wa.gov

November 2019

What you need to know

Am I eligible?

Paid Family and Medical Leave is available to almost everyone working in Washington. To be eligible you:

1. Have worked 820 hours (about 16 hours a week) in Washington during the qualifying period, which is about the last year.
2. Experienced a qualifying event.

How much time do I get?

You can receive up to 12 weeks of medical leave to recover after an illness or injury, or family leave to take care of a qualifying family member who is ill or injured.

You can take up to 16 weeks of combined medical and family leave if you have events covered by both in the same year.

Up to 18 weeks is available if you experience a complication in pregnancy that results in incapacity, like being put on bedrest due to a serious health condition.

What benefit do I receive?

You may receive up to 90 percent of your average weekly wage, depending on your income. The amount is capped at \$1,000 per week. A benefit calculator will be available on our website by January 2020.

How do I apply?

You apply for leave with the Employment Security Department after Jan. 1, 2020. You do need to notify your employer at least 30 days in advance of planned leave. If the leave is not foreseeable, provide as much notice as you can.

Do I have to use other leave first?

Taking Paid Family and Medical Leave is entirely up to you. There is no requirement to use Paid Family and Medical Leave before other paid time off you might have, like paid sick days or vacation leave.

What if I need to care for a family member?

Paid Family and Medical Leave is all about caring for yourself and your family. If you are eligible for Paid Family and Medical Leave and have a family member with a serious health condition who needs care, this program is here for you. You need to:

- o Meet the eligibility requirements of the program.
- o Notify your employer in writing at least 30 days in advance of planned leave, or as soon as you can for unplanned leave.
- o Get required documentation from your family member's healthcare provider.
- o Apply for Paid Family and Medical Leave at www.paidleave.wa.gov

www.paidleave.wa.gov

Qualifying events

Medical leave (for yourself)

- Recovery from your own serious health condition or injury, including pregnancy and childbirth.

Family leave

- Caring for a family member with a serious health condition or injury.
- Bonding with a new child coming into your family through birth, adoption or foster placement.
- Certain events for military families.

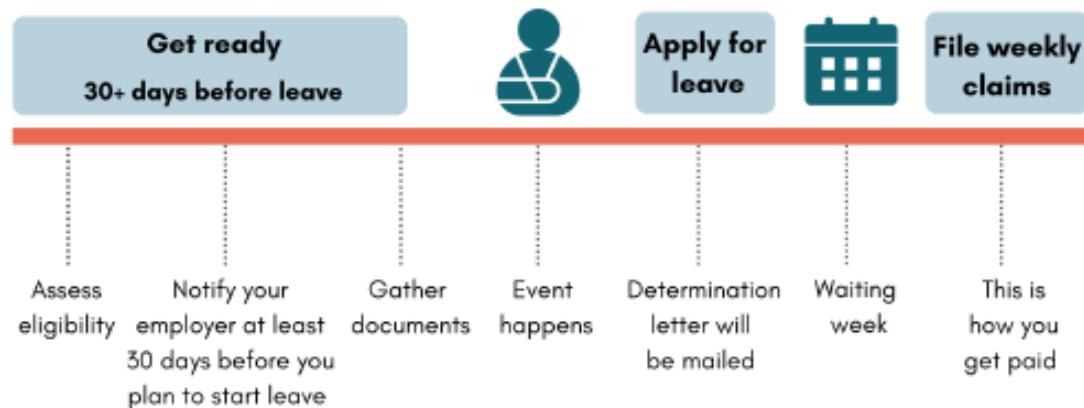
You can take leave for

- Yourself

Or a family member:

- Spouse
- Domestic partner
- Children (including step and foster)
- Grandchildren
- Siblings
- Parents (including in-law and loco parentis)
- Grandparents

Application process



Get ready to apply

Assess eligibility.

Use the questionnaire on page 6.

Provide written notice to your employer at least 30 days before you plan to start leave. Provide notice as soon as you are able to if the leave is not planned. Notice can be provided in various ways, including text or email. You can also download a template notification on our website www.paidleave.wa.gov/2019. It is always a good idea to retain a copy for your records.

Get your documents ready

- Proof of ID, including a driver's license, passport or utility and phone bills (a complete list of documents is available at www.paidleave.wa.gov/2019).
- Certification of a Serious Health Condition form, FMLA paperwork or other documentation that meets the requirements. This needs to be signed by a doctor or qualifying medical provider. (It can sometimes take two weeks or more for your doctor's office to process this paperwork, so be sure to submit it as soon as possible.)

Don't apply for leave until after your medical event has taken place.

Go to www.paidleave.wa.gov/2019 for a complete list of documents and to download the Certification of a Serious Health Condition form.

Video tutorials and instructions will be posted to our website before applications become available in January 2020.

www.paidleave.wa.gov

Apply for leave

After January 1, 2020, you can apply. Here is what you will do:
Create account(s)

- Go to www.paidleave.wa.gov. From our website you will be directed to the state's log-in service, SecureAccess Washington (www.secureaccess.wa.gov). Use an existing SAW login or create a new one. (Not sure if you have a SAW login? Click the "Get Help" button on the SAW homepage to find out.)
- You will then create a Paid Family and Medical Leave account.

Fill in the application

- You'll provide basic information and verify your employment history.
- Please note: Your employer will also be notified by mail when you apply. They will have 18 days to contest your application if they feel you are not eligible for the program.

Upload documents

- Proof of ID documents
- Certification of a Serious Health Condition (if applicable)

Get your determination

- Once your application is submitted and you've provided the necessary documents, we will review your application and then mail you a determination letter at the mailing address you gave us.
 - If approved, this letter will provide a maximum weekly benefit amount you may receive and confirm the dates of your approved leave and claim year.
 - We may contact you if we have questions about your application.
- Once your application is approved, there is a "waiting week." This is required by law for all types of leave except parental bonding leave. During this time, you may use paid time off from your employer, including paid vacation or sick days. If the first week of your paid family or medical leave happens before you receive your approval letter and are able to begin filing weekly claims, that first week still counts as your waiting week.
 - For example, say your paid family or medical leave start date is January 13 and you receive your approval letter on January 22. Once you are approved and can file weekly claims, the first week of your approved leave is your waiting week, so the first week you can claim is the week of January 19.
 - You can begin filing for past weeks right away. You may go up to four weeks without filing and receive those payments retroactively.

What is in the application?

- Basic information about yourself (full name, date of birth, address, contact information, Social Security Number or Individual Taxpayer Identification Number).
- Verification of your employment history.
- The date you notified your employer about your planned leave.
- What type of leave you're taking (family or medical).

Important tip!

Doublecheck your name and your SSN/ITIN before finalizing your account creation and application.

Can't apply online? You can also apply on paper via postal mail. Request an application from our Customer Care Team after Jan. 1, 2020.

Washington Paid Family & Medical Leave

File a weekly claim

- Your “waiting week” is the first week you are approved to file a weekly claim. Claim weeks always end on Saturday night. If the qualifying event occurred mid-week, the “waiting week” may be less than a week.
- Weekly claims are how you receive your pay. After you receive your determination letter in the mail and have been approved you can begin filing weekly claims. Claims can also be filed for weeks you were on leave before your application was approved.
- You can file these online or by calling each week.
 - Each week, we will ask you if anything has changed about the length of leave or your qualifying event, and if you worked during the past week.
 - If you worked or claimed other benefits, like employer provided paid time off, we may prorate your payment that week (unless the employer leave was a “supplemental benefit”).
- If you apply online, you can choose to be paid via direct deposit or a prepaid debit card. If you apply on paper, you can only receive a prepaid debit card at this time.

Providing complete and accurate information will help us process your application and weekly claims faster.

More to know

You may be eligible for job protection. If you work for a company that employs more than 50 people in Washington, you have worked there for at least a year and for a total of 1,250 hours in the past year for that employer (about 24 hours per week), you are likely eligible for job protection.

Even if you took leave in 2019, you can still use Paid Family and Medical Leave in 2020. Use of other paid or unpaid leave in 2019 doesn't limit your ability to take Paid Family and Medical Leave in 2020 (including using FMLA). You still must meet the eligibility requirements for the program however and depending on how much time you took off you may not be eligible for job protection.

If your qualifying event happened in 2019, you may be eligible for the program if you still have a medical reason to be on leave. For example, if you had surgery in December 2019 and are still recovering, you can apply for benefits in 2020.

- For January 2020 only: Only three quarters' worth of hours will have been reported for you by your employer(s), as reporting for 2019 Q4 ends Jan. 31, 2020. This means if you do not have enough hours reported by your employer(s) to establish eligibility we may contact your employer(s) and you to verify total hours.

**It's yours –
you've earned it.**

Using this program is your choice. It is yours – you earned it. While you are welcome to use other leave options you may have before or after you take Paid Family and Medical Leave, your employer cannot require you to use other leave options before Paid Family and Medical Leave.

Check with your employer if they offer a “supplemental benefit.” You cannot use employer provided paid time off at the same time as Paid Family and Medical Leave, unless your employer offers what is called “a supplemental benefit.” Supplemental benefits are something an employer may choose to offer that can be used along with Paid Family and Medical Leave to provide additional pay while you are receiving the benefit. Ask your employer if this option is available to you.

www.paidleave.wa.gov

Washington Paid Family & Medical Leave

This is not the same as paid sick leave. Paid sick days are for short-term health conditions that keep you from working, typically for less than a week. For more information on paid sick leave, visit www.lni.wa.gov/workers-rights/leave/paid-sick-leave

Multiple people can provide care for a qualifying family member. Caregivers do not have to take leave at the same time and more than one person can take leave for the same event as long as they all meet eligibility requirements. Each person will fill out a separate application.

Leave does not have to be taken all at once. You can take as little as eight consecutive hours per week. *For example, you could take two days off per week for chemotherapy treatment or one day off each week to care for a parent in the hospital.*

Find frequently asked questions and more information at www.paidleave.wa.gov.

Should you apply? Answer these questions

- | | Yes | No | |
|----|--------------------------|--------------------------|---|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | Did you work at least 820 hours (about 16 hours a week) in the last year in Washington state? (The 820 hours can be for one job or multiple jobs) |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | Have you experienced a "qualifying event"? Events include: <ul style="list-style-type: none"> • Welcoming a new child into your family through birth, adoption or foster placement; • Your own serious health condition or illness, like recovering from surgery or a serious injury; • Caring for a seriously ill or injured family member; • A qualifying military family leave event. |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | None of these conditions apply to me: <ul style="list-style-type: none"> • Solely employed by the federal government • Working for an employer with an approved voluntary plan (if you are unsure, ask your employer) • Covered by a collective bargaining agreement that hasn't expired, been opened or renegotiated since October 19, 2017 • Self-employed and have not opted in to Paid Family and Medical Leave • Solely employed by a federally recognized tribe that has not opted in to Paid Family and Medical Leave |

If you answered "Yes" to each of these, you likely will qualify for the program.

For applicants in January 2020 only: Only three quarters' worth of hours will have been reported for you by your employer(s), as reporting for 2019 Q4 ends Jan. 31, 2020. This means if you do not have enough hours reported by your employer(s) to establish eligibility we may contact your employer(s) and you to verify total hours.

The next update to this guide is expected to be made:
January 2020

www.paidleave.wa.gov

Change log

Nov. 22, 2019

- Clarified the “waiting week” (p 4)

ESD Contact Information:

paidleave@esd.wa.gov

833.717.2273

Website:

<https://paidleave.wa.gov/>



421 W. RIVERSIDE, SUITE 1575
SPOKANE, WASHINGTON 99201-0402
TELEPHONE (509) 838-8330

pcly@stevensclay.org

koneill@stevensclay.org

afern@stevensclay.org

jdalley@stevensclay.org

Stevens | Clay

From: [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](#)
To: admin@wspa.net
Subject: RE: WSPA - March 2020
Date: Monday, December 23, 2019 9:42:31 AM
Attachments: [image001.png](#)

Is it possible to get an registration invoice for Megan Ristine, Chris Benz, Jennifer Hymer, and David Brower. I tried to register them and the system is giving error message that I can't use duplicate credit card.

Also, I need to get a receipt for Tony's hotel. You mentioned that you'd call the hotel. Lastly, what about Janet's room, do I need to pay for one night for her?

I will be out of the office after noon today, but back on the 6th of January.

HAPPY HOLIDAYS.



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](#)



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: admin@wspa.net <admin@wspa.net>
Sent: Monday, December 16, 2019 11:16 AM
To: Tara Lofton <tlofton@fwps.org>
Subject: RE: WSPA - March 2020

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Hi Tara,

I will contact our hotel liaison now and find out about paying for their portion – stay tuned and I will have that to you ASAP!

Registration is now open, please let me know if you have any issues with the registration system and I would be more than happy to enter them on your behalf: <https://www.wspa.net/annual-conference-2020>

Thank you,

Jennifer

From: Tara Lofton <tlofton@fwps.org>

Sent: Monday, December 16, 2019 11:04 AM

To: admin@wspa.net

Subject: WSPA - March 2020

Hello Jennifer:

I am trying to take care of Tony and Janet's rooms for the conference in March. The hotel would not give me any details for them, I just need to confirm how do I pay their portion.

Also, do you know when registration is going to open so I can get my team all registered.



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](#)



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: admin@wsps.net
To: [Curtis M. Leonard](#); [Limmer, Tina M.](#); [Tony Frascione](#)
Subject: FW: Hearing officer
Date: Monday, January 6, 2020 1:21:09 PM
Attachments: [image003.png](#)

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Hello, and happy new year!

Any thoughts on a presenter for hearing officers/student discipline hearings? I have one spot for annual conference still pending presenter confirmation and might be able to clear for this topic.

If not, is would student discipline/hearing officers/teacher safety, etc. be something we could address with a standalone event like we did for PFMLA? It definitely seems to be a hot topic.

Let me know your thoughts and any presenter suggestions.

Thank you,

Jennifer

From: David Forsythe <dforsythe@nwesd.org>
Sent: Monday, January 6, 2020 1:06 PM
To: admin@wsps.net; cleonard@wsps.net
Subject: Hearing officer

Has WSPA every had/sponsored any trainings on hearing officers? Specifically for student discipline hearings. I vaguely remember a conversation or email about it in the past- but don't remember if it was WASA or another entity.

Thanks,

David

David Forsythe

Assistant Superintendent
Northwest Educational Service District 189
360-299-4021 (O) | 360-205-1394 (Text) | 360-540-2414 (C) | [Facebook](#) | [Twitter](#)

Together We Can

The information transmitted is intended only for the person or entity to which it is addressed and may contain

confidential and/or privileged material, the disclosure of which is governed by applicable law. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and destroy the materials contained in this message.

From: [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](#)
To: admin@wspsa.net
Subject: RE: WSPA - March 2020
Date: Monday, January 6, 2020 2:47:50 PM
Attachments: [image001.png](#)

Hello, just following up on my previous email below. Happy New Year.



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](#)



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: Tara Lofton
Sent: Monday, December 23, 2019 9:43 AM
To: admin@wspsa.net
Subject: RE: WSPA - March 2020

Is it possible to get an registration invoice for Megan Ristine, Chris Benz, Jennifer Hymer, and David Brower. I tried to register them and the system is giving error message that I can't use duplicate credit card.

Also, I need to get a receipt for Tony's hotel. You mentioned that you'd call the hotel. Lastly, what about Janet's room, do I need to pay for one night for her?

I will be out of the office after noon today, but back on the 6th of January.

HAPPY HOLIDAYS.



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](#)



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: admin@wsps.net <admin@wsps.net>
Sent: Monday, December 16, 2019 11:16 AM
To: Tara Lofton <tlofton@fwps.org>
Subject: RE: WSPA - March 2020

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Hi Tara,

I will contact our hotel liaison now and find out about paying for their portion – stay tuned and I will have that to you ASAP!

Registration is now open, please let me know if you have any issues with the registration system and I would be more than happy to enter them on your behalf: <https://www.wsps.net/annual-conference-2020>

Thank you,

Jennifer

From: Tara Lofton <tlofton@fwps.org>
Sent: Monday, December 16, 2019 11:04 AM
To: admin@wsps.net
Subject: WSPA - March 2020

Hello Jennifer:

I am trying to take care of Tony and Janet's rooms for the conference in March. The hotel would not give me any details for them, I just need to confirm how do I pay their portion.

Also, do you know when registration is going to open so I can get my team all registered.



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](#)



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: admin@wspsa.net
To: dbrower@fwps.org
Subject: Sno-King dues and meeting schedule
Date: Monday, January 6, 2020 5:54:19 PM
Attachments: [BROWER_SnoKing 2020.pdf](#)

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Hello,

Hopefully everyone is rested and recharged after their holiday break. The year ahead is looking good for our group of intrepid negotiators. Some things for you to note:

1. Dues invoice attached. Our 2020 dues is \$240 per person. Please see that the invoice gets to the right desk in your organization (and please don't combine with other payments you might be making to WSPA, Washington School Personnel Association). Ongoing thanks to WSPA for handling our finances. ***Please note that payment may be made by check only – Sno-King cannot process credit card payments.***

Please remit payment to:

WSPA

Attn: Sno-King

PO Box 1600

Anacortes, WA 98221

2. Plan for the 2020 Sno-King Conference: Convene between 8:30 and 9:00 a.m. at the South Center Double Tree Inn on Thursday, February 6, 2020. More on the agenda later, but we do have Dan Steele (WASA) and JoLynn Berge (Seattle Public Schools), and Mike Sellars (PERC) booked.
3. Mark your calendars for the rest of our 2020 meetings 11:30 to 1:30 at Angelo's Restaurant, Bellevue:
 - January 10
 - Conference in February
 - March 20
 - No April Meeting
 - May 8
 - June 12
 - No July Meeting
 - August 14
 - September 18

- October 9
- November 13
- No December Meeting

If you have questions about the dues invoice, please contact Jennifer Tottenham at WSPA: admin@wspa.net. Please direct other inquiries to Lorraine Wilson, lorraine@pfrwa.com

Thanks,

Jennifer and Lorraine

Please let me know if you have any questions.

Thanks,

Lorraine



Lorraine Wilson, Attorney at Law



Tel: (206) 622-0203 | **Fax:** (206) 223-2003

Cell: (253) 209-0409 | www.pfrwa.com

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

| | |
|----------|-----------|
| Date | Invoice # |
| 1/6/2020 | 20219 |

| |
|---|
| Bill To |
| Federal Way Public Schools 33330 8th Avenue S. Federal Way, WA 98003 |

| Description | Amount |
|--------------------------------------|----------|
| BROWER 2020 Sno-King Membership Dues | 240.00 |
| Total | \$240.00 |

From: [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](#)
To: [admin@wspsa.net](#)
Subject: FW: Sno-King dues and meeting schedule
Date: Tuesday, January 7, 2020 8:42:01 AM
Attachments: [BROWER_SnoKing 2020.pdf](#)
[image001.png](#)

Good Morning:

How do I pay for David Brower's Sno-King dues. I'm not seeing a payment option on WSPA.



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](#)



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: David Brower
Sent: Monday, January 6, 2020 8:41 PM
To: Manal Tirhi <mtirhi@fwps.org>; Tara Lofton <tlofton@fwps.org>
Subject: Fwd: Sno-King dues and meeting schedule

Get [Outlook for iOS](#)

From: admin@wspsa.net <admin@wspsa.net>
Sent: Monday, January 6, 2020 5:54:17 PM
To: David Brower <dbrower@fwps.org>
Subject: Sno-King dues and meeting schedule

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Hello,

Hopefully everyone is rested and recharged after their holiday break. The year ahead is looking good for our group of intrepid negotiators. Some things for you to note:

1. Dues invoice attached. Our 2020 dues is \$240 per person. Please see that the invoice gets to the right desk in your organization (and please don't combine with other payments you might be making to WSPA, Washington School Personnel Association). Ongoing thanks to WSPA for handling our finances. ***Please note that payment may be made by check only – Sno-King cannot process credit card payments.***

Please remit payment to:

WSPA

Attn: Sno-King

PO Box 1600

Anacortes, WA 98221

2. Plan for the 2020 Sno-King Conference: Convene between 8:30 and 9:00 a.m. at the South Center Double Tree Inn on Thursday, February 6, 2020. More on the agenda later, but we do have Dan Steele (WASA) and JoLynn Berge (Seattle Public Schools), and Mike Sellars (PERC) booked.

3. Mark your calendars for the rest of our 2020 meetings 11:30 to 1:30 at Angelo's Restaurant, Bellevue:

- January 10
- Conference in February
- March 20
- No April Meeting
- May 8
- June 12
- No July Meeting
- August 14
- September 18
- October 9
- November 13
- No December Meeting

If you have questions about the dues invoice, please contact Jennifer Tottenham at WSPA: admin@wspa.net. Please direct other inquiries to Lorraine Wilson, lorraine@pfrwa.com

Thanks,

Jennifer and Lorraine

Please let me know if you have any questions.

Thanks,

Lorraine



Lorraine Wilson, Attorney at Law



Tel: (206) 622-0203 | **Fax:** (206) 223-2003

Cell: (253) 209-0409 | www.pfrwa.com

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

| | |
|----------|-----------|
| Date | Invoice # |
| 1/6/2020 | 20219 |

| |
|---|
| Bill To |
| Federal Way Public Schools 33330 8th Avenue S. Federal Way, WA 98003 |

| Description | Amount |
|--------------------------------------|----------|
| BROWER 2020 Sno-King Membership Dues | 240.00 |
| Total | \$240.00 |

From: [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](#)
To: [admin@wsps.net](#)
Subject: RE: WSPA - March 2020
Date: Tuesday, January 7, 2020 9:08:46 AM
Attachments: [image001.png](#)
Importance: High

Is it possible to get an registration invoice for Megan Ristine, Chris Benz, Jennifer Hymer, and David Brower. I tried to register them and the system is giving error message that I can't use duplicate credit card.

Also, I need to get a receipt for Tony's hotel. You mentioned that you'd call the hotel. Lastly, what about Janet's room, do I need to pay for one night for her?

HAPPY HOLIDAYS.



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](#)



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: [admin@wsps.net](#) <[admin@wsps.net](#)>
Sent: Monday, December 16, 2019 11:16 AM
To: Tara Lofton <tlofton@fwps.org>
Subject: RE: WSPA - March 2020

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Hi Tara,

I will contact our hotel liaison now and find out about paying for their portion – stay tuned and I will have that to you ASAP!

Registration is now open, please let me know if you have any issues with the registration system and I would be more than happy to enter them on your behalf: <https://www.wspa.net/annual-conference-2020>

Thank you,

Jennifer

From: Tara Lofton <tlofton@fwps.org>

Sent: Monday, December 16, 2019 11:04 AM

To: admin@wspa.net

Subject: WSPA - March 2020

Hello Jennifer:

I am trying to take care of Tony and Janet's rooms for the conference in March. The hotel would not give me any details for them, I just need to confirm how do I pay their portion.

Also, do you know when registration is going to open so I can get my team all registered.



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](#)



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: admin@wspa.net
To: [Tara Lofton](#)
Cc: [Jennifer Tottenham](#)
Subject: RE: Sno-King dues and meeting schedule
Date: Tuesday, January 7, 2020 10:48:41 AM
Attachments: [image001.png](#)

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Next reply

Payment for Sno-King may only be made by check, Sno-King is unable to process credit card payments. We provide some administrative support for their group, but they are independent of WSPA and their financial accounts are not linked with our system.

Please make checks payable to
WSPA
Attn: Sno-King
PO Box 1600
Anacortes, WA 98221

Thank you,

Jennifer

From: Tara Lofton <tlofton@fwps.org>
Sent: Tuesday, January 7, 2020 8:42 AM
To: admin@wspa.net
Subject: FW: Sno-King dues and meeting schedule

Good Morning:

How do I pay for David Brower's Sno-King dues. I'm not seeing a payment option on WSPA.



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](#)



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: David Brower

Sent: Monday, January 6, 2020 8:41 PM

To: Manal Tirhi <mtirhi@fwps.org>; Tara Lofton <tlofton@fwps.org>

Subject: Fwd: Sno-King dues and meeting schedule

Get [Outlook for iOS](#)

From: admin@wspsa.net <admin@wspsa.net>

Sent: Monday, January 6, 2020 5:54:17 PM

To: David Brower <dbrower@fwps.org>

Subject: Sno-King dues and meeting schedule

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Hello,

Hopefully everyone is rested and recharged after their holiday break. The year ahead is looking good for our group of intrepid negotiators. Some things for you to note:

1. Dues invoice attached. Our 2020 dues is \$240 per person. Please see that the invoice gets to the right desk in your organization (and please don't combine with other payments you might be making to WSPA, Washington School Personnel Association). Ongoing thanks to WSPA for handling our finances. ***Please note that payment may be made by check only – Sno-King cannot process credit card payments.***

Please remit payment to:

WSPA

Attn: Sno-King

PO Box 1600

Anacortes, WA 98221

2. Plan for the 2020 Sno-King Conference: Convene between 8:30 and 9:00 a.m. at the South Center Double Tree Inn on Thursday, February 6, 2020. More on the agenda later, but we do have Dan Steele (WASA) and JoLynn Berge (Seattle Public Schools), and Mike Sellars (PERC) booked.
3. Mark your calendars for the rest of our 2020 meetings 11:30 to 1:30 at Angelo's Restaurant, Bellevue:
 - January 10
 - Conference in February
 - March 20
 - No April Meeting
 - May 8
 - June 12
 - No July Meeting
 - August 14
 - September 18
 - October 9
 - November 13
 - No December Meeting

If you have questions about the dues invoice, please contact Jennifer Tottenham at WSPA: admin@wspa.net. Please direct other inquiries to Lorraine Wilson, lorraine@pfrwa.com

Thanks,

Jennifer and Lorraine

Please let me know if you have any questions.

Thanks,

Lorraine



Lorraine Wilson, Attorney at Law



Tel: (206) 622-0203 | **Fax:** (206) 223-2003

Cell: (253) 209-0409 | www.pfrwa.com

Jennifer Tottenham

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

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

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



From: admin@wspsa.net
To: [Tara Lofton](#)
Cc: [Jennifer Tottenham](#)
Subject: RE: HELP WSPA - March 2-4
Date: Tuesday, January 7, 2020 10:51:47 AM
Attachments: [image001.png](#)

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Next

WSPA will pay for the full hotel stay for Tony and the Sunday night charges for Janet. We do not cover registration fees for our board members and they will still need to register for the conference.

Please let me know if they would like to attend the pre-conference – I will process their registrations along with the others!

From: Tara Lofton <tlofton@fwps.org>
Sent: Thursday, December 12, 2019 2:07 PM
To: admin@wspsa.net
Subject: HELP WSPA - March 2-4

Hello Jennifer:

I need to pay for several members on our district team. Is it possible to get one invoice or is it best to do one invoice. I am a bit confused because Janet told me that WSPA is paying for her and Tony.

Does that mean I don't need to pay for conference registration for the two of them, as well as no need to pay for their hotel. Is there an easier way to do this?

I'd like to book the rooms for the other team members and want to call the hotel no later than tomorrow if possible. Can you let me know what you suggest. I know you are juggling a lot so I appreciate your response and time.



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](#)



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: [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](#)
To: [admin@wsps.net](#)
Cc: [Jennifer Tottenham](#)
Subject: RE: WSPA - March 2020
Date: Tuesday, January 7, 2020 10:53:09 AM
Attachments: [image001.png](#)

Hey there, Happy New Year!!!

See below responses in Red.



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](#)



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: admin@wsps.net <admin@wsps.net>
Sent: Tuesday, January 7, 2020 10:45 AM
To: Tara Lofton <tlofton@fwps.org>
Cc: Jennifer Tottenham <jentottenham@gmail.com>
Subject: RE: WSPA - March 2020

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Tara, I just found about 100 emails from you in my spam filter!!!! What the heck?!

I am starting with this one and working my way through. I AM SO SORRY and I have no idea why you got flagged like that?! What a way to start the year!

Forgive me, and stay tuned for about 100 + replies to all of your emails.

This message reply:

Are you receiving the error message at the time of registration when using a credit card for multiple registrations, or is it when you go back into the system to pay an outstanding invoice with a credit card? Please let me know when/what it is telling you and I will call the credit card processing company to see why it is not allowing multiple charges. Thanks for the heads up! **I will try again to pay for the four people (Megan, David, Jen, and Chris)**

1. The Tulalip confirmation for Tony is 7985009. WSPA will pay for his full stay. **I paid for Tony's room, so I will cancel it but I hope it doesn't mess up his reservation. Maybe you should call them. I'd hate for him to get there and have no room.**
2. The confirmation for Janet is 7985012. We booked all board members the full conference and the Sunday charges will be billed to the WSPA master and the Monday/Tuesday charges can be paid by credit card/check. It may be paid in advance or at the time of check in. If she will not be staying all nights please let me know and I can make that adjustment on her reservation. **Janet is staying the whole time. I have not paid for her stay.**
3. Will any of your team be attending the pre-conference? Let me know and I will process registrations for Megan, Chris, Jennifer, and David. **Only Tony and Janet are attending pre-conference**

I have copied this message to my personal Gmail account – would you mind hitting “reply all” with any responses so I can be sure I don’t miss any of your emails while I figure out why you were routed to spam. Yikes!

From: Tara Lofton <tlofton@fwps.org>
Sent: Tuesday, January 7, 2020 9:09 AM
To: admin@wspa.net
Subject: RE: WSPA - March 2020
Importance: High

Is it possible to get an registration invoice for Megan Ristine, Chris Benz, Jennifer Hymer, and David Brower. I tried to register them and the system is giving error message that I can't use duplicate credit card.

Also, I need to get a receipt for Tony's hotel. You mentioned that you'd call the hotel. Lastly, what about Janet's room, do I need to pay for one night for her?

HAPPY HOLIDAYS.



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](#)



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: admin@wspa.net <admin@wspa.net>
Sent: Monday, December 16, 2019 11:16 AM
To: Tara Lofton <tlofton@fwps.org>
Subject: RE: WSPA - March 2020

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Hi Tara,

I will contact our hotel liaison now and find out about paying for their portion – stay tuned and I will have that to you ASAP!

Registration is now open, please let me know if you have any issues with the registration system and I would be more than happy to enter them on your behalf: <https://www.wspa.net/annual-conference-2020>

Thank you,

Jennifer

From: Tara Lofton <tlofton@fwps.org>
Sent: Monday, December 16, 2019 11:04 AM
To: admin@wspa.net
Subject: WSPA - March 2020

Hello Jennifer:

I am trying to take care of Tony and Janet's rooms for the conference in March. The hotel would not give me any details for them, I just need to confirm how do I pay their portion.

Also, do you know when registration is going to open so I can get my team all registered.



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](#)



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: admin@wsps.net
To: [Tara Lofton](#)
Cc: [Jennifer Tottenham](#)
Subject: messages
Date: Tuesday, January 7, 2020 10:53:27 AM

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Tara,

I think I have recovered all of your messages – please let me know if you have any additional questions and I will get you all taken care of!

Again, my apologies for the trouble!

Jennifer Tottenham

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

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

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



From: [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](#)
To: admin@wspsa.net
Cc: [Jennifer Tottenham](#)
Subject: RE: Sno-King dues and meeting schedule
Date: Tuesday, January 7, 2020 10:56:15 AM
Attachments: [image001.png](#)

Okay I will try to get a check for this.



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](#)



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: admin@wspsa.net <admin@wspsa.net>
Sent: Tuesday, January 7, 2020 10:49 AM
To: Tara Lofton <tlofton@fwps.org>
Cc: Jennifer Tottenham <jentottenham@gmail.com>
Subject: RE: Sno-King dues and meeting schedule

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Next reply

Payment for Sno-King may only be made by check, Sno-King is unable to process credit card payments. We provide some administrative support for their group, but they are independent of WSPA and their financial accounts are not linked with our system.

Please make checks payable to

WSPA
Attn: Sno-King
PO Box 1600
Anacortes, WA 98221

Thank you,

Jennifer

From: Tara Lofton <tlofton@fwps.org>
Sent: Tuesday, January 7, 2020 8:42 AM
To: admin@wspa.net
Subject: FW: Sno-King dues and meeting schedule

Good Morning:

How do I pay for David Brower's Sno-King dues. I'm not seeing a payment option on WSPA.



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](#)



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: David Brower
Sent: Monday, January 6, 2020 8:41 PM
To: Manal Tirhi <mtirhi@fwps.org>; Tara Lofton <tlofton@fwps.org>
Subject: Fwd: Sno-King dues and meeting schedule

Get [Outlook for iOS](#)

From: admin@wspa.net <admin@wspa.net>
Sent: Monday, January 6, 2020 5:54:17 PM

To: David Brower <dbrower@fwps.org>

Subject: Sno-King dues and meeting schedule

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Hello,

Hopefully everyone is rested and recharged after their holiday break. The year ahead is looking good for our group of intrepid negotiators. Some things for you to note:

1. Dues invoice attached. Our 2020 dues is \$240 per person. Please see that the invoice gets to the right desk in your organization (and please don't combine with other payments you might be making to WSPA, Washington School Personnel Association). Ongoing thanks to WSPA for handling our finances. ***Please note that payment may be made by check only – Sno-King cannot process credit card payments.***

Please remit payment to:

WSPA

Attn: Sno-King

PO Box 1600

Anacortes, WA 98221

2. Plan for the 2020 Sno-King Conference: Convene between 8:30 and 9:00 a.m. at the South Center Double Tree Inn on Thursday, February 6, 2020. More on the agenda later, but we do have Dan Steele (WASA) and JoLynn Berge (Seattle Public Schools), and Mike Sellars (PERC) booked.

3. Mark your calendars for the rest of our 2020 meetings 11:30 to 1:30 at Angelo's Restaurant, Bellevue:

- January 10
- Conference in February
- March 20
- No April Meeting
- May 8
- June 12
- No July Meeting
- August 14
- September 18
- October 9
- November 13

- No December Meeting

If you have questions about the dues invoice, please contact Jennifer Tottenham at WSPA: admin@wspa.net. Please direct other inquiries to Lorraine Wilson, lorraine@pfrwa.com

Thanks,

Jennifer and Lorraine

Please let me know if you have any questions.

Thanks,

Lorraine



Lorraine Wilson, Attorney at Law



Tel: (206) 622-0203 | **Fax:** (206) 223-2003

Cell: (253) 209-0409 | www.pfrwa.com

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@wspsa.net
Cc: [Jennifer Tottenham](#)
Subject: RE: HELP WSPA - March 2-4
Date: Tuesday, January 7, 2020 10:57:11 AM
Attachments: [image001.png](#)

If I cancel what I paid for Tony, will it cancel his whole reservation?



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](#)



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: admin@wspsa.net <admin@wspsa.net>
Sent: Tuesday, January 7, 2020 10:52 AM
To: Tara Lofton <tlofton@fwps.org>
Cc: Jennifer Tottenham <jentottenham@gmail.com>
Subject: RE: HELP WSPA - March 2-4

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Next

WSPA will pay for the full hotel stay for Tony and the Sunday night charges for Janet. We do not cover registration fees for our board members and they will still need to register for the conference.

Please let me know if they would like to attend the pre-conference – I will process their registrations along with the others!

From: Tara Lofton <tlofton@fwps.org>
Sent: Thursday, December 12, 2019 2:07 PM
To: admin@wspa.net
Subject: HELP WSPA - March 2-4

Hello Jennifer:

I need to pay for several members on our district team. Is it possible to get one invoice or is it best to do one invoice. I am a bit confused because Janet told me that WSPA is paying for her and Tony.

Does that mean I don't need to pay for conference registration for the two of them, as well as no need to pay for their hotel. Is there an easier way to do this?

I'd like to book the rooms for the other team members and want to call the hotel no later than tomorrow if possible. Can you let me know what you suggest. I know you are juggling a lot so I appreciate your response and time.



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](#)



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: [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](#)
To: [admin@wspa.net](#); [Annie Bartolome](#)
Subject: RE: WSPA master billing - WSPA Annual Conference March 2020
Date: Tuesday, January 7, 2020 11:08:25 AM
Attachments: [image003.png](#)

The charges for Tony Frascione can be used for Janet Hodson's one night if that makes it easier. Sorry for inconvenience or confusion.



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](#)



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: admin@wspa.net <admin@wspa.net>
Sent: Tuesday, January 7, 2020 11:07 AM
To: Annie Bartolome <AnnieB@tulalipresort.com>
Cc: Tara Lofton <tlofton@fwps.org>
Subject: WSPA master billing - WSPA Annual Conference March 2020

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Hi Annie,

The reservation for Tony Frascione (confirmation 7985009) should be fully billed to the WSPA master billing (room, parking, taxes Sunday-Wednesday)

The confirmation for Janet Hodson (confirmation 7985012) should have the Sunday charged billed to the WSPA master (room, parking, taxes) and additional days/charges will be paid by the Federal

Way School District.

I have copied Tara Lofton of the Federal Way School District on this message – could you please confirm that any additional charges for Mr. Frascone will be refunded and that they will be responsible only for the additional charges for Ms. Hodson?

Thank you, and happy new year!

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@wspsa.net
To: [Tara Lofton](#)
Cc: [Jennifer Tottenham](#)
Subject: RE: WSPA - March 2020
Date: Tuesday, January 7, 2020 11:29:37 AM
Attachments: [image001.png](#)

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

It worked and it let you pay for everyone?! Yay!

2020 is starting of a little crazy technology-wise, but hopefully working now. Fingers crossed for smooth sailing here on out!

From: Tara Lofton <tlofton@fwps.org>
Sent: Tuesday, January 7, 2020 11:25 AM
To: admin@wspsa.net
Cc: Jennifer Tottenham <jentottenham@gmail.com>
Subject: RE: WSPA - March 2020

It worked!!!!

Thank you for registering yourself to attend the WSPA Annual Conference.

This is your receipt for your registration.

Your information provided is as follows:

District:
Registrant Name:
Total Number of Registrants: 4
Receipt Date: 01/07/2020
Receipt ID: 201679666
Total Payment Amount: \$1200.00

If you chose the "Invoice Me" option you will receive your invoice through separate email. Once received please submit to your accounting department for payment.

Your **Conference Materials** will be available electronically. You will receive email notice closer to the start date of the conference with instructions on how to access those materials.

Thank you for your registration,

Washington School Personnel Association



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](#)



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: admin@wspsa.net <admin@wspsa.net>

Sent: Tuesday, January 7, 2020 11:12 AM

To: Tara Lofton <tlofton@fwps.org>

Cc: Jennifer Tottenham <jenttottenham@gmail.com>

Subject: RE: WSPA - March 2020

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

I will hold off on the registrations if you are going to try again – please let me know if you experience the same trouble and I will take it from there!

From: Tara Lofton <tlofton@fwps.org>

Sent: Tuesday, January 7, 2020 10:53 AM

To: admin@wspsa.net

Cc: Jennifer Tottenham <jenttottenham@gmail.com>

Subject: RE: WSPA - March 2020

Hey there, Happy New Year!!!

See below responses in Red.



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](#)



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: admin@wspsa.net <admin@wspsa.net>

Sent: Tuesday, January 7, 2020 10:45 AM

To: Tara Lofton <tlofton@fwps.org>

Cc: Jennifer Tottenham <jentottenham@gmail.com>

Subject: RE: WSPA - March 2020

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Tara, I just found about 100 emails from you in my spam filter!!!! What the heck?!

I am starting with this one and working my way through. I AM SO SORRY and I have no idea why you got flagged like that?! What a way to start the year!

Forgive me, and stay tuned for about 100 + replies to all of your emails.

This message reply:

Are you receiving the error message at the time of registration when using a credit card for multiple registrations, or is it when you go back into the system to pay an outstanding invoice with a credit card? Please let me know when/what it is telling you and I will call the credit card processing company to see why it is not allowing multiple charges. Thanks for the heads up! **I will try again to**

pay for the four people (Megan, David, Jen, and Chris)

1. The Tulalip confirmation for Tony is 7985009. WSPA will pay for his full stay. **I paid for Tony's room, so I will cancel it but I hope it doesn't mess up his reservation. Maybe you should call them. I'd hate for him to get there and have no room.**
2. The confirmation for Janet is 7985012. We booked all board members the full conference and the Sunday charges will be billed to the WSPA master and the Monday/Tuesday charges can be paid by credit card/check. It may be paid in advance or at the time of check in. If she will not be staying all nights please let me know and I can make that adjustment on her reservation. **Janet is staying the whole time. I have not paid for her stay.**
3. Will any of your team be attending the pre-conference? Let me know and I will process registrations for Megan, Chris, Jennifer, and David. **Only Tony and Janet are attending pre-conference**

I have copied this message to my personal Gmail account – would you mind hitting “reply all” with any responses so I can be sure I don't miss any of your emails while I figure out why you were routed to spam. Yikes!

From: Tara Lofton <tlofton@fwps.org>
Sent: Tuesday, January 7, 2020 9:09 AM
To: admin@wsps.net
Subject: RE: WSPA - March 2020
Importance: High

Is it possible to get an registration invoice for Megan Ristine, Chris Benz, Jennifer Hymer, and David Brower. I tried to register them and the system is giving error message that I can't use duplicate credit card.

Also, I need to get a receipt for Tony's hotel. You mentioned that you'd call the hotel. Lastly, what about Janet's room, do I need to pay for one night for her?

HAPPY HOLIDAYS.



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](#)



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: admin@wsps.net <admin@wsps.net>

Sent: Monday, December 16, 2019 11:16 AM

To: Tara Lofton <tlofton@fwps.org>

Subject: RE: WSPA - March 2020

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Hi Tara,

I will contact our hotel liaison now and find out about paying for their portion – stay tuned and I will have that to you ASAP!

Registration is now open, please let me know if you have any issues with the registration system and I would be more than happy to enter them on your behalf: <https://www.wsps.net/annual-conference-2020>

Thank you,

Jennifer

From: Tara Lofton <tlofton@fwps.org>

Sent: Monday, December 16, 2019 11:04 AM

To: admin@wsps.net

Subject: WSPA - March 2020

Hello Jennifer:

I am trying to take care of Tony and Janet's rooms for the conference in March. The hotel would not give me any details for them, I just need to confirm how do I pay their portion.

Also, do you know when registration is going to open so I can get my team all registered.



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](#)



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: [Annie Bartolome](#) on behalf of [Annie Bartolome <AnnieB@tulalipresort.com>](#)
To: [Tara Lofton](#); [admin@wspa.net](#)
Subject: RE: WSPA master billing - WSPA Annual Conference March 2020
Date: Tuesday, January 7, 2020 12:51:38 PM
Attachments: [image001.png](#)
[image002.png](#)

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to [helpdesk@fwps.org](#).

Hi Jennifer and Tara,

We routed all room, tax and fee for 3 nights to the master for Tony Frascone 3/1-3/4 and Janet Hodson's one night to the master 3/1 and the 2 additional nights 3/2-3/4 charged to Federal Way Public Schools. Pls. note we swapped their confirmation number instead due to routing.

Revised confirmation # are below.

Janet Hodson is #7985009

Tony Frascone is #7985012

Pls. note, parking either valet or self parking are complimentary. Let me know if you have any questions or changes.

Best,

Annie

Annie Bartolome | Catering Sales Manager

Tulalip Resort Casino & Spa | 10200 Quil Ceda Boulevard | Tulalip, WA 98271

Office: 360.716.6820

Facsimile 360-716-6509

Email: AnnieB@tulalipresort.com



From: Tara Lofton <tlofton@fwps.org>

Sent: Tuesday, January 7, 2020 11:08 AM

To: admin@wsps.net; Annie Bartolome <AnnieB@tulalipresort.com>

Subject: RE: WSPA master billing - WSPA Annual Conference March 2020

The charges for Tony Frascone can be used for Janet Hodson's one night if that makes it easier. Sorry for inconvenience or confusion.



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](#)



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: admin@wsps.net <admin@wsps.net>

Sent: Tuesday, January 7, 2020 11:07 AM

To: Annie Bartolome <AnnieB@tulalipresort.com>

Cc: Tara Lofton <tlofton@fwps.org>

Subject: WSPA master billing - WSPA Annual Conference March 2020

STOP. THINK. VERIFY.

This email was received from an **external source** (not [@fwps.org](mailto:fwps.org)) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Hi Annie,

The reservation for Tony Frascone (confirmation 7985009) should be fully billed to the WSPA master billing (room, parking, taxes Sunday-Wednesday)

The confirmation for Janet Hodson (confirmation 7985012) should have the Sunday charged billed to the WSPA master (room, parking, taxes) and additional days/charges will be paid by the Federal Way School District.

I have copied Tara Lofton of the Federal Way School District on this message – could you please confirm that any additional charges for Mr. Frascione will be refunded and that they will be responsible only for the additional charges for Ms. Hodson?

Thank you, and happy new year!

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: [Annie Bartolome](#); [Tara Lofton](#)
Subject: RE: WSPA master billing - WSPA Annual Conference March 2020
Date: Tuesday, January 7, 2020 12:53:46 PM
Attachments: [image001.png](#)
[image002.png](#)

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Annie, thank you for taking such good care of us!

Jennifer

From: Annie Bartolome <AnnieB@tulalipresort.com>
Sent: Tuesday, January 7, 2020 12:52 PM
To: Tara Lofton <tlofton@fwps.org>; admin@wspa.net
Subject: RE: WSPA master billing - WSPA Annual Conference March 2020

Hi Jennifer and Tara,

We routed all room, tax and fee for 3 nights to the master for Tony Frascone 3/1-3/4 and Janet Hodson's one night to the master 3/1 and the 2 additional nights 3/2-3/4 charged to Federal Way Public Schools. Pls. note we swapped their confirmation number instead due to routing.

Revised confirmation # are below.

Janet Hodson is #7985009

Tony Frascone is #7985012

Pls. note, parking either valet or self parking are complimentary. Let me know if you have any questions or changes.

Best,

Annie

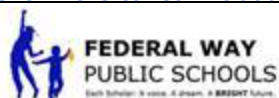
Annie Bartolome | Catering Sales Manager
Tulalip Resort Casino & Spa | 10200 Quil Ceda Boulevard | Tulalip, WA 98271
Office: 360.716.6820
Facsimile 360-716-6509
Email: Annieb@tulalipresort.com



From: Tara Lofton <tlofton@fwps.org>
Sent: Tuesday, January 7, 2020 11:08 AM
To: admin@wspsa.net; Annie Bartolome <AnnieB@tulalipresort.com>
Subject: RE: WSPA master billing - WSPA Annual Conference March 2020

The charges for Tony Frascione can be used for Janet Hodson's one night if that makes it easier. Sorry for inconvenience or confusion.

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](#)



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: admin@wspsa.net <admin@wspsa.net>
Sent: Tuesday, January 7, 2020 11:07 AM
To: Annie Bartolome <AnnieB@tulalipresort.com>
Cc: Tara Lofton <tlofton@fwps.org>
Subject: WSPA master billing - WSPA Annual Conference March 2020

STOP. THINK. VERIFY.

This email was received from an **external source** (not [@fwps.org](mailto:fwps.org)) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Hi Annie,

The reservation for Tony Frascone (confirmation 7985009) should be fully billed to the WSPA master billing (room, parking, taxes Sunday-Wednesday)

The confirmation for Janet Hodson (confirmation 7985012) should have the Sunday charged billed to the WSPA master (room, parking, taxes) and additional days/charges will be paid by the Federal Way School District.

I have copied Tara Lofton of the Federal Way School District on this message – could you please confirm that any additional charges for Mr. Frascone will be refunded and that they will be responsible only for the additional charges for Ms. Hodson?

Thank you, and happy new year!

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@wspsa.net
To: [Tony Frascione](#)
Subject: RE: Annual Conference session
Date: Wednesday, January 15, 2020 1:33:19 PM

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think,** and **verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

Hello Tony,

I just wanted to check in to confirm if you are still interested in leading a session at annual conference.

I have you tentatively scheduled for Monday, March 2nd from 11:20-12:30.

Please let me know either your planned session title or if you are no longer available to present.

I hope all is well with you and your family – happy new year!

Best,

Jennifer

From: admin@wspsa.net
Sent: Tuesday, December 17, 2019 11:59 AM
To: Tony Frascione <tfrascon@fwps.org>
Subject: Annual Conference session

Hi Tony,

Curtis just let me know that you have an idea for an annual conference session – we would love to have you present! What is your suggested session title? Please let me know and I would be happy to add to the agenda.

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@wsps.net
To: [Curtis M. Leonard](#); [Limmer, Tina M.](#); [Tony Frascione](#)
Subject: FW: WSPA Newsletter and Upcoming Events January 2020
Date: Friday, January 17, 2020 1:15:24 PM

STOP. THINK. VERIFY.

This email was received from an **external source** (not @fwps.org) and may not be trustworthy. **Stop, think, and verify** the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft ([directions](#)). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org.

FYI only – always nice to get positive feedback

From: Steiner, JoAn <JoAn.Steiner@BellinghamSchools.org>
Sent: Friday, January 17, 2020 12:43 PM
To: admin@wsps.net; cleonard@wsps.net
Subject: RE: WSPA Newsletter and Upcoming Events January 2020

Hello,

I hope you are both doing well and surviving the cold!

I just wanted to let you know that I am enjoying the newsletter and update to the website. I know that this is a lot of work and appreciate your efforts in adding these new features.

Happy Friday and enjoy your weekend!

JoAn

From: waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
Sent: Friday, January 17, 2020 11:30 AM
To: Steiner, JoAn <JoAn.Steiner@BellinghamSchools.org>
Subject: WSPA Newsletter and Upcoming Events January 2020

Washington School Personnel Association

January 17, 2020

[This Week in Olympia](#)

[In This Issue...](#)

Dear WSPA Members,

We are excited to share that WSPA will be partnering with the Washington Association of School Administrators (WASA) to further our legislative priorities and advocacy work in the upcoming legislative session.

WASA publishes the ***TWIO -- This Week in Olympia*** each week during the legislative session. In this issue, you will find the 2020 Session Preview and Governor Inslee's 2020 Budget Request.

[This report is attached for your reference and is also available via podcast by clicking here](#)

We are grateful for the opportunity to join forces with WASA. We encourage you to [contact your legislators](#) and use your voice to champion issues that further the education and welfare of our students and protect the funding of education.

Thank you,

Jennifer Tottenham
WSPA Program Coordinator

Annual Conference

Registration is now open to attend WSPA Annual Conference 2020!

Tulalip Resort and Casino
Pre-conference: March 1, 2020
Conference: March 2-4, 2020

[Please click here for event information and registration](#). We cannot wait to see you there!

21st Century Bargaining Workshop

We invite you to join us at the 21st Century Bargaining Workshop presented by Porter Foster Rorick LLP. This workshop will focus on skills such as bargaining law, engineering, psychology, mediation, district crisis bargaining operations, and union strategies.

[Please click here for event information and registration](#).

WA Educator Career Fairs

Let the recruiting begin! The WA Educator Career Fair registrations are now open:

WA Educator Career Fair: Spokane Convention Center
March 18, 2020

WA Educator Career Fair: Tacoma Dome

1. This Week in Olympia
2. Annual Conference
3. Bargaining Workshop
4. WA Educator Career Fair
5. Updated Job Board
6. Member Request Forum

Updated Job Board

The updated Job Board may be found on the main menu or under "Quick Links."

Members may now personalize their job postings with district logos, additional job information, and direct application directions. [Please click here to access the Job Board](#)

Member Request Forum

Post your questions and get answers from your colleagues by [clicking here](#)

Calendar of Events

[Please click here for our calendar of events.](#)

March 25, 2020

[Please click here for event information and registration.](#)

Washington School Personnel Association | PO Box 1600 Anacortes, WA 98221 | www.wsipa.net

This email was sent to JoAn.Steiner@BellinghamSchools.org by admin@wsipa.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: [admin@wspsa.net](#)
Subject: Need to talk
Date: Thursday, January 23, 2020 12:08:11 PM

Jennifer,
Can you please call me?

Janet Hodson
Executive Director for Human Resources
253.945.2020
jhodson@fwps.org

From: [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)
To: [cleonard@wspsa.net](#)
Subject: Important!
Date: Thursday, January 23, 2020 1:05:53 PM
Importance: High

Curtis

I got a call from Deringer SD regarding the Bargaining Workshop and unable to get a response from Jennifer. Is there something going on with Jennifer that she is unable to respond to email or calls?

Janet Hodson
Executive Director for Human Resources
253.945.2020
jhodson@fwps.org

From: admin@wspsa.net
To: jhodson@fwps.org
Subject: Derringer
Date: Friday, January 24, 2020 12:24:37 PM

STOP. THINK. VERIFY.

This email was received from an external source (not @fwps.org) and may not be trustworthy. Stop, think, and verify the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft (directions<<https://docs.microsoft.com/en-us/office365/SecurityCompliance/submit-spam-non-spam-and-phishing-scam-messages-to-microsoft-for-analysis>>). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org<<mailto:helpdesk@fwps.org>>.

They are all taken care of! Thanks for letting me know!

Jennifer Tottenham

From: [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)
To: [admin@wspsa.net](#)
Subject: RE: Derringer
Date: Friday, January 24, 2020 1:21:07 PM

Jennifer,

You are very welcome. I have put your phone number in my phone. I actually thought I had it but was not finding it. Our WSPA website does not give any phone numbers but I know enough people that I was able to get to you so you can take care of their needs. I am sure she reached out to me only because I am the board secretary. I'm glad we teamed and was able to answer their questions.

Thank you so much.

Janet Hodson
Executive Director for Human Resources
253.945.2020
jhodson@fwps.org

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

From: [admin@wspsa.net](#) <[admin@wspsa.net](#)>
Sent: Friday, January 24, 2020 12:25 PM
To: Janet Hodson <[jhodson@fwps.org](#)>
Subject: Derringer

STOP. THINK. VERIFY.

This email was received from an external source (not @fwps.org) and may not be trustworthy. Stop, think, and verify the source of the message before you click links, open attachments, or respond. Please report phishing emails to Microsoft (directions<<https://docs.microsoft.com/en-us/office365/SecurityCompliance/submit-spam-non-spam-and-phishing-scam-messages-to-microsoft-for-analysis>>). If you need further assistance, please attach the suspicious message to a new email to helpdesk@fwps.org<<mailto:helpdesk@fwps.org>>.

They are all taken care of! Thanks for letting me know!

Jennifer Tottenham