

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 01/04/2016 03:33:03 PM
To: finnie@skitsap.wednet.edu
Subject: Reminder: Annual Conference "Teaming for the Future" Registration now open!



Region 4 invites you to attend "Teaming for the Future"

WSPA Annual Conference
February 21-24, 2016
Hotel Murano and BiCentennial Pavilion
Tacoma, Washington

Reminder: Registration is now open for the Annual Conference Please [click here for registration](http://www.wspa.net/annual-conference-2016)

Pre-conference session: "How technology effects all aspects of human resources and email management --tips and tricks"
Sunday, February 21st, 1-4 pm

Breakout sessions to include:

- OSPI updates - Professional Educator Standards Board (PESB), Certification Office, Title IIA/Highly Qualified
- Onboarding Employees
- Records Management
- Professional Boundaries and Ethics
- Teacher/Principal Evaluation Program (TPEP)
- Managing FMLA, ADA, Worker's Compensation
- Affordable Care Act (ACA)
- The Human Resources Audit
- Department of Retirement Systems (DRS) for you and your staff
- Coping with Change

For more information, including hotel accommodations, and information about our evening social activity, please visit our website at: <http://www.wspa.net/annual-conference-2016>

We look forward to seeing you there!

Thank you,

WSPA Region 4
Washington School Personnel Association

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

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From: popochoc@skitsap.wednet.edu
Sent time: 01/07/2016 02:55:33 PM
To: finnie@skitsap.wednet.edu
Subject: Activities Calendar
Attachments: Activities Calendar.doc

From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 01/08/2016 08:17:20 AM
To: finnie@skitsap.wednet.edu
Subject: HELP Program UPDATE

I wanted to let you know that WSPA has enlisted the "HELP" of two new HELP coordinators! Please join me in welcoming JoAn Steiner from Mukilteo School District, and Jane Rausch from Riverside School District. They will be working together in the HELP program as co-coordinators.

For all HELP participants, JoAn and Jane will be in touch shortly about programs offerings. Stay tuned for some exciting new developments in HELP.

Thanks again!

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: 01/08/2016 08:03:55 AM
To: finnie@skitsap.wednet.edu
Subject: MEMBER REQUEST

HAPPY NEW YEAR!

I have a few WSPA member requests for your review this morning. I appreciate your support in answering these questions from your fellow WSPA members. We will see you at the bargaining conference on January 27th!

Brandy Japhet from Franklin Pierce School District is looking for examples of any student sexual harassment training that would be suitable to give to a high school student who was suspended for sexual harassment.

Please send your response directly to: bjaphet@fpschools.org

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

Thanks,

Curtis

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

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From: WSPA Region 5 <waspa@memberclicks-mail.net>
Sent time: 01/08/2016 09:45:13 AM
To: monaglej@skitsap.wednet.edu
Subject: Next Meeting-Friday, January 15!
Attachments: OESD_Agenda.docx WSPA_Region_5-January_2016.docx

Happy New Year, Region 5!

I look forward to seeing you at our meeting next Friday, January 15th from 9:00-12:00 p.m. located at the Central Kitsap School District Administration Building:

Jenne-Wright Administration Center

9210 Silverdale Way NW

Silverdale, WA

Due to the current challenges we all face regarding **teacher and substitute shortage**, we have changed our topic for this meeting and have invited OESD 114 to join us in facilitating a discussion around this issue. We will revisit our originally scheduled topic of LGBTQ for a later meeting.

Please see attached meeting agenda and OESD discussion agenda to have discussion with your teams and bring your thoughts and ideas next Friday. Superintendent's have been notified of this meeting and have been encouraged to send HR Directors and Teams to participate.

Please respond and let me know if your district will be in attendance and how many we can expect. We will have a light continental breakfast, coffee, water, etc. as usual.

This is a topic we can all benefit from one another by discussing and strategizing together. We look forward to seeing you there.

Denise

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

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Olympic Educational Service District 114
 105 National Avenue North • Bremerton, WA 98312
 (360) 478-6880 • FAX (360) 478-6869

TEACHER AND SUBSTITUTE SHORTAGE

Background Information

School districts in Washington are having major difficulties hiring math, science, special education, and other teachers. All school districts report a significant shortage in substitute teachers as well. In addition, there is shortage of classified substitutes, particularly bus drivers.

Additionally, with the implementation of full-day kindergarten and K-3 class size reduction, along with teacher retirements, increased attrition and student enrollment growth, approximately 10,000 new K-3 teachers will be required in the next 3-4 years in Washington State. In-state production of new teachers with Elementary and Early Childhood endorsements total only 1,500 teachers/year.

OESD has been monitoring the statewide and national issue of teacher shortage. In the last couple of months we have met with the following:

- ESD 113 to discuss the current HR services they provide for School Districts
- Western Washington University
- Olympic College
- WA State Professional Educator Standards Board (PESB)

The purpose of the meetings was to develop partnerships and determine how or if OESD can assist school districts in our region with the shortage at hand.

Group discussion: Teacher and substitute shortages certificated/classified

- What do you see as your top 3 concerns in these areas in the next three years?
- Do you feel job fairs are successful and worth the cost and time? If so, which ones and in what areas are they most helpful?
- What unique or extraordinary actions are you taking or considering taking in the near future?
- What recruiting methods work best for your district?
- Are there any actions you would like to consider but feel it will be too expensive or difficult to take on?
- In what areas do you think the ESD can assist?

The Way Ahead

- Partnerships with Universities and Colleges
- OESD Coordination and Collaboration
- Joint meeting with universities/colleges?

Board of Directors

Elizabeth Drew & Carl Johnson & Shirley Johnson & Katie Proteau & Donn Ring & Conrad Green
 Gregory J. Lynch, Superintendent



"It's about being the very best you can be. Nothing else matters as long as you're working and striving to be your best. Always compete. It's truly that simple. Find the way to do your best. Compete in everything you do" *Pete Carroll*

WSPA Region 5 November 13, 2015

Welcome Everyone!

Please help yourself to refreshments.

- 9:00-9:15 **Breakfast and Introductions:**
- 9:15-10:15 **Presentation/Discussion:** Teacher and Substitute Shortages
OESD 114- Monica Hunsaker, *Assistant Superintendent*, and Susan Armstrong, *Human Resources Director*
- 10:15-11:00 **Break:** Stretch, help yourself to refreshments
- 11:00-11:30 **Presentation Conclusion, Q&A**
- 11:30 **Region news, upcoming events and wrap up**

January 27, 2016 **21st Century Bargaining Skills Workshop**

February 21-24, 2016 **Annual Conference at Hotel Murano in Tacoma**

March 15, 2016 **Career Fair, Spokane**

March 18, 2016 **Region 5 Meeting, CKSD**

March 24, 2016 **Career Fair, Tacoma**

April 18, 2016 **Spring HELP**

July 11-16, 2016 **Summer HELP**

Thank you for being here today!

See you in March

From: WSPA Region 5 <waspa@memberclicks-mail.net>
Sent time: 01/08/2016 09:45:12 AM
To: finnie@skitsap.wednet.edu
Subject: Next Meeting-Friday, January 15!
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Denise

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

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Elizabeth Drew & Carl Johnson & Shirley Johnson & Katie Proteau & Donn Ring & Conrad Green
 Gregory J. Lynch, Superintendent



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WSPA Region 5 November 13, 2015

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March 24, 2016 **Career Fair, Tacoma**

April 18, 2016 **Spring HELP**

July 11-16, 2016 **Summer HELP**

Thank you for being here today!

See you in March

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 01/08/2016 05:02:04 PM
To: finnie@skitsap.wednet.edu
Subject: Randy Hathaway Fellowship Application
Attachments: Hathaway_Felllowsip_Application_2016.pdf

Greetings WSPA Members:

Please find attached the Randy Hathaway Fellowship Application for the 2016 Fellowship Year.

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 2015-16 year.

These competitive non-continuing fellowships are available for the purpose of supporting the recipients' educational growth in the area of Human Resources. Six HELP tuition fellowships of \$860 each are available to be awarded 1 per WSPA Region. Ten \$500 fellowships are available to use toward college tuition or college credits related to the field of human resources.

The deadline for application is **January 31, 2016**. Please return the completed form and supporting documentation to admin@wspa.net or you may mail them to WPSA at PO Box 1600, Anacortes, Washington, 98221

Thank you,

Washington School Personnel Association

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Washington School Personnel Association
Randy Hathaway Fellowship Application-2016

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 2015-16 year. These competitive non-continuing fellowships are available for the purpose of supporting the recipients' educational growth in the area of Human Resources. Six HELP tuition fellowships of \$860 each are available to be awarded 1 per WSPA Region. Ten \$500 fellowships are available to use toward college tuition or college credits related to the field of human resources. Awards must be used within 2 years after award is received. Awards for the 2016 Fellowship year must be used prior to August 31, 2018.

Note to the candidate: Please submit this application and the supporting information requested below to WSPA via email to admin@wspa.net; or via fax to the WSPA office at 253-736-0333 or via mail to WSPA at PO Box 1600, Anacortes, WA. 98221. **The application deadline is January 31, 2016.**

Applicant Name: _____

School District/Other: _____

Position: _____

Business Address: _____

Business Telephone: _____

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.

Please indicate whether financial aid is necessary to attend HELP, **AND/OR** for the college education related to the human resources profession.

- ☐ \$860 HELP fellowship applying through Region _____ (**indicate your region #**).
- ☐ \$500 tuition and/or credit fellowship (may be used for any University program)

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

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

From: finnie@skitsap.wednet.edu
Sent time: 01/12/2016 04:33:10 PM
To: waspa@memberclicks-mail.net
Subject: Automatic reply: WSPA Region Auction Basket

I am out of the office Tuesday, January 12. If you need immediate assistance please contact Bree Malloy at 874-7079.

From: WSPA Region 5 <waspa@memberclicks-mail.net>
Sent time: 01/12/2016 04:31:08 PM
To: finnie@skitsap.wednet.edu
Subject: WSPA Region Auction Basket
Attachments: WSPA_Region_Basket_Letter.docx

Good day, Region 5.

Attached is a letter from Region 4 who is hosting the Annual Conference in Tacoma. As you likely recall, each region is responsible for bringing an auction item/basket. The funds go towards supporting scholarships for WSPA Members.

Please take a moment to share this with your district teams and discuss thoughts and ideas. We are on a short turn around time to get this finalized.

See you Friday!

Denise

D

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

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November 30, 2015

Dear WSPA Representative:

As you know, Washington School Personnel Association (WSPA) is holding its annual spring conference, "Teaming for the Future", February 21 – 24, 2016 at the Hotel Murano in Tacoma, WA.

We would like to request a minimum donation of one basket or more from each region to auction at the conference. The funds raised from this donation will benefit the Randy Hathaway Fellowship Fund which assists with continuing education tuition assistance and HELP program fellowships. We would like to make this as easy as possible so we have suggested sports themes for each region based on our slogan this year.

Region 1 = Hockey & Basketball

Region 4 = Football & Skiing

Region 2 = Wine/Dine & Camping/Boating

Region 5 = Fishing & Outdoor Family Fun

Region 3 = Soccer & Hiking

Region 6 = Mountain Biking & Baseball

We are more than willing to help create these baskets for you as well. Here are a few options:

- Send us a donation check made out to WSPA with a suggested minimum value of \$100 and we can do the shopping for you. If you choose this option please send to the Sumner School District Human Resources Department no later than January 15, 2016.
- Send the items to us at the Sumner School District Human Resources Department and we can supply and arrange the basket for you. If you choose this option please have items arrive no later than January 15, 2016.
- Create your own basket and bring to the conference no later than the morning of February 22, 2016. If you choose this option please call or email us with the theme you choose and the items you included in your basket no later than January 15, 2016.

Thank you supporting our conference. Please call or email with any questions.

Sincerely,

Shelli Stickell & Stacia Dorman

Committee Members, Communication and Publications

Sumner School District

1202 Wood Ave.

Sumner, WA 98390

253-891-6027

From: WSPA Region 5 <waspa@memberclicks-mail.net>
Sent time: 01/12/2016 04:31:07 PM
To: monaglej@skitsap.wednet.edu
Subject: WSPA Region Auction Basket
Attachments: WSPA_Region_Basket_Letter.docx

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Denise

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Shelli Stickell & Stacia Dorman

Committee Members, Communication and Publications

Sumner School District

1202 Wood Ave.

Sumner, WA 98390

253-891-6027

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Sent time: 01/13/2016 03:32:31 PM
To: finnie@skitsap.wednet.edu
Subject: Annual Conference "Teaming for the Future" Registration now open!
Attachments: Annual_Conference_2016_DRAFT_Schedule_at_a_Glance_UPDATED_JAN_2016.pdf



Region 4 invites you to attend "Teaming for the Future"

WSPA Annual Conference
February 21-24, 2016
Hotel Murano and BiCentennial Pavilion
Tacoma, Washington

Reminder: Registration is now open for the Annual Conference [Please click here for registration](http://www.wspa.net/annual-conference-2016)

Pre-conference session: "How technology effects all aspects of human resources and email management --tips and tricks"
Sunday, February 21st, 1-4 pm

Please see the attached draft schedule of events and breakout sessions.

For more information, including hotel accommodations, and information about our evening social activity, please visit our website at: <http://www.wspa.net/annual-conference-2016>

We look forward to seeing you there!

Thank you,

WSPA Region 4
Washington School Personnel Association

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SUNDAY, February 21, 2016	Sunday, February 21, 2016		
1:00pm - 4:00pm	Pre-Conference: How Technology Affects all Aspects of Human Resources and Email Management		
Schedule	Breakout 1	Breakout 2	Breakout 3
Monday, February 22, 2016	Monday, February 22, 2016		
Breakfast Keynote 8am - 9:10am	Carla Santorno, Superintendent Tacoma Public Schools Student Performers – including National Anthem		
Vendor Fair 9:10-9:40	Opportunity to visit Vendor Fair		
Session 1: 9:40am - 10:50am	Professional Educator Standards Board- Policy Updates, Pathways to Certification & Alternate Routes to Certification	Teacher Principal Evaluation Program (TPEP) – Overview, Updates, Best Practices & Networking	Affordable Care Act (ACA) – Introduction to ACA, Steps Taken & What's Next
Session 2: 11:00am - 12:10pm	OSPI Certification – eCert Navigation, Data and Reports	Human Resources Organization Audit	Recruitment: Managing Diversity
Lunch Keynote 12:30pm - 2:00pm	Gene Sharratt "Making a Difference" Student Performers Vendor Introductions		
Vendor Fair 2:00-2:30	Opportunity to visit Vendor Fair		
Session 3: 2:30pm - 3:40	Hiring: Onboarding Best Practices	Salary Placement – Credits, Clock Hours, and Experience Evaluation	Training the Trainer
Welcome Reception 4:00pm - 5:30pm	BiCentennial Pavilion Rotunda President's Reception Networking & Appetizers		
LeMay Museum Tour 6:00-8:00	Optional tour of LeMay Museum (tickets available for purchase)		
Tuesday, February 23, 2016	Tuesday, February 23, 2016		
Breakfast Keynote 8:00am - 9:10am	Amy Evesckige, Superintendent Chief Leschi Schools Student Performers		
Vendor Fair 9:10-9:40	Opportunity to visit Vendor Fair		
Session 4: 9:40am - 10:50am	District, Staff, and Student Communication in the Technical World	Apportionment and the S-275	Post Career Planning – Next Step Retirement



Tuesday, February 23, 2016 Continued	Tuesday, February 23, 2016 Continued		
Session 5: 11:00am - 12:10pm	Risk Management – Worker’s Compensation	Mediation and Arbitration	Family Medical Leave Act and American’s with Disabilities Acts
Lunch Keynote 12:30pm - 2:00pm	Chuck Lind Patterson, Buchanan, Fobes & Leitch, Inc., PSS Student Performers		
Session 6: 2:30am - 3:40am	Records Management in Human Resources	Leading the Way – Discovering Leadership Skills and Your Potential	Trending Legal Issues for School Districts
President’s Dinner General Membership Meeting 4:30pm	Debbie Leighton, WSPA President Curtis Leonard, WSPA Executive Director General Membership Meeting		
Wednesday, February 24, 2016	Wednesday, February 24, 2015		
Breakfast Keynote 8:00am - 9:10am	Charles Leitch, Attorney Patterson, Buchanan, Fobes & Leitch, Inc., PSS Student Performers		
Session 7: 9:10am - 10:20am	Professional Boundaries and Ethics	Crisis Response	Community Engagement and Communication
Session 8: 10:30am - 11:40am	Substitute Recruitment and Retention	Public Records Requests	Electronic Storage of Human Resources Records
ADJOURN	ADJOURN		

From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 01/15/2016 08:41:08 AM
To: finnie@skitsap.wednet.edu
Subject: MEMBER REQUEST

WSPA Members!

A couple of member requests for you.

Lisa Cluff from Tumwater School District is asking

The Tumwater SD has a couple of questions for those districts that are supporting Paraeducators in Route 2 of an Alternate Route to Certification program.

- *Do you have your Paras sign an agreement with your district that, upon successful completion of their program, they will work for your district for a certain # of years?*
- *If so, how many years are you asking for?*
- *If the Para begins work for your district as a teacher, then leaves prior to the agreed upon number of years, is there a financial penalty for them?*

Please send your response directly to: Lisa.Cluff@tumwater.k12.wa.us

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: finnie@skitsap.wednet.edu
Sent time: 01/15/2016 08:53:46 AM
To: vanzantent@orting.wednet.edu
Cc: cleonard@wspsa.net
Subject: staff handbook
Attachments: 15-16 Orientation Manual - In Process (2).doc

Here is our staff handbook per your request.

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



SOUTH KITSAP
SCHOOL DISTRICT

Nurturing Growth • Inspiring Achievement • Building Community

STAFF ORIENTATION

2015-2016



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South Kitsap School District

OFFICE (360) 874-7000
FAX (360) 874-7068
www.skitsap.wednet.edu



It is with great pleasure that I welcome you to the South Kitsap School District. As a new employee myself, I can empathize with the myriad of emotions that you are experiencing as a new employee or “newbee” of the South Kitsap School District. Speaking from experience, as “newbees” you will be warmly welcomed by the members of the South Kitsap family of employees. In fact, it is this wonderful sense of “family” that made my decision to return to South Kitsap for this school year an easy one.

Our district’s vision - Nurturing Growth, Inspiring Achievement, Building Community – captures the essence of the South Kitsap School District. I congratulate you on choosing to join the South Kitsap team. In doing so, you have become a member of a very special group of dedicated, skilled, knowledgeable, and caring professionals, who have embraced the district’s vision and who work each day to make this vision a reality for not only our students but also for our staff. As a member of the South Kitsap team, you are the heartbeat of the strong educational programs and support services we provide for the children of our district.

As a district and as a community, we have “declared our interdependence.” This declaration shares two critical beliefs: *All Children are Capable of Success – Without Exception*; and *Success for All Takes Us All!* By choosing our district, you are joining the district’s “Success Team” because what *you* will do every minute, every day makes a positive difference in the lives of our students.

The orientation program and notebook are designed to cover the basic elements of your employment, including many important pieces of information about your salary and benefit packages. The program will also make you aware of important policies and procedures. In an effort to continue to bring important information to you throughout the year, you will receive updates from various departments. Any time you have questions, please don’t hesitate to seek help.

In our recruitment program, we “Search for the Best.” I hope you are as proud of being selected to South Kitsap as we are proud to have you as part of our team. As you and your colleagues get to know each other during this first year, I sincerely hope that bonds will be forged that will endure not only during, but well beyond your career in South Kitsap.

On behalf of the Board of Directors and our community, best wishes for a wonderful first year at South Kitsap. I hope you’ll find time to stop by and say, “hello.” My door is always open.

Sincerely,

Michelle Reid

Dr. Michelle Reid
Superintendent

SOUTH KITSAP SCHOOL DISTRICT

District Overview

South Kitsap School District is the second largest school district in Kitsap County and has the largest high school in Washington. South Kitsap School District serves nearly 10,000 students within its 360 square miles. The district's 16 schools include:

- ✓ ten elementary schools
- ✓ three junior high schools
- ✓ one comprehensive high school
- ✓ one school of choice
- ✓ one alternative learning center

District Vision Statement

- Nurturing Growth, Inspiring Achievement, Building Community

Board of Directors "End" Statements

- End 1** The South Kitsap School District will enable all students to achieve academic success by providing a learning environment that nurtures all students.
- End 2** The South Kitsap School District will enable all students to grow to their full potential while in school and to develop the desire and ability to become lifelong learners.
- End 3** The South Kitsap School District will enable all students to develop the skills they will need to be successful in a rapidly changing world.
- End 4** The South Kitsap School District will inspire and motivate all students.
- End 5** The South Kitsap School District will believe in and practice hope.
- End 6** The South Kitsap School District will honor the unique skills, talents, and interests of all students.
- End 7** The South Kitsap School District will maintain healthy and positive relationships among students, families, and schools.
- End 8** South Kitsap Schools will be the "heartbeat of our community."

Board of Directors

Five citizens serve on the South Kitsap School District Board of Directors, each representing one of the five director districts that make up the school district. Registered voters within the school district's boundaries elect board members to four-year terms.

The Board's responsibilities are many, including:

- ✓ Adopting policies related to the general governance, goals and philosophy of the school district.
- ✓ Reviewing and approving documents and programs as they pertain to the annual budget, curriculum materials, student learning objectives and educational standards.
- ✓ Soliciting and receiving recommendations and reports from citizen groups on matters of administration and policy.
- ✓ Approving the hiring and dismissal of all employees.

Although the superintendent is responsible for the administration of the school district, the superintendent also serves as the secretary to the Board. The hiring and evaluation of the superintendent is the responsibility of the Board acting, if necessary, as a court of appeal for students or patrons.

Board Meetings

Board meetings are held the first and third Wednesdays of each month (except holidays) throughout the year. Meetings begin at 6:00 PM. The first meeting of the month is held in the Board Room at the District Office. When school is in session, the second meeting of the month is hosted by one of our schools. The meeting schedule, agendas, and minutes are available on the District's website (www.skitsap.wednet.edu).

SKSD BOARD OF DIRECTORS



Rebecca Diehl
360-265-9640
diehl@skitsap.wednet.edu

Elected in 2013, Rebecca has lived in Port Orchard for 16 years with her husband and four sons. One of her sons is a graduate of South Kitsap High School and three still attend SK schools. Rebecca volunteered in the District and also home schooled her sons for years. She also works as a personal trainer, landlord, and book keeper. Rebecca believes every child is capable of success and encourages the whole community to come together to support our educational system.

Director District No. 4 includes Lund, Bethel, and Parkwood. Ms. Simpson's term expires in 2017.



Christopher Lemke, President
360-876-4087
lemke@skitsap.wednet.edu

Elected to the Board of Directors in November 2009. Mr. Lemke has been active in SKSD for many years and previously served as a school board member from 2001-2005. He is currently retired and previously held several supervisor jobs at Naval Submarine Base Bangor in Silverdale. Mr. Lemke has lived in the South Kitsap area for nearly 30 years. He and his wife Debbie have four children, all of whom are South Kitsap High School graduates.

Director District No. 3 includes Olalla, Mullenix, Long Lake, and Bethel-Burley. Mr. Lemke's term expires in 2013.



Patty Henderson
360-876-0623
hendersp@skitsap.wednet.edu

Mrs. Henderson was elected to the Board of Directors in November 2003. Prior to her present position she was very active as a school and community volunteer. She is a Registered Nurse who, after many years of working, was able to retire and devote time to her family and the school district. She has four children, three of whom graduated from South Kitsap High School, and one teenager still at home.

Director District No. 1 includes Port Orchard, Annapolis, Old Belfair Hwy, and Gorst. Mrs. Henderson's term expires in 2015.



Keith Garton
360-871-7546
garton@skitsap.wednet.edu

Appointed to the Board of Directors in June 1998 and elected in November 1999, Mr. Garton has been active as a school volunteer, and is a math teacher at Peninsula School District. Mr. Garton and his wife have three children, all of whom attended South Kitsap schools.

Director District No. 2 includes Manchester, Colby, Long Lake and Waterman areas. Mr. Garton's term expires in 2015.



Greg Wall, Vice President
wallg@skitsap.wednet.edu

Wall was elected to the Board of Directors in November 2011. Mr. Wall has lived in Port Orchard since 1978. He is a lawyer and a graduate of Gonzaga University Law School. He works in Port Orchard. He is married to Shirley Wall, a teacher at East Port Orchard Elementary School. All three of his sons attended South Kitsap Schools and are graduates of South Kitsap High School. He believes that public schools are the foundation of our democracy and the basis for a successful community.

Director District No. 5 includes Sidney, McCormick Woods, Burley, and Olalla. Mr. Wall's term expires in 2015.

HUMAN RESOURCES

New Employee Orientation

All new employees to the District will complete new employee orientation with Human Resources. Individual or group new employee orientation is coordinated by either the Certificated or Classified specialist. A portion of new employee orientation is completed online prior to orientation:

- **Mandatory Training**
 - ✓ Bloodborne Pathogens
 - ✓ Board Policies and Procedures
 - ✓ Professional Responsibilities
- **Mandatory Forms**
 - ✓ Employment Eligibility Verification Form I-9
 - ✓ W-4
 - ✓ Washington State Retirement Status
 - ✓ Payroll Direct Deposit Form 72
 - ✓ Sexual Misconduct Disclosure Release Form

Conditional Status

All new employees are hired on a conditional status pending completion of the required background and fingerprint checks in accordance with Washington State Law.

Employee Associations

- *South Kitsap Education Association (SKEA)*
 - ✓ teachers
 - ✓ educational staff associates
- *South Kitsap Coaches' Association (SKCA)*
 - ✓ coaches
- *Public School Employees (PSE)*
 - ✓ office staff/clerical
 - ✓ playground
 - ✓ educational support staff
- *Service Employees International Union (SEIU)*
 - ✓ maintenance
 - ✓ food and nutrition services
 - ✓ transportation
 - ✓ warehouse
 - ✓ laundry
 - ✓ courier
 - ✓ custodial
 - ✓ technology
- *South Kitsap Association of Principals (SKAP)*
 - ✓ principals
 - ✓ assistant principals
- *Non-Represented*

Collective Bargaining Agreements

New employees may be represented by a bargaining unit (employee association). If so, work activities are subject to a collective bargaining agreement between the District and employee organization. Collective Bargaining Agreements are available on the District's website (www.skitsap.wednet.edu / Departments / Human Resources / Bargaining Agreements & Salary Schedules). This is an extremely important document and it should be read carefully. Some employees and administrators are non-represented. Their work conditions are established by Board policy.

Probation

All new *classified* employees serve an initial probationary period. The length of the probationary period varies according to the applicable collective bargaining agreement. During the probationary period, work performance will be evaluated by the employee's immediate supervisor. The District may discharge an employee during probation, at its discretion. Upon satisfactory completion of probation, employees are considered regular status employees (if the position is permanent) and are subject to all rights and duties contained within the applicable collective bargaining agreement, retroactive to the start date.

Employee Performance Reviews

Certificated (see *SKEA agreement for forms and schedules*)

▪ Comprehensive Evaluation

- ✓ first three (3) years
- ✓ professional growth focus
- ✓ goal setting pre-conference
- ✓ observations
- ✓ post-observation conferences
- ✓ mid-year goal review
- ✓ final evaluation conference

▪ Focused Evaluation

- ✓ professional growth focus
- ✓ three years then cycle to comprehensive for 1 year
- ✓ goal setting conference
- ✓ mid-year observation
- ✓ final evaluation conference

Classified (see *form section*)

- Performance Appraisal for Classified Employees
 - ✓ probationary evaluation
 - ✓ annual evaluation

HUMAN RESOURCES ~ WHOM TO CALL

"A team dedicated to improving student learning by recruiting, hiring, and supporting talented staff."

2689 Hoover Ave SE, Port Orchard, WA 98366-3013
360-874-7074
360-874-7076 (FAX)

Assistant Superintendent of Human Resources

Misty Dieffenbach, 874-7080

Administrative Hiring

dieffenb@skitsap.wednet.edu

Certificated/Classified Matters

Misconduct & Investigations

No Child Left Behind & Highly Qualified Staff

Collective Bargaining Agreements: SKEA, SEIU, PSE, SKAP, SKCA

Staffing/Allocations

District Hiring Approvals

District Recruitment

Leave Authorizations

Misconduct & Investigations

Substitute Services Management

Executive Assistant

Lynn Finnie, 874-7072

Executive Assistant to Human Resources

finnie@skitsap.wednet.edu

Cares Fair

Legal Support

Public Disclosure

Sexual Harassment

Executive Director Staff & School Support

Brian Pickard, 874-7063

Parent/Student Concerns

pickard@skitsap.wednet.edu

Conflict Resolution

HIB Compliance

Hearing Appeals

Board Policies and Procedures 3000 series

Student Discipline (practices and support)

Supervision of SRO's (School Resource Officers)

McKinney-Vento

Back to School Celebration

Rights and Responsibilities Handbook

Open Enrollment/Transfers/Choice

Running Start

Staff & School Support Specialist

Annette Stewart, 874-7054

Secretary to Executive Director Staff & School Support

stewartg@skitsap.wednet.edu

Schedules Hearings

Conflict Resolution

Back to School Celebration Coordinator

McKinney-Vento

Coordinates Early Kindergarten Testing
 Open Enrollment/Transfers/Choice
 Rights and Responsibilities Handbook
 Board Policies and Procedures 3000 series
 Running Start

HR Specialist

Lalaina Olson, Secondary

Certification Assignment/Endorsement

874-7083

Certificated Budget

olsonla@skitsap.wednet.edu

Certificated Evaluation (Placement)

Certificated Postings

Jamie Monagle, Elementary

Certificated Family & Medical Leave

874-7071

Certificated Salary Placements

monaglej@skitsap.wednet.edu

Certificated Seniority Publishing

Certificated Shared Leave Applications

Certificated Staffing/Allocations

No Child Left Behind & Highly Qualified Staff

Work Calendars (SKEA, Administrators)

Classified Budget

Classified Family & Medical Leave

Classified No Child Left Behind

Classified Job Descriptions & PSE Job Analysis Group

Classified Postings

Classified Seniority Publishing

Classified Shared Leave Applications

Classified Staffing/Allocations

Collective Bargaining Agreements & Board Policies Updates

Drug & Alcohol Testing Program

Government Posters Required for the Workplace

Work Calendars (PSE, SEIU, Non-Rep)

Workers' Compensation Return-to-Work Program

HR Specialist-Certificated & Classified Support

Bree Malloy, 874-7079

Annual Reasonable Assurance Letters

malloy@skitsap.wednet.edu

Bloodborne Pathogens Policy & Annual Training

Certification Monitoring

Coaches

CPR/First Aid Tracking

Employee Orientations

Employment Security (Unemployment Claims)

Employment Verifications

Evaluation Tracking

Forms Tracking (ATRP, DVR, ATV)

Temporary Employees

HR Specialist-Substitute Services**Marianne Haukli, 874-7070**

Leave Processing (Professional & Personal)
Substitute Orientation
Substitute Placement
Substitute System/Substitute Technical Support
Tutors
Online Application Support for Substitutes

haukli@skitsap.wednet.edu**HR Specialist-Employment Services****Stephanie Lamoureux, 874-7074**

District Recruitment Activities
Interview & Hiring Activities
Online Application & Questions
Online Postings (Classified & Certificated)
Student Teacher Assignments
District Tests for Classified Positions

lamoures@skitsap.wednet.edu

[Redacted text block]

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CERTIFICATED EMPLOYEES

Certificates

All applicable certificates must be current (valid). It is important for certificated employees to monitor the expiration date of their certificates. South Kitsap School District does not maintain a tracking system for the 150 clock hours necessary to renew your certificate. A valid Washington State Teaching Certificate or Temporary Teaching Permit must be registered and on file in Human Resources *prior to your first work day*.

For questions regarding certification issues contact:

- ✓ OSPI Certification
www.k12.wa.us/cert or 360-725-6400
- ✓ Olympic ESD Certification Specialist
360-478-6868

Salary Placement

Salary placement is based on the number of credits and clock hours earned after the first Bachelor's degree as well as the number of verified certificated years of experience. Salary advancement adjustments are based on the following guidelines:

- ✓ Coursework must be completed by October 1st.
- ✓ Official transcripts are due in Human Resources no later than close of business November 1st in order to advance on the salary schedule for the current year.
- ✓ Payments for salary advancement will retro back to the first contracted day of the current school year.
- ✓ New hires have 90 days from their date of hire.
- ✓ A new Payroll Authorization in place of reissuing a new contract.

Transcripts

College/university transcripts must be "official" and sealed.

Credits

Credits must be earned through an accredited college or university. For salary placement all credits are counted in quarter hours (one semester is equivalent to one and one-half quarter credits).

Clock Hours

Ten clock hours are equivalent to one quarter credit. Clock hours must be offered by a Washington State approved clock hour provider and be posted on an ESD transcript to be eligible for salary placement (three hour minimum). Clock hours are applicable only to the *renewal* of a continuing or professional certificate, not to the renewal of an initial or residency certificate. ESD 114 will submit "official" transcripts to the District in October for staff who have submitted new classes for posting since the previous posting cycle. You will receive a copy of this transcript after all new classes have been posted. If you have classes posted at a different ESD, you will need to contact them and ask that they send us an "official" transcript.

Verification of Experience

Certificated experience outside of the South Kitsap School District must be documented on a Verification of Professional Employment Form 187 (see form section). It is the employee's responsibility to submit the form to each of their previous educational employers. This form is available on the District's website (www.skitsap.wednet.edu / For Staff / Forms Library / Human Resources Forms).

Employment Contracts

Base contracts (180 work days) are issued in late spring for the following year. Supplemental contracts (Added Time and Responsibility-ATRP, Advisor, Dept Head, etc.) are issued in October for the current year. Contracts must be signed and returned to Human Resources within **ten** days. If you have questions regarding your contract, contact Human Resources.

TIME REPORTING & COMPENSATION

Employee Work Calendars

Each employee shall receive the applicable work calendar during new employee orientation. All work calendars are available on the District's website (www.skitsap.wednet.edu / For Staff / under Certificated or Classified link / Staff Calendars).

▪ Classified

- ✓ 180-day (Calendar #1)
- ✓ 193-day (Calendar #2)
- ✓ 205-day (Calendar #3)
- ✓ 210-day (Calendar #4)
- ✓ 220-day (Calendar #5)
- ✓ 260-day (Calendar #9)

▪ Certificated

- ✓ 180-day Teacher's

▪ Administrator

- ✓ Superintendent/Assistant Superintendent (Calendar #10)
- ✓ Non-Represented Supervisory (Calendar #11)
- ✓ SKAP Principal/Assistant Principal (Calendar #34)

Salary Placement

Certificated: Salary placement is based on years of experience and education. Please refer to the SKEA collective bargaining agreement regarding salaries, stipends, and supplemental contracts. The Certificated Employees section of the New Employee Orientation Manual also includes detailed information about transcripts, credits, clock hours, and the approval process. Salary schedules are included in the agreement, and can be obtained from the District's website (www.skitsap.wednet.edu / Departments / Human Resources / Bargaining Agreements & Salary Schedules).

Classified: Placement on the appropriate salary schedule is based on position and appropriate collective bargaining agreement. Salary schedules and information regarding compensation can be found within the collective bargaining agreement, and can be obtained from the District's website (www.skitsap.wednet.edu / Departments / Human Resources / Bargaining Agreements & Salary Schedules).

Payroll

Payroll staff process two payrolls each month, one for regular status employees and another for substitute employees. Approximately 1500 employees are paid each month totaling more than \$4,500,000. In addition to the payment of wages, payroll staff handles the District's benefit packages, state retirement, and leave reporting.

Please feel free to contact any of the following staff with your payroll questions:

- ✓ Chary Wagner, Payroll Supervisor, 874-7025
- ✓ Laura Ruby, Payroll & Benefits Specialist, 874-7026
- ✓ Angie Schiffner, Payroll & Benefits Specialist, 874-7027
- ✓ Colleen Popochock, Payroll & Benefits Specialist, 874-7028

How Wages are Paid

For regular employees, pay is annualized. This process takes the total amount earned for the year, divided into equal payments over twelve months (September through August). Payday for regular employees is the last business day of each month. Payroll for substitute and temporary employees is the fifteenth of each month.

Paydays for Regular Employees in 2015-2016:

- September 30, 2015
- October 30, 2015
- November 30, 2015
- December 31, 2015
- January 29, 2016
- February 29, 2016
- March 31, 2016
- April 29, 2016
- May 31, 2016
- June 30, 2016
- July 29, 2016
- August 31, 2016

Union Dues

All employees represented by a bargaining unit shall, as a condition of employment, become a member of the association/union or pay a representation fee. See the applicable collective bargaining agreement for specific guidelines to determine which employees are required to become members and pay dues. Dues in the amount set by each bargaining unit will be deducted monthly.

TIME REPORTING & COMPENSATION

Extra Pay - Classified Employees

Overtime is permitted only upon supervisor's advance approval. Approved overtime or extra time is reported on Form 78 (see forms section). Employees must report the actual month/day/year worked, description of work, and hours worked (rounded to the nearest quarter hour). The Form 78 must be signed by the employee and applicable administrative staff prior to being sent to **Payroll** for processing and payment. See the applicable collective bargaining agreement for specific information regarding overtime for classified employees.

Compensatory time is permitted only upon supervisor's advance approval. Approved compensatory time is reported on a Form 362 (see forms section). Employees must report the actual month/day/year worked, description of work, hours worked (rounded to the nearest quarter hour) and compensatory time earned. See the applicable collective bargaining agreement or Form 362 for specific information regarding compensatory time calculations for classified employees. Consistent with Board policy, compensatory time is limited to a total of forty (40) hours of accrued time. All accumulated compensatory time shall be used or cashed out by the end of the fiscal year. The Form 362 must be signed by the employee and applicable administrative staff prior to being sent to Payroll for processing and/or payment.

According to the Fair Labor Standards Act, non-exempt classified employees may not work through their assigned break times or lunch periods (except in the event of an unusual or emergency situation).

Extra Pay – Certificated Employees

Certificated employees complete time records *only* when performing extra duties or extended days as determined by the applicable collective bargaining agreement. The forms section in the back of this manual includes copies of these forms:

- **Additional Time and Responsibility Pay Form 373**
District-determined hours are paid as worked. The remaining hours are paid in equal installments (1/12 each month) throughout the year. This form is available on the District's website (www.skitsap.wednet.edu / For Staff / Forms Library / Human Resources).
- **Additional Time Verification Record Form 375**
Each certificated employee holding a time driven supplemental contract (i.e. extra days for counselors, librarians, vocational teachers, etc.) is required to complete the Additional Time Verification Record as a condition of the contract. This document should be completed and signed by the employee and applicable administrator prior to being submitted to Human Resources by June 30th annually. Failure to submit the record may result in a deduction of pay for the contract amount. This form is available on the District's website (www.skitsap.wednet.edu / For Staff / Forms Library / Human Resources).
- **Duty Verification Record Form 376**
Each certificated employee holding a non-time driven supplemental contract (i.e. coaches, department heads, etc.) is required to complete the Duty Verification Record as a condition of the contract. This document should be completed and signed by the employee and applicable administrator prior to being submitted to Human Resources at the end of the assignment. Records are due no later than June 30th annually. Failure to submit the record may result in a deduction of pay for the contract amount. This form is available on the District's website (www.skitsap.wednet.edu / For Staff / Forms Library / Human Resources).

South Kitsap School District

Payroll Check History and Leave Balances



With the Skyward Fiscal/HR conversion in August 2011, we are “going green” by providing all employees with electronic access to their Payroll Check History rather than distributing paper. This data will be available for viewing at any time and printable from one’s home computer (if desired).

LOGGING IN

Skyward is now a combined system for student, payroll, fiscal and HR information, so you will use the same login to access any of these areas.

Skyward Employee Access: <https://www2.saas.wa-k12.net/scripts/cgiip.exe/WService=wskitsas71/seplog01.w>



Login ID

Your Login ID is provided to you separately, usually your last name with two digits (cbrown01). This is **NOT** your district network account.

Password

You will have chosen your own password after logging in the first time. If you have used Skyward for student records in the past, your password will not have changed.

Forgot your Login/Password?

If you don’t remember your login or password, you can enter your e-mail address and have it sent to you.

- Substitutes/Temporary - use your home e-mail address that Human Resources has on file.
- All Other Employees - use your district e-mail address.

ACCESSING YOUR PAYROLL CHECK HISTORY

At the top of the screen, click the **Employee Information** tab. Other tabs may be available to you depending on your security access.

With the **Employee Information** tab highlighted,

- Click the **Check History** button under the heading for Payroll

A list of paychecks will be displayed. After each monthly payroll process, your check information will be automatically added to this list and available in history forever.

Click on the **Check Number** to see more detail.

Employer Information
Name: SOUTH KITSAP SCHOOL DISTRICT
Address: 1962 HOOVER AVE SE
PORT ORCHARD WA 98366-3834

Employee Information
Name: BOBBI SOCKS
Address: 33333 SIDNEY AVE #3-210
PORT ORCHARD WA 98367

Check Detail Information
Check Date: 03/31/2011
Check Number: 20
Check Type: Manual Check

Gross Wages:
Net Amount:

Taxable Wage Information

	Federal	State	FICA	Medicare
Gross Wages:				
Minus Deductions that Decrease Tax:				
Plus Taxable Benefits:				
Taxable Gross Wages:				

Pays

Description	Rate	Factor/Hours	Amount	Retire Hours	Period End
Conversion	-0.06		-0.06		03/31/2011
ELEMENTARY CERT	0.02	1.00	0.02		03/31/2011
LID DAY		1.00			03/31/2011
Regular Pay		1.00			03/31/2011
T-ATRP	0.04		0.04		03/31/2011
Total:					

Deductions

Description	Amount	--Decrease Tax--		
		Fed	St	F/M
Other Deduct	-19.44			
Workers' Comp	19.44			
Total:				

Benefits

Description	Amount	-----Taxable-----		
		Fed	St	F/M
Workers' Comp	70.91			
Total:	70.91			

Clicking any of these Pays lines will bring up more detail →

ACCESSING YOUR LEAVE BALANCES and DETAILS

At the top of the screen, click the **Time Off** tab.

With the **Time Off** tab highlighted,

- Click the **My Status** button
- Click the **My Time Off Status** button

A list of available leave types and balances will be displayed.

Click the **arrow** next to the leave type to see details on how the balances were calculated, *as not all leave taken may be immediately reflected in your balances.*

INSURANCE BENEFITS

Enrollment

Payroll is responsible for enrolling and processing all benefit forms for medical, dental, vision, life, and disability insurance. The annual open enrollment period is September 1st through October 10th (to add, delete, or change your insurance coverage). Annually, employees receive rate information to help them choose a benefit plan. Enrollment forms are available on the District's website (www.skitsap.wednet.edu / For Staff / Nuts & Bolts / Benefits and Salaries / under respective benefit), or through Payroll Services. Due to recent changes in State Law every employee is required to pay some portion of their medical premium. As of the printing of this booklet, these amounts are not known and will be published as soon as possible. The South Kitsap School District Benefits Booklet is updated annually and available in September from Payroll Services, the SKSD website, or the school office.

Eligibility

Employees working 17.5 hours per week or more in a qualifying assignment are eligible for mandatory benefits and retirement. Employees working 1.0 hour per day or more in a qualifying assignment are eligible for medical insurance. Exact benefit eligibility is subject to and determined by hours of work and collective bargaining agreement provisions.

Insurance Providers

A complete outline of current insurance providers and specific plans and their coverage are included in the Benefit Booklet and on the District's website (www.skitsap.wednet.edu).

Medical Insurance (optional)

The district medical plan covers the employee, employee's spouse, and children up to age 26. Medical insurance is optional insurance. Employees electing medical coverage must enroll within 30 days from the date of eligibility. If an employee does not enroll within 30 days, they will have to wait for the next open enrollment period. There may be qualifying events during the school year in which employees may enroll family members. Contact Payroll Services for details.

Dental Insurance (mandatory)

The plan covers the employee, employee's spouse, and dependent children up to age 26.

Vision Insurance (mandatory)

The vision plan covers the employee, employee's spouse, and dependent children up to age 26. This coverage assists with the payment of eye care expenses when prescribed by an ophthalmologist or optometrist.

Life Insurance (mandatory)

A \$50,000 group term life and accidental death and dismemberment coverage is provided to eligible employees. Coverage amounts are reduced beginning at age 65. Dependent group term life insurance is also available on an optional payroll deduction basis.

Long-Term Disability Insurance (mandatory)

LTDI insurance provides the employee with income protection if they become disabled by a covered illness, accidental bodily injury, or pregnancy. If disabled, the long-term disability insurance will provide employees with monthly benefits equal to 60% of your insured earnings, reduced by your income from other sources. There is an elimination or waiting period before benefits become payable (ninety (90) calendar days for each continuous period of disability).

Retirement

Retirement contributions are mandatory and will be deducted from monthly. The deductions are pre-tax, which means they will be deducted from the gross amount reported to the Internal Revenue Service on W-2 statements each year.

Other Optional Benefit Plans

Additional self-funded plans are available, such as short-term disability, supplemental insurance, tax sheltered annuities, deferred compensation, etc. See Payroll Services or the District's website for current plans.

COBRA

If an employee or dependents becomes ineligible for coverage under the District's medical, dental, or vision program, the employee may be eligible to extend coverage under the federal COBRA program. This allows the employee and/or dependents to continue receiving insurance coverage by self-paid premiums. See Payroll Services for details.

LEAVE REPORTING

Attendance

All employees are expected to be at work on time, every day. Late or absent employees must call the department supervisor as soon as possible *in advance* of time to report. In an emergency, someone else may call so necessary arrangements can be made.

Leave of Absence

Requests for leave of absence must be submitted in advance; however, emergency leaves are an exception since the situation is usually of an urgent nature.

The type of leave requested depends on the reason for the leave. Refer to collective bargaining agreement for specific leaves, definitions, and timelines. All collective bargaining agreements are available on the District's website (www.skitsap.wednet.edu / Departments / Human Resources / Bargaining Agreements & Salary Schedules).

A Leave Request is required for the following leaves:

- *Bereavement*
- *Emergency*
- *Legal Leave* (jury duty, witness/subpoena)
- *Personal Leave*
- *Administrators* (personal, sick, vacation)
- *Sick Leave*
 - ✓ Terms determined by the applicable collective bargaining agreement
- *Vacation*
 - ✓ Classified Staff (year-round)
 - ✓ Terms determined by the applicable collective bargaining agreement
- *Professional Leave* (Form 322 – see forms section)
- *Other Leaves* (contact Human Resources directly for information and application procedure)
 - ✓ *Maternity/Parental Leave*
 - ✓ *Family and Medical Leave*
 - ✓ *Leave Sharing Program*
 - ✓ *Job Sharing (certificated)*
 - ✓ *Military Leave*
 - ✓ *Leave Without Pay*

Classified Employees

Please consult your Office Coordinator for leave reporting procedures. Each position is serviced by one of the following:

- Aesop
- Skyward
- Form 59A (*for Transportation and Food Service employees only*)

Certificated Employees

All Certificated Employees will use Aesop for leave reporting. Aesop allows employees to schedule a substitute if needed, see below under 'Substitutes' heading for more details.

Substitutes

Contact immediate supervisor in the event of absence or tardiness, and determine if substitute is needed. If a substitute is needed, it is the employee's responsibility to make the arrangements. Do this online or via phone. If an absence is needed for the same day, call Substitute Services after entering absence in Aesop.

After an employee is hired, Substitute Services will provide employee with an ID and PIN for Aesop, plus all of the instructions needed to access and use Aesop. There are training and reference materials available on Aesop. We strongly recommend viewing the Employee User Guide and watching the Basic Training Video – all accessed from employee's Aesop home page.

For questions regarding the scheduling of a substitute, to obtain Access ID and/or PIN, or for any other substitute questions, please call Marianne Haukli at 874-7070.

e-mail: haukli@skitsap.wednet.edu



LEAVE REPORTING

Sick Leave Transfer

Pursuant to RCW 28A.400.300(2)(h), sick leave accumulated in a Washington State school district, Educational Service District (ESD), or the Office of the Superintendent of Public Instruction (OSPI) remains on the books and is transferred to another Washington State district, ESD, or OSPI upon employment there.

The verification of employment from the last Washington State school district, ESD, or OSPI should include the sick leave transfer. If not, the employee should send a separate verification to the previous employer for the unused sick leave balance. Upon receipt, sick leave balances are reported to Payroll Services.

Sick Leave Reinstatement

If an employee is rehired and previously worked for South Kitsap School District AND the sick leave was never transferred to another district, ESD, or OSPI, then the previous balance will be reinstated to the employee.

Short-Term Leave Without Pay

Short-term leave without pay is discretionary on the part of the District and applies to leave requests other than those of a medical nature or those covered by contractual language.

- Short-term leave without pay is defined as a full day not to exceed five days in total per qualified event.
- Other applicable leave (e.g. personal leave, possibly vacation) must be used first.
- A request must be submitted consistent with the terms of negotiated agreements or a minimum of 60 calendar days in advance of the event. Extenuating circumstances may be evaluated by the Assistant Superintendent of Human Resources. Approval is dependent on the availability of substitutes. This type of leave takes up a personal leave spot for the day.

- Examples of reasons: (these are possible reasons for leave without pay)
 - ✓ major immediate family event that employee has no control over
 - ✓ graduation
 - ✓ births
 - ✓ events not able to be scheduled at another date
- Recreational trips do not qualify. Recreational trips would be such events that could be scheduled at another date. Such trips should be pre-planned to coincide with non-school days.
- Leave without pay will not be granted for the first five (5) student days and the last five (5) student days of the year. Leave without pay may be taken if the leave is for the graduation of the employee's immediate family as defined below. This provision is limited to the availability of substitutes and prior approval by the Assistant Superintendent of Human Resources. Early communication with the direct supervisor and the Assistant Superintendent of Human Resources must occur to discuss if the leave fits guidelines. Leave must be approved by the Assistant Superintendent of Human Resources before reservations and travel plans are made.
- The immediate family shall be defined as parent, brother, sister (including in-laws), foster relationships of more than one (1) year's duration, and the husband, wife, child, grandparents and grandchildren of the employee or employee's spouse.

****NOTE** – Leave without pay may be extended from five days to 10 days for those with an immediate family member in a war zone.

****NOTE** – Leave without pay may affect retirement, as it will reduce the reported number of days worked for the year.

Emergency Closure or Schedule Change

In case of an emergency school closure or schedule change, staff reporting instructions are issued annually (see forms section) and available on the employee section of the District's website (www.skitsap.wednet.edu).

INJURY REPORTING

WHAT YOU NEED TO DO IMMEDIATELY

Report all workplace injuries to your supervisor immediately and seek medical treatment, if needed. Within 24 hours, complete the SKSD Employee's Accident/Incident Report ([Form 79](#)) and submit to the designated staff in your building or department. This contact person will fax the form to the District Safety Office. By doing so within 24 hours, your supervisor and/or the District Safety Officer, Director of Facilities and Operations, will be able to investigate, identify, and correct any unsafe condition that may exist in the workplace. The Director of Facilities and Operations can be reached directly at 360-874-6001.

WORKERS' COMPENSATION PROGRAM - WORK RELATED INJURY OR OCCUPATIONAL DISEASE INVOLVING MEDICAL TREATMENT

South Kitsap School District is subject to Washington State's industrial insurance laws and has been approved by Washington State as a self-insured employer. Self-insured employers must provide all benefits required by law. The Department of Labor and Industries regulates compliance with these laws. Our self-insured program applies to work-related injuries and occupational disease. By being self-insured, the South Kitsap School District assumes the cost of medical charges and compensation expenses, as well as benefits prescribed by law associated with work-related injuries and occupational disease, through our self-insured provider (Olympic Educational Service District 114 Workers' Compensation Trust). Funding for these benefits comes directly from the South Kitsap School District budget; not paid by separate funds or the Department of Labor and Industries.

- **Medical Treatment**

As a Washington worker, you are entitled to treatment from a qualified medical provider of your choice.

- **Medical Provider's Office**

Tell your medical provider this is a work-related injury or occupational disease and that South Kitsap School District is a self-insured employer. Complete a Physician's Initial Report and request that it be sent to our self-insured provider. The claims adjuster will evaluate your claim for eligible benefits.

- **Self Insured Provider**

Olympic Educational Service District 114
Workers' Compensation Trust
Terri Sugg, Claims Adjuster
2530 W 19th St
Port Angeles WA 98363
Phone: 1-800-643-4369

- **Complete the Self Insured Accident Report**

Contact Landa Fuchs in Business and Support Services at 360-874-7013 or via email at fuchs@skitsap.wednet.edu to receive a claim number and instructions to file a claim (SIF-2). She will assist you in this process and submit the completed claim to our self-insured provider. Olympic Educational Service District Workers' Compensation Trust manages claims for South Kitsap School District employees. Terri Sugg is the claims adjuster assigned to our district.

MEDICAL DOCUMENTATION RESPONSIBILITY

All medical provider documents related to your claim must be provided no later than the following business day after your medical appointment. These can be sent to Landa Fuchs, Business and Support Services. She will provide copies to our self-insured provider. If you miss work due to your injury, a written clearance is required from your medical provider before you can return to work. Failure to provide medical documentation may result in a delay of eligible benefits.

RETURN-TO-WORK PROGRAM

South Kitsap School District offers an extensive alternative duty program in our ongoing effort to return injured workers to gainful employment within the restriction necessitated by medical condition. We believe that returning an injured worker to alternative duty can enhance healing and assist the employee's return to full capacity by moving them from a disabling atmosphere to one of wellness. We offer both modified and light duty options. We will evaluate each claim on a case-by-case basis to determine whether modified and/or light duty work is available and appropriate.

IMPORTANT!

Your employer cannot deny you the right to file a claim and your employer cannot penalize you or discriminate against you for filing a claim. Every worker is entitled to workers' compensation benefits for any injury or illness which results from his/her job. Any false claim filed by a worker may be prosecuted to the full extent of the law. If you have questions or concerns, contact Business and Support Services (360-871-7013) Olympic Educational Service District, Workers' Compensation Trust (1-800-643-4369), or the Department of Labor and Industries, Self Insurance Section (360-902-6901).

ADDITIONAL RESOURCES

- South Kitsap School District Website
www.skitsap.wednet.edu / For Staff / Nuts & Bolts / Benefits & Salaries
- Department of Labor and Industries
www.lni.wa.gov

Workers' Compensation Filing Information

IF A JOB INJURY OR DISEASE OCCURS:

South Kitsap School District is subject to Washington industrial insurance laws and has been approved by the state to cover its own workers' compensation benefits. Self insured employers must provide all benefits required by the laws. The Department of Labor and Industries regulates your employer's compliance with these laws. If you become injured on the job or develop an occupational disease, you will be entitled to industrial insurance benefits. Your claim will be handled and your benefits paid by your employer.

IN CASE OF INJURY OR DISEASE:

REPORT YOUR INJURY OR DISEASE *to your supervisor (listed below).*

Your employer will provide you with a "Self Insured Accident Report" (SIF-2). You must complete this form with your employer if you seek medical treatment.

GET MEDICAL CARE. *You have the right to go to the doctor of your choice.*

Complete a "Physician's Initial Report" form at your doctor's office. Have your doctor mail this form to your employer's claims administration address listed below. The claims administrator will evaluate your claim for benefits. All medical bills that result from an allowable on the job injury or occupational disease will be paid by your employer. You maybe entitled to wage replacement or other benefits. Your employer will explain this to you.

IMPORTANT:

Your employer cannot deny you the right to file a claim, and your employer cannot penalize you or discriminate against you for filing a claim. Every worker is entitled to workers' compensation benefits for any injury or illness which results from his/her job.

Any false claim filed by a worker may be prosecuted to the full extent of the law.

If you have any questions or concerns, contact your employer's representative (at the claims administration address or phone number below), or call the Department of Labor and Industries, Self Insurance Section (360) 902-6901.

EMPLOYER MUST COMPLETE THE FOLLOWING

Report your injury to:

Your supervisor and Safety Office via Accident/Incident Form 79. If medical treatment, contact Landa Fuchs in Business Services (360-874-7013) to file a claim.

Claims Administration address:

Olympic Educational Service District 114
Workers' Compensation Trust
2530 West 19th St
Port Angeles WA 98363

DISTRICT POLICIES & PROFESSIONAL RESPONSIBILITIES

District Policies and Procedures

We operate in accordance with policies established by the Board of Directors. The Board, which represents the local community, adopts policies and approves regulations after careful deliberation. The school administration implements Board policies through specific administrative procedures. All Board Policies and Procedures are available on the District's website at www.skitsap.wednet.edu.

Specific Board Policies and Procedures are reviewed during new employee orientation:

- ✓ 2022 Electronic Information System
- ✓ 3207 Prohibition of Harassment, Intimidation, Bullying and Hazing
- ✓ 3211 Sexual Harassment of or by Students
- ✓ 3421 Child Abuse
- ✓ 4215 Use of Tobacco on School Property
- ✓ 5010 Equal Opportunity Employment & Affirmative Action
- ✓ 5201 Drug-Free Schools, Community & Workplace
- ✓ 5271 Reporting Improper Governmental Action
- ✓ 5011 Sexual Harassment of or by Employees
- ✓ 5404 Family and Medical Leave Act
- ✓ 5406 Leave Sharing
- ✓ 6895 Pesticide Use on District Property

School Employee Duty to Report Suspected Child Abuse or Neglect

▪ Duty to Report

Per [RCW 26A.400.317](#), A certificated or classified school employee who has knowledge or reasonable cause to believe that a student has been a victim of physical abuse or sexual misconduct by another school employee, shall report such abuse or misconduct to the appropriate school administrator. The school administrator shall cause a report to be made to the proper law enforcement agency if he or she has reasonable cause to believe that the misconduct or abuse has occurred as required under [RCW 26.44.030](#). During the process of making a reasonable cause determination, the school administrator shall contact all parties involved in the complaint.

▪ Professional Staff (certificated staff and all administrators)

Per [RCW 26.44.030](#), when a professional school employee has reasonable cause to believe that a child has suffered abuse or neglect, he or she shall report such incident, or cause a report to be made, to the proper law enforcement agency or to the department as provided in [RCW 26.44.040](#). The report must be made at the first opportunity, but in no case longer than forty-eight hours after there is reasonable cause to believe that the child has suffered abuse or neglect. The report must include the identity of the accused if known.

▪ Sexual Misconduct

1. Per [WAC 180-88-060](#), sexual misconduct is any sexually exploitive act with or to a student. Sexually exploitive acts include, but are not limited to, the following:
 - (a) Any sexual advance, verbal, written or physical.
 - (b) Sexual intercourse, as defined in [RCW 9A.44.010](#).
 - (c) Sexual contact, i.e., the intentional touching of the sexual or other intimate parts of a student except to the extent necessary and appropriate to attend to the hygienic or health needs of the student.
 - (d) Any activities determined to be grooming behavior for purposes of establishing a sexual relationship.
 - (e) The provisions of (a) through (d) of this subsection shall not apply if at the time of the sexual conduct the participants are married to each other.
2. Indecent exposure, as defined in [RCW 9A.88.010](#).
3. Sexual harassment of another as defined under Board Policy [3211](#), [4225](#), [5011](#).
4. Commission of a criminal sex offense as defined in [RCW 9A.44](#).
5. Sexual abuse or sexual exploitation of any minor as found in any dependency action under RCW 13.34 or in any domestic relations proceeding under RCW 26.

▪ Physical Abuse

Per [WAC 180-88-050](#), "physical abuse" means the willful action by an employee of inflicting or attempting to inflict bodily injury against another, or using physical force in excess of what is necessary to restrain a person from harming self or others. To constitute physical abuse, a school district must possess sufficient information to conclude that the employee engaged in the conduct and that it resulted in the employee leaving a position with the school district. [Exempt from this definition is the authorized use of physical restraints or aversive interventions consistent with [WAC 392-172](#).

Code of Professional Conduct for Education Practitioners

- WAC 181-87 (see attached)

STATE OF WASHINGTON
CODE OF PROFESSIONAL CONDUCT
CHAPTER 181-87 WAC

WAC 181-87-005 PURPOSE

The sole purpose of this chapter is to set forth policies and procedures related to reprimand, suspension, and revocation actions respecting certification of education practitioners in the state of Washington for acts of unprofessional conduct. It is recognized that grounds for the discharge, non-renewal of contracts, or other adverse change in contract status affecting the employment contracts of education practitioners are broader than stated herein. The grounds set forth as unprofessional conduct in this chapter shall not limit discharge, nonrenewal of contracts, or other employment action by employers of education practitioners.

WAC 181-87-010 PUBLIC POLICY GOALS OF CHAPTER

The public policy goals of this chapter are as follows:

- (1) To protect the health, safety, and general welfare of students within the state of Washington.
- (2) To assure the citizens of the state of Washington that education practitioners are accountable for acts of unprofessional conduct.
- (3) To define and provide notice to education practitioners within the state of Washington of the acts of unprofessional conduct for which they are accountable pursuant to the provisions of chapter 181-86 WAC.

PROFESSIONAL ACCOUNTABILITY

WAC 181-87-015 ACCOUNTABILITY FOR ACTS OF UNPROFESSIONAL CONDUCT

Any educational practitioner who commits an act of unprofessional conduct proscribed within this chapter may be held accountable for such conduct pursuant to the provisions of chapter 181-86 WAC.

ADMINISTRATIVE PROVISIONS

WAC 181-87-020 APPLICABILITY OF CHAPTER TO PRIVATE CONDUCT

As a general rule, the provisions of this chapter shall not be applicable to the private conduct of an education practitioner except where the education practitioner's role as a private person is not clearly distinguishable from the role as an education practitioner and the fulfillment of professional obligations.

WAC 181-87-025 EXCLUSIVITY OF CHAPTER

No act, for the purpose of this chapter, shall be defined as an act of unprofessional conduct unless it is included in this chapter.

WAC 181-87-030 PROSPECTIVE APPLICATION OF CHAPTER AND AMENDMENTS

The provisions of this chapter shall take effect ninety calendar days after adoption and shall apply prospectively to acts of unprofessional conduct committed after such effective date. Unless provided to the contrary, any revision shall take effect six months after adoption and shall apply prospectively from such effective date.

WAC 181-87-035 EDUCATION PRACTITIONER-DEFINITION

As used in this chapter, the term "education practitioner" means any certificate holder licensed under rules of the Professional Educator Standards Board to serve as a certificated employee.

WAC 181-87-040 STUDENT-DEFINITION

As used in this chapter, the term "student" means the following:

- (1) Any student who is under the supervision, direction, or control of the education practitioner.
- (2) Any student enrolled in any school or school district served by the education practitioner.
- (3) Any student enrolled in any school or school district while attending a school related activity at which the education practitioner is performing professional duties.
- (4) Any former student who is under eighteen years of age and who has been under the supervision, direction, or control of the education practitioner. Former student, for the purpose of this section, includes but is not limited to drop outs, graduates, and students who transfer to other districts or schools.

WAC 181-87-045 COLLEAGUE-DEFINITION

As used in this chapter, the term "colleague" means any person with whom the education practitioner has established a professional relationship and includes fellow workers and employees regardless of their status as education practitioners.

ACTS OF UNPROFESSIONAL CONDUCT

WAC 181-87-050 MISREPRESENTATION OR FALSIFICATION IN THE COURSE OF PROFESSIONAL PRACTICE

Any falsification or deliberate misrepresentation, including omission, of a material fact by an education practitioner concerning any of the following is an act of unprofessional conduct:

- (1) Statement of professional qualifications.
- (2) Application or recommendation for professional employment, promotion, certification, or an endorsement.
- (3) Application or recommendation for college or university admission, scholarship, grant, academic award, or similar benefit.
- (4) Representation of completion of in-service or continuing education credit hours.
- (5) Evaluations or grading of students and/or personnel.
- (6) Financial or program compliance reports submitted to state, federal, or other governmental agencies.
- (7) Information submitted in the course of an official inquiry by the superintendent of public instruction related to the following:
 - (a) Good moral character or personal fitness.
 - (b) Acts of unprofessional conduct.
- (8) Information submitted in the course of an investigation by a law enforcement agency or by child protective services, regarding school related criminal activity.

WAC 181-87-055 ALCOHOL OR CONTROLLED SUBSTANCE ABUSE

Unprofessional conduct includes:

- (1) Being under the influence of alcohol or of a controlled substance, as defined in chapter 69.50 RCW, on school premises or at a school-sponsored activity involving students, following:
 - (a) Notification to the education practitioner by his or her employer of concern regarding alcohol or substance abuse affecting job performance;
 - (b) A recommendation by the employer that the education practitioner seek counseling or other appropriate and available assistance; and
 - (c) The education practitioner has had a reasonable opportunity to obtain such assistance.

(2) The possession, use, or consumption on school premises or at school-sponsored activity of a Schedule 1 controlled substance, as defined by the state board of pharmacy, or a Schedule 2 controlled substance, as defined by the state board of pharmacy, without a prescription authorizing such use.

(3) The consumption of an alcoholic beverage on school premises or at a school sponsored activity involving students if such consumption is contrary to written policy of the school district or school building.

WAC 181-87-060 DISREGARD OR ABANDONMENT OF GENERALLY RECOGNIZED PROFESSIONAL STANDARDS

Any performance of professional practice in flagrant disregard or clear abandonment of generally recognized professional standards in the course of any of the following professional practices is an act of unprofessional conduct:

- (1) Assessment, treatment, instruction, or supervision of students.
- (2) Employment or evaluation of personnel.
- (3) Management of moneys or property.

WAC 181-87-065 ABANDONMENT OF CONTRACT FOR PROFESSIONAL SERVICES

Any permanent abandonment, constituting a substantial violation without good cause, of one of the following written contracts to perform professional services for a private school or a school or an educational service district is an act of unprofessional conduct:

- (1) An employment contract, excluding any extracurricular or other specific activity within such contract or any supplementary contract.
- (2) Professional service contract.

WAC 181-87-070 UNAUTHORIZED PROFESSIONAL PRACTICE

Any act performed without good cause that materially contributes to one of the following unauthorized professional practices is an act of unprofessional practice.

- (1) The intentional employment of a person to serve as an employee in a position for which certification is required by rules of the Professional Educator Standards Board when such person does not possess, at the time of commencement of such responsibility, a valid certificate to hold the position for which such person is employed.
- (2) The assignment or delegation in a school setting of any responsibility within the scope of the authorized practice of nursing, physical therapy, or occupational therapy to a person not licensed to practice such profession unless such assignment or delegation is otherwise authorized by law, including the rules of the appropriate licensing board.
- (3) The practice of education by a certificate holder during any period in which such certificate has been suspended.
- (4) The failure of a certificate holder to abide by the conditions within an agreement, executed pursuant to WAC 181-86-160, to not continue or to accept education employment.
- (5) The failure of a certificate holder to comply with any condition, limitation, or other, order or decision entered pursuant to chapter 181-86 WAC.
- (6) PROVIDED, That for the purpose of this section, good cause includes, but is not limited to, exigent circumstances where immediate action is necessary to protect the health, safety, or general welfare of a student, colleague, or other affected person.

WAC 181-87-080 SEXUAL MISCONDUCT WITH STUDENTS

Unprofessional conduct includes the commission by an education practitioner of any sexually exploitive act with or to a student including, but not limited to, the following:

- (1) Any sexual advance, verbal or physical;
- (2) Sexual intercourse as defined in RCW 9A.44.010;

(3) Indecent exposure as defined in RCW 9A.88.010;

(4) Sexual contact, i.e., the intentional touching of the sexual or other intimate parts of a student except to the extent necessary and appropriate to attend to the hygienic or health needs of the student;

(5) PROVIDED, That the provisions of this section shall not apply if at the time of the sexual conduct the participants are married to each other.

WAC 181-87-085 FURNISHING ALCOHOL OR CONTROLLED SUBSTANCE TO STUDENTS

Unprofessional conduct includes the illegal furnishing of alcohol or a controlled substance, as defined in chapter 69.50 RCW, to any student by an education practitioner.

WAC 181-87-090 IMPROPER REMUNERATIVE CONDUCT

Any deliberate act in the course of professional practice which requires or pressures students to purchase equipment, supplies, or services from the education practitioner in a private remunerative capacity is an act of unprofessional conduct.

WAC 181-87-093 FAILURE TO ASSURE THE TRANSFER OF STUDENT RECORD INFORMATION OR STUDENT RECORDS

The failure of a principal or other certified chief administrator of a public school building to make a good faith effort to assure compliance with RCW 28A.225.330 by establishing, distributing, and monitoring compliance with written procedures that are reasonably designed to implement the statute shall constitute an act of unprofessional conduct.

WAC 181-87-095 FAILURE TO FILE A COMPLAINT

The intentional or knowing failure of an educational service district superintendent, a district superintendent, or a chief administrator of a private school to file a complaint pursuant to WAC 181-86-110 regarding the lack of good moral character or personal fitness of an education practitioner or the commission of an act of unprofessional conduct by an education practitioner is an act of unprofessional conduct.

OFFICE OF PROFESSIONAL PRACTICES

The Office of Professional Practices, a division under the auspices of the Superintendent of Public Instruction, is charged with enforcement, including discipline of educational practitioners for violation of the Professional Code of Conduct. The office receives, investigates, and makes legal findings regarding complaints. A nine member professional advisory committee reviews appeals from proposed disciplinary actions. Educators who violate the code may be reprimanded or their license to practice may be suspended or revoked.

The Office of Professional Practices also reviews charges that an applicant for or the holder of professional certification lacks good moral character or personal fitness. These standards are set forth in WAC 181-86-013 and address commission of criminal acts and other behavior which endanger children. Commission of criminal acts may not be directly related to professional conduct but they do reflect upon the trustworthiness of serving as a professional educator.

Complaints or requests for additional information may be addressed to:

Office of Professional Practices
RANDY DORN
SUPERINTENDENT OF PUBLIC INSTRUCTION
OLD CAPITOL BUILDING, PO BOX 47200
OLYMPIA WA 98504-7200

1/98
DS/201/98

ADDITIONAL RESOURCES

District Website

Additional resources available on the Districts website at www.skitsap.wednet.edu include:

- ✓ Absence Reporting
- ✓ Collective Bargaining Agreements
- ✓ Benefits
- ✓ Credits & Clock Hours
- ✓ District Staff Directory
- ✓ Employment Opportunities
- ✓ Job Descriptions (classified)
- ✓ New Employee Orientation
- ✓ Human Resources Forms
- ✓ Policy Manual
- ✓ Professional Links
- ✓ Salary Schedules
- ✓ Seniority Lists
- ✓ Staff Development
- ✓ Student Calendar
- ✓ Travel Policy
- ✓ Staff Calendars

Other Resources


- ✓ Washington State Office of Superintendent of Public Instruction (OSPI) www.k12.wa.us
- ✓ Olympic Educational Service District (OESD) www.oesd.wednet.edu
- ✓ Educational Resources Information Center www.eric.ed.gov
- ✓ Washington Education Association www.washingtonea.org
- ✓ Public School Employees www.pseclassified.org
- ✓ Service Employees International Union www.seiu925.org
- ✓ Department of Retirement Systems www.drs.wa.gov

Staff Development

Staff Development is an ongoing process at South Kitsap. Throughout the school year and during the summer, classes are offered to allow staff to improve their knowledge and skills. For the convenience of all staff, course offerings for classified and certificated staff members will be posted on the employee section of the District's website (www.skitsap.wednet.edu / For Staff / Certificated or Classified / Staff Development).



APPENDIX

 **Letter** from **Misty Dieffenbach**, Assistant Superintendent of Human Resources

Emergency School Closure or Schedule Change Staff Reporting Instructions

FORMS:

(Forms available on website: www.skitsap.wednet.edu / For Staff / Forms Library / Human Resources Forms)

- Employee Name/Address/Telephone Change
- Additional Days/Hours Beyond Regular Contract (Form 78)
- Leave Request (Form 59A)
 - Actual Form is Carbon Copy
 - Form ONLY used for FNS and Transportation Employees
- Professional Leave (Form 322)

Classified only:

- Performance Appraisal for Classified Employees
- Compensatory Time Record Sheet (Form 362)
- Verification of Professional Employment (Form 187B)

Certificated only:

- Verification of Professional Employment (Form 187)
- Additional Time & Responsibility Pay Timesheet (Form 373)
- Additional Time Verification Record (Form 375)
- Duty Verification Record (Form 376)

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 01/21/2016 05:02:22 PM
To: finnie@skitsap.wednet.edu
Subject: WSPA Retirees

Greetings WSPA Members,

WSPA would like to recognize any WSPA retirees at the upcoming Annual Conference.

If you are a WSPA member, or know of a WSPA member, who has been a member for at least one year and is retiring, please send their name, their anticipated date of retirement, and school district to admin@wspa.net

We ask that you please provide this information no later than **February 5, 2016**.

Thank you for your time and attention to this request.

Best regards,

Jennifer Tottenham

WSPA Program Coordinator

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

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

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

powered by  MemberClicks

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 01/22/2016 01:02:34 PM
To: finnie@skitsap.wednet.edu
Subject: Annual Conference "Teaming for the Future" Registration now open!



Region 4 invites you to attend "Teaming for the Future"

WSPA Annual Conference
February 21-24, 2016
Hotel Murano and BiCentennial Pavilion
Tacoma, Washington

Reminder: Registration is now open for the Annual Conference [Please click here for registration](#)

Please note that the group rate for hotel reservations **expires on Monday, January 25th**. Don't delay, make your reservations now!

Pre-conference session: "How technology effects all aspects of human resources and email management --tips and tricks"
Sunday, February 21st, 1-4 pm

Breakout sessions to include:

- OSPI updates - Professional Educator Standards Board (PESB), Certification Office, Title IIA/Highly Qualified
- Onboarding Employees
- Records Management
- Professional Boundaries and Ethics
- Teacher/Principal Evaluation Program (TPEP)
- Managing FMLA, ADA, Worker's Compensation
- Affordable Care Act (ACA)
- The Human Resources Audit
- Department of Retirement Systems (DRS) for you and your staff
- Coping with Change

For more information, including hotel accommodations, and information about our evening social activity, please visit our website at: <http://www.wspa.net/annual-conference-2016>

We look forward to seeing you there!

Thank you,

WSPA Region 4
Washington School Personnel Association

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

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

From: pickard@skitsap.wednet.edu
Sent time: 01/22/2016 10:50:11 AM
To: cleonard@WSPA.net
Subject: FW: MEMBER REQUEST
Attachments: Athletic Medicine Teacher Job Posting 2015.docx

Fyi, found another posting which was more recent. Also, the last email I sent including the Toppenish email bounced back to me. ??

Brian Pickard, Executive Director
School and Staff Support/Human Resources
South Kitsap School District
360-874-7063



“Dedication involves making the space to let young ideas take hold; every tree was once a seed and every company was once an idea.”—Zephyr Bloch-Jorgensen, Author

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From: waspa@memberclicks-mail.net [<mailto:waspa@memberclicks-mail.net>]
Sent: Friday, January 22, 2016 8:58 AM
To: Pickard, Brian <pickard@skitsap.wednet.edu>
Subject: MEMBER REQUEST

A couple of member requests for your consideration!

Larry Davidson from Toppenish School District is looking for job descriptions for the following positions:

- Licensed Athletic Trainer/Teacher
- Personal Trainer/Health & Nutrition Teacher

Please send your responses directly to: ldavidson@toppenish.wednet.edu

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

Thanks,

Curtis

This email was sent to pickard@skitsap.wednet.edu by cleonard@wspace.net

#2015-38 – Athletic Medicine Teacher (1.0) with Assistant Athletic Medicine Trainer (Stipend) – posted 6/5/15 for SKHS and MWJH

DAYS PER YEAR: 180 Calendar

HOURS PER DAY: 7.5

COMMENTS: This position will require travel between South Kitsap High School and Marcus Whitman Junior High.

In addition to classroom teaching this position also includes an Assistant Athletic Medicine Stipend for Fall, Winter and Spring. Please see below for details regarding this portion of the position.

ATHLETIC MEDICINE TEACHER:

JOB SUMMARY:

This teaching position is in the career and technical education (CTE) department of South Kitsap School District. The mission of SKSD reflects the goals of the school improvement plan that focus on promoting intellectual growth in students through meaningful education enhanced by positive interpersonal relationships among staff, students, parents, and the community; and the development of a secure, caring, supportive, safe and trusting environments in which students become responsible, contributing members of a changing society.

PERFORMANCE RESPONSIBILITIES:

- Participates as a department and school team member with responsibility for the education of assigned students.
- Modifies instructional programs to meet individual student needs.
- Participates with other staff to cooperatively plan, develop, and implement a course of instruction in the professional and technical curriculum areas.
- Participates with other staff to cooperatively develop effective, positive techniques for improving student behavior.
- Provides positive assistance and guidance to a diverse population.
- Maintains student records, daily grades, essential learnings data, cumulative records, orders, and inventory, in a timely, and orderly fashion. Reports student progress to parents regularly.
- Provides instruction to students utilizing a variety of instructional strategies aimed at meeting individual student needs, and utilizing appropriate and available resources, including technology.
- Participates in guidance discussions with students to provide appropriate programs for their educational level.
- Participates in team and individual instructional planning, which includes writing daily lesson plans.
- Participates in staff meetings, planning events, and department/unit meetings.
- Participates in the total building program, including assemblies, contests, and other student activities.
- Works cooperatively with total building staff in an atmosphere of cooperation and collegiality.

MINIMUM REQUIREMENTS:

- Valid Washington State Teaching Vocational Certificate for Athletic Medicine. Additional ATC preferred.
- Must be flexible, exhibit a commitment to accomplishment, possess outstanding communication and conceptual skills, demonstrate appropriate and positive student relationships, possess a strong professional orientation, and be willing to actively participate in a team environment.
- Demonstrated successful teaching experience in a secondary level program required.
- Willingness and ability to advise and/or coach in student activity.
- Willingness and ability to utilize a variety of research-based effective instructional strategies, including an emphasis on developing reading and writing skills for all students.
- Demonstrated knowledge of an integrated curriculum and a commitment to broaden knowledge in curriculum methods by participating in classes, workshops, in-services, peer coaching, reading, etc.
- Demonstrated knowledge of new technology and an ability to incorporate into instructional programs.
- Demonstrated compatibility with staff, program, and school goals.
- Demonstrated commitment to fostering a positive attitude with (and safe environment for) students, self, and others.
- Demonstrated ability to communicate and interact with advisory committees.

SALARY:

As per negotiated contract.

Union membership or representation fee is a requirement for employment.

ASSISTANT ATHLETIC MEDICINE TRAINER:

JOB SUMMARY:

This coaching position is in the athletic department at South Kitsap High School, home of the Wolves. SKHS is a three year comprehensive program that operates on a semester system. The mission of SKHS reflects the goals of the school improvement plan that focus on promoting intellectual growth in students through meaningful education enhanced by positive interpersonal relationships among staff, students, parents, and the community; and the development of a secure, caring, supportive, safe and trusting environments in which students become responsible, contributing members of a changing society. SKHS – It's a Matter of Pride!

PERFORMANCE RESPONSIBILITIES:

- Prevention, treatment, diagnosis, rehabilitation, education/counseling, and administrative tasks for all athletes.
- Coverage of assigned sports (including all practices, home games, and away games with no conflict).
- Complete all treatment, injury, and calendar information in a timely manner.
- Assist with inventory, cleaning, and other daily athletic training room tasks.

- Communicate well with students, athletes, parents, coaches, other athletic trainers, and community members.
- Work as an ACI for high school students (including expectations and evaluations).
- Familiar with modalities, body fact testing, SIMS, HeadMinder, etc.
- Assist with CPR/First Aid classes for the district coaches and teachers (if applicable).

MINIMUM REQUIREMENTS:

- Valid Washington State Teaching Vocational Certificate for Athletic Medicine (preferred).
- Valid Athletic Trainer License issued by the Washington State Department of Health.
- Must be flexible, exhibit a commitment to accomplishment, possess outstanding communication and conceptual skills, demonstrate appropriate and positive student relationships, possess a strong professional orientation, and be willing to actively participate in a team environment.
- Willingness and ability to advise and/or coach in student activity.
- Demonstrated compatibility with staff, program, and school goals.
- Demonstrated commitment to fostering a positive attitude with (and safe environment for) students, self, and others.
- Demonstrated effective communication skills.

ADDITIONAL REQUIREMENTS:

- Valid and up-to-date First Aid and CPR certification **PRIOR** to beginning coaching experience.
- Meet coaching certification standards as set forth by the South Kitsap School District and the WIAA.
- Valid Washington driver's license and proof of insurance.
- Fingerprints prior to beginning coaching experience at the expense of employee (Washington State Patrol and FBI Background Clearance) .

SALARY:

As per negotiated contract.

Union membership or representation fee is a requirement for employment.

From: pickard@skitsap.wednet.edu
Sent time: 01/22/2016 10:15:15 AM
To: ldavidson@toppenish.wednet.edu
Cc: cleonard@WSPA.net
Subject: FW: MEMBER REQUEST
Attachments: Athletic Trainer Job Posting 2007.docx Asst Athletic Medicine Trainer Job Posting 2011.docx Athletic Medicine Trainer LR CTE Job Posting 2011.docx

The attached are three archived job postings from South Kitsap. Hopefully, they will provide some of what you need.

Brian Pickard, Executive Director
School and Staff Support/Human Resources
South Kitsap School District
360-874-7063



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From: waspa@memberclicks-mail.net [<mailto:waspa@memberclicks-mail.net>]
Sent: Friday, January 22, 2016 8:58 AM
To: Pickard, Brian <pickard@skitsap.wednet.edu>
Subject: MEMBER REQUEST

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- Licensed Athletic Trainer/Teacher
- Personal Trainer/Health & Nutrition Teacher

Please send your responses directly to: ldavidson@toppenish.wednet.edu

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

Thanks,

Curtis

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

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#2006-129 – Athletic Trainer – posted 1/30/07 for SKHS

After School - Coaching Stipend - Spring Season

JOB SUMMARY

This athletic trainer position is in the athletic department at South Kitsap High School, home of the Wolves. SKHS is a three year comprehensive program that operates on a trimester system. The mission of SKHS reflects the goals of the school improvement plan that focus on promoting intellectual growth in students through meaningful education enhanced by positive interpersonal relationships among staff, students, parents and the community; and the development of a secure, caring, supportive, safe and trusting environment in which students become responsible, contributing members of a changing society. SKHS – It's a Matter of Pride!

BASIC RESPONSIBILITIES:

- Provide "Athletic Training Services"* to student athletes under the direction of the team physician or by written referral from a physician, and in accordance with state athletic training practice act.
- Maintain appropriate general treatment orders to be reviewed annually and approved by the team physician.
- Provide athletic training services for all practice and home events for the assigned sports.
- Act as liaison between family physicians and specialists, the school district, athletes and their parents.
- Maintain accurate records of injuries, treatments and provide insurance claim forms for sports injuries treated by a physician.
- Supervision of assigned student trainers.
- Be present for pre-participation sports physicals.
- Provide the coaches and athletic director with a list of athletes medically eligible to compete under district and state rules and regulations.
- Assist the head athletic trainer as requested.
- Other duties as assigned

REQUIREMENTS

- Certified Athletic Trainer.
- First Aid/CPR certification.
- Meet coaching certification standards as set forth by the South Kitsap School District and the WIAA.
- Valid Washington drivers license and proof of insurance.

SEASON:

- Spring 2006.

***Athletic Training Services:** The management and provision of care of injuries to a physically active person as defined in the state practice act with the direction of a licensed physician. The term includes the rendering of emergency care, development of injury prevention programs and providing appropriate preventative and devices for the physically active person. The term also includes the assessment, management, treatment, rehabilitation and recondition of the physically active person whose conditions are within the professional preparation and education of a certified athletic trainer. The term also includes the use of modalities such as mechanical stimulation, heat, cold, light, air, water, electricity, sound, massage and the use of therapeutic exercises, reconditioning exercise and fitness programs.

#2011-19 – Asst Athletic Medicine Trainer – posted 6/16/11 for SKHS

COMMENTS: This is a stipend position only, no release time available.

JOB SUMMARY:

This coaching position is in the athletic department at South Kitsap High School, home of the Wolves. SKHS is a three year comprehensive program that operates on a trimester system. The mission of SKHS reflects the goals of the school improvement plan that focus on promoting intellectual growth in students through meaningful education enhanced by positive interpersonal relationships among staff, students, parents, and the community; and the development of a secure, caring, supportive, safe and trusting environments in which students become responsible, contributing members of a changing society. SKHS – It's a Matter of Pride!

PERFORMANCE RESPONSIBILITIES:

- Prevention, treatment, diagnosis, rehabilitation, education/counseling, and administrative tasks for all athletes.
- Coverage of assigned sports (including all practices, home games, and away games with no conflict).
- Complete all treatment, injury, and calendar information in a timely manner.
- Assist with inventory, cleaning, and other daily athletic training room tasks.
- Communicate well with students, athletes, parents, coaches, other athletic trainers, and community members.
- Work as an ACI for high school students (including expectations and evaluations).
- Familiar with modalities, body fact testing, SIMS, HeadMinder, etc.
- Assist with CPR/First Aid classes for the district coaches and teachers (if applicable).

MINIMUM REQUIREMENTS:

- Valid Washington State Teaching Vocational Certificate for Athletic Medicine (preferred).
- Valid Athletic Trainer License issued by the Washington State Department of Health.
- Must be flexible, exhibit a commitment to accomplishment, possess outstanding communication and conceptual skills, demonstrate appropriate and positive student relationships, possess a strong professional orientation, and be willing to actively participate in a team environment.
- Willingness and ability to advise and/or coach in student activity.
- Demonstrated compatibility with staff, program, and school goals.
- Demonstrated commitment to fostering a positive attitude with (and safe environment for) students, self, and others.
- Demonstrated effective communication skills.

ADDITIONAL REQUIREMENTS:

- Valid and up-to-date First Aid and CPR certification **PRIOR** to beginning coaching experience.
- Meet coaching certification standards as set forth by the South Kitsap School District and the WIAA.
- Valid Washington driver's license and proof of insurance.
- Fingerprints prior to beginning coaching experience at the expense of employee (Washington State Patrol and FBI Background Clearance) .

SALARY:

As per negotiated contract.

Union membership or representation fee is a requirement for employment.

#2011-66 – LR - CTE – Athletic Medicine Trainer – posted 11/14/11 for SKHS

DAYS PER YEAR: Begins 12/3/11 for 2nd and 3rd Trimesters only

HOURS PER DAY: 3.00 (.40 FTE)

COMMENTS: This is a leave replacement position for the remainder of the 2011-2012 school year only. Applicants must also be available and willing as the Athletic Trainer to be at Winter and Spring sports as required. For your required attendance, an additional stipend of \$4,716.00 per season is paid on top of the base salary.

JOB SUMMARY:

This teaching position is in the professional and technical education department at South Kitsap High School, home of the Wolves. SKHS is a three year comprehensive program that operates on a trimester system. The mission of SKHS reflects the goals of the school improvement plan that focus on promoting intellectual growth in students through meaningful education enhanced by positive interpersonal relationships among staff, students, parents, and the community; and the development of a secure, caring, supportive, safe and trusting environments in which students become responsible, contributing members of a changing society. SKHS – It's a Matter of Pride!

PERFORMANCE RESPONSIBILITIES:

- Participates as a department and school team member with responsibility for the education of assigned students.
- Modifies instructional programs to meet individual student needs.
- Participates with other staff to cooperatively plan, develop, and implement a course of instruction in the professional and technical curriculum areas.
- Participates with other staff to cooperatively develop effective, positive techniques for improving student behavior.
- Provides positive assistance and guidance to a diverse population.
- Maintains student records, daily grades, essential learnings data, cumulative records, orders, and inventory, in a timely, and orderly fashion. Reports student progress to parents regularly.
- Provides instruction to students utilizing a variety of instructional strategies aimed at meeting individual student needs, and utilizing appropriate and available resources, including technology.
- Participates in guidance discussions with students to provide appropriate programs for their educational level.
- Participates in team and individual instructional planning, which includes writing daily lesson plans.
- Participates in staff meetings, planning events, and department/unit meetings.
- Participates in the total building program, including assemblies, contests, and other student activities.
- Works cooperatively with total building staff in an atmosphere of cooperation and collegiality.

MINIMUM REQUIREMENTS:

- Valid Washington State Teaching Vocational Certificate for Athletic Medicine.
- Must be flexible, exhibit a commitment to accomplishment, possess outstanding communication and conceptual skills, demonstrate appropriate and positive student relationships, possess a strong professional orientation, and be willing to actively participate in a team environment.
- Demonstrated successful teaching experience in a secondary level program required.
- Willingness and ability to advise and/or coach in student activity.
- Willingness and ability to utilize a variety of research-based effective instructional strategies, including an emphasis on developing reading and writing skills for all students.
- Demonstrated knowledge of an integrated curriculum and a commitment to broaden knowledge in curriculum methods by participating in classes, workshops, in-services, peer coaching, reading, etc.
- Demonstrated knowledge of new technology and an ability to incorporate into instructional programs.
- Demonstrated compatibility with staff, program, and school goals.

- Demonstrated commitment to fostering a positive attitude with (and safe environment for) students, self, and others.
- Demonstrated ability to communicate and interact with advisory committees.

From: pickard@skitsap.wednet.edu
Sent time: 01/22/2016 09:26:10 AM
To: cleonard@wspace.net
Subject: RE: Teacher Shortage Bill Public Hearing

Jan Angel, the Senator from our area, had her grand kids in my school for many years so I have a good connection/relationship. I will contact her and share our perspective via email tonight from home.

Brian Pickard, Executive Director
School and Staff Support/Human Resources
South Kitsap School District
360-874-7063



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From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Friday, January 22, 2016 9:11 AM
To: Pickard, Brian <pickard@skitsap.wednet.edu>
Subject: Teacher Shortage Bill Public Hearing

Last word of the week!

As you may already know, the House and Senate Education Committees have scheduled OSPI's Teacher Shortage bills on Monday and Tuesday afternoon of next week. OSPI is hoping that HR directors will be interested in providing public comment on these bills. I know this is short notice, but will be a great opportunity. Information is below:

The House will hear HB 2573 on Monday (1/25), 1:30 pm, in House Hearing Room A, in the John O'Brien Building.

The Senate will hear SB 6332 on Tuesday (1/26), 1:30 pm, in Senate Hearing Room 1, in the Cherberg Building.

I've attached summary information on these bills.

Thanks!

Curtis

This email was sent to pickard@skitsap.wednet.edu by cleonard@wspace.net

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From: pickard@skitsap.wednet.edu
Sent time: 01/25/2016 02:42:20 PM
To: cleonard@WSPA.net
Subject: Hearing Questions

Curtis,

In some lesser building student discipline issues we have had the practice of holding a hearing at the building. For example. The AP long term suspends a student, parent/student request a hearing and the hearing is done by the principal or another AP. Usually the long term is then reduced to a short term. Those hearing generally do not come to the district level. They are to follow the same process as a hearing that one of our hearing would follow. **Question:** Should we audio record the building level hearings as we record the district level ones? All have notes and summaries written up.

Thanks!

Brian Pickard, Executive Director
School and Staff Support/Human Resources
South Kitsap School District
360-874-7063



“When you know who you are; when your mission is clear and you burn with the inner fire of unbreakable will; no cold can touch your heart; no deluge can dampen your purpose. You know that you are alive.”

—Chief Seattle (1780-1866)

Leader Of The Suquamish And Duwamish Native American Tribes

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From: cleonard@wsapa.net
Sent time: 01/29/2016 02:20:36 PM
To: Pickard, Brian <pickard@skitsap.wednet.edu>
Subject: RE: Hearing Questions

In my experience, districts typically record only the district level hearings, where this is a hearing officer and final written decision. Check your policy, but you are OK to continue as is.

From: Pickard, Brian [pickard@skitsap.wednet.edu]
Sent: Monday, January 25, 2016 3:42 PM
To: cleonard@wsapa.net
Subject: Hearing Questions

Curtis,

In some lesser building student discipline issues we have had the practice of holding a hearing at the building. For example. The AP long term suspends a student, parent/student request a hearing and the hearing is done by the principal or another AP. Usually the long term is then reduced to a short term. Those hearing generally do not come to the district level. They are to follow the same process as a hearing that one of our hearing would follow. **Question:** Should we audio record the building level hearings as we record the district level ones? All have notes and summaries written up.

Thanks!

Brian Pickard, Executive Director
School and Staff Support/Human Resources
South Kitsap School District
360-874-7063



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Leader Of The Suquamish And Duwamish Native American Tribes

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From: pickard@skitsap.wednet.edu
Sent time: 01/29/2016 04:10:25 PM
To: stacia_dorman@sumnersd.org
Cc: cleonard@WSPA.net
Subject: Sub Pay

South Kitsap pays \$110 for full day, \$55 for half

Brian Pickard, Executive Director
School and Staff Support/Human Resources
South Kitsap School District
360-874-7063



“When you know who you are; when your mission is clear and you burn with the inner fire of unbreakable will; no cold can touch your heart; no deluge can dampen your purpose. You know that you are alive.”—Chief Seattle (1780-1866) Leader Of The Suquamish And Duwamish Native American Tribes

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 02/02/2016 04:32:12 PM
To: finnie@skitsap.wednet.edu
Subject: Webinar: Transgender Student Accommodations 2/5/2016

Dear WSPA members,

This is a friendly reminder that registration is now open to attend our new series of webinars. The first webinar is this Friday, February 5th:

Transgender Student Accommodations

- Friday, February 5, 2016
- 9:00-10:30am
- \$50 for WSPA members, \$75 for non-members

For a full listing of webinar opportunities and to register, please visit our website at: <http://www.wspa.net/webinarswspa>

Thank you,

Washington School Personnel Association

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

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 02/08/2016 12:01:13 PM
To: finnie@skitsap.wednet.edu
Subject: WSPA Retiree Recognition -- Information needed 2/12/2016

Greetings WSPA Members,

WSPA would like to recognize any WSPA retirees at the upcoming Annual Conference.

If you are a WSPA member, or know of a WSPA member, who has been a member for at least one year and is retiring, please send their name, their anticipated date of retirement, and school district to admin@wspa.net

We ask that you please provide this information no later than **February 12, 2016**.

Thank you for your time and attention to this request.

Best regards,

Jennifer Tottenham

WSPA Program Coordinator

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

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From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 02/18/2016 09:24:41 AM
To: finnie@skitsap.wednet.edu
Subject: TPEP WORKSHOP

WSPA MEMBERS:

WASA, WSPA and AESD are partnering to offer a series of TPEP workshops.

Intended outcomes:

- Understand the foundational elements/core principles of the teacher and principal evaluation system.
- Plan for an effective evaluation tracking system for certificated staff.
- Plan for an effective evaluation tracking system for documenting the training of evaluators.
- Understand the importance of monitoring teacher and principal attrition.
- Discuss emerging bargaining issues.
- Discuss emerging legal issues.
- Plan for enhanced processes and practices based on new learnings.

Offered at:

Puget Sound ESD

Day One: March 4, 8:30-3:30

Day Two: April 18, 8:30-3:30

ESD 105

Day One: March 29, 8:30-3:30

Day Two: April 29, 8:30-3:30

Moses Lake School District

One Day Condensed Training: March 22, 8:30-3:30

Learn more and register at:

<http://www.wasa-oly.org/tpep>

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

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From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 03/04/2016 09:06:52 AM
To: finnie@skitsap.wednet.edu
Subject: MEMBER REQUEST

One WSPA member request for the week. I hope that you have a great weekend.

Joanne Dickinson from Monroe School District is looking for templates and/or sample plans of improvement for a supervisor.

Please send your responses directly to: dickinsonj@monroe.wednet.edu

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

Thanks,

Curtis

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

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 03/08/2016 04:02:05 PM
To: finnie@skitsap.wednet.edu
Subject: WSPA Board Nominations

Dear WSPA members,

The WSPA Board elections will take place at the end of the month. **We are currently seeking nominations for the following board position:**

WSPA Incoming President (3 year term)

The newly elected board member will be invited to attend our annual board retreat scheduled for June 1-3, 2016. The official start date of elected terms will begin July 1, 2016.

Please refer to the WSPA Bylaws for a description of the office. The Bylaws are available online at: <http://www.wspa.net/constitution-and-bylaws>

If you would like to run for the office of ***Incoming President***, or would like to nominate someone to run for this position, please contact us at admin@wspa.net

Regional Elections will be held at the regional level and your regional representative will send out details in the near future.

Nominations for Incoming President will be open through Friday, March 18th.

Thank you,

Washington School Personnel Association

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

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From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 03/11/2016 08:28:05 AM
To: finnie@skitsap.wednet.edu
Subject: MEMBER REQUEST

Good morning and happy Friday WSPA members! A couple of membership requests for you:

Joanne Dickinson from Monroe School District is asking if districts have an Educational Technology Integration Position, or a similar position. This would be a hands on position working with staff on technology integration in the classroom. This could be a certificated, teacher on special assignment, or classified position. Please send any job descriptions and salary information.

Please send your response directly to: dickinsonj@monroe.wednet.edu

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

Thanks,

Curtis

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

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From: admin@wspace.net
Sent time: 03/11/2016 05:37:54 PM
To: admin@wspace.net
Subject: WA Educator Career Fair -- Spokane
Attachments: 2016 WECF Recruiter Handbook_FINAL.pdf SPOKANE Floor Plan .pdf WECF 2016 SPOKANE_BOOTH BROCHURE_Final_March 11 2016.pdf

Hello,

Thank you for registering to attend the 2016 Washington Educator Career Fair – Spokane. We hope you will find it to be a meaningful and productive day.

Booth assignments

- The final booth assignments and floor plan are attached for your review

Conference Hours

- The fair will open to the public at 9:00 am and close at 2:00 pm

Loading and Unloading

- Unloading may only take place the morning of the event and will begin at 7:30 am. For a printable map of the Spokane Convention Center loading area, please visit: <http://www.spokanecenter.com/documents/directions-loading.pdf>
- Please review the attached recruiter handbook for detailed loading/unloading instruction.

Driving Directions and Parking:

- Driving directions and parking information may be found here: <http://spokanecenter.com/directions-and-parking/>

Recruiter Handbook

- Please see the attached recruiter handbook for information regarding event coordination, signage, booth size, unloading/loading instruction, etc.

We look forward to having you join us in Spokane. Please let us know if you have any additional questions or concerns.

Thank you,

The Washington School Personnel Association

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



Event Coordinator Contact Information

Tacoma Event Coordinator

Contact Event Wholesalers for any additional needs that you may have such as carpeting, shipping, etc.

Grand Event Rentals
1606 130th Ave NE
Bellevue, WA 98005
Phone: 425-379-8443
Phone: 425-462-7368
Fax: 425-379-2578
info@grandrents.com

Spokane Event Coordinator

LCD Exposition Services will be coordinating the event at the Spokane Center. They will be provided with your name and mailing address and will provide you with a packet of information regarding pricing on carpeting, shipping, or other items you may require in addition to those items being provided by the Washington Educator Career Fair. In the event that you do not receive your packet of information or have questions for the event coordinator, you can contact them at:

LCD Exposition Services
PO Box 4487
Spokane, WA 99202
www.lcdexpo.com
509-325-9656 Phone
509-325-9670 Fax



Spokane Washington Educator Career Fair Information

Loading and Unloading Information

- The Career Fair is being staged in the Exhibition Hall.
- Loading and unloading may only take place the morning of the Fair beginning at 7:30 a.m.
- For printable map of the Exhibition Hall Loading Area please visit:
<http://www.spokanecenter.com/directions.htm>

Exhibition Hall Loading Area Directions:

From I-90 use Hamilton St. Exit #282
Go North 1 mile
Turn left on E. Mission Avenue
Go West for 0.7 miles
Turn left on N. Division Street
Go South for 0.8 miles
Enter off N. Division Street on the Northeast corner of the building.

Spokane Center Driving Directions:

From Spokane International Airport and Points East

Take Airport Drive east to Spokane to Interstate 90 exit.
East on Interstate 90 to exit number 281 North Division (City Center). North on Division approximately seven blocks. Left or west on Trent Avenue (which becomes Spokane Falls Blvd.) to Spokane Center.

From Points West

West on Interstate 90 to Exit 281 (North Division). North on Division approximately seven blocks. Left or west on Trent Avenue (which becomes Spokane Falls Blvd.) to Spokane Center.

From Points South (Pullman)

North on Highway 195 to Interstate 90 to Exit 281 (City Center). North on Division approximately seven blocks. Left or west on Trent Avenue (which becomes Spokane Falls Blvd.) to Spokane Center.

From Points North

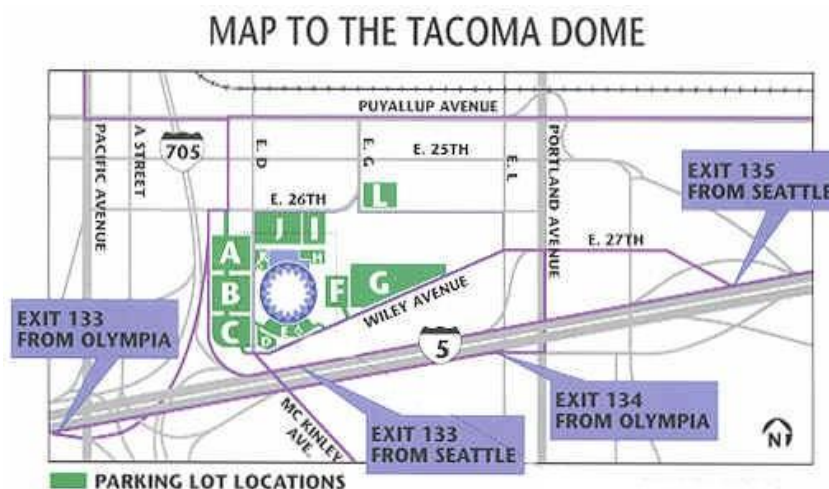
South on Highway 395 which comes into Spokane on Division Street. Immediately after you cross the river, the arterials jogs west on Spokane Falls Blvd. and then south on Browne. After jogging west, stay in right lane and continue west on Spokane Falls Blvd. to Spokane Center (one block).



Tacoma Washington Educator Career Fair Information

Career Fair Loading and Unloading Information

- **Parking Passes can be used for the F and G Lots only.** You are allowed 2 passes per booth purchased. There is also pay parking available in Lot A.
- Loading and unloading will be at the entrance across from the F lot and will begin at 7:30 a.m. the day of the fair.
- **PARKING:** Parking passes can will be emailed to the contact name on the registration prior to the fair. If you do not receive your passes via email you can contact admin@wsipa.net .



Career Fair Booth Hours

Please note the fair hours. These hours have been established by WSPA in an effort to meet the needs of the candidates as well as participating districts and colleges.

9:00 a.m. to 2:00 p.m. – Spokane

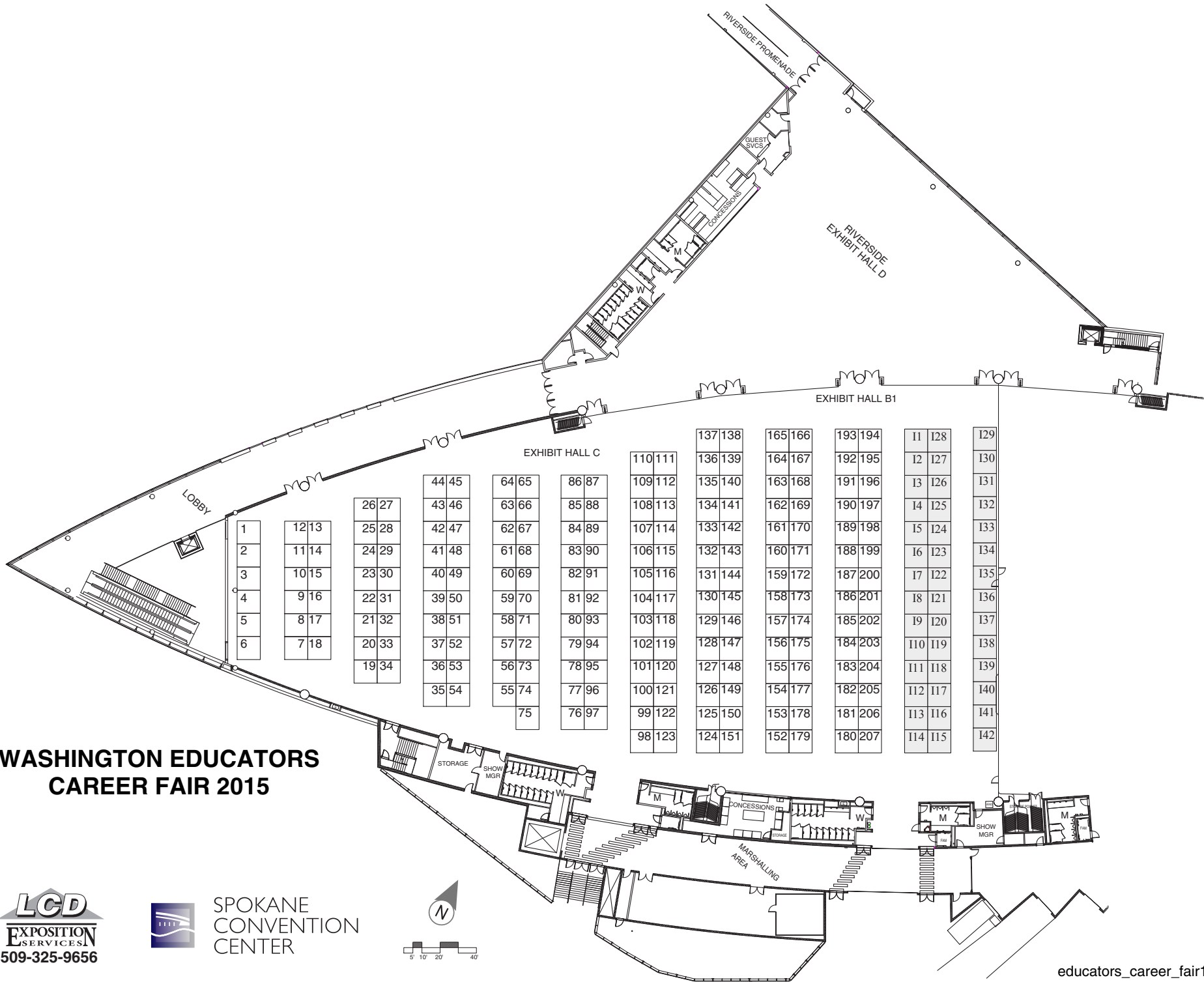
9:00 a.m. to 3:00 p.m. – Tacoma

- We stress the importance of having a representative at your space during those hours as a courtesy to the candidates, some of whom have traveled considerable distances and cannot arrive until near the end of the day.
- Check your loading and unloading instructions for times available for set up of your booth.
- Complimentary coffee and refreshments will be available provided by PEMCO and Inspirus Credit Union.
- Please keep your booth, display, and staff intact and functioning until the closing time.
- **Insurance requirements at both the Spokane Convention Center and the Tacoma Dome PRECLUDE the use of moving carts and pull carts during the stated operating hours of the Fair and thus Districts that choose to depart the venue floors prior to the stated closing time will need to be prepared to hand carry their displays and materials from the venue.**

Registration Information

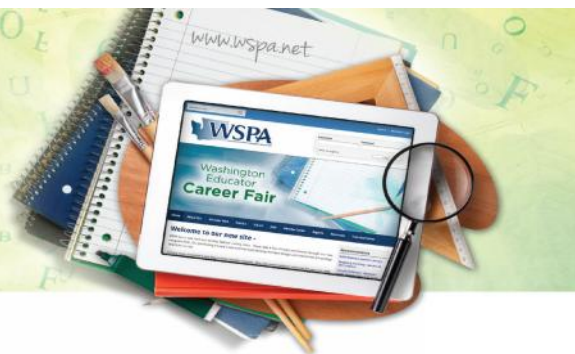
Facilities, Signs, Displays and Materials: Each single booth will be provided with a curtained 9 or 10x10 booth, an eight foot linen draped table, two chairs and a sign with your district's name. Standard 5 amp electrical is also included.

- For more tables, chairs and other items that may be needed, please refer to the Event Coordinator section of this booklet.
- Posters, pictures and other display materials may be placed on the table, on a stand provided by your school, or they may be attached to the backdrop within the confines of your booth. Since we are anticipating several hundred candidates at each location, please plan to bring an adequate supply of handouts.
- Districts planning to mail materials to the fair locations in advance of the events should contact the Event Coordinator whose information is contained in the booklet.



WASHINGTON EDUCATOR Career Fair

A career fair for teachers and administrators.



Thank you to our sponsors
Pastries and coffee provided by:
PEMCO INSURANCE and
INSPIRUS CREDIT UNION



ORGANIZATIONS/GOVERNMENT

Assoc of WA Principals—Booth 1
OSPI—Booth 2
WA Air National Guard—Booth 3
WA Education Association—Booth 55

COLLEGES

Central WA University—Booth 4
Eastern WA University—Booth 5
Gonzaga University—Booth 6
Inspire Dev Centers—Booth 7
U of Idaho Coeur d'Alene—Booth 8
Washington State U—Booth 9
WGU Washington—Booth 11, 12
Whitworth University—Booth 10

ALASKA

Bering Strait—Booth 13, 14
Lower Kuskokwim—Booth 15
North Slope Borough—Booth 16
Northwest Artic Borough—Booth 17, 18
SE Island School District—Booth 19

ARIZONA

Glendale Elementary—Booth 20
Highley Unified—Booth 21
Pinon Unified—Booth 22
Wickenburg Unified—Booth 23

CALIFORNIA

Cotati-Rohnert Park —Booth 24
Desert Sands Unified—Booth 25
Lincoln Unified—Booth 26
Modoc Unified—Booth 27
Monterey Unified—Booth 28
Oro Grande—Booth 29
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Palm Springs Unified—Booth 31
Palmdale—Booth 32
Riverside Unified—Booth 33

CALIFORNIA (Continued)

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Kootenai—Booth 36
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St. Maries—Booth 40

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NEVADA

Clark County—Booth 44
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Elko County—Booth 46
Humboldt County—Booth 47
Somerset Academy of LV—Booth 48

OREGON

Corvallis—Booth 49
Hermiston—Booth 50
Umatilla—Booth 51

INTERNATIONAL

Manor Hall International—Booth 52
Maple Leaf Educational Systems —
Booth 53
Network of International
Christian Schools—Booth 54
Universal American School Kuwait—
Booth 56

ALL OTHER STATE DISTRICTS

School Spring (KS)—Booth 57
Wake County (NC)—Booth 58

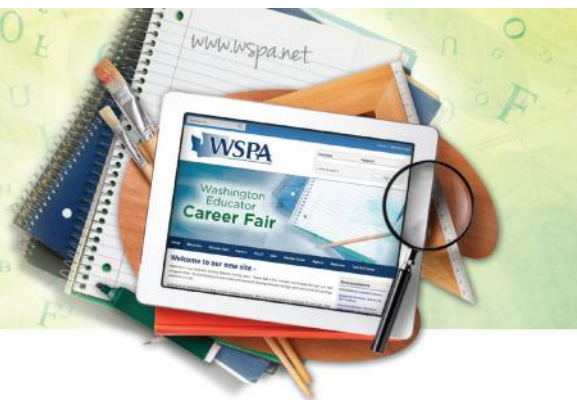
WASHINGTON

Anacortes—Booth 60, 61
Arlington—Booth 62
Battleground—Booth 63, 64
Bellevue—Booth 65, 66
Bethel—Booth 67
Bremerton—Booth 68, 69
Bridgeport—Booth 70
Cataldo—Booth 71
Central Valley—Booth 72-75
Cheney—Booth 76-77
Clarkston—Booth 78
Clover Park—Booth 79-80
Colfax—Booth 81
College Place—Booth 82
Darrington—Booth 83
Diocese of Spokane—Booth 84
East Valley #90—Booth 87
East Valley #361—Booth 85, 86
Ephrata—Booth 88
ESD 112—Booth 89
Everett—Booth 90, 91
Evergreen—Booth 92, 93
Federal Way—Booth 94, 95
Goldendale—Booth 96
Grand Coulee Dam—Booth 97
Grandview—Booth 101
Highland—Booth 102
Highline—Booth 98-100
Hoquiam—Booth 103
Issaquah—Booth 104, 105
Kahlotus—Booth 106
Kelso—Booth 107
Kennewick—Booth 109, 110
Kent—Booth 108
Kettle Falls—Booth 113
Lake Chelan—Booth 114
Lake Quinalt—Booth 115
Lake Washington—Booth 111, 112

Spokane Convention Center—March 15, 2016

WASHINGTON EDUCATOR Career Fair

A career fair for teachers and administrators.



WASHINGTON (continued)

Lind-Ritzville —Booth 116
 Longview—Booth 117, 118
 Mabton—Booth 119
 Manson—Booth 120
 Mary Walker—Booth 121
 Marysville—Booth 122, 123
 Mead—Booth 124
 Medical Lake—Booth 125
 Mercer Island—Booth 126
 Monroe—Booth 127
 Moses Lake—Booth 128, 129
 Mt. Adams—Booth 130
 Mukilteo—Booth 131, 132
 Naches Valley—Booth 133
 Newport—Booth 134
 North Central ESD—Booth 135
 North Franklin—Booth 138
 North Kitsap—Booth 136-137
 North Mason—Booth 139
 North Thurston—Booth 140
 Northshore—Booth 141
 Okanogan—Booth 142
 Olympia—Booth 143, 144
 Omak—Booth 145
 Oroville—Booth 146
 Orting—Booth 147, 148
 Othello—Booth 150, 151
 Paideia—Booth 149
 Paschal Sherman—Booth 154
 Pasco—Booth 152, 153
 Pateros—Booth 159
 Peninsula—Booth 155
 Port Angeles—Booth 156
 Prescott—Booth 157
 Pullman—Booth 158
 Quincy—Booth 160, 161
 Renton—Booth 162, 163
 Ridgefield—Booth 164

WASHINGTON

Seattle—Booth 165
 Selah—Booth 166
 Shelton—Booth 167
 Snohomish—Booth 168
 Snoqualmie Valley—Booth 169, 170
 South Kitsap—Booth 175
 Spokane—Booth 177-179
 Steilacoom Historic—Booth 176
 Sunnyside —Booth 180
 Tukwila—Booth 173, 174
 Vancouver—Booth 171, 172
 Wahluke—Booth 181
 Walla Walla—Booth 183
 Wapato—Booth 184
 Warden—Booth 185
 WA State Charter—Booth 186
 Waterville—Booth 187
 West Valley #363—Booth 189
 West Valley #208—Booth 190
 White River—Booth 191
 Wilson—Booth 188
 Yakima—Booth 192-193

INTERVIEW BOOTHS

Bellevue—196
 Bering Strait—197
 Central Valley—198, 199, 200
 Clover Park—201
 College Place—202
 Cotati-Rohnert Park—203
 Desert Sands Unified—204
 Doral Academy—205
 ESD 112—206
 Evergreen—207
 Humboldt County—I1
 Kelso—I2
 Kent—I3
 Lake Quinalt—I4
 Lake Washington—I5
 Longview—I6, I7
 Mukilteo—I8
 North Franklin—I9
 North Kitsap—I10, I11
 North Thurston—I12
 Northshore—I13
 North Slope Borough—I14
 Northwest Artic—I15
 Omak—I16
 Orting—I17
 Palm Springs Unified—I18
 Peninsula—I19
 Pinon Unified—I20
 Renton—I21
 Salinas Union—I22
 Seattle—I23
 Selah—I24
 Snohomish—I25
 Snoqualmie Valley—I26, I27
 Somerset Academy—I28
 Spokane—I29
 Tukwila—I30
 Wapato—I31
 West Valley #363—I32

From: finnie@skitsap.wednet.edu
Sent time: 03/14/2016 08:07:45 AM
To: dieffenb@skitsap.wednet.edu
Cc: lamoures@skitsap.wednet.edu
Subject: FW: WA Educator Career Fair -- Spokane
Attachments: 2016 WECF Recruiter Handbook_FINAL.pdf SPOKANE Floor Plan .pdf WECF 2016 SPOKANE_BOOTH BROCHURE_Final_March 11 2016.pdf

Here you go, enjoy your day

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: admin@wsps.net [mailto:admin@wsps.net]
Sent: Friday, March 11, 2016 5:38 PM
To: admin@wsps.net
Subject: WA Educator Career Fair -- Spokane

Hello,

Thank you for registering to attend the 2016 Washington Educator Career Fair – Spokane. We hope you will find it to be a meaningful and productive day.

Booth assignments

- The final booth assignments and floor plan are attached for your review

Conference Hours

- The fair will open to the public at 9:00 am and close at 2:00 pm

Loading and Unloading

- Unloading may only take place the morning of the event and will begin at 7:30 am. For a printable map of the Spokane Convention Center loading area, please visit: <http://www.spokanecenter.com/documents/directions-loading.pdf>
- Please review the attached recruiter handbook for detailed loading/unloading instruction.

Driving Directions and Parking:

- Driving directions and parking information may be found here: <http://spokanecenter.com/directions-and-parking/>

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We look forward to having you join us in Spokane. Please let us know if you have any additional questions or concerns.

Thank you,

The Washington School Personnel Association

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



Event Coordinator Contact Information

Tacoma Event Coordinator

Contact Event Wholesalers for any additional needs that you may have such as carpeting, shipping, etc.

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Phone: 425-379-8443
Phone: 425-462-7368
Fax: 425-379-2578
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Spokane, WA 99202
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Spokane Washington Educator Career Fair Information

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<http://www.spokanecenter.com/directions.htm>

Exhibition Hall Loading Area Directions:

From I-90 use Hamilton St. Exit #282
Go North 1 mile
Turn left on E. Mission Avenue
Go West for 0.7 miles
Turn left on N. Division Street
Go South for 0.8 miles
Enter off N. Division Street on the Northeast corner of the building.

Spokane Center Driving Directions:

From Spokane International Airport and Points East

Take Airport Drive east to Spokane to Interstate 90 exit.
East on Interstate 90 to exit number 281 North Division (City Center). North on Division approximately seven blocks. Left or west on Trent Avenue (which becomes Spokane Falls Blvd.) to Spokane Center.

From Points West

West on Interstate 90 to Exit 281 (North Division). North on Division approximately seven blocks. Left or west on Trent Avenue (which becomes Spokane Falls Blvd.) to Spokane Center.

From Points South (Pullman)

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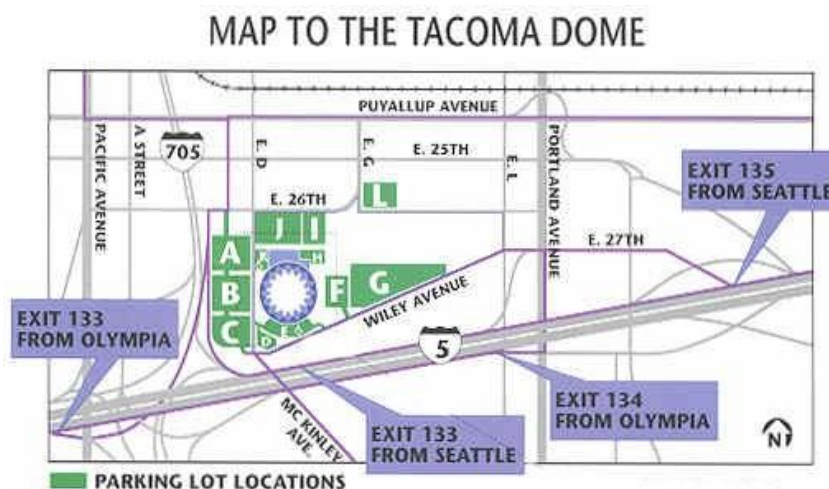
South on Highway 395 which comes into Spokane on Division Street. Immediately after you cross the river, the arterials jogs west on Spokane Falls Blvd. and then south on Browne. After jogging west, stay in right lane and continue west on Spokane Falls Blvd. to Spokane Center (one block).



Tacoma Washington Educator Career Fair Information

Career Fair Loading and Unloading Information

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- **PARKING:** Parking passes can will be emailed to the contact name on the registration prior to the fair. If you do not receive your passes via email you can contact admin@wsipa.net .



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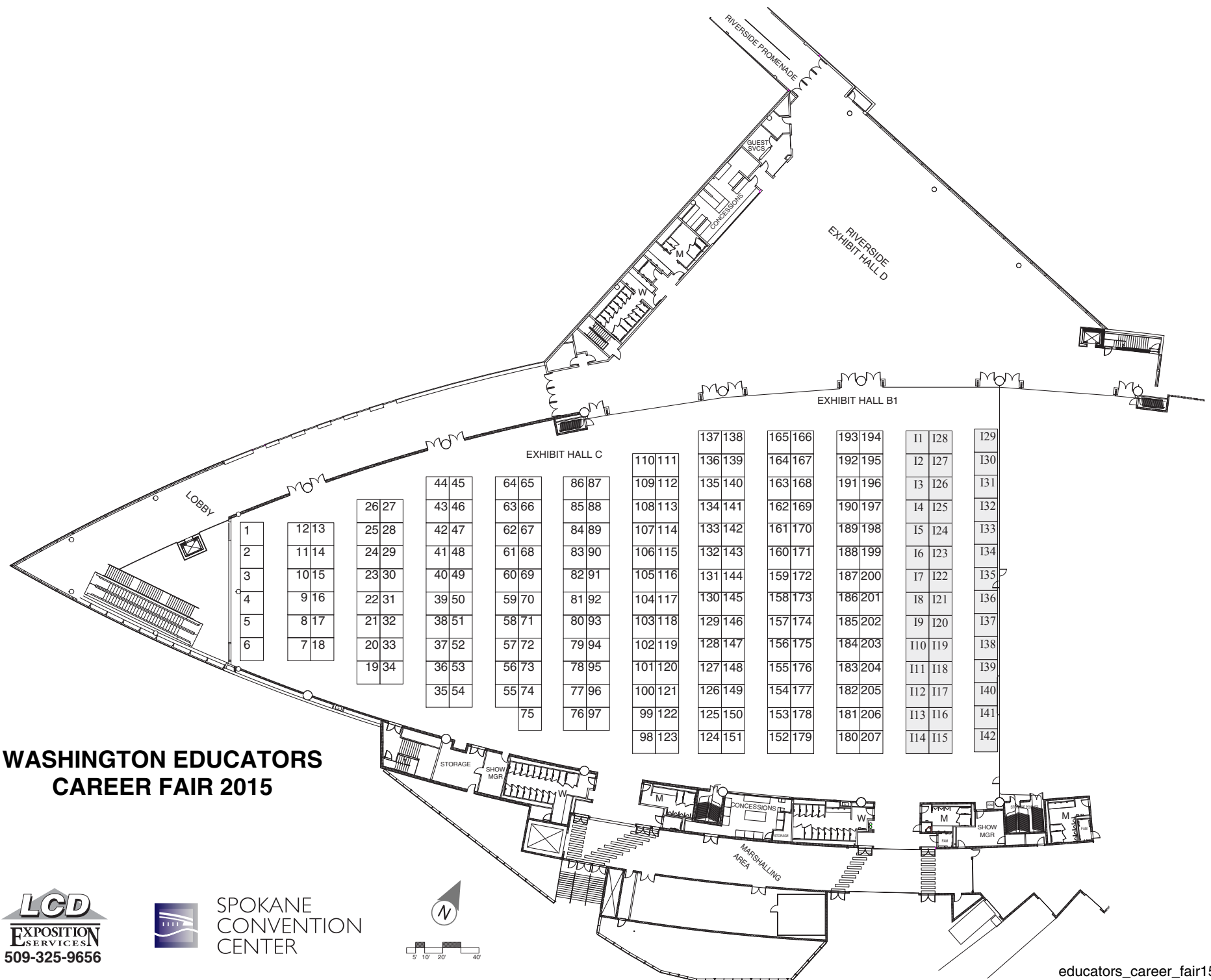
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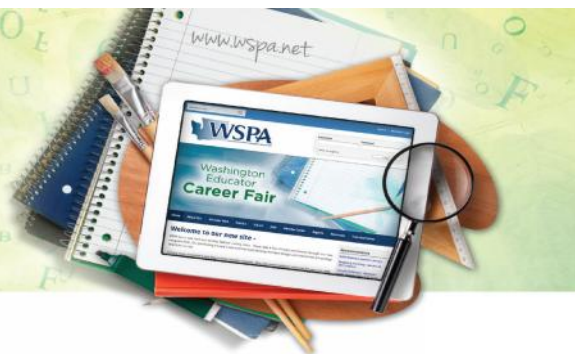
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Washington State U—Booth 9
WGU Washington—Booth 11, 12
Whitworth University—Booth 10

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Bering Strait—Booth 13, 14
Lower Kuskokwim—Booth 15
North Slope Borough—Booth 16
Northwest Artic Borough—Booth 17, 18
SE Island School District—Booth 19

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Glendale Elementary—Booth 20
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CALIFORNIA (Continued)

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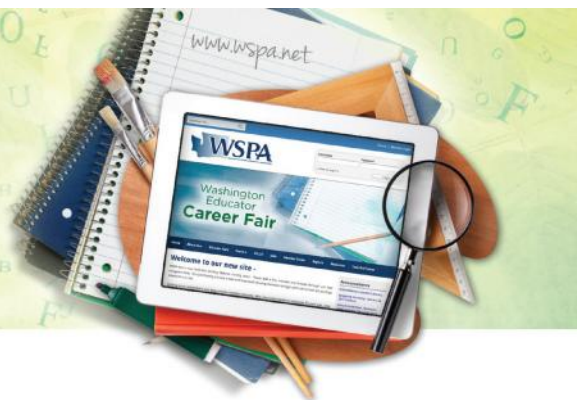
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Darrington—Booth 83
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East Valley #361—Booth 85, 86
Ephrata—Booth 88
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Evergreen—Booth 92, 93
Federal Way—Booth 94, 95
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Lake Quinault—Booth 115
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Spokane Convention Center—March 15, 2016

WASHINGTON EDUCATOR Career Fair

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 North Kitsap—Booth 136-137
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 North Thurston—Booth 140
 Northshore—Booth 141
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 Olympia—Booth 143, 144
 Omak—Booth 145
 Oroville—Booth 146
 Orting—Booth 147, 148
 Othello—Booth 150, 151
 Paideia—Booth 149
 Paschal Sherman—Booth 154
 Pasco—Booth 152, 153
 Pateros—Booth 159
 Peninsula—Booth 155
 Port Angeles—Booth 156
 Prescott—Booth 157
 Pullman—Booth 158
 Quincy—Booth 160, 161
 Renton—Booth 162, 163
 Ridgefield—Booth 164

WASHINGTON

Seattle—Booth 165
 Selah—Booth 166
 Shelton—Booth 167
 Snohomish—Booth 168
 Snoqualmie Valley—Booth 169, 170
 South Kitsap—Booth 175
 Spokane—Booth 177-179
 Steilacoom Historic—Booth 176
 Sunnyside —Booth 180
 Tukwila—Booth 173, 174
 Vancouver—Booth 171, 172
 Wahluke—Booth 181
 Walla Walla—Booth 183
 Wapato—Booth 184
 Warden—Booth 185
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 Waterville—Booth 187
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 ESD 112—206
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 Kelso—I2
 Kent—I3
 Lake Quinalt—I4
 Lake Washington—I5
 Longview—I6, I7
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 North Kitsap—I10, I11
 North Thurston—I12
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 Peninsula—I19
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 Renton—I21
 Salinas Union—I22
 Seattle—I23
 Selah—I24
 Snohomish—I25
 Snoqualmie Valley—I26, I27
 Somerset Academy—I28
 Spokane—I29
 Tukwila—I30
 Wapato—I31
 West Valley #363—I32

From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 03/18/2016 02:57:39 PM
To: finnie@skitsap.wednet.edu
Subject: MEMBER REQUEST

HAPPY FRIDAY WSPA MEMBERS...

Pam Butenschoen from Mount Baker School District is looking for job descriptions for Network Administrator/IT Director positions.

Please send your response directly to: pbutenschoen@mtbaker.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 1600, Anacortes, Washington 98221, United States

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From: admin@wspace.net
Sent time: 03/21/2016 06:04:05 PM
To: admin@wspace.net
Cc: cleonard@wspace.net
Subject: Washington Educator Career Fair Tacoma -- Vendor information
Attachments: Parking Passes Tacoma 2016.pdf Tacoma Internet Order Form.pdf 2016 WECF Recruiter Handbook_FINAL.pdf WECF 2016 TACOMA_Booth BrochureFINAL UPDATE MARCH 21 2016.pub.pdf Tacoma Dome Floor Plan 2016_UPDATED MARCH 21 2016.pub.pdf

Hello,

Thank you for registering to attend the Washington Educator Career Fair on March 24, 2016 at the Tacoma Dome Arena. We hope you will find it to be a meaningful and productive part of your recruiting process.

Booth Assignments and Floor Map

- The booth assignments and floor map are attached for your reference

Conference Hours

- The fair hours are 9:00 am – 3:00 pm

Loading/Unloading

- 7:30am – Vendors load-in through the F Doors. ALL vendors need to enter at the Lower F doors. No vehicles are allowed to drive inside the building.
- Building maps and parking information may be found here: <http://www.tacomadome.org/plan-your-visit/parking-direction>

Parking

- Parking passes are included in your registration. Parking passes are valid in the F and G Lots ONLY. The passes are attached for you to print and display at the event.
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- **If you require internet service in your booth you MUST ORDER DIRECTLY FROM THE TACOMA DOME.** To order internet service there is an additional charge payable directly to the Tacoma Dome. The order form is attached for your reference. Please note that the Tacoma Dome only offers DSL Wired Internet connections – they are currently installing wireless routers and it is unlikely they will be installed prior to this event.
- A copy of the Recruiter Handbook is attached for your reference. It also includes contact information for Grand Event Rentals – our event coordinator for this event.

Vendor Lunch

- Two lunch tickets are included in your registration with the option of purchasing additional tickets at the time of registration. Lunch tickets will be bundled and waiting for you at your booth on Thursday morning.
- Lunch will be available in shifts -- I will send out the final lunch schedule just as soon as it is available from the Tacoma Dome Arena.
- Lunch includes spaghetti, Caesar salad, and garlic bread.
- PLEASE work with your team to divide lunch shifts to ensure booth coverage throughout the day. We ask that you please not leave your booth unattended if at all possible. We would like our candidates to have the maximum opportunity to meet with districts, and for our districts to have the maximum opportunity to connect with the right candidates! Thank you in advance for your cooperation.

Refreshments and Sponsors – PEMCO Insurance and Inspirus Credit Union

- Coffee and refreshments are provided by our two sponsors: PEMCO Insurance and Inspirus Credit Union. Please be sure to stop by their tables and find out the many ways their organizations may benefit you and your district.
- Please join us in saying **THANK YOU** to PEMCO insurance and Inspirus Credit Union for their generous sponsorship and support of Washington School Personnel Association, the Washington Educator Career Fair, and all Washington State educators and districts. Thank you!

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/>



Washington Educator
Career Fair

Tacoma Dome
PARKING PASS
F or G Lot Only

Washington Educator
Career Fair

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Pre-Order Deadline: 7 days prior to event.

For Questions Contact: Dustin Lafferty, 2727 East D Street, Tacoma, WA 98421
E-Mail: dlafferty@tacomadome.org
Phone: 253-272-3663

Order must be received **BEFORE** pre-order deadline. All other orders **WILL** be charged the late order rate.
Credits will not be issued on services ordered even though not used.

Item	Quantity	Pre-Order Cost	Late Order Cost	Amount
Voice Line		\$250 per line/per day	\$500 per line/per day	
Internet (DSL) Line		\$110 per line/per day	\$250 per line/per day	
Long Distance		\$.07 minute	n/a	
ISDN		\$350 set up fee + \$40 per day	\$625 set up fee + \$50 per day	

All lines include set up and tear down according to the show requirements.

Event Name: _____ Dates of Service: _____

Exhibitor Name: _____ Phone: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Booth Number(s): _____ Total Amount Due: _____

Ordered by (if different than exhibitor name): _____

Acceptable forms of payment are Cash, Cashier's Check or Credit Card.

If using a credit card, complete the information below:

I authorize the Tacoma Dome to debit my credit card for the charges listed above and for any additional charges incurred.

Circle one: VISA MASTERCARD

Credit Card #: _____ Exp. Date: _____

CVC# (Security # on back of Card): _____

Card Holder (PRINT): _____

Authorization Signature: _____

Return completed form to our Secured Fax Line: 253-593-7645

(Do not email, a security measure to protect the integrity of your credit card information)

Event Coordinator Contact Information

Tacoma Event Coordinator

Contact Event Wholesalers for any additional needs that you may have such as carpeting, shipping, etc.

Grand Event Rentals
1606 130th Ave NE
Bellevue, WA 98005
Phone: 425-379-8443
Phone: 425-462-7368
Fax: 425-379-2578
info@grandrents.com

Spokane Event Coordinator

LCD Exposition Services will be coordinating the event at the Spokane Center. They will be provided with your name and mailing address and will provide you with a packet of information regarding pricing on carpeting, shipping, or other items you may require in addition to those items being provided by the Washington Educator Career Fair. In the event that you do not receive your packet of information or have questions for the event coordinator, you can contact them at:

LCD Exposition Services
PO Box 4487
Spokane, WA 99202
www.lcdexpo.com
509-325-9656 Phone
509-325-9670 Fax



Spokane Washington Educator Career Fair Information

Loading and Unloading Information

- The Career Fair is being staged in the Exhibition Hall.
- Loading and unloading may only take place the morning of the Fair beginning at 7:30 a.m.
- For printable map of the Exhibition Hall Loading Area please visit:
<http://www.spokanecenter.com/directions.htm>

Exhibition Hall Loading Area Directions:

From I-90 use Hamilton St. Exit #282
Go North 1 mile
Turn left on E. Mission Avenue
Go West for 0.7 miles
Turn left on N. Division Street
Go South for 0.8 miles
Enter off N. Division Street on the Northeast corner of the building.

Spokane Center Driving Directions:

From Spokane International Airport and Points East

Take Airport Drive east to Spokane to Interstate 90 exit.
East on Interstate 90 to exit number 281 North Division (City Center). North on Division approximately seven blocks. Left or west on Trent Avenue (which becomes Spokane Falls Blvd.) to Spokane Center.

From Points West

West on Interstate 90 to Exit 281 (North Division). North on Division approximately seven blocks. Left or west on Trent Avenue (which becomes Spokane Falls Blvd.) to Spokane Center.

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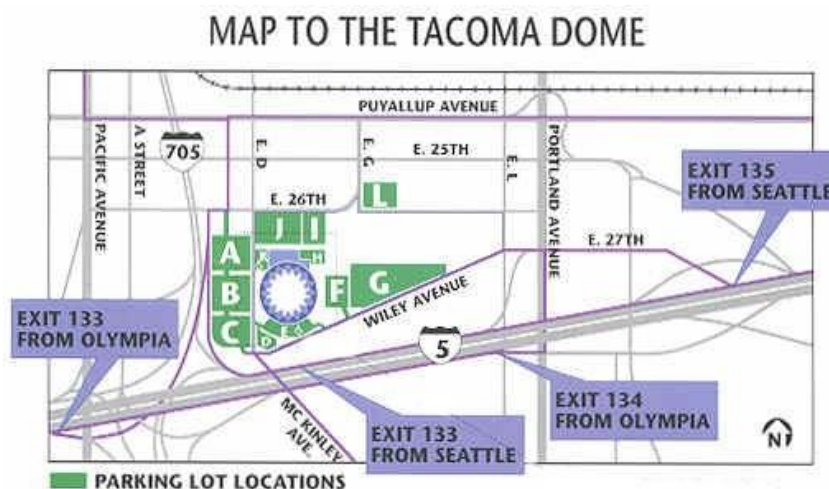
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Tacoma Washington Educator Career Fair Information

Career Fair Loading and Unloading Information

- **Parking Passes can be used for the F and G Lots only.** You are allowed 2 passes per booth purchased. There is also pay parking available in Lot A.
- Loading and unloading will be at the entrance across from the F lot and will begin at 7:30 a.m. the day of the fair.
- **PARKING:** Parking passes can will be emailed to the contact name on the registration prior to the fair. If you do not receive your passes via email you can contact admin@wsipa.net .



Career Fair Booth Hours

Please note the fair hours. These hours have been established by WSPA in an effort to meet the needs of the candidates as well as participating districts and colleges.

9:00 a.m. to 2:00 p.m. – Spokane

9:00 a.m. to 3:00 p.m. – Tacoma

- We stress the importance of having a representative at your space during those hours as a courtesy to the candidates, some of whom have traveled considerable distances and cannot arrive until near the end of the day.
- Check your loading and unloading instructions for times available for set up of your booth.
- Complimentary coffee and refreshments will be available provided by PEMCO and Inspirus Credit Union.
- Please keep your booth, display, and staff intact and functioning until the closing time.
- **Insurance requirements at both the Spokane Convention Center and the Tacoma Dome PRECLUDE the use of moving carts and pull carts during the stated operating hours of the Fair and thus Districts that choose to depart the venue floors prior to the stated closing time will need to be prepared to hand carry their displays and materials from the venue.**

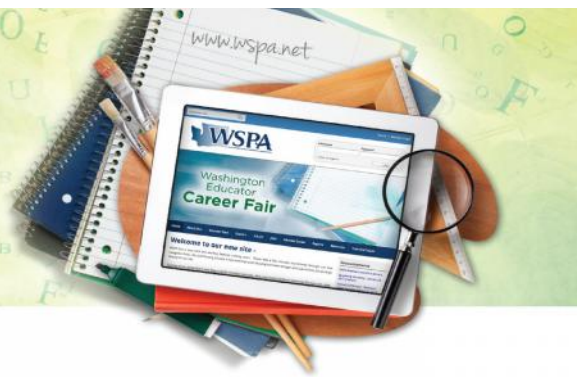
Registration Information

Facilities, Signs, Displays and Materials: Each single booth will be provided with a curtained 9 or 10x10 booth, an eight foot linen draped table, two chairs and a sign with your district's name. Standard 5 amp electrical is also included.

- For more tables, chairs and other items that may be needed, please refer to the Event Coordinator section of this booklet.
- Posters, pictures and other display materials may be placed on the table, on a stand provided by your school, or they may be attached to the backdrop within the confines of your booth. Since we are anticipating several hundred candidates at each location, please plan to bring an adequate supply of handouts.
- Districts planning to mail materials to the fair locations in advance of the events should contact the Event Coordinator whose information is contained in the booklet.

WASHINGTON EDUCATOR Career Fair

A career fair for teachers and administrators.



Pastries and Coffee Provided by
**PEMCO INSURANCE and
SCHOOL EMPLOYEES CREDIT UNION**



STATE/GOV'T ORGANIZATIONS

Association of WA School Principals—
Booth 59
OSPI—Booth 60
WEA—Booth 61
WA State Charter Schools Association—
Booth 62

COLLEGES

Central WA University—Booth 44
City U of Seattle—Booth 45
Evergreen State College—Booth 46
Grand Canyon University—Booth 47
Northwest University—Booth 48
Pacific Lutheran University—Booth 49
Seattle Pacific University—Booth 50
Seattle University—Booth 51
University of Puget Sound—Booth 52
U of W Bothell—Booth 53
U of W Tacoma—Booth 54
Washington State U—Booth 55
Western WA University—Booth 56
WGU Washington—Booth 57, 58

ALASKA

Alaska Teacher Placement—Booth 3
Bering Strait—Booth 1, 2
Fairbanks North Borough—Booth 4
Lower Kuskokwim—Booth 5
North Slope Borough—Booth 6
Northwest Artic Borough—Booth 7, 8
SE Island School District—Booth 9
Southwest Region—Booth 10
Yukon Koyukuk—Booth 11

ARIZONA

Amphitheater Public—Booth 12
Cartwright—Booth 13
Chinle Unified—Booth 14
Glendale Elementary —Booth 15
Union Elementary—Booth 16

NEVADA

Clark County—Booth 17
Elko County—Booth 18
Somerset Academy—Booth 19
Washoe County—Booth 20

CALIFORNIA

Desert Sands Unified—Booth 25
Eastern Sierra Unified—Booth 26
Franklin-McKinley—Booth 27
Los Banos Unified—Booth 28
Palm Springs Unified—Booth 29
Palmdale—Booth 30
Riverside Unified—Booth 31, 32
Summit Public—Booth 33, 34

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Network of Intl Christians—Booth 38
North Jakarta—Booth 39
Search Associates—Booth 41
Universal American—Booth 42

ALL OTHER STATES/ENTITIES

Aurora Public (CO)—Booth 21
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Gallup-McKinley (NM) - Booth 23
School Spring—Booth 24

OREGON

Astoria—Booth 67
Beaverton—Booth 68
Forest Grove—Booth 69
Gresham-Barlow—Booth 70
Portland—Booth 72, 73
Salem-Keizer—Booth 71

WASHINGTON

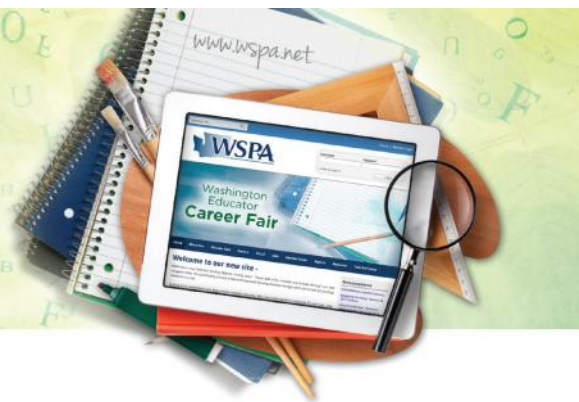
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Anacortes—Booth 246, 247
Archdiocese of Seattle—Booth 245
Arlington—Booth 244
Auburn—Booth 241-243
Bainbridge Island—Booth 236
Battle Ground—Booth 239, 240
Bellevue Children's—Booth 237, 238
Bellevue—Booth 232-235
Bellingham—Booth 224
Bethel—Booth 230, 231
Bremerton—Booth 228, 229
Bridgeport—Booth 223
Burlington-Edison—Booth 222
Central Kitsap—Booth 225-227
Cheney—Booth 221
Chief Leschi—Booth 217, 218
Clarkston—Booth 219
Clover Park—Booth 213-216
Concrete—Booth 212
Coupeville—Booth 211
Darrington—Booth 210
East Valley #90—Booth 209
Eastside Christian—Booth 208

Tacoma Dome Arena —March 24, 2016

WASHINGTON EDUCATOR

Career Fair

A career fair for teachers and administrators.



WASHINGTON

Eatonville—Booth 207
 Edmonds—Booth 204, 205
 Enumclaw—Booth 206
 Everett—Booth 202, 203
 Evergreen—Booth 200, 201
 Federal Way—Booth 195-199
 Ferndale—Booth 192
 Fife—Booth 193, 194
 Franklin-Pierce — Booth 250, 251
 Goldendale—Booth 191
 Highland—Booth 190
 Highline—Booth 184-187
 Hoquiam—Booth 189
 International Montessori Academy—
 Booth 180
 Issaquah—Booth 181-183
 Kelso—Booth 179
 Kent—Booth 173-176
 Lake Stevens—Booth 177, 178
 Lake Washington—Booth 169-172
 Longview—Booth 167, 168
 Mabton—Booth 166
 Marysville—Booth 162, 163
 Mercer Island—Booth 165
 Monroe—Booth 164
 Morton—Booth 159
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 Mossyrock—Booth 158
 Mt. Adams—Booth 157
 Muckleshoot Tribal—Booth 156
 Mukilteo—Booth 151-154
 Nacelle-Grays River Valley—Booth 155
 Naches Valley—Booth 148
 Napavine—Booth 147
 North Central ESD—Booth 146
 North Kitsap—Booth 149, 150
 North Mason—Booth 144, 145
 North Thurston—Booth 142, 143
 Northshore—Booth 140, 141
 Oak Harbor—Booth 137
 Ocosta—Booth 136
 Olympia—Booth 138, 139
 Onalaska—Booth 135

WASHINGTON

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 Orcas Island—Booth 133
 Orting—Booth 131, 132
 Othello—Booth 129, 130
 Paschal Sherman—Booth 126
 Pasco—Booth 127, 128
 Peninsula—Booth 124, 125
 Port Angeles—Booth 123
 Port Townsend—Booth 122
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 Pullman—Booth 121
 Puyallup—Booth 118-120
 Quilcene—Booth 112
 Quileute Tribal School — Booth 111
 Renton—Booth 109, 110
 Ridgefield—Booth 104
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 Snoqualmie Valley—Booth 96-98
 South Bend—Booth 101
 South Kitsap—Booth 100
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 Tahoma—Booth 87, 88
 Tukwila—Booth 74, 75
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 Vancouver—Booth 83, 84
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 Walla Walla—Booth 79
 Wapato—Booth 78
 Warden—Booth 76
 White River—Booth 66
 Woodland—Booth 65
 Yakima—Booth 63, 64

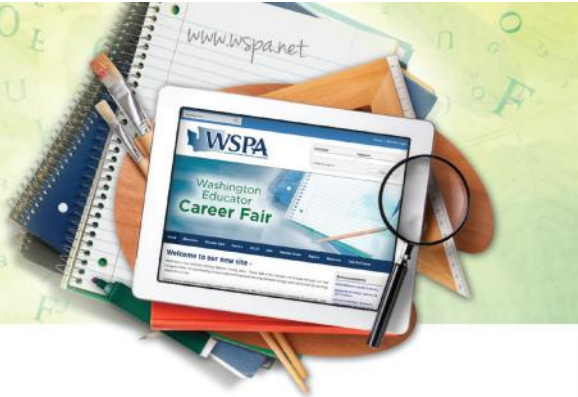
INTERVIEW BOOTHS

Amphitheater Public—I-1
 Beaverton —I-2
 Bering Strait—I-3
 Bethel—I-4, 5
 Bremerton—I-6
 Central Kitsap—I-7
 Chief Leschi—I-8, 9
 Clover Park—I-10-14
 Coeur d'Alene—I-15
 Desert Sands Unified—I-16
 Eastern Sierra—I-17
 East Valley #90—I-18
 Edmonds—I-19
 Evergreen—I-20
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Tacoma Dome Arena —March 24, 2015

WASHINGTON EDUCATOR Career Fair

A career fair for teachers and administrators.



Interview Booths

61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
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21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

From: finnie@skitsap.wednet.edu
Sent time: 03/22/2016 07:56:56 AM
To: dieffenb@skitsap.wednet.edu
Cc: lamoures@skitsap.wednet.edu
Subject: FW: Washington Educator Career Fair Tacoma -- Vendor information
Attachments: Parking Passes Tacoma 2016.pdf Tacoma Internet Order Form.pdf 2016 WECF Recruiter Handbook_FINAL.pdf WECF 2016 TACOMA_Booth BrochureFINAL UPDATE MARCH 21 2016.pub.pdf Tacoma Dome Floor Plan 2016_UPDATED MARCH 21 2016.pub.pdf

Here is the info I received for Tacoma's recruit fair ☺

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: admin@wsapa.net [mailto:admin@wsapa.net]
Sent: Monday, March 21, 2016 6:04 PM
To: admin@wsapa.net
Cc: cleonard@wsapa.net
Subject: Washington Educator Career Fair Tacoma -- Vendor information
Importance: High

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Billing Address: _____

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Credit Card #: _____ Exp. Date: _____

CVC# (Security # on back of Card): _____

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LCD Exposition Services
PO Box 4487
Spokane, WA 99202
www.lcdexpo.com
509-325-9656 Phone
509-325-9670 Fax



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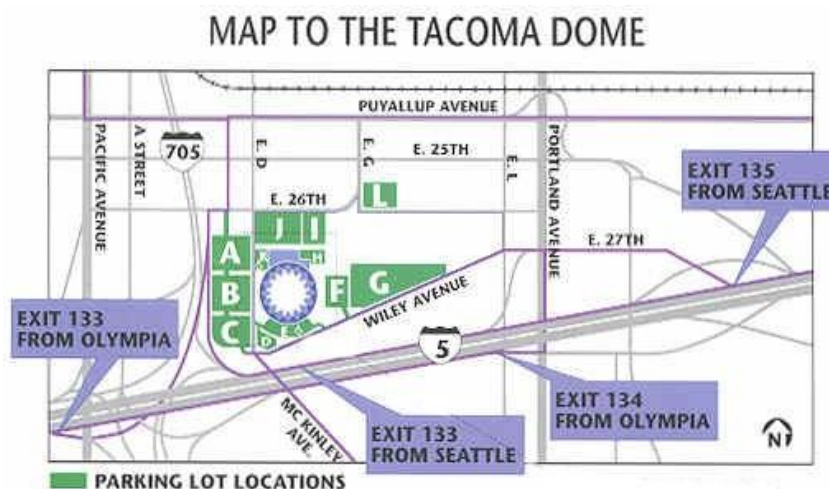
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- Loading and unloading will be at the entrance across from the F lot and will begin at 7:30 a.m. the day of the fair.
- **PARKING:** Parking passes can will be emailed to the contact name on the registration prior to the fair. If you do not receive your passes via email you can contact admin@wsipa.net .



Career Fair Booth Hours

Please note the fair hours. These hours have been established by WSPA in an effort to meet the needs of the candidates as well as participating districts and colleges.

9:00 a.m. to 2:00 p.m. – Spokane

9:00 a.m. to 3:00 p.m. – Tacoma

- We stress the importance of having a representative at your space during those hours as a courtesy to the candidates, some of whom have traveled considerable distances and cannot arrive until near the end of the day.
- Check your loading and unloading instructions for times available for set up of your booth.
- Complimentary coffee and refreshments will be available provided by PEMCO and Inspirus Credit Union.
- Please keep your booth, display, and staff intact and functioning until the closing time.
- **Insurance requirements at both the Spokane Convention Center and the Tacoma Dome PRECLUDE the use of moving carts and pull carts during the stated operating hours of the Fair and thus Districts that choose to depart the venue floors prior to the stated closing time will need to be prepared to hand carry their displays and materials from the venue.**

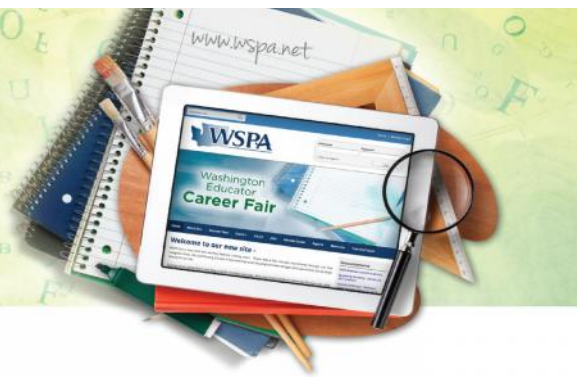
Registration Information

Facilities, Signs, Displays and Materials: Each single booth will be provided with a curtained 9 or 10x10 booth, an eight foot linen draped table, two chairs and a sign with your district's name. Standard 5 amp electrical is also included.

- For more tables, chairs and other items that may be needed, please refer to the Event Coordinator section of this booklet.
- Posters, pictures and other display materials may be placed on the table, on a stand provided by your school, or they may be attached to the backdrop within the confines of your booth. Since we are anticipating several hundred candidates at each location, please plan to bring an adequate supply of handouts.
- Districts planning to mail materials to the fair locations in advance of the events should contact the Event Coordinator whose information is contained in the booklet.

WASHINGTON EDUCATOR Career Fair

A career fair for teachers and administrators.



Pastries and Coffee Provided by
**PEMCO INSURANCE and
SCHOOL EMPLOYEES CREDIT UNION**



STATE/GOV'T ORGANIZATIONS

Association of WA School Principals—
Booth 59
OSPI—Booth 60
WEA—Booth 61
WA State Charter Schools Association—
Booth 62

COLLEGES

Central WA University—Booth 44
City U of Seattle—Booth 45
Evergreen State College—Booth 46
Grand Canyon University—Booth 47
Northwest University—Booth 48
Pacific Lutheran University—Booth 49
Seattle Pacific University—Booth 50
Seattle University—Booth 51
University of Puget Sound—Booth 52
U of W Bothell—Booth 53
U of W Tacoma—Booth 54
Washington State U—Booth 55
Western WA University—Booth 56
WGU Washington—Booth 57, 58

ALASKA

Alaska Teacher Placement—Booth 3
Bering Strait—Booth 1, 2
Fairbanks North Borough—Booth 4
Lower Kuskokwim—Booth 5
North Slope Borough—Booth 6
Northwest Artic Borough—Booth 7, 8
SE Island School District—Booth 9
Southwest Region—Booth 10
Yukon Koyukuk—Booth 11

ARIZONA

Amphitheater Public—Booth 12
Cartwright—Booth 13
Chinle Unified—Booth 14
Glendale Elementary—Booth 15
Union Elementary—Booth 16

NEVADA

Clark County—Booth 17
Elko County—Booth 18
Somerset Academy—Booth 19
Washoe County—Booth 20

CALIFORNIA

Desert Sands Unified—Booth 25
Eastern Sierra Unified—Booth 26
Franklin-McKinley—Booth 27
Los Banos Unified—Booth 28
Palm Springs Unified—Booth 29
Palmdale—Booth 30
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Summit Public—Booth 33, 34

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Manor Hall—Booth 37
Network of Intl Christians—Booth 38
North Jakarta—Booth 39
Search Associates—Booth 41
Universal American—Booth 42

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School Spring—Booth 24

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Forest Grove—Booth 69
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Portland—Booth 72, 73
Salem-Keizer—Booth 71

WASHINGTON

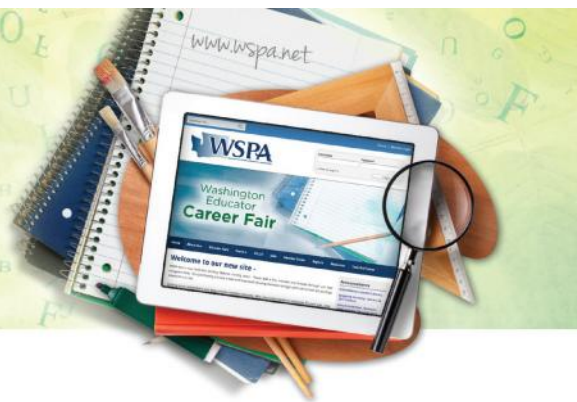
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Clover Park—Booth 213-216
Concrete—Booth 212
Coupeville—Booth 211
Darrington—Booth 210
East Valley #90—Booth 209
Eastside Christian—Booth 208

Tacoma Dome Arena —March 24, 2016

WASHINGTON EDUCATOR

Career Fair

A career fair for teachers and administrators.



WASHINGTON

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 Edmonds—Booth 204, 205
 Enumclaw—Booth 206
 Everett—Booth 202, 203
 Evergreen—Booth 200, 201
 Federal Way—Booth 195-199
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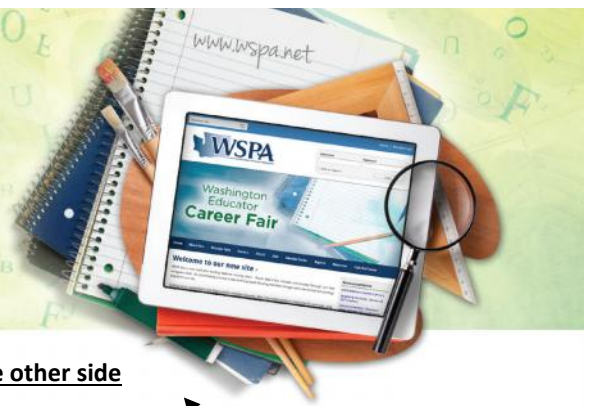
INTERVIEW BOOTHS

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Tacoma Dome Arena —March 24, 2015

WASHINGTON EDUCATOR Career Fair

A career fair for teachers and administrators.



Interview Booths — please see other side

Washington Educator

Career Fair 2016

Tacoma Dome

March 24, 2016

9:00—3:00

Floor Plan

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Registration

ADA

Refreshments/
Sponsors PEMCO
Insurance and
Inspirus Credit Union

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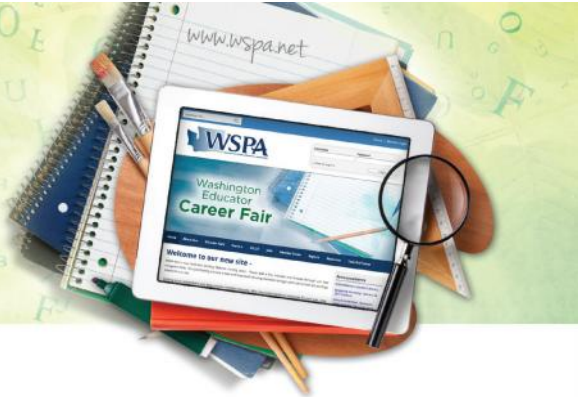
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WASHINGTON EDUCATOR Career Fair

A career fair for teachers and administrators.



Interview Booths

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

From: admin@wspace.net
Sent time: 03/22/2016 08:29:15 PM
To: admin@wspace.net
Cc: cleonard@wspace.net
Subject: Washington Educator Career Fair Tacoma -- Vendor information Updates
Attachments: 2016 WECF Recruiter Handbook_UPDATED 2016.pdf WECF 2016 TACOMA_FLOOR PLAN_UPDATED MARCH 22 2016.pdf
WECF 2016 TACOMA__BOOTHBROCHURE_FINAL UPDATED MARCH 22 2016.pub.pdf

Hello everyone – a few quick updates for our event on Thursday:

Vendor Lunch Update

- Two lunch tickets are included in your registration with the option of purchasing additional tickets at the time of registration. Lunch tickets will be bundled and waiting for you at your booth on Thursday morning.
- **Lunch will be available from 11am – 2pm.**
 - PLEASE work with your team to divide lunch shifts to ensure booth coverage throughout the day. We ask that you please not leave your booth unattended if at all possible. We would like our candidates to have the maximum opportunity to meet with districts, and for our districts to have the maximum opportunity to connect with the right candidates! Thank you in advance for your cooperation.
- Lunch includes spaghetti, Caesar salad, and garlic bread

Booth Assignments, Floor Map, and Recruiter Handbook Updates

- The updated booth assignments and floor map are attached for your reference (assignment numbers have not changed —unless by request)
- The updated recruiter handbook is attached for your reference (formatting changes only)

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@wspace.net
Sent: Monday, March 21, 2016 6:04 PM
To: admin@wspace.net
Cc: cleonard@wspace.net
Subject: Washington Educator Career Fair Tacoma -- Vendor information
Importance: High

Hello,

Thank you for registering to attend the Washington Educator Career Fair on March 24, 2016 at the Tacoma Dome Arena. We hope you will find it to be a meaningful and productive part of your recruiting process.

Booth Assignments and Floor Map

- The booth assignments and floor map are attached for your reference

Conference Hours

- The fair hours are 9:00 am – 3:00 pm

Loading/Unloading

- 7:30am – Vendors load-in through the F Doors. ALL vendors need to enter at the Lower F doors. No vehicles are allowed to drive inside the building.

- Building maps and parking information may be found here: <http://www.tacomadome.org/plan-your-visit/parking-direction>

Parking

- Parking passes are included in your registration. Parking passes are valid in the F and G Lots ONLY. The passes are attached for you to print and display at the event.
- Driving directions may be found here: <http://tacomadome.org/plan-your-visit/parking-direction>

Internet Service and Booth Supply Rentals

- **If you require internet service in your booth you MUST ORDER DIRECTLY FROM THE TACOMA DOME.** To order internet service there is an additional charge payable directly to the Tacoma Dome. The order form is attached for your reference. Please note that the Tacoma Dome only offers DSL Wired Internet connections – they are currently installing wireless routers and it is unlikely they will be installed prior to this event.
- A copy of the Recruiter Handbook is attached for your reference. It also includes contact information for Grand Event Rentals – our event coordinator for this event.

Vendor Lunch

- Two lunch tickets are included in your registration with the option of purchasing additional tickets at the time of registration. Lunch tickets will be bundled and waiting for you at your booth on Thursday morning.
- Lunch will be available in shifts -- I will send out the final lunch schedule just as soon as it is available from the Tacoma Dome Arena.
- Lunch includes spaghetti, Caesar salad, and garlic bread.
- PLEASE work with your team to divide lunch shifts to ensure booth coverage throughout the day. We ask that you please not leave your booth unattended if at all possible. We would like our candidates to have the maximum opportunity to meet with districts, and for our districts to have the maximum opportunity to connect with the right candidates! Thank you in advance for your cooperation.

Refreshments and Sponsors – PEMCO Insurance and Inspirus Credit Union

- Coffee and refreshments are provided by our two sponsors: PEMCO Insurance and Inspirus Credit Union. Please be sure to stop by their tables and find out the many ways their organizations may benefit you and your district.
- Please join us in saying **THANK YOU** to PEMCO insurance and Inspirus Credit Union for their generous sponsorship and support of Washington School Personnel Association, the Washington Educator Career Fair, and all Washington State educators and districts. Thank you!

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/>





2016

DISTRICT RECRUITER HANDBOOK

Contact Information:

The Washington Educator Career Fair is sponsored by the Washington School Personnel Association. If we can be of any assistance, please contact us.

Our preferred method of contact is via email at admin@wspa.net. You may also reach us by phone at (360) 825-1415.

Presented by:



Career Fair Booth Hours

Please note the fair hours. These hours have been established by WSPA in an effort to meet the needs of the candidates as well as participating districts and colleges.

9:00 a.m. to 2:00 p.m. – Spokane

9:00 a.m. to 3:00 p.m. – Tacoma

- We stress the importance of having a representative at your space during those hours as a courtesy to the candidates, some of whom have traveled considerable distances and cannot arrive until near the end of the day.
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- Please keep your booth, display, and staff intact and functioning until the closing time.
- **Insurance requirements at both the Spokane Convention Center and the Tacoma Dome PRECLUDE the use of moving carts and pull carts during the stated operating hours of the Fair and thus Districts that choose to depart the venue floors prior to the stated closing time will need to be prepared to hand carry their displays and materials from the venue.**

Registration Information

Facilities, Signs, Displays and Materials: Each single booth will be provided with a curtained 9 or 10x10 booth, an eight foot linen draped table, two chairs and a sign with your district's name. Standard 5 amp electrical is also included.

- For more tables, chairs and other items that may be needed, please refer to the Event Coordinator section of this booklet.
- Posters, pictures and other display materials may be placed on the table, on a stand provided by your school, or they may be attached to the backdrop within the confines of your booth. Since we are anticipating several hundred candidates at each location, please plan to bring an adequate supply of handouts.
- Districts planning to mail materials to the fair locations in advance of the events should contact the Event Coordinator whose information is contained in the booklet.

Refreshments

PEMCO Financial Services and Inspirus Credit Union have annually provided free refreshments for all those attending our Career Fairs. Please take a moment to stop and thank the PEMCO and Inspirus Credit Union representatives for this service.



PEMCO
Insurance



Suggestions For Career Fair School Districts, ESDs, and Private Schools

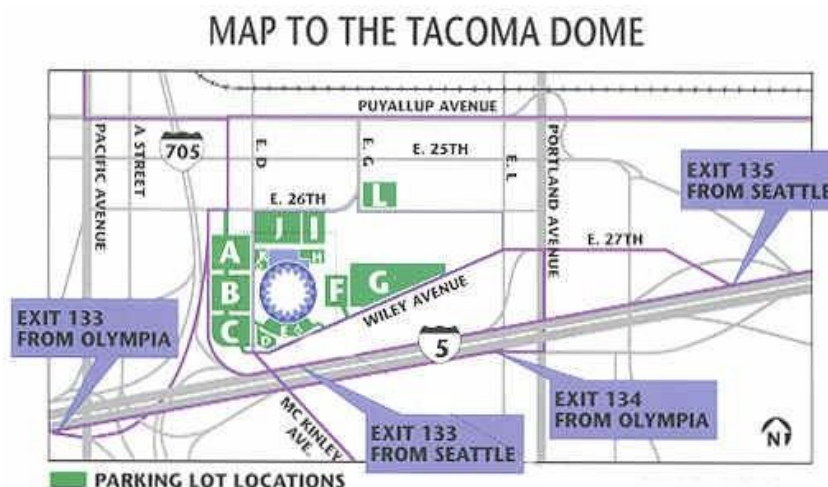
- Analyze district teacher staffing needs – definite vacancies, possible vacancies, areas of shortage. Include all these in district postings at the Career Fair.
- Bring materials about the district, a map locating where the district is in the state; a few color photos of schools and surroundings; examples of curriculum guides – things that will help candidates know what it would be like to live and work in the district.
- Arrive on time and be prepared to meet and talk with candidates. Plan to stay until the Career Fair ends.
- Bring plenty of applications, brochures, and other handouts. The Career Fair is a golden opportunity to get those advertising materials into the hands of the people for whom they were intended.
- Include administrative vacancies in the postings to be displayed at the Career Fair.
- Keep a record of candidates who come to your booth. You might want to ask them to sign a sheet indicating name, area(s) of preparation, training institution, and other pertinent information.
- Be clear about what actions candidates need to take in order to follow up their interest in the district. Some may be just shopping around, but others will want to know what steps are to be taken next.



Tacoma Washington Educator Career Fair Information

Career Fair Loading and Unloading Information

- **Parking Passes** can be used for the **F and G Lots only**. You are allowed 2 passes per booth purchased. There is also pay parking available in Lot A.
- Loading and unloading will be at the entrance across from the F lot and will begin at 7:30 a.m. the day of the fair.
- **PARKING:** Parking passes will be emailed to the contact name on the registration prior to the fair. If you do not receive your passes via email you can contact admin@wspsa.net.



Tacoma Dome Driving Directions

Traveling South on I-5

Exit 135- Follow the off-ramp towards Portland Avenue. Follow 27th (Bay Street) across Portland Avenue as it turns into Wiley Avenue. Take a right on McKinley Avenue and look for the entrance into the Tacoma Dome parking lots.

Exit 133- Follow the "City Center" off-ramp, veering right towards "East 26th St Tacoma Dome." Turn right on E 26th Street. Look for the entrance to Tacoma Dome Parking Lots on 26th or turn right on D Street for more parking.

Traveling North on I-5

Take exit 133. Follow the off-ramp to East 26th Street. Take a right onto East 26th Street. Tacoma Dome signs will direct you to turn right onto C Street to enter the Tacoma Dome parking lots.

From Downtown Tacoma

Take Pacific Avenue Southbound. Turn left onto East 26th Street. Follow East 26th Street to C Street. Turn right onto C Street to enter the Tacoma Dome parking lots.

Public Transportation:

The Tacoma Link connects the Tacoma Dome Station (a regional hub for bus and commuter train service) with downtown Tacoma's museums, restaurants, retail and more. For more information please visit www.soundtransit.org or call (800) 201-4900. For specific Pierce Transit route and schedule information, please visit them online at www.piercetransit.org or call Pierce Transit at (253) 581-8000.



Spokane Washington Educator Career Fair Information

Loading and Unloading Information

- The Career Fair is being staged in the Exhibition Hall.
- Loading and unloading may only take place the morning of the Fair beginning at 7:30 a.m.
- For printable map of the Exhibition Hall Loading Area please visit:
<http://www.spokanecenter.com/directions.htm>

Exhibition Hall Loading Area Directions:

From I-90 use Hamilton St. Exit #282
Go North 1 mile
Turn left on E. Mission Avenue
Go West for 0.7 miles
Turn left on N. Division Street
Go South for 0.8 miles
Enter off N. Division Street on the Northeast corner of the building.

Spokane Center Driving Directions:

From Spokane International Airport and Points East

Take Airport Drive east to Spokane to Interstate 90 exit.

East on Interstate 90 to exit number 281 North Division (City Center). North on Division approximately seven blocks. Left or west on Trent Avenue (which becomes Spokane Falls Blvd.) to Spokane Center.

From Points West

West on Interstate 90 to Exit 281 (North Division). North on Division approximately seven blocks. Left or west on Trent Avenue (which becomes Spokane Falls Blvd.) to Spokane Center.

From Points South (Pullman)

North on Highway 195 to Interstate 90 to Exit 281 (City Center). North on Division approximately seven blocks. Left or west on Trent Avenue (which becomes Spokane Falls Blvd.) to Spokane Center.

From Points North

South on Highway 395 which comes into Spokane on Division Street. Immediately after you cross the river, the arterials jogs west on Spokane Falls Blvd. and then south on Browne. After jogging west, stay in right lane and continue west on Spokane Falls Blvd. to Spokane Center (one block).

Hotel Lodging Information

Tacoma Lodging

Because of its proximity to the Tacoma Dome, the Best Western Tacoma Dome Hotel is our recommended hotel for the Tacoma Career Fair.

For Reservations and Pricing call: 1-800-973-7110

Best Western Tacoma Dome Hotel

2611 East E Street
Tacoma, WA 98421

Spokane Lodging

We recommend three hotels surrounding the Spokane Convention Center:

Doubletree Hotel Spokane City Center

This hotel is located directly next to the Spokane Convention Center.
For Reservations and Pricing call: 1-509-455-9600

Doubletree Hotel Spokane-City Center

322 North Spokane Falls Court
Spokane, WA 99201

Red Lion Hotel at the Park

This hotel has shuttle service to and from the Convention Center and the Airport.
For Reservations and Pricing call: 1-509-326-8000
Red Lion Hotel at the Park
303 W North River Dr.
Spokane, WA 99201

Davenport Hotel—Spokane

This hotel has shuttle service to and from the Convention Center.
For Reservations and Pricing call: 1-509-455-8888
Davenport Hotel
10 S Post St.
Spokane, WA 99201

Event Coordinator Contact Information

Tacoma Event Coordinator

Contact Event Wholesalers for any additional needs that you may have such as carpeting, shipping, etc.

Grand Event Rentals
1606 130th Ave NE
Bellevue, WA 98005
Phone: 425-379-8443
Phone: 425-462-7368
Fax: 425-379-2578
info@grandrents.com

Spokane Event Coordinator

LCD Exposition Services will be coordinating the event at the Spokane Center. They will be provided with your name and mailing address and will provide you with a packet of information regarding pricing on carpeting, shipping, or other items you may require in addition to those items being provided by the Washington Educator Career Fair. In the event that you do not receive your packet of information or have questions for the event coordinator, you can contact them at:

LCD Exposition Services
PO Box 4487
Spokane, WA 99202
www.lcdexpo.com
509-325-9656 Phone
509-325-9670 Fax

Frequently Asked Questions

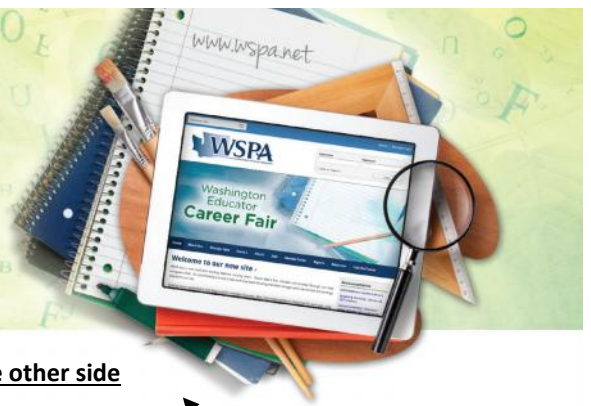
- **What is Included in each Booth Purchase:** a single booth is 9X10 in Spokane and 10x10 in Tacoma and includes one 8 foot table, 2 chairs, a sign with your district's name on it.
- **What About Electricity:** Your booth purchase includes a 5 amp electrical supply.
- **What About Internet:** That depends on your location. Spokane Convention Center provides free Wi-Fi. The Tacoma Dome Arena requires that you purchase your internet connection directly through them. Please visit our website for the order form.
- **What About Parking:** The Spokane Convention Center offers paid parking at the facility. If you register to attend the Tacoma Fair you will receive an email, sent to the contact email on file from your registration that will contain 2 parking passes per booth purchased. The Tacoma passes are sent out 1 week prior to the fair.
- **What if I need a Photocopy while at the Event:** We do not have a way to make photocopies for the recruiters on the day of the event. We suggest that you bring plenty of copies. Spokane has a FedEx Kinkos directly across the street from the Convention Center. The Tacoma Expo Hall does not have easy access to a photocopier.
- **Food at the Event:** Pastries and coffee are provided free of charge at the event. Recruiters can purchase lunch at the concession stands or walk to nearby restaurants.
- **Name Badges:** The Washington Educator Career Fair does not provide name badges for recruiters, however we would be happy to print one for you when you arrive at the Fair. If you require a name badge please visit the registration table.
- **Is a Recruiter Required to Check In Upon Arrival:** No. If you know your booth number you may go directly to your booth upon arrival.
- **Cancellation Policy:** All refund request must be received prior to March 1st and must be received in writing via email to admin@wspace.net.

Thank you! We look forward to partnering with you for a successful Washington Educator Career Fair.

Please contact us with any questions at: admin@wspace.net

WASHINGTON EDUCATOR Career Fair

A career fair for teachers and administrators.



Interview Booths — please see other side

Washington Educator

Career Fair 2016

Tacoma Dome

March 24, 2016

9:00—3:00

Floor Plan

Registration

ADA

Entrance

Refreshments/
Sponsors PEMCO
Insurance and
Inspirus Credit Union

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85	86	87	88	89	90	91	92	93	94	95

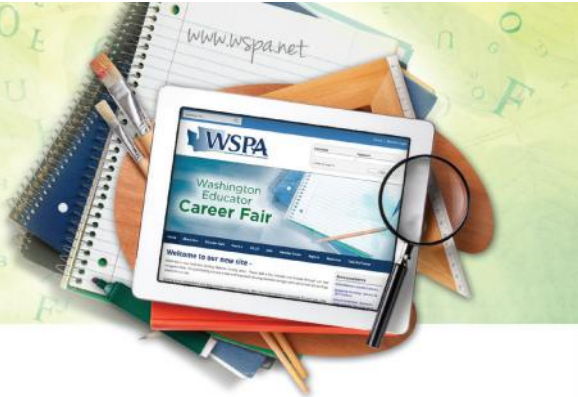
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WASHINGTON EDUCATOR Career Fair

A career fair for teachers and administrators.



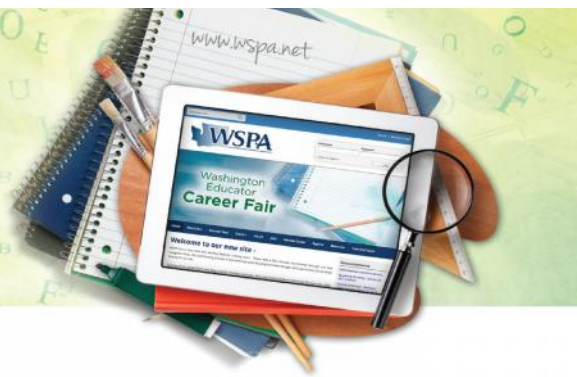
Interview Booths

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WASHINGTON EDUCATOR Career Fair

A career fair for teachers and administrators.



Pastries and Coffee Provided by
**PEMCO INSURANCE and
SCHOOL EMPLOYEES CREDIT UNION**



STATE/GOV'T ORGANIZATIONS

Association of WA School Principals—
Booth 59
OSPI—Booth 60
WEA—Booth 61

COLLEGES

Central WA University—Booth 44
City U of Seattle—Booth 45
Evergreen State College—Booth 46
Grand Canyon University—Booth 47
Northwest University—Booth 48
Pacific Lutheran University—Booth 49
Seattle Pacific University—Booth 50
Seattle University—Booth 51
University of Puget Sound—Booth 52
U of W Bothell—Booth 53
U of W Tacoma—Booth 54
Washington State U—Booth 55
Western WA University—Booth 56
WGU Washington—Booth 57, 58

ALASKA

Alaska Teacher Placement—Booth 3
Bering Strait—Booth 1, 2
Fairbanks North Borough—Booth 4
Lower Kuskokwim—Booth 5
North Slope Borough—Booth 6
Northwest Artic Borough—Booth 7, 8
SE Island School District—Booth 9
Southwest Region—Booth 10
Yukon Koyukuk—Booth 11

ARIZONA

Amphitheater Public—Booth 12
Cartwright—Booth 13
Chinle Unified—Booth 14
Glendale Elementary—Booth 15
Union Elementary—Booth 16

NEVADA

Clark County—Booth 17
Elko County—Booth 18
Somerset Academy—Booth 19
Washoe County—Booth 20

CALIFORNIA

Desert Sands Unified—Booth 25
Eastern Sierra Unified—Booth 26
Franklin-McKinley—Booth 27
Los Banos Unified—Booth 28
Palm Springs Unified—Booth 29
Palmdale—Booth 30
Riverside Unified—Booth 31, 32
Summit Public—Booth 33, 34

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CNMI Public Schools—Booth 35
Maple Leaf (Canada)—Booth 36
Manor Hall—Booth 37
Network of Intl Christians—Booth 38
North Jakarta—Booth 39
Search Associates—Booth 41
Universal American—Booth 42

ALL OTHER STATES/ENTITIES

Aurora Public (CO)—Booth 21
Coeur d'Alene (ID)—Booth 22
Gallup-McKinley (NM) - Booth 23
School Spring—Booth 24

OREGON

Astoria—Booth 67
Beaverton—Booth 68
Forest Grove—Booth 69
Gresham-Barlow—Booth 70
Portland—Booth 72, 73
Salem-Keizer—Booth 71

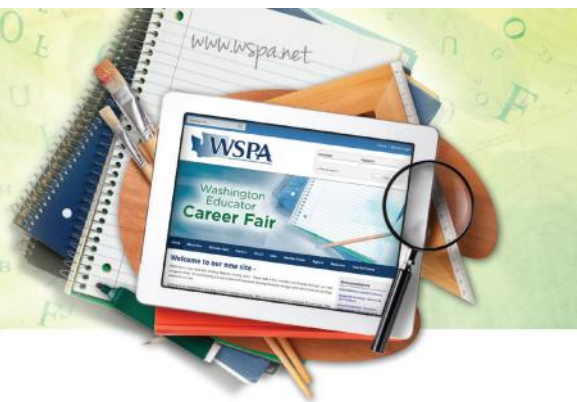
WASHINGTON

Aberdeen—Booth 248
Anacortes—Booth 246, 247
Archdiocese of Seattle—Booth 245
Arlington—Booth 244
Auburn—Booth 241-243
Bainbridge Island—Booth 236
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Bellevue Children's—Booth 237, 238
Bellevue—Booth 232-235
Bellingham—Booth 224
Bethel—Booth 230, 231
Bremerton—Booth 228, 229
Bridgeport—Booth 223
Burlington-Edison—Booth 222
Central Kitsap—Booth 225-227
Cheney—Booth 221
Chief Leschi—Booth 217, 218
Clarkston—Booth 219
Clover Park—Booth 213-216
Concrete—Booth 212
Coupeville—Booth 211
Darrington—Booth 210
East Valley #90—Booth 209
Eastside Christian—Booth 208

Tacoma Dome Arena —March 24, 2016

WASHINGTON EDUCATOR Career Fair

A career fair for teachers and administrators.



WASHINGTON

Eatonville—Booth 207
Edmonds—Booth 204, 205
Enumclaw—Booth 206
Everett—Booth 202, 203
Evergreen—Booth 200, 201
Federal Way—Booth 195-199
Ferndale—Booth 192
Fife—Booth 193, 194
Franklin-Pierce — Booth 250, 251
Goldendale—Booth 191
Highland—Booth 190
Highline—Booth 184-187
Hoquiam—Booth 189
International Montessori Academy—
Booth 180
Issaquah—Booth 181-183
Kelso—Booth 179
Kent—Booth 173-176
Lake Stevens—Booth 177, 178
Lake Washington—Booth 169-172
Longview—Booth 167, 168
Mabton—Booth 166
Marysville—Booth 162, 163
Mercer Island—Booth 165
Monroe—Booth 254, 255
Morton—Booth 159
Moses Lake—Booth 160, 161
Mossyrock—Booth 158
Mt. Adams—Booth 157
Muckleshoot Tribal—Booth 156
Mukilteo—Booth 151-154
Nacelle-Grays River Valley—Booth 155
Naches Valley—Booth 148
Napavine—Booth 147
North Central ESD—Booth 146
North Kitsap—Booth 149, 150
North Mason—Booth 144, 145
North Thurston—Booth 142, 143
Northshore—Booth 140, 141
Oak Harbor—Booth 137
Ocosta—Booth 136
Olympia—Booth 138, 139
Onalaska—Booth 135

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Orcas Island—Booth 133
Orting—Booth 131, 132
Othello—Booth 129, 130
Paschal Sherman—Booth 126
Pasco—Booth 127, 128
Peninsula—Booth 124, 125
Port Angeles—Booth 123
Port Townsend—Booth 122
Public Schools Coop—Booth 113, 114
Pullman—Booth 121
Puyallup—Booth 118-120
Quilcene—Booth 112
Quileute Tribal School — Booth 111
Renton—Booth 109, 110
Ridgefield—Booth 104
Riverview—Booth 107, 108
Seattle—Booth 115-117
Sedro-Woolley—Booth 103
Shelton—Booth 102
Snohomish—Booth 105, 106
Snoqualmie Valley—Booth 96-98
South Bend—Booth 101
South Kitsap—Booth 100
Spokane—Booth 252, 253
Stanwood-Camano—Booth 91
Steilacoom—Booth 90
Sultan—Booth 89
Sumner—Booth 85, 86
Tacoma—Booth 92-95
Tahoma—Booth 87, 88
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University Place—Booth 80
Vancouver—Booth 83, 84
Vashon Island—Booth 81, 82
Walla Walla—Booth 79
Wapato—Booth 78
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WA State Charter Schools Assoc—
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Woodland—Booth 65
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Beaverton —I-2
Bering Strait—I-3
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Eastern Sierra—I-17
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Edmonds—I-19
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Federal Way—I-21, 22
Forest Grove—I-23
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Orting—I-44
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Tukwila—I-76
Vashon Island—I-77
Wapato—I-78

Tacoma Dome Arena —March 24, 2015

From: finnie@skitsap.wednet.edu
Sent time: 03/23/2016 07:33:45 AM
To: lamoures@skitsap.wednet.edu
Subject: FW: Washington Educator Career Fair Tacoma -- Vendor information Updates
Attachments: 2016 WECF Recruiter Handbook_UPDATED 2016.pdf WECF 2016 TACOMA_FLOOR PLAN_UPDATED MARCH 22 2016.pdf
WECF 2016 TACOMA__BOOTHBROCHURE_FINAL UPDATED MARCH 22 2016.pub.pdf

Here you go

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: admin@wsipa.net [mailto:admin@wsipa.net]
Sent: Tuesday, March 22, 2016 8:29 PM
To: admin@wsipa.net
Cc: cleonard@wsipa.net
Subject: Washington Educator Career Fair Tacoma -- Vendor information Updates

Hello everyone – a few quick updates for our event on Thursday:

Vendor Lunch Update

- Two lunch tickets are included in your registration with the option of purchasing additional tickets at the time of registration. Lunch tickets will be bundled and waiting for you at your booth on Thursday morning.
- **Lunch will be available from 11am – 2pm.**
 - PLEASE work with your team to divide lunch shifts to ensure booth coverage throughout the day. We ask that you please not leave your booth unattended if at all possible. We would like our candidates to have the maximum opportunity to meet with districts, and for our districts to have the maximum opportunity to connect with the right candidates! Thank you in advance for your cooperation.
- Lunch includes spaghetti, Caesar salad, and garlic bread

Booth Assignments, Floor Map, and Recruiter Handbook Updates

- The updated booth assignments and floor map are attached for your reference (assignment numbers have not changed —unless by request)
- The updated recruiter handbook is attached for your reference (formatting changes only)

Thank you,

Jennifer

Jennifer Tottenham

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



From: admin@wsipa.net
Sent: Monday, March 21, 2016 6:04 PM
To: admin@wsipa.net
Cc: cleonard@wsipa.net

Subject: Washington Educator Career Fair Tacoma -- Vendor information

Importance: High

Hello,

Thank you for registering to attend the Washington Educator Career Fair on March 24, 2016 at the Tacoma Dome Arena. We hope you will find it to be a meaningful and productive part of your recruiting process.

Booth Assignments and Floor Map

- The booth assignments and floor map are attached for your reference

Conference Hours

- The fair hours are 9:00 am – 3:00 pm

Loading/Unloading

- 7:30am – Vendors load-in through the F Doors. ALL vendors need to enter at the Lower F doors. No vehicles are allowed to drive inside the building.
- Building maps and parking information may be found here: <http://www.tacomadome.org/plan-your-visit/parking-direction>

Parking

- Parking passes are included in your registration. Parking passes are valid in the F and G Lots ONLY. The passes are attached for you to print and display at the event.
- Driving directions may be found here: <http://tacomadome.org/plan-your-visit/parking-direction>

Internet Service and Booth Supply Rentals

- **If you require internet service in your booth you MUST ORDER DIRECTLY FROM THE TACOMA DOME.** To order internet service there is an additional charge payable directly to the Tacoma Dome. The order form is attached for your reference. Please note that the Tacoma Dome only offers DSL Wired Internet connections – they are currently installing wireless routers and it is unlikely they will be installed prior to this event.
- A copy of the Recruiter Handbook is attached for your reference. It also includes contact information for Grand Event Rentals – our event coordinator for this event.

Vendor Lunch

- Two lunch tickets are included in your registration with the option of purchasing additional tickets at the time of registration. Lunch tickets will be bundled and waiting for you at your booth on Thursday morning.
- Lunch will be available in shifts -- I will send out the final lunch schedule just as soon as it is available from the Tacoma Dome Arena.
- Lunch includes spaghetti, Caesar salad, and garlic bread.
- PLEASE work with your team to divide lunch shifts to ensure booth coverage throughout the day. We ask that you please not leave your booth unattended if at all possible. We would like our candidates to have the maximum opportunity to meet with districts, and for our districts to have the maximum opportunity to connect with the right candidates! Thank you in advance for your cooperation.

Refreshments and Sponsors – PEMCO Insurance and Inspirus Credit Union

- Coffee and refreshments are provided by our two sponsors: PEMCO Insurance and Inspirus Credit Union. Please be sure to stop by their tables and find out the many ways their organizations may benefit you and your district.
- Please join us in saying **THANK YOU** to PEMCO insurance and Inspirus Credit Union for their generous sponsorship and support of Washington School Personnel Association, the Washington Educator Career Fair, and all Washington State educators and districts. Thank you!

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/>





2016

DISTRICT RECRUITER HANDBOOK

Contact Information:

The Washington Educator Career Fair is sponsored by the Washington School Personnel Association. If we can be of any assistance, please contact us.

Our preferred method of contact is via email at admin@wspa.net. You may also reach us by phone at (360) 825-1415.

Presented by:



Career Fair Booth Hours

Please note the fair hours. These hours have been established by WSPA in an effort to meet the needs of the candidates as well as participating districts and colleges.

9:00 a.m. to 2:00 p.m. – Spokane
9:00 a.m. to 3:00 p.m. – Tacoma

- We stress the importance of having a representative at your space during those hours as a courtesy to the candidates, some of whom have traveled considerable distances and cannot arrive until near the end of the day.
- Check your loading and unloading instructions for times available for set up of your booth.
- Complimentary coffee and refreshments will be available provided by PEMCO and Inspirus Credit Union.
- Please keep your booth, display, and staff intact and functioning until the closing time.
- **Insurance requirements at both the Spokane Convention Center and the Tacoma Dome PRECLUDE the use of moving carts and pull carts during the stated operating hours of the Fair and thus Districts that choose to depart the venue floors prior to the stated closing time will need to be prepared to hand carry their displays and materials from the venue.**

Registration Information

Facilities, Signs, Displays and Materials: Each single booth will be provided with a curtained 9 or 10x10 booth, an eight foot linen draped table, two chairs and a sign with your district's name. Standard 5 amp electrical is also included.

- For more tables, chairs and other items that may be needed, please refer to the Event Coordinator section of this booklet.
- Posters, pictures and other display materials may be placed on the table, on a stand provided by your school, or they may be attached to the backdrop within the confines of your booth. Since we are anticipating several hundred candidates at each location, please plan to bring an adequate supply of handouts.
- Districts planning to mail materials to the fair locations in advance of the events should contact the Event Coordinator whose information is contained in the booklet.

Refreshments

PEMCO Financial Services and Inspirus Credit Union have annually provided free refreshments for all those attending our Career Fairs. Please take a moment to stop and thank the PEMCO and Inspirus Credit Union representatives for this service.



PEMCO
Insurance



Suggestions For Career Fair School Districts, ESDs, and Private Schools

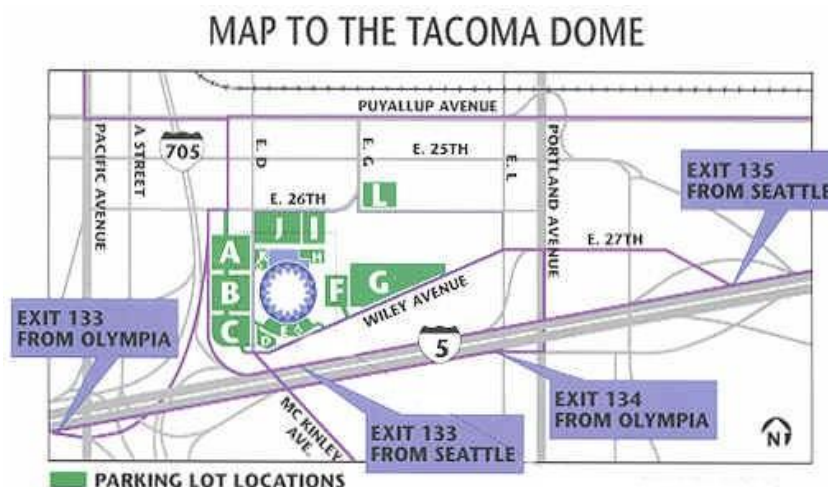
- Analyze district teacher staffing needs – definite vacancies, possible vacancies, areas of shortage. Include all these in district postings at the Career Fair.
- Bring materials about the district, a map locating where the district is in the state; a few color photos of schools and surroundings; examples of curriculum guides – things that will help candidates know what it would be like to live and work in the district.
- Arrive on time and be prepared to meet and talk with candidates. Plan to stay until the Career Fair ends.
- Bring plenty of applications, brochures, and other handouts. The Career Fair is a golden opportunity to get those advertising materials into the hands of the people for whom they were intended.
- Include administrative vacancies in the postings to be displayed at the Career Fair.
- Keep a record of candidates who come to your booth. You might want to ask them to sign a sheet indicating name, area(s) of preparation, training institution, and other pertinent information.
- Be clear about what actions candidates need to take in order to follow up their interest in the district. Some may be just shopping around, but others will want to know what steps are to be taken next.



Tacoma Washington Educator Career Fair Information

Career Fair Loading and Unloading Information

- **Parking Passes** can be used for the **F and G Lots only**. You are allowed 2 passes per booth purchased. There is also pay parking available in Lot A.
- Loading and unloading will be at the entrance across from the F lot and will begin at 7:30 a.m. the day of the fair.
- **PARKING:** Parking passes will be emailed to the contact name on the registration prior to the fair. If you do not receive your passes via email you can contact admin@wspsa.net.



Tacoma Dome Driving Directions

Traveling South on I-5

Exit 135- Follow the off-ramp towards Portland Avenue. Follow 27th (Bay Street) across Portland Avenue as it turns into Wiley Avenue. Take a right on McKinley Avenue and look for the entrance into the Tacoma Dome parking lots.

Exit 133- Follow the "City Center" off-ramp, veering right towards "East 26th St Tacoma Dome." Turn right on E 26th Street. Look for the entrance to Tacoma Dome Parking Lots on 26th or turn right on D Street for more parking.

Traveling North on I-5

Take exit 133. Follow the off-ramp to East 26th Street. Take a right onto East 26th Street. Tacoma Dome signs will direct you to turn right onto C Street to enter the Tacoma Dome parking lots.

From Downtown Tacoma

Take Pacific Avenue Southbound. Turn left onto East 26th Street. Follow East 26th Street to C Street. Turn right onto C Street to enter the Tacoma Dome parking lots.

Public Transportation:

The Tacoma Link connects the Tacoma Dome Station (a regional hub for bus and commuter train service) with downtown Tacoma's museums, restaurants, retail and more. For more information please visit www.soundtransit.org or call (800) 201-4900. For specific Pierce Transit route and schedule information, please visit them online at www.piercetransit.org or call Pierce Transit at (253) 581-8000.



Spokane Washington Educator Career Fair Information

Loading and Unloading Information

- The Career Fair is being staged in the Exhibition Hall.
- Loading and unloading may only take place the morning of the Fair beginning at 7:30 a.m.
- For printable map of the Exhibition Hall Loading Area please visit:
<http://www.spokanecenter.com/directions.htm>

Exhibition Hall Loading Area Directions:

From I-90 use Hamilton St. Exit #282
Go North 1 mile
Turn left on E. Mission Avenue
Go West for 0.7 miles
Turn left on N. Division Street
Go South for 0.8 miles
Enter off N. Division Street on the Northeast corner of the building.

Spokane Center Driving Directions:

From Spokane International Airport and Points East

Take Airport Drive east to Spokane to Interstate 90 exit.

East on Interstate 90 to exit number 281 North Division (City Center). North on Division approximately seven blocks. Left or west on Trent Avenue (which becomes Spokane Falls Blvd.) to Spokane Center.

From Points West

West on Interstate 90 to Exit 281 (North Division). North on Division approximately seven blocks. Left or west on Trent Avenue (which becomes Spokane Falls Blvd.) to Spokane Center.

From Points South (Pullman)

North on Highway 195 to Interstate 90 to Exit 281 (City Center). North on Division approximately seven blocks. Left or west on Trent Avenue (which becomes Spokane Falls Blvd.) to Spokane Center.

From Points North

South on Highway 395 which comes into Spokane on Division Street. Immediately after you cross the river, the arterials jogs west on Spokane Falls Blvd. and then south on Browne. After jogging west, stay in right lane and continue west on Spokane Falls Blvd. to Spokane Center (one block).

Hotel Lodging Information

Tacoma Lodging

Because of its proximity to the Tacoma Dome, the Best Western Tacoma Dome Hotel is our recommended hotel for the Tacoma Career Fair.

For Reservations and Pricing call: 1-800-973-7110

Best Western Tacoma Dome Hotel

2611 East E Street
Tacoma, WA 98421

Spokane Lodging

We recommend three hotels surrounding the Spokane Convention Center:

Doubletree Hotel Spokane City Center

This hotel is located directly next to the Spokane Convention Center.
For Reservations and Pricing call: 1-509-455-9600

Doubletree Hotel Spokane-City Center

322 North Spokane Falls Court
Spokane, WA 99201

Red Lion Hotel at the Park

This hotel has shuttle service to and from the Convention Center and the Airport.
For Reservations and Pricing call: 1-509-326-8000
Red Lion Hotel at the Park
303 W North River Dr.
Spokane, WA 99201

Davenport Hotel—Spokane

This hotel has shuttle service to and from the Convention Center.
For Reservations and Pricing call: 1-509-455-8888
Davenport Hotel
10 S Post St.
Spokane, WA 99201

Event Coordinator Contact Information

Tacoma Event Coordinator

Contact Event Wholesalers for any additional needs that you may have such as carpeting, shipping, etc.

Grand Event Rentals
1606 130th Ave NE
Bellevue, WA 98005
Phone: 425-379-8443
Phone: 425-462-7368
Fax: 425-379-2578
info@grandrents.com

Spokane Event Coordinator

LCD Exposition Services will be coordinating the event at the Spokane Center. They will be provided with your name and mailing address and will provide you with a packet of information regarding pricing on carpeting, shipping, or other items you may require in addition to those items being provided by the Washington Educator Career Fair. In the event that you do not receive your packet of information or have questions for the event coordinator, you can contact them at:

LCD Exposition Services
PO Box 4487
Spokane, WA 99202
www.lcdexpo.com
509-325-9656 Phone
509-325-9670 Fax

Frequently Asked Questions

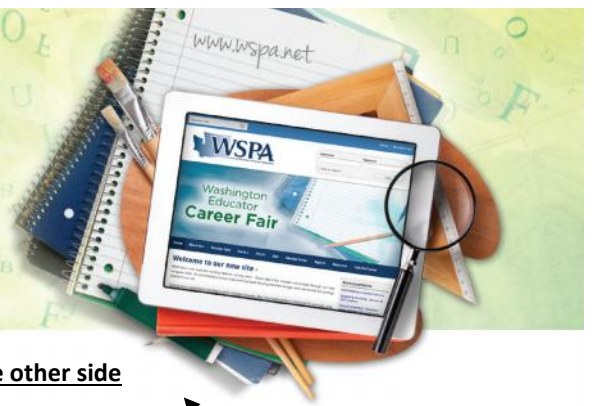
- **What is Included in each Booth Purchase:** a single booth is 9X10 in Spokane and 10x10 in Tacoma and includes one 8 foot table, 2 chairs, a sign with your district's name on it.
- **What About Electricity:** Your booth purchase includes a 5 amp electrical supply.
- **What About Internet:** That depends on your location. Spokane Convention Center provides free Wi-Fi. The Tacoma Dome Arena requires that you purchase your internet connection directly through them. Please visit our website for the order form.
- **What About Parking:** The Spokane Convention Center offers paid parking at the facility. If you register to attend the Tacoma Fair you will receive an email, sent to the contact email on file from your registration that will contain 2 parking passes per booth purchased. The Tacoma passes are sent out 1 week prior to the fair.
- **What if I need a Photocopy while at the Event:** We do not have a way to make photocopies for the recruiters on the day of the event. We suggest that you bring plenty of copies. Spokane has a FedEx Kinkos directly across the street from the Convention Center. The Tacoma Expo Hall does not have easy access to a photocopier.
- **Food at the Event:** Pastries and coffee are provided free of charge at the event. Recruiters can purchase lunch at the concession stands or walk to nearby restaurants.
- **Name Badges:** The Washington Educator Career Fair does not provide name badges for recruiters, however we would be happy to print one for you when you arrive at the Fair. If you require a name badge please visit the registration table.
- **Is a Recruiter Required to Check In Upon Arrival:** No. If you know your booth number you may go directly to your booth upon arrival.
- **Cancellation Policy:** All refund request must be received prior to March 1st and must be received in writing via email to admin@wspace.net.

Thank you! We look forward to partnering with you for a successful Washington Educator Career Fair.

Please contact us with any questions at: admin@wspace.net

WASHINGTON EDUCATOR Career Fair

A career fair for teachers and administrators.



Interview Booths — please see other side

Washington Educator

Career Fair 2016

Tacoma Dome

March 24, 2016

9:00—3:00

Floor Plan

Registration

ADA

Entrance

Refreshments/
Sponsors PEMCO
Insurance and
Inspirus Credit Union

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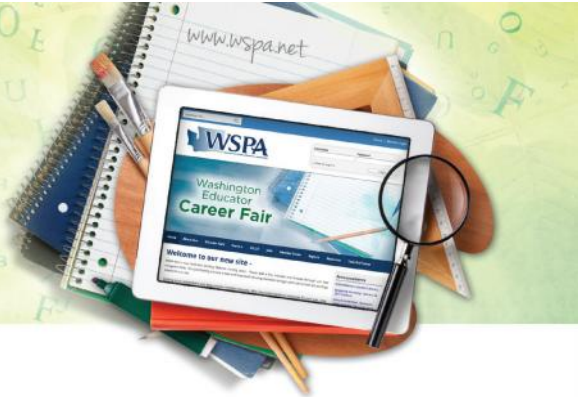
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WASHINGTON EDUCATOR Career Fair

A career fair for teachers and administrators.



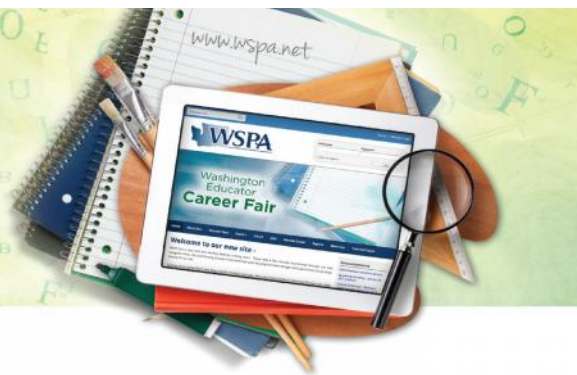
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WASHINGTON EDUCATOR Career Fair

A career fair for teachers and administrators.



Pastries and Coffee Provided by
**PEMCO INSURANCE and
SCHOOL EMPLOYEES CREDIT UNION**



STATE/GOV'T ORGANIZATIONS

Association of WA School Principals—
Booth 59
OSPI—Booth 60
WEA—Booth 61

COLLEGES

Central WA University—Booth 44
City U of Seattle—Booth 45
Evergreen State College—Booth 46
Grand Canyon University—Booth 47
Northwest University—Booth 48
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Southwest Region—Booth 10
Yukon Koyukuk—Booth 11

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Cartwright—Booth 13
Chinle Unified—Booth 14
Glendale Elementary —Booth 15
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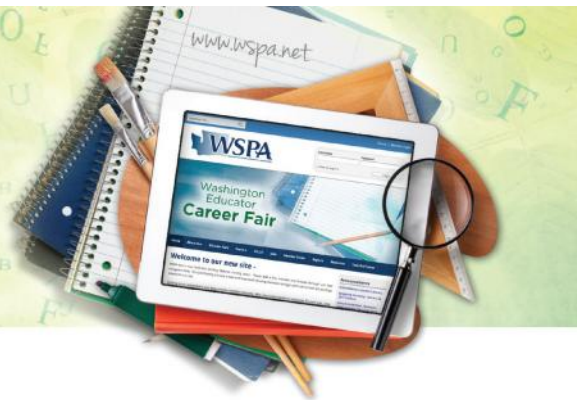
WASHINGTON

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East Valley #90—Booth 209
Eastside Christian—Booth 208

Tacoma Dome Arena —March 24, 2016

WASHINGTON EDUCATOR Career Fair

A career fair for teachers and administrators.



WASHINGTON

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Enumclaw—Booth 206
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Tacoma Dome Arena —March 24, 2015

From: Region 5 <waspa@memberclicks-mail.net>
Sent time: 03/23/2016 12:21:09 PM
To: finnie@skitsap.wednet.edu
Subject: Open House-Pathways to Certification

Good day, Everyone.

We had a great meeting in Sequim last Friday. Thank you to all who was able to attend!

Due to the time sensitivity of the upcoming Open House-Teacher Certification session, our Region 5 WSPA group is assisting the OESD 114 in getting the word out.

As discussed at the meeting last Friday, below is an email from Sue Armstrong, the Human Resources Director at ESD 114 and an attachment to share with others.

Have a great week,

Denise

Good Afternoon,

At the regional WSPA meeting in Sequim on March 18, we talked about a couple of events that we have planned. As many of you know, Olympic ESD 114 has been actively monitoring the teacher and substitute shortage in Washington State and looking for ways that we can help.

We are organizing an open house here at the OESD in Bremerton on April 21, 2016, and in Sequim on April 28, 2016. Our goal is to partner with colleges and universities to provide information to paraeducators and other school district staff and community members offering them opportunities to become certificated teachers. This would give interested parties an opportunity to explore the options that would best fit their ability to work toward the goal of becoming a teacher. Also attending will be representatives from PESB to explain different pathways and possible financial help.

I recently sent an invitation out and already have five colleges/universities who have confirmed that they will be attending. I am asking you to help me get the word out to anyone who might be interested in becoming a teacher - paraeducators, other district employees, parents, emergency subs, etc. Please consider putting something on your website and/or sending the attached flyer to paraeducators, etc. You might even consider inviting high school seniors or juniors to attend and meet with these representatives.

If you have any questions or suggestions, please don't hesitate to call me.

Sue Armstrong

Human Resources Director

Olympic ESD 114

(360)782-5047

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From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 03/25/2016 08:09:42 AM
To: finnie@skitsap.wednet.edu
Subject: MEMBER REQUEST

Good Morning and Happy Friday!!

One WSPA member request for your consideration today...

Shirley Clarkson from Richland School District is seeking a job description for a teacher mentor, in particular teacher mentors that align to the State BEST grant, if possible.

Please send your response directly to: Shirley.Clarkson@rsd.edu

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: 03/29/2016 08:03:48 AM
To: waspa@memberclicks-mail.net
Subject: Automatic reply: WSPA Executive Board Elections -- Voting now open

I am out of the office Friday, March 25 through April 4. If you need immediate assistance please contact Bree Malloy at 874-7079.

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 03/29/2016 08:03:34 AM
To: finnie@skitsap.wednet.edu
Subject: WSPA Executive Board Elections -- Voting now open
Attachments: WSPA_Board_Elections_2016-17_KURT_SCHONBERG_.pdf WSPA_Board_Elections_2016-2017_JENAE_GOMES.pdf
WSPA_Board_Elections_2016-2017_LORI_MCSTAY_.pdf

Hello WSPA members,

Voting is now open for the 2016-2017 WSPA Executive Board open positions. Voting will remain open until Friday, April 1, 2016 at 5:00 p.m.

We have one open position for your consideration: Incoming President 2016-2017. This is a three-year position serving as Incoming President, President, and Past-President. The position will take effect July 1, 2016.

Please take a moment to review the attached statements from your candidates. Statements are not a requirement and are provided for information only.

Your nominees are:

- Jenae Gomes, Kelso School District
- Lori McStay, Clover Park School District
- Kurt Schonberg, Oak Harbor School District

You must login in to vote and you may vote only once. Please click here to submit your vote: [2016-2017 Board Elections](#) Voting may also be accessed from the WSPA website under 'announcements': www.wspa.net

Please note that regional elections will be held at the regional level and are not included in this ballot.

Thank you for your time and participation in the election process.

Best regards,

Washington School Personnel Association

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

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March 28, 2016

Dear fellow WSPA members,

Thank you for nominating me for the office of WSPA President. Like all of you, I appreciate the valuable support and professional growth this organization offers. This letter provides an overview of my qualifications.

WSPA Service

- 6 year member
- HELP presenter
- Annual conference presenter
- Panel presenter on new evaluation
- Region 6 Co-Representative (2 terms)
- AASPA Board contact
- Chair of breakout sessions for Region 6 Annual Conference
- NW ESD 189 Principal Professional Certification Board Chair
- WASA organizational review HR team member

Experience

- 6 years as Executive Director of Human Resources in Oak Harbor Public Schools, 2010-present
- 3 years as Director of Teaching and Learning in Oak Harbor Public Schools, 2007-2010
- 5 years as Principal at LaConner High School, 2002-2007
- 1 year as Stanwood High School Assistant Principal, 2001-2002
- 5 years as a Teacher at Stanwood High School (Lincoln Hill Alternative) 1996-2001
- .6 year as Stanwood High School EBD paraprofessional, 1995

Education


- Bachelor of Arts, University of Washington
- Secondary Teaching Certification, University of Washington
- Masters in School Administration, City University
- Superintendent Certification, Western Washington University

Rationale

I would like the opportunity to serve as the organization's leader to ensure that it continues to provide exemplary service for members who are new to the field as well as for experienced practitioners who continue their learning at conferences and give back by sharing their knowledge and effective practices with others.

I appreciate the nomination and would love to serve.

Respectfully,


 Kurt Schonberg
 Executive Director of Human Resources

WSPA_Board_Elections_2016-2017_JENAE_GOMES.pdf

Jenae Gomes
Executive Director, Human Resources
Kelso School District

Washington State Personnel Association (WSPA) is a vital organization that assists in bringing resources, networking opportunities and quality training to our profession. I believe this organization has vision and I would be honored to be involved in a larger capacity. The quality of work accomplished every day by Curtis Leonard, Jennifer Tottenham and the WSPA Executive Board (both past and present) has distinguished this team as one committed to excellence. I have the desire to give back in a way that so many others have given to me, to “pay it forward” by sharing with others the insight and experience I have gained and serve our industry through the avenue WSPA provides.

It is imperative that 21st Century districts and schools have leaders prepared and committed to improving student learning and raise student achievement. This will guide the major decisions we make in leading our districts, and will ensure accountability to our constituents. Districts must dedicate, allocate, and conserve resources to ensure that student learning and achievement becomes its main budget driver while hiring the top talent for student success. In that way, our work in HR is vital to student’s success.

Negotiations, grievances, wellness programs, discipline, budget, staffing, benefit plans, relationships, employee satisfaction, retention, pay, strategic planning, determining staff assignments, mediation, ACA, TPEP and community involvement are all elements of our everyday work life. I appreciate and value this work; it motivates me every day to be my best and strive for excellence. I am reminded on a daily basis to never lose the “human” element in our work of human resources.

I have been a member of WSPA for many years and have been the Region 3 Representative for the past two terms. I am involved in a variety of organizations outside of the school district and sit on the board and chair many committees within my community.

My passion is serving in education while focusing in the area of Human Resources. I have been fortunate enough to have worked in all of the positions within my department where I have gained a deep and thorough understanding of the work, coupled with my Master Degree in Human Resource Management with an additional focus on organizational leadership.

In 1998, I joined the Kelso School District (KSD) and have been a part of the Human Resource team for the past 10 years. I have enjoyed the opportunity and experiences that KSD has afforded me. Throughout my tenure, I have been involved in an array leadership positions allowing me to gain many experiences and exposure to all of the facets in Human Resources. What I most enjoy about our everyday work is problem solving the difficult concerns and to bring resolution by thinking through the complex spider web that we navigate in every situation.

I am honored to have been nominated for this position and I am enthusiastic about the possibility for this opportunity. Thank you for your consideration.



March 24, 2015

Dear WSPA Members:

I offer this letter to formally express my interest in the position of WSPA Board President. After thoughtful review of the nomination I received, and in speaking directly with some of the past WSPA Board Presidents and Board Members, I am certain that my beliefs, leadership abilities, and professional experience are consistent with the vision, goals, and needs of WSPA members.

Over the past eighteen years, I have served as Human Resources Administrator, Director, and currently as Executive Director for Human Resources. During this time I have gained the knowledge, skills, and abilities to effectively lead a staff of professionals in support of a learning community. I know and appreciate the importance of integrity, accountability, and transparency in all functions, and I know how these critical values are the process of gaining and maintaining trust. I also understand that quality organizations are the responsibility of the whole membership, and as such, I place a high value on diverse viewpoints and strive to model an inclusive, collaborative leadership style.

In addition to serving as a leader in school districts, I have been an active member of WSPA since 1998. I was elected Representative for WSPA Region V serving from 2009 through 2011. I have also contributed to the Human Resources in Education Leadership Program (HELP) as follows:

2009 – Current HELP Instructor (Accountability, Due Process, Oral Communication, Oral Presentations)

2009 – Current HELP Mentor to Students throughout the State

2009 – Current HELP Advisory Board Member

My career and my contributions to WSPA weave a tapestry of experiences that demonstrate my commitment as a leader. My involvement in WSPA has afforded me long-lasting, quality relationships at every level of my career, and these professional networks have enhanced my effectiveness in every aspect of my work. Throughout my career, I have promoted effective human resource practices within the education community through legislative involvement, professional development activities and a broad-based resource networking, as stated in the WSPA mission.

It would be an honor and a privilege to serve WSPA members as Board President. Thank you for your nomination and consideration.

Respectfully,

A handwritten signature in black ink that reads "Lori McStay". The signature is written in a cursive, flowing style.

Lori McStay

Executive Director for Human Resources

From: malloy@skitsap.wednet.edu
Sent time: 04/13/2016 01:17:03 PM
To: dieffenb@skitsap.wednet.edu
Cc: finnie@skitsap.wednet.edu
Subject: SafeSchools Training for Power Outage

If you wanted to break it up and give FNS, clerical, custodians, paras, etc. all separate training that would be useful to their jobs there are tons of options. However, if you want it to be uniform and give everyone the same training course these are the options that look good (to me). Let me know which one you like best. ☺

1. **Stress Management:** This course will provide employees with information needed to manage and reduce stress. Common themes include understanding stress and its effects on you, ways to manage stress, and ways to stay ahead of stress. (29 minutes)
2. **Conflict Management – Staff to Staff:** The Conflict Management: Staff to Staff course provides basic conflict management skills training for all employees. This course describes the most common reasons for conflicts among co-workers; teaches the most effective techniques to resolve common disagreements; and helps staff members use problem-solving strategies to keep a conflict from escalating. (20 minutes)
3. **FERPA: Confidentiality of Records:** FERPA - Confidentiality of Records addresses the training needs relating to student education records. FERPA is the Family Education Rights and Privacy Act of 1974 and is designed to protect the privacy of education records. This course trains staff on rules regarding confidentiality and disclosure. (14 minutes)
4. **What Every Employee Must Be Told:** This course was developed by the Washington School Personnel Association (WSPA) to assist school districts in the training of their employees. While it's great as a refresher for existing employees, it's essential for newly hired employees. (66 minutes)
5. **General Ethics in the Workplace:** This course provides staff members with an overview of ethical standards at work. Common themes include describing ethical behavior with monetary practices, explaining ethical behavior with colleagues, and identifying several guidelines for appropriate ethical behavior. (24 minutes)

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

[Join the South Kitsap Team](#)

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 04/13/2016 10:02:12 PM
To: finnie@skitsap.wednet.edu
Subject: WSPA Election Results

Dear WSPA members,

Thank you for your participation in our recent election. We are pleased to announce that Kurt Schonberg will serve as President Elect for the 2016-17 school year. Congratulations, Kurt!

Kurt joins Debby Carter who will begin her term as President effective July 1, 2016.

Please join me in thanking Debbie Leighton for her dedicated service as President. Her leadership, skill, and vision led the organization to great success. We look forward to her continued leadership and work for the betterment of the organization in her next role as Past President.

All leadership changes will take effect July 1, 2016.

Thank you,

Jennifer Tottenham

Washington School Personnel Association

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

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From: pickard@skitsap.wednet.edu
Sent time: 04/15/2016 03:10:12 PM
To: PAUL.DOUGLAS@ferndalesd.org
Cc: cleonard@WSPA.net
Subject: FW: MEMBER REQUEST

South Kitsap's, from our CBA

Early Notice Incentive An employee with four (4) accumulated personal leave days may elect to cash-out the four (4) unused personal leave days in exchange for a stipend valued at four (4) days of the daily substitute rate by completing Form 363, Separation of Employment, before April 1 and thus notifying the District of intent to retire or resign employment with the District at the end of the contract year. Employees who select this cashout stipend will be required to document twelve (12) additional hours of professional services (e.g., preparing the classroom and materials for future employees) on Form 363 Separation of Employment provided by the Human Resources office. "Professional services" is defined the same as the activities described in Section 9.2.2.

Brian

Brian Pickard, Executive Director
School and Staff Support/Human Resources
South Kitsap School District [Join South Kitsap's Team!](#)
360-874-7063

 **"Constant kindness can accomplish much. As the sun makes ice melt, kindness causes misunderstanding, mistrust, and hostility to evaporate."**

Albert Schweitzer (1875-1965) Philosopher,

Physician, Nobel Peace Prize Winner

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From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Friday, April 15, 2016 2:28 PM
To: Pickard, Brian <pickard@skitsap.wednet.edu>
Subject: MEMBER REQUEST

Hello! A few WSPA member requests for your review:

Paul Douglas from Ferndale is wondering if your district offers incentives for early notification for retirement. If yes, do you have a timeline? Is the timeline in the CBA?

Please send your response directly to: PAUL.DOUGLAS@ferndalesd.org

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

Thanks,

Curtis

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

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

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From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 04/15/2016 02:28:48 PM
To: finnie@skitsap.wednet.edu
Subject: MEMBER REQUEST

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From: Paul Douglas <PAUL.DOUGLAS@ferndalesd.org>
Sent time: 04/15/2016 03:19:13 PM
To: Pickard, Brian <pickard@skitsap.wednet.edu>
Cc: cleonard@WSPA.net
Subject: RE: MEMBER REQUEST

Thanks Brian. This is very helpful.

Paul

From: Pickard, Brian [mailto:pickard@skitsap.wednet.edu]
Sent: Friday, April 15, 2016 3:10 PM
To: Paul Douglas <PAUL.DOUGLAS@ferndalesd.org>
Cc: cleonard@WSPA.net
Subject: FW: MEMBER REQUEST

South Kitsap's, from our CBA

Early Notice Incentive An employee with four (4) accumulated personal leave days may elect to cash-out the four (4) unused personal leave days in exchange for a stipend valued at four (4) days of the daily substitute rate by completing Form 363, Separation of Employment, before April 1 and thus notifying the District of intent to retire or resign employment with the District at the end of the contract year. Employees who select this cashout stipend will be required to document twelve (12) additional hours of professional services (e.g., preparing the classroom and materials for future employees) on Form 363 Separation of Employment provided by the Human Resources office. "Professional services" is defined the same as the activities described in Section 9.2.2.

Brian

Brian Pickard, Executive Director
School and Staff Support/Human Resources
South Kitsap School District [Join South Kitsap's Team!](#)
360-874-7063



“Constant kindness can accomplish much. As the sun makes ice melt, kindness causes misunderstanding, mistrust, and hostility to evaporate.”

Albert Schweitzer (1875-1965) Philosopher,

Physician, Nobel Peace Prize Winner

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 04/26/2016 06:02:48 PM
To: finnie@skitsap.wednet.edu
Subject: WSPA Event Announcements: HELP, Boot Camp, and a Special Presentation
Attachments: HELP_Boot_Camp_Flyer_UPDATED_FINAL_JULY_2016.pdf HELP_Summer_ONE_DAY_Flyer_Jeff_Utecht_JULY_2016.pdf
HELP_Summer_2016_Registration_Flyer_UPDATED_FINAL_APRIL_2016.pdf

Dear WSPA members,

We have three upcoming events to share with you - you may register for each event at www.wspa.net

HELP 2016-2017 Registration is now open!

The Human Resources in Education Leadership Program (HELP) is a three-year program designed to meet the professional development needs of individuals engaged in Human Resource Management in public education. The program includes a one-week summer session, a one-day session in the fall, and a one-day session in the spring. It also includes registration to the special presentation with Jeff Utecht.

- July 11-15, 2016
- Puget Sound Educational Service District
- Registration: \$910 Registration includes course materials, access to Blackboard through City University, option to earn eight City University CEU's, breakfast Monday- Friday, lunch Monday-Thursday, dinner Thursday, and refreshments. It also includes registration to the special presentation with Jeff Utecht.

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- For more information about Jeff Utecht, please visit his website at: <http://www.jeffutecht.com/>

Please see the attached flyers and visit the WSPA website for event information and registration: www.wspa.net

Thank you,

The Washington School Personnel Association

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

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HELP_Boot_Camp_Flyer_UPDATED_FINAL_JULY_2016.pdf

Washington Schools Personnel Association Presents

HUMAN RESOURCES BOOT CAMP JULY 11-13, 2016

HR BOOT CAMP IS A THREE-DAY PROGRAM OFFERING TRAINING IN THE FOLLOWING TOPICS:

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www.wspa.net

ACCOMMODATIONS:

DoubleTree Suites by Hilton, Southcenter
16500 Southcenter Pkwy, Seattle, WA 98188
Special group rate: \$189 plus tax
Group code: HLP
Group rate deadline: June 26, 2016
Please call: 800-222-8733 for reservations

For more information and to register online, please visit www.wspa.net

Washington School Personnel Association
PO Box 1600 Anacortes, Washington 98221



Employee Hiring, Onboarding, and Retention in the Technology World

Guest Presenter: Jeff Utecht

Monday, July 11, 2016

8:00 a.m – 11:45 a.m.

Registration: \$50 for all WSPA members
FREE for Summer HELP and HR Boot Camp participants
Register online at: www.wspa.net

Location: DoubleTree Hilton, Southcenter
Monterey Room
16500 Southcenter Pkwy, Seattle, WA 98188

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HELP
HUMAN RESOURCES IN EDUCATION
LEADERSHIP PROGRAM

HELP Summer Session

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Location:

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800 Oakesdale Ave SW, Renton, WA 98057

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Group code: HLP / Group rate deadline: June 26, 2016

Please call: 800-222-8733 for reservation assistance

NEW City University Credits:

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Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 04/26/2016 06:02:36 PM
To: monaglej@skitsap.wednet.edu
Subject: WSPA Event Announcements: HELP, Boot Camp, and a Special Presentation
Attachments: HELP_Boot_Camp_Flyer_UPDATED_FINAL_JULY_2016.pdf HELP_Summer_ONE_DAY_Flyer_Jeff_Utecht_JULY_2016.pdf
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Thank you,

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

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Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 05/05/2016 12:01:50 PM
To: finnie@skitsap.wednet.edu
Subject: HELP Graduate Recertification Requirements
Attachments: HELP_Certification_Maintenance_Form_UPDATED_MAY_2016.pdf

Attention: HELP Graduate Recertification Requirements

Certificate maintenance is required for all HELP Graduates. Applications must be completed once every three years to renew HELP certification. Please see the attached document for more specific information.

Certification renewal is due by June 30, 2016 if you graduated with the following HELP group and year:

- 2004 Flying Fish
- 2007 Cinq O' Swim
- 2010 GR8 Balls of Fire
- 2013 Nerves of Steel

Please contact Jane Rausch or JoAn Steiner, HELP Coordinators if you have questions.

JoAn Steiner
H.E.L.P Coordinator
Email: jsteiner@wspace.net
Cell: (360) 201-5170

Jane Rausch
H.E.L.P Coordinator
Email: jrausch@wspace.net
Cell: (509) 979-0572

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

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HELP
HUMAN RESOURCES IN EDUCATION
LEADERSHIP PROGRAM

HELP Graduate Certification Maintenance Requirements



HELP

HUMAN RESOURCES IN EDUCATION
LEADERSHIP PROGRAM

Certification Maintenance Requirements

After completing the first full three years of the program, and every three years thereafter, HELP graduates are required to complete the following activities in order to maintain an active School Human Resource Program (SHRP) certification.

- A minimum of 50 hours of professional development within the three-year period.
- All course work must be professional. Time will count for actual sessions attended during conferences, but not for an overall conference (e.g., four and one-half hours for sessions vs. an eight-hour day for a conference).
- Professional development may include, but is not limited to, WSPA conferences, WSPA regional meetings, leadership seminars or trainings. Conferences, webinars, and other professional development focusing on human resources, employee or employment law issues. Reading materials such as books, articles or internet research is acceptable if the student submits a short synopsis of the content and its relationship to human resources, employees, leadership, or legal human resources issues. The synopsis must be attached to the log.

To qualify for certification maintenance, HELP graduates shall complete the attached HELP Certification Maintenance Form and forward it to the HELP coordinator on or before June 30th of the year that is three years following graduation (e.g., June 30, 2006 for the first class of graduates, June 30, 2003). Documentation such as registration forms, certificates of attendance, etc., should be maintained by the graduate UNTIL the renewed certificate is received. The HELP coordinator may ask for this information if clarification is needed.

Hint: Do not submit your Maintenance Report and documentation until the third full year after your graduation and/or renewal as the requirements are for every three years.



HELP
HUMAN RESOURCES IN EDUCATION
LEADERSHIP PROGRAM

HELP GRADUATE (LEVEL IV) CERTIFICATION MAINTENANCE APPLICATION FORM

HELP PARTICIPANT _____
Last Name First Name

Mailing/Street Address: _____

City State Zip

Contacts: _____
(Area Code)/Telephone E-Mail

Year of HELP Graduation: _____

Instructions: Attach to this form a log of activities to support the required 50 hours of professional development. **Submit this report after completion of ALL required hours and at or near the end of the three-year period following graduation and/or your last renewal.**

- Total your hours at the bottom of your log to ensure the minimum 50 hours are logged.
- Sign your log.
- Your signature will certify your 50 hours of professional development are accurate.

SUBMIT THIS COMPLETED FORM, LOG AND OTHER MATERIALS TO:

JoAn Steiner
H.E.L.P. Coordinator
1206 58th St. SW H303
Everett, WA 98203
Email: jsteiner@wspa.net
Work: (425) 356-1244
Cell: (360) 201-5170

Jane Rausch
H.E.L.P. Coordinator
34515 N. Newport Hwy.
Chattaroy, WA 99003
Email: jrausch@wspa.net
Work: (509) 464-8208
Cell: (509) 979-0572

From: dieffenb@skitsap.wednet.edu
Sent time: 05/17/2016 02:12:04 PM
To: jensenv@skitsap.wednet.edu; laxson@skitsap.wednet.edu
Subject: FW: SafeSchools Training for Power Outage

For the record, I'm thinking Stress Management?

From: Malloy, Bree
Sent: Wednesday, April 13, 2016 1:17 PM
To: Dieffenbach, Misty <dieffenb@skitsap.wednet.edu>
Cc: Finnie, Lynn <finnie@skitsap.wednet.edu>
Subject: SafeSchools Training for Power Outage

If you wanted to break it up and give FNS, clerical, custodians, paras, etc. all separate training that would be useful to their jobs there are tons of options. However, if you want it to be uniform and give everyone the same training course these are the options that look good (to me). Let me know which one you like best. ☺

1. **Stress Management:** This course will provide employees with information needed to manage and reduce stress. Common themes include understanding stress and its effects on you, ways to manage stress, and ways to stay ahead of stress. (29 minutes)
2. **Conflict Management – Staff to Staff:** The Conflict Management: Staff to Staff course provides basic conflict management skills training for all employees. This course describes the most common reasons for conflicts among co-workers; teaches the most effective techniques to resolve common disagreements; and helps staff members use problem-solving strategies to keep a conflict from escalating. (20 minutes)
3. **FERPA: Confidentiality of Records:** FERPA - Confidentiality of Records addresses the training needs relating to student education records. FERPA is the Family Education Rights and Privacy Act of 1974 and is designed to protect the privacy of education records. This course trains staff on rules regarding confidentiality and disclosure. (14 minutes)
4. **What Every Employee Must Be Told:** This course was developed by the Washington School Personnel Association (WSPA) to assist school districts in the training of their employees. While it's great as a refresher for existing employees, it's essential for newly hired employees. (66 minutes)
5. **General Ethics in the Workplace:** This course provides staff members with an overview of ethical standards at work. Common themes include describing ethical behavior with monetary practices, explaining ethical behavior with colleagues, and identifying several guidelines for appropriate ethical behavior. (24 minutes)

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

[Join the South Kitsap Team](#)

From: dieffenb@skitsap.wednet.edu
Sent time: 05/17/2016 02:11:07 PM
To: jensenv@skitsap.wednet.edu; laxson@skitsap.wednet.edu
Subject: RE: SafeSchools Training for Power Outage

What do you think?

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Sent: Wednesday, April 13, 2016 1:17 PM
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Cc: Finnie, Lynn <finnie@skitsap.wednet.edu>
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Fax: (360) 874-7076
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From: laxson@skitsap.wednet.edu
Sent time: 05/17/2016 02:39:59 PM
To: dieffenb@skitsap.wednet.edu; jensenv@skitsap.wednet.edu
Subject: RE: SafeSchools Training for Power Outage

I like the whole section for everybody. Thank you for asking.

Michael Laxson
South Kitsap School District #402
Facilities & Operations
SEIU Chapter President
1650 SE Cedar RD
Port Orchard, WA 98367
Work 360-874-6000
Work Cel 360-204-2180
Personal Cel 360.204.2065

From: Dieffenbach, Misty
Sent: Tuesday, May 17, 2016 2:11 PM
To: Jensen, Vivian; Laxson, Michael
Subject: RE: SafeSchools Training for Power Outage

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Sent: Wednesday, April 13, 2016 1:17 PM
To: Dieffenbach, Misty
Cc: Finnie, Lynn
Subject: SafeSchools Training for Power Outage

If you wanted to break it up and give FNS, clerical, custodians, paras, etc. all separate training that would be useful to their jobs there are tons of options. However, if you want it to be uniform and give everyone the same training course these are the options that look good (to me). Let me know which one you like best. ☺

1. Stress Management: This course will provide employees with information needed to manage and reduce stress. Common themes include understanding stress and its effects on you, ways to manage stress, and ways to stay ahead of stress. (29 minutes)
2. Conflict Management - Staff to Staff: The Conflict Management: Staff to Staff course provides basic conflict management skills training for all employees. This course describes the most common reasons for conflicts among co-workers; teaches the most effective techniques to resolve common disagreements; and helps staff members use problem-solving strategies to keep a conflict from escalating. (20 minutes)
3. FERPA: Confidentiality of Records: FERPA - Confidentiality of Records addresses the training needs relating to student education records. FERPA is the Family Education Rights and Privacy Act of 1974 and is designed to protect the privacy of education records. This course trains staff on rules regarding confidentiality and disclosure. (14 minutes)
4. What Every Employee Must Be Told: This course was developed by the Washington School Personnel Association (WSPA) to assist school districts in the training of their employees. While it's great as a refresher for existing employees, it's essential for newly hired employees. (66 minutes)
5. General Ethics in the Workplace: This course provides staff members with an overview of ethical standards at work. Common themes include describing ethical behavior with monetary practices, explaining ethical behavior with colleagues, and identifying several guidelines for appropriate ethical behavior. (24 minutes)

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

Join the South Kitsap Team

From: jensenv@skitsap.wednet.edu
Sent time: 05/18/2016 08:02:21 PM
To: dieffenb@skitsap.wednet.edu
Subject: RE: SafeSchools Training for Power Outage

Totally!!!! ☺ It's a 13 hour day so far!!!!

Vivian L. Jensen
Office Coordinator
John Sedgwick JH
360-874-6099

From: Dieffenbach, Misty
Sent: Tuesday, May 17, 2016 2:12 PM
To: Jensen, Vivian <jensenv@skitsap.wednet.edu>; Laxson, Michael <laxson@skitsap.wednet.edu>
Subject: FW: SafeSchools Training for Power Outage

For the record, I'm thinking Stress Management?

From: Malloy, Bree
Sent: Wednesday, April 13, 2016 1:17 PM
To: Dieffenbach, Misty <dieffenb@skitsap.wednet.edu>
Cc: Finnie, Lynn <finnie@skitsap.wednet.edu>
Subject: SafeSchools Training for Power Outage

If you wanted to break it up and give FNS, clerical, custodians, paras, etc. all separate training that would be useful to their jobs there are tons of options. However, if you want it to be uniform and give everyone the same training course these are the options that look good (to me). Let me know which one you like best. ☺

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3. **FERPA: Confidentiality of Records:** FERPA - Confidentiality of Records addresses the training needs relating to student education records. FERPA is the Family Education Rights and Privacy Act of 1974 and is designed to protect the privacy of education records. This course trains staff on rules regarding confidentiality and disclosure. (14 minutes)
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Fax: (360) 874-7076
Email: malloy@skitsap.wednet.edu

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From: monaglej@skitsap.wednet.edu
Sent time: 05/18/2016 02:35:31 PM
To: waspa@memberclicks-mail.net
Subject: WSPA Meeting 5/20/16

Hello,

I have an event reminder for an upcoming WSPA meeting for this Friday, May 20, 2016 at Central Kitsap High School. Could you please confirm that this meeting is still happening and what time??

Thanks!!

Jamie Monagle

Human Resources Specialist

South Kitsap School District

2689 Hoover Ave. SE

Port Orchard, WA 98366

PH: 360-874-7071

FAX: 360-874-7076

EMAIL: monaglej@skitsap.wednet.edu

[Join the South Kitsap Team!!](#)

From: jensenv@skitsap.wednet.edu
Sent time: 05/19/2016 12:38:43 PM
To: laxson@skitsap.wednet.edu
Subject: RE: SafeSchools Training for Power Outage

Hey Mike!

I need to talk to you when you are available... we have some possible issues in transportation....

Vivian L. Jensen
Office Coordinator
John Sedgwick JH
360-874-6099

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

From: Laxson, Michael
Sent: Tuesday, May 17, 2016 2:40 PM
To: Dieffenbach, Misty ; Jensen, Vivian
Subject: RE: SafeSchools Training for Power Outage

I like the whole section for everybody. Thank you for asking.

Michael Laxson
South Kitsap School District #402
Facilities & Operations
SEIU Chapter President
1650 SE Cedar RD
Port Orchard, WA 98367
Work 360-874-6000
Work Cel 360-204-2180
Personal Cel 360.204.2065

From: Dieffenbach, Misty
Sent: Tuesday, May 17, 2016 2:11 PM
To: Jensen, Vivian; Laxson, Michael
Subject: RE: SafeSchools Training for Power Outage

What do you think?

From: Malloy, Bree
Sent: Wednesday, April 13, 2016 1:17 PM
To: Dieffenbach, Misty
Cc: Finnie, Lynn
Subject: SafeSchools Training for Power Outage

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minutes)

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

Join the South Kitsap Team

From: pickard@skitsap.wednet.edu
Sent time: 05/20/2016 10:13:32 AM
To: rootb@svsd410.org
Cc: cleonard@WSPA.net
Subject: New Principal/Admin Handbook

We don't have much but I sure would be interested in seeing any examples you receive.

Thanks!

Brian

Brian Pickard | Executive Director
School and Staff Support/Human Resources
South Kitsap School District
2689 Hoover Ave. SE | Port Orchard, WA 98366
Office: 360.874.7063 | pickard@skitsap.wednet.edu



“Constant kindness can accomplish much. As the sun makes ice melt, kindness causes misunderstanding, mistrust, and hostility to evaporate.” Albert Schweitzer (1875-1965) Philosopher, Physician, Nobel Peace Prize Winner

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 05/22/2016 01:33:43 PM
To: finnie@skitsap.wednet.edu
Subject: Feedback requested: WSPA Annual Conference Planning

Hello WSPA members,

Region 3 is hard at work planning for the 2017 Annual Conference in Vancouver. Do you have a recommendation for a topic, presenter, or activity? Please let Jenae Gomes and the Region 3 team know!

Please submit your suggestions no later than June 17th.

Submissions may be sent to: jenae.gomes@kelsosd.org

Thank you,

Washington Schools Personnel Association

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From: finnie@skitsap.wednet.edu
Sent time: 05/31/2016 11:04:15 AM
To: waspa@memberclicks-mail.net
Subject: Automatic reply: WSPA Event Announcements: HELP, Boot Camp, and a Special Presentation

I am out of the office Tuesday, May 31 and will return Monday, June 6. If you need immediate assistance please contact Bree Malloy at 874-7079. If you need to speak with Misty Dieffenbach her number is 360-874-7080.

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 05/31/2016 11:03:35 AM
To: monaglej@skitsap.wednet.edu
Subject: WSPA Event Announcements: HELP, Boot Camp, and a Special Presentation
Attachments: HELP_Boot_Camp_Flyer_UPDATED_FINAL_JULY_2016.pdf HELP_Summer_ONE_DAY_Flyer_Jeff_Utecht_JULY_2016.pdf
HELP_Summer_2016_Registration_Flyer_UPDATED_FINAL_APRIL_2016.pdf

Dear WSPA members,

We have three upcoming events to share with you - you may register for each event at www.wspa.net

HELP 2016-2017 Registration is now open!

The Human Resources in Education Leadership Program (HELP) is a three-year program designed to meet the professional development needs of individuals engaged in Human Resource Management in public education. The program includes a one-week summer session, a one-day session in the fall, and a one-day session in the spring. It also includes registration to the special presentation with Jeff Utecht.

- July 11-15, 2016
- Puget Sound Educational Service District
- Registration: \$910 Registration includes course materials, access to Blackboard through City University, option to earn eight City University CEU's, breakfast Monday- Friday, lunch Monday-Thursday, dinner Thursday, and refreshments. It also includes registration to the special presentation with Jeff Utecht.

HR Boot Camp Registration is now open!

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Special Presentation: Employee Hiring, Onboarding, and Retention in the Technology World with guest presenter Jeff Utecht

This event is open to all WSPA members. Registration to this event is also included in the 2016-2017 HELP registration and the HR Boot Camp Registration.

- July 11, 2016
- DoubleTree Hilton at Southcenter
- \$50 includes presentation and continental breakfast (note: registration to HELP and/or HR Boot Camp includes registration to this event)
- For more information about Jeff Utecht, please visit his website at: <http://www.jeffutecht.com/>

Please see the attached flyers and visit the WSPA website for event information and registration: www.wspa.net

Thank you,

The Washington School Personnel Association

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

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Washington Schools Personnel Association Presents

HUMAN RESOURCES BOOT CAMP JULY 11-13, 2016

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www.wspa.net

ACCOMMODATIONS:

DoubleTree Suites by Hilton, Southcenter
16500 Southcenter Pkwy, Seattle, WA 98188
Special group rate: \$189 plus tax
Group code: HLP
Group rate deadline: June 26, 2016
Please call: 800-222-8733 for reservations

For more information and to register online, please visit www.wspa.net
Washington School Personnel Association
PO Box 1600 Anacortes, Washington 98221



Employee Hiring, Onboarding, and Retention in the Technology World

Guest Presenter: Jeff Utecht

Monday, July 11, 2016

8:00 a.m – 11:45 a.m.

Registration: \$50 for all WSPA members
FREE for Summer HELP and HR Boot Camp participants
Register online at: www.wspa.net

Location: DoubleTree Hilton, Southcenter
Monterey Room
16500 Southcenter Pkwy, Seattle, WA 98188

Jeff Utecht is an educational technology consultant, educator and author. Jeff began his career in the Elementary Classroom at a public school in Washington State. In 2001, he was the recipient of a Bill and Melinda Gates Grant called the Technology Leadership Program.

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HELP
HUMAN RESOURCES IN EDUCATION
LEADERSHIP PROGRAM

HELP Summer Session

July 11-15, 2016

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Location:

Puget Sound Educational Service District

800 Oakesdale Ave SW, Renton, WA 98057

Accommodations:

DoubleTree Hilton, Southcenter

16500 Southcenter Pkwy, Seattle, WA 98188

Special group rate: \$189 plus tax

Group code: HLP / Group rate deadline: June 26, 2016

Please call: 800-222-8733 for reservation assistance

NEW City University Credits:

Upon successful completion of three HELP years, participants will earn a total of 24 CEU's (8 for each year). The CEU's earned through HELP and City University may be applied toward a degree program. More information will be available this summer.

For more information and to register online, please visit www.wspa.net

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 05/31/2016 11:03:54 AM
To: finnie@skitsap.wednet.edu
Subject: WSPA Event Announcements: HELP, Boot Camp, and a Special Presentation
Attachments: HELP_Boot_Camp_Flyer_UPDATED_FINAL_JULY_2016.pdf HELP_Summer_ONE_DAY_Flyer_Jeff_Utecht_JULY_2016.pdf
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Thank you,

The Washington School Personnel Association

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Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 06/03/2016 07:44:50 AM
To: finnie@skitsap.wednet.edu
Subject: MEMBER REQUEST

Good Morning. I am sending a few WSPA member requests for your review. I appreciate your prompt attention to these requests!

Wenatchee School district is looking for any districts that have contract language or policy that limits the amount of days a teacher can be out of their classroom per year for professional development (voluntary and/or required). Does it include athletics?

If the contract is available on-line, please let us know so we can search a copy.

Please send your response directly to: turner.l@wenatcheeschools.org

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

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

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 06/09/2016 05:31:37 PM
To: finnie@skitsap.wednet.edu
Subject: Region 2 Update

Dear WSPA Members,

As you may be aware, the size and geographical distances of Region 2 have been problematic and under discussion for some time. The WSPA Board has taken these concerns seriously and this issue was part of the agenda of our two day board meeting held last week.

After much discussion at the board level, the board voted to experiment with a division of Region 2 into the North and South divisions for the upcoming year.

The **North** region will contain all the districts within **ESD 171** and the **South** region will contain **ESD's 105 and 123**.

Heather Crail will serve as the North region representative and will work on recruiting the school districts within ESD 171 to attend meetings in the North division, centered in Wenatchee. **Betsy Dickinson** will perform those same duties for the South division.

All meeting information will be disseminated to all members, and members are not confined to attend one meeting or the other.

At this time, Region 2 will retain only one vote on the board and will cooperate in hosting the conference when it's time.

Thank you,

Washington School Personnel Association

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From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 06/10/2016 10:49:02 AM
To: finnie@skitsap.wednet.edu
Subject: MEMBER REQUEST

A couple of WSPA member requests for your consideration:

Barbara Kline from Bellevue School District is looking for recommendations/experiences with 3rd party L&I administrators in the King County Area.

Please send your response directly to: klineb@bsd405.org

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: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 06/24/2016 08:32:48 AM
To: finnie@skitsap.wednet.edu
Subject: Legislative Liaison

Greetings WSPA members!

We do not have any membership requests today - but I wanted to take the chance to thank you for a great year. We are already planning next year. Join us at law conference for a "Best Practice Seminar - Practice Makes Perfect" also, our annual conference will be in Vancouver at the beautiful Heathman. Stay tuned.

One request - WSPA is looking to provide additional support in the form of a legislative liaison. We've added additional funds to offer a \$10,000 stipend. In particular, we are looking for interested individuals that might help provide legislative updates for the membership and keeping a pulse on the happenings in Olympia. This is open to anyone that might be interested (including current WSPA members), but would be a great opportunity for any recent retirees that want to stay involved in WSPA. If you are intersted, or have any names or suggestions, send them my way!

Thanks and have a great summer,

Curtis

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

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 06/29/2016 04:01:36 PM
To: finnie@skitsap.wednet.edu
Subject: HELP and HR Boot Camp Registration Deadline: Friday, July 1
Attachments: HELP_Boot_Camp_Flyer_UPDATED_FINAL_JUNE_7_2016.pdf
HELP_Summer_2016_Registration_Flyer_UPDATED_FINAL_APRIL_2016.pdf

Dear WSPA members,

Please note that the registration deadline for HELP and HR Boot Camp is Friday, July 1st.

HELP 2016-2017

The Human Resources in Education Leadership Program (HELP) is a three-year program designed to meet the professional development needs of individuals engaged in Human Resource Management in public education. The program includes a one-week summer session, a one-day session in the fall, and a one-day session in the spring. It also includes registration to the special presentation with Jeff Utecht.

- July 11-15, 2016
- Puget Sound Educational Service District
- Registration: \$910 Registration includes course materials, access to Blackboard through City University, option to earn eight City University CEU's, breakfast Monday- Friday, lunch Monday-Thursday, dinner Thursday, and refreshments. It also includes registration to the special presentation with Jeff Utecht.

HR Boot Camp

HR Boot Camp is a three-day program offering training in employee recruitment, hiring, onboarding and retention through the use of technology; the ABC's of human resources and Personnel Operations Guide (POG) review; HR 101: overview of school human resources administrator responsibilities, and human resource legal writing. It also includes registration to the special presentation with Jeff Utecht.

- July 11-13, 2016
- Puget Sound Educational Service District
- \$495 includes a POG notebook, 3 City University CEU's (optional), refreshments, and lunches. It also includes registration to the special presentation with Jeff Utecht.

Please see the attached flyers and visit the WSPA website for event information and registration: www.wspa.net

Thank you!

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

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

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HELP_Boot_Camp_Flyer_UPDATED_FINAL_JUNE_7_2016.pdf

Washington Schools Personnel Association Presents **HUMAN RESOURCES BOOT CAMP** **JULY 11-13, 2016**

HR BOOT CAMP IS A THREE-DAY PROGRAM OFFERING TRAINING IN THE FOLLOWING TOPICS:

- Employee recruitment, hiring, onboarding and retention through the use of technology
- The ABC's of Human Resources and Personnel Operations Guide Review
- HR 101: Overview of School Human Resources Administrator Responsibilities
- Human Resource Legal Writing

HR BOOT CAMP IS A TRAINING SPECIFICALLY FOR:

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

REGISTRATION:

\$495 includes a POG notebook
One-Year WSPA Membership (\$125 value)
Three City University CEU's (optional), refreshments, and
lunches. Register online at: www.wspa.net

ACCOMMODATIONS:

DoubleTree Suites by Hilton, Southcenter
16500 Southcenter Pkwy, Seattle, WA 98188
Special group rate: \$189 plus tax
Group code: SCH Group rate deadline: June 26, 2016
Please call: 800-222-8733 for reservation assistance

For more information and to register online, please visit www.wspa.net

**Washington School Personnel Association
PO Box 1600 Anacortes, Washington 98221**



HELP
HUMAN RESOURCES IN EDUCATION
LEADERSHIP PROGRAM

HELP Summer Session

July 11-15, 2016

The Human Resources in Education Leadership Program (HELP) is a three-year program designed to meet the professional development needs of individuals engaged in Human Resource Management in public education. The program includes a one-week summer session, a one-day session in the fall, and a one-day session in the spring.

In each of the three years, a total of 64 hours of direct instruction and a minimum number of 96 hours of report/activity writing are required. Course work for each level is to be completed by spring of the following term. The term runs from July 1 to June 30.

After successful completion of all three years, participants will be awarded a certificate in the Human Resources in Education Leadership Program awarded through WSPA.

Registration:

\$910 Register online at: www.wspa.net

Registration includes course materials, access to Blackboard through City University, option to earn eight City University CEU's, breakfast Monday-Friday, lunch Monday-Thursday, dinner Thursday, and refreshments.

Location:

Puget Sound Educational Service District

800 Oakesdale Ave SW, Renton, WA 98057

Accommodations:

DoubleTree Hilton, Southcenter

16500 Southcenter Pkwy, Seattle, WA 98188

Special group rate: \$189 plus tax

Group code: HLP / Group rate deadline: June 26, 2016

Please call: 800-222-8733 for reservation assistance

NEW City University Credits:

Upon successful completion of three HELP years, participants will earn a total of 24 CEU's (8 for each year). The CEU's earned through HELP and City University may be applied toward a degree program. More information will be available this summer.

For more information and to register online, please visit www.wspa.net

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

From: monaglej@skitsap.wednet.edu
Sent time: 07/08/2016 07:50:51 AM
To: lamoures@skitsap.wednet.edu
Subject: Job Posting # 2015-0111

Template: HR SUBSTITUTE SERVICES SPECIALIST
Position Title: HR SUBSTITUTE SERVICES SPECIALIST
Position Number: 2015-0111
Location: HR
Wage: \$17.94 - \$19.34
Union: PSE
Hours Per Day: 7.0
Days Per Year: 205
Open Date: 7/8/2016
Close Date: 7/22/2016
Comments:

Please also post this on WSPA. ☺

Thanks!!

Jamie Monagle

Human Resources Specialist

South Kitsap School District

2689 Hoover Ave. SE

Port Orchard, WA 98366

PH: 360-874-7071

FAX: 360-874-7076

EMAIL: monaglej@skitsap.wednet.edu

[Join the South Kitsap Team!!](#)

From: monaglej@skitsap.wednet.edu
Sent time: 07/08/2016 07:54:29 AM
To: lamoures@skitsap.wednet.edu
Subject: Job Posting # 2015-0116

Template: HR CERTIFICATED AND CLASSIFIED SUPPORT SPECIALIST
Position Title: HR CERTIFICATED AND CLASSIFIED SUPPORT SPECIALIST
Position Number: 2015-0116
Location: HR
Wage: \$19.06 - \$20.61
Union: PSE
Hours Per Day: 8.0
Days Per Year: 260
Open Date: 7/8/2016
Close Date: 7/22/2016
Comments:

Please also post this to WSPA website. ☺

Thanks!!

Jamie Monagle

Human Resources Specialist

South Kitsap School District

2689 Hoover Ave. SE

Port Orchard, WA 98366

PH: 360-874-7071

FAX: 360-874-7076

EMAIL: monaglej@skitsap.wednet.edu

[Join the South Kitsap Team!!](#)

From: lamoures@skitsap.wednet.edu
Sent time: 07/08/2016 03:25:51 PM
To: finnie@skitsap.wednet.edu
Subject: WSPA

Hello!

Fyi...both Bree and Marianne's positions have been submitted for posting to WSPA today. I used your login information, and wanted to keep you in the loop. ☺

Steph

Stephanie Lamoureux
Employment Services Specialist
Human Resources
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
360.874.7074
Email: lamoures@skitsap.wednet.edu

[Join the South Kitsap Team!](#)

From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 07/15/2016 07:15:40 AM
To: finnie@skitsap.wednet.edu
Subject: MEMBER REQUEST

Hello WSPA Member!

Just one request for your consideration. Happy Friday!

Josie Urie from North Kitsap School District is requesting the following:

North Kitsap School District is interested in finding out:

- If any districts have switched to using electronic employment contracts/signatures (teachers)
- If so, what steps did you take before you made the transition?

Please send your responses directly to:

JUrie@nkschools.org

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

Thanks and enjoy the weekend!

Curtis

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

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From: monaglej@skitsap.wednet.edu
Sent time: 07/16/2016 08:21:37 PM
To: JUrie@nkschools.org
Subject: Electronic Contracts

Hey Josie!!

Our district is thinking about transitioning to electronic contracts as well and was hoping you would be willing to share any information you get from fellow WSPA members from your request this week??

It would be greatly appreciated!!!

Thanks!!

Have a great weekend!!

Jamie Monagle
HR Specialist
South Kitsap School District

From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 07/22/2016 07:41:00 AM
To: finnie@skitsap.wednet.edu
Subject: MEMBER REQUEST

Dear WSPA member!

We have quite a few member requests this week - apologies for flooding your email boxes, but thank you for your help in responding to your colleagues!

Angela Huffman from Sultan School District is looking for job descriptions for Director/Administrator of Categorical Programs.

Please send your response directly to: angela.huffman@sultan.k12.wa.us

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: monaglej@skitsap.wednet.edu
Sent time: 08/01/2016 07:44:34 AM
To: finnie@skitsap.wednet.edu
Subject: FW: WSPA Membership - 30 Day Notice

Morning darling!

Could you please renew my membership:)?

Thanks!!

Jamie Monagle
Human Resources Specialist
South Kitsap School District
2689 Hoover Ave. SE
Port Orchard, WA 98366
PH: 360-874-7071
FAX: 360-874-7076
EMAIL: monaglej@skitsap.wednet.edu
Join the South Kitsap Team!!

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

From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Monday, August 01, 2016 12:08 AM
To: Monagle, Jamie
Subject: WSPA Membership - 30 Day Notice

Greetings Monagle,

This is a reminder that your WSPA Membership is set to expire on August 31st. Please visit us at www.wspa.net and renew your membership now.

Thank you,

Washington School Personnel Association

From: pickard@skitsap.wednet.edu
Sent time: 08/01/2016 06:01:53 AM
To: finnie@skitsap.wednet.edu
Subject: Fwd: WSPA Membership - 30 Day Notice

Hi Lynn! Do I need to do anything on this, or ignore it?

Brian Pickard, Executive Director
School & Staff Support/Human Relations
South Kitsap School District

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

From: "Washington School Personnel Association" <waspa@memberclicks-mail.net>
Date: Mon, Aug 1, 2016 at 12:08 AM -0700
Subject: WSPA Membership - 30 Day Notice
To: "Pickard, Brian" <pickard@skitsap.wednet.edu>

Greetings Brian,

This is a reminder that your WSPA Membership is set to expire on August 31st. Please visit us at www.wspa.net and renew your membership now.

Thank you,

Washington School Personnel Association

From: Washington School Personnel Association <waspa@memberclicks-mail.net>
Sent time: 08/01/2016 12:08:09 AM
To: monaglej@skitsap.wednet.edu
Subject: WSPA Membership - 30 Day Notice

Greetings Monagle,

This is a reminder that your WSPA Membership is set to expire on August 31st. Please visit us at www.wspa.net and renew your membership now.

Thank you,

Washington School Personnel Association

From: Washington School Personnel Association <waspa@memberclicks-mail.net>
Sent time: 08/01/2016 12:10:16 AM
To: finnie@skitsap.wednet.edu
Subject: WSPA Membership - 30 Day Notice

Greetings Lynn,

This is a reminder that your WSPA Membership is set to expire on August 31st. Please visit us at www.wspa.net and renew your membership now.

Thank you,

Washington School Personnel Association

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 08/10/2016 07:01:26 PM
To: finnie@skitsap.wednet.edu
Subject: S-275 Training Update

Dear members,

WSPA will not be hosting our annual S-275 training for the 2016-2017 school year. We regret any disappointment or inconvenience this may cause. We look forward to providing this training opportunity again next year.

We will still have our S-275 training manual available for purchase. Please visit our website for more information:
<http://www.wspa.net/>

Thank you,

Washington School Personnel Association

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

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From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 08/26/2016 07:52:17 AM
To: finnie@skitsap.wednet.edu
Subject: MEMBER REQUEST

Dear WSPA Members! We have a few WSPA member requests for your consideration this morning. Please take the time to help out some of your fellows members in the state. I hope you are ready for the start of the year!

Amy Hurd from North Mason School District is wondering if your district has a Special Education Compliance Specialist (or comparable position). She is looking for a job description and salary information.

Please send your response directly to: ahurd@northmasonschoools.org

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

Thanks,

Curtis

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

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From: monaglej@skitsap.wednet.edu
Sent time: 09/01/2016 07:18:59 AM
To: finnie@skitsap.wednet.edu
Subject: FW: WSPA Membership

Hey Finnie!

Can you please renew my membership?

Thanks!! :)

You... are... amazing!!!!!!!!!!!!!!

Jamie Monagle
Assistant Director of Human Resources
South Kitsap School District
2689 Hoover Ave. SE
Port Orchard, WA 98366
PH: 360-874-7071
FAX: 360-874-7076
EMAIL: monaglej@skitsap.wednet.edu
Join the South Kitsap Team!!

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

From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Thursday, September 01, 2016 12:17 AM
To: Monagle, Jamie
Subject: WSPA Membership

Greetings Monagle,

Your WSPA membership has expired as of August 31st. Please visit us at www.wspa.net to renew now. Your membership provides you with discounted registration fees to our most valuable events like the Law Conference, Annual Conference and WSPA webinars.

Thank you,

Washington School Personnel Association

From: pickard@skitsap.wednet.edu
Sent time: 09/01/2016 07:49:04 AM
To: finnie@skitsap.wednet.edu
Subject: FW: WSPA Membership

fyi

Brian

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

From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Thursday, September 01, 2016 12:17 AM
To: Pickard, Brian
Subject: WSPA Membership

Greetings Brian,

Your WSPA membership has expired as of August 31st. Please visit us at www.wspa.net to renew now. Your membership provides you with discounted registration fees to our most valuable events like the Law Conference, Annual Conference and WSPA webinars.

Thank you,

Washington School Personnel Association

From: Washington School Personnel Association <waspa@memberclicks-mail.net>
Sent time: 09/01/2016 12:16:36 AM
To: monaglej@skitsap.wednet.edu
Subject: WSPA Membership

Greetings Monagle,

Your WSPA membership has expired as of August 31st. Please visit us at www.wspa.net to renew now. Your membership provides you with discounted registration fees to our most valuable events like the Law Conference, Annual Conference and WSPA webinars.

Thank you,

Washington School Personnel Association

From: Washington School Personnel Association <waspa@memberclicks-mail.net>
Sent time: 09/01/2016 12:34:48 AM
To: finnie@skitsap.wednet.edu
Subject: WSPA Membership

Greetings Lynn,

Your WSPA membership has expired as of August 31st. Please visit us at www.wspa.net to renew now. Your membership provides you with discounted registration fees to our most valuable events like the Law Conference, Annual Conference and WSPA webinars.

Thank you,

Washington School Personnel Association

From: finnie@skitsap.wednet.edu
Sent time: 09/02/2016 08:16:38 AM
To: admin@wspsa.net
Subject: memberships

Good Morning,

I am asking for your help, I did not renew our memberships in time for the upcoming school year and I have several people that I put in. Is there a chance you can reactive me and I will activate all of us back in. Thank you,

Lynn

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: admin@wsapa.net
Sent time: 09/02/2016 09:16:18 AM
To: Finnie, Lynn <finnie@skitsap.wednet.edu>
Subject: RE: memberships

Lynn,

I would be happy to help! I have re-activated your account. I am so sorry for the trouble – I am working with our web host to find a way to give everyone a grace period after the new membership year opens before their accounts become inactive. I am hopeful we can resolve that soon!

Your account should now be accessible. Please let me know if you have any trouble logging in.

I would also be more than happy to process the renewal on your behalf if that would be convenient – just let me know the names of your staff members you would like to renew and I would be happy to process for you and issue an invoice. Just let me know how I may best be of service!

Thank you,

Jennifer

From: Finnie, Lynn [mailto:finnie@skitsap.wednet.edu]
Sent: Friday, September 02, 2016 8:17 AM
To: admin@wsapa.net
Subject: memberships

Good Morning,

I am asking for your help, I did not renew our memberships in time for the upcoming school year and I have several people that I put in. Is there a chance you can reactive me and I will activate all of us back in. Thank you,

Lynn

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: admin@wsapa.net
Sent time: 09/02/2016 10:14:06 AM
To: Finnie, Lynn <finnie@skitsap.wednet.edu>
Subject: RE: memberships
Attachments: Finnie_membership renewal South Kitsap SEPT 2016.pdf

Lynn,

It was a pleasure to speak to you this morning!

As discussed, I have replaced Christine with Coleen. I have submitted a membership renewal for your team and have attached the invoice for your reference.

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

Have a great day,

Jennifer

From: Finnie, Lynn [mailto:finnie@skitsap.wednet.edu]
Sent: Friday, September 02, 2016 9:56 AM
To: admin@wsapa.net
Subject: RE: memberships

Thank you Jennifer, I am in the process of adding people, I just want to confirm it's my username and password up top and then there information below, correct?

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: admin@wsapa.net [mailto:admin@wsapa.net]
Sent: Friday, September 02, 2016 9:16 AM
To: Finnie, Lynn <finnie@skitsap.wednet.edu>
Subject: RE: memberships

Lynn,

I would be happy to help! I have re-activated your account. I am so sorry for the trouble – I am working with our web host to find a way to give everyone a grace period after the new membership year opens before their accounts become inactive. I am hopeful we can resolve that soon!

Your account should now be accessible. Please let me know if you have any trouble logging in.

I would also be more than happy to process the renewal on your behalf if that would be convenient – just let me know the names of your staff members you would like to renew and I would be happy to process for you and issue an invoice. Just let me know how I may best be of service!

Thank you,

Jennifer

From: Finnie, Lynn [mailto:finnie@skitsap.wednet.edu]
Sent: Friday, September 02, 2016 8:17 AM
To: admin@wsapa.net

Subject: memberships

Good Morning,

I am asking for your help, I did not renew our memberships in time for the upcoming school year and I have several people that I put in. Is there a chance you can reactive me and I will activate all of us back in. Thank you,

Lynn

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



Invoice

Date	Invoice #
9/2/2016	10029

PO Box 1600
Anacortes, WA 98221

Bill To

South Kitsap School District
Attn: Accounts Payable
1962 Hoover Ave SE
Port Orchard, WA 98366

Quantity	Description	Rate	Amount
	FINNIE 2016-2017 WSPA Membership Dues	125.00	125.00
	POPCHOCK 2016-2017 WSPA Membership Dues	125.00	125.00
	DIEFFENBACH 2016-2017 WSPA Membership Dues	125.00	125.00
	MONAGLE 2016-2017 WSPA Membership Dues	125.00	125.00
	OLSON 2016-2017 WSPA Membership Dues	125.00	125.00
	PICKARD 2016-2017 WSPA Membership Dues	125.00	125.00
		Total	\$750.00
Phone #	Fax #	Web Site	Payments/Credits \$0.00
3608251415	253-736-0333	www.wspa.net	Balance Due \$750.00

From: finnie@skitsap.wednet.edu
Sent time: 09/02/2016 09:55:55 AM
To: admin@wsapa.net
Subject: RE: memberships

Thank you Jennifer, I am in the process of adding people, I just want to confirm it's my username and password up top and then there information below, correct?

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: admin@wsapa.net [mailto:admin@wsapa.net]
Sent: Friday, September 02, 2016 9:16 AM
To: Finnie, Lynn <finnie@skitsap.wednet.edu>
Subject: RE: memberships

Lynn,

I would be happy to help! I have re-activated your account. I am so sorry for the trouble – I am working with our web host to find a way to give everyone a grace period after the new membership year opens before their accounts become inactive. I am hopeful we can resolve that soon!

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I would also be more than happy to process the renewal on your behalf if that would be convenient – just let me know the names of your staff members you would like to renew and I would be happy to process for you and issue an invoice. Just let me know how I may best be of service!

Thank you,

Jennifer

From: Finnie, Lynn [mailto:finnie@skitsap.wednet.edu]
Sent: Friday, September 02, 2016 8:17 AM
To: admin@wsapa.net
Subject: memberships

Good Morning,

I am asking for your help, I did not renew our memberships in time for the upcoming school year and I have several people that I put in. Is there a chance you can reactive me and I will activate all of us back in. Thank you,

Lynn

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: Invoices <waspa@memberclicks-mail.net>
Sent time: 09/02/2016 10:11:17 AM
To: finnie@skitsap.wednet.edu
Subject: WSPA Invoice - Please Submit

INVOICE 10029

Washington School Personnel Association
PO Box 1600
Anacortes, WA 98221

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

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

Invoice # 10029
Invoice Date 09/02/2016
Invoice Due 10/02/2016

Amount Due \$750.00

Description	Amount
Active/District Membership Renewal	\$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.

[Privacy Policy](#)

Please do not reply. Replies to this address are not monitored.

From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 09/06/2016 07:59:10 AM
To: finnie@skitsap.wednet.edu
Subject: MEMBER REQUEST

Hello WSPA members! A few clean up items from last week, as member requests were delayed.

Also, Registration for Law Conference will be up momentarily! Get registered. Our theme is "Practice Makes Perfect - A Best Practice Seminar"

Now to member requests:

Bonnie Haley from La Conner School District is looking to find a packet/written process, etc for a district's process in screening and processing, in addition to the step in EDS and OSPI's Cert office, for emergency teaching substitute teacher requests.

Please send your response directly to: bhaley@lc.k12.wa.us

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

Thanks!

Curtis

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

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From: finnie@skitsap.wednet.edu
Sent time: 09/07/2016 12:11:12 PM
To: dieffenb@skitsap.wednet.edu
Subject: Law conference

Hi Misty,

I am asking for your permission to attend the WSPA law conference this year. I found it extremely valuable when I attended two years ago.

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: dieffenb@skitsap.wednet.edu
Sent time: 09/07/2016 02:55:31 PM
To: finnie@skitsap.wednet.edu
Subject: RE: Law conference

Let me think on it. I'm thinking about sending Jamie and Brian this year.

From: Finnie, Lynn
Sent: Wednesday, September 07, 2016 12:11 PM
To: Dieffenbach, Misty <dieffenb@skitsap.wednet.edu>
Subject: Law conference

Hi Misty,

I am asking for your permission to attend the WSPA law conference this year. I found it extremely valuable when I attended two years ago.

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: monaglej@skitsap.wednet.edu
Sent time: 09/13/2016 09:25:28 AM
To: patterst@skitsap.wednet.edu; dieffenb@skitsap.wednet.edu
Subject: HR Help

Hello!

I have just emailed WSPA, WASBO, ESD 112 and ESD 113 for help in finding someone!

I will let you know what responses I get ☺

Hope you are having fun in cabinet!

Jamie Monagle

Assistant Director of Human Resources

South Kitsap School District

2689 Hoover Ave. SE

Port Orchard, WA 98366

PH: 360-874-7071

FAX: 360-874-7076

EMAIL: monaglej@skitsap.wednet.edu

[Join the South Kitsap Team!!](#)

From: monaglej@skitsap.wednet.edu
Sent time: 09/13/2016 01:39:42 PM
To: admin@wspa.net
Subject: RE: South Kitsap School District HR Training Help

Thank you so much Jennifer!! We could really use the extra help ☺

Jamie Monagle

Assistant Director of Human Resources

South Kitsap School District

2689 Hoover Ave. SE

Port Orchard, WA 98366

PH: 360-874-7071

FAX: 360-874-7076

EMAIL: monaglej@skitsap.wednet.edu

[Join the South Kitsap Team!!](#)

From: admin@wspa.net [mailto:admin@wspa.net]
Sent: Tuesday, September 13, 2016 1:38 PM
To: Monagle, Jamie <monaglej@skitsap.wednet.edu>
Subject: RE: South Kitsap School District HR Training Help

Hello Jamie,

I have submitted your question to our executive director for input. I am hopeful we can connect you with some excellent trainers, resources, etc. I will forward any information just as soon as received.

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: Monagle, Jamie [mailto:monaglej@skitsap.wednet.edu]
Sent: Tuesday, September 13, 2016 9:24 AM
To: admin@wspa.net
Subject: South Kitsap School District HR Training Help

Greetings!

Our district is looking for some help on finding someone to come in and do some training with our HR Office Staff. We are hoping that you may be able to connect us with someone that may provide some support for our HR Specialists, such as a retire/rehire specialist that you are aware of that might want to do some contracting work.

We are hoping this individual can provide some basic HR Technical training as well as provide support to help our Specialist get caught up in their work.

Would you be able to point me in the right direction?

Thank you very much for any information you can provide!! ☺

Jamie Monagle

Assistant Director of Human Resources

South Kitsap School District

2689 Hoover Ave. SE

Port Orchard, WA 98366

PH: 360-874-7071

FAX: 360-874-7076

EMAIL: monaglej@skitsap.wednet.edu

Join the South Kitsap Team!!

From: admin@wspa.net
Sent time: 09/13/2016 01:38:24 PM
To: Monagle, Jamie <monaglej@skitsap.wednet.edu>
Subject: RE: South Kitsap School District HR Training Help

Hello Jamie,

I have submitted your question to our executive director for input. I am hopeful we can connect you with some excellent trainers, resources, etc. I will forward any information just as soon as received.

Thank you,

Jennifer

Jennifer Tottenham

Program Coordinator
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Phone: 360-825-1415/Fax: 253-736-0333
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From: Monagle, Jamie [mailto:monaglej@skitsap.wednet.edu]
Sent: Tuesday, September 13, 2016 9:24 AM
To: admin@wspa.net
Subject: South Kitsap School District HR Training Help

Greetings!

Our district is looking for some help on finding someone to come in and do some training with our HR Office Staff. We are hoping that you may be able to connect us with someone that may provide some support for our HR Specialists, such as a retire/rehire specialist that you are aware of that might want to do some contracting work.

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Would you be able to point me in the right direction?

Thank you very much for any information you can provide!! ☺

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Port Orchard, WA 98366
PH: 360-874-7071
FAX: 360-874-7076
EMAIL: monaglej@skitsap.wednet.edu
[Join the South Kitsap Team!!](#)

From: Melissa Kreuder <melissa.kreuder@esd112.org>
Sent time: 09/13/2016 10:31:27 AM
To: Monagle, Jamie <monaglej@skitsap.wednet.edu>
Subject: RE: South Kitsap School District HR Training

Hi Jamie,

I don't know of anyone off the top of my head. Have you thought about contacting WSPA/Curtis Leonard for resources?

-Melissa

Melissa Kreuder | Assistant Director
HR Operations & District Services
☎ HR Department 360.750.7503
☎ Direct Line 360.952.3328
2500 NE 65 Avenue, Vancouver, WA 98661



From: Monagle, Jamie [mailto:monaglej@skitsap.wednet.edu]
Sent: Tuesday, September 13, 2016 9:20 AM
To: Melissa Kreuder <melissa.kreuder@esd112.org>
Subject: South Kitsap School District HR Training

Morning Melissa!

Our district is looking for some help on finding someone to come in and do some training with our HR Office Staff. We are hoping that you may be able to connect us with someone that may provide some support for our HR Specialists, such as a retire/rehire specialist that you are aware of that might want to do some contracting work.

We are hoping this individual can provide some basic HR Technical training as well as provide support to help our Specialist get caught up in their work.

Would you be able to point me in the right direction?

Thank you very much for any information you can provide!! ☺

Jamie Monagle
Assistant Director of Human Resources
South Kitsap School District
2689 Hoover Ave. SE
Port Orchard, WA 98366
PH: 360-874-7071
FAX: 360-874-7076
EMAIL: monaglej@skitsap.wednet.edu
[Join the South Kitsap Team!!](#)

From: monaglej@skitsap.wednet.edu
Sent time: 09/13/2016 10:41:21 AM
To: melissa.kreuder@esd112.org
Subject: RE: South Kitsap School District HR Training

I did contact WSPA but I will reach out to Curtis specifically! Thanks for the advice 😊

Have a great rest of your day!

Jamie

From: Melissa Kreuder [mailto:melissa.kreuder@esd112.org]
Sent: Tuesday, September 13, 2016 10:31 AM
To: Monagle, Jamie <monaglej@skitsap.wednet.edu>
Subject: RE: South Kitsap School District HR Training

Hi Jamie,

I don't know of anyone off the top of my head. Have you thought about contacting WSPA/Curtis Leonard for resources?

-Melissa

Melissa Kreuder | Assistant Director
HR Operations & District Services
☎ HR Department 360.750.7503
☎ Direct Line 360.952.3328
2500 NE 65 Avenue, Vancouver, WA 98661



From: Monagle, Jamie [mailto:monaglej@skitsap.wednet.edu]
Sent: Tuesday, September 13, 2016 9:20 AM
To: Melissa Kreuder <melissa.kreuder@esd112.org>
Subject: South Kitsap School District HR Training

Morning Melissa!

Our district is looking for some help on finding someone to come in and do some training with our HR Office Staff. We are hoping that you may be able to connect us with someone that may provide some support for our HR Specialists, such as a retire/rehire specialist that you are aware of that might want to do some contracting work.

We are hoping this individual can provide some basic HR Technical training as well as provide support to help our Specialist get caught up in their work.

Would you be able to point me in the right direction?

Thank you very much for any information you can provide!! 😊

Jamie Monagle
Assistant Director of Human Resources
South Kitsap School District
2689 Hoover Ave. SE
Port Orchard, WA 98366
PH: 360-874-7071
FAX: 360-874-7076
EMAIL: monaglej@skitsap.wednet.edu
[Join the South Kitsap Team!!](#)

From: monaglej@skitsap.wednet.edu
Sent time: 09/13/2016 09:24:11 AM
To: admin@wspsa.net
Subject: South Kitsap School District HR Training Help

Greetings!

Our district is looking for some help on finding someone to come in and do some training with our HR Office Staff. We are hoping that you may be able to connect us with someone that may provide some support for our HR Specialists, such as a retire/rehire specialist that you are aware of that might want to do some contracting work.

We are hoping this individual can provide some basic HR Technical training as well as provide support to help our Specialist get caught up in their work.

Would you be able to point me in the right direction?

Thank you very much for any information you can provide!! ☺

Jamie Monagle
Assistant Director of Human Resources
South Kitsap School District
2689 Hoover Ave. SE
Port Orchard, WA 98366
PH: 360-874-7071
FAX: 360-874-7076
EMAIL: monaglej@skitsap.wednet.edu
[Join the South Kitsap Team!!](#)

From: Washington School Personnel Association <waspa@memberclicks-mail.net>
Sent time: 09/14/2016 10:20:16 AM
To: finnie@skitsap.wednet.edu
Subject: 2016 Law Conference Register Others 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: finnie@skitsap.wednet.edu
Sent time: 09/14/2016 10:30:01 AM
To: admin@wsipa.net
Subject: RE: memberships

Good Morning Jennifer, is it possible to give you a credit card number to clear our invoice for 750.00?

Lynn

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: admin@wsipa.net [mailto:admin@wsipa.net]
Sent: Friday, September 02, 2016 9:16 AM
To: Finnie, Lynn <finnie@skitsap.wednet.edu>
Subject: RE: memberships

Lynn,

I would be happy to help! I have re-activated your account. I am so sorry for the trouble – I am working with our web host to find a way to give everyone a grace period after the new membership year opens before their accounts become inactive. I am hopeful we can resolve that soon!

Your account should now be accessible. Please let me know if you have any trouble logging in.

I would also be more than happy to process the renewal on your behalf if that would be convenient – just let me know the names of your staff members you would like to renew and I would be happy to process for you and issue an invoice. Just let me know how I may best be of service!

Thank you,

Jennifer

From: Finnie, Lynn [mailto:finnie@skitsap.wednet.edu]
Sent: Friday, September 02, 2016 8:17 AM
To: admin@wsipa.net
Subject: memberships

Good Morning,

I am asking for your help, I did not renew our memberships in time for the upcoming school year and I have several people that I put in. Is there a chance you can reactive me and I will activate all of us back in. Thank you,

Lynn

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: finnie@skitsap.wednet.edu
Sent time: 09/14/2016 10:50:58 AM
To: admin@wsipa.net
Subject: Recall: memberships

Finnie, Lynn would like to recall the message, "memberships".

From: Washington School Personnel Association <waspa@memberclicks-mail.net>
Sent time: 09/15/2016 09:36:30 AM
To: monaglej@skitsap.wednet.edu
Subject: 2016 WSPA Law Conference Registration Form Submitted

Monagle,

Thank you for registering yourself to attend the 2016 School Law Conference.

This is your receipt for your registration.

Your information provided is as follows:

District: South Kitsap School District

Registrant Name: Monagle Jamie

Receipt Date: 09/15/2016 12:36:29

Receipt ID: 11260669

Total Payment Amount: \$250.00

If you chose the "Invoice Me" option you will receive your invoice through separate email. Once received please submit to your accounting department for payment.

Your Conference Materials will be available electronically. You will receive email notice closer to the start date of the conference with instructions on how to access those materials.

Thank you for your registration,

Washington School Personnel Association

[Privacy Policy](#)

From: admin@wsapa.net
Sent time: 09/15/2016 09:33:08 AM
To: Finnie, Lynn <finnie@skitsap.wednet.edu>
Subject: RE: memberships

Hi Lynn,

I am so sorry I missed you yesterday! I am calling now. If we do not connect, please call at your convenience: 360-825-1415.

Thank you,

Jennifer

From: Finnie, Lynn [mailto:finnie@skitsap.wednet.edu]
Sent: Wednesday, September 14, 2016 10:30 AM
To: admin@wsapa.net
Subject: RE: memberships

Good Morning Jennifer, is it possible to give you a credit card number to clear our invoice for 750.00?

Lynn

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: admin@wsapa.net [mailto:admin@wsapa.net]
Sent: Friday, September 02, 2016 9:16 AM
To: Finnie, Lynn <finnie@skitsap.wednet.edu>
Subject: RE: memberships

Lynn,

I would be happy to help! I have re-activated your account. I am so sorry for the trouble – I am working with our web host to find a way to give everyone a grace period after the new membership year opens before their accounts become inactive. I am hopeful we can resolve that soon!

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Thank you,

Jennifer

From: Finnie, Lynn [mailto:finnie@skitsap.wednet.edu]
Sent: Friday, September 02, 2016 8:17 AM
To: admin@wsapa.net
Subject: memberships

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Lynn

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: admin@wsapa.net
Sent time: 09/16/2016 09:20:25 AM
To: Monagle, Jamie <monaglej@skitsap.wednet.edu>
Subject: FW: South Kitsap School District HR Training Help

Hello Jamie,

Curtis Leonard, our executive director, suggested Lee Goetke, he is now retired, but does consulting for school districts. He may be reached at goekel@comcast.net

I will let you know as I receive more input!

Have a great weekend,

Jennifer

From: Monagle, Jamie [<mailto:monaglej@skitsap.wednet.edu>]
Sent: Tuesday, September 13, 2016 9:24 AM
To: admin@wsapa.net
Subject: South Kitsap School District HR Training Help

Greetings!

Our district is looking for some help on finding someone to come in and do some training with our HR Office Staff. We are hoping that you may be able to connect us with someone that may provide some support for our HR Specialists, such as a retire/rehire specialist that you are aware of that might want to do some contracting work.

We are hoping this individual can provide some basic HR Technical training as well as provide support to help our Specialist get caught up in their work.

Would you be able to point me in the right direction?

Thank you very much for any information you can provide!! ☺

Jamie Monagle
Assistant Director of Human Resources
South Kitsap School District
2689 Hoover Ave. SE
Port Orchard, WA 98366
PH: 360-874-7071
FAX: 360-874-7076
EMAIL: monaglej@skitsap.wednet.edu
[Join the South Kitsap Team!!](#)

From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 09/16/2016 07:22:13 AM
To: finnie@skitsap.wednet.edu
Subject: MEMBER REQUEST

Good Morning WSPA members!

A few member requests for your consideration. Thank you for your assistance in responding to these questions.

A quick reminder about Law Conference - registration is up and filling up fast. Register now at www.wspa.net. Now to our requests:

Laura Bradburn from Mukilteo School District is interested to know how you are helping your ESA staff obtain the Suicide Prevention Training that they need for certification?

Please send your response directly to: bradburnld@mukilteo.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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powered by  MemberClicks

From: monaglej@skitsap.wednet.edu
Sent time: 09/16/2016 05:01:48 PM
To: admin@wsapa.net
Subject: RE: South Kitsap School District HR Training Help

Thanks Jennifer!!

I put an email into him.

If anyone else pops up, let me know!

I appreciate the help ☺

From: admin@wsapa.net [mailto:admin@wsapa.net]
Sent: Friday, September 16, 2016 9:20 AM
To: Monagle, Jamie <monaglej@skitsap.wednet.edu>
Subject: FW: South Kitsap School District HR Training Help

Hello Jamie,

Curtis Leonard, our executive director, suggested Lee Goetke, he is now retired, but does consulting for school districts. He may be reached at goekel@comcast.net

I will let you know as I receive more input!

Have a great weekend,

Jennifer

From: Monagle, Jamie [mailto:monaglej@skitsap.wednet.edu]
Sent: Tuesday, September 13, 2016 9:24 AM
To: admin@wsapa.net
Subject: South Kitsap School District HR Training Help

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Port Orchard, WA 98366
PH: 360-874-7071
FAX: 360-874-7076
EMAIL: monaglej@skitsap.wednet.edu
[Join the South Kitsap Team!!](#)

From: pickard@skitsap.wednet.edu
Sent time: 09/23/2016 07:56:57 AM
To: LRiordan@cvsd.org
Cc: cleonard@WSPA.net
Subject: FW: MEMBER REQUEST
Attachments: Assistant Principal.docx Athletic Director Job Posting.docx

We had both positions this year, but they are two separate positions. Hope these help. The AD qualifications are a bit high and we had to modify a little.

Brian

Brian Pickard | Executive Director
School and Staff Support/Human Resources
South Kitsap School District
2689 Hoover Ave. SE | Port Orchard, WA 98366
Office: 360.874.7063 | pickard@skitsap.wednet.edu



“Constant kindness can accomplish much. As the sun makes ice melt, kindness causes misunderstanding, mistrust, and hostility to evaporate.” Albert Schweitzer (1875-1965) Philosopher, Physician, Nobel Peace Prize Winner *****This

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

From: waspa@memberclicks-mail.net [<mailto:waspa@memberclicks-mail.net>]
Sent: Friday, September 23, 2016 6:31 AM
To: Pickard, Brian <pickard@skitsap.wednet.edu>
Subject: MEMBER REQUEST

Last request of the week!

Lisa Riordan from Central Valley School District is looking for a job description for a High School Assistant Principal/Athletic Director.

Please send your response directly to: LRiordan@cvsd.org

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

Thanks,

Curtis

This email was sent to pickard@skitsap.wednet.edu by cleonard@wsapa.net

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

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Superintendent: Dr. Michelle Reid
Board of Directors: Greg Wall, President - Christopher Lemke, Vice President - Keith Garton - Patty Henderson - Rebecca Diehl

We invite you to apply for the position of
Assistant Principal
South Kitsap High School
If you share our commitment to dynamic and quality leadership,
we'd like to hear from you!

Professional Qualifications

- Valid Washington State Principal’s Certificate
- Master’s degree in educational administration or related field
- Minimum of five (5) years successful secondary school teaching or support experience
- Academic background in staff supervision, staff development, and curriculum instruction

Conditions of Employment

- This position is a **.50 FTE** and the total salary is a range of \$50,899 to \$56,396 which includes the District’s professional development stipends. A Doctorate is compensated an additional stipend of \$591.50.
- 260 scheduled work days annually, including 25 days of vacation, 12 holidays and 13 professional development days (to be pro-rated based on .50 FTE). Retirement, medical, dental, disability, and life insurance benefits are offered through the District’s designated providers.
- Washington State law requires all new employees to have a state and national fingerprint background check. The successful candidate will be employed on a conditional basis, subject to a satisfactory background check and approval by the Board of Directors.

Selection Timelines

Formal search initiated.....Wednesday, June 22, 2016
Closing date.....Wednesday, July 6, 2016

All materials must be received by 4:00 p.m. on Wednesday, July 6, 2016 for a candidate to receive consideration. Interviews for selected applicants are tentatively scheduled for the week of July 11, 2016.

The tentative date for approval from the Board of Directors is Wednesday, July 20, 2016. This is a continuing position beginning with the 2016-2017 school year and the start date is to be determined.

Application Process

To complete an online application, go to www.skitsap.wednet.edu, and select Employment Opportunities.

Direct questions to:

Assistant Superintendent for Human Resources

South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
(360) 874-7074
FAX: (360) 874-7076

A completed applicant file MUST include:

- Completed District Administrative Certificated Online Application
- Letter of Application
- Resume
- Copies of Transcripts (Unofficial)
- Copy of WA State Administrative Certificate
- Administrative Confidential Professional Reference Forms (2), Included within Application
- Completed Applicant Disclosure Statement, Included within Application
- 3 Letters of Reference

We Want an Assistant Principal Who Will:

- Provide instructional leadership and supervision for school staff, including evaluation of assigned staff.
- Act as a leader for the building's curriculum and instructional program, including the building's Special Education program, and working with staff, students, and parents to ensure a quality educational program offering.
- Understand the state testing program (SBAC) as well as other student assessment programs.
- Operate as a member of a professional learning community/collaborative school and district-level management team.
- Be responsible for student recognition and discipline activities for all students.
- Establish a commitment to the South Kitsap community and its students.
- Foster strong support and equal opportunities for all students.

The Individual Selected as Assistant Principal Will Have Successfully Demonstrated Knowledge, Skills, and Ability in the Following Areas:

- Facilitate diverse groups in the development, implementation, and assessment of curriculum and instructional programs for the high school.
- Communicate effectively with a wide variety of groups and persons with both similar and differing agendas.
- Effectively supervise and evaluate assigned staff.
- Encourage excellence in all students, with a strong focus on student achievement.
- Provide positive, energetic, and creative leadership.

- Effectively manage student discipline, as well as taking time to recognize excellent performers.
- Assist staff in matters of discipline, counseling, and communications with parents, other staff, and community agencies, groups, and community businesses.
- Work collaboratively with school security personnel to ensure a safe learning and working environment.
- Work with special procedures, including IEP's/504, and transition activities for High School students.

Position Information

Under the supervision of the Principal of South Kitsap High School, the Assistant Principal will be part of an administrative team responsible for the overall effectiveness of the high school program to ensure optimal educational opportunities and learning experiences for all students at South Kitsap High School.

South Kitsap School District

South Kitsap School District is the second-largest school district in Kitsap County and serves nearly 10,500 students within its 360 square miles. Our strategic goals focus on establishing uniformly high standards to meet the needs of all learners, effectively involving parents and community, and retaining quality staff. The District's sixteen schools include ten elementary schools, one middle school, two junior highs, one school of choice, one alternative learning center, and one three-year comprehensive high school. As the largest employer in Port Orchard, South Kitsap School District is proud to have knowledgeable, talented, and dedicated staff among the 1,165 employees, 683 of whom are teachers.

South Kitsap High School

South Kitsap High School encompasses 337,932 square feet with the current student population at over 2,400 students. A regional school, South Kitsap is the only public high school serving Port Orchard and the southern point of Kitsap County. Currently, it has the highest student population in the state of Washington.

South Kitsap High School has a rich tradition of offering a wide variety of courses to challenge and mold our students. The high school exceeds the basic education requirements, including strong vocational education, technology, and advanced placement courses. This year, South Kitsap High School staff has embraced collaboration as a way to discuss common educational goals and assessments for students.

Geographic Location

Located between the blue waters of Puget Sound and the spectacular peaks of the Olympic Range and the Cascade Mountains, the area offers some of the finest recreational opportunities found anywhere in the country. Close to the urban amenities of Seattle, it offers the lifestyle and values of a small community.

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

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

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

Positions close at 4:00 p.m. on the final day of posting. Your online application, all supporting documents, must be submitted by the closing date for an applicant to be considered for a position.

If you need assistance with this process, please contact Human Resources at (360) 874-7074.

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

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

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

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

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

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

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

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

Board of Directors: Greg Wall, President - Christopher Lemke, Vice-President - Keith Garton
- Patty Henderson - Rebecca Diehl

Superintendent: Michelle Reid, Ed.D.

South Kitsap School District

Invites you to apply for the position of

District Director of Athletics

If you share our commitment to dynamic and quality leadership, we'd like to hear from you!

Professional Qualifications

MINIMUM QUALIFICATIONS:

Education and Experience

- Bachelor's Degree in Education
- Five years of secondary school teaching and coaching experience
- Five years of experience as a school district or high school athletic director preferred
- NIAAA Certified Athletic Administrator (CAA) Certification
- Valid Washington State Administrative Certificate

PREFERRED QUALIFICATIONS:

- Master's Degree in Education or Sports Administration (assumes Bachelor's in Education)
- Ten years of secondary school teaching and coaching experience
- NIAAA Certified Master Athletic Administrator (CMAA) Certification (or obtain within the first two years of employment)

Conditions of Employment

- Total salary is a range of \$97,505 to \$107,908 which includes the District's professional development stipends. A Doctorate is compensated an additional stipend of \$1,183.
- 260 scheduled workdays annually, including 25 days of vacation, 12 holidays and 13 professional development days. Retirement, medical, dental, disability, and life insurance benefits are offered through the District's designated providers.
- District Athletic Director will report to the Superintendent or their designee at the district level.
- Washington State law requires all new employees to have a state and national fingerprint background check. The successful candidate will be employed on a conditional basis, subject to a satisfactory background check and approval by the Board of Directors.

Selection Timelines

Formal search initiated.....June 17, 2016

Closing date.....July 8, 2016

ALL materials must be received by 4:00 p.m. on July 8, 2016 for a candidate to

receive consideration. Interviews for selected applicants are tentatively set for the week of July 11, 2016.

The tentative start date is pending Board approval.

Application Process

To complete an online application, go to www.skitsap.wednet.edu, and select Employment Opportunities.

Direct questions to:

Misty Dieffenbach, Assistant Superintendent for Human Resources
South Kitsap School District
2689 Hoover Avenue SE
Port Orchard, WA 98366
360.874.7074
Fax: 360.874.7076

A completed applicant file MUST include:

- Completed District Administrative Certificated Online Application
- Letter of Application
- Resume
- Copies of Transcripts (Unofficial)
- Copy of WA State Administrative Certificate
- Administrative Confidential Professional Reference Forms (2), Included within Application
- Completed Applicant Disclosure Statement, Included within Application
- 3 Letters of Reference

The Director of Athletics Will:

- Provide leadership and guidance for the school district athletics program.
- Provide leadership for middle school and junior high athletic and activity programs.
- Be collaborative in his/her leadership style.
- Be an effective leader and strong advocate for the District's goals and vision.
- Operate with genuine concern for the welfare of all students, staff, parents, and the community.
- Participate in the selection, supervision, and evaluation of all district coaching staff.
- Develop and maintain strong working relationships with coaches, advisors, and those staff responsible for implementing or supervising student athletic programs at the high school and middle school level.
- Be willing to work a flexible and extended schedule to provide for supervision of after school and weekend athletic programs.
- Subscribe to a shared decision-making model.
- Commit to building partnerships with parents and the community.
- Maintain an open-door policy for parents, students, staff, and community.
- Effectively represent the District, students, and staff at the state, league and district level.

The Individual Selected as Director of Athletics Will Have Successfully Demonstrated the Ability to:

- Promote and model a positive student-centered learning environment.

- Be a skilled communicator and foster effective communication among staff, parents, and community.
- Participate and support professional shared decision making.
- Implement requirements of Title IX and other federal, state, and local laws and regulations that affect student athletic programs.
- Work cooperatively and effectively to provide access to school facilities for community use in a timely and organized manner, including the scheduling of school sites for community athletic use.
- Provide technical assistance to the junior high schools' athletic programs.
- Be willing to work a flexible and extended schedule to provide for supervision of after school and weekend athletic programs and/or events.
- Manage the athletic budget.
- Monitor and comply with WIAA regulations and coaching standards.
- Actively supervise athletic events.

South Kitsap School District

South Kitsap School District is the second-largest school district in Kitsap County and serves nearly 10,500 students within its 360 square miles. Our strategic goals focus on establishing uniformly high standards to meet the needs of all learners, effectively involving parents and community, and retaining quality staff. The District's sixteen schools include ten elementary schools, one middle school, two junior highs, one school of choice, one alternative learning center, and one three-year comprehensive high school. As the largest employer in Port Orchard, South Kitsap School District is proud to have knowledgeable, talented, and dedicated staff among the 1,165 employees, 683 of whom are teachers.

South Kitsap High School

South Kitsap High School encompasses 337,932 square feet with the current student population at over 2,400 students. A regional school, South Kitsap is the only public high school serving Port Orchard and the southern points of Kitsap County. Currently, it has the highest student population in the state of Washington. In the last two years, we have been State Champs for Baseball and Boys' Track and Field.

South Kitsap High School has a rich tradition of offering a wide variety of courses to challenge and mold our students. The high school exceeds the basic education requirements, including strong vocational education, technology, and advanced placement courses. This year, South Kitsap High School staff has embraced collaboration as a way to discuss common educational goals and assessments for students.

South Kitsap High School has a wide variety of WIAA 4A classification activities and athletic pursuits. Students can choose to participate in fall, winter and spring athletic programs. South Kitsap is recognized as one of the outstanding school districts in Washington State. It is also a terrific place to work and live!

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

Submitting and completing your online application and applying to open positions ensures immediate availability of your data to our hiring administrators. **ONLY THOSE APPLICANTS WITH COMPLETE AND CURRENT APPLICATIONS** will be considered. Positions close at 4:00 p.m. on the final day of posting. Your online application, all supporting documents, must be submitted by the closing date for an applicant to be considered for a position.

If you need assistance with this process, please contact Human Resources at (360) 874-

7074. Mr. Jim Meyerhoff will be facilitating this process for the district and can be contacted personally with questions at (253)848-1735 or by email at jmeyerho@msn.com.

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

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

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

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

South Kitsap School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services, and activities. For information regarding translational bilingual education programs, contact the Executive Director of Teaching and Learning at (360) 874-7050. All Employees are required to furnish proof of identity and employment authorization status. The South Kitsap School District is committed to providing a drug-free, tobacco-free environment for all persons- students, community and staff.

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

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 09/23/2016 01:01:45 PM
To: finnie@skitsap.wednet.edu
Subject: Registration now open: Fall HELP Writing Workshop

Hello WSPA members,

Registration is now open for the HELP Fall Session - *Writing Skills for Human Resources*. This workshop is open to all WSPA members. You do not need to be a HELP participant to attend.

This workshop provides three sessions to choose from:

Session I - Basic Human Resources Writing

Session II - Human Resources Legal Writing

Session III - How to Conduct a Workplace Investigation and Document your Findings

WSPA Members: \$150

Your registration includes lunch, refreshments, clock hours, and course materials.

HELP Participants: This event is included in your HELP tuition. There is no additional fee to attend and you do not need to complete a registration form. Please let Jane Rausch know if you will NOT be attending. jrausch@wspace.net

HELP Fall Session - *Writing Skills for Human Resources*

- Tuesday, October 25, 2016
- Puget Sound Educational Service District
- 9:00 am - 3:00 pm

Please visit our website for more information and to register online: <http://www.wspace.net/h-e-l-p>

Thank you,

Washington School Personnel Association

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

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 09/28/2016 07:02:22 AM
To: finnie@skitsap.wednet.edu
Subject: Registration now open: Fall HELP Writing Workshop

Hello WSPA members,

Registration is now open for the HELP Fall Session - *Writing Skills for Human Resources*. This workshop is open to all WSPA members. You do not need to be a HELP participant to attend.

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HELP Fall Session - *Writing Skills for Human Resources*

- Tuesday, October 25, 2016
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- 9:00 am - 3:00 pm

Please visit our website for more information and to register online: <http://www.wspace.net/h-e-l-p>

Thank you,

Washington School Personnel Association

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 09/28/2016 07:01:38 AM
To: monaglej@skitsap.wednet.edu
Subject: Registration now open: Fall HELP Writing Workshop

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This email was sent to monaglej@skitsap.wednet.edu by admin@wspace.net

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From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 09/30/2016 09:17:26 AM
To: finnie@skitsap.wednet.edu
Subject: MEMBER REQUEST

Greetings WSPA Members!

It is that time again. A few member requests for your review.

Quick reminder to register for School Law Conference, we are only a few weeks away! Register at www.wspa.net

Now, on to the requests:

Shannon Sturm from Marysville School District would like to know:

- Are any Districts that are using digital/electronic fingerprint equipment/software, and if so, what equipment/software do you use?

Please send your response directly to: shannon_sturm@msvl.k12.wa.us

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: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 09/30/2016 07:01:44 AM
To: finnie@skitsap.wednet.edu
Subject: Registration now open: Employee Misconduct and Investigations

Dear WSPA members,

Registration is now open for our upcoming **Employee Misconduct and Investigations Workshops:**

November 4, 2016 - TUKWILA

- 9:00 am - 2:30 pm
- DoubleTree Suites by Hilton at Southcenter
- Tukwila, Washington

November 22, 2016 - SPOKANE

- 9:00 am - 2:30 pm
- North East Washington Educational Service District 101
- Spokane, Washington

This workshop will cover the basics of employee discipline and misconduct investigations. This session includes discussion from sample cases, hypothetical and real-life examples, along with practical tips and guidance for dealing with a range of discipline and conduct issues.

- 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 Weinergarten rights
- Conducting Loudermill hearings
- Preparing for termination hearings
- Principals of just cause

Member pricing: \$ 150

Non-member price: \$200

Registration includes clock hours, course materials, refreshments, and lunch

Please visit our website for more information and to register online: <http://www.wspa.net/employee-discipline-and-misconduct-investigations>

Thank you,

Washington School Personnel Association

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Sent time: 09/30/2016 07:01:26 AM
To: monaglej@skitsap.wednet.edu
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Thank you,

Washington School Personnel Association

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From: olsonla@skitsap.wednet.edu
Sent time: 10/03/2016 08:58:20 AM
To: monaglej@skitsap.wednet.edu; dieffenb@skitsap.wednet.edu
Cc: popochoc@skitsap.wednet.edu
Subject: RE: Irene Montgomery

You could also throw this out as a question for Leonard Curtis' to email out to WSPA members in his weekly "Member Request" emails.

Lalaina Olson
HR Specialist
South Kitsap School District
Ph: 360-874-7083
Fax: 360-874-7076
Email: olsonla@skitsap.wednet.edu
[Join our South Kitsap Team!](#)

From: Monagle, Jamie
Sent: Monday, October 03, 2016 8:52 AM
To: Dieffenbach, Misty <dieffenb@skitsap.wednet.edu>; Olson, Lalaina <olsonla@skitsap.wednet.edu>
Cc: Popochock, Coleen <popochoc@skitsap.wednet.edu>
Subject: RE: Irene Montgomery

Do we have to evaluate her or is it a district choice? If it is our choice, I would rather just let her work the year as a favor to us and then she is done.

This might be a good question for our Large User Group Meeting to see how other districts evaluate retirees/rehires, if at all!! I will email Michelle to put it on the agenda!

From: Dieffenbach, Misty
Sent: Monday, October 03, 2016 8:45 AM
To: Olson, Lalaina <olsonla@skitsap.wednet.edu>; Monagle, Jamie <monaglej@skitsap.wednet.edu>
Cc: Popochock, Coleen <popochoc@skitsap.wednet.edu>
Subject: RE: Irene Montgomery

I guess I'm challenging that their contract definitions shouldn't be the same ☺. The evals is gray... so if there is a way to make retire/rehire evals work in the staff members favor, I think we should.

From: Olson, Lalaina
Sent: Monday, October 3, 2016 8:44 AM
To: Dieffenbach, Misty; Monagle, Jamie
Cc: Popochock, Coleen
Subject: RE: Irene Montgomery

The evaluation for LR and Retirees is the same. It's a summative version, which I know is less intensive than the regular TPEP Comprehensive evals, but I have not seen the actual evaluations so I'm now sure how detailed it is. I believe Stephanie knows where to access the evals for examples.

Lalaina Olson
HR Specialist
South Kitsap School District
Ph: 360-874-7083
Fax: 360-874-7076
Email: olsonla@skitsap.wednet.edu
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From: Dieffenbach, Misty
Sent: Monday, October 03, 2016 8:16 AM
To: Monagle, Jamie <monaglej@skitsap.wednet.edu>
Cc: Olson, Lalaina <olsonla@skitsap.wednet.edu>; Popochock, Coleen <popochoc@skitsap.wednet.edu>
Subject: RE: Irene Montgomery

I don't think we skip the evaluation placement for LR contracts. However, she's not a LR contract, she's a retire/rehire. She can do a different kind of evaluating. A true retire rehire probably doesn't need to be evaluated, or could maybe be done on the old forms. **ANYONE** we would offer continuing from a long term sub contract would need to be evaluated, so the people waiting to start programs to get emergency certs.

From: Monagle, Jamie
Sent: Monday, October 03, 2016 8:04 AM
To: Dieffenbach, Misty <dieffenb@skitsap.wednet.edu>
Cc: Olson, Lalaina <olsonla@skitsap.wednet.edu>; Popochock, Coleen <popochoc@skitsap.wednet.edu>
Subject: FW: Irene Montgomery
Importance: High

Hey Misty,

I have a question regarding Irene Montgomery who is a retire/rehire that is helping our as a LR for this year at OH.

She is not wanting to sign her LR contract since she does not want to go through an evaluation process when she is helping us out for the year and will not be returning after this June. She is inquiring whether to be a LT Sub or remain a LR teacher.

My question is if we are required to evaluate her or if we could skip the evaluating process since she is not a continuing teacher and we are the ones that approached her with coming back for the year?

If we are required to evaluate her if she remains a LR teacher, could we move her to the LT Sub plan and be able to skip the evaluation process?

The girls and I are not sure how we handle our LT Subs in regards to evaluating. We have set them up to be treated like a normal cert in which they would be evaluated but realize that LT Subs do not get evaluated. How should we treat the folks?? I know some would like to begin the evaluated process since they are working towards getting their certificate but then some who have no intention of getting their certificate would not like to be.

Thanks for clearing this up for us!! ☺

Jamie

From: Lamoureux, Stephanie
Sent: Friday, September 30, 2016 5:02 PM
To: Monagle, Jamie <monaglej@skitsap.wednet.edu>
Subject: Irene Montgomery
Importance: High

Hi!

Irene stopped by this afternoon and she has MANY questions/concerns and needs further assistance before signing her LR and supplemental contracts for 2016-2017.

She asked if you would please contact her on Monday.

Thank you,

Stephanie Lamoureux
HR Specialist – Classified and Certificated Support
Human Resources
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
360.874.7079
Email: lamoures@skitsap.wednet.edu

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 10/05/2016 07:02:10 AM
To: finnie@skitsap.wednet.edu
Subject: Reminder: School Law Conference Registration

Dear WSPA members,

The 2016 School Law Conference is right around the corner -- if you have not yet registered, there is still time to register now!

School Law Conference 2016 - *"Practice Makes Perfect, a Best Practices Seminar."*

This conference will be held October 17-18, 2016 at the DoubleTree Suites by Hilton at Southcenter.

We encourage you to attend this valuable and informative conference. Each day will provide relevant and useful information presented by some of Washington State's most prestigious and experienced law firms. Session topics will include best practices in a variety of areas, including:

- Non-renewals
- Documenting performance issues in eVal
- Managing sexually aggressive students
- Last-chance agreements
- Demands to bargain
- Legislative impacts on bargaining
- Handling employee attendance issues
- Employee mental health accommodations
- Responding to Public Records Requests in light of recent cases
- Appropriately documenting disciplinary issues
- Employee use of social media
- Title IX checklist
- Implementing new overtime regulations
- School law case updates
- Hostile working environments
- And more!

Take advantage of early bird pricing by registering before September 30th. [Please click here to register online](#) and for more conference information.

We look forward to seeing you there!

Thank you,

Washington School Personnel Association

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

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 10/07/2016 07:02:10 AM
To: finnie@skitsap.wednet.edu
Subject: Registration now open: Employee Misconduct and Investigations

Dear WSPA members,

Registration is now open for our upcoming **Employee Misconduct and Investigations Workshops:**

November 4, 2016 - TUKWILA

- 9:00 am - 2:30 pm
- DoubleTree Suites by Hilton at Southcenter
- Tukwila, Washington

November 22, 2016 - SPOKANE

- 9:00 am - 2:30 pm
- North East Washington Educational Service District 101
- Spokane, Washington

This workshop will cover the basics of employee discipline and misconduct investigations. This session includes discussion from sample cases, hypothetical and real-life examples, along with practical tips and guidance for dealing with a range of discipline and conduct issues.

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- Principals of just cause

Member pricing: \$ 150

Non-member price: \$200

Registration includes clock hours, course materials, refreshments, and lunch

Please visit our website for more information and to register online: <http://www.wspa.net/employee-discipline-and-misconduct-investigations>

Thank you,

Washington School Personnel Association

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From: admin@wsa.net
Sent time: 10/13/2016 01:41:05 PM
To: admin@wsa.net
Cc: cleonard@wsa.net
Subject: School Law Conference Presentation Materials and Agenda
Attachments: 2016 Law Conference Agenda.pdf

Dear Law Conference attendees,

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

All conference materials will be available electronically for your review.

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

You can find the link to the conference materials on the Law Conference page at: <http://www.wsa.net/law-conference>

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

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

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

We look forward to seeing you next week.

Thank you,

Jennifer Tottenham

Jennifer Tottenham

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



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**WASHINGTON SCHOOLS
RISK MANAGEMENT POOL**

2016 School Law Conference Agenda

Practice Makes Perfect: Best Practice Seminar

Monday, October 17, 2016			
Schedule	Ballroom	Monterey Room	Summit Room
7:30 am	Registration begins in Foyer		
Breakfast Keynote 8:00-9:00	Teacher Shortage and Statewide Recruitment Bob Butts, <i>OSPI</i> Robyn Chastain, <i>Kennewick School District</i>		
Session 1 9:15-10:30	Best Practices for Title IX: Mark O'Donnell, <i>Preg O'Donnell</i> , Mallory Sullivan, <i>OSPI</i> Shannon McMinimee, <i>The Law Office of Shannon M. McMinimee</i>	Effective Use of Last Chance Agreements Lorraine Wilson, <i>Porter, Foster & Rorick</i>	Satan Clubs and Other Student Groups Duncan Fobes, <i>Patterson Buchanan</i>
Session 2 10:40-11:55	Buses, Bathrooms and Locker Rooms: Recognizing Risk in Supervision Charles Leitch, <i>Patterson Buchanan</i>	Non-renewals Under the New Evaluation System Parker Howell, <i>Porter, Foster & Rorick</i>	Bargaining Interests for the District Sheryl Moore, <i>Renton School District</i>
Lunch 12:15-12:45			
Keynote 12:45-2:05	The Year in Review/Legal Updates Chuck Lind, <i>Patterson Buchanan</i>		
Session 3 2:15-3:30	Legislative Impacts on Bargaining Buzz Porter, <i>Porter, Foster & Rorick</i>	Avoid the "Oh Shoot" Moment: An Update on Responding to Public Records Requests Mike Kitson, <i>Patterson Buchanan</i>	Putting your Best Foot Forward: Responding to Boundary Invasions Sam Chalfant, <i>Curran Law Firm</i>
Hosted Reception – Patterson, Buchanan, Fobes & Leitch			
Tuesday, October 18, 2016			
Breakfast Keynote 8:00-9:30	Candidates for State Superintendent Erin Jones and Chris Reykdal		
Session 4 9:40-10:55	Getting to... Getting to Yes: How to Chart and Prepare Before you Bargain Paul Clay, <i>Stevens Clay</i> Tennille Jeffries-Simmons, <i>Spokane School District</i>	Managing District Use of Social Media Tim Reynolds, <i>Porter, Foster & Rorick</i>	Documentation in Employee Discipline Don Austin, <i>Patterson Buchanan</i>
Session 5 11:00-12:15	Disability Accommodations: What to do When Your HR Action Causes Mental Health Issues Sarah Schulte and Angie Marshlain, <i>Patterson Buchanan</i>	Documenting Performance Issues Using New-Fangled Apps and Software (i.e. eVal, iObservation, etc) Paul Clay, <i>Stevens Clay</i> Kim Harmon, <i>Spokane School District</i>	Handling Sexually Aggressive Students Rick Kaiser, <i>Law Offices of Richard Kaiser</i>
Lunch Keynote 12:25-1:25	WSPA Bargaining Roundtable		
Session 6 1:35-2:50	Responding to Demands to Bargain Rachel Miller, <i>Porter, Foster & Rorick</i>	Handling Hostile Working Environment Allegations: From the Offended to the Offensive Emma Gillespie and John Lee, <i>Preg O'Donnell</i>	Common Mistakes in Employee Investigations Curtis Leonard, <i>WSPA</i>

Location: DoubleTree Suites by Hilton – 16500 Southcenter Parkway, Seattle, WA 98188

From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 10/14/2016 10:20:16 AM
To: finnie@skitsap.wednet.edu
Subject: MEMBER REQUEST

HELLO WSPA MEMBERS!

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

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

Please send your responses directly to: blong@finleypsd.org

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

Thanks,

Curtis

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

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From: olsonla@skitsap.wednet.edu
Sent time: 10/15/2016 03:51:36 PM
To: blong@finleysd.org
Cc: cleonard@wspa.net
Subject: RE: MEMBER REQUEST

Hi Bryan,

South Kitsap School district requires a 4 year degree for Emergency Cert Subs.

Lalaina Olson
HR Specialist
South Kitsap School District
Ph: 360-874-7083
Fax: 360-874-7076
Email: olsonla@skitsap.wednet.edu
[Join our South Kitsap Team!](#)

From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Friday, October 14, 2016 10:19 AM
To: Olson, Lalaina <olsonla@skitsap.wednet.edu>
Subject: MEMBER REQUEST

HELLO WSPA MEMBERS!

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

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

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Thanks,

Curtis

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From: monaglej@skitsap.wednet.edu
Sent time: 10/17/2016 08:12:38 AM
To: admin@wspa.net
Subject: Automatic reply: Law Conference Morning Keynote Survey

Greetings!

I am currently out of the office and will be returning on Wednesday, October 19th, 2016.

Please call Lalaina Olson at 360-874-7083 or Coleen Popochock at 360-874-7077 if you need assistance.

Thanks and have a great day!!

From: admin@wspsa.net
Sent time: 10/17/2016 08:12:29 AM
To: admin@wspsa.net
Subject: FW: Law Conference Morning Keynote Survey

Hello Law Conference attendees,

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

Thank you.

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 10/19/2016 07:02:26 AM
To: finnie@skitsap.wednet.edu
Subject: Registration now open: Employee Misconduct and Investigations

Dear WSPA members,

Registration is now open for our upcoming **Employee Misconduct and Investigations Workshops:**

November 4, 2016 - TUKWILA

- 9:00 am - 2:30 pm
- DoubleTree Suites by Hilton at Southcenter
- Tukwila, Washington

November 22, 2016 - SPOKANE

- 9:00 am - 2:30 pm
- North East Washington Educational Service District 101
- Spokane, Washington

This workshop will cover the basics of employee discipline and misconduct investigations. This session includes discussion from sample cases, hypothetical and real-life examples, along with practical tips and guidance for dealing with a range of discipline and conduct issues.

- Employee discipline, ranging from letters of direction to termination
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- Defining Weinergarten rights
- Conducting Loudermill hearings
- Preparing for termination hearings
- Principals of just cause

Member pricing: \$ 150

Non-member price: \$200

Registration includes clock hours, course materials, refreshments, and lunch

Please visit our website for more information and to register online: <http://www.wspa.net/employee-discipline-and-misconduct-investigations>

Thank you,

Washington School Personnel Association

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

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From: admin@wspsa.net
Sent time: 10/19/2016 02:29:42 PM
To: admin@wspsa.net
Subject: School Law Conference -- thank you, clock hours, CLE's and event survey
Attachments: 2016 Law Conference Clock Hour Form.pdf

Hello,

Thank you for attending the 2016 School Law Conference!

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

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

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

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

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

Thank you,

The Washington School Personnel Association

Jennifer Tottenham

Program Coordinator
Washington School Personnel Association
PO Box 1600 Anacortes, Washington 98221
Phone: 360-825-1415/Fax: 253-736-0333
<http://www.wspsa.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: 2016 WSPA WSRMP School Law Conference		Name of Instructors:
Total Number of Clock Hours Available 11.25	First Day of Class/Offering 10/17/2016	Last Day of Class/Offering 10/18/2016
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>	
	<u>10/18/2016</u>
Original Signature of Class Sponsor/Instructor	Date

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

From: monaglej@skitsap.wednet.edu
Sent time: 10/24/2016 10:22:26 AM
To: finnie@skitsap.wednet.edu
Subject: FW: Registration now open: Employee Misconduct and Investigations
Attachments: image001.png

Hey Finnie,

Could you please sign me up for this training??

Thanks love,

Jamie

From: Pickard, Brian
Sent: Monday, October 24, 2016 10:00 AM
To: Monagle, Jamie
Cc: Finnie, Lynn
Subject: FW: Registration now open: Employee Misconduct and Investigations

Jamie,

Misty would like for you to attend this training.

Brian

Brian Pickard | Executive Director
School and Staff Support/Human Resources
South Kitsap School District
2689 Hoover Ave. SE | Port Orchard, WA 98366
Office: 360.874.7063 | pickard@skitsap.wednet.edu
[*] "Constant kindness can accomplish much. As the sun makes ice melt, kindness causes misunderstanding, mistrust, and hostility to evaporate." Albert Schweitzer (1875-1965)
Philosopher, Physician, Nobel Peace Prize Winner*****This This electronic message transmission contains information from South Kitsap School District that may be proprietary, confidential and/or privileged. The information is intended only for the use of the individual(s) or entity named above. If you are not the intended recipient, be aware that any disclosure, copying or distribution or use of the contents of this information is prohibited. If you have received this electronic transmission in error, please notify the sender immediately by replying to the address listed in the "From:" field.

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- * Preparing for termination hearings
- * Principals of just cause

Member pricing: \$ 150

Non-member price: \$200

Registration includes clock hours, course materials, refreshments, and lunch

Please visit our website for more information and to register online:

<http://www.wspa.net/employee-discipline-and-misconduct-investigations>

Thank you,

Washington School Personnel Association

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

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[<http://waspa.memberclicks.net/message2/image/78387e73-f78c-43a8-b5ea-ebb9edd44d54>]



From: pickard@skitsap.wednet.edu
Sent time: 10/24/2016 10:00:57 AM
To: monaglej@skitsap.wednet.edu
Cc: finnie@skitsap.wednet.edu
Subject: FW: Registration now open: Employee Misconduct and Investigations

Jamie,

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Brian

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School and Staff Support/Human Resources
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2689 Hoover Ave. SE | Port Orchard, WA 98366
Office: 360.874.7063 | pickard@skitsap.wednet.edu



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[investigations](#)

Thank you,

Washington School Personnel Association

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From: monaglej@skitsap.wednet.edu
Sent time: 10/24/2016 10:34:52 AM
To: pickard@skitsap.wednet.edu
Subject: RE: Registration now open: Employee Misconduct and Investigations
Attachments: image001.png

Thanks Brian,

Sounds good :)

Jamie

From: Pickard, Brian
Sent: Monday, October 24, 2016 10:00 AM
To: Monagle, Jamie
Cc: Finnie, Lynn
Subject: FW: Registration now open: Employee Misconduct and Investigations

Jamie,

Misty would like for you to attend this training.

Brian

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[<http://waspa.memberclicks.net/message2/image/78387e73-f78c-43a8-b5ea-ebb9edd44d54>]



From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 10/24/2016 07:02:40 AM
To: finnie@skitsap.wednet.edu
Subject: Registration now open: Employee Misconduct and Investigations

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From: Washington School Personnel Association <waspa@memberclicks-mail.net>
Sent time: 10/25/2016 08:00:01 AM
To: finnie@skitsap.wednet.edu
Subject: Employee Discipline and Misconduct Investigations Workshop 2016 -- REGISTER OTHERS Form Submitted

Greetings,

Thank you for registering other district personnel to attend the Employee Discipline and Misconduct Investigations 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

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From: olsonla@skitsap.wednet.edu
Sent time: 10/25/2016 09:38:45 AM
To: monaglej@skitsap.wednet.edu
Subject: FW: Registration now open: Employee Misconduct and Investigations

I'm not sure if you are getting this too, but this sounds more like the kind of workshop you were looking for.

Lalaina Olson
HR Specialist
South Kitsap School District
Ph: 360-874-7083
Fax: 360-874-7076
Email: olsonla@skitsap.wednet.edu
[Join our South Kitsap Team!](#)

From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Monday, October 24, 2016 7:03 AM
To: Olson, Lalaina <olsonla@skitsap.wednet.edu>
Subject: Registration now open: Employee Misconduct and Investigations

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Thank you,

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

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From: olsonla@skitsap.wednet.edu
Sent time: 10/25/2016 09:43:46 AM
To: monaglej@skitsap.wednet.edu
Subject: RE: Registration now open: Employee Misconduct and Investigations

Oh good. Yes, I had a great birthday and extra day off!

See you tomorrow.

Lalaina Olson
HR Specialist
South Kitsap School District
Ph: 360-874-7083
Fax: 360-874-7076
Email: olsonla@skitsap.wednet.edu
Join our South Kitsap Team!

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

From: Monagle, Jamie
Sent: Tuesday, October 25, 2016 9:42 AM
To: Olson, Lalaina
Subject: RE: Registration now open: Employee Misconduct and Investigations

You are amazing!

Finnie already signed me up!

I am pretty much coming to terms that I will never get any work done again ha ha!!

Hope your birthday was fantastic!!

From: Olson, Lalaina
Sent: Tuesday, October 25, 2016 9:38 AM
To: Monagle, Jamie
Subject: FW: Registration now open: Employee Misconduct and Investigations

I'm not sure if you are getting this too, but this sounds more like the kind of workshop you were looking for.

Lalaina Olson
HR Specialist
South Kitsap School District
Ph: 360-874-7083
Fax: 360-874-7076
Email: olsonla@skitsap.wednet.edu
Join our South Kitsap Team!

From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Monday, October 24, 2016 7:03 AM
To: Olson, Lalaina
Subject: Registration now open: Employee Misconduct and Investigations

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Thank you,

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This email was sent to olsonla@skitsap.wednet.edu by admin@wspsa.net

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[<http://waspsa.memberclicks.net/message2/image/e300054f-ef2b-47c4-bf3d-381495b492a8>]

From: finnie@skitsap.wednet.edu
Sent time: 10/25/2016 09:07:20 AM
To: monaglej@skitsap.wednet.edu
Subject: RE: Registration now open: Employee Misconduct and Investigations

Done, you are going Nov 4th.

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

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

From: Monagle, Jamie
Sent: Monday, October 24, 2016 10:22 AM
To: Finnie, Lynn
Subject: FW: Registration now open: Employee Misconduct and Investigations

Hey Finnie,

Could you please sign me up for this training??

Thanks love,

Jamie

From: Pickard, Brian
Sent: Monday, October 24, 2016 10:00 AM
To: Monagle, Jamie
Cc: Finnie, Lynn
Subject: FW: Registration now open: Employee Misconduct and Investigations

Jamie,

Misty would like for you to attend this training.

Brian

Brian Pickard | Executive Director
School and Staff Support/Human Resources South Kitsap School District
2689 Hoover Ave. SE | Port Orchard, WA 98366
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Dear WSPA members,

Reminder: Registration is now open for our upcoming Employee Misconduct and Investigations Workshops:

November 4, 2016 - TUKWILA

* 9:00 am - 2:30 pm

- * DoubleTree Suites by Hilton at Southcenter
- * Tukwila, Washington

November 22, 2016 - SPOKANE

- * 9:00 am - 2:30 pm
- * North East Washington Educational Service District 101
- * Spokane, Washington

This workshop will cover the basics of employee discipline and misconduct investigations. This session includes discussion from sample cases, hypothetical and real-life examples, along with practical tips and guidance for dealing with a range of discipline and conduct issues.

- * 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 Weinergarten rights
- * Conducting Loudermill hearings
- * Preparing for termination hearings
- * Principals of just cause

Member pricing: \$ 150

Non-member price: \$200

Registration includes clock hours, course materials, refreshments, and lunch

Please visit our website for more information and to register online:
<http://www.wspa.net/employee-discipline-and-misconduct-investigations>

Thank you,

Washington School Personnel Association

This email was sent to pickard@skitsap.wednet.edu by admin@wspa.net
Washington School Personnel Association * PO Box 1600, Anacortes, Washington 98221, United States
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From: monaglej@skitsap.wednet.edu
Sent time: 10/25/2016 09:42:02 AM
To: olsonla@skitsap.wednet.edu
Subject: RE: Registration now open: Employee Misconduct and Investigations

You are amazing!

Finnie already signed me up!

I am pretty much coming to terms that I will never get any work done again ha ha!!

Hope your birthday was fantastic!!

From: Olson, Lalaina
Sent: Tuesday, October 25, 2016 9:38 AM
To: Monagle, Jamie
Subject: FW: Registration now open: Employee Misconduct and Investigations

I'm not sure if you are getting this too, but this sounds more like the kind of workshop you were looking for.

Lalaina Olson
HR Specialist
South Kitsap School District
Ph: 360-874-7083
Fax: 360-874-7076
Email: olsonla@skitsap.wednet.edu
Join our South Kitsap Team!

From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Monday, October 24, 2016 7:03 AM
To: Olson, Lalaina
Subject: Registration now open: Employee Misconduct and Investigations

Dear WSPA members,

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Thank you,

Washington School Personnel Association

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From: monaglej@skitsap.wednet.edu
Sent time: 10/25/2016 10:46:41 AM
To: finnie@skitsap.wednet.edu
Subject: RE: Registration now open: Employee Misconduct and Investigations

Thank you!!

From: Finnie, Lynn
Sent: Tuesday, October 25, 2016 9:07 AM
To: Monagle, Jamie
Subject: RE: Registration now open: Employee Misconduct and Investigations

Done, you are going Nov 4th.

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

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

From: Monagle, Jamie
Sent: Monday, October 24, 2016 10:22 AM
To: Finnie, Lynn
Subject: FW: Registration now open: Employee Misconduct and Investigations

Hey Finnie,

Could you please sign me up for this training??

Thanks love,

Jamie

From: Pickard, Brian
Sent: Monday, October 24, 2016 10:00 AM
To: Monagle, Jamie
Cc: Finnie, Lynn
Subject: FW: Registration now open: Employee Misconduct and Investigations

Jamie,

Misty would like for you to attend this training.

Brian

Brian Pickard | Executive Director
School and Staff Support/Human Resources South Kitsap School District
2689 Hoover Ave. SE | Port Orchard, WA 98366
Office: 360.874.7063 | pickard@skitsap.wednet.edu

[*] "Constant kindness can accomplish much. As the sun makes ice melt, kindness causes misunderstanding, mistrust, and hostility to evaporate." Albert Schweitzer (1875-1965)
Philosopher, Physician, Nobel Peace Prize Winner*****This This electronic message transmission contains information from South Kitsap School District that may be proprietary, confidential and/or privileged. The information is intended only for the use of the individual(s) or entity named above. If you are not the intended recipient, be aware that any disclosure, copying or distribution or use of the contents of this information is prohibited. If you have received this electronic transmission in error, please notify the sender immediately by replying to the address listed in the "From:" field.

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From: Urie, Josie <JUrie@nkschools.org>
Sent time: 10/28/2016 02:53:19 PM
To: cprice@tacoma.k12.wa.us; hjoyner@fifeschools.com; Monagle, Jamie <monaglej@skitsap.wednet.edu>; Shelli Stickell <shelli_stickell@sumnersd.org>; Weidkamp, Patti <patti.weidkamp@shorelineschools.org>
Subject: WSPA Electronic Contracts Responses
Attachments: Attachment-1 Attachment-2 Attachment-3 Attachment-4 Attachment-5

Hi Everyone,

You are included in this email because you expressed an interest in hearing the results of my WSPA Member's Request (from 7/2016).

First, let me apologize for not forwarding the attached emails on to you sooner. It has been an extremely crazy start up for us so we haven't even begun to attempt the process yet.

I wish you all loads of luck and would love to stay in touch as we navigate this relatively new territory to help each other avoid any pitfalls.

Note: I did mention to Curtis that it would be a great session to have at the WSPA Annual Conference so if that would interest you, be sure to let him know. ☺

Josie Urie

Human Resources, North Kitsap School District
18360 Caldart Ave NE, Poulsbo, WA 98370
Phone: (360) 396-3005 ~ FAX: (360) 396-3935
Email: jurie@nkschools.org ~ Website: www.nkschools.org

Attachment-5.msg

From: Hechtman, Lisa AD - Staff <HechtmanL@issaquah.wednet.edu>
Sent time: 07/25/2016 10:26:05 AM
To: Urie, Josie <JUrie@nkschools.org>
Cc: cleonard@wspsa.net
Subject: electronic employment signatures

Josie,

While our business office was nervous about electronic signatures for contracts (so we haven't implemented yet), we have implemented electronic signatures for performance evaluations, leave requests and verifications, and other payroll documentation that the business office considered "lower level". We conferred with our legal office first, as we were also moving all of our personnel files to electronic storage. Legal advised that we needed to have a statement at time of signature that indicated the parties were aware that they were electronically signing a document and that it would "count" as a signature. Sorry, right off the top of my head I don't remember the actual sentence.

We investigated using a couple of different platforms for electronic signatures. We had to consider the "work flow" process, because some systems didn't have the flexibility we were looking for, according to my counterpart doing the research. We also consulted the state auditor's office for what their needs were in our efforts to go paperless and streamline. For payroll documentation, we are currently using "DocuSign" a web-based software that we purchased licensing for (which meant a conversation with the IT Dept about appropriate hosting and firewall protections). For the performance evaluation, we were lucky enough to have the ability to have someone internally write the code for our electronic evaluation program (hosted on our servers). With DocuSign, we piloted it with 4-6 payroll keepers first for about six months, making sure that we picked people who had different levels of technology comfort, those that were working with multiple classifications of staff, and those that were willing to give us clear feedback (i.e. people who wouldn't be afraid of giving us input on improvement). As far as I have heard, all have liked it; I think it is pretty slick and as an "authorizer" I can complete my part while I sit at home on the couch. I believe we are going to move completely to electronic recordkeeping—the pilots had to continue using the hard-copy payroll as well as complete the steps on line as all were a bit nervous that something would be lost or not available for an audit.

With the teacher performance evaluation, we were responding to input from administrators that they didn't want to print off a signed page for the employee to sign if HR was going to file everything electronically. As a result, we just moved forward and implemented since we had the internal coder. It didn't go as smoothly as DocuSign implementation (we chose not to afford the multiple or larger license requirement for DocuSign for each administrator)—although administrators told us they had a tablet or surface with a stylus, not all of them did, which hindered signing the documents, and then they were irritated that we were making them purchase one with their budgets. We also found that it meant they needed to change their practice somewhat to get the signatures because as a Danielson district, they needed to have their post-observation conference, then finish their write up. Requiring an electronic signature meant another meeting/interaction with the teacher. So we continued for the year, with some bumps, and are going to adjust our process just a bit for this coming year in order to secure signatures without increasing the need to meet.

I also had given a heads up to the President of the teacher's union. We have a good working relationship, so he communicated in his newsletter that electronic signatures were coming. Even so, we had a couple of teachers who missed out on the communication of this change from their administrator or from the union for whatever reason, and didn't like what their finger signature looked like, so refused to sign. We made note of those as we completed the first-round of observations and by the time they had to sign their final year-end evaluation, we didn't have any refusals.

So, our process:

- 1) Considered work flow from employee and management's perspectives, who needed access to what and when
- 2) Researched the options of something ready-made
- 3) Talked with State Auditor's office for documentation needs, WSIPC (to see if they had some option) legal, IT, and union leadership
- 4) Recruited pilot participants (for payroll—for evaluation, we just leapt after asking legal)
- 5) Did some minimal training—then held our breath. We wanted them to know enough to not fail, but also wanted to see how intuitive the process was.
- 6) Asked for feedback as part of the process and adjusted where we could if the issue was just something of convenience or explained when we couldn't. Feedback was important after the first time we did payroll that way, then the third one. After that, I think it was fairly smooth.
- 7) HR is now pushing to complete contract signatures this way, as you are. We haven't solved this completely yet; we continue to struggle some with the flexibility we need (when it is an initial contract for a new hire, let's say, and don't have anything to compare it to) and the cost of something ready-made. We've thought about just having a signature station available during our orientations, but also have worried then about providing time for the employee to read their contract without making them nervous when sending them a prior pdf of their contract with a DRAFT watermark as part of their job offer.

Attachment-5.msg

Obviously, we're still working on and through this and flexing when we have to. We aren't giving up on moving to less paper and using the technology. We have learned that there are unintended consequences and sometimes the technology holds up the process rather than facilitating it, but overall, we've liked it.

Hope that helps,

Lisa Hechtman

Executive Director of Human Resources

Issaquah School District 411

☎ 425.837.7060 | 📠 425.837.7064 | ✉ hechtmanl@issaquah.wednet.edu

565 NW Holly Street | Issaquah, WA 98027 |

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From: Janet Paeth <jpaeth@bisd303.org>
Sent time: 07/18/2016 05:40:45 PM
To: Urie, Josie <JUrie@nkschools.org>
Cc: cleonard@wspa.net
Subject: Electronic Contracts/Signature Question
Attachments: Online Forms STEPS - Letters & Adv. Forms.docx Advanced Form & Field Information Electronic signature.docx Empl Online Forms Directions with Screen Shots.docx Empl LETTERS Directions with screen shots.docx

Hi Josie,

Yes - Our district went to electronic contracts/signatures this school year.

First we discussed it with HR, then at the department level
 Next we brought it to the teacher's union group

Things to consider with Skyward:

- Make sure your Skyward Personnel records are correct
- I used the Department field to designate what type of contract they had: Continuing, Provisional, Leave Replacement. This way it would pull it into the Employee Letter. You could use a different field if you needed to.
- I changed all the Placement Trackers to show their placement, not their exact number of credits. (MA + 45 vs MA + 67) You wouldn't have to do this, but I wanted it to be clear.
- We checked with OSPI to make sure they would accept our electronic record if audited. They said they would as long as we provided them access to Skyward.
- It takes some time to set things up, but once you have one letter template you can clone it, change it and use it again.
- Educate your staff about how to use Employee Access to find and sign their contracts. (I'll attach the directions with screen shots I created to help them navigate...)
- Have your staff preview the contracts before posting them to be signed. This way you can update Skyward if there are any corrections to make. (First I posted them as just a letter, which you can re-post later with any corrections.) It is easy to update letters, but for online forms it is more labor intensive.

I hope this helps. It is all I can come up with today. Let me know if you have any specific questions. I was told I was the first person to use electronic signatures with Skyward, so it was quite a learning experience. I will attach the instructions I put together for myself as a guide as well as instructions I put together for the teachers. There are quite a few steps.

Would you please pass on to me any tips you get from other districts.

Best of luck to you... or maybe perseverance is what you will need the most of... :)

Janet

*Janet Paeth
 HR Specialist, Certificated
 Bainbridge Island School District
 8489 Madison Ave NE
 Bainbridge Island, WA 98110
 206-780-1056
 FAX 206-842-2928*

jpaeth@bisd303.org

Instructions for Contracts with Electronic Signature Using Skyward Letters, Custom Forms and Online Forms

OVERVIEW

Confirm that Skyward records in EM Assignments are correct. (I used the Department section for the type of contract: Continuing, Leave Replacement, Provisional, etc. so it would pull onto the letter/contract.)

STEP ONE: EMPLOYEE LETTERS

Can re-use existing **Employee Letter Templates (EDIT)**

- **HR\EA\EM\Reports (RE)\Employee Letters\Build Employee Letters - BL**
- Add a NEW **Employee Letter** for each update (or group of employees with contract changes) Okay to Clone & Edit an existing letter.
- Select Parameters for the employee(s) Name the same as the employees (or group).
- Run the Employee Letter
- Post the Employee Letter (Must use NEW Description/Title for each posted letter.) Post the letter to Employee Access and to Online Forms!

STEP TWO: CUSTOM FORMS, FIELDS, SCREENS

Set up your **Custom Fields and Forms/Screens**. Must use a NEW ADV Custom Form (Screen) each time! It is okay to re-use fields if the employees haven't already used them for a previous contract.

- **HR\Employee\EP Set Up\Configuration (CF)\Custom Form Setup (MS)**
- Add or Clone a new Custom Profile Form **or** Add a new Advanced Custom Form (using same field) in an existing Custom Profile Form
- If Employee is signing a second/additional Contract you will need to create additional fields for: Agree to Term – 2, Date of Signing – 2, Employee signature -2. Otherwise you can use the same fields and just create a new online form.

STEP THREE: ONLINE FORMS

- **HR\Employee\Online Forms - OF**
- Add or Clone a NEW **"Online Form"** each time! Do not re-use online forms.
- Remember to EDIT the cloned online form with: Name of Online Form, Letter used and Adv. Custom Form used.
- Activate the Online Form. **IMPORTANT:** You must create NEW Selection Parameters for each new Online Form. Do not re-use the parameters unless it is exactly the same group or same person.

STEP ONE: Edit existing Employee Letter Template

- HR\EA\EM\Reports (RE)\Employee Letters\Build Employee Letters – BL
- Add or Edit an existing employee Letter Template
- Select Plan
- Select Parameters (Employee and EDIT codes and setting if needed) BLDG, Group/Base, etc.
- Select Employee Letter (CREATE A NEW LETTER EACH TIME! Can Clone old letter and edit to create a new one.)
- Save & Run

The screenshot shows the 'Employee Letters' web application in Internet Explorer. The main window displays a list of templates. The first template, '15-16 Cert Base UPDATE 1' by Paeth, Janet L., is selected. A secondary window is open, showing the 'Edit' form for this template. The form includes sections for 'Template Settings', 'Select Plans', 'Selection Parameters', and 'Letter Setup'. Arrows point from the '15-16 Cert Base UPDATE 1' row in the main list to the corresponding fields in the edit form.

Template Type	Description	Created By
3) District	15-16 Cert Base UPDATE 1	Paeth, Janet L.
3) District	15-16 Cert Base Update 2	Paeth, Janet L.
3) District	15-16	
3) District	15-16	
3) District	15-16	
3) District	15-16	
3) District	15-16	
3) District	15-16	
3) District	2015	
3) District	CERT	
3) District	Class	
3) District	Janet	
3) District	lynn	
3) District	Online	

13 records displayed

Employee Letters

Template Settings

* Template Description: 15-16 Cert Base UPDATE 1

☒ Share with other users in the district

Select Plans

* Select Plans

15-16 Certificated EMS

Selection Parameters

* Selection Parameters: Individual Employees

Letter Setup

* Select Employee Letter: 15-16 CERT BASE Brockish

☐ Print Confidential Fields

PARAMETERS: SELECT ALL for each Code or SELECT GROUP or DEPARTMENT to sort as needed for a 2nd contract.

The screenshot shows the 'Additional Codes and Settings' dialog box. It has two main sections: 'Codes' and 'Select Department:'. The 'Codes' section lists several codes, with 'Department' highlighted. The 'Select Department:' section shows 'Leave Replacement - LR' selected.

Additional Codes and Settings

Codes:

- Benefit
- Position
- Assignme
- Assignment Building
- Group
- Department
- Matrix





Select Department:

Leave Replacement - LR

CLONE Letter and then **EDIT** as needed. (Change letter name, then save)

- **SAVE & CLOSE**
- **SELECT LETTER**
- **SAVE & RUN** (You will then see proof copies of the letter(s) that you have processed.)

Employee Letters


 Capture Screen  New Window  My Print Queue 

Template Settings

* Template Description: 15-16 Cert Base UPDATE 1 x

☒ Share with other users in the district

Save

Save and Run 

Back

Bainbridge Island School District No. 303
CERTIFICATED EMPLOYEE'S CONTRACT
 Elaina D Weinbach
 2015 - 2016 School Year

It is hereby agreed by and between the Board of Directors of Bainbridge Island School District No. 303, of Kitsap County, State of Washington, hereafter called the district, and Elaina D Weinbach / WIL hereinafter called the employee, that in accordance with action of the Board of Directors of said district, the said employee shall teach and/or perform other assigned professional services in the public school of said district and perform such duties as are prescribed by the laws of the State of Washington and by rules and regulations made thereunder pertaining to said district, for one (1) year, which shall include **63 days** of service, exclusive of holidays and vacations, as determined by legislative action. The position of said employee shall be that of:

Assignment	Job Type	Job Group	FTE	Contract Type	Salary	Placement	Lane	Step
Teacher	Differentiation Specialist	Base	.60000	Leave Replacement	\$9,492.21	MA	45.00	0.00

Duties under this contract are to begin on the **2nd day of February, 2016**. Said salary is to be paid in four (4) installments with the first installment being paid on the last business day of February, 2016; the following installments on the last business day of each succeeding calendar month; unless mutually agreed otherwise by the employees and the Board of Directors of the Bainbridge Island School District.

Sick leave will be allowed as provided in RCW 28A.400.300, and as set forth in rules and regulations of the Board of Directors.

Next: **POST the Letter to Employee Access and Online Forms**

- Must use NEW Description/Title for each posted letter (15-16 Cert Base Weinbach) (**ADD**)
- Select the TEMPLATE that you just set up (15-16 Cert Base UPDATE 1)
- **POST**

Post Employee Letters

Views: General Filters: *Skyward Default Quick Filter Chart Options Export Options Print Browse Refresh

Description	Posted By	Posted Date	Available in Profile	Available in EA	Available in Online Forms
1 15-16 Cert Base Bastiani	Janet L Paeth	03/14/2016	N	Y	Y

Post Employee Letters - WH\AD\EM\RE\EL\PL - 31987 - 05.16.02.00.03 - Internet Explorer

https://www2.wrdc.wa-k12.net/scripts/cgiip.exe/WService=wbainbrs71/hempledit001.w?isPopup=true

Post Employee Letters

* Post Description: 15-16 Cert Base Weinbach

Select Employee Letter Template: 15-16 Cert Base UPDATE 1

☐ Post Employee Letter in Profile
☒ Post Employee Letter in Employee Access
☒ Allow Employee Letter to be selected in Online Forms

Post Save Letter Options Back

STEP TWO: SET UP CUSTOM PROFILE FORMS:

Set up your **Fields and Forms/Screens**. (Details for setting up CUSTOM FIELDS provided in separate document.)

Can use the same **CUSTOM PROFILE FORM** over again if a new ADV Custom Form is created.

Must use a **NEW ADV Custom Form** (Screen) each time! It is okay to re-use **FIELDS** if the employees haven't already used them for a previous contract with that same Custom Form.

- **HR\Employee\EP Set Up\Configuration (CF)\Custom Form Setup (MS)**
- **Set up custom Fields, Forms, etc. as needed**
- Add/Clone Custom Profile Forms or **Add a new Advanced Custom Form**/Screen using same fields in an existing Custom Profile Form
- Custom Form fields share data between each Custom Screen (Adv. Custom Form) inside a Custom Profile Form. If the field is completed in another screen the same data will populate in the new screen.
- When using the same Custom Form with different screens it is important that you use a new field for each signature and date you want to obtain. If a second signature is required, then a second Signature Field, Date Field and Agree to Terms Field will need to be ADDED (created) in the field area of that Custom Profile Form.

Custom Profile Forms

Views: General Filters: *1) Show All Custom Forms

	Custom Profile Form Name ▲	# of Fields	# of Advanced	# of Screens	# of HTML Forms	F
1	▶ 15-16 Electronic Signature Base Contract Updated 4	4	1	0	0	Si
2	▶ 15-16 Electronic Signature Supplemental Contract	4	1	0	0	Si
3	▶ 15-16 Electronic Signature Supplemental Updated 1	6	3	0	0	Si
4	▶ 15-16 Electronic Signature Supplemental Updated 2	4	1	0	0	Si
5	▼ 15-16 Electronic Signature Updated Contract	4	3	0	0	Si

Expand All Collapse All Modify Details (displaying 5 of 5) View Printable Details

▼ Custom Fields Add Field

		Label	Data Type	Read Only	Required	Initial	
Edit	Delete	Agree to Terms	Logical				View Field Information
Edit	Delete	Date of Signing	Date		Yes		View Field Information
Edit	Delete	Employee Signature	Character		Yes		View Field Information
Edit	Delete	Signature Disclaimer	Read Only Text	Yes			View Field Information

▼ Skyward Fields to Use Select Fields

		Label	Data Type	Can be Modified?	Read Only	Required
Edit	Delete	Employee's Building Desc	Char	No	N/A	N/A
Edit	Delete	Employee's Name	Char	No	N/A	N/A

▼ Advanced Custom Forms Add Advanced Form

		Form Name	Secured	Backup Options
Edit	Delete	Adv - 15-16 Electronic Signature Updated C	No	Save Current Version as Backup
Edit	Delete	Adv - 15-16 Electronic Signature Updated B	No	Save Current Version as Backup
Edit	Delete	Adv - 15-16 Electronic Signature Updated A	No	Save Current Version as Backup
▶ Edit	Delete	Adv - 15-16 Electronic Signature Updated	Yes	Save Current Version as Backup

Add Advanced Custom Form (Screen)

Add appropriate Skyward and Custom FIELDS and copy and paste the following:

Pursuant to the Uniform Electronic Transactions Act, an electronic signature has the same legal effect as a manual or handwritten signature. An electronic signature will not be denied legal effect solely because it is electronic, and any requirement for a signature is satisfied by an electronic signature. By submitting an electronic signature, the individual identified and providing the electronic signature herein verifies acknowledgement of the binding legal effect of the electronic signature.

I agree to terms above and certify that the foregoing statements are true and correct to the best of my knowledge.

Set Security Groups – Secure Form = Leave UNCHECKED until all forms are completed.

Once all the employees have electronically signed (filled in the custom fields) then you will come back to this area and Secure the Form. (Instructions at the end of this document.)

HR\Employee\Online Forms\Add or Clone

STEP 3: Create ONLINE FORM (ADD or CLONE) Must use new Online Form each time!

- This step combines the Employee Letter and the Custom Form/Fields together

Form Name ▲	Description
1 ► 15-16 BASE Bastiani	15-16 BASE CONTRACT Bastiani
2 ► 15-16 BASE Brockish	15-16 BASE CONTRACT Brockish

EDIT Online Form Master

* Online Form Name: 15-16 BASE Weinbach

Online Form Description: 15-16 BASE CONTRACT Weinbach

Maximum characters: 200, Remaining characters: 172

☒ Require online form to be completed.
(Displays a screen each time the user logs in, alerting them to complete the Online Form Message:

Your 15-16 Certificated Base Contract is waiting for you to review and electronically sign. Thank you for your prompt completion.

Maximum characters: 200, Remaining characters: 70

☒ Require confirmation by user for completion of each step.

☒ Send confirmation email to submitter after completion of Online Form

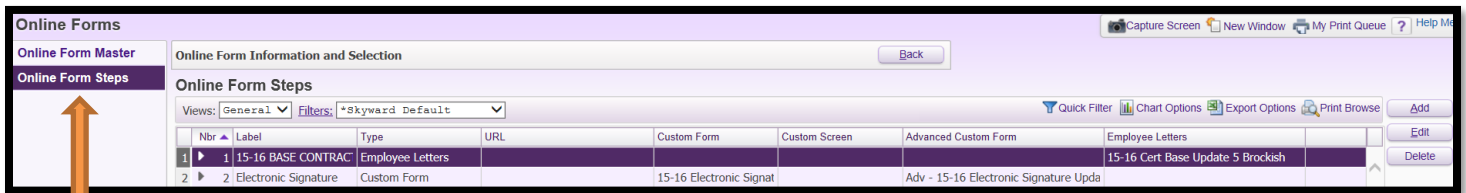
Confirmation Email:

Thank you for electronically signing and completing your 15-16 Base Contract.

Sincerely,

Maximum characters: 200, Remaining characters: 84

EDIT Online Form Steps:



Online Forms

Online Form Master

Online Form Steps

Online Form Information and Selection

Back

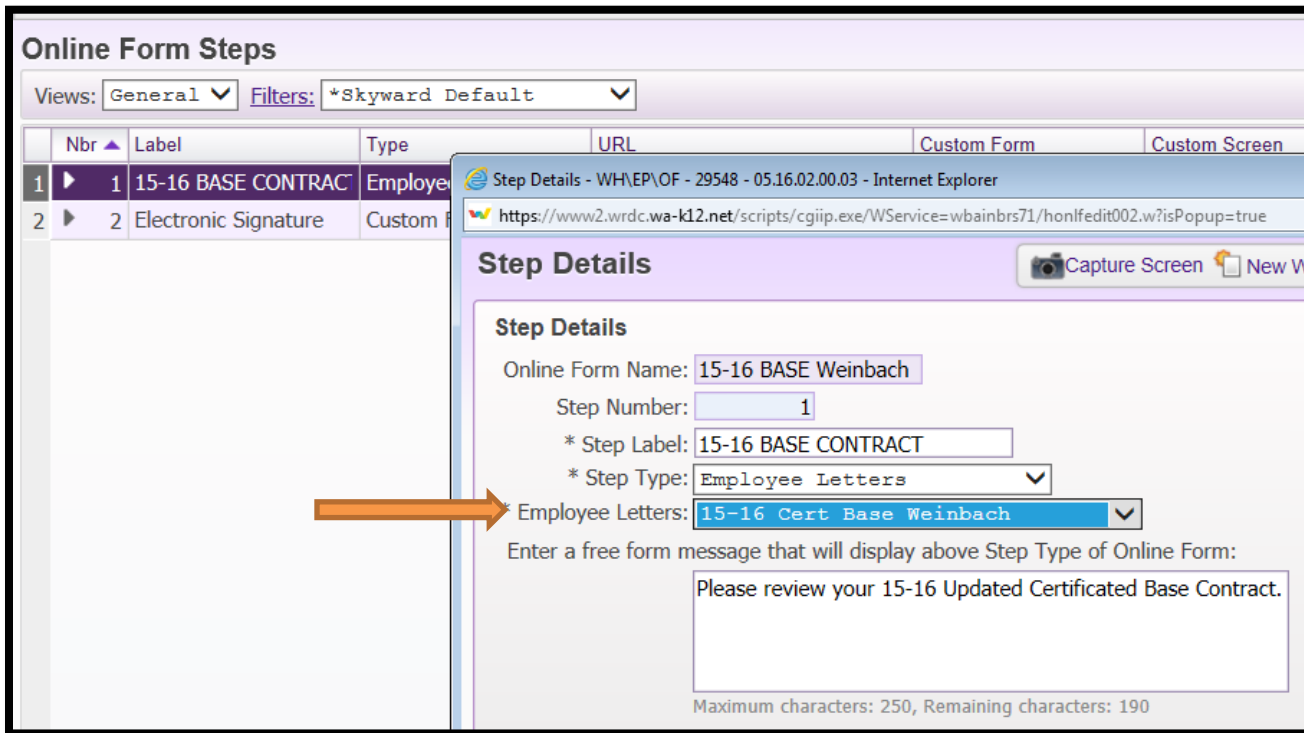
Views: General Filters: *Skyward Default

Quick Filter Chart Options Export Options Print Browse Add

Nbr	Label	Type	URL	Custom Form	Custom Screen	Advanced Custom Form	Employee Letters
1	15-16 BASE CONTRAC	Employee Letters					15-16 Cert Base Update 5 Brockish
2	2 Electronic Signature	Custom Form	15-16 Electronic Signat			Adv - 15-16 Electronic Signature Upda	

Edit Delete

Edit Online Form Steps with correct Employee Letters (Step 1)



Online Form Steps

Views: General Filters: *Skyward Default

Nbr	Label	Type	URL	Custom Form	Custom Screen
1	15-16 BASE CONTRAC	Employee Letters			
2	2 Electronic Signature	Custom Form			

Step Details - WH\EP\OF - 29548 - 05.16.02.00.03 - Internet Explorer

https://www2.wrdc.wa-k12.net/scripts/cgiip.exe/WService=wbainbrs71/honlfedit002.w?isPopup=true

Step Details

Online Form Name: 15-16 BASE Weinbach

Step Number: 1

* Step Label: 15-16 BASE CONTRACT

* Step Type: Employee Letters

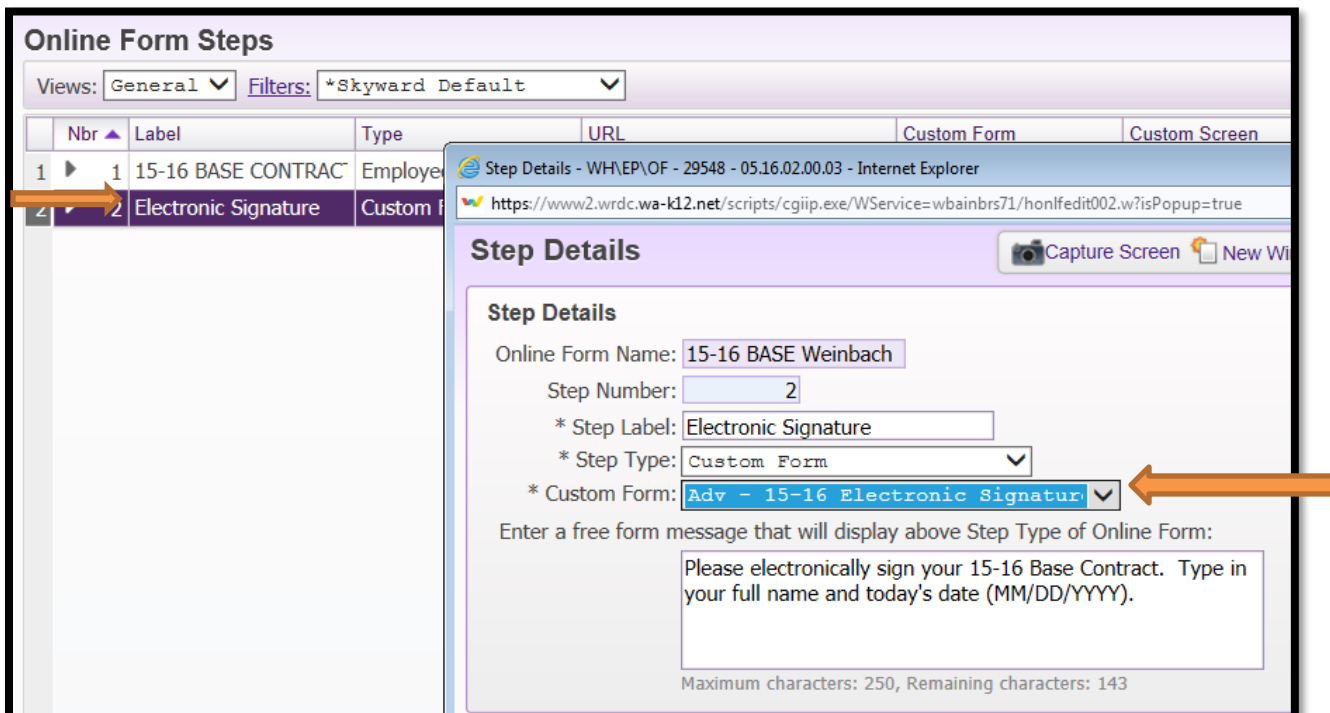
Employee Letters: 15-16 Cert Base Weinbach

Enter a free form message that will display above Step Type of Online Form:

Please review your 15-16 Updated Certificated Base Contract.

Maximum characters: 250, Remaining characters: 190

Edit Step Details (Step 2) Electronic Signature with correct Custom Form (Advanced Custom Form/Screen)



Online Form Steps

Views: General Filters: *Skyward Default

Nbr	Label	Type	URL	Custom Form	Custom Screen
1	15-16 BASE CONTRAC	Employee Letters			
2	2 Electronic Signature	Custom Form			

Step Details - WH\EP\OF - 29548 - 05.16.02.00.03 - Internet Explorer

https://www2.wrdc.wa-k12.net/scripts/cgiip.exe/WService=wbainbrs71/honlfedit002.w?isPopup=true

Step Details

Online Form Name: 15-16 BASE Weinbach

Step Number: 2

* Step Label: Electronic Signature

* Step Type: Custom Form

* Custom Form: Adv - 15-16 Electronic Signatur

Enter a free form message that will display above Step Type of Online Form:

Please electronically sign your 15-16 Base Contract. Type in your full name and today's date (MM/DD/YYYY).

Maximum characters: 250, Remaining characters: 143

Preview Online Form

Activate Online Form:



When activating remember to create a NEW PARAMETER for each ONLINE FORM! You can clone an existing parameter and edit it. Only use an existing parameter if it is exactly the same – do not edit and reuse without cloning first! (This is unlike parameters used with the Employee Letters.)

Activate Online Form - WH\EP\OF - 29548 - 05.16.02.00.03 - Internet Explorer

https://www2.wrdc.wa-k12.net/scripts/cgiip.exe/WService=wbainbrs71/honlfedit004.w?currentmaster=0x000000000038c113&isPopup=true

Activate Online Form

☒ Active Online Form
 * Display Form Starting: 03/15/2016
 * Form Must Be Completed By: 04/08/2016
 * Display Form in History: 06/30/2099
☒ Allow to update Online Form after completion.
☐ Keep online form open past end date for selected employees.

* Selection Parameters: Individual - Weinbach

Select Employees

Save
Back

Asterisk (*) denotes

Employee Selection Parameters - WH\EP\OF - 29548 - 05.16.02.00.03 - Internet Explorer

https://www2.wrdc.wa-k12.net/scripts/cgiip.exe/WService=wbainbrs71/hparambrws001.w?hHpapsmId=95398&isPopup=true

Employee Selection Parameters

Views: General Filters: *Skyward Default

Description	Last Updated	Update Time	Create Date
3 Carla and Susan			09/29/2015
4 CERTIFICATED			09/30/2015
5 Deen			11/12/2015
6 Default Parameters			09/29/2015
7 Ellison & Rohrbach	11/24/2015	3:25 PM	11/18/2015
8 Individual	10/29/2015	3:26 PM	10/16/2015
9 Individual - Bastiani	03/14/2016	4:54 PM	03/02/2016
10 Individual - Brockish	03/02/2016	4:48 PM	03/02/2016
11 Individual - Weinbach	03/15/2016	4:14 PM	03/15/2016
12 Janet Paeth	03/04/2016	2:41 PM	02/16/2016
13 McAvoy & Crawford-Mass	01/05/2016	11:22 AM	01/05/2016
14 McAvoy, Crawford-Mass & Tsolom	12/30/2015	10:46 AM	12/30/2015

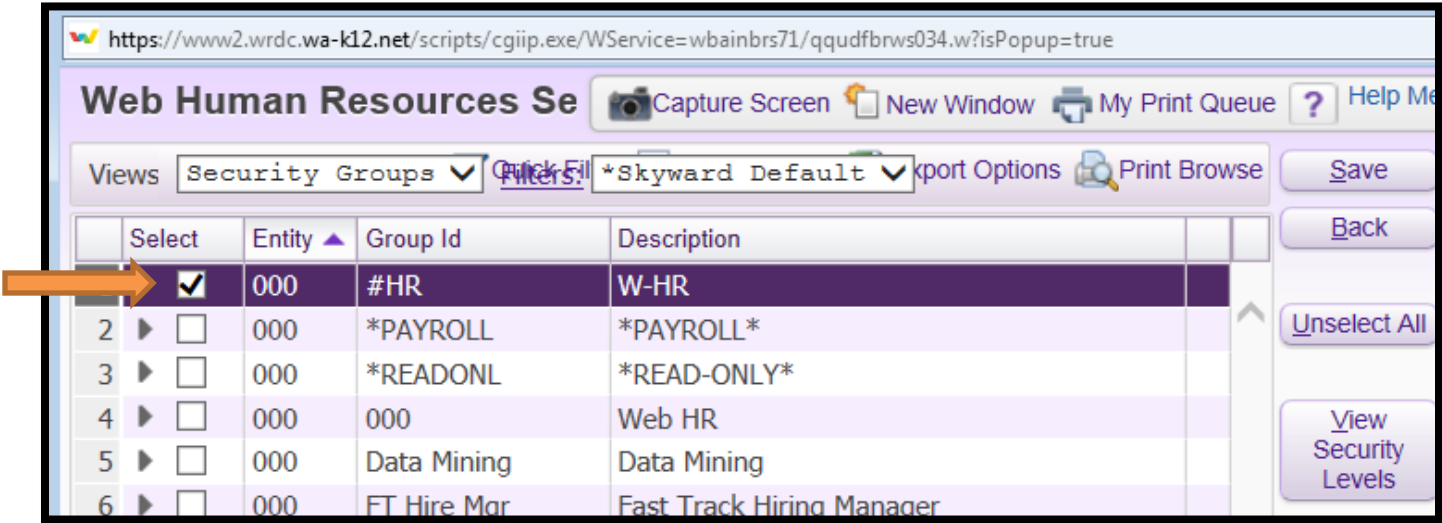
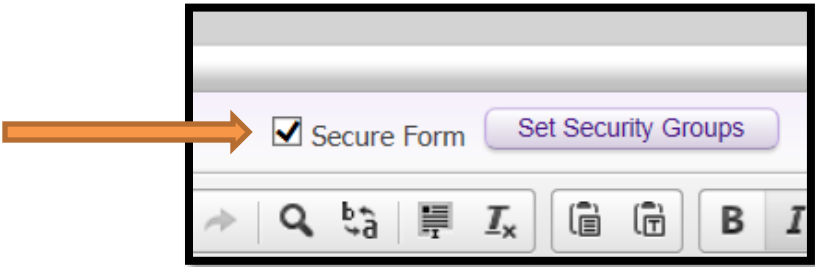
20 14 records displayed Desc: ABC

Select
Add
Edit
Clone
Delete
Back

SAVE

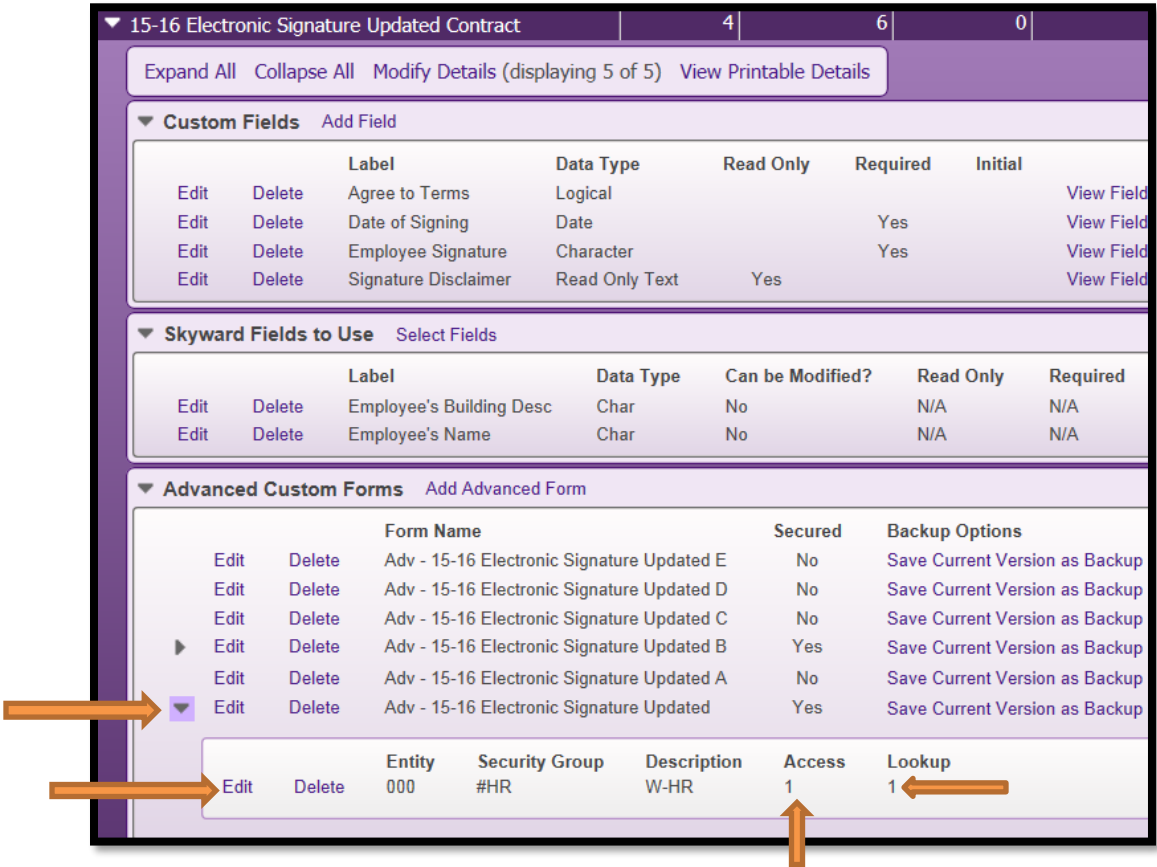
Secure Form / Set Security Groups – CHECK when forms are completed

Once all the employees have Signed/Filled in the custom form you are able to lock them from being changed.



Tip open Advance Custom Form and change ACCESS & LOOKUP Security Levels to “1” one.

Modify each assigned Advance Custom Form. This will allow the form and data to be viewed only.



ADVANCED CUSTOM FORMS - HR\Employee\Custom Forms Setup – MS (Tip open Custom Profile Forms)

Custom Profile Forms

Views: General Filters: *1 Show All Custom Forms Quick F

Custom Profile Form Name ▲	# of Fields	# of Advanced	# of Screens	# of HTML Forms	Form Type	Status
15-16 Electronic Signature Base Contract Updated 4	4	1	0	0	Single form per employee	Active

Expand All Collapse All Modify Details (displaying 5 of 5) View Printable Details

Custom Fields Add Field

Edit	Delete	Label	Data Type
Edit	Delete	Agree to Terms	Logical
Edit	Delete	Date of Signing	Date
Edit	Delete	Employee Signature	Character
Edit	Delete	Signature Disclaimer	Read Only Text

Skyward Fields to Use Select Fields

Advanced Custom Forms Add Advanced Form

Edit Delete Adv - 15-16 Electronic Signature Base Upd

Custom Screens Add Screen

No Custom Screens Exist

Custom HTML Forms Add Form

Field Maintenance - WH\EP\PS\CF\CF\MS - 27194 - 05.15.10.00.12 - Internet Explorer

https://www2.wrdc.wa-k12.net/scripts/cgiip.exe/WSservice=wbaibnrs71/qqudfedi001.w?hEdit=0x000000000001663af&isPopup=true

Field Maintenance

Custom Field

Form: Custom Profile.15-16 Electronic Signature Base Contract Updated 4

* Label: Date of Signing x View Field Information

Data Type: Date

Format: 99/99/9999

Tool Tip: Please select today's date (MM/DD/YYYY)

Initial Value: Blank

☐ Read Only ☒ Required

Asterisk (*) denotes a required field

Add Skyward and CUSTOM FIELDS

Custom Profile Form Name ▲	# of Fields	# of Advanced	# of Screens	# of HTML Forms	Form
15-16 Electronic Signature Base Contract Updated 4	4	1	0	0	Singl

Expand All Collapse All Modify Details (displaying 5 of 5) View Printable Details

Custom Fields Add Field

Edit	Delete	Label	Data Type	Read Only	Required	Initial	
Edit	Delete	Agree to Terms	Logical				View Field Information
Edit	Delete	Date of Signing	Date		Yes		View Field Information
Edit	Delete	Employee Signature	Character		Yes		View Field Information
Edit	Delete	Signature Disclaimer	Read Only Text	Yes			View Field Information

Agree to Terms – Custom Field

Field Maintenance

Capture Screen

Custom Field

Form: Custom Profile.15-16 Electronic Signature Upda

* Label: Agree to Terms View Field Information

Data Type: Logical

Format: Yes/No

Tool Tip: Check this box if you agree to the terms

Initial Value: Blank

☐ Read Only

Date of Signing:

Field Maintenance

Capture Screen

New Window

My Print Queue

Custom Field

Form: Custom Profile.15-16 Electronic Signature Base Contract Updated 4

* Label:

Date of Signing

[View Field Information](#)

Data Type:

Date

Format:

99/99/9999

Tool Tip:

Please select today's date (MM/DD/YYYY)

Initial Value:

Blank

☐ Read Only

☒ Required

Employee Signature:

Field Maintenance

Capture Screen

New Window

My Print Queue

Custom Field

Form: Custom Profile.15-16 Electronic Signature Base Contract Updated 4

* Label:

Employee Signature

[View Field Information](#)

Data Type:

Character

Max Length:

30

Valid Entries:

Tool Tip:

Please sign with full name

Initial Value:

Blank

☐ Read Only

☒ Required

Signature Disclaimer – Custom Field

Field Maintenance

Capture Screen

New Window

My Print Queue

Custom Field

Form: Custom Profile.15-16 Electronic Signature Base Contract Updated 4

* Label:

Signature Disclaimer

[View Field Information](#)

Data Type:

Read Only Text

Max Length:

Valid Entries:

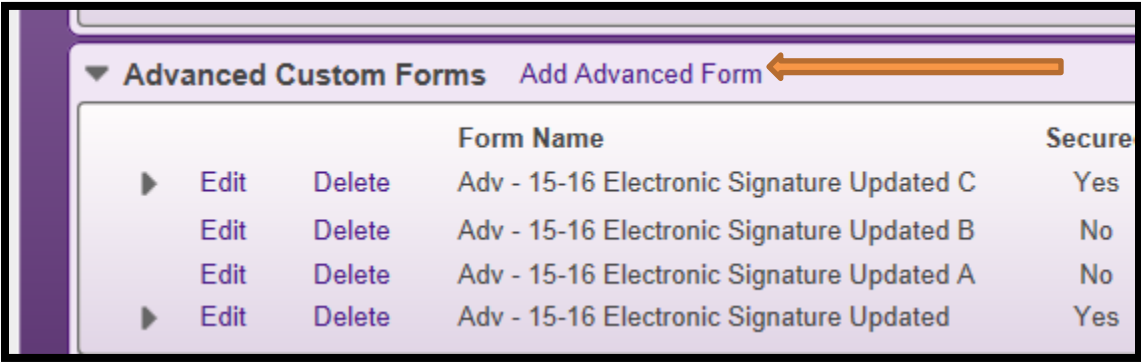
Tool Tip:

Initial Value:

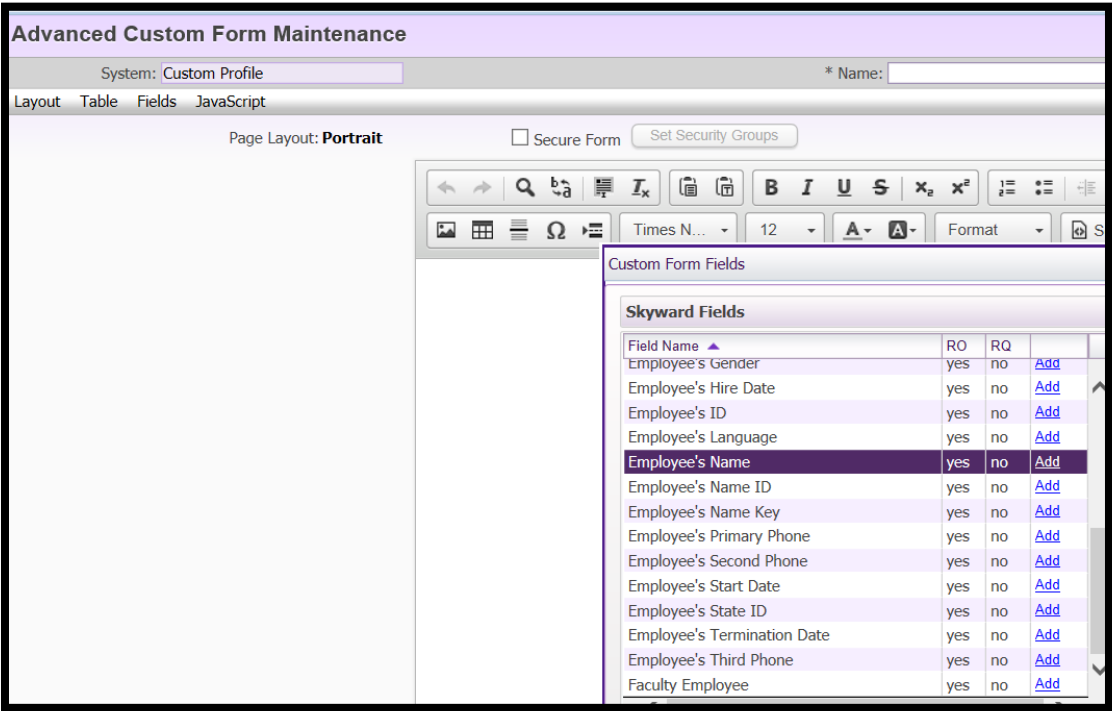
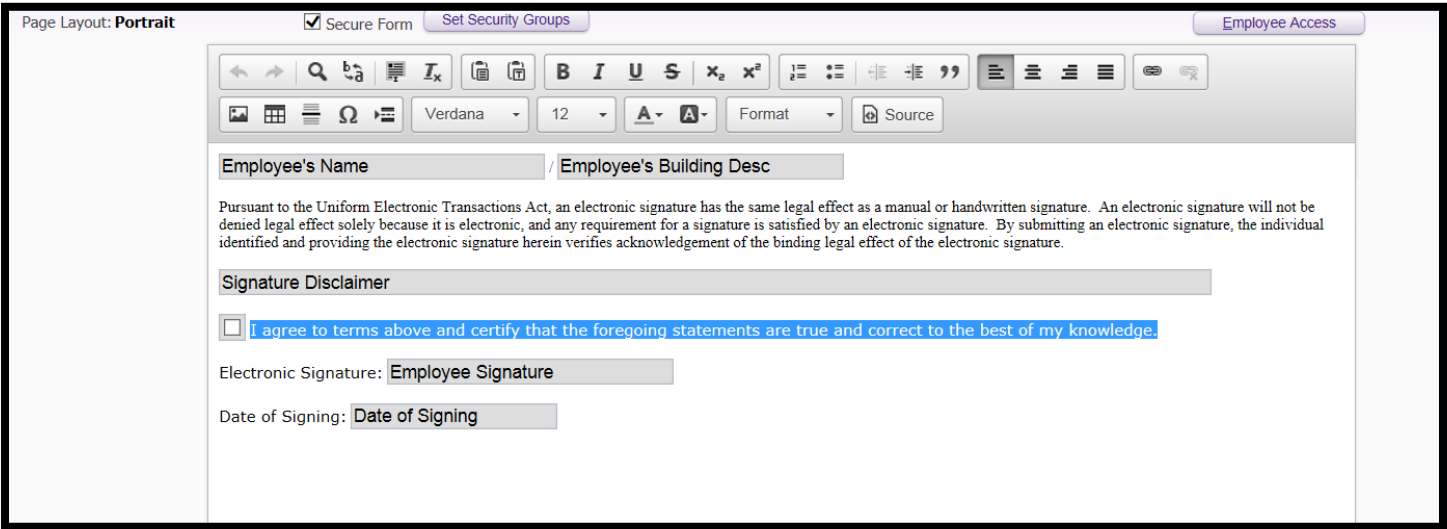
☐ Read Only

☒ Required

ADD ADVANCED FORM – Need NEW “Screen” for each new online form



ADD SKYWARD FIELDS AND TEXT TO ADVANCED CUSTOM FORM



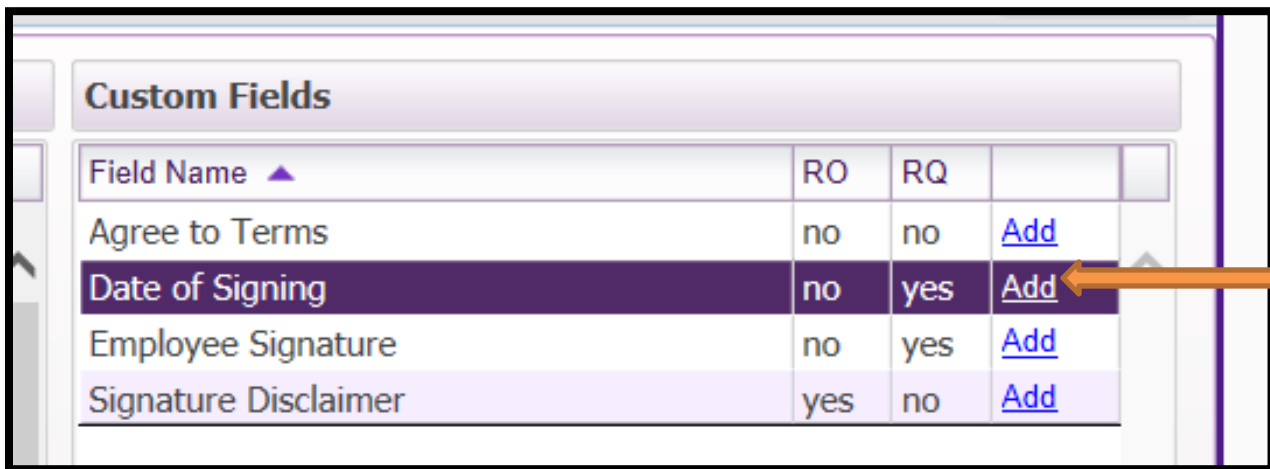
ADD TEXT AND FIELDS FOR ELECTRONIC SIGNATURE:

Cut & Paste:

Pursuant to the Uniform Electronic Transactions Act, an electronic signature has the same legal effect as a manual or handwritten signature. An electronic signature will not be denied legal effect solely because it is electronic, and any requirement for a signature is satisfied by an electronic signature. By submitting an electronic signature, the individual identified and providing the electronic signature herein verifies acknowledgement of the binding legal effect of the electronic signature.

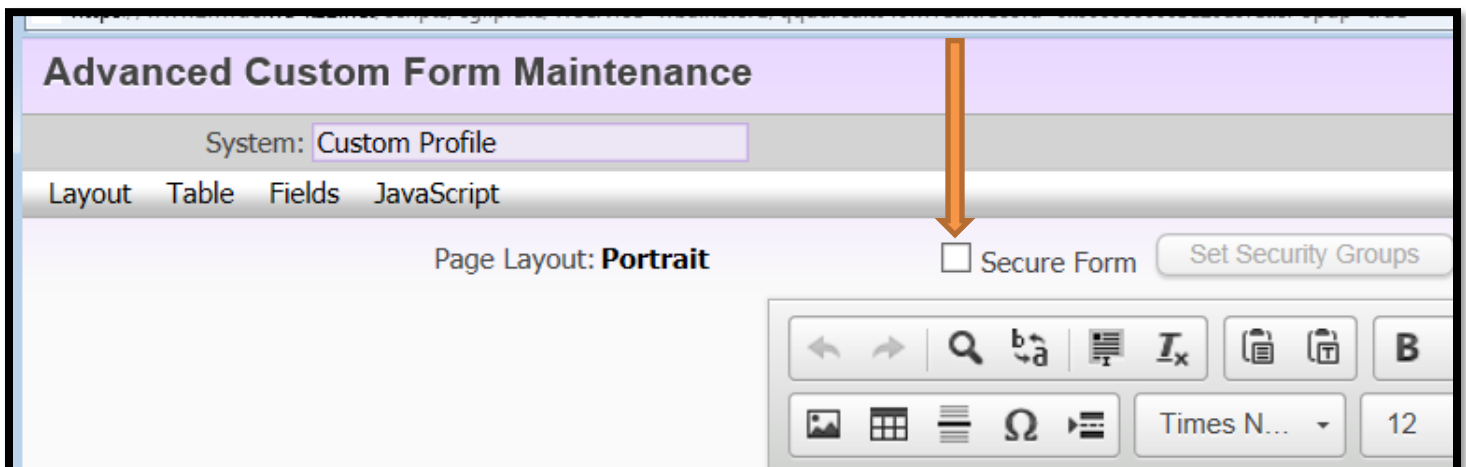
I agree to terms above and certify that the foregoing statements are true and correct to the best of my knowledge.

ADD CUSTOM FIELDS TO ADVANCED CUSTOM FORM MAINTENANCE



Field Name ▲	RO	RQ	
Agree to Terms	no	no	Add
Date of Signing	no	yes	Add
Employee Signature	no	yes	Add
Signature Disclaimer	yes	no	Add

Secure Form / Set Security Groups – Leave UNCHECKED until forms are completed.



Advanced Custom Form Maintenance

System:

Layout Table Fields JavaScript

Page Layout: **Portrait**

☐ Secure Form [Set Security Groups](#)

Navigation icons: back, forward, search, undo, redo, print, bold, italic, font color, background color, font size (Times N..., 12).

Employee Access: Can leave alone, or put yourself in as an individual

(Individual = Janet Paeth)

Secure Form / Set Security Groups – CHECK when forms are completed

Once all the employees have Signed/Filled in the custom form/fields to lock them from being changed.

Select #HR

Select	Entity	Group Id	Description
1 <input checked="" type="checkbox"/>	000	#HR	W-HR
2 <input type="checkbox"/>	000	*PAYROLL	*PAYROLL*
3 <input type="checkbox"/>	000	*READONLY	*READ-ONLY*
4 <input type="checkbox"/>	000	000	Web HR
5 <input type="checkbox"/>	000	Data Mining	Data Mining
6 <input type="checkbox"/>	000	FT Hire Mgr	Fast Track Hiring Manager

Tip open Advance Custom Form and change ACCESS & LOOKUP Security Levels to “1” one.

▼ 15-16 Electronic Signature Updated Contract

460

Expand All Collapse All Modify Details (displaying 5 of 5) View Printable Details

▼ Custom Fields Add Field

		Label	Data Type	Read Only	Required	Initial	
Edit	Delete	Agree to Terms	Logical				View Field
Edit	Delete	Date of Signing	Date		Yes		View Field
Edit	Delete	Employee Signature	Character		Yes		View Field
Edit	Delete	Signature Disclaimer	Read Only Text	Yes			View Field

▼ Skyward Fields to Use Select Fields

		Label	Data Type	Can be Modified?	Read Only	Required
Edit	Delete	Employee's Building Desc	Char	No	N/A	N/A
Edit	Delete	Employee's Name	Char	No	N/A	N/A

▼ Advanced Custom Forms Add Advanced Form

		Form Name	Secured	Backup Options
Edit	Delete	Adv - 15-16 Electronic Signature Updated E	No	Save Current Version as Backup
Edit	Delete	Adv - 15-16 Electronic Signature Updated D	No	Save Current Version as Backup
Edit	Delete	Adv - 15-16 Electronic Signature Updated C	No	Save Current Version as Backup
▶ Edit	Delete	Adv - 15-16 Electronic Signature Updated B	Yes	Save Current Version as Backup
Edit	Delete	Adv - 15-16 Electronic Signature Updated A	No	Save Current Version as Backup
▼ Edit	Delete	Adv - 15-16 Electronic Signature Updated	Yes	Save Current Version as Backup

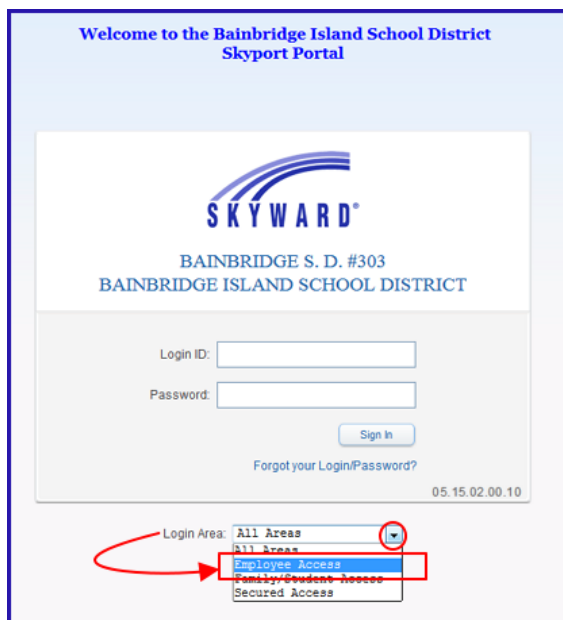
		Entity	Security Group	Description	Access	Lookup
Edit	Delete	000	#HR	W-HR	1	1

Instructions to sign your contract:

There are many paths to get to the Skyward Login page, but the easiest route is to go to the Bainbridge Island School District web page. On the top right, click on the "Family Access" icon.



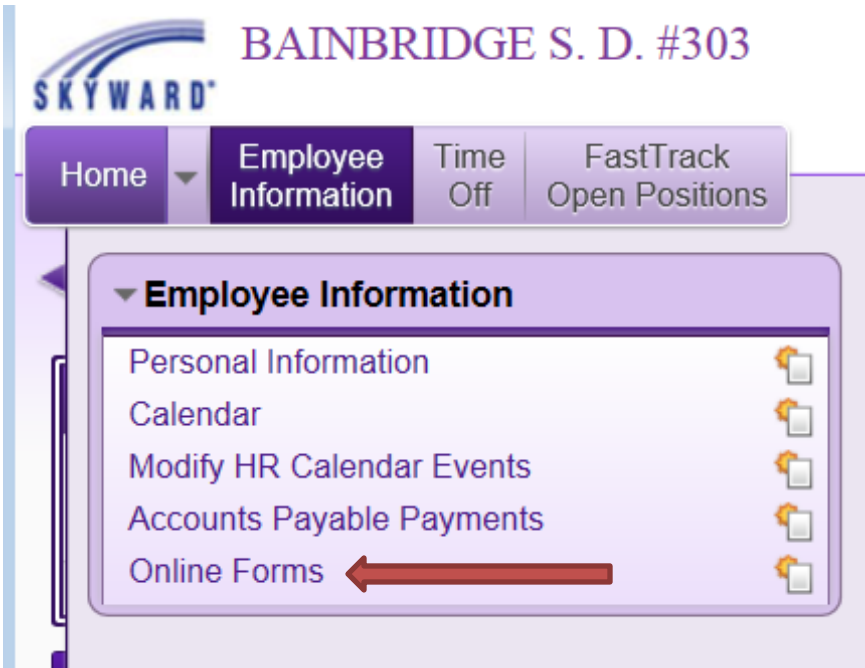
Once on the Skyward Login page, use the Login Area drop down menu to choose "Employee Access".



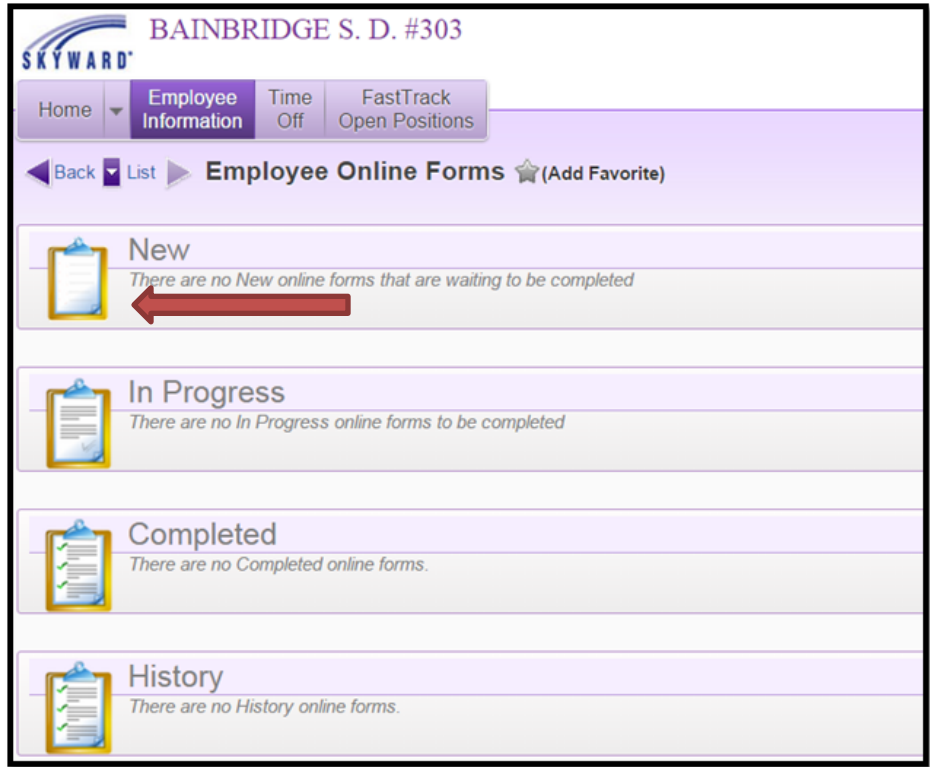
After you've signed in using your Login ID and Password, select: **Employee Information**.



then go to: **Online Forms.**



Next you will click on your "NEW" Online Form: 15-16 Supplemental Contract



STEP ONE: Read and Review your Contract

Click on link for: [15-16 SUPPLEMENTAL Contract](#),

(You must actually open and view the contract before you can complete this step! It may be minimized at the bottom of your screen. You can save it to your desktop if you are having trouble when you close it.)

Once you have read and reviewed your contract -
Then **check** the box: **I have completed this step.**

A screenshot of a form with a light purple header and a white body. A grey horizontal bar contains a checkbox and the text "I have completed this step." in red.

IMPORTANT: After checking the box remember to click on "NEXT" it is located in the bottom right corner of your screen. (Do not navigate to the next step any other way!)

A screenshot of a navigation screen with a light purple background. It displays "Step 1 of 3" and two buttons: "Next" and "Close and Finish Later". A red arrow points down to the "Next" button.

STEP TWO: Sign your contract

Click on link for [15-16 Electronic Signature Supplemental Contract](#),

A screenshot of the "Employee Online Form" interface. The header shows "Employee Online Form" and "Paeth, Janet L.". The main heading is "2. 15-16 Electronic Signature Supplemental Contract". Below it, a grey bar contains the instruction: "Please electronically sign your 15-16 Base Contract. Type in your full name and today's date (MM/DD/YYYY)." and a checkbox labeled "I have completed this step." in red. A red arrow points to a link: "Click on this link for 15-16 Electronic Signature Supplemental Contract".

15-16 Electronic Signature Supplemental ContractName: **Paeth, Janet L.** Employee Type: **NRE**

Janet L Paeth / DO

Pursuant to the Uniform Electronic Transactions Act, an electronic signature has the same legal effect as a manual or handwritten signature. An electronic signature shall not be denied legal effect solely because it is electronic, and any requirement for a signature is satisfied by an electronic signature. By submitting an electronic signature, the individual identified and providing the electronic signature herein verifies acknowledgement of the binding legal effect of the electronic signature.

2015 - 2016 Certificated Contract Electronic Signature

☐ I agree to terms above and certify that the foregoing statements are true and correct to the best of my knowledge.

Electronic Signature:

Date of Signing:

Don't forget to check the box:☐ I agree to terms above and certify that the foregoing statements are true and correct to the best of my knowledge.**Type in your complete name - and fill in the date: (MM/DD/YYYY)****Remember to check the box: I have completed this step.**☐ I have completed this step.**IMPORTANT:** After checking the box remember to click on "NEXT" it is located in the bottom right corner of your screen.

Step 2 of 3

[Previous](#)[Next](#)[Close and Finish Later](#)

STEP THREE: Confirmation of completing the form

Check the box: **I have completed this online form.**

https://www2.wrdc.wa-k12.net/scripts/cgiip.exe/WService=wbainbrs71/honlfedit005.w

3. Complete Online Form

When you have completed this online form, check the I have completed this online form.

Step	Status	Last Accessed
1. 15-16 Supplemental Contract	Incomplete	
2. 15-16 Electronic Signature Supplemental Contract	Incomplete	

☐ I have completed this online form.

IMPORTANT: After checking the box remember to click on "FINISH" it is located in the bottom right corner of your screen.

Step 3 of 3

[Previous](#) [Finish](#) [Close and Finish Later](#)

I hope the above directions will help the process go smoothly for you. If you have trouble give me a call and I will be happy to walk through the process with you.

Thank you,

Janet

Janet Paeth
Personnel Specialist, Certificated
Bainbridge Island School District
8489 Madison Ave NE
Bainbridge Island, WA 98110
[206-780-1056](tel:206-780-1056)
FAX [206-842-2928](tel:206-842-2928)

jpaeth@bisd303.org

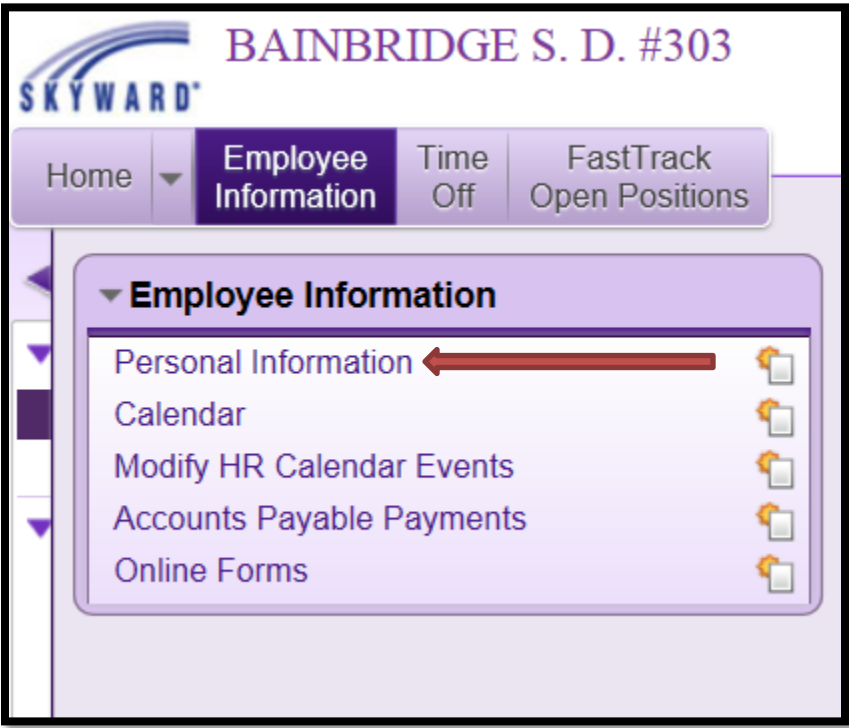
First of all, thank you for your patience, cooperation and the successful completion of electronically signing your Base Contracts in Employee Access!

Before I create a custom form for signing your Supplemental Contract, please preview it in Employee Access. This contract will have your Professional Responsibility and any Stipends or Extra Days if you are receiving them. I have posted it in "Employee Letters." If you see any issues please contact me by.....

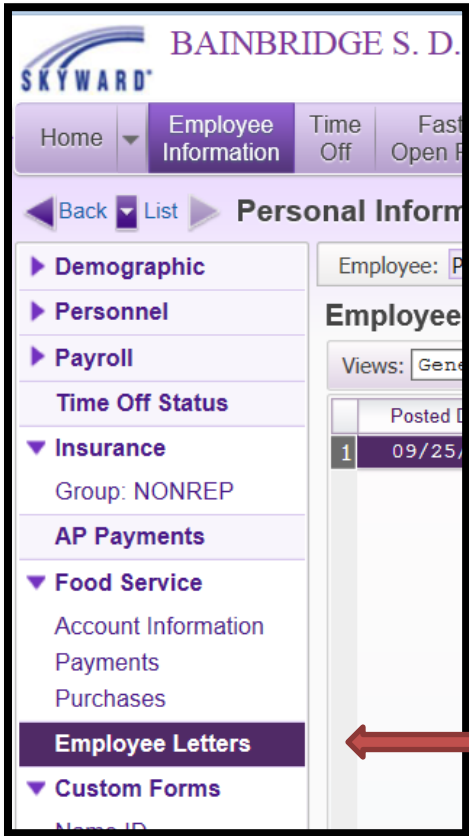
Later next week I will create a new "Online Form" where you will be able to sign your Supplemental Contract electronically. I will send out an email once it is available.

For now, please use the following screen shots as a guide to view your Supplemental Contract in Employee Letters.

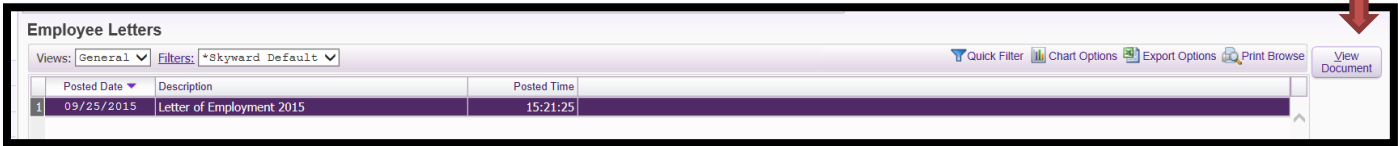
Log into Employee Access, go to "**Employee Information**" then "**Personal Information.**"



Scroll down the left side, then click on: **"Employee Letters."**



Once here you can view your 15-16 Supplemental Contract. Click on the **"View Document"** button on the far right side of your screen.



Thank you for previewing your Supplemental Contract. Please let me know if you have any concerns. Later next week it will be available for you to sign electronically.

Have a great weekend,

Janet

Janet Paeth
Personnel Specialist, Certificated
Bainbridge Island School District
8489 Madison Ave NE
Bainbridge Island, WA 98110
[206-780-1056](tel:2067801056)
FAX [206-842-2928](tel:2068422928)

jpaeth@bisd303.org

From: Sabre Dahl <sabred@SpokaneSchools.org>
Sent time: 07/15/2016 10:15:37 AM
To: Urie, Josie <JUrie@nkschools.org>
Cc: cleonard@wspsa.net; Tennille Jeffries-Simmons <TennilleJ@SpokaneSchools.org>
Subject: Re: MEMBER REQUEST
Attachments: ATT00002

Josie,

Spokane Public Schools is currently in process of moving certificated employment contracts, letters of assurance and classified letters of assurance to an electronic format.

Our largest considerations included:

- Legality of electronic signatures for employment contracts; we conferred with our legal counsel and collaboratively developed language to be used for this purpose
- Retention of electronic contracts digitally; retention period and format
- Which platform we would use for sending, storing, and accessing
- How long would the contract be available for signing electronically
- Following up on unsigned contracts

We reached out to our HRIS vendor, SunGuard, and found out they recently developed a platform for Paradise Valley SD in AZ that met the requirements of what we were looking for. The module is currently being modified to our specifications and we plan to send contracts electronically for the first time in December.

Please let me know if I can answer any additional questions for you.

Sabre Dahl

Human Resources Project Manager & Budget Analyst

Spokane Public Schools

Ph: (509) 354-7274

Fax: (509) 354-5963

sabred@Spokaneschools.org

>>> Curtis Leonard <waspa@memberclicks-mail.net> 7/15/2016 7:15 AM >>>

Hello WSPA Member!

Just one request for your consideration. Happy Friday!

Josie Urie from North Kitsap School District is requesting the following:

North Kitsap School District is interested in finding out:

- If any districts have switched to using electronic employment contracts/signatures (teachers)
- If so, what steps did you take before you made the transition?

Please send your responses directly to:

JUrie@nkschools.org

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

Thanks and enjoy the weekend!

Curtis

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

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

powered by  **MemberClicks**

From: Scott Harrison <sharrison@whiteriver.wednet.edu>
Sent time: 07/15/2016 07:20:54 AM
To: Urie, Josie <JUrie@nkschools.org>
Cc: cleonard@wspsa.net
Subject: Member Request

Good Morning Josie,

I received the member request from Curtis and wanted to reach out to you and let you know that White River has transitioned to electronic employment contracts through Skyward. If North Kitsap uses Skyward and would like to learn more about our process don't hesitate to let me know. I can connect you with our certificated coordinator to walk you through the details in setting it up. I will say that it was a huge time saver and worked out very well.

Let me know,

Scott

--

Scott Harrison
Executive Director of Human Resources
White River School District

Attachment-1.msg

From: Sandy Magstadt <smagstadt@whiteriver.wednet.edu>
Sent time: 07/19/2016 09:00:34 AM
To: Urie, Josie <JUrie@nkschools.org>
Subject: Re: Member Request

Hi Josie -

This was our first year using Skyward to send contracts electronically, it worked great! We did not do electronic signatures this year, hopefully next year we can do that as well.

I worked closely with Tina Thompson and Laura Pomeroy from NWRDC to get this set up.

You are more than welcome to contact me with any questions that you may have.

On Mon, Jul 18, 2016 at 4:52 PM, Scott Harrison <sharrison@whiteriver.wednet.edu> wrote:

Will you please reach out to Josie.

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

From: Urie, Josie <JUrie@nkschools.org>

Date: Fri, Jul 15, 2016 at 8:43 AM

Subject: RE: Member Request

To: Scott Harrison <sharrison@whiteriver.wednet.edu>

Cc: "Walser, Christy" <CWalser@nkschools.org>

Thank you so very much, Scott.

We do use Skyward and would be very interested in finding out more about your process so if you would share your certificated coordinator's contact info, we would be greatly appreciative. ☺

Josie Urie

Human Resources, North Kitsap School District

18360 Caldart Ave NE, Poulsbo, WA 98370

Phone: (360) 396-3005 ~ FAX: (360) 396-3935

Email: jurie@nkschools.org ~ Website: www.nkschools.org

From: Scott Harrison [mailto:sharrison@whiteriver.wednet.edu]

Sent: Friday, July 15, 2016 7:21 AM

To: Urie, Josie <JUrie@nkschools.org>

Cc: cleonard@wspa.net

Subject: Member Request

Good Morning Josie,

I received the member request from Curtis and wanted to reach out to you and let you know that White River has transitioned to electronic employment contracts through Skyward. If North Kitsap uses Skyward and would like to learn more about our process don't hesitate to let me know. I can connect you with our certificated coordinator to walk you through the details in setting it up. I will say that it was a huge time saver and worked out very well.

Let me know,

Scott

--

Scott Harrison

Executive Director of Human Resources

White River School District

--

Scott Harrison

Executive Director of Human Resources

White River School District

--

Sandy Magstadt

Certificated Specialist

White River School District

360-829-3822

From: sherrie.evans@hrmplus.com
Sent time: 10/29/2016 09:00:46 AM
To: monaglej@skitsap.wednet.edu
Subject: Training follow up

It was great to meet you and work with your team. I did follow up on the high school diploma question. It is definitely a Title I requirement. For Wapato they are Title I district wide so they are required to have a copy of the high school diploma or GED on file for every para they employ.

I checked with another district too because they are not Title district wide. They still require it upon hire because there is so much movement and account code changes with paras so they want to be sure it is on file upon hire so they don't have to worry about it when people change assignments.

Additionally, here are the urls I shared with the staff during the training:

CHEA (Check Accreditation) <http://chea.org/search/default.asp>
DEAC (Check Online Accreditation) <http://www.deac.org/>
Clock Hour Providers Info <http://www.k12.wa.us/certification/ClockhoursDocumentation.aspx>
LEAP Documents <http://leap.leg.wa.gov/leap/budget/leapdocs/k12docs.asp>
Bureau Labor Statistics Info <http://www.bls.gov/oes/tables.htm>

Let me know when you have done the PO with WSPA to purchase a book and I will send you the document in pdf format.

If you have questions and/or need follow-up, feel free to contact me at any time. Thanks again!

Sherrie Evans, SPHR
hrmPlus, PO Box 84, Black Diamond, WA 98010
Support: support@hrmplus.com 1-877-476-3375 (1-877-hrmDESK)
Office: 360-886-6918
Cell: 206-351-9005
sherrie.evans@hrmplus.com

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 10/31/2016 07:02:53 AM
To: finnie@skitsap.wednet.edu
Subject: Last chance registration -- Employee Misconduct and Investigations

Dear WSPA members,

Time is running out! Don't forget to register for our upcoming **Employee Misconduct and Investigations Workshops:**

November 4, 2016 - TUKWILA

- 9:00 am - 2:30 pm
- DoubleTree Suites by Hilton at Southcenter
- Tukwila, Washington

November 22, 2016 - SPOKANE

- 9:00 am - 2:30 pm
- North East Washington Educational Service District 101
- Spokane, Washington

This workshop will cover the basics of employee discipline and misconduct investigations. This session includes discussion from sample cases, hypothetical and real-life examples, along with practical tips and guidance for dealing with a range of discipline and conduct issues.

- 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 Weinergarten rights
- Conducting Loudermill hearings
- Preparing for termination hearings
- Principals of just cause

Member pricing: \$ 150

Non-member price: \$200

Registration includes clock hours, course materials, refreshments, and lunch

Please visit our website for more information and to register online: <http://www.wspa.net/employee-discipline-and-misconduct-investigations>

Thank you,

Washington School Personnel Association

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

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

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From: olsonla@skitsap.wednet.edu
Sent time: 10/31/2016 02:00:24 PM
To: tgreiwe@tacoma.k12.wa.us
Cc: cleonard@wspa.net; monaglej@skitsap.wednet.edu
Subject: RE: MEMBER REQUEST

SKSD pays classified employees one hour at the new employee's regular rate of pay for orientation. Our 2016\2017 orientation for new certificated staff was a two day event prior to the start of the school year. 1.5 days were paid at the employee's per diem rate. The employee received clock hours for the remaining .5 day.

Lalaina Olson
HR Specialist
South Kitsap School District
Ph: 360-874-7083
Fax: 360-874-7076
Email: olsonla@skitsap.wednet.edu
[Join our South Kitsap Team!](#)

From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Friday, October 28, 2016 1:37 PM
To: Olson, Lalaina <olsonla@skitsap.wednet.edu>
Subject: MEMBER REQUEST

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

Please send your response directly to: tgreiwe@tacoma.k12.wa.us

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

Curtis

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

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From: olsonla@skitsap.wednet.edu
Sent time: 10/31/2016 02:00:40 PM
To: heffington.chantel@yakimaschools.org
Cc: cleonard@wsipa.net; monaglej@skitsap.wednet.edu
Subject: RE: MEMBER REQUEST

SKSD does not use E-Verify, but we'd be interested in knowing what you find out about the pros & cons of using it.

Lalaina Olson
HR Specialist
South Kitsap School District
Ph: 360-874-7083
Fax: 360-874-7076
Email: olsonla@skitsap.wednet.edu
[*Join our South Kitsap Team!*](#)

From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Friday, October 28, 2016 1:34 PM
To: Olson, Lalaina <olsonla@skitsap.wednet.edu>
Subject: MEMBER REQUEST

A couple of member requests for you today!

Chantel Heffington from Yakima School District is wondering if districts have or are currently using E-Verify. If so, what are the benefits and are there any negative consequences.

Please send your response directly to: heffington.chantel@yakimaschools.org

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

Thanks,

Curtis

This email was sent to olsonla@skitsap.wednet.edu by cleonard@wsipa.net

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From: monaglej@skitsap.wednet.edu
Sent time: 11/02/2016 08:23:18 PM
To: sherrie.evans@hrmplus.com
Subject: RE: Training follow up

Thank you Sherrie so much for coming out to help us!

The response from the team was great!!

Misty has been out all week and so I have not gotten a chance to talk with her about getting you to come back or setting up webinar sessions but it is on my agenda for when she returns next week.

We will begin to require diplomas for all new hires and work on how we would like to collect them from current employees.

Thank you for looking into that for us!

Jamie

From: Sherrie Evans [<mailto:sherrie.evans@hrmplus.com>]
Sent: Saturday, October 29, 2016 9:01 AM
To: Monagle, Jamie <monaglej@skitsap.wednet.edu>
Subject: Training follow up

It was great to meet you and work with your team. I did follow up on the high school diploma question. It is definitely a Title I requirement. For Wapato they are Title I district wide so they are required to have a copy of the high school diploma or GED on file for every para they employ.

I checked with another district too because they are not Title district wide. They still require it upon hire because there is so much movement and account code changes with paras so they want to be sure it is on file upon hire so they don't have to worry about it when people change assignments.

Additionally, here are the urls I shared with the staff during the training:

CHEA (Check Accreditation) <http://chea.org/search/default.asp>
DEAC (Check Online Accreditation) <http://www.deac.org/>
Clock Hour Providers Info <http://www.k12.wa.us/certification/ClockhoursDocumentation.aspx>
LEAP Documents <http://leap.leg.wa.gov/leap/budget/leapdocs/k12docs.asp>
Bureau Labor Statistics Info <http://www.bls.gov/oes/tables.htm>

Let me know when you have done the PO with WSPA to purchase a book and I will send you the document in pdf format.

If you have questions and/or need follow-up, feel free to contact me at any time. Thanks again!

Sherrie Evans, SPHR
hrmPlus, PO Box 84, Black Diamond, WA 98010
Support: support@hrmplus.com 1-877-476-3375 (1-877-hrmDESK)
Office: 360-886-6918
Cell: 206-351-9005
sherrie.evans@hrmplus.com

From: Sherrie Evans <sherrie.evans@hrmplus.com>
Sent time: 11/03/2016 06:28:36 AM
To: Monagle, Jamie <monaglej@skitsap.wednet.edu>
Subject: RE: Training follow up

Thanks for the update. It was great meeting with you and working with your team. ☺

Sherrie Evans, SPHR
hrmPlus, PO Box 84, Black Diamond, WA 98010
Support: support@hrmplus.com 1-877-476-3375 (1-877-hrmDESK)
Office: 360-886-6918
Cell: 206-351-9005
sherrie.evans@hrmplus.com

From: Monagle, Jamie [mailto:monaglej@skitsap.wednet.edu]
Sent: Wednesday, November 2, 2016 8:23 PM
To: Sherrie Evans <sherrie.evans@hrmplus.com>
Subject: RE: Training follow up

Thank you Sherrie so much for coming out to help us!

The response from the team was great!!

Misty has been out all week and so I have not gotten a chance to talk with her about getting you to come back or setting up webinar sessions but it is on my agenda for when she returns next week.

We will begin to require diplomas for all new hires and work on how we would like to collect them from current employees.

Thank you for looking into that for us!

Jamie

From: Sherrie Evans [mailto:sherrie.evans@hrmplus.com]
Sent: Saturday, October 29, 2016 9:01 AM
To: Monagle, Jamie <monaglej@skitsap.wednet.edu>
Subject: Training follow up

It was great to meet you and work with your team. I did follow up on the high school diploma question. It is definitely a Title I requirement. For Wapato they are Title I district wide so they are required to have a copy of the high school diploma or GED on file for every para they employ.

I checked with another district too because they are not Title district wide. They still require it upon hire because there is so much movement and account code changes with paras so they want to be sure it is on file upon hire so they don't have to worry about it when people change assignments.

Additionally, here are the urls I shared with the staff during the training:

CHEA (Check Accreditation) <http://chea.org/search/default.asp>
DEAC (Check Online Accreditation) <http://www.deac.org/>
Clock Hour Providers Info <http://www.k12.wa.us/certification/ClockhoursDocumentation.aspx>
LEAP Documents <http://leap.leg.wa.gov/leap/budget/leapdocs/k12docs.asp>
Bureau Labor Statistics Info <http://www.bls.gov/oes/tables.htm>

Let me know when you have done the PO with WSPA to purchase a book and I will send you the document in pdf format.

If you have questions and/or need follow-up, feel free to contact me at any time. Thanks again!

Sherrie Evans, SPHR

hrmPlus, PO Box 84, Black Diamond, WA 98010

Support: support@hrmplus.com 1-877-476-3375 (1-877-hrmDESK)

Office: 360-886-6918

Cell: 206-351-9005

sherrie.evans@hrmplus.com

From: monaglej@skitsap.wednet.edu
Sent time: 11/04/2016 07:37:52 AM
To: olsonla@skitsap.wednet.edu
Subject: Automatic reply: WSPA Mailing Address

Greetings!

I am currently out.

Please call Lalaina Olson at 360-874-7083 or Coleen Popochock at 360-874-7077 if you need assistance.

Thanks and have a great day!!

From: pickard@skitsap.wednet.edu
Sent time: 11/04/2016 01:52:25 PM
To: becky_rayl@sumnersd.org
Cc: cleonard@wsapa.net
Subject: FW: MEMBER REQUEST
Attachments: INTERPRETER - ASL TRANSLATOR.docx

Here you go from South Kitsap SD.

Brian Pickard, Executive Director
School and Staff Support/Human Resources
South Kitsap School District
360-874-7063

From: Conner, Sarah
Sent: Friday, November 04, 2016 12:36 PM
To: Pickard, Brian
Subject: RE: MEMBER REQUEST

For the ASL we just hired, the pay range is \$20.96-\$22.57. Attached is the job template..... In this case the candidate was qualified, so the need for training never came up.

Sarah Conner
Employment Services Specialist
Human Resources
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
Phone: 360-874-7074
Email: conners@skitsap.wednet.edu

From: Pickard, Brian
Sent: Friday, November 04, 2016 8:43 AM
To: Conner, Sarah <conners@skitsap.wednet.edu>
Subject: FW: MEMBER REQUEST

Do you know?

Brian

Brian Pickard | Executive Director
School and Staff Support/Human Resources
South Kitsap School District
2689 Hoover Ave. SE | Port Orchard, WA 98366
Office: 360.874.7063 | pickard@skitsap.wednet.edu



“Constant kindness can accomplish much. As the sun makes ice melt, kindness causes misunderstanding, mistrust, and hostility to evaporate.” Albert Schweitzer (1875-1965) Philosopher, Physician, Nobel Peace Prize Winner*****This This

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

From: waspa@memberclicks-mail.net [<mailto:waspa@memberclicks-mail.net>]
Sent: Friday, November 04, 2016 8:39 AM

To: Pickard, Brian <pickard@skitsap.wednet.edu>

Subject: MEMBER REQUEST

Some WSPA member requests for your consideration! Have a great weekend.

Becky Rayl from Sumner School District would like to know what other School Districts are paying for Interpreters. She would also like to know how they are verifying they are qualified and if so what additional training might they be offering them?

Please send your response directly to: becky_rayl@sumnersd.org

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

Thanks,

Curtis

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

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INTERPRETER (ASL TRANSLATOR) – SKHS

DAYS PER YEAR: 180 Calendar

HOURS PER DAY: 6.5

Functions:

- Interprets spoken language to sign language and reverse for the purpose of enabling students and staff to relay information so that student and teacher can understand one another.
- Assists teacher with instruction of ASL.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities:

- SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: none specified.
- KNOWLEDGE is required to perform basic math, including calculations using fractions, percent's, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: ASL or SEE (with requirement to attain the second skill within timeframe established by the District).
- ABILITY is required to schedule activities; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: none specified.

Responsibility:

- Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to significantly impact the District's services.

Working Environment:

- The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; and significant fine finger dexterity. Generally the job requires 25% sitting, 25% walking and 50% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Expertise:

- Expertise to perform single technical tasks.

Experience:

- Job related experience is required.

Education:

- Community College and/or Vocational School degree with study in job related area.

Required Testing:

- District General Knowledge Test (see district website for testing dates & registration)

Other Requirements:

- Completed online application (with supporting documents)

Certificates & Licenses:

- Interpreter Certification--ASL or SEE as determined by the District based on program need, or equivalent knowledge.
- First Aid/CPR Required

Continuing Education/Training:

- Must maintain license/certification required for positions as noted in the job description.

Clearances:

- Washington State Patrol and FBI Fingerprint Background Clearance

Union membership or representation fee is a requirement for employment.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

From: olsonla@skitsap.wednet.edu
Sent time: 11/04/2016 07:37:49 AM
To: mccullou@skitsap.wednet.edu; powlessb@skitsap.wednet.edu
Cc: monaglej@skitsap.wednet.edu
Subject: FW: WSPA Mailing Address
Attachments: WSPA_W-9_UPDATED_2015.pdf

Hi Ladies,

I'm sharing this info as WSPA is likely one of our AP vendors.

Lalaina Olson
HR Specialist
South Kitsap School District
Ph: 360-874-7083
Fax: 360-874-7076
Email: olsonla@skitsap.wednet.edu
[Join our South Kitsap Team!](#)

From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Friday, November 04, 2016 7:01 AM
To: Olson, Lalaina <olsonla@skitsap.wednet.edu>
Subject: WSPA Mailing Address

Hello WSPA members,

Just a reminder that the WSPA office changed locations in July 2015. The post office will no longer be forwarding mail from our former post office box to our new mailing address. We encourage you to share the attached W-9 with your business office to ensure they have the correct information in their system.

Our updated address:

Washington School Personnel Association
PO Box 1600
Anacortes, WA 98221

The phone, fax, and email remain the same.

Thank you,

Jennifer Tottenham
Washington School Personnel Association

This email was sent to olsonla@skitsap.wednet.edu by admin@wspace.net

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Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Washington School Personnel Association

2 Business name/disregarded entity name, if different from above
WSPA, Washington Educator Career Fair, WECF

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:
☐ Individual/sole proprietor or single-member LLC
☒ C Corporation
☐ S Corporation
☐ Partnership
☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
PO Box 1600

6 City, state, and ZIP code
Anacortes, Washington 98221

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number								
				-				

or

Employer identification number								
9	1	-	1	1	9	9	0	7

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here **Signature of U.S. person ▶** *Jennifer Tottenham* **Date ▶** August 8, 2015

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

From: finnie@skitsap.wednet.edu
Sent time: 11/04/2016 07:35:22 AM
To: tallman@skitsap.wednet.edu; mccullou@skitsap.wednet.edu
Subject: FW: WSPA Mailing Address
Attachments: WSPA_W-9_UPDATED_2015.pdf

Hi there, here is an update I think you need.

Happy Friday,

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, November 04, 2016 7:03 AM
To: Finnie, Lynn <finnie@skitsap.wednet.edu>
Subject: WSPA Mailing Address

Hello WSPA members,

Just a reminder that the WSPA office changed locations in July 2015. The post office will no longer be forwarding mail from our former post office box to our new mailing address. We encourage you to share the attached W-9 with your business office to ensure they have the correct information in their system.

Our updated address:

Washington School Personnel Association
PO Box 1600
Anacortes, WA 98221

The phone, fax, and email remain the same.

Thank you,

Jennifer Tottenham
Washington School Personnel Association

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

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

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**Request for Taxpayer
Identification Number and Certification**

**Give Form to the
requester. Do not
send to the IRS.**

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Washington School Personnel Association

2 Business name/disregarded entity name, if different from above
WSPA, Washington Educator Career Fair, WECF

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:
☐ Individual/sole proprietor or single-member LLC
☒ **C Corporation**
☐ S Corporation
☐ Partnership
☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
PO Box 1600

6 City, state, and ZIP code
Anacortes, Washington 98221

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number

			-			-				
--	--	--	---	--	--	---	--	--	--	--

or

Employer identification number

9	1	-	1	1	9	9	0	0	7
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here **Signature of U.S. person ▶** *Jennifer Tottenham* **Date ▶** August 8, 2015

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 11/04/2016 08:39:33 AM
To: finnie@skitsap.wednet.edu
Subject: MEMBER REQUEST

Some WSPA member requests for your consideration! Have a great weekend.

Becky Rayl from Sumner School District would like to know what other School Districts are paying for Interpreters. She would also like to know how they are verifying they are qualified and if so what additional training might they be offering them?

Please send your response directly to: becky_rayl@sumnersd.org

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 1600, Anacortes, Washington 98221, United States

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

powered by  MemberClicks

From: mccullou@skitsap.wednet.edu
Sent time: 11/04/2016 10:30:59 AM
To: finnie@skitsap.wednet.edu
Subject: RE: WSPA Mailing Address

Thank you.

Respectfully,

Cynthia McCullough

Purchasing Assistant

Business Services and Operations



2689 Hoover Avenue SE, Port Orchard, WA 98366-3013

[Join the South Kitsap School District team!](#)

From: Finnie, Lynn
Sent: Friday, November 04, 2016 7:35 AM
To: Tallman, Rachel <tallman@skitsap.wednet.edu>; McCullough, Cynthia <mccullou@skitsap.wednet.edu>
Subject: FW: WSPA Mailing Address

Hi there, here is an update I think you need.

Happy Friday,

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, November 04, 2016 7:03 AM
To: Finnie, Lynn <finnie@skitsap.wednet.edu>
Subject: WSPA Mailing Address

Hello WSPA members,

Just a reminder that the WSPA office changed locations in July 2015. The post office will no longer be forwarding mail from our former post office box to our new mailing address. We encourage you to share the attached W-9 with your business office to ensure they have the correct information in their system.

Our updated address:

Washington School Personnel Association
PO Box 1600
Anacortes, WA 98221

The phone, fax, and email remain the same.

Thank you,

Jennifer Tottenham
Washington School Personnel Association

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

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

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powered by  **MemberClicks**

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 11/04/2016 07:03:04 AM
To: finnie@skitsap.wednet.edu
Subject: WSPA Mailing Address
Attachments: WSPA_W-9_UPDATED_2015.pdf

Hello WSPA members,

Just a reminder that the WSPA office changed locations in July 2015. The post office will no longer be forwarding mail from our former post office box to our new mailing address. We encourage you to share the attached W-9 with your business office to ensure they have the correct information in their system.

Our updated address:

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PO Box 1600
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The phone, fax, and email remain the same.

Thank you,

Jennifer Tottenham
Washington School Personnel Association

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

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

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powered by  MemberClicks

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Washington School Personnel Association

2 Business name/disregarded entity name, if different from above
WSPA, Washington Educator Career Fair, WECF

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:
☐ Individual/sole proprietor or single-member LLC
☒ C Corporation
☐ S Corporation
☐ Partnership
☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
PO Box 1600

6 City, state, and ZIP code
Anacortes, Washington 98221

7 List account number(s) here (optional)

8 Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number								
				-				

or

Employer identification number								
9	1	-	1	1	9	9	0	7

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶ *Jennifer Tottenham* Date ▶ August 8, 2015

General Instructions

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- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

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- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

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If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

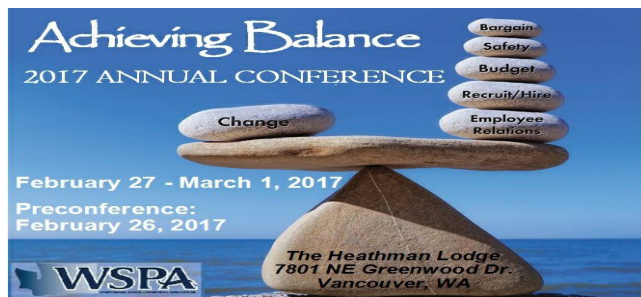
- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

From: olsonla@skitsap.wednet.edu
Sent time: 11/09/2016 07:36:15 AM
To: monaglej@skitsap.wednet.edu
Subject: FW: Registration now open: 2017 Annual Conference

I know you are probably "conferenced out", but this one looks like it has some good topics too (if you look at the conference details/agenda).

Lalaina Olson
HR Specialist
South Kitsap School District
Ph: 360-874-7083
Fax: 360-874-7076
Email: olsonla@skitsap.wednet.edu
[Join our South Kitsap Team!](#)

From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Wednesday, November 09, 2016 7:02 AM
To: Olson, Lalaina <olsonla@skitsap.wednet.edu>
Subject: Registration now open: 2017 Annual Conference



Dear WSPA members,

Registration is now open to attend the **2017 Annual Conference - *Achieving Balance***.

[Please click here to register](#)

We encourage you to attend this valuable and meaningful conference. Each day provides relevant and useful sessions, the chance to meet with State partners and vendors, and most importantly -- the opportunity to make connections and develop relationships.

Achieving Balance
2017 WSPA Annual Conference

- Pre-conference: February 26, 2017
- Conference: February 27-March 1, 2017
- Location: Heathman Lodge, Vancouver
- Presented by WSPA Region 3

[For full conference details please click here to visit our website.](#)

The Region 3 planning committee has also developed a quick survey to gauge interest in session topics. [Please click here to complete the survey.](#) This information will be used to plan and prepare for the event. Your feedback is appreciated!

We look forward to seeing you there!

Thank you,

WSPA Region 3
Washington School Personnel Association

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

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

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 11/09/2016 07:01:29 AM
To: finnie@skitsap.wednet.edu
Subject: Registration now open: 2017 Annual Conference



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[Please click here to register](#)

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WSPA Region 3
Washington School Personnel Association

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

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From: chandler@skitsap.wednet.edu
Sent time: 11/10/2016 08:17:23 AM
To: dieffenb@skitsap.wednet.edu; monaglej@skitsap.wednet.edu
Subject: FW: TPEP & HR Workshop @ OESD 114, December 7, 2016 (9AM - 3PM)
Attachments: TPEP HR Workshop December 7 2016 flyer.pdf

Thought this might be something you would want to attend.
Anita

From: Lathrop, Susan [mailto:slathrop@oesd114.org]
Sent: Wednesday, November 09, 2016 5:44 PM
To: Aaron Leavall <aaron.leavall@bremertonschools.org>; lynn.caddell@bremertonschools.org; linda.sullivan@bremertonschools.org; Patricia Beathard <pbeathard@bsd46.org>; mparking@cfsd.wednet.edu; davidm@ckschools.org; jeanneb@ckschools.org; whitney_meissner@csd49.org; daveb@crescent.wednet.edu; Patrice Page <ppage@nkschools.org>; tgarrison@nkschools.org; Dana Rosenbach <drosenbach@northmasonschools.org>; lroberts@northmasonschools.org; Mark Jackson <mjackson@portangelesschools.org>; cehrhardt@ptsschools.org; lmcginnis@ptschools.org; jpolm@ptschools.org; Scott Carter <scarter@qcsd.wednet.edu>; Wally Lis <wlis@qsd48.org>; gstebbins@qsd48.org; Diana Reaume <diana.reaume@qvschools.org>; kyle.weakley@qvschools.org; arenker@sequim.k12.wa.us; Chandler, Anita <chandler@skitsap.wednet.edu>
Subject: TPEP & HR Workshop @ OESD 114, December 7, 2016 (9AM - 3PM)

Good afternoon,

You are receiving this email because we have your name listed as the TPEP Contact person(s) for your district.

The OESD will be hosting a TPEP and HR Workshop on December 7, from 9AM – 3PM.

- Helene Paroff (WASA) & Curtis Leonard (WSPA) will be co-presenting
- Please register by December 2, 2016 by clicking here: <https://oesd.gosignmeup.com/public/Course/browse?courseid=9137>
- Lunch will be provided

Attached is a flyer with additional information and intended outcomes of the workshop.

Please let me know if you have any questions.

Sincerely,
Susan

Susan Jung Lathrop – Assistant Superintendent, Teaching and Learning

Olympic Educational Service District 114 | 105 National Avenue N., Bremerton, WA 98312
Phone: (360) 405-5824 | Fax: (360) 782-5093 | Email: slathrop@oesd114.org | <http://www.oesd.wednet.edu>

Olympic Educational Service District 114

TPEP & Human Resources Implementation Workshop

Sponsored by WASA & WSPA at no cost to participants

TPEP and HR Workshop

Wednesday, December 7, 2016

9:00 AM—3:00 PM

(8:30 AM registration begins)

Olympic ESD, 105 National Ave. N., Bremerton

Human Resources Directors and other District Office Administrators are invited to participate in a one day TPEP & Human Resources implementation workshop, offered in partnership by WASA and WSPA.

Guest Presenters:

Helene Paroff,
Assistant Executive Director
Washington Association of
School Administrators

Curtis Leonard,
Executive Director
Washington School Personnel
Association

To Register: [click here](#)

Clock Hours Available

Registration Deadline

Friday,
December 2, 2016,
5:00 PM

**Refreshments & Lunch
Provided**

Questions?

Contact Wendy McComb at
(360) 478-6884 or
Email: wmccomb@oesd114.org

Intended Outcomes:

- *Plan for an effective evaluation tracking system for certificated staff.*
- *Plan for an effective evaluation tracking system for documenting the training of evaluators.*
- *Discuss recent changes to the WAC.*
- *Discuss emerging bargaining issues.*
- *Discuss emerging legal issues.*
- *Plan for enhanced processes and practices based on new learnings.*



From: monaglej@skitsap.wednet.edu
Sent time: 11/10/2016 04:30:25 PM
To: olsonla@skitsap.wednet.edu; conners@skitsap.wednet.edu; popochoc@skitsap.wednet.edu; lamoures@skitsap.wednet.edu
Subject: FW: Training follow up

From: Sherrie Evans [<mailto:sherrie.evans@hrmplus.com>]
Sent: Saturday, October 29, 2016 9:01 AM
To: Monagle, Jamie <monaglej@skitsap.wednet.edu>
Subject: Training follow up

It was great to meet you and work with your team. I did follow up on the high school diploma question. It is definitely a Title I requirement. For Wapato they are Title I district wide so they are required to have a copy of the high school diploma or GED on file for every para they employ.

I checked with another district too because they are not Title district wide. They still require it upon hire because there is so much movement and account code changes with paras so they want to be sure it is on file upon hire so they don't have to worry about it when people change assignments.

Additionally, here are the urls I shared with the staff during the training:

CHEA (Check Accreditation) <http://chea.org/search/default.asp>
DEAC (Check Online Accreditation) <http://www.deac.org/>
Clock Hour Providers Info <http://www.k12.wa.us/certification/ClockhoursDocumentation.aspx>
LEAP Documents <http://leap.leg.wa.gov/leap/budget/leapdocs/k12docs.asp>
Bureau Labor Statistics Info <http://www.bls.gov/oes/tables.htm>

Let me know when you have done the PO with WSPA to purchase a book and I will send you the document in pdf format.

If you have questions and/or need follow-up, feel free to contact me at any time. Thanks again!

Sherrie Evans, SPHR
hrmPlus, PO Box 84, Black Diamond, WA 98010
Support: support@hrmplus.com 1-877-476-3375 (1-877-hrmDESK)
Office: 360-886-6918
Cell: 206-351-9005
sherrie.evans@hrmplus.com

From: monaglej@skitsap.wednet.edu
Sent time: 11/10/2016 04:37:53 PM
To: sherrie.evans@hrmplus.com
Subject: RE: Training follow up

Hey Sherrie!

I am still working on talking with Misty about what we want our next steps can be with further training.

We did have a clarifying question though, if a university is listed in CHEA as accredited, do we automatically count that as regionally acceptable or does CHEA have to show that the university is accredited by one of the bodies listed on page 68 of our S275 book? We know you mentioned a new list of accrediting bodies but we cannot find the updated list.

Thanks!

Jamie

From: Sherrie Evans [<mailto:sherrie.evans@hrmplus.com>]
Sent: Saturday, October 29, 2016 9:01 AM
To: Monagle, Jamie <monaglej@skitsap.wednet.edu>
Subject: Training follow up

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Additionally, here are the urls I shared with the staff during the training:

CHEA (Check Accreditation) <http://chea.org/search/default.asp>
DEAC (Check Online Accreditation) <http://www.deac.org/>
Clock Hour Providers Info <http://www.k12.wa.us/certification/ClockhoursDocumentation.aspx>
LEAP Documents <http://leap.leg.wa.gov/leap/budget/leapdocs/k12docs.asp>
Bureau Labor Statistics Info <http://www.bls.gov/oes/tables.htm>

Let me know when you have done the PO with WSPA to purchase a book and I will send you the document in pdf format.

If you have questions and/or need follow-up, feel free to contact me at any time. Thanks again!

Sherrie Evans, SPHR
hrmPlus, PO Box 84, Black Diamond, WA 98010
Support: support@hrmplus.com 1-877-476-3375 (1-877-hrmDESK)
Office: 360-886-6918
Cell: 206-351-9005
sherrie.evans@hrmplus.com

From: tallman@skitsap.wednet.edu
Sent time: 11/10/2016 03:48:22 PM
To: finnie@skitsap.wednet.edu; mccullou@skitsap.wednet.edu
Subject: RE: WSPA Mailing Address

Thank you!

From: Finnie, Lynn
Sent: Friday, November 04, 2016 7:35 AM
To: Tallman, Rachel <tallman@skitsap.wednet.edu>; McCullough, Cynthia <mccullou@skitsap.wednet.edu>
Subject: FW: WSPA Mailing Address

Hi there, here is an update I think you need.

Happy Friday,

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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From: waspa@memberclicks-mail.net [<mailto:waspa@memberclicks-mail.net>]
Sent: Friday, November 04, 2016 7:03 AM
To: Finnie, Lynn <finnie@skitsap.wednet.edu>
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Our updated address:

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PO Box 1600
Anacortes, WA 98221

The phone, fax, and email remain the same.

Thank you,

Jennifer Tottenham
Washington School Personnel Association

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

From: Sherrie Evans <sherrie.evans@hrmplus.com>
Sent time: 11/11/2016 07:12:40 AM
To: Monagle, Jamie <monaglej@skitsap.wednet.edu>
Subject: RE: Training follow up

Correct you do; although effective with this year the state has opened up that list of accrediting agencies so I doubt you will find one that is not on the state list but since that is the requirement I would double check the accrediting agency as well.

*Sherrie Evans, SPHR
hrmPlus, PO Box 84, Black Diamond, WA 98010
Support: support@hrmplus.com 1-877-476-3375 (1-877-hrmDESK)
Office: 360-886-6918
Cell: 206-351-9005
sherrie.evans@hrmplus.com*

From: Monagle, Jamie [mailto:monaglej@skitsap.wednet.edu]
Sent: Thursday, November 10, 2016 4:38 PM
To: Sherrie Evans <sherrie.evans@hrmplus.com>
Subject: RE: Training follow up

Hey Sherrie!

I am still working on talking with Misty about what we want our next steps can be with further training.

We did have a clarifying question though, if a university is listed in CHEA as accredited, do we automatically count that as regionally acceptable or does CHEA have to show that the university is accredited by one of the bodies listed on page 68 of our S275 book? We know you mentioned a new list of accrediting bodies but we cannot find the updated list.

Thanks!

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Sent: Saturday, October 29, 2016 9:01 AM
To: Monagle, Jamie <monaglej@skitsap.wednet.edu>
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Sherrie Evans, SPHR

hrmPlus, PO Box 84, Black Diamond, WA 98010

Support: support@hrmplus.com 1-877-476-3375 (1-877-hrmDESK)

Office: 360-886-6918

Cell: 206-351-9005

sherrie.evans@hrmplus.com

From: olsonla@skitsap.wednet.edu
Sent time: 11/12/2016 10:34:22 AM
To: monaglej@skitsap.wednet.edu
Subject: RE: Training follow up

Sherri didn't specifically answer your question on whether we are good if a college/university appears on CHEA or DEAC or if we need to go a step further to determine if the college/univ is accredited by one of the agencies listed in the S-275 book (or the new list, which I could not find).

Lalaina Olson
HR Specialist
South Kitsap School District
Ph: 360-874-7083
Fax: 360-874-7076
Email: olsonla@skitsap.wednet.edu
[Join our South Kitsap Team!](#)

From: Monagle, Jamie
Sent: Thursday, November 10, 2016 4:30 PM
To: Olson, Lalaina <olsonla@skitsap.wednet.edu>; Conner, Sarah <conners@skitsap.wednet.edu>; Popochock, Coleen <popochoc@skitsap.wednet.edu>; Lamoureux, Stephanie <lamoures@skitsap.wednet.edu>
Subject: FW: Training follow up

From: Sherrie Evans [<mailto:sherrie.evans@hrmplus.com>]
Sent: Saturday, October 29, 2016 9:01 AM
To: Monagle, Jamie <monaglej@skitsap.wednet.edu>
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From: monaglej@skitsap.wednet.edu
Sent time: 11/12/2016 03:15:38 PM
To: olsonla@skitsap.wednet.edu
Subject: RE: Training follow up

She did emailed and said we do need to verify.. I will email her and ask her on getting the updated list!

From: Olson, Lalaina
Sent: Saturday, November 12, 2016 10:34 AM
To: Monagle, Jamie
Subject: RE: Training follow up

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From: monaglej@skitsap.wednet.edu
Sent time: 11/14/2016 08:14:20 AM
To: popochoc@skitsap.wednet.edu; olsonla@skitsap.wednet.edu; conners@skitsap.wednet.edu; lamoures@skitsap.wednet.edu
Subject: FW: Training follow up

Looks like we need to make sure universities not only show up on the CHEA list but are on the state approved list as well.

I have emailed Sherrie to ask if she could point us to the list!

😊

Thanks!

Jamie

From: Sherrie Evans [mailto:sherrie.evans@hrmplus.com]
Sent: Friday, November 11, 2016 7:13 AM
To: Monagle, Jamie <monaglej@skitsap.wednet.edu>
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[Accreditation agencies link](#)

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Sent: Monday, November 14, 2016 12:48 PM
To: Monagle, Jamie <monaglej@skitsap.wednet.edu>
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Sent: Monday, November 14, 2016 8:06 AM
To: Sherrie Evans <sherrie.evans@hrmplus.com>
Subject: RE: Training follow up

Thank you so much Sherrie!! Could you point us in the direction of where to find an updated state list showing the new approved accrediting agencies, Lalaina cannot seem to find it?

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From: monaglej@skitsap.wednet.edu
Sent time: 11/14/2016 01:19:54 PM
To: sherrie.evans@hrmplus.com
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Sherrie Evans, SPHR
hrmPlus, PO Box 84, Black Diamond, WA 98010
Support: support@hrmplus.com 1-877-476-3375 (1-877-hrmDESK)
Office: 360-886-6918
Cell: 206-351-9005
sherrie.evans@hrmplus.com

From: monaglej@skitsap.wednet.edu
Sent time: 11/14/2016 08:05:38 AM
To: sherrie.evans@hrmplus.com
Subject: RE: Training follow up

Thank you so much Sherrie!! Could you point us in the direction of where to find an updated state list showing the new approved accrediting agencies, Lalaina cannot seem to find it?

You are awesome 😊

Jamie

From: Sherrie Evans [mailto:sherrie.evans@hrmplus.com]
Sent: Friday, November 11, 2016 7:13 AM
To: Monagle, Jamie <monaglej@skitsap.wednet.edu>
Subject: RE: Training follow up

Correct you do; although effective with this year the state has opened up that list of accrediting agencies so I doubt you will find one that is not on the state list but since that is the requirement I would double check the accrediting agency as well.

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Support: support@hrmplus.com 1-877-476-3375 (1-877-hrmDESK)
Office: 360-886-6918
Cell: 206-351-9005
sherrie.evans@hrmplus.com

From: Monagle, Jamie [mailto:monaglej@skitsap.wednet.edu]
Sent: Thursday, November 10, 2016 4:38 PM
To: Sherrie Evans <sherrie.evans@hrmplus.com>
Subject: RE: Training follow up

Hey Sherrie!

I am still working on talking with Misty about what we want our next steps can be with further training.

We did have a clarifying question though, if a university is listed in CHEA as accredited, do we automatically count that as regionally acceptable or does CHEA have to show that the university is accredited by one of the bodies listed on page 68 of our S275 book? We know you mentioned a new list of accrediting bodies but we cannot find the updated list.

Thanks!

Jamie

From: Sherrie Evans [mailto:sherrie.evans@hrmplus.com]
Sent: Saturday, October 29, 2016 9:01 AM
To: Monagle, Jamie <monaglej@skitsap.wednet.edu>
Subject: Training follow up

It was great to meet you and work with your team. I did follow up on the high school diploma question. It is definitely a Title I requirement. For Wapato they are Title I district wide so they are required to have a copy of the high school diploma or GED on file for every para they employ.

I checked with another district too because they are not Title district wide. They still require it upon hire because there is so much movement and account code changes with paras so they want to be sure it is on file upon hire so they don't have to worry about it when people change assignments.

Additionally, here are the urls I shared with the staff during the training:

CHEA (Check Accreditation) <http://chea.org/search/default.asp>
DEAC (Check Online Accreditation) <http://www.deac.org/>
Clock Hour Providers Info <http://www.k12.wa.us/certification/ClockhoursDocumentation.aspx>
LEAP Documents <http://leap.leg.wa.gov/leap/budget/leapdocs/k12docs.asp>
Bureau Labor Statistics Info <http://www.bls.gov/oes/tables.htm>

Let me know when you have done the PO with WSPA to purchase a book and I will send you the document in pdf format.

If you have questions and/or need follow-up, feel free to contact me at any time. Thanks again!

Sherrie Evans, SPHR
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Support: support@hrmplus.com 1-877-476-3375 (1-877-hrmDESK)
Office: 360-886-6918
Cell: 206-351-9005
sherrie.evans@hrmplus.com

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 11/14/2016 07:02:50 AM
To: finnie@skitsap.wednet.edu
Subject: Registration now open: 21st Century Bargaining Skills Workshop

Dear WSPA members,

Registration is now open for our 21st Century Bargaining Skills Workshop:

21st Century Bargaining Skills Workshop

- January 12, 2017
- 9:00 am-4:30 pm
- DoubleTree Suites by Hilton at Southcenter
- Presented by Porter Foster Rorick LLP and WSPA

This one-day workshop will focus in detail on bargaining skills including bargaining law, engineering, psychology, bargaining math, mediation of disputes, crisis bargaining operations, and crisis bargaining communication.

New this year -- we are very pleased to offer two workshop tracks to best meet the needs of our attendees:

Track A will cover basic skills and knowledge every Washington public school bargainer should have in his or her toolbox for successful navigation of collective bargaining agreements.

Track B will provide deeper exploration of narrower topics and less common skills, philosophies, and scenarios faced by Washington public school bargainers in the negotiation of collective bargaining agreements.

[Please click here](#) for conference details and registration.

We look forward to having you join us in January!

Thank you,

The Washington School Personnel Association
Porter Foster Rorick LLP

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

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From: conners@skitsap.wednet.edu
Sent time: 11/17/2016 02:15:12 PM
To: finnie@skitsap.wednet.edu
Cc: dieffenb@skitsap.wednet.edu
Subject: FW: 2017 Career Fairs

Hey Finnie,

See #8 below... Can you please set up a meeting with the team and myself sometime in mid-December? Thank you!!

Sarah

From: Dieffenbach, Misty
Sent: Thursday, November 17, 2016 1:47 PM
To: Conner, Sarah <conners@skitsap.wednet.edu>
Cc: Monagle, Jamie <monaglej@skitsap.wednet.edu>
Subject: RE: 2017 Career Fairs

Oh boy. I agree with the highlighted ones, but we send folks to those so everyone gets to recruit somehow; does that make sense? ☺

1. Idaho, WSU, CWU, Gonzago, WSPA Spokane and Tacoma, and Montana. Wondering if there are other schools in Montana or southern Idaho we should be tapping into for career fairs? Yes for Gonzaga.
I like the idea of the Navy fair and the Whaling Days (I like the name, I've no idea what that is).
2. I personally do not go to PLU, Olympic College or UW Tacoma Ed. Fair, but we should send the "b" team. ;)
3. See 2.
4. Yes.
5. Great ☺
6. Sure, for subs, as long as they are local.
7. Possibly, I'd want to ask the principals what they think about that. There aren't a plethora of places to sit, which is why the paper is so appealing. Which is not like me at all, I hate paper.
8. Am I allowed to add an 8?
Maybe we could set up a meeting in mid December before break to strategize with the larger team?
-Kris Christenberry
-Charla Cole
-Joey Kolattakudy
-Darek Grant
-Jobie Flint
-John Richardson

Misty

From: Conner, Sarah
Sent: Thursday, November 03, 2016 11:54 AM
To: Dieffenbach, Misty <dieffenb@skitsap.wednet.edu>
Cc: Monagle, Jamie <monaglej@skitsap.wednet.edu>
Subject: 2017 Career Fairs

Hi Misty,

Attached is a spreadsheet of the career fairs that were attended earlier this year. Please review:

1. Which career fairs would you like to attend again?
2. Which ones would you like to skip?
3. The ones highlighted in yellow are the ones that seem to have the least results and ones I recommend skipping next year.
4. In regards to the one at OC; that might be a good one to still go to for substitute recruiting. What do you think?
5. I am reaching out to all of the schools to see about online job posting as well. That way, we still have some sort of presence with them.
6. To fit into Jamie's "Out of the Box Thinking", I've added the Blackberry Festival and Whaling Days Festival. Both get a great turnout and would potentially be another great resource for substitute recruiting. I have contacted both

- organizations to get more information (cost etc). Let me know if you think we shouldn't attend these.
7. I have reached out to IT and they have Chromebooks you / we can checkout and use at the career fairs. That way, people who visit the booths, can electronically fill out the forms and we aren't left with a ton of paperwork. Plus we can use these to track how many people approach the booth and use this to evaluate the shows future potential.

Let me know what you think and if you have any questions or concerns. Thank you and welcome back!!

Sarah

From: dieffenb@skitsap.wednet.edu
Sent time: 11/17/2016 01:46:55 PM
To: conners@skitsap.wednet.edu
Cc: monaglej@skitsap.wednet.edu
Subject: RE: 2017 Career Fairs

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1. Idaho, WSU, CWU, Gonzago, WSPA Spokane and Tacoma, and Montana. Wondering if there are other schools in Montana or southern Idaho we should be tapping into for career fairs? Yes for Gonzaga. I like the idea of the Navy fair and the Whaling Days (I like the name, I've no idea what that is).
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Let me know what you think and if you have any questions or concerns. Thank you and welcome back!!

Sarah

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 11/17/2016 07:01:28 AM
To: finnie@skitsap.wednet.edu
Subject: Registration now open: 2017 Annual Conference



Dear WSPA members,

Registration is now open to attend the **2017 Annual Conference - *Achieving Balance***.

[Please click here to register](#)

We encourage you to attend this valuable and meaningful conference. Each day provides relevant and useful sessions, the chance to meet with State partners and vendors, and most importantly --the opportunity to make connections and develop relationships.

Achieving Balance
2017 WSPA Annual Conference

- Pre-conference: February 26, 2017
- Conference: February 27-March 1, 2017
- Location: Heathman Lodge, Vancouver
- Presented by WSPA Region 3

[For full conference details please click here to visit our website.](#)

The Region 3 planning committee has also developed a quick survey to gauge interest in session topics. [Please click here to complete the survey.](#) This information will be used to plan and prepare for the event. Your feedback is appreciated!

We look forward to seeing you there!

Thank you,

WSPA Region 3
Washington School Personnel Association

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From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 11/18/2016 06:42:43 AM
To: finnie@skitsap.wednet.edu
Subject: MEMBER REQUEST

Time for WSPA Member Requests! Thanks for your help.

Beth Porter from Renton School District is asking how you collect and store staff immunization records-do you require it, make it optional, focus on certain immunizations and not others, track it electronically or on paper, keep in central location or in employee file, etc?

Please send your response directly to: Elizabeth.Porter@rentonschools.us

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

Thanks,

Curtis

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

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 11/21/2016 10:02:35 AM
To: finnie@skitsap.wednet.edu
Subject: Applications now being accepted: Randy Hathaway Fellowship Awards

Dear WSPA members,

The Randy Hathaway Fellowship Awards were established to commemorate the exemplary leadership of Randy Hathaway and his service to the field of human resources. Mr. Hathaway served as a school administrator, Executive Director of Employee Relations and Negotiations Network (ERNN), and as the Executive Director of Washington Schools Personnel Association (WSPA). Mr. Hathaway continues to be an advocate for education, the role of human resources, and of our organization. It is with great pride that we offer this fellowship program to our members.

Randy Hathaway fellowships are open to individuals who are current WSPA members and have belonged to the organization for at least one membership year prior to the 2016-2017 year. These competitive non-continuing fellowships are available for the purpose of supporting the recipients' educational growth in the area of Human Resources.

2016-2017 Fellowship Awards:

WSPA is pleased to offer twelve (12) HELP program tuition fellowships in the amount of \$910 each. WSPA will grant two (2) HELP fellowships per region.

WSPA will also be offering twelve (12) tuition fellowships in the amount of \$500 each. These fellowships are to be used toward college tuition or college credits related to the study of human resources.

You may apply for both the HELP and tuition fellowships, however only one will be awarded per person, per year.

The application deadline is January 13, 2017

[Please click here](#) for more information and to download the application materials.

Thank you, and best of luck with your applications!

The Washington School Personnel Association

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From: admin@wsps.net
Sent time: 11/27/2016 10:36:11 AM
To: admin@wsps.net
Subject: Employee Misconduct and Investigations - survey, thank you, and clock hours
Attachments: Employee Misconduct Clock Hours_NOV 22 2016.pdf

Hello,

Thank you for your participation at our recent Employee Misconduct and Investigations Workshop. We hope you found the content to be relevant and useful for your work and professional growth.

We encourage you to complete a short online survey regarding this event. Your feedback is critical to our planning and we deeply appreciate your time and input: <https://www.surveymonkey.com/r/EMPMISC17>

The clock hour form(s) for these workshops are attached for your reference.

Thank you,

Jennifer Tottenham

Jennifer Tottenham

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





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: Employee Discipline and Misconduct Investigations Training		Name of Instructors: Curtis Leonard and Rick Kaiser
Total Number of Clock Hours Available 5	First Day of Class/Offering 11/22/2016	Last Day of Class/Offering 11/22/2016
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	
I, _____, swear/affirm that I earned _____ clock hours for actual attendance at the above Clock Hour Class Title. I am not applying for college/university credit for this program. I also certify (declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. The intentional misrepresentation of a material fact in this form subjects the holder to revocation of his/her certificate pursuant to Chapter 181-85 WAC.	
Original Signature of Participant	Date

Section IV - Clock Hour Provider - Verification	
When signed by the approved class sponsor or instructor, this form serves as a transcript or letter documenting eligible credits as required by WAC 392-121-280(3).	
 Original Signature of Class Sponsor/Instructor	<u>11/22/2016</u> Date

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

From: admin@wsps.net
Sent time: 11/27/2016 10:39:02 AM
To: admin@wsps.net
Subject: Employee Misconduct and Investigations - survey, thank you, and clock hours
Attachments: Employee Misconduct Clock Hours_NOV 22 2016.pdf Employee Misconduct Clock Hours_NOV 4 2016.pdf

Hello again,

With both attachments this time!

Best regards,

Jennifer

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Date of Birth (m,d,y)	Social Security No. (optional)	Washington Certificate No.	(optional) <input type="checkbox"/> Female <input type="checkbox"/> Male	
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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

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Original Signature of Participant	Date

Section IV - Clock Hour Provider - Verification	
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	11/22/2016
Original Signature of Class Sponsor/Instructor	Date

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



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

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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: Employee Discipline and Misconduct Investigations Training		Name of Instructors: Curtis Leonard and Rick Kaiser	
Total Number of Clock Hours Available 5	First Day of Class/Offering 11/4/2016	Last Day of Class/Offering 11/4/2016	
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	
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Original Signature of Participant	Date

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<p>When signed by the approved class sponsor or instructor, this form serves as a transcript or letter documenting eligible credits as required by WAC 392-121-280(3).</p>	
	<u>11/4/2016</u>
Original Signature of Class Sponsor/Instructor	Date

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

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 11/28/2016 07:02:41 AM
To: finnie@skitsap.wednet.edu
Subject: Registration now open: 21st Century Bargaining Skills Workshop

Dear WSPA members,

Registration is now open for our 21st Century Bargaining Skills Workshop:

21st Century Bargaining Skills Workshop

- January 12, 2017
- 9:00 am-4:30 pm
- DoubleTree Suites by Hilton at Southcenter
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Track B will provide deeper exploration of narrower topics and less common skills, philosophies, and scenarios faced by Washington public school bargainers in the negotiation of collective bargaining agreements.

[Please click here](#) for conference details and registration.

We look forward to having you join us in January!

Thank you,

The Washington School Personnel Association
Porter Foster Rorick LLP

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 11/28/2016 04:46:41 PM
To: finnie@skitsap.wednet.edu
Subject: Registration now open: Washington Educator Career Fairs 2017



Dear WSPA members,

Registration is now open to attend the **2017 Washington Educator Career Fairs:**

Spokane Convention Center

March 15, 2017

9:00-2:00

Tacoma Dome Arena

March 29, 2017

9:00-3:00

[Please click here](#) for registration and full event details.

Thank you,

Washington School Personnel Association

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

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 11/28/2016 05:01:16 PM
To: finnie@skitsap.wednet.edu
Subject: WSPA email service November 29-30

Dear WSPA members,

The WSPA office will be transitioning to a new email server this week. This transition is set to take place over Tuesday and Wednesday, November 29-30.

While our hosting site does not anticipate any interruptions in service, they cannot guarantee it.

If for any reason, you have trouble reaching WSPA on Tuesday or Wednesday, please know that we are aware of the issue and are working dilligently to resolve any technical issues. We appreciate your patience and understanding.

Thank you,

The Washington School Personnel Association

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

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 11/30/2016 07:01:48 PM
To: finnie@skitsap.wednet.edu
Subject: Registration now open: 2017 Annual Conference



Dear WSPA members,

Registration is now open to attend the **2017 Annual Conference - *Achieving Balance***.

[Please click here to register](#)

We encourage you to attend this valuable and meaningful conference. Each day provides relevant and useful sessions, the chance to meet with State partners and vendors, and most importantly --the opportunity to make connections and develop relationships.

Achieving Balance
2017 WSPA Annual Conference

- Pre-conference: February 26, 2017
- Conference: February 27-March 1, 2017
- Location: Heathman Lodge, Vancouver
- Presented by WSPA Region 3

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WSPA Region 3
Washington School Personnel Association

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Sent time: 12/02/2016 07:00:46 PM
To: finnie@skitsap.wednet.edu
Subject: Applications now being accepted: Randy Hathaway Fellowship Awards

Dear WSPA members,

The Randy Hathaway Fellowship Awards were established to commemorate the exemplary leadership of Randy Hathaway and his service to the field of human resources. Mr. Hathaway served as a school administrator, Executive Director of Employee Relations and Negotiations Network (ERNN), and as the Executive Director of Washington School Personnel Association (WSPA). Mr. Hathaway continues to be an advocate for education, the role of human resources, and of our organization. It is with great pride that we offer this fellowship program to our members.

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2016-2017 Fellowship Awards:

WSPA is pleased to offer twelve (12) HELP program tuition fellowships in the amount of \$910 each. WSPA will grant two (2) HELP fellowships per region.

WSPA will also be offering twelve (12) tuition fellowships in the amount of \$500 each. These fellowships are to be used toward college tuition or college credits related to the study of human resources.

You may apply for both the HELP and tuition fellowships, however only one will be awarded per person, per year.

The application deadline is January 13, 2017

[Please click here](#) for more information and to download the application materials.

Thank you, and best of luck with your applications!

The Washington School Personnel Association

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

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From: olsonla@skitsap.wednet.edu
Sent time: 12/02/2016 07:30:22 PM
To: monaglej@skitsap.wednet.edu
Subject: FW: Applications now being accepted: Randy Hathaway Fellowship Awards

I'm guessing you receive these emails too, but just in case, here's an opportunity for tuition assistance.

Lalaina Olson
HR Specialist
South Kitsap School District
Ph: 360-874-7083
Fax: 360-874-7076
Email: olsonla@skitsap.wednet.edu
[Join our South Kitsap Team!](#)

From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Friday, December 02, 2016 7:01 PM
To: Olson, Lalaina <olsonla@skitsap.wednet.edu>
Subject: Applications now being accepted: Randy Hathaway Fellowship Awards

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From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 12/02/2016 10:16:40 AM
To: finnie@skitsap.wednet.edu
Subject: MEMBER REQUEST

Happy Friday WSPA Members. Please consider the follow member requests -- and have a great weekend!

Kara Silsbee from Bellingham Public Schools is looking for an Assistive Technology Specialist job description.

Please send your response directly to: Kara.Silsbee@bellingshamschools.org

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

Thanks,

Curtis

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

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 12/13/2016 07:01:55 AM
To: finnie@skitsap.wednet.edu
Subject: Reminder - Registration open: 21st Century Bargaining Skills Workshop

Dear WSPA members,

Reminder: Registration is now open for our 21st Century Bargaining Skills Workshop:

21st Century Bargaining Skills Workshop

- January 12, 2017
- 9:00 am-4:30 pm
- DoubleTree Suites by Hilton at Southcenter
- Presented by Porter Foster Rorick LLP and WSPA

This one-day workshop will focus in detail on bargaining skills including bargaining law, engineering, psychology, bargaining math, mediation of disputes, crisis bargaining operations, and crisis bargaining communication.

New this year -- we are very pleased to offer two workshop tracks to best meet the needs of our attendees:

Track A will cover basic skills and knowledge every Washington public school bargainer should have in his or her toolbox for successful navigation of collective bargaining agreements.

Track B will provide deeper exploration of narrower topics and less common skills, philosophies, and scenarios faced by Washington public school bargainers in the negotiation of collective bargaining agreements.

[Please click here](#) for conference details and registration.

We look forward to having you join us in January!

Thank you,

The Washington School Personnel Association
Porter Foster Rorick LLP

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 12/14/2016 07:01:18 AM
To: finnie@skitsap.wednet.edu
Subject: Reminder - registration now open: 2017 Annual Conference



Dear WSPA members,

Reminder -- registration is now open to attend the **2017 Annual Conference - *Achieving Balance***.

[Please click here to register](#)

We encourage you to attend this valuable and meaningful conference. Each day provides relevant and useful sessions, the chance to meet with State partners and vendors, and most importantly --the opportunity to make connections and develop relationships.

Achieving Balance
2017 WSPA Annual Conference

- Pre-conference: February 26, 2017
- Conference: February 27-March 1, 2017
- Location: Heathman Lodge, Vancouver
- Presented by WSPA Region 3

[For full conference details please click here to visit our website.](#)

The Region 3 planning committee has also developed a quick survey to gauge interest in session topics. [Please click here to complete the survey.](#) This information will be used to plan and prepare for the event. Your feedback is appreciated!

We look forward to seeing you there!

Thank you,

WSPA Region 3
Washington School Personnel Association

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 12/16/2016 07:01:05 AM
To: finnie@skitsap.wednet.edu
Subject: Applications now being accepted: Randy Hathaway Fellowship Awards

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Thank you, and best of luck with your applications!

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From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 12/16/2016 09:03:59 AM
To: finnie@skitsap.wednet.edu
Subject: MEMBER REQUEST

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

Request #1

Renee Coe from Oak Harbor School District is wondering:

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

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

Please send your response directly to: rcoe@ohsd.net

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

Thanks,

Curtis

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

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