

From: nystrom@skitsap.wednet.edu
Sent time: 08/04/2014 08:19:40 AM
To: finnie@skitsap.wednet.edu
Subject: FW: WSPA New Website and Member Accounts

Lynn,

As part of your new duties you will set up and pay registration for membership in the WSPA organization for our department. At one time all of us were members of WSPA, but this past year there were only three memberships (Charyl, Deanna, and myself). You will want to discuss this with Misty to determine how many memberships we want this year. (My guess is at least the three).

Christine Nystrom

Classified Specialist
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
360-874-7071

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From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Friday, August 01, 2014 9:49 AM
To: Nystrom, Christine
Subject: WSPA New Website and Member Accounts

Greetings WSPA Members,

As many of you know we have a new website. As we work to bring the site up to speed I wanted to inform you of a new feature that is available to members. Each district can "link" their members together using a parent/child type relationship. I have already linked up all of the district member accounts, however anyone with more than one person in the district who has a membership can be linked.

Linking allows the main member (the parent), to register, add, remove, make changes to, view transactions of any other member at the district (the child) through this linking process. This also allows one person to register multiple members for events at one time and manage payments and invoices.

If you would like to have this linked relationship with the WSPA members at your district, please email me and indicate who the "parent" will be and I will link the remaining members. In the future, if you add a new member, you would simply have them register, or register them yourself using their email address, but then it is very important that you notify me so that I can link that person to you.

I look forward to hearing from you and look forward to working with you during the upcoming membership year.

Thank you,

Chris Callaham

WSPA Executive Assistant

This email was sent to nystrom@skitsap.wednet.edu by admin@wspa.net

Powered by MemberClicks

Washington School Personnel Association | PO Box 45470 | Tacoma, Washington 98448-4570 | United States

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From: finnie@skitsap.wednet.edu
Sent time: 08/28/2014 12:55:49 PM
To: admin@wsipa.net
Subject: RE: new membership and linking of existing members

I have replaced Deanna Guariz so I would like to be linked as the parent then we also had Charyl Wagner who will now be Lalaina Olson and Lynn Stellick will now be Misty Dieffenbach, Christine Nystrom will be part of the group also. I will go in and add us three newbies. Thank you for getting back to me. We are enrolling as new members and also will enroll for the Law Conference.

From: admin@wsipa.net [mailto:admin@wsipa.net]
Sent: Thursday, August 28, 2014 12:16 PM
To: Finnie, Lynn
Subject: RE: new membership and linking of existing members

Lynn

I don't see anything in our system, but I am not sure what you were enrolling for – membership or an event – so I wasn't able to do a thorough search. Each person that wants to become a member or register for an event must have a separate login. Deanna Guariz is the primary on the South Kitsap member link account and Christine is linked to her. You would first need to go online and sign up for a new WSPA membership and then I would make you the parent account and link others to you. Each person must have their own separate account.

From: Finnie, Lynn [mailto:finnie@skitsap.wednet.edu]
Sent: Wednesday, August 27, 2014 10:35 AM
To: admin@wsipa.net
Subject: new membership and linking of existing members

Good Morning,

I am trying to enroll my boss and myself and another new co-worker, however I think I ended up with two of the same person (me). I am not sure of how to fix the problem before I make a payment, so I am asking for help. I also need to link Christine Nystrom to my name so I can handle all the transactions. Any assistance you can offer would be appreciated.

Thank you

C. Lynn Finnie
Executive Assistant - Human Resources
2689 Hoover Ave. S.E.
Port Orchard, Washington 98366
360-874-7072
360-874-7076

From: admin@wspace.net
Sent time: 08/28/2014 12:57:18 PM
To: Finnie, Lynn <finnie@skitsap.wednet.edu>
Subject: RE: new membership and linking of existing members

Lynn

Do the membership part first. Then email me when you are done. Wait to do the Law Conference until I get everyone set up and linked to you that way the law conference registration piece will go smoothly.

Thank you,

Chris Callaham

Ms. Chris Callaham
Executive Assistant
Washington School Personnel Association



From: Finnie, Lynn [mailto:finnie@skitsap.wednet.edu]
Sent: Thursday, August 28, 2014 12:56 PM
To: admin@wspace.net
Subject: RE: new membership and linking of existing members

I have replaced Deanna Guariz so I would like to be linked as the parent then we also had Charyl Wagner who will now be Lalaina Olson and Lynn Stellick will now be Misty Dieffenbach, Christine Nystrom will be part of the group also. I will go in and add us three newbies. Thank you for getting back to me. We are enrolling as new members and also will enroll for the Law Conference.

From: admin@wspace.net [mailto:admin@wspace.net]
Sent: Thursday, August 28, 2014 12:16 PM
To: Finnie, Lynn
Subject: RE: new membership and linking of existing members

Lynn

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From: Finnie, Lynn [mailto:finnie@skitsap.wednet.edu]
Sent: Wednesday, August 27, 2014 10:35 AM
To: admin@wspace.net
Subject: new membership and linking of existing members

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Christine Nystrom to my name so I can handle all the transactions. Any assistance you can offer would be appreciated.

Thank you

C. Lynn Finnie

Executive Assistant - Human Resources

2689 Hoover Ave. S.E.

Port Orchard, Washington 98366

360-874-7072

360-874-7076

From: finnie@skitsap.wednet.edu
Sent time: 08/28/2014 12:58:00 PM
To: admin@wspace.net
Subject: RE: new membership and linking of existing members

Will do, thank you

From: admin@wspace.net [mailto:admin@wspace.net]
Sent: Thursday, August 28, 2014 12:57 PM
To: Finnie, Lynn
Subject: RE: new membership and linking of existing members

Lynn

Do the membership part first. Then email me when you are done. Wait to do the Law Conference until I get everyone set up and linked to you that way the law conference registration piece will go smoothly.

Thank you,

Chris Callahan

Ms. Chris Callahan
Executive Assistant
Washington School Personnel Association



From: Finnie, Lynn [mailto:finnie@skitsap.wednet.edu]
Sent: Thursday, August 28, 2014 12:56 PM
To: admin@wspace.net
Subject: RE: new membership and linking of existing members

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From: admin@wspace.net [mailto:admin@wspace.net]
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From: Finnie, Lynn [mailto:finnie@skitsap.wednet.edu]
Sent: Wednesday, August 27, 2014 10:35 AM

To: admin@wspa.net

Subject: new membership and linking of existing members

Good Morning,

I am trying to enroll my boss and myself and another new co-worker, however I think I ended up with two of the same person (me). I am not sure of how to fix the problem before I make a payment, so I am asking for help. I also need to link Christine Nystrom to my name so I can handle all the transactions. Any assistance you can offer would be appreciated.

Thank you

C. Lynn Finnie

Executive Assistant - Human Resources

2689 Hoover Ave. S.E.

Port Orchard, Washington 98366

360-874-7072

360-874-7076

From: admin@wspa.net
Sent time: 08/28/2014 12:16:19 PM
To: Finnie, Lynn <finnie@skitsap.wednet.edu>
Subject: RE: new membership and linking of existing members

Lynn

I don't see anything in our system, but I am not sure what you were enrolling for – membership or an event – so I wasn't able to do a thorough search. Each person that wants to become a member or register for an event must have a separate login. Deanna Guariz is the primary on the South Kitsap member link account and Christine is linked to her. You would first need to go online and sign up for a new WSPA membership and then I would make you the parent account and link others to you. Each person must have their own separate account.

From: Finnie, Lynn [mailto:finnie@skitsap.wednet.edu]
Sent: Wednesday, August 27, 2014 10:35 AM
To: admin@wspa.net
Subject: new membership and linking of existing members

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I am trying to enroll my boss and myself and another new co-worker, however I think I ended up with two of the same person (me). I am not sure of how to fix the problem before I make a payment, so I am asking for help. I also need to link Christine Nystrom to my name so I can handle all the transactions. Any assistance you can offer would be appreciated.

Thank you

C. Lynn Finnie
Executive Assistant - Human Resources
2689 Hoover Ave. S.E.
Port Orchard, Washington 98366
360-874-7072
360-874-7076

From: finnie@skitsap.wednet.edu
Sent time: 08/29/2014 04:00:30 PM
To: admin@wspace.net
Subject: RE: new membership and linking of existing members

Hi Chris,

I have enrolled Lalaina Olson, Misty Dieffenbach and myself. I am trying to renew Christine Nystrom but having difficulty accessing the renew membership it just keeps re-circling but the four of us should be linked and I would be the parent (Lynn Finnie) Thank you for your help.

- Lynn

From: admin@wspace.net [mailto:admin@wspace.net]
Sent: Thursday, August 28, 2014 12:57 PM
To: Finnie, Lynn
Subject: RE: new membership and linking of existing members

Lynn

Do the membership part first. Then email me when you are done. Wait to do the Law Conference until I get everyone set up and linked to you that way the law conference registration piece will go smoothly.

Thank you,

Chris Callaham

Ms. Chris Callaham
Executive Assistant
Washington School Personnel Association



From: Finnie, Lynn [mailto:finnie@skitsap.wednet.edu]
Sent: Thursday, August 28, 2014 12:56 PM
To: admin@wspace.net
Subject: RE: new membership and linking of existing members

I have replaced Deanna Guariz so I would like to be linked as the parent then we also had Charyl Wagner who will now be Lalaina Olson and Lynn Stellick will now be Misty Dieffenbach, Christine Nystrom will be part of the group also. I will go in and add us three newbies. Thank you for getting back to me. We are enrolling as new members and also will enroll for the Law Conference.

From: admin@wspace.net [mailto:admin@wspace.net]
Sent: Thursday, August 28, 2014 12:16 PM
To: Finnie, Lynn
Subject: RE: new membership and linking of existing members

Lynn

I don't see anything in our system, but I am not sure what you were enrolling for – membership or an event – so I wasn't able to do a thorough search. Each person that wants to become a member or register for an event must have a separate login. Deanna Guariz is the primary on the South Kitsap member link account and Christine is linked to her. You would first need to go online and sign up for a new WSPA membership and then I would make you the parent account and link others to you. Each

person must have their own separate account.

From: Finnie, Lynn [<mailto:finnie@skitsap.wednet.edu>]
Sent: Wednesday, August 27, 2014 10:35 AM
To: admin@wspa.net
Subject: new membership and linking of existing members

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I am trying to enroll my boss and myself and another new co-worker, however I think I ended up with two of the same person (me). I am not sure of how to fix the problem before I make a payment, so I am asking for help. I also need to link Christine Nystrom to my name so I can handle all the transactions. Any assistance you can offer would be appreciated.

Thank you

C. Lynn Finnie
Executive Assistant - Human Resources
2689 Hoover Ave. S.E.
Port Orchard, Washington 98366
360-874-7072
360-874-7076

From: admin@wspace.net
Sent time: 08/29/2014 10:15:23 PM
To: Finnie, Lynn <finnie@skitsap.wednet.edu>
Subject: RE: new membership and linking of existing members

Lynn

All are linked and I have renewed Christine for you as well.

You can go ahead and register whoever you need to for the law conference.

Thank you,

Chris Callaham

Ms. Chris Callaham
Executive Assistant
Washington School Personnel Association



Mailing: PO Box 45470 , Tacoma, WA 98448
Phone: 360-825-1415 **Fax:** 253-736-0333
info@wspace.net, www.wspace.net

From: Finnie, Lynn [mailto:finnie@skitsap.wednet.edu]
Sent: Friday, August 29, 2014 4:00 PM
To: admin@wspace.net
Subject: RE: new membership and linking of existing members

Hi Chris,

I have enrolled Lalaina Olson, Misty Dieffenbach and myself. I am trying to renew Christine Nystrom but having difficulty accessing the renew membership it just keeps re-circling but the four of us should be linked and I would be the parent (Lynn Finnie) Thank you for your help.

- Lynn

From: admin@wspace.net [mailto:admin@wspace.net]
Sent: Thursday, August 28, 2014 12:57 PM
To: Finnie, Lynn
Subject: RE: new membership and linking of existing members

Lynn

Do the membership part first. Then email me when you are done. Wait to do the Law Conference until I get everyone set up and linked to you that way the law conference registration piece will go smoothly.

Thank you,

Chris Callaham

Ms. Chris Callaham
Executive Assistant
Washington School Personnel Association



Mailing: PO Box 45470 , Tacoma, WA 98448
Phone: 360-825-1415 Fax: 253-736-0333
info@wspa.net, www.wspa.net

From: Finnie, Lynn [<mailto:finnie@skitsap.wednet.edu>]
Sent: Thursday, August 28, 2014 12:56 PM
To: admin@wspa.net
Subject: RE: new membership and linking of existing members

I have replaced Deanna Guariz so I would like to be linked as the parent then we also had Charyl Wagner who will now be Lalaina Olson and Lynn Stellick will now be Misty Dieffenbach, Christine Nystrom will be part of the group also. I will go in and add us three newbies. Thank you for getting back to me. We are enrolling as new members and also will enroll for the Law Conference.

From: admin@wspa.net [<mailto:admin@wspa.net>]
Sent: Thursday, August 28, 2014 12:16 PM
To: Finnie, Lynn
Subject: RE: new membership and linking of existing members

Lynn

I don't see anything in our system, but I am not sure what you were enrolling for – membership or an event – so I wasn't able to do a thorough search. Each person that wants to become a member or register for an event must have a separate login. Deanna Guariz is the primary on the South Kitsap member link account and Christine is linked to her. You would first need to go online and sign up for a new WSPA membership and then I would make you the parent account and link others to you. Each person must have their own separate account.

From: Finnie, Lynn [<mailto:finnie@skitsap.wednet.edu>]
Sent: Wednesday, August 27, 2014 10:35 AM
To: admin@wspa.net
Subject: new membership and linking of existing members

Good Morning,

I am trying to enroll my boss and myself and another new co-worker, however I think I ended up with two of the same person (me). I am not sure of how to fix the problem before I make a payment, so I am asking for help. I also need to link Christine Nystrom to my name so I can handle all the transactions. Any assistance you can offer would be appreciated.

Thank you

C. Lynn Finnie
Executive Assistant - Human Resources
2689 Hoover Ave. S.E.
Port Orchard, Washington 98366
360-874-7072
360-874-7076

From: Invoices <waspa@memberclicks-mail.net>
Sent time: 09/09/2014 02:59:43 PM
To: finnie@skitsap.wednet.edu
Subject: WSPA Invoice - Please Submit

INVOICE 8217

Washington School Personnel Association
PO Box 45470
Tacoma, WA 98448-4570

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

South Kitsap School District
Attn: Lynn Finnie
2689 Hoover Ave SE
Port Orchard, Washington 98366

Invoice # 8217
Invoice Date 09/09/2014
Invoice Due 10/09/2014

Amount Due \$500.00

Description	Amount
2014 School Law Conference Registration	\$500.00

Amount Due \$500.00

Pay Now

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

From: admin@wspace.net
Sent time: 09/11/2014 10:53:24 AM
To: Finnie, Lynn <finnie@skitsap.wednet.edu>
Subject: RE: registering for Law conference
Attachments: Finnie Invoice.pdf

Lynn

Thank you for contacting me. I looked at your original registration and you hadn't selected a price for you to attend, but on top of that, they system did have a glitch that I was able to fix when choosing the "yes" selection.

You are all set.

Ignore all of the invoices or notices you may have gotten – it took us a couple of tries to fix the glitch and we were using your account to troubleshoot.

Attached is the invoice.

Thank you,

Chris Callaham

Ms. Chris Callaham
Executive Assistant
Washington School Personnel Association

Mailing: PO Box 45470 , Tacoma, WA 98448
Phone: 360-825-1415 Fax: 253-736-0333
info@wspace.net, www.wspace.net



From: Finnie, Lynn [mailto:finnie@skitsap.wednet.edu]
Sent: Wednesday, September 10, 2014 5:15 PM
To: admin@wspace.net
Subject: registering for Law conference

I have been trying for several days to register myself for the law conference, It says I selected not to register myself for this event and to continue back. I have tried Yes and No. Can you please let me know what I'm doing incorrectly.

Lynn

C. Lynn Finnie
Executive Assistant – Human Resources
2689 Hoover Ave. S.E.
Port Orchard, Washington 98366
360-874-7072
360-874-7076

INVOICE 8226

Washington School Personnel Association
 PO Box 45470
 Tacoma, WA 98448-4570



South Kitsap School District
 Attn: Lynn Finnie
 2689 Hoover Ave SE
 Port Orchard, Washington 98366

Invoice # 8226
 Invoice Date 09/11/2014
 Invoice Due 10/11/2014

Amount Due	750.00
------------	--------

Invoice Details

Description	Amount
2014 School Law Conference Registration - Lynn Finnie, Lalaina Olson, Misty Dieffenbach	750.00

Amount Due	750.00
------------	--------

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

From: Invoices <waspa@memberclicks-mail.net>
Sent time: 09/11/2014 10:48:10 AM
To: finnie@skitsap.wednet.edu
Subject: WSPA Invoice - Please Submit

INVOICE 8225

Washington School Personnel Association
PO Box 45470
Tacoma, WA 98448-4570

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

South Kitsap School District
Attn: Lynn Finnie
2689 Hoover Ave SE
Port Orchard, Washington 98366

Invoice # 8225
Invoice Date 09/11/2014
Invoice Due 10/11/2014

Amount Due \$500.00

Description	Amount
2014 School Law Conference Registration	\$500.00

Amount Due \$500.00

Pay Now

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

From: Invoices <waspa@memberclicks-mail.net>
Sent time: 09/11/2014 10:51:07 AM
To: finnie@skitsap.wednet.edu
Subject: WSPA Invoice - Please Submit

INVOICE 8226

Washington School Personnel Association
PO Box 45470
Tacoma, WA 98448-4570

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

South Kitsap School District
Attn: Lynn Finnie
2689 Hoover Ave SE
Port Orchard, Washington 98366

Invoice # 8226
Invoice Date 09/11/2014
Invoice Due 10/11/2014

Amount Due \$750.00

Description	Amount
2014 School Law Conference Registration	\$750.00

Amount Due \$750.00

Pay Now

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

From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 09/19/2014 10:22:24 AM
To: finnie@skitsap.wednet.edu
Subject: MEMBER REQUEST

Hello WSPA MEMBER:

Donna Reier from Riverview School District is looking for job descriptions for paraprofessionals and Educational/Instructional assistants in order to compare the differences between the qualifications and duties.

Please send your responses directly to: reierd@riverview.wednet.edu

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

Thanks,

Curtis

This email was sent to finnie@skitsap.wednet.edu by cleonard@wspa.net

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From: admin@wspace.net
Sent time: 09/19/2014 03:22:07 PM
To: Finnie, Lynn <finnie@skitsap.wednet.edu>
Subject: RE: would like to pay an invoice via credit card
Attachments: WSPA Sample Login.pdf

To pay with a credit card you can log into your member account and click on view transactions and then pay the invoice.

Attached is a power point slide on how to do that.

Your username is:
finnie@skitsap.wednet.edu

Your password is:



Yes, Invoice 8217 is voided.

Thank you,

Chris Callaham

Ms. Chris Callaham
Executive Assistant
Washington School Personnel Association

Mailing: PO Box 45470 , Tacoma, WA 98448
Phone: 360-825-1415 **Fax:** 253-736-0333
info@wspace.net, www.wspace.net



From: Finnie, Lynn [mailto:finnie@skitsap.wednet.edu]
Sent: Friday, September 19, 2014 9:27 AM
To: admin@wspace.net
Subject: would like to pay an invoice via credit card

Good Morning Chris,

I would like to pay Invoice 8226 by credit card can you help me with this. And I would like to verify that invoice 8217 was cancelled. Thanks for your help. I'm going through my paperwork and trying to get it cleared out.

C. Lynn Finnie

*Executive Assistant - Human Resources
2689 Hoover Ave. S.E.
Port Orchard, Washington 98366
360-874-7072
360-874-7076*



STEP 1 - LOGIN

Hi, WSPA Example

[My Profile](#)

[Member Directory](#)

[Event Calendar](#)

[Log out](#)

STEP 2 - Click here first - after you enter your login information

[Home](#) [About Us »](#) [Educator Fairs](#) [Events »](#) [H.E.L.P.](#) [Jobs](#) [Member Center](#) [Regions](#) [Resources](#) [Train the Trainer](#)

STEP 3 -

Scroll over the "My Profile" Tab

[My Profile](#)

[Change Profile Picture](#)

[Edit Profile](#)

[Message History](#)

[Relationships](#)

[View Transactions](#)

[Apply for a WSPA Retiree Membership](#) [GO](#)

[Renew My Current Type of WSPA Membership](#) [GO](#)

WSPA Example

Once you scroll over the "My Profile" tab the drop down will show. You will see "relationships" if you have linked users.

You can click on "View Transactions" to see, print or pay for any of your membership or event registration transactions.

Profile Details

[Edit Profile](#)

Username: chrisc@wspa.net

Password: wspa

Contact Name: WSPA Example

Organization: WSPA

Group: Active Member Primary

First Name: WSPA

Last Name: Sample

Phone: 555-555-1555

Email: chrisc@wspa.net

Expiration Date: 08/31/2014

You can click on "Edit Profile" to change your auto generated password to one of your own choosing.

NOTE: Invoices give the total of the registration. Receipts detail out the exact transaction with names of registrants.

Announcements

[Updated POG Notebooks - available August 2014](#)

[Law Conference October 13-14th](#)

[Employee Misconduct Workshop - November 21, 2014 \(Renton\)](#)

[Bargaining Workshop - January 23, 2015 \(Renton\)](#)

[Annual Conference - Davenport Hotel, Spokane, Feb 23-25, 2015](#)

[Washington Educator Career Fairs 2015; Spokane on April 14, 2015 and Tacoma on April 23, 2015](#)

Upcoming Events

Registration is now open to attend:

- [Train the Trainer Renewal](#)
- [School Law Conference](#)

Event Calendar

August ▼							2014 ▼
SU	MO	TU	WE	TH	FR	SA	
27	28	29	30	31	1	2	
3	4	5	6	7	8	9	

From: finnie@skitsap.wednet.edu
Sent time: 09/22/2014 07:50:11 AM
To: nystrom@skitsap.wednet.edu
Subject: FW: MEMBER REQUEST

Can you please help this person.

Finnie

C. Lynn Finnie

*Executive Assistant - Human Resources
2689 Hoover Ave. S.E.
Port Orchard, Washington 98366
360-874-7072
360-874-7076*

From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Friday, September 19, 2014 10:22 AM
To: Finnie, Lynn
Subject: MEMBER REQUEST

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Please send your responses directly to: reierd@riverview.wednet.edu

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

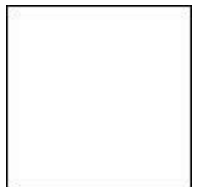
Thanks,

Curtis

This email was sent to finnie@skitsap.wednet.edu by cleonard@wspa.net

Washington School Personnel Association | PO Box 45470 | Tacoma, Washington 98448-4570 | United States

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From: olsonla@skitsap.wednet.edu
Sent time: 09/25/2014 09:06:48 AM
To: finnie@skitsap.wednet.edu
Subject: Accepted: WSPA School Law Conference
Attachments: meeting.ics

BEGIN:VCALENDAR
METHOD:REPLY
PRODID:Microsoft CDO for Microsoft Exchange
VERSION:2.0
BEGIN:VTIMEZONE
TZID:(GMT-08.00) Pacific Time (US & Canada)
X-MICROSOFT-CDO-TZID:13
BEGIN:STANDARD
DTSTART:16010101T020000
TZOFFSETFROM:-0700
TZOFFSETTO:-0800
RRULE:FREQ=YEARLY;WKST=MO;INTERVAL=1;BYMONTH=11;BYDAY=1SU
END:STANDARD
BEGIN:DAYLIGHT
DTSTART:16010101T020000
TZOFFSETFROM:-0800
TZOFFSETTO:-0700
RRULE:FREQ=YEARLY;WKST=MO;INTERVAL=1;BYMONTH=3;BYDAY=2SU
END:DAYLIGHT
END:VTIMEZONE
BEGIN:VEVENT
DTSTAMP:20140925T153415Z
DTSTART;TZID="(GMT-08.00) Pacific Time (US & Canada)":20141013T073000
SUMMARY:Accepted: WSPA School Law Conference
UID:040000008200E00074C5B7101A82E0080000000070BE547D9BD8CF010000000000000000
01000000000D71AAE59B942C41A7C550B5EB97A889
ATTENDEE;ROLE=REQ-PARTICIPANT;PARTSTAT=ACCEPTED;RSVP=TRUE;CN="Olson, Laina"
a":MAILTO:olsonla@skitsap.wednet.edu
ORGANIZER:MAILTO:finnie@skitsap.wednet.edu
LOCATION:Double Tree Suites Southcenter
DTEND;TZID="(GMT-08.00) Pacific Time (US & Canada)":20141014T160000
SEQUENCE:0
PRIORITY:5
COMMENT:\N
CLASS:
CREATED:20140925T160648Z
LAST-MODIFIED:20140925T160648Z
STATUS:TENTATIVE
TRANSP:OPAQUE
X-MICROSOFT-CDO-BUSYSTATUS:BUSY
X-MICROSOFT-CDO-INSTTYPE:0
X-MICROSOFT-CDO-REPLYTIME:20140925T160648Z
X-MICROSOFT-CDO-INTENDEDSTATUS:BUSY
X-MICROSOFT-CDO-ALLDAYEVENT:FALSE
X-MICROSOFT-CDO-IMPORTANCE:1
X-MICROSOFT-CDO-OWNERAPPTID:-530999330
X-MICROSOFT-CDO-APPT-SEQUENCE:0
X-MICROSOFT-CDO-ATTENDEE-CRITICAL-CHANGE:20140925T160648Z
X-MICROSOFT-CDO-OWNER-CRITICAL-CHANGE:20140925T153415Z
END:VEVENT
END:VCALENDAR

From: finnie@skitsap.wednet.edu
Sent time: 09/25/2014 08:34:15 AM
To: dieffenb@skitsap.wednet.edu; olsonla@skitsap.wednet.edu
Subject: WSPA School Law Conference
Attachments: meeting.ics

BEGIN:VCALENDAR
METHOD:REQUEST
PRODID:Microsoft CDO for Microsoft Exchange
VERSION:2.0
BEGIN:VTIMEZONE
TZID:(GMT-08.00) Pacific Time (US & Canada)
X-MICROSOFT-CDO-TZID:13
BEGIN:STANDARD
DTSTART:16010101T020000
TZOFFSETFROM:-0700
TZOFFSETTO:-0800
RRULE:FREQ=YEARLY;WKST=MO;INTERVAL=1;BYMONTH=11;BYDAY=1SU
END:STANDARD
BEGIN:DAYLIGHT
DTSTART:16010101T020000
TZOFFSETFROM:-0800
TZOFFSETTO:-0700
RRULE:FREQ=YEARLY;WKST=MO;INTERVAL=1;BYMONTH=3;BYDAY=2SU
END:DAYLIGHT
END:VTIMEZONE
BEGIN:VEVENT
DTSTAMP:20140925T153415Z
DTSTART;TZID="(GMT-08.00) Pacific Time (US & Canada)":20141013T073000
SUMMARY:WSPA School Law Conference
UID:040000008200E00074C5B7101A82E0080000000070BE547D9BD8CF010000000000000000
01000000000D71AAE59B942C41A7C550B5EB97A889
ATTENDEE;ROLE=REQ-PARTICIPANT;PARTSTAT=NEEDS-ACTION;RSVP=TRUE;CN="Dieffenbach, Misty":MAILTO:dieffenb@skitsap.wednet.edu
ATTENDEE;ROLE=REQ-PARTICIPANT;PARTSTAT=NEEDS-ACTION;RSVP=TRUE;CN="Olson, Laina":MAILTO:olsonla@skitsap.wednet.edu
ORGANIZER;CN="Finnie, Lynn":MAILTO:finnie@skitsap.wednet.edu
LOCATION:Double Tree Suites Southcenter
DTEND;TZID="(GMT-08.00) Pacific Time (US & Canada)":20141014T160000
DESCRIPTION:\N
SEQUENCE:0
PRIORITY:5
CLASS:
CREATED:20140925T153415Z
LAST-MODIFIED:20140925T153416Z
STATUS:CONFIRMED
TRANSP:OPAQUE
X-MICROSOFT-CDO-BUSYSTATUS:BUSY
X-MICROSOFT-CDO-INSTTYPE:0
X-MICROSOFT-CDO-INTENDEDSTATUS:BUSY
X-MICROSOFT-CDO-ALLDAYEVENT:FALSE
X-MICROSOFT-CDO-IMPORTANCE:1
X-MICROSOFT-CDO-OWNERAPPTID:-530999330
X-MICROSOFT-CDO-APPT-SEQUENCE:0
X-MICROSOFT-CDO-ATTENDEE-CRITICAL-CHANGE:20140925T153415Z
X-MICROSOFT-CDO-OWNER-CRITICAL-CHANGE:20140925T153415Z
BEGIN:VALARM
ACTION:DISPLAY
DESCRIPTION:REMINDER

TRIGGER;RELATED=START:-PT00H15M00S
END:VALARM
END:VEVENT
END:VCALENDAR

From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 09/29/2014 05:45:15 PM
To: finnie@skitsap.wednet.edu
Subject: MEMBER REQUEST

Last request for the week! I appreciate your ongoing assistance to WSPA! We'll see you at Law Conference.

Althea Clark from Tukwila School District is inquiring about whether districts are allowing certificated staff on a board approved leave of absence/sabbatical (working for a college in this example) to consult for the district on a part-time basis.

Please send your response directly to: clarkd@tukwila@wednet.edu

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

Thanks and have a great weekend,

Curtis

This email was sent to finnie@skitsap.wednet.edu by cleonard@wspa.net

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From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 10/03/2014 08:24:21 AM
To: finnie@skitsap.wednet.edu
Subject: MEMBER REQUEST

Hello WSPA MEMBER!

Another round of member requests. Apologies for the technical difficulties last week.

Chris Willits from North Kitsap School District is requesting information on parent-teacher conference models that have conferences occurring outside of the regular school day (not on half days or full release-waiver days). And if you use that type of model, what if any, additional teacher compensation is provided. Please let him know if your district using this type of conference model.

Please send your response directly to: cwillits@nkschools.org

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

Thanks!

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From: Chris Callaham <waspa@memberclicks-mail.net>
Sent time: 10/08/2014 08:54:20 PM
To: finnie@skitsap.wednet.edu
Subject: WSPA Law Conference Materials

Greetings Registrants,

Once again this year the law conference materials will be available electronically. We have received many presentations and will add more as they become available.

In order to access the materials you must login to our website using the following:

Username: law2014

Password: waspa

You can find the link to materials on the Law Conference page at www.wspa.net. Look for the Law Conference link on the main page or under the events tab.

Link: [Law Conference Main Page](#)

As more materials are received we will post them to the page. WiFi is available at the DoubleTree so that you can access the materials during the conference as well.

I look forward to seeing you next week.

Thank you,

Chris Callaham

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From: Chris Callaham <waspa@memberclicks-mail.net>
Sent time: 10/09/2014 11:54:11 AM
To: finnie@skitsap.wednet.edu
Subject: WSPA Law Conference Materials - UPDATE

Greetings Registrants,

I am out of town at another conference with limited email capability. The below email was only sent to you and not anyone in your district that you may have registered to attend. Can you please forward this email to those people for me?

Once again this year the law conference materials will be available electronically. We have received many presentations and will add more as they become available.

In order to access the materials you must login to our website using the following:

Username: law2014

Password: waspa

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Link: [Law Conference Main Page](#)

As more materials are received we will post them to the page. WiFi is available at the DoubleTree so that you can access the materials during the conference as well.

I look forward to seeing you next week.

Thank you,

Chris Callaham

This email was sent to finnie@skitsap.wednet.edu by admin@wspa.net

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From: Chris Callaham <waspa@memberclicks-mail.net>
Sent time: 10/10/2014 11:30:45 AM
To: finnie@skitsap.wednet.edu
Subject: Fall HELP Writing Class - Registration open to all WSPA members
Attachments: Fall_HELP_Writing.pdf

Greetings WSPA Members:

The Fall HELP Writing Class is open for registration for all WSPA members to attend. If you are currently enrolled in the HELP program there is no need to register through the website, you can merely confirm your attendance through our HELP Coordinator, Jeff Drayer (jdrayer@wspa.net).

Anyone else who would like to attend this annual event can do so by visiting our website at www.wspa.net and looking for the information under the Events tab, the Coming to our Next Event section, or in our Upcoming Events section.

Attached is an information flyer for your information.

Thank you,

Washington School Personnel Association

This email was sent to finnie@skitsap.wednet.edu by admin@wspa.net

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Writing Skills for Human Resources



Date: Monday, October 20, 2014

Time: 9:00 am – 3:00 pm

**Location: Puget Sound ESD
800 Oaksdale Avenue SW
Renton, WA**

HELP Session Topic	Schedule	Instructor
<p><u>HELP I Session</u> Basic Human Resources Writing Skills Focus is on the basics of Human Resources written communication skills; samples will be provided.</p>	<p>8:30 am – 9:00 am Registration</p> <p>9:00 am – 12:00 pm</p> <p>12:00 pm – 12:45 – Lunch</p> <p>12:45 pm – 3:00 pm</p>	<p>Kay Hermann Retired Assistant Superintendent Human Resources Renton School District</p> <p>Debra Tito Director of Human Resources Renton School District</p>
<p><u>HELP II Session</u> Human Resources Legal Writing Focus is on legal matters to consider while addressing and documenting various employee issues. The basics of letters of reprimand and probable cause letters will be reviewed and discussed during this time.</p>	<p>8:30 am – 9:00 am Registration</p> <p>9:00 am – 12:00 pm</p> <p>12:00 pm – 12:45 – Lunch</p> <p>12:45 pm – 3:00 pm</p>	<p>Donald F. Austin, Attorney Patterson · Buchanan · Fobes · Leitch & Kalzer, Inc., P.S. Seattle, WA</p>
<p><u>HELP III Session</u> Human Resources Writing Skills: How to conduct a workplace investigation and document your findings. Focus on conducting effective investigations and making sure your documentation is complete and supports your investigative findings.</p>	<p>8:30 am – 9:00 am Registration</p> <p>9:00 am – 12:00 pm</p> <p>12:00 pm – 12:45 – Lunch</p> <p>12:45 pm – 3:00 pm</p>	<p>Duncan K. Fobes, Attorney Patterson · Buchanan · Fobes · Leitch & Kalzer, Inc., P.S. Seattle, WA</p>

From: finnie@skitsap.wednet.edu
Sent time: 10/10/2014 07:35:51 AM
To: dieffenb@skitsap.wednet.edu; olsonla@skitsap.wednet.edu
Subject: FW: WSPA Law Conference Materials - UPDATE

For your information regarding the conference on Monday and Tuesday.

C. Lynn Finnie

*Executive Assistant - Human Resources
South Kitsap School District
2689 Hoover Ave. S.E.
Port Orchard, Washington 98366
finnie@skitsap.wednet.edu
PH: 360-874-7072
FAX: 360-874-7076*

From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Thursday, October 09, 2014 11:54 AM
To: Finnie, Lynn
Subject: WSPA Law Conference Materials - UPDATE

Greetings Registrants,

I am out of town at another conference with limited email capability. The below email was only sent to you and not anyone in your district that you may have registered to attend. Can you please forward this email to those people for me?

Once again this year the law conference materials will be available electronically. We have received many presentations and will add more as they become available.

In order to access the materials you must login to our website using the following:

Username: [REDACTED]

Password: [REDACTED]

You can find the link to materials on the Law Conference page at www.wspa.net. Look for the Law Conference link on the main page or under the events tab.

Link: [Law Conference Main Page](#)

As more materials are received we will post them to the page. WiFi is available at the DoubleTree so that you can access the materials during the conference as well.

I look forward to seeing you next week.

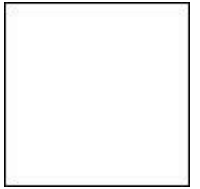
Thank you,

Chris Callaham

This email was sent to finnie@skitsap.wednet.edu by admin@wspa.net

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From: Denise Kennedy <waspa@memberclicks-mail.net>
Sent time: 10/13/2014 03:00:18 PM
To: finnie@skitsap.wednet.edu
Subject: Region 5 Meeting October 24

Good day WSPA Region 5,

I hope this finds everyone doing well and enjoying a successful year thus far!

I am very excited to share that our first Region 5 meeting for the 14-15 school year is coming soon!

Please save the date:

Friday ,October 24th

9:00 a.m. to 12:00 p.m.

Bremerton School District

Board Room

134 Marion Ave North

Bremerton, WA 98312

We have the privilege of welcoming Mr. Curtis Leonard, our WSPA Executive Director to present to the group on the topic of ***Transgender in Schools.***

Our morning will begin with a continental style breakfast and a time to catch up with one another. Our presentation will begin at 9:15.

Please respond to this email to let me know how many folks will be attending from your district.

I look forward to seeing you there!

Have a great rest of the week!

Denise Kennedy

WSPA Region 5 Representative

This email was sent to finnie@skitsap.wednet.edu by denise.kennedy@bremertonschools.org

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From: nystrom@skitsap.wednet.edu
Sent time: 10/14/2014 08:27:45 AM
To: dieffenb@skitsap.wednet.edu; finnie@skitsap.wednet.edu; malloy@skitsap.wednet.edu; olsonla@skitsap.wednet.edu; tenzler@skitsap.wednet.edu; wood@skitsap.wednet.edu
Subject: FW: Region 5 Meeting October 24

Does anyone want to attend this with me? If so, I will RSVP for us.

Christine Nystrom
Classified Specialist
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
360-874-7071

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From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Monday, October 13, 2014 3:00 PM
To: Nystrom, Christine
Subject: Region 5 Meeting October 24

Good day WSPA Region 5,

I hope this finds everyone doing well and enjoying a successful year thus far!

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Please respond to this email to let me know how many folks will be attending from your district.

I look forward to seeing you there!

Have a great rest of the week!

Denise Kennedy

WSPA Region 5 Representative

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From: wood@skitsap.wednet.edu
Sent time: 10/14/2014 08:29:09 AM
To: nystrom@skitsap.wednet.edu; dieffenb@skitsap.wednet.edu; finnie@skitsap.wednet.edu; malloy@skitsap.wednet.edu; olsonla@skitsap.wednet.edu; tenzler@skitsap.wednet.edu
Subject: RE: Region 5 Meeting October 24

I'm in...

Brooke

From: Nystrom, Christine
Sent: Tuesday, October 14, 2014 8:28 AM
To: Dieffenbach, Misty; Finnie, Lynn; Malloy, Bree; Olson, Lalaina; Tenzler, Anna; Wood, Brooke
Subject: FW: Region 5 Meeting October 24

Does anyone want to attend this with me? If so, I will RSVP for us.

Christine Nystrom
Classified Specialist
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
360-874-7071

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From: waspa@memberclicks-mail.net [<mailto:waspa@memberclicks-mail.net>]
Sent: Monday, October 13, 2014 3:00 PM
To: Nystrom, Christine
Subject: Region 5 Meeting October 24

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I look forward to seeing you there!

Have a great rest of the week!

Denise Kennedy

WSPA Region 5 Representative

This email was sent to nystrom@skitsap.wednet.edu by denise.kennedy@bremertonschools.org

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From: malloy@skitsap.wednet.edu
Sent time: 10/14/2014 08:29:46 AM
To: nystrom@skitsap.wednet.edu; dieffenb@skitsap.wednet.edu; finnie@skitsap.wednet.edu; olsonla@skitsap.wednet.edu; tenzler@skitsap.wednet.edu; wood@skitsap.wednet.edu
Subject: RE: Region 5 Meeting October 24

I'm in!

Bree Malloy

HR Specialist - Certificated & Classified Support

2689 Hoover Avenue SE

Port Orchard, WA 98366

(360) 874-7079

Fax: (360) 874-7076

Email: malloy@skitsap.wednet.edu

From: Nystrom, Christine
Sent: Tuesday, October 14, 2014 8:28 AM
To: Dieffenbach, Misty; Finnie, Lynn; Malloy, Bree; Olson, Lalaina; Tenzler, Anna; Wood, Brooke
Subject: FW: Region 5 Meeting October 24

Does anyone want to attend this with me? If so, I will RSVP for us.

Christine Nystrom
Classified Specialist
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
360-874-7071

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From: waspa@memberclicks-mail.net [<mailto:waspa@memberclicks-mail.net>]
Sent: Monday, October 13, 2014 3:00 PM
To: Nystrom, Christine
Subject: Region 5 Meeting October 24

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Have a great rest of the week!

Denise Kennedy

WSPA Region 5 Representative

This email was sent to nystrom@skitsap.wednet.edu by denise.kennedy@bremertonschools.org

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From: dieffenb@skitsap.wednet.edu
Sent time: 10/14/2014 01:08:22 PM
To: nystrom@skitsap.wednet.edu; finnie@skitsap.wednet.edu; malloy@skitsap.wednet.edu; olsonla@skitsap.wednet.edu; tenzler@skitsap.wednet.edu; wood@skitsap.wednet.edu
Subject: RE: Region 5 Meeting October 24

I'd like Lalaina to go if she has time, thanks!

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

From: Nystrom, Christine
Sent: Tue 10/14/2014 8:27 AM
To: Dieffenbach, Misty; Finnie, Lynn; Malloy, Bree; Olson, Lalaina; Tenzler, Anna; Wood, Brooke
Subject: FW: Region 5 Meeting October 24

Does anyone want to attend this with me? If so, I will RSVP for us.

Christine Nystrom

Classified Specialist

South Kitsap School District

2689 Hoover Ave SE

Port Orchard, WA 98366

360-874-7071

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From: waspa@memberclicks-mail.net [<mailto:waspa@memberclicks-mail.net>]
Sent: Monday, October 13, 2014 3:00 PM
To: Nystrom, Christine
Subject: Region 5 Meeting October 24

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Board Room

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Bremerton, WA 98312

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Have a great rest of the week!

Denise Kennedy

WSPA Region 5 Representative

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<<http://waspa.memberclicks.net/message2/image/425c9e5e-2541-426e-9e6f-13469155522e>>

From: Chris Callaham <waspa@memberclicks-mail.net>
Sent time: 10/14/2014 11:48:50 AM
To: finnie@skitsap.wednet.edu
Subject: WSPA Law Conference Survey and Clock Hours
Attachments: 2014_Clock_Hours_for_Law_Conference.pdf

Greetings,

If you are the person who registered people in your district to attend the Law Conference, can you please forward this email to them.

For Law Conference registrants - thank you for attending the 2014 School Law Conference. If you visited our registration table and signed in for Clock Hours, I have attached the Clock Hour Attendance form for you to complete and keep in your records.

We value your feedback in planning future events. Can you please take a moment to click on the link and complete our 2014 Law Conference Survey:

<https://www.surveymonkey.com/s/2014lawconf>

We look forward to seeing many of you at Annual Conference at the historic Davenport in Spokane, Washington.

Thank you,

Chris Callaham

This email was sent to finnie@skitsap.wednet.edu by admin@wspa.net

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Continuing Education Clock Hour Credit - INSERVICE REGISTRATION

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

SECTION I – INFORMATION – PARTICIPANT

LEGAL NAME (Last, First Middle)			MAIDEN OR FORMER NAME		
DATE OF BIRTH MM DD YYYY		SOCIAL SECURITY NUMBER (Optional; last four digits only)		WASHINGTON CERTIFICATE NUMBER (Optional)	
HOME ADDRESS (Street, City, State Zip Code)			HOME PHONE:		
			WORK PHONE:		
NAME OF EMPLOYING SCHOOL DISTRICT OR AGENCY					

SECTION II – INSERVICE PROVIDER – CLOCK HOURS

TITLE OF INSERVICE OFFERING 2014 WSPA WSRMP SCHOOL LAW CONFERENCE		
TOTAL NUMBER OF CLOCK HOURS AVAILABLE FOR INSERVICE OFFERING 11.5	FIRST DATE 10/13/14	LAST DATE 10/15/14
SPONSORING PROVIDER NAME (AGENCY GRANTING CLOCK HOURS) Washington School Personnel Association		BUSINESS TELEPHONE NUMBER 360-825-1415
PROVIDER ADDRESS PO Box 45470, Tacoma, WA. 98448		
SPONSORING PROVIDER INSERVICE CONTACT PERSON Chris Callaham, WSPA Executive Assistant		TELEPHONE NUMBER & EMAIL (see above) / admin@wsipa.net

SECTION III – AFFIDAVIT – PARTICIPANT

Enter number of hours earned and claimed for this inservice offering: _____

I swear/affirm that I earned the number of clock hours entered above for actual attendance at this inservice offering. *I am not applying for college/university credit for this inservice offering.* Also, I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. The intentional misrepresentation of a material fact on this form subjects the holder to revocation of his/her certificate pursuant to chapter 181-86 WAC. This completed form should be retained by the holder for possible dispute arising under this chapter and for other purposes that may arise, including verification of in-service hours completed for a current or prospective employer, chapter 181-85-085 WAC.

Original Signature of Participant

Date

SECTION IV – INSERVICE PROVIDER – VERIFICATION

When signed by the approved class sponsor or instructor, this form serves as a transcript or letter documenting eligible credits as required by WAC 392-121-280(3).

Original Signature of Class Sponsor/Instructor

10/14/13

Date

From: finnie@skitsap.wednet.edu
Sent time: 10/15/2014 08:05:27 AM
To: dieffenb@skitsap.wednet.edu; olsonla@skitsap.wednet.edu
Subject: FW: WSPA Law Conference Survey and Clock Hours
Attachments: 2014_Clock_Hours_for_Law_Conference.pdf

FYI

C. Lynn Finnie

Executive Assistant - Human Resources
South Kitsap School District
2689 Hoover Ave. S.E.
Port Orchard, Washington 98366
finnie@skitsap.wednet.edu
PH: 360-874-7072
FAX: 360-874-7076

From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Tuesday, October 14, 2014 11:49 AM
To: Finnie, Lynn
Subject: WSPA Law Conference Survey and Clock Hours

Greetings,

If you are the person who registered people in your district to attend the Law Conference, can you please forward this email to them.

For Law Conference registrants - thank you for attending the 2014 School Law Conference. If you visited our registration table and signed in for Clock Hours, I have attached the Clock Hour Attendance form for you to complete and keep in your records.

We value your feedback in planning future events. Can you please take a moment to click on the link and complete our 2014 Law Conference Survey:

<https://www.surveymonkey.com/s/2014lawconf>

We look forward to seeing many of you at Annual Conference at the historic Davenport in Spokane, Washington.

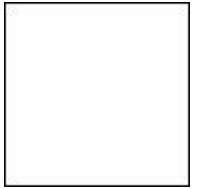
Thank you,

Chris Callaham

This email was sent to finnie@skitsap.wednet.edu by admin@wspa.net

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Continuing Education Clock Hour Credit - INSERVICE REGISTRATION

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SECTION I – INFORMATION – PARTICIPANT

LEGAL NAME (Last, First Middle)			MAIDEN OR FORMER NAME		
DATE OF BIRTH MM DD YYYY		SOCIAL SECURITY NUMBER (Optional; last four digits only)		WASHINGTON CERTIFICATE NUMBER (Optional)	
HOME ADDRESS (Street, City, State Zip Code)			HOME PHONE:		
			WORK PHONE:		
NAME OF EMPLOYING SCHOOL DISTRICT OR AGENCY					

SECTION II – INSERVICE PROVIDER – CLOCK HOURS

TITLE OF INSERVICE OFFERING 2014 WSPA WSRMP SCHOOL LAW CONFERENCE		
TOTAL NUMBER OF CLOCK HOURS AVAILABLE FOR INSERVICE OFFERING 11.5	FIRST DATE 10/13/14	LAST DATE 10/15/14
SPONSORING PROVIDER NAME (AGENCY GRANTING CLOCK HOURS) Washington School Personnel Association		BUSINESS TELEPHONE NUMBER 360-825-1415
PROVIDER ADDRESS PO Box 45470, Tacoma, WA. 98448		
SPONSORING PROVIDER INSERVICE CONTACT PERSON Chris Callaham, WSPA Executive Assistant		TELEPHONE NUMBER & EMAIL (see above) / admin@wsipa.net

SECTION III – AFFIDAVIT – PARTICIPANT

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Original Signature of Participant

Date

SECTION IV – INSERVICE PROVIDER – VERIFICATION

When signed by the approved class sponsor or instructor, this form serves as a transcript or letter documenting eligible credits as required by WAC 392-121-280(3).

Original Signature of Class Sponsor/Instructor

10/14/13

Date

From: tenzler@skitsap.wednet.edu
Sent time: 10/15/2014 09:25:41 AM
To: nystrom@skitsap.wednet.edu; wood@skitsap.wednet.edu; dieffenb@skitsap.wednet.edu; finnie@skitsap.wednet.edu; malloy@skitsap.wednet.edu; olsonla@skitsap.wednet.edu
Subject: RE: Region 5 Meeting October 24

Since it's scheduled for a Friday morning, I should stay here and help with subs.

Anna Tenzler

Substitute Services Specialist | Human Resources
360.874.7070 | Fax 360.874.7076
2689 Hoover Avenue SE
Port Orchard, WA 98366
Email: tenzler@skitsap.wednet.edu
Hours: 6:30am – 2:30pm

From: Nystrom, Christine
Sent: Wednesday, October 15, 2014 9:22 AM
To: Wood, Brooke; Dieffenbach, Misty; Finnie, Lynn; Malloy, Bree; Olson, Lalaina; Tenzler, Anna
Subject: RE: Region 5 Meeting October 24

Any other takers? If not, I'll RSVP for four.

Christine Nystrom
Classified Specialist
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
360-874-7071

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From: Wood, Brooke
Sent: Tuesday, October 14, 2014 8:29 AM
To: Nystrom, Christine; Dieffenbach, Misty; Finnie, Lynn; Malloy, Bree; Olson, Lalaina; Tenzler, Anna
Subject: RE: Region 5 Meeting October 24

I'm in...

Brooke

From: Nystrom, Christine
Sent: Tuesday, October 14, 2014 8:28 AM
To: Dieffenbach, Misty; Finnie, Lynn; Malloy, Bree; Olson, Lalaina; Tenzler, Anna; Wood, Brooke
Subject: FW: Region 5 Meeting October 24

Does anyone want to attend this with me? If so, I will RSVP for us.

Christine Nystrom
Classified Specialist
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
360-874-7071

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above. If you are not the intended recipient, be aware that any disclosure, copying or distribution or use of the contents of this information is prohibited. If you have received this electronic transmission in error, please notify the sender immediately by replying to the address listed in the "From:" field.

From: waspa@memberclicks-mail.net [<mailto:waspa@memberclicks-mail.net>]
Sent: Monday, October 13, 2014 3:00 PM
To: Nystrom, Christine
Subject: Region 5 Meeting October 24

Good day WSPA Region 5,

I hope this finds everyone doing well and enjoying a successful year thus far!

I am very excited to share that our first Region 5 meeting for the 14-15 school year is coming soon!

Please save the date:

Friday ,October 24th

9:00 a.m. to 12:00 p.m.

Bremerton School District

Board Room

134 Marion Ave North

Bremerton, WA 98312

We have the privilege of welcoming Mr. Curtis Leonard, our WSPA Executive Director to present to the group on the topic of ***Transgender in Schools.***

Our morning will begin with a continental style breakfast and a time to catch up with one another. Our presentation will begin at 9:15.

Please respond to this email to let me know how many folks will be attending from your district.

I look forward to seeing you there!

Have a great rest of the week!

Denise Kennedy

WSPA Region 5 Representative

This email was sent to nystrom@skitsap.wednet.edu by denise.kennedy@bremertonschools.org

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From: nystrom@skitsap.wednet.edu
Sent time: 10/15/2014 09:22:00 AM
To: wood@skitsap.wednet.edu; dieffenb@skitsap.wednet.edu; finnie@skitsap.wednet.edu; malloy@skitsap.wednet.edu; olsonla@skitsap.wednet.edu; tenzler@skitsap.wednet.edu
Subject: RE: Region 5 Meeting October 24

Any other takers? If not, I'll RSVP for four.

Christine Nystrom
Classified Specialist
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
360-874-7071

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From: Wood, Brooke
Sent: Tuesday, October 14, 2014 8:29 AM
To: Nystrom, Christine; Dieffenbach, Misty; Finnie, Lynn; Malloy, Bree; Olson, Lalaina; Tenzler, Anna
Subject: RE: Region 5 Meeting October 24

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Brooke

From: Nystrom, Christine
Sent: Tuesday, October 14, 2014 8:28 AM
To: Dieffenbach, Misty; Finnie, Lynn; Malloy, Bree; Olson, Lalaina; Tenzler, Anna; Wood, Brooke
Subject: FW: Region 5 Meeting October 24

Does anyone want to attend this with me? If so, I will RSVP for us.

Christine Nystrom
Classified Specialist
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
360-874-7071

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From: waspa@memberclicks-mail.net [<mailto:waspa@memberclicks-mail.net>]
Sent: Monday, October 13, 2014 3:00 PM
To: Nystrom, Christine
Subject: Region 5 Meeting October 24

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Friday ,October 24th

9:00 a.m. to 12:00 p.m.

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Board Room

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Bremerton, WA 98312

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Please respond to this email to let me know how many folks will be attending from your district.

I look forward to seeing you there!

Have a great rest of the week!

Denise Kennedy

WSPA Region 5 Representative

This email was sent to nystrom@skitsap.wednet.edu by denise.kennedy@bremertonschools.org

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From: Chris Callaham <waspa@memberclicks-mail.net>
Sent time: 10/24/2014 01:42:55 PM
To: finnie@skitsap.wednet.edu
Subject: WSPA Employee Discipline and Misconduct Investigation Workshop
Attachments: Employee_Misconduct_Flyer.pdf

Greetings WSPA Members,

Registration is now open to attend our Employee Discipline and Misconduct Investigation Workshop which will be held on November 21, 2014 at the DoubleTree Suites by Hilton, Southcenter.

This workshop presented by Attorney Rick Kaiser, WSPA Executive Director Curtis Leonard, and WSPA Board Past President Chris Willits will cover the basics of employee discipline and misconduct investigations and offers a practical course with discussion from sample cases, hypotheical and real life examples.

Registration for WSPA members is only \$150 which includes refreshments, lunch, materials and clock hours.

Please visit our website at www.wspa.net or click on the link below for more information:

[Employee Misconduct Workshop Information and Registration](#)

Thank you,

Washington School Personnel Association

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Washington School Personnel Association

Employee Discipline and Misconduct Investigations

Join us for a full-day session to cover the basics of employee discipline and misconduct investigations. This workshop offers a practical course with discussion from sample cases, hypothetical and real-life examples.

- Employee discipline, ranging from letters of direction to termination.
- Determining the appropriate level of employee discipline.
- Discipline that sticks.
- Handling an employee discipline case from start, to finish.
- Practical tips and guidance for conducting employee investigations.
- Knowing when to place an employee on administrative leave.
- Defining Weingarten rights.
- Conducting Loudermill hearings.
- Preparing for termination hearings.
- Principals of just cause.

AND MUCH MORE!

Presented by:

Curtis Leonard, WSPA Executive Director

Rick Kaiser, Law Offices of Richard Kaiser

Chris Willits, Assistant Superintendent, North Kitsap School District

Date: November 21, 2014

Time: 9:00 - 2:30

Location: Doubletree Suites
by Hilton Hotel
16500 Southcenter Pkwy
Seattle, WA 98188

\$150 WSPA Members
\$200 Non-Members

Registration includes:
refreshments, lunch,
materials and clock hours.

REGISTER AT:

WWW.WSPA.NET

**Washington School Personnel
Association**

PO Box 45470

Tacoma, WA 98448-4570

Phone: 360.825.1415

Fax: 253.736.0333

Email: admin@wspa.net



From: finnie@skitsap.wednet.edu
Sent time: 10/27/2014 08:25:01 AM
To: dieffenb@skitsap.wednet.edu
Subject: FW: WSPA Employee Discipline and Misconduct Investigation Workshop
Attachments: Employee_Misconduct_Flyer.pdf

I don't know if you received this or not, so I am passing it on.

Finnie

C. Lynn Finnie

*Executive Assistant - Human Resources
South Kitsap School District
2689 Hoover Ave. S.E.
Port Orchard, Washington 98366
finnie@skitsap.wednet.edu
PH: 360-874-7072
FAX: 360-874-7076*

From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Friday, October 24, 2014 1:43 PM
To: Finnie, Lynn
Subject: WSPA Employee Discipline and Misconduct Investigation Workshop

Greetings WSPA Members,

Registration is now open to attend our Employee Discipline and Misconduct Investigation Workshop which will be held on November 21, 2014 at the DoubleTree Suites by Hilton, Southcenter.

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Please visit our website at www.wspa.net or click on the link below for more information:

[Employee Misconduct Workshop Information and Registration](#)

Thank you,

Washington School Personnel Association

This email was sent to finnie@skitsap.wednet.edu by admin@wspa.net

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Washington School Personnel Association

Employee Discipline and Misconduct Investigations

Join us for a full-day session to cover the basics of employee discipline and misconduct investigations. This workshop offers a practical course with discussion from sample cases, hypothetical and real-life examples.

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- Determining the appropriate level of employee discipline.
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- Practical tips and guidance for conducting employee investigations.
- Knowing when to place an employee on administrative leave.
- Defining Weingarten rights.
- Conducting Loudermill hearings.
- Preparing for termination hearings.
- Principals of just cause.

AND MUCH MORE!

Presented by:

Curtis Leonard, WSPA Executive Director

Rick Kaiser, Law Offices of Richard Kaiser

Chris Willits, Assistant Superintendent, North Kitsap School District

Date: November 21, 2014

Time: 9:00 - 2:30

Location: Doubletree Suites
by Hilton Hotel
16500 Southcenter Pkwy
Seattle, WA 98188

\$150 WSPA Members
\$200 Non-Members

Registration includes:
refreshments, lunch,
materials and clock hours.

REGISTER AT:

WWW.WSPA.NET

**Washington School Personnel
Association**

PO Box 45470

Tacoma, WA 98448-4570

Phone: 360.825.1415

Fax: 253.736.0333

Email: admin@wspa.net



From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 10/31/2014 10:01:05 AM
To: finnie@skitsap.wednet.edu
Subject: Document Sharing
Attachments: Instructions_for_WSPA_Folder_Project_on_Google_Drive-1.docx

We have an exciting announcement! Our document sharing (google drive) website is ready to go live. Darrell Heisler from Sedro-Woolley School District has graciously helped set this up. We needed a sponsoring district and SWSD stepped up. Each WSPA member already has an account set up. Your account will be first two initials of your first name and last name @swsdonline.com. The instructions on how to get access are attached.

Each individual district will be responsible for uploading your documents to the google drive site. Please upload the actual documents - not links from your website. PDFs or WORD/DOC documents are fine. Please make sure the "file name" is relevant and descriptive of the actual document. We have folders set up for each district for:

- CBAs
- Salary Schedules
- Job Descriptions

The instructions are attached. We already have content up and running, so check it out. You should be able to search across all documents on the site.

Here is a link to the site:

https://drive.google.com/a/swsdonline.com/folderview?id=0B_9rjogzD8nDVDRuS1RwaE9tSG8&usp=sharing

Please follow the instructions attached. Thanks to Darrell for all the help.

Let me know if you have questions,

Happy uploading!!

Curtis

This email was sent to finnie@skitsap.wednet.edu by cleonard@wspa.net

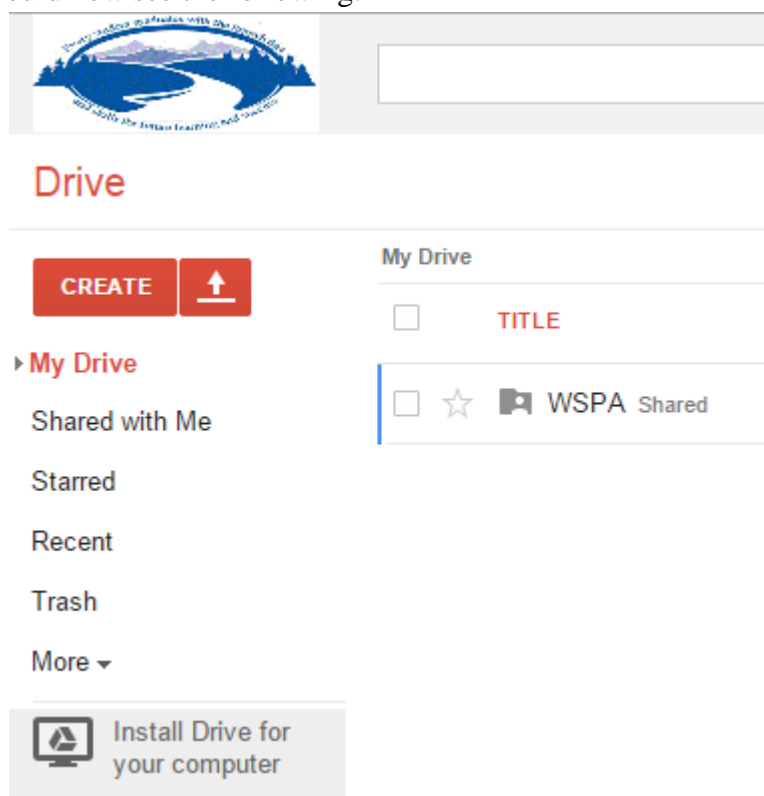
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Instructions for WSPA Folder Project on Google Drive

- Please sign into Google with your first 2 letters of your first name, your full last name and @swsdonline.com. For example: daheisler@swsdonline.com, if you already have a google account, select “add account”
- The password is wspa2014 and then select “Sign In”
- Select “I accept. Continue to my account.” (You should only have to do this the first time you sign in)
- Select “Add to Drive” in the upper right hand corner the first time you sign on. (You should only have to do this the first time you sign in)
- Select “Open in Drive” in the upper right hand corner. (You should only have to do this the first time you sign in)
- Select “Download Drive” (You should only have to do this the first time you sign in)
- Select “Run” (You should only have to do this the first time you sign in)
- Select “Take me to Drive on the Web” (You should only have to do this the first time you sign in)
- You should now see the following:



- Select “WSPA Shared”
- Select “Washington School Districts Shared”
- Find and Select your School District
- Select the folder that you want to upload files to
- Use the “Up Arrow”  and select “Files”
- Browse through your computer to find where your files are and select the file you want to upload and select “Open”. You can also select several files at once by holding down the CTRL key while selecting several different files or if they are all in a row, you can select the first file and then hold down the Shift key and select the last file in the list. Now select “Open”
- Select “Upload and share”. Your files should begin uploading to your folder immediately.
- You can now load files into your other two folders or take a look at others files.

From: Chris Callaham <waspa@memberclicks-mail.net>
Sent time: 12/01/2014 07:10:23 AM
To: finnie@skitsap.wednet.edu
Subject: Invitation - 21st Century Bargaining Skills Workshop
Attachments: Bargaining_Workshop.pdf

Greetings WSPA Members:

The 21st Century Bargaining Skills Workshop which will be held on January 23, 2015 at the SouthCenter DoubleTree Suites is now open for registration. Click below for registration and details regarding this vital workshop presented by Attorney Buzz Porter and Associates from the firm of Porter, Foster and Rorick.

Your registration fee of \$150 for WSPA member includes refreshments, lunch, clock hours and workshop materials.

- [Click here for registration and information](#)

Thank you,

Washington School Personnel Association

This email was sent to finnie@skitsap.wednet.edu by admin@wspa.net

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Washington School Personnel Association

21st Century Bargaining Skills Workshop

Join us for a full-day session to cover bargaining skills for the 21st century presented by Attorney Buzz Porter and the firm of Porter, Foster & Rorick.

Topics covered will include:

- A. Labor Law 101— responding to demands to bargain;
- B. TPEP 201 – issues arising from the second round of bargaining the evaluation process;
- C. TPEP 202 – bargaining the use of evaluations in HR decision making;
- D. Collective Bargaining 101 – introduction to bargaining for administrators who may be sitting on bargaining teams for the first time in 2015: bargaining lingo and acronyms; recordkeeping; bargaining ground rules; meaning of the “duty to bargain in good faith”;
- E. Collective Bargaining 201 – using active listening skills to be persuasive; costing of proposals and financial analysis skills;
- F. Collective Bargaining 301 – cooperative and competitive decision making skills; strategic decision making; counter conventional wisdom.

Date: January 23, 2015

Time: 9:00 - 3:00

Location: Doubletree Suites
by Hilton Hotel
16500 Southcenter Pkwy
Seattle, WA 98188

\$150 WSPA Members
\$200 Non-Members

Registration includes:
refreshments, lunch,
materials and clock hours.

REGISTER AT:

WWW.WSPA.NET

Washington School Personnel Association

PO Box 45470
Tacoma, WA 98448-4570

Phone: 360.825.1415
Fax: 253.736.0333
Email: admin@wsa.net



From: nystrom@skitsap.wednet.edu
Sent time: 12/02/2014 11:55:33 AM
To: dieffenb@skitsap.wednet.edu; finnie@skitsap.wednet.edu; haukli@skitsap.wednet.edu; malloy@skitsap.wednet.edu; olsonla@skitsap.wednet.edu; tenzler@skitsap.wednet.edu; wood@skitsap.wednet.edu
Subject: FW: Region 5 Meeting Friday

This Friday is the WSPA Regional meeting at CK. If anyone would like to go with me I'll be leaving at 8:30. See information below.

Christine Nystrom
Classified Specialist
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
360-874-7071

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From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Tuesday, December 02, 2014 11:18 AM
To: Nystrom, Christine
Subject: Region 5 Meeting Friday

Good day Region 5,

I hope you have all enjoyed a wonderful Thanksgiving and have recovered from all the turkey and pumpkin pie overload.

This Friday is our next Region Meeting. We will be meeting at Central Kitsap's Facilities and Maintenance Dept. located at **9102 Dickey Road, Silverdale 98383**.

Our meeting time begins at 9:00 a.m. with simple continental style breakfast. Our guest presenter is Don Schmidt from National Data Online. Don will be sharing on Ethics Data-Employee Conduct Online Reporting (ECOR).

Don's presentation and the Q&A time will take an hour to hour 1/2. Does anyone have any other topics they would like to present to the group? If not we will briefly discuss upcoming WSPA events and likely end around 11.

Please let me know as soon as possible if you plan to attend and if you have any additional information you would like discussed at our meeting.

See you soon!

Denise Kennedy

Region 5 Rep

This email was sent to nystrom@skitsap.wednet.edu by denise.kennedy@bremertonschools.org

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From: malloy@skitsap.wednet.edu
Sent time: 12/02/2014 01:52:08 PM
To: wood@skitsap.wednet.edu; nystrom@skitsap.wednet.edu; dieffenb@skitsap.wednet.edu; finnie@skitsap.wednet.edu; haukli@skitsap.wednet.edu; olsonla@skitsap.wednet.edu; tenzler@skitsap.wednet.edu
Subject: RE: Region 5 Meeting Friday

Me too. ☺

Bree Malloy

HR Specialist - Certificated & Classified Support

2689 Hoover Avenue SE

Port Orchard, WA 98366

(360) 874-7079

Fax: (360) 874-7076

Email: malloy@skitsap.wednet.edu

From: Wood, Brooke
Sent: Tuesday, December 02, 2014 11:56 AM
To: Nystrom, Christine; Dieffenbach, Misty; Finnie, Lynn; Haukli, Marianne; Malloy, Bree; Olson, Lalaina; Tenzler, Anna
Subject: RE: Region 5 Meeting Friday

I'm in!

Brooke

From: Nystrom, Christine
Sent: Tuesday, December 02, 2014 11:56 AM
To: Dieffenbach, Misty; Finnie, Lynn; Haukli, Marianne; Malloy, Bree; Olson, Lalaina; Tenzler, Anna; Wood, Brooke
Subject: FW: Region 5 Meeting Friday

This Friday is the WSPA Regional meeting at CK. If anyone would like to go with me I'll be leaving at 8:30. See information below.

Christine Nystrom
Classified Specialist
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
360-874-7071

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From: waspa@memberclicks-mail.net [<mailto:waspa@memberclicks-mail.net>]
Sent: Tuesday, December 02, 2014 11:18 AM
To: Nystrom, Christine
Subject: Region 5 Meeting Friday

Good day Region 5,

I hope you have all enjoyed a wonderful Thanksgiving and have recovered from all the turkey and pumpkin pie overload.

This Friday is our next Region Meeting. We will be meeting at Central Kitsap's Facilities and Maintenance Dept. located at **9102 Dickey Road, Silverdale 98383.**

Our meeting time begins at 9:00 a.m. with simple continental style breakfast. Our guest presenter is Don Schmidt from National Data Online. Don will be sharing on Ethics Data-Employee Conduct Online Reporting (ECOR).

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Please let me know as soon as possible if you plan to attend and if you have any additional information you would like discussed at our meeting.

See you soon!

Denise Kennedy

Region 5 Rep

This email was sent to nystrom@skitsap.wednet.edu by denise.kennedy@bremertonschools.org

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From: wood@skitsap.wednet.edu
Sent time: 12/02/2014 11:56:28 AM
To: nystrom@skitsap.wednet.edu; dieffenb@skitsap.wednet.edu; finnie@skitsap.wednet.edu; haukli@skitsap.wednet.edu; malloy@skitsap.wednet.edu; olsonla@skitsap.wednet.edu; tenzler@skitsap.wednet.edu
Subject: RE: Region 5 Meeting Friday

I'm in!

Brooke

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Sent: Tuesday, December 02, 2014 11:56 AM
To: Dieffenbach, Misty; Finnie, Lynn; Haukli, Marianne; Malloy, Bree; Olson, Lalaina; Tenzler, Anna; Wood, Brooke
Subject: FW: Region 5 Meeting Friday

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This email was sent to nystrom@skitsap.wednet.edu by denise.kennedy@bremertonschools.org

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From: WSPA Board Members <waspa@memberclicks-mail.net>
Sent time: 12/02/2014 11:18:11 AM
To: finnie@skitsap.wednet.edu
Subject: Region 5 Meeting Friday

Good day Region 5,

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Denise Kennedy

Region 5 Rep

This email was sent to finnie@skitsap.wednet.edu by denise.kennedy@bremertonschools.org

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From: wood@skitsap.wednet.edu

Sent time: 12/03/2014 11:32:29 AM

To: dieffenb@skitsap.wednet.edu; finnie@skitsap.wednet.edu; haukli@skitsap.wednet.edu; malloy@skitsap.wednet.edu;
nystrom@skitsap.wednet.edu; olsonla@skitsap.wednet.edu; wood@skitsap.wednet.edu

Subject: Brooke-Thursday

I will be at the ESD tomorrow morning. Then Christine, Bree and I are going to the WSPA meeting Friday AM.

Brooke Wood
Employment Services Specialist-HR

SOUTH KITSAP SCHOOL DISTRICT
2689 Hoover Ave SE
Port Orchard WA 98366
Office: 360.874.7074
Fax: 360.874.7076

Nurturing Growth
Inspiring Achievement
Building Community

From: finnie@skitsap.wednet.edu
Sent time: 12/05/2014 11:11:06 AM
To: bell@skitsap.wednet.edu
Subject: FW: 5310P Comp for Nonrep 9.1.14 FINAL.doc
Attachments: 5310P Comp for Nonrep 9.1.14 FINAL.doc

Robbie, attached is a clean copy of the Procedure 5310P Human Resources for your files. It is my understanding, procedures do not go before the board only policy. Please let me know if you need anything else.

Finnie

C. Lynn Finnie

*Executive Assistant - Human Resources
South Kitsap School District
2689 Hoover Ave. S.E.
Port Orchard, Washington 98366
finnie@skitsap.wednet.edu
PH: 360-874-7072
FAX: 360-874-7076*

From: Nystrom, Christine
Sent: Wednesday, November 19, 2014 2:28 PM
To: Finnie, Lynn; Malloy, Bree; Wood, Brooke
Subject: 5310P Comp for Nonrep 9.1.14 FINAL.doc

Hi,
Attached is the finalized Non Rep Compensation schedule for 2014/15.

Lynn, please save this in the official policy/procedures folder saved in HR operations/2005 Board Policy Revisions/Deanna's Procedure Revisions.

Bree, please post to the website.

Brooke, use this copy to post to WSPA

Thanks all,

Christine Nystrom
Classified Specialist
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
360-874-7071

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COMPENSATION FOR NON-REPRESENTED EMPLOYEES

A. Salaries for Non-Represented Employees

The board of directors shall be responsible for annually approving a motion to set salaries for the non-represented employees of the district, which shall be recommended by the superintendent, provided that compensation and benefits for the superintendent, the assistant superintendent of educational services, the assistant superintendent of business services, the assistant superintendent of human resources, and the executive director of teaching and learning shall be established by individual employment contracts. The superintendent's employment contract shall fix the superintendent's compensation. The terms and conditions of employment, including, but not limited to, length of contract, compensation, benefits, expense reimbursement, procedure and criteria for performance evaluation, and consulting activities may be included in the employment contract between the board and the superintendent. The board retains exclusive employment rights except as granted in the board-superintendent contract. Non-represented employees shall be paid an annual salary or hourly wage, as applicable, in accordance with the board-approved annual salary motion(s).

1. Schedule Placement for Non-Represented Employees

Schedule placement for non-represented employees shall be determined based on the employee's education, experience and technical ability levels as related to the requirements of each specific position and the applicable salary schedule. Evaluation for schedule placement shall be made by human resources with approval by the superintendent.

2. Schedule Placement Advancement for Non-Represented Employees

Employee advancement on the applicable salary schedule shall be periodically reviewed by human resources. Recommendations for advancement shall be based on criteria which may include, but not be limited to, educational growth, experience, added responsibility, or individual performance. The superintendent shall review and make a final determination on all advancement requests. The board of directors shall annually adjust non-represented salaries in accordance with the district's financial resources, legal capacity, and the terms of this policy.

3. Longevity Recognition for Classified Non-Represented, Non-Supervisory, Hourly Employees

In recognition of the contribution of continuing service with the District, each employee that has completed ten (10) years' service as of August 31 shall then receive an additional \$.35 per hour above their hourly rate. Each employee that has completed fifteen (15) years' service as of August 31 shall then receive an additional \$.50 per hour above their hourly rate. Each employee that has completed twenty (20) years' service as of August 31 shall then receive an additional \$.65 per hour above their hourly rate. Each employee that has completed twenty-five (25) years' service as of August 31 shall then receive an additional \$.80 per hour above their hourly rate.

4. Education Recognition for Classified Non-Represented, Non-Supervisory, Hourly Employees

Beginning September 1, 2006, classified non-represented, non-supervisory employees who provide documentation of a bachelor's degree or higher from an accredited program shall be eligible to receive an additional \$.35 per hour in compensation in addition to the employee's hourly wage.

5. Certification Recognition for Classified Non-Rep, Non-Supervisory, Hourly Network Support Specialists

Beginning September 1, 2014, Network Support Specialists who provide documentation of an active Cisco CCNA and/or Microsoft MCSA Windows Server (most current version) shall be eligible to receive an

additional \$2.00 per hour in compensation in addition to the employee's hourly wage. This certification must remain active to receive compensation.

6. Washington State Minimum Wage

Effective January 1 of each year, the Washington State legislature adjusts the hourly minimum wage to coincide with the cost of living. Any wage on this schedule that falls below the established hourly minimum wage on January 1, will be paid at the minimum wage established on that date by state law.

Non-Represented, Non-Supervisory Schedule--effective September 1, 2014

SUBSTITUTE AND TEMPORARY	HOURLY RATES
Arts4Learning Instructor	\$44.60
Classified Instructor – Staff Development	\$20.17
Classified Assistant Instructor – Staff Development	\$12.34
Computer Tech Assistant	\$ 9.32
Student Employees	\$ 9.32
Substitute Security Officer	\$11.37
Temporary Piano Accompanist	\$20.00
Temporary AV and Equipment Repair Specialist	\$19.03
Temporary Extracurricular Assistant	\$ 9.32
Temporary Health Screener	\$10.81
Theater Technician	\$ 9.32
Traffic Directors (Law Enforcement Trained)	\$25.00-\$40.00

SWIM POOL TEMPORARY	HOURLY RATES		
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Lifeguard	\$ 9.32	\$10.32	
Supervisor	\$12.50	\$14.25	\$15.69
Water Safety Instructor	\$9.78	\$11.75	

SWIM POOL EMPLOYEE	HOURLY RATES		
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Assistant Swim Pool Manager	\$18.03	\$19.68	\$21.32

SECURITY EMPLOYEE	HOURLY RATES		
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Security Officer	\$19.11	\$19.56	\$20.00
Assistant Security Officer - <i>unfilled</i>	\$17.08	\$17.41	\$17.76

CONFIDENTIAL AND EXEMPT EMPLOYEE (NON-FLSA EXEMPT)	HOURLY RATES		
Community Relations Assistant	\$20.50		
Executive Assistant – Business Services	\$24.71	\$25.25	\$25.78
Executive Assistant – Education Services	\$24.71	\$25.25	\$25.78
Executive Assistant – Human Resources	\$24.71	\$25.25	\$25.78
Executive Assistant – Superintendent	\$29.58	\$31.04	\$32.50

PROFESSIONAL-TECHNICAL, NON SUPERVISORY (NON-FLSA EXEMPT)	HOURLY RATES		
Certificated Specialist – Human Resources	\$26.60	\$28.10	\$29.60
Classified Specialist – Human Resources	\$26.60	\$28.10	\$29.60
Data Integration Specialist	\$27.40	\$28.90	\$30.40
Information Systems Specialist	\$25.40	\$26.90	\$28.40
Network Support Specialist	\$25.40	\$26.90	\$28.40

PROFESSIONAL-TECHNICAL, NON SUPERVISORY (FLSA EXEMPT)	ANNUAL SALARIES		
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Communications & Comm Info Spclst (260 day, includes holidays)	\$51,082	\$52,985	\$54,260
Psychometrist (180 workdays) – <i>unfilled</i>	\$21,148	\$21,778	\$22,340
Speech and Language Pathologist Intern (180 workdays) – <i>unfilled</i>	\$21,148	\$21,778	\$22,340

Non-Represented Prof Tech Supervisory Schedule--effective July 1, 2013

PROFESSIONAL-TECHNICAL, SUPERVISORY (FLSA EXEMPT)	ANNUAL SALARIES		
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Manager, Business Services (260 day, includes holidays)	62,088	63,699	65,355

Non-Represented NJROTC Instructor's Salary--effective September 1, 2012

Each Naval Junior Reserve Officers' Training Corps (NJROTC) instructor's salary shall be determined by the formula specified as the minimum payment for NJROTC instructors, which is based on the difference between their active duty and retired duty pay. The district shall pay the full amount of NJROTC instructor salaries and then shall apply for reimbursement from the U.S. Navy for one-half (1/2) of the NJROTC instructor base salary payments. Salaries shall be adjusted in accordance with approving documents generated by the NJROTC.

A stipend shall be available for NJROTC drill team at \$4,293. This stipend may be held by one instructor, or shared by the two instructors upon approval of the Superintendent or designee.

Non-Represented Supervisory Schedule--effective July 1, 2014-- Annual Salary:

LEVEL	STEP				
	1	2	3	4	5
I*	\$95,557	\$98,175	\$100,807	\$103,438	\$106,024
II*	\$88,011	\$90,474	\$93,092	\$95,718	\$98,111
III*	\$84,731	\$87,104	\$89,620	\$92,146	\$94,450
IV*	\$81,186	\$83,320	\$85,600	\$87,881	\$90,078
V*	\$71,246	\$73,257	\$75,323	\$77,446	\$79,382
VI*	\$62,548	\$64,282	\$66,067	\$67,900	\$69,598

*Plus \$1,183 for a Doctoral degree.

The District's non-represented supervisory positions are categorized as follows:

Level I
 Director of Teaching and Learning
 Director of Career and Technical Education
 Director of Special Education
 Director of Special Programs (currently unfilled)
 Director of School and Family Support (currently unfilled)

Level II
 Director of Athletics
 Director of Business Services
 Director of Facilities
 Director of Human Resources (currently unfilled)
 Director of Information Technology Services

Level III
 Director of Food and Nutrition Services
 Director of Transportation
 Assistant Director of Special Education

Level IV
 Director of Community Relations (currently unfilled)
 Director of Performing and Visual Arts

Level V
 Supervisor of Network Services
 Supervisor of Payroll
 Assistant Director of Transportation
 Assistant Director of Food Nutrition Services
 Assistant Director of Facilities

Level VI
 Manager, Transportation Shop

District Plan for Non-Represented Supervisory Employees--effective July 1, 2014 :

Opportunities shall be made available, subject to financial ability, to classified non-represented employees through a fund managed by the superintendent or designee. Non-represented classified employees can make application for use of these funds to apply to costs related to professional growth, including, but not limited to, travel, tuition, registration, and/or compensation.

The district will offer a professional development program to non-represented supervisory employees, including both district and individual plan elements. Participation will be by contract or employment authorization, as applicable, for a district plan stipend. Payment shall be established in accordance with payroll procedures.

The district plan shall minimally consist of the equivalent of at least five (5) days of scheduled in-service/professional development which shall be scheduled during the professional development block in the summer months, as specified on the employee's work calendar, and/or during evenings and weekends during the work year.

Authorized participants shall receive a stipend, subject to appropriate documentation of completion of the plan. The stipends shall be as follows:

Director I	\$2,586	Supervisor V	\$1,819
Director II	\$1,819	Assistant Director V	\$1,819
Director and Assistant Director III	\$1,819	Manager VI	\$1,819
Director of Community Relations IV	\$1,819	Public Information Officer	

Individual Plan. An individual professional development plan may also be submitted to the superintendent or designee for approval. To qualify for a stipend, such plan shall be in writing and shall specify, at a minimum, goals, specific activities to be performed, an explanation of how the district will benefit, time required, and a schedule for completion of the plan. To qualify for the final stipend, the plan must reflect at least eight (8) full days of effort. The stipends for 2010-11 are:

Director I	\$6,067	Supervisor V	\$2,517
Director II	\$5,035	Assistant Director V	\$2,517
Director and Assistant Director III	\$3,774	Manager VI	\$2,517
Director of Community Relations IV	\$3,146	Public Information Officer	

The Individual Plan may be adjusted by future action of the board, consistent with provisions for represented administrators. Authorized participants shall receive a stipend, subject to appropriate documentation of completion of the plan.

Upon approval of the plan by the superintendent or designee, the employee will be issued a separate contract or employment authorization, as applicable, and shall receive a stipend, subject to appropriate documentation of completion of the plan. All such professional development activities must be performed during the professional development block during the summer months, as specified on the employee's work calendar, and/or during evenings and weekends during the work year.

Payment Provisions for Non-Represented Employees

1. Warrants

In accordance with Washington State Law, all non-represented regular employees shall be paid in twelve (12) monthly installments. Each warrant shall contain one-twelfth (1/12) of the obligated base salary, prorated for late hires or leaves of absence. Payroll warrants shall be issued to the employee on the last day of each month. However, if the last day of the month falls on a weekend or holiday, warrants will be issued on the last banking business day of the month. Student employees and substitute employees shall be paid on the Substitute Payroll on the dates established by Payroll.

2. Corrections

In the event of overpayment of salary, correction shall be prorated among the remaining payroll warrants of the contract year. The correction for underpayment shall be made as soon as possible and no later than the last working day of the month following the underpayment, providing the error is made known to the accounting office six (6) working days prior to payday. If it is not, then the correction will be made in the following month. Hardships resulting from either overpayment or underpayment will be resolved on an individual basis in consultation with the accounting office.

3. Separation

All compensation owed to an employee who is leaving the District shall, upon request, be paid at the first pay period following his/her last working day.

4. Direct Deposit

The monthly pay warrant will be distributed through direct deposit. The monthly pay warrant will be distributed through the established direct deposit process, unless a bank account is not available to process the direct deposit payment. In that case, the pay warrant will be mailed to the employee's home or post office box.

5. Extracurricular Pay

For non-represented employees employed to perform extracurricular assignments who are not regularly employed by the District, salary payment shall be made in prorated monthly payments with final payment held pending receipt in Payroll of notification from the building administrator on completion of the assignment. Those persons otherwise employed by the District in a regular position may opt to spread the pay over their normal pay schedule. It shall be the duty of the employee to make such a request in writing to Payroll.

6. Extra Duties/Hours Pay

Payment for salary earned by non-represented employees in extra duties and/or hours of work shall be in accordance with the established payroll time sheet dates. Completed timesheets must be received in Payroll by the established monthly cut-off date for payment to be made on that month's warrant.

7. Time-Sheet Cut-Off

Timesheets for extra duties and/or hours for the current school year must be received by Payroll by the monthly cut-off date for September of the ensuing year. Payment will not be made for timesheets submitted after this established cut-off date.

From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 12/05/2014 02:30:32 PM
To: finnie@skitsap.wednet.edu
Subject: MEMBER REQUEST

Hello, a couple of WSPA member requests for you!

Carolyn Nicol from North Mason Schools is looking for information and samples of employee handbooks. Specifically, what information you include in your employee handbooks.

Send your response directly to: cnicol@northmasonschoools.org

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

Curtis

This email was sent to finnie@skitsap.wednet.edu by cleonard@wspa.net

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From: finnie@skitsap.wednet.edu
Sent time: 12/08/2014 11:29:21 AM
To: malloy@skitsap.wednet.edu
Subject: FW: MEMBER REQUEST

Bree can you assist this person pretty please.

Finnie

C. Lynn Finnie

Executive Assistant - Human Resources
South Kitsap School District
2689 Hoover Ave. S.E.
Port Orchard, Washington 98366
finnie@skitsap.wednet.edu
PH: 360-874-7072
FAX: 360-874-7076

From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Friday, December 05, 2014 2:31 PM
To: Finnie, Lynn
Subject: MEMBER REQUEST

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Send your response directly to: cnicol@northmasonschoools.org

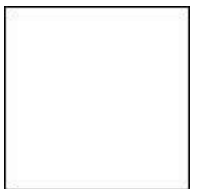
Also, cc your response to: cleonard@wspa.net

Curtis

This email was sent to finnie@skitsap.wednet.edu by cleonard@wspa.net

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From: malloy@skitsap.wednet.edu
Sent time: 12/08/2014 01:19:32 PM
To: finnie@skitsap.wednet.edu
Subject: RE: MEMBER REQUEST

We gave her our stuff on Friday at the meeting ☺
Already one step ahead of ya ;)

Bree Malloy

HR Specialist - Certificated & Classified Support
2689 Hoover Avenue SE
Port Orchard, WA 98366
(360) 874-7079
Fax: (360) 874-7076
Email: malloy@skitsap.wednet.edu

From: Finnie, Lynn
Sent: Monday, December 08, 2014 11:29 AM
To: Malloy, Bree
Subject: FW: MEMBER REQUEST

Bree can you assist this person pretty please.

Finnie

C. Lynn Finnie

Executive Assistant - Human Resources
South Kitsap School District
2689 Hoover Ave. S.E.
Port Orchard, Washington 98366
finnie@skitsap.wednet.edu
PH: 360-874-7072
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Sent: Friday, December 05, 2014 2:31 PM
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Curtis

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