

**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 06/01/2018 09:40:16 AM  
**To:** monaglej@skitsap.wednet.edu  
**Subject:** MEMBER REQUEST

---

Good Morning and Happy Friday!

A couple of WSPA member requests here for your review.

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

Please send your responses directly to: [CynthiaMcVeigh@sjisd.wednet.edu](mailto:CynthiaMcVeigh@sjisd.wednet.edu)

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

Thanks,

Curtis

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This email was sent to [monaglej@skitsap.wednet.edu](mailto:monaglej@skitsap.wednet.edu) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

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**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 06/01/2018 09:42:04 AM  
**To:** finnie@skschools.org  
**Subject:** MEMBER REQUEST

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 06/06/2018 06:02:02 AM  
**To:** finnie@skschools.org  
**Subject:** Registration now open: HELP Summer Session, Classified and Certificated Boot Camps, and Whole Educator Special Presentation

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Washington School Personnel Association

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This email was sent to [monaglej@skitsap.wednet.edu](mailto:monaglej@skitsap.wednet.edu) by [admin@wspa.net](mailto:admin@wspa.net)

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

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 06/13/2018 06:03:58 AM  
**To:** finnie@skschools.org  
**Subject:** Registration now open: HELP Summer Session, Classified and Certificated Boot Camps, and Whole Educator Special Presentation

---

Dear WSPA Members,

Registration is now open for the following Human Resources in Education Leadership Program (HELP) events:

### **HR Legal Boot Camp - CLASSIFIED**

WSPA and HELP are pleased to announce a new program designed to meet the needs of our members. We are excited to announce our *HR Legal Boot Camp - CLASSIFIED workshop*.

This two-day workshop provides training and support specific to the needs of classified staff moving into management and supervisory positions. Topics include understanding of human resources soft skills, hiring responsibilities, and understanding of professional training, discipline and evaluation, bargaining agreements, and employee rights. Please see the attached schedule for details.

- HR Legal Boot Camp - Classified
- July 9-10, 2018
- Puget Sound Educational Service District
- \$395 registration includes course materials, City University CEU's (optional), clock hours, and breakfast, lunch, and refreshments each day. It also includes the special presentation with Dr. Lisa Nolan and Dr. Forrest Griek.
- [Please click here for registration and information](#)

### **HR Legal Boot Camp - CERTIFICATED**

This is a three-day program offering training the ABC's of Human Resources and Personnel Operations Guide (POG) review, HR 101 - overview of school HR administration leadership responsibilities, legal writing, and employee misconduct investigative writing

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### **Special Presentation with guest presenters Dr. Lisa Nolan and Dr. Forrest Griek - Whole Educator Support and Creating a Balanced Workplace**

In the path of a national teacher shortage and a polarized society we are needing a stronger work force more than ever before. As a result, Tacoma Public Schools launched the Whole Educator Initiative

Come and learn more about the Whole Educator and how we are ensuring the safety, health and engagement of every employee.

- Whole Educator Support Presentation
- July 9, 2018
- 8:00 a.m.- 11:45 am.
- Doubletree by Hilton at Southcenter
- Registration: \$50 Registration also includes breakfast.
- Registration is open to ALL WSPA members - you do not need to be a HELP or Boot Camp participant to register and attend this presentation.
- [Please click here for registration and information](#)

### **HELP Program**

The Human Resources in Education Leadership Program (HELP), is a three-year program designed to meet a growing need for training of individuals engaged in Human Resource Management (HRM) 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.

- July 9-13, 2018
- 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 the special presentation with Dr. Lisa Nolan and Dr. Forrest Griek
- The registration fee is for the full year of HELP - one-week summer session, a one-day session in the fall, and a one-day session in the spring.
- [Please click here for registration and information](#)

Thank you,

Jane Rausch  
HELP Coordinator

Jennifer Tottenham  
Washington School Personnel Association

---

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 06/13/2018 06:02:59 AM  
**To:** holsten@skitsap.wednet.edu  
**Subject:** Registration now open: HELP Summer Session, Classified and Certificated Boot Camps, and Whole Educator Special Presentation

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Thank you,

Jane Rausch  
HELP Coordinator

Jennifer Tottenham  
Washington School Personnel Association

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**From:** Region 5 <waspa@memberclicks-mail.net>  
**Sent time:** 06/14/2018 10:30:09 AM  
**To:** monaglej@skitsap.wednet.edu  
**Subject:** Finishing Up Strong!

---

Good morning, Region 5!

It was great seeing folks on June 1st for our last meeting of the 2017-18 school year.

The WSPA Board Retreat was full of great conversation, plans and innovative changes coming to our association in the coming months. Chelle and I look forward to sharing the direction WSPA is heading when we meet next.

Our first meeting of the 2018-19 school year is scheduled for Friday, October 12. **SAVE THE DATE!**

On behalf of Chelle and myself, we hope you all are able to take some time to relax and enjoy your summer.

Take good care!

Denise

---

This email was sent to [monaglej@skitsap.wednet.edu](mailto:monaglej@skitsap.wednet.edu) by [denise.kennedy@bremertonschools.org](mailto:denise.kennedy@bremertonschools.org)

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**From:** Region 5 <waspa@memberclicks-mail.net>  
**Sent time:** 06/14/2018 10:30:11 AM  
**To:** holsten@skitsap.wednet.edu  
**Subject:** Finishing Up Strong!

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Denise

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**From:** Region 5 <waspa@memberclicks-mail.net>  
**Sent time:** 06/14/2018 10:30:18 AM  
**To:** finnie@skschools.org  
**Subject:** Finishing Up Strong!

---

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Take good care!

Denise

---

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**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 06/15/2018 09:19:52 AM  
**To:** holsten@skitsap.wednet.edu  
**Subject:** MEMBER REQUEST

---

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

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

Please send your responses directly to: [tami.morse@sno.wednet.edu](mailto:tami.morse@sno.wednet.edu)

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

Thanks,

Curtis

---

This email was sent to [holsten@skitsap.wednet.edu](mailto:holsten@skitsap.wednet.edu) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

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**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 06/15/2018 09:19:36 AM  
**To:** monaglej@skitsap.wednet.edu  
**Subject:** MEMBER REQUEST

---

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

Thanks,

Curtis

---

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**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 06/15/2018 09:20:49 AM  
**To:** finnie@skschools.org  
**Subject:** MEMBER REQUEST

---

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

Thanks,

Curtis

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**From:** jensenv@skschools.org  
**Sent time:** 06/18/2018 01:41:22 PM  
**To:** monaglej@skschools.org  
**Subject:** FW: Personnel Needs

---

What do you think?

*Vivian Jensen*  
*Human Resource Specialist*  
*South Kitsap School District*  
360-874-7077  
Fax 360-874-7076

---

**From:** Armstrong, Sue <sarmstrong@oesd114.org>

**Sent:** Monday, June 18, 2018 12:39 PM

**To:** Leesa Bowie <leesa.bowie@bremertonschools.org>; Hurd, Amy <ahurd@northmasonschoools.org>; LOONEY, TAMMY <looneyt@psd401.net>; Theresa Archibald <tarchibald@portangelesschools.org>; Valorie Knieper <vknieper@sequim.k12.wa.us>; Lente Chelle - ADMIN <ChelleL@ckschools.org>; Urie, Josie <JUrie@nkschools.org>; Allen, Anita D <AAllen@nkschools.org>; Stewart, Jackie <stewartj@skschools.org>; Tallman, Rachel <tallman@skschools.org>; Jensen, Vivian <jensenv@skschools.org>; Laurie McGinnis <lmcginnis@ptschools.org>; Stephanie McCleary <stephanie\_mccleary@csd49.org>

**Subject:** Personnel Needs

Good Morning,

OESD wants to be a resource for district's personnel needs. When a temporary need arises for a hard-to-fill position, we want to assist our districts when possible. What we are trying to do is to have a list of people who might be interested to fill in when a temporary need suddenly arises in a district. We are primarily looking for:

- Central office administrators
- Principals
- Special Education Staff

I'm creating a list of names, qualifications, and contact information. If a district calls us with a need, we would give the contact information to the district of those we think might be a possible fit and the district would contact them directly and answer questions, work out details, etc.

At the last WSPA meeting, I asked for someone in each district who could be my ongoing contact to help me know about potential names for the list. For those of you who were at the meeting and gave me your name, thank you. For others, I'm sending this to one or more that I thought might be able to help. Let me know if this communication should go to someone else.

Please let me know of any employees in those categories above who are retiring this year. Please give me their personal email and phone number or ask them to contact me so I can see if they are interested in my adding their name and information to my list. Next year I will remind you in the Spring to let me know as retirement letters come in. And as you hear of other names throughout the year, please let me know.

I know that it's a busy time of year and I appreciate your help. I hope you all get some time off this summer to relax and enjoy!

*Sue Armstrong*  
Director of Human Resources  
Olympic Educational Service District 114  
360 782-5047



**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 06/18/2018 03:03:38 PM  
**To:** finnie@skschools.org  
**Subject:** HELP Registration 2018-2019: REGISTER OTHERS Form Submitted

---

Greetings,

Thank you for registering other district personnel to attend the HELP program.

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:** Armstrong, Sue <sarmstrong@oesd114.org>

**Sent time:** 06/18/2018 12:38:50 PM

stewartj@skschools.org; tallman@skschools.org; jensenv@skschools.org; Leesa Bowie <leesa.bowie@bremertonschools.org>; Hurd, Amy <ahurd@northmasonschools.org>; LOONEY, TAMMY <looneyt@psd401.net>; Theresa Archibald <tarchibald@portangelesschools.org>; Valorie Knieper <vknieper@sequim.k12.wa.us>; Lente Chelle - ADMIN <ChelleL@ckschools.org>; Urie, Josie <JUrie@nkschools.org>; Allen, Anita D <AAllen@nkschools.org>; Laurie McGinnis <lmcginnis@ptschools.org>; Stephanie McCleary <stephanie\_mccleary@csd49.org>

**Subject:** Personnel Needs

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Director of Human Resources

Olympic Educational Service District 114

360 782-5047



**From:** jensenv@skschools.org  
**Sent time:** 06/19/2018 07:59:27 AM  
**To:** pickard@skschools.org  
**Subject:** FW: Personnel Needs

---

Hey Brian.....  
Just in case you ever get bored.....  
See the email at the bottom.. ESD WANTS YOU!!! ☺

*Vivian Jensen*  
*Human Resource Specialist*  
*South Kitsap School District*  
360-874-7077  
Fax 360-874-7076

---

**From:** Monagle, Jamie  
**Sent:** Tuesday, June 19, 2018 7:26 AM  
**To:** Jensen, Vivian <jensenv@skschools.org>  
**Subject:** RE: Personnel Needs

Maybe ask if Brian Pickard would be interested since he is the only one retiring?

---

**From:** Jensen, Vivian  
**Sent:** Monday, June 18, 2018 1:41 PM  
**To:** Monagle, Jamie <[monaglej@skschools.org](mailto:monaglej@skschools.org)>  
**Subject:** FW: Personnel Needs

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*South Kitsap School District*  
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**To:** Leesa Bowie <[leesa.bowie@bremertonschools.org](mailto:leesa.bowie@bremertonschools.org)>; Hurd, Amy <[ahurd@northmasonschoools.org](mailto:ahurd@northmasonschoools.org)>; LOONEY, TAMMY <[looneyt@psd401.net](mailto:looneyt@psd401.net)>; Theresa Archibald <[tarchibald@portangelesschools.org](mailto:tarchibald@portangelesschools.org)>; Valorie Knieper <[vknieper@sequim.k12.wa.us](mailto:vknieper@sequim.k12.wa.us)>; Lente Chelle - ADMIN <[ChelleL@ckschools.org](mailto:ChelleL@ckschools.org)>; Urie, Josie <[JUrie@nkschools.org](mailto:JUrie@nkschools.org)>; Allen, Anita D <[AAllen@nkschools.org](mailto:AAllen@nkschools.org)>; Stewart, Jackie <[stewartj@skschools.org](mailto:stewartj@skschools.org)>; Tallman, Rachel <[tallman@skschools.org](mailto:tallman@skschools.org)>; Jensen, Vivian <[jensenv@skschools.org](mailto:jensenv@skschools.org)>; Laurie McGinnis <[lmcginnis@ptschools.org](mailto:lmcginnis@ptschools.org)>; Stephanie McCleary <[stephanie\\_mccleary@csd49.org](mailto:stephanie_mccleary@csd49.org)>  
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*Sue Armstrong*  
Director of Human Resources  
Olympic Educational Service District 114  
360 782-5047



a temporary need suddenly arises in a district. We are primarily looking for:

- Central office administrators
- Principals
- Special Education Staff

I'm creating a list of names, qualifications, and contact information. If a district calls us with a need, we would give the contact information to the district of those we think might be a possible fit and the district would contact them directly and answer questions, work out details, etc.

At the last WSPA meeting, I asked for someone in each district who could be my ongoing contact to help me know about potential names for the list. For those of you who were at the meeting and gave me your name, thank you. For others, I'm sending this to one or more that I thought might be able to help. Let me know if this communication should go to someone else.

Please let me know of any employees in those categories above who are retiring this year. Please give me their personal email and phone number or ask them to contact me so I can see if they are interested in my adding their name and information to my list. Next year I will remind you in the Spring to let me know as retirement letters come in. And as you hear of other names throughout the year, please let me know.

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*Sue Armstrong*

Director of Human Resources

Olympic Educational Service District 114

360 782-5047



**From:** finnie@skschools.org  
**Sent time:** 06/19/2018 02:21:40 PM  
**To:** cleonard@wspsa.net  
**Subject:** stipends for employees on negotiating teams

---

Jerry Holsten, South Kitsap School District is asking; Do you provide stipends for members on bargaining teams? If you do, how do you compensate? Hourly, stipend, etc. Are there any groups you would not compensate? Please send your responses to [finnie@skschools.org](mailto:finnie@skschools.org).

Thank you ,

Lynn

*C. Lynn Finnie*

Executive Assistant - Human Resources

South Kitsap School District

2689 Hoover Ave. S.E.

Port Orchard, Washington 98366

[finnie@skschools.org](mailto:finnie@skschools.org)

PH: 360-874-7072

FAX: 360-874-7076

**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 06/20/2018 07:02:47 AM  
**To:** monaglej@skitsap.wednet.edu  
**Subject:** Registration now open: HELP Summer Session, Classified and Certificated Boot Camps, and Whole Educator Special Presentation

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Jane Rausch  
HELP Coordinator

Jennifer Tottenham  
Washington School Personnel Association

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 06/20/2018 07:03:05 AM  
**To:** holsten@skitsap.wednet.edu  
**Subject:** Registration now open: HELP Summer Session, Classified and Certificated Boot Camps, and Whole Educator Special Presentation

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Jennifer Tottenham  
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**Sent time:** 06/20/2018 07:04:09 AM  
**To:** finnie@skschools.org  
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Jennifer Tottenham  
Washington School Personnel Association

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**From:** do\_not\_reply@southkitsap.wa-k12.net  
**Sent time:** 06/25/2018 02:12:07 AM  
**To:** finnie@skschools.org  
**Subject:** 1 Unsubmitted Credit Card Transactions.

---

The following 1 Credit Card Transaction(s) have not been submitted.

---

<b>Transaction Date</b>	<b>Amount</b>	<b>Where Used</b>
06/21/2018	910.00	WSPA

---

**District:** SOUTH KITSAP SCHOOL DISTRICT

**District Web Site:** [www.skschools.org](http://www.skschools.org)

**State:** WA

**District Code:** 18402

SKSD

---

**From:** do\_not\_reply@southkitsap.wa-k12.net  
**Sent time:** 06/26/2018 02:10:27 AM  
**To:** finnie@skschools.org  
**Subject:** 1 Unsubmitted Credit Card Transactions.

---

The following 1 Credit Card Transaction(s) have not been submitted.

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<b>Transaction Date</b>	<b>Amount</b>	<b>Where Used</b>
06/21/2018	910.00	WSPA

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SKSD

---

**From:** brandsma@skschools.org  
**Sent time:** 06/27/2018 07:33:35 AM  
**To:** holsten@skschools.org  
**Subject:** Accepted: WSPA Conference - Workshop  
**Attachments:** attachment.ics

---



**From:** holsten@skschools.org  
**Sent time:** 06/27/2018 04:11:19 PM  
**To:** brandsma@skschools.org  
**Subject:** Jerry Holsten - out - WSPA Conference - Workshop  
**Attachments:** attachment.ics

---

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TZOFFSETTO:-0800  
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END:DAYLIGHT  
END:VTIMEZONE  
BEGIN:VEVENT  
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ATTENDEE;ROLE=REQ-PARTICIPANT;PARTSTAT=NEEDS-ACTION;RSVP=TRUE:MAILTO:brands  
ma@skschools.org  
DESCRIPTION;LANGUAGE=en-US:\n  
SUMMARY;LANGUAGE=en-US:Jerry Holsten - out - WSPA Conference - Workshop  
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END:VALARM  
END:VEVENT  
END:VCALENDAR



**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 06/27/2018 07:02:49 AM  
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**Subject:** Last chance reminder: HELP Summer Session, Classified and Certificated Boot Camps, and Whole Educator Special Presentation

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**From:** holsten@skschools.org  
**Sent time:** 06/27/2018 07:03:45 AM  
**To:** brandsma@skschools.org  
**Subject:** WSPA Conference - Workshop  
**Attachments:** attachment.ics

---

BEGIN:VCALENDAR  
METHOD:REQUEST  
PRODID:Microsoft Exchange Server 2010  
VERSION:2.0  
BEGIN:VTIMEZONE  
TZID:Pacific Standard Time  
BEGIN:STANDARD  
DTSTART:16010101T020000  
TZOFFSETFROM:-0700  
TZOFFSETTO:-0800  
RRULE:FREQ=YEARLY;INTERVAL=1;BYDAY=1SU;BYMONTH=11  
END:STANDARD  
BEGIN:DAYLIGHT  
DTSTART:16010101T020000  
TZOFFSETFROM:-0800  
TZOFFSETTO:-0700  
RRULE:FREQ=YEARLY;INTERVAL=1;BYDAY=2SU;BYMONTH=3  
END:DAYLIGHT  
END:VTIMEZONE  
BEGIN:VEVENT  
ORGANIZER:MAILTO:holsten@skschools.org  
ATTENDEE;ROLE=REQ-PARTICIPANT;PARTSTAT=NEEDS-ACTION;RSVP=TRUE:MAILTO:brands  
ma@skschools.org  
DESCRIPTION;LANGUAGE=en-US:\n  
SUMMARY;LANGUAGE=en-US:WSPA Conference - Workshop  
DTSTART;TZID=Pacific Standard Time:20180709T000000  
DTEND;TZID=Pacific Standard Time:20180714T000000  
UID:040000008200E00074C5B7101A82E0080000000090CC4AE0E40DD4010000000000000000  
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CLASS:PUBLIC  
PRIORITY:5  
DTSTAMP:20180627T140344Z  
TRANSP:OPAQUE  
STATUS:CONFIRMED  
SEQUENCE:0  
LOCATION;LANGUAGE=en-US:Tukwila  
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X-MICROSOFT-CDO-OWNERAPPTID:-788830238  
X-MICROSOFT-CDO-BUSYSTATUS:TENTATIVE  
X-MICROSOFT-CDO-INTENDEDSTATUS:FREE  
X-MICROSOFT-CDO-ALLDAYEVENT:TRUE  
X-MICROSOFT-CDO-IMPORTANCE:1  
X-MICROSOFT-CDO-INSTTYPE:0  
X-MICROSOFT-DISALLOW-COUNTER:FALSE  
BEGIN:VALARM  
ACTION:DISPLAY  
DESCRIPTION:REMINDER  
TRIGGER;RELATED=START:-PT12H  
END:VALARM  
END:VEVENT  
END:VCALENDAR



**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 06/29/2018 06:58:03 AM  
**To:** finnie@skschools.org  
**Subject:** MEMBER REQUEST

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A couple WSPA member requests for you as we close out the year. Thanks!

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Please send your responses directly to: [erin.battersby@mercerislandschools.org](mailto:erin.battersby@mercerislandschools.org)

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

Thanks,

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**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 06/29/2018 06:57:37 AM  
**To:** monaglej@skitsap.wednet.edu  
**Subject:** MEMBER REQUEST

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**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 06/29/2018 06:57:43 AM  
**To:** holsten@skitsap.wednet.edu  
**Subject:** MEMBER REQUEST

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**Sent time:** 07/09/2018 04:05:43 PM  
**To:** finnie@skschools.org  
**Subject:** WSPA Bylaw Update: Membership Dues Voting  
**Attachments:** Summary\_of\_Recommended\_changes\_to\_WSPA\_Bylaws\_JULY\_2018.pdf

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**Summary of Recommended changes to WSPA Bylaws  
July 2018**

**Constitution – Article II - Organizations**

**Membership**

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**Sent time:** 07/09/2018 04:04:04 PM  
**To:** holsten@skitsap.wednet.edu  
**Subject:** WSPA Bylaw Update: Membership Dues Voting  
**Attachments:** Summary\_of\_Recommended\_changes\_to\_WSPA\_Bylaws\_JULY\_2018.pdf

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**Subject:** WSPA Bylaw Update: Membership Dues Voting  
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**Sent time:** 07/11/2018 10:03:05 AM  
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**Subject:** WSPA Bylaw Update: Membership Dues Voting  
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- 5. District Membership: A district membership includes all of the benefits of an active membership, however is for those districts who would like to have up to 10 employees receive all WSPA communications. In addition all district employees are eligible for the reduced membership rate for all WSPA events. District employees outside of the 10 identified members will received the reduced rate for all WSPA events, but are not eligible to vote and are not eligible for WSPA program scholarships and grants.
  
- 6. Promotional Membership: A promotional membership shall be awarded to an individual for participation in an identified WSPA event. Promotional memberships shall be for one membership year only. Such promotional memberships will be recommended and authorized by the Board.

**Bylaws - Article VII – Dues**

The dues for active membership are \$125.00 per year, payable to the Association. For members who have been active at least five (5) years in the Association, dues will be waived for the first year following retirement and will receive the retiree membership pricing thereafter. The membership year runs September 1- August 31 annually.

**Membership dues are as follows, payable to the Association:**

- Individual memberships: \$175 annually
- Retiree and Associate memberships: \$100 annually
- District memberships: \$1500 annually

**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 07/11/2018 10:03:24 AM  
**To:** holsten@skitsap.wednet.edu  
**Subject:** WSPA Bylaw Update: Membership Dues Voting  
**Attachments:** Summary\_of\_Recommended\_changes\_to\_WSPA\_Bylaws\_JULY\_2018.pdf

---

Hello WSPA Members,

**Thank you** for your membership to the Washington School Personnel Association. With members like you, we are able to provide a sustainable professional community for human resource professionals across the State of Washington. Only through your support can we continue to offer dynamic, relevant, and meaningful professional development as well as advocate for legislative action that supports education and WSPA endorsed initiatives.

WSPA is committed to providing the most affordable membership rate of all statewide professional service organizations. The WSPA Board has carefully and thoughtfully reviewed its membership practices and we are recommending a small increase to our annual membership fees for the 2018-2019 year. **This is the first recommended membership fee increase since 2006.** This will allow us the capacity to strengthen our legislative advocacy by providing a dedicated lobbyist advocating specifically for our members and issues facing our districts.

**Individual memberships will increase from \$125 to \$175 annually**

**Retiree and Associate memberships will increase from \$50 to \$100 annually**

**District memberships will increase from \$1100 to \$1500 annually**

We respectfully ask for your consideration of this recommendation and encourage your participation in the membership vote. The associated language changes to the WSPA Bylaws are attached for your review and consideration.

The link for the voting form is found below and is also available at our website at [www.wspa.net](http://www.wspa.net)

[WSPA Bylaw Updates: Membership Dues Vote 2018](#)

You must login to vote and you may only vote once.

**Voting will remain open through the close of business on Friday, July 13, 2018.**

Thank you,

Washington School Personnel Association

---

This email was sent to [holsten@skitsap.wednet.edu](mailto:holsten@skitsap.wednet.edu) by [admin@wspa.net](mailto:admin@wspa.net)

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

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**Summary of Recommended changes to WSPA Bylaws  
July 2018**

**Constitution – Article II - Organizations**

**Membership**

Membership in the Association is established in the following categories as defined in the bylaws:

1. Active Membership
2. Retired Membership
3. Honorary Membership
4. Associate Membership
5. **District Membership**
6. **Promotional Membership**

**Bylaws - Article IV – Membership**

Membership in the Association shall be defined as follows:

1. **Active Membership:** Active membership in the Association shall be for those individuals with responsibilities for personnel administration and related functions in public, private, or post-secondary school systems, or that have interest in personnel administration. It shall also include those employed in professional-technical positions in personnel-related fields including, but not limited to, employee relations, data processing, employee benefits, salary administration, staff selection, or substitute operations. Only active members have the right to vote.
2. **Retiree Membership:** Retiree membership in the Association shall be for those individuals who have been active members of the Association and have retired. All retiring active members will be recognized with a plaque at the annual conference.
3. **Lifetime Membership (Honorary):** A lifetime membership shall be awarded to an individual for meritorious service in school personnel work. Such an award will be recommended by the Board and authorized by a majority vote of active members present at a regular Association meeting. Honorary members will be afforded the following privileges:
  - a. Lifetime dues at no cost;
  - b. Receipt of regular association communication and
  - c. Special recognition as determined by the Board.
4. **Associate Membership:** Membership shall be opened to individuals serving in the capacity of administrative intern, consultant, and others with focus upon personnel functions as recommended by the Board.

- 5. District Membership: A district membership includes all of the benefits of an active membership, however is for those districts who would like to have up to 10 employees receive all WSPA communications. In addition all district employees are eligible for the reduced membership rate for all WSPA events. District employees outside of the 10 identified members will received the reduced rate for all WSPA events, but are not eligible to vote and are not eligible for WSPA program scholarships and grants.
  
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**Membership dues are as follows, payable to the Association:**

- Individual memberships: \$175 annually
- Retiree and Associate memberships: \$100 annually
- District memberships: \$1500 annually

**From:** admin@wspa.net  
**Sent time:** 07/13/2018 10:09:16 AM  
aallen@nkschools.org; jbelaski@psed.org; mcarter@bethelsd.org; lcoady@hoquiam.net; coxt@wvvsd208.org; vdominguez@auburn.wednet.edu; draganova@tukwila.wednet.edu; agalloway@auburn.wednet.edu; garciap@wvvsd208.org; genglere@tukwila.wednet.edu; holsten@skitsap.wednet.edu; jeromes@tukwila.wednet.edu; djordan2@nthurston.k12.wa.us; rkoplan@lopez.k12.wa.us;  
**To:** krista.maher@kelsosd.org; kmcneil@bethelsd.org; armontgome@bethelsd.org; spartain@fwps.org; cpatten@fwps.org; tavis@wapatosd.org; mristine@fwps.org; anna.roller@kelsosd.org; humanresources@sw.wednet.edu; biestie\_7@yahoo.com; tyson.vogeler@greenmountainschool.us; karenw@ckschools.org  
**Cc:** jrausch@wspa.net  
**Subject:** HELP I: Thank you, clock hours, and conference survey.  
**Attachments:** HELP\_Clock Hours Summer 2018.pdf

---

Hello HELP I team,

Congratulations on completing your first session of HELP!

We appreciate that you took time out of your busy schedules to join us. We loved meeting each of you and hope you had a great experience this week. We ask that you please take a moment to complete our conference survey so that we can be sure to make our next event just as meaningful and relevant.

**The conference survey may be found online at:** <https://www.surveymonkey.com/r/HELP12018>

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

Jennifer

*Jennifer Tottenham*

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





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

## WASHINGTON STATE CLOCK HOUR REGISTRATION FORM

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

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

<b>Section 1 – Information – Participant</b>			<b>Please Print and Use Pen</b>
<b>Only</b>			
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

<b>Section II – Clock Hour Provider</b>			
Clock Hour Class Title: <b>WSPA HELP Course Levels I, II, III</b>		Name of Instructors: <b>Curtis Leonard / Various Others</b>	
Total Number of Clock Hours Available <b>34</b>	First Day of Class/Offering <b>7/9/2018</b>	Last Day of Class/Offering <b>7/13/2018</b>	
Sponsoring Provider Name (Agency Granting Clock Hours) <b>Washington School Personnel Association</b>		Business Telephone Number <b>360-825-1415</b>	
Provider Address <b>PO Box 1600 Anacortes, WA 98221</b>			
Sponsoring Provider Contact Person <b>Jennifer Tottenham, Program Coordinator</b>		Telephone Number <b>360-825-1415</b>	

### Section III – Affidavit of Participant

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
7/13/2018  
Date

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

**From:** Joan Gribskov <Joan.Gribskov@rsd.edu>  
**Sent time:** 07/16/2018 11:03:37 AM  
aallen@nkschools.org; jbelaski@psesd.org; mcarter@bethelsd.org; lcoady@hoquiam.net; vdomniguez@auburn.wednet.edu; draganova@tukwila.wednet.edu; agalloway@auburn.wednet.edu; garciap@wvvsd208.org; genglere@tukwila.wednet.edu;  
**To:** holsten@skitsap.wednet.edu; djordan2@nthurston.k12.wa.us; rkoplan@lopez.k12.wa.us; krista.maher@kelsosd.org; kmcneil@bethelsd.org; armontgome@bethelsd.org; spartain@fwps.org; cpatten@fwps.org; tavis@wapatosd.org; mristine@fwps.org; anna.roller@kelsosd.org; humanresources@sw.wednet.edu; tyson.vogeler@greenmountainschool.us; karenw@ckschools.org; DIANA\_THOMAS@sumnersd.org  
**Subject:** PowerPoint Presentation  
**Attachments:** WSPA HELP 2018.pptx

---

Thank you all again for your participation in the session last Thursday – I hope you were able to find a nugget or two of value from the presentation. I've attached a copy for your reference.

All the best in your future endeavors!

Joan

Joan Gribskov  
Safety Manager

Richland School District  
615 Snow Avenue  
Richland, WA 99352  
509-967-6011 (office)  
509-942-2448 (fax)  
509-727-6747 (cellular)

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# HR Negotiation, Recruitment, Selection & Orientation

WSPA HELP – Summer 2018  
Puget Sound ESD, Renton, WA

# Introductions

- Who you are
  - Where you work
  - What you do
  - Why you do it
- 
- Something from your HR career of which you are most proud.

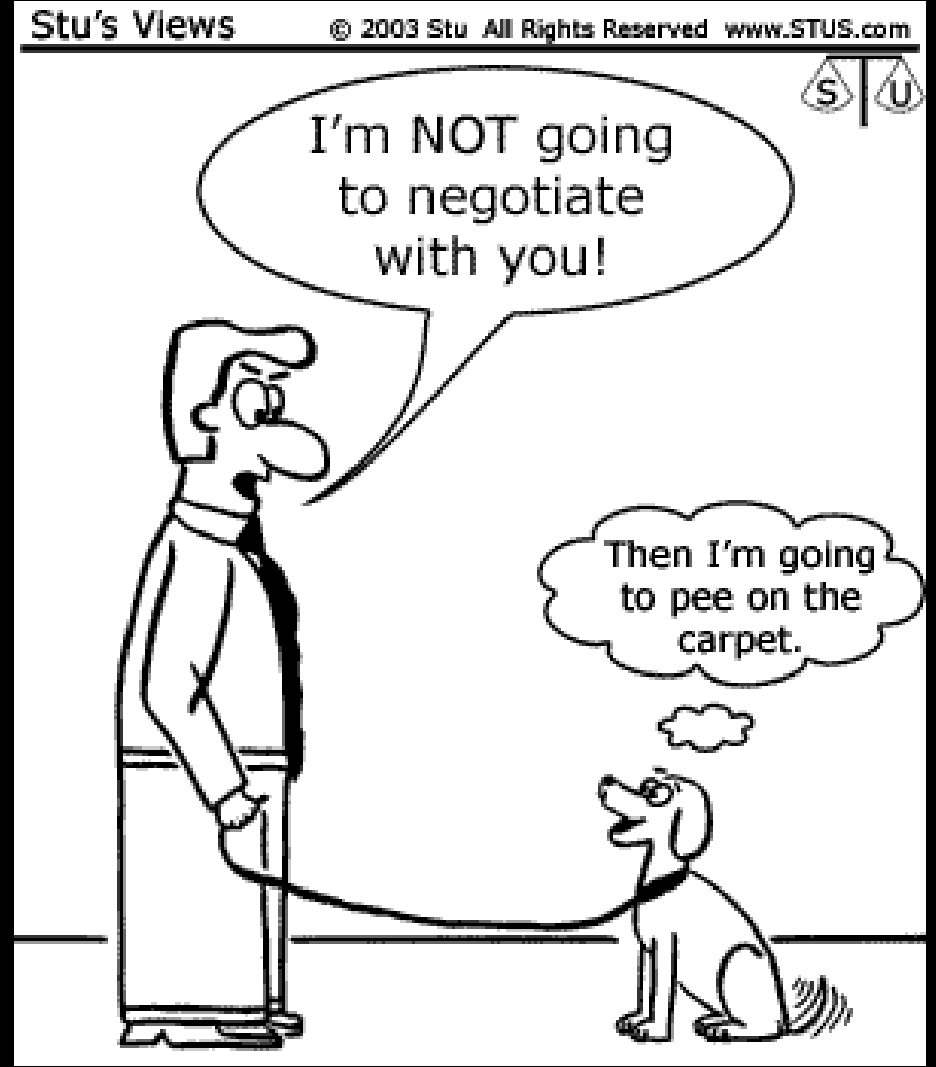
# Premise

1. HR Leaders spend a significant amount of time negotiating solutions to complex problems.
2. A common vocabulary around negotiation will provide a framework for systemic growth among leaders.
3. There are best practices for negotiation and conflict management that are useful and easily adaptable for the school (or district) setting.
4. Leaders need to take time to reflect on leadership, but often don't do so.

What is negotiation?

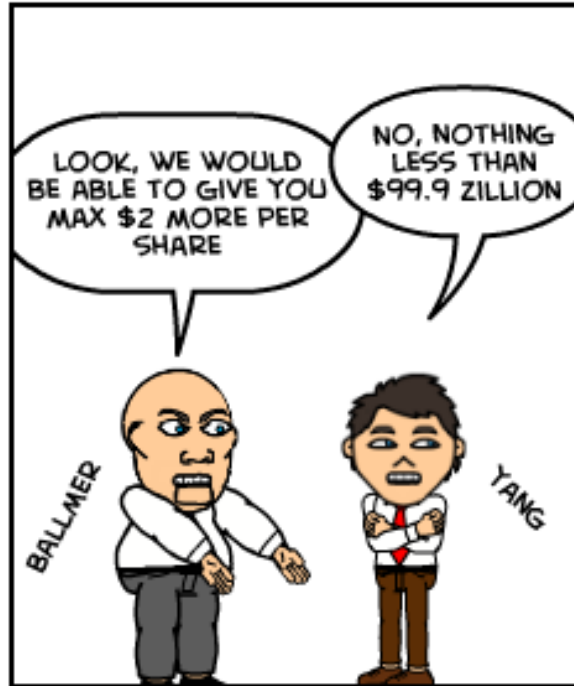
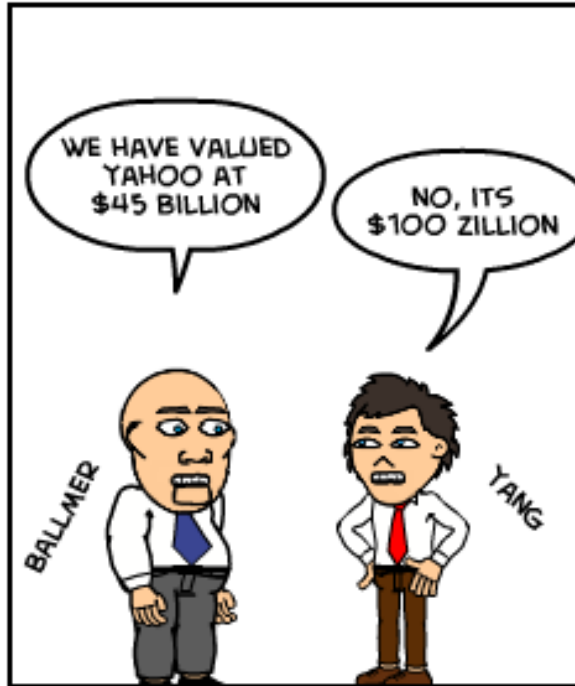


Thanks to compromise they were moving closer.



OPEN TO NEGOTIATION

BY INDIA ANON



WWW.BITSTRIPS.COM

# Negotiation is...

...a basic means of getting what you want from others.

## 5 Radical Minutes:

Think about times where you have had to negotiate.

Pick one that was especially challenging and/or unsuccessful.

Negotiation is not always a negative activity – if parties can find a “win-win”

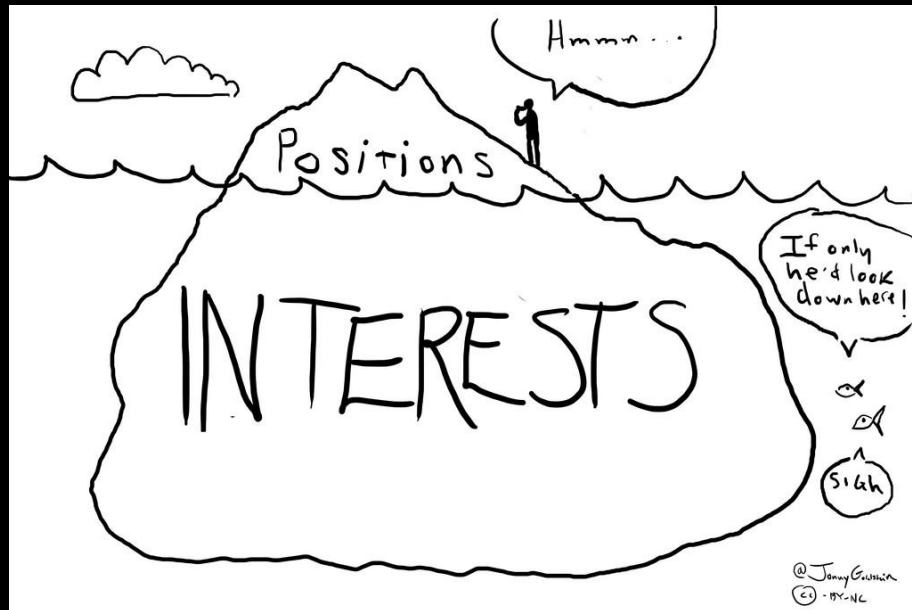
IT IS NOT ALWAYS ABOUT MONEY

# Today

- Part One – Negotiation is more than Collective Bargaining (Around 60 minutes)
  - Positions vs. Interests
  - What is a BATNA?
  - Styles of Negotiation (Positional vs. Principled)
  - The idea of Power in a Negotiation
  - Negative Tactics
  - Getting to YES
- Part Two – The Life Cycle of an Employee (Around 90 minutes)
  - Recruiting
  - Hiring
  - Onboarding
  - Retaining
  - Growing

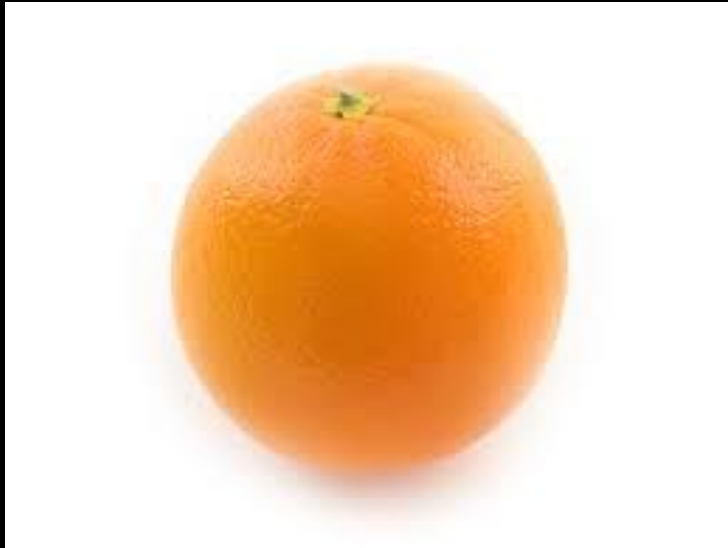


# Positions vs. Interests



- Positions are what the other side tells you they want
- Interests are what the other side really wants (and values)
- Interests and Positions are generally NOT the same...

# Interests are not always clear

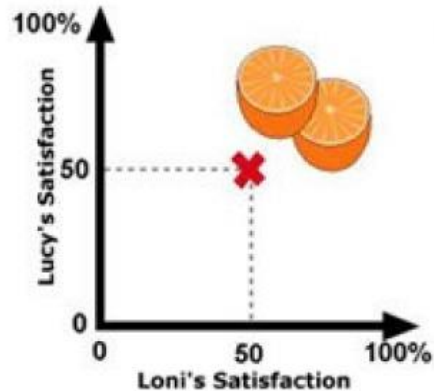


- Two kids, Lucy and Loni, want the last orange in the kitchen.
- Mom says “ok, one of you cut the orange in half and the other can choose which half they want”
- Kids are only partially satisfied with this solution. Loni starts to cry.
- **Position = They each want the Orange**
- **Interests = Unclear**
- All Mom knows is that her solution to cut the orange in half didn't completely resolve the issue. And made Loni cry.

# Satisfaction Ratings

- Mom had the girls cut the orange in half... both get half of the orange.

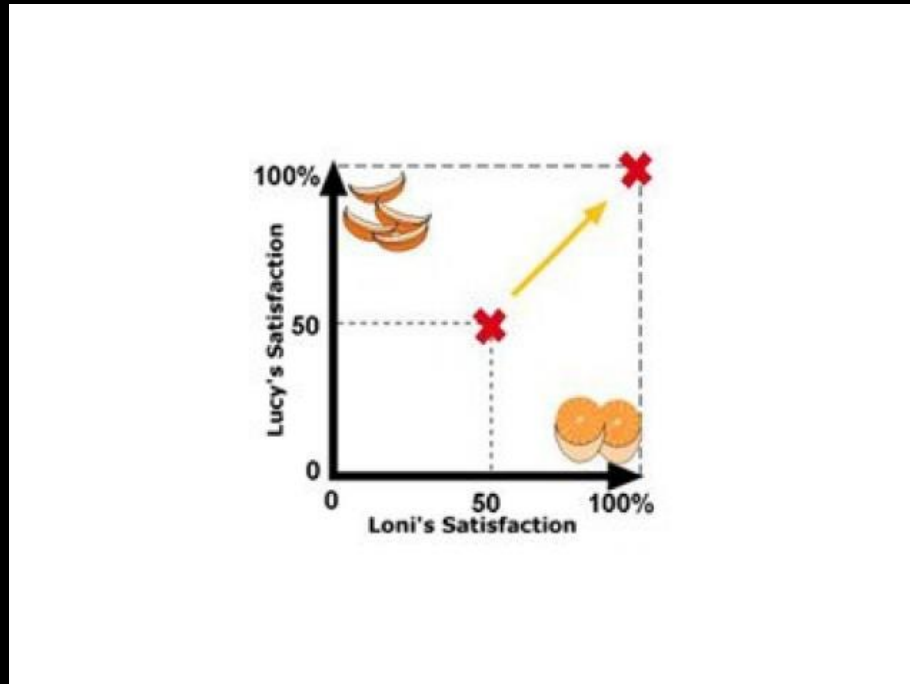
- But were only 50% satisfied



- This means their interests were not completely met – this happens sometimes in negotiation.

- Without communication, mom can't know each kid's interest and what might make a better solution.

# The two kids had different interests



- Turns out, one wanted orange juice and the other needed the orange peel in order to make a cake.
- By communicating, and negotiating, a better solution that satisfies everyone's interests can be reached.

## Interests

MOM = Kids that aren't fighting over an orange

LONI = A glass of fresh OJ

LUCY = Peel for her cake recipe

# BATNA

## Best Alternative To a Negotiated Agreement

- Ask yourself... “what would happen if we reached no agreement?”
  - What are your options if you fail to reach agreement during a negotiation?
  - No deal is generally better than a bad deal (but both can be “degrees of bad”)
  - Sometimes, your BATNA is better than reaching a deal
  - Knowing your BATNA means knowing what you’d do or what will happen if you do not reach agreement
  - It is critical to know your BATNA before entering into any negotiation
- Example #1:
  - The price of a used car is \$10,000 on Car Lot A
  - You can find the same car on cars.com for \$9500
  - When you negotiate with the used car salesman, \$9500 is your BATNA.
  - If you can’t negotiate a better deal than \$9500 from the salesman, you walk away and buy the car on line.
- BATNA’s can be strong or weak, and change as negotiations progress.

# BATNA

## Best Alternative To a Negotiated Agreement

- BATNA's
  - Protect you from accepting terms that are too unfavorable
  - Protect you from rejecting terms that it would be in your interest to accept.
- Proposed Agreement > BATNA, take the agreement
- Proposed Agreement < BATNA suggests continued negotiation or “go to your BATNA”, which might be to walk away from the negotiation
- Example #2:
  - An employee is negotiating salary with his/her supervisor.
  - Opening positions – the employee wants a 5% raise, the supervisor wants no raise
  - The Cost of Living Adjustment (COLA) for the past year is 2%.
  - What is the employee's BATNA?
  - What is the employer's BATNA?

# BATNA

## Best Alternative To a Negotiated Agreement

- Determining your BATNA takes intentional preparation:
  - Brainstorm a list of all alternatives that might be considered if you can't reach an agreement
- The employee wanting a 5% raise could have a variety of “BATNA’s”:
  - Quit and find another job
  - Fold and accept the supervisor’s decision
  - Mobilize and get labor support to accelerate the negotiation
  - Present job-alike comparisons from other employers
  - Go on strike
  - Publicize the state of negotiations
  - Etc.
- The BATNA is the best from the list as you determine from your own preparation
- Options may be more appealing later in a negotiation.

# Styles of Negotiation

PROBLEM – POSITIONAL BARGAINING What Game Should You Play?		SOLUTION – CHANGE THE GAME Negotiate on the Merits
<b>SOFT BARGAINING</b>	<b>HARD BARGAINING</b>	<b>PRINCIPLED BARGAINING</b>
Make concessions to cultivate relationship	Demand concessions to cultivate the relationship	Separate the people from the problem
Change your position easily/strategically	Dig into your position/entrench	Focus on interests, not positions
Accept losses to reach agreement	Demand losses to reach agreement	Invent options for mutual gain
Insist on agreement	Insist on your position	Insist on using objective criteria
<b>Relationship &gt; Deal</b>	<b>Deal &gt; Relationship</b>	<b>Requires Intentionality from all parties</b>

- Consider similarities to Loose/Tight Leadership
- Know what “hills are worth dying on”
- Do your homework and be informed
- Keep your eye on the larger prize – a deal **AND** positive relationships vs. a deal **OR** positive relationships

*“If you want a deal bad enough, you’ll make one”*



# Preparing for a Negotiation

## 1. *What if they are more powerful?*

- Negotiate on merits, not emotion
- Develop a strong BATNA to increase your negotiating power
  - *Protect you from making a bad deal and maximize your assets*
- Think about:
  - The cost of using a “bottom line” or “take it or leave it” approach
  - Judging offers against your BATNA
  - What happens if you tell the other party about your BATNA
  - What might the other parties’ BATNA be?
- It is often useful to put yourself in the other chair when you prep for a negotiation



# Preparing for a Negotiation

## *2. What if they won't play?*

You control what you do. Not what they do.

### NEGOTIATION JUJITSU



**Do not attack, accept or reject their position / proposal**  
(treat it as one possible option, look behind it for their interests, and think about ways to improve it)



**Do not defend your proposal**  
(invite criticism and advice - this may include asking them to put themselves in your shoes - what would they do?)



**Side-step their attack and deflect it against the problem**  
(e.g. they attack you, reaffirm this attack on the problem)



**Use questions instead of statements**  
(answers versus resistance helps them to have a voice)



**Use silence**  
(e.g. when they make an unreasonable offer)



Attacks happen by asserting position forcefully, attacking ideas, and attacking individuals.

# Preparing for a Negotiation

## 3. *What if they use dirty tricks?*

- Tactics, in and of themselves, are designed to provoke a reaction from the other side.
- In and of themselves, tactics aren't inherently positive or negative.
- Your reaction either validates or deflects the tactic
- This is VERY difficult in the heat of the negotiation
- Examples:
  - Deliberate Deception (phony facts, ambiguous authority, dubious intentions, falsehoods)
  - Psychological Warfare (Stressful situations, personal attacks, good cop/bad cop, threats, public rhetoric)
  - Extreme Demands (ask for principled justification of positions until the point of ridiculous-ness)
  - Circumvent Chain of Command
  - Take it or leave it offers
  - Refusal or surface negotiations (in the negotiation but not actively engaged)

# Preparing for a Negotiation *Things to Think About*

- Your Interests and opening position(s)
  - *What you want and how you open negotiations might be two different things.*
  - *For example, I might have a capacity to offer a X% stipend but open with a Y% value, where  $X > Y$*
- Their Interests and possible opening position(s)
  - *This is a guessing game... what do they want, and how might they start?*
- Key Issues/Topics that An Agreement Must Address
  - *Like a table of contents of a deal... or a letter of agreement format*
- Options
  - *Brainstorm ways to meet each other's interests as they become apparent*
- Alternatives
  - *What happens if you do NOT reach an agreement. Of these alternatives, which is your BATNA?*

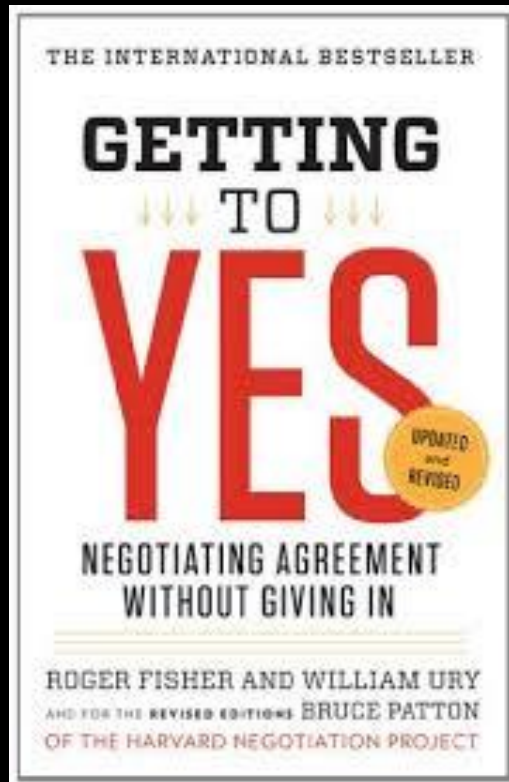


# Preparing for a Negotiation

## *Example: Buying a Boat off Craigslist*

- Your Interests and opening position(s)
  - *I want the boat. It costs \$8000. I have \$6000 to spend. Blue Book is \$7500. I will open at \$5000. If I have to spend more than \$6000 to make the deal it will take me an extra month to raise the money.*
- Their Interests and possible opening position(s)
  - *They need to unload the boat to pay medical bills. They will accept \$6000 for the boat but open at \$8000.*
  - *OR... they don't really care if the boat sells or not. They will not accept lower than Blue Book's \$7500.*
  - *OR... the boat has a hidden defect they are trying to pass on to you*
  - *OR...*
- Key Issues/Topics that An Agreement Must Address
  - *The sale price of the boat*
  - *Will there be a mechanic's inspection and/or seller warranty*
  - *When will the boat be picked up*
- Options
  - *Does the seller need cash fast or are they not as motivated – this will drive strategy and is up to you to figure out.*
- Alternatives
  - *My BATNA is that I save the \$6000 and look for another boat – take my business elsewhere.*
  - *Their BATNA could be a variety of things. (This is an example of potential hard bargaining, since the deal > relationship).*

# “Getting to Yes”



- Harvard Negotiation Project
  1. Don't Bargain over Positions
  2. Separate the People from the Problem
  3. Focus on Interests, not Positions
  4. Invent Options for Mutual Gain
  5. Insist on Using Objective Criteria
  6. Power
  7. Negotiation Jujitsu
  8. Identify and React to Negative Tactics
  9. Tactics vs. Risk
  10. Enhancing your Negotiating Power

**BREAK**



# Talent and the New World Order

Finding, recruiting, hiring, and supporting new employees in a “buyers market” where there are more jobs than people to fill them.

# Premise

- Budgets drive everything.
  - Class Size Reduction dollars and changes in state funding have given districts latitude, within their own capacity, to add staff.
  - This creates a buyers market, where potential employees can shop from district to district.
  - As a result, candidate mobility is not what it once was, especially in rural locations.
- Discuss with an elbow partner the state of affairs of hiring in your own district.
  - Are you having difficulty with teachers? Principals? Classified staff?
  - What are you doing about it?
  - What are possible creative solutions when the quantity of jobs > quantity of quality candidates?

# Budgets Drive Everything

- Most of a School District's Budget is Personnel!
  - 85% directly tied to compensation
  - Compensation is more than wage (think benefits)
  - Affects all job classifications (Teachers and... )
- Hiring Outlook
  - Certain endorsements more marketable than others
    - SpEd, Itinerants, Foreign Language, Math/Science (STEM?)
  - Jobs available in essentially all subject areas and levels
  - 2015-17 Biennium proposed 5000+ new teachers statewide
    - Where? And where do we put them?
  - Mobility matters
  - Richland = FDK, Class Size Reduction, ~500 Students more annually

# THE BUDGET DANCE

- Governor Inslee
- Senate
- House Democrats
- House Republicans
- McCleary Decision – fully fund public education K-12
- 5000+ Teachers??
- COLA, no matter what it's called
- BEST Grant/New Teacher Induction (<http://www.k12.wa.us/BEST/InductionStandards/default.aspx>)
- Alternative Pathways (<http://pathway.pesb.wa.gov/future-educators/alternative-routes/provider-resources/block-grants>)
- Attrition of teachers exiting
- Hard to fill positions and salary enhancements

# To know the present, understand the past

- 1968: First Collective Bargaining Agreement Negotiated (Tacoma)
- 1972: The first teacher's strike (Aberdeen)
- 1973: Evergreen teachers strike (Union officers jailed)
- 1976: Doran Decision I • Seattle School District sued the state after a levy failure. Thurston County Superior Court Judge Robert Doran issues a decision that the state had not sufficiently funded basic education and that the Legislature must define and fully fund basic education through “regular and dependable tax sources”, not local levies.
- 1983: Doran Decision II • Seattle School District & 25 others sue again after budget cuts. Doran further defines “basic education” to include:
  - Special education programs for students with disabilities
  - Transitional bilingual education
  - Remediation assistance programs (LAP)
  - Pupil transportation for some
  - Vocational Education

# To know the present, understand the past

- 1992: EALR's and WASL approved
- 1993: Basic Education Act amended to incorporate the new standards.
- 2000: I-728 Passed for Class Size Reduction & other improvements
- 2001: No Child Left Behind
  
- 2007: McCleary family and other plaintiffs file suit in King County Superior Court.

# To know the present, understand the past

- 2010: Erlick Decision
  - King County Superior Court finds for the McClearys and the plaintiff group
- 2010: Raise the Levy Lid
  - 24 to 28% tax rate minimum (90 grandfathered districts between 28 and 38%)
  - Levy Cliff in 2018
- 2012: State Supreme Court rules for McCleary
- 2014: State Supreme Court asks to see full basic ed funding plan by April
- 2014: State Supreme Court finds Legislature in Contempt
- 2015: State Supreme Court issues a \$100,000/day fine against the legislature for contempt and not funding the “paramount duty”
- 2017: Legislature still not united on a budget that meets Supreme Court expectations

# To know the present, understand the past

- 2010: Erlick Decision
  - King County Superior Court finds for the McClearys and the plaintiff group
- 2010: Raise the Levy Lid
  - 24 to 28% tax rate minimum (90 grandfathered districts between 28 and 38%)
  - Levy Cliff in 2018
- 2012: State Supreme Court rules for McCleary
- 2014: State Supreme Court asks to see full basic ed funding plan by April
- 2014: State Supreme Court finds Legislature in Contempt
- 2015: State Supreme Court issues a \$100,000/day fine against the legislature for contempt and not funding the “paramount duty”
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# NOW

- 2018:
- Elimination of the State Salary Schedule by 2019-2020
- Elimination of the State “Mix Factor” for Salary Calculations
- Local Bargaining for new salary schedules for teachers
- Raise limits not to exceed Consumer Price Index (Seattle) ~3.1% for **some** Districts
- Housing Allocations for **Some** Districts @ 6, 12, 18, and 24%

# Discuss

- Is funding the only barrier to human resources work in a school district?
- Is simply increasing funding the only way to value staff?
- Will increased funding directly translate to increased student outcomes?
- A critic says “you school people already get half the state budget and you can’t make it work!” How do you respond?

# The Job Search

- “Fit” Matters
  - No job is better than a “bad fit”...even in this job market [Remember your BATNA]
  - Every district (i.e., employer) looks for different things
  - Interviews are reciprocal – candidates are interviewing you as much as you are interviewing them
- The Job Posting is full of clues to the specifics of the position
  - Secondary more than Elementary (the Elementary “Pool”)
- Relationships Matter
  - Do candidates with pre-existing relationships (i.e., Substitutes) have preferential treatment in the hiring process? Is this normal? Is this fair?
- Substitute Teaching *and Student Teaching*
  - Steady Work
  - Experience
  - Relationship Building

# Elementary vs. secondary

## Example: Richland pool hire process

### ■ Elementary

- In-Building Movement
- In-District Movement
- Hiring not site-specific
- HQ Matters
- Endorsements Matter less after K-8
  - Reading/Literacy, etc.
- In RSD, we place teachers after hire

### ■ Secondary

- In-Building Movement
- In-District Movement
- Hiring is specific to individual positions
- Endorsements Critical
  - MS Specialties
- In RSD, we place teachers during the hire practice

# For example...Dominoes!

Each district is different – contract based

how does a 4<sup>th</sup> grade job equal a middle school job?

- Badger Mountain Elementary School has a fourth grade opening.
- A Kindergarten teacher at Badger wants to move to 4<sup>th</sup> grade. This opens a Kindergarten that no one at Badger wants.
- A 5<sup>th</sup> grade teacher at Sacajawea Elementary School is mad at the principal and wants to move to Badger Kindergarten. This opens a 5<sup>th</sup> grade position at Sacajawea. No one in building takes it.
- A 7<sup>th</sup> grade science teacher at Enterprise Middle School is sick of middle schoolers and wants to go to elementary.
- No one in-building or in-district wants Enterprise science. This is the position that outside candidates have a chance with.
- This is how Badger Mountain 4<sup>th</sup> grade = Enterprise Science.

# The Job Posting Matters...

- The job posting tells candidates what is important to the organization
- The job posting tells candidates how to prioritize your skills
- The job posting should give candidates everything they need to start processing interview questions

# What is wrong with this picture...

Tony Howard

Executive Director of Human Resources, Richland School District

615 Snow Avenue

Richland, Washington 99352

Dear Mr. Howard:

This letter is to express my interest in the open high school math position at Southridge High School. After reviewing the job posting and researching your district, I believe my skill set is potentially a good fit for the Kennewick School District.

My ability to work collaboratively with colleagues is an area of strength. During my student teaching experience, I co-designed a unit of study where students created dough maps of the state of Washington. Together with my master teacher and the rest of the social studies department, we developed a scoring rubric and analyzed the common assessment data from our students.

**Proofread...Proofread...Proofread**  
**Mistakes can be fatal to the process**

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**BLAH BLAH BLAH**

**Proofread...Proofread...Proofread**  
**Mistakes can be fatal to the process**



# Resumes

- Keep it simple
- Educational Experience vs. Other Experience
  - Tutoring at Sylvan Learning Center vs. Managing a Taco Bell
- Strong, Active Verbs
  - “Designed and implemented a unit on the Lewis & Clark Trail.”
  - “Differentiated Lewis & Clark Trail instruction for all learning levels”
  - “Was on the Social Studies Committee”
- Avoid narratives
- The point: Candidates are trying to establish themselves as a quality candidate, so resume items should be specific to that cause

# The Interview

- Research
  - Candidates should already know the basic questions that will be asked as the clues are in the job description
  - There should be tight alignment between your questions and the job duties
- Dress
  - This matters! Candidates aren't working in their yard, they are interviewing for a career.
  - Assume good intentions
  - Assume you are seeing the best a candidate can do
- Skype, Facetime, etc. are HORRIBLE ways to interview
  - Candidates should come to interviews in person if at all possible
    - There are exceptions – flying from the Philippines for a 60 minute teacher interview is not practical
  - Don't be afraid to go to candidates if you want to recruit from any distance
    - Job fairs, university outreach, etc.
- Questions
  - OK to give preview time prior to interview.
  - It's not a closed book quiz and nerves are normal.
  - Let candidates review questions and prepare answers prior – it will help see them, not their nerves
- Multiple Data Points
  - Writing prompts
  - Candidate forums
  - Work Samples
  - Reference Checks
- Interview team logistics
  - Who is on the team
  - How are they selected
  - How are they trained?
  - Is there reliability between team members?
  - Who makes the final decision?

# What does “prepared for an interview” look and feel like?

- Candidates should know what is coming.
- Candidates should have 3-5 minutes worth of talking points per major content area that you can recall and speak to eloquently.
- The actual question is often less important than the topic the question refers to – listen, think “oh, that’s a differentiation question” and answer it.
- Candidates should track what is asked and what is not being asked. This is what the “what questions do you have for us” component is for.
  - Example: Technology. They don’t ask a technology question, but that’s a big part of your lesson design. Ask them about technology at the end of the interview and share your specific example(s).
- Candidates will always feel nervous – that’s human nature. Preparation will make the interview manageable. Your customer service will help dictate whether successful candidates want to work for you!

# Activity – Teacher Hiring

1. Pairs or Triads
2. Brainstorm specific job duties for a teacher that a District would want to ensure are reflected in a job description.
3. Prioritize the top 8-10 in rank order of importance using consensus.
4. Write an interview question for the first four job duties in your rank order.
5. Create a three-stage rubric for each question:
  1. What would an exemplary answer look like?
  2. What would an average answer look like?
  3. What would a poor answer look like?
6. Be prepared to share at least one question and rubric with the class.

# Takeaways from today

- HR leaders negotiate daily. It is an art and a science. Don't be afraid of it!
- Knowing your contingencies (i.e., BATNA) is a good way to be prepared for a negotiation when presented with one.
- Don't let tactics affect who you are, how you react, and the essence of your leadership. Tactics are only effective if they generate a negative reaction.
- Hiring is hard! Especially in a market where candidates can choose from a variety of options and districts.
- Hiring by nature is an exercise in disappointment. Interviewing six candidates means that, at best, five are rejected. HR leaders have an obligation to provide customer service and a clearly defined process for candidates as much as District staff.

# Thank You

- Joan Gribskov, District Safety Manager
  - [joan.gribskov@rsd.edu](mailto:joan.gribskov@rsd.edu)
  - (509) 967-6011
- Tony Howard, Executive Director of HR
  - [tony.howard@rsd.edu](mailto:tony.howard@rsd.edu)
  - (509) 967-6029

**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 07/17/2018 06:02:43 AM  
**To:** holsten@skitsap.wednet.edu  
**Subject:** WSPA Bylaw and Membership Dues: Voting Results

---

Hello WSPA members,

Thank you for your participation in the recent vote regarding a recommended increase to our membership dues for the 2018-2019 membership year.

The voting window is now closed and the membership has elected to APPROVE the updates to our Bylaw language and to move forward with the increase in dues. Please note that the Board carefully and thoughtfully reviewed this recommendation and took this step to allow the capacity to strengthen our legislative advocacy by providing a dedicated lobbyist to advocate for our members and issues facing our districts.

Individual memberships will increase from \$125 to \$175 annually

Retiree and Associate memberships will increase from \$50 to \$100 annually

District memberships will increase from \$1100 to \$1500 annually

The new membership year begins September 1 and renewal notices will be sent to all members beginning in August. We do hope that you will choose to continue your membership.

Thank you,

Washington School Personnel Association

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This email was sent to [holsten@skitsap.wednet.edu](mailto:holsten@skitsap.wednet.edu) by [admin@wspa.net](mailto:admin@wspa.net)

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 07/17/2018 06:03:36 AM  
**To:** finnie@skschools.org  
**Subject:** WSPA Bylaw and Membership Dues: Voting Results

---

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Thank you,

Washington School Personnel Association

---

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

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 07/17/2018 06:02:29 AM  
**To:** monaglej@skitsap.wednet.edu  
**Subject:** WSPA Bylaw and Membership Dues: Voting Results

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This email was sent to [monaglej@skitsap.wednet.edu](mailto:monaglej@skitsap.wednet.edu) by [admin@wspa.net](mailto:admin@wspa.net)

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**From:** finnie@skschools.org  
**Sent time:** 07/24/2018 10:32:33 AM  
**To:** jensenv@skschools.org  
**Subject:** Activities Calendar  
**Attachments:** Activities Calendar.doc

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Activities Calendar.doc

# SOUTH KITSAP SCHOOL DISTRICT

## Human Resources



# Activities Calendar



# **Mission Statement**

## **Human Resources**

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

**Codes:**

<b>ALL</b>	Personnel Staff	<b>ED</b>	Employment Specialist
<b>AD</b>	Administrators	<b>EA</b>	Executive Assistant
<b>CE</b>	Certificated Specialist	<b>ES</b>	Employment/Substitute Specialist
<b>CL</b>	Classified Specialist	<b>SS</b>	Substitute Specialist
<b>PS</b>	Personnelist Special-Cert/Class		

## **DAILY/ONGOING**

- AD • Employment and Recruitment
- AD • Training
- AD • Compensation
- AD • Benefits
- AD • Employee Services
- AD • Employee / Personnel Records
- AD • Performance Appraisals
- AD • Health and Safety
- AD • Staffing
- AD • Planning / Administration
- AD • Labor Relations / Legal Matters
- CE • Certification regulation updates.
- CE • Maintain position tracking system for all certificated position openings.
- CE • Update work area in SKYWARD to reflect daily changes in Personnel Records.
- CE • Work with payroll to ensure all 550B's needed are completed prior to payroll deadlines. Act as liaison to answer questions of payroll. (This often involves questions of Assistant Superintendent of Personnel for HR).
- CE • Respond by letter to all requests for leave (i.e., maternity leave, leave without pay, sick leave, family medical leave, bereavement leave).
- CE • Update State Report S275 certificated staff with additional supplemental pay report from payroll office as needed.
- CE • Processing of new certificated employees.
- CL • Continually update SKYWARD, for changing data on classified personnel.
- CL • Address incoming mail – drug/alcohol issues, resignations, union requests, verifications, employee requests, etc.
- CL • Address employee and supervisor questions regarding status, personnel procedures, etc.
- CL • Address drug and alcohol testing procedures.
- CL • Processing of new classified employees.
- PS • Maintain position tracking system for all coaching position openings.
- PS • Complete employment verification/loan forms.
- PS • Process classified/certificated/temporary unemployment claims.
- PS • Process address/telephone/name changes.
- PS • Process all new temporary employees, and coaches (additions/changes/resignations).
- ED • Answer phones: Respond to requests for information, data, and materials from employees and community. Direct calls to appropriate personnel staff or department. Take messages.

- ED • Review incoming mail.
- ED • File: applications, documents for the applicant and employee personnel files.
- ED • Enter new application into EdRM.
- ED • Maintain list of applicants for open positions in EdRM
- ED • Meet, greet, and respond to those who come to the Personnel Office for an appointment or with questions and requests.
- ED • Print and distribute new open positions.
- ED • Enter classified testing scores in EdRM.
- ED • Monitor supply of application materials.
- ED • Track complete certificated applications for screening and enter scores into EdRM.
- ED • Update job line and website with new postings.
- ED • Create job files for open positions.
- ED • Pull files for administrators' review for interview selection.
- ED • Schedule applicants selected for interviews.
- ED • Decline letters for those interviewed but not recommended for hire.
- ED • Review administrative procedure for interview and hire selection. Submit to Director of Personnel for approval.
- ED • Keep database updated with info regarding new substitutes, or those leaving.
- EA • Open, date stamp and distribute mail to personnel staff. Assess mail directed to Assistant Superintendent and act/make decisions as appropriate. Follow up with all correspondence sent or received.
- EA • Answer phone calls coming in on Assistant Superintendent's line. Evaluate and screen calls and help when possible, route if appropriate. Verify all meeting requests with Assistant Superintendent before confirmed.
- EA • Backup other phone lines & take and deliver accurate and complete messages in a timely manner.
- EA • Backup superintendent's secretary and school board meetings in secretary's absence.
- EA • Process consultant contracts and follow up until payment is made.
  - Process Public Records requests as needed from Exec Assistant in Business Services.
- EA • Enter and process purchase orders for personnel. Be familiar with the Skyward system enough to run reports and perform purchase order, requisition, and vendor queries.
- EA • Set up Personnel Budget at beginning of school year. Process Purchase Orders, Invoices, returns, and work with Purchasing and Accounts Payable as needed.
- EA • Take minutes at meetings when needed. Share secretarial duties at negotiation meetings.
- EA • Keep abreast of changes in Assistant Superintendent's daily calendar and notify immediately when changes occur. Follow up with committee members, meeting rooms, catering, printing, etc. Prepare agendas, schedule and confirm appointments as needed. Maintain current committee members' lists.
- EA • Prepare and enter Collective Bargaining Agreements and Addendums. Keep records in vault of all bargaining unit agreements, MOAs, LOAs, etc.
- EA • Prepare Assistant Superintendent for presentations/conferences by getting material ready, as needed.
- EA • Perform duties of Office Coordinator, and attend monthly meetings. Relay meeting information to Human Resources Staff. Specific to Human Resources: Maintain birthday lists, vacation calendar, days off, or changes in office schedule while making sure there is coverage from 7:30 to 4:30. Help promote teamwork, equality and social outings in order to increase morale and help make the office atmosphere as pleasant as possible.

- EA • Create and maintain organization and efficiency in office, work area and Assistant Superintendent's office. Ensure that files are kept current and purged or sent to vault as needed. Maintain current names, addresses, phone numbers, emails, fax and cell phone numbers for correspondence. Look for ways to increase efficiency and organization.
- EA • Attend Cabinet Secretary meetings on Monday afternoons. Share information where possible with HR staff.
- EA • Observe safety, security, and confidentiality measures. Keep legal files locked and inaccessible to public, staff, etc. Monitor traffic through the Human Resources Office and keep anyone uninvited out of Assistant Superintendent's office. Attempt to conduct business at the window whenever possible.
- EA • Prepare and maintain correspondence via mail or email as required. Keep up to date with technology and software changes and attend classroom instruction whenever possible. Help other Human Resources users as needed with software or technique. Transcribe legal tapes for consultants as needed. Type and maintain Internal Procedures, Emergency phone lists, user passwords, copy machine codes.
- EA • Utilize Skyward/Human Resources Records to run reports & labels, access data and prepare mail-merge letters.
- EA • Utilize Rainshadow Applicant Tracking to access applicant information and run reports in the event there is no coverage at the Human Resources Specialist's desk. Be familiar with the applicant process and be able to retrieve applicant files, check open positions and ascertain status.
- EA • Ensure that office equipment is functioning properly and troubleshoot/call repairman when it's not. Ensure that we are always stocked with toner, etc. to maintain equipment. Request assistance from Technology or Facilities & Operations when needed.
- EA • Inventory supplies and re-stock as needed and as budget allows. Keep supply closet organized and uncluttered. Keep running list/literature of future supplies to be considered for next year's budget.
- EA • Make travel arrangements as needed and process travel reimbursement requests upon return.
- EA • Maintain legal logs and files for investigations, grievances, plan of improvements, evaluative status - provide copies to building principal and attorney. Create case-specific logs when needed.
- EA • Maintain legal log; work with Assistant Superintendent for Human Resources for Human Resources in tracking progress.
- EA • Special projects as assigned, i.e Sexual Harassment Materials, New Employee Handbooks, Cares Fair, Conference preparation, Back to School Celebration committee work, etc.
- EA • Maintain Collective Bargaining Notebooks, Policy Manual, Insurance Committee Notebook, Board Agendas, Sexual Harassment & Legal Logs.
- SS • Process certificated fingerprinting as needed.
- SS • Respond to questions from schools and substitutes on various issues.
- SS • Track potential long-term certificated guest teachers until they reach the required number of days to be placed on certificated salary pay schedule. Prepare necessary paperwork with added documents and send to CE. When returned with salary placement, prepare an informational memo for sub employee. Send PAF to payroll.
- SS • Track potential long term classified subs. Place on salary schedule and send PAF to payroll. Send letter of info to sub employees.
- SS • Enter new guest teachers and classified substitutes in SKYWARD.
- SS • Answer phones, process and research various requests.
- SS • Process mail for Substitute Services.
- SS • Assist other personnel staff as needed in a team effort.
- SS • Meet new substitutes and process paperwork.

- SS • Accommodate, anticipate, process, dispatch (usually through SAS) the principals', secretaries and employees classified and certificated daily and future substitute requests from leave forms and call-in requests, to provide substitutes for the District. Carefully monitor future closed days. All professional leaves are entered by substitute services.
- SS • Call the school secretary/principal/head custodian and notify them if the substitute office cannot fill the vacant employee position.
- SS • Audit, determine, authorize, and obtain budget codes and department signatures on Form 78's for permanent and substitute employees for payment by payroll.
- Edits and authorizes employee leave.



Activities Calendar.doc

# South Kitsap School District

## *Personnel Services*

### WEEKLY

- EA • Every Monday, check the Assistant Superintendent's schedule for the week and send reminders. Obtain last minute materials for Cabinet Meeting. Review personal calendar to check on ticklers, catering orders, and deadlines. Prepare materials for Board agenda through Board Docs.
- AD • Attend Cabinet Meetings (Mondays).
- AD • Weekly meeting with SKEA president.
- SS • Provide parents with compiled tutor list as requested.
- SS • Approve classified substitutes.
- SS • Input and update substitutes on SKYWARD system.
- SS • Complete verifications of present and/or prior employment experience for substitutes.
- SS • Fingerprint and verify fingerprints.
- SS • Research, process, reply to Job Service Center, and enter on database all substitute activity regarding employment security documents. Attend unemployment hearings
- SS • Check professional leave billables for approved paperwork.
- SS • Send all Leave Without Pay requests to personnel director for approval.
- SS • Update SAS with Employee Data and change in status from board agenda information
- SS • Process credit approval forms (Form 169) for guest teachers.
- SS • Process substitute evaluations as received.

# South Kitsap School District

## *Personnel Services*

### MONTHLY

- All • Attend District Office Staff Meeting.
- All • Personnel staff meeting (once a month). Review goals and budget.
- All • Review and update activities calendar.
- All • Review progress on goals.
- All • WSPA meetings.
- All • Board agenda preparation (1<sup>st</sup> and 3<sup>rd</sup> Monday) Must be ready by 8:00 AM on prior Wednesday.
- CE • Compute and adjust credits and experience to salary schedule for 20-day substitutes for placement on the salary scale.
- CE • Record receipt of certificated evaluation forms as they are received.
- CE • Send out Shared Leave email usually at least once a month or as new Shared Leave requests are approved.
  - Make updates in Skyward as necessary for Payroll processing.
  - Send out Enrollment reminders to Office Coordinators and Registrars the first day of the month. These are used for overload tracking.
- CL • Process files for classified new hires.
- CL • Work with payroll to ensure payroll authorizations are completed prior to established deadlines
- CL • Act as liaison to answer questions of payroll.
- CL • Coordinate drug and alcohol testing for those selected from the pool of CDL license positions.
- CL • Maintain position tracking system for all classified position openings.
- CL • Attend Trainings at OESD
- CL • Attend labor management meetings. Type and distribute notes.
  - Run SNA report to verify current certification for edu pay. (email FNS for updated certification as needed or delete pay)
- PS • Check for expired certifications (teacher/first aid & CPR).
- PS • Check for evaluations that are due.
- PS • Check for list of Social Security cards outstanding.
- PS • Check fingerprints that are pending.
- ED • Student teacher process:
  - Contact principals for placement.
  - Send letter to university supervisor to confirm placement.
  - Memo to certificated directors, principals, and cooperating teachers regarding assignment.
  - Letter to student teachers regarding meeting with Assistant Superintendent for Personnel for Personnel.
- ED • Update tutor list comprising presented employees and substitutes that have a current Washington State Teaching Certificate, address area, telephone, subjects and grade level willing to tutor.
- EA • Check SKEA CBA email reminder list and send reminders to principals as needed.
- EA • Check tickler file for legal cases and follow up on plans of improvement, or any other investigation recommendations (i.e. classes, doctor appts., alcohol testing, etc.)
- EA • Prepare agendas/materials for monthly union meetings.

- EA • Attend monthly Office Coordinators meeting.
- EA • Attend monthly SKEA/SKSD Communication Team Meetings and take and distribute minutes
- EA • Attend Emergency Command Center meetings.
- EA • Prepare agenda/minutes for monthly Personnel Meeting- type minutes.
- EA • Year end reports
- EA • Review department budget with Assistant Superintendent. Run accounting reports and balance budget.
- AD • Attend Union/District meetings.
- AD • Review status on open legal files with cabinet.
- AD • Provide evaluation inservice to administrators on 1<sup>st</sup> management meeting of month.
- SS • Calculate, prepare, and distribute monthly employee absence reports showing substitute usage for Cabinet, 1) by type of absence for prior month be certificated and classified; and 2) comparison of current year Vs prior year absence by month by certificated and classified.
- SS • Check Substitute certificate expiration dates.
- SS • Process substitute employee fingerprinting as needed.
- SS • Prepare sub PAFs for new guest teachers and classified substitutes and for any changes in pay for all substitutes.
- SS • Send monthly sub reports to schools.
- SS • Send monthly absence report for Payroll 1) certificated 2) classified on the 31<sup>st</sup> for subs.
- SS • Furnish SKEA a listing of substitutes who are qualified for representation. The list shall be provided to the association monthly.
- SS • Coordinate fingerprinting of substitutes.
- SS • Check status of fingerprint reports
- SS • Accumulate, monitor, and furnish substitute billable report to payroll with backup community, Education Association, or school ASB approval documents with attached professional leave.
- SS • Confer with payroll regarding discrepancies in leaves; furnish information for decision.
- SS • Send monthly substitute reports to schools on 1<sup>st</sup>
- SS • Send monthly substitute certificated report to payroll on 1<sup>st</sup> day of month
- SS • Send monthly substitute classified report to payroll on 1<sup>st</sup> day of month
- SS • Supply payroll with monthly PSE substitute report for union dues.
- SS • Send updated substitute list with special ID numbers to all schools.
- SS • Prepare L&I report of substitute time for employees on light duty for Geri Nelson. Give to Classified Specialist.
- SS • Send employee leave report to schools and departments on the 11th of each month.

# South Kitsap School District Human Resources

## July

- All  Summer staff meeting. Review mission. Develop goals for next year. Review personnel operations calendar.
- All  Mid-July, concludes MIS data and submit to Assistant Superintendent for Personnel for Personnel.
- All  Contribute items for “welcome back” packet to employees.
- CE  Check to assure that all administrator evaluations in and filed (due June 30).
- CE  Send list of stipend and coaching assignments to principals and directors for corrections.
- CE  Run Skyward query to ensure all employees reflect the correct location in HR Records after staffing and any involuntary transfers are completed.
- CE  Processing of new employees. Begins heavy season.
- CE  Keep Longsheet updated with any budget changes.
- CE  Finalize upcoming year’s budget.
- CE  Post Experience to Skyward WA-Experience tab and to the UDF- HR Experience History after final July payroll run to ensure all leave has been posted.
- CE  Get sub experience from Substitute Coordinator for regular employees to have subbed during the year and post to their experience in Skyward.
- CE  Balance and print final salary exhibit for historical binders in the vault including longsheet.
- CL  Update administrator spreadsheet (classified) for Payroll (coordinate with HR Cert Splst for the cert info).Located: Staffing/xx-xx/Admin.
- CL  Print Special 1 person Calendars.
- CL  After the budget is set, prepare excel report summarizing the budget FTE (the “long sheet”).
- CL  Continue to update SKYWARD systems to prepare for September payroll.
- PS  Run report for expired certificates through September 1<sup>st</sup>.
- PS  Track to ensure that all administrator contracts are in.
- PS  Verify all administrator contracts are in.
- PS  Update work calendars on website.
- PS  Update salary schedules/CBAs on website.
- PS  Update the historical binders with calendars and salary schedules from the previous school year .
- PS  Update “New Employee Orientation Manual.”
- PS  Sign Destruction Authorization for files at Warehouse.
- PS  Collect Duty Verification Records (376) and Additional Time Verification (375).
- PS  Collect evaluations due (summative, formative, administrators, probation, classified).
- EA  Update internal procedures manual for personnel cross training.
- EA  Prepare Teacher’s Work Calendar for next year as negotiated.
- AD  Prepare annual personnel year-end report including MIS data.
- AD  Prepare for annual summer meeting.
- AD  Do Personnel Services staff evaluations.
- SS  Audit quarterly Statement of Benefit Charges, investigate each entry for employment benefits payment.
- SS  Substitute Assignment System updating and correcting.
- SS  Week one, compute last year’s sub days for less than 1.0 FTE for Cert. Specialist.

- SS  Update substitute handbooks.
- SS  Print individual reports of recent year cert sub days worked. File in sub folders.
- SS  Purge inactive sub files - add to payroll files in the Big Guy Room.
- SS  Prepare and distribute current school year statistics reports for Assistant Superintendent for Personnel for Personnel.
- SS  Recruit/review files for new substitutes.

# South Kitsap School District Personnel Services

## August

- CE  List of supplemental contracts submitted to Board at 2<sup>nd</sup> meeting of month.
- CE  Check copy of high school and junior high first TRI master schedules of cert. Employees (mid to late August) to verify valid certificates. Send report to buildings
- CE  Run and distribute certificate/endorsement lists to each building/work site for all certificated staff.
- CE  Update S275 for final transmittal in September.
- CE  Complete job log for the prior school year and print in the historical binder.
- CE  Include instructions to part-time staff in the annual Learning Improvement Day notice.
- CE  Reminder to certificated staff of the deadline for official transcripts and posting of credits for next school term. (Deadline November 1.) Add to Welcome Back Packet and Staff Briefings.
- CE  Post Summer School and extended OSE School experience for those with less than 1.0 FTE. Get data from Payroll on who actually worked (some classes may have been canceled).
- CL  Update drug/alcohol pooling list (TR – Beth, F&O – Paula). Remind them to test missed employees.
- CL  Upload data from prior year Skyward Plan to UDF Position Experience History screen.
- CL  Update SKYWARD for September payroll. (see notes)
- CL  Upload Vac days for 260 day employees into UDF for Sept Payroll
- CL  Update S275 for final transmittal in September. (Cert Specialist to help)
- CL  Print final budget salary exhibit and long sheet for upcoming year and file in historical binder
- CL  Make sure any update job descriptions resulting from JAG/bargaining are finalized and out on the website, also update posting template documents.
- CL  Make sure non-represented employee salaries for upcoming school year have been approved by the Board (Board Policies).
- PS  Run report for expired certificates through October 1<sup>st</sup>.
- PS  Send letters to all Classified/Certificated staff who are required to have First Aid/CPR and who are not currently certified or have expired (through October 1<sup>st</sup>).
- PS  Collect evaluations due (probation, classified).
- PS  Process transcripts for September payroll.
- PS  Issue supplemental, separate and **coaching** contracts for certificated – **with September packets**.
- PS  Send September packets (cover letter, base records, credit record, experience report, PF, separate
- PS  Process temporary employees hiring for new school year.
- PS  Send mailing out to those Certificated employees eligible for ATRP Option 2 payment to see if they want lump sum or 12 payments for ATRP.
- PS  Archive the first file for Arc09-10 (change year respectively).
- PS  Annual destruction of records for files in vault (retain current year plus six years).
- PS  Begin preparation of base record packets for classified staff.
- EA  Work on negotiated agreements as settled (new language)
- EA  Prepare for CARES Fair for September. Contact vendors, schedule with the high school and schedule sub custodial services, complete paperwork necessary.
- EA  Schedule a meeting with Payroll and Personnel for at least two hours for the Assistant Superintendent to go over the CBA changes

- EA  Request two copies of master schedules from school (first week). Give to Certificated and Classified Personnel specialist.
- EA  Prepare materials for annual office coordinator and administrator meetings.
- EA  Update the master list of CBA timelines to share at administrator's meetings.
- EA  Prepare emergency confidential phone numbers and phone tree for Administrators' summer mtg.
- EA  Prepare & process Purchase Order for Annual TSSI maintenance : \$3,000.00, CopyCo, and ESD Transcripts.
- EA  Send master student calendar to office coordinators. They print for their students.
- EA  Send teacher calendar to printing for all staff to be distributed on first day
- EA  Send letter re: driver abstracts and CVL licenses.
- EA  Prepare agenda and order food for New Employee Orientation.
- EA  Prepare, print and assemble New Employee Handbooks.
- AD  Schedule meetings with administrators, payroll, personnel, to review changes in negotiated agreements.
- AD  Prepare motion for Non-Represented employees for Board.
- AD  Prepare annual Welcome Back packets for staff including benefit open enrollment data.
- AD  Prepare orientations binders.
- AD  Request final report on prior year staff evaluations.
- AD  Prepare employee calendar packets.
- SS  Make data corrections and up-to-date entries on SAS. Need to have SAS ready to begin the new year.
- SS  Prepare for substitute orientations, contact BUS for goodies, plan w/ Food Service. Contact guest speakers.
- SS  Check with Eschool Solutions for any new updates.
- SS  Pull final sub report for school year.
- SS  Sub experience and verification data to sub files
- SS  1<sup>st</sup> week-Update and Send final approved draft of substitute handbooks to printing
- SS  Send out final updates for First Aid Class reminders for August classes.
- SS  Close out and run SAS statistics to begin the new year two weeks prior to school.
- SS  Pull final sub days for custodians and clerical for summer work.
- SS  Request master schedules from schools, update SAS.
- SS  Last Week – Send updated substitute list with special ID numbers to all schools.
- SS  Bloodborne Pathogen monitoring of BBP training, enter into SAS, prepare certificate of completion for all new substitute employees.
- SS  Do sub info packets for: Back to School News, Welcome Back Packet, office coordinators' meeting, administrator meeting, new employee orientation
- SS  August 7 – begin organization of sub orientation
- SS  August 7 – bring year end SAS leave reports up to date
- SS  Check sub handbooks—have they been printed?
- SS  August 11-17—send out sub invites to orientation
- SS  August 22—put sub packets together
- SS  August 23—sub organization done?
- SS  Write or update any internal procedures not done.
- SS  August 21—send out new school years leave request forms that have already been sent in and approved with reminder note to employee to enter in SAS.
- SS  August 21—enter professional leave for new school year.
- SS  August 21—first day employees can enter leaves for new year.
- SS  August 22—add any new classification of position in SAS. Check with the certificated and classified desks.
- SS  August 30—check to be sure all cert subs have expiration date for certificates in SAS.

- SS  August 30—check to be sure all subs have expiration dates or completed date of Blood Borne Pathogens training in SAS.
- SS  August 24—September 10 sub fingerprinting
- SS  Close out and run SAS statistics to begin the new year two weeks prior to school.
- SS  Update track calendars in SAS for each employee



# South Kitsap School District Personnel Services

## September

- CE  Issue supplemental, separate and coaching contracts for certificated staff – First Week.
- CE  Send elementary schools each a sheet for elementary specialist sections (second week).
- CE  Issue supplemental contracts. (Lists come from the secondary schools.)
- CE  Check department head sections. Arrange meeting with secondary principals the last week in September and set final October 1 numbers.
- CE  Update WSPCI and roll to payroll for September pay.
- CE  Update teacher assignments based on schedule changes.
- CE  For all newly hired certificated employees for the current school year, organize into personnel files and place on current salary schedule.
- CE  Give the payroll office a report on salary placement for all employees.
- CE  Identify newly hired teachers for Mentor Program and give to the Director of Special Programs.
- CE  Prepare list of itinerant evaluators.
- CE  Send list of provisional 1 and 2, and leave replacement contracts to administrators.
- CE  Send reminders to administrators for overdue evaluations from the previous school year.
- CE  Last week, send Staff List Update to administrators for final check.
- CE  Attend the district insurance benefits fair (Cares Fair).
- CE  Roll new year evaluations and send current year list to buildings.
- CE  Review S275 reporting requirements.
- CL  Prepare excel report (long sheet) summarizing FTE for previous year (current). Balance to Salary exhibit report and file both in historical binder.
- CL  After the budget is set and contracts settled, send salary exhibits to building administrators, including employees' vacation days. Send marked "confidential." (send with staffing allocation sheets) (Send after Oct 1 enrollment numbers come in, this is done June & Oct unless contract pending)
- CL  Request initial bus driver package hour adjustment in preparation for September payroll.
- CL  Attend the district insurance benefits fair (Cares Fair).
- CL  Request leave without pay report from payroll after September payroll. Update comments on UDF HR-experience history.
- CL  Print report of classified position log (excel spreadsheet) when complete for the year and file in the historical job log binder
- CL  Update employee information on SKYWARD and export to payroll for September payroll (**base assignments first**).
- CL  Send written report to PSE president on Temp positions by Oct 1 (contract status, unit=PSE, contract=Temp and RTMP)
- CL  Send temporary employee list to PSE President by 10/1/xx. (Skyward report)
- PS  Run report for expired certificates through November 1<sup>st</sup>.
- PS  Send letters to all Classified/Certificated staff who are required to have First Aid/CPR and who are not currently certified or have expired (through November 1<sup>st</sup>).
- PS  Collect evaluations due (probation, classified).
- PS  Send September packets (cover letter, base records, credit report, experience report, PAF, separate contract, supplemental contract, coaching authorization) to all certificated employees.

- PS  Distribute base record to Classified.
- PS  Notify teachers of transcript deadline of November 1<sup>st</sup> (classes must be complete by 10/1)
- PS  Check that fingerprinting, disclosure forms, I-9, and BBP training is completed for all new certificated employees.
- PS  Process transcripts for salary changes.
- PS  Check for missing fingerprints, disclosures, I-9s, and BBP training dates.
- PS  Make sure non-rep and all CBAs have updated salary schedules on website.
- ED  **STUDENT TEACHERS:** Review college/university agreements for student teacher placement to see if need to be updated.
- EA  Facilitate and attend CARES Fair. Greet vendors, make sure all have tables assigned, greet attendees, hand out cards for door prizes, collect door prizes, etc. Next day, select and notify door prize winners, send thank-you emails to vendors.
- EA  Publish confidential address book after all changes have been made (include on leave).
- EA  Make changes in CBA as soon as bargaining settles. Print and send to members, CBA Bookholders, Administrators, etc. Put original signed copies in the Vault. Copy new CBA on disk and put in vault with originals.
- EA  Make clean copy of CBA (take out bold and strikeouts) for next negotiations. If any new addendums, make language changes in the current CBA. Make a list of timelines (i.e. seniority lists due, or items in the Letter of Understanding to make sure any agreements or commitments are fulfilled.)
- EA  Update District Teams for next year and Status of CBA (see samples)
- EA  When all the 5000 policies and procedures for non-rep employees have been approved by the Board, print a new book and distribute.
- EA  Send payroll stipend authorization for negotiation members.
- EA  Prepare new legal log.
- EA  Prepare new budget in Budget Manager.
- EA  Invoice or close out any open requisitions.
- EA  Run year-end reports and close out logs and/or binders and prepare new ones for next year: legal, insurance, purchase orders, sexual harassment, etc.
- EA  Schedule annual meetings: Union Presidents, PSE and SKEA Labor Management Teams, Personnel Staff Meetings.
- EA  Hire new student worker if summer student is not available any longer.
- EA  Renew any consultant contracts.
- EA  Renew purchase order for Maintenance Agreement of Xerox copier (see sample).
- EA  Renew purchase orders for contracts: Kitsap Business Machines; Copyco (one for Maintenance) and (one for lease option See internal procedures); TSSI Maintenance; American Red Cross; Washington State Patrol for fingerprinting, Kitsap County Health department
- EA  Distribute new salary schedules to Personnel staff and update Assistant Superintendent's Salary Manual.
- AD  Opening school staffing report to Superintendent and Board.
- AD  Monitor enrollment first four days of school and each Friday in September. Meet with Cabinet as necessary and adjust staffing.
- AD  Assure that names of district Affirmative Action Officer, ADA Compliance Officer, and Title IX Officer are published.
- AD  Preview BEA/K-4 reporting requirements.
- SS  Coordinate and give substitute orientation.
- SS  Edit SAS for final updates.
- SS  Continually get updates from Certificated Specialist and Classified Specialist to update SAS.
- SS  Check on the number of substitutes – will sub classes need to be set up?

- SS  Provide updated substitute salary survey from surrounding districts to Assistant Superintendent for Personnel.
- SS  Send out EA and PA Informational Forms to all schools with individual names on each form. These employees will need to return the forms for sub information. Very important
- SS  Update old employees and add new.
- SS  All employees need to register with SAS, contact schools to inform them who has not.
- SS  All substitutes need to register with SAS. Contact each sub who has not register.

# South Kitsap School District Personnel Services

## October

- CE  Prepare State Report S275 and run salary exhibit - "snapshot" of October 1<sup>st</sup> – for November transmittal.
- CE  Elementary specialist sections due from each elementary school for assignment calculations.
- CE  Check leave replacement contract list against board agendas.
- CE  Staff FTE counts for MIS using State Report October 1<sup>st</sup>.
- CE  Request part-time calendars.
- CE  Attend ESD workshop on S275 Fall Reporting.
- CL  Identify "October 1 snapshot" employees to be reported on State 275 report.
- CL  Receive driver hour adjustments by October 31 (effective November 1).
- CL  Staffing: Adjust classified hours to October 1 enrollment. Balance FTE with October enrollment changes. Distribute changes to all schools. Report balance of extra hours to all buildings after Oct 1 adjustment. Send staffing documents (allocation sheet, salary exhibit, formula)
- CL  Set banked hour budgets (round to nearest whole dollar per Business Services). E-mail information out to schools.
- CL  Update the historical binder with the S-275 summary and salary exhibit for the previous school year. File previous year's S-275 in the vault.
- CL  Attend ESD S-275 workshop.
- CL  Work on S-275 report for current year.
- CL  Send SEIU President updated list of classified substitutes (from substitute desk, transportation, and FNS), **as requested**.
- CL  Update longevity/experience records to reflect correct amounts based on 80% work year. Print experience for previous year's terms and file in vault (including any classified that have changed to certificated).
- CL  When LWOP posting is complete, send copy of SEIU and PSE lists of total years experience to each union president, **if requested**.
- PS  Run report for expired certificates through December 1<sup>st</sup>.
- PS  Send letters to all Classified/Certificated staff who are required to have First Aid/CPR and who are not currently certified or have expired (through December 1<sup>st</sup>).
- PS  Collect evaluations due (probation, classified).
- PS  Send out email to ATRP option 2 (373) lump sum payouts – due by November 1<sup>st</sup>.
- PS  Verify that signed copies of certificated employees' supplemental and separate contracts are received.
- PS  Continue to process transcripts for salary increases.
- PS  Obtain list of staff assigned to health room from secondary schools and check HBV and First Aid/CPR status.
- PS  Obtain list of special education paraeducators from OSE (HBV) who perform regularly scheduled diaper changing duties and/or assigned to day treatment, preschool, and/or self-contained classrooms.
- PS  Address HIV/HBV inoculation requirements.
- PS  Prepare and send the annual bloodborne pathogens training information (required by law).

- PS  Query to check that all positions eligible for HBV have received notification and this is reflected in EdRM.
- PS  Query to check that all positions required to hold First Aid/CPR are reflected in EdRM.
- ED  STUDENT TEACHERS: End of October: Begin receiving requests for winter placement. Send letter to principals with request for placement. Send letter to university supervisors when principals confirm placement, with copies to principals and cooperating teachers.
- ED  Memo to principals requesting list of cooperating teachers.
- EA  Make clean copy of each CBA with any new language. Copy old to disk and put in vault with original signed copy.
- EA  Send notices to PSE employees with job up for review with JAG.
- EA  Prepare materials for AASPA and WSPA conferences.
- EA  Prepare registrations and make reservations for Fall WSPA conference.
- EA  Schedule JAG meetings for the year.
- EA  Send inclement letter to all staff, place copies in the orientation binders, and provide copies to the certificated and classified desks.
- AD  October 1 staffing reports.
- AD  Schedule goals conferences with personnel staff
- AD  AASPA annual conference.
- AD  K-4 report.
- AD  BEA report including certificated waivers to Board.
- AD  Run Certificated and Classified Affirmative Action Report Data for October 1
- SS  Enter certificated changes on SAS as received from Certificated Specialist.
- SS  Send PSE President the quarterly report of temporary positions.
- SS  Send less than 1.0 employees a letter for sub status. (see sample letter)
- SS  Audit quarterly Statement of Benefit Chargers, investigate each entry for employment benefits payment.
- SS  Prepare, print and distribute current list of certificated guest teachers and classified substitute parking permit numbers for high school.

# South Kitsap School District Personnel Services

## November

- CE  Request 2nd TRI schedules from SKHS and check for correct teaching assignments with teaching certificates.
- CE  Continue to update S275 for transmittal and double check report for corrections and correct edit corrections for December transmittal. Check for salary compliance (1801 report).
- CE  Check to assure that observations have been completed on all new hires.
- CL  Prepare excel report (the "long" sheet) summarizing FTE for Oct 1.
- CL  Send temporary employee list to PSE President by 12/1/xx. (Staff list/Classified/TMP)
- CL  Complete and transmit S-275 report by November 15<sup>th</sup> (aprox). Prepare excel staff report summarizing budget FTE.
- PS  Run report for expired certificates through January 1<sup>st</sup>.
- PS  Send letters to all Classified/Certificated staff who are required to have First Aid/CPR and who are not currently certified or have expired (through January 1<sup>st</sup>).
- PS  Collect evaluations due (probation, classified).
- PS  Review the bloodborne pathogens report to identify persons still needing training.
- PS  Send final reminder for overdue evaluations for prior year.
- ED  STUDENT TEACHERS: Arrange placement for winter/spring assignments.
- ED  Message on job line regarding request to retain application and update EdRM with 1/01/xx
- ED  Obtain updated list of substitutes from the following departments: custodial, transportation, food service, and the sub office. Update data base substitute information.
- ED  Respond to letters from universities requesting recruitment dates and updated information. Send a Descriptive Guide, two applications, and any promotional materials available for the district and for the community.
- EA  Send out Emergency School Closure (Snow Memo) to all employees.
- EA  Send notices to employees – jobs for review (JAG)
- EA  Prepare Personnel Holiday Newsletter/Cards
- AD  Finalize staffing reports.
- AD  Evaluation meetings with staff.
- AD  Attend full WSPA Conference
- AD  Continue work on staffing. Prepare for SKHS 2<sup>nd</sup> trimester
- SS  Print current list of certificated guest teachers and classified substitutes for employment services.

# South Kitsap School District Personnel Services

## December

- CE  Make corrections to preliminary certificated seniority list, updating new employees, total number of credits (hard credits plus excess credits), degree, and years of experience. Due to SKEA staff by January 15.
- CE  Check ESA staff seniority (nurse, counselor, social worker, psychologist, OT, PT, and SLP) to ensure all ESA certificate holders are in the proper category and those in these seniority categories still hold a valid ESA certificate.
- CE  Complete the SIRS report.
- CL  Prepare report to classified staff showing seniority data – SEIU due January 10. Check LWOP report for exceptions and leave replacements for anyone hired as a LR and subsequently hired as a regular employee in the same position (retro seniority).
- CL  Enter summary data for S275 report in excel report—South Kitsap School District—Classified S-275 History using the 1801 Report for summary totals (Staffing/Excel/History/Class S275.xls) . Send copy to Asst Supt-Business. File one copy in yearly summary book. Send Director of Business a copy of OSPI 1801 report.
- PS  Run report for expired certificates through February 1<sup>st</sup>.
- PS  Send letters to all Classified/Certificated staff who are required to have First Aid/CPR and who are not currently certified or have expired (through February 1<sup>st</sup>).
- PS  Collect evaluations due (probation, classified).
- PS  Fall coaching time sheets due.
- PS  Archive EdRM files for terminated employees from prior school year.
- PS  Request 90-day observation dates for September new hires.
- ED  RECRUITMENT:
  1. Review Career Fair dates with Assistant Superintendent for Personnel for Personnel.
  2. Register for Career Fairs (Purchase Order)
  3. Arrange for hotel accommodations.
  4. Memo out to administrators (principals, vice principals, and director) regarding Career Fair dates and request their response as to participation. Determine possible teacher participants.
  5. Inventory applications, folders, career cards, special notes.
  6. Evaluate if changes are needed on brochure insert for applicants.
  7. Order items needed.
  8. Review display board for career fair with AS. Director for Personnel And Communication Coordinator.
- ED  Send “update” letters to all applicants (except current employees).
- ED  Update applicant information in EdRM according to response from letters.
- EA  Start transportation job descriptions.
- EA  Send holiday cards/newsletter
- AD  Review recruitment plans.
- AD  Review personnel budget with executive secretary
- SS  Prepare and send quarterly list of temporary and open classified PSE positions report along with required documentation to PSE President.

# South Kitsap School District Personnel Services

## January

- CE  Prepare on EdRM and distribute the preliminary certificated seniority list for January 15th distribution.
- CE  Check NCLB status as of Oct. 1 for reporting.
- CL  NCLB check for current year.
- CL  Prepare information for the PSE JAG annual review and appeals process to be distributed the first part of January.
- CL  Mid-January, distribute information for the PSE JAG annual review and appeals process.
- CL  Schedule the PSE JAG training for late January/early February.
- CL  Schedule dates for PSE JAG annual review/appeal process in March and April.
- CL  Update the PSE JAG Moodle access
- CL  Send SEIU President updated list of classified substitutes (from substitute desk, transportation, and FNS). **If requested**
- CL
- CL  Send PSE president temporary position listing by 2/1/xx (Staff list/unit = PSE/ Temp)
- CL  Check State of Washington for poster updates and e-mail office coordinators list of required workplace posters with any updates.
- PS  Run report for expired certificates through March 1<sup>st</sup>.
- PS  Send letters to all Classified/Certificated staff who are required to have First Aid/CPR and who are not currently certified or have expired (through March 1<sup>st</sup>).
- PS  Collect evaluations due (probation, classified).
- PS  Check that all eligible for the Hepatitis B vaccination were sent letters.
- PS  Check that all bloodborne pathogen training is done.
- PS  Update fingerprint records
- PS  Send second notice of overdue evaluations for previous year
- PS  Check to see if minimum wage has increased.
- ED  Continue as December. Fine tune recruitment plans. Memo to possible teacher participants.
- ED  Move applications from "In-Active" file cabinet to boxes and store in resource room. Mark with destroy date 4 years from present.
- ED  Mid-January: Begin receiving requests for spring placement of student teachers. Follow process indicated in October.
- ED  Archive EdRM records using current calendar year as update.
- ED  Continue to update applicant information in EdRM according to response from letter.
- ED  Remove certificated and classified applications of those who are not substitutes; or have not requested their application to be retained and put in "in-active" file cabinet.
- ED  Files stored in resource room to confidential dump.
- EA  Prepare registrations and make reservations for WSPA Spring Conference.
- EA  Prepare AASPA and WSPA materials for Spring Conference.
- EA  Check batteries for emergency equipment.
- EA  Do inventory of supplies and prepare annual KCDA order.
- AD  Remind administrators of probation deadlines.
- AD  Prepare for Superintendent annual mid-year report.



- SS  Audit quarterly Statement of Benefit Charges, investigate each entry for employment benefit payments.
- SS  First of each year, check on list of EA's and PA's available list and campaign for more if necessary which is usually the case.
- SS  4<sup>th</sup> week: Send E-mail to office coordinators and have them send changes for EA and PA informational sheets to junior highs – end of first semester.

# South Kitsap School District Personnel Services

## February

- CE  S-275 update due March 1. Check for compliance.
- CE  Respond back by letter to certificated employees who submitted letters with questions/additions to reduction-in-force/seniority list and update list.
- CE  Get the 1159 report from Director of Business Services – check actual data against November estimate. Reconcile any differences. Report to Assistant Superintendent.
- CE  1<sup>st</sup> week – check master schedules from junior highs for correct teaching assignments with teaching certificates.
- CE  Ask Terri Patton for updated Enrollment Revenue + Funded Staffing Prediction sheet to update Long Sheet.
- CE  Update Long Sheet to January enrollments.
- CE  Send Resolution to re-employ certificated staff to attorneys for review (last week of February).
- CE  Enter sick leave buy back from Payroll into SKYWARD for S-275 update March 1.
- CL  Attend budget workshop at ESD in preparation for budget process.
- CL  Send temporary employee list to PSE President by 2/15/xx. (Staff list/Classified/TMP)
- CL  Prepare PSE seniority report—deadline for distribution is March 10 annually.
- CL  Enter sick leave buyback in SKYWARD. Include in State Report updates due March 1.
- PS  Run report for expired certificates through April 1<sup>st</sup>.
- PS  Send letters to all Classified/Certificated staff who are required to have First Aid/CPR and who are not currently certified or have expired (through April 1<sup>st</sup>).
- PS  Collect evaluations due (probation, classified).
- PS  Prepare letters to persons on leave asking their intentions for next school year. (Must be received back by February 15<sup>th</sup>.)
- ED  Assemble application packets for recruitment purposes. Engage front desk receptionist to assist with this project.
- ED  Continue recruitment plans.
- ED  Review progress of pictures etc for display board.
- EA  Take inventory and process annual KCDA order
- EA  Maintenance job descriptions.
- EA  Send memo to administrators asking for staffing information for next year (see sample)
- AD  Prepare enrollment forecasts with Assistant Superintendent for Business and Support Services.
- AD  Review staffing guidelines with Superintendent and Cabinet.
- AD  Review Sexual harassment, ADA, and affirmative action policies with administrator (at management team meeting, February).
- AD  Finalize recruitment plans.
- SS  Week two, print and distribute updated guest teacher and classified substitute lists to the employment services desk.
- SS  Update and distribute copy of parking permit numbers to high school.

# South Kitsap School District Personnel Services

## March

- CE  Prepare and distribute final certificated reduction-in-force/seniority list for March 15th distribution.
- CE  Prepare resolution for Board approval for 2nd meeting in March to re-employ certificated staff for the following year. (Hold if RIF)
- CE  Begin the preparation of teacher contracts.
- CE  WSPA Spring Conference.
- CE  Attend ESD meeting regarding budget – usually scheduled for about March 15.
- CE  Request third tri schedules from SKHS and check for correct teaching assignments.
- CL  Prepare budget information in preparation for budget process
- CL  PSE JAG annual reviews/appeals due by March 1. Prepare and set schedule for review.
- CL  Post summer school office assistants positions, FNS summer lunch program and ESY para positions.
- PS  Run report for expired certificates through May 1<sup>st</sup>.
- PS  Send letters to all Classified/Certificated staff who are required to have First Aid/CPR and who are not currently certified or have expired (through May 1<sup>st</sup>).
- PS  Collect evaluations due (probation, classified).
- PS  Winter coaching time sheets due.
- ED  First of March: Memo as above regarding spring student teacher placement.
- ED  Mid-march: Letter to winter term student teachers regarding meeting with Assistant Superintendent for Personnel for Personnel (if experience complete in March and April.)
- ED  Finalize recruitment plans. Send memo to those participating in Career Fairs regarding schedule. Continue to assemble application packets.
- ED  End of March – memo to principals requesting list of teachers interested in supervising student teachers for next year.
- EA  Prepare SIRS report.
- AD  Start organization for bargaining teams, calendars, parameters. CBAs cleaned up & EA
- AD  Check status of provisional employees.
- AD  Review hiring processes with administrators (at management team meeting, April)
- SS  Prepare and send quarterly list of temporary and open classified PSE positions report along with required documentation to PSE president.
- SS  2<sup>nd</sup> week: Send EA informational sheet to High School, 3<sup>rd</sup> tri.
- SS  Coordinate with receptionist for lunch break relief schedule for spring break.

# South Kitsap School District Personnel Services

## April

- CE  Letter to replacement employees must be issued to terminate employment and typed with Superintendent's signature, placement information back in application file (Recruitment Desk).
- CE  Prepare RIF letters to be mailed by May 15th, if applicable.
- CE  Prepare adverse effect employment letters by May 15, if applicable.
- CE  Prepare RIF Resolutions, if necessary.
- CE  Review upcoming budget changes and make a plan for updating the budget files with Assistant Superintendent for Personnel and Labor Relations.
- CE  Preliminary K-4 check for next year based on projected enrollment/staffing figures.
- CE  Run and distribute certificate/endorsement lists to each building/work site for all certificated staff.
- CE  Issue teacher contracts for next year.
- CL  Send letters to classified employees on leave requesting notification for their intentions for next year (about April 15).
- CL  Send temporary employee list to PSE President by 5/1xx. (Staff list/Classified/TMP)
- CL  Send Resolution to board for Non Rep Supervisory. Get resolution number from Supt Admin Asst, update saved document with changes and send to Deanna to add to board report per Asst Supt HR instructions. (L: PR/office operations/resolutions/yearly)
- CL  Continue review of PSE JAG annual reviews/appeals.
- CL  Send letters re: end of assignment to classified staff working LR/temporary assignments or on voluntary reductions for the current year and send list of temps/LR to Payroll.
- CL  Submit HQ para data to OSPI by April 1<sup>st</sup> via EDS system
- PS  Run report for expired certificates through June 1<sup>st</sup>.
- PS  Send letters to all Classified/Certificated staff who are required to have First Aid/CPR and who are not currently certified or have expired (through June 1<sup>st</sup>).
- PS  Collect evaluations due (probation, classified).
- PS  Send evaluation lists to each school as a reminder (late April).
- PS  Send reminder of timesheet requirements (forms 375 and 376).
- PS  Review certificated validity dates. Send letters to those whose certification expires June 30<sup>th</sup>.
- PS  Schedule instructor(s) and dates for summer First Aid/CPR classes.
- PS  Send principals/directors listing of their current classified employees' status for First Aid/CPR.
- PS  Register employees that need First Aid Training for First Aid Classes held during the summer.
- PS  Audit quarterly Statement of Benefit Charges, investigate each entry for employment benefits payment
- ED  Recruitment: Oregon, Spokane and Tacoma Career Fairs are in April. Assemble required number of materials for each, i.e., application packets, follow-up notes for preferred candidates, career cards, SKSD pencils, flowers for table, table skirts, rug for floor, display board.
- ED  At the conclusion of each Career Fair: Organize career cards, collect notes from each recruiter to send to outstanding candidates, send letters to selected candidates and make arrangements to visit the district.
- ED  Memo to principals and Department Directors requesting dates for Tacoma candidate visits - about April 15.

- ED  Multiple certificated applications will be coming in from now until school starts. Organize, file records as they arrive, and enter in Access. Give to Assistant Superintendent for Personnel for Personnel to screen when they are complete. Match career fair cards with application and enter in Access.
- ED  Appoint fall student teachers to requested buildings as applications arrive from university supervisors.
- EA  Prepare salary survey analysis from SIRS data.
- EA  Review resolutions for administrators, non-rep supervisory, certs, send to attorney for review, prepare for Board for May or June.
- EA  Write note to *Staff Briefing* regarding supplemental separate contract for May. (Forms 375, 376, 373 see attached letter.)
- EA  Prepare personnel budget for next year.
- AD  Check status of any probationary status employees.
- AD  National Secretaries Week (4th week).
- AD, CE & CL  Preliminary staffing projections. Estimate all FTE and budget costs. Check K-4 allocations.
- AD  Review candidate material from Career Fairs. Set up visitations, follow ups.
- SS  Update and print notice of continued employment, set new date for mailing.

# South Kitsap School District Personnel Services

## May

- CE  Start making changes in EdRM/SKYWARD for budget preparation.
- CE  Issue list of current year retirees to date for Payroll.
- CE  Issue list of current leave replacement contracts expiring to Payroll.
- CE  Complete Washington State Retired Teachers Association request for list of retirees for the year.
- CE  Send out termination letter on supplemental contracts if levy failure.
- CL  Finalize the PSE JAG appeals/annual reviews and prepare responses to employees.
- CL  On or before June 1, distribute PSE JAG annual review/appeal responses prepared in May.
- CL  Update Annual Review/Appeal Log, History of Change, Internal Weighted Factor Comparison Analysis, and Examples Document and distribute to PSE JAG members.
- CL  Work with directors, Personnel Services, and Business Services in budget preparation.
- PS  Run report for expired certificates through July 1<sup>st</sup>.
- PS  Send letters to all Classified/Certificated staff who are required to have First Aid/CPR and who are not currently certified or have expired (through July 1<sup>st</sup>).
- PS  Collect evaluations due (probation, classified).
- PS  Assure that all teacher contracts are in.
- PS  Send Reasonable Assurance of Employment letters to classified employees less than full time (around May 15).
- PS  Send out evaluation lists to classified administrators and reminder of August 31 due date.
- PS  Register employees that need First Aid Training for First Aid Classes held during the summer.
- PS  Send out ATRP letters to all certificated staff
- ED  Submit article to Staff Briefings regarding certificated voluntary transfer process.
- ED  Form #317 (Certificated Transfer) to office coordinators.
- ED  Set up new books to file postings for next school year.
- EA  Send reminder to principals to notify staff of their assignments prior to June 1 (SKEA Negotiated Agreement Section 6.4.3)
- EA  Prepare for AASPA Seattle Academy in July – Coordinate printing of materials with the substitute desk, registrations, accommodations, etc.
- EA  Create employee work calendar as negotiated by SKEA for next year.
- EA  Set the Sexual Harassment Training Date for August and send notice to trainers before the last day of school.
- EA  Send MIS year-end report to all staff for yearly totals.
- EA  Prepare for Sexual Harassment Workshop in August
- EA  Update each personnel staff member's goal sheet for next year.
- AD  Prepare discussions with Superintendent and Board on 1) bargaining parameters; 2) administrator contracts; and 3) Superintendent contract.
- AD  Prepare final staffing. Review with administrators. Do transfers as necessary.
- AD  Review impact of new state legislation.
- AD  Substitute Appreciation Day.
- SS  Update and send Notification of Continued Employment letters to substitute classified and certificated employees before June 5. Monitor notifications returned. Resend second group with return requested receipt.

SS  Send out Summer and extra-Work Opportunities memo dated June 1 from Assistant Superintendent for Personnel for Personnel to all PSE employees.

# South Kitsap School District Personnel Services

## June

- All  End-of-year Personnel Report, including legal log, goals, MIS data.
- All  Begin to compile MIS data for year-end report, i.e., number of applications received (classified/certificated); number of student teacher assigned and which university/college they represented; update goals report.
- AP  Substitute Assignment Manager updating and corrections as they happen in personnel.
- AP  Prepare final report on Shared Leave for the past year.
- AP  Check Notification of Continued Employment letter checklist; call those who have not responded.
- CE  Prepare resolution for Board approval 1<sup>st</sup> meeting in June to re-employ administrative staff for the following year.
- CE  Prepare and issue administrative contracts.
- CE  Roll certificated experience in EdRM (correct administrators and NJROTC by selecting appropriate district, i.e., South Kitsap – Director).
- CE  Update EdRM Profile to clear ending year’s leaves of absence and enter leaves of absence for upcoming year.
- CE  Future budget/staffing preparation (EdRM/SKYWARD).
- CE  Assure that all teacher evaluations are in and filed (summative due May 15, formative due May 31).
- CE  Print extra curricular lists and add to the historical book.
- CE  Print staff lists for each school with final assignments and add to the historical book.
- CL
- CL  Final proof of classified administrators for July payroll. See PayPERS Reports list
- CL  Issue supplemental authorizations for summer school positions. (memo to Jackie Baker)
- CL  Finalize the budget.
- CL  Make sure the resolution for Board approval goes to the Board the first meeting in June to re-employ administrative staff for the following year. (started by Charyl) (started in April)
- CL  Update board procedure with salary schedule for NRAAdmin (post on-line)
- CL  Staffing allocation documents to administrators...salary exhibit (sort Budget by Loc with comments, staffing allocation sheet, formula. Also send budget salary reports to Dept like OSE, CTE, Ath, TR, FNS etc...
- PS  Run report for expired certificates through August 1<sup>st</sup>.
- PS  Send letters to all Classified/Certificated staff who are required to have First Aid/CPR and who are not currently certified or have expired (through August 1<sup>st</sup>).
- PS  Collect evaluations due (probation, classified).
- PS  Roll coaching experience for next year.
- PS  Register employees that need First Aid Training for First Aid classes held during the summer.
- PS  Call and remind those unassigned remaining employees to sign up for First Aid classes.
- PS  Send out First Aid Class reminders for June classes.
- PS  Spring coaching and year end additional time sheets due (Forms 375 & 376).
- PS  Do check-off of the returned "reasonable assurance of employment letters sent to less-than-full-time employees in May. Follow up on those not returned. Send another by certified letter after school is out for those not letters not signed and returned.



- PS  Put work calendars on website for coming school year.
- PS  Enter completed evaluations in EdRM (run query in EdRM to check for missing evaluation lines for the current year).
- EA  Prepare Resolutions for Board approval for non-represented and exempt employees.
- EA  Make sure each school/department has completed their yearly Sexual harassment training.
- EA  Follow-up with principals on Sexual harassment complaints.
- EA  Request compensatory time sheets from classified employees for audit.
- AD  Personnel staff evaluations.
- AD  Audit compensatory time sheets
- SS  Prepare and send quarterly list of temporary and open classified PSE positions report along with required documentation to PSE president.
- SS  Set substitute orientation dates.
- SS  Calculate response to Notification of Continued Employment forms. Follow up on those not returned.
- SS  Review goals and write end-of-year report.
- SS  Coordinate receptionist relief lunch schedule for summer months.
- SS  Update all sub forms for next year.
- SS  Print individual substitute experience reports for the substitute file.
- SS  Begin new substitute list for next school year.
- SS  Set fall substitute orientation dates.
- SS  Do goals report draft.

**From:** jensenv@skschools.org  
**Sent time:** 07/24/2018 11:59:23 AM  
**To:** finnie@skschools.org  
**Subject:** Activities Calendar  
**Attachments:** Activities Calendar.pdf

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Activities Calendar.pdf

# SOUTH KITSAP SCHOOL DISTRICT

## Human Resources



# Activities Calendar



# **Mission Statement**

## **Human Resources**

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

**Codes:**

<b>ALL</b>	Personnel Staff	<b>ED</b>	Employment Specialist
<b>AD</b>	Administrators	<b>EA</b>	Executive Assistant
<b>CE</b>	Certificated Specialist	<b>ES</b>	Employment/Substitute Specialist
<b>CL</b>	Classified Specialist	<b>SS</b>	Substitute Specialist
<b>PS</b>	Personnelist Special-Cert/Class		

## **DAILY/ONGOING**

- AD • Employment and Recruitment
- AD • Training
- AD • Compensation
- AD • Benefits
- AD • Employee Services
- AD • Employee / Personnel Records
- AD • Performance Appraisals
- AD • Health and Safety
- AD • Staffing
- AD • Planning / Administration
- AD • Labor Relations / Legal Matters
- CE • Certification regulation updates.
- CE • Maintain position tracking system for all certificated position openings.
- CE • Update work area in SKYWARD to reflect daily changes in Personnel Records.
- CE • Work with payroll to ensure all 550B's needed are completed prior to payroll deadlines. Act as liaison to answer questions of payroll. (This often involves questions of Assistant Superintendent of Personnel for HR).
- CE • Respond by letter to all requests for leave (i.e., maternity leave, leave without pay, sick leave, family medical leave, bereavement leave).
- CE • Update State Report S275 certificated staff with additional supplemental pay report from payroll office as needed.
- CE • Processing of new certificated employees.
- CL • Continually update SKYWARD, for changing data on classified personnel.
- CL • Address incoming mail – drug/alcohol issues, resignations, union requests, verifications, employee requests, etc.
- CL • Address employee and supervisor questions regarding status, personnel procedures, etc.
- CL • Address drug and alcohol testing procedures.
- CL • Processing of new classified employees.
- PS • Maintain position tracking system for all coaching position openings.
- PS • Complete employment verification/loan forms.
- PS • Process classified/certificated/temporary unemployment claims.
- PS • Process address/telephone/name changes.
- PS • Process all new temporary employees, and coaches (additions/changes/resignations).
- ED • Answer phones: Respond to requests for information, data, and materials from employees and community. Direct calls to appropriate personnel staff or department. Take messages.

- ED • Review incoming mail.
- ED • File: applications, documents for the applicant and employee personnel files.
- ED • Enter new application into EdRM.
- ED • Maintain list of applicants for open positions in EdRM
- ED • Meet, greet, and respond to those who come to the Personnel Office for an appointment or with questions and requests.
- ED • Print and distribute new open positions.
- ED • Enter classified testing scores in EdRM.
- ED • Monitor supply of application materials.
- ED • Track complete certificated applications for screening and enter scores into EdRM.
- ED • Update job line and website with new postings.
- ED • Create job files for open positions.
- ED • Pull files for administrators' review for interview selection.
- ED • Schedule applicants selected for interviews.
- ED • Decline letters for those interviewed but not recommended for hire.
- ED • Review administrative procedure for interview and hire selection. Submit to Director of Personnel for approval.
- ED • Keep database updated with info regarding new substitutes, or those leaving.
- EA • Open, date stamp and distribute mail to personnel staff. Assess mail directed to Assistant Superintendent and act/make decisions as appropriate. Follow up with all correspondence sent or received.
- EA • Answer phone calls coming in on Assistant Superintendent's line. Evaluate and screen calls and help when possible, route if appropriate. Verify all meeting requests with Assistant Superintendent before confirmed.
- EA • Backup other phone lines & take and deliver accurate and complete messages in a timely manner.
- EA • Backup superintendent's secretary and school board meetings in secretary's absence.
- EA • Process consultant contracts and follow up until payment is made.
- EA • Process Public Records requests as needed from Exec Assistant in Business Services.
- EA • Enter and process purchase orders for personnel. Be familiar with the Skyward system enough to run reports and perform purchase order, requisition, and vendor queries.
- EA • Set up Personnel Budget at beginning of school year. Process Purchase Orders, Invoices, returns, and work with Purchasing and Accounts Payable as needed.
- EA • Take minutes at meetings when needed. Share secretarial duties at negotiation meetings.
- EA • Keep abreast of changes in Assistant Superintendent's daily calendar and notify immediately when changes occur. Follow up with committee members, meeting rooms, catering, printing, etc. Prepare agendas, schedule and confirm appointments as needed. Maintain current committee members' lists.
- EA • Prepare and enter Collective Bargaining Agreements and Addendums. Keep records in vault of all bargaining unit agreements, MOAs, LOAs, etc.
- EA • Prepare Assistant Superintendent for presentations/conferences by getting material ready, as needed.
- EA • Perform duties of Office Coordinator, and attend monthly meetings. Relay meeting information to Human Resources Staff. Specific to Human Resources: Maintain birthday lists, vacation calendar, days off, or changes in office schedule while making sure there is coverage from 7:30 to 4:30. Help promote teamwork, equality and social outings in order to increase morale and help make the office atmosphere as pleasant as possible.

- EA • Create and maintain organization and efficiency in office, work area and Assistant Superintendent's office. Ensure that files are kept current and purged or sent to vault as needed. Maintain current names, addresses, phone numbers, emails, fax and cell phone numbers for correspondence. Look for ways to increase efficiency and organization.
- EA • Attend Cabinet Secretary meetings on Monday afternoons. Share information where possible with HR staff.
- EA • Observe safety, security, and confidentiality measures. Keep legal files locked and inaccessible to public, staff, etc. Monitor traffic through the Human Resources Office and keep anyone uninvited out of Assistant Superintendent's office. Attempt to conduct business at the window whenever possible.
- EA • Prepare and maintain correspondence via mail or email as required. Keep up to date with technology and software changes and attend classroom instruction whenever possible. Help other Human Resources users as needed with software or technique. Transcribe legal tapes for consultants as needed. Type and maintain Internal Procedures, Emergency phone lists, user passwords, copy machine codes.
- EA • Utilize Skyward/Human Resources Records to run reports & labels, access data and prepare mail-merge letters.
- EA • Utilize Rainshadow Applicant Tracking to access applicant information and run reports in the event there is no coverage at the Human Resources Specialist's desk. Be familiar with the applicant process and be able to retrieve applicant files, check open positions and ascertain status.
- EA • Ensure that office equipment is functioning properly and troubleshoot/call repairman when it's not. Ensure that we are always stocked with toner, etc. to maintain equipment. Request assistance from Technology or Facilities & Operations when needed.
- EA • Inventory supplies and re-stock as needed and as budget allows. Keep supply closet organized and uncluttered. Keep running list/literature of future supplies to be considered for next year's budget.
- EA • Make travel arrangements as needed and process travel reimbursement requests upon return.
- EA • Maintain legal logs and files for investigations, grievances, plan of improvements, evaluative status - provide copies to building principal and attorney. Create case-specific logs when needed.
- EA • Maintain legal log; work with Assistant Superintendent for Human Resources for Human Resources in tracking progress.
- EA • Special projects as assigned, i.e Sexual Harassment Materials, New Employee Handbooks, Cares Fair, Conference preparation, Back to School Celebration committee work, etc.
- EA • Maintain Collective Bargaining Notebooks, Policy Manual, Insurance Committee Notebook, Board Agendas, Sexual Harassment & Legal Logs.
- SS • Process certificated fingerprinting as needed.
- SS • Respond to questions from schools and substitutes on various issues.
- SS • Track potential long-term certificated guest teachers until they reach the required number of days to be placed on certificated salary pay schedule. Prepare necessary paperwork with added documents and send to CE. When returned with salary placement, prepare an informational memo for sub employee. Send PAF to payroll.
- SS • Track potential long term classified subs. Place on salary schedule and send PAF to payroll. Send letter of info to sub employees.
- SS • Enter new guest teachers and classified substitutes in SKYWARD.
- SS • Answer phones, process and research various requests.
- SS • Process mail for Substitute Services.
- SS • Assist other personnel staff as needed in a team effort.
- SS • Meet new substitutes and process paperwork.

- SS • Accommodate, anticipate, process, dispatch (usually through SAS) the principals', secretaries and employees classified and certificated daily and future substitute requests from leave forms and call-in requests, to provide substitutes for the District. Carefully monitor future closed days. All professional leaves are entered by substitute services.
- SS • Call the school secretary/principal/head custodian and notify them if the substitute office cannot fill the vacant employee position.
- SS • Audit, determine, authorize, and obtain budget codes and department signatures on Form 78's for permanent and substitute employees for payment by payroll.
- Edits and authorizes employee leave.



South Kitsap School District  
*Personnel Services*

**WEEKLY**

- EA • Every Monday, check the Assistant Superintendent’s schedule for the week and send reminders. Obtain last minute materials for Cabinet Meeting. Review personal calendar to check on ticklers, catering orders, and deadlines. Prepare materials for Board agenda through Board Docs.
- AD • Attend Cabinet Meetings (Mondays).
- AD • Weekly meeting with SKEA president.
- SS • Provide parents with compiled tutor list as requested.
- SS • Approve classified substitutes.
- SS • Input and update substitutes on SKYWARD system.
- SS • Complete verifications of present and/or prior employment experience for substitutes.
- SS • Fingerprint and verify fingerprints.
- SS • Research, process, reply to Job Service Center, and enter on database all substitute activity regarding employment security documents. Attend unemployment hearings
- SS • Check professional leave billables for approved paperwork.
- SS • Send all Leave Without Pay requests to personnel director for approval.
- SS • Update SAS with Employee Data and change in status from board agenda information
- SS • Process credit approval forms (Form 169) for guest teachers.
- SS • Process substitute evaluations as received.

# South Kitsap School District

## *Personnel Services*

### MONTHLY

- All • Attend District Office Staff Meeting.
- All • Personnel staff meeting (once a month). Review goals and budget.
- All • Review and update activities calendar.
- All • Review progress on goals.
- All • WSPA meetings.
- All • Board agenda preparation (1<sup>st</sup> and 3<sup>rd</sup> Monday) Must be ready by 8:00 AM on prior Wednesday.
- CE • Compute and adjust credits and experience to salary schedule for 20-day substitutes for placement on the salary scale.
- CE • **Record receipt of certificated evaluation forms as they are received.**
- CE • Send out Shared Leave email usually at least once a month or as new Shared Leave requests are approved.
  - Make updates in Skyward as necessary for Payroll processing.
  - **Send out Enrollment reminders to Office Coordinators and Registrars the first day of the month. These are used for overload tracking.**
- CL • Process files for classified new hires.
- CL • Work with payroll to ensure payroll authorizations are completed prior to established deadlines
- CL • Act as liaison to answer questions of payroll.
- CL • Coordinate drug and alcohol testing for those selected from the pool of CDL license positions.
- CL • Maintain position tracking system for all classified position openings.
- CL • Attend Trainings at OESD
- CL • Attend labor management meetings. Type and distribute notes.
  - Run SNA report to verify current certification for edu pay. (email FNS for updated certification as needed or delete pay)
- PS • Check for expired certifications (teacher/first aid & CPR).
- PS • Check for evaluations that are due.
- PS • Check for list of Social Security cards outstanding.
- PS • Check fingerprints that are pending.
- ED • Student teacher process:
  - Contact principals for placement.
  - Send letter to university supervisor to confirm placement.
  - Memo to certificated directors, principals, and cooperating teachers regarding assignment.
  - Letter to student teachers regarding meeting with Assistant Superintendent for Personnel for Personnel.
- ED • Update tutor list comprising presented employees and substitutes that have a current Washington State Teaching Certificate, address area, telephone, subjects and grade level willing to tutor.
- EA • Check SKEA CBA email reminder list and send reminders to principals as needed.
- EA • Check tickler file for legal cases and follow up on plans of improvement, or any other investigation recommendations (i.e. classes, doctor appts., alcohol testing, etc.)
- EA • Prepare agendas/materials for monthly union meetings.

- EA • Attend monthly Office Coordinators meeting.
- EA • Attend monthly SKEA/SKSD Communication Team Meetings and take and distribute minutes
- EA • Attend Emergency Command Center meetings.
- EA • Prepare agenda/minutes for monthly Personnel Meeting- type minutes.
- EA • Year end reports
- EA • Review department budget with Assistant Superintendent. Run accounting reports and balance budget.
- AD • Attend Union/District meetings.
- AD • Review status on open legal files with cabinet.
- AD • Provide evaluation inservice to administrators on 1<sup>st</sup> management meeting of month.
- SS • Calculate, prepare, and distribute monthly employee absence reports showing substitute usage for Cabinet, 1) by type of absence for prior month be certificated and classified; and 2) comparison of current year Vs prior year absence by month by certificated and classified.
- SS • Check Substitute certificate expiration dates.
- SS • Process substitute employee fingerprinting as needed.
- SS • Prepare sub PAFs for new guest teachers and classified substitutes and for any changes in pay for all substitutes.
- SS • Send monthly sub reports to schools.
- SS • Send monthly absence report for Payroll 1) certificated 2) classified on the 31<sup>st</sup> for subs.
- SS • Furnish SKEA a listing of substitutes who are qualified for representation. The list shall be provided to the association monthly.
- SS • Coordinate fingerprinting of substitutes.
- SS • Check status of fingerprint reports
- SS • Accumulate, monitor, and furnish substitute billable report to payroll with backup community, Education Association, or school ASB approval documents with attached professional leave.
- SS • Confer with payroll regarding discrepancies in leaves; furnish information for decision.
- SS • Send monthly substitute reports to schools on 1<sup>st</sup>
- SS • Send monthly substitute certificated report to payroll on 1<sup>st</sup> day of month
- SS • Send monthly substitute classified report to payroll on 1<sup>st</sup> day of month
- SS • Supply payroll with monthly PSE substitute report for union dues.
- SS • Send updated substitute list with special ID numbers to all schools.
- SS • Prepare L&I report of substitute time for employees on light duty for Geri Nelson. Give to Classified Specialist.
- SS • Send employee leave report to schools and departments on the 11th of each month.

# South Kitsap School District Human Resources

## July

- All  Summer staff meeting. Review mission. Develop goals for next year. Review personnel operations calendar.
- All  Mid-July, concludes MIS data and submit to Assistant Superintendent for Personnel for Personnel.
- All  Contribute items for “welcome back” packet to employees.
- CE  Check to assure that all administrator evaluations in and filed (due June 30).
- CE  Send list of stipend and coaching assignments to principals and directors for corrections.
- CE  Run Skyward query to ensure all employees reflect the correct location in HR Records after staffing and any involuntary transfers are completed.
- CE  Processing of new employees. Begins heavy season.
- CE  Keep Longsheet updated with any budget changes.
- CE  Finalize upcoming year’s budget.
- CE  Post Experience to Skyward WA-Experience tab and to the UDF- HR Experience History after final July payroll run to ensure all leave has been posted.
- CE  Get sub experience from Substitute Coordinator for regular employees to have subbed during the year and post to their experience in Skyward.
- CE  Balance and print final salary exhibit for historical binders in the vault including longsheet.
- CL  Update administrator spreadsheet (classified) for Payroll (coordinate with HR Cert Splst for the cert info). Located: Staffing/xx-xx/Admin.
- CL  Print Special 1 person Calendars.
- CL  After the budget is set, prepare excel report summarizing the budget FTE (the “long sheet”).
- CL  Continue to update SKYWARD systems to prepare for September payroll.
- PS  Run report for expired certificates through September 1<sup>st</sup>.
- PS  Track to ensure that all administrator contracts are in.
- PS  Verify all administrator contracts are in.
- PS  Update work calendars on website.
- PS  Update salary schedules/CBAs on website.
- PS  Update the historical binders with calendars and salary schedules from the previous school year .
- PS  Update “New Employee Orientation Manual.”
- PS  Sign Destruction Authorization for files at Warehouse.
- PS  Collect Duty Verification Records (376) and Additional Time Verification (375).
- PS  Collect evaluations due (summative, formative, administrators, probation, classified).
- EA  Update internal procedures manual for personnel cross training.
- EA  Prepare Teacher’s Work Calendar for next year as negotiated.
- AD  Prepare annual personnel year-end report including MIS data.
- AD  Prepare for annual summer meeting.
- AD  Do Personnel Services staff evaluations.
- SS  Audit quarterly Statement of Benefit Charges, investigate each entry for employment benefits payment.
- SS  Substitute Assignment System updating and correcting.
- SS  Week one, compute last year’s sub days for less than 1.0 FTE for Cert. Specialist.

- SS  Update substitute handbooks.
- SS  Print individual reports of recent year cert sub days worked. File in sub folders.
- SS  Purge inactive sub files - add to payroll files in the Big Guy Room.
- SS  Prepare and distribute current school year statistics reports for Assistant Superintendent for Personnel for Personnel.
- SS  Recruit/review files for new substitutes.

# South Kitsap School District Personnel Services

## August

- CE  List of supplemental contracts submitted to Board at 2<sup>nd</sup> meeting of month.
- CE  Check copy of high school and junior high first TRI master schedules of cert. Employees (mid to late August) to verify valid certificates. Send report to buildings
- CE  Run and distribute certificate/endorsement lists to each building/work site for all certificated staff.
- CE  Update S275 for final transmittal in September.
- CE  Complete job log for the prior school year and print in the historical binder.
- CE  Include instructions to part-time staff in the annual Learning Improvement Day notice.
- CE  Reminder to certificated staff of the deadline for official transcripts and posting of credits for next school term. (Deadline November 1.) Add to Welcome Back Packet and Staff Briefings.
- CE  Post Summer School and extended OSE School experience for those with less than 1.0 FTE. Get data from Payroll on who actually worked (some classes may have been canceled).
- CL  Update drug/alcohol pooling list (TR – Beth, F&O – Paula). Remind them to test missed employees.
- CL  Upload data from prior year Skyward Plan to UDF Position Experience History screen.
- CL  Update SKYWARD for September payroll. (see notes)
- CL  Upload Vac days for 260 day employees into UDF for Sept Payroll
- CL  Update S275 for final transmittal in September. (Cert Specialist to help)
- CL  Print final budget salary exhibit and long sheet for upcoming year and file in historical binder
- CL  Make sure any update job descriptions resulting from JAG/bargaining are finalized and out on the website, also update posting template documents.
- CL  Make sure non-represented employee salaries for upcoming school year have been approved by the Board (Board Policies).
- PS  Run report for expired certificates through October 1<sup>st</sup>.
- PS  Send letters to all Classified/Certificated staff who are required to have First Aid/CPR and who are not currently certified or have expired (through October 1<sup>st</sup>).
- PS  Collect evaluations due (probation, classified).
- PS  Process transcripts for September payroll.
- PS  Issue supplemental, separate and **coaching** contracts for certificated – **with September packets**.
- PS  Send September packets (cover letter, base records, credit record, experience report, PF, separate
- PS  Process temporary employees hiring for new school year.
- PS  Send mailing out to those Certificated employees eligible for ATRP Option 2 payment to see if they want lump sum or 12 payments for ATRP.
- PS  Archive the first file for Arc09-10 (change year respectively).
- PS  Annual destruction of records for files in vault (retain current year plus six years).
- PS  Begin preparation of base record packets for classified staff.
- EA  Work on negotiated agreements as settled (new language)
- EA  Prepare for CARES Fair for September. Contact vendors, schedule with the high school and schedule sub custodial services, complete paperwork necessary.
- EA  Schedule a meeting with Payroll and Personnel for at least two hours for the Assistant Superintendent to go over the CBA changes

- EA  Request two copies of master schedules from school (first week). Give to Certificated and Classified Personnel specialist.
- EA  Prepare materials for annual office coordinator and administrator meetings.
- EA  Update the master list of CBA timelines to share at administrator's meetings.
- EA  Prepare emergency confidential phone numbers and phone tree for Administrators' summer mtg.
- EA  Prepare & process Purchase Order for Annual TSSI maintenance : \$3,000.00, CopyCo, and ESD Transcripts.
- EA  Send master student calendar to office coordinators. They print for their students.
- EA  Send teacher calendar to printing for all staff to be distributed on first day
- EA  Send letter re: driver abstracts and CVL licenses.
- EA  Prepare agenda and order food for New Employee Orientation.
- EA  Prepare, print and assemble New Employee Handbooks.
- AD  Schedule meetings with administrators, payroll, personnel, to review changes in negotiated agreements.
- AD  Prepare motion for Non-Represented employees for Board.
- AD  Prepare annual Welcome Back packets for staff including benefit open enrollment data.
- AD  Prepare orientations binders.
- AD  Request final report on prior year staff evaluations.
- AD  Prepare employee calendar packets.
- SS  Make data corrections and up-to-date entries on SAS. Need to have SAS ready to begin the new year.
- SS  Prepare for substitute orientations, contact BUS for goodies, plan w/ Food Service. Contact guest speakers.
- SS  Check with Eschool Solutions for any new updates.
- SS  Pull final sub report for school year.
- SS  Sub experience and verification data to sub files
- SS  1<sup>st</sup> week-Update and Send final approved draft of substitute handbooks to printing
- SS  Send out final updates for First Aid Class reminders for August classes.
- SS  Close out and run SAS statistics to begin the new year two weeks prior to school.
- SS  Pull final sub days for custodians and clerical for summer work.
- SS  Request master schedules from schools, update SAS.
- SS  Last Week – Send updated substitute list with special ID numbers to all schools.
- SS  Bloodborne Pathogen monitoring of BBP training, enter into SAS, prepare certificate of completion for all new substitute employees.
- SS  Do sub info packets for: Back to School News, Welcome Back Packet, office coordinators' meeting, administrator meeting, new employee orientation
- SS  August 7 – begin organization of sub orientation
- SS  August 7 – bring year end SAS leave reports up to date
- SS  Check sub handbooks—have they been printed?
- SS  August 11-17—send out sub invites to orientation
- SS  August 22—put sub packets together
- SS  August 23—sub organization done?
- SS  Write or update any internal procedures not done.
- SS  August 21—send out new school years leave request forms that have already been sent in and approved with reminder note to employee to enter in SAS.
- SS  August 21—enter professional leave for new school year.
- SS  August 21—first day employees can enter leaves for new year.
- SS  August 22—add any new classification of position in SAS. Check with the certificated and classified desks.
- SS  August 30—check to be sure all cert subs have expiration date for certificates in SAS.

- SS  August 30—check to be sure all subs have expiration dates or completed date of Blood Borne Pathogens training in SAS.
- SS  August 24—September 10 sub fingerprinting
- SS  Close out and run SAS statistics to begin the new year two weeks prior to school.
- SS  Update track calendars in SAS for each employee



# South Kitsap School District Personnel Services

## September

- CE  Issue supplemental, separate and coaching contracts for certificated staff – First Week.
- CE  Send elementary schools each a sheet for elementary specialist sections (second week).
- CE  Issue supplemental contracts. (Lists come from the secondary schools.)
- CE  Check department head sections. Arrange meeting with secondary principals the last week in September and set final October 1 numbers.
- CE  Update WSPCI and roll to payroll for September pay.
- CE  Update teacher assignments based on schedule changes.
- CE  For all newly hired certificated employees for the current school year, organize into personnel files and place on current salary schedule.
- CE  Give the payroll office a report on salary placement for all employees.
- CE  Identify newly hired teachers for Mentor Program and give to the Director of Special Programs.
- CE  Prepare list of itinerant evaluators.
- CE  Send list of provisional 1 and 2, and leave replacement contracts to administrators.
- CE  Send reminders to administrators for overdue evaluations from the previous school year.
- CE  Last week, send Staff List Update to administrators for final check.
- CE  Attend the district insurance benefits fair (Cares Fair).
- CE  Roll new year evaluations and send current year list to buildings.
- CE  Review S275 reporting requirements.
- CL  Prepare excel report (long sheet) summarizing FTE for previous year (current). Balance to Salary exhibit report and file both in historical binder.
- CL  After the budget is set and contracts settled, send salary exhibits to building administrators, including employees' vacation days. Send marked "confidential." (send with staffing allocation sheets) (Send after Oct 1 enrollment numbers come in, this is done June & Oct unless contract pending)
- CL  Request initial bus driver package hour adjustment in preparation for September payroll.
- CL  Attend the district insurance benefits fair (Cares Fair).
- CL  Request leave without pay report from payroll after September payroll. Update comments on UDF HR-experience history.
- CL  Print report of classified position log (excel spreadsheet) when complete for the year and file in the historical job log binder
- CL  Update employee information on SKYWARD and export to payroll for September payroll (**base assignments first**).
- CL  Send written report to PSE president on Temp positions by Oct 1 (contract status, unit=PSE, contract=Temp and RTMP)
- CL  Send temporary employee list to PSE President by 10/1/xx. (Skyward report)
- PS  Run report for expired certificates through November 1<sup>st</sup>.
- PS  Send letters to all Classified/Certificated staff who are required to have First Aid/CPR and who are not currently certified or have expired (through November 1<sup>st</sup>).
- PS  Collect evaluations due (probation, classified).
- PS  Send September packets (cover letter, base records, credit report, experience report, PAF, separate contract, supplemental contract, coaching authorization) to all certificated employees.

- PS  Distribute base record to Classified.
- PS  Notify teachers of transcript deadline of November 1<sup>st</sup> (classes must be complete by 10/1)
- PS  Check that fingerprinting, disclosure forms, I-9, and BBP training is completed for all new certificated employees.
- PS  Process transcripts for salary changes.
- PS  Check for missing fingerprints, disclosures, I-9s, and BBP training dates.
- PS  Make sure non-rep and all CBAs have updated salary schedules on website.
- ED  **STUDENT TEACHERS:** Review college/university agreements for student teacher placement to see if need to be updated.
- EA  Facilitate and attend CARES Fair. Greet vendors, make sure all have tables assigned, greet attendees, hand out cards for door prizes, collect door prizes, etc. Next day, select and notify door prize winners, send thank-you emails to vendors.
- EA  Publish confidential address book after all changes have been made (include on leave).
- EA  Make changes in CBA as soon as bargaining settles. Print and send to members, CBA Bookholders, Administrators, etc. Put original signed copies in the Vault. Copy new CBA on disk and put in vault with originals.
- EA  Make clean copy of CBA (take out bold and strikeouts) for next negotiations. If any new addendums, make language changes in the current CBA. Make a list of timelines (i.e. seniority lists due, or items in the Letter of Understanding to make sure any agreements or commitments are fulfilled.)
- EA  Update District Teams for next year and Status of CBA (see samples)
- EA  When all the 5000 policies and procedures for non-rep employees have been approved by the Board, print a new book and distribute.
- EA  Send payroll stipend authorization for negotiation members.
- EA  Prepare new legal log.
- EA  Prepare new budget in Budget Manager.
- EA  Invoice or close out any open requisitions.
- EA  Run year-end reports and close out logs and/or binders and prepare new ones for next year: legal, insurance, purchase orders, sexual harassment, etc.
- EA  Schedule annual meetings: Union Presidents, PSE and SKEA Labor Management Teams, Personnel Staff Meetings.
- EA  Hire new student worker if summer student is not available any longer.
- EA  Renew any consultant contracts.
- EA  Renew purchase order for Maintenance Agreement of Xerox copier (see sample).
- EA  Renew purchase orders for contracts: Kitsap Business Machines; Copyco (one for Maintenance) and (one for lease option See internal procedures); TSSI Maintenance; American Red Cross; Washington State Patrol for fingerprinting, Kitsap County Health department
- EA  Distribute new salary schedules to Personnel staff and update Assistant Superintendent's Salary Manual.
- AD  Opening school staffing report to Superintendent and Board.
- AD  Monitor enrollment first four days of school and each Friday in September. Meet with Cabinet as necessary and adjust staffing.
- AD  Assure that names of district Affirmative Action Officer, ADA Compliance Officer, and Title IX Officer are published.
- AD  Preview BEA/K-4 reporting requirements.
- SS  Coordinate and give substitute orientation.
- SS  Edit SAS for final updates.
- SS  Continually get updates from Certificated Specialist and Classified Specialist to update SAS.
- SS  Check on the number of substitutes – will sub classes need to be set up?

- SS  Provide updated substitute salary survey from surrounding districts to Assistant Superintendent for Personnel.
- SS  Send out EA and PA Informational Forms to all schools with individual names on each form. These employees will need to return the forms for sub information. Very important
- SS  Update old employees and add new.
- SS  All employees need to register with SAS, contact schools to inform them who has not.
- SS  All substitutes need to register with SAS. Contact each sub who has not register.

# South Kitsap School District Personnel Services

## October

- CE  Prepare State Report S275 and run salary exhibit - "snapshot" of October 1<sup>st</sup> – for November transmittal.
- CE  Elementary specialist sections due from each elementary school for assignment calculations.
- CE  Check leave replacement contract list against board agendas.
- CE  Staff FTE counts for MIS using State Report October 1<sup>st</sup>.
- CE  Request part-time calendars.
- CE  Attend ESD workshop on S275 Fall Reporting.
- CL  Identify "October 1 snapshot" employees to be reported on State 275 report.
- CL  Receive driver hour adjustments by October 31 (effective November 1).
- CL  Staffing: Adjust classified hours to October 1 enrollment. Balance FTE with October enrollment changes. Distribute changes to all schools. Report balance of extra hours to all buildings after Oct 1 adjustment. Send staffing documents (allocation sheet, salary exhibit, formula)
- CL  Set banked hour budgets (round to nearest whole dollar per Business Services). E-mail information out to schools.
- CL  Update the historical binder with the S-275 summary and salary exhibit for the previous school year. File previous year's S-275 in the vault.
- CL  Attend ESD S-275 workshop.
- CL  Work on S-275 report for current year.
- CL  Send SEIU President updated list of classified substitutes (from substitute desk, transportation, and FNS), **as requested**.
- CL  Update longevity/experience records to reflect correct amounts based on 80% work year. Print experience for previous year's terms and file in vault (including any classified that have changed to certificated).
- CL  When LWOP posting is complete, send copy of SEIU and PSE lists of total years experience to each union president, **if requested**.
- PS  Run report for expired certificates through December 1<sup>st</sup>.
- PS  Send letters to all Classified/Certificated staff who are required to have First Aid/CPR and who are not currently certified or have expired (through December 1<sup>st</sup>).
- PS  Collect evaluations due (probation, classified).
- PS  Send out email to ATRP option 2 (373) lump sum payouts – due by November 1<sup>st</sup>.
- PS  Verify that signed copies of certificated employees' supplemental and separate contracts are received.
- PS  Continue to process transcripts for salary increases.
- PS  Obtain list of staff assigned to health room from secondary schools and check HBV and First Aid/CPR status.
- PS  Obtain list of special education paraeducators from OSE (HBV) who perform regularly scheduled diaper changing duties and/or assigned to day treatment, preschool, and/or self-contained classrooms.
- PS  Address HIV/HBV inoculation requirements.
- PS  Prepare and send the annual bloodborne pathogens training information (required by law).

- PS  Query to check that all positions eligible for HBV have received notification and this is reflected in EdRM.
- PS  Query to check that all positions required to hold First Aid/CPR are reflected in EdRM.
- ED  **STUDENT TEACHERS: End of October:** Begin receiving requests for winter placement. Send letter to principals with request for placement. Send letter to university supervisors when principals confirm placement, with copies to principals and cooperating teachers.
- ED  Memo to principals requesting list of cooperating teachers.
- EA  Make clean copy of each CBA with any new language. Copy old to disk and put in vault with original signed copy.
- EA  Send notices to PSE employees with job up for review with JAG.
- EA  Prepare materials for AASPA and WSPA conferences.
- EA  Prepare registrations and make reservations for Fall WSPA conference.
- EA  Schedule JAG meetings for the year.
- EA  Send inclement letter to all staff, place copies in the orientation binders, and provide copies to the certificated and classified desks.
- AD  October 1 staffing reports.
- AD  Schedule goals conferences with personnel staff
- AD  AASPA annual conference.
- AD  K-4 report.
- AD  BEA report including certificated waivers to Board.
- AD  Run Certificated and Classified Affirmative Action Report Data for October 1
- SS  Enter certificated changes on SAS as received from Certificated Specialist.
- SS  Send PSE President the quarterly report of temporary positions.
- SS  Send less than 1.0 employees a letter for sub status. (see sample letter)
- SS  Audit quarterly Statement of Benefit Chargers, investigate each entry for employment benefits payment.
- SS  Prepare, print and distribute current list of certificated guest teachers and classified substitute parking permit numbers for high school.

# South Kitsap School District Personnel Services

## November

- CE  Request 2nd TRI schedules from SKHS and check for correct teaching assignments with teaching certificates.
- CE  Continue to update S275 for transmittal and double check report for corrections and correct edit corrections for December transmittal. Check for salary compliance (1801 report).
- CE  Check to assure that observations have been completed on all new hires.
- CL  Prepare excel report (the "long" sheet) summarizing FTE for Oct 1.
- CL  Send temporary employee list to PSE President by 12/1/xx. (Staff list/Classified/TMP)
- CL  Complete and transmit S-275 report by November 15<sup>th</sup> (aprox). Prepare excel staff report summarizing budget FTE.
- PS  Run report for expired certificates through January 1<sup>st</sup>.
- PS  Send letters to all Classified/Certificated staff who are required to have First Aid/CPR and who are not currently certified or have expired (through January 1<sup>st</sup>).
- PS  Collect evaluations due (probation, classified).
- PS  Review the bloodborne pathogens report to identify persons still needing training.
- PS  Send final reminder for overdue evaluations for prior year.
- ED  STUDENT TEACHERS: Arrange placement for winter/spring assignments.
- ED  Message on job line regarding request to retain application and update EdRM with 1/01/xx
- ED  Obtain updated list of substitutes from the following departments: custodial, transportation, food service, and the sub office. Update data base substitute information.
- ED  Respond to letters from universities requesting recruitment dates and updated information. Send a Descriptive Guide, two applications, and any promotional materials available for the district and for the community.
- EA  Send out Emergency School Closure (Snow Memo) to all employees.
- EA  Send notices to employees – jobs for review (JAG)
- EA  Prepare Personnel Holiday Newsletter/Cards
- AD  Finalize staffing reports.
- AD  Evaluation meetings with staff.
- AD  Attend full WSPA Conference
- AD  Continue work on staffing. Prepare for SKHS 2<sup>nd</sup> trimester
- SS  Print current list of certificated guest teachers and classified substitutes for employment services.

# South Kitsap School District Personnel Services

## December

- CE  Make corrections to preliminary certificated seniority list, updating new employees, total number of credits (hard credits plus excess credits), degree, and years of experience. Due to SKEA staff by January 15.
- CE  Check ESA staff seniority (nurse, counselor, social worker, psychologist, OT, PT, and SLP) to ensure all ESA certificate holders are in the proper category and those in these seniority categories still hold a valid ESA certificate.
- CE  Complete the SIRS report.
- CL  Prepare report to classified staff showing seniority data – SEIU due January 10. Check LWOP report for exceptions and leave replacements for anyone hired as a LR and subsequently hired as a regular employee in the same position (retro seniority).
- CL  Enter summary data for S275 report in excel report—South Kitsap School District—Classified S-275 History using the 1801 Report for summary totals (Staffing/Excel/History/Class S275.xls) . Send copy to Asst Supt-Business. File one copy in yearly summary book. Send Director of Business a copy of OSPI 1801 report.
- PS  Run report for expired certificates through February 1<sup>st</sup>.
- PS  Send letters to all Classified/Certificated staff who are required to have First Aid/CPR and who are not currently certified or have expired (through February 1<sup>st</sup>).
- PS  Collect evaluations due (probation, classified).
- PS  Fall coaching time sheets due.
- PS  Archive EdRM files for terminated employees from prior school year.
- PS  Request 90-day observation dates for September new hires.
- ED  **RECRUITMENT:**
  1. Review Career Fair dates with Assistant Superintendent for Personnel for Personnel.
  2. Register for Career Fairs (Purchase Order)
  3. Arrange for hotel accommodations.
  4. Memo out to administrators (principals, vice principals, and director) regarding Career Fair dates and request their response as to participation. Determine possible teacher participants.
  5. Inventory applications, folders, career cards, special notes.
  6. Evaluate if changes are needed on brochure insert for applicants.
  7. Order items needed.
  8. Review display board for career fair with AS. Director for Personnel And Communication Coordinator.
- ED  Send “update” letters to all applicants (except current employees).
- ED  Update applicant information in EdRM according to response from letters.
- EA  Start transportation job descriptions.
- EA  Send holiday cards/newsletter
- AD  Review recruitment plans.
- AD  Review personnel budget with executive secretary
- SS  Prepare and send quarterly list of temporary and open classified PSE positions report along with required documentation to PSE President.

# South Kitsap School District Personnel Services

## January

- CE  Prepare on EdRM and distribute the preliminary certificated seniority list for January 15th distribution.
- CE  Check NCLB status as of Oct. 1 for reporting.
- CL  NCLB check for current year.
- CL  Prepare information for the PSE JAG annual review and appeals process to be distributed the first part of January.
- CL  Mid-January, distribute information for the PSE JAG annual review and appeals process.
- CL  Schedule the PSE JAG training for late January/early February.
- CL  Schedule dates for PSE JAG annual review/appeal process in March and April.
- CL  Update the PSE JAG Moodle access
- CL  Send SEIU President updated list of classified substitutes (from substitute desk, transportation, and FNS). **If requested**
- CL
- CL  Send PSE president temporary position listing by 2/1/xx (Staff list/unit = PSE/ Temp)
- CL  Check State of Washington for poster updates and e-mail office coordinators list of required workplace posters with any updates.
- PS  Run report for expired certificates through March 1<sup>st</sup>.
- PS  Send letters to all Classified/Certificated staff who are required to have First Aid/CPR and who are not currently certified or have expired (through March 1<sup>st</sup>).
- PS  Collect evaluations due (probation, classified).
- PS  Check that all eligible for the Hepatitis B vaccination were sent letters.
- PS  Check that all bloodborne pathogen training is done.
- PS  Update fingerprint records
- PS  Send second notice of overdue evaluations for previous year
- PS  Check to see if minimum wage has increased.
- ED  Continue as December. Fine tune recruitment plans. Memo to possible teacher participants.
- ED  Move applications from "In-Active" file cabinet to boxes and store in resource room. Mark with destroy date 4 years from present.
- ED  Mid-January: Begin receiving requests for spring placement of student teachers. Follow process indicated in October.
- ED  Archive EdRM records using current calendar year as update.
- ED  Continue to update applicant information in EdRM according to response from letter.
- ED  Remove certificated and classified applications of those who are not substitutes; or have not requested their application to be retained and put in "in-active" file cabinet.
- ED  Files stored in resource room to confidential dump.
- EA  Prepare registrations and make reservations for WSPA Spring Conference.
- EA  Prepare AASPA and WSPA materials for Spring Conference.
- EA  Check batteries for emergency equipment.
- EA  Do inventory of supplies and prepare annual KCDA order.
- AD  Remind administrators of probation deadlines.
- AD  Prepare for Superintendent annual mid-year report.



- SS  Audit quarterly Statement of Benefit Charges, investigate each entry for employment benefit payments.
- SS  First of each year, check on list of EA's and PA's available list and campaign for more if necessary which is usually the case.
- SS  4<sup>th</sup> week: Send E-mail to office coordinators and have them send changes for EA and PA informational sheets to junior highs – end of first semester.

# South Kitsap School District Personnel Services

## February

- CE  S-275 update due March 1. Check for compliance.
- CE  Respond back by letter to certificated employees who submitted letters with questions/additions to reduction-in-force/seniority list and update list.
- CE  Get the 1159 report from Director of Business Services – check actual data against November estimate. Reconcile any differences. Report to Assistant Superintendent.
- CE  1<sup>st</sup> week – check master schedules from junior highs for correct teaching assignments with teaching certificates.
- CE  **Ask Terri Patton for updated Enrollment Revenue + Funded Staffing Prediction sheet to update Long Sheet.**
- CE  Update Long Sheet to January enrollments.
- CE  Send Resolution to re-employ certificated staff to attorneys for review (last week of February).
- CE  Enter sick leave buy back from Payroll into SKYWARD for S-275 update March 1.
- CL  Attend budget workshop at ESD in preparation for budget process.
- CL  Send temporary employee list to PSE President by 2/15/xx. (Staff list/Classified/TMP)
- CL  Prepare PSE seniority report—deadline for distribution is March 10 annually.
- CL  Enter sick leave buyback in SKYWARD. Include in State Report updates due March 1.
- PS  Run report for expired certificates through April 1<sup>st</sup>.
- PS  Send letters to all Classified/Certificated staff who are required to have First Aid/CPR and who are not currently certified or have expired (through April 1<sup>st</sup>).
- PS  Collect evaluations due (probation, classified).
- PS  Prepare letters to persons on leave asking their intentions for next school year. (Must be received back by February 15<sup>th</sup>.)
- ED  Assemble application packets for recruitment purposes. Engage front desk receptionist to assist with this project.
- ED  Continue recruitment plans.
- ED  Review progress of pictures etc for display board.
- EA  Take inventory and process annual KCDA order
- EA  Maintenance job descriptions.
- EA  Send memo to administrators asking for staffing information for next year (see sample)
- AD  Prepare enrollment forecasts with Assistant Superintendent for Business and Support Services.
- AD  Review staffing guidelines with Superintendent and Cabinet.
- AD  Review Sexual harassment, ADA, and affirmative action policies with administrator (at management team meeting, February).
- AD  Finalize recruitment plans.
- SS  Week two, print and distribute updated guest teacher and classified substitute lists to the employment services desk.
- SS  Update and distribute copy of parking permit numbers to high school.

# South Kitsap School District Personnel Services

## March

- CE  Prepare and distribute final certificated reduction-in-force/seniority list for March 15th distribution.
- CE  Prepare resolution for Board approval for 2nd meeting in March to re-employ certificated staff for the following year. (Hold if RIF)
- CE  Begin the preparation of teacher contracts.
- CE  WSPA Spring Conference.
- CE  Attend ESD meeting regarding budget – usually scheduled for about March 15.
- CE  Request third tri schedules from SKHS and check for correct teaching assignments.
- CL  Prepare budget information in preparation for budget process
- CL  **PSE JAG annual reviews/appeals due by March 1. Prepare and set schedule for review.**
- CL  Post summer school office assistants positions, FNS summer lunch program and ESY para positions.
  
- PS  Run report for expired certificates through May 1<sup>st</sup>.
- PS  Send letters to all Classified/Certificated staff who are required to have First Aid/CPR and who are not currently certified or have expired (through May 1<sup>st</sup>).
- PS  Collect evaluations due (probation, classified).
- PS  Winter coaching time sheets due.
- ED  First of March: Memo as above regarding spring student teacher placement.
- ED  Mid-march: Letter to winter term student teachers regarding meeting with Assistant Superintendent for Personnel for Personnel (if experience complete in March and April.)
- ED  Finalize recruitment plans. Send memo to those participating in Career Fairs regarding schedule. Continue to assemble application packets.
- ED  End of March – memo to principals requesting list of teachers interested in supervising student teachers for next year.
- EA  Prepare SIRS report.
- AD  Start organization for bargaining teams, calendars, parameters. CBAs cleaned up & EA
- AD  Check status of provisional employees.
- AD  Review hiring processes with administrators (at management team meeting, April)
- SS  Prepare and send quarterly list of temporary and open classified PSE positions report along with required documentation to PSE president.
- SS  2<sup>nd</sup> week: Send EA informational sheet to High School, 3<sup>rd</sup> tri.
- SS  Coordinate with receptionist for lunch break relief schedule for spring break.

# South Kitsap School District Personnel Services

## April

- CE  Letter to replacement employees must be issued to terminate employment and typed with Superintendent's signature, placement information back in application file (Recruitment Desk).
- CE  Prepare RIF letters to be mailed by May 15th, if applicable.
- CE  Prepare adverse effect employment letters by May 15, if applicable.
- CE  Prepare RIF Resolutions, if necessary.
- CE  Review upcoming budget changes and make a plan for updating the budget files with Assistant Superintendent for Personnel and Labor Relations.
- CE  Preliminary K-4 check for next year based on projected enrollment/staffing figures.
- CE  Run and distribute certificate/endorsement lists to each building/work site for all certificated staff.
- CE  Issue teacher contracts for next year.
- CL  Send letters to classified employees on leave requesting notification for their intentions for next year (about April 15).
- CL  Send temporary employee list to PSE President by 5/1xx. (Staff list/Classified/TMP)
- CL  Send Resolution to board for Non Rep Supervisory. Get resolution number from Supt Admin Asst, update saved document with changes and send to Deanna to add to board report per Asst Supt HR instructions. (L: PR/office operations/resolutions/yearly)
- CL  Continue review of PSE JAG annual reviews/appeals.
- CL  Send letters re: end of assignment to classified staff working LR/temporary assignments or on voluntary reductions for the current year and send list of temps/LR to Payroll.
- CL  Submit HQ para data to OSPI by April 1<sup>st</sup> via EDS system
- PS  Run report for expired certificates through June 1<sup>st</sup>.
- PS  Send letters to all Classified/Certificated staff who are required to have First Aid/CPR and who are not currently certified or have expired (through June 1<sup>st</sup>).
- PS  Collect evaluations due (probation, classified).
- PS  Send evaluation lists to each school as a reminder (late April).
- PS  Send reminder of timesheet requirements (forms 375 and 376).
- PS  Review certificated validity dates. Send letters to those whose certification expires June 30<sup>th</sup>.
- PS  Schedule instructor(s) and dates for summer First Aid/CPR classes.
- PS  Send principals/directors listing of their current classified employees' status for First Aid/CPR.
- PS  Register employees that need First Aid Training for First Aid Classes held during the summer.
- PS  Audit quarterly Statement of Benefit Charges, investigate each entry for employment benefits payment
- ED  Recruitment: Oregon, Spokane and Tacoma Career Fairs are in April. Assemble required number of materials for each, i.e., application packets, follow-up notes for preferred candidates, career cards, SKSD pencils, flowers for table, table skirts, rug for floor, display board.
- ED  At the conclusion of each Career Fair: Organize career cards, collect notes from each recruiter to send to outstanding candidates, send letters to selected candidates and make arrangements to visit the district.
- ED  Memo to principals and Department Directors requesting dates for Tacoma candidate visits - about April 15.

- ED  Multiple certificated applications will be coming in from now until school starts. Organize, file records as they arrive, and enter in Access. Give to Assistant Superintendent for Personnel for Personnel to screen when they are complete. Match career fair cards with application and enter in Access.
- ED  Appoint fall student teachers to requested buildings as applications arrive from university supervisors.
- EA  Prepare salary survey analysis from SIRS data.
- EA  Review resolutions for administrators, non-rep supervisory, certs, send to attorney for review, prepare for Board for May or June.
- EA  Write note to *Staff Briefing* regarding supplemental separate contract for May. (Forms 375, 376, 373 see attached letter.)
- EA  Prepare personnel budget for next year.
- AD  Check status of any probationary status employees.
- AD  National Secretaries Week (4th week).
- AD, CE & CL  Preliminary staffing projections. Estimate all FTE and budget costs. Check K-4 allocations.
- AD  Review candidate material from Career Fairs. Set up visitations, follow ups.
- SS  Update and print notice of continued employment, set new date for mailing.

# South Kitsap School District Personnel Services

## May

- |    |                                     |  |
|----|-------------------------------------|--|
| CE | <input checked="" type="checkbox"/> | Start making changes in EdRM/SKYWARD for budget preparation.-SHOULD BE FEB.  |
| CE | <input checked="" type="checkbox"/> | Issue list of current year retirees to date for Payroll.   |
| CE | <input checked="" type="checkbox"/> | Issue list of current leave replacement contracts expiring to Payroll.   |
| CE | <input checked="" type="checkbox"/> | Complete Washington State Retired Teachers Association request for list of retirees for the year.  |
| CE | <input checked="" type="checkbox"/> | Send out termination letter on supplemental contracts if levy failure.   |
| CL | <input type="checkbox"/>            | Finalize the PSE JAG appeals/annual reviews and prepare responses to employees.  |
| CL | <input type="checkbox"/>            | On or before June 1, distribute PSE JAG annual review/appeal responses prepared in May.  |
| CL | <input type="checkbox"/>            | Update Annual Review/Appeal Log, History of Change, Internal Weighted Factor Comparison Analysis, and Examples Document and distribute to PSE JAG members.   |
| CL | <input type="checkbox"/>            | Work with directors, Personnel Services, and Business Services in budget preparation.  |
| PS | <input type="checkbox"/>            | Run report for expired certificates through July 1 <sup>st</sup> .   |
| PS | <input type="checkbox"/>            | Send letters to all Classified/Certificated staff who are required to have First Aid/CPR and who are not currently certified or have expired (through July 1 <sup>st</sup> ).                                      |
| PS | <input type="checkbox"/>            | Collect evaluations due (probation, classified).   |
| PS | <input type="checkbox"/>            | Assure that all teacher contracts are in.  |
| PS | <input type="checkbox"/>            | Send Reasonable Assurance of Employment letters to classified employees less than full time (around May 15).   |
| PS | <input type="checkbox"/>            | Send out evaluation lists to classified administrators and reminder of August 31 due date.   |
| PS | <input type="checkbox"/>            | Register employees that need First Aid Training for First Aid Classes held during the summer.  |
| PS | <input type="checkbox"/>            | Send out ATRP letters to all certificated staff  |
| ED | <input type="checkbox"/>            | Submit article to Staff Briefings regarding certificated voluntary transfer process.   |
| ED | <input type="checkbox"/>            | Form #317 (Certificated Transfer) to office coordinators.  |
| ED | <input type="checkbox"/>            | Set up new books to file postings for next school year.  |
| EA | <input type="checkbox"/>            | Send reminder to principals to notify staff of their assignments prior to June 1 (SKEA Negotiated Agreement Section 6.4.3)   |
| EA | <input type="checkbox"/>            | Prepare for AASPA Seattle Academy in July – Coordinate printing of materials with the substitute desk, registrations, accommodations, etc.   |
| EA | <input type="checkbox"/>            | Create employee work calendar as negotiated by SKEA for next year.   |
| EA | <input type="checkbox"/>            | Set the Sexual Harassment Training Date for August and send notice to trainers before the last day of school.  |
| EA | <input type="checkbox"/>            | Send MIS year-end report to all staff for yearly totals.   |
| EA | <input type="checkbox"/>            | Prepare for Sexual Harassment Workshop in August   |
| EA | <input type="checkbox"/>            | Update each personnel staff member's goal sheet for next year.   |
| AD | <input type="checkbox"/>            | Prepare discussions with Superintendent and Board on 1) bargaining parameters; 2) administrator contracts; and 3) Superintendent contract.   |
| AD | <input type="checkbox"/>            | Prepare final staffing. Review with administrators. Do transfers as necessary.   |
| AD | <input type="checkbox"/>            | Review impact of new state legislation.  |
| AD | <input type="checkbox"/>            | Substitute Appreciation Day.   |
| SS | <input type="checkbox"/>            | Update and send Notification of Continued Employment letters to substitute classified and certificated employees before June 5. Monitor notifications returned. Resend second group with return requested receipt. |

SS  Send out Summer and extra-Work Opportunities memo dated June 1 from Assistant Superintendent for Personnel for Personnel to all PSE employees.

# South Kitsap School District Personnel Services

## June

- All  End-of-year Personnel Report, including legal log, goals, MIS data.
- All  Begin to compile MIS data for year-end report, i.e., number of applications received (classified/certificated); number of student teacher assigned and which university/college they represented; update goals report.
- AP  Substitute Assignment Manager updating and corrections as they happen in personnel.
- AP  Prepare final report on Shared Leave for the past year.
- AP  Check Notification of Continued Employment letter checklist; call those who have not responded.
- CE  Prepare resolution for Board approval 1<sup>st</sup> meeting in June to re-employ administrative staff for the following year.
- CE  Prepare and issue administrative contracts.
- CE  Roll certificated experience in EdRM (correct administrators and NJROTC by selecting appropriate district, i.e., South Kitsap – Director).
- CE  Update EdRM Profile to clear ending year’s leaves of absence and enter leaves of absence for upcoming year.
- CE  Future budget/staffing preparation (EdRM/SKYWARD).
- CE  Assure that all teacher evaluations are in and filed (summative due May 15, formative due May 31).
- CE  Print extra curricular lists and add to the historical book.
- CE  Print staff lists for each school with final assignments and add to the historical book.
- CL
- CL  Final proof of classified administrators for July payroll. See PayPERS Reports list
- CL  Issue supplemental authorizations for summer school positions. (memo to Jackie Baker)
- CL  Finalize the budget.
- CL  Make sure the resolution for Board approval goes to the Board the first meeting in June to re-employ administrative staff for the following year. (started by Charyl) (started in April)
- CL  Update board procedure with salary schedule for NRAAdmin (post on-line)
- CL  Staffing allocation documents to administrators...salary exhibit (sort Budget by Loc with comments, staffing allocation sheet, formula. Also send budget salary reports to Dept like OSE, CTE, Ath, TR, FNS etc...
- PS  Run report for expired certificates through August 1<sup>st</sup>.
- PS  Send letters to all Classified/Certificated staff who are required to have First Aid/CPR and who are not currently certified or have expired (through August 1<sup>st</sup>).
- PS  Collect evaluations due (probation, classified).
- PS  Roll coaching experience for next year.
- PS  Register employees that need First Aid Training for First Aid classes held during the summer.
- PS  Call and remind those unassigned remaining employees to sign up for First Aid classes.
- PS  Send out First Aid Class reminders for June classes.
- PS  Spring coaching and year end additional time sheets due (Forms 375 & 376).
- PS  Do check-off of the returned "reasonable assurance of employment letters sent to less-than-full-time employees in May. Follow up on those not returned. Send another by certified letter after school is out for those not letters not signed and returned.



- PS  Put work calendars on website for coming school year.
- PS  Enter completed evaluations in EdRM (run query in EdRM to check for missing evaluation lines for the current year).
- EA  Prepare Resolutions for Board approval for non-represented and exempt employees.
- EA  Make sure each school/department has completed their yearly Sexual harassment training.
- EA  Follow-up with principals on Sexual harassment complaints.
- EA  Request compensatory time sheets from classified employees for audit.
- AD  Personnel staff evaluations.
- AD  Audit compensatory time sheets
- SS  Prepare and send quarterly list of temporary and open classified PSE positions report along with required documentation to PSE president.
- SS  Set substitute orientation dates.
- SS  Calculate response to Notification of Continued Employment forms. Follow up on those not returned.
- SS  Review goals and write end-of-year report.
- SS  Coordinate receptionist relief lunch schedule for summer months.
- SS  Update all sub forms for next year.
- SS  Print individual substitute experience reports for the substitute file.
- SS  Begin new substitute list for next school year.
- SS  Set fall substitute orientation dates.
- SS  Do goals report draft.

**From:** jensenv@skschools.org  
**Sent time:** 07/31/2018 12:29:04 PM  
**To:** finnie@skschools.org  
**Subject:** Automatic reply: wspa membership

---

I am currently out of the office but will return on Thursday, Aug 2 .  
Thank you! :)

Vivian Jensen  
HR Specialist  
South Kitsap School District  
360-874-7077

**From:** tallman@skschools.org  
**Sent time:** 07/31/2018 01:18:19 PM  
**To:** finnie@skschools.org  
**Subject:** RE: wspa membership

---

Awesome!

Thanks Finnie 😊

*Rachel Tallman*

HR Specialist, MBA  
South Kitsap School District  
2689 Hoover Avenue SE  
Port Orchard, WA 98366  
[tallman@skschools.org](mailto:tallman@skschools.org)  
360-874-7083

---

**From:** Finnie, Lynn  
**Sent:** Tuesday, July 31, 2018 12:29 PM  
**To:** Tallman, Rachel <tallman@skschools.org>  
**Subject:** wspa membership

Hi Rachel,

Your WSPA login will be tallman, password Wspamember3

*C. Lynn Finnie*

Executive Assistant - Human Resources  
South Kitsap School District  
2689 Hoover Ave. S.E.  
Port Orchard, Washington 98366  
[finnie@skschools.org](mailto:finnie@skschools.org)  
PH: 360-874-7072  
FAX: 360-874-7076

**From:** finnie@skschools.org  
**Sent time:** 07/31/2018 12:29:02 PM  
**To:** jensenv@skschools.org  
**Subject:** wspa membership

---

Hi Vivarooo,

Your wspa login is jensenv password Wspamember4

*C. Lynn Finnie*

*Executive Assistant - Human Resources*

*South Kitsap School District*

*2689 Hoover Ave. S.E.*

*Port Orchard, Washington 98366*

*[finnie@skschools.org](mailto:finnie@skschools.org)*

*PH: 360-874-7072*

*FAX: 360-874-7076*

**From:** finnie@skschools.org  
**Sent time:** 07/31/2018 12:27:49 PM  
**To:** stewartj@skschools.org  
**Subject:** WSPA membership

---

Hi Jackie, your logon for WSPA will be stewartj password Wspamember2

*C. Lynn Finnie*

Executive Assistant - Human Resources

South Kitsap School District

2689 Hoover Ave. S.E.

Port Orchard, Washington 98366

[finnie@skschools.org](mailto:finnie@skschools.org)

PH: 360-874-7072

FAX: 360-874-7076

**From:** finnie@skschools.org  
**Sent time:** 07/31/2018 12:28:31 PM  
**To:** tallman@skschools.org  
**Subject:** wspa membership

---

Hi Rachel,

Your WSPA login will be tallman, password Wspamember3

*C. Lynn Finnie*

Executive Assistant - Human Resources

South Kitsap School District

2689 Hoover Ave. S.E.

Port Orchard, Washington 98366

[finnie@skschools.org](mailto:finnie@skschools.org)

PH: 360-874-7072

FAX: 360-874-7076

**From:** finnie@skschools.org  
**Sent time:** 07/31/2018 12:27:04 PM  
**To:** monaglej@skschools.org  
**Subject:** WSPA sign in

---

Hi Jamie,

When I did your WSPA membership your new login is monaglej PassWord Wspamember1

*C. Lynn Finnie*

*Executive Assistant - Human Resources*

*South Kitsap School District*

*2689 Hoover Ave. S.E.*

*Port Orchard, Washington 98366*

*[finnie@skschools.org](mailto:finnie@skschools.org)*

*PH: 360-874-7072*

*FAX: 360-874-7076*

**From:** holsten@skschools.org  
**Sent time:** 08/01/2018 08:14:06 AM  
**To:** finnie@skschools.org  
**Subject:** FW: WSPA Membership - 30 Day Notice

---

Jerry Holsten  
Executive Director  
Human Resources  
[holsten@skschools.org](mailto:holsten@skschools.org)  
Office: 360-874-7006  
Fax: 360-874-7076

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>  
**Sent:** Wednesday, August 1, 2018 12:04 AM  
**To:** Holsten, Jerry <holsten@skschools.org>  
**Subject:** WSPA Membership - 30 Day Notice

Hello,

This is a reminder that your WSPA Membership is set to expire on August 31st. We hope that you will choose to join us again for the new year. Please visit us at [www.wspa.net](http://www.wspa.net) to renew online.

Thank you,

Washington School Personnel Association



**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 08/01/2018 12:04:23 AM  
**To:** holsten@skitsap.wednet.edu  
**Subject:** WSPA Membership - 30 Day Notice

---

Hello,

This is a reminder that your WSPA Membership is set to expire on August 31st. We hope that you will choose to join us again for the new year. Please visit us at [www.wspa.net](http://www.wspa.net) to renew online.

Thank you,

Washington School Personnel Association

**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 08/01/2018 12:04:27 AM  
**To:** monaglej@skitsap.wednet.edu  
**Subject:** WSPA Membership - 30 Day Notice

---

Hello,

This is a reminder that your WSPA Membership is set to expire on August 31st. We hope that you will choose to join us again for the new year. Please visit us at [www.wspa.net](http://www.wspa.net) to renew online.

Thank you,

Washington School Personnel Association

**From:** holsten@skschools.org  
**Sent time:** 08/02/2018 12:52:57 PM  
**To:** brandsma@skschools.org  
**Subject:** Stipends for District Bargaining Team members

---

Per your request, I have reviewed our past practice regarding the amount provided to bargaining team members, sought input from other districts through WSPA and connected with Lynn Evans.

Past stipends:

PSE	\$750
SEIU	\$750
SKEA	\$1500

Research:

Variety from;  
no stipend  
stipends around \$2500 to \$3000  
hourly pay

Discussion with Lynn

Did not see an issue with any of the amounts we discussed \$1500 and \$3000 or \$2000 and \$4000. Both are defensible the lesser is twice what we are currently paying. However, both structures provide the same difference between the bargaining groups.

I will send you a proposal for both in separate e-mails for you review.

*Jerry Holsten*  
Executive Director  
Human Resources  
[holsten@skschools.org](mailto:holsten@skschools.org)  
Office: 360-874-7006  
Fax: 360-874-7076

**From:** do\_not\_reply@southkitsap.wa-k12.net  
**Sent time:** 08/03/2018 02:18:40 AM  
**To:** finnie@skschools.org  
**Subject:** 4 Unsubmitted Credit Card Transactions.

---

The following 4 Credit Card Transaction(s) have not been submitted.

---

<b>Transaction Date</b>	<b>Amount</b>	<b>Where Used</b>
07/23/2018	35.64	DS SERVICES STAN
07/25/2018	38.56	JIMMY JOHNS - 32
08/01/2018	195.00	AASPA
08/01/2018	875.00	WSPA

---

**District:** SOUTH KITSAP SCHOOL DISTRICT

**District Web Site:** [www.skschools.org](http://www.skschools.org)

**State:** WA

**District Code:** 18402

SKSD

---

**From:** do\_not\_reply@southkitsap.wa-k12.net  
**Sent time:** 08/06/2018 02:11:36 AM  
**To:** finnie@skschools.org  
**Subject:** 4 Unsubmitted Credit Card Transactions.

---

The following 4 Credit Card Transaction(s) have not been submitted.

---

<b>Transaction Date</b>	<b>Amount</b>	<b>Where Used</b>
07/23/2018	35.64	DS SERVICES STAN
07/25/2018	38.56	JIMMY JOHNS - 32
08/01/2018	195.00	AASPA
08/01/2018	875.00	WSPA

---

**District:** SOUTH KITSAP SCHOOL DISTRICT

**District Web Site:** [www.skschools.org](http://www.skschools.org)

**State:** WA

**District Code:** 18402

SKSD

---

**From:** monaglej@skschools.org  
**Sent time:** 08/13/2018 05:01:32 PM  
**To:** waspa@memberclicks-mail.net  
**Subject:** Automatic reply: WSPA Membership Renewal

---

Greetings!

I am currently out of the office and will be returning on August 15th at 7:30 AM. I will respond to your email as soon as I am able. If you need immediate assistance, please contact Sarah Conner at 360-874-7079 and she will be happy to help.

Thanks!

Jamie Monagle  
Assistant Director of Human Resources  
360-874-7071

**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 08/13/2018 05:01:25 PM  
**To:** monaglej@skitsap.wednet.edu  
**Subject:** WSPA Membership Renewal

---

**Thank you** to the members of the Washington School Personnel Association. With members like you, we are able to provide a sustainable professional community for human resource professionals across the State of Washington. Only through your support can we continue to offer dynamic, relevant, and meaningful professional development as well as advocate for legislative action that supports education and WSPA endorsed initiatives.

**The new WSPA membership year begins September 1st.** We hope that you will choose to continue your membership and participation in our organization.

To renew your membership, please visit us online at:  
<https://www.wspa.net/renew-your-membership>

Thank you,

Jennifer Tottenham  
Washington School Personnel Association

---

This email was sent to [monaglej@skitsap.wednet.edu](mailto:monaglej@skitsap.wednet.edu) by [admin@wspa.net](mailto:admin@wspa.net)

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

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 08/13/2018 05:01:28 PM  
**To:** holsten@skitsap.wednet.edu  
**Subject:** WSPA Membership Renewal

---

**Thank you** to the members of the Washington School Personnel Association. With members like you, we are able to provide a sustainable professional community for human resource professionals across the State of Washington. Only through your support can we continue to offer dynamic, relevant, and meaningful professional development as well as advocate for legislative action that supports education and WSPA endorsed initiatives.

**The new WSPA membership year begins September 1st.** We hope that you will choose to continue your membership and participation in our organization.

To renew your membership, please visit us online at:  
<https://www.wspa.net/renew-your-membership>

Thank you,

Jennifer Tottenham  
Washington School Personnel Association

---

This email was sent to [holsten@skitsap.wednet.edu](mailto:holsten@skitsap.wednet.edu) by [admin@wspa.net](mailto:admin@wspa.net)

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**From:** monaglej@skschools.org  
**Sent time:** 08/17/2018 08:06:46 AM  
**To:** admin@wspsa.net  
**Subject:** RE: WSPA Membership - 14 Day Notice

---

Good morning,

I left a message for Jennifer this morning but I thought I would follow up with an email. I received the email below stating my membership will expire at the end of the month but our Executive Assistant has already renewed my membership for this upcoming year and so I would like to make sure I am all set up.

Thanks!

*Jamie Monagle*

Assistant Director of Human Resources  
South Kitsap School District  
2689 Hoover Ave SE  
Port Orchard, WA 98366  
**Phone:** 360-874-7071  
**Fax:** 360-874-7076  
**Email:** [monaglej@skschools.org](mailto:monaglej@skschools.org)

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>  
**Sent:** Friday, August 17, 2018 12:03 AM  
**To:** Monagle, Jamie <monaglej@skschools.org>  
**Subject:** WSPA Membership - 14 Day Notice

Hello,

This is a reminder that your WSPA Membership is set to expire on August 31st. We hope that you will choose to join us again for the new year. Please visit us at [www.wspsa.net](http://www.wspsa.net) to renew online.

Thank you,

Washington School Personnel Association

**From:** monaglej@skschools.org  
**Sent time:** 08/17/2018 07:59:27 AM  
**To:** admin@wspa.net  
**Subject:** S-275 Personnel Reporting Workshop

---

Good morning!

I am looking to send a few of our HR staff to the upcoming S-275 workshop but was wondering whether the new manual will include the new changes that are now in effect?

Thanks!

*Jamie Monagle*

Assistant Director of Human Resources  
South Kitsap School District  
2689 Hoover Ave SE  
Port Orchard, WA 98366  
**Phone:** 360-874-7071  
**Fax:** 360-874-7076  
**Email:** [monaglej@skschools.org](mailto:monaglej@skschools.org)

**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 08/17/2018 12:02:54 AM  
**To:** monaglej@skitsap.wednet.edu  
**Subject:** WSPA Membership - 14 Day Notice

---

Hello,

This is a reminder that your WSPA Membership is set to expire on August 31st. We hope that you will choose to join us again for the new year. Please visit us at [www.wspa.net](http://www.wspa.net) to renew online.

Thank you,

Washington School Personnel Association

**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 08/17/2018 12:02:48 AM  
**To:** holsten@skitsap.wednet.edu  
**Subject:** WSPA Membership - 14 Day Notice

---

Hello,

This is a reminder that your WSPA Membership is set to expire on August 31st. We hope that you will choose to join us again for the new year. Please visit us at [www.wspa.net](http://www.wspa.net) to renew online.

Thank you,

Washington School Personnel Association

**From:** monaglej@skschools.org  
**Sent time:** 08/20/2018 12:19:54 PM  
**To:** admin@wspa.net  
**Subject:** Automatic reply: WSPA Membership - 14 Day Notice

---

Greetings!

I am currently out of the office and will be returning on August 21st at 7:30 AM. I will respond to your email as soon as I am able. If you need immediate assistance, please contact Sarah Conner at 360-874-7079 and she will be happy to help.

Thanks!

Jamie Monagle  
Assistant Director of Human Resources  
360-874-7071

**From:** monaglej@skschools.org  
**Sent time:** 08/20/2018 06:01:43 AM  
**To:** waspa@memberclicks-mail.net  
**Subject:** Automatic reply: WSPA Membership Renewal

---

Greetings!

I am currently out of the office and will be returning on August 21st at 7:30 AM. I will respond to your email as soon as I am able. If you need immediate assistance, please contact Sarah Conner at 360-874-7079 and she will be happy to help.

Thanks!

Jamie Monagle  
Assistant Director of Human Resources  
360-874-7071

**From:** admin@wspa.net  
**Sent time:** 08/20/2018 12:21:44 PM  
**To:** Monagle, Jamie <monaglej@skschools.org>  
**Subject:** RE: S-275 Personnel Reporting Workshop

---

Hi Jamie,

Our S-275 presenters just met with Ross Bunda to review changes and to determine how to best update and address them in the manual. They are working on that now!

We are hoping to open registration on September 1<sup>st</sup> once they are confident they have the information needed and/or updated to present.

I will send a notice to all members just as soon as the conference materials are confirmed and registration opens.

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@skschools.org]  
**Sent:** Friday, August 17, 2018 7:59 AM  
**To:** admin@wspa.net  
**Subject:** S-275 Personnel Reporting Workshop

Good morning!

I am looking to send a few of our HR staff to the upcoming S-275 workshop but was wondering whether the new manual will include the new changes that are now in effect?

Thanks!

*Jamie Monagle*

Assistant Director of Human Resources  
South Kitsap School District  
2689 Hoover Ave SE  
Port Orchard, WA 98366  
**Phone:** 360-874-7071  
**Fax:** 360-874-7076  
**Email:** [monaglej@skschools.org](mailto:monaglej@skschools.org)

**From:** admin@wspa.net  
**Sent time:** 08/20/2018 12:19:44 PM  
**To:** Monagle, Jamie <monaglej@skschools.org>  
**Subject:** RE: WSPA Membership - 14 Day Notice

---

Hi Jamie,

It looks like we had a duplicate entry for you in our database. I am so sorry for the trouble and inconvenience. I have deleted the second account and you should no longer receive renewal messages or duplicate messages.

Again, my apologies for the trouble.

Have a wonderful week and please let me know if you need anything else.

Thank you,

Jennifer

---

**From:** Monagle, Jamie [mailto:monaglej@skschools.org]  
**Sent:** Friday, August 17, 2018 8:07 AM  
**To:** admin@wspa.net  
**Subject:** RE: WSPA Membership - 14 Day Notice

Good morning,

I left a message for Jennifer this morning but I thought I would follow up with an email. I received the email below stating my membership will expire at the end of the month but our Executive Assistant has already renewed my membership for this upcoming year and so I would like to make sure I am all set up.

Thanks!

*Jamie Monagle*

Assistant Director of Human Resources  
South Kitsap School District  
2689 Hoover Ave SE  
Port Orchard, WA 98366  
**Phone:** 360-874-7071  
**Fax:** 360-874-7076  
**Email:** [monaglej@skschools.org](mailto:monaglej@skschools.org)

---

**From:** [wspa@memberclicks-mail.net](mailto:wspa@memberclicks-mail.net) <[wspa@memberclicks-mail.net](mailto:wspa@memberclicks-mail.net)>  
**Sent:** Friday, August 17, 2018 12:03 AM  
**To:** Monagle, Jamie <[monaglej@skschools.org](mailto:monaglej@skschools.org)>  
**Subject:** WSPA Membership - 14 Day Notice

Hello,

This is a reminder that your WSPA Membership is set to expire on August 31st. We hope that you will choose to join us again for the new year. Please visit us at [www.wspa.net](http://www.wspa.net) to renew online.

Thank you,

Washington School Personnel Association



**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 08/20/2018 06:01:35 AM  
**To:** monaglej@skitsap.wednet.edu  
**Subject:** WSPA Membership Renewal

---

**Thank you** to the members of the Washington School Personnel Association. With members like you, we are able to provide a sustainable professional community for human resource professionals across the State of Washington. Only through your support can we continue to offer dynamic, relevant, and meaningful professional development as well as advocate for legislative action that supports education and WSPA endorsed initiatives.

**The new WSPA membership year begins September 1st.** We hope that you will choose to continue your membership and participation in our organization.

To renew your membership, please visit us online at:  
<https://www.wspa.net/renew-your-membership>

Thank you,

Jennifer Tottenham  
Washington School Personnel Association

---

This email was sent to [monaglej@skitsap.wednet.edu](mailto:monaglej@skitsap.wednet.edu) by [admin@wspa.net](mailto:admin@wspa.net)

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

[Remove My Email or Manage Preferences](#) · [Privacy Policy](#)

powered by  MemberClicks

**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 08/20/2018 06:01:40 AM  
**To:** holsten@skitsap.wednet.edu  
**Subject:** WSPA Membership Renewal

---

**Thank you** to the members of the Washington School Personnel Association. With members like you, we are able to provide a sustainable professional community for human resource professionals across the State of Washington. Only through your support can we continue to offer dynamic, relevant, and meaningful professional development as well as advocate for legislative action that supports education and WSPA endorsed initiatives.

**The new WSPA membership year begins September 1st.** We hope that you will choose to continue your membership and participation in our organization.

To renew your membership, please visit us online at:  
<https://www.wspa.net/renew-your-membership>

Thank you,

Jennifer Tottenham  
Washington School Personnel Association

---

This email was sent to [holsten@skitsap.wednet.edu](mailto:holsten@skitsap.wednet.edu) by [admin@wspa.net](mailto:admin@wspa.net)

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

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**From:** monaglej@skschools.org  
**Sent time:** 08/21/2018 07:35:55 AM  
**To:** admin@wspsa.net  
**Subject:** RE: WSPA Membership - 14 Day Notice

---

Morning Jennifer,

No problem at all! I appreciate the quick response.

Thank you!

*Jamie Monagle*

Assistant Director of Human Resources  
South Kitsap School District  
2689 Hoover Ave SE  
Port Orchard, WA 98366  
**Phone:** 360-874-7071  
**Fax:** 360-874-7076  
**Email:** [monaglej@skschools.org](mailto:monaglej@skschools.org)

---

**From:** admin@wspsa.net <admin@wspsa.net>  
**Sent:** Monday, August 20, 2018 12:20 PM  
**To:** Monagle, Jamie <monaglej@skschools.org>  
**Subject:** RE: WSPA Membership - 14 Day Notice

Hi Jamie,

It looks like we had a duplicate entry for you in our database. I am so sorry for the trouble and inconvenience. I have deleted the second account and you should no longer receive renewal messages or duplicate messages.

Again, my apologies for the trouble.

Have a wonderful week and please let me know if you need anything else.

Thank you,

Jennifer

---

**From:** Monagle, Jamie [<mailto:monaglej@skschools.org>]  
**Sent:** Friday, August 17, 2018 8:07 AM  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** RE: WSPA Membership - 14 Day Notice

Good morning,

I left a message for Jennifer this morning but I thought I would follow up with an email. I received the email below stating my membership will expire at the end of the month but our Executive Assistant has already renewed my membership for this upcoming year and so I would like to make sure I am all set up.

Thanks!

*Jamie Monagle*

Assistant Director of Human Resources  
South Kitsap School District  
2689 Hoover Ave SE  
Port Orchard, WA 98366  
**Phone:** 360-874-7071  
**Fax:** 360-874-7076  
**Email:** [monaglej@skschools.org](mailto:monaglej@skschools.org)

---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) <[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)>  
**Sent:** Friday, August 17, 2018 12:03 AM  
**To:** Monagle, Jamie <[monaglej@skschools.org](mailto:monaglej@skschools.org)>  
**Subject:** WSPA Membership - 14 Day Notice

Hello,

This is a reminder that your WSPA Membership is set to expire on August 31st. We hope that you will choose to join us again for the new year. Please visit us at [www.wspa.net](http://www.wspa.net) to renew online.

Thank you,

Washington School Personnel Association

**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 08/27/2018 07:01:32 AM  
**To:** holsten@skitsap.wednet.edu  
**Subject:** WSPA Membership Renewal

---

**Thank you** to the members of the Washington School Personnel Association. With members like you, we are able to provide a sustainable professional community for human resource professionals across the State of Washington. Only through your support can we continue to offer dynamic, relevant, and meaningful professional development as well as advocate for legislative action that supports education and WSPA endorsed initiatives.

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To renew your membership, please visit us online at:  
<https://www.wspa.net/renew-your-membership>

Thank you,

Jennifer Tottenham  
Washington School Personnel Association

---

This email was sent to [holsten@skitsap.wednet.edu](mailto:holsten@skitsap.wednet.edu) by [admin@wspa.net](mailto:admin@wspa.net)

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**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 08/28/2018 12:01:38 AM  
**To:** holsten@skitsap.wednet.edu  
**Subject:** WSPA Membership - 3 Day Notice

---

Hello,

This is a reminder that your WSPA Membership is set to expire on August 31st. We hope that you will choose to join us again for the new year. Please visit us at [www.wspa.net](http://www.wspa.net) to renew online.

Thank you,

Washington School Personnel Association

**From:** monaglej@skschools.org  
**Sent time:** 08/31/2018 01:49:36 PM  
**To:** conners@skschools.org  
**Subject:** FW: Training follow up

---

**From:** Sherrie Evans <sherrie.evans@hrmplus.com>  
**Sent:** Monday, November 14, 2016 12:48 PM  
**To:** Monagle, Jamie <monaglej@skschools.org>  
**Subject:** RE: Training follow up

Here you go

<http://www.wsac.wa.gov/sites/default/files/AccreditingAgenciesPostedToWebsite-2016-08-03.pdf>

*Sherrie Evans, SPHR*  
*hrmPlus, PO Box 84, Black Diamond, WA 98010*  
*Support: [support@hrmplus.com](mailto:support@hrmplus.com) 1-877-476-3375 (1-877-hrmDESK)*  
*Office: 360-886-6918*  
*Cell: 206-351-9005*  
[sherrie.evans@hrmplus.com](mailto:sherrie.evans@hrmplus.com)

---

**From:** Monagle, Jamie [<mailto:monaglej@skitsap.wednet.edu>]  
**Sent:** Monday, November 14, 2016 8:06 AM  
**To:** Sherrie Evans <[sherrie.evans@hrmplus.com](mailto: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](mailto: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](mailto:support@hrmplus.com) 1-877-476-3375 (1-877-hrmDESK)*  
*Office: 360-886-6918*  
*Cell: 206-351-9005*  
[sherrie.evans@hrmplus.com](mailto: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](mailto: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](mailto: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](mailto:support@hrmplus.com) 1-877-476-3375 (1-877-hrmDESK)*  
*Office: 360-886-6918*  
*Cell: 206-351-9005*  
[sherrie.evans@hrmplus.com](mailto:sherrie.evans@hrmplus.com)



**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 09/01/2018 12:26:38 AM  
**To:** holsten@skitsap.wednet.edu  
**Subject:** WSPA Membership

---

Greetings Jerry,

Your WSPA membership has expired as of August 31st. We do hope that you will choose to renew your membership with us.

Your WSPA membership includes free webinars, a shared resource database, and a 10% tuition discount through City University. Your membership will continue to offer discounted registrations at all our events, including the upcoming School Law Conference.

Please visit us at [www.wspa.net](http://www.wspa.net) to renew your membership online.

Thank you,

Washington School Personnel Association

**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 09/04/2018 09:44:43 AM  
**To:** finnie@skschools.org  
**Subject:** 2018 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

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**From:** holsten@skschools.org  
**Sent time:** 09/04/2018 07:08:04 AM  
**To:** finnie@skschools.org  
**Subject:** FW: WSPA Membership

---

Good Morning,

Did we ever get any confirmation regarding this?

*Jerry Holsten*  
Executive Director  
Human Resources  
[holsten@skschools.org](mailto:holsten@skschools.org)  
Office: 360-874-7006  
Fax: 360-874-7076

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>  
**Sent:** Saturday, September 1, 2018 12:27 AM  
**To:** Holsten, Jerry <holsten@skschools.org>  
**Subject:** WSPA Membership

Greetings Jerry,

Your WSPA membership has expired as of August 31st. We do hope that you will choose to renew your membership with us.

Your WSPA membership includes free webinars, a shared resource database, and a 10% tuition discount through City University. Your membership will continue to offer discounted registrations at all our events, including the upcoming School Law Conference.

Please visit us at [www.wspa.net](http://www.wspa.net) to renew your membership online.

Thank you,

Washington School Personnel Association

**From:** finnie@skschools.org  
**Sent time:** 09/04/2018 08:00:10 AM  
**To:** admin@wspa.net  
**Subject:** J Holsten membership

---

Good Morning,

I am following up on an email my boss received that his membership has expired. He was in the HELP program this summer and I was understanding his membership would continue through for the 18/19 school year. Can you check and see if the membership possibly is under [holsten@skitsap.wednet.edu](mailto:holsten@skitsap.wednet.edu) as we have changed our server to be [holsten@skschools.org](mailto:holsten@skschools.org) I appreciate any information so I can get this fixed.

Lynn

*C. Lynn Finnie*  
Executive Assistant - Human Resources  
South Kitsap School District  
2689 Hoover Ave. S.E.  
Port Orchard, Washington 98366  
[finnie@skschools.org](mailto:finnie@skschools.org)  
PH: 360-874-7072  
FAX: 360-874-7076

**From:** monaglej@skschools.org  
**Sent time:** 09/04/2018 09:16:31 AM  
**To:** admin@wspa.net  
**Subject:** Log In Trouble

---

Good morning,

I was trying to log into my WSPA account and I am unable to do so. I even typed in my email into the "forgot username" field and no email came to me.

My username is [monaglej@skschools.org](mailto:monaglej@skschools.org). Recently we had to combine two accounts since my old username was under an old email address, [monaglej@skitsap.wednet.edu](mailto:monaglej@skitsap.wednet.edu), so maybe that could be causing the issue?

If someone wouldn't mind looking at my account to make sure I am all set up, that would be great! Thank you!

*Jamie Monagle*

Assistant Director of Human Resources  
South Kitsap School District  
2689 Hoover Ave SE  
Port Orchard, WA 98366  
**Phone:** 360-874-7071  
**Fax:** 360-874-7076  
**Email:** [monaglej@skschools.org](mailto:monaglej@skschools.org)

**From:** admin@wspa.net  
**Sent time:** 09/04/2018 10:54:32 AM  
**To:** Finnie, Lynn <finnie@skschools.org>  
**Subject:** RE: J Holsten membership

---

Good morning Lynn,

My apologies, it looks like we had a duplicate entry in our database for Mr. Holsten. Yes, his membership is valid through 8/31/2019.

I have removed that second listing and he should no longer receive renewal notices. Please extend my apologies to Mr. Holsten for any confusion.

I have also updated his email in our listing.

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

Thank you,

Jennifer

---

**From:** Finnie, Lynn [mailto:finnie@skschools.org]  
**Sent:** Tuesday, September 04, 2018 8:00 AM  
**To:** admin@wspa.net  
**Subject:** J Holsten membership  
**Importance:** High

Good Morning,

I am following up on an email my boss received that his membership has expired. He was in the HELP program this summer and I was understanding his membership would continue through for the 18/19 school year. Can you check and see if the membership possibly is under [holsten@skitsap.wednet.edu](mailto:holsten@skitsap.wednet.edu) as we have changed our server to be [holsten@skschools.org](mailto:holsten@skschools.org) I appreciate any information so I can get this fixed.

Lynn

*C. Lynn Finnie*

*Executive Assistant - Human Resources*

*South Kitsap School District*

*2689 Hoover Ave. S.E.*

*Port Orchard, Washington 98366*

*[finnie@skschools.org](mailto:finnie@skschools.org)*

*PH: 360-874-7072*

*FAX: 360-874-7076*

**From:** finnie@skschools.org  
**Sent time:** 09/04/2018 11:02:43 AM  
**To:** admin@wspa.net  
**Cc:** holsten@skschools.org  
**Subject:** RE: J Holsten membership

---

Thank you, I appreciate your help.

Lynn

*C. Lynn Finnie*

Executive Assistant - Human Resources  
South Kitsap School District  
2689 Hoover Ave. S.E.  
Port Orchard, Washington 98366  
[finnie@skschools.org](mailto:finnie@skschools.org)  
PH: 360-874-7072  
FAX: 360-874-7076

---

**From:** admin@wspa.net <admin@wspa.net>  
**Sent:** Tuesday, September 4, 2018 10:55 AM  
**To:** Finnie, Lynn <finnie@skschools.org>  
**Subject:** RE: J Holsten membership

Good morning Lynn,

My apologies, it looks like we had a duplicate entry in our database for Mr. Holsten. Yes, his membership is valid through 8/31/2019.

I have removed that second listing and he should no longer receive renewal notices. Please extend my apologies to Mr. Holsten for any confusion.

I have also updated his email in our listing.

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

Thank you,

Jennifer

---

**From:** Finnie, Lynn [<mailto:finnie@skschools.org>]  
**Sent:** Tuesday, September 04, 2018 8:00 AM  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** J Holsten membership  
**Importance:** High

Good Morning,

I am following up on an email my boss received that his membership has expired. He was in the HELP program this summer and I was understanding his membership would continue through for the 18/19 school year. Can you check and see if the membership possibly is under [holsten@skitsap.wednet.edu](mailto:holsten@skitsap.wednet.edu) as we have changed our server to be [holsten@skschools.org](mailto:holsten@skschools.org) I appreciate any information so I can get this fixed.

Lynn

C. Lynn Finnie

Executive Assistant - Human Resources

South Kitsap School District

2689 Hoover Ave. S.E.

Port Orchard, Washington 98366

[finnie@skschools.org](mailto:finnie@skschools.org)

PH: 360-874-7072

FAX: 360-874-7076



**From:** admin@wspa.net  
**Sent time:** 09/04/2018 11:37:31 AM  
**To:** Monagle, Jamie <monaglej@skschools.org>  
**Subject:** RE: Log In Trouble

---

---

**From:** Monagle, Jamie [mailto:monaglej@skschools.org]  
**Sent:** Tuesday, September 04, 2018 9:17 AM  
**To:** admin@wspa.net  
**Subject:** Log In Trouble

Good morning,

I was trying to log into my WSPA account and I am unable to do so. I even typed in my email into the "forgot username" field and no email came to me.

My username is [monaglej@skschools.org](mailto:monaglej@skschools.org). Recently we had to combine two accounts since my old username was under an old email address, [monaglej@skitsap.wednet.edu](mailto:monaglej@skitsap.wednet.edu), so maybe that could be causing the issue?

If someone wouldn't mind looking at my account to make sure I am all set up, that would be great! Thank you!

*Jamie Monagle*

Assistant Director of Human Resources  
South Kitsap School District  
2689 Hoover Ave SE  
Port Orchard, WA 98366  
**Phone:** 360-874-7071  
**Fax:** 360-874-7076  
**Email:** [monaglej@skschools.org](mailto:monaglej@skschools.org)

**From:** admin@wspa.net  
**Sent time:** 09/04/2018 11:39:04 AM  
**To:** Monagle, Jamie <monaglej@skschools.org>  
**Subject:** RE: Log In Trouble

---

Hi Jamie,

I am so sorry for the trouble!

I have updated your username to your new email address. The password has been set to wspa (lower case). The username is your updated email address.

Please let me know if you continue to have issues logging in and I am happy to dig a little deeper in troubleshooting.

I am also more than welcome to assist in any registration while we work out any continued issues – just let me know!

Thank you,

Jennifer

---

**From:** Monagle, Jamie [mailto:monaglej@skschools.org]  
**Sent:** Tuesday, September 04, 2018 9:17 AM  
**To:** admin@wspa.net  
**Subject:** Log In Trouble

Good morning,

I was trying to log into my WSPA account and I am unable to do so. I even typed in my email into the “forgot username” field and no email came to me.

My username is [monaglej@skschools.org](mailto:monaglej@skschools.org). Recently we had to combine two accounts since my old username was under an old email address, [monaglej@skitsap.wednet.edu](mailto:monaglej@skitsap.wednet.edu), so maybe that could be causing the issue?

If someone wouldn't mind looking at my account to make sure I am all set up, that would be great! Thank you!

*Jamie Monagle*

Assistant Director of Human Resources  
South Kitsap School District  
2689 Hoover Ave SE  
Port Orchard, WA 98366  
**Phone:** 360-874-7071  
**Fax:** 360-874-7076  
**Email:** [monaglej@skschools.org](mailto:monaglej@skschools.org)

**From:** admin@wspa.net  
**Sent time:** 09/04/2018 05:16:37 PM  
**To:** Finnie, Lynn <finnie@skschools.org>  
**Subject:** RE: S275 registration additional  
**Attachments:** Stewart\_S275 Receipt.pdf Tallman\_S275 Receptit.pdf Conner\_S275 2018.pdf

---

Hi Lynn,

The invoice for Ms. Conner is attached for your records.

She has been added to our database – her email is her username and I have set a password for her of “wspa” (lower case).

I have also attached the paid receipts for your other two attendees.

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

Thank you,

Jennifer

*Jennifer Tottenham*

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



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**From:** Finnie, Lynn [mailto:finnie@skschools.org]  
**Sent:** Tuesday, September 04, 2018 10:01 AM  
**To:** admin@wspa.net  
**Subject:** S275 registration additional  
**Importance:** High

Good Morning,

I need to register an additional person for the S275 for October 9, 2018, three are members and the additional person who needs to attend is (she is not currently a member)

Sarah Conner  
HR Support Specialist  
[conners@skschools.org](mailto:conners@skschools.org)  
Gluten Free

I will pay by credit card for her also, if you can invoice me that would be awesome.

Lynn

*C. Lynn Finnie*  
Executive Assistant – Human Resources  
South Kitsap School District  
2689 Hoover Ave. S.E.  
Port Orchard, Washington 98366  
[finnie@skschools.org](mailto:finnie@skschools.org)  
PH: 360-874-7072

FAX: 360-874-7076

Washington School Personnel Association

PO Box 1600  
Anacortes, WA 98221**Invoice**

Date	Invoice #
9/4/2018	12000

Bill To

South Kitsap School District  
Attn: Accounts Payable  
1962 Hoover Ave SE  
Port Orchard, WA 98366

**PAID**  
**09/04/2018**

P.O. No.

Description	Qty	Rate	Amount
STEWART S-275 Tukwila 2018 - Electronic Manual 10/9/2018		175.00	175.00
		<b>Total</b>	\$175.00
		<b>Payments/Credits</b>	-\$175.00
		<b>Balance Due</b>	\$0.00

Washington School Personnel Association

PO Box 1600  
Anacortes, WA 98221**Invoice**

Date	Invoice #
9/4/2018	11999

Bill To

South Kitsap School District  
Attn: Accounts Payable  
1962 Hoover Ave SE  
Port Orchard, WA 98366

**PAID**  
**09/04/2018**

P.O. No.

Description	Qty	Rate	Amount
TALLMAN S-275 Tukwila 2018 - Electronic Manual 10/9/2018		175.00	175.00
		<b>Total</b>	\$175.00
		<b>Payments/Credits</b>	-\$175.00
		<b>Balance Due</b>	\$0.00

Washington School Personnel Association

PO Box 1600  
 Anacortes, WA 98221

# Invoice

Date	Invoice #
9/4/2018	11998

Bill To
South Kitsap School District Attn: Accounts Payable 1962 Hoover Ave SE Port Orchard, WA 98366

P.O. No.	
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Description	Qty	Rate	Amount
CONNER S-275 Tukwila 2018 - Electronic Manual 10/9/2018		175.00	175.00
		<b>Total</b>	\$175.00
		<b>Payments/Credits</b>	\$0.00
		<b>Balance Due</b>	\$175.00

**From:** finnie@skschools.org  
**Sent time:** 09/04/2018 09:21:42 AM  
**To:** holsten@skschools.org  
**Subject:** RE: WSPA Membership

---

I just sent them an email, you should already be covered, not sure the kerfuffle.

*C. Lynn Finnie*

Executive Assistant - Human Resources  
South Kitsap School District  
2689 Hoover Ave. S.E.  
Port Orchard, Washington 98366  
[finnie@skschools.org](mailto:finnie@skschools.org)  
PH: 360-874-7072  
FAX: 360-874-7076

---

**From:** Holsten, Jerry  
**Sent:** Tuesday, September 4, 2018 7:08 AM  
**To:** Finnie, Lynn <[finnie@skschools.org](mailto:finnie@skschools.org)>  
**Subject:** FW: WSPA Membership

Good Morning,

Did we ever get any confirmation regarding this?

*Jerry Holsten*  
Executive Director  
Human Resources  
[holsten@skschools.org](mailto:holsten@skschools.org)  
Office: 360-874-7006  
Fax: 360-874-7076

---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) <[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)>  
**Sent:** Saturday, September 1, 2018 12:27 AM  
**To:** Holsten, Jerry <[holsten@skschools.org](mailto:holsten@skschools.org)>  
**Subject:** WSPA Membership

Greetings Jerry,

Your WSPA membership has expired as of August 31st. We do hope that you will choose to renew your membership with us.

Your WSPA membership includes free webinars, a shared resource database, and a 10% tuition discount through City University. Your membership will continue to offer discounted registrations at all our events, including the upcoming School Law Conference.

Please visit us at [www.wspa.net](http://www.wspa.net) to renew your membership online.

Thank you,

Washington School Personnel Association



**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 09/04/2018 10:02:30 AM  
**To:** finnie@skschools.org  
**Subject:** S-275 REGISTER OTHERS 2018 Form Submitted

---

Greetings,

Thank you for registering other district personnel to attend the S-275 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.

Thank you,

Washington School Personnel Association

---

[Privacy Policy](#)

**From:** finnie@skschools.org  
**Sent time:** 09/04/2018 10:01:23 AM  
**To:** admin@wspsa.net  
**Subject:** S275 registration additional

---

Good Morning,

I need to register an additional person for the S275 for October 9, 2018, three are members and the additional person who needs to attend is (she is not currently a member)

Sarah Conner  
HR Support Specialist  
[conners@skschools.org](mailto:conners@skschools.org)  
Gluten Free

I will pay by credit card for her also, if you can invoice me that would be awesome.

Lynn

*C. Lynn Finnie*  
Executive Assistant - Human Resources  
South Kitsap School District  
2689 Hoover Ave. S.E.  
Port Orchard, Washington 98366  
[finnie@skschools.org](mailto:finnie@skschools.org)  
PH: 360-874-7072  
FAX: 360-874-7076

**From:** jensenv@skschools.org  
**Sent time:** 09/05/2018 11:38:05 AM  
**To:** finnie@skschools.org  
**Subject:** FW: WSPA Invoice - Please Submit

*Vivian Jensen*  
*Human Resource Specialist*  
*South Kitsap School District*  
*360-874-7077*  
*Fax 360-874-7076*

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>  
**Sent:** Wednesday, September 5, 2018 11:06 AM  
**To:** Jensen, Vivian <jensenv@skschools.org>  
**Subject:** WSPA Invoice - Please Submit

## INVOICE 12006

Washington School Personnel Association  
PO Box 1600  
Anacortes, WA 98221

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

South Kitsap School District  
Attn: Vivian Jensen  
2689 Hoover Ave SE  
Port Orchard, Washington 98366

Invoice # 12006  
Invoice Date 09/05/2018  
Invoice Due 10/05/2018

**Amount Due \$175.00**

Description	Amount
S-275 Workshop Registration 2018	\$175.00

**Amount Due \$175.00**

**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:** conners@skschools.org  
**Sent time:** 09/05/2018 07:20:16 AM  
**To:** finnie@skschools.org  
**Subject:** FW: WSPA Invoice - Please Submit

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>  
**Sent:** Tuesday, September 4, 2018 5:12 PM  
**To:** Conner, Sarah <conners@skschools.org>  
**Subject:** WSPA Invoice - Please Submit

## INVOICE 11998

Washington School Personnel Association  
PO Box 1600  
Anacortes, WA 98221  
360-825-1415 Phone  
253-736-0333 Fax

South Kitsap School District  
Attn: Sarah Conner  
2689 Hoover Ave SE  
Port Orchard, Washington 98366

Invoice # 11998  
Invoice Date 09/04/2018  
Invoice Due 10/04/2018

**Amount Due \$175.00**

Description	Amount
S-275 Workshop Registration 2018	\$175.00

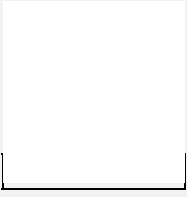
**Amount Due \$175.00**

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

---

[Privacy Policy](#)

Please do not reply. Replies to this address are not monitored.



**From:** monaglej@skschools.org  
**Sent time:** 09/05/2018 09:42:55 AM  
**To:** admin@wspa.net  
**Subject:** RE: Log In Trouble

---

Thank you Jennifer! I was able to log in this morning. 😊 I appreciate all of your help.

*Jamie Monagle*

Assistant Director of Human Resources  
South Kitsap School District  
2689 Hoover Ave SE  
Port Orchard, WA 98366  
**Phone:** 360-874-7071  
**Fax:** 360-874-7076  
**Email:** [monaglej@skschools.org](mailto:monaglej@skschools.org)

---

**From:** admin@wspa.net <admin@wspa.net>  
**Sent:** Tuesday, September 4, 2018 11:39 AM  
**To:** Monagle, Jamie <monaglej@skschools.org>  
**Subject:** RE: Log In Trouble

Hi Jamie,

I am so sorry for the trouble!

I have updated your username to your new email address. The password has been set to wspa (lower case). The username is your updated email address.

Please let me know if you continue to have issues logging in and I am happy to dig a little deeper in troubleshooting.

I am also more than welcome to assist in any registration while we work out any continued issues – just let me know!

Thank you,

Jennifer

---

**From:** Monagle, Jamie [<mailto:monaglej@skschools.org>]  
**Sent:** Tuesday, September 04, 2018 9:17 AM  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** Log In Trouble

Good morning,

I was trying to log into my WSPA account and I am unable to do so. I even typed in my email into the “forgot username” field and no email came to me.

My username is [monaglej@skschools.org](mailto:monaglej@skschools.org). Recently we had to combine two accounts since my old username was under an old email address, [monaglej@skitsap.wednet.edu](mailto:monaglej@skitsap.wednet.edu), so maybe that could be causing the issue?

If someone wouldn't mind looking at my account to make sure I am all set up, that would be great! Thank you!

*Jamie Monagle*

Assistant Director of Human Resources  
South Kitsap School District  
2689 Hoover Ave SE  
Port Orchard, WA 98366  
**Phone:** 360-874-7071  
**Fax:** 360-874-7076  
**Email:** [monaglej@skschools.org](mailto:monaglej@skschools.org)

**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 09/05/2018 06:03:14 AM  
**To:** finnie@skschools.org  
**Subject:** Registration now open: Fall HELP Writing Workshop - Writing Skills for Human Resources

---

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@wspa.net](mailto:jrausch@wspa.net)

**HELP Fall Session - *Writing Skills for Human Resources***

- October 22, 2018
- Puget Sound Educational Service District
- 9:00 am - 3:00 pm

[Please click here for workshop information and to register.](#)

Thank you,

Washington School Personnel Association

---

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

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

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powered by  MemberClicks



**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 09/05/2018 06:02:13 AM  
**To:** monaglej@skschools.org  
**Subject:** Registration now open: Fall HELP Writing Workshop - Writing Skills for Human Resources

---

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@wspa.net](mailto:jrausch@wspa.net)

**HELP Fall Session - *Writing Skills for Human Resources***

- October 22, 2018
- Puget Sound Educational Service District
- 9:00 am - 3:00 pm

[Please click here for workshop information and to register.](#)

Thank you,

Washington School Personnel Association

---

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

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powered by  MemberClicks

**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 09/05/2018 06:02:13 AM  
**To:** stewartj@skschools.org  
**Subject:** Registration now open: Fall HELP Writing Workshop - Writing Skills for Human Resources

---

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@wspa.net](mailto:jrausch@wspa.net)

**HELP Fall Session - *Writing Skills for Human Resources***

- October 22, 2018
- Puget Sound Educational Service District
- 9:00 am - 3:00 pm

[Please click here for workshop information and to register.](#)

Thank you,

Washington School Personnel Association

---

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

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

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 09/05/2018 06:04:23 AM  
**To:** jensenv@skschools.org  
**Subject:** Registration now open: Fall HELP Writing Workshop - Writing Skills for Human Resources

---

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@wspa.net](mailto:jrausch@wspa.net)

**HELP Fall Session - *Writing Skills for Human Resources***

- October 22, 2018
- Puget Sound Educational Service District
- 9:00 am - 3:00 pm

[Please click here for workshop information and to register.](#)

Thank you,

Washington School Personnel Association

---

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

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

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 09/05/2018 06:03:36 AM  
**To:** tallman@skschools.org  
**Subject:** Registration now open: Fall HELP Writing Workshop - Writing Skills for Human Resources

---

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@wspa.net](mailto:jrausch@wspa.net)

**HELP Fall Session - *Writing Skills for Human Resources***

- October 22, 2018
- Puget Sound Educational Service District
- 9:00 am - 3:00 pm

[Please click here for workshop information and to register.](#)

Thank you,

Washington School Personnel Association

---

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

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

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**From:** Invoices <waspa@memberclicks-mail.net>  
**Sent time:** 09/05/2018 11:06:07 AM  
**To:** jensenv@skschools.org  
**Subject:** WSPA Invoice - Please Submit

## INVOICE 12006

Washington School Personnel Association  
PO Box 1600  
Anacortes, WA 98221

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

South Kitsap School District  
Attn: Vivian Jensen  
2689 Hoover Ave SE  
Port Orchard, Washington 98366

Invoice # 12006  
Invoice Date 09/05/2018  
Invoice Due 10/05/2018

**Amount Due \$175.00**

Description	Amount
S-275 Workshop Registration 2018	\$175.00

**Amount Due \$175.00**

**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:** admin@wspa.net  
**Sent time:** 09/05/2018 10:12:35 AM  
**To:** Finnie, Lynn <finnie@skschools.org>  
**Subject:** WSPA Refund - duplicate transaction  
**Attachments:** Stewart\_REFUND South Kitsap 9.5.2018.pdf Tallman\_REFUND\_South Kitsap 9.5.2018.pdf Stewart\_275.pdf Tallman\_S275.pdf Jensen\_S275.pdf

---

Hi Lynne,

I received your S-275 registrations for Stewart, Tallman, and Jensen – thank you!

However, it appears as though our credit card processing system inadvertently charged you twice – once as a single transaction for the full registration fee for all three of \$525 and again individually for Stewart and Tallman (\$175 each). For whatever reason, not for Jensen!

First, please accept my apologies for this issue. I believe the processing issue has now been corrected and this should not happen with any further registrations.

Second, I have refunded the \$350 to your card and have attached a copy of that refund. I have also attached copies of the paid receipts for each registration for your records.

Again, I am so sorry for the trouble. Please let me know if you have any questions or if I may be of any additional assistance.

Thank you,

Jennifer

*Jennifer Tottenham*

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



**Transaction Successfully Refunded****Transaction Receipt**

<b>Merchant:</b>	WSPA - (Tacoma, WA)
<b>Date/Time:</b>	09/05/2018 10:10:17 AM PDT
<b>Transaction ID:</b>	4272277466
<b>Transaction Type:</b>	Card Refund
<b>Amount:</b>	\$-175.00

**Credit Card Information**

<b>CC Type:</b>	Visa
<b>CC Number:</b>	*****9747
<b>Auth. Code:</b>	155192
<b>Processor:</b>	Moolah Vantiv

**Billing Information**

Jackie Stewart  
stewartj@skschools.org  
3608747072  
2689 Hoover Ave SE  
Port Orchard WA, 98366  
US

**Shipping Information****Order Information**

<b>Description:</b>	Form Name: S-275 Workshop Registration 2018, Receipt ID: 13293391
---------------------	--

### Transaction Successfully Refunded

Transaction Receipt	
<b>Merchant:</b>	WSPA - (Tacoma, WA)
<b>Date/Time:</b>	09/05/2018 10:09:13 AM PDT
<b>Transaction ID:</b>	4272275595
<b>Transaction Type:</b>	Card Refund
<b>Amount:</b>	\$-175.00

Credit Card Information	
<b>CC Type:</b>	Visa
<b>CC Number:</b>	*****9747
<b>Auth. Code:</b>	628983
<b>Processor:</b>	Moolah Vantiv

Billing Information
Rachel Tallman tallman@skschools.org 360-874-7083 2689 Hoover Ave SE Port Orchard WA, 98366 US

Shipping Information

Order Information	
<b>Description:</b>	Form Name: S-275 Workshop Registration 2018, Receipt ID: 13293386

Tallman\_REFUND\_South Kitsap 9.5.2018.pdf



Washington School Personnel Association

PO Box 1600  
Anacortes, WA 98221**Invoice**

Date	Invoice #
9/4/2018	12000

Bill To

South Kitsap School District  
Attn: Accounts Payable  
1962 Hoover Ave SE  
Port Orchard, WA 98366

**PAID**  
**09/04/2018**

P.O. No.


Description	Qty	Rate	Amount
STEWART S-275 Tukwila 2018 - Electronic Manual 10/9/2018		175.00	175.00
		<b>Total</b>	\$175.00
		<b>Payments/Credits</b>	-\$175.00
		<b>Balance Due</b>	\$0.00

Washington School Personnel Association

PO Box 1600  
Anacortes, WA 98221**Invoice**

Date	Invoice #
9/4/2018	11999

Bill To



South Kitsap School District  
Attn: Accounts Payable  
1962 Hoover Ave SE  
Port Orchard, WA 98366

P.O. No.

Description	Qty	Rate	Amount
TALLMAN S-275 Tukwila 2018 - Electronic Manual 10/9/2018		175.00	175.00
		<b>Total</b>	\$175.00
		<b>Payments/Credits</b>	-\$175.00
		<b>Balance Due</b>	\$0.00

Washington School Personnel Association

PO Box 1600  
Anacortes, WA 98221

# Invoice

Date	Invoice #
9/4/2018	12004

**PAID**  
**09/05/2018**

Bill To
South Kitsap School District Attn: Accounts Payable 1962 Hoover Ave SE Port Orchard, WA 98366

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

Description	Qty	Rate	Amount
JENSEN S-275 Tukwila 2018 - Electronic Manual		175.00	175.00
		<b>Total</b>	\$175.00
		<b>Payments/Credits</b>	-\$175.00
		<b>Balance Due</b>	\$0.00

**From:** do\_not\_reply@southkitsap.wa-k12.net  
**Sent time:** 09/10/2018 02:12:39 AM  
**To:** finnie@skschools.org  
**Subject:** 5 Unsubmitted Credit Card Transactions.

---

The following 5 Credit Card Transaction(s) have not been submitted.

---

<b>Transaction Date</b>	<b>Amount</b>	<b>Where Used</b>
09/06/2018	525.00	WSPA
09/06/2018	175.00	WSPA
09/06/2018	175.00	WSPA
09/06/2018	250.00	WSPA
09/06/2018	250.00	WSPA

---

**District:** SOUTH KITSAP SCHOOL DISTRICT

**District Web Site:** [www.skschools.org](http://www.skschools.org)

**State:** WA

**District Code:** 18402

SKSD

---

**From:** do\_not\_reply@southkitsap.wa-k12.net  
**Sent time:** 09/11/2018 02:37:22 AM  
**To:** finnie@skschools.org  
**Subject:** 5 Unsubmitted Credit Card Transactions.

---

The following 5 Credit Card Transaction(s) have not been submitted.

---

<b>Transaction Date</b>	<b>Amount</b>	<b>Where Used</b>
09/06/2018	525.00	WSPA
09/06/2018	175.00	WSPA
09/06/2018	175.00	WSPA
09/06/2018	250.00	WSPA
09/06/2018	250.00	WSPA

---

**District:** SOUTH KITSAP SCHOOL DISTRICT

**District Web Site:** [www.skschools.org](http://www.skschools.org)

**State:** WA

**District Code:** 18402

SKSD

---

**From:** do\_not\_reply@southkitsap.wa-k12.net  
**Sent time:** 09/12/2018 02:13:21 AM  
**To:** finnie@skschools.org  
**Subject:** 5 Unsubmitted Credit Card Transactions.

---

The following 5 Credit Card Transaction(s) have not been submitted.

---

<b>Transaction Date</b>	<b>Amount</b>	<b>Where Used</b>
09/06/2018	525.00	WSPA
09/06/2018	175.00	WSPA
09/06/2018	175.00	WSPA
09/06/2018	250.00	WSPA
09/06/2018	250.00	WSPA

---

**District:** SOUTH KITSAP SCHOOL DISTRICT  
**District Web Site:** [www.skschools.org](http://www.skschools.org)  
**State:** WA  
**District Code:** 18402

SKSD

---

**From:** do\_not\_reply@southkitsap.wa-k12.net  
**Sent time:** 09/13/2018 08:04:20 AM  
**To:** finnie@skschools.org  
**Subject:** 9 Unsubmitted Credit Card Transactions.

---

The following 9 Credit Card Transaction(s) have not been submitted.

---

<b>Transaction Date</b>	<b>Amount</b>	<b>Where Used</b>
09/06/2018	525.00	WSPA
09/06/2018	175.00	WSPA
09/06/2018	175.00	WSPA
09/06/2018	250.00	WSPA
09/06/2018	250.00	WSPA
09/07/2018	-175.00	WSPA
09/07/2018	-175.00	WSPA
09/10/2018	150.00	WSPA
09/11/2018	45.47	WAL-MART #2325

---

**District:** SOUTH KITSAP SCHOOL DISTRICT  
**District Web Site:** [www.skschools.org](http://www.skschools.org)  
**State:** WA  
**District Code:** 18402

SKSD

---

**From:** do\_not\_reply@southkitsap.wa-k12.net  
**Sent time:** 09/14/2018 02:13:30 AM  
**To:** finnie@skschools.org  
**Subject:** 9 Unsubmitted Credit Card Transactions.

---

The following 9 Credit Card Transaction(s) have not been submitted.

---

<b>Transaction Date</b>	<b>Amount</b>	<b>Where Used</b>
09/06/2018	525.00	WSPA
09/06/2018	175.00	WSPA
09/06/2018	175.00	WSPA
09/06/2018	250.00	WSPA
09/06/2018	250.00	WSPA
09/07/2018	-175.00	WSPA
09/07/2018	-175.00	WSPA
09/10/2018	150.00	WSPA
09/11/2018	45.47	WAL-MART #2325

---

**District:** SOUTH KITSAP SCHOOL DISTRICT

**District Web Site:** [www.skschools.org](http://www.skschools.org)

**State:** WA

**District Code:** 18402

SKSD

---



**From:** jensenv@skschools.org  
**Sent time:** 09/14/2018 08:00:21 AM  
**To:** vanzantent@orting.wednet.edu  
**Cc:** cleonard@wspsa.net  
**Subject:** telephone reference check  
**Attachments:** Classified Telephone Reference Check (387) 2014.docx    Certificated Telephone Reference Check (388) 2014.docx

---

Hi Terry,

Here is what we use for our reference checks. One for classified and one for certs.

Hope this helps 😊

TGIF!!

*Vivian Jensen*  
*Human Resource Specialist*  
*South Kitsap School District*  
*360-874-7077*  
*Fax 360-874-7076*

C O N F I D E N T I A L
-------------------------

South Kitsap School District

**CLASSIFIED TELEPHONE REFERENCE CHECK**

Candidate _____	Considered Position _____
Person Providing Reference _____	Title _____
Organization _____	Phone _____

**GUIDELINES**

Reference checks (**minimum of two, at least one should be at the supervisory level**) must be done on the final candidate prior to recommendation to HR. This is your opportunity to thoroughly evaluate and investigate the candidates past job performance.

**Note to Caller:** If the person declines to answer the reference check questions, ask if he/she would please respond to the following brief statement:

*Is it the policy of this company/District to only verify basic information such as length of employment, job title, etc.?      Yes      No*

*Period employed from \_\_\_\_\_ to \_\_\_\_\_ Job Title \_\_\_\_\_*

1. How long and in what capacity have you known the applicant?

***Look for: Knows candidate in a professional or work capacity for at least a six-month period.***

2. The applicant has applied for \_\_\_\_\_ (job title)

This position requires the ability to work in a team setting and have extensive interactions with students. (Supervisor may adjust to be more descriptive of the actual position.) How would you assess the applicant's ability to perform the duties of this position?

***Look for: Strong affirmative description. No hesitations. May not have observed candidate in similar occupation, but states strong personal attributes, e.g. flexibility, dependability, team player.***

3. On a scale of 1-5, with 5 being the highest, please rate the candidate on the following questions:

Openness to ideas:	Confidentiality:	Relationship building with staff:
Work ethic:	Technical ability in regard to this position:	Communication skills:

4. How does the applicant handle stressful situations?

*Look for: Strong positive response. Handles situations professionally, calmly, organized.*

5. Please identify this candidate's greatest asset as an employee.

*Look for: Assets that match specific skills needed for position. Strong interpersonal skills, dependable, flexible, quality worker, team player.*

6. Tell me about the candidate's dependability, punctuality and attendance.

*Look for: No concerns. Strong, positive response.*

7. Please identify any concerns you may have about this candidate. Are there any areas you could identify that are areas needed for growth? Is yes, what are they?

*Look for: No concerns.*

8. If this person no longer works for you, what was the reason for leaving, and would you hire him/her again?

*Look for: Positive reason for leaving. Positive response to rehire; no hesitation.*

9. Do you know of any reason why the applicant should not be employed to work in a school district? Have they ever been evaluated less than satisfactory or been disciplined or investigated for misconduct? If yes, what was the outcome?

*Look for: No reasons.*

10. Is there any additional information about this candidate you would like to share?

*Look for: No negative comments.*

References checked by \_\_\_\_\_

Date \_\_\_\_\_

*This information is being gathered solely for the purpose of determining appropriate hiring for the specified position. All responses shall be regarded as confidential and shall not be used for any other purpose.*

C O N F I D E N T I A L

South Kitsap School District

**CERTIFICATED TELEPHONE REFERENCE CHECK**

Candidate \_\_\_\_\_ Considered Position \_\_\_\_\_  
 Person Providing Reference \_\_\_\_\_ Title \_\_\_\_\_  
 Organization \_\_\_\_\_ Phone \_\_\_\_\_

**GUIDELINES**

Reference checks (**minimum of two, at least one should be at the supervisory level**) must be done on the final candidate prior to recommendation to HR. This is your opportunity to thoroughly evaluate and investigate the candidates past job performance.

**Note to Caller:** If the person declines to answer the reference check questions, ask if he/she would please respond to the following brief statement:

*Is it the policy of this company/District to only verify basic information such as length of employment, job title, etc.?*      Yes      No

*Period employed from \_\_\_\_\_ to \_\_\_\_\_ Job Title \_\_\_\_\_*

1. How long and in what capacity have you known the applicant?

2. On a scale of 1-5, with 5 being the highest, please rate the candidate on the following questions:

Flexibility:	Planning/Organization skills:	Relationship building with staff, students and parents:
Creativity:	Technical ability in regard to this position:	Communication skills:

3. How would you rate the applicant's knowledge and application of instructional strategies? What is the basis of your rating?

4. How does this teacher use student assessment data in planning for instruction?

- 5. Please describe the expectations that this teacher establishes and communicates to his or her students.
  
- 6. Have you observed this teacher fostering an atmosphere of high expectations and positive relationships with their students? Have you observed this teacher encouraging an atmosphere of dialogue between teacher and student, and student-to-student to enhance effective learning? Please give examples.
  
- 7. Please describe the instructional strategies that this teacher utilizes to address the diverse learning needs, styles, and abilities in his or her classroom.
  
- 8. How would you rate the applicant's ability to work as a member of an educational team? Have you observed the applicant developing collegial relationships with fellow staff members for the purposes of improving instruction and student achievement? Please give examples.
  
- 9. If this person no longer works for you, what was the reason for leaving, and would you hire him/her again?
  
- 10. Do you know of any reason why the applicant should not be employed to work with students? Have he/she ever been evaluated less than satisfactory or been disciplined or investigated for misconduct? If yes, what was the outcome?
  
- 11. Is there any additional information about this candidate you would like to share?

References checked by \_\_\_\_\_ Date \_\_\_\_\_

*This information is being gathered solely for the purpose of determining appropriate hiring for the specified position. All responses shall be regarded as confidential and shall not be used for any other purpose.*

**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 09/14/2018 12:02:08 PM  
**To:** jensenv@skschools.org  
**Subject:** WSPA Updates and Events

---

Hello WSPA Members,

Welcome to the new school year and thank you for your membership. We look forward to seeing you at our many events and to having you join forces with us as we advocate for legislative action that supports education and WSPA endorsed initiatives.

### **Upcoming events:**

#### **School Law Conference**

- October 15-16, 2018
- DoubleTree Suites by Hilton at Southcenter in Tukwila, WA
- [Please click here for conference information and registration.](#)

#### **S-275 Personnel Reporting Workshops**

- October 5, 2018 - Spokane
- October 9 or 10, 2018 - Tukwila
- [Please click here for conference information and registration](#)

#### **HELP Fall Writing Workshop**

- October 22, 2018
- Puget Sound Educational Service District
- [Please click here for conference information and registration](#)

### **NEW: WSPA Community Forum and Discussion Boards**

New resource for our members: Your membership now includes access to our exclusive Community Forum. This new member benefit allows you to create topics to discuss the latest industry and membership news. Post messages, documents, and subscribe to the topics that interest you the most! Ready, set, engage!

- Post topics to the community forum to discuss with your peers.
- Browse previous discussions to catch up on recent happenings.
- Ask your peers questions that are most important you.
- Subscribe to topics of choice to receive updates by email.

#### **To get started:**

1. **Log into the member section of the website.**
2. Navigate to Resources in the top menu bar and select Community Forum \*NOTE: You must be logged in to access the community forum \*
3. Post a topic you want to discuss.
4. Respond to previous posts.
5. Share attachments when creating new posts.
6. Subscribe to topics of interest.

For more information about WSPA or any of our upcoming events please visit our website at [www.wspa.net](http://www.wspa.net)

Thank you,

Washington School Personnel Association

---

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

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

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 09/14/2018 12:01:45 PM  
**To:** finnie@skschools.org  
**Subject:** WSPA Updates and Events

---

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For more information about WSPA or any of our upcoming events please visit our website at [www.wspa.net](http://www.wspa.net)

Thank you,

Washington School Personnel Association



---

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

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 09/14/2018 12:01:53 PM  
**To:** tallman@skschools.org  
**Subject:** WSPA Updates and Events

---

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For more information about WSPA or any of our upcoming events please visit our website at [www.wspa.net](http://www.wspa.net)

Thank you,

Washington School Personnel Association

---

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

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 09/14/2018 12:01:25 PM  
**To:** monaglej@skschools.org  
**Subject:** WSPA Updates and Events

---

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Thank you,

Washington School Personnel Association

---

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

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 09/14/2018 12:01:25 PM  
**To:** stewartj@skschools.org  
**Subject:** WSPA Updates and Events

---

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Thank you,

Washington School Personnel Association

---

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

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 09/14/2018 12:01:30 PM  
**To:** holsten@skschools.org  
**Subject:** WSPA Updates and Events

---

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Thank you,

Washington School Personnel Association



---

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

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**From:** do\_not\_reply@southkitsap.wa-k12.net  
**Sent time:** 09/17/2018 02:13:04 AM  
**To:** finnie@skschools.org  
**Subject:** 9 Unsubmitted Credit Card Transactions.

---

The following 9 Credit Card Transaction(s) have not been submitted.

---

<b>Transaction Date</b>	<b>Amount</b>	<b>Where Used</b>
09/06/2018	525.00	WSPA
09/06/2018	175.00	WSPA
09/06/2018	175.00	WSPA
09/06/2018	250.00	WSPA
09/06/2018	250.00	WSPA
09/07/2018	-175.00	WSPA
09/07/2018	-175.00	WSPA
09/10/2018	150.00	WSPA
09/11/2018	45.47	WAL-MART #2325

---

**District:** SOUTH KITSAP SCHOOL DISTRICT  
**District Web Site:** [www.skschools.org](http://www.skschools.org)  
**State:** WA  
**District Code:** 18402

SKSD

---

**From:** finnie@skschools.org  
**Sent time:** 09/17/2018 01:53:30 PM  
**To:** admin@wspa.net  
**Subject:** I have an invoice can I pay by credit card with you?

---

Hi Jennifer,

I have an invoice 11198 for Sarah Conner to attend the s 275 workshop can I give you a credit card number to pay by?

Lynn

*C. Lynn Finnie*

*Executive Assistant - Human Resources*

*South Kitsap School District*

*2689 Hoover Ave. S.E.*

*Port Orchard, Washington 98366*

*[finnie@skschools.org](mailto:finnie@skschools.org)*

*PH: 360-874-7072*

*FAX: 360-874-7076*

**From:** stewartj@skschools.org  
**Sent time:** 09/21/2018 09:29:53 AM  
**To:** abautista@mvsd320.org  
**Cc:** cleonard@wspsa.net; tallman@skschools.org; jensenv@skschools.org  
**Subject:** FW: MEMBER REQUEST  
**Attachments:** SharedLeaveRequestForm 319.pdf SharedLeaveDonationForm320.pdf

---

Good morning ☺

At South Kitsap School District we have one form for a request for shared leave. Employees are eligible to request when they are taking FMLA or HLOA. In regards to parental leave it only can be requested during the disability period. I have attached our request form and donation form.

If you have any further questions, please feel free to contact me ☺

*Jackie Stewart*

*Human Resources Specialist  
South Kitsap School District  
2689 Hoover Ave SE  
Port Orchard, WA 98366  
Phone: (360) 874-7082  
Fax: (360) 874-7076  
Email: stewartj@skschools.org*

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>  
**Sent:** Friday, September 21, 2018 8:51 AM  
**To:** Stewart, Jackie <stewartj@skschools.org>  
**Subject:** MEMBER REQUEST

Last request of the week. Thanks!

Alexia Bautista from Mount Vernon School District is asking:

How have districts adopted the new qualifying events to their shared leave program? Do you distinguish on the donation solicitation form the type of event it is for: medical condition, service in the uniformed services or parental leave? If so, please provide sample of your donation form.

Please send your responses directly to: [abautista@mvsd320.org](mailto:abautista@mvsd320.org)

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

Thanks,  
Curtis

---

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

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# South Kitsap School District

## Human Resources

2689 Hoover Ave SE  
Port Orchard WA 98366-3034  
(360) 874-7079 / (360) 874-7076 FAX

**FORM 319**
 **CERTIFICATED**
 **CLASSIFIED**

### SHARED LEAVE REQUEST FORM

**Directions:**

Please complete this form and either e-mail it to Human Resources, or print it out and send it via inter-district mail. Documentation from a health care provider must be included with your application (Form 59B).

**Employee's Name**

**Location**


The provisions of Board Policy 5406 and Procedures 5406P describe the leave sharing program and its requirements. To be approved for shared leave, the employee must have used or will use all available forms of paid leave. In addition, the physical or mental condition for which shared leave is being requested must meet the standards of severe or extraordinary as defined in Procedure 5406P.

 MYSELF

 RELATIVE

(Describe relationship)

 HOUSEHOLD MEMBER

(Describe relationship)

I am requesting shared leave for my absence beginning:

I have read and understand the criteria in the District's policy and procedures on leave sharing which will be used in determining my eligibility to participate in this program. I have attached documentation from a licensed physician or health practitioner attesting to the severe or extraordinary nature and expected duration of my condition, or the condition of my relative or household member as defined in the District's procedures.

I hereby authorize Human Resources to publish my request for shared leave through regular staff correspondence.

 \_\_\_\_\_  
Employee Signature

 \_\_\_\_\_  
Date

**FOR HR USE ONLY**
 REQUEST GRANTED

 REQUEST DENIED

Reason for Denial:

**HR Authorization**

\_\_\_\_\_

**Date**

\_\_\_\_\_

# South Kitsap School District

## PAYROLL SERVICES

2689 Hoover Ave SE  
Port Orchard WA 98366-3034  
(360) 874-7025 / (360) 874-7068 FAX

CERTIFICATED

CLASSIFIED

### SHARED LEAVE DONATION FORM

**Directions:**

Fill out this form on your computer, print, and send it to **PAYROLL** through district mail .

Employee's Name

Location

Under the provision of Board Policy Number 5406, I request that you authorize me to transfer:

Days of my sick leave, or

Days of my annual "vacation" leave to:

(Name of Employee Beneficiary)

I am aware that I must retain a minimum balance of twenty-two (22) days of sick leave or ten (10) days of annual "vacation" leave to be eligible to participate in the shared leave program. I have read and understand the criteria which will be used in determining my eligibility to participate and how it may affect my leave balance(s).

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Print Form

#### FOR PAYROLL USE ONLY

##### SICK LEAVE

Beginning Balance

Days Donated

Ending Balance

##### VACATION LEAVE

Beginning Balance

Days Donated

Ending Balance

Payroll Authorization \_\_\_\_\_

Date \_\_\_\_\_



**From:** stewartj@skschools.org  
**Sent time:** 09/21/2018 09:22:43 AM  
**To:** FowlerN@issaquah.wednet.edu; cleonard@wspa.net  
**Cc:** jensenv@skschools.org; tallman@skschools.org  
**Subject:** FW: MEMBER REQUEST

---

Good morning 😊

South Kitsap School District uses paper for our employee leave requests. Human Resource Specialists handle the leave requests and FMLA.

If you have any further questions, feel free to contact me 😊

*Jackie Stewart*

*Human Resources Specialist*

*South Kitsap School District*

*2689 Hoover Ave SE*

*Port Orchard, WA 98366*

*Phone: (360) 874-7082*

*Fax: (360) 874-7076*

*Email: stewartj@skschools.org*

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>  
**Sent:** Friday, September 21, 2018 8:48 AM  
**To:** Stewart, Jackie <stewartj@skschools.org>  
**Subject:** MEMBER REQUEST

A couple of requests for your consideration. Thanks!

Natalie Fowler from Issaquah School District is asking the following:

1. Does your district use a software program, paper or combination of the two for your employee leave request system?
2. If electronic, what program do you use?
3. If a combo, is it split by bargaining group? If so, how?
4. Do you have a dedicated HR position that handles all leaves? Does that include FMLA as well?

Please send your responses directly to: [FowlerN@issaquah.wednet.edu](mailto:FowlerN@issaquah.wednet.edu)

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

Thanks,

Curtis

---

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





**From:** jensenv@skschools.org  
**Sent time:** 09/21/2018 10:03:50 AM  
**To:** abautista@mvsd320.org; stewartj@skschools.org  
**Cc:** cleonard@wspa.net; tallman@skschools.org  
**Subject:** RE: FW: MEMBER REQUEST

---

We are still working on our process with this new legislation.  
Not too sure how we are navigating it. Prior to this, employees had to exhaust all leave before they could access shared leave.  
Good questions! 😊

*Vivian Jensen*  
*Human Resource Specialist*  
*South Kitsap School District*  
*360-874-7077*  
*Fax 360-874-7076*

**From:** BAUTISTA, ALEXIA <abautista@mvsd320.org>  
**Sent:** Friday, September 21, 2018 9:58 AM  
**To:** Stewart, Jackie <stewartj@skschools.org>  
**Cc:** Curtis Leonard <cleonard@wspa.net>; Tallman, Rachel <tallman@skschools.org>; Jensen, Vivian <jensenv@skschools.org>  
**Subject:** Re: FW: MEMBER REQUEST

Thanks Jackie!

Can you clarify the parental leave part? Shared leave now allows an employee to access shared leave for parental leave for up to 16 weeks, can have up to 40 hours of sick and 40 hours of annual/vacation in reserve to bond with newborn, adopted or foster child.

Alexia Bautista, HR Specialist  
Personnel & Human Resources ▪ Mount Vernon School District ▪ 124 East Lawrence Street ▪ Mount Vernon, WA 98273 ▪ 360.428.6182 ▪  
[www.mountvernonchools.org](http://www.mountvernonchools.org)



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On Fri, Sep 21, 2018 at 9:29 AM Stewart, Jackie <[stewartj@skschools.org](mailto:stewartj@skschools.org)> wrote:

Good morning 😊

At South Kitsap School District we have one form for a request for shared leave. Employees are eligible to request when they are taking FMLA or HLOA. In regards to parental leave it only can be requested during the disability period. I have attached our request form and donation form.

If you have any further questions, please feel free to contact me 😊

*Jackie Stewart*  
*Human Resources Specialist*

South Kitsap School District  
2689 Hoover Ave SE  
Port Orchard, WA 98366  
Phone: (360) 874-7082  
Fax: (360) 874-7076  
Email: [stewartj@skschools.org](mailto:stewartj@skschools.org)

---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) <[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)>  
**Sent:** Friday, September 21, 2018 8:51 AM  
**To:** Stewart, Jackie <[stewartj@skschools.org](mailto:stewartj@skschools.org)>  
**Subject:** MEMBER REQUEST

Last request of the week. Thanks!

Alexia Bautista from Mount Vernon School District is asking:

How have districts adopted the new qualifying events to their shared leave program? Do you distinguish on the donation solicitation form the type of event it is for: medical condition, service in the uniformed services or parental leave? If so, please provide sample of your donation form.

Please send your responses directly to: [abautista@mvsd320.org](mailto:abautista@mvsd320.org)

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

Thanks,  
Curtis

---

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

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

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**From:** jensenv@skschools.org  
**Sent time:** 09/21/2018 09:52:49 AM  
**To:** FowlerN@issaquah.wednet.edu  
**Cc:** stewartj@skschools.org; cleonard@wspa.net  
**Subject:** RE: MEMBER REQUEST

---

South Kitsap SD actually uses a combination of electronic and paper leave requests depending on the type it is.

- We use AESOP for sick leave, personal leave, bereavement for classified and certificated employees except:
  - Bus drivers and food services uses a paper form to request leave
  - Professional leave is submitted on a paper form and manually input into our system by the Sub Services Specialist
  - FMLA initiates with paperwork to the HR Specialist and then sent to the Sub Services Specialist for input to AESOP
  - Time cards are used for classified subs
  - Only AESOP is used for cert subs for time records for the substitute and in monitoring the employee's absence
  - AESOP is uploaded to payroll each month. Office Coordinators are asked to reconcile each month to ensure accuracy on pay records especially as employees enter their own absences.
  - Facilities, Non Reps, Principals, and Admin use SKYWARD directly to enter their absences

*Vivian Jensen*  
*Human Resource Specialist*  
*South Kitsap School District*  
*360-874-7077*  
*Fax 360-874-7076*

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**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>  
**Sent:** Friday, September 21, 2018 8:49 AM  
**To:** Jensen, Vivian <jensenv@skschools.org>  
**Subject:** MEMBER REQUEST

A couple of requests for your consideration. Thanks!

Natalie Fowler from Issaquah School District is asking the following:

1. Does your district use a software program, paper or combination of the two for your employee leave request system?
2. If electronic, what program do you use?
3. If a combo, is it split by bargaining group? If so, how?
4. Do you have a dedicated HR position that handles all leaves? Does that include FMLA as well?

Please send your responses directly to: [FowlerN@issaquah.wednet.edu](mailto:FowlerN@issaquah.wednet.edu)

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

Thanks,

Curtis

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**From:** BAUTISTA, ALEXIA <aboutista@mvsd320.org>  
**Sent time:** 09/26/2018 08:57:31 AM  
**To:** Alexia Bautista <aboutista@mvsd320.org>  
**BCc:** stewartj@skschools.org  
**Subject:** [Caution: The attached PDF file contains Java Script that may harm your computer] Members Request-Shared Leave Responses  
**Attachments:** shared leave forms.pdf

---

Good morning,

You are receiving this email because you provided a response to my WSPA member request last week regarding the handling of the new qualifying events for shared leave. Some of you shared your district shared leave forms. They are attached to this email and I have included ours (we're currently updating board policy so this is the draft form).

I have spoken to some of you when I received your initial response to gather more information about your district. We all appear to be on the same page. As for me, feel I need a little bit more direction about whether we can identify the qualifying event when soliciting donations.

Therefore, I have asked Curtis Leonard if WSPA could address shared leave for its members. I'll let you know of any latest developments.

Thank you for participating in this members request round. Enjoy the rest of the week--we're almost to Friday and the completion of the first month of school!

Alexia Bautista, HR Specialist  
Personnel & Human Resources ■ Mount Vernon School District ■ 124 East Lawrence Street ■ Mount Vernon, WA 98273 ■ 360.428.6182 ■  
[www.mountvernonchools.org](http://www.mountvernonchools.org)



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## MVSD APPLICATION REQUEST FOR USE OF SHARED LEAVE

The Mount Vernon School District participates in a shared leave program as allowed by RCW 28A.400.380 and authorized by Mount Vernon School Board Policy 5406 for certificated and classified employees. Under State law, shared leave is for use by an employee who is:

- suffering from, or has a relative or household member suffering from, an extraordinary or severe illness, injury, impairment or physical or mental condition;
- a victim of domestic violence, sexual assault or stalking;
- an employee who has been called to service in the uniformed services;
- temporarily disabled because of pregnancy disability;
- taking parental leave to bond with their newborn, adoptive or foster child (up to sixteen weeks after the birth or placement of child)

Leave sharing allows an employee to donate annual leave (vacation leave) or sick leave to another employee in the case where the leave recipient would otherwise be required to take leave without pay or terminate employment.

To be eligible to apply for shared leave, an employee:

- must have a job is one in which annual and/or sick leave, as appropriate, can be used and accrued. (WAC 392-126-075)
- is not eligible for time-loss compensation (Workers' Compensation) under Ch. 51.32 RCW. (WAC 392-126-075)
- has abided by District policy regarding the use of sick leave. (WAC 392-126-075)
- has exhausted or will soon exhaust all forms of paid leave (WAC 392-126-075) with the exception of pregnancy disability or parental leave
- has a condition that has caused or is likely to cause them to go on leave without pay or terminate District employment. (WAC 392-126-075)
- has not used more than 522 days of shared leave during total school district employment. (WAC 392-126-090)

All forms of paid leave available for use by the recipient must be used prior to using shared leave with the exception of pregnancy disability or parental leave (can maintain up to 40 hours of annual leave and 40 hours of sick leave in reserve). In the event that the condition requiring the employee's absence continues beyond the current school year, the employee shall not receive a total of more than five hundred twenty-two (522) days of leave during their total district employment.

A MVSD employee wishing to apply for shared leave may submit this form to the administrator of the Personnel Department and attach medical documentation verifying the severe or extraordinary nature and expected duration of the condition, legal order/report or official military orders. The administrator shall review the shared leave applicant's form and based on the application shall notify the applicant, in writing, of approval or non-approval of the application.

If the shared leave is approved, the employee understands that this process does not guarantee they will receive any donations or sufficient donations to cover their leave. At the end of the leave, or when all donated leave is exhausted, the District will mail to the recipient a summary of the total hours/days of shared leave used during their leave. The employee also understands that the district will not disclose the name of the donors. Any unused shared leave shall be returned to the donor.



### MVSD APPLICATION REQUEST FOR USE OF SHARED LEAVE

EMPLOYEE NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

POSITION: \_\_\_\_\_ SITE: \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ CITY/ZIP \_\_\_\_\_

EXPECTED DURATION OF LEAVE (list dates) \_\_\_\_\_

I certify that the shared leave I am requesting is for (please mark appropriate box):

Myself, because of extraordinary and severe health issue, specifically \_\_\_\_\_

I am a victim of domestic violence, sexual assault or stalking

Pregnancy Disability       Parental Leave - Date of birth or placement of child \_\_\_\_\_

The care of \_\_\_\_\_, a relative suffering specifically from the health condition of \_\_\_\_\_

I have been called to serve in the uniformed services. My report date is \_\_\_\_\_

“Relative” in this case means recipient’s spouse, child, stepchild, grandchild, grandparent, parent, sibling or other close relative by blood or marriage. (WAC 392-126-055)

“Household member” means those persons who reside in the same home as a family unit, including foster children and legal wards even if they do not live in the household. The term does not include persons sharing the same general house when the living style is primarily that of a dormitory or commune. (WAC 929-126-060)

“Extraordinary and severe” means SERIOUS or EXTREME and/or LIFE THREATENING. (WAC 392-126-065)

**I understand that I or my legal representative must submit, prior to approval or disapproval, documentation from a licensed physician or other authorized health care practitioner verifying the severe or extraordinary nature and expected duration of the condition. (WAC 392-126-095)**

Please find the required physician’s statement, legal order/report or official military orders attached:

\_\_\_\_\_  
Please print name

\_\_\_\_\_  
Applicant’s and/or Legal Representative’s Signature

Your request for use of shared leave is hereby:

APPROVED

DISAPPROVED

\_\_\_\_\_  
Executive Director/Personnel & Human Resources

\_\_\_\_\_  
Date

# Rochester School District

## Request for Determination of Sick Leave Sharing Eligibility

### Eligibility

Washington State laws govern the use of sick leave sharing (RCW 41.04.650 - 41.04.665)  
To be eligible for sick leave sharing, the employees or a relative or household member must be:

1.
  - a. suffering from an **extraordinary or severe** illness, injury, impairment, or physical or mental condition *which has caused or is likely to cause the employee to take leave without pay or terminate his or her employment ; or*
  - b. a victim of domestic violence, sexual assault, or stalking which has caused or is likely to cause the employee to take leave without pay or terminate his or her employment; or
  - c. called to service in the uniformed services, which has caused or is likely to cause the employee to take leave without pay or terminate his or her employment.

**AND**

2. The employee must have exhausted all forms of leave.

### Sick Leave Sharing Process

1. Complete the form on the reverse side and return it to the Payroll Department at the District Office.
2. The information you provide along with your leave balances will be reviewed to determine if you meet the eligibility requirements.
3. You will receive written notification of your eligibility.
4. If eligible, the district will notify RSD employees on your behalf.



# Request for Determination of Sick Leave Sharing Eligibility

Name \_\_\_\_\_ School \_\_\_\_\_

Job Title \_\_\_\_\_

**I'm requesting sick leave sharing as a result of a circumstance involving:**

- Self
- Relative (please specify \_\_\_\_\_)
- Household Member (please specify \_\_\_\_\_)

**I'm requesting sick leave sharing due to the following circumstance:**

- extraordinary or severe illness
- extraordinary or severe injury
- extraordinary or severe impairment
- extraordinary or severe physical or mental condition
- domestic violence, sexual assault, or stalking
- called to service in the uniformed services, please list \_\_\_\_\_

**I've attached 3<sup>rd</sup> party verification from:**

- medical provider
- military personnel
- law enforcement
- court system

**Please provide a brief summary of the specific circumstance.**

**I wish to request leave sharing from:**

- the entire district
- the following building(s): \_\_\_\_\_
- the following union group(s): \_\_\_\_\_

**I attest that these circumstances are exacerbated because I have or will shortly used all accrued sick and annual leave and will be forced to take leave without pay.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**RETURN COMPLETED FORM TO DISTRICT OFFICE-PAYROLL**

For DO Use	
Sick Leave Balance	_____
Personal Leave Balance	_____
<b>Military Leave Balance</b>	_____
Date _____	
	Payroll Initials _____
Circumstance Eligibility Review	
Date _____	Auth. Initials _____

**RCW 41.04.650****Leave sharing program — Intent.**

The legislature finds that: (1) State employees historically have joined together to help their fellow employees who suffer from, or have relatives or household members suffering from, an extraordinary or severe illness, injury, impairment, or physical or mental condition which prevents the individual from working and causes great economic and emotional distress to the employee and his or her family; and (2) these circumstances may be exacerbated because the affected employees use all their accrued sick leave and annual leave and are forced to take leave without pay or terminate their employment. Therefore, the legislature intends to provide for the establishment of a leave sharing program.

**RCW 41.04.660****Leave sharing program — Created.**

The Washington state leave sharing program is hereby created. The purpose of the program is to permit state employees, at no significantly increased cost to the state of providing annual leave, sick leave, or personal holidays, to come to the aid of a fellow state employee who is suffering from or has a relative or household member suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition; a fellow state employee who is a victim of domestic violence, sexual assault, or stalking; or a fellow state employee who has been called to service in the uniformed services, which has caused or is likely to cause the employee to take leave without pay or terminate his or her employment.

[2008 c 36 § 2; 2003 1st sp.s. c 12 § 2; 1996 c 176 § 2; 1990 c 23 § 1; 1989 c 93 § 3.]

**RCW 41.04.665****Leave sharing program — When employee may receive leave — When employee may transfer accrued leave — Transfer of leave between employees of different agencies.**

\*\*\* CHANGE IN 2010 \*\*\* (SEE [6724-S.SL](#)) \*\*\*

\*\*\* CHANGE IN 2010 \*\*\* (SEE [6503-S.SL](#)) \*\*\*

(1) An agency head may permit an employee to receive leave under this section if:

(a)(i) The employee suffers from, or has a relative or household member suffering from, an illness, injury, impairment, or physical or mental condition which is of an extraordinary or severe nature;

(ii) The employee has been called to service in the uniformed services;

(iii) A state of emergency has been declared anywhere within the United States by the federal or any state government and the employee has needed skills to assist in responding to the emergency or its aftermath and volunteers his or her services to either a governmental agency or to a nonprofit organization engaged in humanitarian relief in the devastated area, and the governmental agency or nonprofit organization accepts the employee's offer of volunteer services; or

(iv) The employee is a victim of domestic violence, sexual assault, or stalking;

(b) The illness, injury, impairment, condition, call to service, emergency volunteer service, or consequence of domestic violence, sexual assault, or stalking has caused, or is likely to cause, the employee to:

(i) Go on leave without pay status; or

(ii) Terminate state employment;

(c) The employee's absence and the use of shared leave are justified;

(d) The employee has depleted or will shortly deplete his or her:

(i) Annual leave and sick leave reserves if he or she qualifies under (a)(i) of this subsection;

(ii) Annual leave and paid military leave allowed under RCW 38.40.060 if he or she qualifies under (a)(ii) of this subsection; or

(iii) Annual leave if he or she qualifies under (a)(iii) or (iv) of this subsection;

(e) The employee has abided by agency rules regarding:

(i) Sick leave use if he or she qualifies under (a)(i) or (iv) of this subsection; or

(ii) Military leave if he or she qualifies under (a)(ii) of this subsection; and

(f) The employee has diligently pursued and been found to be ineligible for benefits under chapter 51.32 RCW if he or she qualifies under (a)(i) of this subsection.

(2) The agency head shall determine the amount of leave, if any, which an employee may receive under this section. However, an employee shall not receive a total of more than two hundred sixty-one days of leave, except that shared leave received under the uniformed service shared leave pool in RCW 41.04.685 is not included in this total.

(3) An employee may transfer annual leave, sick leave, and his or her personal holiday, as follows:

(a) An employee who has an accrued annual leave balance of more than ten days may request that the head of the agency for which the employee works transfer a specified amount of annual leave to another employee authorized to receive leave under subsection (1) of this section. In no event may the employee request a transfer of an amount of leave that would result in his or her annual leave account going below ten days. For purposes of this subsection (3)(a), annual leave does not accrue if the employee receives compensation in lieu of accumulating a balance of annual leave.

(b) An employee may transfer a specified amount of sick leave to an employee requesting shared leave only when the donating employee retains a minimum of one hundred seventy-six hours of sick leave after the transfer.

(c) An employee may transfer, under the provisions of this section relating to the transfer of leave, all or part of his or her personal holiday, as that term is defined under RCW 1.16.050, or as such holidays are provided to employees by agreement with a school district's board of directors if the leave transferred under this subsection does not exceed the amount of time provided for personal holidays under RCW 1.16.050.

(4) An employee of an institution of higher education under RCW 28B.10.016, school district, or educational service district who does not accrue annual leave but does accrue sick leave and who has an accrued sick leave balance of more than twenty-two days may request that the head of the agency for which the employee works transfer a specified amount of sick leave to another employee authorized to receive leave under subsection (1) of this section. In no event may such an employee request a transfer that would result in his or her sick leave account going below twenty-two days. Transfers of sick leave under this subsection are limited to transfers from employees who do not accrue annual leave. Under this subsection, "sick leave" also includes leave accrued pursuant to RCW 28A.400.300(2) or 28A.310.240 (1) with compensation for illness, injury, and emergencies.

(5) Transfers of leave made by an agency head under subsections (3) and (4) of this section shall not exceed the requested amount.

(6) Leave transferred under this section may be transferred from employees of one agency to an employee of the same agency or, with the approval of the heads of both agencies, to an employee of another state agency. However, leave transferred to or from employees of school districts or educational service districts is limited to transfers to or from employees within the same employing district.

(7) While an employee is on leave transferred under this section, he or she shall continue to be classified as a state employee and shall receive the same treatment in respect to salary, wages, and employee benefits as the employee would normally receive if using accrued annual leave or sick leave.

(a) All salary and wage payments made to employees while on leave transferred under this section shall be made by the agency employing the person receiving the leave. The value of leave transferred shall be based upon the leave value of the person receiving the leave.

(b) In the case of leave transferred by an employee of one agency to an employee of another agency, the agencies involved shall arrange for the transfer of funds and credit for the appropriate value of leave.

(i) Pursuant to rules adopted by the office of financial management, funds shall not be transferred under this section if the transfer would violate any constitutional or statutory restrictions on the funds being transferred.

(ii) The office of financial management may adjust the appropriation authority of an agency receiving funds under this section only if and to the extent that the agency's existing appropriation authority would prevent it from expending the funds received.

(iii) Where any questions arise in the transfer of funds or the adjustment of appropriation authority, the director of financial management shall determine the appropriate transfer or adjustment.

(8) Leave transferred under this section shall not be used in any calculation to determine an agency's allocation of full time equivalent staff positions.

(9) The value of any leave transferred under this section which remains unused shall be returned at its original value to the employee or employees who transferred the leave when the agency head finds that the leave is no longer needed or will not be needed at a future time in connection with the illness or injury for which the leave was transferred or for any other qualifying condition. Before the agency head makes a determination to return unused leave in connection with an illness or injury, or any other qualifying condition, he or she must receive from the affected employee a statement from the employee's doctor verifying that the illness or injury is resolved. To the extent administratively feasible, the value of unused leave which was transferred by more than one employee shall be returned on a pro rata basis.

(10) An employee who uses leave that is transferred to him or her under this section may not be required to repay the value of the leave that he or she used.



## SHARED LEAVE DONATION

Please complete section A or B below, whichever is applicable. See reverse side for Shared Leave Program guidelines. Return completed form to the Payroll Office.

**Donation for the benefit of:** \_\_\_\_\_  
Name of Beneficiary

### **A. EMPLOYEES WHO WANT TO DONATE SICK LEAVE**

I wish to donate \_\_\_\_\_ days (minimum of one half-day\*, maximum of 15 days) of my **sick leave** to shared leave for the individual beneficiary named above.

I realize this donation must not cause my sick leave balance to be less than 176 hours.

Name (please print) \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

### **B. EMPLOYEES WHO ACCRUE AND WANT TO DONATE VACATION HOURS**

I wish to donate \_\_\_\_\_ days (minimum of one half-day\*) of my **vacation** leave to shared leave for the individual beneficiary named above.

I realize this donation must not cause my vacation balance to be less than 10 days.

Name (please print) \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

"Half-day" is defined as 4 hours.

**Approved by:**

\_\_\_\_\_  
(Payroll Supervisor's Signature)

Date \_\_\_\_\_

shared leave forms.pdf

## Shared Leave Program

The purpose of the Shared Leave Program is to provide a mechanism to allow qualified employees to donate annual leave (vacation) or sick leave to eligible fellow employees.

1. In accordance with all of the provisions below, and utilizing the Shared Leave Donation Form, employees may donate annual leave (vacation) or sick leave to an eligible co-worker if the following conditions are satisfied:
  - a. An employee may donate up to 15 days of sick leave per 12 consecutive month period provided he/she maintains a balance of at least 176 hours of sick leave.

OR

  - b. An employee accruing vacation days may donate any number of those days provided he/she maintains a balance of at least 10 vacation days.
2. Leave must be donated in half-day increments. "Half-day" is defined as 4 hours of leave.
3. For the purposes of this procedure donated sick leave and vacation leave conversion shall be accounted on an hour for hour basis: one hour of donated leave will be equal to one hour of leave at the beneficiary's rate of pay.
4. If the total number of shared leave days donated exceeds the amount used by the Beneficiary, it will be returned to donor employees on a pro-rata basis.



## SHARED LEAVE REQUEST

Eligibility guidelines for shared leave are located on the reverse side of this form. Please review them carefully before submitting your request. Your physician must certify the diagnosis. Medical records must document severity of the disabling condition.

<p><b>Employee Name:</b> _____</p> <p>Family member name (if applicable): _____</p> <p>Relationship of family member: _____</p>
---

<p><b>Physician's Certification</b> (please refer to the reverse side of this form for additional shared leave guidelines):</p>	
_____ is currently under my care for _____	
(Employee Name)	
_____	
_____	
He/she will be unable to return to work due to the above condition until _____	
(date)	
I certify that the illness, injury, impairment, or physical or mental condition above is of an <i>extraordinary, severe or life-threatening nature</i> .	
_____	_____
(Physician's Signature)	(Date)
_____	_____
(Please Print Name of Physician)	(Address)

<p><b>Employee Certification:</b></p> <p>I certify that I meet the eligibility requirements listed on the reverse side.</p> <p>I authorize my physician to release medical information related to the disabling condition described above.</p> <p>I agree that any shared leave overpayment will be returned to the Bellevue School District.</p>	
_____	_____
(Employee's Signature)	(Date)

**Approved by:**

\_\_\_\_\_

(Human Resource Manager's Signature)

\_\_\_\_\_

(Date)

### Shared Leave Program

The purpose of the Shared Leave Program is to provide a mechanism to allow qualified employees to donate annual leave (vacation) or sick leave to eligible fellow employees.

1. In accordance with all of the provisions below, and utilizing the Shared Leave Donation Form, employees may donate annual leave (vacation) or sick leave to an eligible co-worker if the following conditions are satisfied:
  - a. An employee may donate up to 15 days of sick leave per 12 consecutive month period provided he/she maintains a balance of at least 176 hours of sick leave.

OR

  - b. An employee accruing vacation days may donate any number of those days provided he/she maintains a balance of at least 10 vacation days.
2. In accordance with the provisions below, and utilizing the Shared Leave Request Form, employees (beneficiaries) may receive paid leave from qualified donors.
  - a. The employee is suffering from, or has an immediate family member suffering from an *extraordinary, severe or life threatening* illness, injury, impairment, physical or mental condition which has caused, or is likely to cause, the employee to take leave without pay or terminate his or her employment.
  - b. The employee is not receiving long-term disability compensation or worker's compensation.
  - c. The employee has abided by District sick leave policies and has exhausted all forms of paid leave.
  - d. The employee has not received more than 261 days of shared leave per lifetime.
  - e. The employee's position is one in which annual and/or sick leave can be used and accrued.
3. Leave must be donated in half-day increments. "Half-day" is defined as 4 hours of leave.
4. For the purposes of this procedure donated sick leave and vacation leave conversion shall be accounted on an hour for hour basis: one hour of donated leave will be equal to one hour of leave at the beneficiary's rate of pay.
5. If the total number of shared leave days donated exceeds the amount used by the Beneficiary, it will be returned to donor employees on a pro-rata basis.





## SHARED LEAVE REQUEST

Eligibility guidelines for shared leave are located on the reverse side of this form. Please review them carefully before submitting your request. Your physician must certify the diagnosis. Medical records must document severity of the disabling condition.

**Employee Name:** \_\_\_\_\_

Family member name (if applicable): \_\_\_\_\_

Relationship of family member: \_\_\_\_\_

**Physician's Certification** (please refer to the reverse side of this form for additional shared leave guidelines):

\_\_\_\_\_ is currently under my care for \_\_\_\_\_  
(Employee Name)

He/she will be unable to return to work due to the above condition until \_\_\_\_\_  
(date)

I certify that the illness, injury, impairment, or physical or mental condition above is of an *extraordinary, severe or life-threatening nature*.

\_\_\_\_\_  
(Physician's Signature) (Date)

\_\_\_\_\_  
(Please Print Name of Physician) (Address)

**Employee Certification:**

I certify that I meet the eligibility requirements listed on the reverse side.

I authorize my physician to release medical information related to the disabling condition described above.

I agree that any shared leave overpayment will be returned to the Bellevue School District.

\_\_\_\_\_  
(Employee's Signature) (Date)

**Approved by:**

\_\_\_\_\_  
(Human Resource Manager's Signature)

\_\_\_\_\_  
(Date)

### Shared Leave Program

The purpose of the Shared Leave Program is to provide a mechanism to allow qualified employees to donate annual leave (vacation) or sick leave to eligible fellow employees.

1. In accordance with all of the provisions below, and utilizing the Shared Leave Donation Form, employees may donate annual leave (vacation) or sick leave to an eligible co-worker if the following conditions are satisfied:
  - a. An employee may donate up to 15 days of sick leave per 12 consecutive month period provided he/she maintains a balance of at least 176 hours of sick leave.

OR

- b. An employee accruing vacation days may donate any number of those days provided he/she maintains a balance of at least 10 vacation days.
2. In accordance with the provisions below, and utilizing the Shared Leave Request Form, employees (beneficiaries) may receive paid leave from qualified donors.
  - a. The employee is suffering from, or has an immediate family member suffering from an *extraordinary, severe or life threatening* illness, injury, impairment, physical or mental condition which has caused, or is likely to cause, the employee to take leave without pay or terminate his or her employment.
  - b. The employee is not receiving long-term disability compensation or worker's compensation.
  - c. The employee has abided by District sick leave policies and has exhausted all forms of paid leave.
  - d. The employee has not received more than 261 days of shared leave per lifetime.
  - e. The employee's position is one in which annual and/or sick leave can be used and accrued.
3. Leave must be donated in half-day increments. "Half-day" is defined as 4 hours of leave.
4. For the purposes of this procedure donated sick leave and vacation leave conversion shall be accounted on an hour for hour basis: one hour of donated leave will be equal to one hour of leave at the beneficiary's rate of pay.
5. If the total number of shared leave days donated exceeds the amount used by the Beneficiary, it will be returned to donor employees on a pro-rata basis.



# South Kitsap School District

FORM 319

## Human Resources

2689 Hoover Ave SE  
Port Orchard WA 98366-3034  
(360) 874-7079 / (360) 874-7076 FAX

- CERTIFICATED
- CLASSIFIED

### SHARED LEAVE REQUEST FORM

**Directions:**

Please complete this form and either e-mail it to Human Resources, or print it out and send it via inter-district mail. Documentation from a health care provider must be included with your application (Form 59B).

**Employee's Name**  **Location**

The provisions of Board Policy 5406 and Procedures 5406P describe the leave sharing program and its requirements. To be approved for shared leave, the employee must have used or will use all available forms of paid leave. In addition, the physical or mental condition for which shared leave is being requested must meet the standards of severe or extraordinary as defined in Procedure 5406P.

MYSELF

RELATIVE

(Describe relationship)

HOUSEHOLD MEMBER

(Describe relationship)

I am requesting shared leave for my absence beginning:

I have read and understand the criteria in the District's policy and procedures on leave sharing which will be used in determining my eligibility to participate in this program. I have attached documentation from a licensed physician or health practitioner attesting to the severe or extraordinary nature and expected duration of my condition, or the condition of my relative or household member as defined in the District's procedures.

I hereby authorize Human Resources to publish my request for shared leave through regular staff correspondence.

\_\_\_\_\_  
Employee Signature \_\_\_\_\_ Date

Print Form

**FOR HR USE ONLY**

REQUEST GRANTED     REQUEST DENIED    Reason for Denial:

**HR Authorization** \_\_\_\_\_ **Date** \_\_\_\_\_



**South Kitsap School District**  
**PAYROLL SERVICES**  
 2689 Hoover Ave SE  
 Port Orchard WA 98366-3034  
 (360) 874-7025 / (360) 874-7068 FAX

CERTIFICATED  
 CLASSIFIED

**SHARED LEAVE DONATION FORM**

**Directions:**

Fill out this form on your computer, print, and send it to **PAYROLL** through district mail .

Employee's Name

Location

Under the provision of Board Policy Number 5406, I request that you authorize me to transfer:

Days of my sick leave, or

Days of my annual "vacation" leave to:

(Name of Employee Beneficiary)

I am aware that I must retain a minimum balance of twenty-two (22) days of sick leave or ten (10) days of annual "vacation" leave to be eligible to participate in the shared leave program. I have read and understand the criteria which will be used in determining my eligibility to participate and how it may affect my leave balance(s).

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**FOR PAYROLL USE ONLY**

**SICK LEAVE**

Beginning Balance

Days Donated

Ending Balance

**VACATION LEAVE**

Beginning Balance

Days Donated

Ending Balance

Payroll Authorization \_\_\_\_\_

Date \_\_\_\_\_

**From:** finnie@skschools.org  
**Sent time:** 09/28/2018 06:01:55 AM  
**To:** waspa@memberclicks-mail.net  
**Subject:** Automatic reply: WSPA Updates and Events

---

Sorry I missed you, I am out of the office and will return Monday, October 1.

**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 09/28/2018 06:02:11 AM  
**To:** jensenv@skschools.org  
**Subject:** WSPA Updates and Events

---

Hello WSPA Members,

Welcome to the new school year and thank you for your membership. We look forward to seeing you at our many events and to having you join forces with us as we advocate for legislative action that supports education and WSPA endorsed initiatives.

**Registration is now open for the following events:**

**School Law Conference**

- October 15-16, 2018
- DoubleTree Suites by Hilton at Southcenter in Tukwila, WA
- [Please click here for conference information and registration.](#)

**S-275 Personnel Reporting Workshops**

- October 5, 2018 - Spokane
- October 9 or 10, 2018 - Tukwila
- [Please click here for conference information and registration](#)

**HELP Fall Writing Workshop**

- October 22, 2018
- Puget Sound Educational Service District
- [Please click here for conference information and registration](#)

For more information about WSPA or any of our upcoming events please visit our website at [www.wspa.net](http://www.wspa.net)

Thank you,

Washington School Personnel Association

---

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

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 09/28/2018 06:01:26 AM  
**To:** stewartj@skschools.org  
**Subject:** WSPA Updates and Events

---

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Thank you,

Washington School Personnel Association

---

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 09/28/2018 06:01:30 AM  
**To:** holsten@skschools.org  
**Subject:** WSPA Updates and Events

---

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Thank you,

Washington School Personnel Association

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 09/28/2018 06:01:47 AM  
**To:** finnie@skschools.org  
**Subject:** WSPA Updates and Events

---

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Thank you,

Washington School Personnel Association

---

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 09/28/2018 06:01:54 AM  
**To:** tallman@skschools.org  
**Subject:** WSPA Updates and Events

---

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Welcome to the new school year and thank you for your membership. We look forward to seeing you at our many events and to having you join forces with us as we advocate for legislative action that supports education and WSPA endorsed initiatives.

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Thank you,

Washington School Personnel Association

---

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 09/28/2018 06:01:27 AM  
**To:** monaglej@skschools.org  
**Subject:** WSPA Updates and Events

---

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Thank you,

Washington School Personnel Association

---

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**From:** monaglej@skschools.org  
**Sent time:** 10/01/2018 09:51:34 AM  
**To:** tallman@skschools.org; stewartj@skschools.org; jensenv@skschools.org  
**Subject:** Region 5 Meeting  
**Attachments:** attachment.ics

---

Good morning, Region 5!

It was great seeing folks on June 1st for our last meeting of the 2017-18 school year.

The WSPA Board Retreat was full of great conversation, plans and innovative changes coming to our association in the coming months. Chelle and I look forward to sharing the direction WSPA is heading when we meet next.

Our first meeting of the 2018-19 school year is scheduled for Friday, October 12. **SAVE THE DATE!**

On behalf of Chelle and myself, we hope you all are able to take some time to relax and enjoy your summer.

Take good care!

Denise

BEGIN:VCALENDAR  
METHOD:REQUEST  
PRODID:Microsoft Exchange Server 2010  
VERSION:2.0  
BEGIN:VTIMEZONE  
TZID:Pacific Standard Time  
BEGIN:STANDARD  
DTSTART:16010101T020000  
TZOFFSETFROM:-0700  
TZOFFSETTO:-0800  
RRULE:FREQ=YEARLY;INTERVAL=1;BYDAY=1SU;BYMONTH=11  
END:STANDARD  
BEGIN:DAYLIGHT  
DTSTART:16010101T020000  
TZOFFSETFROM:-0800  
TZOFFSETTO:-0700  
RRULE:FREQ=YEARLY;INTERVAL=1;BYDAY=2SU;BYMONTH=3  
END:DAYLIGHT  
END:VTIMEZONE  
BEGIN:VEVENT  
ORGANIZER:MAILTO:monaglej@skschools.org  
ATTENDEE;ROLE=REQ-PARTICIPANT;PARTSTAT=NEEDS-ACTION;RSVP=TRUE:MAILTO:tallman@skschools.org  
ATTENDEE;ROLE=REQ-PARTICIPANT;PARTSTAT=NEEDS-ACTION;RSVP=TRUE:MAILTO:stewartj@skschools.org  
ATTENDEE;ROLE=REQ-PARTICIPANT;PARTSTAT=NEEDS-ACTION;RSVP=TRUE:MAILTO:jensenv@skschools.org  
DESCRIPTION;LANGUAGE=en-US:Good morning\, Region 5!\n\nIt was great seeing folks on June 1st for our last meeting of the 2017-18 school year.\n\nThe WSPA Board Retreat was full of great conversation\, plans and innovative changes coming to our association in the coming months. Chelle and I look forward to sharing the direction WSPA is heading when we meet next.\n\nOur first meeting of the 2018-19 school year is scheduled for Friday\, October 12. SAVE THE DATE!\n\nOn behalf of Chelle and myself\, we hope you all are able to take some time to relax and enjoy your summer.\n\nTake good care!\n\nDenise\n\nSUMMARY;LANGUAGE=en-US:Region 5 Meeting  
DTSTART;TZID=Pacific Standard Time:20181012T000000  
DTEND;TZID=Pacific Standard Time:20181013T000000  
UID:040000008200E00074C5B7101A82E00800000000F0C9B419CB03D401000000000000000010100000003E0E433E3A8B9B45B1022A0E73771241  
CLASS:PUBLIC  
PRIORITY:5  
DTSTAMP:20181001T165133Z  
TRANSP:OPAQUE  
STATUS:CONFIRMED  
SEQUENCE:0  
LOCATION;LANGUAGE=en-US:  
X-MICROSOFT-CDO-APPT-SEQUENCE:0  
X-MICROSOFT-CDO-OWNERAPPTID:1709287394  
X-MICROSOFT-CDO-BUSYSTATUS:TENTATIVE  
X-MICROSOFT-CDO-INTENDEDSTATUS:FREE  
X-MICROSOFT-CDO-ALLDAYEVENT:TRUE

X-MICROSOFT-CDO-IMPORTANCE:1  
X-MICROSOFT-CDO-INSTTYPE:0  
X-MICROSOFT-DISALLOW-COUNTER:FALSE  
BEGIN:VALARM  
ACTION:DISPLAY  
DESCRIPTION:REMINDER  
TRIGGER;RELATED=START:-PT18H  
END:VALARM  
END:VEVENT  
END:VCALENDAR

**From:** conners@skschools.org  
**Sent time:** 10/04/2018 06:07:50 PM  
**To:** finnie@skschools.org  
**Subject:** Fw: WSPA Invoice

---

*Sent from my Verizon LG Smartphone*

----- Original message-----

**From:** Invoices  
**Date:** Thu, Oct 4, 2018 6:00 PM  
**To:** Conner, Sarah;  
**Cc:**  
**Subject:** WSPA Invoice

## Open Invoice Reminder

Your WSPA invoice is due in 7 days. If you have already sent to your accounting department for payment, thank you as this is an auto-generated reminder sent directly from our website.

If you have not submitted this invoice to your accounting department, please do so.

Thank you for your assistance,

Washington School Personnel Association

To view your invoice, please click the following link. [View Invoice](#)

---

[Privacy Policy](#)

Please do not reply. Replies to this address are not monitored.

**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 10/05/2018 08:37:44 AM  
**To:** jensenv@skschools.org  
**Subject:** MEMBER REQUEST

---

Good Morning WSPA members! Here are a couple of requests for your consideration. Thank you!!

Alex Nicoara from Bellevue School District would like some more information on how other districts process accommodation requests (specifically ergonomic equipment requests) and if anyone has any specific forms they require from the physicians.

Please send your responses directly to: [nicoarac@bsd405.org](mailto:nicoarac@bsd405.org)

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

Thanks,

---

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

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**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 10/05/2018 08:35:19 AM  
**To:** monaglej@skschools.org  
**Subject:** MEMBER REQUEST

---

Good Morning WSPA members! Here are a couple of requests for your consideration. Thank you!!

Alex Nicoara from Bellevue School District would like some more information on how other districts process accommodation requests (specifically ergonomic equipment requests) and if anyone has any specific forms they require from the physicians.

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Thanks,

---

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**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 10/05/2018 08:35:32 AM  
**To:** holsten@skschools.org  
**Subject:** MEMBER REQUEST

---

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Thanks,

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**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 10/05/2018 08:35:18 AM  
**To:** stewartj@skschools.org  
**Subject:** MEMBER REQUEST

---

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

Thanks,

---

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

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**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 10/05/2018 08:36:50 AM  
**To:** tallman@skschools.org  
**Subject:** MEMBER REQUEST

---

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

Thanks,

---

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

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**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 10/05/2018 08:36:23 AM  
**To:** finnie@skschools.org  
**Subject:** MEMBER REQUEST

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

Thanks,

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**From:** tallman@skschools.org  
**Sent time:** 10/08/2018 11:56:40 AM  
**To:** admin@wspa.net  
**Subject:** Automatic reply: S-275 Personnel Reporting Workshop: Tukwila 10/9/2018

---

I will be out of the office for the rest of today, Monday October 8th 2018 and all day tomorrow October 9th 2018. I will be returning at 7:30 am on Wednesday October 10th 2018. I will respond to all messages upon my return.

**From:** admin@wspa.net  
**Sent time:** 10/08/2018 11:55:07 AM  
**To:** admin@wspa.net  
**Cc:** Bradburn Laura D . <BradburnLD@mukilteo.wednet.edu>; MEREDITH COLVIN <mhcolvin@bethelsd.org>  
**Subject:** S-275 Personnel Reporting Workshop: Tukwila 10/9/2018  
**Attachments:** S275 Manual\_UPDATED 2018.pdf

---

Hello,

Thank you for your registration to the WSPA S-275 Personnel Reporting Workshop. We look forward to having you join us.

**S-275 Personnel Reporting Workshop - TUKWILA**

- October 9, 2018
- 8:00am: Registration and breakfast (continental breakfast provided)
- 8:30 am – 4:00 pm Workshop (lunch provided)
- Location: DoubleTree Suites by Hilton at Southcenter
  - 16500 Southcenter Parkway, Tukwila, WA 98188

The electronic manual is attached for your reference. For those attendees who elected to receive a hardcopy manual, they will be provided to you at the event. We recommend bringing a laptop or other device for those of you accessing materials electronically.

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

Thank you,

Jennifer

*Jennifer Tottenham*

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

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





# **S-275 REPORTING MANUAL**

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Washington School Personnel Association

Contact: [admin@wsipa.net](mailto:admin@wsipa.net)



# SECTIONS

Section 1: The 275 Impact on School Finance

Section 2: The S-275 Overview

Section 3: Who, What, When

Section 4: Degrees, Credits, In-Service Hours

Section 5: Certificated Years of Experience

Section 6: Lessons Learned from Audits

Section 7: Reviewing Your Data

Section 8: Appendix

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## SECTION 1

# **The S-275 Impact on School Finance**

## SCHOOL FINANCE AND THE S275 REPORT

**DISCLAIMER:** THIS IS NOT INTENDED TO BE A FULL COURSE ON SCHOOL FINANCE. WE ENCOURAGE YOU TO ATTEND A SCHOOL FINANCE WORKSHOP TO INCREASE YOUR LEVEL OF UNDERSTANDING. WE ARE NOT SPONSORED BY OSPI OR THE STATE AUDITORS OFFICE.

### **WASHINGTON STATE CONSTITUTION:**

#### **Article IX, Section 1.**

"It is the paramount duty of the state to make ample provision for the education of children residing within its borders..."

#### **Article IX, Section 2.**

"The Legislature shall provide a general and uniform system of public schools..."

#### **Article III, Section 22.**

"The superintendent of public instruction shall have supervision over all matters pertaining to the public schools."

### **The Courts:**

#### **Doran Decisions (Thurston County)**

- In response to a lawsuit initiated in 1976 by Seattle School District, State Superior Court Judge Doran directed the state Legislature to define and fully fund a program of basic education for all students in Washington.

#### **McCleary vs. Washington**

- In response to a lawsuit initiated in 2007 by Network for Excellence in Washington Schools filed for the McCleary family, Superior Court Judge John Erlick ruled in favor of the plaintiffs that the state wasn't meeting its paramount duty to adequately fund basic education. In 2012 the Supreme Court ruled that Washington was not adequately funding basic education.
- In the 2017 legislative session, the Legislatures enacted EHB 2242 to increase and revised state allocations to more fully fund basic education.

#### **Legislature**

- Establishes regulations for funding or what we call "apportionment."

#### **School Funding**

- State apportionment is a major source but many other sources exist.

#### **Role of OSPI:**

- To collect data from school districts
- To provide instruction and guidance to districts in reporting
- Analyze and monitor data
- Report the data
- Report specifically to the State Legislature

**Funding Sources:**

- **State General Apportionment:** Basic Education, Vocational Education/CTE
- **State Specific Funds:** LAP, Transportation, Special Education, Grants
- **Federal Funds:** Title I, Title II, Bilingual, Migrant, Grants, Impact Aid, Vocational
- **Local Levy Funds**
- **Local Bonds**
- **Other grants or special funds**

**The basic education apportionment formula have recently changed since the McCleary decision:**

The state has made a drastic change to the way that funding is allocated for certificated staff (CIS) salaries. In the past, the allocation the state would pass through to the districts was based on a **mix factor** made up of **degrees, credits and experience**. With the Engrossed House Bill 2242 (EHB 2242), this legislation increased and revised state allocations for:

- **K-12 basic education salaries,**
- **professional development days, and**
- **the prototypical school funding model.**

It also

- created a new state property tax for common schools at a total rate of \$2.70 per \$1,000 of assessed value when combined with the existing state property tax,
- revised local effort assistance up to \$1,500 per student,
- capped school district levies at the lesser of \$2,500 per student or \$1.50 per \$1,000 of assessed property value, and
- **limited use of these levies for enrichment outside of the state's basic education program.**

What this means for the S275 reporting in future years is that we may not be reporting on any of the staff mix data. OSPI has not determined at this time how they will change how districts will be reporting however, so for the 2018-19 school year, the S275 will still capture the mix factor data.

## State Basic Education Funding



**Student FTE through Enrollment Reporting**



**Generates Staffing Units and MSOC**

## Basic Education Funding



### **Staffing Units:**

- Administrator
  - Certificated
  - Classified
- Account Objects:  
2000,3000,4000



### **Materials, Supplies, Operation Costs (MSOC):**

- Curriculum
  - Supplies
- Account objects:  
5000-9000



**Staffing Units are converted to salary and benefit dollars based on formulas.**

## CERTIFICATED STAFFING UNITS

Staffing units are the number of certificated staff per 1000 students. Basic Education ratios are driven by enrollment reporting and **grade group reporting** on the S-275. The chart below from the Financial Resources and Governmental Relations section of OSPI indicates class size in Basic Ed with the new Prototypical staffing model.

### How Enrollment is Used

- Funding is generated based on the student grade level rather than a school's classification.
  - When 6<sup>th</sup> grade is part of the middle school, the 6<sup>th</sup> grade students generate staff at the elementary funding level.
  - When 9<sup>th</sup> grade is part of the middle school, the 9<sup>th</sup> grade students continue to generate staff at the high school funding level.
- Prototype allocations will be calculated based on districtwide grade level enrollment.



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<b>Prototypical Model Increases:</b>		<b>current</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
<b>Class Size - General Education</b>				<b>Mandatory beginning 2019-2020</b>	
	Kindergarten	17.000	17.00	17.00	17.00
	First	17.000	17.00	17.00	17.00
	Second	17.000	17.00	17.00	17.00
	Third	17.000	17.00	17.00	17.00
<b>Class Size - High Poverty</b>					
	Kindergarten	17.00	17.00	17.00	17.00
	First	17.00	17.00	17.00	17.00
	Second	17.00	17.00	17.00	17.00
	Third	17.00	17.00	17.00	17.00
All calculations within this tool assume maximum K-3 class size funding. K-3 class size compliance is not required in the 2017-18 or the 2018-19 school year. While it is required in the remaining years of this tool, its impacts are not projected.					

## CLASSIFIED AND CERTIFICATED ADMINISTRATIVE STAFFING UNITS


Classified and Certificated Administrative Units are determined differently. In previous reporting years these units were determined by the below calculation:

- 17.021 Classified Unit/1000 Students
  - Unit-1.0 FTE, 2080 Hours
  
- 4/1000 Administrator Unit/1000 Students

With the new Prototypical Model does this work the same? Below is a table showing what "Other Staffing" in schools may look like.

School Level Staffing	Elementary (K-6)	Middle (7-8)	High (9-12)	Staff Type
Base Enrollment	400	432	600	Student
Principals*	1.253	1.353	1.880	CAS
Teacher Librarians	0.663	0.519	0.523	CIS
Guidance Counselors	0.493	1.216	2.539	CIS
Health & Social Services†	0.135	0.068	0.118	CLS
Teaching Assistance*	0.936	0.700	0.652	CLS
Office Support*	2.012	2.325	3.269	CLS
Custodians*	1.657	1.942	2.965	CLS
<b>Student &amp; Staff Safety*</b>	<b>0.079</b>	<b>0.092</b>	<b>0.141</b>	<b>CLS</b>
Family Involvement Coordinators	0.0825	0.0	0.0	CLS

\*CTE and Skill Center programs allocations are provided through per pupil factors using these factors.  
 †Included in the Health and Social Services are School Nurses, Social Workers, and Psychologists.



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## What is LEAP?

- Legislative Evaluation and Apportionment Program
- Method for creating “equal” salary distributions across the state
- Numeric system
- Not a salary schedule. It is a state funding distribution model. Many districts have locally bargained to use the LEAP schedule in the past as their salary schedule, but several districts have made modifications to the schedule this year due to bargaining.

Date: June 22, 2017  
Time: 01:14 hours

### LEAP Document 1\*

Table Of Staff Mix Factors For Certificated Instructional Staff

\*\*\* Education Experience \*\*\*

Years of Service									MA+90 OR Ph.D.
	BA	BA+15	BA+30	BA+45	BA+90	BA+135	MA	MA+45	
0	1.00000	1.02701	1.05499	1.08304	1.17303	1.23099	1.19891	1.28891	1.34693
1	1.01346	1.04084	1.06918	1.09846	1.18939	1.24704	1.21224	1.30317	1.36079
2	1.02628	1.05393	1.08257	1.11411	1.20478	1.26303	1.22566	1.31632	1.37458
3	1.03950	1.06741	1.09636	1.12890	1.21940	1.27905	1.23838	1.32881	1.38850
4	1.05246	1.08160	1.11072	1.14439	1.23542	1.29551	1.25171	1.34274	1.40286
5	1.10000	1.11227	1.12454	1.16008	1.25077	1.31206	1.26526	1.35599	1.41728
6	1.11381	1.12624	1.13866	1.17597	1.26623	1.32785	1.27915	1.36942	1.43100
7	1.13828	1.15097	1.16367	1.20301	1.29461	1.35793	1.30517	1.39673	1.46008
8	1.17516	1.18827	1.20138	1.24398	1.33681	1.40246	1.34610	1.43896	1.50458
9		1.22771	1.24125	1.28538	1.38038	1.44826	1.38747	1.48253	1.55041
10			1.28158	1.32891	1.42517	1.49532	1.43104	1.52733	1.59744
11				1.37371	1.47207	1.54362	1.47584	1.57423	1.64574
12				1.41708	1.52023	1.59391	1.52240	1.62236	1.69607
13					1.56956	1.64544	1.57060	1.67169	1.74756
14					1.61913	1.69890	1.62022	1.72451	1.80105
15					1.66126	1.74310	1.66233	1.76934	1.84788
16 or more					1.69447	1.77794	1.69557	1.80472	1.88482

*For credits earned after the BA degree but before the MA degree:*

*Any credits in excess of 45 may be counted after the MA degree.*

\*Note: This document was adopted by the Legislature as part of the budget adoption process in 2017. It reflects the staff mix factors that applied to the 2017-18 salary allocations received by school districts from the state, the last year that staff mix was a component of state funding. These factors no longer apply to state funding allocations as of the 2018-19 school year.

## LEAP SCHEDULE CONVERTED TO DOLLARS

The State establishes the LEAP "Derived Base" for each year, which is the amount in the BA 0 cell. Then the Derived Base, for 2018-19 is \$40,760, is multiplied times the factor for that cell to produce the salary amount for each cell. As an example the factor for BA 45, Step 5 is 1.16008. Multiplying that factor times \$40,760 equals \$47,285. LEAP documents are available at <http://leap.leg.wa.gov/leap/budget/leapdocs/k12docs.asp>.

Sample Table Of Total Base Salaries For Certificated Instructional Staff\*

For School Year 2018-19

Years of Service									MA+90 OR Ph.D.
	BA	BA+15	BA+30	BA+45	BA+90	BA+135	MA	MA+45	
0	40,760	41,861	43,001	44,145	47,813	50,175	48,868	52,536	54,901
1	41,309	42,425	43,580	44,773	48,480	50,829	49,411	53,117	55,466
2	41,831	42,958	44,126	45,411	49,107	51,481	49,958	53,653	56,028
3	42,370	43,508	44,688	46,014	49,703	52,134	50,476	54,162	56,595
4	42,898	44,086	45,273	46,645	50,356	52,805	51,020	54,730	57,181
5	44,836	45,336	45,836	47,285	50,981	53,480	51,572	55,270	57,768
6	45,399	45,905	46,412	47,933	51,612	54,123	52,138	55,818	58,328
7	46,396	46,914	47,431	49,035	52,768	55,349	53,199	56,931	59,513
8	47,900	48,434	48,968	50,705	54,488	57,164	54,867	58,652	61,327
9		50,041	50,593	52,392	56,264	59,031	56,553	60,428	63,195
10			52,237	54,166	58,090	60,949	58,329	62,254	65,112
11				55,992	60,002	62,918	60,155	64,166	67,080
12				57,760	61,965	64,968	62,053	66,127	69,132
13					63,975	67,068	64,018	68,138	71,231
14					65,996	69,247	66,040	70,291	73,411
15					67,713	71,049	67,757	72,118	75,320
16 or more					69,067	72,469	69,111	73,560	76,825

*For credits earned after the BA degree but before the MA degree:  
Any credits in excess of 45 may be counted after the MA degree.*

1. **This table represents an example salary grid.** It does not indicate a commitment of state funds. Districts are not obligated to follow this or any other salary schedule.
2. The first cell on the grid reflects the \$40,760 minimum prescribed by HB 2242 inflated by the implicit price deflator that applies to 2018-19 of 1.9%. The sample grid carries forward the inflation adjustment for each cell, but the law only requires that years 0 and 5 reflect the inflation adjustment and applies the inflation adjustment to the maximum salary cap.
3. Staff mix factors used to compute this schedule are based on LEAP schedule posted 6/22/2017 that was applicable for the 2017-18 school year, which can be found here:

<http://leap.leg.wa.gov/leap/budget/leapdocs/2017L1.pdf>. The schedule labeled "LEAP Document 1" is attached to this document.

4. Steps do not reflect regionalization factors. In 2018–19, the minimum requirements for experience years 0 and 5 should be inflated by the regionalization factor for districts to which regionalization factors apply. Districts should use the regionalization factors posted on the LEAP schedule posted 3/6/2018 found here:  
[http://leap.leg.wa.gov/leap/budget/leapdocs/coLEAPDocH3\\_0307.pdf](http://leap.leg.wa.gov/leap/budget/leapdocs/coLEAPDocH3_0307.pdf).
5. The new experience mix factor is not effective until the 2019–20 school year. The regionalization factor for districts that are eligible for this adjustment was increased by 4% beginning in 2019–20 (displayed in italicized text in the LEAP document referenced in note 4 above). OSPI believes it was not the intent of the legislature to have the experience factor component of the regionalization factor impact the minimum requirements for years 0 and 5 or the maximum. We will work with the legislature to clarify this language during the 2019 legislative session.

As used in this subsection, the column headings "BA+ (N)" refer to the number of credits earned since receiving the baccalaureate degree. For credits earned after the baccalaureate degree but before the master's degree, any credits in excess of forty-five credits may be counted after the master's degree.

"Credits" means college quarter hour credits and equivalent in-service credits computed in accordance with  
RCW 28A.415 .020 and RCW 28A.415 .023.

"Years of service" shall be calculated under the rules adopted by the Superintendent of Public Instruction.

**BA 135 column-Grandfathered:** Only employees who had met the BA 135 requirements as of January 1, 1992 are funded in this column.

## CONVERTING STAFFING UNITS TO DOLLARS

Staffing units are translated to dollars. The **certificated formula** uses the minimum statewide average salary and multiplies it by the Regionalization Factor (if your district has one), and then this is multiplied by the enrollment driven certificated staffing units. Example:

With Regionalization:

1. Minimum Statewide Average Salary	\$65,216
2. Regionalization Factor (0 to 24%)	<u>24%</u>
3. Multiply 1 & 2 for CIS Average Salary	\$80,868
4. Certificated Staffing Units	<u>265.512</u>
5. Multiply 3 & 4 for CIS Allocation	\$21,471,424

Without Regionalization:

1. Minimum Statewide Average Salary	\$65,216
2. Regionalization Factor (0 to 24%)	<u>0%</u>
3. Multiply 1 & 2 for CIS Average Salary	\$65,216
4. Certificated Staffing Units	<u>265.512</u>
5. Multiply 3 & 4 for CIS Allocation	\$17,315,631

This information is true for the 2018 – 2019 school year, but will change in future years as the Regionalization Factor changes and the Experience Factor begins for some districts.

There are three forms of written guidance we must reference and follow as we report information to the state for the S-275 Personnel Reporting process.

- **Revised Code of Washington (RCW)** – statutory laws enacted by the state legislature.
  - Title 28A RCW, Common School (K-12 public school) Provisions
- **Washington Administrative Code (WAC)** - policies, rules, and regulations adopted by state agencies in carrying out state law.
  - Title 181 WAC, Rules and Regulations of the Professional Educator Standards Board
    - Certification for school personnel, career and technical education (CTE) certification, continuing education requirement
  - Title 392 WAC, Rules and Regulations of the Superintendent of Public Instruction
    - WAC 392-121-200 through -299, General apportionment of state monies for certificated instructional staff
- **S-275 Personnel Reporting Instructions**
  - Section II. B., State LEAP Placement Information
  - <http://www.k12.wa.us/SAFS/data/reportformatter.asp#> From this link click on Instructions, Personnel Reporting and then select the year. The instructions for each new year are typically available in late September.

## FISCAL ACCOUNTABILITY

- Must maintain K-12 ratio of 46/1000 (CIS-per-student).
- **For 2018-19:** Must not pay district CIS base salary that is less than \$40,760 times regionalization or more than \$91,710 times regionalization and increased by up to 10% for hard-to-staff (ESAs, teachers in math, science, STEM, etc.).
- Must use state accounting and program structure.
- Must file an accurate and timely S 275 report.

## Account Code Structure

In our districts we utilize a state established account code structure as shown below:

Program	Object	District
<b>XXXX – XX –</b>	<b>XXXX –</b>	<b>XXX – XXXX</b>
Activity	Location	

1. The first 2 digits represent the “program code” from the chart shown below. These are the only program codes that can be reported to the state.
2. The second 2 digits are local sub-program codes where the district can define those numbers.
3. The 5<sup>th</sup> and 6<sup>th</sup> digits are the “activity code” representing the type of work activity for the reported position. These come from the state list of activity codes as also shown in the chart below.
4. Digits 7-8-9-10 are the “object code”. The first digit of the object code is set by the state, where 2 = certificated, 3 = classified (and 4-9 are the MSOC codes for benefits, supplies, materials, travel, etc.)
5. Digits 11-12-13 are the specific location code as established by the district.
6. The remaining digits are established by the district for sub responsibility codes.

### Examples:

- **Special Education Teacher – State Funded: 2100-27-2000-301-0003**
- **Custodian – State Funded: 9700-63-3000-201-0041**
- **Title I Teacher: 5100-27-2000-301-0003**
- **Title I Teacher: 5104-27-2001-221-0033**
- **Coach: 0100-28-3280-301-0080**

While we maintain the account code information, the S-275 process only utilizes part of the account code, along with other codes to create what is known as the ASSIGNMENT CODE. This code is frequently seen in S-275 reports.

# Assignment Code Structure

## ASSIGNMENT CODES

**XX – XX – XXX**

**XX = Program Code**

**XX = Activity Code**

**XXX = Duty Code**

**Examples:**

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**01-27-310**

**Basic Education**

**Instructional**

**Elementary Teacher**

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**21-27-330**

**Special Education**

**Instructional**

**Ungraded classroom teacher**

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**97-14-940**

**Classified Personnel Specialist**

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**97-72-980**

**Network Administrator**

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**97-28-963**

**Coach**

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**01-27-320 for teacher and 01-21-400 for Department Chair**

**80% Teacher, 20% Department Chair**

# State Program and Activity Codes (from the 275 Instructions Book)

## Appendix A: Assignment Codes for School Districts and ESDs

<u>I. Program Codes for School Districts</u>		<u>II. Activity Codes for School Districts**</u>	
<u>Program Code</u>	<u>Program Title</u>	<u>Activity Code</u>	<u>Activity Title</u>
01	Basic Education	11	Board of Directors
02	Basic Education—Alternative Learning Experience	12	Superintendent's Office
03	Basic Education—Dropout Reengagement	13	Business Office
18	Federal Stimulus—Competitive Grants	14	Human Resources
21	Special Education—Supplemental—State	15	Public Relations
22	Special Education—Infants and Toddlers—State	21	Supervision (Instruction) - For assignments with districtwide leadership in instructional programs. May include assistant superintendents, supervisors, directors, coordinators, specialists, department chairpersons, and related secretarial and clerical assistants. May also include certain instructional employees.
24	Special Education—Supplemental—Federal	22	Learning Resources - Includes audio-visual consultants, film inspectors, film librarians, projectionists, programmers, graphic artists, school librarians, script writers, camera operators, and related secretarial, clerical, and other assistants.
25	Special Education—Infants and Toddlers—Federal	23	Principal's Office - For assignments in management and coordination of a school unit. Includes principals, assistant principals, vice principals, and related secretarial and clerical assistants. Also includes skills center directors and supervisors.
26	Special Education—Institutions—State	24	Guidance and Counseling
29	Special Education—Other—Federal	25	Pupil Management and Safety - Includes attendance officers, hall guards, playground aides, and pupil security personnel. May include lunchroom aides when controlling students.
31	Vocational—Basic—State	26	Health/Related Services
34	Middle School Career and Tech Education—State	27	Teaching - For assignments in a teacher-learning situation where the teacher is regularly in the presence of the pupils or in regular communication with pupils.
38	Vocational—Federal	28	Extracurricular
39	Vocational—Other Categorical	31	Instructional Professional Development
45	Skills Center—Basic—State	32	Instructional Technology
46	Skills Center—Federal	33	Curriculum
51	Disadvantaged—Federal	41	Supervision (Food Services)
52	School Improvement—Federal	44	Operations (Food Services)
53	Migrant—Federal	51	Supervision (Pupil Transportation)
54	Reading First—Federal	52	Operations (Pupil Transportation)
55	Learning Assistance Program—State	53	Maintenance (Pupil Transportation)
56	State Institutions, Centers and Homes—Delinquent	61	Supervision (Maintenance and Operation)
57	Institutions—Neglected and Delinquent—Federal	62	Grounds Maintenance
58	Special and Pilot Programs—State	63	Operation of Buildings
59	Institutions—Juveniles in Adult Jails	64	Maintenance
61	Head Start—Federal	65	Utilities
62	Math and Science—Professional Dev—Federal	67	Building and Property Security
64	Limited English Proficiency—Federal	72	Information Systems
65	Transitional Bilingual—State	73	Printing
67	Indian Education—Federal—JOM	74	Warehousing and Distribution
68	Indian Education—Federal—ED	75	Motor Pool
69	Compensatory—Other	91	Public Activities
71	Traffic Safety	CP	Capital Projects Funds
73	Summer School	SB	Associated Student Body
74	Highly Capable		
75	Professional Development—State		
76	Targeted Assistance—Federal		
78	Youth Training Programs—Federal		
79	Instructional Programs—Other		
81	Public Radio/Television		
86	Community Schools		
88	Child Care		
89	Other Community Services		
97	Districtwide Support		
98	School Food Services		
99	Pupil Transportation		
CP	Capital Projects Funds		
SB	Associated Student Body		

**\*\*Partial information is shown here for clarification. Refer to the 2016–17 Accounting Manual for Public School Districts in the State of Washington for full details on each activity code.**



## Duty Codes (from the 275 Instructions Book)

- 11x** Superintendent - Functions as the chief executive officer of a district.
- 12x** Deputy/Assistant Superintendent - Performs system wide executive management functions in the superintendent's office of a district.
- 13x** Other District Administrator - Directs staff members and/or manages a function, a program, or a supporting service in a district. Includes administrative assistants, directors, supervisors, and coordinators of districtwide programs.
- 21x** Elementary Principal - Performs the assigned activities of the administrative head of an elementary school, normally any span of grades not above grade 8. Includes elementary and middle school principals.
- 22x** Elementary Vice Principal - Performs assigned activities in support of the head administrator of an elementary school, normally any grade span not above grade 8.
- 23x** Secondary Principal - Performs assigned activities of the administrative head of a secondary school, normally any grade span combination of grades 7–12. Includes junior high and senior high principals.
- 24x** Secondary Vice Principal - Performs assigned activities in support of the administrative head of a secondary school, normally any grade span combination of grades 7–12.
- 25x** Other School Administrator - Directs staff members and/or manages a function, a program, or a support service in a school. Includes administrative assistants, administrative interns, and supervisors of school programs.
- 31x** Elementary Homeroom Teacher - Instructs students in self-contained classroom situations for which daily student attendance is kept, normally in any span of grades not above grade 6. Includes the primary instructor for the students, who is responsible for the self-contained classroom situation for the majority of the instructional day. Also includes additional teachers providing instruction at the same time as the homeroom teacher. This may include teachers in the subjects of music, band, physical education, and other specialists, if and only if, the homeroom teacher is actively present in the classroom situation at the same time as the specialist teacher.
- 32x** Secondary Teacher - Instructs students in classes or courses in a classroom situation for which daily student attendance is kept, normally in any grade span combination of grades 7–12. Includes preparation period and music, band, and physical education teachers, etc., if they teach full time at a secondary school.
- 33x** Other Teacher - Instructs students in ungraded classes, special education, gifted, disadvantaged, early childhood, home/hospital, and adult education.
- 34x** Elementary Specialist Teacher - Instructs students in self-contained classes or courses in a classroom situation for which daily student attendance is kept, normally in any span of grades not above grade 6. Includes teachers who are not the primary instructor for the students, who provide instruction to several different groups of students or classes throughout the day. Examples would include music, band, and physical education, or other specialists.
- 40x** Other Support Personnel - Provides administrative, technical, and logistical support to the instruction program. Includes chairpersons or academic department heads and mentors. Also includes support personnel not specified above, such as attendance officers, educational specialists, dentists, physicians, other student personnel, etc.
- 41x** Library Media Specialist - Organizes and manages the use of teaching and learning resource materials, including equipment, content material and services for school libraries. Includes librarians and audio-visual or media specialists.
- 42x** Counselor - Assists students to assess and understand their abilities, aptitudes, interests, environmental factors, personal and social adjustments, educational needs, and occupational opportunities.
- 43x** Occupational Therapist - Assists students whose abilities to cope are impaired by developmental deficits, poverty and cultural differences, physical injury or illness, or psychological and social disability.
- 44x** Social Worker - Assists in the prevention of or solution to the personal, social, and emotional problems of students which involve family, school, and community relationships when such problems affect the school work of the student.

- 45x **Speech-Language Pathologist or Audiologist** - Provides diagnostic, therapeutic, and consultative services for individuals disabled by disorders of language, speech, and/or hearing.
- 46x **Psychologist** - Evaluates and analyzes students through such activities as measuring and interpreting students' intellectual, emotional, and social development to enhance their educational progress.
- 47x **Nurse** - ESA-certificated school nurse licensed to perform activities requiring substantial specialized judgment and skill in observation, care and counsel of ill and injured students, and in illness prevention.
- 48x **Physical Therapist** - Seeks to relieve disability and pain, develop or restore motor function, and maintain maximum performance within the student's capabilities.
- 49x **Reading Resource Specialist** - Serves as a diagnostician, advisor, special instructor and evaluator providing consultation, training, and assistance to classroom teachers and other personnel participating in a reading program.
- 51x **Extracurricular (Base Contract)** - Assignment involving the guidance or supervision of a school-sponsored activity designed to provide opportunities for students participation in school and public events. Includes class advisor, club or activity advisor, coach, community recreation, intramural athletics, student activity coordinator, etc.
- Note: Use duty code 510 only for extracurricular assignments that are part of a certificated base contract duty assignment. Do not use duty code 511 or 512 for an individual who has no duty code 510 assignment.
- 52x **Substitute Teacher** - Assignment as a temporary replacement for other teachers assigned duty codes 310, 320, 330, and 340. Instructs students in self-contained classes or courses in a classroom situation for which daily student attendance is kept or in ungraded classes, special education, gifted, disadvantaged, early childhood, home/hospital, and adult education.
- 610 **Certificated on Leave** - An individual on paid certificated leave from the district other than normal vacation leave or normal paid sick leave. Includes union representatives.
- 611 **Certificated Leave Buy Back** - Payments to an individual for certificated sick leave buy back or certificated vacation buy out. Does not include normal vacation leave or normal paid sick leave.
- 630 **Contractor Teacher** - Employees of a contractor, who, if they had been employees of the district, would have been reported in a basic education or special education program assignment with a duty code 310, 320, 330, or 340. Refer to WAC 392-121-188 for rules governing instruction provided by a contractor.
- 640 **Contractor Educational Staff Associate** - Employees of a contractor, who, if they had been employees of the district, would have been reported in a basic education or special education program assignment with a duty code 400, 410, 420, 430, 440, 450, 460, 470, 480, or 490. Refer to WAC 392-121-188 for rules governing instruction provided by a contractor.
- 900 **Classified on Leave** - An individual on paid classified leave from the district other than normal vacation leave or normal paid sick leave.
- 903 **Classified Leave Buy Back** - Payments to an individual for classified sick leave buy back or classified vacation buy out. Does not include normal vacation leave or normal paid sick leave.
- 91y **Aide** - Assists classroom teachers or staff members performing professional educational teaching assignments on a regularly scheduled basis. Includes teacher aides, classroom attendants, bus monitors, lunchroom aides, community service aides, etc.
- 92y **Crafts/Trades** - Performs jobs which require special manual skill and a thorough and comprehensive knowledge of processes involved in work which requires apprenticeship or other formal training programs. Includes carpenters, electricians, painters, glaziers, plumbers, general maintenance, masons, mechanics, plasterers, etc.
- 93y **Laborer** - Performs manual labor and generally requires no special training. Includes manual activities such as lifting, digging, mixing, pulling, etc.
- 94y **Office/Clerical** - Performs clerical-type work such as preparing, transcribing, systematizing, or filing written communications and reports and operates such equipment as bookkeeping machines, typewriters, and tabulation machines. Includes secretaries, bookkeepers, messengers, clerks, typists, etc.
- 95y **Operator** - Performs assignments requiring an intermediate skill level necessary to carry out machine-operating activities. Includes bus drivers, vehicle operators, dispatchers, etc.
- 96y **Professional** - Requires a high degree of knowledge and skills acquired through at least a baccalaureate degree or its equivalent. Includes accountants, architects, attorneys, auditors, dietitians, engineers, statisticians, negotiators, etc. Also includes coaches in positions that do not require certification.

- 97y **Service Worker** - Performs a service for which there are no formal qualifications, including paraprofessionals and nonsupervisory personnel. Includes custodians, food service workers, security personnel, warehouse workers, delivery persons, etc.
- 98y **Technical** - Requires a combination of knowledge and skill which can be obtained through about two years of post-high school education such as from a vocational-technical institute or junior college or on-the-job training. Includes computer operators, purchasing agents, computer programmers, print shop technicians, graphic arts technicians, etc.
- 99y **Director/Supervisor** - Directs staff members and manages a function, a program, or a support service. Includes directors or supervisors of food services, maintenance, transportation, data processing, etc.

## DUTY CODE SUFFIX (LAST DIGIT)

The actual duty code is three digits, with the first two being from the duty codes described above. The last digit is known as a suffix, either X Y or Z.

**X** may be either suffix 0, 1, or 2.

**Y** may be either suffix 0 or 3.

**Z** relates only to duty code 61 and may be either suffix 0 or 1.

### Report, with suffix:

**0** – Certificated base contracts and all classified employment time-driven assignments except as noted below

**1** – Certificated supplemental contracts for additional responsibility and incentive but not additional time (not time-driven and in excess of \$200).

**2** – Certificated supplemental contracts for extended, extra, or optional days and hours which are available to the employee (time-driven).

**3** – Classified assignments which are not time-driven. Do not update after Oct. 1 for non-certificated staff).

### Notes regarding new staffing categories in the prototypical school funding model (Substitute House Bill #2776 from the 2010 Legislative session):

- Classified staff assigned to duty root 91 aide in activity 22 learning resources are categorized as non-instructional aides rather than teaching assistants.
- Classified staff that report student enrollment and classroom attendance should be reported in activity 23 principal's office (duty 94 office/clerical) rather than activity 25 pupil management and safety (duty 91 aides).

**Pages 87 – 95 of the S-275 Personnel Reporting Handbook has additional guidance on duty codes.**

<b>Summary: Assignment Code Suffix</b>				
<b>Assignment Type</b>	<b>Duty Code Suffix</b>			
	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>Certificated</b>	Base Contract Assignment.	Not Time-Driven Supplemental Assignments.	Time-Driven Supplemental Assignments.	Suffix 3 not used for certificated assignments.
<b>Classified</b>	Time-Driven Assignments.	Suffix 1 not used for classified assignments.	Suffix 2 not used for classified assignments.	Not Time-Driven Assignments.
<b>S-275 Update Rules (See the Corrections and Updates Table on page 28.)</b>				
<b>Certificated</b>	After October 1, update only for negotiated contract changes.	Update for actual assignments in excess of \$200.	Update for new assignments made available to any group of employees, even if less than \$200.	Suffix 3 not used for certificated assignments.
<b>Classified</b>	Do not update for persons with only classified assignments on October 1. For an employee with a certificated assignment on October 1, update for time-driven classified assignments received after October 1.	Suffix 1 not used for classified assignments.	Suffix 2 not used for classified assignments.	Do not update for persons with only classified assignments on October 1. For an employee with a certificated assignment on October 1, update to add any not-time-driven classified assignments received after October 1.

<b>Summary of Required Salary Reporting</b>				
<b>Type of Salary Which Must Be Reported</b>	<b>Duty Code Suffix Used</b>	<b>Employee Has Certificated Only Assignments on October 1 Snapshot</b>	<b>Employee Has Classified Only Assignments on October 1 Snapshot</b>	<b>Employee Has Both Certificated and Classified Assignments on October 1 Snapshot</b>
October 1 snapshot <b>certificated</b> base contract duty assignments.	<b>0</b>	Yes	Not Applicable	Yes
October 1 snapshot <b>classified</b> duty assignments.	<b>0</b>	Not Applicable	Yes	Yes
	<b>3</b>	Not Applicable	Yes	Yes
Any <b>certificated supplemental contract</b> assignments for additional responsibility or incentive ( <b>not time-driven</b> ) with a total salary earned which is greater than \$200.	<b>1</b>	Yes	No	Yes
Any <b>certificated supplemental contract</b> assignments for extra, optional or extended days and hours ( <b>time-driven</b> ) made available to any group of certificated employees including this individual, even if less than \$200.	<b>2</b>	Yes	No	Yes
<b>Classified</b> duty assignments made after the October 1 snapshot	<b>0</b>	Yes	No	Yes
	<b>3</b>	Yes	No	Yes

## OTHER FINANCIAL RESOURCES

- Your Business Services/Budget Administrator
- WASBO Courses: [www.wasbo.org](http://www.wasbo.org)
- WSPA Workshops: [www.wspa.net](http://www.wspa.net)
- Human Resources Leadership Program (HELP)
- OSPI: [www.k12.wa.us](http://www.k12.wa.us)
  - S-275 Reporting Instructions:
    - <http://www.k12.wa.us/SAFS/default.asp#>
    - Then select "Instructions" , "Personnel Reporting", then appropriate school year
  - School Apportionment:
    - <http://www.k12.wa.us>
    - Then select Finance and Grants, Apportionment, Financial Services
- State Auditor's Office: [www.sao.wa.gov](http://www.sao.wa.gov)
- ESD Fiscal Offices: <http://www.k12.wa.us/maps/ESDmap.aspx>

**QUESTIONS**

**ABOUT**

**FINANCE**



# **The S-275 Process Overview**



## THE S-275 REPORTING PROCESS OVERVIEW

### **Background of the S-275**

The S-275 reporting process is an electronic personnel reporting process that provides a current year record of certificated and classified employees of the school districts and educational service districts (ESDs) of the state of Washington.

Developed during the 1970's, this report initially provided an annual staffing snapshot picture, or "census," of Washington State school districts. The snapshot concept has been retained for the most part, but actual salary and benefit information is now updated through the end of the school year, fitting a more dynamic reporting concept. This dual nature has evolved to meet expanding needs and uses for certificated and classified staff data.

All school district and ESD personnel employed as of October 1 of each school year are reported to the Office of Superintendent of Public Instruction (OSPI) on the S-275 report.

## HOW S-275 DATA IS USED

The data collected by the S-275 reporting process are either mandated by state law, necessary for calculating state funding, or are needed for responding to requests by the federal government, the state Legislature, or other organizations. S-275 personnel data is used by OSPI to calculate staffing factors used for apportionment of state funding.

- **Prototypical Funding Comparison:** The S275 information collected during the school year will be used to provide a school-level, web-based comparison between the prototypical funding model and the actual school level staffing provided by the district.
- **Data for the Legislature, national organizations, and the public:**
  - S-275 data is provided to the Legislative Evaluation and Accountability Program (LEAP) Committee, a research arm of the Legislature. Each year the LEAP Committee provides information and analysis to the Legislature on request. The state Legislature uses this information in setting policy, including state funding for school employee costs.
  - Selected statewide data are provided to the National Center for Education Statistics (NCES), the National Education Association (NEA), and other national organizations for state comparison and analysis nationwide.
  - S-275 data are provided on request to other organizations and individuals. S-275 information is public information except for:
    - Social security numbers, which are exempt from disclosure per RCW 42.56.250(3).

- A very limited number of records where personal information of crime victims is protected per Chapter 40.24 RCW.

Monthly apportionment reports for each school district can be found through "Reports", then "District Reports" link on the SAFS website at: <http://www.k12.wa.us/safs/>.

September through December state apportionment payments to school districts are based on district's budgeted data (enrollment and staffing units **(used to be staff mix factor)**). Beginning in January, monthly apportionment payments are based on actual data (year-to-date average enrollment and staffing units **(used to be staff mix factor)**).

S-275 staff reporting, along with student enrollment reporting, determines the allocation of state funds (money going from the state to the school district).

**School employee compensation (money going from the employing school district to the teacher, etc.) is determined by local policy.**

Because of the use and impact of the S-275 data, care must be taken to be as accurate and complete as possible in following these instructions.

## ANNUAL CHANGES

One of the most important activities in beginning the S-275 reporting process is to review the list of annual changes which has always been shown in the beginning pages of the S-275 Personnel Reporting Instructions. **There are basically no changes to the 2018 – 2019 school year.** Even though the laws have changed that no longer require the need for mix factor data, for the 2018 – 2019 school year, OSPI is still requiring that we report on the mix fact data.

**QUESTIONS**  
**ABOUT**  
**THE S-275**  
**REPORTING OVERVIEW**



## SECTION 3

**Who?**

**What?**

**When?**

## WHO TO REPORT:

Persons who, **as of October 1**, are known to be employed (contracted or hired) to provide services any time during the current school year.

### Include the following individuals:

- Certificated employees under contract for certificated employment.
- Supplemental contracts.
- Each district classified employee.
- Substitute in a position previously filled by a teacher who terminated, is on unpaid leave, or is reported for the same position with duty code 610 (certificated on leave).
- "Unfilled positions" – S-275 personnel reporting is the reporting of personnel/persons, not positions. Report persons that are contracted or hired as of October 1 of the school year.
- With duty code 310, 320, or 330, teachers with contracts on October 1 who both: worked, or are anticipated to work, in the same assignment for more than 20 school days.
- With duty code 520, substitute teacher, teachers who have base contracts for substitute duties. (Review S-275 Reporting Instructions page 11, 1D)

### DO update contracts for Employees Certificated or Classified:

- DO update supplemental contracts for reported employees
- DO update negotiated pay or benefits changes for reported employees.
- DO report persons who are known to be employed to coach as of October 1.

### Contracted Certificated Instructional Employees: **WAC 392-121-206 Definition**

The following conditions make reporting necessary:

- A certificated teacher or educational staff associate spends more than 0.25 FTE with students for a given school district.
- The district claims basic education funding for students served by the contractor's staff pursuant to WAC 392-121-188.
- The contractual agreement existed as of October 1 for services to be provided during the school year.
- The contractor is not a college or university.

**If all four conditions are met**, the school district must report the contractor's certificated instructional staff that provide basic and special education services to students claimed by the district for state funding.

Reporting of the contractor's staff is optional if the teacher or educational staff associate spends 0.25 FTE or less with students for a given school district.

Determine a contractor employee's time in a school district by using the following guidelines:

(1) In the case of a teacher hired as part of a cohort, report the person's FTE. An example of this situation is Insight School of Washington at Quillayute Valley School District.

(2) In the case of a teacher of online courses, determine the teacher's FTE by adding the total number of estimated weekly learning hours for courses on all students' Written Student Learning Plans where the teacher is identified as responsible for the course, then dividing the total hours by 750. If the quotient is more than 0.25, the teacher must be reported on the district's S-275 report.

Note: Report contractor certificated instructional employees providing basic education and special education services using duty codes 630 and 640. These duty codes are included in the calculation of the district average staff mix factor and the K-12 staff ratio compliance. However, they are not included in determining salary compliance.

#### Added Notes:

1. Staff responsible for S-275 reporting should check with other district staff to determine if your district provides alternative learning options for students through contracted services such as those established for online learning programs or contracted services (SLP, Nurse, OT, PT, etc.). You are responsible for determining if these staff must be included on the S-275 report.
2. These staff should be treated like all other certificated instructional staff in that you should ensure they are properly certified for their specific teaching assignments.

Do not report teachers who:

- Substitute in a position already reported through the S-275 reporting process with a duty code other than 610 (certificated on leave).
- Have worked, or are anticipated to work, 20 or fewer school days in the same assignment. See example #5

**Do not report a person hired after October 1 and do not delete a person who leaves the district after October 1.**

## WHO TO REPORT? (EXAMPLES)

1. If a person employed on October 1 resigns the following day, report that person's snapshot data just as if the person had remained with the district through the remainder of the school year.
2. A person's contract period normally begins February 1, and on October 1 the person has a contract with the district. Report this person on the S-275 reporting process.
3. A teacher is on leave without pay for the first semester but has a contract to return to the school district full time for the second semester. The district has contracted with a substitute teacher to fill the position during the first semester. Because the district has a contract with both of these persons on October 1, report each of these teachers on the S-275 report.
4. A teacher has a full-time contract with one math teaching assignment, and the remainder of the day assigned as a substitute teacher. Report this individual as 1.0 FTE on the S-275 report. Report both assignments, but use duty code 520 for the "substitute" assignment. See Section II.D. Assignment Information, of S-275 Personnel Reporting Handbook.
5. A full-time teacher is on paid sick leave for the last week of September. The teacher is expected back the third week of October, absent fewer than 20 school days. Another individual is substituting in this position. Report the first individual on the S-275 reporting process with 1.0 FTE. Do not report the substitute in this position through the S-275 reporting process.
6. A full-time teacher terminates employment on September 18. A replacement is hired and contracted on September 25. Do not report the first individual who was employed fewer than 20 school days. Report the partial FTE and assignments of the second individual.
7. A teacher is contracted to work during the first semester, then will be away on maternity leave for the remainder of the school year. In December, the district hires a replacement for this position for the second semester. Report the partial FTE of the first employee. Do not report the second employee, who was hired after October 1.
8. A teacher provides online services through an outside contractor and works the equivalent of .38 FTE for the year, starting at the first day of school. Do report this person and do ensure they are certified and highly qualified for their core content assignments.

## WHAT TO REPORT?

### Demographic Data

- County-District Code
- Certificate Number
- Social Security Number
- Last Name, First Name, MI
- Birth Date, Sex, Ethnicity, Race
- Assignments (FTE, %, Duty Codes)
- National Board Certification Expiration Date

### LEAP Placement Information

- Certificated staff: Report Highest Degree, Credits and Experience

### October 1 – CBRTN Code

- C** Continuing Individual - An individual who was reported by the district in the previous year, unless the person is a certificated employee with less than 0.5 certificated years of experience as of August 31. In that case report such a person as a beginning individual.
- B** Beginning Individual - An individual with a certificated assignment who is reported with less than 0.5 certificated years of experience.
- R** Re-Entering Individual - An individual with a certificated assignment who was not reported in a certificated capacity anywhere during the previous school year, and has at least 0.5 certificated years of experience as of August 31. Report in this category an individual returning from leave.

Do not report an individual as re-entering who was reported by the district during the previous school year and is again employed for the current school year.

- T** Transferring to District - An individual with a certificated assignment who was employed in a certificated capacity in another Washington district (in a public or a private school), another state, or foreign country during the previous school year and has at least 0.5 certificated years of experience as of August 31, and was not reported by the current school year's employing district last year.
- N** New Employee - An employee with only classified assignments that was not reported by the reporting district for the previous school year.



## Grade Group Assignment

Report the grade group assignment for:

- All **basic education certificated instructional staff** (BEACIS) with duty suffix 0. Basic education certificated instructional staff are those with base contract assignments in programs 01, 02, 03, 31, 34, 45, or 97 and in duty roots 31 through 49, or 63 through 64, with suffix 0.
- All **special education certificated instructional staff** with duty suffix 0. Special education certificated instructional staff are those with base contract assignments in programs 21 or 22 and in duty roots 31 through 49, or 63 through 64, with suffix 0.

For all other assignments, including all duty suffix 1, 2, and 3 assignments, this item may be left blank.

To determine the grade group attributed to an assignment, use the actual grades of students served by the assignment. If students are ungraded, the grade assignment based on chronological age is to be used. Report the appropriate grade group code according to the following options:

<b>Blank</b>	May be left blank for an assignment that is not a certificated instructional assignment in basic education or special education.
<b>P</b>	Use for reporting of preschool assignments in special education programs 21 or 22. Do not use this code for assignments in basic education programs 01, 02, 03, 31, 34, 45, or 97.
<b>K</b>	An assignment with kindergarten students.
<b>1</b>	A teacher assignment with elementary Grade 1 students or with ungraded students aged 6.
<b>2</b>	A teacher assignment with elementary Grade 2 students or with ungraded students aged 7.
<b>3</b>	A teacher assignment with elementary Grade 3 students or with ungraded students aged 8.
<b>4</b>	A teacher assignment with elementary Grade 4 students or with ungraded students aged 9.
<b>5</b>	A teacher assignment with elementary Grade 5 students or with ungraded students aged 10.
<b>6</b>	A teacher assignment with elementary Grade 6 students or with ungraded students aged 11.
<b>E</b>	An assignment in duty roots 40 through 49, or 64, with elementary Grades 1 through 6 students or with ungraded students aged 6 through 11.
<b>M</b>	An assignment with middle school Grades 7 or 8 students or with ungraded students aged 12 or 13.
<b>H</b>	An assignment with high school Grades 9, 10, 11, or 12 students or with ungraded students aged 14 through 20.

**Notes:**

1. Classroom teacher (duty code 310, 320, 330, 340, 520, and 630) assignments require distinction between kindergarten (K) and each of the elementary Grades 1 through 6.

2. ESAs and other certificated support staff (duty code 400 through 490, and 640) who cover several classrooms may be reported with K in kindergarten assignments and E in Grades 1 through 6 assignments, if the district wishes.

Grade	Teacher Duty Roots 31-33, 52, & 63	Duty Roots 40-49 & 64
Preschool	P	P
Kindergarten	K	K
1	1	E
2	2	
3	3	
4	4	
5	5	
6	6	
7-8	M	M
9-12	H	H

**Position Details**

- Hours associated with base contract or base assignment
  - Exclude time when employee is not performing duties (meals, travel)
  - Exclude hours associated with supplemental contracts (TRI)
  - FTE
    - Calculate Certificated FTE, i.e.,  $7.5 \times 180 = 1350$  Fulltime;  $3.75 \times 180 = 675$  Actual;  $675/1350 = .50$  FTE
      - ❖ Unless your district has approved waiver days, i.e., 178 days if 2 waiver days has been approved
    - Calculate Classified FTE on 2080 hours ( $8 \times 260$ )
- Example: Position is 3 hrs. x 190 days (180 work days and 10 holidays)  
 $570/2080 = .274$

**Insurance/Benefit Information**

- Report the district's share of permissive insurance benefits paid to/for the employee during the current reporting year; includes items such as health, life, liability, accident, disability and salary protection.
- Update this item for changes resulting from local negotiated agreements
- Exclude the amount remitted to the Health Care Authority for retirees
- Report all actual insurance benefits for each employee
  - Do not report district average annual insurance benefits or district average health benefit pool amounts
  - Do not change reported insurance benefits to reflect assignment changes made after Oct. 1

## WHEN TO REPORT?

The reporting schedule below is intended as a guide to help districts in planning submission of data to OSPI. Except for the initial submission date, the target dates are not mandatory reporting dates. Rather they represent significant dates when accurate and complete information must be available to OSPI for statistical reports, legislative requests, and school apportionment. October 1 remains the only snapshot date.

Complete this three-step process prior to each target date after November 1:

- Step 1. Submit any updates or corrections to the October 1 data.
- Step 2. Review all edit exceptions for errors (see Appendix B beginning on page 120 of S-275 Personnel Reporting Handbook).
- Step 3. As necessary, resubmit corrections identified in step 2

Each year the reporting timelines are established in the annual S-275 Reporting Instructions. Since they are not yet available, the following chart is an example from the 2017-18 school year.

<b>Schedule of Reporting Target Dates</b>	
<b>October 1, 2017</b>	The snapshot date for all staff (whether that date falls on a weekday or weekend).
<b>November 1-22, 2017</b>	Initial data submission period for the S-275 reporting process.
<b>November 22, 2017</b>	All initial S-275 data due to OSPI on or before this date.
<b>December 31, 2017</b>	Corrections to edit exceptions so that snapshot data are complete and accurate.
<b>January 19, 2018</b>	OSPI calculates monthly apportionment using data received as of this date.
<b>February 16, 2018</b>	OSPI calculates monthly apportionment using data received as of this date.
<b>March 20, 2018</b>	OSPI calculates monthly apportionment using data received as of this date.
<b>April 18, 2018</b>	OSPI calculates monthly apportionment using data received as of this date.
<b>May 18, 2018</b>	OSPI calculates monthly apportionment using data received as of this date.
<b>June 19, 2018</b>	OSPI calculates monthly apportionment using data received as of this date.
<b>July 19, 2018</b>	OSPI calculates monthly apportionment using data received as of this date.
<b>August 21, 2018</b>	OSPI calculates monthly apportionment using data received as of this date.
<b>August 31, 2018</b>	Final district updates to current items. Note that this is the date on which <i>Item C.4, Total Final Salary</i> , is based.
<b>September 30, 2018</b>	Final corrections to edit exceptions so that all snapshot and current data are complete and accurate. Submit final data prior to 5 p.m., September 30, 2018, for entry into the 2017-18 S-275 personnel files located at OSPI.

## **Corrections and Updates to S-275 Data**

After initial submission of S-275 data, there are two possible types of changes: **corrections and updates**. All data may be corrected; however, not all data may be updated.

The term **correction** refers to a **data change needed because of an error in a previous submission or because documentation was not previously available**. Most data items depict a snapshot of district staff as of October 1 and are not to be changed during the year except for corrections to the snapshot. All snapshot report items begin the item title with October 1.

The term **update** refers to **a change in a data item that is not affixed part of the district's October 1 snapshot**. All such report items begin the item title with the word current:

- Current - Total Final Salary
- Current - Annual Insurance Benefits
- Current - Annual Mandatory Benefits
- Current - Assignment Salary

### **Notes—Corrections and Updates:**

1. **Do not update an employee's base contract** (suffix 0) assignments or full-time equivalencies for changes made after October 1.
2. **Update** certificated base **contract hours** per FTE day, certificated base contract FTE **number of days, assignment salary, supplemental assignment salary and hours per year**, and **benefit changes due to negotiated contract agreements for the school year**.
3. **Update duty code suffix 1** (supplemental) **contract assignments** for additional responsibility or incentive **for \$200 or more made after October 1 to reflect additional contracts** for services provided during the school year.
4. **Update duty code suffix 2** (supplemental) **contract assignments for additional time made available to any group of employees after October 1 to reflect negotiated changes for the school year**. The term made available means that members of the group may, but are not required to, work up to a negotiated number of hours. Such circumstances are often associated with the process of negotiating time-driven "TRI" (time, responsibility, or incentive) assignments. **Update for all such contract assignments even if the contract is for less than \$200**.

5. For persons with snapshot **certificated duty assignments**, report all **classified duty assignments** for services provided during the school year. Example: Coaching
6. If the person's assignment has changed or the person has terminated employment or gone on leave, updates to the assignment salaries and benefits are determined by what the individual would have earned had that individual remained in the same position and assignment as reported on October 1. However, total final salary is determined by payroll, not the snapshot. See example 2Q on page 83 of the S-275 Personnel Reporting Handbook. **This assignment will not require an update.**
7. Update total final salary and mandatory benefits to reflect all actual compensation for services provided during the school year. Include all forms of compensation recognized as income by the Internal Revenue Service (IRS).
8. There is no provision in law for supplemental contracts for classified employees.

### **Corrections to S-275 Data after Year-End Closeout- WAC 392-117-045**

Districts/ESDs shall submit corrections that become known after the final S-275 is submitted if that data affects state apportionment in accordance with WAC 392-117-045.

Districts should provide a copy of all revisions to the state auditor and note this information on correspondence to OSPI which request corrections to S-275 data. OSPI will only correct data which the state auditor has been made aware of prior to, or during, audit of data. However, corrections do not require state auditor approval if submitted prior to, or during, audit of data.

A district wishing to correct personnel data after the close of the reporting year should submit a letter to OSPI. Include the relevant pages of the final S-275 report with the desired corrections clearly marked. The letter should indicate whether the corrections are submitted either:

- Prior to the entrance conference by the state auditor,
- During the audit of data by the state auditor (after entrance and before exit conference), or
- As part of the audit resolution process, e.g., per the auditor's instructions.
- Also, if the corrections are submitted during audit of data, the letter should indicate that the state auditor shall be provided a copy of the revisions.

<b>Corrections and Updates to S-275 Data</b>			
<b>Item #</b>	<b>Reporting Item</b>	<b>Corrections</b>	<b>Updates</b>
<b>A.2</b>	Certification Number	Yes	No
<b>A.3</b>	Social Security Number	Yes	No
<b>A.4</b>	Individual's Name	Yes	No
<b>A.5</b>	Birth Date	Yes	No
<b>A.6</b>	Sex Code	Yes	No
<b>A.7</b>	Hispanic Ethnicity Code	Yes	No
<b>A.8</b>	Race Code	Yes	No
<b>A.9</b>	October 1 - CBRTN Code	Yes	No
<b>A.10</b>	National Board Certification Expiration Date	Yes	<b>** a **</b>
<b>B.2</b>	October 1 - Highest Degree Year	Yes	No
<b>B.3</b>	October 1 - Academic Credits since Highest Degree	Yes	No
<b>B.4</b>	October 1 - In-service Credits since Highest Degree	Yes	No
<b>B.5</b>	October 1 - Credits in Excess of 45 Earned between the Bachelor's Degree and the Master's Degree	Yes	No
<b>B.6</b>	October 1 - Nondegree Credits	Yes	No
<b>B.7</b>	October 1 - Certificated Years of Experience	Yes	No
<b>C.1</b>	October 1 - Certificated Base Contract Hours Per FTE Day	Yes	<b>YES</b>
<b>C.2</b>	October 1 - Certificated Base Contract FTE Number of Days	Yes	<b>YES</b>
<b>C.3</b>	October 1 - Certificated FTE	Yes	No
<b>C.4</b>	Current - Total Final Salary	Yes	<b>YES</b>
<b>C.5</b>	Current - Annual Insurance Benefits	Yes	<b>YES</b>
<b>C.6</b>	Current - Annual Mandatory Benefits	Yes	<b>YES</b>
<b>D.1</b>	October 1 - Building Code	Yes	No
<b>D.2</b>	October 1 - Assignment (Program-Activity-Duty) Code		
	• Duty Code Suffix 0	Yes	<b>** 0 **</b>
	• Duty Code Suffix 1	Yes	<b>** 1 **</b>
	• Duty Code Suffix 2	Yes	<b>** 2 **</b>
	• Duty Code Suffix 3	Yes	<b>** 3 **</b>
<b>D.3</b>	October 1 - Grade Group Assignment Code	Yes	No
<b>D.4</b>	October 1 - Percent of Certificated Contracted Time	Yes	No
<b>D.5</b>	October 1 - Assignment Hours Per Year	Yes	No
<b>D.6</b>	Current - Assignment Salary	Yes	<b>YES</b>

**QUESTIONS**  
**ABOUT**  
**WHO WHAT WHEN**



# Degrees

# Credits

# In-Service Hours

This presentation is intended to provide an overview with some tips on reporting the certificated records data; but care should be taken to follow the regulations cited in the 275 Instructions, RCW and Law.

**Keep documentation to support your decisions!**



## THE LAW ON DOCUMENTATION

### WAC 392-121-280

**School districts shall have documentation on file and available for review which substantiates each certificated instructional employee's placement on LEAP salary allocation documents. The minimum requirements are as follows:**

(1) Districts shall document the date of **awarding or conferring of the highest** degree including the date upon which the degree was awarded or conferred as recorded on the diploma or transcript from the registrar of the regionally accredited institution of higher education.

(a) If the highest degree is a master's degree, the district shall also document the **date of awarding or conferring of the first bachelor's degree.**

(b) If the degree was awarded by an institution which does not confer degrees after each term, and all degree requirements were completed at a time other than the date recorded on the diploma or transcript, a written statement from the registrar of the institution verifying a prior completion date shall be adequate documentation.

(c) If the degree program was completed in a country other than the United States documentation must include a written statement of degree equivalency for the appropriate degree from a foreign credentials' evaluation agency approved by the office of superintendent of public instruction.

(2) Districts shall document academic credits by having **on file a transcript** from the registrar of the regionally accredited institution of higher education granting the credits. For purposes of this subsection:

(a) An academic credit is deemed "**earned**" **at the end of the term for which it appears on the transcript:** Provided, That a written statement from the registrar of the institution verifying a prior earned date may establish the date a credit was earned;

(b) Washington state community college credits numbered **one hundred and above are deemed transferable** for purposes of WAC 392-121-255(4) subject to the limitations of that same subsection;

(c) **Credits are not deemed "earned" at an institution of higher education which transfers-in credits.** Such credits must be documented using a transcript from the initial granting institution and are subject to all the limitations of WAC 392-121-255;

(d) If the credits were completed in a country other than the United States, documentation must include a written statement of credit equivalency for the appropriate credits from **a foreign credentials' evaluation agency** approved by the office of superintendent of public instruction; and

(e) For credits earned **after September 1, 1995**, districts shall document that the course content meets one or more of the criteria of WAC 392-121-262(1). At a minimum, such documentation must include a dated signature of the immediate principal, supervisor, or other authorized school district representative and must be available to the employee's future employers.

(3) Districts shall **document in-service credits;**

- 1. By having on file a document meeting standards established in WAC 181-85-107; and (Documents noted in WAC are: 1) In-service registration forms, 2) College/University grade sheets or transcripts, 3) Official correspondence from an approved in-service agency, 4) Documents related to Annual Professional Growth Plans including plan documents, required signatures and evidence collected.)

(b) For credits earned after September 1, 1995, districts shall document that the course content meets one or more of the criteria of WAC 392-121-262(1). At a minimum, such documentation must include a dated signature of the immediate principal, supervisor, or other authorized school district representative and must be available to the employee's future employers.

(4) Districts shall **document non-degree** credits.

(a) For **vocational/career** and technical education educator training credits pursuant to WAC 392-121-259(3) districts shall have on file a document meeting standards established in WAC 181-85-107 and evidence that the training was authorized pursuant to WAC 181-77-003 (2), (9), or (12).

(b) For credits calculated from converted occupational experience pursuant to WAC 392-121-259(3) districts shall have on file documents which provide:

(i) **Evidence that the occupational experience meets the requirements of WAC 181-77-003(7);**

(ii) Evidence of the individual's actual number of hours of employment for each year including dates of employment; and

(iii) The district calculation of converted credits pursuant to WAC 392-121-259(3).

(c) For credits earned after September 1, 1995, districts shall document that the course content meets one or more of the criteria of WAC 392-121-262(1). At a minimum, such documentation must include a dated signature of the immediate principal, supervisor, or other authorized school district representative and must be available to the employee's future employers.

(5) Districts shall **document certificated years of experience as follows:**

(a) For certificated years of experience obtained and reported on Report S-275 prior to the 1994-95 school year, districts shall have on file documents that provide evidence of employment including dates of employment.

(b) For certificated years of experience reported on Report S-275 for the first time after the 1993-94 school year districts shall have on file:

(i) The total number of hours, or other unit of measure, per year for an employee working full-time with each employer;

(ii) The number of hours, or other unit of measure (worked by the employee), per year and dates of employment with each employer, including paid leave and excluding unpaid leave: Provided, That

documentation of hours in excess of one full-time certificated year of experience in any twelve-month period is not required;

(iii) The quotient of the hours, or other unit of measure, determined in (b)(ii) of this subsection divided by the hours, or other unit of measure, in (b)(i) of this subsection rounded to two decimal places for each year;

(iv) The name and address of the employer;

(v) For those counting out-of-district experience pursuant to WAC 392-121-264 (1)(a), evidence whether or not the position required professional education certification pursuant to WAC 392-121-264(1)(a)(ii);

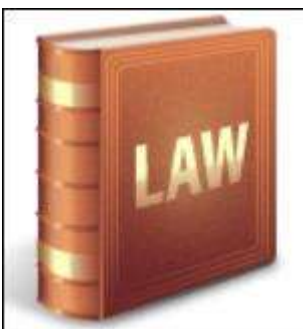
(vi) For those counting experience pursuant to WAC 392-121-264 (1)(b), a brief description of the previous employment which documents the school district's decision that the position was comparable to one requiring certification in the Washington school districts;

(vii) For those counting management experience pursuant to WAC 392-121-264 (1)(e), evidence that the experience meets the requirements of WAC 181-77-003(6);

(viii) For those counting experience (for educational staff associates) pursuant to WAC 392-121-264 (1)(f), evidence that the previous employment meets the requirements in the applicable subsections of WAC 392-121-264 (1)(f).

(6) Any documentation required by this section may be original or copies of the original: Provided, that **each copy is subject to school district acceptance or rejection.**

**(7) The falsification or deliberate misrepresentation, including omission of a material fact concerning degrees, credits, or experience by an education practitioner as defined in WAC 181-87-035 shall be deemed an act of unprofessional conduct pursuant to WAC 181-87-050. In such an event the provisions of Chapters 181-86 and 181-87 WAC shall apply.**



## AUTHENTICITY OF RECORDS

The law requires that districts maintain "valid" documents believed to be "authentic."

### DEGREE AND ACADEMIC CREDIT RECORDS

The best source for an authentic document that identifies degrees and/or academic credits is an official transcript from the registrar of the college. Electronic transcripts from the registrar of the institution, including those sent via eSCRIP-SAFE, are acceptable copies of documentation. (WAC 181-85-107)

A February 28, 2013, email message from the Office of the Attorney General provides the following clarification regarding transcripts.

1. WAC 392-121-280(2) requires that the district have a transcript on file.
2. The transcript must be from the registrar of the college or university (the transcript must indicate that it is from the registrar).
3. There is no requirement that:
  - a. Dictates the form of the transcript.
  - b. Requires the transcript to be sealed.
  - c. Requires the transcript to be signed.



You can accept official transcripts that are sent to your from another Washington school district. **PLEASE NOTE: It is still your responsibility to review the documentation, i.e. transcripts, clock hour forms and experience for accuracy.**

### FOREIGN INSTITUTIONS

WAC 392-121-280 (d) requires that if the credits were completed in a country other than the United States, documentation must include a written statement of credit equivalency for the appropriate credits from a **foreign credentials' evaluation agency** approved by the office of superintendent of public instruction; Provided that documentation of credit equivalency is not required if that institution of higher education is already regionally accredited or accredited by the distance education and training council, pursuant to WAC 181-78A-010(7). The WAC does not indicate that the school district require the original evaluation document. **Also note that the accredited institution of higher education does not have to be located within the U.S.**

As of September 11, 2008, OSPI will accept translation services from members of the National Association of Credential Evaluation Services (NACES). For information regarding NACES, membership criteria, and NACES' guiding principles

of good practice for educational credential evaluation, please visit <http://www.naces.org/>. The more commonly used evaluation agencies used for foreign transcripts are listed below:

e-Val Reports 3213 W. Wheeler St. #287 Seattle, WA 98199 206-257-4249 www.e-valreports.com	Educational Credential Evaluators Inc. PO Box 514070 Milwaukee, WI 53203-3470 414-289-3400 www.ece.org
Foundational for International Services Inc. 505 Fifth Ave South, Suite 101 Edmonds, WA 98020 425-248-2255 www.fis-web.com	International Consultants of Delaware, Inc. PO Box 8629 Philadelphia, PA 19101-8629 (215) 243-5858 www.icdeval.com
International Education Research Foundation, Inc. PO Box 3665 Culver City, CA 90231-3665 (310) 258-9451 www.ierf.org	Josef Silny & Associates, Inc. International Education Consultants 7101 SW 102 Avenue Miami, FL 33173 (305) 273-1616 www.jsilny.com
World Education Services Bowling Green Station PO Box 5087 New York, NY 10274-5087 212) 966-6311 www.wes.org	

## CLOCK HOURS

- Approved clock hour transcript providers as of September 2018:

- An educational service district (ESD)
- Anacortes School District
- Bainbridge Island School District
- Battleground Public Schools
- Bellevue School District
- Bellingham Public Schools
- Bethel School District
- Center for Strengthening the Teaching Profession
- Central Valley School District
- Dieringer School District
- Edmonds School District
- Ephrata School District
- Everett Public Schools
- Federal Way Public Schools
- Fife School District
- Franklin Pierce School District
- Highline Public Schools
- Issaquah School District
- Kent School District #415
- LaCrosse School District
- Lummi Nation School
- Monroe School District
- Moses Lake School District
- Mount Vernon School District
- Mukilteo School District
- North Thurston School District
- Northshore School District
- Renton School District
- Riverview School District
- Seattle Pacific University
- Seattle Public Schools
- Seattle University
- Sedro-Woolley School District
- Selah School District
- Shoreline Public Schools
- Snoqualmie Valley School District
- Spokane Public Schools
- Steilacoom Historical School District No. 1
- Tukwila School District
- Steptoe School District
- Sumner School District
- University of Washington at Tacoma
- University of Washington - Continuum College
- Vancouver Public Schools
- Walla Walla Public Schools
- Washington Education Association (WEA)
- Washington Interscholastic Activities Association (WIAA no longer issues transcripts)
- Wenatchee School District
- Western Washington University Extended Education and Summer Programs
- White River School District

- The OSPI in-service registration form approved by OSPI and issued by the clock hour provider. OSPI in-service registration forms include:
- Form SPI 1125\* (Not available online)
- Form SPI 1126-1 ProTeach Online Assessment/ProCert Program Professional Growth Team Member
- Form SPI 1128-1 Supervisor of Training - **Note this form changed 11/2016 to allow up to 30 hours per year.**
- Form SPI 1128-2 National Board Assessment/Certification
- Form SPI 1128-4 First Peoples' Language, culture, or oral tribal
- Form SPI 1128-5 ProTeach Portfolio External Assessment
- Form SPI 1128-6 Teacher Performance Assessment Scorer
- Form SPI 1128-7 ProTeach Assessment Scorer
- Form SPI 1128-8 Annual Professional Growth Plan (PGP) Verification & PGP Equivalency
- Form SPI 1128-9 School Accreditation Site Team
- Form SPI 4020S Suicide Prevention Training Verification
- A payment voucher issued by North Central Educational Service District (ESD 171).
- A WA State Clock Hour In-Service Certification Form from the Archdiocese of Seattle.

**To view an OSPI form go to this link:**

**[www.k12.wa.us/certification/ClockhoursDocumentation.aspx](http://www.k12.wa.us/certification/ClockhoursDocumentation.aspx)**

**The forms listed above are the only acceptable forms of documentation for approved clock hours.** Even if an agency is on the approved clock hour provider list, the clock hours are not eligible unless there is acceptable documentation. A certificate of completion, letter, or certificate of achievement or professional development cannot be used to document approved clock hours **unless the individual holds an ESA certificate and a state health professions license that requires continuing education.** While all Public School Districts are approved clock hour providers, not all of them are **approved transcript providers.** Check OSPI's website for accurate list as it is changing frequently.

**For the latest list of acceptable documentation, see the following website:**

**<http://www.k12.wa.us/certification/ClockhoursDocumentation.aspx>**

### **CONTINUING EDUCATION UNITS**

Form SPI 4098V is used to document license hours as clock hours for ESA certification purposes. The certificates of attendance or other forms validating attendance are attached to Form SPI4098V. It is permissible to attach multiple verification documents to one form.

**DO NOT REPORT INFORMATION THAT IS NOT AUTHENTICATED AND THE DOCUMENT IS NOT IN YOUR POSSESSION!**

# **QUESTIONS ABOUT DOCUMENTATION**



## HIGHEST DEGREE (WAC 392-121-250)

- B** Persons holding a **bachelor's** degree as the highest degree, that are not reported with degree type **G** or **H**.
- H** Persons who obtain a bachelor's degree while employed in the state of Washington as a non-degreed vocational/CTE instructor. (**H** means "**hold harmless**," or that persons are not penalized for obtaining a bachelor's degree.)
- G** Persons holding a bachelor's degree as the highest degree and whose total eligible credits reported on the S-275 report before January 1, 1992, were 135 or more (RCW 28A.150.410). These persons are **grandfathered** at the BA+135 column.
- M** Persons holding a **master's** degree or any other degree between the master's and doctorate as the highest degree. An **educational specialist** degree is reported as degree type **M**.
- D** Persons holding a **doctorate** degree as the highest degree.
- V** Report an employee as non-degreed with degree type **V** only if:
- The employee holds no bachelor's or higher level degree; or
  - The employee holds a bachelor's or higher level degree and a valid vocational/CTE certificate, but has not used the degree(s) to obtain any past or present education certificate or permit. The employee must not have used the degree to obtain a certificate (including conditional certificate, temporary permit, etc., anything that would constitute a "certificate" or education credential by the State of Washington.) If the degree has been used for a State of Washington purpose, such as to obtain a Washington education credential/certificate, then the State of Washington must/shall recognize that degree, and the employee cannot be reported as non-degreed. Report such employees with highest degree type B, H, G, M, or D.
  - Do not report employees as non-degreed with degree type V if they have ever used a degree to obtain the following endorsements on vocational/CTE initial, initial renewal, continuing, or continuing renewal certificates, which normally require a bachelor's degree per WAC 181-77-031: Agriculture Education – V010000 Business Education – V070000 Marketing Education – V080000 Business and Marketing Education – V078000 Family and Consumer Sciences Education – V200002 Technology Education – V210100.
  - The vocational/CTE conditional certificate is not issued based on a degree; employees with such certificates may be reported as non-degreed (degree type V), if all other requirements are met.



# BA 135 – Degree type “G”

## Email Exchange with Ross Bunda – OSPI

Cutoff is 1/1/1992. OSPI has a list of persons still reported as high degree “G”.

BA-135  
"G"

---

**Sherrie Evans**

**From:** Ross Bunda [RBunda@ospi.wednet.edu]  
**Int:** Friday, October 01, 1999 4:15 PM  
**To:** "Sherrie Evans"  
**Cc:** Allen Jones  
**Subject:** RE: BA 135 Status

My understanding of the guidance is, "No."

RCW 28A.150.410(3) states,

"Beginning January 1, 1992, no more than 90 college quarter-hour credits received by any employee after the baccalaureate degree may be used to determine compensation allocations under the state salary allocation schedule and LEAP documents referenced in the biennial appropriations act, or any replacement schedules and documents, unless:

- (a) The employee has a masters degree; or
- (b) The credits were used in generating state salary allocations before January 1, 1992."

- Her BA + 90 generated state salary allocations before January 1, 1992.
- Her BA + 135 did not generate state salary allocations before January 1, 1992.
- Therefore, no.

Also, the S-275 personnel reporting instructions for 1999-2000, page 20, defines degree type "G" for "persons holding a bachelor's degree as the highest degree and whose total eligible credits reported on the S-275 report before January 1, 1992, were 135 or more (RCW 28A.150.410 and WAC 12-121-255[3]). These persons are grandfathered at the BA + 135 column."

- Again, she was not, so no.

If I can be of further assistance on this matter, please contact me.

Ross Bunda  
Supervisor, Personnel Reporting  
School Apportionment & Financial Services  
Office of Superintendent of Public Instruction  
(360) 753-3585 voice  
(360) 664-3683 fax  
mailto:rbunda@ospi.wednet.edu <mailto:rbunda@ospi.wednet.edu>  
<http://ospiwsvr.ospi.wednet.edu/finance/appsfs.htm>  
<<http://ospiwsvr.ospi.wednet.edu/finance/appsfs.htm>>

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## Email Re Degree Type G – Continued

From: Sherrie Evans [SMTP:skevans@orca.esd114.wednet.edu]  
Sent: Friday, October 01, 1999 2:21 PM  
To: Ross Bunda (E-mail)  
Subject: BA 135 Status

Here's an interesting one - need your opinion:

was  
and  
in a  
[REDACTED] was employed with our district through 1989-90. She reported on the S275 as Bachelors degree. We rehired her last year also reported her on the S275 as Bachelors' degree. She just brought

transcript that demonstrates that she actually has BA 135 prior to January 1, 1992. Actually, when I reviewed the file I found that these credits were on the transcript that we had on file way back in 1989-90 - they just obscure so they were not picked up. She is asking that we place her in the BA 135 column which would mean I would report her as a G. Can we do that?

Sherrie Evans, Assistant Superintendent for Personnel and Labor Relations  
South Kitsap Schools  
1962 Hoover Ave SE, Port Orchard, WA 98366  
(360) 876-7306  
skevans@orca.esd114.wednet.edu

**16/17 S275 Personnel Reporting Instructions page 30:  
"Do not report employees with degree type G (bachelor's degrees grandfathered at BA+135) unless they are reported with at least 135 total eligible credits. Also, employees reported with degree type G must have been reported with at least 135 total eligible credits on the S-275 report, by a Washington school district or ESD, before January 1, 1992."**

**QUESTIONS**

**ABOUT**

**DEGREES**



## ROUNDING – WAC 392-121-270(5)

Rounding of computations of credits and experience should follow the general rule: a decimal ending with a 5 or higher is rounded up; a decimal ending with a 4 or lower is rounded down. Documentation of computations of total credits and experience should show both the accumulated totals in the number of decimal places required by the applicable rule and the rounded total reported pursuant to the applicable rule. It is important to note:

- When accumulating a person's total credits over a number of years, a school district should sum the credits as they were computed for each year (one decimal place), not the rounded total used for placement on the LEAP salary allocation schedule (whole number).

### EXAMPLE OF ROUNDING CREDITS

Example 11—Rounding Credits and Experience						
	Credits			Experience		
School districts accumulate/record:	Credits rounded to 1 decimal place.	44.4	89.5	Experience rounded to 2 decimal places.	3.44	6.45
School districts report on S-275:	Credits rounded to 1 decimal place.	44.4	89.5	Experience rounded to 1 decimal place.	3.4	6.5
For LEAP salary placement, OSPI rounds:	Credits to the nearest whole number.	44	90	Experience to the nearest whole number.	3	7

## A Discussion on Rounding Credits

### Email exchange with Dale Sando, State Auditor and Ross Bunda, OSPI

**OK to round either way but you MUST BE CONSISTENT!!**

Email to Ross/Dale from Sherrie Evans: The district where we encountered the question is Puyallup. We told them that we consider the method they are using of recording at 2 decimal places and rounding the total to be acceptable because it is the conservative approach but that they could switch to rounding each course if they choose to do so. I think the WAC is just vague enough to be interpreted either way. We agree that rounding each course would be the most logical for exactly the reason you provided, especially if the district does not use one of the credit tracking programs like the one your company designed.



---

**From:** sherrie.evans@comcast.net [mailto:sherrie.evans@comcast.net]

**Sent:** Wednesday, January 18, 2006 4:21 PM

**To:** Dale Sando

**Subject:** Re: FW: Inservice Credits rounding

His response regarding rounding the total is always what I have basically followed. The reason is that you might get a transcript from Puget Sound ESD for the .75 hour and you record it as

.75 or .8. Then 3 months later you get one from ESD 113 for the .65 or .7 class. You are recording them separately. Additionally these clock hours might have even occurred in 2 separate reporting years. So to me the round first, total is much more accurate and consistent.

It would be nice to see something from the auditor on this in our next 275 training sessions if you are comfortable putting something out to districts to guide them with. Thanks for following up on this. It is an important topic.

----- Original message -----

From: "Dale Sando" <[sandod@sao.wa.gov](mailto:sandod@sao.wa.gov)>

Sherrie, here is what I got from Ross.

**From:** Ross Bunda [mailto:[RBunda@ospi.wednet.edu](mailto:RBunda@ospi.wednet.edu)]

**Sent:** Thursday, January 12, 2006 4:37 PM

**To:** Dale Sando

**Subject:** RE: Inservice Credits rounding

Hello, Dale

You are correct that, for credits, the rules refer to rounding to the nearest tenth. In your example, two in-service classes at 7.5 hours and 6.5 hours would total accurately to 14.0 hours, or 1.4 credits. A district would be correctly applying the rules to record 0.8 and 0.7 credits, or a total of 1.5 credits. However, from a legal perspective, I think the district could also defend recording 1.4 credits.

If a school district wants to be consistent (at the trade-off of being accurate), **I think the only way to consistently arrive at the same value is to round each recordable event separately, meaning the 0.8 and 0.7 credits separately for a total of 1.5 rather than to record the "more accurate" total of 1.4 (.75 and .65). Or stated simply: round, then total (instead of total, then round).**

I think the philosophy of the rounding guidance in Example 1I in the S-275 instructions; where the district records experience rounded to 2 decimal places (such as 6.45 years), the district reports experience rounded to 1 decimal place (such as 6.5 years), and the state/OSPI funds experience to the nearest whole number (7 years); values consistency more than accuracy. This emphasis on consistency trumps the "more accurate" rounding to 6 years (where 6.45 years is closer to 6 years than to 7 years).

Ross Bunda

Supervisor, Personnel Reporting

School Apportionment & Financial Services

Office of Superintendent of Public Instruction

(360) 725-6308 voice

(360) 664-3683 fax

<mailto:rbunda@ospi.wednet.edu>

<http://www.k12.wa.us/safs>

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**From:** Dale Sando [mailto:sandod@sao.wa.gov]  
**Sent:** Wednesday, January 11, 2006 11:29 AM  
**To:** Ross Bunda  
**Subject:** RE: Inservice Credits rounding

Both are important, but if a school district were asking for advice which method would you tell them. We would like to assure we apply the rules consistently.

---

**From:** Ross Bunda [mailto:RBunda@ospi.wednet.edu]  
**Sent:** Wednesday, January 11, 2006 11:17 AM  
**To:** Dale Sando; Sherrie Evans  
**Cc:** Kim Dion; Cheryl Thresher; Kennesy Cavanah  
**Subject:** RE: Inservice Credits rounding

What is more important, accuracy or consistency?

Ross Bunda  
 Supervisor, Personnel Reporting  
 School Apportionment & Financial Services  
 Office of Superintendent of Public Instruction  
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<mailto:rbunda@ospi.wednet.edu>  
<http://www.k12.wa.us/safs>

---

**From:** Dale Sando [mailto:sandod@sao.wa.gov]  
**Sent:** Wednesday, January 11, 2006 11:09 AM  
**To:** Ross Bunda; Sherrie Evans  
**Cc:** Kim Dion; Cheryl Thresher; Kennesy Cavanah  
**Subject:** Inservice Credits rounding

**We have a question on rounding in-service credits.** If an instructor has taken several in-service class that are 7.5 hours, 6.5 hours, etc. all with tenths of hours, should they be recorded at .75 credit and .65 credit, and the total rounded, or should each be recorded as 0.8 credit, and 0.7 credit. If you have several of these in a file it could eventually make a difference. We recognize the WAC refers to rounding to the nearest tenth, but want to clarify if that is per class, or in total.

**IN SUMMARY: You can round each individual course to one-tenth; or you can report each course to 2 decimals and round the total. You just must be consistent for all courses recorded for your district!**

## Course Criteria

Effective September 1, 1995 the course content for all credits reported on the S-275 must meet one or more of the criteria of WAC 392-121-262 (1). Over the years these criteria have changed. Currently the criteria are:



- (a) It is consistent with a school-based plan for mastery of student learning goals as referenced in RCW 28A.655.110, the annual school performance report, for the school in which the individual is assigned;
- (b) It pertains to the individual's current assignment or expected assignment for the following school year;
- (c) It is necessary for obtaining endorsement as prescribed by the Washington professional educator standards board;
- (d) It is specifically required for obtaining advanced levels of certification;
- (e) It is included in a college or university degree program that pertains to the individual's current assignment or potential future assignment as a certificated instructional staff;
- (f) It addresses research-based assessment and instructional strategies for students with dyslexia, dysgraphia, and language disabilities when addressing learning goal one under RCW 28A.150.210, as applicable and appropriate for individual certificated instructional staff; or
- (g) Beginning in the 2011–12 school year, it pertains to the revised teacher evaluation system under RCW 28A.405.100, including the professional development training provided in RCW 28A.405.106.

## NEWS ABOUT COURSE APPROVAL FORMS

When the course criteria rules were first enacted, WSPA worked with OSPI on a form for processing the approvals within a district. Workshops were held across the state to teach district staff how to use the form and become familiar with the new review and documentation requirements.

Initially, districts were advised that if they hired a certificated instructional staff employee from another Washington district and that district did not process a course approval form during the time the person was employed there, the credit could not be counted. Subsequently that was changed and districts are now allowed to evaluate that credit as if the person had been employed with their district when it was taken. If the employing district can determine that the credit meets one of the criteria, then that credit would be reportable (assuming it meets all other requirements). This practice resulted in the use of what some districts are calling the "WAC stamp". It is a stamp placed on the transcript indicating that the District has evaluated this transcript and/or credit and that it meets one of the criteria in 392-121-262. The stamp must be dated and signed by the District official reviewing the information and making the decision pursuant to WAC 391-121-280, which requires that "such documentation must include a dated signature."

During a session on the S275 report at the 2006 WSPA fall conference, districts asked this question: "Why can't we use our WAC stamp for reviewing all courses, thereby replacing the requirement for the processing of the course approval forms?"

This question was presented by Sherrie Evans, Retired and Charlene Edwards, Kent (the conference presenters) to Ross Bunda, OSPI and Dale Sando, State Auditor's office in the following context:

In reviewing WAC 391-121-262, there does not appear to be a requirement to have a specific course approval form. The requirement is that "at the time credits are recognized by the school district the content of the course must meet at least one of the following..." and then it names the criteria.

Additionally the requirements of WAC 392-121-280 (3) (b) require that for credits earned after September 1, 1995 districts shall document that the course content meets one or more of the criteria of WAC 392-121-262(1). This WAC (392-121-280 (3) (b) further requires that at a minimum, such documentation must include a dated signature of the immediate principal, supervisor or other authorized school district representative and must be available to the employee's future employers.

Thus, it appears to be appropriate for districts to utilize a WAC stamp to review the content and appropriateness of all credits where:

1. The stamp should identify WAC 391-121-262 and WAC 392-121-280(3)(b);
2. The person reviewing the transcript, clock hour or other credit-related documentation must be authorized by the district to do so and must place their full signature on the documentation after completing their decision process;
3. The date of the review action should be displayed on the documentation.

Dale Sando, State Auditor's Office replied: "Our Office is in agreement that use of the stamp is adequate verification for approval of credits as long as the individual(s) in the district is authorized to approve credits and provides their signature(s)."

Ross Bunda, Office of the Superintendent of Public Instruction, replied: "[Any] documentation (stamp, form, etc.) which meets the criteria (WAC 392-121-262 & 392-121-280) would work."

It is clearly the decision of each local district to determine which method of documentation they would like to use to ensure that the credits they are reporting for 275 LEAP placement are in compliance with WAC 391-121-262 and WAC 392-121-280(3)(b), along with other reporting requirements. For years districts have required employees to initiate and complete a Course Approval Form, and route it to a supervisor and/or District official for approval. The approved document was then maintained in the HR/Personnel office until the corresponding transcript, clock hour or other credit documentation arrived, at which time the documentation was matched and reviewed for processing. The Course Approval Forms have routinely then been filed with the credit documentation for audit purposes.

It is now evident that districts have an additional option. In lieu of the Course Approval Form, Districts can establish a practice whereby the employees submit their transcript, clock hour or other credit documentation without having to submit the Course Approval Form in advance. The documentation must be reviewed as it always has been for its appropriateness. In lieu of attaching the Course Approval form the district may adopt a practice of indicating directly on the credit documentation the review and decision process for compliance with WAC 391-121-



262 and 392-121-280(3)(b). This may be done by use of a WAC stamp or by developing a statement to write on the document itself.

As always, one word of caution: If districts choose to utilize this new method, you may wish to consider the problem that may arise where the employee takes a class assuming credit will apply. For those instances districts may wish to maintain the Course Approval Form, notifying employees that they can use that document if they wish to obtain "pre-approval" of the course for placement purposes.

Additionally, the law only requires that the district determine that the credit being reported does apply to one of the criteria, it does not require that you identify the specific criteria. However, because this can sometimes be questioned, a "best practice" approach may be to utilize this additional optional step:

The District reviewer would clearly indicate the specific criteria that is applicable for each course. For example, if the transcript contains twelve (12) different classes, the district could either indicate one particular criteria applies to all 12 classes; or if appropriate indicate the applicable criteria number for each of the 12 classes. The criteria designation must be clear. Again this detail is not required under the law but based it is viewed as a best practice approach.

### **Model Language for the WAC Stamp Course Approval Documentation**

**\*Be sure to identify which of the 7 criteria apply to the courses being recorded. In WESPaC, there is a field when entering credits that will ask for which criteria the course falls under.**



## **Course Criteria Notes**



- Be sure that you carefully watch the dates on transcripts and clock hours. Mark the course criteria selection for all courses completed September 1, 1995 and thereafter.
- If you hire someone who has worked in another district, you must accept the criteria that district has approved.
- If the course was not “evaluated” by the prior district, you may review it and approve or deny the course.
- When you hire a new person, you are required to evaluate all credits and clock hours completed 9/1/95 and thereafter and determine if they meet one of the criteria or not. Do not post to the record without completing this task.
- We recommend that you use a “WAC Stamp” in lieu of the forms.

# QUESTIONS

## ABOUT

### ROUNDING OR CRITERIA



## CREDIT TYPES

There are three (3) types of credits. Each will be discussed in the subsequent sections.



Type	Comment
<b>Academic</b>	Quarter, Semester, Unit
<b>In-Service</b>	Clock Hours, Certain CEU units, and Non-Transfer Credits
<b>Non-Degree</b>	Non-Degree Credits (CTE and Special)

## ACADEMIC CREDITS- WAC 392-121-255

**WAC 392-121-255 Definition—Academic credits.** As used in this chapter, “academic credits” means credits determined as follows:



**(1)** Credits are **earned after the awarding or conferring of the employee’s first bachelor’s degree;**

**(2)** Credits are earned **on or before October 1** of the year for which allocations are being calculated pursuant to this chapter;

**(3)** Credits are earned from a **regionally accredited institution of higher education**: Provided, That credits, determined eligible pursuant to subsections (1), (2), (4) and (6) of this section, earned from any other accredited community college, college, or university and reported on Report S-275 on or before December 31, 1992, shall continue to be reported;

**(4)** Credits are **transferable or applicable to a bachelor’s or more advanced degree** program: Provided, That for educational courses which are the same or identical no more credits for that educational course than are transferable or applicable to a bachelor’s or more advanced degree program at that institution shall be counted;

Non-Transfer  
Credit Rule

**(5)** Credits earned after September 1, 1995, must **satisfy the additional requirements of WAC 392-121-262;**

Course Criteria WAC – 7 criteria

**(6)** Credits are **not counted as in-service credits** pursuant to WAC 392-121-257 or non-degree credits pursuant to WAC 392-121-259;

**(7)** The number of credits equals the number of quarter hours, units or semester hours each **converted to quarter hours** earned pursuant to this section; and

1.0 Semester = 1.5 Quarter

**(8)** Accumulate credits **rounded to one decimal place.**

## ADDITIONAL DOCUMENTATION NOTES FOR ACADEMIC CREDITS:



School districts shall have documentation on file and available for review which substantiates each certificated instructional employee's placement on LEAP salary allocation documents. **The minimum requirements are as follows:**

- Districts shall document the **date of awarding or conferring of the highest degree** including the date upon which the degree was awarded or conferred as recorded on the diploma or transcript from the registrar of the accredited institution of higher education.
  - If the highest degree is a **master's degree**, the district shall also document the date of awarding or conferring of the first bachelor's degree.
  - If the degree was awarded by an institution which **does not confer degrees after each term**, and all degree requirements were completed at a time other than the date recorded on the diploma or transcript, a written statement from the registrar of the institution verifying a prior completion date shall be adequate documentation.
- If the degree program was **completed in a country other than the United States**, documentation must include documentation in English of degree equivalency for the appropriate degree as allowed by WAC [181-79A-260](#): Provided, That documentation of degree equivalency is not required if that institution of higher education is already regionally accredited or accredited by the distance education and training council, pursuant to WAC [181-78A-010](#)(7).
- Districts shall document academic credits by having on file a transcript from the registrar of the accredited institution of higher education granting the credits.
- An academic credit is deemed "**earned**" **at the end of the term** for which it appears on the transcript: Provided, That a written statement from the registrar of the institution verifying a prior earned date may establish the date a credit was earned;

- Washington state community college credits numbered **one hundred and above** are deemed transferable for purposes of WAC [392-121-255\(4\)](#) subject to the limitations of that same subsection; **NOTE: You CAN count below 100 credits during the period of time from September 1, 1987 when the "in-service" law became effective and March 7, 1997. The law requiring courses to be 100 level or above became effective March 8, 1997.**
- You cannot record credits from another institution that are listed on that institution's transcript.
- Use a template to remember course end dates:

Quarter	Date	Semester	Date
Fall	12/31	Fall	1/31 of the next year
Winter	3/31		
Spring	6/30	Spring	5/31
Summer	8/31	Summer	8/31

**ADDITIONAL NOTES FOR ACADEMIC CREDITS**

1. Academic credits must be earned from a "regionally accredited institution of higher education" which means a community college, college, or university which is a candidate for accreditation or is accredited by one of the following regional accrediting bodies (WAC 181-78A-010[6]). National accrediting associations include those recognized by the Washington Student Achievement Council and the Secretary of the U. S. Department of Education and included in the list of accrediting agencies at <http://www.k12.wa.us/certification/colleges/default.aspx>.

Washington Student Achievement Council and U.S. Department of Education Recognized Accrediting Associations for Purposes of the Degree-Granting Institutions Act Current associations recognized for participation in state student aid programs are marked with an \* (As of August 3, 2016)

**REGIONAL ACCREDITING ASSOCIATIONS**

- Accrediting Commission for Community and Junior Colleges Western Association of Schools and Colleges
- \* Higher Learning Commission
- \* Middle States Commission on Higher Education
- \* New England Association of Schools and Colleges Commission on Institutions of Higher Education
- \* Northwest Commission on Colleges and Universities
- \* Southern Association of Colleges and Schools Commission on Colleges
- \* WASC Senior College & University

**NATIONAL FAITH-BASED ACCREDITING ASSOCIATIONS**

- Association for Biblical Higher Education Commission on Accreditation
- Association of Advanced Rabbinical and Talmudic Schools Accreditation Commission
- Commission on Accrediting of the Association of Theological Schools
- Transnational Association of Christian Colleges and Schools Accreditation Commission



**NATIONAL CAREER RELATED ACCREDITING ASSOCIATIONS**

- \* Accrediting Bureau of Health Education Schools
- \* Accrediting Commission of Career Schools and Colleges
- \* Accrediting Council for Continuing Education and Training
- \* Accrediting Council for Independent Colleges and Schools
- Council on Occupational Education
- Distance Education Accrediting Commission
- \* National Accrediting Commission of Career Arts and Sciences, Inc.



**PROGRAMMATIC ACCREDITING ASSOCIATIONS**

- Accreditation Commission for Acupuncture and Oriental Medicine
- Accreditation Commission for Education in Nursing
- Accreditation Commission for Midwifery Education
- Accreditation Council for Education in Nutrition and Dietetics Academy of Nutrition and Dietetics
- Accreditation Council for Pharmacy Education

2. **The following are not regional accrediting bodies:**

- a. Commission on Accrediting of the Association of Theological Schools (ATS). b. Transnational Association of Christian Colleges and Schools (TRACS).
3. As of May 2010, schools may count degrees earned from institutions of higher education that are accredited, or are candidates for accreditation, by the distance education and training council (DETC), pursuant to WAC 181-78A-010(7).
4. Degrees must be earned from an institution of higher education that is regionally accredited or is accredited by the distance education and training council (or is a candidate for accreditation).
5. For state funding and salary placement purposes, this requirement applies to degrees earned in **Canada** (unless the institution is regionally accredited or DETC accredited). This requirement is different from that for certification purposes, which does not require evaluation of transcripts from Canada.
6. **Check course numbers.** Generally 100-400 are Freshman-Senior, 500-800 can be graduate (MA/PhD) but odd numbers such as 2011, 305X may not be transferable to an academic degree program and thus could only be considered as a non-transferable credit.
7. Where the course is identical no more credits for that course can count than are transferable or applicable to a BA or more advanced degree program at THAT institution. Check with the institution or watch for designation on transcript.
8. Example: SPU indicates an "I" if it is repeatable – to the right of the grade and credit amount.
9. **If not repeatable** then may use the "non-transfer credit rule" if completed 9/1/87 and thereafter to count as an in-service credit.
10. **Links for checking accreditation:**

Regionally Accredited Institutions	<a href="http://chea.org/search/default.asp">http://chea.org/search/default.asp</a>
Online Accredited Institutions	<a href="http://www.deac.org">www.deac.org</a>

## Example – Accredited: American InterContinental University

An Accredited University | Accredited Business Programs | AIU Page 1 of 2

<a href="#">DEGREES &amp; PROGRAMS (/DEGREES)</a>	<a href="#">ONLINE EDUCATION (/ONLINE-EDUCATION)</a>	<a href="#">ADMISSIONS &amp; FINANCIAL AID (/ADMISSIONS-FINANCIAL-AID)</a>	<a href="#">CAREER DEVELOPMENT (/CAREER-DEVELOPMENT)</a>	<a href="#">ABOUT AIU (/ABOUT)</a>
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1-855-377-1888 (TEL:1-855-377-1888)

### Accreditation

#### REGIONAL ACCREDITATION

American InterContinental University® is regionally accredited by the Higher Learning Commission. To contact the Higher Learning Commission please visit [www.hlcommission.org](http://www.hlcommission.org) (<http://www.hlcommission.org>).

**NOTE.** This institution is accredited by the Higher Learning Commission which is now an approved agency.


### Accreditation

#### REGIONAL ACCREDITATION

American InterContinental University® is regionally accredited by the Higher Learning Commission. To contact the Higher Learning Commission please visit [www.hlcommission.org](http://www.hlcommission.org) (<http://www.hlcommission.org>).

#### FURTHER ACCREDITATION AND LICENSURE

The business administration degree programs at AIU are accredited by the **Accreditation Council for Business Schools and Programs (ACBSP)** (<http://www.acbsp.org/>). ACBSP accreditation certifies that the teaching and learning processes within the business administration programs of the School of Business at American InterContinental University meet the rigorous educational standards established by ACBSP. The Bachelor of Accounting, Master of Accounting, and the Master of Healthcare Management degree programs are not accredited by ACBSP.



The Master of Education Program at American InterContinental University is awarded TEAC initial accreditation by the Inquiry Brief Commission of **Council for the Accreditation of Educator Preparation (CAEP)** (<http://caepnet.org/>) for a period of two years, from October 2013 - October 2015. The accreditation does not include individual education courses that the Educator Preparation Provider (EPP) offers to P-12 educators for professional development, re-licensure, or other purposes.

The Bachelor of Fine Arts in Interior Design at the Atlanta campus is accredited by the **Council for Interior Design Accreditation (CIDA)** (<http://accredit-id.org/>). The BFA in Interior Design program is no longer accepting new student applications and no longer has active students enrolled. Student achievement data for this program can be **found here** ([/~media/AIU/AIU-Redesign/Files/PDF/AIU-Atlanta-CIDA-Disclosure.pdf](http://www.aiu.edu/~media/AIU/AIU-Redesign/Files/PDF/AIU-Atlanta-CIDA-Disclosure.pdf)).

AIU Atlanta and AIU Online are approved by the **State of Georgia to operate by the Nonpublic Postsecondary Education Commission (NPEC)**: 2082 East Exchange Place, Suite 220, Tucker, GA 30084-5305.

AIU Online is recognized as a private college by the **Illinois Board of Higher Education** and authorized to grant Associate, Bachelor's and Master's degrees.

The AIU South Florida Campus is licensed by the **Commission for Independent Education, Florida Department of Education**. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL, 32399-0400.

American InterContinental University Houston is authorized by the **Texas Higher Education Coordinating Board** to offer degrees and courses leading to degrees in Texas. For Houston campus students only: THECB student complaint information is codified under **19 TACSS1.110-1.120** ([http://info.sos.state.tx.us/pls/pub/readtac\\$ext.ViewTAC?tac\\_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y](http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y)).

<http://www.aiuniv.edu/about/why-aiu/regional-accreditation> 7/1/2015

Not Accredited: Canyon College



111 Poplar Street  
Caldwell, ID 83605  
Tel: (208) 455-0010  
Fax: (208) 455-0040  
info@canyoncollege.edu

# Canyon College

*Official Transcripts*

NAME:

Date issued:

2-Jul-08

COURSE NAME	COURSE NUMBER	LETTER GRADE	SEMESTER CREDITS
Summer 2008 The Inclusion and Mainstreaming of Exceptional Students Differentiating Instruction	ED-601 ED-602	A A	3 3
<b>GPA/TOTAL CREDITS</b>	<b>4.00</b>		<b>6</b>

*John J. Denmark*  
John J. Denmark, MBA  
Registrar

Not Accredited  
called 7/21/08  
68

Not Accredited: Center Graduate College

Center Graduate College  
Transcript

Student Name: [REDACTED]  
Student ID: [REDACTED]  
Address: [REDACTED]  
TACOMA WA 98407

Office of the Registrar  
20665 4th Street  
Saratoga, CA 95070-5878

Semester-Year	Course Number	Course Title	Units	Grade	Code	Section #
MID YR 1992	EDM 211-A	MATH A WAY OF THINKING	3.0	A	C	92735A

Key:

Grades:

- A = All work completed, credit earned.
- I = Course work incomplete, credit not yet earned.

Code:

- C = Units are in graduate semester.
- A = Audit, no grade assigned.
- U = Continuing education units.
- D = Courses taken through Dominican College of San Rafael.
- L = Courses taken through Loyola Marymount University
- 7 = Decimal after course number refers to the level.

---Official Seal---

*John Brown*  
 Registrar  
 01/08/96  
 Reference Number:  
 082986

Official Transcript of Record, not Valid Without Seal and Signature of Registrar  
Page 1 of 1

**Academic Credits Example: Western Washington University.** Accredited. Quarter Hour System. OK! Documents BA Degree awarded 6/14/13, courses through Spring 2013. Record BA but no credits after BA on this transcript.

S275 Manual\_UPDATED 2018.pdf

**WESTERN WASHINGTON UNIVERSITY**  
Bellingham, Washington

Academic Record

Student No: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Date Issued: 22-JUN-2015  
OFFICIAL MO

Record of: \_\_\_\_\_ Page: 1  
SSN: \_\_\_\_\_

Issued To: **LAUREN FANG**  
MUKILTEO SCHOOL DISTRICT NO. 6  
9401 SHARON DRIVE  
EVERETT, WA 982042647

Course Level: Undergraduate  
High School: Kamiak High School 01-JUN-2010

**Awarded: Bachelor of Science 14-JUN-2013**  
College: Sciences and Technology  
Major/Field: Mathematics

Degree Comments:  
Degree GPA: 3.49

SUBJ NO.	COURSE TITLE	CRD	GRD	PTS	R
<b>INSTITUTION INFORMATION CONTINUED:</b>					
Term: Spring 2012					
MATH 302	Intro Proofs via Number Theory	4.00	A	16.00	
MATH 304	Linear Algebra	4.00	B	12.00	
MATH 341	Probability/Statistical Inference	4.00	B	12.00	
PHYS 122	Physics with Calculus II	5.00	B	15.00	
Term: Ehrs: 17.00 GPA-Hrs: 17.00 QPts: 55.00 GPA: 3.23					
Good Standing					
Term: Summer 2012					
ANTH 353	Sex and Gender in Culture	5.00	A-	18.50	
MUS 205	Survey Non-Western Muscl Cults	3.00	A-	11.10	
Term: Ehrs: 8.00 GPA-Hrs: 8.00 QPts: 29.60 GPA: 3.70					
Good Standing					
Term: Fall 2012					
MATH 312	Proofs in Elementary Analysis	4.00	A	16.00	
MATH 331	Ordinary Differential Equations	4.00	A-	14.80	
MATH 366	Euclidean & Non-Euclidean Geom	4.00	A-	14.80	
MATH 410	Mathematical Modeling	4.00	A	16.00	
Term: Ehrs: 16.00 GPA-Hrs: 16.00 QPts: 61.60 GPA: 3.85					
Good Standing					
Term: Winter 2013					
MATH 342	Statistical Methods	4.00	B+	13.20	
MATH 401	Intro to Abstract Algebra	4.00	B-	10.80	
MATH 419	Historical Perspectives of Math	3.00	A-	11.10	
PHYS 162	Physics with Calculus II	5.00	B+	16.50	
Term: Ehrs: 16.00 GPA-Hrs: 16.00 QPts: 51.60 GPA: 3.22					
Good Standing					
Term: Spring 2013					
MATH 307	Mathematical Computing	4.00	A-	14.80	
MATH 402	Intro to Abstract Algebra	4.00	A-	14.80	
MATH 415	Math Biology	4.00	A	16.00	
Term: Ehrs: 12.00 GPA-Hrs: 12.00 QPts: 45.60 GPA: 3.80					
Good Standing					
***** TRANSCRIPT TOTALS *****					
Earned Crs GPA Hrs Points GPA					
TOTAL INSTITUTION	145.00	145.00	506.50	3.49	
TOTAL TRANSFER	36.00	0.00	6.00	0.00	
OVERALL	181.00	145.00	506.50	3.49	
***** END OF TRANSCRIPT *****					

\*\*\*\*\* CONTINUED ON NEXT COLUMN \*\*\*\*\*

**RECEIVED**  
JUN 25 2015  
Mukilteo School District  
Human Resources Department

This official university transcript is printed on security paper.

LAUREN FANG  
MUKILTEO SCHOOL DISTRICT NO. 6  
9401 SHARON DRIVE  
EVERETT, WA 982042647

David S Brunner, Registrar

**ALWAYS – Check the back of the transcript for information! Keep copies of the backs of transcripts for future references with your highlights and notes.**

**WESTERN WASHINGTON UNIVERSITY  
BELLINGHAM, WASHINGTON 98225-9008**



**FORMER NAMES**

The state legislature established the normal school at New Whatcom in 1893. It was called New Whatcom State Normal School (1893-1901), Whatcom State Normal School (1901-1904), and Bellingham State Normal School (1904-1937). Classes were first held in September 1899. The baccalaureate degree was first offered in 1933. The name was changed in 1937 to Western Washington College of Education, in 1961 to Western Washington State College, and in 1977 to Western Washington University.

**ACCREDITATION**

Western Washington University is accredited by the Northwest Commission on Colleges and Universities.

**DEGREE REQUIREMENTS**

180 quarter hours of credit are required for the Baccalaureate degree. Prior to June 1, 1971, 192 quarter hours of credit were required.

**COURSE NUMBERING**

001-099 no credit 300-399 third-year courses  
100-199 first-year courses 400-499 fourth-year courses  
200-299 second-year courses 500-699 graduate level courses

**FAIRHAVEN COLLEGE GRADING**

Prior to Fall Quarter 1987, academic records for Fairhaven College students were posted and maintained yearly rather than quarterly. Completions carry the prefix FAIR and the transcript notation is "S" (satisfactory). Written student-faculty evaluations are required for the official awarding of credit. Conventional letter grades appear quarterly for studies taken in other WWU departments. GPA is not computed for Fairhaven College students. Degree requirements for Fairhaven College include a core program and completion of either a student-faculty designed concentration or an established WWU major.

**OTHER ABBREVIATIONS**

(AP) Advanced Placement (COR) Correspondence  
(CIS) Contract Independent Study (WI) or (WP) Writing Proficiency  
(RIP) Resident Ind Study Program (EXM) Course Challenge

**UNDERGRADUATE AND GRADUATE LEVELS**

Prior to Fall 1999, post-baccalaureate course work was included in the graduate section of the transcript. Beginning Fall 1999, post-baccalaureate course work taken while a student was not enrolled in a master's degree program appears on the undergraduate level transcript. Master's and post-master's course work appears on the graduate transcript.

**TRANSFER CREDIT**

Undergraduate transfer credit totals are accurate but names of some transfer institutions may not be included.

**GRADING**

The grade point average is calculated by dividing the total number of points by the total number of credits accumulated in courses in which the student has received a final grade, including grades of F and Z and excluding grades of P, NP, S, and U. To determine points for an individual course, multiply the number of credits according to the following table:

Grade	Grade Points Per Credit	
A	4.0	Excellent
A-	3.7	
B+	3.3	
B	3.0	Good
B-	2.7	
C+	2.3	
C	2.0	Fair
C-	1.7	
D+	1.3	
D	1.0	Poor
D-	0.7	
F	0.0	Failure
Z	0.0	Failure (unofficial withdrawal)

The following grades carry no grade points:

AUD (Audit, no credit)	SW (School Withdrawal)
K (Incomplete)	U (Unsatisfactory)
NP (Not Passing)	W (Course Withdrawal)
P (Pass)	X (No grade reported)
S (Satisfactory)	

Grades A through D-, S, and P are considered passing. Some courses are graded on the S/U system. For these courses appropriate curricular agencies have determined that the A system is inappropriate. Neither "S" nor "U" is considered in the calculation of grade averages. Pass/Fail grading is available on an optional basis to students in courses taken to fulfill elective "P" and "NP" identify courses taken on the Pass/Fail basis and are not counted in computing grade point averages.

K followed by another grade indicates that the K (incomplete) has been removed (changed) e.g., KA means that the K grade has been changed to a grade of "A".

An asterisk (\*) following a grade indicates that the grade is not included in the calculation of the cumulative grade point average due to the student having been granted a Fresh Start GPA (see below).

**FRESH START**

Undergraduate students who return to WWU after an absence of five years or more may request a Fresh Start grade point average. Grades marked with an asterisk (\*) indicate that the student was granted a Fresh Start and those grades are not included in the calculation of the cumulative GPA.

**COURSE REPEATS**

Courses taken prior to Fall Quarter 1995 and repeated are marked "E" in the Repeat (R) column, and the initial grade nullified. Courses taken since Summer Quarter 1995 and subsequently repeated are marked "A" in the Repeat (R) column. Since Summer Quarter 1995, all grades in repeated courses are included in the calculation of the grade point average. Courses marked with "1" in the Repeat (R) column have grades included in the grade point average and credits in the total earned credits.

**TO TEST FOR AUTHENTICITY:** Translucent globe icons MUST be visible from both sides when held toward a light source. The face of this transcript is printed on SCRP-SAFE® paper with the name of the institution appearing in white type over the face of the entire document.

WESTERN WASHINGTON UNIVERSITY • WESTERN WASHINGTON UNIVERSITY • WESTERN WASHINGTON UNIVERSITY • WESTERN WASHINGTON UNIVERSITY • WESTERN WASHINGTON UNIVERSITY • WESTERN WASHINGTON UNIVERSITY • WESTERN WASHINGTON UNIVERSITY • WESTERN WASHINGTON UNIVERSITY • WESTERN WASHINGTON UNIVERSITY • WESTERN WASHINGTON UNIVERSITY

**ADDITIONAL TESTS:** When photocopied, a latent security statement containing the words COPY COPY COPY appears over the face of the entire document. When the paper is touched by fresh liquid bleach, an authentic document will stain. A black and white or color copy of this document is not an original and should not be accepted as an official institutional document. This document cannot be released to a third party without the written consent of the student. This is in accordance with the Fair Educational Rights and Privacy Act of 1974. If you have any questions about this document, please contact our office at (360) 656-2951. ALTERATION OF THIS DOCUMENT MAY BE A CRIMINAL OFFENSE!

12174712

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**Academic Credits Example: Western Washington University – Masters’ Degree Awarded.**

Make sure you see “awarded, confirmed or conferred” not just “admitted or enrolled.” Also note, Master’s is awarded 5/20/15. Last quarter is Winter 2015. Credits in Winter 2015 should be recorded on or before the MA date but not after.

**WESTERN WASHINGTON UNIVERSITY**  
 Bellingham, Washington

Academic Record

Student No: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Date Issued: 22-JUN-2015  
 OFFICIAL MO

Record of: \_\_\_\_\_ Page: 1  
 SSN: -

Issued To: LAUREN FANG  
 MUKILTEO SCHOOL DISTRICT NO. 6  
 9401 SHARON DRIVE  
 EVERETT, WA 982042647

Course Level: Graduate  
 High School: Kamiak High School 01-JUN-2010

Comments:  
 Admitted to Grad Degree Program 06/25/13  
 Awarded : Master in Teaching 20-MAR-2015  
 College : Woodring College of Education  
 Major/Field : Master in Teaching

SUBJ NO.	COURSE TITLE	CRED	GRD	PTS	R
<b>INSTITUTION CREDIT:</b>					
Term: Summer 2013					
SEC 501	Intro to Educational Research	4.00	A	16.00	
SEC 510	Teacher as Communicator	3.00	A	12.00	
SEC 531	Teaching Adolescents	4.00	B+	13.20	
Term: Ehra: 11.00 GPA-Hrs: 11.00 GPts: 41.20 GPA: 3.74 Good Standing					
Term: Fall 2013					
SEC 435	Middle Level Practicum	1.00	S	0.00	
SEC 512	Seminar in Educ Philosophy	4.00	A	16.00	
SEC 532	Curric & Instr in Sec Schools	4.00	A	16.00	
Term: Ehra: 9.00 GPA-Hrs: 8.00 GPts: 32.00 GPA: 4.00 Good Standing					
Term: Winter 2014					
SEC 433	Teaching Laboratory	1.00	KS	0.00	
SEC 436	Secondary School Practicum	1.00	S	0.00	
SEC 513	Semi-Socio-Cult'l & Legal Iss	4.00	A	16.00	
SEC 525	Content Read, Write, Communic	4.00	A	16.00	
Term: Ehra: 10.00 GPA-Hrs: 8.00 GPts: 32.00 GPA: 4.00 Good Standing					
Term: Spring 2014					
MATH 483	Teaching Secondary Math	4.00	A	16.00	
SEC 533	Assessmt & Prof Dev in Sec Sch	4.00	A	16.00	
Term: Ehra: 8.00 GPA-Hrs: 8.00 GPts: 32.00 GPA: 4.00 Good Standing					
Term: Summer 2014					
SEC 534	Mgmt, Motiv, Disc in Sec Schools	4.00	A	16.00	
SPEC 400	SEC Students w/Special Needs	4.00	S	0.00	
Term: Ehra: 8.00 GPA-Hrs: 4.00 GPts: 16.00 GPA: 4.00 Good Standing					
***** CONTINUED ON NEXT COLUMN *****					

**TRANSCRIPT TOTALS**

Term	Ehra	GPA-Hrs	GPts	GPA
TOTAL INSTITUTION	68.00	39.00	133.20	3.92
TOTAL TRANSFER	0.00	0.00	0.00	0.00
OVERALL	68.00	39.00	133.20	3.92

\*\*\*\*\* END OF TRANSCRIPT \*\*\*\*\*

**RECEIVED**  
 JUN 25 2015  
 Mukilteo School District  
 Human Resources Department

This official university transcript is printed on security paper.

David S. Brunner, Registrar

LAUREN FANG  
 MUKILTEO SCHOOL DISTRICT NO. 6  
 9401 SHARON DRIVE  
 EVERETT, WA 982042647

# HOMEWORK TIME – Count the number of credits up to the MA degree on this transcript!

**Academic Credits Example: University of Washington. Bachelors' and Master's Degree.**  
Accredited. Quarter Hours.

UNIVERSITY OF WASHINGTON OFFICE OF THE REGISTRAR				ACADEMIC TRANSCRIPT THE WORD "COPY" APPEARS WHEN PHOTOCOPIED A BLACK AND WHITE DOCUMENT IS NOT OFFICIAL			
STUDENT NAME		HIGH SCHOOL		<b>RECEIVED</b> JUN 24 2015		DATE PRINTED	
SOC SEC NO		WASHINGTON RESIDENCY				06/19/15	
GRADUATE		RESIDENT		WEB		PAGE 1	
UNIVERSITY OF WASHINGTON		EDUC S/ML END (BOTHELL)		Mukhtar Hussain Durrani Human Resources Department			
COURSE	TITLE	CREDITS	GRADE	COURSE	TITLE	CREDITS	GRADE
<p>*****            + ANY ALTERATION OR MODIFICATION OF THIS RECORD +            + OR ANY COPY THEREOF MAY CONSTITUTE A FELONY +            + AND/OR LEAD TO STUDENT DISCIPLINARY SANCTIONS. +            *****</p>							
UNIVERSITY OF WASHINGTON DEGREES EARNED: BACHELOR OF ARTS (MATHEMATICS) SPRING 2013 (06/14/13) UM: 128.0 TRANSFER: 90.0 EXTENSION: 0.0 GPA: 3.18 WITH MINOR(S) IN EDUC, LEARNING, & SOC				WINTER 2012 MATH 4 ACCTG 225 MANAGERIAL ACCTG 5.0 2.9 MATH 324 ADV MULTIVAR CALC 1 3.0 2.9 Q-SCI 381 INTRO PRBABIL&STAT 5.0 3.1 QTR ATTEMPTED: 13.0 EARNED: 13.0 GPA: 2.98			
MASTER OF EDUCATION (SECONDARY/MIDDLE LEVEL ENDORSEMENT) SPRING 2015 (06/12/15) UM: 66.0 TRANSFER: 0.0 EXTENSION: 0.0 GPA: 3.89 No thesis required				SPRING 2012 MATH 4 EDUC 401 PRACT COMM SERV ACT 2.0 CR MATH 326 ADV MULTIVAR CALC 2 3.0 2.9 MATH 394 PROBABILITY I 3.0 S SISA 200 CDTEMP INDIA/PKSTN 5.0 3.7 QTR ATTEMPTED: 13.0 EARNED: 13.0 GPA: 3.40			
PRIORITY DEGREE: EDMONDS COMM COLL DEGREE: AA 12/10				SUMMER 2012 MATH 4 MATH 301 ELEM NUMBER THEORY 3.0 NS MATH 994 PROBABILITY I 3.0 2.2/R MATH 444 GEOMTRY FOR TEACHRS 3.0 3.0 MATH 445 GEOMTRY FOR TEACHRS 3.0 3.0 QTR ATTEMPTED: 9.0 EARNED: 6.0 GPA: 2.73			
SUMMARY OF TRANSFER CREDIT: EDMONDS COMM COLL 90.0 TRANSFER CREDIT ACCEPTED: 0.0				AUTUMN 2012 MATH 4 EDPSY 304 LRN TEACH CHG WORLD 5.0 3.9 EDUC 299 ELS COLLOQUIUM 1.0 CR MATH 411 INTRO MDRN ALG-TCHR 3.0 3.3 STAT 321 SOCIAL STATISTICS I 5.0 3.0 QTR ATTEMPTED: 14.0 EARNED: 14.0 GPA: 3.42			
AUTUMN 2010 MATH 307 INTRO TO DIFF ED 3.0 2.7 PHYS 114 GENERAL PHYSICS 4.0 2.2 URDU 321 INTERMEDIATE URDU 5.0 4.0 QTR ATTEMPTED: 12.0 EARNED: 8.0 GPA: 3.08				WINTER 2013 MATH 4 Seattle CAMPUS ASTR 101 ASTRONOMY 5.0 3.0 MATH 412 INTRO MDRN ALG-TCHR 3.0 3.0 URDU 322 INTERMEDIATE URDU 5.0 4.0 Bothell CAMPUS B. EDUC 491 SPEC TOPIC IN EDUC 5.0 4.0 QTR ATTEMPTED: 18.0 EARNED: 18.0 GPA: 3.86			
WINTER 2011 CSE 100 COMPUTER FLUENCY 5.0 3.8 MATH 308 MATRIX ALGEBRA 3.0 NS PHYS 121 MECHANICS 5.0 2.8 QTR ATTEMPTED: 10.0 EARNED: 10.0 GPA: 3.30				SCHOLARSHIP STATUS: DEAN'S LIST			
SPRING 2011 EDUC 310 CURRENT ISSUES 5.0 3.6 MATH 308 MATRIX ALGEBRA 3.0 3.6 NEAR E 210 ISLAMIC CIVILIZATION 5.0 3.5 SPHSC 100 VOICE&ARTIC IMPROV 3.0 3.7 QTR ATTEMPTED: 16.0 EARNED: 16.0 GPA: 3.59				SPRING 2013 MATH 4 EDSP 404 EXCEPTIONAL CHLDREN 3.0 4.0 EDSP 435 INTRO TO ASD 5.0 3.8 EDUC 360 S-DREAM PROJECT II 1.0 CR EDUC 369 S-DREAM PROJECT VISIT 1.0 CR EDUC 401 PRACT COMM SERV ACT 1.0 CR MATH 309 LINEAR ANALYSIS 3.0 2.3 MATH 327 INTRO REAL ANLYS I 3.0 2.7 QTR ATTEMPTED: 17.0 EARNED: 17.0 GPA: 3.29			
AUTUMN 2011 MATH 3 ACCTG 215 ACCTG & FIN REPRNTG 5.0 2.0 ECON 200 INTRO MICROECON 5.0 2.3 MATH 300 MATH REASONING 3.0 2.4 QTR ATTEMPTED: 13.0 EARNED: 13.0 GPA: 2.21				DEGREE EARNED 06/14/13 BACHELOR OF ARTS (MATHEMATICS) UM: 128.0 TRANSFER: 90.0 EXTENSION: 0.0 GPA: 3.18 WITH MINOR(S) IN EDUC, LEARNING, & SOC			
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MID MATH II</td> <td>5.0</td> <td>3.5</td> </tr> <tr> <td>B EDUC 564</td> <td>FIELD EXPERIENCE</td> <td>6.0</td> <td>CR</td> </tr> <tr> <td>B EDUC 591</td> <td>SPEC TOPICS ED</td> <td>2.0</td> <td>CR</td> </tr> <tr> <td colspan="4">QTR ATTEMPTED: 13.0 EARNED: 13.0 GPA: 3.50</td> </tr> <tr> <td colspan="4" style="text-align: center;">WINTER 2015</td> </tr> <tr> <td colspan="4">Bothell CAMPUS</td> </tr> <tr> <td>B EDUC 565</td> <td>STUDENT TEACHING</td> <td>10.0</td> <td>CR</td> </tr> <tr> <td>B EDUC 591</td> <td>SPEC TOPICS ED</td> <td>2.0</td> <td>CR</td> </tr> <tr> <td colspan="4">QTR ATTEMPTED: 12.0 EARNED: 12.0 GPA: 0.00</td> </tr> <tr> <td colspan="4" style="text-align: center;">SPRING 2015</td> </tr> <tr> <td colspan="4">Bothell CAMPUS</td> </tr> <tr> <td>B EDUC 460</td> <td>MORAL DIMENSIONS ED</td> <td>5.0</td> <td>3.8</td> </tr> <tr> <td>B EDUC 504</td> <td>ORGANIZATIONAL CHNG</td> <td>5.0</td> <td>4.0</td> </tr> <tr> <td colspan="4">QTR ATTEMPTED: 10.0 EARNED: 10.0 GPA: 3.90</td> </tr> <tr> <td colspan="4">-----</td> </tr> <tr> <td colspan="4">DEGREE EARNED 06/12/15</td> </tr> <tr> <td colspan="4">MASTER OF EDUCATION (SECONDARY/MIDDLE LEVEL</td> </tr> <tr> <td colspan="4">ENDORSEMENT)</td> </tr> <tr> <td colspan="4">UN: 66.0 TRANSFER: 0.0 EXTENSION: 0.0 GPA: 3.89</td> </tr> <tr> <td colspan="4">-----</td> </tr> </tbody> </table>				COURSE	TITLE	CREDITS	GRADE	***** ANY ALTERATION OR MODIFICATION OF THIS RECORD *****				***** OR ANY COPY THEREOF MAY CONSTITUTE A FELONY *****				***** AND/OR LEAD TO STUDENT DISCIPLINARY SANCTIONS. *****				*****				AUTUMN 2013				Bothell CAMPUS				B EDUC 501	INQUIRY IN EDUC	5.0	3.9	B EDUC 557	CURRICULUM STUDIES	3.0	3.7	QTR ATTEMPTED: 8.0 EARNED: 8.0 GPA: 3.83				WINTER 2014				Bothell CAMPUS				B EDUC 502	TOHRS SELF UNDRSTND	5.0	4.0	B EDUC 556	ADOLESCENT DEVELOP	5.0	4.0	QTR ATTEMPTED: 10.0 EARNED: 10.0 GPA: 4.00				SPRING 2014				Seattle CAMPUS				EDG&I 525	TCH LRNG SCH CHANGE	3.0	CR	Bothell CAMPUS				B EDUC 540	PRNCPL OF INCLUSION	5.0	4.0	B EDUC 559	SECND MATH I	5.0	4.0	QTR ATTEMPTED: 13.0 EARNED: 13.0 GPA: 4.00				AUTUMN 2014				Bothell CAMPUS				B EDUC 560	SEC & MID MATH II	5.0	3.5	B EDUC 564	FIELD EXPERIENCE	6.0	CR	B EDUC 591	SPEC TOPICS ED	2.0	CR	QTR ATTEMPTED: 13.0 EARNED: 13.0 GPA: 3.50				WINTER 2015				Bothell CAMPUS				B EDUC 565	STUDENT TEACHING	10.0	CR	B EDUC 591	SPEC TOPICS ED	2.0	CR	QTR ATTEMPTED: 12.0 EARNED: 12.0 GPA: 0.00				SPRING 2015				Bothell CAMPUS				B EDUC 460	MORAL DIMENSIONS ED	5.0	3.8	B EDUC 504	ORGANIZATIONAL CHNG	5.0	4.0	QTR ATTEMPTED: 10.0 EARNED: 10.0 GPA: 3.90				-----				DEGREE EARNED 06/12/15				MASTER OF EDUCATION (SECONDARY/MIDDLE LEVEL				ENDORSEMENT)				UN: 66.0 TRANSFER: 0.0 EXTENSION: 0.0 GPA: 3.89				-----				<table border="1"> <thead> <tr> <th>COURSE</th> <th>TITLE</th> <th>CREDITS</th> <th>GRADE</th> </tr> </thead> <tbody> <tr> <td colspan="4">*****</td> </tr> <tr> <td colspan="4">***** CUMULATIVE CREDIT SUMMARY *****</td> </tr> <tr> <td colspan="2">UW CREDITS ATTEMPTED</td> <td>66.0</td> <td>UW CREDITS EARNED 66.0</td> </tr> <tr> <td colspan="2">UW GRADED ATTEMPTED</td> <td>43.0</td> <td>EXTENSION CREDITS 0.0</td> </tr> <tr> <td colspan="2">UW GRADED EARNED</td> <td>43.0</td> <td>TRANSFER CREDITS 0.0</td> </tr> <tr> <td colspan="2">UW GRADE POINTS</td> <td>167.1</td> <td></td> </tr> <tr> <td colspan="2">UW GRADE POINT AVG.</td> <td>3.89</td> <td>CREDITS EARNED 66.0</td> </tr> <tr> <td colspan="4">*****</td> </tr> <tr> <td colspan="4">***** END OF RECORD *****</td> </tr> <tr> <td colspan="4">*****</td> </tr> </tbody> </table>				COURSE	TITLE	CREDITS	GRADE	*****				***** CUMULATIVE CREDIT SUMMARY *****				UW CREDITS ATTEMPTED		66.0	UW CREDITS EARNED 66.0	UW GRADED ATTEMPTED		43.0	EXTENSION CREDITS 0.0	UW GRADED EARNED		43.0	TRANSFER CREDITS 0.0	UW GRADE POINTS		167.1		UW GRADE POINT AVG.		3.89	CREDITS EARNED 66.0	*****				***** END OF RECORD *****				*****			
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UW 1582 (Rev. 9/02)

### EXPLANATORY NOTES

#### AUTHENTICATION OF THIS TRANSCRIPT:

A transcript is official when it bears the facsimile signature of the Registrar, the University of Washington Seal, and the production date. The background of this transcript is purple and the Registrar's signature is purple. Further authentication may be obtained by calling the UW Registration/Transcript Office at (206) 543-8580. If photocopied, the word COPY will appear in the background. Alterations to the transcript will result in brown stains and/or white areas.

#### ACADEMIC CALENDAR:

The academic year is comprised of three quarters – autumn, winter, spring – each lasting approximately eleven weeks. There is also a summer quarter.

#### EXPLANATION OF GRADE SYMBOLS:

Numeric grades: 4.0, 3.9, decreasing by 1/10 to 0.7, 0.0. The highest grade is 4.0. Lowest passing grade is 0.7 (undergraduates), 1.7 (graduate students).

Letter grades: I (incomplete); N (satisfactory without grade); S (passing grade for courses taken on a satisfactory/not-satisfactory basis), for undergraduate students 2.0 and above but prior to autumn 1985 1.7 and above; for graduate students 2.7 and above. NS (not satisfactory grade for courses taken on a satisfactory/not satisfactory basis), for undergraduate students a grade less than 2.0 but prior to autumn 1985 a grade less than 1.7; for graduate students a grade less than 2.7. CR (credit awarded in a course offered on a credit/no credit basis only). The minimum performance level required for a CR grade is determined, and the grade is awarded directly, by the instructor. NC (credit not awarded in a course offered on a credit/no credit basis only); W (official complete withdrawal from the University, or course drop); beginning autumn 1990 for undergraduates and autumn 1997 for graduate and professional students, W accompanied by a number of 3 through 7 (designates course dropped week 3 through week 7 of all quarters except summer quarter); \*W (prior to autumn 1990, a peremptory drop made during the fifth through tenth week of the quarter); HW (Hardship Withdrawal); X (no grade submitted by instructor). Course titles preceded by the letter H designate honors courses, W designate writing courses, and S designate service learning courses. A course title preceded by the letter R designates a course with a research component.

**UNDERGRADUATE NUMERIC GRADE POINT EQUIVALENTS:** 4.0-3.9 (A); 3.8-3.5 (A-); 3.4-3.2 (B+); 3.1-2.9 (B); 2.8-2.5 (B-); 2.4-2.2 (C+); 2.1-1.9 (C); 1.8-1.5 (C-); 1.4-1.2 (D+); 1.1-0.9 (D); 0.8-0.7 (D-); 0.0 (E).

**GRADUATE NUMERIC GRADE POINT EQUIVALENTS:** 4.0-3.9 (A); 3.8-3.5 (A-); 3.4-3.1 (B+); 3.0-2.9 (B); 2.8-2.5 (B-); 2.4-2.1 (C+); 2.0-1.7 (C); 1.6-0.0 (E).

#### SPECIAL SYMBOLS:

A grade followed by an I indicates an incomplete was initially awarded but a final grade has been received. Prior to winter 1983, /R indicates course was repeated and only the last grade will count in grade point average and credit is allowed once. Effective winter 1983 through summer 1985, /DR for a repeated course indicates that the first grade was less than a 2.0. Both grades will count in the grade point average but credit will be allowed only once. /R indicates that the first grade was greater or equal to a 2.0 and the second grade does not count in the grade point

average and credit is not allowed. Effective autumn 1985, /DR for a repeated course indicates both grades will count in the grade point average but credit will be allowed only once and X/R is used for an undergraduate indicating the student repeated a course not eligible to be repeated for grade or credit.

Effective winter 2005, /R indicates that a course is repeated. Grades for both courses are calculated in the grade point average. Grades for courses repeated more than once are not included in the grade point average. Credit is allowed only once.

Beginning autumn 1987, /R designates a foreign language course initially taken in high school and used as the language of admission. Credit is not allowed and the grade is not included in the grade point average.

Courses designated with /D indicate the grade counts in the grade point average but credit is not allowed toward degree requirements.

#### SCHOOL OF DENTISTRY:

Effective autumn 1992: Numeric grades: 4.0, 3.9, decreasing by 1/10 to 0.7. The highest grade is 4.0. Lowest passing grade is 0.7. Dental students taking medical school courses are allowed medical school grades.

Prior to autumn 1992: Numeric grades: 4.0 (honor), 3.7, 3.3, 3.0, 2.7, (good), 2.3, 2.0 (low pass), 0.0 (failure). Prior to spring 1981, letter grades: A (4.0), B (3.0), C (2.0), E (failure), EW (failure withdrawal), CR, NC, I, N, W.

#### SCHOOL OF LAW:

Effective autumn 1996, for entering first year Law students: Letter grades: A (4.0), A- (3.7), B+ (3.4), B (3.0), B- (2.7), C (2.0), D (1.0), E (0.0), CR (Credit); NC (No Credit); I (Incomplete); N (satisfactory without grade); W (Withdrawal); HW (Hardship Withdrawal). For Law students entering prior to autumn 1996: DS (Distinguished); H (Honors); P (Pass); LP (Low Pass); CR, NC, I, N, W, HW. Prior to 1990, numeric grades-credit awarded for grades 4.0 through 2.3; letter grades-CR, NC, I, N, \*W, and W. GPA calc began Aut 05 for students (JD only) enrolled as of Spr 07.

#### SCHOOL OF MEDICINE:

Letter grades: H (Honors), S, NS, CR, NC, I, N, W. Effective autumn 1996: HP (High Pass), P (Pass), F (Fail) were added. Effective autumn 2002, S, NS were discontinued.

#### SCHOOL OF PHARMACY:

Numeric grades: 4.0, 3.9, decreasing by 1/10 to 0.7, 0.0. The highest grade is 4.0. Lowest passing grade is 0.7.

#### COURSE LEVEL:

Lower division, 100-299; upper division, 300-499; graduate 500 and above.

#### TRANSCRIPTS:

Most student records were converted to a new transcript system in winter 1983. You may receive two types of transcripts.

#### ACCREDITATION:

The University of Washington is accredited by the Northwest Association of Schools and Colleges.

This educational record is subject to the Family Educational Rights and Privacy Act of 1974, as amended. It is furnished for official use only and may not be released to or accessed by outside agencies or third parties without the written consent of the student concerned.

**TO TEST FOR AUTHENTICITY:** The face of this document has a purple background and the name of the institution appears in small print.

UNIVERSITY OF WASHINGTON UNIVERSITY OF WASHINGTON TRANSCRIPT UNIVERSITY OF WASHINGTON UNIVERSITY OF WASHINGTON  
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THE HONOR OF THIS DOCUMENT IS PRINTED IN ORANGE INK

PRINCETON UNIVERSITY

entered the Graduate School at Princeton as a degree-seeking student on 09/16/99.  
 Received MA Degree in Philosophy on 06/04/02. This transcript prepared on 05/19/16

PHI	Fall Term 1999-2000 (Regular Student)	Grade	PHI	Spring Term 1999-2000 (Regular Student)	Grade
PHI 311	Intermediate Logic	*	PHI 319	Philosophical Analysis Since 1950	*
PHI 503	J. P. Burgess Problems of Philosophy	*	PHI 511	S. Soames Perceptual Content	*
PHI 797	D. R. Graff R.C. Mera-Ethics: Error Theories	*	PHI 516	S. D. Kelly Locke and Rousseau	*
	D. K. Lewis			H. K. Lotzenbach	
PHI	Fall Term 2000-2001 (Regular Student)	Grade	PHI	Spring Term 2000-2001 (Regular Student)	Grade
PHI 306	Plato and His Predecessors	*	PHI 514	Recent and Contemp. Phil: Fact and Value	AUD
	J. M. Cooper			G. A. Rosen	
PHI 502	Philosophy of Kant	*	PHI 539	Philosophy of Mind	*
	B. M. Longenecker			K. E. Bennett	
PHI 523	Problems of Philosophy	*			
	D. K. Straff				
	Assistant in Instruction - Part Time				
PHI	Fall Term 2001-2002 (Regular Student)	Grade	PHI	Spring Term 2001-2002 (Regular Student)	Grade
PHI 318	Philosophical Analysis from 1900 to 1950	AUD	PHI 523	Problems of Philosophy	*
	S. Soames			G. A. Rosen	
PHI 540	Metaphysics	*	PHI 534	Philosophy of Language	AUD
	G. A. Rosen			S. Soames	
			PHI 599	Dissertation Seminar	*
				P. Benacerraf	

REMARKS:  
 \*\*\*\*\* Language Exam in German Passed on 05/22/01  
 \*\*\*\*\* General Exam for Philosophy Passed on 01/31/02  
 \*\*\*\*\* Leave of Absence 09/01/02  
 \*\*\*\*\* Voluntary Withdrawal 07/01/04

RECEIVED

MAY 24 2016

Mulliken School District  
 Human Resources Department

Lauraen Pang  
 9401 Barton  
 Everett, MA 02704  
 USA

End of transcript

*Paula Wang*  
 Paula Wang-Gra, Registrar

THIS OFFICIAL PRINCETON UNIVERSITY TRANSCRIPT IS PRINTED ON SECURITY PAPER AND DOES NOT REQUIRE A REVERSE SIDE

TRANSCRIPT INFORMATION PRINTED ON REVERSE SIDE

## PRINCETON UNIVERSITY

**GRADING SYMBOLS**

In undergraduate courses (numbered below 500) and independent work

- A+ Exceptional; significantly exceeds the highest expectations for undergraduate work
- A Outstanding; meets the highest standards for the assignment or course
- A- Excellent; meets very high standards for the assignment or course
- B+ Very good; meets high standards for the assignment or course
- B Good; meets most of the standards for the assignment or course
- B- More than adequate; shows some reasonable command of the material
- C+ Acceptable; meets basic standards for the assignment or course
- C Acceptable; meets some of the basic standards for the assignment or course
- C- Acceptable, while falling short of meeting basic standards in several ways
- D Minimally acceptable; lowest passing grade
- F Failing; very poor performance
- P Grades of A+ through C- in courses taken on pass/fail basis (prior to 1988-89, earned grades of A+ through D were converted to P). Satisfactory completion of required work in a course taken on an audit basis
- AUD Course not completed at end of term (late completion authorized)
- INC Course successfully completed at another institution for Princeton credit
- T Course grades not reported by instructor
- UNR Student withdrew from the University after the term's ninth week of class
- W

**In graduate courses (numbered 500 and above)**

- With the exception of T and W, all of the foregoing grading symbols are used in graduate courses. The following symbols may also appear
- HP High Pass (used in some graduate courses in the School of Architecture)
  - LP Low Pass (used in some graduate courses in the School of Architecture)
  - N or \* No grade given in the course. Between 1948-49 and 1973-74, represented by N; from 1974-75, represented by \*

**GRADING POLICY 2004-2014**

From fall term 2004-05 through spring term 2013-14, the faculty had a common grading expectation for every department and program: A's (A+, A, A-) were to account for less than 35 percent of the grades given in undergraduate courses and less than 55 percent of the grades given in junior and senior independent work. Each department or program determined how best to meet these expectations. In the fall term 2014-15, the faculty reaffirmed rigorous and transparent assessment measures and removed a numeric target for the percent of A grades.

**COURSE OF STUDY**

**Undergraduate students** at Princeton enroll in a four-year ~~program~~ **program** that leads to a degree for the degree of Bachelor of Arts (A.B.) or the degree of Bachelor of Science in Engineering (B.S.E.). Undergraduate course credit is awarded in the form of course units. Each undergraduate course is one course unit; one course unit may be considered the equivalent of 4.0 semester hours. The A.B. program consists of eight terms of full-time study to satisfy the requirement of 31 courses (30 courses for students matriculating before 2001). Beginning in the junior year a candidate for the A.B. degree undertakes a program of departmental concentration including course work, independent study in the junior year, a two-term senior thesis, and a departmental examination at the end of the senior year. The B.S.E. program consists of eight terms of full-time study to satisfy the requirement of 36 courses, which usually includes one or two terms of independent work. B.S.E. students pursue departmental concentrations beginning in the sophomore year. Prior to fall term 1974-75, an undergraduate's departmental courses were indicated by a (D) preceding the course title. In addition to the departmental concentration, many students elect to pursue certificates in one or more programs, nearly all of which are interdisciplinary.

**Graduate students** pursue full-time study toward the Ph.D. degree in the arts and sciences, engineering, architecture, and public affairs; and final professional master's degrees in architecture, engineering, finance, Near Eastern studies, public affairs, and public policy. To qualify for the Ph.D., a candidate spends at least one academic year in residence, passes the general examination, presents an acceptable dissertation, and passes the final public oral examination. Additional requirements for the Ph.D. vary by program. Ph.D. candidates may earn a Master of Arts degree incidentally as part of the course of study toward the Ph.D. Requirements for a final professional master's degree vary by program. Graduate students who are enrolled full time and in residence hold regular student status as they pursue work toward the degree. Students registered in absentia are also enrolled full time but are absent from campus in order to make use of materials, facilities, and expertise not available in residence. In their last years of enrollment, the majority of post-graduates Ph.D. students take no courses, but pursue full-time research toward completion of the dissertation. Ph.D. students who come to the end of the defined program length without having completed all requirements for the degree may hold dissertation completion enrollment (DCE) status for up to two years and enrollment terminated/degree candidacy continues (ET/DCC) status thereafter. DCE students are enrolled students. ET/DCC students are not enrolled, but they are entitled to submit a dissertation.

**TO TEST FOR AUTHENTICITY:** Translucent globe icons **MUST** be visible from both sides when held to a light source. The face of the transcript is printed on light brown SCRIP-SAFE® paper bordered in orange on four sides with the name of the institution appearing in white type over the face of the entire document.

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14243714

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**Academic Credits Example: Credits on UW Transcript not counted in Total Credits Earned** on Transcript. Since they do not apply to the degree, you have to use a different criteria but otherwise they can be counted.

UNIVERSITY OF WASHINGTON OFFICE OF THE REGISTRAR				ACADEMIC TRANSCRIPT THE WORD "COPY" APPEARS WHEN PHOTOCOPIED A BLACK AND WHITE DOCUMENT IS NOT OFFICIAL			
STUDENT NAME	██████████	HIGH SCHOOL		HS GRAD		DATE PRINTED	10/15/14
STUDENT NUMBER	██████████	SOC. REG. NO.		SEX			2
CLASSIFICATION	GRADUATE	BIRTHDATE	██████████	WASHINGTON RESIDENCY	RESIDENT	WEB	143
	UW Bothell	COLLEGE / MAJOR	NURSING(BOTHELL)	CURRENT STATUS			

TITLE	CREDITS	GRADE	COURSE	TITLE	CREDITS	GRADE
***** ANY ALTERATION OR MODIFICATION OF THIS RECORD ***** * OR ANY COPY THEREOF MAY CONSTITUTE A FELONY * * AND/OR LEAD TO STUDENT DISCIPLINARY SANCTIONS. * *****						
***** SPRING 2000 *****						
AFRAM 308	BASIC SWAHILI	5.0 3.9				
CLAS 101	LAT & GRK CURR USE	2.0 CR				
SOC 499	UNDERGRAD RESEARCH	4.0 CR				
SOC 499	UNDERGRAD RESEARCH	2.0 CR				
QTR ATTEMPTED: 13.0 EARNED: 13.0 GPA: 3.90						
----- DEGREE EARNED 06/09/00 -----						
BACHELOR OF ARTS (SOCIOLOGY)						
UW: 182.0 TRANSFER: 0.0 EXTENSION: 0.0 GPA: 3.34						
WITH MINOR(S) IN SOCIETY & JUSTICE						
-----						
***** SUMMER 2012 *****						
Bothell CAMPUS	B NURS 409	W-PARTNERS COMM HLTH	5.0 3.9			
QTR ATTEMPTED: 5.0 EARNED: 5.0 GPA: 3.90						
***** AUTUMN 2012 *****						
Bothell CAMPUS	B NURS 501	FNDTN NJRS PRACTICE	3.0 3.5			
Bothell CAMPUS	B NURS 525	LEADRSHP NRSNG RLES	3.0 3.5			
QTR ATTEMPTED: 6.0 EARNED: 6.0 GPA: 3.50						
***** WINTER 2013 *****						
Seattle CAMPUS	ORALM 651	HEALTH IN HOMELESS	1.0 CR			
Bothell CAMPUS	B NURS 504	W-DISPARITY & HEALTH	3.0 3.6			
Bothell CAMPUS	B NURS 520	R-SCH INQ NSG PRACT I	3.0 3.7			
QTR ATTEMPTED: 7.0 EARNED: 7.0 GPA: 3.65						
***** SPRING 2013 *****						
Seattle CAMPUS	ORALM 651	HEALTH IN HOMELESS	1.0 CR			
Bothell CAMPUS	B NURS 521	SCH INQ NSG PRACT II	3.0 4.0			
Bothell CAMPUS	B NURS 526	PROG PLAN/PROG EVAL	3.0 3.7			
QTR ATTEMPTED: 7.0 EARNED: 7.0 GPA: 3.85						
***** SUMMER 2013 *****						
PSYCH 451	HEALTH PSYCHOLOGY	5.0 4.0				
QTR ATTEMPTED: 5.0 EARNED: 5.0 GPA: 4.00						
***** AUTUMN 2013 *****						
Seattle CAMPUS	ORALM 651	HEALTH IN HOMELESS	1.0 CR			
Bothell CAMPUS	B NURS 503	ADV FLD WK COM HL N	1.0 CR			
Bothell CAMPUS	B NURS 508	ETHICS, AESTHETICS	3.0 4.0			
Bothell CAMPUS	B NURS 598	SCHOLARLY PROJECT	2.0 CR			
QTR ATTEMPTED: 7.0 EARNED: 7.0 GPA: 4.00						
***** WINTER 2014 *****						
Bothell CAMPUS	B NURS 503	ADV FLD WK COM HL N	2.0 CR			
Bothell CAMPUS	B NURS 507	ADVANCED NSG RLES	2.0 3.9			
Bothell CAMPUS	B NURS 598	SCHOLARLY PROJECT	2.0 CR			
QTR ATTEMPTED: 6.0 EARNED: 6.0 GPA: 3.90						
***** SPRING 2014 *****						
Bothell CAMPUS	B NURS 503	ADV FLD WK COM HL N	1.0 CR			
Bothell CAMPUS	B NURS 598	SCHOLARLY PROJECT	2.0 CR			
QTR ATTEMPTED: 3.0 EARNED: 3.0 GPA: 0.00						
----- DEGREE EARNED 06/13/14 -----						
MASTER OF NURSING						
UW: 41.0 TRANSFER: 0.0 EXTENSION: 0.0 GPA: 3.78						
***** CUMULATIVE CREDIT SUMMARY *****						
UW CREDITS ATTEMPTED 41.0 UW CREDITS EARNED 41.0 *						
UW GRADED ATTEMPTED 28.0 EXTENSION CREDITS 0.0						
UW GRADED EARNED 28.0 TRANSFER CREDITS 0.0						
UW GRADE POINTS 105.8						
UW GRADE POINT AVG. 3.78 CREDITS EARNED 41.0						
***** END OF RECORD *****						

This transcript is showing 41.0 UW credits earned; however, when the individual credits are added, 46.0 credits were actually earned.

UW Registrar was emailed and it was explained that NM (non-matriculated) credits were not included in the total as these credits did not go towards the degree earned.

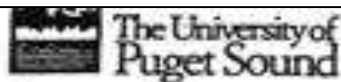
The 5 extra credit can be count towards salary placement though as they are above the 100 level.



Virjean Hanson Edwards  
University Registrar

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**Academic Credits Example: University of Puget Sound is Units.** 1.0 Unit = 5 Quarter Hours; or  
1.0 Unit = 6.0 Quarter Hours depending on date earned.



SCHOOL DISTRICT #402  
'96 MAR 22 AM 9 15

May 20, 1996

Sherrie J. Evans  
Executive Director for Personnel  
South Kitsap School District No. 402  
1962 Hoover Ave. SE  
Port Orchard, WA 98366

Dear Ms. Evans;

I am writing in response to your request for clarification on unit conversion. I'm happy to report that your conversions are correct.

For courses taken in the Summer 1982 you should multiply the unit value by 5 to get quarter credits. In the case of [redacted] the following conversion is appropriate:

Summer 1982  
 $2 \text{ units} \times 5 = 10 \text{ quarter credits}$

During the Summer of 1984, we changed to a semester calendar granting credit in units. Mary's conversion for the following terms are figured in the following manner:

Summer 1984  
 $1.67 \times 6 = 10 \text{ quarter credits}$


Spring 1986  
 $.33 \times 6 = 2 \text{ quarter credits}$

Summer 1986  
 $1.17 \times 6 = 7 \text{ quarter credits}$

On the basis of these conversions, [redacted] received the equivalent of 29 quarter credits at the University of Puget Sound.

Conversions are made on the unit value listed after each class and not on the 1.78 units value yielded after the 1984 change. This number (1.78) was created specifically to keep students trying to reach degree or certification goals on track. All students who attended before and after the 1984 change have the units transferred in this way.

**Academic Credits Example: Pacific Lutheran University operates on semesters!**



**PACIFIC LUTHERAN UNIVERSITY**  
Tacoma, Washington 98447-0003 • 253/535-7161


Date Issued: 28-AUG-2003  
GEN  
Page: 1

Record #  
Issued To: "

Course Level: Continuing Education

SUBJ NO.	COURSE TITLE	CRED	GRD	PTS	R
<b>INSTITUTION CREDIT:</b>					
Summer 2003					
EDUC 501D	New Horizons in Education	3.33	P	0.00	
EDUC 501J	No Child Left Behind	3.50	P	0.00	
Ehrs: 6.83		GPA-Hrs: 0.00		Pts: 0.00 GPA: 0.00	
***** TRANSCRIPT TOTALS *****					
	Earned Hrs	GPA Hrs	Points	GPA	
TOTAL INSTITUTION	6.83	0.00	0.00	0.00	
TOTAL TRANSFER	0.00	0.00	0.00	0.00	
OVERALL	6.83	0.00	0.00	0.00	
***** END OF TRANSCRIPT *****					

$6.83 \times 1.5 = 10.25$



## Back of Pacific Lutheran University Transcript:

The University was founded in 1890 and opened as Pacific Lutheran Academy. It became a junior college in 1921. Ten years later, it was organized into a three-year normal school which became a college of education in 1939. After 1941, it expanded as Pacific Lutheran College until it was reorganized as a University in 1960.

### ACCREDITATION

Pacific Lutheran University is accredited by the Northwest Association of Schools and Colleges. Specialized accreditations are detailed in the University catalog.

### CALENDAR

PLU adopted the "4-1-4" calendar effective September, 1969. The calendar consists of two fifteen-week semesters bridged by a four-week January term.

### GRADING SYSTEM

THROUGH MAY, 1980:			JUNE, 1980 - PRESENT:			The following are not used in GPA		
GRADE	POINTS	EXPLANATION	GRADE	POINTS	EXPLANATION	GRADE	POINTS	EXPLANATION
A	4.00	Excellent	A+, *IA+	4.00	Excellent	H	0.00	Honors
B	3.00	Good	A, *IA	4.00		P	0.00	Passing
C	2.00	Average	A-, *IA-	3.67		F	0.00	Failure
D	1.00	Passing	B+, *IB+	3.33		NC	0.00	No Credit
E	0.00	Failure	B, *IB	3.00	Good	I	0.00	Incomplete
WE	0.00	Failure	B-, *IB-	2.67		IP	0.00	In Progress
H	0.00	Honors	C+, *IC+	2.33		AU	0.00	Audit
P	0.00	Passing	C, *IC	2.00		WM	0.00	Medical Withdrawal
F	0.00	Failure	C-, *IC-	1.67		**W	0.00	Withdrawal
I	0.00	Incomplete	D+, *ID+	1.33		UW	0.00	Unofficial Withdrawal
IP	0.00	In Progress	D, *ID	1.00	Passing			
AU	0.00	Audit	D-, *ID-	0.67				
WP	0.00	Withdrawal Passing	E, *IE	0.00	Failure			
WM	0.00	Medical Withdrawal	EW	0.00	Unofficial Withdrawal			
**W	0.00	Withdrawal						

\* The original grade recorded was an Incomplete. The Incomplete has been converted to the grade noted.

\*\* Beginning with Spring, 1970, the grade of W replaced WP and WE on the transcript.

### COURSE NUMBERING

011-099: courses that carry no university credit; 100-199: courses normally taken by freshmen; 200-299: courses normally taken by sophomores; 300-320 (1970-1994): courses unique to Interim; 300-499 (1994-present): courses normally taken by juniors and seniors (these courses may be included in graduate programs); 500-599: courses normally taken by graduate students (these courses may be included in undergraduate programs).

### CODES

**Pass-Plus grades** (PA+, PA, PA-, etc.) are used for courses in which a letter grade was noted, but pass credit was given. The letter grade is not used in the GPA computation. These are used primarily for courses taken through approved Study Abroad programs.

**Course repeats** are marked on the far right-hand side of each transcript column (column marked "R"). An "I" means the course is included in the GPA calculation. An "E" means the course is excluded in the GPA calculation.

**Credit by exam** (challenge) courses are indicated by an X prior to the course number (ex: X467).

### UNIVERSITY HONORS

Through August, 1997: 3.90-4.00 Summa cum laude; 3.70-3.89 Magna cum laude; 3.40-3.69 Cum laude. December, 1997 forward: 3.90-4.00 Summa cum laude; 3.75-3.89 Magna cum laude; 3.50-3.74 Cum laude. Transfer grades are included in honors calculations. Physical Education activity courses are excluded.

The Dean's List was established beginning December, 1997. To be eligible, a student must have a semester GPA of 3.50 with a minimum of 12 graded hours.

### NOTE

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ACADEMIC TRANSCRIPT

NAME - STUDENT NUMBER	COURSE NUMBER	COURSE TITLE	GRADE	SEMESTER	QUANTITY
-----------------------	---------------	--------------	-------	----------	----------

Official Louisiana Tech University Graduate Transcript

Current Academic Program:

College of Education  
 Nondegree program, graduate level  
 Major: Life Long Learning - Educ Extension

Degrees Awarded:

Master of Arts in Teaching  
 College of Education  
 Major: Secondary Educ Gr 6-12, with concentration in Gen Sci - Biology Educ  
 Gr 6-12  
 Cum GPA: 3.889

Previous Degrees:

Bachelor of Arts  
 HENDRIX COLLEGE  
 Major: Biology  
 May 10, 2008

Admitted Program:  
 College of Education  
 Master of Arts in Teaching  
 Major: Secondary Educ Gr 6-12

EDCI-415 TRENDS AND ISSUES IN EDUCATION  
 A 3.00 12.00

PSYC-507 LEARNING & DEVELOPMENT  
 A 3.00 12.00

Current 6.00 6.00 6.00 24.00 4.000  
 Cumulative 6.00 6.00 6.00 24.00 4.000

EDCI-434 DIVERGE LEARNERS  
 A 3.00 12.00

EDCI-464 MAT & METH: TEACHING SCIENCE  
 A 3.00 12.00

EDCI-521 ASSESSMENT: STUDENTS & PROGRAMS  
 B 3.00 9.00

Winter 2010  
 A 3.00 12.00  
 B 3.00 9.00

Current 9.00 9.00 9.00 33.00 3.667  
 Cumulative 15.00 15.00 15.00 57.00 3.800

No Further Entries This Column

PRINT DATE 07-03-17

Robert D. Venable, Jr.  
 UNIVERSITY REGISTRAR

LAUREN FANG  
 WRITTEN SCHOOL DISTRICT  
 REFNUM: 2007630342  
 EVERETT WA 98204-2647

PAGE 1 OF 2

This transcript processed and delivered by Credential TranscriptNetwork

Academic Credits Example: Quarter or Semester? Be sure to read the back.

# LOUISIANA TECH UNIVERSITY

Office of the Registrar  
 P.O. Box 3155, Ruston, LA 71272  
 Telephone: (318) 257-2176 FAX: (318) 257-4041  
[www.latech.edu](http://www.latech.edu)

**ACCREDITATION:** Louisiana Tech University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, master's, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Louisiana Tech University.

**SEMESTER CREDIT HOUR AWARDED/QUARTER ACADEMIC CALENDAR:** Since September 1967, Louisiana Tech University has operated on a quarter academic calendar (twelve weeks per quarter), and awarded semester hour credits. Seven hundred fifty minutes of class time successfully completed during the quarter equates to one semester credit hour earned. Three or more hours of laboratory work per week count as one classroom period and usually earn one semester credit hour.

**FULL-TIME ENROLLMENT:** An undergraduate student is considered full-time when enrolled for eight or more semester hours per quarter. A graduate student is considered full-time when enrolled for six or more graduate semester hours.

## SYSTEM OF GRADING

GRADE	QUALITY POINTS
A	4
B	3
C	2
D	1
F	0
S	0
I	0
IA, IB, IC, ID	0
PI	0
W	0
AU	0
NC	0
NR	0

COURSE NUMBERS	DESCRIPTION
001 - 099	Developmental education – not acceptable for degree credit
100 - 199	Freshman courses
200 - 299	Sophomore courses
300 - 399	Junior courses
400 - 499	Senior courses/selected courses approved for Graduate credit
500 - 599	Master's courses
600 - 699	Master's courses/selected courses approved for Doctoral credit
700 - 799	Doctoral courses

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This secure transcript has been delivered electronically by Credentials Inc. in a Portable Document Format (PDF) file. Please be aware that this layout may be slightly different in look than Louisiana Tech University's printed/mailed copy, however it will contain the identical academic information. Depending on the school and your capabilities, we also can deliver this file as an XML document or an EDI document. Any questions regarding the validity of the information you are receiving should be directed to: Office of the Registrar, Louisiana Tech University, P.O. Box 3155, Ruston, LA 71272-0001, Tel. (318) 257-2176.

### Academic Credits Example: Bates Technical College

### Documentation of Phone Conversation with Steve Ashpole, Registrar at Bates Technical College

**Date:** 08/26/04

**Re:** Reading transcripts


**Phone #:** (253) 680-7014

#### Explanation of transcript:

- a. Courses that have **letter** grades are quarter credit courses listed in **quarter credits** on the transcripts. Be sure to check the back of the transcript.
- b. Courses that have **number** grades are clock hour courses listed in **units** on the transcripts.
- c. Clock hour units are converted at **1 unit = 16.5 clock hours**.

#### Bates Transcript where Letter Grade = Quarter Hour Credits

BATES TECHNICAL COLLEGE 110 SOUTH YAKIMA AVE TACOMA WA 98405		TRANSCRIPT, GRADE RECORD			INFORMATION FROM THIS RECORD MAY NOT BE RELEASED TO ANY OTHER PARTY WITHOUT OBTAINING CONSENT OF THE STUDENT.		
OFFICIAL TRANSCRIPT WHEN SIGNED AND SEALED BY REGISTRAR							
COURSE	COURSE TITLE	GRADE	CREDIT HRS	GRADE POINT	COURSE	COURSE TITLE	GRADE
EDU 121	***** WINTER 03 ***** Understanding Diversity	A	5.0	5.0	82.5 CK		
PSYC 101	Understanding Human Behav	A	5.0	5.0	82.5 CK		
QUARTER:			164.0	656.0	4.00		
EDU 103	***** SPRING 03 ***** Child Growth & Develop.	A	3.0	3.0	82.5 CK		
QUARTER:			50.0	200.0	4.00		
CUMULATIVE:			214.0	856.0	4.00		
***** END OF TRANSCRIPT *****							
9/20/03 Jama Registrar wasn't enrolled in a career training program. Transcript wouldn't show cumulative hrs earned JE		13 QTR		247.5 CK ÷ 10 = 24.75 QTR Review 11/16/07 JJ			



KELSO SCHOOL DISTRICT  
JUL 07 2003  
By \_\_\_\_\_  
Dent approved  
9-4  
Edm  
Ashpole  
KS

THE COLLEGE IS ACCREDITED BY THE NORTHWEST ASSOCIATION OF SCHOOLS AND COLLEGES							
NAME	STUDENT I. D.	PREVIOUS NAME	HIGH SCHOOL	YEAR GRAD	TO:		
BIRTH YEAR 07/16	QTR HR ENTERED WINTER 03	STUDENT TYPE	DEGREE OR CERTIFICATES EARNED	YEAR			
PROGRAM	ADVISOR						


Bates Transcript where Number Grade = Clock Hour Credits

BATES TECHNICAL COLLEGE  
1101 SOUTH YAKIMA AVE  
TACOMA WA 98405

TRANSCRIPT GRADE RECORD

INFORMATION FROM THIS RECORD  
MAY NOT BE RELEASED TO ANY  
OTHER PARTY WITHOUT OBTAINING  
CONSENT OF THE STUDENT.

OFFICIAL TRANSCRIPT WHEN SIGNED AND SEALED BY REGISTRAR

COURSE	COURSE TITLE	GRADE	CREDIT HRS.	GRADE POINT	COURSE	COURSE TITLE	GRADE	CREDIT HRS.	GRADE POINT
***** WINTER 00 *****									
MSAL 501	MARKETING AND SALES	W			>CIS 132	*** SUMMER 01--CONT. ***			
>MKT 091	OCCUP. HUMAN RELATIONS	3	8.0		>CAS 101	HARDWARE MGMT/MAINT. I	B	5.0	16.5
>MKT 115	BUSINESS CONCEPTS	4	11.0		>CAS 103	BEGIN WORD PROCESSING	B	3.0	
>MKT 116	MARKETING PRINCIPLES	3	6.0		>CAS 105	INTERM. WORD PROCESSING	B	3.0	
>MKT 245	BUSINESS/MKT CAREERS I	4	2.0		>CAS 107	BEGINNING SPREADSHEETS	B	4.0	
QUARTER:	P/S HR HR ERN GPA HR		GPTS	GPA	>CAS 115	INTERM. SPREADSHEETS	B	5.0	
			448.0	1557.0	>CAS 117	DATABASES I	B	5.0	
				3.48	>MMED 110	DATABASES II	B	4.0	
***** SPRING 00 *****									
MICOM 501	NETWORK/SOFTWARE SPEC				>MMED 235	DESKTOP PRESENTATIONS I	B	5.0	
QUARTER:	P/S HR HR ERN GPA HR		GPTS	GPA	>MMED 240	i-Net+	B	5.0	
					>NETWK205	IMAGE EDITING	B	5.0	
***** SUMMER 00 *****									
MICOM 501	NETWORK/SOFTWARE SPEC				>NETWK206	NETWORKING ESSENTIALS	B	5.0	
QUARTER:	P/S HR HR ERN GPA HR		GPTS	GPA	>NETWK223	NETWORK+	B	5.0	
					>NETWK233	MICROSOFT WORKSTATION	B	5.0	
***** FALL 00 *****									
MICOM 501	NETWORK/SOFTWARE SPEC				>NETWK256	MICROSOFT SERVER	B	5.0	
QUARTER:	P/S HR HR ERN GPA HR		GPTS	GPA	>NETWK234	SERVER IN THE ENTERPRIS	B	5.0	
					QUARTER:	MS WINDOWS SERVER	B	5.0	
						P/S HR HR ERN GPA HR		GPTS	GPA
								5385.0	3.00
***** WINTER 01 *****									
MICOM 501	NETWORK/SOFTWARE SPEC				CUMULATIVE:	P/S HR HR ERN GPA HR		GPTS	GPA
QUARTER:	P/S HR HR ERN GPA HR		GPTS	GPA				6942.0	3.09
***** SPRING 01 *****									
MICOM 501	NETWORK/SOFTWARE SPEC				TRANSFER FROM TACOMA COMMUNITY COLLEGE				
QUARTER:	P/S HR HR ERN GPA HR		GPTS	GPA	ENGL 102-Composition		5.0	CI	
					SPCH 100-Speech Comm		5.0	CI	
					MATH 115-College Algebra		5.0	CI	
***** SUMMER 01 *****									
MICOM 501	INFO TECHNOLOGIES				***** END OF TRANSCRIPT *****				
>CIT 091	OCCUP. HUMAN RELATIONS	B	3.5						
>CIT 092	OCCUP. COMMUNICATIONS	B	5.0						
>CIT 093	OCCUP. MATH PRINCIPLES	B	2.0						
>CIS 101	CMPTR CONCEPTS/TECH I	B	3.0						
>CIS 102	CMPTR CONCEPTS/TECH II	B	2.0						
>CSAT 271	INTERNET DEVELOPMENT	B	5.0						
>CSAT 272	INTERNET DEVELOPMENT II	B	5.0						
>CSAT 275	WEB AUTHORIZING EDITOR	B	5.0						

RECEIVED  
JUL 30 2004  
HUMAN RESOURCES



ANN RECORDS  
DIVERSITY  
BATES

THIS COLLEGE IS ACCREDITED BY THE NORTHWEST ASSOCIATION OF SCHOOLS AND COLLEGES

NAME: [REDACTED] STREET I.D.: [REDACTED] PREVIOUS NAME: [REDACTED] HIGH SCHOOL: [REDACTED] YEAR GRAD: 10

INVEST YEAR: [REDACTED] CITY AND STATE: [REDACTED] STUDENT TYPE: [REDACTED] DEGREE OR CERTIFICATE ENLINED: DEGREE-MICOM YEAR: SU401

PROGRAM: NETWORK/SOFTWRE SPEC ADVISOR: [REDACTED]

*John C. [Signature]*



## GRADING SYSTEM

In September 1993, Bates Technical College adopted a competency-based curriculum. Students earn *professional-technical ratings* according to their mastery of skills and tasks at predetermined industry performance standards. These ratings show on the transcript under the "Grade" column, according to the following rating scale:

### Professional-Technical Ratings:

**Rating of 4:** Performs above industry entry-level requirements / standards. Highly competent.

**Rating of 3:** Performs at industry entry-level requirements / standards. Competent. additional training and supervision.

**Rating of 2:** Progressing toward industry entry-level requirements / standards. Needs additional training and supervision.

**Rating of 1:** Exposed to training, but not progressing.

**Rating of 0:** No instruction offered or not evaluated.

**"W"** means withdrawn from program.

**"I"** followed by any rating indicates in-progress--no credit awarded.

**"P"** followed by a rating of 3 or 4 indicates credit awarded from prior learning or experience.

**"IC"** means incomplete and is only used for academic classes

**"S"** means satisfactory

**"U"** means unsatisfactory

**Academic courses** use the traditional letter grade system:

Letter grade	Grade Point Value (GPTS)
A	4.0-3.8
A-	3.7-3.4
B+	3.3-3.1
B	3.0-2.8
B-	2.7-2.4
C+	2.3-2.1
C	2.0

**Continuing education courses** are rated "S", Satisfactory or "NC", No Credit. "S" is not included in grade point average (GPA) calculation and is not recognized toward the attainment of a degree.

## COURSE NUMBERING SYSTEM

000-039 Pre-college level.  
101-199 College-level, normally encountered first year.  
200-299 College-level, normally encountered second year.

Registrar 253.680.7014  
Credentials Evaluator 253.680.7015  
Records Office 253.680.7019

## CALCULATING THE GRADE POINT AVERAGE (GPA)

The grade point value of the academic course letter grade and the rating of the professional-technical course is multiplied by the clock hours in each course (not shown on transcript) to determine the grade points.

### For example:

Grade/Rating	Value	x	Clock Hours =	Grade Points
Human Relations	B-	2.7	55	148.5
Safety Standards	4	4.0	66	264
Wildland Firefighter I	3	3.0	41	123
			162	535.5

In the example above, total Grade Points of 535.5 divided by the total of 162 Clock Hours equals the Grade Point Average (GPA) of 3.3. On the transcript, total grade points (GPTS) are divided by the total clock hours (GPA HR) to arrive at the grade point average (GPA).

Credit hours (noted on the Transcript under the heading of "CREDIT HRS") equates to 1:16.5 clock hours as determined by the Washington State Board for Community and Technical Colleges. These hours are totaled and combined in one number under the heading GPA HR.

## ACCREDITATION

Bates Technical College is accredited by the Commission on Colleges and Universities of the Northwest Association of Schools and of Colleges and Universities

## RELEASE OF INFORMATION

The Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment) prohibits the release of this record or disclosures of its contents to any third party without written consent of the student.

## TRANSCRIPT NOTATIONS

**Credit by Exam** – Students who successfully challenge specific coursework may receive credit.

**Transfer Credit** – In order to receive credit, an official transcript must be requested by the student directly from the institution attended. A description of the transferable courses will be reflected on the Bates transcript. Specific grades for courses transferred from another institution are not recorded.

**Official Transcript** – An official transcript bears the impression of the Bates Technical College seal, the date, Registrar's signature, and is mailed in a sealed envelope stamped "Official Transcript Bates Technical College." Transcripts that do not meet these requirements are **Not** considered official.

November, 2003

**Academic Credits Example: American College of Education. Watch for Quarter or Semester courses!**

THE WORDS "AMERICAN COLLEGE OF EDUCATION" AND "COPY" APPEAR ON ALTERNATE ROWS WHEN PHOTOCOPIED

**EXPLANATORY LEGEND AND AUTHENTICITY STATEMENT APPEAR ON REVERSE SIDE**

**American College of Education**  
101 West Ohio Street Suite 1200  
Indianapolis, IN 46204  
www.acoe.edu

Page 1 of 2

Course Code	Course Description	Credits Attempted	Credits Earned	Grade	Quality Points
<b>Program: M.Ed. in Curriculum and Instruction with a Concentration in Digital Learning and Teaching</b> Enrollment #: F11311254      Status: Graduate Start Date: 11/18/2013      Grad Date: 5/24/2015 Term: 13NOV18      November 18, 2013      11/18/2013      1/12/2014 C18053      Creating Safe and Supportive Classrooms      3.00      3.00      A      12.00 Term GPA: 4.00      Cum GPA: 4.00					
C18063	Teacher Leadership	3.00	3.00	A	12.00
Term: 14JAN20      January 20, 2014 C18063      Teacher Leadership      3.00      3.00      A      12.00 Term GPA: 4.00      Cum GPA: 4.00					
D15013	The Digital Learner	3.00	3.00	A	12.00
Term: 14MARG3      March 03, 2014 D15013      The Digital Learner      3.00      3.00      A      12.00 Term GPA: 4.00      Cum GPA: 4.00					
D15023	Instructional Models for Digital Learning	3.00	3.00	A	12.00
Term: 14AUG25      August 25, 2014 D15023      Instructional Models for Digital Learning      3.00      3.00      A      12.00 Term GPA: 4.00      Cum GPA: 4.00					
D15023	Digital Content for Learning	3.00	3.00	A	12.00
Term: 14OCT06      October 06, 2014 D15023      Digital Content for Learning      3.00      3.00      A      12.00 Term GPA: 4.00      Cum GPA: 4.00					
D15023	The Digital Educator	3.00	3.00	A	12.00
Term: 14JUL14      July 14, 2014 D15023      The Digital Educator      3.00      3.00      A      12.00 Term GPA: 4.00      Cum GPA: 4.00					
Enrollment #: F11311254      Status: Graduate Start Date: 5/24/2015      Grad Date: 5/24/2015 Term: 13NOV18      November 18, 2013      11/18/2013      1/12/2014 C18053      Creating Safe and Supportive Classrooms      3.00      3.00      A      12.00 Term GPA: 4.00      Cum GPA: 4.00					
C18053	Student Engagement	3.00	3.00	A	12.00
Term: 14JUN02      June 02, 2014 C18053      Student Engagement      3.00      3.00      A      12.00					

**RECEIVED**  
JUN 23 2015  
Mukitoo School District  
Human Resources Department

Senior Director of Registration and Student Services

**A BLACK AND WHITE OR COLOR COPY OF THIS TRANSCRIPT IS NOT OFFICIAL**

THE WORDS "AMERICAN COLLEGE OF EDUCATION" AND "COPY" APPEAR ON ALTERNATE ROWS WHEN PHOTOCOPIED

## Back of American College of Education:

### AMERICAN COLLEGE OF EDUCATION

Office of Registration and Records  
101 West Ohio Street, Suite 1200  
Indianapolis, Indiana 46204

#### ACADEMIC CALENDAR / CREDITS

American College of Education operates on 5 week terms, 8 terms per year for Master level degree/certificate programs and 10 week terms, 4 terms per year for Doctorate and Advanced Studies level programs/certificates.

Until January 01, 2013, the College operated under the quarter credit system. As of January, 2013 the College began offering semester credit programs and courses to all new incoming students, all re-entering students and all students changing their program. Semester credits for all other students began June 03, 2013. Beginning June 2013, all quarter credits were converted to semester credits. All cumulative totals for students who have attended under both types of credit are expressed in semester credits. All credits on this transcript have been converted to semester credits using this formula: quarter credits were converted to semester credits by dividing the number of quarter credits by 1.5 (for example, 36 quarter credits ÷ 1.5 = 24 semester credits.)

#### ACCREDITATION

American College of Education is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604, telephone: (800) 621-7440. For specific program information, please refer to the Catalog (available at [www.ace.edu](http://www.ace.edu)).

#### RELEASE OF INFORMATION

This educational record is subject to the Family Educational Rights and Privacy Act of 1974, as amended. It is furnished for official use only and MAY NOT be released to, or accessed by, outside agencies or third parties without the written consent of the student concerned.

#### COURSE NUMBERING SYSTEM

500-599 Graduate Level Courses  
5000-5999 Graduate Level Courses  
6000-6999 Doctorate or Advanced Studies Courses

#### GRADING SYSTEM

Grade	Description	Grade Point Value
A	Excellent	4.0
B	Good	3.0
C	Average	2.0
D	Poor	1.0
F	Failure	0
W	Withdrawn	N/A
P*	Pass	N/A
NP*	Non-Pass	N/A
TR*	Transfer Credit	N/A
I**	Incomplete	N/A
CR*	Credit/Complete	N/A
PR*	Progress	N/A
RV*	Review	N/A

\*Grade is not included in grade point average computation.

\*\* "I" (Incomplete) grades that are not resolved according to the Incomplete Grade policy in the Catalog (available at [www.ace.edu](http://www.ace.edu)) are changed to "F" (Failure) grades. "I" grades are not included in the grade point average computation.

#### TRANSFER CREDIT

American College of Education awards transfer credit in accordance with the Transfer Credit policy in the Catalog. Transfer credits are notated on the transcript with a grade or "TR" and the name of the institution where the coursework was completed. Transferred credits are counted toward the total program completion credits required for graduation, but are not calculated into the cumulative grade point average.

#### ACADEMIC STANDING

Students who do not meet the standards for Satisfactory Academic Progress as outlined in the Catalog will fall out of good standing. A cumulative grade point average of 3.0 ("B") or higher and academic progress within the established incremental maximum timeframe indicate that a student is in good academic standing at American College of Education. See the Satisfactory Academic Progress policy in the Catalog for more information (available at [www.ace.edu](http://www.ace.edu)).

#### DEGREE REQUIREMENTS

To earn a degree at American College of Education, students must be in good standing, earn a minimum of a 3.0 cumulative grade point average, and complete the program within a maximum timeframe of completion. Program-specific graduation requirements are listed in the Catalog (available at [www.ace.edu](http://www.ace.edu)).


#### AUTHENTICATION OF THE RECORD

American College of Education's official transcripts are printed on security paper and do not require a raised seal. If the transcript was issued to the student, the watermark stating "Issued to Student" will appear on the transcript.

This Academic Transcript from American College of Education located in Indianapolis, IN is being provided to you by Credentials Inc. Under provisions of, and subject to, the Family Educational Rights and Privacy Act of 1974, Credentials Inc. of Northfield, IL is acting on behalf of American College of Education in facilitating the delivery of academic transcripts from American College of Education to other colleges, universities and third parties using the Credentials' TranscriptsNetwork™.

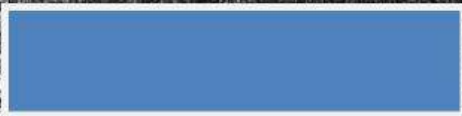
This secure transcript has been delivered electronically by Credentials Inc. in a Portable Document Format (PDF) file. Please be aware that this layout may be slightly different in look than American College of Education's printed/mailed copy, however it will contain the identical academic information. Depending on the school and your capabilities, we also can deliver this file as an XML document or an EDI document. Any questions regarding the validity of the information you are receiving should be directed to: Office of Registration & Records, American College of Education, 101 West Ohio Street, Suite 1200, Indianapolis, IN 46204, Tel: (800) 280-0307.

**Academic Credits Example:** Grade Report is NOT an official transcript. Do NOT record credits from a grade report.

 UNIVERSITY OF WASHINGTON  
**EXTENSION**  
SEATTLE, WA 98195 GH-21

**GRADE REPORTS - NOT AN OFFICIAL TRANSCRIPT**

**GRADE REPORT**

WKSHP IN EDSP: LANGUAGE DEVELOPMENT AND INTER	3.9
EDSPE 495 TE 30	
	
SPRING 1990	

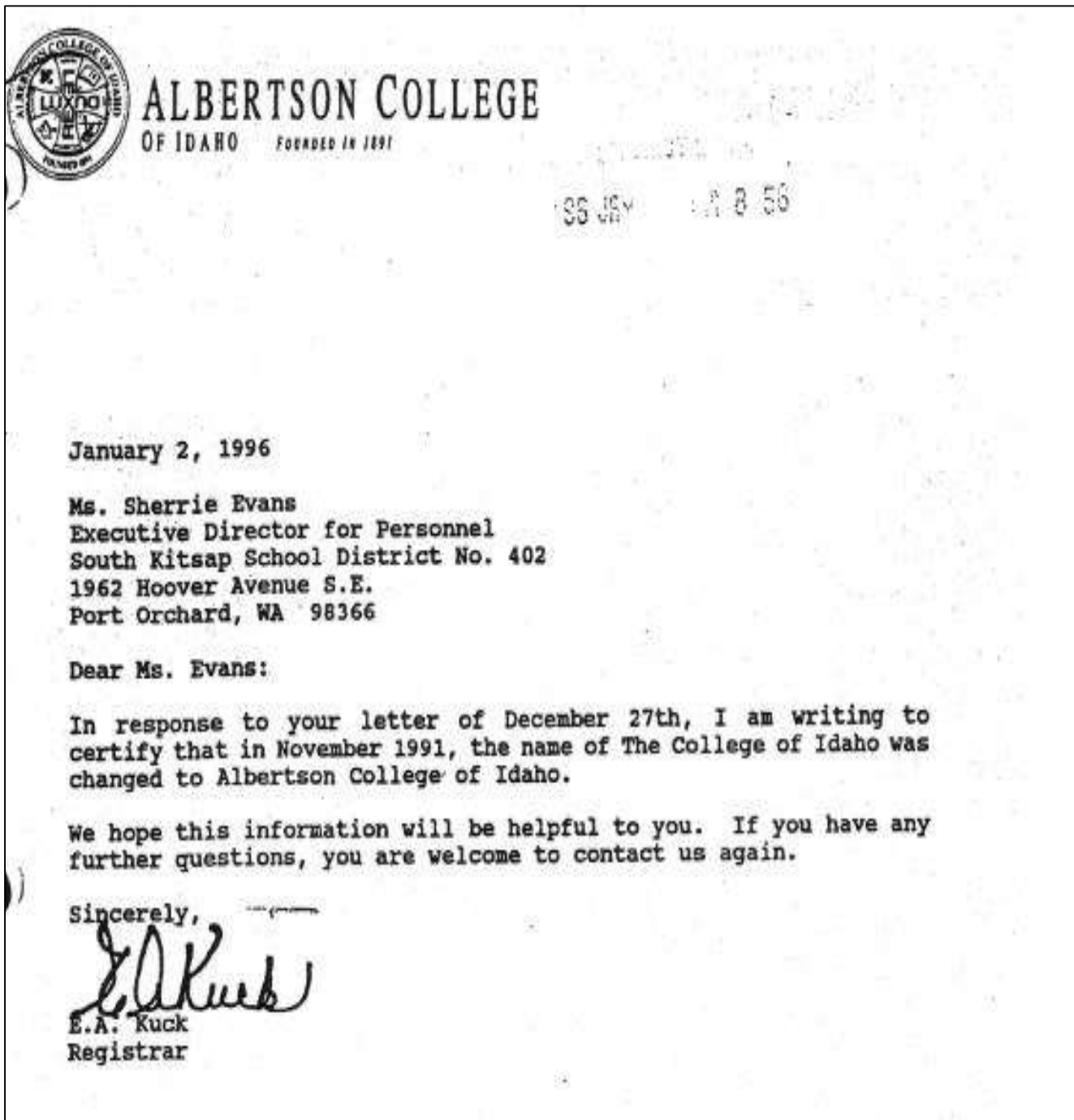
Official transcripts of credit course work may be obtained by making a written request and sending \$3 to Transcripts, PD—10, University of Washington, Seattle, WA 98195.

PLEASE CALL EXTENSION STUDENT SERVICES, 543-6160, WITH QUESTIONS

STUDENT NUMBER
STUDENT NAME
STUDENT ADDRESS
STUDENT CITY
STUDENT STATE
STUDENT ZIP




**Academic Credits Example: College Changes Name.** Albertson College is the College of Idaho.



**Academic Credits Example: Evaluation of International Transcript.** Note: If items are not clear to you, feel free to call or email them for clarification. They are quite helpful. In this example the dates for Year 1, Year 2 and Year 3 were not clear enough for us to determine if they were before or after earned degrees. See email on the next page.

<b>Foundation for International Services, Inc.</b>	19015 North Creek Parkway Suite 103 Bothell, Washington 98011-8029 USA	Telephone: 425-487-2245 Facsimile: 425-487-1989 E-Mail: FIS@MAIL.COM
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**EVALUATION REPORT**

Name: <span style="background-color: lightblue; color: black;">[REDACTED]</span>	Date: October 7, 1998
Country: England	Ref: 65674/AMK
Purpose of Evaluation: Teacher Certification	

School: The University of Liverpool in England

Credential(s) Submitted: Bachelor of Arts (Combined Subjects) with Honours (Class Two, Division Two) and letter from Liverpool Hope University College confirming content of program

Dates Attended: 1990-93

Grading Scale: The grading scale used for the overall grade of the degree is: 4.00 = A (Class One), 3.00 = B (Class Two, Division One and Division Two), 2.00 = C (Class Three), and Pass (Pass). The grades in parentheses are the English grades.

Document Date: December 13, 1993 (diploma), August 27, 1998 (letter)

Signature(s): Vice-Chancellor and Registrar (diploma), for the Rector (letter)

Total Semester Credits:	90
Grade Point Average:	3.00

US Educational Equivalent: Bachelor's degree in art and history from an accredited college or university in the United States.

<u>Course</u>	<u>US Sem. Cr.</u>	<u>US Grade</u>
<u>Year 1</u>		
History	10	B
Art	10	B
English Literature	10	B
	30	
<u>Year 2</u>		
History	15	B
Art	15	B
	30	
<u>Year 3</u>		
History (including Study of Political Theory)	15	B
Art	15	B
	30	

Jenni Ballew

From: FIS [fis@ricochet.net]  
Sent: Friday, February 04, 2000 3:41 PM  
To: Jenni Ballew  
Subject: Re: [REDACTED]

Dear Ms. Ballew:

Thank you for your inquiry. Mary K. Burke, Associate Director of Evaluations at FIS reviewed evaluation # [REDACTED] for [REDACTED]. After reviewing the file, FIS reaffirms our earlier equivalency that [REDACTED] has completed a Bachelor's degree in art and history and has completed the equivalent of 30 semester credits beyond the bachelor's degree. We also affirm that [REDACTED] does "not" have a master's degree equivalency.

If you have any questions, please feel free to contact me.

Sincerely,

Brian L. Bosse  
Director of Administration  
Foundation for International Services, Inc.

----- Original Message -----  
From: Jenni Ballew <ballew@skitsap.wednet.edu>  
To: <FIS@MAIL.COM>  
Sent: Thursday, January 27, 2000 1:27 PM  
Subject: [REDACTED]

> Foundation for International Services, Inc. prepared an evaluation report  
> for [REDACTED] on October 7, 1998. [REDACTED] is currently  
> substituting for South Kitsap School District and we have a question about  
> her highest degree.  
>  
> According to the evaluation report, [REDACTED] highest degree (The  
University  
> of Leeds in England) U.S. education equivalent is "Undergraduate major in  
> art education from an accredited college or university in the United  
> States." This does not specifically state that she has the equivalent of  
a  
> master's degree--does she?  
>  
> Your assistance would really be appreciated!!  
>  
> Jenni Ballew  
> Certificated Personnel Specialist  
> South Kitsap School District  
>  
>

**Academic Credits Example: Ok to report degree from religious institution** if it is accredited but if credits are completed 9/1/95 and after, you must determine if they meet one of the seven (7) course criteria and typically many do not.

**Email exchange between South Kitsap and Ross Bunda, OSPI**

Monday, August 20, 2001 9:40 AM

Sent to: Ross Bunda From: Jenni Ballew, HR, South Kitsap

**Question:** I have an individual with a Master’s Degree in Theology and a Master’s Degree in Divinity. I understand the Master’s Degree will count but my question concerns the credits. All of these credits were completed from 1969 to 1993, **all before the 9/1/95 criteria were adopted**. Under the previous criteria and according to the S 275 instructions, I cannot find any reason why these credits would not count. All are from a regionally accredited institution located within the US. All are applicable to a degree program. I have read through the entire credit section of the S-275 instructions and cannot find any other criteria that apply in this situation.

My question for you is am I correct in my understanding that these credits will count? Thank you so much for your assistance.

**Response from Ross Bunda**

Monday, August 20<sup>th</sup>, 2001 10:06 AM

**YES.**

**Additional email verifying religious courses after 9/1/95 must meet criteria.**

**Jenni Ballew**

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**From:** Ross Bunda [RBunda@ospi.wednet.edu]  
**Sent:** Monday, July 31, 2000 3:27 PM  
**To:** 'Jenni Ballew'  
**Subject:** RE: Religious Credits

Credits earned after September 1, 1995 must satisfy the additional criteria of WAC 392-121-262. If a school district determines that the credits meet one or more of the additional criteria (whether those credits be from religious courses, physical education courses, or any other course), they can be reported as credits for placement on the salary allocation schedule.

Ross Bunda  
Supervisor, Personnel Reporting  
School Apportionment & Financial Services  
Office of Superintendent of Public Instruction  
(360) 753-3585 voice  
(360) 664-3683 fax  
mailto:rbunda@ospi.wednet.edu  
<http://www.k12.wa.us/safs/>

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

**From:** Jenni Ballew [mailto:ballew@skitsap.wednet.edu]  
**Sent:** Monday, July 31, 2000 2:37 PM  
**To:** Ross Bunda  
**Subject:** Religious Credits


I have a new employee who has several religious classes (Psalms, Art of Worship, Intro to Preaching, etc.) she took from Boston University from Fall of 1996 to Fall of 1997. None of the courses are applicable under the criteria listed in WAC 392-121-262 and we have told the employee these credits will not toward salary placement. Just to be sure, are there ever any circumstances where religious classes count toward salary placement using the new criteria in WAC 392-121-262? Thank you for the information.

Jenni Ballew  
South Kitsap School District  
360-876-7372

### Watch for specific dates on transcripts and when the Course Criteria rule begins (9/1/1995):

**ACADEMIC TRANSCRIPT**

**MOODY BIBLE INSTITUTE**  
 820 NORTH LASALLE BOULEVARD  
 CHICAGO, ILLINOIS 60610



Official Transcript Page 1 of 1

---

Name: [REDACTED]

Degree: Master of Arts/Bib Study      Degree Date: 12/19/96  
 Major1: No major      Major2: No major  
 Previous Degree: No Degree      Degree Date:

---

Transfer Credit: GS June Session 1995  
 FE0530 Missions Internship/Practicum 3.00 A

Transfer work

Course	Credits	Attempt	Earn	Pass	Quality	Points	GPA
B10502 New Testament Literature	3.00	3.00	3.00	0.00	3.00	12.00	4.000
		ses	37.00	37.00	0.00	34.00	124.00
		cum	37.00	37.00	0.00	34.00	124.00

----- Fall 1995 -----

Course	Credits	Attempt	Earn	Pass	Quality	Points	GPA
B10530 Biblical Literature/I & II Cor.	3.00	3.00	3.00	0.00	3.00	12.00	4.000
FE0525 Administration Internship/Practicum	3.00	3.00	3.00	0.00	3.00	12.00	4.000
B10501 Old Testament Literature	3.00	3.00	3.00	0.00	3.00	12.00	4.000
FE0501 Field Education Seminar	3.00	3.00	3.00	0.00	3.00	12.00	4.000
PH0510 Spiritual Life & Ministry	3.00	3.00	3.00	0.00	3.00	12.00	4.000
PH0520 Prin. Biblical Research & Intarp	4.00	4.00	4.00	0.00	4.00	16.00	4.000
TH0501 Systematic Theology I	3.00	3.00	3.00	0.00	3.00	12.00	4.000
		ses	12.00	12.00	0.00	12.00	46.20
		cum	49.00	49.00	0.00	46.00	170.20

----- Fall 1994 -----

Course	Credits	Attempt	Earn	Pass	Quality	Points	GPA
B10520 Biblical Literature- Dan-Rev	3.00	3.00	3.00	0.00	3.00	12.00	4.000
B10540 Biblical Lit - Acts	3.00	3.00	3.00	0.00	3.00	12.00	4.000
CO0500 Colloquium	0.00	0.00	0.00	0.00	0.00	0.00	0.000
PH0540 Communication of Biblical Truth	3.00	3.00	3.00	0.00	3.00	12.00	4.000
TH0502 Systematic Theology II	3.00	3.00	3.00	0.00	3.00	12.00	4.000
		ses	16.00	16.00	0.00	16.00	56.80
		cum	19.00	19.00	0.00	16.00	56.80

----- GS January Session 1995 -----

Course	Credits	Attempt	Earn	Pass	Quality	Points	GPA
M10510 Theology of Missions	3.00	3.00	3.00	0.00	3.00	11.10	3.700
		ses	3.00	3.00	0.00	3.00	11.10
		cum	22.00	22.00	0.00	19.00	67.90

----- Spring 1995 -----

Course	Credits	Attempt	Earn	Pass	Quality	Points	GPA
FE0550 Teaching Internship/Practicum	3.00	3.00	3.00	0.00	3.00	12.00	4.000
PH0530 Research Methods	3.00	3.00	3.00	0.00	3.00	12.00	4.000
TH0510 Evangelism & Apologetics	3.00	3.00	3.00	0.00	3.00	12.00	4.000
TH0520 Church and Mission	3.00	3.00	3.00	0.00	3.00	12.00	4.000
		ses	12.00	12.00	0.00	12.00	44.10
		cum	61.00	61.00	0.00	58.00	214.30

----- GE March Session 1996 -----

Course	Credits	Attempt	Earn	Pass	Quality	Points	GPA
B10510 Biblical Literature/Romans	3.00	3.00	3.00	0.00	3.00	11.10	3.700
		ses	3.00	3.00	0.00	3.00	11.10
		cum	64.00	64.00	0.00	61.00	225.40

Issued 07/15/02

The Family Educational Rights and Privacy Act of 1974 prohibits the release of this information without the student's written consent.

TRANSCRIPT PRINTED ON SCRIP-SAFE SECURED PAPER AND DOES NOT REQUIRE A RAISED SEAL

*Paul J. [Signature]*  
REGISTRAR

THE NAME OF THE SCHOOL APPEARS IN WHITE PRINT ACROSS THE FACE OF THE TRANSCRIPT

A SECURITY STATEMENT APPEARS WHEN PHOTOCOPIED. BROWN STAIN INDICATES UNAUTHORIZED ALTERATIONS.

**Academic Credits Example: Two BA Degrees**

Report the date of the first BA degree. Be sure to report credits after the first BA to the 2<sup>nd</sup> BA. At times, the two degrees have the same date. Just report the one date. Note of caution: If both BA degrees are conferred on the same date, no credits can be counted for the second BA degree.

CENTRAL WASHINGTON STATE COLLEGE				WALLINGBORO WASHINGTON 9903			
STUDENT INFORMATION				COURSES AND CERTIFICATES			
STUDENT NO. [REDACTED]		BIRTH PLACE - DATE [REDACTED]		B.A. 5-9-78 Major: Adm. Mgmt. (Retail Mgmt.)		TRANSFER CREDIT 10cr/LCC/1974-1976	
PARENT OR GUARDIAN [REDACTED]		ADDRESS [REDACTED]		MINOR: Pol. Sci.		<b>* 2 BA'S count after 1st one</b>	
SECONDARY SCHOOL [REDACTED]		LOCATION [REDACTED]		Initial Teach Cert 7-01-85 Major: Social Science (Elem)			
DATE OF GRAD [REDACTED]		DATE OF GRAD [REDACTED]		Initial Teach Cert 7-01-85 Minor: Elem Sch Prof Sub			
DEPT	COURSE NO	CREDITS	GRADE	DEPT	COURSE NO	CREDITS	GRADE
FALL 1974				SPRING 1974			
PSY 447	PSYCHOLOGY OF AD	3	A- 11.1	D E 340	PRINCIPLES OF SR	3	H 15.0
POSC451	INTRO CONSTITUTI	5	A- 18.5	NSED444	AMS	1	A 4.0
LAJ 347	POLICE ORGANIZAT	5	H 12.0	NSED371	OFFICE MANAGEMEN	5	A- 16.5
P E 298	SWI CONDITIONING	3	H 9.0	ECON202	PRINCIPLES ECONO	3	A- 16.5
ENG 310	TECHNICAL WRITIN	3	H 9.0	18.0	16.0 16.0 14.5	3.37	OTR
16.0	16.0 16.0 16.0	12.0	3.35	18.0	16.0 16.0 14.5	3.37	OTR
16.0	16.0 16.0 16.0	12.0	3.35	18.0	16.0 16.0 14.5	3.37	OTR
WINTER 1974				SPRING 1974			
NSED451	OFFICE SUPERVISI	3	A 12.0	PSY 314	HUMAN DEV & LEAR	4	A 16.0
POSC452	CONSTITUTION/HUM	5	H 16.5	HIST144	US HISTORY SINCE	5	A 20.0
LAJ 251	COURT ADMINISTRA	4	A 16.0	GEOG205	ECONOMIC GEOGRAP	5	A 20.0
NSED275	BUSINESS ORGANIZ	3	A 12.0	ED 101	TEACHING AN DRT	3	A 12.0
15.0	15.0 15.0 16.0	3.74	OTR	17.0	17.0 17.0 18.0	4.00	OTR
12.0	11.0 11.0 11.0	3.66	ACC	17.0	17.0 17.0 18.0	4.00	ACC
SPRING 1974				SUMMER 1974			
ECON201	PRINCIPLES ECONO	5	C+ 11.5	ECON322	SCIENCE ED IN EL	7	A 12.0
P E 1062	BEGINNING GOLF	1	0 1.0	PSY 111	PSYCH FOR CLASSR	4	A- 14.0
D E 461	ADVERTISING/SALES P	5	A 20.0	HIST301	PACIFIC NORTHWEST	7	A 12.0
NSAD360	PRINCIPLE OF WAR	4	A 16.0	ED 444	EDUCATION ISSUES	7	A 12.0
14.0	14.0 14.0 14.0	47.5	3.19	ED 127	TECH ELEM SC METH	3	A- 11.1
120.0	45.0 45.0 45.0	157.6	3.50	15.0	15.0 15.0 17.0	1.76	OTR
FALL 1974				FALL 1974			
NSAD381	MANAGEMENT HUMAN	5	H 16.5	ED 103	PRE-AUTUMN FLO	4	F 1.0
V E 367	MGTATI MANAGEMEN	5	A 20.0	POSC423	METH/MAT SOCCL	7	A 12.0
ACCT251	PRINCIPLES OF AC	5	H 16.5	SECS550	RESOURCES, POP SOC	4	A 16.0
15.0	15.0 15.0 15.0	43.0	3.43	ED 114	UTILIZATION OF M	7	A 12.0
150.0	60.0 60.0 60.0	210.6	3.41	ED 111	TEACHING CURR M	5	A 20.0
WINTER 1974				FALL 1974			
POSC360	COMPARATIVE POLI	5	A 20.0	19.0	15.0 15.0 17.0	4.00	OTR
NSED385	BUSINESS COMM/RE	5	A- 18.5	17.0	15.0 15.0 17.0	4.00	OTR
ACCT252	PRINCIPLES ACFOU	5	H 16.5	17.0	15.0 15.0 17.0	4.00	OTR
15.0	15.0 15.0 15.0	45.0	3.44	17.0	15.0 15.0 17.0	4.00	OTR
125.0	75.0 75.0 75.0	245.0	3.54	17.0	15.0 15.0 17.0	4.00	OTR

*1st BA*

*139h. & 2nd BA*

IN ACCORDANCE WITH THE FAMILY RIGHTS AND PRIVACY ACT OF 1974 THIS TRANSCRIPT MUST NOT BE RELEASED TO A THIRD PARTY

NOV 14 1978

## The old "FIFTH" year Credits

Similar to what teachers do now with the residency and professional certificates, teachers completed a "fifth" year program after their BA degree. Colleges frequently counted credits that were prior to the date of the BA degree toward the "fifth year" program. Teachers have questioned why we cannot report these credits. **The answer is that they were completed prior to the date of the first BA degree and we can only report credits after that first BA date.** The following letters are correspondence with OSPI about the fifth year issue. **Fifth year or otherwise, no credits earned prior to the BA can be counted – period!**



# Sample Fifth Year Plan

State of Washington  
SUPERINTENDENT OF PUBLIC INSTRUCTION  
Olympia

Project completed Date Summer 73

Date 1/70 - 4/71  
City Stem  
County Port Orchard

## FIFTH COLLEGE YEAR TEACHER EDUCATION PROGRAM PLAN

This form is for the use of beginning teachers, teacher education institutions, and employing school districts. One copy is to be included with the teacher's fifth year record that is forwarded to the Superintendent of Public Instruction when the standard certificate is recommended.

Last Name [Redacted] First Name [Redacted] Middle Name [Redacted] Undergraduate Institution Western

Maiden name or religious name \_\_\_\_\_

All other names (first, middle or last) you may have used at any time \_\_\_\_\_

Address [Redacted], Bremerton, Wash. 98310  
(Number and Street) (City) (State) (Zip Code)

Recommended Teaching Assignment(s) for Provisional Certificate Speech Therapy - Provisional Date Granted Dec. 1969

Credit hours beyond degree requirement completed prior to the issuance of provisional certificate 22 1/2  
~~All vertical lines to be crossed out if the number of credit hours is less than 22 1/2.~~ Quarter 22 1/2  
54,000 hrs.

1. Prescribed Study by Undergraduate Institution (Maximum of 50%) Washington State History. 22 1/2 max. transfer credits applicable

**REQUIREMENTS:** Courses in professional education and academic fields  
Washington State History 7-15-71 Richard C. Saligen  
15 credits in two fields other than major Requirement Satisfied Director, Advisory Services W.

2. Additional Study Recommended by Undergraduate Institution  
Usual program of academic and professional studies as indicated by principal and required by recommending institution.

Date 4-28-71 [Redacted] Administrative Assistant  
 Office of Fifth Year Advisement,  
 W.W.S.C.

3. Employing School District Recommendations  
Usual program related to her areas of speech and hearing.

Date 5-4-71 [Redacted] Recommending Official, Name and Title  
Richard C. Saligen  
 School District No. 402 Kitsap County

SEE FIFTH YEAR STANDARDS AND CERTIFICATE RENEWAL REGULATIONS ON BACK OF FORM



# South Kitsap School District No. 402



1962 Hoover Avenue S.E., Port Orchard, WA 98366 • (360) 876-7306 • Fax: (360) 876-7675

Sherrie J. Eggen, Executive Director for Personnel

October 30, 1995

Mr. David Hautz  
Apportionment and Research  
Office of State Superintendent  
Old Capitol Building  
PO Box 47200  
Olympia, WA 98504-7200

Dear David:

We are in the process of putting our teacher credit, clock hours, and experience records into a computer database. In reviewing the files, I have found a number of documents like the one enclosed. These documents grant credits beyond the degree for credits taken in excess of the degree requirement for application to a fifth-year program. Our local salary schedule has allowed for these credits to be counted for salary purposes. They have not been reported on the S275. I am asking that you review the document since these excess credits were approved by SIP.



We are also in the process of moving from our local schedule to the state allocation model for salary purposes. Therefore, the applicability of these excess credits become important for a number of our staff.

As always, I appreciate your assistance.

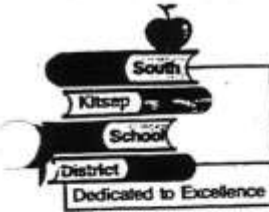
Sincerely,

Sherrie Eggen  
Executive Director for Personnel

SE:edh

c: Mr. Jack Nelson

*Must be earned after  
the date of BA was  
awarded per the transcript -*



## South Kitsap School District No. 402



1962 Hoover Avenue S.E., Port Orchard, WA 98366 • (360) 876-7306 • Fax: (360) 876-7675

Sherrie J. Eggen, Executive Director for Personnel

November 8, 1995

Mr. David Hauntz,  
Apportionment and Research  
Office of the State Superintendent of Instruction  
Old Capitol Building  
Olympia, WA 98504-7200

Dear David:

Thank you for taking time to speak with me today about my letter of October 30, 1995. Sorry about the misspelling of SPI as "SIP." As you informed me, the form that I had enclosed does not mean that SPI approved those courses. The form was a fifth year plan approved locally. As you confirmed, the rules require that only those credits earned after the awarding of the Bachelors' degree, by the date stated on the transcript, can be counted as credits earned since the Bachelors' degree. Therefore, regardless of the number of credits a person took to get the Bachelors' degree, only those awarded after the degree are applicable to the state allocation model.

As we also discussed, I now understand that those credits earned after the Bachelors' Degree and after August 31, 1987, taken at a regionally accredited educational institution, that are not applicable to a next higher degree should be counted as an in-service credit pursuant to WAC 392-121-257. For example, a "092" course taken at Olympic College, earned after the date of the Bachelors' Degree and earned after August 31, 1987, are applicable to the state allocation model.

Thank you for your assistance.

Sincerely,

  
Sherrie J. Eggen  
Executive Director for Personnel

cc: Jack Nelson, SKEA President

**QUESTIONS**

**ABOUT ACADEMIC**

**CREDITS**



### CLOCK HOURS

#### Rules applicable to clock hour credits include:

1. Credits must be a **minimum of three (3) hours**.
2. Credits are **earned after August 31, 1987**; and **after the awarding or conferring of the employee's first bachelor's degree**.
3. Credits are earned **on or before October 1 of the year** for which allocations are being calculated pursuant to this chapter.
4. Use the **last date of the course as the "earned" date** for the course; UNLESS specifically stated otherwise on the form. For example, ESD 105 for a period of time noted on their transcript that the earned date was the date the person paid for the course as they did not consider a course earned until payment was received.
5. There is **no repeat restriction** on clock hours.
6. **Credits are earned where the provider is an OSPI approved clock hour provider FOR THAT YEAR!!** On Form 1025 it is the "Provider" not OSPI just because it is on an OSPI form.  
<http://www.k12.wa.us/certification/clockhours.aspx>
7. Clock hours **MUST BE documented on the correct form. Any deviation must be approved by OSPI, but be careful to indicate you are inquiring regarding S275 reporting and not for the purpose of certification renewal as they are two different rules.**
8. Ten clock hours equals one quarter hour credit.
9. Each forty hours of participation in an approved internship with a business, industry, or government agency pursuant to chapter 181-83 WAC equals one in-service credit. No more than two in-service credits may be earned as a result of an internship during any calendar-year period. Each individual is limited to a maximum of fifteen in-service credits earned from internships.
10. Credits below 100 level on a transcript from a regionally accredited academic institution may be reported in-service credits if they were completed between 9/1/1987 and 3/8/1997.
11. Continuing education units (CEUs), continuing education, and in-service earned under rules of other states are not reportable. However, certain continuing education courses recorded on academic transcripts may be reportable as a non-transfer credit. (Ex: SPU)
12. Accumulate credits rounded to one decimal place.



ASCD is an approved provider but not an approved form. Employee would need to have ASCD complete an OSPI approved form





NO!

# CERTIFICATE OF COMPLETION



has successfully completed 13 hours of instruction by attending the  
Read Well First Grade Training Workshop  
February 27-28, 2004  
Portland, Oregon

*Jane Indorf, M.Ed.*





**Clock Hour Example: Credits Online/ESD 114. Credits online Academic Record not acceptable documentation, but the ESD 114 Clock Hour form is okay.**



### How to "Read and Write" in Math: Improving Problem Solving and Communication in Mathematics

**ONLINE INSTITUTION DATA**

CE Credits Online  
23224 NE 156th PL  
Woodinville, Washington 98077  
425.788.7275  
www.creditsonline.org

**ONLINE STUDENT DATA**

Name:

Address:

Phone:

**ACADEMIC RECORD**

Course: How to "Read and Write" in Math:  
Improving Problem Solving and  
Communication in Mathematics

Completion 11/17/2015

Date:

Number of 45.00

Hours:

Letter Passed

Grade:

**NARRATIVE EVALUATION**

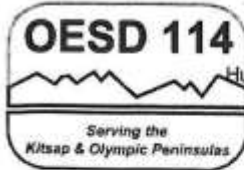
This course introduces teachers to a wide range of instructional strategies and methodologies for math problem solving and math communication that will enable them to create effective classroom learning experiences that will help students solve word problems successfully and describe their solution processes clearly. This course focuses on creating exciting math lessons that are challenging and achievable for all students by providing an in-depth exploration of and systematic approaches to solving math word problems and developing written and oral communication skills to describe them.

**AUTHORIZATION OF COURSE COMPLETION**

11/17/2015

RECEIVED

DEC 17 2015



Mukilteo School District  
Human Resources

### Olympic ESD 114

## REQUEST FOR CLOCK HOURS

Clock Hour Program – Payments  
105 National Ave N., Bremerton, WA 98312  
See Reverse Side for Further Information

1 5.0  
BLES-S  
B 80

- \$2.00 Per Clock Hour
- \$10.00 Research Fee (per class) applies 90 calendar days after program ends
- Use blue or black ink
- Do not alter printed portions of form

**CLOCK HOURS ARE NOT EARNED UNTIL ALL FEES ASSOCIATED WITH THIS REQUEST ARE RECEIVED BY OESD 114.** This form must be received along with your payment within 90 calendar days of the program end date, or a \$10.00 research fee will apply. Upon receipt of completed form and all fees for clock hours, this form will be fully executed and will be returned to you and serve as verification of clock hours earned. Clock hours are earned only after OESD clock hour provider verification signature is completed.

### SECTION 1: PERSONAL INFORMATION

Name: \_\_\_\_\_ Male  Female   
 Circle One

Birth Date (required for W): \_\_\_\_\_

Address: \_\_\_\_\_  
 Other name(s) under which records may be listed: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

District (Required): Mukilteo Email address: \_\_\_\_\_

Note! If you have a new address/phone #/last name, or have changed school districts, check this box

### SECTION 2: AFFIDAVIT (Please ensure this section is complete with signature)

I, \_\_\_\_\_, do hereby swear or affirm that I earned 45 clock hours for actual attendance at this in-service. (Registrants may request fewer hours than the amount calculated for the entire in-service education program due to partial attendance.) I am not applying for college credit for this program. I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. (Intentional misrepresentation of material fact in this form will subject holder to revocation of his/her certificate pursuant to Chapter 181-85 WAC.)

Date: 11/30/15 Signature of Participant: \_\_\_\_\_

### SECTION 3: WORKSHOP INFORMATION

**How to "Read and Write" in Math: Improving Problem Solving and Communication in Mathematics**  
 Title of Program: \_\_\_\_\_ CEC683 Clock Hour ID: \_\_\_\_\_ 45 Total Clock Hours Available

**OESD 114 on behalf of CE Credits Online**  
 Sponsoring District or Agency: \_\_\_\_\_ 11/17/15 Program End Date

**Stephanie Parker**  
 Person Responsible for Program: \_\_\_\_\_ (360) 405-5801 Phone Number

### SECTION 4: PAYMENT INFORMATION (Please complete and enclose payment)

Number of Clock Hours Earned: 45 X \$ 2.00 = \$ 90.00  
 Research Fee (if submitted 90 days after program ending date): \$ 10.00 = \$ —  
 Total Amount of Payment Enclosed: \$ 90.00

**CLOCK HOURS ARE NOT EARNED UNTIL ALL FEES ARE RECEIVED BY OESD 114**

### SECTION 5: VERIFICATION/APPROVAL OF CLOCK HOURS (to be completed by OESD 114 only)

**Verification.** When signed by the approved in-service provider below, and full payment for clock hours and all associated fees are received by OESD 114, this form verifies eligible clock hours as required by WAC 392-121-280 (3). This form is not valid for clock hour verification until all payments are received, and the form has been signed by Olympic ESD 114.

Receipt #: -122821- The credits/clock hours to which this stamp is affixed meet one of the criteria required per RCW 26A.419.015 for salary placement. Bruce Hobert Olympic ESD 114 Authorization

Revised 8/08

Bruce Hobert, Executive Director  
Human Resources

**Clock Hour Example: Bellevue School District.** Districts issuing transcripts must be approved to do so and are on OSPI's website if approved; <http://www.k12.wa.us/certification/ClockhoursDocumentation.aspx>.) Some transcripts may also indicate the approved course criteria item for listed courses.



12111 NE First Street, Bellevue, Washington 98005 / P.O. Box 90010, Bellevue, Washington 98009-9010

**Official Clock Hour Transcript**

D: 000000]

July 2, 2015

**Official BSD Clock Hours: 49.00**

**INSERVICE PROVIDER**

When signed by the approved inservice provider, this form serves as a transcript or letter documenting eligible credits as required for salary purposes by WAC 392-121-280(2).

*H. Edlund*

Heather Edlund – Director of Curriculum

**RECEIVED**

JUL 10 2015

Mukilton School District  
Human Resources Department

Date	Course ID	Course Title	Hours	Criteria
06/27/2014	32150	2014 Pnw Ap Institute	23	1
07/02/2015	32755	2015 Pnw Ap Institute	26	1,2

**CRITERIA**

Credits earned after September 1, 1995, must meet criteria established by the Legislature (RCW 28A.415.023) before they can be used for placement on LEAP salary allocation documents. At the time credits are recognized by the school district, the content of the course must meet at least one of the following:

1. It is consistent with a school-based plan for mastery of student learning goals as referenced in RCW 28A.655.110, the annual school performance report, for the school in which the individual is
2. It pertains to the individual's current assignment or expected assignment for the following school year.
3. It is necessary for obtaining an endorsement as prescribed by the Washington Professional Educator Standards Board.
4. It is specifically required for obtaining advanced levels of certification.
5. It is included in a college or university degree program that pertains to the individual's current assignment or potential future assignment as a certificated instructional staff.
6. It addresses research-based assessment and instructional strategies for students with dyslexia, dysgraphia, and language disabilities when addressing learning goal one under RCW28A.150.210, as applicable and appropriate for individual certificated instructional staff.

**Clock Hour Example: Seattle Pacific University.** Colleges issuing transcripts must be approved to do so and are also listed on OSPI's website if approved; (<http://www.k12.wa.us/certification/ClockhoursDocumentation.aspx>.) If it shows as CEU, it is a clock hour IF they are an approved Washington State clock hour provider.

Seattle Pacific University  
Transcript Type: CEU

Record of: \_\_\_\_\_ Student No: \_\_\_\_\_ EXT \_\_\_\_\_ Page: 1

Date Issued: 03-JUL-2015

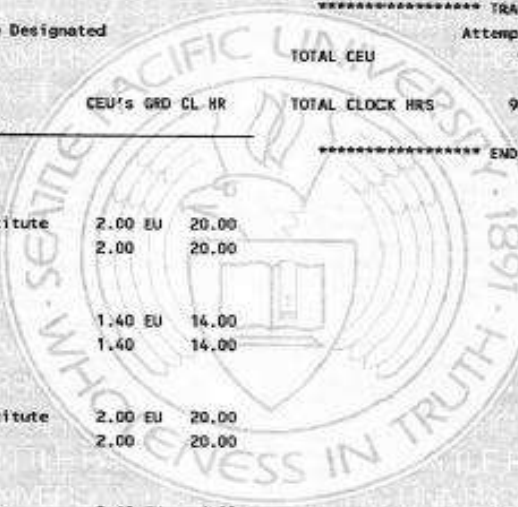
Issued To: Mukilteo School District  
Attn: Laura Bradburn, MR  
9401 Sharon Dr  
Everett, WA 98204-2647

**RECEIVED**  
JUL 08 2015  
Mukilteo School District  
Human Resources Department

Level: Non-Matriculated  
Student Type: Continuing Education

Current College(s): No college Designated  
Current Program(s): Undecided

				***** TRANSCRIPT TOTALS *****		
				TOTAL CEU	Attempted	Earned
				9.00	9.00	9.00
SUBJ NO.	W	COURSE TITLE	CEU's GRD CL HR	TOTAL CLOCK HRS	90.00	90.00
***** END OF TRANSCRIPT *****						
INSTITUTION CREDIT:						
Summer 2009						
CEU	2234	Teaching Learning Institute	2.00 EU 20.00			
		TOTAL:	2.00 20.00			
Winter 2011						
CEU	2602	Right Response	1.40 EU 14.00			
		TOTAL:	1.40 14.00			
Spring 2011						
CEU	2234	Teaching Learning Institute	2.00 EU 20.00			
		TOTAL:	2.00 20.00			
School Year 2013 - 2014						
CEU	3630	PBIS Coaches Institute	0.60 EU 6.00			
		COMPLETION DATE: 27-JAN-2014				
		TOTAL:	0.60 6.00			
School Year 2014 - 2015						
CEU	2234	Teaching Learning Institute	3.00 EU 30.00			
		COMPLETION DATE: 31-MAY-2015				
		TOTAL:	3.00 30.00			
***** CONTINUED ON NEXT COLUMN *****						



This official university transcript is printed on security paper and does not require a raised seal.

Kenda Gatlin, University Registrar

**Clock Hour Example: WEA. NOTE: the signature of the provider is not provided. Invalid documentation. Cannot report!**



Center for Education Quality  
 P O Box 9100  
 Federal Way, WA 98063  
 253-765-7088

JUN 02 2015

Continuing Education Clock Hour Credit  
**INSERVICE REGISTRATION**

Mukilteo School District  
 Human Resources Department  
 Use this form to verify your attendance at the inservice offering outline in Section II below. This form must be retained by the individual as verification of attendance. It is the individual's responsibility to maintain accurate records for compliance with certification regulations. DO NOT USE THIS FORM IF YOU WILL RECEIVE COLLEGE CREDIT FOR THIS INSERVICE PROGRAM. PLEASE PRINT AND USE PEN ONLY.

Section I - Information - Participant

Last Name	First Name	Middle Initial A	Maiden or Former Name
Date of Birth (m, d, y)	Social Security Number (Optional)		(Optional) <input checked="" type="checkbox"/> Female <input type="checkbox"/> Male
Home Address		Phone: Hon. Phone Business ( )	
State WA			

Section II - Inservice Provider - Clock Hours

Class Number 3743

Title of Inservice offering 2015 SPARKS - Pilchuck		Class Number 3743
Total Number of Clock Hours Available for Inservice Offering 12.5	First Day of Inservice 5/7/2015	Last Day of Inservice 5/9/2015
Sponsoring Provider Name (Agency Granting Clock Hours) Washington Education Association		Business Telephone Number (253) 765-7063
Provider Address PO Box 9100, Federal Way WA 98063-9100		
Sponsoring Provider Inservice Contact Person Diane Flynn		Telephone Number

Section III - Affidavit - Participant

I swear/affirm that I earned 12.5 out of 12.5 possible clock hours for actual attendance at this inservice. I am not applying for college/university credit for this program.

Also, I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. The intentional misrepresentation of a material fact in this form subjects the holder to revocation of his/her certificate pursuant to Chapter 180-85 WAC. This form should be retained by the holder for possible dispute (WAC 180-85-085).

The credits/clock hours to which this stamp is affixed meet one of the criteria required per RCW 28A.415.023 for

Original Signature of Participant Bruce Hobert Washington Certificate Number 5121115 Date

Section IV - Inservice Provider - Verification

Bruce Hobert, Executive Director  
 Human Resources

When signed by the approved inservice provider, this form serves as a transcript or letter documenting eligible credits as required for similar purposes by WAC 392-121-280(2).

Original Signature of Inservice Provider or Designee \_\_\_\_\_ Date 5/9/15

FORM SP1 1125(Rev/1/99) facsimile

## Clock Hours: WAC 181-85-033

### CONTINUING EDUCATION CREDIT HOUR—DEFINITION—PROFESSIONAL

(1) Notwithstanding any provisions of this chapter to the contrary, for **consultation and collaboration as a member of an approved professional growth team**, as defined by WAC 181-78A-010 and 181-79A-030, members of a professional growth team, excluding the candidate, shall receive the **equivalent of three (3) continuing education credit hours**. The team member may not receive more than the equivalent of six (6) continuing education credit hours, as defined by this section, during a calendar year period.

(2) A person holding a valid educational certificate pursuant to RCW 28A.410.010 shall receive the equivalent of **ten (10) continuing education credit hours for serving on a school accreditation site visit team**. The person may not receive more than the equivalent of twenty (20) continuing education credit hours during a calendar year period.

(3)(a) Notwithstanding any provisions of this chapter to the contrary, **individuals officially designated as a supervisor by a college/university, school district, educational service district, an approved private school, a state agency providing educational services to students or the superintendent of public instruction, a person holding a valid educational certificate pursuant to RCW 28A.410.010 shall receive the equivalent of thirty (30) continuing education credit hours for service as a supervisor**. The person may not receive more than the equivalent of thirty (30) continuing education credit hours during a calendar year period. (b) The term "supervisor" shall mean individuals officially designated as a supervisor by a college/university, school district, educational service district, an approved private school, a state agency providing educational services to students, or the office of superintendent of public instruction for supervising the training of teacher interns, administrative interns, educational staff associate interns, and paraprofessionals.

(4) A person holding a valid educational certificate pursuant to RCW 28A.410.010 shall receive the equivalent of **forty-five (45) continuing education credit hours for completion of an assessment process as part of the National Board for Professional Teaching Standards certificate application**. Upon achieving National Board certification, the individual shall receive the equivalent of **an additional forty-five (45) continuing education credit hours for a total of ninety (90) continuing education credit hours** per National Board certificate.

(5) Notwithstanding any provisions of this chapter to the contrary, **teachers who achieve the professional certification through the external assessment per WAC**


**181-79A-206 will receive the equivalent of one hundred fifty (150) continuing education credit hours.**

(6) Notwithstanding any provision of this chapter to the contrary, individuals who receive **in-service training or continuing education according to RCW 28A.415.020(6) in first peoples' language, culture and oral tribal traditions** provided by a sovereign tribal government participating in the Washington state first peoples' language, culture and oral tribal traditions teacher certification program authorized under RCW 28A.410.045 shall be considered approved in-service training or approved continuing education under this section.

(7) Notwithstanding any provision of this chapter to the contrary, individuals who serve as **scorers for the Washington teacher performance assessment shall receive the equivalent of ten (10) continuing education credit hours for each four assessments scored**, provided that an individual may not receive more than the equivalent of twenty (20) continuing education credit hours during a calendar year period. **Additionally**, individuals who receive initial training as scorers for the Washington teacher performance assessment shall receive the equivalent of ten (10) continuing education credit hours.

(8) Notwithstanding any provision of this chapter to the contrary, individuals who serve as **scorers for the Washington ProTeach Portfolio assessment shall receive the equivalent of ten (10) continuing education credit hours for completing one full scoring session during a calendar year**, provided that an individual may not receive more than the equivalent of twenty (20) continuing education credit hours during a calendar year period. Individuals who receive initial training as scorers for the Washington ProTeach Portfolio assessment shall receive the equivalent of ten (10) additional continuing education credit hours.

**Clock Hour Example: Supervisor Form.** Be sure to record the correct provider. Also, the number of hours available per year have gone from 20 to 30.



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION  
Professional Certification  
Old Capitol Building, PO BOX 47200  
OLYMPIA, WA 98504-7200  
(360) 725-6400 TTY (360) 664-3631  
Web Site: <http://www.k12.wa.us/certification/>  
E-Mail: [cert@k12.wa.us](mailto:cert@k12.wa.us)

91  
M90  
+  
91

**CONTINUING EDUCATION CREDIT HOURS (CLOCK HOURS)  
SUPERVISOR OF TRAINING**

Use this form to verify continuing education credit hours (clock hours) earned through WAC 181-85-033 (3).

**WAC 181-85-033(3)**

(3) (a) Notwithstanding any provisions of this chapter to the contrary, individuals officially designated as a supervisor by a college/university, school district, educational service district, an approved private school, a state agency providing educational services to students or the superintendent of public instruction, a person holding a valid educational certificate pursuant to RCW 28A.410.010 shall receive the equivalent of thirty continuing education credit hours (clock hours) for service as a supervisor. The person may not receive more than the equivalent of thirty continuing education credit hours (clock hours) during a school year period.

(b) The term "supervisor" shall mean individuals officially designated as a supervisor by a college/university, school district, educational service district, an approved private school, a state agency providing educational services to students, or the office of superintendent of public instruction for supervising the training of teacher interns, administrative interns, educational staff associate interns, and paraprofessionals.

**SECTION I**

**TO BE COMPLETED BY APPLICANT**

1. NAME	LAST	FIRST	MIDDLE	MAIDEN/FORMER NAME
S.				
2. ADDRESS			3. DATE OF BIRTH	
CITY/STATE/ZIP			4. SOCIAL SECURITY NUMBER (optional)	
5. TELEPH BUSINESS			6. FAX	

8. **PERIOD DURING WHICH CLOCK HOURS WERE EARNED:** January 2017 TO May 2017

"Supervisor" (per WAC 181-85-033(3)) for 10 continuing education credits (clock hours) (not more than 30 per school year)

I, \_\_\_\_\_, certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. The intentional misrepresentation of a material fact in this form subjects the holder to revocation of his/her certificate pursuant to chapter 181-85 WAC.

Original Signature of Participant \_\_\_\_\_ Date 06/06/2017

**SECTION II**

**TO BE COMPLETED BY INSTITUTION/EMPLOYER**

This statement **MUST** be prepared by the college/school district/approved private school/agency authorized to verify continuing education credit hours (clock hours) per WAC 181-85-033, as claimed by the applicant in Section I item #8 above. When signed by the authorized institution/employer, this form serves as verification that the person listed in Section I completed the requirement or provided documentation for the clock hours as claimed. Stamped signatures **MUST** be initialed by the individual using the stamp. **Please give this form, with Section II completed, directly to the applicant.**

NAME OF INSTITUTION/EMPLOYER \_\_\_\_\_ DATE \_\_\_\_\_



**Email with David Brenna regarding how many clock hours can be earned.**

**Bradburn Laura D.**

---

**From:** Bradburn Laura D.  
**Sent:** Monday, August 28, 2017 2:30 PM  
**To:** Bradburn Laura D.  
**Subject:** FW: Supervisor Clock Hours

Hi Laura. Here's the relevant WAC rule:

Notwithstanding any provisions of this chapter to the contrary, individuals officially designated as a supervisor by a college/university, school district, educational service district, an approved private school, a state agency providing educational services to students or the superintendent of public instruction, a person holding a valid educational certificate pursuant to RCW 28A.410.010 shall receive the equivalent of thirty continuing education credit hours for service as a supervisor. The person may not receive more than the equivalent of thirty continuing education credit hours during a school year period.

The teacher may receive the 30 clock hours in a quarter or semester, but may not exceed 30 for the school year. Hope that helps! David

**David Brenna**  
Senior Policy Analyst  
Professional Educator Standards Board  
Old Capitol Building, 600 Washington Street  
PO Box 47236  
Olympia, WA 98504  
360-725-6238  
[www.pesb.wa.gov](http://www.pesb.wa.gov)

---

**From:** Bradburn Laura D. [<mailto:BradburnLD@mukilteo.wednet.edu>]  
**Sent:** Monday, July 31, 2017 10:08 AM  
**To:** David Brenna <[David.Brenna@k12.wa.us](mailto:David.Brenna@k12.wa.us)>  
**Subject:** RE: Supervisor Clock Hours

Hi David,

Can you give me some clarity for Supervisor clock hours? I have a teacher that WGU is giving them 30 clock hours for supervising an intern from January to March 2017. I told the teacher she could not earn 30 in one quarter and need a confirmation on whether I am right or not. All colleges, except WGU, allot 10 clock hours per quarter.

*Laura Bradburn*  
*Certification Specialist*

---

**From:** Ross Bunda [<mailto:Ross.Bunda@k12.wa.us>]  
**Sent:** Thursday, June 08, 2017 1:22 PM  
**To:** Bradburn Laura D. <[BradburnLD@mukilteo.wednet.edu](mailto:BradburnLD@mukilteo.wednet.edu)>  
**Cc:** David Brenna <[David.Brenna@k12.wa.us](mailto:David.Brenna@k12.wa.us)>  
**Subject:** RE: Supervisor Clock Hours

My office does not have the authority to interpret the requirements in WAC 181-85-033(3), which is a PESB, not OSPI, WAC.

I'm forwarding your email message to the PESB for their guidance.

**Ross Bunda**

Supervisor, Personnel Reporting

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**From:** Bradburn Laura D. [mailto:BradburnLD@mukilteo.wednet.edu]

**Sent:** Thursday, June 8, 2017 11:54 AM

**To:** Ross Bunda <Ross.Bunda@k12.wa.us>

**Subject:** Supervisor Clock Hours

Hi Ross,

I know that the amount of clock hours that a teacher can earn for being a "Supervisor" to a student teacher recently increased to not more than 30 clock hours per year. In year's past, it was 20 and I was under the impression that the Supervising teacher would earn 10 per quarter up to 20. Now WAC 181-85-033(3) states that they can earn up to 30; however the WAC does not stipulate how they are earned. Is it your understanding that if a Supervisor works with a student teacher for only three months, s/he can earn the full 30 clock hours, or is it a portion of the 30? If it is the whole 30 clock hours, then why does the form SPI 1128-1 have a blank to fill in the amount of clock hours that was earned?

Thanks for your clarification.

*Laura Bradburn*  
*Certification Specialist*

**Clock Hour Example: National Board Form.** Use the Correct Form!

**ACE**  
**Registry of Credit Recommendations**  
 American Council on Education  
 One Dupont Circle • Washington, D.C. 20036-1193  
 (866) 205-6267

THIS IS AN AUTHENTIC TRANSCRIPT FROM THE AMERICAN COUNCIL ON EDUCATION.

VALIDATION NUMBER: 95056  
 DATE: 06/12/2006

**NOT VALID**

COURSE CODE	DATE COMPLETED	COURSE TITLE AND DESCRIPTION
NBCT - 0001	11/18/2005	NATIONAL BOARD CERTIFICATION CANDIDACY: DEMONSTRATING ACCOMPLISHED TEACHING NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS GRAD - 3 SH: EDUCATION 300 HOURS. CANDIDATE WILL DEMONSTRATE COMMITMENT TO STUDENTS AND THEIR LEARNING; KNOWLEDGE OF THEIR SUBJECTS AND HOW TO TEACH THOSE SUBJECTS TO STUDENTS; TECHNIQUES FOR MANAGING AND MONITORING STUDENT LEARNING; SYSTEMATIC THINKING AND REFLECTIVE LEARNING ABOUT THEIR TEACHING PRACTICES; AND PARTICIPATION IN AND CONTRIBUTION TO LEARNING COMMUNITIES.
NBCT - 0002	11/18/2005	NATIONAL BOARD CERTIFICATION: DEMONSTRATING ACCOMPLISHED TEACHING NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS GRAD - 3 SH: EDUCATION

**Johnston, Celeste**

From: Laura Gooding [Laura.Gooding@k12.wa.us]  
 Sent: Friday, August 28, 2009 4:31 PM  
 To: Johnston, Celeste  
 Subject: RE: Help with ACE credits

Hi Celeste,

ACE is not an approved provider of Washington clock hours, nor have they ever been. They are also not a regionally accredited institution that can grant quarter/semester hours of college credit. The hours that ACE provides is an equivalent of credit for use by other colleges/university to determine advanced placement for a degree. In other words, ACE is letting a college/university know that the work the individual has completed is equivalent to 9 quarter hours toward a master's or graduate level degree program. ACE is not actually granting credits and we are not able to accept anything they provide toward certification requirements. Salary placement is a question for the employer, however, they typically only accept approved clock hours or college/university credit too.

There are Washington approved clock hour equivalents (90 clock hours) available to individuals who complete the NBPTS certification process. The form is available here: <http://www.k12.wa.us/certification/certaapp/1128-2.pdf>

Laura Gooding  
 Program & Certification Specialist  
 Professional Education & Certification  
 PO Box 47200  
 Olympia, WA 98504-7200  
 Phone: (360) 725-6396  
 Fax: (360) 586-0145  
[www.k12.wa.us/certification](http://www.k12.wa.us/certification)

WASHINGTON DEPARTMENT OF PUBLIC INSTRUCTION  
 Olympia, WA 98501-7300  
 (360) 725-6405 TTY (360) 654-3611  
 Web Site: <http://www.dpi.wa.gov>  
 E-Mail: [pubin@dpi.wa.gov](mailto:pubin@dpi.wa.gov)

TO DO  
 12-9-05  
 -check  
 status

**CONTINUING EDUCATION CREDIT HOURS (CLOCK HOURS)**

Use this form to verify continuing education credit hours earned through WAC 180-85-033 (3) thru (5).

**WAC 180-85-033**

(3) (a) Notwithstanding any provisions of this chapter to the contrary, individuals officially designated as a supervisor by a college/university, school district, educational service district, an approved private school, a state agency providing educational services to students or the superintendent of public instruction, a person holding a valid educational certificate pursuant to RCW 28A.410.010 shall receive the equivalent of ten continuing education credit hours for service as a supervisor. The person may not receive more than the equivalent of twenty continuing education credit hours during a calendar year period.

(b) The term "supervisor" shall mean individuals officially designated as a supervisor by a college/university, school district, educational service district, an approved private school, a state agency providing educational services to students, or the office of superintendent of public instruction for supervising the training of teacher interns, administrative interns, educational staff associate interns, and paraprofessionals.

(4) A person holding a valid educational certificate pursuant to RCW 28A.410.010 shall receive the equivalent of forty-five continuing education credit hours for completion of an assessment process as part of the National Board for Professional Teaching Standards certificate application. Upon achieving National Board certification, the individual shall receive the equivalent of an additional forty-five continuing education credit hours for a total of ninety continuing education credit hours per National Board certificate.

(5) Notwithstanding any provisions of this chapter to the contrary, individuals who are participating in a professional growth plan pilot program administered by the superintendent of public instruction, participants of such pilot programs shall receive the equivalent of up to thirty continuing education credit hours for designing and completing a professional growth plan under the pilot program during a calendar year period.

**SECTION I**

NAME: [REDACTED] BY APPLICANT: [REDACTED]

**VALID-OK**

PERIOD DURING WHICH CLOCK HOURS WERE EARNED: 6-04 TO 6-05

"Supervisor" (per WAC 180-85-033(3)) for \_\_\_\_\_ continuing education credits (not more than 2 x 10 or 20 per year)

NBPTS Assessment (per WAC 180-85-033(4)) for 45 continuing education credits (must verify completion of assessment center and portfolio submission) = 4.5

NBPTS Completion (per WAC 180-85-033(4)) for 45 continuing education credits (attach NBPTS documentation or copy of certificate) = 4.5

Professional Growth Plan (per WAC 180-85-033(4)) for \_\_\_\_\_ continuing education credits (attach completed PGP documentation) = 9.0

I, [REDACTED], certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. The intentional misrepresentation of a material fact in this form subjects the holder to revocation of his/her certificate pursuant to chapter 180-85 WAC.

[REDACTED] Date: 12-6-05

**SECTION II**

**TO BE COMPLETED BY INSTITUTION/EMPLOYER**

[REDACTED] approved private school/agency authorized to verify continuing education credit hours earned above. When signed by the authorized institution/employer, this form serves as proof of the continuing education credit hours claimed. Stamped and signed this form, with Section II completed, directly to the applicant.

NAME OF INSTITUTION/EMPLOYER: [REDACTED] DATE: 2/21/06

Page 1 of 1

If the National Board applicant does not apply for these clock hours within seven years of earning the certificate, they no longer can apply for these clock hours.

# Ok to Repeat Clock Hours

**Sherrie Evans**

---

**From:** Ross Bunda [RBunda@ospi.wednet.edu]  
**Sent:** Tuesday, February 03, 2004 8:48 AM  
**To:** 'Janet Hodson'  
**Subject:** RE: Question re: clock hours

You probably cannot count repeated college classes because the rule regarding academic credits, WAC 392-121-255(4) states that "for educational courses which are the same or identical no more credits for that educational course than are transferable or applicable to a bachelor's or more advanced degree program at that institution shall be counted."

However, there is no such provision, or restriction, in the rules regarding inservice credits. Therefore, you can count repeated inservice credits toward salary placement if they meet all other requirements.

If I can be of further assistance in this matter, please contact me.

Ross Bunda  
Supervisor, Personnel Reporting  
School Apportionment & Financial Services  
Office of Superintendent of Public Instruction  
(360) 725-6308 voice  
(360) 664-3683 fax  
mailto:rbunda@ospi.wednet.edu  
<http://www.k12.wa.us/safe>

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

**From:** Janet Hodson [mailto:jhodson@puyallup.k12.wa.us]  
**Sent:** Tuesday, February 03, 2004 8:45 AM  
**To:** rbunda@ospi.wednet.edu  
**Subject:** Question re: clock hours

We are having a discussion in Puyallup as to whether repeated first aid courses can count toward salary placement? Teachers are required to have current first aid cards, so we count their first aid classes each time. However, we know that we cannot count repeated college classes, so we are wondering if we should only count first aid once? Would like to know your opinion.

## WIAA is a valid clock hour provider



### SUPERINTENDENT OF PUBLIC INSTRUCTION

JUDITH A. BILLINGS

OLD CAPITOL BUILDING • PO BOX 47200 • OLYMPIA WA 98504-7200

March 29, 1996

( ) Action Required  
(X) Informational

#### BULLETIN NO. 28-96 APPORTIONMENT AND RESEARCH

**TO:** Educational Service District Superintendents  
Chief School District Administrators  
Assistant Superintendents for Business and/or Business Managers  
School District Personnel Directors

**FROM:** Judith A. Billings, State Superintendent of Public Instruction

**RE:** Applicability of WIAA Clock Hours to the State Salary Allocation Schedule

#### Purpose

The purpose of this bulletin is to provide school districts with information on the applicability of Washington Interscholastic Activities Association (WIAA) clock hours to the state salary allocation schedule.

#### Background

This agency has received a number of inquiries asking if clock hours provided by the WIAA count on the state salary allocation schedule.

The state is fully obligated to fully fund the basic education allocation (BEA) formula. Certificated instructional staff is one component of that formula. The state legislature has not bound school districts to expend BEA monies solely for basic education costs, such as basic contract costs of certificated personnel (as opposed to non-basic education costs such as supplemental contracts of certificated personnel).

The state legislature has not limited inservice (clock hours) and college quarter hour educational credits that qualify for state salary allocation purposes to education that relates exclusively to a certificated employee's basic education duties.

# W I A A CLOCK HOURS TRANSCRIPT

SCHOOL DISTRICT

SOC SEC #

WA CERT #

BIRTH DATE

BUSINESS PHONE

MALE FEMALE

253-671-6714

X

MAIDEN OR FORMER NAME

CLASSES ARE WASHINGTON STATE BOARD OF EDUCATION CLOCK HOURS. WIAA Rules clinics are not listed here. Any other licensee provider (ESD, etc.) classes are affected here. It is the individual's responsibility to maintain records for compliance with certification regulations.

COURSE ID	DESCRIPTION	CATEGORY	DATE	HOURS
WIA-031	WIBCA Fall Clinic	4	10/03	4.00
WIA-031	WIBCA Fall Clinic	5	10/03	2.00
WIA-040-I	WIAA Basketball Rules Clinic	5	11/03	3.00
WIA-211	WIBCA Basketball Coaches Cinc	4	10/04	3.00
WIA-211	WIBCA Basketball Coaches Cinc	5	10/04	2.00
WIA-268	Peninsula Basketball Coaches	4	10/04	4.00
WIA-268	Peninsula Basketball Coaches	5	10/04	2.00
WIA-303	Winter Coaches Workshop	2	11/04	1.00
WIA-303	Winter Coaches Workshop	5	11/04	2.00
WIAB-9414	WIAA Basketball Rules Clinic	5	11/04	3.00
WIA-5331085	95 WIBCA Westside Coaches Cinc	4	10/05	3.00
WIA-5331085	95 WIBCA Westside Coaches Cinc	5	10/05	2.00
WIB-95201195	Basketball Rules Clinic	5	11/05	3.00
WIA-9981195	Narrows League Fall/Winter Mtg	5	11/05	3.00
WIA-6340296	Narrows Winter/Spring Coaches	2	2/96	1.00
WIA-6340296	Narrows Winter/Spring Coaches	5	2/96	2.00
WIA-7640995	Best In The West Bskbl Clinic	4	9/96	20.00
WIA-7981198	Narrows Lge Wnter Coaches Wkshp	5	11/96	3.00
WIA-8620397	Narrows League Spring Workshop	5	3/97	3.00
WIA-9631007	WIBCA Westside Fall Clinic	5	10/97	6.00
WIA-9381197	Narrows League Winter Coach Wk	5	11/97	3.00
WIA-9380298	Narrows League Spring Coach Wk	6	2/98	3.00
IAA-1170998	Chelan Basketball Coaches Cinc	4	9/98	5.00
IAA-1301098	WIBCA Fall Basketball Clinic	6	10/98	6.00
IAA-0890198	Narrows League Fall Coach Cln	2	11/98	3.00
IAA-0890299	Narrows League Coaches Workshop	5	2/99	3.00
IAA-2820999	Chelan Basketball Coaches Cinc	4	9/99	14.00
IAA-289-B1099	WIBCA Fall Basketball Clinic W	4	10/99	7.00
IAA-2501199	99-00 Narrows League Coach Wks	5	11/99	3.00
IAA-4130900	Chelan Basketball Coaches Cinc	4	9/00	10.00
IAA-4221000	WIBCA 2000 Fall Coaches Clinic	4	10/00	7.00
IAA-3911100	00-01 Narrows Lg Coaches Wkshp	5	11/00	3.00
IAA-3910201	00-01 Narrows Lg Coach Wkshp	5	2/01	3.00
IAA-5221001	Narrow Leag Coaches Workshop	5	10/01	3.00
IAA-5801101	WIBCA Fall Bskbl Cchs Clinic W	4	11/01	7.00


TOTAL HRS BY CATEGORY	1	2	3	4	5	6	TOTAL
	0.00	5.00	0.00	84.00	54.00	9.00	152.00


\* CLOCK HOURS REPORTED AFTER AUGUST 15 2002 WILL PRINT ON YOUR 2003 ANNUAL REPORT\*


**WIAA Hours can be combined if course # is same**


**W I A A INSERVICE CLOCK HOURS**


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**SCHOOL DISTRICT**  
 JTH KITSAP #402

**SOC SEC #**  



**WA CERT #**  


**BIRTH DATE**  


**HOME PHONE**  


**BUSINESS PHONE**  


**MALE FEMALE**

**MAIDEN OR FORMER NAME**  


*This printout reflects ONLY those clock hours that were processed as an official WAA class and submitted on the WAA official INSERVICE REGISTRATION FORM. WAA Rules clinics are not reflected here. Any other inservice provider (ESD, etc.) classes are not reflected here. It is the individual's responsibility to maintain records for compliance with certification regulations.*

COURSE ID	DESCRIPTION	CATEGORY	DATE	HOURS
WIA-6340296	NARROWS WINTER/SPRING COACHES	5 PHILOSOPHY/SPORTS MGMT	2/96	2.00
WIA-6340296	NARROWS WINTER/SPRING COACHES	2 LEGAL ASPECTS	2/96	1.00
WIA-6380397	FRISBY TENNIS PARTICIPATION CL	4 COACHING TECHNIQUES	3/97	6.00
WIA-6380298	NARROWS LEAGUE SPRING COACH WK	6 MULTIPLE CATEGORIES	2/96	3.00
IAA-0520698	INJURY PREVENTION & MGMT COACH	1 MEDICAL ASPECTS	6/98	16.00

**PERSONNEL & LABOR RELATIONS**  
**AUG 3 1 2000**



**ESD Clock Hour Transcripts are OK!**

**ESD 112**

EDUCATIONAL SERVICE DISTRICT 112  
2500 NE 65th Avenue  
Vancouver, WA 98661-6812  
360-750-7503 • Clock Hour Registrar

**Official Clock Hours Transcript**  
(Raised seal not required)

19s

Name: [REDACTED]

Certificate Number: [REDACTED]  
SSN: [REDACTED]  
Birth Date: [REDACTED]  
Report Date: OCT 1 02

District: [REDACTED]

Course #	Title of Inservice	Sponsoring Agency	Inservice Date	Clock Hrs
VAC072	TEACHER ASSISTANCE PROGRAM			0.0
EAD008	RESTRUCTURING ISSUES & OPPORTUNITIES			0.0
VAE070	MAXIMIZING SCHL EFFECTIVENESS- T A PROGRAM			0.0
SHE001	92 WSHA CONF			0.0
VAE417	ENGINEERING THE CLASSROOM ENVIRONMENT FOR INTER			0.0
WEE190	ECSE SUMM INST	N CENTRAL ESD 171	AUG 10 92	32.0
VAF049	CREST PROJECT TRAINING	ESD 112	SEP 28 92	5.0
VAF088	PROGRESS MONITORING	ESD 112	OCT 19 92	30.0
144	FACILITATED COMMUNICATION INTRODUCTORY WORKSHOP	SPI PROF ED & CERT	NOV 7 92	7.0
166	EARLY CHILDHOOD SPEC ED SUMMER INST	N CENTRAL ESD 171	AUG 9 93	32.0
VAG112	AUTISM/PDD	ESD 112	OCT 23 93	6.0
VAG179	SPECIAL EDUCATION APPLICATIONS: TOOLS FOR STUDENTS AND PROFE	ESD 112	DEC 1 93	18.0
VAG237	COLUMBIA WILLAMETTE EARLY CHILDHOOD CONFERENCE	ESD 112	JAN 31 94	11.0
269	EARLY CHILD CONF	ESD 114	MAY 1 94	11.0
VAH214	COMMUNICATION THERAPY FOR CHILDREN (BIRTH TO EIGHT)	ESD 112	NOV 4 94	10.0
VAH378	ASSESSMENT OF AUTISM	ESD 112	JAN 27 95	6.0
VAH408	TRENDS, TECHNIQUES AND TOOLS FOR CDS	ESD 112	FEB 15 95	36.0
VAJ174	PRE-MONITORING SELF REVIEW	ESD 112	NOV 2 95	5.0
VAK129	SIMPLE TECHNOLOGY: MAKING IT WORK FOR YOU	ESD 112	NOV 6 96	6.0
VAK221	COLUMBIA WILLAMETTE EARLY CHILDHOOD CONFERENCE	ESD 112	JAN 27 97	6.0
VAK275	EDUCATION REFORM AND SPECIAL EDUCATION	ESD 112	FEB 20 97	6.0
VAM458	USING VISUAL STRATEGIES WITH CHILDREN WHO HAVE AUTISM - ADVA	ESD 112	APR 19 99	11.0
1786	HELPING YOUR AT-RISK & UNDERACHIEVING STUDENTS BE MORE SUCCE	PUGET SOUND ESD 121	MAY 5 99	5.0

**Be careful of DUPLICATE recordings!!**

**OSPI's Form SPI 1126 – watch for changes on the form.**

**Bradburn Laura D.**

---

**From:** Bradburn Laura D.  
**Sent:** Monday, August 28, 2017 1:09 PM  
**To:** Bradburn Laura D.  
**Subject:** FW: quick question

No problem Jodi. And just so you know, if one of your staff were to complete one of these forms now, it was changed in 2014 and they can only earn 3 clock hours per candidate up to 6 clock hours per year.

*Laura Bradburn*  
*Certification Specialist*

---

**From:** Jodi Lowe [mailto:jlowe@cashmere.wednet.edu]  
**Sent:** Monday, August 28, 2017 10:54 AM  
**To:** Bradburn Laura D. <BradburnLD@mukilteo.wednet.edu>  
**Subject:** RE: quick question

That's what I was thinking, just wanted to make sure!! Thanks AGAIN so much!

Jodi Lowe  
Accounts Payable/Receivable

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**From:** Bradburn Laura D. [mailto:BradburnLD@mukilteo.wednet.edu]  
**Sent:** Monday, August 28, 2017 10:46 AM  
**To:** Jodi Lowe <jlowe@cashmere.wednet.edu>  
**Subject:** RE: quick question

This form is for 10 clock hours. The employee can earn up to 20 clock hours per year, but an additional form would have to be completed for her support of another candidate.

*Laura Bradburn*  
*Certification Specialist*

---

**From:** Jodi Lowe [mailto:jlowe@cashmere.wednet.edu]  
**Sent:** Monday, August 28, 2017 10:20 AM  
**To:** Bradburn Laura D. <BradburnLD@mukilteo.wednet.edu>  
**Subject:** quick question  
**Importance:** High

Hi –  
Hopefully this will just take you a second...please see attached. Does this count for clock hours? It doesn't specify (clearly) how many, so I wasn't sure if it would be 10 or 20 clock hours. Please let me know – thanks!

Jodi Lowe  
Accounts Payable/Receivable

Cashmere School District  
210 S. Division  
Cashmere, WA 98815

## Technical Colleges are Approved Clock Hour Providers

Bates Technical-OK Clock Provider

Leslie,

Yes, all the technical colleges, like Bates, have blanket approval as clock hour providers. Everything they do is either college credit, now that they are colleges, and reflected on a transcript, or approved clock hours that may be documented on a certificate of completion. Only the technical colleges fall into this category.

I hope this helps. Let me know if you have additional questions.

Laura Gooding  
Program & Certification Specialist  
Professional Education & Certification  
PO Box 47200  
Olympia, WA 98504-7200  
Phone: (360) 725-6396  
Fax: (360) 586-0145  
[www.k12.wa.us/certification](http://www.k12.wa.us/certification)

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

From: Leslie Hansen [<mailto:lhansen@upsd.wednet.edu>]  
Sent: Wednesday, March 28, 2007 8:33 AM  
To: Laura Gooding  
Subject: Bates Tech

Hi Laura,

I've rec'd clock hours from Bates on a certificate of completion. When I had the employee provide a transcript those classes showed up as non-academics with no credit earn and no indication that they were clock hours or that clock hours were earned.

My question is:

Are all technical colleges are in fact WA state approved clock hour providers & is there ever a time when we can accept clock hours from a college on a cert of completion? (I don't think so but I want to verify before I communicate with the employee) Thanks for your time!!

Leslie Hansen  
University Place School District  
253-566-5600

**Clock Hour Example: NOT a Valid Provider.** This course was incorrectly posted in a review we did. The provider was not valid.

EXECUTIVE SERVICES  
Professional Education and Certification  
Old Capitol Building, PO BOX 47000  
OLYMPIA, WA 98504-7000  
SCAN 204-6773 (088) 754-4773

Continuing Education Clock Hours And/Or Vocational Clock Hour Credit  
**INSERVICE REGISTRATION**

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

**SECTION I - INFORMATION - PARTICIPANT**

LEGAL NAME (Last, First, Middle)	MARRIED OR FORMER NAME:
CAREER OR PROFESSION ID	SOCIAL SECURITY NO. (Optional)
WASHINGTON CERTIFICATE NUMBER	(Optional) <input type="checkbox"/> Female <input type="checkbox"/> Male
PHONE	BUSINESS

**SECTION II - INSERVICE PROVIDER - CLOCK HOURS**

TITLE OF INSERVICE OFFERING "Closing the Achievement Gap"	FIRST DAY OF INSERVICE August 18, 2003
NAME OF INSTRUCTOR Michael Vavrus and Mary Perkins	BUSINESS PHONE 360-867-6639
SPONSORING PROVIDER NAME Magda Costantino	

**SECTION III - AFFIDAVIT - PARTICIPANT**

I, \_\_\_\_\_ swear/affirm that I earned 24 clock hours for actual attendance at this in-service. I am not seeking for college/university credit for this program. Also, \_\_\_\_\_ (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. The intentional misrepresentation of a material fact in this form subjects the holder to revocation of his/her certificate pursuant to Chapter 180-85 WAC. This form should be retained by the holder for possible dispute (WAC 180-85-085).

Original Signature of Participant \_\_\_\_\_ Date 8/20/03

**SECTION IV - INSERVICE PROVIDER - VERIFICATION**

When signed by the approved in-service provider, this form serves as a transcript or letter documenting eligible credits as required for salary purposes by WAC 392-121-280(2).

Original Signature of Inservice Provider or Designee M. Costantino Date 8-20-03

**Clock Hours Not Allowed Prior to BA Degree**

**Sherrie Evans**

**From:** Ross Bunda [RBunda@ospi.wednet.edu]  
**Sent:** Monday, November 15, 1999 9:32 AM  
**To:** 'Sherrie Evans'  
**Cc:** Allen Jones  
**Subject:** RE: Clock Hour Clarification

WAC 392-121-257 Definition—In-Service Credits, section (1)(b) states that credits are earned after the awarding or conferring of the employee's first bachelor's degree.

Therefore, no in-service credit may be awarded for clock hours earned prior to the BA. Your answer is correct.

Ross Bunda  
Supervisor, Personnel Reporting  
School Apportionment & Financial Services  
Office of Superintendent of Public Instruction  
(360) 753-3585 voice  
(360) 664-3683 fax  
mailto:rbunda@ospi.wednet.edu  
<http://ospi.wednet.edu/finance/appsf.htm>

> \_\_\_\_\_  
> From: Sherrie Evans[SMTP:skevans@orca.esd114.wednet.edu]  
> Sent: Thursday, November 11, 1999 10:04 AM  
> To: Ross Bunda (E-mail)  
> Subject: Clock Hour Clarification

> If a person takes clock hours prior to their BA, do they count? My  
> answer  
> was no because they are pre-BA, but I wanted to double check. Thanks.  
>  
> Sherrie Evans, Assistant Superintendent for Personnel and Labor Relations  
> South Kitsap Schools  
> 1962 Hoover Ave SE, Port Orchard, WA 98366  
> (360) 876-7306  
> skevans@orca.esd114.wednet.edu  
>

## **INSTRUCTOR AND CLOCK HOURS**

An instructor of a clock hour course can get clock hour credit for teaching the course – but only once.



# **QUESTIONS ABOUT CLOCK HOURS**



## CONTINUING EDUCATION HOURS – CEU's (IN-SERVICE)

WAC 181-85-077: Educational staff associates may use credits or clock hours that satisfy continuing education requirements for state professional licensure toward fulfilling professional educator standards board continuing education certification requirements.

### Rules applicable to continuing education credits include:

1. Credits must be a minimum of three (3) hours.
2. Credits are earned after August 31, 1987; and after the awarding or conferring of the employee's first bachelor's degree.
3. Credits are earned on or before October 1 of the year for which allocations are being calculated pursuant to this chapter.
4. Use the last date of the course as the "earned" date for the course; UNLESS specifically stated otherwise on the form.
5. There is no repeat restriction on continuing education units.
6. Ten continuing education hours equals one quarter hour credit.
7. Accumulate credits rounded to one decimal place.

Allows **certain** educational staff associates to use continuing education units (CEUs), credits, or clock hours that satisfy the continuing education requirements for their state professional health license, for Washington and any other state, as in-service credits.

To be eligible, an educational staff associate must hold the following Washington State Department of Health license:

- Licensed advanced registered nurse practitioner (ARNP) (WAC 246-840-360),
- Licensed occupational therapist (WAC 246-847-065),
- Licensed marriage and family therapist (counselor) (WAC 246-809-600),
- Licensed mental health counselor (WAC 246-809-600),
- Licensed physical therapist (WAC 246-915-085),
- Licensed psychologist (WAC 246-924-230),
- Licensed registered nurse (RN) (WAC 246-840-203, -204, & -205), effective January 1, 2011,
- Licensed social worker (WAC 246-809-600), or
- Licensed speech-language pathologist or audiologist (WAC 246-828-510).

Educational staff associates with other than the above Washington licenses do not require continuing education to maintain their professional health license and may not use continuing education units (CEUs), credits, or clock hours accordingly. See website:

<http://www.k12.wa.us/certification/LicenseHours.aspx>.



**CEU Example: Bureau of Education & Research for an SLP**



**Bureau of Education & Research**

915 118th Avenue SE • P.O. Box 96068 • Bellevue, WA 98009  
Phone (800) 735-3503 • Fax (425) 453-1134 • www.ber.org

**CERTIFICATE OF PARTICIPATION**

**This certifies that**

**was a participant in  
MAXIMIZING YOUR LANGUAGE THERAPY: INNOVATIVE  
LANGUAGE INTERVENTIONS**

**sponsored by the  
BUREAU OF EDUCATION & RESEARCH  
that was scheduled on  
05/15/2014  
8:30 to 3:15**

**BELLEVUE, WA**

*This seminar included 5 hours of instruction in professional subject matter for speech-language pathologists. ASHA APPROVED THIS SEMINAR FOR 5 CLOCK HOURS (.5 CEUs). This certificate neither awards ASHA CEUs nor verifies that ASHA CEUs have been awarded to the person named above. ASHA CEUs are awarded by the ASHA CE Registry upon receipt of the CEU Participant Form from the ASHA Approved CE Provider.*

*Mark D. Ito*

Professional Development Director

**CEU FORM.** Can be attached to a single course or a group of courses. Form 4098V is required! OSPI: <http://www.k12.wa.us/certification/Certapp/4098V.pdf>



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION  
 Professional Certification  
 OLD CAPITOL BUILDING, PO BOX 47200  
 OLYMPIA WA 98504-7200  
 (360) 725-5400 TTY (360) 664-3631  
 Web Site: <http://www.k12.wa.us/certification/>  
 E-Mail: [cert@k12.wa.us](mailto:cert@k12.wa.us)

**ESA CLOCK HOUR VERIFICATION**

1. NAME LAST FIRST MIDDLE	5. MAIDEN/FORMER NAME
2. ADDRESS	6. DATE OF BIRTH
3. CITY/STATE/ZIP	7. SOCIAL SECURITY NO. (OPTIONAL)
4. TELEPHONE BUSINESS ( ) HOME ( )	8. CERTIFICATION NO.
	9. E-MAIL

The Professional Educator Standards Board rules for continuing education provide that educational staff associates may use credits or clock hours that satisfy the continuing education requirements for their state professional licensure, if any, to fulfill the continuing education requirements established in Chapter 181-85 of the Washington Administrative Code.

To comply with those rules, complete the following and return this form to the Professional Certification office of OSPI with your completed Continuing Certificate Report of Clock Hours Form SPI/CERT 1211.

Specify Type of License \_\_\_\_\_ License Number \_\_\_\_\_  
 Date Original License Issued \_\_\_\_\_  
 Current License Expiration Date \_\_\_\_\_  
 State in Which License was Issued \_\_\_\_\_

I, \_\_\_\_\_ do certify (or declare) under penalty of perjury under the laws of the state of Washington that the classes listed on my report for Washington State Certification clock hours satisfy the continuing education requirements for the state professional license (listed above). The intentional misrepresentation of a material fact in this form subjects the holder to revocation of his/her certificate pursuant to Chapter 181-85 WAC. A copy of this form should be retained by the holder for possible dispute (WAC 181-85-085).

\_\_\_\_\_/\_\_\_\_\_  
 Signature Date

# QUESTIONS

**ABOUT**

**CEU's?**



## NON TRANSFER CREDITS (IN-SERVICE)

As mentioned previously, one of the criteria for an academic credit is that the **credit is transferable or applicable to a bachelor's or more advanced degree program.**

It is this rule that causes us to determine that credits are "non-transfer credits" or NTC. Each college/university transcript lists courses by a course number. Typically on the back of the transcript there will be a description of the course numbers and the applicability of those course numbers to a "bachelors' or more advanced degree".

In most cases, courses that are number 100, 200, 300, and 400 are all undergraduate and applicable to a Bachelor's degree; and courses numbered 500, 600 are applicable to an advanced Master's degree; and 700 or sometimes 800 are applicable to a Doctorate degree. You must read what is on the back of the transcript.

However, we also often see courses number 808X, or 909, or 9902. This is the biggest flag that it is not likely the course will meet the requirements of being transferable or applicable to a bachelor's or more advanced degree program. When reading the back of the transcript you will often see language that these courses "provided for the purpose of teacher education" or "provided for the purpose of professional development." You may also see language that the course MAY be applicable to a degree if approved by the registrar or some other source. MAY does not mean shall per the auditor. So that would be a non-transfer course.

**When you see a course, PE 2011 Walking for Fitness, which should be a red flag. Likewise, Educ 901X would be a red flag. READ THE TRANSCRIPT.**

The key with these courses is that it has been determined you can report them as an in-service credit. HOWEVER, in-service credits did not come into being until September 1, 1987. So you must make sure the course is on that date or after. The course must also meet the WAC criteria for course

## "May be" is not "shall" – Emails with Ross Bunda & Dale Sando

**Sherrie Evans**

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**From:** Dale Sando [sandod@sao.wa.gov]  
**Sent:** Friday, July 06, 2007 12:47 PM  
**To:** Sherrie Evans; Ross Bunda  
**Cc:** Cheryl Thresher  
**Subject:** [SPAM] RE: Academic Credits Question  
**MSK:** [SPAM]

I have seen college transcripts that identify continuing education as clock hours rather than academic credits earned. This "may be transferable" definitely muddies the water. I think your approach of obtaining a letter from the college is a good one. If the transcript identifies the credits as continuing education yet says they "may" be applied to a higher degree. A few years ago one of the AGs told me that if an RCW or WAC says someone "shall" do something it does not mean the same as "must" do something. Kind of throws a wrench in the 10 commandments, doesn't it? It would probably come down to how an attorney interprets "may". The district should be able to support why it classified credits as academic if by all outward appearance they are continuing education and should be classified as in-service. It would probably be worthwhile to have you fax a copy of the transcript language. Our fax number is 360 586-6571. It has been a while since I have personally reviewed transcripts and I would also like to see the language used for the other course sequence numbers. Does it specifically state for credits in the 100-500 range that they are transferable? Just out of curiosity, does the fact that a college says a course is transferable mean another school has to accept them?

---

**From:** Sherrie Evans [mailto:sherrie.evans@hrmplus.com]  
**Sent:** Friday, July 06, 2007 6:36 AM  
**To:** 'Ross Bunda'; Dale Sando  
**Subject:** Academic Credits Question

Dale and Ross: Out in the jungle here we have been having a discussion and I felt it was time to get you involved with it. This has to do with reporting academic credits from an accredited institution. In addition to being beyond the BA and meeting the eligibility requirements (9/1/95 and after), etc. WAC 392-121-255 defines academic credits as

(4) Credits are transferable or applicable to a bachelor's or more advanced degree program. Provided, That for educational courses which are the same or identical no more credits for that educational course than are transferable or applicable to a bachelor's or more advanced degree program at that institution shall be counted.

I'm out on the road so I don't have the memo with me, but way back in the day, this issue came up and we spoke to John Molohon about it and ever since then we have been very clear that if the transcript does not say that the credit is transferable or applicable to a bachelor's or more advanced degree program you can't count those as academic credits. John instructed us that if they were pre 9/1/87 we could not count them at all and if 9/1/87 and after we could record them as in-service credits as long as they met the other criteria. (the documentation of this instruction from John is actually in the WSPA/WASBO workshop manuals I have presented under the credits section)

So for all these years when we have received transcripts, we always check the course number system. Generally courses 100, 200, 300, 400, 500, 600, 700 or 800 level are just fine but when you see course numbers of 2011 or 968X it definitely warrants attention. And indeed, if you look on many transcripts it will tell you something like this "this course is for professional development only and is not applicable to a degree program" and/or "this course is a regular university credit; however it is not part of the regular academic degree program but may apply to a degree with the permission of the advisor." Typical institutions that have this language include:

- Antioch of Seattle (associated with Antioch-Ohio)
- Chapman University, CA
- Fresno Pacific (CA)
- University of the Pacific (CA)

- Lewis and Clark (OR)
- Seattle Pacific University (WA)
- Humboldt (CA)
- California Poly-Technical (CA)

There are a few others but these are ones I recall off the top of my head.

So as I have been involved in training (and this is what I have shared at previous WSPA/WASBO workshops) and/or have been involved in helping districts review their files, I have been questioned on this. District HR folks are telling me – NO, if it is on an academic transcript it is an academic credit, to which I have said NO – if it is on an academic transcript you still have to determine if it meets all of the other criteria (after BA, course eligibility, AND is it transferable). Additionally two districts have told me they understand if the transcript says NO – it is not transferable or applicable to a degree program, but if it says "may be transferable" then they count it.

My response was that I think the language in the WAC is very clear – There is only YES, there is no MAYBE or NO. I have counted a credit as academic when the employee additionally obtained a letter from the registrar indicating the particular course they took in fact did apply to a degree program but have only counted the Maybes when I have obtained this letter. I have never counted a NO as an academic credit.

In particular we have been having a discussion about Seattle Pacific University. The courses in question are all numbered in the 5000 series. Here is the email sent to me:

Sherrie – I just had a SPU transcript come across my desk and I was reading the back of it again. I was still confused by the 5000 level statement that is on the back so I called SPU to check it out and ask some questions. I talked to Kay in the transcript office. She explained that the 5000 level is a graduate level course designed for teachers/educators as continuing education classes. The different number came into play many years ago when they started the staff development relationships with school districts offering the opportunity to take off campus classes, but they are primarily the same as the 6000 level classes. They are academic credits. She explained that the part about getting approval from advisor is if the person wants to use the class for masters degree, it would need to be approved. So, this really scared me about changing them to inservice and taking the credits away from folks if they were earned prior to 9/1/87 and wanted your thoughts on this. Also, if you would like to call the check this out a little more here is the number to SPU (206) 281-2032.

I had taken a copy of one of the transcripts from this weekend which was a little earlier and they have changed the statement, but not by much. This is the current statement on the back.

The 5000-5999 are considered primarily for the purpose of professional development. Although different in purpose from the core master's or doctoral graduate degree courses, **such courses may be considered** to meet accordance with the regulations of the particular graduate degree program and approval of the students program advisor.

Sorry if I am being a pest about this, but I could not stop thinking about this after this weekend. I could be totally off base with this, but I believe it needs to be checked into little bit more.

In my follow-up conversation my response was that clearly even the registrar is saying that they MAY BE considered – that is not a clear YES – they are applicable or transferable to a degree program. So even the fact that they are regular university credits, they still don't meet the #4 criteria in the WAC in my mind. As I have reviewed files in districts we have deleted these "non-transfer" classes from records if they were prior to 9/1/87 and converted them to in-service if 9/1/87 or thereafter. In many situations this has affected LEAP placement including individuals that were previously reported as Grandfathered BA 135. Then it is up to the district to work with that individual to see if they have any courses that are not on the record that can be reported to correct the salary placement. In my general experience about half do and half do not, meaning the district has to correct their current and previous 275 reports.

So I would like to get your take on this Yes, Maybe, No theory about academic credits that come on an accredited university transcript, look official as all get out, but when you read the back of the transcript there is language indicating that these courses either are 1) not applicable or transferable to a degree or 2) MAY BE applicable or transferable to a degree.... If you would like I can have one of the districts FAX you the language that is on the back of these transcripts.

2/23/08

Thanks Ross

## Calculating and Reporting Non-Transfer Credits

When you have determined a course is NTC rather than academic you will be reporting it as an "in-service" credit just like clock hours so you have to convert it to clock hours. For example

1. **SPU, course 5011 for 2.0 Credits.** This is a quarter credit school. So take  $2.0 \times 10$  and report 20 hours.
2. **Chapman University, 2041G for 3.0 credits.** This is a semester school. So first take  $3.0 \times 1.5$  to equal 4.5 quarter hours then multiply that by 10 to report to report 45 hours.

### Colleges that typically have these non-transfer credits include but are not limited to:

- Antioch-Seattle
- Azusa Pacific
- California Poly Technical
- California State University, Monterey Bay
- Chapman University
- Fresno Pacific
- Lewis and Clark (650-698)
- Loyola Marymount
- Marymount
- Oregon State University (EXSS 800#)
- Portland State University (800 level)
- Santa Clara University
- Seattle Pacific University (5000 Credits 9/1/92 and thereafter)
- Seattle University (900 level Credits)
- University of Fresno
- University of LaVerne
- University of the Pacific
- University of Puget Sound – Clinical Affiliations
- University of Santa Clara



**NTC Example:** Seattle Pacific University beginning 9/1/1992

## Seattle Pacific University – 5000 level



April 1, 2014

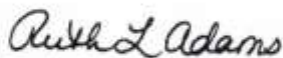
Sherrie Evans  
HRM Plus  
PO Box 84  
Black Diamond, WA 98010

This letter is to clarify the history of Seattle Pacific University's 5000-level courses and credits, as well as our academic policies since these classes have been offered. I understand there have been some questions about these classes and I wish to assist you in your work as you review them for teachers. I will chronologically explain these courses and the policies that have surrounded them over the past 33 years.

- In 1974, Seattle Pacific College began offering 5000 level courses through the SPIRAL program. Students both at the undergraduate and graduate level were allowed to take these credits and count them toward their degree.
- In 1976 Seattle Pacific College became Seattle Pacific University.
- In Autumn 1992, academic policy was changed through the university faculty governance process. The 5000-level courses were not allowed to meet degree requirements for an undergraduate degree for those students admitted for Autumn Quarter 1992 and following. Graduate level degrees allowed for 6 credits to count toward a masters or doctoral level degree, based on approval by the academic program.
- In 1993, Seattle Pacific University began using security transcript paper that noted the level of our courses and the definitions based on current policy. We did not note prior policy on our records, but the policies appeared in our *Undergraduate and Graduate Catalogs* since 1975.

I hope this helps clarify Seattle Pacific's courses as you work with students who took our classes prior to September 1, 1987 when Washington State policy changed. If I can be of any further assistance, please let me know at (206) 281-2548 or radams@spu.edu

Sincerely,



Ruth Adams  
University Registrar



### Sample of Non-Transfer Credits from Seattle Pacific University

Notice how the Course Numbers are in the 5000 series. The number being in the 5000 series should be a red flag. The back of this transcript and the letter on the previous page indicate courses in the 5000 series are not transferrable to a degree program as of September 1, 1992. If they otherwise meet the criteria and are after the BA, they can be recorded as an In-Service Credit.

Seattle Pacific University  
Transcript Type: Graduate

Record of: \_\_\_\_\_ Student No: \_\_\_\_\_ EXT Page: 1  
 \_\_\_\_\_ SSN: \_\_\_\_\_  
 Date Issued: 18-JUN-2015

Issued to: \_\_\_\_\_

**This copy delivered to student in sealed envelope.**

Level: Non-Matriculated  
 Student Type: Continuing Education

Current College(s): No college Designated  
 Current Program(s): Undecided

SUBJ NO.	W	COURSE TITLE	CRED	GRD	PTS	R
<b>INSTITUTION CREDIT:</b>						
Autumn 2004						
EDSE 5025		Tools for Teaching I	1.00	A	4.00	
EDSE 5059		Tools For Teaching II	1.00	A	4.00	
Ehrs: 2.00 GPA-Hrs: 2.00 Pts: 8.00 GPA: 4.00						
Winter 2005						
EDSE 5146		Tools for Teaching III	1.00	A	4.00	
EDSE 5151		Using Ready GLCs in Special Ed	1.00	A	4.00	
Ehrs: 2.00 GPA-Hrs: 2.00 Pts: 8.00 GPA: 4.00						
Spring 2005						
EDCO 5107		Child Abuse: Classroom in Crisis	1.00	A	4.00	
EDSE 5040		Wrking w/Spc Nds Studnts Rg Cls	3.00	A	12.00	
EDSE 5075		Trends in Early Childhd Spcl Ed	3.00	A	12.00	
EDSE 5112		Inclusion: The Next Step	3.00	A	12.00	
EDSE 5147		Tools for Teaching V	1.00	A	4.00	
EDSE 5148		Tools for Teaching IV	1.00	B	3.00	
Ehrs: 12.00 GPA-Hrs: 12.00 Pts: 47.00 GPA: 3.91						
Summer 2005						
EDCN 5044		Teaching Learning Institute	7.00	P	0.00	I
EDSE 5080		Special Education Law	3.00	A	12.00	
***** CONTINUED ON NEXT COLUMN *****						
Institution Information continued:						
EDSE 5081		Spcl Ed:Assmnt&Indvdl Ed Plans	3.00	A	12.00	
EDSE 5131		Behavior Mgmt SpEd Students	3.00	A	12.00	
EDSE 5163		Curr Align For Students W IEPs	3.00	A	12.00	
Ehrs: 19.00 GPA-Hrs: 12.00 Pts: 48.00 GPA: 4.00						
Autumn 2005						
EDSE 5041		Fmlies, Prfs & Exoptnl Chldrn	3.00	A	12.00	
EDSP 5787		Inclusn: Effctv Tchng Strats	3.00	A	12.00	
Ehrs: 6.00 GPA-Hrs: 6.00 Pts: 24.00 GPA: 4.00						
Spring 2006						
EDCN 5730		Tch Endrs: Field Exp&Pedy Asmt	3.00	A	12.00	
EDSE 5079		Autism & Aspergers Disorders	3.00	A	11.10	
Ehrs: 6.00 GPA-Hrs: 6.00 Pts: 23.10 GPA: 3.85						
Summer 2007						
EDCN 5044		Teaching Learning Institute	3.00	P	0.00	I
Ehrs: 3.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00						
Summer 2009						
EDCN 5044		Teaching Learning Institute	4.00	P	0.00	I
Ehrs: 4.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00						
Spring 2010						
EDCN 5044		Teaching Learning Institute	2.00	P	0.00	I
Ehrs: 2.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00						
***** CONTINUED ON PAGE 2 *****						

This official university transcript is printed on security paper and does not require a raised seal.

Kenda Gatlin, University Registrar

Seattle Pacific University  
Transcript Type: Graduate

Record of: \_\_\_\_\_ Student No. \_\_\_\_\_ EXT \_\_\_\_\_ Page: 2  
(Continued) SSK  
Level: Non-Matriculated Date Issued: 18-JUN-2015

This copy delivered to student in sealed envelope.

							***** TRANSCRIPT TOTALS *****					
SUBJ NO.	W	COURSE TITLE	CRED	GRD	PTS	R	SPU TOTAL	Earned Hrs	GPA Hrs	Points	GPA	
								77.00	40.00	158.10	3.95	
Institution Information continued:							TRANSFER TOTAL	0.00	0.00	0.00	0.00	
Autumn 2010							OVERALL	77.00	40.00	158.10	3.95	
EDCN 5693		Guided Lang Acquisitn:Clas Demo	3.00	P	0.00							
Ehrs: 3.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00							***** END OF TRANSCRIPT *****					

Summer 2011  
EDCN 5044 Teaching Learning Institute 3.00 P 0.00 I  
Ehrs: 3.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00

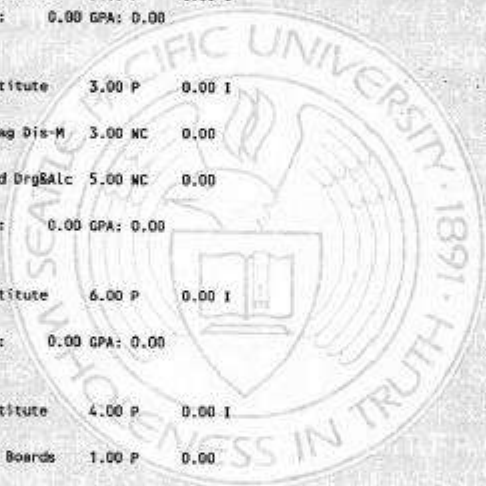
School Year 2011 - 2012  
EDCN 5044 Teaching Learning Institute 3.00 P 0.00 I  
COMPLETION DATE: 31-AUG-2012  
EDSE 5022 Behavr Lang:Strat Manag Dis-M 3.00 MC 0.00  
COMPLETION DATE: 19-APR-2013  
EDSE 5205 Child Prenatally Exposd Drg&Alc 5.00 MC 0.00  
COMPLETION DATE: 22-APR-2013  
Ehrs: 3.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00

School Year 2012 - 2013  
EDCN 5044 Teaching Learning Institute 6.00 P 0.00 I  
COMPLETION DATE: 31-MAY-2013  
Ehrs: 6.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00

School Year 2013 - 2014  
EDCN 5044 Teaching Learning Institute 4.00 P 0.00 I  
COMPLETION DATE: 15-AUG-2014  
EDTE 5789 Using Interactv White Boards 1.00 P 0.00  
COMPLETION DATE: 12-FEB-2014  
Ehrs: 5.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00

School Year 2014 - 2015  
EDCN 5044 Teaching Learning Institute 1.00 P 0.00 I  
COMPLETION DATE: 31-MAY-2015  
Ehrs: 1.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00

\*\*\*\*\* CONTINUED ON NEXT COLUMN \*\*\*\*\*



RECEIVED  
JUL 06 2015  
Mukilteo School District  
Human Resources Department

This official university transcript is printed on security paper and does not require a raised seal.

Kenda Gatlin, University Registrar

**Note: It is not uncommon to see 5000 series courses on a transcript where some are prior to 9/1/92 and some are after. In that case you will record some courses as quarter hours and others as in-service hours.**

## Back of the SPU Transcript

### Seattle Pacific University

Student Academic Services

3307 Third Avenue West, Suite 113

Seattle, Washington 98119-1997

Phone: (206) 281-2031 Web: [www.spu.edu](http://www.spu.edu) CEEB: 003788

In Autumn 1992, Seattle Pacific University converted its paper transcripts to an electronic transcript. When transcripts are requested, Seattle Pacific will produce a complete copy of the academic record. The Undergraduate, Graduate, Doctoral, Below College Level, and Continuing Education Unit transcripts will constitute the "official transcript".

#### Accreditation

Since 1936, the University has been fully accredited by NWCCU (Northwest Commission on Colleges and Universities). It is on the approved list of the American Council on Education and Board of Regents of the State of New York, and its credits are recognized by members of the various regional associations and by leading graduate schools throughout the country. SPU is also a charter member of the Christian College Consortium and a member of the Council for Christian Colleges and Universities.

The business programs (undergraduate and graduate) in the School of Business, Government, and Economics are accredited by The Association to Advance Collegiate Schools of Business (AACSB) International. The computer engineering, electrical engineering, and general engineering programs are accredited by the Engineering Accreditation Commission of ABET. The dietetics specialization in the food and nutritional sciences program is approved as a Didactic Program in Dietetics (DPD) by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the American Dietetic Association. Seattle Pacific's nursing programs — undergraduate pre-licensure BSN, RN to BSN, and MSN — are approved by the Washington State Nursing Care Quality Assurance Commission, including and accredited by the Commission on Collegiate Nursing Education (CCNE).

The University is a member of the Association of American Colleges and Universities and of the American Association of Colleges for Teacher Education. It is fully accredited by the Washington State Professional Educator Standards Board. The School of Education is also a member of the Association of Independent Liberal Arts Colleges for Teacher Education. The School Counseling program is accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP).

The music program is a fully accredited member of the National Association of Schools of Music (NASM). It also maintains membership with the National Association for Music Education (NAME) and the Washington University Music Administrators Association (WUMA). The music therapy program is accredited by the American Music Therapy Association. Seattle Pacific's MS in Marriage and Family Therapy is nationally accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) of the American Association for Marriage and Family Therapy. The PhD in Clinical Psychology is nationally accredited by the American Psychological Association (APA).

The School of Theology is a member institution of the Association of Free Methodist Educational Institutions and is approved by the Free Methodist Church and other denominations for the collegiate preparation of ministers. Seattle Pacific Seminary (SPS) is accredited by the Commission on Accrediting of the Association of Theological Schools (ATS).

Seattle Pacific College became Seattle Pacific University on June 6, 1977.

#### Cascade College

Seattle Pacific became one of the official repositories for Cascade College records in June of 1964. Therefore, official transcripts for Cascade College are printed on SPU's special security paper. George Fox College is also an official repository.

#### Degree Requirements

180 quarter hours for B.A., B.S., with 2.0 g.p.a. (186 credits 1955-1973).

#### Course Numbering System

Prior to 1978 course numbering was 100 – 600 and is separated onto the appropriate page of the transcript. Beginning Autumn 1978, 0001-0199: not applicable to SPU degree; 1000-2999: primarily for freshmen and sophomores; 3000-3999: primarily for juniors; 4000-4999: primarily for seniors and post-baccalaureate students. The 5000-5999 were designed primarily with the needs of teachers and other professionals in mind for the purpose of meeting certification, endorsement, district pay lane requirements and other professional needs. Although different in purpose from the core masters or doctoral graduate degree courses, these graduate level courses may be considered to meet elective requirements in some graduate degree programs, in accordance with the regulations of the particular graduate degree program and approval of the student's program advisor. 6000 level courses are considered masters level and 7000 level courses are doctoral courses. Please refer to the University Catalogs for additional information.

#### Length of Quarter: 10 weeks

Year long term dates: (Completion Dates Vary)

2011 – 2012 through 2015-2016: Sept 1 – August 31

2016-2017 forward: July 1 – June 30

#### Length of One Continuing Education Unit (CEU): 10 Clock Hours

In the State of Washington, Seattle Pacific University is an Office of Superintendent of Public Instruction approved clock hour provider.

#### Grading System

Grade	Points	Description
A	4.0	Excellent Attainment
A-	3.7	
B+	3.3	
B	3.0	Highly Satisfactory Attainment
B-	2.7	
C+	2.3	
C	2.0	Satisfactory Attainment
C-	1.7	
D+	1.3	
D	1.0	Incomplete Attainment, but with credit allowed
E		Incomplete Attainment, with no credit allowed
P		Satisfactory (Equivalent to C or better) Pass/No Credit option
NC		No Credit (Pass/No Credit option)
N		In Progress (becomes permanent after one academic year)
I		Incomplete (Prior to Autumn 1992, becomes permanent after one academic year, Autumn 1992 forward, becomes an "E")
G		In Progress (becomes permanent after three academic years)
AU		Audit
W		Official withdrawal and week of quarter withdrawn
HW		Hardship Withdrawal
UW		Unofficial withdrawal (Discontinued Autumn 1992)
0		No grade received
1 CEU		10 clock hours earned
EU		Earned units
NU		Not earned units

#### Abbreviations

"CBE"	following course title indicates Credit by Exam
"DR"	following course title indicates Directed Research
"IR"	following course title indicates Independent Reading
"IS"	following course title indicates Independent Study
"M"	following course title indicates Media courses

#### Repeat Courses

Repeated courses will be indicated in the R column with an 'I' for included in the GPA and an 'E' for excluded from the GPA.

**NTC Example: Chapman University.** Notice how the Course Number is Ed/B 9929. The number being in the **9000 series should be a red flag**. The back of this transcript indicates courses in the 9000 series are not transferrable to a degree program.

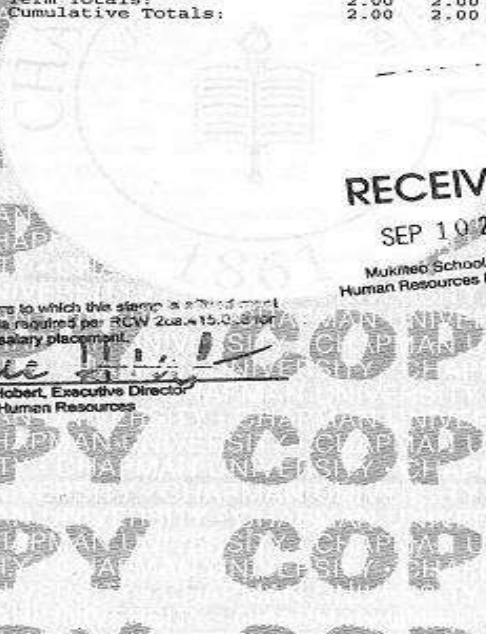
**Chapman University**  
Extended Education

09/05/2013 Page: 1 of 1

MUKILTEO SCHOOL DISTRICT  
ATTN: STEPHANIE NORTH, PERSONNEL TECHNICIAN  
9401 SHARON DRIVE  
EVERETT, WA 98204

Student Name: \_\_\_\_\_  
ID Number: \_\_\_\_\_  
SSN: \_\_\_\_\_  
Birth Date: \_\_\_\_\_

Course	Title	Grd	Hrs Act	Hrs Cmpt	Grade Points	CEUs	GPA
2009 Extended Education (01/01/09 to 12/31/09) ED/B 9929 2212	Classroom Practicum 12/01/09 to 05/31/10	B	2.00	2.00	6.0000		
Chapman Term Totals:			2.00	2.00	6.0000	0.00	3.0000
Chapman Cumulative Totals:			2.00	2.00	6.0000	0.00	3.0000

  
**RECEIVED**  
 SEP 10 2013  
 Mukilteo School District  
 Human Resources Department

The credit/dollar hours to which this stamp is affixed meet one of the six criteria required per RCW 20A.415.03 for salary placement.

*Bruce Hobert*  
 \_\_\_\_\_  
 Bruce Hobert, Executive Director  
 Human Resources





AN OFFICIAL SIGNATURE IS WHITE ON A CRIMSON BACKGROUND      REFLECT DOCUMENT IF SIGNATURE BELOW IS DISTORTED

This officially sealed and signed certification is printed on crimson security paper with the name of the university printed in white type across the face of the document. A raised seal is not required. When photocopied, the word COPY appears across the face of the document. A BLACK ON WHITE OR A COLOR COPY SHOULD NOT BE ACCEPTED.

Jan M. McCuen, University Registrar

TRANSCRIPT GUIDE ON REVERSE SIDE

**NTC Example: University of the Pacific.**

<p><b>Student:</b> </p> <p><b>S.S.N.:</b> </p> <p><b>Birthdate:</b> </p>				<p align="center"><b>University of the Pacific</b> Stockton, California 95211</p> <p align="center"><i>Lifelong Learning Official Permanent Record of Course Completion</i></p>			
<b>URSE NUMBER</b>	<b>TITLE</b>	<b>UNITS COMP</b>	<b>GRADE</b>	<b>DATE COMP</b>	<p><b>GRADING SYSTEM:</b></p> <p>A - Excellent, all requirements completed thoroughly                  B - Good, most requirements completed thoroughly                  C - Satisfactory, requirements satisfied but not thorough                  D - Passing, missing requirements and little interest                  F - Failure, no requirements completed satisfactorily                  X - Failed to submit for grade within time limitation</p> <p><i>University of the Pacific post-baccalaureate enhancement courses are offered through the Office of Lifelong Learning and are designed specifically to serve the needs of those persons desiring professional upgrading. Enrollment is restricted to persons with professional status as a school teacher or administrator.</i></p> <p><i>The units completed are semester units (post-baccalaureate professional development units) and are not applicable to any degree granting program.</i></p> <p>Date: <u>8/2/94</u>                    Thomas F. Kail, Interim Dean</p>		
S982.94 S909.00	Effective Football Methods Athletic Speed & Endurance	3.0 2.0	A A	05/17/94 07/28/94			

UNIVERSITY OF THE PACIFIC  
STOCKTON, CALIFORNIA 95211-0197

Recorded 47  
~~Filed with form~~

Student No: [REDACTED] Date of Birth: [REDACTED] Date Issued: 20-AUG-97  
OFFM

Record of: [REDACTED] O P P I A L Page: 1 of 1

Issued To: Judy Lyle  
Mukilteo School District No 6  
9401 Sharon Dr  
Everett, WA 98204

RECEIVED  
AUG 22 1997  
MUKILTEO SCHOOL DISTRICT  
PERSONNEL SERVICES

Course Level: Professional Develop Courses  
Student Type: Non-Degree Graduate Student  
Only Admit: 1994 Spring Semester  
Current College(s): Lifelong Learning Program  
Current Dept(s): Professional Devel. Cre. (LL)  
Current Major(s): Non-Degree  
Current Deg Obj(s): Degree Unknown

SUBJ NO: C COURSE TITLE CRED GRD PTS R

Institution information continued:  
PSS 9822 1 Coaching Quality Football '96 3.00 A 12.00  
Hrs: 4.00 GPA-Hrs: 4.00 Pts: 16.00 GPA: 4.00

1997 Summer I  
Lifelong Learning Program  
Non-Degree  
Non-Degree Graduate Student  
PSS 9823 1 Advances in Coaching Football 3.00 A 12.00  
Hrs: 3.00 GPA-Hrs: 3.00 Pts: 12.00 GPA: 4.00

INSTITUTION CREDIT

1994 Spring Semester  
Lifelong Learning Program  
Non-Degree  
Non-Degree Graduate Student  
PSS 9829 1 Effective Football Methods ✓ 3.00 A 12.00  
Hrs: 1.00 GPA-Hrs: 1.00 Pts: 12.00 GPA: 4.00

***** TRANSCRIPT TOTALS *****				
	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	17.00	17.00	68.00	4.00
TOTAL TRANSFER	0.00	0.00	0.00	0.00
OVERALL	17.00	17.00	68.00	4.00

1994 Summer II  
Lifelong Learning Program  
Non-Degree  
Non-Degree Graduate Student  
PSS 9090 1 Athletic Speed and Agility ✓ 2.00 A 8.00  
Hrs: 2.00 GPA-Hrs: 1.00 Pts: 8.00 GPA: 4.00

1995 Spring Semester  
Lifelong Learning Program  
Non-Degree  
Non-Degree Graduate Student ✓  
PSS 9020 1 Gang Recognition and Behavior 2.00 A 8.00  
Hrs: 2.00 GPA-Hrs: 2.00 Pts: 8.00 GPA: 4.00

1995 Summer I  
Lifelong Learning Program  
Non-Degree  
Non-Degree Graduate Student ✓  
PSS 9821 1 Football Principles 3.00 A 12.00  
Hrs: 3.00 GPA-Hrs: 3.00 Pts: 12.00 GPA: 4.00

AUG 19 1997

1996 Summer I  
Lifelong Learning Program  
Non-Degree  
Non-Degree Graduate Student ✓  
PSS 9601 1 Best/West Football Clinic '96 1.00 A 4.00

*To L. Journal*

\*\*\*\*\* CONTINUED ON NEXT COLUMN \*\*\*\*\*

**NTC Example: University of the Pacific.**

**Office of the Registrar  
Stockton CA 95211-0197**

Accreditation: University of the Pacific is accredited by the Accrediting Commission for the Senior Colleges and Universities of the Western Association of Schools and Colleges

<u>Grade:</u>	System Effective to 9/1/56	System Effective 9/1/56 to 9/1/75	System Effective 9/1/75
A	3	4	4.0
A-			3.7
B+			3.3
B	2	3	3.0
B-			2.7
C+			2.3
C	1	2	2.0
C-			1.7
D+			1.3
D	0	1	1.0
F	0	0	0.0

Other Grades and Symbols:

- AU - Audit
- E - Conditional Grade (no grade points) - is accompanied by a Subscript (a, b, c, or d) which indicates that the permanent grade may not be higher than the subscript used, although it may be lower. Unless the conditional grades are removed by the following dates, they automatically become F: Fall Semester - by the following July 1; Spring Semester - by the following November 1; Summer Session - by the following March 1. (Discontinued 9/1/71)
- H - Pass with honors. (Discontinued 9/1/71)
- I - Work not completed during term, additional time allowed.
- INC - Work not completed during term, additional time allowed. (Discontinued 9/1/71)
- LGU - Letter grade units.
- n - When placed after a grade, indicates a continuous course, final credit not given for the first semester until the second semester is completed.
- N - Deferred grading.
- NC - No Credit - does not count in grade point average.
- NG - No grade received from the instructor.
- NGR - No grade received from the instructor. (Discontinued 1972)
- P - Pass, no grade points.
- S - Satisfactory, no grade points. (Discontinued 9/1/71)
- U - Unsatisfactory (Discontinued 9/1/71)
- W - Authorized withdrawal from courses after the prescribed period. (Since 2/1980)
- Wf - Official withdrawal from courses after prescribed period, with failing grade. Counts as an F. (Discontinued 9/1/71)
- Wp - Official withdrawal from courses after prescribed period, with passing grade. Units are counted as ungraded. (Discontinued 9/1/71)
- +

On transcripts "issued" after Spring 1972 appearing under the last column "R" (Repeat):

- A - Excluded from units passed.
- E - Excluded from Grade Point Average.
- I - Included in Grade Point Average.

Course Numbering:

- 1-199 - Undergraduate Courses
- 200-299 - Graduate Courses - Master's Level
- 300-399 - Graduate Courses - Doctoral Level
- 9000-9999 - Enhancement Courses (Post-baccalaureate professional development units - not applicable to a degree.)

Units of Credits:

- Semester - One unit generally represents one hour (50 minutes) per week of lecture, or three hours per week of laboratory work for one semester.
- Summer Session - One unit represents 30 minutes of instruction daily for five weeks.
- Winter Term (1970-1983) - Four units represent one month of instruction during January.
- January Term (since 1992) - Four units represent one month of instruction during January.

G.P.A. Requirements:

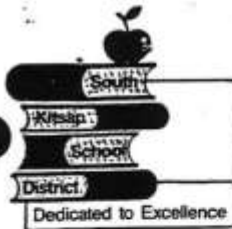
- Baccalaureate Degrees: A "C" (2.0) average, both cumulative and at UOP, based upon units attempted.
- Graduate Degrees: A "B" (3.0) average, both cumulative and a UOP, based upon units attempted in the graduate program.

Certification:

This transcript is official only if it bears the embossed seal of University of the Pacific and the signature of the Registrar.

**THE OFFICIAL TRANSCRIPT WILL ONLY BE RELEASED UPON THE WRITTEN CONSENT OF THE STUDENT IN COMPLIANCE WITH FEDERAL AND STATE POLICIES.**

**Authenticity Tests:** Paper will turn brown when liquid bleach is applied. The word "COPY" appears if photocopied. The border prints "ORIGINAL" when magnified.



REC'D MAR 28 1994

**South Kitsap School District No. 402**

1962 Hoover Avenue S.E., Port Orchard, WA 98366 • (206) 876-7306

Sherrie J. Eggen, Executive Director for Personnel

March 22, 1994

California Polytechnic State University  
Office of Academic Records  
San Luis Obispo, CA 93407

To Whom It May Concern:

The State of Washington regulates transcript eligibility for salary placement. [REDACTED] has submitted a transcript for PE-E693 PE/Coaching Workshop for 8.00 Credits. (transcript copy attached) In order to determine if this credit is eligible we must receive verification from you of the following:

1. That California Polytechnic State University is a regionally accredited institute of higher education and from which agency. *YES, WASC - see transcript notes*
2. That the credits are transferrable or applicable to a bachelor and/or an advanced degree program. *to professional advancement only, (not applicable) but generally acceptable for teacher training/development.*
3. That the credits are not a duplicate course or the same course with a different numbering system. *They are unique numbers*
4. That the credit issued on the transcript is equivalent to any other quarter or semester hour credit issued by your institute. *yes - quarter hours*

We would appreciate your cooperation in providing this information.

Sincerely,

*Sherrie*  
Sherrie J. Eggen  
Executive Director  
for Personnel

SJE:eh

c: [REDACTED]

*Lucy Rodriguez*  
**Lucy Rodriguez**  
Associate Registrar  
Office of Academic Records  
Cal Poly State University  
San Luis Obispo, CA 93407

**CAL POLY**

(805) 756-5922  
Fax (805) 756-7237  
Internet DU278@Oasis.CalPoly.edu



Fact Sheet

Use SPI rules  
for CEU units

CONTINUING EDUCATION UNITS (CEU's)

California Polytechnic State University  
Extended Education

889 OCT -2 11:44

1. What are Continuing Education Units (CEU's)?

Continuing Education Units (CEU's) are nationally recognized measures for recording, accumulating, and exchanging standardized information about individual participation and learning achievement in continuing education experiences, under guidelines established in 1970 and maintained by the national Council on the Continuing Education Unit. Cal Poly Extended Education is now able to provide and record CEU's for individuals who participate in qualified continuing education programs.

2. How is a CEU defined?

Under the nationwide standard, one CEU is defined as "ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction."

3. How is the program administered?

The Cal Poly Office of Extended Education is responsible for ensuring that courses for which CEU's are awarded meet the qualifications required by the Council on the Continuing Education Unit, the California State University system, and the California Polytechnic State University campus.

4. How are CEU's recorded?

CEU's are recorded on continuing education transcripts maintained by the Cal Poly Office of Extended Education. Individuals may obtain official copies of these transcripts by request from Extended Education.

5. Are CEU's applicable toward an academic degree?

No, CEU's are only awarded for qualified continuing education programs which do not carry academic credit.

6. How do CEU's compare to "professional credit"?

CEU's are similar to units of "professional credit" (600 level courses) in the fact that neither are applicable to academic degree programs and that one unit is equal to ten contact hours of educational experience. They are different in the fact that CEU transcripts are prepared and maintained by the Extended Education Office while professional credit units are recorded by the Office.

Page 2

7. Does changing from one recording system to another necessarily indicate any changes in the substance of an educational program?

No. Examples are the Cal Poly Summer Physical Education Workshops. These workshops changed from offering professional credit in former years to offering CEU's in 1986. There has been no change in the number of contact hours or the kind of educational experiences that participants have had in these workshops. The only change has been in the method of recording units of participation.

Prepared by:

*Howard M. Vollmer*  
Howard M. Vollmer, Ph.D.  
Director, Extended Education  
May, 1986

HV/js

**NTC Example: Antioch**

**antioch**

Antioch Seattle  
2326 Sixth Avenue  
Seattle, WA 98121

Antioch University

Student's Cumulative Record  
(Page 1)

Name: [REDACTED]  
Address: [REDACTED]  
Social Security Number: [REDACTED]  
Date of Birth: [REDACTED]  
Date of Entrance: 10/05/2000  
Status at Entrance: Non-Degree

**Community Learning Program**

Course #	Course Title	Credits	Date
ED5926	Conversational Twelshootseed	3	03/06/2000
ED5925	txelSucid 102	5	03/24/2000
ED5905	Twulshootseed: Literature	9	09/15/2000
ED5927	XelSucid 103	4	09/15/2000
ED5930	Immersion into Puget Salish Culture	2	09/15/2000
ED5316	Interdisciplinary Teaching Methods	2	10/05/2000

01-25-2005 RLV/D

**Transcript Accompaniment**

Antioch University/Seattle is a part of Antioch University, which is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools.

The Family Educational Rights and Privacy Act of 1974 requires that all student information released by the University be transmitted on the condition that the recipient of this information will not release it to other parties without the prior written consent of the student.

The enclosed is a transcript of a student who was enrolled in a Continuing Education/Community Learning Program at Antioch Seattle. The credits are regular University credits. The courses are designed for professional development rather than as part of a coherent curriculum leading to a degree; however, matriculated Antioch students may be able to include these courses in an individualized degree program with program approval.

Academic credits awarded: Quarter hours. Antioch University/Seattle does not award letter grades. Credit is awarded on a pass/fail basis with pass equivalent to a grade of C or higher in 400 level courses; or a grade of B or higher in 500 (graduate) level courses.

**NTC Example: Chapman**

S275 Manual\_UPDATED 2018.pdf

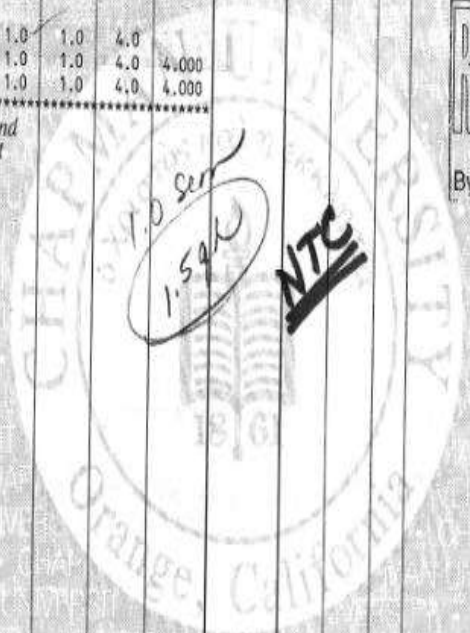
Student Name: [REDACTED] Former Name: [REDACTED] Birthplace: [REDACTED] High School: [REDACTED] HS Location: [REDACTED] Previous College: [REDACTED] Previous Degree: [REDACTED]	SSN: [REDACTED] ID: [REDACTED] Birthdate: [REDACTED] Sex: [REDACTED] HS Grad Date: [REDACTED] ACT: [REDACTED] SAT: [REDACTED] GRE: [REDACTED]	<h2 style="text-align: center;">Chapman University</h2> <p style="text-align: center;">ORANGE, CA 92866</p> <p style="text-align: center;"><b>OFFICE OF THE REGISTRAR</b></p> <p style="text-align: center;"><b>Permanent Academic Record</b></p>	Major: [REDACTED] Emph: [REDACTED] Major: [REDACTED] Emph: [REDACTED] Minor: [REDACTED]
--	--	---	---

Date Printed: 08/13/1998 Page 1

Student is in good standing and is eligible to return unless otherwise stated. This transcript is not official unless it bears the signature and impression seal of the Registrar.

Disc	Crse. No.	Course Title	Grade	Hrs. Attempt.	Hrs. Earned	Grade Points	GPA
Admitted to: Continuing Education. Matriculated 04/16/97.							
April 16-30 1998 04/16/97 - 04/30/97 01							
EDUC	9832	Research Into Practice Pract.	A	1.0	1.0	4.0	
TERM TOTALS				1.0	1.0	4.0	4.000
CHAPMAN TOTALS				1.0	1.0	4.0	4.000
***** END OF TRANSCRIPT TO DATE ***** <i>In accordance with the Family Rights and Privacy Act of 1974, this transcript must not be released to a third party without written authorization from the student.</i>							

Disc	Crse. No.	Course Title	Grade	Hrs. Attempt.	Hrs. Earned	Grade Points	GPA
<div style="border: 2px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <p style="font-size: 2em; margin: 0;">RECEIVED</p> <p style="font-size: 1.5em; margin: 0;">AUG 19 1998</p> <p style="margin: 0;">By _____</p> </div>							



**AN OFFICIAL SIGNATURE IS WHITE ON A CARDINAL BACKGROUND**

**Karen V. Stark, Registrar**

This officially sealed and signed certification is printed on neutral SCRP-SAFER security paper with this logo of the university printed in white type across the face of the document. A raised seal is not required. When processed, the word COPY should appear. A BLACK ON WHITE OR A COLOR COPY SHOULD NOT BE ACCEPTED.



**NTC Example: Prior to 9/1/1987 – not allowable**

Chapman College  
ORANGE, CAL 92668  
BIRTHDATE: - -  
03-13-87

**PERMANENT RECORD**

			UC	GP	GRADE	ATTN	UC	GP	LOC
[REDACTED]						7			
PSY 84100	DRUG ALCOHOL AWARE		10		A-				

*not applicable to a degree  
& prior to 9/1/87 so no credit  
allowed see 4/17/09*

On September 10, 1991  
Chapman College was re-named Chapman University



**NTC Example: Lewis & Clark**

**Lewis & Clark College**  
Portland, Oregon 97219 U.S.A.

\* DEGREE INFORMATION:  
\*  
\*  
\*  
\*  
\*  
\*

HS: \_\_\_\_\_ BORN: \_\_\_\_\_ CONTINUING ED. \_\_\_\_\_

---

DEPT	CRS	COURSE	CRDT	GR	* DEPT	CRS	COURSE	CRDT	GR
ED	648	MOTIVATION IN THE CLASSROOM	3.0	A					
ATT=		3.0 CPT=	3.0 PTS=	12.0	GPA=		4.00		
0121120									

SPRING 1988

**Lewis & Clark College**  
0615 S.W. Palatine Hill Road, Portland, Oregon 97219  
Telephone: (503) 768-7000 Registrar: (503) 768-7325 Fax: (503) 768-7333

**Grading and Supplemental Information**

Lewis & Clark College was founded in 1887 in Albany, Oregon, under the name Albany Collegiate Institute. In September 1942, with the purchase of a new campus in Portland, the college was moved and its name changed to Lewis & Clark College. Currently the college consists of three major divisions: the College of Arts & Sciences, the Graduate School of Professional Studies, and Northwestern School of Law of Lewis and Clark College.

The information contained herein is applicable beginning Fall 1962. Inquiries for information before that date are invited. Please direct questions to the Registrar's Office.

**Fall 1962 to Summer 1986**  
Quarter System with Course Credits  
Three terms per year, plus summer sessions (ten weeks plus exams per term, except summer)  
Credits are course credits with one course credit equal to five quarter hours. In the undergraduate college 37 course credits are required for graduation.  
The Graduate School of Professional Studies requirement varies by program, ranging from 10 to 12 course credits.

**Fall 1986 to Spring 1994**  
Quarter System with Quarter Hours  
Conversion to the Quarter Hour credit system was adopted  
185 quarter hours (121 semester hours) are required for graduation in the College of Arts and Sciences  
50 to 60 quarter hours are required for graduation from the Graduate School

**Summer 1994 & Continuing**  
Semester System with Semester Hours  
Conversion to the semester system was adopted by the Graduate School of Professional Studies effective Fall 1994. Conversion to semester hours is required for graduation. Conversion to semester hours is required for all graduate students.

**Grades**

Four point scale:

A	=	4.0	G	=	2.0
A-	=	3.7	C	=	1.7
B+	=	3.3	D+	=	1.3
B	=	3.0	D	=	1.0
B-	=	2.7	F	=	0.0 Failure
C+	=	2.3			

Grades not calculated in the GPA:  
CR = Credit (or pass)  
NC = No Credit  
DFD = Grade Deferred (to a subsequent term)  
I = Incomplete  
P = Course Passed  
W = Withdraw  
NG or BLANK = No grade was submitted by the faculty member  
AUD = Audit

**Course Numbers**  
Course numbers are as follows:  
100 to 499 Undergraduate courses  
500 or followed by G are graduate credit courses  
650 to 649 Continuing Education courses applicable to the graduate degree program  
650 to 699 Continuing Education (graduate level courses) applicable to L&C degree programs \*

*Handwritten notes:*  
1.5  
1.0 CR = 1.0 TR  
SEM  
NC

**NTC Example: Oregon State**

Oregon State University  
 Corvallis, Oregon 97331-2130

ID: [REDACTED] Date of Birth: [REDACTED]

Record of: [REDACTED]

Standard Mail

RECEIVED  
 KELSO SCHOOL DISTRICT  
 MAY - 2 2006

Page: 1

Issued To: [REDACTED]

By: \_\_\_\_\_

Course Level: Non-Degree / Credential

Current Program  
 College: Graduate School  
 Major: Non-Degree Graduate

UBJ NO.	COURSE TITLE	CRED GRD	PTS R
---------	--------------	----------	-------

INSTITUTION CREDIT:

JUNEP 2003  
 XRS-808 W/COACHING WRESTLING (2.00 P / 0.00 \*  
 Hrs: 2.00 GPA-Hrs: 0.00 OPTs: 0.00 GPA: 0.00

CA  
2

20 NTC/10 = )  
 ←  
 2 Qtr  
 11/16/07 Jm  
 Rvwd

\*\*\*\*\* TRANSCRIPT TOTALS \*\*\*\*\*

	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	2.00	0.00	0.00	0.00
TOTAL TRANSFER	0.00	0.00	0.00	0.00

L 2.00  
 \*\*\*\*\* END OF TRANSCRIPT \*\*\*\*\*

NTC



**NTC Example: Seattle University 900 Level Courses**

# Seattle University

Seattle, Washington 98122-4340  
 (206) 296-5850 FICE CODE: 003790

An official transcript displays the Seattle University seal, the facsimile signature of the University Registrar, and is printed with red background and border.

**ACCREDITATION**

Seattle University is accredited by the Northwest Association of Schools and Colleges.

**UNITS OF CREDIT**

A quarter hour of credit is given for each hour of class per week for 10 weeks. Five quarter hours equal 50 lectures of 50 minutes each. A 100 minute laboratory period is considered equivalent to a 50 minute lecture, except in Engineering and Nursing where required laboratory hours may be greater.

**COURSE NUMBER SYSTEM**

<i>Until 1957</i>	1 - 90	lower division	<i>After 1957</i>	0 - 099	remedial
	100 - 199	advanced subjects		100 - 299	lower division
	200 - 299	graduate courses		300 - 499	advanced subjects
				500 - 599	masters courses
				600 - 699	doctoral courses
				900 - 999	post-baccalaureate professional development

**GRADING SYSTEM**

Effective Summer 1983, Seattle University added the plus and minus grades to the letter grading system. The grade "E" indicated failure in a course until Fall 1996 when it was replaced by "F".

GRADE	POINT	DESCRIPTION	GRADE	POINT	DESCRIPTION	GRADE	POINT	DESCRIPTION
A	4.0	SUPERIOR	B-	2.7		D+	1.3	
A-	3.7		C+	2.3		D	1.0	POOR
B+	3.3		C	2.0	ADEQUATE	D-	0.7	
B	3.0	GOOD	C-	1.7		F	0.0	FAILING

**OTHER GRADES**

- HW** *Hardship Withdrawal* — No effect on grade point average; assigned by dean with documentation.
- I** *Incomplete 1971 - Summer 1997* — Ignored in credit computation; student has thirty days into succeeding quarter to present course work and obtain another grade; once this period elapses, "I" remains permanently on record with no effect on gpa. Excessive "I" grades may place students on probation. Fall 1997 the "I" grade is replaced with a permanent grade once the deadline passes.
- IP** *Course in Progress*
- M** *Missing Grade* — Not available from instructor at time transcript was printed.
- N** *No Grade* — Grade suspended until work is completed (e.g., thesis, graduate research) and ignored in credit computation until cleared. Effective 1971, student has no more than one calendar year to replace "N" grade.
- Q** *Suspended Grade* at the 600 level only, for work scheduled for completion at a later date.
- R** *Mandatory Registration* in zero credit 600 level education courses. A permanent grade, no effect on gpa.

- W** *Official Withdrawal*
- Y** *Audit* — not included in credit or grade computations.
- YW** *Audit Withdrawal*
- Z** *Unofficial Withdrawal* — Assigned by Registrar to student who registered, did not attend and did not withdraw. No effect on gpa.

**FALL 1988 AND AFTER:**

- P** *Pass grade* — Indicates completion with achievement level of "D-" or better of free elective course taken under the pass/fail option; computed only in credits completed.
- CR** *Satisfactory completion* of a course determined by the department to be mandatorily graded CR/F (E).  
 or  
 Satisfactory completion of credit-by-examination with achievement level of "C" or better; computed only in credits completed.
- NC** *At the undergraduate level*, indicates results on credit-by-examination of less than the minimum achievement of "C"; not included in credit or gpa computations.



**NTC Example: Portland State**

Portland State University  
Portland, Oregon 97207

B  
SEP 14 1995

Student No:

Date of Birth:

Date Issued: 13-SEP-95

0

Record of:

Page: 1

Issued To:

Course Level: Grad/Post-Bac (GR Status)

Academic Events: (INTERNAL USE-PROOFREAD)

SUBJ NO.	COURSE TITLE	CRED	GRD	PTS	R
----------	--------------	------	-----	-----	---

INSTITUTION CREDIT:

Summer 1989 Sessions

CI	410K SUCS RDG 2-3	2.00	P	0.00	
Ehrs: 2.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00					
Good Standing					

Summer 1990 Sessions

CI	410 H/STC LA/FU	1.00	P	0.00	
CI	410 SUCCS-CHARTS	1.00	P	0.00	
CI	410 BOOKSDG TCHR	1.00	P	0.00	
Ehrs: 3.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00					
Good Standing					

Winter 1995 Quarter

CI	810 TOP: VIEW FROM 200	1.00	P	0.00	
Ehrs: 1.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00					
Good Standing					

Summer 1995 Session

MTH	810 TOP: OPEN EYES MATH	3.00	P	0.00	
Ehrs: 3.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00					
Good Standing					

\*\*\*\*\* TRANSCRIPT TOTALS \*\*\*\*\*

	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	9.00	0.00	0.00	0.00

\*\*\*\*\* END OF TRANSCRIPT \*\*\*\*\*

# PORTLAND STATE UNIVERSITY

Office of Admissions & Records  
Post Office Box 791  
Portland, Oregon 97207-0791

PCLAS 08/2018

## ACCREDITATION

Portland State University is accredited by the Higher Learning Association of Colleges and Higher Schools—the regional accreditation agency. In addition, various schools and departments are accredited by special agencies.

## FORMER NAMES

Portland State University was originally established as Vespertine Extension Center in 1946. In 1952 the name was changed to Puyallup State Extension Center and in 1955 to Portland State College. On February 14, 1969, the institution was designated Portland State University. Portland State University is one of the institutions comprising the Oregon University System, like the Oregon State System of Higher Education (OSSHE), organized in 1911. Records prior to 1968 record Portland Extension courses offered by OSSEY General Education Division (GED) representing University of Oregon, Oregon State and other Oregon Colleges of Education. GED and its successor, the Division of Continuing Education (DCE), records are retained to June 1972; records from 1972 to 1979 were maintained by DCE as a distinct unit of OSSHE, during which posting processes varied. GED/DCE coursework may also be recorded at other institutions. By September 1979, DCE officially became a part of local OSSHE institutions. In 1991, DCE was renamed School of Extended Studies.

## CREDITS

One quarter hour represents fifty minutes of class time per week for a quarter of approximately eleven weeks. A baccalaureate degree has required 126 quarter hour minimum effective Fall 1994, 180 hours.

## GRADING SYSTEM

Grade	Points	Undergraduate	Graduate	
A	4	Excellent	Excellent	Plus/Minus grades are effective starting Fall 1992. (A, A- ... D+, F)
B	3	Superior	Satisfactory	
C	2	Average	Below Standard	
D	1	Inferior	Failure (no credit)	
F	0	Failure	Failure	

Honorable dismissal is granted subject to notation on the record. A baccalaureate degree requires a 2.00 GPA; a graduate degree requires a 3.00 GPA. D and F grades were not used Winter 1973 through Winter 1974. (Transfer GPAs are for information only.)

## MARKING SYSTEM (all disregarded in GPA)

I	Incomplete; mark is permanent after one calendar year
IP	In-progress; select graduate courses only, UNST 421
P	Pass; undergraduate equated to a C- grade or better, graduate to B- or better
NP	No Pass
W	Withdrawn with no penalty
X	No grade received/No basis for grade
* , Y	Invalid grade reported by instructor
AU	Audit

## OTHER CODES

On grade labels (prior to Summer 1991), appearing to immediate left of Credit Hours	
AUD	Audited course
R or RPT	Repeated course
G, L or GRD	Graduate credit for 400-no. courses (not used after Summer 1990); on computer-printed transcripts, these courses appear on the "Graduate" record.
H or HON	Honors course
E	Credit by Examination
—	Other codes internal use only

## TERM CODES PREVIOUSLY USED

F for Fall, W for Winter, S for Spring, U for Summer

On computer-printed transcripts "issued" after December 1991, appearing under the last column "R" (Repeat):  
E Excluded from GPA  
I Included in GPA

## COURSE NUMBERING SYSTEM

0-49	Non-baccalaureate	
50-99	Basic, limited, or no degree credit	
100-299	Lower Division	3/5/6/800-810 may be taken more than once; credit is variable. Numbers are reserved: 01, Research; 02, Independent Study; 03, Thesis; 04, Coop Ed/Intern; 05, Reading and Conference; 06, Special Projects; 07, Seminar; 08, Workshop; 09, Practicum; 10, Selected Topics.
300-499	Upper Division	1/2/399, Special Studies. W-suffix (eff. Fall 1993) denotes Writing Intensive Course.
500-699	Graduate	
700	Post-bac, non-degree credit	
800	In-service, limited graduate degree credit	

## FRESHMEN INQUIRY, UNIVERSITY STUDIES PROGRAM (begun Fall 1994)

With the concurrence of the Faculty Senate's Academic Requirements Committee, the Office of the Registrar developed the recommendation that Freshmen Inquiry credits transfer to other institutions as follows:

UNST 101 (5 ch)	5 credits general elective
UNST 101, 102 (10 ch)	10 credits general elective
UNST 101, 102, 103 (15 ch)	3 credits writing (WR121), 4 credits social science, 4 credits science, 4 credits arts and letters

## CERTIFICATION

This transcript is official only if it bears the embossed seal of Portland State University and the signature of the Registrar. Verification or further explanation may be obtained by writing the Registrar.

Under the Provisions of Public Law 93-380 (as amended), the information contained in this document is not to be released to others without the written consent of the student named herein.

(RC)-12/981

**NTC Example: Santa Clara**



**SANTA CLARA UNIVERSITY  
STUDENT RECORDS OFFICE  
SANTA CLARA, CA 95053**

**GRADING HISTORY**

Effective September 1981: Plus (+) and minus (-) suffixes were incorporated with letter grades thus providing for the following marks and numerical equivalents:

A	4.0	C	2.0	P	Passed	NR	Not Reported
A-	3.7	C-	1.7	NP	Not Passed	W	Withdrawn
B+	3.3	D+	1.3	AUD	Audit	***	Not Yet Graded
B	3.0	D	1.0	I	Incomplete	+/-	Taken for enrichment only (obsolete as of Summer 1981)
B-	2.7	D-	0.7	N	Continuing Work		
C+	2.3	F	0.0				

The School of Law uses a different grading system. For additional information regarding grading practices in the various graduate programs, please refer to the appropriate bulletin.

Effective September 1969: A new grade "C+" (with a numerical equivalent of 2.5 grade points) was added to the extant letter grades referenced below.

Prior to September 1969: A = Excellent (4.0); B = Good (3.0); C = Average (2.0); D = Inferior (1.0); F = Failed (0.0); W = Withdrawn; WF = Withdrawn Failing; WP = Withdrawn Passing.

**CALENDAR SYSTEM**

Undergraduate and graduate programs have been on the quarter system beginning in September 1964 to the present time. Prior to Fall 1972, undergraduate credit was awarded according to the number of term courses completed. Known as the Santa Clara Plan, this system required 40 term courses. (For conversion, lower division courses were equated to 4.0 quarter units and upper division to 5.0 quarter units.) Graduate course work has been posted in quarter units since Fall 1964; undergraduate course work has been posted in quarter units since Fall 1972.

The School of Law is on a semester system. Between September 1964 and August 1968 the Law School was on the quarter system.

**COURSE NUMBERING SYSTEM**

(all programs except School of Law)

001-099 Lower division, undergraduate  
100-199 Upper division, undergraduate

200-799 Graduate  
500-799 Non-Degree Credit



**CONTINUING EDUCATION/NON-DEGREE CREDIT**

CE is used as a prefix to the course number to designate all Continuing Education and non-degree (professional growth) credit courses. The Center for Continuing Education closed in 1981.

**HONORS PROGRAM**

Courses in the Honors Program are designated with an "H" or "Honors" notation. Honors students are identified in the memoranda column.

**CLASS RANK**

Rank in class is not computed and not available except in the School of Law.

**HAND CARRIED TRANSCRIPTS**

Official transcripts released to students will be stamped "Issued to Student". Each transcript will be in a sealed transcript envelope. Such transcripts are official only if the seal is intact.

**IMPORTANT NOTICE TO RECIPIENTS OF SCU TRANSCRIPTS**

In June 1988, Santa Clara University installed a new Student Information System which generates on-line transcripts.

Academic data for terms prior to Summer Session 1988 is recorded on the student's permanent record card. The official transcript of prior work is a certified photocopy of the permanent record card. Since detailed academic history was not migrated to the new system, transcripts may include the photocopy of the permanent record card for all work completed prior to Summer 1988, as well as the computer-generated transcript for all work completed since Summer 1988. Accumulated units and the grade point average for a student's academic program at that time were migrated and are reflected in the pre-computer summary appearing at the top of the computer-generated transcript.

**THIS TRANSCRIPT IS NOT OFFICIAL IF NOT RECEIVED IN AN OFFICIAL SEALED TRANSCRIPT ENVELOPE AND IF THE RAISED SEAL ON THE DOCUMENT IS NOT EVIDENT. THIS RECORD MAY NOT BE RELEASED TO ANY OTHER PARTY WITHOUT THE WRITTEN CONSENT OF THE STUDENT PER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974.**

**NTC Example: Below 100**

03/27/80 PAGE

LOWER COLUMBIA COLLEGE  
1600 MAPLE  
LONGVIEW WA 98632

**TRANSCRIPT/GRADE RECORD**  
GRADING LEGEND  
FOR COLLEGE GRADE LEGEND, PLEASE REFER TO BACK OF FORM

INFORMATION FROM THIS RECORD  
MAY NOT BE RELEASED TO ANY  
OTHER PARTY WITHOUT OBTAINING  
CONSENT OF THE STUDENT.

LONGVIEW WA 002

OFFICIAL TRANSCRIPT WHEN SIGNED AND SEALED BY REGISTRAR

COURSE	COURSE TITLE	GRADE	CREDIT HRS	GRADE POINTS	COURSE	COURSE TITLE	GRADE	CREDIT HRS	GRADE POINTS
***** SPRING 79 *****									
BSAD 250	VOLUNTEER MANAGEMENT	A	2.0	8.0					
HLTH 04	INDUSTRIAL FIRST AID	P	2.0	0.0					
PHED 134	SMALL BOAT SAILING	N	1.0	0.0					
PHED 155	PHYSICAL FITNESS	N	1.0	0.0					
QUARTER:	P/S-CR	CR-ERN	GPA-CR	GPTS	GPA				
	2.0	4.0	2.0	8.0	4.00				
***** WINTER 80 *****									
ENGL 270	LITERATURE FOR CHILDREN	A	3.0	12.0					
QUARTER:	P/S-CR	CR-ERN	GPA-CR	GPTS	GPA				
	0.0	3.0	3.0	12.0	4.00				
CUMULATIVE:	P/S-CR	CR-ERN	GPA-CR	GPTS	GPA				
	2.0	7.0	5.0	20.0	4.00				

*cannot count*

*5 Qtr*

*11/17/07 Jm*

*Rwd*

*B+7*

*Below 100 only 9/1/87-3/1/97 & then NTC*

THIS COLLEGE IS ACCREDITED BY THE NORTHWEST ASSOCIATION OF SECONDARY AND HIGHER EDUCATION

NAME	STUDENT I. D.	PREVIOUS NAME	HIGH SCHOOL	YEAR GRAD.	TO
[REDACTED]					
BIRTH YEAR	QTR - YR ENTERED	STUDENT TYPE	DEGREE OR CERTIFICATES EARNED	YEAR	
56	WINTER 79	MATRIC			
PROGRAM	ADVISOR				
BUSINESS					

*Mary A. Duddy*  
DEC 31 1981

# **QUESTIONS**

## **ABOUT**

### **NON-TRANSFER CREDITS**



## NON DEGREE CREDITS

### Rules applicable to non-degree credits

1. Zero credits shall be recognized for persons holding a valid certificate other than a certificate included in 2 or 3 below.
2. Thirty credits shall be recognized for persons holding a valid continuing or standard school nurse certificate.
3. Persons holding valid vocational/career and technical education certificates shall accumulate recognized credits as follows:
  - a. One credit for each one hundred clock hours of occupational experience subject to the following conditions and limitations:
    - i. Clock hours of occupational experience used in determining non-degree credits must be earned after meeting the minimum vocational/career and technical education certification requirements of three years (six thousand hours), regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held.
    - ii. Non-degree credits based on occupational experience shall be limited to a maximum of twenty credits per calendar year.
  - b. One credit for each ten clock hours of vocational/career and technical education educator training meeting the requirements of WAC 181-77-003 (2), (9), or (12). Clock hours of vocational/career and technical education educator training used in determining non-degree credits must be earned after meeting the minimum vocational/career and technical education certification requirements as established in WAC 181-77-041 (1)(b) and (c), regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held.
4. Credits earned after September 1, 1995, must satisfy the additional requirements of WAC 392-121-262.
5. Accumulate credits rounded to one decimal place.
6. For the following degree types, there are non-degree credit limitations:
  - **S type**, report only eligible non-degree credits determined by WAC 392-121-259(1) and (2). Staff with highest degree type **S** may have either 30 non-degree credits or zero non-degree credits only.
  - **V type**, report only eligible non-degree credits determined by WAC 392-121-259(3).
  - **H type**, eligible non-degree credits are determined by WAC 392-121-259(3) and are limited by WAC 392-121-261(1)(b).

Additional information and examples for non-degree credits will be discussed in the Vocational/CTE section.

## CALCULATE EDUCATIONAL PLACEMENT EXCESS CREDITS RULE

Once an advanced degree is earned (MA, Educational Specialist, PhD), a calculation must be made to determine the "credits in excess" of the BA degree. Where the number of credits past the BA exceed 45, those credits will count as being earned after the MA degree, even though they were taken before.

BA Degree	6/15/99	
MA Degree	8/31/08	
Add up Credits from BA to MA:		52.5
Subtract 45		<u>- 45.0</u>
Result:		7.5

**Placement: MA + 7.5, MA 0 Column**

---

BA Degree	6/15/99	
MA Degree	8/31/08	
Add up Credits from BA to MA:		97.0
Subtract 45		<u>- 45.0</u>
Result:		52.0

**Placement: MA + 52.0, MA 45 Column**

---

BA Degree	6/15/99	
MA Degree	8/31/08	
Add up Credits from BA to MA:		146.0
Subtract 45		<u>- 45.0</u>
Result:		101.0

**Placement: MA + 101.0, MA 90 Column**

---

BA Degree	6/15/99	
MA Degree	8/31/08	
Add up Credits from BA to MA:		42.0
Subtract 45		<u>- 45.0</u>
Result:		- 3.0

**Placement: MA + 0, MA 0 Column (A negative = 0)**



**MORE HOMEWORK TIME. Count the degrees and credits on these documents.**

**UNIVERSITY OF WASHINGTON  
OFFICE OF THE REGISTRAR**

**ACADEMIC TRANSCRIPT**  
THE WORD "COPY" APPEARS WHEN PHOTOCOPIED  
A BLACK AND WHITE DOCUMENT IS NOT OFFICIAL

STUDENT NAME: [REDACTED] HIGH SCHOOL: MARINER HIGH SCHDDL WASHINGTON RESIDENCY: RESIDENT  
 COURSE NUMBER: [REDACTED] SSN: [REDACTED] BIRTH DATE: [REDACTED] HI GRADE: 06/01/08 DATE PRINTED: 07/06/15 PAGE: 1  
 [REDACTED] WEB 294

Arts & Sciences  
AMERICAN ETHNIC STUDIES WITH MINORS IN EDUC, LEARNING, & SOC DIVERSITY

COURSE TITLE CREDITS GRADE COURSE TITLE CREDITS GRADE

\*\*\*\*\*  
 \* ANY ALTERATION OR MODIFICATION OF THIS RECORD \*  
 \* OR ANY COPY THEREOF MAY CONSTITUTE A FELONY \*  
 \* AND/OR LEAD TO STUDENT DISCIPLINARY SANCTIONS. \*  
 \*\*\*\*\*

UNIVERSITY OF WASHINGTON DEGREES EARNED:  
 BACHELOR OF ARTS (AMERICAN ETHNIC STUDIES)  
 SPRING 2012 (06/08/12)  
 UM: 186.0 TRANSFER: 0.0 EXTENSION: 0.0 GPA: 3.23  
 WITH MINOR(S) IN EDUC, LEARNING, & SOC DIVERSITY

SPRING 2010  
 AAS 210 W-ASIAN AM IDENTITY 5.0 3.7  
 AES 151 INT AMER ETH GROUPS 5.0 4.0  
 CHSTU 101 INTRO CHICANO STDY 5.0 4.0  
 EDUC 360 DREAM PROJECT 2.0 CR  
 QTR ATTEMPTED: 17.0 EARNED: 17.0 GPA: 3.90

SCHOLARSHIP STATUS: DEAN'S LIST

SUMMER 2010  
 AAS 101 ASIAN-AM CULTURE 5.0 3.3  
 AFRAM 101 INTRO AF-AM STUDIES 5.0 4.0  
 SOC 292 PUBLIC SCHL IN AMER 5.0 3.6  
 QTR ATTEMPTED: 15.0 EARNED: 15.0 GPA: 3.63

SCHOLARSHIP STATUS: DEAN'S LIST

SUMMER 2008 N MATR. 6  
 GEN ST 105 INTRO LIBERAL STDY 4.0 CR  
 QTR ATTEMPTED: 4.0 EARNED: 4.0 GPA: 0.00

AUTUMN 2010  
 AAS 385 AAS LAW AND IMMIGRA 5.0 3.3  
 AES 150 W-AMER ETHNIC HISTORY 5.0 4.0  
 EDUC 360 DREAM PROJECT 2.0 CR  
 GEN ST 300 EDUC LRNG & SOCIETY 1.0 4.0  
 QTR ATTEMPTED: 13.0 EARNED: 13.0 GPA: 3.68

AUTUMN 2008 BIOCHM 1  
 CHEM 110 INTRO TO GEN CHEM 3.0 CR  
 ENGL 131 COMPOSITN: EXPOSITN 5.0 3.8  
 GEN ST 199 UNIV COMMUNITY 2.0 CR  
 MATH 120 PRECALCULUS 5.0 1.1  
 QTR ATTEMPTED: 15.0 EARNED: 15.0 GPA: 2.45

WINTER 2011  
 AES 340 RACE ETHNICITY & ED 5.0 4.0  
 ANTH 314 SE ASIA/ASIAN AM 5.0 3.7  
 EDPSY 304 LRN TEACH CHG WORLD 5.0 4.0  
 EDUC 360 DREAM PROJECT 2.0 CR  
 EDUC 401 PRACT COMM SERV ACT 1.0 CR  
 QTR ATTEMPTED: 18.0 EARNED: 18.0 GPA: 3.90

SCHOLARSHIP STATUS: DEAN'S LIST

WINTER 2009 BIOCHM 1  
 GEN ST 101 UNIV LEARNING SKILL 2.0 CR  
 LING 200 INTRO LING THOUGHT 5.0 2.0  
 OCEAN 102 THE CHANGING OCEANS 5.0 5  
 QTR ATTEMPTED: 12.0 EARNED: 12.0 GPA: 2.00

SPRING 2011  
 AAS 499 UNDERGRAD IND STDY 5.0 3.9  
 CLAS 101 LAT & GRK CURR USE 2.0 3.7  
 SOC 392 THE FAMILY 5.0 3.2  
 QTR ATTEMPTED: 12.0 EARNED: 12.0 GPA: 3.58

SCHOLARSHIP STATUS: DEAN'S LIST

SPRING 2009 BIOCHM 1  
 ECON 200 INTRO MICROECON 5.0 NS  
 ENGL 242 W-READING FICTION 5.0 2.5  
 PSYCH 101 INTRO TO PSYCH 5.0 3.1  
 QTR ATTEMPTED: 10.0 EARNED: 10.0 GPA: 2.80

ANNUAL DEAN'S LIST 2010-2011

SUMMER 2009 BIOCHM 1  
 MATH 120 PRECALCULUS 5.0 2.7/R  
 SOC 110 SURVEY SOCIOLOGY 5.0 3.1  
 QTR ATTEMPTED: 10.0 EARNED: 5.0 GPA: 2.90

SUMMER 2011  
 ENGL 477 CHILDREN'S LIT 5.0 3.5  
 SOC 300 FOUND SOC INQUIRY 5.0 W  
 SOC 316 W-SOCIOLOGICAL THEORY 5.0 2.1  
 QTR ATTEMPTED: 10.0 EARNED: 10.0 GPA: 2.80

AUTUMN 2009 BIOCHM 2  
 AAS 395 W-SE-ASIAN AM HST/CLT 5.0 3.6  
 CHEM 142 GENERAL CHEMISTRY 5.0 1.4  
 Q SCI 291 ANLYS FOR BIOL 1 5.0 2.9  
 QTR ATTEMPTED: 15.0 EARNED: 15.0 GPA: 2.63

AUTUMN 2011  
 AES 499 IND STDY & RESEARCH 5.0 3.3  
 ARCHY 304 AMERICAS ARCHY 5.0 W3  
 EDUC 305 PUB SCHL DEMOCRACY 5.0 3.4  
 EDUC 360 S-DREAM PROJECT 2.0 CR  
 QTR ATTEMPTED: 12.0 EARNED: 12.0 GPA: 3.35

WINTER 2010 BIOCHM 2  
 BIOL 106 INTRO BIG SEMINAR 2.0 3.8  
 CHEM 142 GENERAL CHEMISTRY 5.0 1.8/R  
 CHEM 198 TUTORIAL STUDY 2.0 CR  
 PHYS 114 GENERAL PHYSICS 4.0 W6  
 PHYS 117 GENERAL PHYSICS LAB 1.0 W6  
 QTR ATTEMPTED: 9.0 EARNED: 4.0 GPA: 2.37

\*\*\* CONTINUED ON PAGE 2 \*\*\*

RECEIVED

**RECEIVED**

JUL 10 2015

Mukiteo School District

Human Resources Department

In accordance with the Family Educational Rights and Privacy Act of 1974, information from this transcript may not be released to a third party without written consent of the student.

This official university transcript does not require a raised seal.



*Virjean Hanson Edwards*  
 Virjean Hanson Edwards  
 University Registrar

UW 1502 (Rev 7/10)



UW 1599 (Rev. 5/97)

### EXPLANATORY NOTES

#### AUTHENTICATION OF THIS TRANSCRIPT:

A transcript is official when it bears the facsimile signature of the Registrar, the University of Washington Seal, and the production date. The background of this transcript is purple and the Registrar's signature is purple. Further authentication may be obtained by calling the UW Registration/Transcript Office at (206) 543-8580. If photocopied, the word **COPY** will appear in the background. Alterations to the transcript will result in brown stains and/or white areas.

#### ACADEMIC CALENDAR:

The academic year is comprised of three quarters – autumn, winter, spring – each lasting approximately eleven weeks. There is also a summer quarter.

#### EXPLANATION OF GRADE SYMBOLS:

Numeric grades: 4.0, 3.9, decreasing by 1/10 to 0.7, 0.0. The highest grade is 4.0. Lowest passing grade is 0.7 (undergraduates), 1.7 (graduate students).

Letter grades: I (incomplete); N (satisfactory without grade); S (passing grade for courses taken on a satisfactory/not-satisfactory basis), for undergraduate students 2.0 and above but prior to autumn 1985 1.7 and above; for graduate students 2.7 and above. NS (not satisfactory grade for courses taken on a satisfactory/not satisfactory basis), for undergraduate students a grade less than 2.0 but prior to autumn 1985 a grade less than 1.7; for graduate students a grade less than 2.7. CR (credit awarded in a course offered on a credit/no credit basis only). The minimum performance level required for a CR grade is determined, and the grade is awarded directly, by the instructor. NC (credit not awarded in a course offered on a credit/no credit basis only); W (official complete withdrawal from the University, or course drop); beginning autumn 1990 for undergraduates and autumn 1997 for graduate and professional students, W accompanied by a number of 3 through 7 (designates course dropped week 3 through week 7 of all quarters except summer quarter); \*W (prior to autumn 1990, a peremptory drop made during the fifth through tenth week of the quarter); HW (Hardship Withdrawal); X (no grade submitted by instructor). Course titles preceded by the letter H designate honors courses. W designate writing courses, and S designate service learning courses. A course title preceded by the letter R designates a course with a research component.

**UNDERGRADUATE NUMERIC GRADE POINT EQUIVALENTS:** 4.0-3.9 (A); 3.8-3.5 (A-); 3.4-3.2 (B+); 3.1-2.9 (B); 2.8-2.5 (B-); 2.4-2.2 (C+); 2.1-1.9 (C); 1.8-1.6 (C-); 1.4-1.2 (D+); 1.1-0.9 (D); 0.8-0.7 (D-); 0.0 (E).

**GRADUATE NUMERIC GRADE POINT EQUIVALENTS:** 4.0-3.9 (A); 3.8-3.5 (A-); 3.4-3.1 (B+); 3.0-2.9 (B); 2.8-2.5 (B-); 2.4-2.1 (C+); 2.0-1.7 (C); 1.6-0.0 (E).

#### SPECIAL SYMBOLS:

A grade followed by an I indicates an incomplete was initially awarded but a final grade has been received. Prior to winter 1983, /R indicates course was repeated and only the last grade will count in grade point average and credit is allowed once. Effective winter 1983 through summer 1985, /DR for a repeated course indicates that the first grade was less than a 2.0. Both grades will count in the grade point average but credit will be allowed only once. /R indicates that the first grade was greater or equal to a 2.0 and the second grade does not count in the grade point

average and credit is not allowed. Effective autumn 1985, /DR for a repeated course indicates both grades will count in the grade point average but credit will be allowed only once and X/R is used for an undergraduate indicating the student repeated a course not eligible to be repeated for grade or credit.

Effective winter 2005, /R indicates that a course is repeated. Grades for both courses are calculated in the grade point average. Grades for courses repeated more than once are not included in the grade point average. Credit is allowed only once.

Beginning autumn 1987, /R designates a foreign language course initially taken in high school and used as the language of admission. Credit is not allowed and the grade is not included in the grade point average.

Courses designated with /D indicate the grade counts in the grade point average but credit is not allowed toward degree requirements.

#### SCHOOL OF DENTISTRY:

Effective autumn 1992: Numeric grades: 4.0, 3.9, decreasing by 1/10 to 0.7. The highest grade is 4.0. Lowest passing grade is 0.7. Dental students taking medical school courses are allowed medical school grades.

Prior to autumn 1992: Numeric grades: 4.0 (honor), 3.7, 3.3, 3.0, 2.7, (good), 2.3, 2.0 (low pass), 0.0 (failure). Prior to spring 1981, letter grades: A (4.0), B (3.0), C (2.0), E (failure), EW (failure withdrawal), CR, NC, I, N, W.

#### SCHOOL OF LAW:

Effective autumn 1998, for entering first year Law students: Letter grades: A (4.0), A- (3.7), B+ (3.4), B (3.0), B- (2.7), C (2.0), D (1.0), E (0.0). CR (Credit); NC (No Credit); I (Incomplete); N (satisfactory without grade); W (Withdrawal); HW (Hardship Withdrawal). For Law students entering prior to autumn 1998: DS (Distinguished); H (Honors); P (Pass); LP (Low Pass); CR, NC, I, N, W, HW. Prior to 1990, numeric grades-credit awarded for grades 4.0 through 2.3; letter grades-CR, NC, I, N, \*W, and W. GPA calc began Aut 05 for students (JD only) enrolled as of Spr 07.

#### SCHOOL OF MEDICINE:

Letter grades: H (Honors), S, NS, CR, NC, I, N, W. Effective autumn 1996: HP (High Pass), P (Pass), F (Fail) were added. Effective autumn 2002, S, NS were discontinued.

#### SCHOOL OF PHARMACY:

Numeric grades: 4.0, 3.8, decreasing by 1/10 to 0.7, 0.0. The highest grade is 4.0. Lowest passing grade is 0.7.

#### COURSE LEVEL:

Lower division, 100-299; upper division, 500-499; graduate 500 and above.

#### TRANSCRIPTS:

Most student records were converted to a new transcript system in winter 1983. You may receive two types of transcripts.

#### ACCREDITATION:

The University of Washington is accredited by the Northwest Association of Schools and Colleges.

This educational record is subject to the Family Educational Rights and Privacy Act of 1974, as amended. It is furnished for official use only and may not be released to or accessed by outside agencies or third parties without the written consent of the student concerned.

**TO TEST FOR AUTHENTICITY:** The face of this document has a purple background and the name of the institution appears in small print.

UNIVERSITY OF WASHINGTON UNIVERSITY OF WASHINGTON TRANSCRIPT UNIVERSITY OF WASHINGTON UNIVERSITY OF WASHINGTON  
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**ADDITIONAL TEST:** When photocopied, the word **COPY** appears prominently across the face of the entire document. A black and white document is not an original and should not be accepted as an official document. This transcript cannot be released to a third party without the written consent of the student. This is in accordance with the Family Educational Rights and Privacy Act of 1974. If you have additional questions about this document, please contact our office at 206-543-8580.

LEGAL NAME: [REDACTED]  
 STUDENT ID: [REDACTED]

PAGE: 1 OF 2  
 PRINT DATE: 07/07/2015  
 ACADEMIC LEVEL: Graduate

COLLEGE/SCHOOL: College of Education  
 DEGREE/CERTIFICATE/OTHER: MA in Education  
 DATE CONFERRED: 06/18/2015

PROGRAM: Counseling  
 SPCLZTN/ENDORSE: School Counseling

**RECEIVED**  
 JUL 09 2015

Mukilteo School Dist  
 Human Resources Dept

PREVIOUS INSTITUTIONS ATTENDED	DATES ATTENDED	TRANSFER CREDITS ACCEPTED	DEGREE EARNED
Univ Washington-Seattle WA	06/30/08 - 06/08/12		Bachelor of Arts

SUBJ/COURSE NUMBER	TITLE	CREDITS	GRADE	SUBJ/COURSE NUMBER	TITLE	CREDITS
Fall Quarter 2012 09/19/12 - 12/08/12				Fall Quarter 2013 09/25/13 - 12/13/13		
COUN-511	Counseling Theories	3.00	A	COUN-551	Counseling Lab	4.00
EDUC-600	Intro to Educational Research	3.00	B+	SPED-540	Intro to Spec Educ & Learn Dis	3.00
GRADE POINTS: 21.90 TERM CREDITS ATTEMPTED: 6.00				GRADE POINTS: 12.00 TERM CREDITS ATTEMPTED: 7.00		
TERM GPA: 3.650 TERM CREDITS EARNED: 6.00				TERM GPA: 4.000 TERM CREDITS EARNED: 7.00		
Winter Quarter 2013 01/07/13 - 03/23/13				Winter Quarter 2014 01/06/14 - 03/22/14		
COUN-509	Comprehensive Sch Counseling	3.00	A	COUN-513	Counseling Diverse Population	3.00
COUN-510	Fundamental Counseling Skills	3.00	B+	COUN-554	School Counseling Practicum	4.00
GRADE POINTS: 21.90 TERM CREDITS ATTEMPTED: 6.00				GRADE POINTS: 12.00 TERM CREDITS ATTEMPTED: 7.00		
TERM GPA: 3.650 TERM CREDITS EARNED: 6.00				TERM GPA: 4.000 TERM CREDITS EARNED: 7.00		
Spring Quarter 2013 04/01/13 - 06/16/13				Spring Quarter 2014 03/31/14 - 06/14/14		
COUN-507	Counseling Across the Lifespan	3.00	A	COUN-516	Career Guidance for K-12 Schls	3.00
COUN-527	Counseling Tests & Measurements	3.00	A	GRADE POINTS: 12.00 TERM CREDITS ATTEMPTED: 3.00		
COUN-560	Family & Couples Counseling	3.00	A	TERM GPA: 4.000 TERM CREDITS EARNED: 3.00		
GRADE POINTS: 36.00 TERM CREDITS ATTEMPTED: 9.00						
TERM GPA: 4.000 TERM CREDITS EARNED: 9.00						
Summer Quarter 2013 06/24/13 - 09/14/13				Summer Quarter 2014 06/23/14 - 09/15/14		
COUN-508	Law/ethics-School Counselors	3.00	A	SPED-5430	Intro to Beh Disord & Intervent	3.00
COUN-591	Crisis Counseling	3.00	A	COUN-5140	Consultant/leadership/advocacy	3.00
EDUC-520	Social Justice	3.00	A	COUN-5170	Group Counslg Theories & Pract	4.00
COUN-561	Child & Adolescent Counseling	3.00	A	GRADE POINTS: 40.00 TERM CREDITS ATTEMPTED: 10.00		
GRADE POINTS: 48.00 TERM CREDITS ATTEMPTED: 12.00				TERM GPA: 4.000 TERM CREDITS EARNED: 10.00		
TERM GPA: 4.000 TERM CREDITS EARNED: 12.00						
				Fall Quarter 2014 09/24/14 - 12/13/14		
				COUN-6950	School Counsel Inter/proj I	4.00
				GRADE POINTS: 0.00 TERM CREDITS ATTEMPTED: 4.00		
				TERM GPA: 0.000 TERM CREDITS EARNED: 4.00		

This official university transcript does not require a raised seal.

ISSUED TO: [REDACTED]



*[Signature]*  
 Interim University Registrar

# Seattle University

Seattle, Washington 98122-1090  
(206) 220-8030 FICE CODE: 003790

An official transcript displays the Seattle University seal, the facsimile signature of the University Registrar, and is printed with red background and border.

**ACCREDITATION:** Seattle University is accredited by the Northwest Commission on Colleges and Universities.

**CALENDAR:** Seattle University operates on the quarter system. Summer quarter dates encompass multiple sessions, and degrees are conferred mid-August or mid-September.

## COURSE NUMBERING SYSTEM

Level	1957-2013	2013-present
Remedial	0-099	0-0999
Lower Division	100-299	1000-2999
Upper Division	300-499	3000-4999
Masters courses	500-599	5000-5999
Doctoral courses	600-699	6000-6999
Post-Secondary professional development	800-899	8000-8999
Post-Baccalaureate professional development	900-999*	9000-9999*

\*The 900/9000 level courses are primarily for the purpose of professional development. Although different in purpose from the core masters or doctoral graduate degree courses, such courses may be considered to meet elective requirements in some Seattle University graduate degree programs only in accordance with regulations of the particular graduate degree program and with approval of the student's program advisor.

**GRADING SYSTEM:** Effective Summer 1983, Seattle University added plus and minus grades to the letter grading system.

GRADE	POINT	DESCRIPTION	GRADE	POINT	DESCRIPTION	GRADE	POINT	DESCRIPTION
A	4.00	SUPERIOR	B-	2.70		D+	1.30	
A-	3.70		C+	2.30		D	1.00	POOR
B+	3.30		C	2.00	ADEQUATE	D-	0.70	
B	3.00	GOOD	C-	1.70		F	0.00	FAILING

## OTHER GRADES:

**CR Satisfactory Completion** - Indicates completion of course with a grade of "D-" or better for undergraduate, or "C" or better for graduate level. Where credit-by-examination is notated, indicates an achievement level of "C" or better. Included in credits earned, but not GPA.

**E Failing** - Indicates failure in a course, effective Fall 1996, replaced by an "F".

**HW Hardship Withdrawal** - Assigned by the dean for exceptional cases; documentation required to assign. No effect on credits earned or GPA.

**I Incomplete** - Student was unable to complete coursework by the end of the term due to an extraordinary circumstance, and an extension was granted. Prior to Fall 1997, if coursework was not completed by the extension deadline on the academic calendar, "I" remained as permanent grade. After Fall 1997, grade is replaced at deadline by final grade earned, unless a further extension is granted.

**IP Course in progress** - registered course not yet completed.

**LW Late Withdrawal** - Student withdraw from class via petition after established deadline. No effect on credits earned or GPA. Eliminated Fall 2009.

**M Missing Grade** - Grade not available from instructor at time transcript was printed.

**N No Grade** - Coursework extends beyond the end of the term (e.g. thesis, internship, research). Grade suspended until work is complete. No effect on credits earned or GPA. If coursework is not completed, N grade is permanent.

**NC No Credit** - Indicates results on credit-by-examination of less than the minimum achievement of "C." No effect on credits earned or GPA.

**P Pass Grade** - Indicates completion of free elective course taken under the Pass/Fail grading option with achievement level of "D-" or better. Included in credits earned, but not GPA.

**Q Suspended Grade** - Work scheduled for completion at a much later date, available at the 600 level only for dissertation related preparatory credit. Student has six calendar years to complete. No effect on credits earned or GPA. If coursework is not completed, Q grade is permanent.

**R Mandatory Registration** - Required in zero credit 600 level education courses. No effect on credits earned or GPA.

**S Satisfactory** - Given in selected non-graded courses and computed only in credits completed; equivalent to at least a "B" grade.

**W Official Withdrawal** - Student withdrew from class within established deadlines. No effect on credits earned or GPA.

**Y Audit** - Indicates student grading option choice. No effect on credits earned or GPA.

**YW Audit Withdrawal** - Student withdrew from an audit class within established deadlines. No effect on credits earned or GPA.

**Z Administrative Withdrawal** - Assigned by University Registrar to a student who registered, did not attend and did not withdraw. No effect on credits earned or GPA. Eliminated Fall 2009.

**REPEATS:** A repeated course is noted "R". Credits are counted only once and points allowed are for the most recent grade. The "R" notes the course that has been removed from credit and GPA computations. Only courses graded "C-" or below may be repeated to improve the grade.

**DEGREE CREDIT REQUIREMENTS:** Undergraduate degrees require a minimum of 180 credits, except for the Bachelor of Arts in Humanities, which requires a minimum of 135 credits. Students in this program begin by taking specific accelerated classes at select high schools that prepare them for this accelerated three-year degree.

**GRADUATION WITH HONORS (undergraduate only):** Summer 1988 - February 24, 1993: For students who matriculated beginning Fall 1986 - cum laude = 3.50 and at least 90 Seattle University graded credits, magna cum laude = 3.70 and at least 115 Seattle University graded credits, summa cum laude = 3.90 and at least 135 Seattle University graded credits. Effective February 25, 1993: A minimum of 90 Seattle University graded credits required: cum laude = 3.50, magna cum laude = 3.70, summa cum laude = 3.90.

**UNIVERSITY HONORS PROGRAM:** HU (through Fall 1993), HON (Fall 1993 - Fall 1997), and HONR (effective Fall 1997). A two-year integrated curriculum in the liberal arts and sciences for outstanding students.

**CORE HONORS PROGRAM:** Effective Fall 2007. Course titles include "Honors" and are made available to a cohort of highly qualified students.

**DEAN'S LIST/PRESIDENT'S LIST:** Fall 2004: notated on transcript. Effective Fall 2008: no longer notated on transcript.

**PROBATION:** Notated at bottom of term in which action occurred; takes effect the next registered term. Effective Fall 2012, probation no longer notated on the transcript.

*This transcript is issued in strict accordance with Public Law 93-380. It is intended for your use only. No personally identifiable information about this record may be released without the student's consent.*

**TO TEST FOR AUTHENTICITY:** Translucent globe icons MUST be visible from both sides when held toward a light source. The face of this transcript is printed on red SCRIP-SAFE® paper with a watermark of the institution's emblem in white lines over the face of the entire document.

# Official Clock Hours Transcript



## Northwest Educational Service District 189

*Together We Can*  
 1601 R Avenue, Anacortes WA 98221  
 (360) 299-4000

Printed Date: 10/14/2014

Participant:

Employer:

Certificate Number

255561C

Course Number	Course Title	Date	No. Clock Hours
15266	PLCs at Work in Eagleridge	1/29/2010	7.00 ✓
16936	Implementation of Math Expressions	9/30/2010	3.00 ✓
17503	Best Practices in Teaching Elementary Mathematics - 2nd Grade	10/27/2010	3.00 ✓
17821	Ferndale CIT Training	3/29/2011	30.00 ✓
18463	Pat Quinn Response to Intervention	2/28/2011	6.00 ✓
19187	Pyramid Response to Intervention Institute	6/28/2011	13.00 ✓

**Total Clock Hour Credits: 62.00**

Reviewed

The signature below documents that a determination has been made that this course(s) meets the requirements of WAC 392-121-262(1) [list item(s) 1-5]. ✓



Certified Copy

Valid for official transcript purposes for clock hours with the electronic impression of the seal of Northwest Educational Service District 189

**FILE REVIEW – Credits**

**Employee:** \_\_\_\_\_

<b>Degree</b>	<b>Institution</b>	<b>Date</b>

**Credits After BA Degree**

<b>Academic Institution</b>	<b>Credits</b>	<b>Clock Hour Provider</b>	<b>Credits</b>

**Credits After BA Degree and up to MA Degree - Summary**

Total Academic Credits Since BA Degree:	
Total In-Service Credits Since BA Degree:	
<b>TOTAL CREDITS SINCE BA DEGREE:</b>	
If MA Degree, Subtract 45	
Excess Credits to MA	

**Credits after MA Degree**

<b>Academic Institution</b>	<b>Credits</b>	<b>Clock Hour Provider</b>	<b>Credits</b>

**Credits After MA Degree – Summary**

Total Academic Credits after MA Degree			
Total In-Service Credits after MA Degree			
<b>TOTAL ACTUAL CREDITS AFTER MA DEGREE</b>			
<b>Add Excess if Applicable. TOTAL CREDITS AFTER HIGH DEGREE:</b>			
	<b>High Degree</b>	<b>Credits After High Degree</b>	<b>Placement</b>
<b>Started</b>			
<b>Changes +/-</b>			
<b>Ended</b>			

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

## CREDITS REVIEW GUIDELINES

### Academic Transcripts

- Confirm employee name on transcript.
- Verify the transcript document is official.
- Verify the institution is accredited (e.g. Center Graduate College is NOT)
- Check for Degree Confirmation. Highlight the degree type and degree date.
- Highlight each course after initial BA degree. If more than one BA, count from first BA. Place a check mark on the course number and a check mark next to the grade; checking to ensure courses are over 100 and the grade shows a completed grade.
- When checking the course number check to ensure the course meets the academic course requirements (e.g. is transferrable to a BA or higher degree).
- If the course number is below 100 it can only be reported if it was completed between 9/1/87 and 3/7/95 and then must be reported as an in-service credit not an academic credit.
- Check to ensure the course has not been repeated unless OK by the Institution (e.g. look for an "I" on SPU transcripts)
- Determine the type of Credit: QTR, SEM, Unit, NTC (Non-Transfer to Academic Degree). Can only record NTC if 9/1/87 and thereafter. All NTCs are recorded as In-Service credits not academic credits.
- If Bates Technical the credits can be both Academic Hours or Clock Hours (16.5:1)
- Foreign County: If Foreign Country, make sure there is a translation service document.
- Show work on transcript, including conversions

### Master's Degree

- Check for Degree Confirmation Date and Highlight. Date and Credits for the quarter or semester. Record as before the actual MA issued date.
- Calculate Excess Credits (BA + total – 45 = Excess; negative result = 0)

### Clock Hours

- Highlight provider name. Check to ensure for the specific school year the provider is on the approved OSPI list. Note: Just because it is an OSPI form, doesn't mean that OSPI is the provider. Check the "sponsoring provider" name. WIAA is OK
- Highlight the course title, number of hours actually earned, course end date and highlight or check that the provider has signed and the employee has confirmed the earned hours. Show conversion work on the clock hour form (e.g. = .60 Qtr Date/Initials).
- It is OK to repeat clock hours, no restrictions

### Course Approvals

- Verify Course Approvals exist for all courses 9/1/95 and after.
- Use of the WAC stamp or other district approval for missing approvals.

**QUESTIONS**

**ABOUT**

**CREDITS**





**Certificated**  
**Years**  
**of**  
**Experience**

## WAC 392-121-264. DEFINITION – CERTIFICATED YEARS OF EXPERIENCE

Regardless of the experience factors used by a school district for the purposes of its salary schedule(s), as used in this chapter, the term "**certificated years of experience**" means the number of years of accumulated full-time and part-time professional education employment prior to the current reporting school year in the state of Washington, out-of-state, and a foreign country. School districts shall report all certificated years of experience including those beyond the experience limit of the school district's salary schedule.

### (1) Professional education employment shall be limited to the following:



- (a) Employment in **public or private preschools or elementary and secondary schools in positions which require certification** where:
  - (i) Schools include the Centrum education program, the Pacific Science Center education program, educational centers authorized under chapter 28A.205 RCW, and Seattle Children's Hospital education program;
  - (ii) Certification means the **concurrent public professional education licensing requirements** established in the state, province, country, or other governmental unit in which employment occurred and which, for the state of Washington, refers to the certificates authorized by WAC 181-79A-140 and temporary permits authorized by WAC 181-79A-128;
- (b) Employment in **public or private vocational-technical schools, technical colleges, community/junior colleges, colleges, and universities in positions comparable** to those which require certification in Washington school districts;
- (c) Employment in a **governmental educational agency with regional administrative responsibilities** for preschool, elementary, and/or secondary education including but not limited to an educational service district, office of superintendent of public instruction, or United States department of education **in any professional position** including but not limited to C.P.A., architect, business manager, or physician;
- (d) Experience in the following areas:
  - (i) **Military, Peace Corps, or Vista service which interrupted professional education employment** included in (a), (b), or (c) of this subsection; and
  - (ii) **Sabbatical leave.**
- (e) For **non-degreed vocational/career and technical education instructors**, up to a **maximum of six years of management experience as defined in WAC 181-77-003(6) acquired after the instructor meets the minimum vocational/career and technical education certification requirements of three years (six thousand hours) established in WAC 181-77-041 (1)(a)(i)**, regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held. If a degree is obtained while employed in the state of Washington as a non-degreed vocational/career and technical education instructor, the eligible years of management experience pursuant to this subsection reported on Report S-275 prior to the awarding of the degree shall continue to be reported but shall not increase.
- (f) Beginning in the 2007-08 school year, for **occupational therapists, physical therapists, nurses, speech-language pathologists, audiologists, counselors, psychologists, and social workers** regulated under Title 18 RCW, years of experience may include employment as occupational therapists, physical therapists, nurses, speech-language pathologists, audiologists, counselors, psychologists, and social workers, that does not otherwise meet the requirements of (a) through (e) of this subsection, subject to the following conditions and limitations:(i) Experience included under this subsection shall be **limited to a maximum of two years.**

(ii) The calculation of years of experience shall be that one year of experience in a school or other non-school position counts as one year of experience for the purposes of this subsection, per subsection (2)(a) of this section.

(iii) Employment as **occupational therapists** shall be limited to the following:

(A) In positions requiring licensure as an occupational therapist under Title 18 RCW, or comparable out-of-state employment; and

(B) While holding a valid occupational therapist license, or other comparable occupational therapist credential.

(iv) Employment as **physical therapists** shall be limited to the following:

(A) In positions requiring licensure as a physical therapist under Title 18 RCW, or comparable out-of-state employment; and

(B) While holding a valid physical therapist license, or other comparable physical therapist credential. (v)

Employment as nurses shall be limited to the following:

(A) In positions requiring licensure as a registered nurse under Title 18 RCW, or comparable out-of-state employment; and

(B) While holding a valid registered nurse license, or other comparable registered nurse credential. (vi)

Employment as **speech-language pathologists or audiologists** shall be limited to the following:

(A) In positions requiring the same or similar duties and responsibilities as are performed by speech-language pathologists or audiologists regulated under Title 18 RCW; and

(B) After completion of the minimum requirements for conditional certification as a school speech-language pathologist or audiologist established in WAC 181-79A-231(1)(c)(iv).

(vii) Employment as **counselors** shall be limited to the following:

(A) In positions requiring the same or similar duties and responsibilities as are performed by counselors regulated under Title 18 RCW; and

(B) After completion of the minimum requirements for emergency certification as a school counselor established in WAC 181-79A-231(3).

(viii) Employment as **psychologists** shall be limited to the following:

(A) In positions requiring the same or similar duties and responsibilities as are performed by psychologists regulated under Title 18 RCW; and

(B) After completion of the minimum requirements for emergency certification as a school psychologist established in WAC 181-79A-231(3).

(ix) Employment as **social workers** shall be limited to the following:

(A) In positions requiring the same or similar duties and responsibilities as are performed by social workers regulated under Title 18 RCW; and (B) After completion of the minimum requirements for emergency certification as a school social worker established in WAC 181-79A-231(3).

(x) Certificated years of experience as occupational therapists, physical therapists, nurses, speech-language pathologists, audiologists, counselors, psychologists, and social workers, determined pursuant to this

subsection and reported on Report S-275, by teachers and other certificated staff who are no longer employed as occupational therapists, physical therapists, nurses, speech-language pathologists, audiologists, counselors, psychologists, and social workers, shall continue to be reported but shall not increase.

**(2) Years of full-time and part-time professional education employment prior to the current reporting school year are accumulated as follows:**

- (a) For each professional education employment which is not employment as a casual substitute pursuant to subsection (1)(a) of this section;
  - (i) Determine the total number of hours, or other unit of measure, per year for an employee working full-time with each employer;
  - (ii) Determine the number of hours, or other unit of measure, per year with each employer, including paid leave and excluding unpaid leave;
  - (iii) Calculate the quotient of the hours, or other unit of measure, determined in (a)(ii) of this subsection divided by the hours, or other unit of measure, in (a)(i) of this subsection rounded to two decimal places for each year.
- (b) For professional education employment as a casual substitute pursuant to subsection (1)(a) of this section:
  - (i) Determine the total number of full-time equivalent substitute days per year;
  - (ii) Calculate the quotient of full-time equivalent days determined in (b)(i) of this subsection divided by 180 rounded to two decimal places for each year.
- (c) No more than 1.0 year may be accumulated in any traditional nine-month academic year or any twelve-month period.
  - (i) Accumulate, for each year, professional education employment calculated in (a)(iii) and (b)(ii) of this subsection.
  - (ii) Determine the smaller of the result in (c)(i) of this subsection or 1.00 for each year.
- (d) Determine certificated years of experience as the accumulation of all years of professional education employment calculated in (c)(ii) of this subsection and report such years rounded to one decimal place.

## Helpful table to review experience types.

Types	
Professional Public or Private School	<p>School districts/systems and APPROVED State Private Schools</p> <p>*Get WA Private School list from OSPI annually; <a href="http://www.k12.wa.us/privateed/PrivateSchools/default.aspx">http://www.k12.wa.us/privateed/PrivateSchools/default.aspx</a></p> <p>*Schools include Centrum, Pacific Science Center Education Program and Educational Centers authorized under 28A.205 RCW</p> <p>*POSITION requires certification (concurrent public professional education licensing requirements established in that state, province, country or government unit).</p> <p>*Includes Emergency Certification or other Temporary Permits in Washington</p>
Professional, Public or Private Voc-Tech School, Tech College, Community/Jr College, Colleges, Universities	<p>In POSITION comparable to those which require certification in Washington school districts.</p>
Professional Governmental Educational Agency	<p>With Regional Administrative Responsibilities for preschool, elementary and/or secondary education</p> <p>Includes but not limited to, ESDs, OSPI, US Dept. of Education in any professional position including but not limited to CPA, architect, business manager or physician.</p>
Military, Peace Corps or Vista Service	<p><b>Which INTERRUPTED Professional Educational Employment</b></p>
Sabbatical Leave	<p>Including Sabbatical Leave to serve as Union President</p>
Non-Degreed Vocational	<p>Up to six (6) Years Management Experience</p> <p>*After min. 6000 hours occupational experience regardless of when initial certificate issues</p> <p>*Must be management experience and documented</p>
ESA Experience	<p>New as of 07-08: Up to two (2) years if rules are met.</p> <p>See the ESA Summary Table in the S275 Instructions.</p>

## REVIEWING EXPERIENCE RECORDS

1. Review the application for employment to determine the individual's employment record.
2. Make a list of the previous employers. Review this information with the employee.
3. Work with the employee to have a Verification of Employment form sent to each prior employer where experience credit may be granted. Never grant credit without a completed experience verification form on file.
4. You may wish to create different forms for Regular, Private Schools, College/University, Vocational and ESA verifications.
5. When you are verifying experience from a former Washington State School District, you may also ask that district if they are willing to send the employee's official transcripts to you. This is permissible according to the Attorney General. You will want that district to send you the originals with a cover letter indicating that the transcripts were the official ones on file in their district. Additionally, you will need to ask the prior school district to transmit to you any course approval forms they have processed for that employee where the courses were taken 9/1/95 and thereafter while they were employed with that district. It is a requirement under the law that the prior Washington State school district sent those Course Approval forms to you.
6. Consider revising your verification form to include the contract status and position name while employed, particularly for Washington school districts. This will help when you are determining what type of contract you will issue to the new hire and will also help when you are reviewing the expiration date of the residency certificate and highly qualified status.
7. **Only** when you have received a verification of experience should you proceed with calculating the experience record.
8. The next step is to perform the calculation and it is a simple fraction, where the numerator is the actual number worked and the denominator is what constitutes a full FTE. Here are several examples:

Example 1:	Numerator:	$\frac{7.5 \text{ hrs} \times 182 \text{ days} = 1,365 \text{ hours}}$	= 1.00 FTE
	Denominator:	$7.5 \text{ hrs} \times 182 \text{ days} = 1365 \text{ hours}$	

Example 2:	Numerator:	$\frac{7.5 \text{ hrs} \times 92 \text{ days} = 690 \text{ hours}}$	= 0.51 FTE
	Denominator:	$7.5 \text{ hrs} \times 182 \text{ days} = 1365 \text{ hours}$	

Example 3:	Numerator:	$\frac{4.25 \text{ hrs} \times 91 \text{ days} = 386.75 \text{ hours}}$	= 0.28 FTE
	Denominator:	$7.5 \text{ hrs} \times 182 \text{ days} = 1365 \text{ hours}$	

When verifying for a **college/university** you have to ascertain what constitutes "full time" or the denominator. For example, the verification form might indicate that the employee taught a 5 credits class each quarter for 3 quarters that year. You will have to ask the college "what do you consider to be full time?" That answer might be that full time would be a person who teaches 10 credits for 4 quarters. In that case your denominator becomes 40 (10 credits x 4

quarters) and your numerator is what the person worked (5 x 3 = 15). In this case the example is then calculated as:

Example 4: Numerator:  $\frac{5 \text{ credits} \times 3 \text{ quarters} = 15}{10 \text{ credits} \times 4 \text{ quarters} = 40} = 0.38 \text{ FTE}$

9. In the case of a Substitute, 180 days is ALWAYS the denominator. This is pursuant to the 275 rules. Please be very careful when recording substitute experience as several states no longer require substitutes to have a teaching certificate and that experience would not be reportable (Montana, Idaho, Georgia, California, New York are some examples). For those employees that work less than 1.0 FTE for you in a year, you might want to check your payroll records for substitute or summer school/extended school year experience and post that for them.
10. Military experience that did not interrupt the employee's educational employment cannot be counted.
11. You must be careful with private schools. In order to credit this experience the POSITION must require a certificate, whether the employee held one or not. So this information must be shown on your verification form. You must also be certain the employer met the definition for "private school"
12. Be careful with experience for ESA staff (psychologists, nurses, OT, PT). Generally speaking experience working in a clinic or some educational agency will not count. That experience only counts if 1) the agency actually is approved in that state to award diplomas and/or otherwise operate like a regular school or 2) the person was teaching (e.g. a Nurse who as an instructor of Nurses). The 275 guidelines provide some excellent examples of this rule. You should seek assistance if you are not familiar with these rules. Of course, you can now count up to two (2) years actual ESA experience but mistakes are made where ESA like experience is counted as regular certificated experience.
13. For vocational teachers that either do not have a degree or the degree is incidental and you are reporting them as "V" – you may grant up to six (6) years of experience, BUT – this experience must be related to the assignment and it must be a management or management-related position. Be sure to review the 275 rules for this carefully before granting such experience. Vocational staff can also have experience converted to non-degree occupational credits. Again these rules are specifically detailed in the 275 instructions. You should seek assistance if you are not familiar with these rules.
14. Be sure to show your mathematical calculations directly on the verification form so an auditor can track your work.
15. If you have questions about information provided by a former employer you may contact that employer by telephone or email to obtain clarification to your information and note that on your form. However, according to a recent audit in a district, you must then also obtain a corrected verification form from that prior Review the Verification Form to ensure that **the position required a teaching certificate if required for that type of experience** (the form should be marked YES). If this area is blank, contact that prior employer to ascertain this information. **If the prior employer was not a school district, then you must determine if the position the person was employed in was equivalent to a position that requires a certificate**

## in our public schools.

16. Mark up the verification form document. Highlight each record. If not broken out by year, then break it out. For example if it is verified as 1999-00 to 2003-04, hand write out each year. Many mistakes are made by not doing this task.
17. Check the data very carefully and then prepare your calculations.
18. Be careful not to exceed 1.0 in any given year. This is another reason it is important to make a record that reflects each individual year of employment, especially when verifications are from multiple employers for the same years.
19. Be sure to post Leave without Pay.
20. Post additional experience for less than 1.0 FTE staff (in allowed position).

### **Item B.7 Notes from S275 instructional book:**

1. Eligible professional education experience must meet the requirements of WAC 392-121-264. In general, for professional education experience eligibility rules regarding:
  - Employment in P–12 schools, refer to subparagraph (1)(a).
  - Employment in higher education, refer to subparagraph (1)(b).
  - Employment in government education, refer to subparagraph (1)(c).
  - Employment interruptions, refer to subparagraph (1)(d).
  - Employment in industry, refer to subparagraph (1)(e).
  - Employment as educational staff associates in nonschool positions, refer to subparagraph (1)(f).
2. For persons with highest degree type S, B, G, M, or D, experience eligibility is limited to the requirements of WAC 392-121-264(1)(a), (1)(b), (1)(c), and (1)(d).
3. Occupational experience eligibility is limited to persons reported with highest degree types V in accordance with WAC 392-121-264(1)(e).
4. For persons with highest degree type H, experience eligibility is limited to the requirements of WAC 392-121-264(1)(a), (1)(b), (1)(c), and (1)(e). Individuals reported with degree type H retain any certificated experience recognized from industry experience when they were reported with degree type V, but may not accrue any additional certificated experience converted from industry experience.
5. Employment may be in Washington, out of state, or in a foreign country.
6. Employment excludes time on unpaid leave.
7. Report all years of experience, including those beyond the experience limit of the district's salary schedule.
8. No more than one year of experience may be accumulated in any traditional nine-month school year or any 12-month period. For example, if a certificated instructional employee works a 1.0 FTE assignment and also works as a substitute teacher for another district during the same 12-month year, that employee may not accumulate more than one year of experience for that 12-month period.
9. Any hours for an employee which exceed 1.0 FTE for that employee are not reported and do not have to be documented.
10. In-district full-time hours per year equal the number of hours in a full-time day times the number of full-time days per school year (e.g.,  $7.5 \times 180 = 1,350$ ).



11. If an employee is in a position that is part-time or the employee took unpaid leave during the year, determine the years of experience accumulated for that year as the quotient of the number of hours actually worked to the number of hours in the full-time year.
12. Out-of-district full-time hours per year are determined by the former employer except for experience counted under WAC 392-121-264(1)(e) in which full-time hours per year equal 2,000. Hours in excess of 2,000 per year may not be carried forward to the next year.
13. Substitute days are accumulated as part-time professional education employment, subject to the one year of experience in a 12-month period limitation explained in note 8 on page 47. Calculate years of experience for substitute days by dividing the accumulated number of full-time substitute days by 180.
14. Partial substitute days are accumulated as part-time professional education employment, subject to the one year of experience in a 12-month period limitation explained in note 8 on page 47. The number of hours in a full day is determined by the employing district. To calculate years of experience for partial substitute days:
  - Step 1. Determine the accumulated number of full-time substitute days by dividing the hours of the day worked by the number of hours in a full day.
  - Step 2. Divide the accumulated number of full-time substitute days by 180.
15. Rounding: Accumulate full- and part-time employment rounded to two decimal places and report such years to one decimal place. (See the discussion of rounding on page 15.)
16. Learning centers: Sylvan Learning Center and Huntington Learning Center are not approved private schools pursuant to chapter 28A.195 RCW and chapter 180-90 WAC, nor are they certified education centers pursuant to chapter 28A.205 RCW and chapter 392-185 WAC. Employment in these centers does not meet the criteria in WAC 392-121-264(1)(a).
17. Private schools: To determine whether a school is a state-approved private school pursuant to chapter 28A.195 RCW and chapter 180-90 WAC, contact OSPI Office of Private Education at 360-725-6433. A current list of approved private schools is available on the OSPI website at the following location: <http://www.k12.wa.us/PrivateEd/18>.
18. Education centers deal with credit retrieval for high school dropouts pursuant to chapter - 28A.205 RCW and chapter 392-185 WAC.
19. Employment documentation obtained under previous rule WAC 392-121-280 is grandfathered. Experience reported through the S-275 reporting process for the 1993–94 or previous school years may continue to be documented pursuant to WAC 392-121-280(5)(a).
20. If documentation of employment cannot be supported by normal “third party” evidence meeting the criteria in WAC 392-121-280(5)(b), such as in situations of self-employment or employment with an employer that has gone out of business, documentation of employment should be supported by other evidence, such as:
  - tax returns
  - business license
  - bonding insurance
  - social security records

The following documents are usually considered to be insufficient evidence of employment:

  - resumes
  - job applications
  - sworn affidavits

## EXPERIENCE VERIFICATION FORMS

Samples of a variety of experience verification forms are provided in this section. We highly recommend that you develop form specific to the type of employment being verified. It will help tremendously in obtaining the required information for each employment type.





## Mukilteo School District

9401 Sharon Drive  
Everett, WA 98204  
(425) 356-1322 / FAX (425) 356-1329

### REQUEST FOR VERIFICATION OF PROFESSIONAL EMPLOYMENT

**To:**

School District Name:
Street Address:
City / State / Zip:

**From:**

Mukilteo School District
9401 Sharon Drive
Everett, WA 98204

The following individual is employed by the Mukilteo School District and has reported previous professional employment with your district. Please complete the information requested on the reverse side of this form. Thank you for your assistance in establishing an accurate service record for this employee.

#### Personal Data (to be completed by employee)

Name:
Other Name(s):
SSN:
Position:
School:
Approximate Dates:

I authorize the release of all information requested on the Verification of Professional Employment to Mukilteo School District No. 6.

Employee Signature:	Date:
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**SAMPLE VERIFICATION – COLLEGE/UNIVERSITY**

**Instructions.** Please follow the specific instructions to ensure full credit. Contact our office at (xxx)-xxxx for assistance if needed. Thank you.

- Use one line for each academic year or change in status. List position(s) chronologically by year. Do not record student teaching or tutor work.
- Position Name.
- Administrator or "Techer of Record" position – yes or no. Only positions comparable to a position in a school district can be credited by our district. If a person as an asst. instructor but not responsible for lesson plans or student grading the answer would be NO.
- 4-5. List begin and end date of service for that year.
- 6 -8. List the Paid Hrs per Day and Days per year for what would constitute FULL TIME in your organization for that academic year. Multiply 6x7=8.
- 9-12. List ACTUAL PAID Hrs/Day, Days/Yr. For 11 multiple 9 x 10. For 12 divide 11 (Paid Hours) by 7 (Paid Hours if Full Time) for Full Time Equivalency. Do not write in Exp Granted column. Two (2) examples are provided for you.

					What Constitutes Full Time ?			What did you PAY this employee?				
1	2	3	4	5	6	7	8	9	10	11	12	
Year	Position Name	Adm or Teacher of Record	Service From Date m/d/yyyy	Service to Date m/d/yyyy	No. of Paid Hrs Per Day	No. of Paid Days Per Year	Total Hours (6 x 7)	Hours Per Day	Days Per Year	Ttl Hrs Pd (8 x 9)	Paid FTE (7/10)	Exp Granted
Example 2008-09	Asst Professor	No	9/27/2008	6/30/2009	7.5	181	1357.50	7.5	162	1215.00	.885	
Example 2009-10	Professor	Yes	11/14/09	6/12/2010	7.0	180	1260.00	7.0	48.5	339.50	.269	

**\*We are required to calculate experience based on a numerator of "what the employee actually worked" and a denominator of "what constituted full time" so we can determine if the person was employed with you full time or 100%; or a partial of a full time status. Please provide that data in 6-8 (what is full time) and 7-12 (what was this person paid by you). Questions can be directed to our office at XXXXXXXXXX**

*I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.*

Name (Please Print above)		Title (Print above)		Organization (Print Above)		Email (Print Above)	
Signature (Sign above)		City (Print Above)		State/Zip (Print Above)		Telephone (Area Code-Number)	

**SAMPLE VERIFICATION – PRIVATE SCHOOL**

<b>Instructions</b>	1. List position(s) <u>chronologically by year</u> . Use one line for each calendar year or change in status.
<b>Call xxx-xxx-xxx for help.</b>	2. Circle Yes or No indicating whether an occupational license was required for the position.
	3. List start/end service dates. Dates must be annual between September 1 <sup>st</sup> and August 31 <sup>st</sup> .
	<b>4/5. List the number of days and the number of hours that constituted a full year (100%) for an employee in this position that year,</b>
	<b>6/7/8. List the exact number of days (rounded to ¼ day) and hours this employee was actually paid for services in the listed position.</b>

1	2	3	4	5	6	7	8	
POSITION Grade/Level Subject	Certificate Required Yes/No*	Dates of Service between 9/1 and 8/31 MM/DD/YYYY	Number of Paid Days in Full-time Year In Your District	Number of Paid Hours in Full-time Day In Your District	Number of PAID PAID Days (Col 6 x Col 7)	Number of Contract Hours <u>Per Day</u>	Total Hours (Col 6 x Col 7)	Do Not Use District Verification of FTE awarded.
<b>EX: 1. Teacher, MS Science</b>	<input checked="" type="radio"/> or No	9/13/86-6/12/87	180	7	173	7.0	(173x7=) 1211.00	
<b>EX: 2. Counselor</b>	<input checked="" type="radio"/> or No	10/1/95-12/31/95	180	8	42	<u>8.0</u>	(42x78=) 336.00	

**Is your school/organization a state approved or otherwise approved private school? \_\_\_\_ Yes \_\_\_\_ No If yes, please describe that approval:**

**\*Certificate required. To answer yes, the position the person was employed in must have required a state teaching certificate and the person must have held valid certification during those periods of employment.** I certify that all information listed above is complete and correct according to the official records on file.

Signature of Supervisor or Designee	Title	Date	Phone Number
Agency Name	Street Address	City	State Zip

**SAMPLE VERIFICATION – District/Educational Agency**

**Instructions.** Please follow the specific instructions to ensure full credit. Contact our office at (xxx)-xxxx for assistance if needed. Thank you.

1. Use one line for each academic year or change in status. List position(s) chronologically by year. Do not record student teaching or tutor work.
2. Identify the contract status (Provisional Year 1-2-3, Continuing, Tenured, Non-Tenured, Leave Replacement, Temporary, Substitute, etc)
3. For preschool through Grade 12, was a state education certificate/license required? Answer Yes or No
- 4-5. List the actual beginning and ending dates of service for that academic year.
- 6-8. List the Paid Hrs per Day and Days per year for what would constitute FULL TIME in your organization for that academic year. Multiply 6x7=8.
- 9-12. List ACTUAL PAID Hrs/Day, Days/Yr. For 11 multiple 9 x 10. For 12 divide 11 (Paid Hours) by 7 (Paid Hours if Full Time) for Full Time Equivalency. Do not write in Exp Granted column. Two (2) examples are provided for you.

					What Constitutes Full Time ?			What did you PAY this employee?				
1	2	3	4	5	6	7	8	9	10	11	12	
POSITION	Contract Status	Certificate Required Circle	Service From Date m/d/yyyy	Service to Date m/d/yyyy	No. of Paid Hrs Per Day	No. of Paid Days Per Year	Total Hours (6 x 7)	Hours Per Day	Days Per Year	Ttl Hrs Pd (8 x 9)	Paid FTE (7/10)	Exp Granted
Example 1: Teacher	P2	Yes	9/27/2008	6/30/2009	7.5	181	1357.50	7.5	162	1215.00	.885	
Example 2: Sub Teacher	Sub	Yes	11/14/09	6/12/2010	7.0	180	1260.00	7.0	48.5	339.50	.269	

Private School Employer: 1, Is your private school “approved” by your state or equivalent authorizing agency?    YES    NO; and 2) Did the position the employee hold REQUIRE a valid state certificate/license. We only allow experience if the POSITION required certification.    YES    NO.

For Washington State: Balance of Sick Leave Hours to Transfer:                      (in Hours)

*I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.*

Name (Please Print above)	Title (Print above)	Organization (Print Above)	Email (Print Above)
Signature (Sign above)	City (Print Above)	State/Zip (Print Above)	Telephone (Area Code-Number)

**SAMPLE VERIFICATION – ESA EXPERIENCE**

Please return this form to:  
**XXX SCHOOL DISTRICT  
 HUMAN RESOURCES  
 Street/PO Box  
 City, State, Zip**  
 Questions? - Contact XXX at (111) 111-1111

**VERIFICATON OF EMPLOYMENT EXPERIENCE FOR \_\_\_\_\_(Name)**

**FOR AUDIOLOGISTS IN NONSCHOOL POSITIONS:**

To be completed by administrative official in charge of records

Dates of Service: Please use separate line for each year or change in status.

Please use a fiscal calendar of September through August for each year reported.

Clearly identify leave of absence periods

RCW 18.35.010 Definition - "**Audiology**" means the application of principles, methods, and procedures related to hearing and the disorders of two related language hearing and speech disorders, whether of organic or nonorganic origin, peripheral or central, that impede the normal process of human communication including, but not limited to, disorders of auditory sensitivity, acuity, function, processing, or vestibular function, the application of aural habilitation, rehabilitation, and appropriate devices including fitting and dispensing of hearing instruments, and cerumen management to treat such disorders.

Dates of Service FROM TO Mo/Day/Yr Mo/Day/Yr	Position Title	# of Work Days per year in Full-Time Position in your Facility	# of Work Hours per Day in Full-Time Position in your Facility	Actual # of Days Paid to this Employee* per year listed	Actual # of Hours per day Paid to this Employee**	Did the position meet the criteria of the state definition of Audiology above? Yes or No
Ex 1: 9/3/96 8/31/1997	Audiologist	260	8	260	8	Yes
Ex 2: 11/1/01 6/15/2002	Audiologist	195	7.5	260	8	Yes

\* Actual number of Days Employed to include all paid personal/sick leave taken as work days during the year.

\*\* Actual number of Hours Per Day to indicate the number of hours in the employee's normal work day.

**I certify that all information listed above is complete and correct according to the official records on file.**

Agency Name	Address and City, State, Zip		
Signature of Supervisor or Designee	Title	Date	Phone Number
Agency Name	Street Address		City, State, Zip



## Sample Cover Letter for ESA

To Whom It May Concern:

The Washington State Legislature has passed legislation allowing staff who serve in certificated support positions (known in Washington as "Educational Staff Associates") to be awarded previous non-school district certificated experience towards salary placement.

However, they are very specific about the information required to document this experience. We must verify the actual hours paid to the employee, and the hours that an employee would be paid if they had worked full time. This verification must be completed for each year individually.

Attached is a form requesting verification of employment for the person listed below, who has indicated prior employment with your organization.

Name of Prior Employee	
Position Held and Estimated Dates of Employment	
Social Security Number	

We appreciate your time and effort in completing this verification as it is important to the salary placement of this new hire. Please return the completed form to:

Anytown School District  
1122 Main St  
Main, WA 98011

If you have any questions, please contact Human Resources at 111-111-1111.

Sincerely,

## EXPERIENCE VERIFICATION ESA

The following table may be used as a guide to determine whether previous nonschool, or more accurately, non-certificated employment by ESAs is equivalent to certificated school employment pursuant to WAC 392-121-264(1)(f).

- Row (4) identifies the "least restrictive certificate" (minimum certification requirement) to work as a school ESA in the various ESA categories.
- Row (7) identifies the "least restrictive criteria-1" (minimum nonschool employment requirement) for the first three ESA categories, which require the applicable health credential in Washington state. Nonschool employment must have been in positions requiring licensure as occupational therapist, physical therapist, or registered nurse.
- Row (8) identifies the "least restrictive criteria-2" (minimum nonschool employment requirement) for the other ESA categories, which do not require the applicable health credential in Washington state (health credentialing is voluntary, rather than mandatory). Nonschool employment must have been after meeting the minimum education requirements for the applicable "least restrictive certificate" for speech language pathologist or audiologist, counselor, psychologist, or social worker.

ESA Table. Print this table and attach it to any verification of ESA experience.

Highlight/check the items to ensure the employee has met the minimum requirements for this experience.

ESA Summary Table							
(1) ESA Duty Title	Occupational Therapist	Physical Therapist	[Registered] Nurse	Speech- Language Pathologist or Audiologist	Counselor	Psychologist	Social Worker
(2) Duty Root	43	48	47	45	42	46	44
(3) OSPI/PESB Education Credential	ESA Certificate	ESA Certificate	ESA Certificate	ESA Certificate	ESA Certificate	ESA Certificate	ESA Certificate
(4) Type of OSPI/PESB Certificate ("Least Restrictive" Certificate)	<b>Initial ESA</b>	<b>Initial ESA</b>	<b>Limited - Conditional</b>	<b>Limited - Conditional</b>	<b>Limited - Emergency</b>	<b>Limited - Emergency</b>	<b>Limited - Emergency</b>
(5) Authority for OSPI/PESB Certificate	WAC 181- 79A-223(2)	WAC 181- 79A- 223(3)	WAC 181- 79A- 231(1)(c)(iii)	WAC 181- 79A- 231(1)(c)(iv)	WAC 181- 79A-231(3)	WAC 181- 79A-231(3)	WAC 181- 79A-231(3)
(6) Department of Health - Authority	RCW 18.59	RCW 18.74	RCW 18.79	RCW 18.35	RCW 18.19	RCW 18.83	RCW 18.225
(7) Health Credential - Required? ("Least Restrictive" Criteria-1)	<b>License - Required</b>	<b>License - Required</b>	<b>License - Required</b>	License - Not required	Registration - Not required	License - Not required	License - Not required

**Alternately, you can create a document for each ESA type to attach to the experience form.**

## ESA Verification Document

Employee Name: \_\_\_\_\_

Employed in Position: **OCCUPATIONAL THERAPIST**

Date: \_\_\_\_\_

Name of District Representative: \_\_\_\_\_

	<b>Item</b>	<b>Requirement Level</b>	<b>Employee Information</b>
1	ESA Duty Title	Occupational Therapist	
2	Duty Root	43	
3	OSPI/PESB Education Requirement	ESA Certificate	
4	Type of OSPI/PESB Certificate ("Least Restrictive")	Initial ESA	
5	Authority for OSPI/PESB Certificate	WAC 181-79-A-223(2)	
6	Department of Health-Authority	RCW 18.59	
7	Health Credential	License Required	
8	Education Required for Type of OSPI/PESB Certificate ("Least Restrictive" Criteria-2)	Bachelors (or higher) in Occupational Therapy	

**Experience Example: ESA Experience – Backing into Hours using Wage Data.** You may utilize business licenses, tax information, social security earnings and other documents to supplement a verification of employment to determine the actual hours worked.

Poniard Pharmaceuticals Inc. Experience Breakdown:							2080
From	To	Yearly Earnings	BLS Hourly Rate for RN	Cost of Living Index Inflation Rate	Hours Worked	FTE (Divide F by 2080)	
1/1/1989	12/30/1989	\$ 19,000.00	\$ 15.98	4.67%	1188.99	0.57	Poniard Pharmaceuticals inc
1/1/1990	12/30/1990	\$ 29,737.00	\$ 16.86	5.20%	1763.76	0.85	Poniard Pharmaceuticals inc
1/1/1991	12/30/1991		\$ 17.87	5.65%			
1/1/1992	12/30/1992		\$ 18.35	2.60%			
1/1/1993	12/30/1993		\$ 18.97	3.26%			
1/1/1994	12/30/1994		\$ 19.46	2.52%			
1/1/1995	12/30/1995		\$ 20.02	2.80%			
1/1/1996	12/30/1996		\$ 20.58	2.73%			
1/1/1997	12/31/1997		\$ 21.23	3.04%			
					2,952.75	1.42	
<p><b>Because Poniard Pharmaceuticals Inc. is no longer in business and could not provide the number of hours employee worked for them, we took the yearly salary that Social Security provided in the attached report and backed into the number of hours she worked each year. To do this, the following steps were used:</b></p> <ol style="list-style-type: none"> <li>1. Used earnings from Social Security Earnings Record.</li> <li>2. Went to Inflation Data website, <a href="http://inflationdata.com/Inflation/Inflation_Calculators/Cumulative_Inflation_Calculator.aspx">http://inflationdata.com/Inflation/Inflation_Calculators/Cumulative_Inflation_Calculator.aspx</a> and figured the inflation rate for each year.</li> <li>3. Bureau of Labor Statistics showed the median wage in 1997 was \$21.23, so this amount was used to multiply the inflation rate by. This number was subtracted from \$21.23 to come up with the hourly rate of pay for the previous year. These steps were repeated until all the hourly rates of pay were determined.</li> <li>4. The yearly earnings were divided by the hourly rate of pay to determine the number of hours work.</li> <li>5. The hours worked were divided by 2080 to determine the the FTE for that year.</li> </ol>							

## Experience Example: ESA Experience – Backing into Hours using Wage Data

Swedish Health Services Experience Breakdown:							2080	
From	To	Yearly Earnings	BLS Hourly Rate for RN	Cost of Living Index Inflation Rate	Hours Worked	FTE (Divide F by 2080)		
12/15/1983	12/30/1983	\$ 519.00	\$ 13.90		37.34	0.02	Swedish Health Services	
1/1/1984	12/30/1984	\$ 12,627.00	\$ 14.51	4.19%	870.23	0.42	Swedish Health Services	
1/1/1985	12/30/1985	\$ 24,033.00	\$ 15.04	3.53%	1597.94	0.77	Swedish Health Services	
1/1/1986	12/30/1986	\$ 24,289.00	\$ 15.65	3.89%	1552.01	0.75	Swedish Health Services	
1/1/1987	12/30/1987	\$ 27,685.00	\$ 15.88	1.46%	1743.39	0.84	Swedish Health Services	
1/1/1988	12/30/1988	\$ 31,977.00	\$ 16.55	4.05%	1932.15	0.93	Swedish Health Services	
1/1/1989	12/30/1989	\$ 13,438.00	\$ 17.36	4.67%	774.08	0.37	Swedish Health Services	
1/1/1990	12/30/1990	\$ 1,366.00	\$ 18.31	5.20%	74.60	0.04	Swedish Health Services	
1/1/1991	12/30/1991	\$ 18,313.00	\$ 19.41	5.65%	943.48	0.45	Swedish Health Services	
1/1/1992	12/30/1992	\$ 19,922.00	\$ 19.93	2.60%	999.60	0.48	Swedish Health Services	
1/1/1993	12/30/1993	\$ 10,908.00	\$ 20.60	3.26%	529.51	0.25	Swedish Health Services	
1/1/1994	12/30/1994	\$ 13,701.00	\$ 21.13	2.52%	648.41	0.31	Swedish Health Services	
1/1/1995	12/30/1995	\$ 11,047.00	\$ 21.74	2.80%	508.14	0.24	Swedish Health Services	
1/1/1996	12/30/1996	\$ 5,687.00	\$ 23.00	2.73%	247.26	0.12	Swedish Health Services	
1/1/1997	10/2/1997	\$ -						
					12,458.14	5.99		
<p>1 <b>Because Swedish Medical could not provide the number of hours this employee worked for them,</b></p> <p>2 <b>we had to back into the number of hours she worked each year. To do this, the following steps were used:</b></p> <p>3 1. Used earnings from Social Security Earnings Record.</p> <p>4 2. Went to Inflation Data website, <a href="http://inflationdata.com/Inflation/Inflation_Calculators/Cumulative_Inflation_Calculator.aspx">http://inflationdata.com/Inflation/Inflation_Calculators/Cumulative_Inflation_Calculator.aspx</a></p> <p>5 and figured the inflation rate for each year.</p> <p>6 3. Swedish verified that the hourly rate of pay employee last had when she worked for them in 1996 was \$23.00, so this amount</p> <p>7 was used to multiply the inflation rate by. This number was subtracted from \$23.00 to come up with the hourly rate of pay</p> <p>8 for the previous year. These steps were repeated until all the hourly rates of pay were determined.</p> <p>9 4. The yearly earnings were divided by the hourly rate of pay to determine the number of hours work.</p> <p>0 5. The hours worked were divided by 2080 to determine the FTE for that year.</p>								

## EXPERIENCE VERIFICATION – PRIVATE SCHOOLS

You must be careful with **private schools**. In order to credit this experience the POSITION must require a certificate, whether the employee held one or not and it must be an approved private school. This information must be shown on your verification form. You can obtain the list of Washington approved private schools on the OSPI web site at:



<http://www.k12.wa.us/PrivateEd/PrivateSchools/ApprovedPrivateSchools.aspx>

**NOTE:** Just because a school is NOT listed on the approved state list it does not mean it is not a private school. For sure, those that are on the list are approved and ok to report. It requires research to determine if the “private school” is truly operating as a school or perhaps as more of a tutorial private business. A key is determining if it walks and talks like a school. For example, can students attending that program transfer back into a public school with like credit? In the end it is the district’s decision but subject to audit. For that reason it is critical that you document the rationale for your decision. This is also true when looking at private school experience from out-of-state. Do remember that many private schools do not require certification for the position. The fact the employee may have held certification during their employment is one factor; but the position they were employed in must have required it as well. It is helpful at times to obtain a job description or posting bulletin from the private school employer to assist with your determination.

### **Sylvan Learning Center as an example is NOT an Approved Private School**

**Sylvan Verification Form.** Even though they indicate "certificate was required" – still not an approved private school and you cannot count.

**Instructions for Schools:**

- Use one line for each academic year or change in status.
- Clearly identify leave of absence periods.
- For preschool through grade 12 experience, record only positions requiring a state education license.
- Do not record tutoring, practice work, or student teaching.
- Record substitute days in the substitute column only.
- Prorate full-time experience for partial days and unpaid leaves of absence.

**Instructions for Business and Industry:**

- Use one line for each calendar year or change in status.
- Divide work experience into management (supervisor or foreman) and non-management assignments.
- Calculate hours worked in each category. Do not duplicate.
- Prorate full-time experience for partial days and unpaid leaves of absence.
- Record work experience only in the following occupational area: \_\_\_\_\_

Institution	Dates of Service From Mo/Day/Yr to Mo/Day Yr	Number of Paid Days in Full-time Year	Number of Paid Hours in Full-time Day	Number of Hours Paid During This Period	Number of Hours of Substitute Teaching During This Period	Position	State Education License (Certification) Required
SYLVAN LEARNING CENTER TACOMA, WASH.	9/25/91 TO 8/25/92			835.5		TEACHER	Yes or No
							Yes or No
							Yes or No
							Yes or No
							Yes or No
							Yes or No
							Yes or No

I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.

Signature of Superintendent or Designee <i>James R. Clark</i>		Street Address SYLVAN LEARNING CENTER 3310 Mildred St. W. Tacoma, WA 98466 (206) 565-0922
Date 11/11/96	Title OWNER	City, State Zip

Forward this completed verification to the address designated on the reverse side.

## EXPERIENCE VERIFICATION – COLLEGE/UNIVERSITY

### Experience from colleges can be credited when the position is equivalent.

- An instructor or professor would be equivalent.
- A dean would be equivalent – to an administrator.
- An office assistant would not be equivalent.
- Administrative Assistant? Would need a job description to tell.



### Issue is most commonly trying to determine the denominator (what is full time) and the numerator (what did they actually work).

- Some colleges will say “if they instruct 10 quarter hours per quarter that is full time.” But you still need to ask – is that for 3 quarters or 4 quarters.
- Often times you will need to personally talk to them and get an email or document.
- It can be helpful if you complete a sample verification form based on your conversation and send it to them; review over the phone/email and then have them correct it, complete it and return it to you.

### When verifying for a college you MUST to ascertain what constitutes “full time” or the denominator.

Example: The verification form might indicate that the employee taught a 5 credits class each quarter for 3 quarters that year. You will have to ask the college “what do you consider to be full time?” That answer might be that full time would be a person who teaches 10 credits for 4 quarters. In that case your denominator becomes 40 (10 credits x 4 quarters) and your numerator is what the person worked (5 x 3 = 15). In this case the example is then calculated as:

Numerator: 5 credits x 3 quarters = 15

Denominator: 10 credits x 4 quarters = 40

Calculation:  $15/40 = .38$  FTE



**Email with Ross Bunda regarding position comparability.****Jenni Ballew**

**From:** Ross Bunda [RBunda@ospi.wednet.edu]  
**Sent:** Thursday, February 01, 2001 8:21 AM  
**To:** 'Jenni Ballew'; 'Sherrie Evans (South Kitsap)'  
**Subject:** FW: Experience Question

Email message forwarded for your consideration.

Ross Bunda  
 Supervisor, Personnel Reporting  
 School Apportionment & Financial Services  
 Office of Superintendent of Public Instruction  
 (360) 753-3585 voice  
 (360) 664-3683 fax  
 mailto:rbunda@ospi.wednet.edu  
 http://ospiwsrv.ospi.wednet.edu/finance/appfs.htm

> -----Original Message-----

> From: Ross Bunda  
 > Sent: Thursday, June 10, 1999 12:35 PM  
 > To: 'Pat Harmon'  
 > Cc: Allen Jones  
 > Subject: RE: Experience Question

> You may be confusing 2 different requirements.

> Washington Administrative Code 392-121-245(1) counts certificated years of  
 > experience for K-12 (actually P-12) if the position required  
 > certification. This K-12 category is the only category where the  
 > experience requires certification (of the position, not the person).

> The "college" category of experience in WAC 392-121-245(2) requires that  
 > the position be comparable to those which require certification in  
 > Washington school districts. Colleges do not require employee  
 > certification as K-12 does, so you compare positions. For example, a  
 > college teacher would be comparable to a K-12 teacher, which would require  
 > certification. Also, a college dean or department chair would be  
 > comparable to perhaps a K-12 principal or superintendent, which would also  
 > require certification. A college janitor would be comparable to a K-12  
 > janitor, which would not require certification.

> Unless I'm misunderstanding something, the college (Golden Gate Baptist  
 > Theological Seminary is a regionally accredited institution of higher  
 > education) administrative assistant position would be comparable to a K-12  
 > position which would not require certification. I don't know why Golden  
 > Gate Baptist Theological Seminary would say this position requires  
 > certification, since colleges do not require "certification" of employees.  
 > Perhaps they are interpreting the term differently than how we use it in  
 > K-12 per WAC 392-121-200.

> At any rate, this particular experience does not appear to meet the  
 > requirement of WAC 392-121-245(1) or (2) or any other criteria for  
 > counting certificated years of experience.

>  
 >  
 > Ross Bunda  
 > Supervisor, Personnel Reporting  
 > School Apportionment & Financial Services  
 > Office of Superintendent of Public Instruction  
 > (360) 753-3585 voice

> (360) 664-3683 fax  
> mailto:rbunda@ospi.wednet.edu  
> http://ospiwsvr.ospi.wednet.edu/finance/appsfs.htm

>  
>

> -----  
> From: Pat Harmon [SMTP:PHarmon@shelton.wednet.edu]  
> Sent: Thursday, June 10, 1999 10:28 AM  
> To: 'rbunda@ospi.wednet.edu'  
> Subject: Experience Question  
> Importance: High

> Mr. Bunda,

> One of our teachers just turned in an experience form that I would like to  
> have your opinion on. She was an Administrative Assistant in the Business  
> Office of the Golden Gate Baptist Theological Seminary in Mill Valley CA.  
> The form from them states that a certificate was required and that she  
> worked two full calendar years from '88 - '90.

> I am a little unsure about whether I can count this on our State Salary  
> Schedule because of the position she held. At face value, I would assume  
> we  
> can count it, but would just like a second opinion first. This will of  
> course move her up two years and we will have to correct our S275 as well  
> as  
> do retro active pay for her.

> If you need any further information from me, please let me know. Thank  
> you  
> for taking the time to review this and helping me with this decision.

>  
> Patricia A. Harmon  
> Personnel  
> Shelton School District  
> 426-2982

## College Experience Example: Inadequate Info

Cape Cod Community College  
 Human Resources Office  
 508 362-2131 ext. 4306/4307  
 email cyacek@capecod.mass.edu

### Work History:

Spring Semester 89	Coor. Literacy Program	20 hrs/week
Fall Semester 89	Coor. Literacy Program and Part-time Instructor	Full time equivalent work load
Spring Semester 90	Coor. Literacy Program and Part-time Instructor	Full time equivalent work load
Fall Semester 90	Part-time Instructor	Taught one course
Summer 91	Part-time Instructor	Taught one course
Fall Semester 91	Part-time Instructor	Taught two courses (one-half time load)
Fall Semester 92	Part-time Instructor	Taught two courses (one-half time load)
Summer 94	Part-time Instructor	Taught one course
Fall Semester 95	Part-time Instructor	Taught 8 hrs/week
Spring Semester 96	Part-time Instructor	Taught 8 hrs/week
Summer 96	Part-time Instructor	Taught one course
Summer 98	Part-time Instructor	Taught one course
Fall Semester 99	Part-time Instructor	Taught one course

C. W. Yacek  
 Director of Human Resources  
 Cape Cod Community College  
 10/18/00

## Verification Example: Walla Walla College – OK!

**University Place School District  
Verification of Professional Experience**

Employee's Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

If Washington Public School Experience:

★ State of Washington Transferable Sick Leave Days: Compensable Sick Leave - 867 hrs  
non-compensable Sick - 32 hours  
 Sick Leave Sharing (RCW 41.04): Number of donated hours, if any: \_\_\_\_\_

If Private/Parochial School Experience:

★ Was State Certification required for this position? Yes \_\_\_\_\_ No X

Use One Line for each Academic Year or Change in Status				Clearly Identify Leave of Absences					Position
School District or Institution	State	Dates of Service		Days In Full Contract Year	Contract Days Employed	Full Time	Part Time	Hrs Per Day	
		From Mo/Day/Yr	To Mo/Day/Yr						
Walla Walla Comm Coll	WA	8/18/03	6/30/04	210	210 <sup>210</sup> / <sub>210</sub> = X		1.0	7	Full-time Faculty
"	"	7/1/04	6/30/05	210	210 <sup>210</sup> / <sub>210</sub> = "		1.0	"	"
"	"	7/1/05	6/30/06	210	210 <sup>210</sup> / <sub>210</sub> = "		1.0	"	"
"	"	8/8/05	8/13/05	6	6 <sup>6</sup> / <sub>210</sub> = .028	X		8	Part-time Faculty
"	"	7/1/06	6/30/07	210	210 <sup>210</sup> / <sub>210</sub> = X		1.0	7	Full-time Faculty
"	"	8/7/06	8/12/06	5	5 <sup>5</sup> / <sub>210</sub> = .0238	X		8	Part-time Hourly
"	"	7/1/07	8/1/07	23	23 <sup>23</sup> / <sub>210</sub> = .1095	X		7	Full-time Faculty
<b>Denominator</b>				<b>Numerator</b>			<b>↑ evaluate</b>		

I certify that the above listed verification of professional experience includes per dlem substitute teacher experience and clearly identifies leave of absence periods. I further certify that all the information listed above is complete and correct according to the official records on file in the school system or institution providing this verification of employment.

Keath Storms  
 Signature of Superintendent or Authorized Official  
HR Consultant Asst. II  
 Title  
7/13/06  
 Date

500 Tausick Way  
 Street Address  
Walla Walla WA  
 City State  
99862  
 Zip

# Experience Example: College/University (today would require written communication from college on details)

# CONNECTICUT

COLLEGE OF LIBERAL ARTS AND SCIENCES  
Department of Modern and Classical Languages  
German Studies

University of Connecticut, U - 57  
Storrs, CT 06269

Tel. # 860 486 3353

September 23, 1998

TO: Certificated Personnel Specialist,  
South Kitsap School District #402

This is to confirm that [redacted] served as a full-time teaching assistant in the Department of Germanic and Slavic Languages from Fall '74 to Fall '78. Unfortunately, I am unable to fill out the attached form, because the position "teaching assistant" does not fit the type of position for which the form was intended.

*Adult Ed  
OK per  
Diane  
slavnt.*

As a full-time TA, [redacted] taught two four hour courses per semester. The semester is 14 weeks long. He held this position for 8 semesters. Of course, teaching cannot be measured by time spent in the classroom alone. One must also make preparations, correct homework, grade tests and quizzes and meet with students during office hours. While he attended sessions on teaching methodology, he was completely responsible for the courses he taught: Elementary German I & II, Intermediate German I & II, German for Reading Knowledge I & II. I remember him as a well-liked and conscientious instructor.

Please feel free to contact me, if further information is required.

*Terrence C. Mc Cormick*

*Total 3.12 FTE  
JRS 11/5/98  
Jame E*

Terrence C. Mc Cormick  
Assistant Professor of German

Year	Course	Hours	Full	Teught	Full (180/5)	Calculation	Result
74-75	(8) 12 qtr	15	Full	28 weeks	36 weeks	= .778	.78
75-76	(8) 12 qtr			"			
76-77	(8) 12 qtr			"			
77-78	(8) 12 qtr			"			
			Teught Full	8.0	140	= 1120	78
			Full	8.0	180	1440	



An Equal Opportunity Employer

860 486 3313 Fax: (860) 486-4392

**Experience Example: College/University. Does not adequately explain what constitutes full time in order to determine what portion of full time the employee worked.**

University of Phoenix · Institute for Professional Development · College for Financial Planning · Meritas U  
Western International University · Insight Schools · Aptimus, Inc · Apollo Global · Olympus High School



APOLLO  
GROUP™

March 29, 2010

To Whom It May Concern:

[REDACTED] is an active part-time faculty member teaching for the University of Phoenix on an as needed per contract basis. [REDACTED] employment with the University of Phoenix began on June 9, 2009. The University of Phoenix does not have semesters, and does not supply any type of hours or days worked. Below is a list of the courses that Ms. Ford has taught to date.

Course	Class Name	Group	Start Date	Credits
MTE/508	Models, Theories and Instructional Strategies	MACJ0N5BT3	02/02/10	3
MTE/508	Models, Theories and Instructional Strategies	MACJ0KY4M0	10/13/09	3
MTE/508	Models, Theories and Instructional Strategies	MAAX0K2J84	09/01/09	3
MTE/508	Models, Theories and Instructional Strategies	MACJ0IDA51	06/09/09	3

If you have any questions please call me at (602) 557-1084.

Sincerely,

Gilbert Flores, FPC  
Faculty Payroll Supervisor  
Human Resources

## EXPERIENCE VERIFICATION - MILITARY, VISTA, PEACE CORPS

**Military, Peace Corp or VISTA experience** that **MUST interrupt** the employee's educational employment to be counted.



# Record of Peace Corp Experience

Certificated Work Experience														
Location: OH														
Year	District	Start Date	End Date	Day Wk	Hrs Day	Annual Hours	Wrkd FTE	Cum FTE	Position	Con Typ	Loc	Placement	Salary	Comments
1974-1975	Hartland/Lakes	WI	8/1/74	4/30/75	173.0	7.50	1297.5	0.925	0.925	Substitute				
1975-1976	Peace Corps	BE	9/1/75	6/30/76	183.0	8.00	1464.0	1.000	1.925	Teacher				365 days @ 8 hrs
1976-1977	Peace Corps	BE	9/1/76	6/30/77	183.0	8.00	1464.0	1.000	2.925	Teacher				365 days @ 8 hrs
1987-1988	ESD 114 (Tea	W	9/8/87	6/30/88	180.0	5.00	900.0	1.000	3.925	Director				Behavioral Disabilities Director
1988-1989	ESD 114 (Tea	W	7/1/88	6/30/89	192.0	8.00	1536.0	1.000	4.925	Director				Behavioral Disabilities Director
1989-1990	ESD 114 (Tea	W	7/1/89	6/30/90	228.0	8.00	1824.0	1.000	5.925	Director				Behavioral Disabilities Director
1990-1991	ESD 114 (Tea	W	7/1/90	6/30/91	228.0	8.00	1824.0	1.000	6.925	Director				Behavioral Disabilities Director
1991-1992	ESD 114 (Tea	W	7/1/91	6/30/92	260.0	8.00	2080.0	1.000	7.925	Director				Behavioral Disabilities Director
1992-1993	ESD 114 (Tea	W	7/1/92	6/30/93	260.0	8.00	2080.0	1.000	8.925	Director				Behavioral Disabilities Director
1993-1994	ESD 114 (Tea	W	7/1/93	8/31/94	260.0	8.00	2080.0	1.000	9.925	Director				Behavioral Disabilities Director
1994-1995	ESD 114 (Tea	W	9/1/94	8/31/95	260.0	8.00	2080.0	1.000	10.925	Director				Behavioral Disabilities Director
1995-1996	ESD 114 (Tea	W	9/1/95	6/30/96	216.0	8.00	1728.0	1.000	11.925	Director				Behavioral Disabilities Director
1996-1997	Bethel (WA)	W	9/3/96	6/17/97	180.0	7.50	1350.0	1.000	12.925	Teacher				
1997-1998	Bethel (WA)	W	9/2/97	6/18/98	180.0	7.50	1350.0	1.000	13.925	Teacher				
1998-1999	Central Kitsap	W	9/2/98	6/16/99	180.0	7.00	1260.0	1.000	14.925	Teacher				
1999-2000	South Kitsap	W	8/25/99	6/13/00	183.0	3.30	603.9	0.440	15.365	Special Educatio	P2	OH	MA+90 Column on Step 15	\$22,181.72 Resigned 6/13/00.
1999-2000	South Kitsap	W	8/25/99	6/13/00	183.0	4.20	768.6	0.560	15.925	Special Educatio	P2	OH	MA+90 Column on Step 15	\$28,231.28 Resigned 6/13/00.

In-State: 13.000 District: 1.000 Out State: 2.925 Cum Fte: 15.925 Exempt: 0.000



## EXPERIENCE VERIFICATION – SABBATICAL LEAVE

### Experience – Counting Sabbatical Leave

Sabbatical Leave should be reported as that only when the employee has been approved for a sabbatical leave, whether that was during employment with your district or verified by another employer. Typically when persons are on sabbatical leave, they are paid only a portion of their salary. The email below is an exchange regarding the accurate reporting of sabbatical leave time. **Note: Persons serving on leave for union service, where the union reimburses the district salary funds, should be approved on a sabbatical leave for that purpose and reported accordingly.**

**From:** Cheryl Thresher [mailto:threshec@sao.wa.gov]  
**Sent:** Wednesday, July 16, 2014 11:17 AM  
**To:** Fang Lauren E.  
**Subject:** RE: Sabbatical Leave

Hi Lauren, I agree with Ross. I would expect the earned leave to tie to the salary paid for that year at .5.

Cheryl Thresher  
 Audit Manager, SAO Team SP, (360) 725-5608



**From:** Fang Lauren E. [mailto:FangLE@mukilteo.wednet.edu]  
**Sent:** Wednesday, July 16, 2014 10:48 AM  
**To:** Cheryl Thresher  
**Subject:** FW: Sabbatical Leave

Hi Cheryl, Do you have anything to add to Ross' email below? I want to make sure that I process our sabbatical leaves correctly.

Lauren Fang, Certificated Personnel Coordinator, Mukilteo School District, (425) 356-1322

**From:** Ross Bunda [mailto:Ross.Bunda@k12.wa.us]  
**Sent:** Tuesday, July 15, 2014 1:29 PM  
**To:** Fang Lauren E.  
**Subject:** RE: Sabbatical Leave

[See below.](#)

Ross Bunda, Supervisor, Personnel Reporting, School Apportionment & Financial Services

Office of Superintendent of Public Instruction, (360) 725-6308 voice, (360) 664-3683 fax

**From:** Fang Lauren E. [mailto:FangLE@mukilteo.wednet.edu]  
**Sent:** Tuesday, July 15, 2014 11:45 AM  
**To:** Ross Bunda  
**Subject:** Sabbatical Leave

Good Morning Ross, Our collective bargaining agreement allows teachers to take sabbatical leave and receive 50% of their salary for one year. We have a 1.0 FTE teacher on sabbatical this year. She was reported on the S-275 with duty code 610 Cert On Leave and 0.5 FTE. Is this correct? Probably (I am not aware of any definitive guidance on this).

How much experience will she earn for this year? WAC 391-121-264 states that sabbatical leaves do count towards certificated years of experience but it does not indicate how to calculate that experience. Will she earn 0.5 FTE since she is being compensated for 0.5 FTE? If she is being paid at 50% of salary, it would make sense that she earn 0.5 year experience; however, I am not aware of any definitive guidance on this, other than WAC 392-121-264(1)(d)(i) does allow for certificated years of experience during sabbatical leave. So I'm sure this would count; just not sure how much it would count, but 0.5 year would be reasonable. (If she were paid at 100% of salary, then 1.0 year would be reasonable.)

Lauren Fang, Certificated Personnel Coordinator. Mukilteo School District, (425) 356-1322

## S-275 INSTRUCTIONS

**ISSUE: SKEA PRESIDENT LEAVE - Does it count for experience credit?**

**Pursuant to a phone conversation with Dave Haunz today: It Can Count:**

Under WAC 392-121-245 (4) (d) credit can be given for "sabbatical leaves." SKEA president leave can be considered a sabbatical leave. To support this the bargaining contract should refer to it as a sabbatical leave, with salary reimbursed by the union; or it should be referred to as that in the Board action to approve the leave of absence.

Sherrie  
September 14, 1995

## EXPERIENCE VERIFICATION – SUBSTITUTE EXPERIENCE

In the case of a **Substitute, 180 days is ALWAYS the denominator**. This is pursuant to the 275 rules.

**Certification Required!** Be very careful when recording substitute experience as several states no longer require substitutes to have a teaching certificate and that experience would not be reportable (California, Georgia, Montana, and New York are some examples).



# Substitute Verification – No Certificate Required

Yes. This experience counts if certification was required and held

**Instructions for Columns 1-8:**  
 Please read instructions carefully to ensure full credit. Please call (360) 876-7306 if you need assistance.

1. List position(s) chronologically by year. Use one line for each calendar year or change in status.
2. Circle Yes or No.
3. List start/end service dates.
- 4/5. List the number of days and the number of hours that constituted a full year (100%) for an employee in this position in your institution that year, i.e., 180 days at 7.5 hours per day.
- 6/7/8. List the exact number of days (rounded to ¼ day) and hours this employee was actually paid for services in this position. List total hours paid (Column 6 times Column 7).
9. Give any special comments or notations.

IV-105

1 POSITION	2 State Education License (Certification) Required	3 Dates of Service From Mo/Day/Yr to Mo/Day/Yr	4 Number of Paid Days in Full-time Year In Your Institution	5 Number of Paid Hours in Full-time Day In Your Institution	6 Number of Days Paid To This Employee During This Period	7 Number of Contract Hours Per Day Paid To This Employee During This Period	8 Total Hours Actually Paid (Column 6 x Column 7)
EXAMPLE: 1. Teacher	Yes or No	9/13/86-6/12/87	180	7.5	173	7.5	(173x7.5=) 1297.50
EXAMPLE: 2. Substitute	Yes or No	10/1/95-12/31/95	180	7.5	14	7.5	(14x7.5=) 105.00
Substitute	Yes or No	12/1/99-6/30/00	187	7	43	7.5	322.5
	Yes or No						
	Yes or No						
	Yes or No						
	Yes or No						
	Yes or No						
	Yes or No						
	Yes or No						
	Yes or No						
	Yes or No						
	Yes or No						

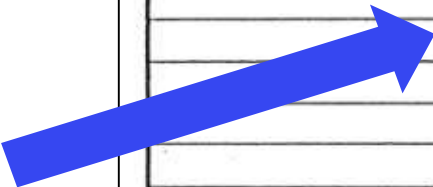
COMMENTS OR NOTATIONS:

→ If a Washington State School District, please indicate the sick leave balance available for transfer (hours):

I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.

Signature of Superintendent or Designee Wilma Clark Assistant Payroll Clerk	Institution Bozeman Schod Dist. #7	Street Address 404 W. Main St.
Date 10/18/00	Title Asst. Payroll Clerk	City, State Zip Bozeman MT 59715
		Area Code / Telephone (406) 522-6043

Forward this completed verification to the address designated on the reverse side.



Certification not required for subs per 10/24/00 phone call.

No credit

## EXPERIENCE VERIFICATION – STUDENT INTERN

(b) The administrator certificates for superintendent or program administrator will be issued to persons who meet state board of education certification standards for service in the roles of superintendent or program administrator.

(5) Educational staff associate. The educational staff associate certificate authorizes service in the roles of school speech pathologists or audiologists, school counselors, school nurses, school occupational therapists, school physical therapists, school psychologists, and school social workers: Provided, That nothing within chapter 180-79A WAC authorizes professional practice by an educational staff associate which is otherwise prohibited or restricted by any other law, including licensure statutes and rules and regulations promulgated by the appropriate licensure board or agency.

(6) Limited certificates. The following limited certificates are issued to individuals under specific circumstances set forth in WAC 180-79A-231:

- (a) Conditional certificate.
- (b) Substitute certificate.
- (c) Emergency certificate.
- (d) Emergency substitute certificate.
- (e) Nonimmigrant alien exchange teacher.
- (f) Intern substitute teacher certificate.
- (g) Transitional certificate.

So this WAC recognized the Intern Substitute Teacher Certificate as a valid certificate and it is one of the certificates that districts use to authorize persons to substitute in a certificated role and substitute experience counts because it requires certification. So that is where I was going with it.

Further **WAC 180-79A-231 Limited certificates. Includes this information:**

(6) Intern substitute teacher certificate.

(a) School districts and approved private schools may request intern substitute teacher certificates for persons enrolled in student teaching/internships to serve as substitute teachers in the absence of the classroom teacher.

(b) The supervising college or university must approve the candidate for the intern substitute teacher certificate.

(c) Such certificated substitutes may be called at the discretion of the school district or approved private school to serve as a substitute teacher only in the classroom(s) to which the individual is assigned as a student teacher/intern.

(d) The intern substitute teacher certificate is valid for one year, or less, as evidenced by the expiration date which is printed on the certificate.

## EXPERIENCE VERIFICATION – MISCELLANEOUS

**Experience Allowed but Incorrect – Should Not be Reported – no certification required.** **Note: For records reported on the S275 prior to January 1, 1992 the "older" versions of the employment verification forms suffice for documentation. But if the employee is employed in your district 1/1/92 and after you are required to use the new forms and meet all requirements of those forms.**

REQUEST FOR VERIFICATION OF PROFESSIONAL EMPLOYMENT								
To: Department of Human Resources Laurel Hall 11919 Oxnard St. N. Hollywood, CA 91606			Date: September 4, 2001 <i>10/22/01 1-MSD awp. per Chad Kleeb φ-S275 atp.</i>					
Employee: ██████████			Soc. Sec. #: ██████████					
Other Name(s):			Approx. Dates: 1993-1994					
Position(s): Teacher			School Name:					
<p>Please complete the information below and return as soon as possible. <b>Thank you for your assistance!</b></p> <p>♦ One line for each academic year or change in status. ♦ Do not record tutoring, practice work or student teaching.</p>								
Employment Dates:		Position:	Total Days Worked	Hours Worked Per Day	Total Days in Full-time Year	Total Hours in Full-time Day	Certification Required?	
From	To						Yes	No
1993	1994	Teacher	1 School yr.					
<b>WASHINGTON STATE SCHOOL DISTRICTS ONLY:</b>								
Transferable Sick Leave:		(hours)	Sick Leave Used in Current Year:		(hours)			
Donated Sick Leave (past 12 months):		Donated to others:		(hours) / Received:	(hours)			
WA Retirement Plan:		Plan 1	Plan 2	Plan 3				
<p>I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of professional employment.</p>								
Private District Name: Laurel Hall School			Signature Superintendent/Designee: <i>[Signature]</i>					
Address: 11919 Oxnard St			Title: Business Admin.					
City, State Zip: N. Hollywood CA 91606			Accredited School?		Date: 9/24/01			
			YES NO					

**Experience Example – 2<sup>nd</sup> page not signed**

1. List all positions held during the past 12 months, including part-time, temporary, or in colleges/universities in positions comparable to the position for which you are applying.

2. Was a professional education license/certification required?

3. Chronologically list start and end dates using one line per position.

4. List the total number of days a full-time employee works.

5. List the total number of hours per day a full-time employee works.

6. List the total days that this employee was paid for.

7. List the total number of hours per day this employee was paid for.

8. Multiply the total days by the hours per day to come up with how many hours this employee worked for that year. It is okay to skip steps 6 and 7 and just list the total hours.

1	2	3		4	5		6		7	8
Position	Certification Required?	Start Date of this Year	End Date of this Year	Total Days in This Year	Total Annual Employment Equals:	Total Hours Per Day	Total Paid Days	Hours Per Day	Total Hours	
MS Teacher	Yes	9/16/2013	6/13/2014	182	7.5	1365	180	7.5	1350	
		9/16/2014	6/17/2015	180	7.0	1260	180	7.0	1260	
		9/13/2013	6/18/2014	180	7.0	1260	180	7.0	1260	
		9/15/2012	6/11/2013	180	7.0	1260	180	7.0	1260	
		9/16/2011	6/25/2012	180	7.0	1260	180	7.0	1260	
		9/11/2010	6/22/2011	180	7.0	1260	180	7.0	1260	
		8/27/2009	6/16/2010	181	7.0	1267	181	7.0	1267	
		9/28/2008	6/19/2009	182	7.0	1274	182	7.0	1274	
		9/29/2007	6/18/2008	180	7.0	1260	180	7.0	1260	

**WASHINGTON STATE SCHOOL DISTRICTS ONLY:**

Transferable Sick Leave Hours: \_\_\_\_\_  
 Donated Sick Leave Hours (past 12 months): \_\_\_\_\_

Sick Leave Hours Used in Current Year: \_\_\_\_\_  
 Received Shared Sick Leave (past 12 months): \_\_\_\_\_

I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment

Date	Print Name	Signature	Title
7/13/2015	Tara Orvaschel	Tara Orvaschel	HR Admin Sec III
Email Address	Institution	Mailing Address	Phone
TaraOrvaschel@wsd.org	Lake Washington School District	P.O. Box 47009	425-936-1237

Raymond, WA 98073-9739

- assistant), or in colleges/universities in positions comparable to K-12 certification positions, or in governmental agencies or in professional agencies use "N/A" and attach a job description.
- Was a professional education license/certification required for this position? For higher ed/gov't agencies use "N/A" and attach a job description.
  - Chronologically list start and end dates with a one line per year. List position changes on a new line. List unpaid leave of absence on a new line.
  - List the total number of days a full time employee works in your institution during that year. Use 180 days for substitutes.
  - List the total number of hours per day a full time employee works in your institution during that year.
  - List the total days that this employee was paid for.
  - List the total number of hours per day this employee was paid for.
  - Multiply the total days by the hours per day to come up with how many hours this employee worked for that year. It is okay to skip steps 6 and 7 and just list the total hours.

1	2	3		4	5	6	7	8
Position	Certification Required? Yes/No/N/A	Start Date of this Year	End Date of this Year	Full Time Annual Employment Days	Total Hours Per Day	Exact Hours Paid to this Employee: Days	Hours Per Day	Total Hours
MS Teacher	Yes	8/24/2005	6/13/2014	182	7.5	1365	7.5	1395
		8/30/2004	1/16/2005	180	7.0	1260	7	1260
		9/12/2003	1/24/2004	182	7.0	1274	7	1274
		9/13/2002	4/24/2003	182	7.0	1274	7	1274
		9/14/2001	4/24/2002	183	7.0	1281	7	1281
		9/15/2000	6/21/2001	183	7.0	1281	7	1281
		9/11/1999	6/20/2000	183	7.0	1281	7	1281

WASHINGTON STATE SCHOOL DISTRICTS ONLY:

Transferable Sick Leave Hours: \_\_\_\_\_

Donated Sick Leave Hours (past 12 months): \_\_\_\_\_

Sick Leave Hours Used in Current Year: \_\_\_\_\_

Received Shared Sick Leave (past 12 months): \_\_\_\_\_

I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.

Date	Print Name	Signature	Title
Email Address	Institution	Mailing Address	Phone



**Experience Example – Verification form not clear – emailed to verify as documentation.**

VERIFICATION OF PROFESSIONAL EDUCATION EMPLOYMENT  
(To be completed by prior employer)

Employee's Name: [Redacted] Date of Birth: [Redacted] Last 4 of Social Security #: [Redacted]

Instructions for Employer:

1. List PAID experience in: public or private P-12 schools in certified positions (include teacher, substitute teacher, ESA, Admin; do not include student teacher, tutor or teacher assistant), or in colleges/universities in positions comparable to K-12 certified positions; or in governmental agencies as a professional (ESD, OSPI, US Dept. of Education).
2. Was a professional education license/certification required for this position? For higher ed/gov't agencies use "N/A" and attach a job description.
3. Chronologically list start and end dates using one line per year. List position changes on a new line. List unpaid leave of absence on a new line.
4. List the total number of days a full time employee works in your institution during that year. Use 180 days for substitutes.
5. List the total number of hours per day a full time employee works in your institution during that year.
6. List the total days that this employee was paid for.
7. List the total number of hours per day this employee was paid for.
8. Multiply the total days by the hours per day to come up with how many hours this employee worked for that year. It is okay to skip steps 6 and 7 and just list the total hours.

1	2	3	4	5	6	7	8	
Position	Certification Required? Yes/No/N/A	List each year of service on a new line. Start Date of this Year	End Date of this Year	Full Time Annual Employment Equivalent: Total Days in This Year	Total Hours Per Day	Exact Hours Paid to this Employee: Total Paid Days	Hours Per Day	Total Hours
One line per position per year. List sub teaching separately. Example: 2nd Grade Teacher	Yes	9/16/2013	6/13/2014	182	7.5	174	7.5	1305
Teacher - Ellementary	Yes	9-2-1998	6-30-1999	180	7.0	180	7.0	1260
"	Yes	9-8-1999	6-30-2000	183	7.0	183	7.0	1281
"	Yes	9-1-2000	6-30-2001	183	7.0	160	7.0	1120
"	Yes	3-14-2001	4-15-2001	23	7.0			
Leave of Absence (Unpaid)	Yes							

WASHINGTON STATE SCHOOL DISTRICTS ONLY:

Transferable Sick Leave Hours: 0  
Donated Sick Leave Hours (past 12 months): N/A

Sick Leave Hours Used in Current Year: N/A  
Received Shared Sick Leave (past 12 months): N/A

I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.

Date	July 6, 2015	Print Name	Maria Gomez	Signature	[Signature]	Title	H.R. Compliance Technician
Email Address	maria.gomez@highlineschools.org	Institution	Highline School District	Mailing Address	15675 Ambaum Blvd. SW Burien WA 98146	Phone	206/636-3142

VERIFICATION OF PROFESSIONAL EDUCATION EMPLOYMENT

(To be completed by prior employer)

Employee's Name \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Last 4 of Social Security #: \_\_\_\_\_

Instructions for Employer:

- List PAID experience in: public or private P-12 schools in certificated positions (include teacher, substitute teacher, ESA, Admin; do not include student teacher, tutor or teacher assistant), or in colleges/universities in positions comparable to K-12 certificated positions; or in governmental agencies as a professional (ESD, OSP, US Dept. of Education).
- Was a professional education license/certification required for this position? For higher ed/gov't agencies use "N/A" and attach a job description.
- Chronologically list start and end dates using one line per year. List position changes on a new line. List unpaid leave of absence on a new line.
- List the total number of days a full time employee works in your institution during that year. Use 180 days for substitutes.
- List the total number of hours per day a full time employee works in your institution during that year.
- List the total days that this employee was paid for.
- List the total number of hours per day this employee was paid for.
- Multiply the total days by the hours per day to come up with how many hours this employee worked for that year. It is okay to skip steps 6 and 7 and just list the total hours.

1 Position One line per position per year. List sub teaching separately. Example: 2nd Grade Teacher	2 Certification Required? Yes/No/N/A	3 List each year of service on a new line.		4 Full Time Annual Employment Equals:		5 Total Hours Per Day		6 Exact Hours Paid to this Employee:		7 Hours Per Day	8 Total Hours
		Start Date of this Year	End Date of this Year	Total Days in This Year	Total Hours Per Day	Total Paid Days	Hours Per Day	Total Hours			
Teacher	Yes	9/1/95	6/30/2014	182	7.5	180	8.0	180	8.0	1440	1305
		9/1/96	6/30/97	180	8.0	180	8.0	180	8.0	1440	1440
		9/1/97	6/30/98	180	8.0	180	8.0	180	8.0	1440	1440
		9/1/98	6/30/99	180	8.0	180	8.0	180	8.0	1440	1440
		9/1/99	6/30/00	183	8.0	183	8.0	183	8.0	1464	1464
		9/1/00	6/30/01	183	8.0	183	8.0	183	8.0	1464	1464
		9/1/01	6/30/02	183	8.0	183	8.0	183	8.0	1464	1464
		9/1/02	3/3/05	182	8.0	107	8.0	107	8.0	856	1459

WASHINGTON STATE SCHOOL DISTRICTS ONLY:

Transferable Sick Leave Hours: 572

Donated Sick Leave Hours (past 12 months): 0

TO Payroll 8/30/17 JRP

Sick Leave Hours Used in Current Year: 32 hrs

Received Shared Sick Leave (past 12 months): 0

I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.

Date 7/28/17	Print Name	Signature	Title
Email Address	Institution	Mailing Address	Phone



**Bradburn Laura D.**

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**From:** Marlene Dietrich <mdietrich@icsos.us>  
**Sent:** Friday, July 10, 2015 11:35 AM  
**To:** Bradburn Laura D.  
**Subject:** RE: ██████████ Employment

Hi Laura,  
Yes, that is correct.

-Marlene

Inyo County Superintendent of Schools  
P.O. Drawer G  
Independence, CA 93526  
Phone: (760) 878-2426 ext. 222  
Fax: (760) 878-2279

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**From:** Bradburn Laura D. [mailto:BradburnLD@mukilteo.wednet.edu]  
**Sent:** Friday, July 10, 2015 11:07 AM  
**To:** 'mdietrich@icsos.us'  
**Subject:** RE: ██████████ Employment

Thank you Marlene. So ██████████ worked 159 8-hour days for a total of 1,272 hours?

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

---

**From:** Marlene Dietrich [mailto:mdietrich@icsos.us]  
**Sent:** Friday, July 10, 2015 11:06 AM  
**To:** Bradburn Laura D.  
**Subject:** RE: ██████████ Employment

Hi Laura,  
A full-time OT position is 190 days. For 09/10, the number of days that ██████████ actually worked was 159 days. Please let me know if you have any other questions.

Thanks,  
Marlene

Inyo County Superintendent of Schools  
P.O. Drawer G

**From:** Bradburn Laura D. [mailto:BradburnLD@mukilteo.wednet.edu]  
**Sent:** Friday, July 10, 2015 10:31 AM  
**To:** 'MDIETRICH@ICSOS.US'  
**Cc:** Fang Lauren E.  
**Subject:** [REDACTED] Employment

Hi Marlene,

I am reviewing the experience verification form that you recently sent to Mukilteo School District for [REDACTED]. The dates of employment stated are 10/5/09 through 03/03/11 with her being on a leave of absence from 8/31/10 through 03/3/11. I just want to verify that she worked the 190 days in the 09/10 school year as it appears she started a month into the school year. Thanks for letting me know. ☺

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

## SAMPLE – EXPERIENCE RECORDED BY YEAR

Year	District	W	Start Date	End Date	Day	Hrs	Annual Hours	Wrkd FTE	Cum FTE	Position	Con Typ	Loc	Placement	Salary	Comments
1991-1992	North Thurston	W	9/4/91	6/30/92	180.0	8.00	1440.0	1.000	1.000	Counselor					
1992-1993	North Thurston	W	9/1/92	6/30/93	180.0	8.00	1440.0	1.000	2.000	Counselor					
1993-1994	North Thurston	W	9/1/93	6/30/94	180.0	8.00	1440.0	1.000	3.000	Counselor					
1995-1996	Clover Park	W	11/11/95	2/15/96	36.0	7.50	270.0	0.200	3.200	Substitute					Counselor Interventionist
1996-1997	Bremerton	W	9/1/96	6/30/97	180.0	7.50	1350.0	1.000	4.200	Counselor					
1997-1998	Chief Leschi -	W	10/3/97	6/30/98	157.0	7.00	1099.0	0.872	5.072	Counselor					
1998-1999	Chief Leschi -	W	9/2/98	6/30/99	180.0	8.00	1440.0	1.000	6.072	Counselor					
1999-2000	Chief Leschi -	W	9/1/99	2/7/00	98.0	8.00	784.0	0.544	6.616	Counselor					
1999-2000	South Kilsap	W	2/14/00	6/13/00	78.0	3.75	292.5	0.213	6.829	Counselor	P2	OH	MA+45 Column on Step 6	\$7,878.66	2/14/00 start date
<b>In-State:</b>		6.829	<b>District:</b>		0.213	<b>Out State:</b>		0.000	<b>Cum Fie:</b>		6.829	<b>Exempt:</b>		0.000	

**BY YEAR DETAIL – SHOWS WHEN OVER 1.0 FTE FOR A YEAR AND DEDUCT!**

Certification Work Experience														
Location:														
Year	District	Start Date	End Date	Day Wrk	Hrs Day	Annual Hours	Wrkd FTE	Cum FTE	Position	Con Typ	Loc	Placement	Salary	Comments
1982-1983	Salem-Keizer	OR	9/1/82	6/30/83	77.0	8.00	616.0	0.420	0.420	Teacher				
1982-1983	Marion County	OR	10/15/82	5/15/83	27.0	8.00	216.0	0.150	0.570	Teacher				
1982-1983	Aumsville	OR	2/15/83	2/19/83	4.0	8.00	32.0	0.020	0.590	Teacher				
1983-1984	Santiago Christ	FC	8/25/83	6/1/84	175.0	8.00	1400.0	1.000	1.590	Teacher				
1984-1985	Santiago Christ	FC	8/20/84	6/5/85	175.0	8.00	1400.0	1.000	2.590	Teacher				
1985-1986	South Kitsap	W	9/3/85	6/18/86	181.0	8.00	1448.0	1.000	3.590	Teacher	P	BG		
1986-1987	South Kitsap	W	9/2/86	6/16/87	181.0	8.00	1448.0	1.000	4.590	Teacher	C	BG		
1987-1988	South Kitsap	W	9/3/87	6/16/88	181.0	8.00	1448.0	1.000	5.590	Teacher	C	BG		
1988-1989	South Kitsap	W	9/6/88	6/20/89	180.0	8.00	1440.0	1.000	6.590	Teacher	C	BG		
1989-1990	South Kitsap	W	9/6/89	6/15/90	180.0	8.00	1440.0	1.000	7.590	Teacher	C	BG		
1990-1991	South Kitsap	W	9/5/90	6/20/91	180.0	7.50	1350.0	1.000	8.590	Teacher	C	HC		
1991-1992	Hungary	FC	9/2/91	6/12/92	180.0	5.50	990.0	1.000	9.590	Teacher				Overseas Teacher
1991-1992	South Kitsap	W	9/4/91	6/16/92	180.0	3.50	630.0	0.470	10.060	Teacher				Adjust FTE > 1 ←
1991-1992	South Kitsap	W	6/16/92	6/16/92				-0.470	9.590					
1992-1993	South Kitsap	W	9/2/92	6/17/93	180.0	7.50	1350.0	1.000	10.590	Teacher	C	HC		
1993-1994	South Kitsap	W	9/6/93	6/16/94	180.0	7.50	1350.0	1.000	11.590	Teacher	C	HC		
1994-1995	South Kitsap	W	9/6/94	6/20/95	180.0	7.50	1350.0	1.000	12.590	Teacher	C	HC		Card: 12.6
1995-1996	South Kitsap	W	9/6/95	6/20/96	180.0	7.50	1350.0	1.000	13.590	Teacher	C	HC		
1996-1997	South Kitsap	W	9/3/96	6/12/97	180.0	7.50	1350.0	1.000	14.590	Teacher	C	HC	MA+45 Column on Step 14	\$43,619.00
1997-1998	South Kitsap	W	9/1/97	6/10/98	180.0	7.50	1350.0	1.000	15.590	Teacher	C	HC	MA+45 Column on Step 15	\$46,095.00
1998-1999	South Kitsap	W	9/2/98	6/11/99	180.0	7.50	1350.0	1.000	16.590	Teacher	C	HC	MA+45 Column on Step 15	\$46,095.00
1999-2000	South Kitsap	W	8/25/99	6/13/00	183.0	7.50	1372.5	1.000	17.590	Teacher	C	HC	MA+45 Column on Step 16	\$49,236.00

IV-107

In-State: 14.000    District: 14.000    Out State: 3.590    Cum Fte: 17.590    Exempt: 0.000

# DEDUCT LWOP!!

Deduct LWOP annually AND post additional certificated experience (substitute, summer school or ESY) for staff that are less than 1.0 FTE for that year.

CERTIFICATED LWOP REPORT						
SERIAL	NAME	TIM-FROM DATE	TIM-TO DATE	TIM-HOURS/DAY	TIM-LEAVE CD.	
		060700	060700	7.50	FL	
		060800	060800	7.50	FL	
		060900	060900	7.50	FL	
		061200	061200	7.50	FL	
		061300	061300	7.50	FL	
01807	██████████ ✓	041000	041000	7.50	N	3 days
		041100	041100	7.50	N	
		041200	041200	7.50	N	
01951	██████████ ✓	030600	030600	7.50	W	6 days
		033000	033000	7.50	W	
		033100	033100	7.50	W	
		042000	042000	7.50	W	
		042100	042100	7.50	W	
		050200	050200	7.50	W	
02890	██████████ ✓	032400	032400	7.50	W	2 days
		032700	032700	7.50	W	
02014	██████████ ✓	050100	050100	3.75	W	1.5 days
		051500	051500	7.50	W	
04684	██████████	052200	052200	4.50	N	12 hrs
		052400	052400	7.50	N	
01898	██████████ ✓	031500	031500	4.75	N	2 days
		031500	031500	.75	N	
		031600	031600	4.75	N	



# Recorded LWOP Record

Certificated Work Experience													
Year	District	Start Date	End Date	Day Wrk	Hrs Day	Annual Hours	Wrkd FTE	Cum FTE	Position	Con Typ	Loc	Placement	Salary
1997-1998	Bremerton	W 9/1/97	6/30/98	89.0	7.50	667.5	0.490	0.490	Occupational Th				
1998-1999	South Kitsap	W 9/2/98	6/11/99	171.0	7.50	1282.5	0.950	1.440	Occupational Th	P1	OSE	MA+90 Column on Step 1	\$31,825.00
1999-2000	South Kitsap	W 8/25/99	6/13/00	3.7	7.50	27.5	0.020	1.460	Occupational Th				
1999-2000	South Kitsap	W 8/25/99	6/13/00	177.0	7.50	1327.5	0.967	2.427	Occupational Th	P2	OSE	MA+90 Column on Step 1	\$34,994.00
In-State: 2.427		District: 1.937		Out State: 0.000		Cum Fte: 2.427		Exempt: 0.000					

# **ADD OTHER EXPERIENCE FOR LESS THAN 1.0 FTE STAFF**

When a certificated employee works less than 1.0 FTE in any given year, you can credit them with additional certificated employment experience. This must be work that is equivalent to a certificated employee’s regular base contract so TRI or supplemental contracts for “TRI like” work are not valid.

You can count summer school, substitute work, extra days performed in that capacity (counselor, librarian, etc.), and you can count extended school year program work (e.g. SLP, OT, PT, School Psychologist).

Use a regular verification form and complete it for your district for the work. Attach your documentation (e.g. time records from payroll). Then compute and add it to the record.



## EXPERIENCE VERIFICATION – ACCREDITATION NOT REQUIRED

### **Experience – Accreditation not a requirement!**

**From:** Ross Bunda

**Sent:** Wednesday, July 23, 2014 3:51 PM

**To:** Bradburn Laura D.

**Cc:** Fang Lauren E.

**Subject:** RE: Experience and School Accreditation

**No; perhaps a well-intentioned person who thought that was the requirement, rather than looking for the proper requirement.**

Ross Bunda, Supervisor, Personnel Reporting School Apportionment & Financial Services

Office of Superintendent of Public Instruction (360) 725-6308 voice (360) 664-3683 fax

<mailto:Ross.Bunda@k12.wa.us> <http://www.k12.wa.us/safs>

**From:** Bradburn Laura D. [<mailto:BradburnLD@mukilteo.wednet.edu>]

**Sent:** Wednesday, July 23, 2014 3:44 PM

**To:** Ross Bunda

**Cc:** Fang Lauren E.

**Subject:** RE: Experience and School Accreditation

Thank you Ross for this information. That is odd that so many districts ask this question. Do you have any idea where this may have stemmed from?

Laura Bradburn, Personnel Technician, Mukilteo School District

**From:** Ross Bunda [<mailto:Ross.Bunda@k12.wa.us>]

**Sent:** Wednesday, July 23, 2014 3:27 PM

**To:** Bradburn Laura D.

**Cc:** Fang Lauren E.

**Subject:** RE: Experience and School Accreditation

**I am not aware of any WAC or RCW requirement that a school must be accredited for experience/employment to count. There is nothing in the Sample Documentation Form for verification of experience on page 91 of the 2013-14 S-275 personnel reporting instructions that requires that a school must be accredited for experience/employment to count.**

Ross Bunda, Supervisor, Personnel Reporting School Apportionment & Financial Services

Office of Superintendent of Public Instruction (360) 725-6308 voice (360) 664-3683 fax

<mailto:Ross.Bunda@k12.wa.us> <http://www.k12.wa.us/safs>

**From:** Bradburn Laura D. [<mailto:BradburnLD@mukilteo.wednet.edu>]

**Sent:** Wednesday, July 23, 2014 3:19 PM

**To:** Ross Bunda

**Cc:** Fang Lauren E.

**Subject:** Experience and School Accreditation

Hi Ross, When I look at experience forms that districts send out to other districts to capture an employee's experience, there is **almost always the question on the form that asks "Is the school accredited."** I am trying to find the WAC or RCW that says that in order to count the experience, the school must be accredited. Can you point me in the direction of the WAC or RCW?

Laura Bradburn, Personnel Technician, Mukilteo School District

## WHO IS THE EMPLOYER?

In this case the Dalles School District contracted with a different agency so the experience cannot be credited as regular professional experience. With the new ESA rules it is possible to credit up to two (2) years but the verification would need to come from Mid-Columbia Medical Center since they were the actual employer.

Nov 01 99 12:33p

Business Admin. Office

1-541-298-2626

P. 1

### The Dalles School District 12

Gwen K. Rosenbalm, Business Manager

1413 East 12<sup>th</sup> Street

The Dalles, Oregon 97058

Phone: 541-298-6139

Fax: 541-298-7290

*Life affords no greater responsibility, no greater privilege, than educating the next generation.*

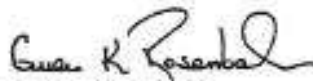
November 1, 1999

To Whom It May Concern:

I have been asked to provide notice of employment on behalf of  
The District contracts for school nursing services from the Mid-  
Columbia Medical Center each school year in the amount of \$ 26,625.  
was assigned to perform nursing services in our school district from  
August, 1995 through August, 1998.

If you should have any questions or need additional information, please  
feel free to call me, 541-298-6139 or contact Debbie D. Wentz, Mid-Columbia's  
Human Resource Department.

Professionally,



Gwen K. Rosenbalm  
Business Manager

# OLD RULES – NO PERSONAL SERVICE CONTRACTS!



Be careful not to grant experience for personal service contracts unless you are granting it under the ESA rules which is limited to a total of two (2) years.

Page 1 of 2

**Sherrie Evans**

**Old Rules - Personal Service Contracts Not Allowed. Ok under NEW ESA - up to 2 years if meets requirements**

**From:** Ross Bunda [Ross.Bu]  
**Sent:** Friday, June 08, 2007 8:59 AM  
**To:** Sherrie Evans  
**Subject:** RE: Question on Experience

If the employer was not the private school, school district, etc., I would think the employment does not meet the criteria in WAC 392-121-264(1)(a) "Employment in public or private preschools or elementary and secondary schools in positions which require certification where..." Rather, I would consider that to be employment in business, private industry, etc., which provided services to the private school, school district, etc. Notice that the WAC wording uses the term "employment" and not the term "experience."

The question is (still), Who was the employer? That is, who was identified as employer on the employee's W-2, who withheld taxes, etc. and those things that employers do with respect to their employees.

The employment of these "independent contractors" would be similar to that addressed on page 12 of the 2006-07 S-275 personnel reporting instructions: "Experience as an independent contractor does not qualify as eligible certificated years of experience pursuant to WAC 392-121-284."

I don't see how that situation changes if an individual is reported on the S-275 report (as duty code 630 or 640). These "contractor staff" are not employees of the school district. Their compensation is not set by the school district, and these individuals are not included in the employing school district's salary compliance (RCW 28A 400.200) on Report 1803.

Ross Bunda  
Supervisor, Personnel Reporting  
School Apportionment & Financial Services  
Office of Superintendent of Public Instruction  
(360) 725-6308 voice  
(360) 664-3693 fax  
mailto:ross.bunda@k12.wa.us  
http://www.k12.wa.us/safs

**From:** Sherrie Evans [mailto:sherrie.evans@hrmplus.com]  
**Sent:** Thursday, June 07, 2007 6:08 PM  
**To:** Ross Bunda  
**Subject:** Question on Experience

It was good to see you at WASBO. I'm sorry I have not been able to be involved with the group on ESA experience but I know you have some good folks working with you.

I have a question for you based on some file reviews we have been completing for a district. They employed an individual under a personal services contract to perform duties in a certificated position (school psychologist). I have always referred to WAC 392-121-264 where it limits experience credit to "Employment in public or private preschools or elementary and secondary schools in positions which require certification where...."

In my noted I have written that personal service contracts should not be counted or reported because the employer is really the individual as their own entity or business. Mostly I have seen this where the personal service contract was through another agency that then provided service to the school district. In this case this person was actually employed by the public school district in a position that required certification so I am thinking that this might be reportable. In both Kent and South Kitsap we did not employ under personal services contracts so I'm not as sure of this as I would like to be so wanted to double-check with you.

I also wondered if it mattered if the person was reported on the 275 was being employed in a personal services

**QUESTIONS**

**ABOUT**

**EXPERIENCE**



## REPORTING STAFF WITH HIGH DEGREE OF "S"

For certificated employees without college degrees, (or for certificated employees with a bachelor's or higher level degree but are reported as "nondegreeed" pursuant to WAC 392-121-250(2)(b)), report as degree type **V or S**.

Report as **S** if: Persons are in **special circumstances** holding:

- A valid continuing or standard school nurse certificate.
- A valid limited certificate authorized per WAC 181-79A-140(3) or (6).
- Employed in a position defined as certificated such as superintendent, deputy superintendent, or assistant superintendent.

**Pursuant to WAC 291-121-259 – Non Degree Credits (2): Thirty (30) credits shall be recognized for persons holding a valid continuing or standard school nurse certificate.**

## REPORTING STAFF WITH HIGH DEGREE OF "V"

For certificated employees without college degrees, (or for certificated employees with a bachelor's or higher level degree but are reported as "nondegreed" pursuant to WAC 392-121-250(2)(b)), report as degree type **V or S**.

Report as **V** if: **Vocational/CTE** instructors holding valid vocational/CTE certificates as provided for in chapter 181-77 WAC.

As used in this chapter, the term "highest degree level" means:

(1) The highest degree earned by the employee from an accredited institution of higher education, pursuant to WAC 392-121-249; or

### **(2) "Non-degreed" for a certificated instructional employee who:**

- (a) **Holds no bachelor's or higher level degree; or**
- (b) **Holds a bachelor's or higher level degree and a valid vocational/career and technical education certificate, but:**

(i) The bachelor's or higher level degree was **not a requirement of any past or present education certificate or permit, including the vocational/career and technical education certificate**, pursuant to chapter 181-77 or 181-79A WAC; and

(ii) Whose highest placement pursuant to WAC 392-121-270 is as a non-degreed certificated instructional employee.

### **Step One: Report with a Degree or No-Degree?**

- If the person has No Degree then the high degree will be "V" for "Vocational/CTE instructors holding valid vocational/CTE certificates are provided for in 181-77 WAC.
- If a person has a degree, you must verify with OSPI whether or not the degree was used as a requirement to issue the certificate.
- Do NOT report employees as non-degrees if they have ever used a degree to obtain the following endorsements on a vocational/CTE initial, initial renewal, continuing or continuing renewal certificate, which normally requires a BA degree per WAC 181-77-031:
  - Agriculture Education – V010000
  - Business Education – V070000
  - Marketing Education – V080000
  - Business and Marketing Education – V 078000
  - Family and Consumer Sciences Education – V200002
  - Technology Education – V210100
- The vocational/CTE CONDITIONAL certificate is NOT issued based on a degree. Employees with such certificates are reported as high degree V is all other requirements are met.



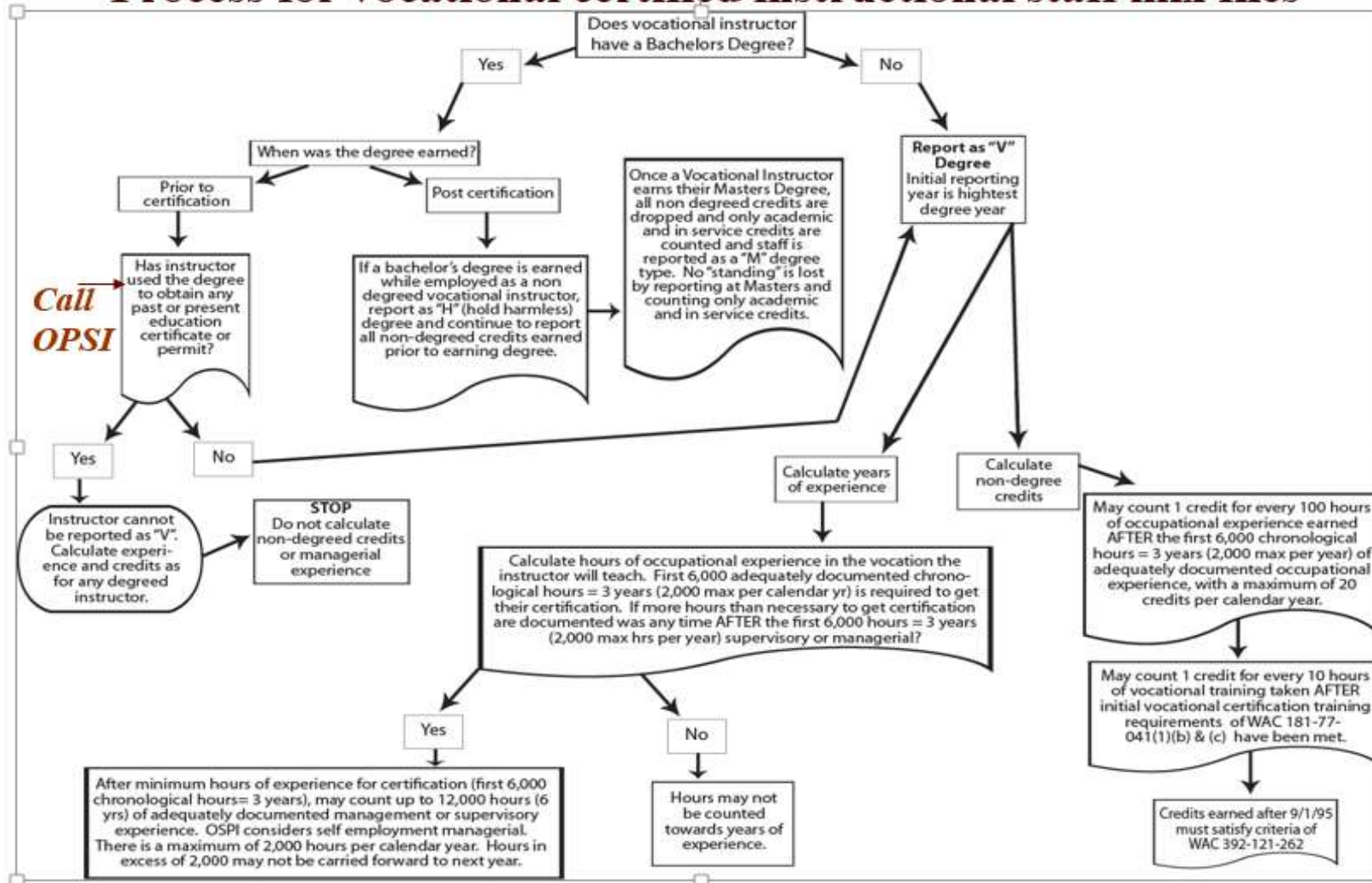
\*These rules were effective 8/31/2007. If the person had a degree the question was whether or not the degree was related to the teaching assignment. That is no longer the case.

Up to **six (6) years management experience** (WAC 181-77-003) can be reported, after the instructor meets the minimum requirements (6000 hours), regardless of when the initial certificate is issued and regardless of the type of CTE certificate held. WAC 392-121-264

**WAC 181-77-003 "Management experience" shall mean work as a supervisor, foreman or manager in the occupational area in which the person will instruct.**

## Vocational Records Process

### Process for vocational certified instructional staff mix files



## Reporting Experience and Credits for "V" Degree Staff

We have found the most efficient way to begin calculations for a new V degree staff person; and/or to check information for an existing staff person is to document ALL previous paid and volunteer experience that is related to the occupational subject area(s) the person will be teaching. To do this you can start by creating a list from the application materials; but it is highly recommended that you meet with the employee as well to ensure the accuracy of the information.

The next step is to verify all volunteer or paid employment identified as relative to the teaching assignment. This can be difficult especially when the experience is from years past and/or it is from self-employment. Either way, experience cannot be reported unless it is properly documented.

Experience documentation for V degree staff is important because:

1. The equivalent of three (3) years or **6000 hours must first be documented** before any other experience can be credited.
2. Once the 6000 hours threshold is met, **experience can be used to grant management experience** which can be used to report experience for V degree staff. No other experience can be counted. It is especially important to verify the position held and whether or not it meets the management definition.
3. Additionally, once the 6000 hours threshold is met, the **experience can also be used to convert to occupational credits** at the rate of 1 credit for every 100 hours of occupational experience. This places the individual in the educational column depending on total non-degree credits, e.g. BA 15, BA 45. Once an individual accumulates 135 non-degree credits the placement for LEAP purposes is automatically MA 0 even though they do not hold a MA degree. They cannot go beyond the MA 0 column unless they eventually obtain a Master's degree.

**Example 1:** You possess documentation that meets the 6000 hours threshold; and additionally documentation that verifies the individual has 9.25 years management experience in the occupational area to be taught. Management experience is limited to 6 years. The 9.25 years will convert to 20 non-degree occupational experience credits per year or a total of 185 credits. This person will be reported with a high degree of V with 185 non-degree credits, with a placement of MA 0 Step 6.

**Example 2:** You are unable to obtain documentation of the 6000 threshold hours. This person will be reported as a high degree of V with 0 non-degree credits and 0 experience. The person have a LEAP placement of BA 0, 0.

**Example 3:** You possess documentation that meets the threshold 6000 hours; and additional documentation of 4.5 years of occupational experience that is NOT management experience. This person will be reported with a high degree of V, with 0 years of experience and 90 non-degree credits; with a placement of BA 90, Step 0.

**Vocational Example – Initial Worksheet based on experience in resume:**

EMPLOYEE NAME													
Career and Technical Salary Placement Calculation													
Start Date: 9/1/1999		Assignment: Businss Education				Degree		No		Used:		N/A	
Year	From	To	Employer	Occupation	Hrs Day	Days Yr	Hours Worked	FTE	Occup Exp =6000 Hrs	Mgt Hrs	Mgt FTE	Nondegr ee Credits Granted	Non-Degre Cum
1986	6/7/86	12/31/86	First Class Communication	Data Entry Lead			0	0.000	0	0.00	0.000	0.00	0.00
1987	1/1/87	2/7/987	First Class Communication	Data Entry Lead			0	0.000	0	0.00	0.000	0.00	0.00
1988	3/7/88	12/31/88	Interglobal Temp Services	Word Processor			0	0.000	0	0.00	0.000	0.00	0.00
1989	1/1/89	1/7/89	Interglobal Temp Services	Word Processor			0.00	0.000		0.00	0.000	0.00	0.00
1989	1/1/89	1/7/89	China House	Desktop			0.00	0.000		0.00	0.000	0.00	0.00
1989	1/7/90	12/31/89	Microsoft	Product Support Technician II			0.00	0.000		0.00	0.000	0.00	0.00
1990	1/1/90	1/7/90	Microsoft	Product Support Technician II			0.00	0.000		0.00	0.000	0.00	0.00
1990	11.7/90	12/31/90	Microsoft	Software Test Engineer			0.00	0.000		0.00	0.000		0.00
1991	1/1/91	12/31/91	Microsoft	Software Test Engineer			0.00	0.000		0.00	0.000		0.00
1992	1/1/92	12/31/92	Microsoft	Software Test Engineer			0.00	0.000		0.00	0.000		0.00
1993	1/1/93	8/7/93	Microsoft	Software Test Engineer			0.00	0.000		0.00	0.000	0.00	0.00
1993	10/7/93	12/31/93	Cliff's Computers	Technical Support			0.00	0.000		0.00	0.000	0.00	0.00
1994	1/1/94	2/7/94	Cliff's Computers	Technical Support			0.00	0.000		0.00	0.000	0.00	0.00
1995	2/7/95	4/7/95	Snelling & Snelling	Administrative Assistant Temp Services			0.00	0.000		0.00	0.000	0.00	0.00
1995	5/7/95	12/7/95	Wash State Parks	Administrative Assistant Temp Services			0.00	0.000		0.00	0.000	0.00	0.00
1996	1/7/96	12/31/96	Wenatchee Valley College	Administrative Assistant			0.00	0.000		0.00	0.000	0.00	0.00
1997	1/1/97	12/31/97	Wenatchee Valley College	Administrative Assistant			0.00	0.000		0.00	0.000	0.00	0.00
1998	1/1/98	9/7/98	Wenatchee Valley College	Administrative Assistant			0.00	0.000		0.00	0.000	0.00	0.00
1998	9/7/98	12/31/98	Mission Control	Operations Manager			0.00	0.000		0.00	0.000	0.00	0.00
1999	1/1/99	8/31/99	Mission Control	Operations Manager			0.00	0.000		0.00	0.000	0.00	0.00
			<b>TOTALS</b>							<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

## Vocational Worksheet Example 1:

Career and Technical Salary Placement Calculation															
Year	From	To	Employer	Occupation	Hrs Day	Days Yr	Hours Worked	FTE	Minimum Occupational Experience	Cum Occup Exp =6000 Hrs Req'd	Mgt Hrs	Years of Experience Granted	Nondegree Credits Granted	Non-Degree Cum	
1978	1/1/78	12/31/78	Smith Auto	Mechanic	8.00	260	2000.00	1.000	2000.00	2000.00	0	0			
1979	1/1/79	12/31/79	Smith Auto	Mechanic	8.00	260	2000.00	1.000	2000.00	4000.00	0	0			
1980	1/1/80	12/31/81	Smith Auto	Mechanic	8.00	260	2000.00	1.000	2000.00	6000.00	0	0	MIN OCC MET		
1981	1/1/81	8/31/82	Smith Auto	Mechanic	8.00	260	2000.00	1.000	2000.00	8000.00	0.00	0.000	20.00	20	
1982	1/1/82	8/31/83	Smith Auto	Mechanic	8.00	260	2000.00	1.000	2000.00	10000.00	0.00	0.000	20.00	40	
1983	1/1/83	8/31/84	Smith Auto	Foreman	8.00	260	2000.00	1.000	2000.00	12000.00	2000.00	1.000	20.00	60	
1984	1/1/84	8/31/85	Smith Auto	Foreman	8.00	260	2000.00	1.000	2000.00	14000.00	2000.00	1.000	20.00	80	
1985	1/1/85	8/31/86	Smith Auto	Foreman	8.00	260	2000.00	1.000	2000.00	16000.00	2000.00	1.000	20.00	100	
1986	1/1/86	8/31/87	Smith Auto	Foreman	8.00	260	2000.00	1.000	2000.00	18000.00	2000.00	1.000	20.00	120	
1987	1/1/87	8/31/88	Smith Auto	Foreman	8.00	260	2000.00	1.000	2000.00	20000.00	2000.00	1.000	20.00	140	
1988	1/1/88	5/1/89	Smith Auto	Foreman	8.00	100	800.00	0.400	800.00	20800.00	800.00	0.400	8.00	148	
1988	5/2/89	12/31/88	Bellingham Tech	Program Instructor	8.00	150	1200.00	0.600	1200.00	22000.00	1200.00	0.600	12.00	160	
1989	1/1/89	12/31/89	Bellingham Tech	Program Instructor	8.00	260	2000.00	1.000	2000.00	24000.00	2000.00	0.000	20.00	180	
1990	1/1/90	12/31/90	Bellingham Tech	Program Instructor	8.00	260	2000.00	1.000	2000.00	26000.00	2000.00	0.000	20.00	200	
1991	1/1/91	12/31/91	Bellingham Tech	Program Instructor	8.00	260	2000.00	1.000	2000.00	28000.00	2000.00	0.000	20.00	220	
<b>TOTALS</b>							<b>28000.00</b>	<b>14.00</b>			<b>18,000.00</b>	<b>6.00</b>	<b>220.00</b>	<b>220.00</b>	
*Minimum occupational experience requirement = 6,000 hours of paid occupational experience.										Reached Max 6.0 years		MAX 6.0			
*Years of experience and nondegree credits are not granted until after the minimum occupational experience requirement has been met.															
<b>NOTES:</b>										<b>PLACEMENT: MA 0 Step 6</b>					
1	2,000 hours paid occupational experience is the maximum allowed per year.														
2	2,000 hours paid occupational experience equals one year of experience.														
3	Annual hours worked (2,000 hours maximum) divided by 100 = nondegree credits.														
4	Years of experience granted = annual management hours divided by 2000														

### Vocational Worksheet Example 2:

CATHY COOK														
Career and Technical Salary Placement Calculation														
Year	From	To	Employer	Occupation	Hrs Day	Days Yr	Hours Worked	FTE Hrs/2000	Minimum Occupational Experience	Cum Occup Exp =6000 Hrs Req'd	Mgt Hrs	Years of Experience Granted	Nondegree Credits Granted	Non-Degree Cum
1997	W4 \$2,263.64		Camp Fun	AM Baker			258.41	0.129	258.41	258.41	0.000	0.000	0.00	0.00
1998	No Records		Camp Fun	AM Baker			0.00	0.000	0.00	258.41	0.000	0.000	0.00	0.00
1999	1/1/99	12/31/99	Camp Fun	AM Baker			967.00	0.484	967.00	1225.41	0.000	0.000	0.00	0.00
2000	1/1/00	12/31/00	Camp Fun	AM Baker			1894.25	0.947	1894.25	3119.66	0.000	0.000	0.00	0.00
2001	1/1/01	2/28/01	Camp Fun	AM Baker			127.75	0.064	127.75	3247.41	0.000	0.000	0.00	0.00
2001	3/1/01	12/31/01	Great Bakery	Baker			1457.00	0.729	1457.00	4704.41	0.000	0.000	0.00	0.00
2002	1/1/02	12/31/02	Great Bakery	Baker			1295.59	0.648	1295.59	6000.00	0.000	0.000	0.00	0.00
<b>Meets minimum 6000 occupational hours in the industry</b>														
2002	1/1/02	12/31/02	Great Bakery	Baker			562.41	0.281			0.000	0.000	5.62	5.62
2003	1/1/03	12/31/03	Great Bakery	Baker			2013.00	1.000			0.000	0.000	20.00	25.62
2004	1/1/04	12/31/04	Great Bakery	Baker			1989.00	0.995			0.000	0.000	19.89	45.51
2005	1/1/05	7/16/05	Great Bakery	Baker			874.00	0.437			0.000	0.000	8.74	54.25
2005	7/17/05	12/31/05	No Employment								0.000	0.000	0.00	54.25
2006	12/1/06	3/1/07	All Time Sports	Lodge Manager - verified Supervisory			362.00	0.181			362.000	0.181	3.62	57.87
2007	12/1/07	3/5/08	All Time Sports	Lodge Manager - verified Supervisory			360.00	0.180			360.000	0.180	3.60	61.47
2008	12/1/08	3/1/09	All Time Sports	Lodge Manager - verified Supervisory			61.00	0.031			61.000	0.031	0.61	62.08
2008	6/21/08	11/18/08	Wenatchee Valley College	Instructor			40.00	0.020			40.000	0.020	0.40	62.48
<b>TOTALS</b>							<b>6261.41</b>				<b>823.000</b>	<b>0.412</b>		<b>62.5</b>
												<b>MAX 6.0</b>		

Issues:	
1	Need verification forms that are completed and signed by the former employers. You can prepare; send to them and have them sign off.
2	Need verification if Great Bakery was supervisory or not. Says "supervisor" on one form; but not signed by employer.
3	1999 Camp Fun. I can't see where you get 957 hours; other than you took her wages and divided it by \$9 per hour??
4	1997 Camp Fun. Have W 4 so can get average wage and calculate but need to record.
5	Super Mountain Natural Foods - I would need a description of her actual job title, Assistant Manager to determine applicability as well as a definition of what she
6	I don't concur with previous calculation from prior district based on data provided.
7	I don't see any other educational records for her so my report is based on her occupational experience.
8	For 1997 Using W-4 of \$2,263.64 used Bureau Stats showing wage for 1999 was \$9.06. $\$2,263.64 \div \$8.76 \text{ per hour} = 258.41$ work hours at Camp fun for 1997. Added to record.
9	Backed off of that a 3.5% Cost of Living for 1998 and used \$ 8.76 per hour for 1997 (which appears to be pretty accurate as her wages in 1999 were \$9.00 per hour for the same work per that employer).
10	Verified that Super Mountain was a retail clerk and not related so not counting that experience.
11	Confirmed all other experience is now verified - Camp Fun 1999-2001; Great Bakery 2001-2005 (and confirmed Lead Pastry Baker was not supervisory; Verified All Time Sports and confirmed Lodge Manager was supervisor; and Wenatchee Valley College.
12	Placement should be correct at BA 45 Step 0 (.392 years)

### Vocational Worksheet Example 3:

LUCY LAWYER															
Career and Technical Salary Placement Calculation															
Year	From	To	Employer	Occupation	Hrs Day	Days Yr	Hours Worked	FTE Hrs/2000	Occupational Experience	Cum Occup Exp =6000 Hrs Req'd	Mgt Hrs	Experience Granted	ee Credits Granted	Non-Degree Cum	
1998	7/198	12/31/98	Chelan County Juvenile Center	Juvenile Custody	8.00	132	1056.00	0.528	1056.00	1056.00	0	0	0.00	0.00	
1999	1/199	12/31/99	Chelan County Juvenile Center	Juvenile Custody	8.00	260	2000.00	1.000	2000.00	3056.00	0	0	0.00	0.00	
2000	1/200	12/31/00	Chelan County Juvenile Center	Admin Asst	8.00	260	2000.00	1.000	2000.00	5056.00	0	0	0.00	0.00	
2001	1/201	6/13/01	Chelan County Juvenile Center	Admin Asst	8.00	118	944.00	0.472	944.00	6000.00	0	0	0.00	0.00	
<b>Meets minimum 6000 occupational hours in the industry</b>															
2001	6/14/01	12/31/01	Chelan County Juvenile Center	Admin Asst	8.00	142	1216.00	0.608			0.000	0.000	12.16	12.16	
2002	1/202	12/31/02	Chelan County Juvenile Center	Admin Asst	8.00	260	2000.00	1.000			0.000	0.000	20.00	32.16	
2003	1/203	12/31/03	Chelan County Juvenile Center	Admin Asst	8.00	260	2000.00	1.000			0.000	0.000	20.00	52.16	
2004	1/204	12/31/04	Chelan County Juvenile Center	Admin Asst	8.00	260	2000.00	1.000			0.000	0.000	20.00	72.16	
2005	1/205	12/31/05	Chelan County Juvenile Center	Admin Asst	8.00	260	2000.00	1.000			0.000	0.000	20.00	92.16	
2006	1/206	12/31/06	Chelan County Juvenile Center	Admin Asst	8.00	260	2000.00	1.000			0.000	0.000	20.00	112.16	
2007	1/207	12/31/07	Chelan County Juvenile Center	Admin Asst	8.00	260	2000.00	1.000			0.000	0.000	20.00	132.16	
2008	1/208	12/31/08	Chelan County Juvenile Center	Office Manager-	8.00	260	2000.00	1.000			2000.000	1.000	20.00	152.16	
2009	1/209	2/23/09	Chelan County Juvenile Center	Office Manager-	8.00	38	304.00	0.152			304.000	0.152	3.04	155.20	
Verified that she met the requirements of the "initial" vocational certificate as of 1/28/2008. She completed the following courses after that date that will apply as Non-Degree Credits															
2009		5/31/09	WSU	Child Abuse			2.00	s					3.00	158.20	
2009		5/31/09	WSU	Voc Tchr Training			3.00	Semester s					4.50	162.70	
							<b>TOTALS</b>				<b>#####</b>	<b>1.152</b>		<b>162.7</b>	
												<b>MAX 6.0</b>			
*Minimum occupational experience requirement = 6,000 hours of paid occupational experience.															
*Years of experience and nondegree credits are not granted until after the minimum occupational experience requirement has been met.															
<b>NOTES:</b>															
1	2,000 hours paid occupational experience is the maximum allowed per year.								<b>PLACEMENT: (Voc) MA 0 Step 1</b>						



### Vocational Worksheet Example 4:

JERRY JAILER														
Career and Technical Salary Placement Calculation														
Year	From	To	Employer	Occupation	Hrs Day	Days Yr	Hours Worked	FTE	Occupational Experience	Occup Exp = 6000 Hrs Req'd	Mgt Hrs	Years of Experience Granted	Nondegree Credits Granted	Non-Degree Cum
1992	3/20/92	12/31/92	ABC Indian Nation	Counselor - Probation	8.00	208	1664.00	0.832	1664.00	1664.00	0	0	0	0
1993	1/1/93	12/31/93	ABC Indian Nation	Counselor - Probation	8.00	260	2000.00	1.000	2000.00	3664.00	0	0	0	0
1994	1/1/94	12/31/94	ABC Indian Nation	Counselor - Probation	8.00	260	2000.00	1.000	2000.00	5664.00	0	0	0	0
1995	1/1/95	2/28/95	ABC Indian Nation	Probation Officer	8.00	42	336.00	0.168	336.00	6000.00	0	0	0	0
<b>Meets minimum 6000 occupational hours in the industry</b>														
1995	3/1/95	12/31/95	ABC Indian Nation	Counselor - Probation	8.00	218	1744.00	0.872			1744.00	0.872	17.44	17.44
1996	1/1/96	12/31/96	ABC Indian Nation	Counselor - Probation	8.00	260	2000.00	1.000			2000.00	1.000	20.00	37.44
1997	1/1/97	12/31/97	ABC Indian Nation	Counselor - Probation	8.00	260	2000.00	1.000			2000.00	1.000	20.00	57.44
1998	1/1/98	12/31/98	ABC Indian Nation	Counselor - Probation	8.00	260	2000.00	1.000			2000.00	1.000	20.00	77.44
1999	1/1/99	12/31/99	ABC Indian Nation	Counselor - Probation	8.00	260	2000.00	1.000			2000.00	1.000	20.00	97.44
2001	1/1/00	12/31/00	ABC Indian Nation	Counselor - Probation	8.00	260	2000.00	1.000			2000.00	1.000	20.00	117.44
2002	1/1/02	2/14/02	ABC Schools	Drug Prevention	8.00	32	256.00	0.128			256.00	0.128	2.56	120.00
2003	9/1/00	8/31/01	ABC Indian Nation	Drug Prevention	8.00	205	1640.00	0.820			0	0.000	16.40	136.40
2004	9/1/00	8/31/01	ABC Indian Nation	Drug Prevention	8.00	205	1640.00	0.820			0	0.000	16.40	152.80
2005	9/1/00	8/31/01	ABC Indian Nation	Drug Prevention	8.00	205	1640.00	0.820			0	0.000	16.40	169.20
			<b>TOTALS</b>				<b>#####</b>	<b>8.87</b>	<b>0</b>		<b>0</b>	<b>6.000</b>		<b>169.2</b>
												<b>Max 6.0</b>		

\*Minimum occupational experience requirement = 6,000 hours of paid occupational experience.

\*Years of experience and nondegree credits are not granted until after the minimum occupational experience requirement has been met.

**NOTES:**

- 1 2,000 hours paid occupational experience is the maximum allowed per year.
- 2 2,000 hours paid occupational experience equals one year of experience.
- 3 Annual hours worked (2,000 hours maximum) divided by 100 = nondegree credits.
- 4 Years of experience granted = annual management hours divided by 2000.

**PLACEMENT: (Voc) MA 0 Step 6**

**Issues:**

1. Verified Counselor-Probation Officer was related to CTE Assignment
2. Verified Drug Prevention Officer was related to CTE Assignment

**Vocational Worksheet Example 5:**

VAL VIDEO														
Career and Technical Salary Placement Calculation														
Year	From	To	Employer	Occupation	Hrs Day	Days Yr	Hours Worked	FTE Hrs/2000	Minimum Occupational Experience	Cum Occup Exp =6000 Hrs Req'd	Mgt Hrs	Years of Experience Granted	Nondegree Credits Granted	Non-Degree Cum
2004	7/1/04	12/31/04	Val's Videos	Owner - No records			0.00	0.000	0.00	0.00	0	0	0.00	0.00
2005	1/1/05	12/31/05	Val's Videos	Owner - No records			0.00	0.000	0.00	0.00	0	0	0.00	0.00
2006	1/1/06	12/31/06	Val's Videos	Owner - No records			0.00	0.000	0.00	0.00	0	0	0.00	0.00
2007	7/1/07	12/31/07	ABC Video Store	Owner - Bank Records			0.00	0.000	0.00	0.00	0	0	0.00	0.00
2008	1/1/08	12/31/08	ABC Video Store	Owner - Bank Records			0.00	0.000	0.00	0.00	0	0	0.00	0.00
2009	1/1/09	2/28/09	ABC Video Store	Owner - Bank Records			0.00	0.000	0.00	0.00	0	0	0.00	0.00
<b>HAV NOT BEEN ABLE TO VERIFY 6000 HRS MIM OCC EXPERIENCE</b>														
			<b>TOTALS</b>				0.00	0.00	0	0.00	0.00	0.000	0.00	0.00
												<b>MAX 6.0</b>		
*Minimum occupational experience requirement = 6,000 hours of paid occupational experience.														
*Years of experience and nondegree credits are not granted until after the minimum occupational experience requirement has been met.														
<b>NOTES:</b>														
1	2,000 hours paid occupational experience is the maximum allowed per year.										<b>PLACEMENT: (Voc) BA 0 Step 0</b>			
2	2,000 hours paid occupational experience equals one year of experience.													
3	Annual hours worked (2,000 hours maximum) divided by 100 = nondegree credits.													
4	Years of experience granted = annual management hours divided by 2000.													

<b>Issues:</b>	
1	Self employed 2004 - 2009. Owner of both businesses
2	Documentation presented includes: <ul style="list-style-type: none"> <li>a Val's Videos. Dept of Revenue Business Registration 7/9/04 showing taxes will be due annually &amp; \$20 processing receipt</li> <li>b Secretary of State document verifying ABC Video Store Inc as a business</li> <li>c Ledger balance sheet from Bank for Val's Video for March 09</li> <li>d Bank statements for Val's Video for July 07, August 07, Sept 07, Oct 07, Nov 07, Dec 07 = 6 months</li> <li>e Bank statements for Val's Video for Jan-Dec 2008 = 12 months</li> <li>f Bank statements for Val's Video for Jan-Feb 2009 = 2 months</li> </ul>

## Documentation of Experience Issues

When verifications of employment for vocational experience are being processed, be sure to document:

1. **By Calendar Year** (January 1 to December 31), the actual hours of work paid. This becomes the “numerator.” The denominator for the vocational year is 2000 hours. If a person worked 2080 hours or any hours in excess of 2000 there is no added credit. 2000 hours = 1.0 FTE for that calendar year.
2. The **name of the position, whether it meets the management criteria or not, and obtain a job description if possible** to further document the management experience determination.
3. If “normal” documentation **cannot be obtained**, such as situations with self-employment or the prior employer has gone out of business, experience can be documented utilizing other evidence. However, resumes, job applications and sworn affidavits are NOT valid documents. Documentation that is valid includes: s:
  - a. Tax returns
  - b. Business license
  - c. Bonding insurance
  - d. Social security records
4. If at all possible, try to obtain some form of verification of employment from the prior employer stating the position, management experience, full or part time, and the start and end date. With that you can use other tools to “back into” the experience.

Note: These same rules apply when verifying ESA experience 😊

### Vocational Example – Backing into Experience

EMPLOYEE NAME														
Career and Technical Salary Placement Calculation														
Start Date: 9/1/1999			Assignment: Business Education					Degree		No	Used:	N/A		
Year	From	To	Employer	Occupation	Hrs Day	Days Yr	Hours Worked	FTE	Occup Exp = 6000 Hrs	Mgt Hrs	Mgt FTE	Nondegree Credits Granted	Non-Degree Cum	
1989	See Tab 2-BLS Wages 89-90		Volt Service Corp; Marketing Plus, Steeler	Word Processing; Desk Top Publish			1762.18	0.881	1762.18					
1990	See Tab 2-BLS Wages 89-90		Volt Service	Word Processing;			254.71	0.127	2016.89					
1990	2/14/90	12/31/90	Microsoft	Software Test Engineer	8	229	1832.00	0.916	3848.89					
1991	1/1/91	12/31/91	Microsoft	Software Test Engineer	8	250	2000.00	1.000	5848.89					
1992	1/1/92		Microsoft	Software Test Engineer	8	18.889	151.11	0.076	<b>6000.00</b>					
<b>MEETS MINIMAL OCCUPATION 6000 HOURS</b>														
1992	1/1/91	12/31/91	Microsoft	Software Test Engineer	8	231.111	1848.89	0.924		0.00	0.000	18.49	18.49	
1993	1/1/93	8/14/93	Microsoft	Software Test Engineer	8	162	1296.00	0.648		0.00	0.000	12.96	31.45	
1993	See Tab 3-BLS Wages 93-94		Cliff's Computers - See Tab 4 BLS	Technical Support Engineer			125.62	0.063		0.00	0.000	1.26	32.71	
1994	See Tab 3-BLS Wages 93-94		Cliff's Computers & Longview Fiber - See Tab 4 BLS	Technical Support Engineer			321.23	0.161		0.00	0.000	3.21	35.92	
1998	See Tab 4-BLS Wages 98-99		Wenatchee Valley College & Go Pages	Administrative Assistant			1378.62	0.689		0.00	0.000	13.79	49.70	
1999	See Tab 4-BLS Wages 98-99		Go Pages	Administrative Assistant			862.55	0.431		0.00	0.000	8.63	58.33	
			<b>TOTALS</b>							<b>0.00</b>	<b>0.00</b>	<b>58.33</b>		
											<b>MAX 6.0</b>			
*Minimum occupational experience requirement = 6,000 hours of paid occupational experience.														
*Years of experience and nondegree credits are not granted until after the minimum occupational experience requirement has been met.														
requirement has been met.														
<b>99-00 Placement: BA 45 Step 0</b>														
1	2,000 hours paid occupational experience is the maximum allowed per year													

Bureau of Labor Statistics Wage Data for 1999. Always document web site:  
<http://www.bls.gov/bls/blswage.htm>

**Occupational Employment Statistics**

**1999 National Occupational Employment and Wage Estimates**  
**43-4021 Correspondence Clerks**

Compose letters in reply to requests for merchandise, damage claims, credit and other information, delinquent accounts, incorrect billings, or unsatisfactory services. Duties may include gathering data to formulate reply and typing correspondence.

These estimates are calculated with data collected from employers in all industry divisions in metropolitan and non-metropolitan areas in every State and the District of Columbia.

Employment estimate and mean wage estimates for this occupation:

<b>Employment</b>	46,160	RSE = 4.9 %
<b>Mean hourly wage</b>	\$11.48	RSE = 0.9 %
<b>Mean annual wage</b>	\$23,880	RSE = 0.9 %

(1)

Percentile wage estimates for this occupation:

Percentile	10%	25%	50% (Median)	75%	90%
<b>Hourly Wage</b>	\$8.14	\$9.35	\$11.05	\$13.01	\$15.81
<b>Annual Wage</b>	\$16,920	\$19,460	\$22,980	\$27,060	\$32,890

(1)

BLS Wage Information for Occupation of "Correspondence Clerks"

XX Employee was employed as a word processor and did desk top publishing.

**1999      11.48    Mean Hourly Wage**

Next Step: Used Cost of Living Index to back wages down from 1999 to 1989 and 1990.

Social Security Administration - Cost of Living Index

<http://www.ssa.gov/oact/cola/colaseries.html>

Social Security Online  
www.socialsecurity.gov

Office of the Chief Actuary

Automatic increases  
COLA determination  
SSI payment rates increase with COLA

## Automatic Increases

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### Cost-Of-Living Adjustments

Since 1975, Social Security general benefit increases have been cost-of-living adjustments or COLAs. The 1975-82 COLAs were effective with Social Security benefits payable for June in each of those years; thereafter COLAs have been effective with benefits payable for December.

Prior to 1975, Social Security benefit increases were set by legislation.

**Social Security Cost-Of-Living Adjustments**

Year	COLA	Year	COLA	Year	COLA
1975	8.0	1990	5.4	2005	4.1
1976	6.4	1991	3.7	2006	3.3
1977	5.9	1992	3.0	2007	2.3
1978	6.5	1993	2.6	2008	5.8
1979	9.9	1994	2.8	2009	0.0
1980	14.3	1995	2.6	2010	0.0
1981	11.2	1996	2.9		
1982	7.4	1997	2.1		
1983	3.5	1998	1.3		
1984	3.5	1999	2.5		
1985	3.1	2000	3.5		
1986	1.3	2001	2.6		
1987	4.2	2002	1.4		
1988	4.0	2003	2.1		
1989	4.7	2004	2.7		

\* The COLA for December 1999 was originally determined as 2.4 percent based on CPIs published by the Bureau of Labor Statistics. Pursuant to Public Law 106-554, however, this COLA is effectively now 2.5 percent.

The first COLA, for June 1975, was based on the increase in the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) from the second quarter of 1974 to the first quarter of 1975. The 1976-83 COLAs were based on increases in the CPI-W from the first quarter of the prior year to the corresponding quarter of the current year in which the COLA became effective. After 1983, COLAs have been based on increases in the CPI-W from the third quarter of the prior year to the corresponding quarter of the current year in which the COLA became effective.

**SSI COLAs**  
COLAs for the Supplemental Security Income (SSI) program are generally the same as those for the Social Security program. However, COLAs for SSI have generally been effective for the month following the effective month of Social Security benefit increases. See [SSI historical payment standards](#) for more detail.

<b>Compute to 1989-90</b>	<b>Reduce by Cola</b>	<b>Reduce by Cola</b>
1999	\$ 11.48	
1998	\$ 11.33	1.3%
1997	\$ 11.09	2.1%
1996	\$ 10.77	2.9%
1995	\$ 10.49	2.6%
1994	\$ 10.20	2.8%
1993	\$ 9.93	2.6%
1992	\$ 9.63	3.0%
1991	\$ 9.28	3.7%
<b>1990</b>	<b>\$ 8.78</b>	5.4%
<b>1989</b>	<b>\$ 8.36</b>	4.7%
<b>1989</b>	<b>Social Security Wages</b>	
Volt Service		\$ 1,819.00
Marketing Plus		\$ 10,863.29
Steeler Inc.		\$ 2,057.07
	Total 1989:	\$ 14,739.36
1989 Determined Hrly Rate		\$ 8.36
Determined Hours Worked	1989	<b>1762.18</b>
<b>1990</b>	<b>Social Security Wages</b>	
Volt Service		\$ 2235.50
	Total 1990:	\$ 2235.50
1990 Determined Hrly Rate		\$ 8.78
Determined Hours Worked	1990	<b>254.71</b>

## REPORTING ADDED NON-DEGREE CREDITS FOR "V" STAFF

### WAC 392-121-259 – Non Degree Credits

(3) Persons holding valid vocational/career and technical education certificates as provided for in chapter 181-77 WAC shall accumulate recognized credits as follows (**all of which are reported as Non-Degree Credits**)

(b) One credit for each ten clock hours of vocational/career and technical education educator training meeting the requirements of WAC 181-77-003 (2), (9) or (12). Clock hours of vocational/career and technical educator used in determining non-degree credits **MUST BE EARNED AFTER MEETING THE MINIMUM CERTIFICATION REQUIREMENTS**, regardless of when the initial certificate is issued

Therefore, vocational instructors can continue to accumulate non-degree credits during their employment subject to the WAC as noted above. (2), (9) AND (12) are listed below for your reference.

(2) "Career and technical education educator training" shall mean those career and technical education programs, courses, seminars and workshops offered for the purpose of career and technical education certification in compliance with chapter 181-85 WAC

(9) "Professional education" shall mean those programs, courses, seminars and workshops that are designed to improve teaching ability.

(12) "Technical education/upgrading" shall mean those career and technical education programs, courses, seminars and workshops which are designed to improve the skills and/or knowledge in the discipline in which the application is being made.

**If you are uncertain if courses meet these requirements, you may contact OSPI Career and Technical Education at 360-725-6245.**

**Do note that all non-degree credits that are not converted occupational experience must all satisfy one of the seven (7) course criteria. So be sure to WAC stamp your documentation!**



## WHAT HAPPENS WHEN A "V" DEGREE GETS A DEGREE?

### The high degree is changed and reported as "H" for Hold Harmless!

#### For high degree "H" persons, report only eligible non-degree credits determined by WAC 392-121-259 (3)

3) Persons holding valid vocational/career and technical education certificates as provided for in chapter 181-77 WAC shall accumulate recognized credits as follows:

(a) One credit for each one hundred clock hours of occupational experience as defined in WAC 181-77-003(7), subject to the following conditions and limitations:

(i) Clock hours of occupational experience used in determining non-degree credits must be earned after meeting the minimum vocational/career and technical education certification requirements of three years (six thousand hours) as established in WAC 181-77-041 (1)(a)(i), regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held.

(ii) Non-degree credits based on occupational experience shall be limited to a maximum of twenty credits per calendar year.

(iii) Non-degree credits based on occupational experience shall exclude experience determined pursuant to WAC 392-121-264 (1)(a) through (d).

(b) One credit for each ten clock hours of vocational/career and technical education educator training meeting the requirements of WAC 181-77-003 (2), (9), or (12). Clock hours of vocational/career and technical education educator training used in determining non-degree credits must be earned after meeting the minimum vocational/career and technical education certification requirements as established in WAC 181-77-041 (1)(b) and (c), regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held.

#### Basically the person is held harmless and their experience and previous credits are still reported. Here are some examples:

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##### Examples—Vocational/CTE Instructors and Nondegree Credits

**2J:** A vocational/CTE instructor whose highest degree type is V has documented 65 approved vocational/CTE teacher training credits and ten credits of converted occupational experience received after meeting minimum vocational/CTE certification requirements. Report 75 credits in *Item B.6, Nondegree Credits*. Report nothing in *Items B.3, Academic Credits, B.4, In-service Credits, and B.5, Excess Credits*.

**2K:** Another vocational/CTE instructor whose highest degree type is B has documented 65 approved vocational/CTE teacher training credits and 3,000 hours of occupational experience received after meeting minimum vocational/CTE certification requirements. Report no credits in *Item B.6, Nondegree Credits*, because this person has a degree. Check to see if the approved vocational/CTE teacher training qualifies as in-service or academic credits.

**2L:** A vocational/CTE instructor received a first bachelor's degree on August 31, 2014. For the 2013–14 school year this individual was reported with highest degree type V and 75 credits in *Item B.6* (65 approved vocational/CTE teacher training credits and ten credits of converted occupational experience). For the 2014–15 school year report this person with highest degree type H. Continue to report 75 credits in *Item B.6, Nondegree Credits*, but do not add any additional nondegree credits. Report any academic and in-service credits earned since the bachelor's degree in *Items B.3, Academic Credits, and B.4, In-service Credits*. Report nothing in *Item B.5, Excess Credits*.

---

## Obtaining a Master's Degree

Once an individual obtains a Master's Degree they are always reported with high degree of M. Their previously reported management experience counts, but they start over with credits just as if they were not reported as V degree.

### Example

- Person reported in the previous year with 5 years management experience, 2 years teaching experience and 140 non-degree credits, with placement of MA 0 Step 7.
- Person now obtains a MA degree.
- Calculate credits to MA degree (example 52).
- Subtract 45 with a net 7 excess credits.
- Although the previous non-degree credits are reported, they are not used.
- The placement will still be MA 0, Step 7.
- However, the person can now record additional hours and continue on to MA 45 or MA 90.

## VOC EXPERIENCE VERIFICATION LETTER

(District Letterhead)

(Date)

Name of Employer  
Address of Employer  
City, State, Zip

Re: Verification of Employment for (Name of Employee)

Dear (Employer Name):

The (Your District Name) has employed (Employee Full Name) as a teacher in our vocational education program. In order to grant the appropriate experience on our salary schedule, Washington State law requires that school districts verify this individual's prior work experience in a very specific manner.

Please complete the form attached to this letter and return it to our office. To assist with this verification we are providing the following information from this employee:

Employee SSN	
Dates of Service	
Position(s) Held	

The employee has also provided a release for this information by the signature indicated below:

I authorize you to release all information requested in the attached Verification of Employment to the school district listed above.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Should you have questions or need assistance processing this request please contact (Name, Phone Number, and Email of contact at your district). Thank you.

Sincerely,

(Name)  
(Title)

## Sample Vocational Experience Verification Form

### Verification of Occupational Experience for Vocational Teachers

**Please follow instructions carefully to ensure full credit on our salary schedule for this employee.**

List dates of service from Mo/Day/Yr to Mo/Day/Yr for each calendar year. Use one line for each work year or change in position.

1. List the position title.
2. Circle yes if this position was considered management in nature, no if it was not. (Management experience is defined by WAC 180-77-003(6) as "...work as a supervisor, foreman, or manager in the occupational area in which the person will instruct.") Instructional Area \_\_\_\_\_
3. List the number of hours paid per year the employee worked. For example, a full-time employee who works 8 hours a day for 260 days would have 2080 hours per year.
4. Other comments or explanations.



Dates of Service for each year (M/D/Y – M/D/Y)	Position Title	Management Position? Yes or No	Hours Per Day Worked	Days Per Year Worked	Hours Per Year Worked	Other Comments
<i>Example:</i> 2/10/00 – 12/31/00	<i>Auto Mechanic</i>	<i>No</i>	<i>8.0</i>	<i>214</i>	<i>1712</i>	<i>Hired as Auto Mechanic</i>
<i>Example:</i> 1/1/01 – 8/31/00	<i>Lead Auto Mechanic</i>	<i>Yes</i>	<i>8.0</i>	<i>173</i>	<i>1384</i>	<i>Resigned – moved</i>

Employer Verification Signature	Employer Verification Title	Employer Verification Email Address
Date	Telephone Number	Fax Number

**QUESTIONS**

**ABOUT**

**V OR S STAFF REPORTING**



## HELPFUL REMINDERS!

1. **Colleges/Technical Schools.** Employment in public or private vocational-technical schools, technical colleges, community/junior colleges, colleges, and universities in positions comparable to those which require certification in Washington school districts.

### Helpful Questions:

Question 1

**Was the employer a college/university or technical/vocational school?**

This information should be on the verification form. Use the internet to search if needed to verify.

Question 2

**Was the position held comparable to a certificated position in Washington school districts?**

There is no certification requirement for college employment. The decision is based solely on the comparability of the position. Obtaining a job description can be very helpful. Here are a few examples:

Dean of Students	Yes – would be comparable
Graduate Assistant	Questionable. Must ensure that the position was equal to a classroom teacher, e.g. does lesson plans; provides direct instruction; responsible for grading.
Administrative Assistant	Questionable. This could be a title that reflect an administrative position equivalent to an assistant principal. On the other hand, it could be secretary position which would not be comparable. This is a good example of why a job description is useful.
Custodian	No – not comparable.

2. **Governmental Agency.** Employment in a governmental educational agency with regional administrative responsibilities for preschool, elementary, and/or secondary education including but not limited to an educational service district, office of the superintendent of public instruction, or United States department of education in any professional position including but not limited to C.P.A., architect, business manager, or physician.

### Helpful Questions:

Question 1

**Was the employer a governmental agency as defined above?** Employment at US Department of Education, OSPI and the ESDs are examples of governmental agencies.

Question 2

**Was the position held a “professional” position?** There is no certification requirement. The determination is solely based on the definition of the position. See the definition of duty root 96, Professional (“Requires a high degree of knowledge and skills acquired through at least a baccalaureate degree or its

equivalent.”) A job description can be helpful in making this decision. Other than the examples cited above other professional positions that would qualify include nurse, OT, PT, administrator, psychologist, SLP. Here again the title of the position can be misleading. An administrative assistant may be something equal to an administrative position or it may be a secretarial position.

3. **Service.** Military, Peace Corps, or Vista service which interrupted professional education employment.

#### Helpful Questions:

Question 1

**Did the service interrupt the professional education employment of the employee?** If it did not interrupt, it cannot be counted. As an example, if the person went directly into Peace Corps from college and did not teach first, that experience cannot be reported. On the other hand, if the person substitute taught in a position that required a teaching certificate and then went into the Peace Corps and came back into teaching, then the experience would count.

Question 2

**Does it matter what position they were employed in?** No, the verification form must just verify their service in the military, VISTA or Peace Corps.

4. **Sabbatical Leave.** Sabbatical Leaves are fairly uncommon but when used typically grant a person a partial pay for the time they are on a leave of absence.

#### Helpful Questions:

Question 1

**Can the teacher's union president's leave time be reported as sabbatical leave?** Yes. In fact, it should be reported this way where the district authorizes a leave of absence and the union reimburses the district for pay. Additionally when such leave is approved by the Board of Directors it should be stated as a sabbatical leave. Be sure to change your reporting duty code accordingly.

5. **Non-Degree Vocational Experience.** For non-degreed vocational/career and technical education instructors, up to a **maximum of six years of management experience** as defined in WAC 181-77-003 which states: "**Management experience**" shall mean work as a supervisor, foreman or manager in the occupational area in which the person will instruct. Additionally such experience must have been **acquired after the instructor meets the minimum vocational/career and technical education certification requirements of three years (six thousand hours)** established in WAC 181-77-041(1)(a)(i), regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held.

#### Helpful Questions:

Question 1

**Do you have a valid verification of employment citing the name of the employer, dates to and from, position held, and job description, or an equivalent in other appropriate documents?** Never grant vocational experience without the appropriate documentation. This is one of the most difficult pieces of processing CTE staff.

Question 2

**Did the experience occur after the person acquired 6000 work hours in the occupation to be taught?** You must also have documentation that verifies the initial 6000 hours. You cannot use the employees "self-testimony" or a resume. You can only report management experience after the documented 6000 hours are met.

Question 3

**Did the position meet the management definition requirement?** You must have documentation that the position was either a supervisor, foreman or manager. There are no exceptions and this is a frequent error.

6. **ESA Experience.** Beginning in the 2007–08 school year, for ESA staff (occupational therapists, physical therapists, nurses, speech-language pathologists, audiologists, counselors, psychologists, and social workers), years of experience may include employment in those positions but is limited to two years. While some districts locally grant credit for more than 2 years, only a maximum of 2 years can be reported on the S-275.

### Helpful Questions:

Question 1

**Who is the employer?** Frequently the employee will indicate they provided services for a school district. You need to verify who provided their pay check. That is the employer. Typically we find that the school district was not the employer and it was some other agency (or self-employment). In this case you may report up to 2 years of ESA experience if it is properly documented.

Question 2

**What if we are not able to obtain a verification form directly from the employer?** Similar to the rules for granting vocational experience, you may utilize social security statements, tax returns, business licenses, bonding insurance or worker compensation reports.

Question 3

**Are there specific requirements?** Yes. For some positions a license, degree or other educational credentials are requirement. The best tool is to utilize the ESA Summary Table found in the S-275 Reporting Instructions and shown below. We recommend that you print a copy of this table; add the employee name at the top; and note or add documentation to verify the requirements are met.



## SECTION 6

**Lessons**

**Learned**

**From**

**Auditors**

## FY13 Staff Mix Errors

Cause of error	Number references in audit memos	Percent
Clerical error (math computation, data input...)	32	21%
Misclassification of credits (generally excess/academic)	29	19%
Credits not reported	26	17%
Double counted credits	15	10%
Lack of support for credits reported	7	5%
Rounding errors or inconsistencies	7	5%
Did not convert semester credits to quarter credits	4	3%
Miscalculate years experience	3	2%
System conversion date issue - credits not counted	3	2%
Relied on incorrect yrs experience calculation prior district	3	2%
Unknown	2	1%
Reported in-service less than 3 hours in length	2	1%
Lack of credit approvals	2	1%
Did not report credits because already M + 90	2	1%
Miscalculation substitute experience or did not report	2	1%
Reported tribal instructors exp + credits to match pay	2	1%
lacked employee contract	1	1%
lack of support yrs experience	1	1%
Did not deduct 45 credits at Masters	1	1%
Files only reviewed when salary changes	1	1%
Miscalculation excess credits	1	1%
Did not convert in-service hours to credits	1	1%
Counted in-service credits registered for but not taken	1	1%
Reported credits prior to BA	1	1%
Incorrect vocational instructor calculations	1	1%
District requires original transcripts - not in file	1	1%
Exceeded 1 FTE per year	1	1%
Instructor contract FTE increased but S275 not updated	1	1%
Reported out-of-state in-service credits	1	1%
No support for highest degree earned	1	1%
<b>Total</b>	<b>155</b>	

# Audit Errors

Because staffing data is used to determine state funding, S-275 data reported to OSPi must be properly documented. Errors on the S-275 report should be corrected promptly. Documentation must be available for audit by the Washington State Auditor's Office. Audit findings can result in the adjustment of school district allocations after the end of the school year. In recent years, audit reports noted the following S-275 reporting errors:

- **Improperly accepted a master's degree from a non-accredited college.** [Degrees must be earned from an institution of higher education that is regionally accredited or is accredited by the distance education and training council. Reference: WAC 392-121-250.]
- **Reported a grandfathered (G) bachelor's degree when eligible credits totaled less than 135.** [Example: Employee earned less than 135 total credits before January 1, 1992. References: RCW 28A.150.410(3) and WAC 392-121-270(2).]
- **Misclassified degree type.** [Example 1: Highest degree should have been reported as master's degree instead of grandfathered bachelor's degree. Example 2: District reported incorrect date for award of master's degree; master's degree was awarded before October 1 snapshot date, but not reported.]
- **Did not have on file, for instructors with master's degrees, transcripts documenting the award of the bachelor's degree from the granting institution.** [For certificated employees with a master's degree, districts should have on file documentation of the employee's first bachelor's degree. This is required to calculate excess credits and properly determine the employee's total eligible credits. Reference: WAC 392-121-280(1).]
- **Improperly reported a vocational/CTE instructor as "nondegreed: when the instructor had a bachelor's degree and did not meet the criteria/definition of "nondegreed".** [Reference: WAC 392-121-250.]
- **Reported academic credits earned from a non-accredited institution.** [Report only those academic credits earned from an institution of higher education that is regionally accredited or is accredited by the distance education and training council. Reference: WAC 392-121-255(3).]
- **Improperly counted academic credits that were below college level.** [Report only academic credits that are transferable or applicable to a bachelor's or more advanced degree program. Reference: WAC 392-121-255(4).]
- **Improperly reported credits that were earned prior to the award of a bachelor's degree as academic credits.** [Report only academic credits earned after the awarding or conferring of the employee's first bachelor's degree. Reference: WAC 392-121-255(1).]
- **Did not convert semester credits to quarter credits.** [Example: 3.0 semester hour credits should be reported as 4.5 quarter hour credits. Reference: WAC 392-121-255(7).]
- **Counted transfer credits without a copy of the transcript from the college that awarded the credits.** [Credits are to be documented by transcripts from the institution awarding the credits. Reference: WAC 392-121-280(2)(c).]
- **Counted same credits twice.**
- **Did not convert clock hours to in-service credits.** [Example 1: 7 clock hours should be reported as 0.7 in-service credits. Example 2: 15 continuing education credit hours should be reported as 1.5 in-service credits. Reference: WAC 392-121-257(7).]
- **Counted in-service credits which totaled less than 3.0 hours.** [Count only in-service programs which total 3 or more hours. Reference: WAC 181-85-030(6).]
- **Improperly reported in-service credits earned in another state.** [Count only Washington

Washington- approved in-service credits. Reference: WAC 392-121-257(3).]

- **File contained eligible credits that district didn't report.** [For state reporting purposes, count all eligible credits earned on or before October 1, even if you don't receive the documentation until after October 1. References: WAC 392-121-255(2) and WAC 392-121-257(2)]
- **Did not calculate credits in excess of 45 earned between the bachelor's and master's degrees to establish excess credits.** [For certificated employees whose highest degree is a master's degree, districts should report as excess credits those academic and in-service credits in excess of 45 earned after the awarding or conferring of the bachelor's degree and prior to the awarding or conferring of the master's degree. Districts should then report academic and in-service credits earned after the awarding or conferring of the master's degree. Reference: WAC 392-121-261(2).]
- **Misclassified credit types, such as academic vs. excess.** [Example 1: Credits that were reported as academic credits should have been reported as excess credits. Example 2: Credits earned after master's degree reported as excess credits should have been reported as academic credits.]
- **Did not include eligible work experience towards nondegree credits.** [For "nondegreed" vocational/CTE instructors, report occupational experience beyond three years (6,000 hours) as nondegree credits. Reference: WAC 392-121-259(3)(a).]
- **Did not include eligible clock hours of vocational/CTE educator training toward nondegreed credits.** [For "nondegreed" vocational/CTE instructors, report as nondegree credits those clock hours which are earned after meeting the program requirements for initial certification. Reference: WAC 392-121-259(3)(b).]
- **Improperly included clock hours of vocational/CTE educator training toward nondegreed credits before the instructor met the program requirements for initial certification.** [For "nondegreed" vocational/CTE instructors, report as nondegree credits those clock hours which are earned after meeting the program requirements for initial certification. Reference: WAC 392-121-259(3)(b).]
- **Inappropriately allowed a degreed vocational/CTE instructor to convert occupational experience to credits and years of experience.** [Nondegree credits and "management experience" apply only to nondegreed certificated instructional employees. Reference: WAC 392-121-259 and 392-121-264(1)(e).]
- **Did not have approval forms for eligible credits earned after September 1, 1995.** [Reference: WAC 392-121-262.]
- **Counted out-of-state substitute experience which didn't require certification.** [Count K-12 employment only for those positions which require certification, as determined by the state or other governmental unit in which employment occurred. Reference: WAC 392-121-264(1)(a).]
- **Did not include experience credit for substitute hours.** [Count all K-12 employment in positions which require certification. Reference: WAC 392-121-264(1)(a).]
- **Incorrectly converted substitute days from out-of-district to the number of equivalent days in the district, instead of using 180 days.** [Reference: WAC 392-121-264(2)(b).]
- **Incorrectly counted experience which did not meet criteria.** [Reference: WAC 392-121-264.]
- **General mathematical and clerical errors in recording credits and years of experience, including data entry and rounding.**
- **Lacked supporting documentation for earned credits and years of experience.** [Example 1: No transcript. Example 2: Academic credits documented by a registration form instead of transcript. Reference: WAC 392-121-280.]
- **Did no update files as credits were earned, but only when approaching changes to LEAP placement.**

# Things we have learned from our reviews and working with auditors!

- **Start Early**
- **Be Organized**
- **Be Detailed**
- **Be Very, Very Knowledgeable**
- **Keep current with training/info**
- **Keep historical notebooks (S 275 instructions)**
- **Maintain documentation!!!**
- **Be conservative – ask first, then pay and/or report**
- **Seek help – the auditors are your friends – really!!!**
- **Keep notations on S275 edits**

## BE CAREFUL WITH.....

- + **Course Approval Codes**
- + **Conversion of Semester Hours**
- + **Master Degree Dates/Credits**
- + **“Inservice” Hours Rules**
  - **Clock Hours**
  - **Non-Transfer Credits**
  - **Approved providers**
- + **Vocational Placements**
  - **Non-Degree Credits**
  - **Documentation of experience**
- + **Experience Calculations**
  - **After 1/1/92 - Documentation**
  - **Calculate “Denominator”**
  - **All Substitutes – 180 days**

# **THE S-275 REPORTING AUDIT PROCESS**

- **Occurs annually, usually commencing in the Fall**
  
- **Examines in detail data reported on the S-275 for all staff**
  
- **Historically, most errors occur with the reporting of certificated instructional staff data because of its complexity**
  - **Transcripts**
    - **Duplicate Courses**
    - **Courses not over 100 level**
    - **Accredited Institutions**
    - **Clock Hour Providers**
    - **Conversion of Credits to Quarter Hours**
    - **In Excess of Hours**
    - **In-between credits**
  - **Experience Records**
  - **ESA staff**
  - **Vocational Staff**
  - **BA 135**
  - **Transfer Data from Other Districts**
  - **Course Approval Forms**
  
- **Documentation and Verification**

## **TIME SCHEDULES**

**We recommend building an internal calendar to ensure you are completing activities in a timely manner. It helps to be organized!**

✓ **Jan-Feb**

- Enrollment Projections
- 2<sup>nd</sup> Semester Schedule Checks
- **Check Certification to Assignments**
- **Out-of-Endorsements to Board**
- Updating S275
- Double Check K-4 Allocation Report
- State Auditors Arrive



✓ **Feb-March**

- Preliminary Staffing Projections
- Staffing Analysis
- Budget Changes
- **Meetings/Communications**

✓ **March-April**

- Staffing Placements
- Transfer Processes
- Confirm Leave Returns
- Recruitment Activities
- Firming up Staffing
- Updating S 275
- Negotiations

✓ **April-May**

- Transfer Processes
- Issue Certificated Contracts (Board authority)
- Issue RIF or non-renewal notices if applicable
- Recruitment and Hiring
- Finalizing Staffing
- Negotiations

✓ **May-June**

- Finalize Staffing and Budgets
- Hiring Activities



- ✓ **June-August**
  - **Final Budget Adopted by Board**
  - **Freeze Budget Data and Create "Actual" Data for comparison purposes**
  - **Check Certification for Assignments**
  - **Post Experience – Get LWOP from Payroll – Get added Instructional Activity FTE from Payroll**
  - **Check of New Hire Documentation – Certification, I-9, etc prior to start dates**
  
- ✓ **September**
  - **Initial Enrollment Counts**
  - **Estimates of K-4 Counts**
  - **Staffing Adjustments**
  - **Notices to Staff re: Credits/Experience**
  - **Final S 275 for prior year**
  
- ✓ **October-November**
  - **Staffing Adjustments**
  - **Official Oct 1 counts for S275 (KEMS)**
  - **S 275 for current year**
  - **Check New Hire Documentation**
  - **Out-of-Endorsements to Board**
  
- ✓ **December**
  - **Adjust S 275 for December reporting**



# Helpful Contacts

**Ross Bunda, OSPI**  
**[Ross.Bunda@k12.wa.us](mailto:Ross.Bunda@k12.wa.us)**

**Cheryl Thresher, Auditor's Office**  
**[threshec@sao.wa.gov](mailto:threshec@sao.wa.gov)**



**QUESTIONS**

**ABOUT**

**AUDITS**



## SECTION 7

# REVIEWING YOUR DATA

## 1801 Report

1. The 1801 report is available through your fiscal system. You should run this report every time you submit a 275 and maintain your final year-end report.
2. You should review it thoroughly to ensure your compliance.
3. You should also review it with business office staff.
4. Annually the reports are available for all districts on line at OSPI:

<http://www.k12.wa.us/safs/reports1801.asp>

## Edit Report

- You should run and review your edit reports with each submission and maintain your final year end report.
- These reports help identify issues. You cannot submit without errors but you can submit with warnings. However, you should document on your report the issue with your warnings. For example, you may have a "benefits too low" warning because a person went on LWOP after October 1.

1801 Reports - Available for every district. You MUST review this information for compliance and make 275 corrections as needed.

Program	FTE	Base Salary Total	Base Salary Average	Other Salary Total	Other Salary Average	Insurance Benefits Total	Insurance Benefits Average	Mandatory Benefits Avg Rate	Mix Factor LEAP 1	Derived Base
01	160.745	9,246,885	57,525	651,607	4,054	1,601,097	9,960	18.34	1.61835	35,546
21	25.320	1,448,002	57,188	121,816	4,811	249,619	9,859	18.71	1.65495	34,556
22	0.900	57,756	64,173	4,279	4,754	9,167	10,185	18.75	1.88482	34,047
24	2.500	153,954	61,582	12,652	5,061	25,463	10,185	18.77	1.80868	34,048
31	14.230	767,011	53,901	76,946	5,407	145,655	10,236	19.09	1.54703	34,842
34	1.400	86,920	62,086	6,270	4,479	14,259	10,185	18.78	1.82347	34,048
45	1.860	104,114	55,975	5,857	3,149	19,253	10,351	19.69	1.50606	37,167
51	4.660	263,820	56,614	18,934	4,063	47,017	10,090	17.78	1.66277	34,048
55	6.252	350,966	56,137	22,639	3,621	55,758	8,918	18.05	1.70739	32,879
56	2.100	138,313	65,863	16,097	7,665	21,298	10,142	17.92	1.88482	34,944
58	5.300	321,870	60,730	283,594	53,508	53,981	10,185	18.07	1.78366	34,048
64	0.190	10,334	54,389	747	3,932	1,907	10,035	18.87	1.59744	34,048
65	1.160	61,598	53,102	4,436	3,824	11,693	10,080	18.89	1.55961	34,048
88	1.770	108,993	61,578	7,153	4,041	18,027	10,185	18.02	1.80856	34,048
97	1.000	146,000	146,000			11,213	11,213	17.28	1.88482	77,461
Program 21 Instructional	24.720	1,388,215	56,158	121,816	4,928	242,891	9,826	18.71	1.64937	34,048
Program 21 Administrative	0.600	59,787	99,645			6,728	11,213	18.70	1.88482	52,867
K-12 Program 21 Instructional	21.950	1,217,367	55,461	25,677	1,170	214,679	9,780	18.70	1.62892	34,048

Program	FTE	Base Salary Total	Base Salary Average	Other Salary Total	Other Salary Average	Insurance Benefits Total	Insurance Benefits Average	Mandatory Benefits Avg Rate	Mix Factor LEAP 1	Derived Base
Program 26, 56, and 59 Instructional	2.000	128,348	64,174	16,097	8,049	20,288	10,144	17.87	1.88482	34,048
Program 26, 56, and 59 Administrative	0.100	9,965	99,650			1,010	10,100	18.70	1.88482	52,870
Program 31 Instructional	13.630	711,035	52,167	76,946	5,645	138,927	10,193	19.12	1.53216	34,048
Program 31 Administrative	0.600	55,976	93,293			6,728	11,213	18.74	1.88482	49,497
Program 34 Instructional	1.400	86,920	62,086	6,270	4,479	14,259	10,185	18.78	1.82347	34,048
K-3 BEA Instructional	56.408	2,960,752	52,488	29,106	516	541,022	9,591	18.52	1.54185	34,042
4-6 BEA Instructional	32.591	1,858,521	57,026			323,284	9,919	17.89	1.67433	34,059
7-8 BEA Instructional	24.099	1,326,045	55,025	8,172	339	236,654	9,820	18.33	1.61606	34,049
9-12 BEA Instructional	52.150	2,843,837	54,532	16,957	325	534,591	10,251	18.62	1.60162	34,048
K-12 BEA Instructional	165.248	8,989,155	54,398	87,322	528	1,635,552	9,898	18.39	1.59766	34,048
K-12 BEA Administrative	0.487	46,004	94,464			11,324	23,253	18.75	1.30317	72,488
BEA	179.235	10,350,930	57,751	740,680	4,132	1,791,476	9,995	18.40	1.61461	35,768
Instructional	213.200	11,751,105	55,118	1,223,026	5,737	2,110,084	9,897	18.40	1.61883	34,048
Administrative	16.187	1,515,431	93,620	3,244	200	175,322	10,831	18.39	1.82434	51,317
Other				6,757						
Active	229.387	13,266,536	57,835	1,233,027	5,375	2,285,405	9,963	18.40	1.63333	35,409



THIS IS THE MOST IMPORTANT PAGE WITH THE COMPLIANCE DATA.



Program	FTE	Base Salary Total	Base Salary Average	Other Salary Total	Other Salary Average	Insurance Benefits Total	Insurance Benefits Average	Mandatory Benefits Avg Rate	Mix Factor LEAP 1	Derived Base
Certificated Total	229.387	13,266,536	57,835	1,233,027	5,375	2,285,405	9,963	18.40	1.63333	35,409
Instructional for Funding Purposes	211.200	11,622,757	55,032	1,206,929	5,715	2,089,796	9,895	18.41	1.61631	34,048
Instructional for Compliance Purposes	211.200	11,622,757	55,032	1,206,929	5,715	2,089,796	9,895	18.41	1.61631	34,048



# Citizens Guide to School Finance 2015

[http://leg.wa.gov/Senate/Committees/WM/Documents/K-12%20Booklet\\_2015%202-10-15.pdf](http://leg.wa.gov/Senate/Committees/WM/Documents/K-12%20Booklet_2015%202-10-15.pdf)

A Citizen's Guide to  
Washington State  
**K-12**  
**Finance**



**2015**



# QUESTIONS

## ABOUT REVIEWING YOUR DATA



# SECTION 8

## APPENDIX

## Engrossed House Bill 2242

In an April 2018 letter to Superintendents and Business Managers, Chris Reykadi, he said, “This letter is intended to provide clarity around the effective dates and share information about our plans to move forward during the 2018 – 19 transition year.”

By way of background, in March 2018, the Legislature passed E2SSB 6362, which accelerated the implementation timeline for a new salary structure adopted in response to the *McCleary* litigation. Along with the increase in state funding, the legislature adopted new requirements related to the tracking of local revenue expenditures. Upon signing E2SSB 6362, Governor Inslee vetoed section 408, which directed the OSPI to adopt rules requiring the separate accounting of state and local revenues to expenditures by the 2018 – 19 school year. **The effect of this veto is that current law remains unchanged**; OSPI is required to adopt rules by the 2019 – 20 school year.”

Background:

Engrossed House Bill 2242 (EHB 2242)

In the third special session of 2017, the Legislature enacted EHB 242. This legislation increased and revised state allocations for

- **K-12 basic education salaries,**
- **professional development days, and**
- **the prototypical school funding model.**

It also

- created a new state property tax for common schools at a total rate of \$2.70 per \$1,000 of assessed value when combined with the existing state property tax,
- revised local effort assistance up to \$1,500 per student,
- capped school district levies at the lesser of \$2,500 per student or \$1.50 per \$1,000 of assessed property value, and
- **limited use of these levies for enrichment outside of the state's basic education program.**

Basic Education: The Washington State Constitution provides, “It is the paramount duty of the state to make ample provision for the education of all children residing within its borders...” The Washington Supreme Court (court) has interpreted this to mean that the Legislature must define an instructional program of basic education for public schools and amply fund it from a regular and dependable source.

Since 2012, when the **court found that the state had failed to meet its state constitutional paramount duty to amply fund a program of basic education** and retained jurisdiction, the Legislature has annually reported to the court on legislative progress towards amply funding a program of basic education. The July 2017 report to the court included summary information on EHB 2242. In the **November 2017 court order, the court declared it was satisfied that the new salary model established by EHB 2242 provides for full state funding of basic education salaries sufficient to recruit and retain competent teachers, administrators, and staff**. **However, only half of the state salary increase under the new model was provided for the**

**2018-19 school year, deferring full funding until the 2019-20 school year.** The court determined that the phase-in of the state salary allocations **did not comply** with the court's requirement to complete full implementation of the state's program of basic education by the 2018-19 school year. For that reason, **the court found that the state had failed to fully comply with the court's order**, and it continued to retain jurisdiction.

**School District Salaries:** In 2017, through the enactment of EHB 2242, the Legislature phased-in increased state salary allocations for certificated instructional staff (CIS), certificated administrative staff (CAS), and classified staff (CLS) with **50 percent of the state funded increase implemented in the 2018-19 school year and 100 percent in school year 2019-20**. Additionally, the Legislature reformed how school district staff salaries are established and adjusted in the future. These changes take effect with the 2018-19 school year.

#### **Before EHB 2242:**

- Through school year 2017-18 the state allocated funding for certificated instructional staff (CIS) salaries **based on a grid which provides salary values that increase based on educational credit and years of experience**.
- Each district's CIS allocation is based on its **staff mix**, that is, the distribution on the state salary grid of the CIS hired by the district.
- Funding to support salaries for the classified staff (CLS) and administrative staff (CAS) is specified in the budget bill as a salary rate per state-funded staff person.
- **State salary funding was for allocation purposes only, and school districts were not required to hire staff according to the prototypical school staffing formula, nor were they required to pay CIS salaries according to the state CIS salary grid.**

#### **After EHB 2242 (this is what will change how districts will report to the state):**

- Beginning in school year 2018-19, the state **will cease using the state salary schedule to allocate CIS salaries** for school districts.
- This **eliminates use of a district's staff mix**.
- Instead, the state will **allocate salary funding** to school districts **based on minimum statewide average salaries** for each of the three school staffing categories.
- Beginning in school year 2018-19, the minimum allocated salaries must be increased in equal increments to the following amounts for school year 2019-20, adjusted for inflation from the 2017-18 school. In school year 2018-19 salaries are phased in at 50 percent:
  - Certificated Staff (CIS) — an average salary of \$65,216;
  - Administrative Staff (CAS) — an average salary of \$6,805; and
  - Classified Staff (CLS) — an average salary of \$46,784.

Additional requirements are established for CIS salaries:

- Districts may not pay CIS **less than \$40,000, or more than \$90,000**, and
- salaries for CIS with five years' experience must be **at least 10 percent more than the minimum salary**.
- restrictions apply to salaries for the basic education program, and exclude supplemental contracts.
- Districts may exceed the caps for specified hard-to-staff positions.

- Each of the minimum and maximum salaries is adjusted by inflation and by a district's regionalization factor.

**Salary Regionalization:** Under EHB 2242, beginning with the 2018-19 school year, the state must further adjust its salary allocations to reflect regional differences in the cost of hiring staff.

The regionalization factor for each school district is

- based on differences in the median residential value of each school district and its nearby districts,
- has adjustments of 6, 12, or 18 percent. An additional adjustment equal to 6 percent is identified in the budget bill and must be reduced on a specified schedule through the 2022-23 school year. For districts with a total adjustment of 24 percent, the additional 6 percent adjustment is completely eliminated by the 2022-23 school year. The additional 6 percent adjustment is reduced by 3 percentage points by the 2022-23 school year for other school districts receiving the additional adjustment.

**Supplemental Contracts:** School districts may provide additional salary to CIS beyond that provided by the state. The additional salary is provided using supplemental contracts and must be for additional time, responsibilities, and incentives, also known as TRI. In accordance with EHB 2242, the rate the district pays under a supplemental contract may not exceed the hourly rate of the employee under the employee's basic education salary.

#### **Temporary Limits on Salary Increases:**

EHB 2242 imposed temporary salary limits for the 2018-19 school year only—if a school district's collective bargaining agreement was modified after July 6, 2017, and in effect for the 2018-19 school year, then school districts are restricted from providing a percentage increase to total salary, including supplemental contracts, for CIS, CAS, and CLS above inflation as measured by the Consumer Price Index (CPI). The CPI is described as the current base compiled by the Bureau of Labor Statistics, U.S. Department of Labor, for the city of Seattle. These provisions expire August 31, 2019.

**Inflation Measures:** According to EHB 2242, except for the temporary restrictions on salary increases for the 2018-19 school year only, state salary allocations must provide an inflationary adjustment based on the Implicit Price Deflator (IPD), rather than the CPI. The IPD is described as the inflationary measure compiled by the Bureau of Labor Statistics, U.S. Department of Labor for the State of Washington. The inflation adjustment provided for enrichment levies and local effort assistance (LEA), is based on the IPD. This IPD is described as compiled by the Bureau of Economic Analysis of the U.S. Department of Commerce.

#### **Local School District Levies and LEA:**

In 2017, the Legislature reformed the maximum amount school districts may collect through their local district levies (enrichment levies) through the enactment of EHB 2242. EHB 2242 also substantially modifies state funding for the LEA program, which provides support for school districts with high local tax rates due to low assessed values. These changes take effect in calendar year 2019.

**Before EHB 2242:**

Through calendar year 2019, a school district's maximum enrichment levy amount is determined by the district's levy base and levy percentage, also referred to as a lid. Generally speaking, a district's annual levy base is the total of its state and federal funding for the prior school year, adjusted for inflation, and including additional amounts that were added to the levy base in 2010, sometimes referred to as ghost money. The levy lid is the maximum allowable percentage of the levy base that a school district may collect. The levy lid for most school districts is 28 percent, which means that each calendar year, districts may collect up to 28 percent of their levy base. Some districts are grandfathered at a higher levy percentage. The 28 percent lid extends through calendar year 2018. Through calendar year 2019, a school district is eligible for LEA funding if the school district has a higher than average levy rate and if the district has certified a local enrichment levy. Levies are equalized up to 14 percent of the levy base, half of the 28 percent levy lid that is applied to the majority of districts.

**After EHB 2242:**

Beginning with calendar year 2019, **school districts may collect enrichment levies based on a new levy lid**. A district's maximum enrichment levy is the lesser of \$2,500 per pupil or a rate of \$1.50 per \$1,000 of assessed value. To qualify for LEA funding, a school district must have a maximum local levy that generates less than a state LEA threshold of \$1,500 per pupil. LEA funding is provided on a per-pupil allocation basis so that the sum of enrichment levy funding and LEA funding for a qualifying district levying the maximum \$1.50 tax rate is \$1,500 per pupil. State LEA allocations are provided in proportion to the ratio of a school district's actual enrichment levy compared to its maximum levy. Both the per-pupil local levy lid and LEA threshold amount are adjusted annually for inflation beginning in calendar year 2020.

**Enrichment Levy Restrictions:** EHB 2242 changed maintenance and operation levies and transportation vehicle levies to enrichment levies. **Beginning 2019-20 school year, school districts may use local enrichment levies solely for documented and demonstrated enrichment and not for basic education. Use of local levies for supplemental contracts must also meet this requirement.** School districts must receive pre-ballot approval from the Office of the Superintendent of Public Instruction (OSPI) of an expenditure plan for enrichment levies, before submitting the levy to voters.

<http://fiscal.wa.gov/BudgetOLEAPDocs>

<http://www.k12.wa.us/Workgroups/SalaryGrid.aspx>

**Presenters:**

Meredith Colvin, Bethel School District

[MhColvin@bethelsd.org](mailto:MhColvin@bethelsd.org)

Laura Bradburn, Mukilteo School District

[BradburnLD@mukilteo.wednet.edu](mailto:BradburnLD@mukilteo.wednet.edu)

Stephanie Drake, Spokane Public Schools

[StephanieDr@spokaneschools.org](mailto:StephanieDr@spokaneschools.org)

Jean Sander, Spokane Public Schools

[Jeans@spokaneschools.org](mailto:Jeans@spokaneschools.org)

Thank YOU!

**From:** monaglej@skschools.org  
**Sent time:** 10/10/2018 09:57:44 AM  
**To:** tallman@skschools.org; stewartj@skschools.org; jensenv@skschools.org  
**Subject:** Canceled: Region 5 Meeting  
**Attachments:** attachment.ics

---

Good morning, Region 5!

It was great seeing folks on June 1st for our last meeting of the 2017-18 school year.

The WSPA Board Retreat was full of great conversation, plans and innovative changes coming to our association in the coming months. Chelle and I look forward to sharing the direction WSPA is heading when we meet next.

Our first meeting of the 2018-19 school year is scheduled for Friday, October 12. **SAVE THE DATE!**

On behalf of Chelle and myself, we hope you all are able to take some time to relax and enjoy your summer.

Take good care!

Denise



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ATTENDEE;ROLE=REQ-PARTICIPANT;PARTSTAT=NEEDS-ACTION;RSVP=TRUE:MAILTO:stewartj@skschools.org  
ATTENDEE;ROLE=REQ-PARTICIPANT;PARTSTAT=NEEDS-ACTION;RSVP=TRUE:MAILTO:jensenv@skschools.org  
DESCRIPTION;LANGUAGE=en-US:Good morning\, Region 5!\n\nIt was great seeing folks on June 1st for our last meeting of the 2017-18 school year.\n\nThe WSPA Board Retreat was full of great conversation\, plans and innovative changes coming to our association in the coming months. Chelle and I look forward to sharing the direction WSPA is heading when we meet next.\n\nOur first meeting of the 2018-19 school year is scheduled for Friday\, October 12. SAVE THE DATE!\n\nOn behalf of Chelle and myself\, we hope you all are able to take some time to relax and enjoy your summer.\n\nTake good care!\n\nDenise\n\nSUMMARY;LANGUAGE=en-US:Canceled: Region 5 Meeting  
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X-MICROSOFT-DISALLOW-COUNTER:FALSE  
END:VEVENT  
END:VCALENDAR

**From:** Chelle Lente <waspa@memberclicks-mail.net>  
**Sent time:** 10/10/2018 10:05:13 AM  
**To:** stewartj@skschools.org  
**Subject:** Regional Meeting Update

---

Greetings, WSPA Region 5!

This email brings an update to you regarding our first 2018-2019 Regional Meeting.

We are not meeting this week, but have moved the meeting to Friday, November 30, 2018, from 9:00 AM - 12:00 PM. Bremerton School District has graciously offered to host.

Curtis Leonard is scheduled to join us that date and is looking forward to hearing from us as to what "Hot Topic" we'd like him to discuss. Please let me know of any topics you are wanting to hear more about, so we can have Curtis prepare something meaningful for our group.

Looking forward to connecting with you all in November!

Denise and Chelle

Region 5 Co-Representatives

---

This email was sent to [stewartj@skschools.org](mailto:stewartj@skschools.org) by [chellel@ckschools.org](mailto:chellel@ckschools.org)

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**From:** Chelle Lente <waspa@memberclicks-mail.net>  
**Sent time:** 10/10/2018 10:05:22 AM  
**To:** finnie@skschools.org  
**Subject:** Regional Meeting Update

---

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**From:** Chelle Lente <waspa@memberclicks-mail.net>  
**Sent time:** 10/10/2018 10:05:13 AM  
**To:** monaglej@skschools.org  
**Subject:** Regional Meeting Update

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**From:** Chelle Lente <waspa@memberclicks-mail.net>  
**Sent time:** 10/10/2018 10:05:25 AM  
**To:** tallman@skschools.org  
**Subject:** Regional Meeting Update

---

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Region 5 Co-Representatives

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**From:** Chelle Lente <waspa@memberclicks-mail.net>  
**Sent time:** 10/10/2018 10:05:15 AM  
**To:** holsten@skschools.org  
**Subject:** Regional Meeting Update

---

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Denise and Chelle

Region 5 Co-Representatives

---

This email was sent to [holsten@skschools.org](mailto:holsten@skschools.org) by [chellel@ckschools.org](mailto:chellel@ckschools.org)

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**From:** Chelle Lente <waspa@memberclicks-mail.net>  
**Sent time:** 10/10/2018 10:05:31 AM  
**To:** jensenv@skschools.org  
**Subject:** Regional Meeting Update

---

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Region 5 Co-Representatives

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 10/10/2018 06:02:53 AM  
**To:** holsten@skschools.org  
**Subject:** WSPA Updates and Events

---

Hello WSPA Members,

Thank you for your continued participation and support of WSPA. We look forward to seeing you at our many events and to having you join forces with us as we advocate for legislative action that supports education and WSPA endorsed initiatives.

### **Upcoming events:**

#### **School Law Conference**

- October 15-16, 2018
- DoubleTree Suites by Hilton at Southcenter in Tukwila, WA
- [Please click here for conference information and registration.](#)

#### **HELP Fall Writing Workshop**

- October 22, 2018
- Puget Sound Educational Service District
- [Please click here for conference information and registration](#)

For more information about WSPA or any of our upcoming events please visit our website at [www.wspa.net](http://www.wspa.net)

Thank you,

Washington School Personnel Association

---

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

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 10/10/2018 06:02:38 AM  
**To:** monaglej@skschools.org  
**Subject:** WSPA Updates and Events

---

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Thank you,

Washington School Personnel Association

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 10/10/2018 06:03:52 AM  
**To:** finnie@skschools.org  
**Subject:** WSPA Updates and Events

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Washington School Personnel Association

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

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 10/10/2018 06:05:23 AM  
**To:** jensenv@skschools.org  
**Subject:** WSPA Updates and Events

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Washington School Personnel Association

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 10/10/2018 06:02:37 AM  
**To:** stewartj@skschools.org  
**Subject:** WSPA Updates and Events

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Washington School Personnel Association

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 10/10/2018 06:04:24 AM  
**To:** tallman@skschools.org  
**Subject:** WSPA Updates and Events

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Washington School Personnel Association

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

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

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**From:** admin@wspa.net  
**Sent time:** 10/12/2018 12:35:22 PM  
**To:** admin@wspa.net  
**Subject:** 2018 School Law Conference: welcome, agenda, and conference materials  
**Attachments:** 2018 Law Conference Agenda\_UPDATED 10.12.2018.pdf

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Dear School Law Conference attendees,

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

#### **School Law Conference**

- October 15-16, 2018
- DoubleTree Suites by Hilton at Southcenter
  - 16500 Southcenter Parkway, Tukwila, WA 98188

Conference materials will be available electronically for your review.

- **In order to access these materials, you have been provided a special username and password to access our website:**
  - **Username: law2018**
  - **Password: wspa**
- **Please note that you must log out of your WSPA membership account and log in using the above username/password in order to access the materials**
- **Please visit [www.wspa.net](http://www.wspa.net) and login with the above account to access this information.**

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

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

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

We look forward to seeing you at the conference.

Thank you,

Jennifer Tottenham

*Jennifer Tottenham*

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





WASHINGTON SCHOOLS  
RISK MANAGEMENT POOL

## School Law Conference 2018

### Change is in the Air

DoubleTree Suites by Hilton at Southcenter  
16500 Southcenter Parkway, Seattle, WA 98188

Monday, October 15, 2018			
Schedule	Ballroom	Monterey Room	Summit Room
7:30 am	Registration begins in Foyer		
Breakfast Keynote 8:00-9:00	Debriefing the 2018 Bargain Curtis Leonard, Buzz Porter, Strike Panel		
Session 1 9:15-10:30	<b>PERC Update</b> Michael Sellers, <i>Executive Director, Public Employment Relations Commission</i>	<b>Employee Freedom of Expression in the Era of Social Media</b> Garrett Williams, <i>Stevens Clay</i>	<b>Top 10 Things Administrators Need to Know</b> Rick Kaiser, <i>Law Offices of Richard Kaiser</i>
Session 2 10:40-11:55	<b>Union Dues in a Post-Janus World</b> Rachel Miller and Valerie Walker, <i>Porter, Foster &amp; Rorick</i>	<b>Navigating the PRA, Best Practices for School Districts, Updates on PRA</b> Mark O'Donnell, <i>Preg O'Donnell</i>	<b>HR's Role with Personal Service Contracts – FERPA and Legal Considerations</b> Tony Anselmo, <i>Stevens Clay</i>
Lunch 12:15-12:45			
Keynote 12:45-2:05	Preparing for the 2019 Legislative Session Charles L. Brown, Heidi Kay Walter, Dr. Frank Hewins Cascade Government Affairs		
Session 3 2:15-3:30	<b>SEBB Update</b> Scott Nicholson, <i>Deputy Director, Human Resources, State of Washington</i>	<b>Student Discipline Law Changes</b> Parker Howell, <i>Porter, Foster &amp; Rorick</i>	<b>Parental Rights vs. Student Privacy: What are Parents Entitled to Know?</b> Tim Campbell and Angie Marshlain, <i>Patterson Buchanan</i>
<b>Hosted Reception – Patterson, Buchanan, Fobes &amp; Leitch</b>			
Tuesday, October 16, 2018			
Breakfast Keynote 8:30-9:30	The Future of Collective Bargaining in Washington Buzz Porter, <i>Porter, Foster &amp; Rorick</i>		
Session 4 9:40-10:55	<b>Primary Level Student Supervision – Complications and Possible Solutions</b> Charles Leitch, <i>Patterson Buchanan</i>	<b>PESB Update</b> David Brenna, <i>PESB</i>	<b>Special Education Law 101: Ten Things Every HR Professional Needs to Know</b> Susan Winkelman, <i>Pacifica Law Group</i>
Session 5 11:00-12:15	<b>School Employee Strikes</b> Lance Andree and Leilani Fisher, <i>Porter, Foster &amp; Rorick</i>	<b>New Para Educator Requirements</b> Jack Busbee, <i>PESB</i>	<b>Keeping Students Safe – Liability in Athletics</b> Emma Gillespie, <i>Preg O'Donnell</i>
Lunch Keynote 12:25-1:25	The Year in Review/Legal Updates Chuck Lind, <i>Patterson Buchanan</i>		
Session 6 1:35-2:50	<b>Layoffs and Restructuring the Workforce – RIF, Non-renewal and Transfer to Subordinate Position</b> Lorraine Wilson, <i>Porter, Foster &amp; Rorick</i>	<b>Nuances with Professional Boundary Situations: Why Boundaries Matter and What to do When They are Not Observed</b> Don Austin, <i>Patterson Buchanan</i>	<b>Sexual Harassment in the #MeToo Era</b> Shirley Lou-Magnuson, <i>Patterson Buchanan</i>
All conference materials will be shared electronically with attendees <a href="http://www.wspa.net">www.wspa.net</a> username: 2018law password: wspa			



**From:** villars@skschools.org  
**Sent time:** 10/12/2018 12:12:59 PM  
**To:** holsten@skschools.org  
**Subject:** Accepted: Jerry @ WSPA - Law Conference  
**Attachments:** attachment.ics

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**To:** stewarta@skschools.org  
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**To:** brandsma@skschools.org; villars@skschools.org; farmer@skschools.org  
**Subject:** Jerry @ WSPA - Law Conference  
**Attachments:** attachment.ics

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**From:** brandsma@skschools.org  
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**From:** monaglej@skschools.org  
**Sent time:** 10/16/2018 01:47:11 PM  
**To:** tallman@skschools.org; stewartj@skschools.org; jensenv@skschools.org  
**Subject:** PESB - Library Support Paraeducators

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Good afternoon,

At my conference today I attended a session in regards to the Paraeducator requirements and upcoming changes, hosted by Jack Busbee. After the session I went up and spoke with Jack and David Brenna in regards to our Paraeducators that help support our elementary librarians when they are in excess of 17 sections, per the SKEA CBA.

I shared that these Paraeducators serve as support for our librarians and do not provide any instruction to our students. I also stated that they often only work a few minutes each day.

Jack and David shared that as long as these Paraeducators are not providing any instructional support and only providing supervision and/or administrative support for the librarian, they do not need to meet the minimum requirements.

As long as we can verify no instruction is being provided, we do not need to continue to push the Paraeducators towards completing those requirements.

This information was given to me verbally by Jack Busbee during the 2018 WSPA law conference.

Thanks,

Jamie

**From:** tallman@skschools.org  
**Sent time:** 10/16/2018 02:33:32 PM  
**To:** monaglej@skschools.org; stewartj@skschools.org; jensenv@skschools.org  
**Subject:** RE: PESB - Library Support Paraeducators

---

Yahoo! 😊 That's awesome!

---

**From:** Monagle, Jamie  
**Sent:** Tuesday, October 16, 2018 1:47 PM  
**To:** Tallman, Rachel <tallman@skschools.org>; Stewart, Jackie <stewartj@skschools.org>; Jensen, Vivian <jensenv@skschools.org>  
**Subject:** PESB - Library Support Paraeducators

Good afternoon,

At my conference today I attended a session in regards to the Paraeducator requirements and upcoming changes, hosted by Jack Busbee. After the session I went up and spoke with Jack and David Brenna in regards to our Paraeducators that help support our elementary librarians when they are in excess of 17 sections, per the SKEA CBA.

I shared that these Paraeducators serve as support for our librarians and do not provide any instruction to our students. I also stated that they often only work a few minutes each day.

Jack and David shared that as long as these Paraeducators are not providing any instructional support and only providing supervision and/or administrative support for the librarian, they do not need to meet the minimum requirements.

As long as we can verify no instruction is being provided, we do not need to continue to push the Paraeducators towards completing those requirements.

This information was given to me verbally by Jack Busbee during the 2018 WSPA law conference.

Thanks,

Jamie

**From:** jensenv@skschools.org  
**Sent time:** 10/16/2018 01:56:00 PM  
**To:** monaglej@skschools.org; tallman@skschools.org; stewartj@skschools.org  
**Subject:** RE: PESB - Library Support Paraeducators

---

Yeah!!!!

*Vivian Jensen*  
*Human Resource Specialist*  
*South Kitsap School District*  
*360-874-7077*  
*Fax 360-874-7076*

---

**From:** Monagle, Jamie  
**Sent:** Tuesday, October 16, 2018 1:47 PM  
**To:** Tallman, Rachel <tallman@skschools.org>; Stewart, Jackie <stewartj@skschools.org>; Jensen, Vivian <jensenv@skschools.org>  
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Thanks,

Jamie

**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 10/16/2018 01:03:31 PM  
**To:** finnie@skschools.org  
**Subject:** Registration now open: WSPA/HELP Fall Writing Workshop

---

Hello WSPA Members,

Registration is still open to attend our upcoming HELP Fall Writing Workshop. Registration will remain open through Friday, October 19.

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

This workshop is open to all WSPA members. You do not need to be a HELP participant to attend.

### **HELP Fall Writing Workshop**

- October 22, 2018
- Puget Sound Educational Service District
- [Please click here for conference information and registration](#)

For more information about WSPA or any of our upcoming events please visit our website at [www.wspa.net](http://www.wspa.net)

Thank you,

Washington School Personnel Association

---

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

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 10/16/2018 01:02:22 PM  
**To:** monaglej@skschools.org  
**Subject:** Registration now open: WSPA/HELP Fall Writing Workshop

---

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Thank you,

Washington School Personnel Association

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 10/16/2018 01:02:21 PM  
**To:** stewartj@skschools.org  
**Subject:** Registration now open: WSPA/HELP Fall Writing Workshop

---

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Thank you,

Washington School Personnel Association

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 10/16/2018 01:02:35 PM  
**To:** holsten@skschools.org  
**Subject:** Registration now open: WSPA/HELP Fall Writing Workshop

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Thank you,

Washington School Personnel Association

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 10/16/2018 01:03:59 PM  
**To:** tallman@skschools.org  
**Subject:** Registration now open: WSPA/HELP Fall Writing Workshop

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Washington School Personnel Association

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 10/16/2018 01:04:54 PM  
**To:** jensenv@skschools.org  
**Subject:** Registration now open: WSPA/HELP Fall Writing Workshop

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**From:** monaglej@skschools.org  
**Sent time:** 10/17/2018 09:01:01 AM  
**To:** monaglej@skschools.org  
**Attachments:** WSPA Law Conference 2018.docx Emergency School Closure Make-Up Letter.docx

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# MEMORANDUM

---

HUMAN RESOURCES DEPARTMENT

October 18, 2018

**To:** Classified Staff at Marcus Whitman Middle School

**From:** Human Resources Department

**RE:** Make Up Options for Paid Time due to October 5, 2018 Emergency School Closure

Greetings,

On Friday, October 5, 2018, the District made a determination to close the Marcus Whitman Middle School campus due to an anonymous threat. Staff were directed not to report to work that day. Although the school was closed, classified staff received their full compensation for their normal workday. This memorandum is to outline the two options that classified staff have for making up that paid time.

If you are a classified staff member at Marcus Whitman Middle School that did not work your normal work hours on Friday, October 5, 2018 due to the emergency school closure, you have the following options to make up that time:

1. You may log into the AESOP system and enter in emergency leave for the time missed. Emergency leave will be deducted from your sick leave balance; or
2. You may work with your building administrator and begin a compensation form to make up the hours missed. All hours need to be made up prior to the close of the 2018-2019 school year.

We appreciate all of your hard work and dedication to our students. If you have any questions in regards to making up paid time, please reach out to the Human Resources Department and speak to your Human Resources Specialist.

Sincerely,

Jerry Holsten  
Executive Director of Human Resources

**From:** Jane Rausch <rauschj@evsd.org>  
**Sent time:** 10/18/2018 12:00:21 PM  
**To:** tabitha.whiting@tumwater.k12.wa.us; monaglej@skschools.org; kander1@tacoma.k12.wa.us; lsinclair@bethelsd.org; JamesHester <jhester@fpschools.org>; Susan Partain <spartain@fwps.org>; PAMELA MONTGOMERY <pmontgomer@bethelsd.org>  
**Subject:** HR Writing  
**Attachments:** HELP Flyer\_Oct 2018.docx

---

Thank you for registering for WSPA's Human Resources Writing workshops for Monday, October 22nd! All classes will be held at the Puget Sound ESD. That address is 800 Oaksdale Ave. SW, Renton. Our sessions will begin at 9:00 am, with a light breakfast provided at 8:30 am.

I am attaching the flyer with the schedule for the day. We will be providing a full lunch for all participants, and are scheduled to end at 3:00 pm. Please don't hesitate to reach out should you have any questions.

I look forward to seeing you Monday!

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

# Writing Skills for Human Resources



**Date: Monday, October 22, 2018**

**Time: 9:00 am – 3:00 pm**

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

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

**From:** Susan Partain <spartain@fwps.org>  
**Sent time:** 10/18/2018 12:07:10 PM  
**To:** tabitha.whiting@tumwater.k12.wa.us; monaglej@skschools.org; kander1@tacoma.k12.wa.us; lsinclair@bethelsd.org; Jane Rausch <rauschj@evsd.org>; James Hester <jhester@fpschools.org>; PAMELA MONTGOMERY <pmontgomer@bethelsd.org>  
**Subject:** RE: HR Writing

---

Hi Jane,

I think I accidentally signed up for this but I am a HELP year 1 participant. Can you remove my name from this list only.

Thanks

*Susan Partain*

Federal Way Public Schools  
Performance & Compliance Specialist, Human Resources  
33330 8<sup>th</sup> Ave South  
Federal Way, WA 98003-6325  
[spartain@fwps.org](mailto:spartain@fwps.org)  
253-945-2025  
253-941-7576 or 253-945-2196-FAX

Follow us on Twitter: @FWPSCareers  
[Click here to learn about FWPS Career Opportunities](#)



**From:** Jane Rausch <rauschj@evsd.org>  
**Sent:** Thursday, October 18, 2018 12:00 PM  
**To:** tabitha.whiting@tumwater.k12.wa.us; monaglej@skschools.org; James Hester <jhester@fpschools.org>; kander1@tacoma.k12.wa.us; Susan Partain <spartain@fwps.org>; PAMELA MONTGOMERY <pmontgomer@bethelsd.org>; lsinclair@bethelsd.org  
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3830 N. Sullivan, Bldg. 1  
Spokane Valley, WA 99216  
(509) 241-5025 *phone*  
(509) 927-9503 *fax*



**From:** jensenv@skschools.org  
**Sent time:** 10/19/2018 10:53:47 AM  
**To:** admin@wspsa.net  
**Subject:** Automatic reply: S-275: thank you, clock hours, and survey

---

I am currently out of the office but will return on Monday, October 22  
Thank you!

Vivian Jensen  
HR Specialist  
South Kitsap School District  
360-874-7077

**From:** stewartj@skschools.org  
**Sent time:** 10/19/2018 09:39:33 AM  
**To:** rosie.burns@mercerislandschools.org  
**Cc:** cleonard@wspa.net  
**Subject:** ESA question

---

Good morning Rosie,

South Kitsap School District recognizes new OT/PT/SLPs industry CEU's and clock hours for placement as long as they hold a license from Washington State Department of Health and they provide an ESA clock hour verification form from OSPi (Form 4098V). If you have any further questions, please let me know 😊

*Jackie Stewart*

*Human Resources Specialist*

*South Kitsap School District*

*2689 Hoover Ave SE*

*Port Orchard, WA 98366*

*Phone: (360) 874-7082*

*Fax: (360) 874-7076*

*Email: stewartj@skschools.org*

**From:** monaglej@skschools.org  
**Sent time:** 10/19/2018 07:58:49 AM  
**To:** stewartj@skschools.org; tallman@skschools.org; jensenv@skschools.org; conners@skschools.org  
**Subject:** FW: MEMBER REQUEST

---

I answered this question already. 😊

*Jamie Monagle*

Assistant Director of Human Resources  
South Kitsap School District  
2689 Hoover Ave SE  
Port Orchard, WA 98366  
**Phone:** 360-874-7071  
**Fax:** 360-874-7076  
**Email:** [monaglej@skschools.org](mailto:monaglej@skschools.org)

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>  
**Sent:** Friday, October 19, 2018 7:07 AM  
**To:** Monagle, Jamie <monaglej@skschools.org>  
**Subject:** MEMBER REQUEST

Good Morning WSPA members. Just a few requests for your consideration. Enjoy!

Shirley Clarkson from Richland School District is asking if other school districts have a "Faculty Senate" outside of the labor management process that meets periodically with senior administration to discuss district business.

Please send your responses directly to: [Shirley.Clarkson@rsd.edu](mailto:Shirley.Clarkson@rsd.edu)

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

Thanks,

Curtis

---

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

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**From:** monaglej@skschools.org  
**Sent time:** 10/19/2018 07:58:31 AM  
**To:** Shirley.Clarkson@rsd.edu  
**Subject:** FW: MEMBER REQUEST

---

Good morning,

The South Kitsap School District does not have a faculty senate. We meet with our union groups once a month for labor management. However, when district business arises and/or issues and concerns, we always invite the union groups in for a more individualized meeting to discuss the items. This smaller group usually only consists of the union president and either the executive director of HR or myself. Others are asked to join depending on the topic.

Thanks Shirley! Have a great weekend. 😊

*Jamie Monagle*

Assistant Director of Human Resources  
South Kitsap School District  
2689 Hoover Ave SE  
Port Orchard, WA 98366  
**Phone:** 360-874-7071  
**Fax:** 360-874-7076  
**Email:** [monaglej@skschools.org](mailto:monaglej@skschools.org)

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**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>  
**Sent:** Friday, October 19, 2018 7:07 AM  
**To:** Monagle, Jamie <monaglej@skschools.org>  
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Curtis

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**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 10/19/2018 07:08:43 AM  
**To:** finnie@skschools.org  
**Subject:** MEMBER REQUEST

---

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Curtis

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**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 10/19/2018 07:07:29 AM  
**To:** monaglej@skschools.org  
**Subject:** MEMBER REQUEST

---

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Thanks,

Curtis

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**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 10/19/2018 07:07:29 AM  
**To:** stewartj@skschools.org  
**Subject:** MEMBER REQUEST

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Thanks,

Curtis

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**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 10/19/2018 07:09:11 AM  
**To:** tallman@skschools.org  
**Subject:** MEMBER REQUEST

---

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Thanks,

Curtis

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**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 10/19/2018 07:10:12 AM  
**To:** jensenv@skschools.org  
**Subject:** MEMBER REQUEST

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Thanks,

Curtis

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**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 10/19/2018 07:07:44 AM  
**To:** holsten@skschools.org  
**Subject:** MEMBER REQUEST

---

Good Morning WSPA members. Just a few requests for your consideration. Enjoy!

Shirley Clarkson from Richland School District is asking if other school districts have a "Faculty Senate" outside of the labor management process that meets periodically with senior administration to discuss district business.

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

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

Thanks,

Curtis

---

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

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

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**From:** stewartj@skschools.org  
**Sent time:** 10/19/2018 08:18:24 AM  
**To:** monaglej@skschools.org; tallman@skschools.org; jensenv@skschools.org; conners@skschools.org  
**Subject:** RE: MEMBER REQUEST

---

Thank you 😊

---

**From:** Monagle, Jamie  
**Sent:** Friday, October 19, 2018 7:59 AM  
**To:** Stewart, Jackie <stewartj@skschools.org>; Tallman, Rachel <tallman@skschools.org>; Jensen, Vivian <jensenv@skschools.org>; Conner, Sarah <conners@skschools.org>  
**Subject:** FW: MEMBER REQUEST

I answered this question already. 😊

*Jamie Monagle*

Assistant Director of Human Resources  
South Kitsap School District  
2689 Hoover Ave SE  
Port Orchard, WA 98366  
**Phone:** 360-874-7071  
**Fax:** 360-874-7076  
**Email:** [monaglej@skschools.org](mailto:monaglej@skschools.org)

---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) <[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)>  
**Sent:** Friday, October 19, 2018 7:07 AM  
**To:** Monagle, Jamie <[monaglej@skschools.org](mailto:monaglej@skschools.org)>  
**Subject:** MEMBER REQUEST

Good Morning WSPA members. Just a few requests for your consideration. Enjoy!

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Please send your responses directly to: [Shirley.Clarkson@rsd.edu](mailto:Shirley.Clarkson@rsd.edu)

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

Thanks,

Curtis

---

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

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**From:** Shirley Clarkson <Shirley.Clarkson@rsd.edu>  
**Sent time:** 10/19/2018 08:03:00 AM  
**To:** Monagle, Jamie <monaglej@skschools.org>  
**Subject:** RE: MEMBER REQUEST

---

Thanks for your response Jamie

---

**From:** Monagle, Jamie [mailto:monaglej@skschools.org]  
**Sent:** Friday, October 19, 2018 7:59 AM  
**To:** Shirley Clarkson <Shirley.Clarkson@rsd.edu>  
**Subject:** FW: MEMBER REQUEST

Good morning,

The South Kitsap School District does not have a faculty senate. We meet with our union groups once a month for labor management. However, when district business arises and/or issues and concerns, we always invite the union groups in for a more individualized meeting to discuss the items. This smaller group usually only consists of the union president and either the executive director of HR or myself. Others are asked to join depending on the topic.

Thanks Shirley! Have a great weekend. ☺

*Jamie Monagle*

Assistant Director of Human Resources  
South Kitsap School District  
2689 Hoover Ave SE  
Port Orchard, WA 98366  
**Phone:** 360-874-7071  
**Fax:** 360-874-7076  
**Email:** [monaglej@skschools.org](mailto:monaglej@skschools.org)

---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) <[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)>  
**Sent:** Friday, October 19, 2018 7:07 AM  
**To:** Monagle, Jamie <[monaglej@skschools.org](mailto:monaglej@skschools.org)>  
**Subject:** MEMBER REQUEST

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

Thanks,

Curtis

---

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

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**NOTICE OF PUBLIC DISCLOSURE:** This e-mail account is public domain. Any correspondence from or to this e-mail account may be a public record. Accordingly, this e-mail, in whole or in part, may be subject to disclosure pursuant to RCW 42.56, regardless of any claim of confidentiality or privilege asserted by an external party.

**From:** admin@wspsa.net  
**Sent time:** 10/19/2018 11:33:30 AM  
**To:** admin@wspsa.net  
**Subject:** WSPA School Law Conference - thank you, clock hours, survey, and conference materials  
**Attachments:** Law Conference Clock Hour Form\_2018.pdf

---

Hello,

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

**The conference survey may be found online at:** <https://www.surveymonkey.com/r/2018SchoolLaw>

**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.

Conference materials will continue to be available electronically for your review.

- **In order to access these materials, you have been provided a special username and password to access our website:**
  - **Username: law2018**
  - **Password: wspsa**
- **Please note that you must log out of your WSPA membership account and log in using the above username/password in order to access the materials**
- **Please visit [www.wspsa.net](http://www.wspsa.net) and login with the above account to access this information.**

We are still receiving presentation documents and will continue to post updates to the materials.

Again, thank you for joining us at the School Law Conference. Don't forget to save the date for our Annual Conference, February 24-27, 2019 at the beautiful Three Rivers Conference Center in the Tri-Cities. Conference details and registration will be coming soon!

Thank you,

Jennifer

*Jennifer Tottenham*

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

<b>Section 1 – Information – Participant</b>			<b>Please Print and Use Pen</b>
<b>Only</b>			
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	

<b>Section II – Clock Hour Provider</b>		
Clock Hour Class Title: <b>WSPA WSRMP School Law Conference</b>		Name of Instructors: <b>Various</b>
Total Number of Clock Hours Available <b>11.5</b>	First Day of Class/Offering <b>10/15/2018</b>	Last Day of Class/Offering <b>10/16/2018</b>
Sponsoring Provider Name (Agency Granting Clock Hours) <b>Washington School Personnel Association</b>		Business Telephone Number <b>360-825-1415</b>
Provider Address <b>PO Box 1600, Anacortes, Washington, 98221</b>		
Sponsoring Provider Contact Person <b>Jennifer Tottenham, Program Coordinator</b>		Telephone Number <b>360-825-1415</b>

### Section III – Affidavit of Participant

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

\_\_\_\_\_

Original Signature of Participant
Date

### Section IV – Clock Hour Provider - Verification

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

\_\_\_\_\_

Original Signature of Class Sponsor/Instructor
10/16/2018  
Date

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

**From:** villars@skschools.org  
**Sent time:** 10/20/2018 10:24:12 PM  
**To:** holsten@skschools.org  
**Subject:** Accepted: Jerry out - HELP - WSPA - Writing conference  
**Attachments:** attachment.ics

---

BEGIN:VCALENDAR  
METHOD:REPLY  
PRODID:Microsoft Exchange Server 2010  
VERSION:2.0  
BEGIN:VTIMEZONE  
TZID:America/Los\_Angeles  
BEGIN:STANDARD  
DTSTART:16010101T020000  
TZOFFSETFROM:-0700  
TZOFFSETTO:-0800  
RRULE:FREQ=YEARLY;INTERVAL=1;BYDAY=1SU;BYMONTH=11  
END:STANDARD  
BEGIN:DAYLIGHT  
DTSTART:16010101T020000  
TZOFFSETFROM:-0800  
TZOFFSETTO:-0700  
RRULE:FREQ=YEARLY;INTERVAL=1;BYDAY=2SU;BYMONTH=3  
END:DAYLIGHT  
END:VTIMEZONE  
BEGIN:VEVENT  
ORGANIZER:MAILTO:holsten@skschools.org  
ATTENDEE;PARTSTAT=ACCEPTED:MAILTO:villars@skschools.org  
COMMENT;LANGUAGE=en-US:\n  
SUMMARY;LANGUAGE=en-US:Accepted: Jerry out - HELP - WSPA - Writing conferen  
ce  
DTSTART;TZID=America/Los\_Angeles:20181022T000000  
DTEND;TZID=America/Los\_Angeles:20181023T000000  
UID:040000008200E00074C5B7101A82E00800000000511BEB2FA668D40100000000000000000  
010000000263B8B1C16634C48BDB505A040524A51  
CLASS:PUBLIC  
PRIORITY:5  
DTSTAMP:20181020T185327Z  
TRANSP:OPAQUE  
STATUS:CONFIRMED  
SEQUENCE:0  
LOCATION;LANGUAGE=en-US:Tukwilla  
X-MICROSOFT-CDO-APPT-SEQUENCE:0  
X-MICROSOFT-CDO-BUSYSTATUS:BUSY  
X-MICROSOFT-CDO-INTENDEDSTATUS:BUSY  
X-MICROSOFT-CDO-ALLDAYEVENT:TRUE  
X-MICROSOFT-CDO-IMPORTANCE:1  
X-MICROSOFT-CDO-INSTTYPE:0  
X-MICROSOFT-DISALLOW-COUNTER:FALSE  
END:VEVENT  
END:VCALENDAR

**From:** brandsma@skschools.org  
**Sent time:** 10/20/2018 09:37:07 PM  
**To:** holsten@skschools.org  
**Subject:** Accepted: Jerry out - HELP - WSPA - Writing conference  
**Attachments:** attachment.ics

---

BEGIN:VCALENDAR  
METHOD:REPLY  
PRODID:Microsoft Exchange Server 2010  
VERSION:2.0  
BEGIN:VTIMEZONE  
TZID:America/Los\_Angeles  
BEGIN:STANDARD  
DTSTART:16010101T020000  
TZOFFSETFROM:-0700  
TZOFFSETTO:-0800  
RRULE:FREQ=YEARLY;INTERVAL=1;BYDAY=1SU;BYMONTH=11  
END:STANDARD  
BEGIN:DAYLIGHT  
DTSTART:16010101T020000  
TZOFFSETFROM:-0800  
TZOFFSETTO:-0700  
RRULE:FREQ=YEARLY;INTERVAL=1;BYDAY=2SU;BYMONTH=3  
END:DAYLIGHT  
END:VTIMEZONE  
BEGIN:VEVENT  
ORGANIZER:MAILTO:holsten@skschools.org  
ATTENDEE;PARTSTAT=ACCEPTED:MAILTO:brandsma@skschools.org  
COMMENT;LANGUAGE=en-US:\n  
SUMMARY;LANGUAGE=en-US:Accepted: Jerry out - HELP - WSPA - Writing conferen  
ce  
DTSTART;TZID=America/Los\_Angeles:20181022T000000  
DTEND;TZID=America/Los\_Angeles:20181023T000000  
UID:040000008200E00074C5B7101A82E00800000000511BEB2FA668D4010000000000000000  
010000000263B8B1C16634C48BDB505A040524A51  
CLASS:PUBLIC  
PRIORITY:5  
DTSTAMP:20181020T185327Z  
TRANSP:OPAQUE  
STATUS:CONFIRMED  
SEQUENCE:0  
LOCATION;LANGUAGE=en-US:Tukwilla  
X-MICROSOFT-CDO-APPT-SEQUENCE:0  
X-MICROSOFT-CDO-BUSYSTATUS:BUSY  
X-MICROSOFT-CDO-INTENDEDSTATUS:BUSY  
X-MICROSOFT-CDO-ALLDAYEVENT:TRUE  
X-MICROSOFT-CDO-IMPORTANCE:1  
X-MICROSOFT-CDO-INSTTYPE:0  
X-MICROSOFT-DISALLOW-COUNTER:FALSE  
END:VEVENT  
END:VCALENDAR

**From:** holsten@skschools.org  
**Sent time:** 10/20/2018 11:53:27 AM  
**To:** stewart@skschools.org  
**Subject:** Jerry out - HELP - WSPA - Writing conference  
**Attachments:** attachment.ics

---

When: Monday, October 22, 2018, 12:00 AM to Tuesday, October 23, 2018, 12:00 AM. (UTC-08:00)  
Pacific Time (US & Canada)  
Where: Tukwilla

\*~\*~\*~\*~\*~\*~\*~\*~\*~\*

BEGIN:VCALENDAR  
METHOD:REQUEST  
PRODID:Microsoft Exchange Server 2010  
VERSION:2.0  
BEGIN:VTIMEZONE  
TZID:Pacific Standard Time  
BEGIN:STANDARD  
DTSTART:16010101T020000  
TZOFFSETFROM:-0700  
TZOFFSETTO:-0800  
RRULE:FREQ=YEARLY;INTERVAL=1;BYDAY=1SU;BYMONTH=11  
END:STANDARD  
BEGIN:DAYLIGHT  
DTSTART:16010101T020000  
TZOFFSETFROM:-0800  
TZOFFSETTO:-0700  
RRULE:FREQ=YEARLY;INTERVAL=1;BYDAY=2SU;BYMONTH=3  
END:DAYLIGHT  
END:VTIMEZONE  
BEGIN:VEVENT  
ORGANIZER:MAILTO:holsten@skschools.org  
ATTENDEE;ROLE=REQ-PARTICIPANT;PARTSTAT=NEEDS-ACTION;RSVP=TRUE:MAILTO:stewart@skschools.org  
DESCRIPTION;LANGUAGE=en-US:When: Monday\, October 22\, 2018\, 12:00 AM to Tuesday\, October 23\, 2018\, 12:00 AM. (UTC-08:00) Pacific Time (US & Canada)\nWhere: Tukwilla\n\n\*~\*~\*~\*~\*~\*~\*~\*~\*~\*\nSUMMARY;LANGUAGE=en-US:Jerry out - HELP - WSPA - Writing conference  
DTSTART;TZID=Pacific Standard Time:20181022T000000  
DTEND;TZID=Pacific Standard Time:20181023T000000  
UID:040000008200E00074C5B7101A82E00800000000511BEB2FA668D401000000000000000001010000000263B8B1C16634C48BDB505A040524A51  
CLASS:PUBLIC  
PRIORITY:5  
DTSTAMP:20181020T185327Z  
TRANSP:OPAQUE  
STATUS:CONFIRMED  
SEQUENCE:0  
LOCATION;LANGUAGE=en-US:Tukwilla  
X-MICROSOFT-CDO-APPT-SEQUENCE:0  
X-MICROSOFT-CDO-OWNERAPPTID:2116724213  
X-MICROSOFT-CDO-BUSYSTATUS:TENTATIVE  
X-MICROSOFT-CDO-INTENDEDSTATUS:BUSY  
X-MICROSOFT-CDO-ALLDAYEVENT:TRUE  
X-MICROSOFT-CDO-IMPORTANCE:1  
X-MICROSOFT-CDO-INSTTYPE:0  
X-MICROSOFT-DISALLOW-COUNTER:FALSE  
BEGIN:VALARM  
ACTION:DISPLAY  
DESCRIPTION:REMINDER  
TRIGGER;RELATED=START:-PT15M  
END:VALARM  
END:VEVENT  
END:VCALENDAR





**From:** holsten@skschools.org  
**Sent time:** 10/20/2018 11:53:27 AM  
**To:** brandsma@skschools.org; farmer@skschools.org; villars@skschools.org  
**Subject:** Jerry out - HELP - WSPA - Writing conference  
**Attachments:** attachment.ics

---

When: Monday, October 22, 2018, 12:00 AM to Tuesday, October 23, 2018, 12:00 AM. (UTC-08:00)  
Pacific Time (US & Canada)  
Where: Tukwilla

\*~\*~\*~\*~\*~\*~\*~\*~\*~\*

BEGIN:VCALENDAR  
METHOD:REQUEST  
PRODID:Microsoft Exchange Server 2010  
VERSION:2.0  
BEGIN:VTIMEZONE  
TZID:Pacific Standard Time  
BEGIN:STANDARD  
DTSTART:16010101T020000  
TZOFFSETFROM:-0700  
TZOFFSETTO:-0800  
RRULE:FREQ=YEARLY;INTERVAL=1;BYDAY=1SU;BYMONTH=11  
END:STANDARD  
BEGIN:DAYLIGHT  
DTSTART:16010101T020000  
TZOFFSETFROM:-0800  
TZOFFSETTO:-0700  
RRULE:FREQ=YEARLY;INTERVAL=1;BYDAY=2SU;BYMONTH=3  
END:DAYLIGHT  
END:VTIMEZONE  
BEGIN:VEVENT  
ORGANIZER:MAILTO:holsten@skschools.org  
ATTENDEE;ROLE=REQ-PARTICIPANT;PARTSTAT=NEEDS-ACTION;RSVP=TRUE:MAILTO:brands  
ma@skschools.org  
ATTENDEE;ROLE=REQ-PARTICIPANT;PARTSTAT=NEEDS-ACTION;RSVP=TRUE:MAILTO:farmer  
@skschools.org  
ATTENDEE;ROLE=REQ-PARTICIPANT;PARTSTAT=NEEDS-ACTION;RSVP=TRUE:MAILTO:villar  
s@skschools.org  
DESCRIPTION;LANGUAGE=en-US:When: Monday\, October 22\, 2018\, 12:00 AM to T  
uesday\, October 23\, 2018\, 12:00 AM. (UTC-08:00) Pacific Time (US & Cana  
da)\nWhere: Tukwillan\n\*~\*~\*~\*~\*~\*~\*~\*~\*~\*\nSUMMARY;LANGUAGE=en-US:Jerry out - HELP - WSPA - Writing conference  
DTSTART;TZID=Pacific Standard Time:20181022T000000  
DTEND;TZID=Pacific Standard Time:20181023T000000  
UID:040000008200E00074C5B7101A82E008000000000511BEB2FA668D4010000000000000000  
010000000263B8B1C16634C48BDB505A040524A51  
CLASS:PUBLIC  
PRIORITY:5  
DTSTAMP:20181020T185327Z  
TRANSP:OPAQUE  
STATUS:CONFIRMED  
SEQUENCE:0  
LOCATION;LANGUAGE=en-US:Tukwilla  
X-MICROSOFT-CDO-APPT-SEQUENCE:0  
X-MICROSOFT-CDO-OWNERAPPTID:2116724213  
X-MICROSOFT-CDO-BUSYSTATUS:TENTATIVE  
X-MICROSOFT-CDO-INTENDEDSTATUS:BUSY  
X-MICROSOFT-CDO-ALLDAYEVENT:TRUE  
X-MICROSOFT-CDO-IMPORTANCE:1  
X-MICROSOFT-CDO-INSTTYPE:0  
X-MICROSOFT-DISALLOW-COUNTER:FALSE  
BEGIN:VALARM  
ACTION:DISPLAY  
DESCRIPTION:REMINDER

TRIGGER;RELATED=START:-PT15M  
END:VALARM  
END:VEVENT  
END:VCALENDAR

**From:** do\_not\_reply@skschools.org  
**Sent time:** 10/24/2018 02:13:23 AM  
**To:** finnie@skschools.org  
**Subject:** 1 Unsubmitted Credit Card Transactions.

---

The following 1 Credit Card Transaction(s) have not been submitted.

---

<b>Transaction Date</b>	<b>Amount</b>	<b>Where Used</b>
10/18/2018	175.00	WSPA

---

**District:** SOUTH KITSAP SCHOOL DISTRICT

**District Web Site:** [www.skschools.org](http://www.skschools.org)

**State:** WA

**District Code:** 18402

SKSD

---

**From:** jensenv@skschools.org  
**Sent time:** 10/26/2018 09:28:03 AM  
**To:** pbutenschoen@mtbaker.wednet.edu  
**Cc:** cleonard@wspsa.net  
**Subject:** District Website

---

Good Morning ☺

Our district maintains our own website. We have two individuals inhouse who specifically developed and maintain our website, Facebook, Instagram, U-Tube channel and twitter accounts.

*Vivian Jensen*  
*Human Resource Specialist*  
*South Kitsap School District*  
*360-874-7077*  
*Fax 360-874-7076*

**From:** stewartj@skschools.org  
**Sent time:** 10/26/2018 09:22:40 AM  
**To:** monaglej@skschools.org  
**Cc:** tallman@skschools.org; jensenv@skschools.org  
**Subject:** FW: MEMBER REQUEST

---

Is this something you would answer? I don't know.

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>  
**Sent:** Friday, October 26, 2018 8:59 AM  
**To:** Stewart, Jackie <stewartj@skschools.org>  
**Subject:** MEMBER REQUEST

Hello WSPA members! Just a few WSPA member requests for a Friday!

Laurie McGinnis is inquiring about how your district is addressing employee absenteeism. If have policies or plans, send them!

Please send your responses directly to: [lmcginnis@ptschools.org](mailto:lmcginnis@ptschools.org)

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

Thanks,

Curtis

---

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

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**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 10/26/2018 09:00:58 AM  
**To:** tallman@skschools.org  
**Subject:** MEMBER REQUEST

---

Hello WSPA members! Just a few WSPA member requests for a Friday!

Laurie McGinnis is inquiring about how your district is addressing employee absenteeism. If have policies or plans, send them!

Please send your responses directly to: [lmcginnis@ptschools.org](mailto:lmcginnis@ptschools.org)

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

Thanks,

Curtis

---

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

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**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 10/26/2018 08:59:22 AM  
**To:** stewartj@skschools.org  
**Subject:** MEMBER REQUEST

---

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

Thanks,

Curtis

---

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

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**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 10/26/2018 09:00:30 AM  
**To:** finnie@skschools.org  
**Subject:** MEMBER REQUEST

---

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Laurie McGinnis is inquiring about how your district is addressing employee absenteeism. If have policies or plans, send them!

Please send your responses directly to: [lmcginnis@ptschools.org](mailto:lmcginnis@ptschools.org)

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

Thanks,

Curtis

---

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

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**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 10/26/2018 08:59:35 AM  
**To:** holsten@skschools.org  
**Subject:** MEMBER REQUEST

---

Hello WSPA members! Just a few WSPA member requests for a Friday!

Laurie McGinnis is inquiring about how your district is addressing employee absenteeism. If have policies or plans, send them!

Please send your responses directly to: [lmcginnis@ptschools.org](mailto:lmcginnis@ptschools.org)

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

Thanks,

Curtis

---

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

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**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 10/26/2018 09:01:54 AM  
**To:** jensenv@skschools.org  
**Subject:** MEMBER REQUEST

---

Hello WSPA members! Just a few WSPA member requests for a Friday!

Laurie McGinnis is inquiring about how your district is addressing employee absenteeism. If have policies or plans, send them!

Please send your responses directly to: [lmcginnis@ptschools.org](mailto:lmcginnis@ptschools.org)

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

Thanks,

Curtis

---

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

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**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 10/26/2018 08:59:23 AM  
**To:** monaglej@skschools.org  
**Subject:** MEMBER REQUEST

---

Hello WSPA members! Just a few WSPA member requests for a Friday!

Laurie McGinnis is inquiring about how your district is addressing employee absenteeism. If have policies or plans, send them!

Please send your responses directly to: [lmcginnis@ptschools.org](mailto:lmcginnis@ptschools.org)

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

Thanks,

Curtis

---

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

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**From:** conners@skschools.org  
**Sent time:** 10/26/2018 09:24:18 AM  
**To:** RichNe@ckschools.org  
**Cc:** cleonard@wspa.net  
**Subject:** RE: MEMBER REQUEST

---

Good Morning,

South Kitsap does utilize SafeSchools, but we do not have any courses specific to coaches and/or social media.

Sarah Conner  
HR Classified & Certificated Support Specialist  
South Kitsap School District  
2689 Hoover Avenue  
Port Orchard, WA 98366  
#360-874-7079  
[conners@skschools.org](mailto:conners@skschools.org)

---

**From:** Stewart, Jackie  
**Sent:** Friday, October 26, 2018 9:21 AM  
**To:** Conner, Sarah <[conners@skschools.org](mailto:conners@skschools.org)>  
**Subject:** FW: MEMBER REQUEST

Can you answer this question below? Thanks!

---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) <[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)>  
**Sent:** Friday, October 26, 2018 9:01 AM  
**To:** Stewart, Jackie <[stewartj@skschools.org](mailto:stewartj@skschools.org)>  
**Subject:** MEMBER REQUEST

Rich Nestor from Central Kitsap School District is asking does your district use a Safe Schools module (or other training) specific to athletic coaches, that covers Social Media.

Please send your responses directly to: [richne@ckschools.org](mailto:richne@ckschools.org)

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

Thanks,

Curtis

---

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

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**From:** monaglej@skschools.org  
**Sent time:** 10/26/2018 10:39:26 AM  
**To:** stewartj@skschools.org  
**Cc:** tallman@skschools.org; jensenv@skschools.org  
**Subject:** RE: MEMBER REQUEST

---

To be honest, I do not believe we have any formal policy or procedure in place to handle absenteeism. We just handle the issues as Administrators bring them to our attention or when our Sub Specialist realizes a distinct pattern develop... so I am not sure we would respond to this one. Since I have been in HR, I cannot remember anyone ever receiving discipline for being absent a lot... only received a verbal conversation.

:)

---

**From:** Stewart, Jackie  
**Sent:** Friday, October 26, 2018 9:22 AM  
**To:** Monagle, Jamie  
**Cc:** Tallman, Rachel; Jensen, Vivian  
**Subject:** FW: MEMBER REQUEST

Is this something you would answer? I don't know.

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>  
**Sent:** Friday, October 26, 2018 8:59 AM  
**To:** Stewart, Jackie <stewartj@skschools.org>  
**Subject:** MEMBER REQUEST

Hello WSPA members! Just a few WSPA member requests for a Friday!

Laurie McGinnis is inquiring about how your district is addressing employee absenteeism. If have policies or plans, send them!

Please send your responses directly to: [lmcginnis@ptschools.org](mailto:lmcginnis@ptschools.org)

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

Thanks,

Curtis

---

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

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**From:** tallman@skschools.org  
**Sent time:** 11/01/2018 07:47:43 AM  
**To:** cleonard@wspa.net  
**Subject:** Evaluations

---

Hi Curtis,

Our district is wondering if there are other districts currently doing their evaluations electronically, and if so, what their process looks like?

Thank you!

*Rachel Tallman*

HR Specialist, MBA  
South Kitsap School District  
2689 Hoover Avenue SE  
Port Orchard, WA 98366  
[tallman@skschools.org](mailto:tallman@skschools.org)  
360-874-7083



**From:** tallman@skschools.org  
**Sent time:** 11/01/2018 12:41:12 PM  
**To:** cleonard@wspsa.net  
**Subject:** I-433 Questions

---

Hi Curtis,

Our district has a few questions in regards to I-1433 paid sick leave:

1. Under this new law (effective January 2018), are other districts making substitutes/temporary employees wait 90 days to use accrued sick leave or are they allowed to use it as soon as it's accrued?
2. Are other districts requiring their substitutes/temporary employees to be in a long term assignment in order to use accrued sick leave?
3. If possible, can districts please share any forms they are using to have substitute/temporary employees request sick leave?

Thank you!

*Rachel Tallman*

HR Specialist, MBA  
South Kitsap School District  
2689 Hoover Avenue SE  
Port Orchard, WA 98366  
[tallman@skschools.org](mailto:tallman@skschools.org)  
360-874-7083

**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 11/02/2018 12:03:49 PM  
**To:** tallman@skschools.org  
**Subject:** Invitation - Randy Hathaway Scholarship Applications Open

---

Dear WSPA members,

The Randy Hathaway Fellowship Awards were established to commemorate the exemplary leadership of Randy Hathaway and his service to the field of human resources. Mr. Hathaway served as a school administrator, Executive Director of Employee Relations and Negotiations Network (ERNN), and as the Executive Director of Washington School Personnel Association (WSPA). Mr. Hathaway continues to be an advocate for education, the role of human resources, and of our organization. It is with great pride that we offer this fellowship program to our members.

Randy Hathaway fellowships are open to individuals who are current WSPA members and have belonged to the organization for at least one membership year prior to the 2018-2019 year. These competitive non-continuing fellowships are available for the purpose of supporting the recipients' educational growth in the area of Human Resources.

**2019 Fellowship Awards:**

**WSPA is pleased to offer twelve (12) HELP program tuition fellowships in the amount of \$910 each.** WSPA will grant two (2) HELP fellowships per region.

**WSPA will also be offering twelve (12) tuition fellowships in the amount of \$500 each.** These fellowships are to be used toward college tuition or college credits related to the study of human resources.

You may apply for both the HELP and tuition fellowships, however only one will be awarded per person, per year.

[Please click here for the application packet and information](#)

**The application deadline is January 11, 2019**

Thank you, and best of luck with your applications!

The Washington School Personnel Association

---

This email was sent to [tallman@skschools.org](mailto:tallman@skschools.org) by [admin@waspa.net](mailto:admin@waspa.net)

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 11/02/2018 12:03:24 PM  
**To:** finnie@skschools.org  
**Subject:** Invitation - Randy Hathaway Scholarship Applications Open

---

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The Washington School Personnel Association

---

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

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 11/02/2018 12:02:19 PM  
**To:** stewartj@skschools.org  
**Subject:** Invitation - Randy Hathaway Scholarship Applications Open

---

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The Washington School Personnel Association

---

This email was sent to [stewartj@skschools.org](mailto:stewartj@skschools.org) by [admin@waspa.net](mailto:admin@waspa.net)

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 11/02/2018 12:04:40 PM  
**To:** jensenv@skschools.org  
**Subject:** Invitation - Randy Hathaway Scholarship Applications Open

---

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The Washington School Personnel Association

---

This email was sent to [jensenv@skschools.org](mailto:jensenv@skschools.org) by [admin@waspa.net](mailto:admin@waspa.net)

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 11/02/2018 12:02:32 PM  
**To:** holsten@skschools.org  
**Subject:** Invitation - Randy Hathaway Scholarship Applications Open

---

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Thank you, and best of luck with your applications!

The Washington School Personnel Association

---

This email was sent to [holsten@skschools.org](mailto:holsten@skschools.org) by [admin@waspa.net](mailto:admin@waspa.net)

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 11/02/2018 12:02:20 PM  
**To:** monaglej@skschools.org  
**Subject:** Invitation - Randy Hathaway Scholarship Applications Open

---

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[Please click here for the application packet and information](#)

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The Washington School Personnel Association

---

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

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**From:** tallman@skschools.org  
**Sent time:** 11/02/2018 03:33:34 PM  
**To:** Elizabeth.Porter@rentonschools.us  
**Cc:** cleonard@wspa.net  
**Subject:** RE: MEMBER REQUEST

---

Thank you!

---

**From:** Elizabeth (Beth) Porter <Elizabeth.Porter@rentonschools.us>  
**Sent:** Friday, November 2, 2018 9:33 AM  
**To:** Tallman, Rachel <tallman@skschools.org>  
**Cc:** cleonard@wspa.net  
**Subject:** FW: MEMBER REQUEST

Rachel—we use eWalk for our certificated, and some classified, evaluations. We are able to build out forms the way we want them structured. Administrators can tag their evidence to certain elements, and can then see what they do/don't have evidence form. Admin and teacher can also track discussions about observations and evaluations in the system.  
Beth

*Beth Porter, Ed.D.*

Executive Director, Human Resources

Renton School District #403 | 300 SW 7<sup>th</sup> Street | Renton, WA 98057-2307

Phone: 425-204-2371 Fax: 425-204-2416

[elizabeth.porter@rentonschools.us](mailto:elizabeth.porter@rentonschools.us)

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>  
**Sent:** Friday, November 2, 2018 9:03 AM  
**To:** Elizabeth (Beth) Porter <Elizabeth.Porter@rentonschools.us>  
**Subject:** MEMBER REQUEST

Last request this week!

Rachel Tallman from South Kitsap School District is wondering if there are other districts currently doing their evaluations electronically, and if so, what their process looks like?

Please send your responses directly to: [tallman@skschools.org](mailto:tallman@skschools.org)

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

Thanks,

Curtis

||

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This email was sent to [elizabeth.porter@rentonschools.us](mailto:elizabeth.porter@rentonschools.us) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

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**From:** jensenv@skschools.org  
**Sent time:** 11/02/2018 01:40:46 PM  
**To:** monaglej@skschools.org  
**Subject:** Tentative: WSPA Region 4 Meeting  
**Attachments:** attachment.ics

---

I think you should go to this one ☺

*Vivian Jensen*  
*Human Resource Specialist*  
*South Kitsap School District*  
*360-874-7077*  
*Fax 360-874-7076*

BEGIN:VCALENDAR  
METHOD:REPLY  
PRODID:Microsoft Exchange Server 2010  
VERSION:2.0  
BEGIN:VTIMEZONE  
TZID:Pacific Standard Time  
BEGIN:STANDARD  
DTSTART:16010101T020000  
TZOFFSETFROM:-0700  
TZOFFSETTO:-0800  
RRULE:FREQ=YEARLY;INTERVAL=1;BYDAY=1SU;BYMONTH=11  
END:STANDARD  
BEGIN:DAYLIGHT  
DTSTART:16010101T020000  
TZOFFSETFROM:-0800  
TZOFFSETTO:-0700  
RRULE:FREQ=YEARLY;INTERVAL=1;BYDAY=2SU;BYMONTH=3  
END:DAYLIGHT  
END:VTIMEZONE  
BEGIN:VEVENT  
ATTENDEE;PARTSTAT=TENTATIVE:MAILTO:jensenv@skschools.org  
COMMENT;LANGUAGE=en-US:I think you should go to this one ðŸ˜Š\n\n\nVivian  
Jensen\nHuman Resource Specialist\nSouth Kitsap School District\n360-874-  
7077\nFax 360-874-7076\n\n\nSUMMARY;LANGUAGE=en-US:Tentative: WSPA Region 4 Meeting  
DTSTART;TZID=Pacific Standard Time:20181107T080000  
DTEND;TZID=Pacific Standard Time:20181107T110000  
UID:040000008200E00074C5B7101A82E0080000000030988692AD72D4010000000000000000  
010000000F06A170C6289EE4BAF29234479F47648  
CLASS:PUBLIC  
PRIORITY:5  
DTSTAMP:20181102T204009Z  
TRANSP:OPAQUE  
STATUS:CONFIRMED  
SEQUENCE:0  
LOCATION;LANGUAGE=en-US:Tacoma\, WA  
X-MICROSOFT-CDO-APPT-SEQUENCE:0  
X-MICROSOFT-CDO-OWNERAPPTID:-18696222  
X-MICROSOFT-CDO-BUSYSTATUS:BUSY  
X-MICROSOFT-CDO-INTENDEDSTATUS:BUSY  
X-MICROSOFT-CDO-ALLDAYEVENT:FALSE  
X-MICROSOFT-CDO-IMPORTANCE:1  
X-MICROSOFT-CDO-INSTTYPE:0  
X-MICROSOFT-DISALLOW-COUNTER:FALSE  
END:VEVENT  
END:VCALENDAR

**From:** WSPA Region 4 <waspa@memberclicks-mail.net>  
**Sent time:** 11/02/2018 11:57:39 AM  
**To:** finnie@skschools.org  
**Subject:** WSPA Region 4 Meeting Reminder  
**Attachments:** Region\_4\_Save\_the\_Date\_18-19\_2\_.docx

---

**WSPA Region Training**

**Wednesday, November 7, 2018**

**8:00am - 11:00am**

**Paid Family Medical Leave**

**Presenter: Matt LaPalm**

We are excited to get our first meeting underway.

Please bring any forms, notifications, policies that your District has implemented.

What language have you included in your collective bargaining agreements?

We would also like to invite your Finance Directors and Supervisors in Payroll.

Coffee & Snacks will be provided

DOOR PRIZES - CLOCK HOURS sponsored by WSPA

We hope to see you then!

Please rsvp to [cooks@rsd407.org](mailto:cooks@rsd407.org)

**Parking is limited so please car pool if you can.**

There are two parking lots, but they are full by early morning. Street parking is free, but is strictly limited to two hours. They are regularly patrolled by the parking police!

Hosted By: Tacoma Public Schools

Central Administration Building, CAB Auditorium,

601 S. 8<sup>th</sup> St., Tacoma WA 98405

---

This email was sent to [finnie@skschools.org](mailto:finnie@skschools.org) by [cooks@rsd407.org](mailto:cooks@rsd407.org)

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**Updated 2018-19**

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## **Region 4 WSPA Meeting Schedule**

- **November 7, 2018 from 8:00am-11:00am**
  - Paid Family Medical Leave
  - Presented by Matt LaPalm from Washington Employment Security Department.
  - Please bring any forms, notifications, policies that your District has implemented. What language have you included in your collective bargaining agreements? We would also like to invite your Finance Directors and Supervisors in Payroll.
  - Location: Tacoma Public Schools Central Administration Building, CAB Auditorium, 601 S. 8<sup>th</sup> St., Tacoma WA 98405
  
- **February 7, 2019, 8:00am-11:00am**
  - Funding Impacts
  - Presented by (to be announced)
  - Federal Way Public Schools ESC, Room 104, 33330 8<sup>th</sup> Avenue S., Federal Way, WA 98003
  
- **April 17, 2019, 9:00am-12:00pm**
  - TBD New Para Requirements
  - Presented by (to be announced)
  - Auburn School District, Board room, 915 4<sup>th</sup> St. NE, Auburn, WA 98002
  
- **May 22, 2019, from 8:00am-11:00am**
  - SEBB Legislative Impacts (Possible strike conversations)
  - Presented by (to be announced)
  - Renton School District, Board room, 300 SW 7<sup>th</sup> St. Renton, WA 98057

**From:** WSPA Region 4 <waspa@memberclicks-mail.net>  
**Sent time:** 11/02/2018 11:55:23 AM  
**To:** holsten@skschools.org  
**Subject:** WSPA Region 4 Meeting Reminder  
**Attachments:** Region\_4\_Save\_the\_Date\_18-19\_2\_.docx

---

**WSPA Region Training**

**Wednesday, November 7, 2018**

**8:00am - 11:00am**

**Paid Family Medical Leave**

**Presenter: Matt LaPalm**

We are excited to get our first meeting underway.

Please bring any forms, notifications, policies that your District has implemented.

What language have you included in your collective bargaining agreements?

We would also like to invite your Finance Directors and Supervisors in Payroll.

Coffee & Snacks will be provided

DOOR PRIZES - CLOCK HOURS sponsored by WSPA

We hope to see you then!

Please rsvp to [cooks@rsd407.org](mailto:cooks@rsd407.org)

**Parking is limited so please car pool if you can.**

There are two parking lots, but they are full by early morning. Street parking is free, but is strictly limited to two hours. They are regularly patrolled by the parking police!

Hosted By: Tacoma Public Schools

Central Administration Building, CAB Auditorium,

601 S. 8<sup>th</sup> St., Tacoma WA 98405

---

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## Updated 2018-19

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### Region 4 WSPA Meeting Schedule

- **November 7, 2018 from 8:00am-11:00am**
  - Paid Family Medical Leave
  - Presented by Matt LaPalm from Washington Employment Security Department.
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  - Location: Tacoma Public Schools Central Administration Building, CAB Auditorium, 601 S. 8<sup>th</sup> St., Tacoma WA 98405
  
- **February 7, 2019, 8:00am-11:00am**
  - Funding Impacts
  - Presented by (to be announced)
  - Federal Way Public Schools ESC, Room 104, 33330 8<sup>th</sup> Avenue S., Federal Way, WA 98003
  
- **April 17, 2019, 9:00am-12:00pm**
  - TBD New Para Requirements
  - Presented by (to be announced)
  - Auburn School District, Board room, 915 4<sup>th</sup> St. NE, Auburn, WA 98002
  
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  - Renton School District, Board room, 300 SW 7<sup>th</sup> St. Renton, WA 98057

**From:** WSPA Region 4 <waspa@memberclicks-mail.net>  
**Sent time:** 11/02/2018 11:59:14 AM  
**To:** tallman@skschools.org  
**Subject:** WSPA Region 4 Meeting Reminder  
**Attachments:** Region\_4\_Save\_the\_Date\_18-19\_2\_.docx

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601 S. 8<sup>th</sup> St., Tacoma WA 98405

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**From:** WSPA Region 4 <waspa@memberclicks-mail.net>  
**Sent time:** 11/02/2018 12:01:56 PM  
**To:** jensenv@skschools.org  
**Subject:** WSPA Region 4 Meeting Reminder  
**Attachments:** Region\_4\_Save\_the\_Date\_18-19\_2\_.docx

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---

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  - Renton School District, Board room, 300 SW 7<sup>th</sup> St. Renton, WA 98057

**From:** WSPA Region 4 <waspa@memberclicks-mail.net>  
**Sent time:** 11/02/2018 11:54:48 AM  
**To:** stewartj@skschools.org  
**Subject:** WSPA Region 4 Meeting Reminder  
**Attachments:** Region\_4\_Save\_the\_Date\_18-19\_2\_.docx

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---

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**From:** WSPA Region 4 <waspa@memberclicks-mail.net>  
**Sent time:** 11/02/2018 11:54:46 AM  
**To:** stewartj@skschools.org  
**Subject:** WSPA Region 4 Meeting Reminder  
**Attachments:** Region\_4\_Save\_the\_Date\_18-19\_2\_.docx

---

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  - Renton School District, Board room, 300 SW 7<sup>th</sup> St. Renton, WA 98057

**From:** WSPA Region 4 <waspa@memberclicks-mail.net>  
**Sent time:** 11/02/2018 11:54:52 AM  
**To:** monaglej@skschools.org  
**Subject:** WSPA Region 4 Meeting Reminder  
**Attachments:** Region\_4\_Save\_the\_Date\_18-19\_2\_.docx

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**Wednesday, November 7, 2018**

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## Updated 2018-19

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  - Presented by (to be announced)
  - Renton School District, Board room, 300 SW 7<sup>th</sup> St. Renton, WA 98057

**From:** monaglej@skschools.org  
**Sent time:** 11/02/2018 01:11:33 PM  
**To:** tallman@skschools.org; stewartj@skschools.org; jensenv@skschools.org; olsonla@skschools.org  
**Subject:** WSPA Region 4 Meeting  
**Attachments:** attachment.ics Attachment-2

---

We are not part of this region but the topic is about the upcoming Family Paid Medical Leave so it may be interesting to see if we can attend.

BEGIN:VCALENDAR  
METHOD:REQUEST  
PRODID:Microsoft Exchange Server 2010  
VERSION:2.0  
BEGIN:VTIMEZONE  
TZID:Pacific Standard Time  
BEGIN:STANDARD  
DTSTART:16010101T020000  
TZOFFSETFROM:-0700  
TZOFFSETTO:-0800  
RRULE:FREQ=YEARLY;INTERVAL=1;BYDAY=1SU;BYMONTH=11  
END:STANDARD  
BEGIN:DAYLIGHT  
DTSTART:16010101T020000  
TZOFFSETFROM:-0800  
TZOFFSETTO:-0700  
RRULE:FREQ=YEARLY;INTERVAL=1;BYDAY=2SU;BYMONTH=3  
END:DAYLIGHT  
END:VTIMEZONE  
BEGIN:VEVENT  
ORGANIZER:MAILTO:monaglej@skschools.org  
ATTENDEE;ROLE=REQ-PARTICIPANT;PARTSTAT=NEEDS-ACTION;RSVP=TRUE:MAILTO:tallman@skschools.org  
ATTENDEE;ROLE=REQ-PARTICIPANT;PARTSTAT=NEEDS-ACTION;RSVP=TRUE:MAILTO:stewartj@skschools.org  
ATTENDEE;ROLE=REQ-PARTICIPANT;PARTSTAT=NEEDS-ACTION;RSVP=TRUE:MAILTO:jensenv@skschools.org  
ATTENDEE;ROLE=REQ-PARTICIPANT;PARTSTAT=NEEDS-ACTION;RSVP=TRUE:MAILTO:olsona@skschools.org  
ATTACH:CID:7D7AA0A19CBE3E44B6B2FBC3E754C3DD@skschools.org  
DESCRIPTION;LANGUAGE=en-US:We are not part of this region but the topic is about the upcoming Family Paid Medical Leave so it may be interesting to see if we can attend.\n  
SUMMARY;LANGUAGE=en-US:WSPA Region 4 Meeting  
DTSTART;TZID=Pacific Standard Time:20181107T080000  
DTEND;TZID=Pacific Standard Time:20181107T110000  
UID:040000008200E00074C5B7101A82E0080000000030988692AD72D40100000000000000001010000000F06A170C6289EE4BAF29234479F47648  
CLASS:PUBLIC  
PRIORITY:5  
DTSTAMP:20181102T201131Z  
TRANSP:OPAQUE  
STATUS:CONFIRMED  
SEQUENCE:0  
LOCATION;LANGUAGE=en-US:Tacoma\, WA  
X-MICROSOFT-CDO-APPT-SEQUENCE:0  
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X-MICROSOFT-CDO-BUSYSTATUS:TENTATIVE  
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X-MICROSOFT-CDO-IMPORTANCE:1  
X-MICROSOFT-CDO-INSTTYPE:0  
X-MICROSOFT-DISALLOW-COUNTER:FALSE

BEGIN:VALARM  
ACTION:DISPLAY  
DESCRIPTION:REMINDER  
TRIGGER;RELATED=START:-PT15M  
END:VALARM  
END:VEVENT  
END:VCALENDAR

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)  
**To:** [monaglej@skschools.org](mailto:monaglej@skschools.org)  
**Subject:** WSPA Region 4 Meeting Reminder  
**Date:** Friday, November 2, 2018 11:54:59 AM  
**Attachments:** Region\_4\_Save\_the\_Date\_18-19\_2\_.docx

---

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**Updated 2018-19**

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  - Presented by (to be announced)
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**From:** olsonla@skschools.org  
**Sent time:** 11/05/2018 11:37:13 AM  
**To:** monaglej@skschools.org; jensenv@skschools.org; tallman@skschools.org; stewartj@skschools.org  
**Subject:** Declined: WSPA Region 4 Meeting  
**Attachments:** attachment.ics

---

My schedule doesn't allow time to attend this training, but I'm going to an all day training on Thursday that will touch on this and other topics. If any of you attend this one, we can share notes!

Lalaina Olson  
Supervisor of Payroll & Benefits  
South Kitsap School District  
Email: [olsonla@skschools.org](mailto:olsonla@skschools.org)  
Ph: 360-874-7025  
Fax: 360-874-7024



BEGIN:VCALENDAR  
METHOD:REPLY  
PRODID:Microsoft Exchange Server 2010  
VERSION:2.0  
BEGIN:VTIMEZONE  
TZID:Pacific Standard Time  
BEGIN:STANDARD  
DTSTART:16010101T020000  
TZOFFSETFROM:-0700  
TZOFFSETTO:-0800  
RRULE:FREQ=YEARLY;INTERVAL=1;BYDAY=1SU;BYMONTH=11  
END:STANDARD  
BEGIN:DAYLIGHT  
DTSTART:16010101T020000  
TZOFFSETFROM:-0800  
TZOFFSETTO:-0700  
RRULE:FREQ=YEARLY;INTERVAL=1;BYDAY=2SU;BYMONTH=3  
END:DAYLIGHT  
END:VTIMEZONE  
BEGIN:VEVENT  
ATTENDEE;PARTSTAT=DECLINED:MAILTO:olsonla@skschools.org  
COMMENT;LANGUAGE=en-US:My schedule doesn't allow time to attend this training, but I'm going to an all day training on Thursday that will touch on this and other topics. If any of you attend this one, we can share notes!  
Lalaina Olson  
Supervisor of Payroll & Benefits  
South Kitsap School District  
Email: olsonla@skschools.org<mailto:olsonla@skschools.org>  
Phone: 360-874-7025  
Fax: 360-874-7024  
SUMMARY;LANGUAGE=en-US:Declined: WSPA Region 4 Meeting  
DTSTART;TZID=Pacific Standard Time:20181107T080000  
DTEND;TZID=Pacific Standard Time:20181107T110000  
UID:040000008200E00074C5B7101A82E0080000000030988692AD72D401000000000000000001010000000F06A170C6289EE4BAF29234479F47648  
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PRIORITY:5  
DTSTAMP:20181105T193310Z  
TRANSP:OPAQUE  
STATUS:CONFIRMED  
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LOCATION;LANGUAGE=en-US:Tacoma, WA  
X-MICROSOFT-CDO-APPT-SEQUENCE:0  
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X-MICROSOFT-CDO-INSTTYPE:0  
X-MICROSOFT-DISALLOW-COUNTER:FALSE  
END:VEVENT  
END:VCALENDAR

**From:** tallman@skschools.org  
**Sent time:** 11/05/2018 02:31:16 PM  
**To:** KimHa@spokaneschools.org  
**Cc:** cleonard@wspa.net; AndyO@spokaneschools.org  
**Subject:** RE: MEMBER REQUEST

---

Hi Kim,

Thank you so much for the information! I'm going to forward this e-mail to our support specialist who is working on this project, and if she needs anything else she will reach out to you directly!

Thank you,

*Rachel Tallman*

HR Specialist, MBA  
South Kitsap School District  
2689 Hoover Avenue SE  
Port Orchard, WA 98366  
[tallman@skschools.org](mailto:tallman@skschools.org)  
360-874-7083

---

**From:** Kim Harmon <KimHa@spokaneschools.org>  
**Sent:** Monday, November 5, 2018 11:03 AM  
**To:** Tallman, Rachel <tallman@skschools.org>  
**Cc:** cleonard@wspa.net; Andy Oranen <AndyO@spokaneschools.org>  
**Subject:** FW: MEMBER REQUEST

Hi Rachel,

We use iObservation to enter and document data collected during observations. At the end of the year, our administrators then take that information and use it to complete the employee's evaluation using an electronic form that I created. I have the forms for both Comprehensive and Focused evaluations and would be happy to share them- although they auto-populate scores using a formula that both our Association and we have agreed to. Hope this answers your question.

Kim

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>  
**Sent:** Friday, November 2, 2018 9:05 AM  
**To:** Kim Harmon <KimHa@spokaneschools.org>  
**Subject:** MEMBER REQUEST

Last request this week!

Rachel Tallman from South Kitsap School District is wondering if there are other districts currently doing their evaluations electronically, and if so, what their process looks like?

Please send your responses directly to: [tallman@skschools.org](mailto:tallman@skschools.org)

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

Thanks,

Curtis

»

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

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

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**From:** farmer@skschools.org  
**Sent time:** 11/09/2018 12:03:41 PM  
**To:** holsten@skschools.org  
**Subject:** Capital Levy Staffing

---

Hi Jerry,

Can you throw out the net for some job descriptions for a Capital Projects Manager and the associated support person thru WSPA? I'm going to do some networking on this at WSSDA next week but if we don't find someone to recruit I'll need to get going on posting. If you've got time to do this by the end of Nov that would be great.

Thanks! Hope you have a great long weekend!

Jennifer

**From:** jensenv@skschools.org  
**Sent time:** 11/09/2018 09:01:22 AM  
**To:** CDOMKOWSKI@nkschools.org  
**Cc:** cleonard@wsps.net  
**Subject:** Executive Director for Teaching and Learning 2015  
**Attachments:** Executive Director for Teaching and Learning 2015.pdf Supervisor - Payroll and Benefits Job Description (2).docx

---

Good Morning Camilla,

It's been a few years since we hired our Director for T & L and Payroll Supervisor ... we don't have a Director of Payroll ... but here is what we used ☺

Have a great day!

*Vivian Jensen*  
*Human Resource Specialist*  
*South Kitsap School District*  
*360-874-7077*  
*Fax 360-874-7076*



# South Kitsap School District

*Nurturing growth, Inspiring achievement, Building community*

## *We invite you to apply for the position of* **Executive Director for Teaching and Learning**

*If you share our commitment to collaborative, enthusiastic, and child-centered leadership,  
we'd like to hear from you!*

### ***Professional Qualifications***

- Master's degree with a major in educational administration or appropriate related field.
- Valid Washington State Administrator Certificate.
- Successful experience in public school administration and staff/program supervision
- Demonstrated ability to work with administrators.
- Experience in planning, budgeting, and supervising federal and special programs preferred.

### ***Conditions of Employment***

Work involves supervising and managing the academic service areas which include but is not limited to instructional improvement, curriculum and instruction, professional development, exceptional children services, academically gifted services, bilingual services, special programs, co-curricular activities, extra-curricular activities and support services. Conducts school improvement efforts and addresses academic concerns of teacher, parents, administrators, students, staff and the community.

- Total salary is \$116,210 to \$126,667 which includes the District's professional development stipend. A doctorate is compensated at an additional stipend of \$1,183.
- 213 scheduled workdays annually, excluding vacation, holidays, and non-work days. 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.....April 23, 2015

Closing date .....May 8, 2015

**All materials must be received by May 8, 2015 by 4:00 p.m., for a candidate to receive consideration. Interviews for selected applicants are tentatively set for the May 20 – 21, 2015.**

### ***Application Process***

To complete an online application, go to [www.skitsap.wednet.edu](http://www.skitsap.wednet.edu), and select Employment

Direct questions to:

**Misty Dieffenbach**

**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
- A Résumé
- Completed Applicant Disclosure Form
- Copy of WA State Administrator Certificate
- Copies of Transcripts (Unofficial)
- Certificated Administrative Confidential Professional Reference Forms (2), Available Online
- 3 Letters of Reference

***We Want An Executive Director for Teaching and Learning Who Will:***

- Follow all rules, policies and procedures of SKSD, along with state and federal regulations pertaining to school/department issues.
- Serve leaders of all areas aligned to academic outcomes, including but not limited to instructional improvement, Curriculum and Instruction, Professional Development, Fine Arts, Career and Technical Education, ESL/World Languages, IB Programs, Highly Capable Children, Federal Programs/Title I, Migrant Education and Pre K-12 Instruction.
- Direct investigation, analysis and method formulation for handling special projects; evaluate final results; review various prepared reports and perform special projects; advise and consult Superintendent and/or other cabinet members on a variety of non-routine matters.
- Work closely with Executive Directors in all academic areas to evaluate existing curriculum programs.
- Offer guidance and direction for the improvement of student achievement in grades Pre K – 12 system-wide; develop, arrange and implement technical assistance for schools with low student achievement and execute continuous improvement for schools with average to high achievement.
- Exercise initiative and independent judgment in ensuring proper administration of programs.
- Provide assistance in determining the types of programs needed by schools and makes appropriate recommendations; address the needs of staff.
- Provide input on professional development activities for the South Kitsap School District; follow the latest research, trends and development in all areas of education and explains these to the Superintendent, cabinet and other senior staff members.

***The Individual Selected as the Executive Director for Teaching and Learning Will Have Successfully Demonstrated the Ability to...***

- Facilitate a positive image among staff, agencies, parents, and the community.
- Deal constructively with interpersonal issues.
- Communicate and serve as liaison with schools, the community, parents, outside agencies, departments, and others;
- Administer district policies and procedures.
- Supervise and evaluate department employees.
- Serve as the district liaison with the Office of the Superintendent of Public Instruction and Olympic Educational Service District 114 in the programs supervised.
- Provide reports regarding federal and state projects to the superintendent, principals, and parents as they become available.
- Assist in the planning, implementation, and evaluation of activities related to school improvement plans throughout the district.
- Analyze and enhance the academic services plans offered by the school system.
- Use common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.
- Follow through on commitments and assignments and meet established timelines.

- Effectively express ideas orally and in writing.
- Make oral presentations before large groups of people.
- Establish and maintain effective working relationships as necessitated by work assignments.

### ***South Kitsap School District***

South Kitsap School District is the second-largest school district in Kitsap County and serves 9,500 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, three junior highs, one school of choice, one alternative learning center, and one three-year comprehensive high school. In addition, the District is well known for the breadth of its academic offerings and a wide range of extracurricular activities. As the largest employer in Port Orchard, South Kitsap School District is proud to have knowledgeable, talented, and dedicated staff among the 1,200 employees, 650 of whom are teachers. It also boasts the enthusiastic participation of over 2,500 volunteers annually.

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.

#### **South Kitsap Community Declaration of Interdependence**



**We believe:  
All children are capable of success, without exception!**

**A successful child is:  
Whole, Safe, Challenged, Cared For, Connected, Healthy, and Hopeful**

**Success for ALL takes us ALL  
Each of us is a key to their success**

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. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 compliance officer and/or Section 504 Americans with Disabilities Act (ADA) coordinator. The following employees have been designated to handle questions and complaints of alleged discrimination.

**Misty Dieffenbach**  
Human Resources  
ADA Personnel Coordinator  
2689 Hoover Ave SE  
Port Orchard WA 98366  
Phone: (360) 874-7080

**Rita Reandeu**  
Title IX/RCW 28a.640 Officer  
Office of Special Education  
2150 Fircrest Drive SE  
Port Orchard WA 98366  
Phone: (360) 443-3625



Superintendent: Michelle Reid, Ed.D.

Board of Directors: Chris Lemke, President \* Patty Henderson \* Keith Garton \* Greg Wall \* Rebecca Diehl

*We invite you to apply for the position of*  
**Supervisor for Payroll and Benefits**

*If you share our commitment to collaborative, enthusiastic, and child-centered leadership,  
we'd like to hear from you!*

***Professional Qualifications***

- BA in Accounting or Business Administration with an accounting emphasis.
- Three years of increasingly responsible payroll experience in a large complex organization; school district experience desirable.
- Experience in a similar job in a school setting may be substituted for the education requirement,
- Previous successful experience in school district preferred.

***Conditions of Employment***

- Dependent upon experience, education, and training level of the successful candidate, the total salary is \$75,456 to \$81,656. •This includes the District's professional development stipend.
- 12-month calendar, 250 work days (includes 12 paid holidays and 25 vacation days).
- 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..... February 6, 2014

Closing date..... February 21, 2014

**All materials must be received by February 21, 2014 by 4:00 p.m., for a candidate to receive consideration. Interviews for selected applicants are tentatively set for February 26, 2014.**

The tentative date for approval from the Board of Directors is Wednesday, March 5, 2014. The start date will be as soon as possible following the acceptance of the position.

### ***Application Process***

To complete an online application, go to [www.skitsap.wednet.edu](http://www.skitsap.wednet.edu), and select Employment.

Direct questions to:

**Lynn Stellick**

**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 Classified** Online Application
- Cover Letter
- Résumé
- Copies of Transcripts (If applicable, unofficial if sufficient)
- 3 Letters of Reference
- 2 Classified Administrative Confidential Professional Reference Forms (2), Available Online
- Applicant Disclosure Form, Available Online

### ***The Supervisor for Payroll and Benefits Will:***

- Coordinate and direct payroll activities and payroll and benefits specialists for the purpose of ensuring timely and accurate payroll processes.
- Serve as a liaison between payroll and human resources for the purposes of coordinating activities, discussion and resolution of problems.

- Provide technical training and development opportunities to payroll and benefits staff to increase effectiveness and efficiency.
- Recommend to the Assistant Superintendent new policies or revisions to policies, procedures, checks and balances for the payroll and benefits department to ensure strict fiduciary standards.
- Prepare reports, filings, correspondence and other written materials (e.g., monthly payroll reports, transmittal memos, W-2's, 941 tax filings etc.) for the purpose of providing written reference and/or complying with district, state and federal requirements.
- Coordinate employee health related benefits; serve as liaison with brokers; serve on District insurance committee.
- Assist with new employee orientation for insurance benefits and assist employees in completion of paperwork.
- Communicate with and update employees during annual open enrollment period on health care coverage and premium changes.
- Assist with coordinating annual Benefit Fair.
- Audit payroll monthly to ensure accuracy, timeliness and compliance.
- Balance monthly vendor billing with payroll records and submit payments to vendors; maintain appropriate documentation/files.
- Coordinate all aspects of employee benefits within the human resources financial system (Skyward) and calculate benefit pooling for each insurance pool.
- Coordinate L&I workers' compensation claims and related payroll services.
- Coordinate all aspects of administration for VEBA, COBRA, State Retirement Plans and leave plans.
- Monitor FLEX plan yearly enrollment and ensure that all requirements are met and appropriate documentation is maintained.
- Coordinate all unemployment claim responses.
- Manage compliance with liens and garnishments, including child support enforcement.
- Interpret negotiated agreements as to their effect on pay, leaves, deductions, taxation, retirement, and employee benefits; provide information, statistics, and counsel during collective bargaining process and for personnel transactions.
- Ensure establishment, maintenance, and security of payroll-related records, documents, calculations, procedures and reports.
- Manage the eligibility, payment and record-keeping processes for employee retirement.

- Manage the time-worked and leave records and a variety of payroll deduction programs; ensure assignments of proper account numbers to pay benefits.
- Monitor FTE budgets and expenditures for the purpose of ensuring expenses are within budget and fiscal procedures are followed.
- Assist the Assistant Superintendent in the completion of the year-end fiscal closing and annual audit.
- Maintain confidentiality of sensitive financial analysis and discussions related to budget preparation.
- Collect and analyze financial data to provide budgetary projections or respond to inquiries and requests.
- Provide assistance to auditors as required.
- Other responsibilities as assigned.

***The Individual Selected as Supervisor of Payroll and Benefits Will Have Successfully Demonstrated the Ability to...***

- Plan, conduct and manage payroll processes to ensure accuracy and timeliness of pay for all employees.
- Effectively organize, set priorities, and coordinate multiple activities at the same time.
- Provide expertise in the use of the district's human resources/finance software system (Skyward).
- Interpret and be current with regulations governing Washington State retirement systems.
- Develop and meet deadlines for projects/reports.
- Develop, implement, and supervise projects independently.
- Develop and perform a variety of internal audits of District payroll and benefits.
- Understand/explain payroll/benefit related information, regulations and procedures.
- Deal with employees in a positive, calm and courteous manner.
- Establish and maintain effective working relationships.
- Perform accurate arithmetic computations using effective reasoning skills.
- Evaluate processes for efficiency, effectiveness and accuracy.
- Work independently, exercise good judgment and maintain confidentiality regarding employee compensation issues.
- Function effectively as a member of a management team.
- Work effectively under pressure and meet legal and other required deadlines.

- Communicate effectively, both orally and in writing.
- Effectively supervise and evaluate employees.
- Skillfully utilize conflict resolution and collaboration tools.
- Manage budget controls and communicate with school administrators, department heads, teachers, and support staff in a systematic manner to assure appropriate dialogue and decision making.

### ***South Kitsap School District***

South Kitsap School District is the second-largest school district in Kitsap County and serves nearly 9,380 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, three junior highs, one school of choice, one alternative learning center, and one three-year comprehensive high school. In addition, the District is well known for the breadth of its academic offerings and a wide range of extracurricular activities. As the largest employer in Port Orchard, South Kitsap School District is proud to have knowledgeable, talented, and dedicated staff among the 1,200 employees, 550 of whom are teachers. It also boasts the enthusiastic participation of over 2,500 volunteers annually.

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.

**From:** holsten@skschools.org  
**Sent time:** 11/09/2018 12:38:15 PM  
**To:** finnie@skschools.org  
**Subject:** FW: Capital Levy Staffing

---

Jerry Holsten  
Executive Director  
Human Resources  
holsten@skschools.org  
Office: 360-874-7006  
Fax: 360-874-7076

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

From: Farmer, Jennifer  
Sent: Friday, November 9, 2018 12:04 PM  
To: Holsten, Jerry  
Subject: Capital Levy Staffing

Hi Jerry,

Can you throw out the net for some job descriptions for a Capital Projects Manager and the associated support person thru WSPA? I'm going to do some networking on this at WSSDA next week but if we don't find someone to recruit I'll need to get going on posting. If you've got time to do this by the end of Nov that would be great.

Thanks! Hope you have a great long weekend!

Jennifer

**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 11/09/2018 11:03:28 AM  
**To:** jensenv@skschools.org  
**Subject:** Member Request: North Kitsap email address correction

---

Hello WSPA Members,

Please see the corrected email address for Camilla Dombkowski from North Kitsap School District. She is looking for job descriptions for the following:

- Assistant Superintendent of Teaching and Learning
- Executive Director of Teaching and Learning
- Assistant Director of Human Resources
- Assistant Director of Payroll

Please send your responses directly to:

[cdombkowski@nkschools.org](mailto:cdombkowski@nkschools.org)

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

Thanks,

Curtis

---

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

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

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 11/09/2018 11:02:14 AM  
**To:** finnie@skschools.org  
**Subject:** Member Request: North Kitsap email address correction

---

Hello WSPA Members,

Please see the corrected email address for Camilla Dombkowski from North Kitsap School District. She is looking for job descriptions for the following:

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- Executive Director of Teaching and Learning
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Also, cc your responses to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

Curtis

---

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

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 11/09/2018 11:02:39 AM  
**To:** tallman@skschools.org  
**Subject:** Member Request: North Kitsap email address correction

---

Hello WSPA Members,

Please see the corrected email address for Camilla Dombkowski from North Kitsap School District. She is looking for job descriptions for the following:

- Assistant Superintendent of Teaching and Learning
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Also, cc your responses to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

Curtis

---

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

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 11/09/2018 11:01:15 AM  
**To:** monaglej@skschools.org  
**Subject:** Member Request: North Kitsap email address correction

---

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Thanks,

Curtis

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

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 11/09/2018 11:01:26 AM  
**To:** holsten@skschools.org  
**Subject:** Member Request: North Kitsap email address correction

---

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- Assistant Director of Payroll

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[cdombkowski@nkschools.org](mailto:cdombkowski@nkschools.org)

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

Thanks,

Curtis

---

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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:** 11/09/2018 11:01:14 AM  
**To:** stewartj@skschools.org  
**Subject:** Member Request: North Kitsap email address correction

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

Thanks,

Curtis

---

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

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**From:** holsten@skschools.org  
**Sent time:** 11/09/2018 12:38:32 PM  
**To:** farmer@skschools.org  
**Subject:** RE: Capital Levy Staffing

---

Will do

Jerry Holsten  
Executive Director  
Human Resources  
holsten@skschools.org  
Office: 360-874-7006  
Fax: 360-874-7076

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

From: Farmer, Jennifer  
Sent: Friday, November 9, 2018 12:04 PM  
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Thanks! Hope you have a great long weekend!

Jennifer

**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 11/12/2018 01:33:16 PM  
**To:** finnie@skschools.org  
**Subject:** Registration now open: WSPA Annual Conference

---

Hello,

WSPA and Region 2 are pleased to announce that registration to the Annual Conference 2019 is now open!

We encourage you to attend this valuable and meaningful conference.

Each day provides relevant and useful sessions, the chance to meet with State partners and vendors, and most importantly -- the opportunity to make connections and build relationships with your colleagues.

- **Pre-conference: Sunday, February 24, 2019**
- **Conference: February 25-27, 2019**
- **Three Rivers Convention Center - Kennewick**

**Please join us for the pre-conference session: "Grow Your Own" Teacher Academy**

- "Grow Your Own" Teacher Academy
- Presenters: Franklin Pierce School District
- Sunday, February 24, 2018
- 1:30-4:30 pm
- \$75.00

**Conference sessions to include:**

- Post-Strike Relationship Building
- Sick Leave
- Paid Family Leave
- Alternate Routes to Certification
- Paraeducator Testing
- Non-Renewal of Administrators
- Employees and Social Media
- How to Communicate Legislative Changes
- Equity and Recruitment
- Transgender Employees and the Classroom Experience
- Fiscal and HR Implications of SEBB
- Best Practices: RIF and Budget Cuts
- Onboarding and Paperless Hiring Practices
- **Final agenda coming soon!**

**Optional Evening Activity: Paint n' Sip Night**

- On Monday evening, attendees will have the opportunity to attend a Paint n' Sip activity
- \$10 registration fee
- Registration fee includes all supplies, one drink ticket, light appetizers, and evening of fun and creativity.

[Please click here to register and for conference details](#)

We look forward to seeing you there!

Region 2  
Washington School Personnel Association

---

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

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

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 11/12/2018 01:34:31 PM  
**To:** jensenv@skschools.org  
**Subject:** Registration now open: WSPA Annual Conference

---

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Each day provides relevant and useful sessions, the chance to meet with State partners and vendors, and most importantly -- the opportunity to make connections and build relationships with your colleagues.

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- Paid Family Leave
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- Paraeducator Testing
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[Please click here to register and for conference details](#)

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Region 2  
Washington School Personnel Association



---

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

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 11/12/2018 01:32:15 PM  
**To:** stewartj@skschools.org  
**Subject:** Registration now open: WSPA Annual Conference

---

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- "Grow Your Own" Teacher Academy
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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 11/12/2018 01:33:41 PM  
**To:** tallman@skschools.org  
**Subject:** Registration now open: WSPA Annual Conference

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 11/12/2018 01:32:16 PM  
**To:** monaglej@skschools.org  
**Subject:** Registration now open: WSPA Annual Conference

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 11/12/2018 01:32:28 PM  
**To:** holsten@skschools.org  
**Subject:** Registration now open: WSPA Annual Conference

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**From:** stewartj@skschools.org  
**Sent time:** 11/13/2018 08:20:46 AM  
**To:** tallman@skschools.org; jensenv@skschools.org; monaglej@skschools.org  
**Subject:** FW: Member Request: North Kitsap email address correction

---

Did anyone respond to this request. Just checking before I delete 😊

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**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>  
**Sent:** Friday, November 9, 2018 11:01 AM  
**To:** Stewart, Jackie <stewartj@skschools.org>  
**Subject:** Member Request: North Kitsap email address correction

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Thanks,

Curtis

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**From:** stewartj@skschools.org  
**Sent time:** 11/13/2018 07:55:52 AM  
**To:** holsten@skschools.org; monaglej@skschools.org  
**Cc:** jensenv@skschools.org; tallman@skschools.org; finnie@skschools.org  
**Subject:** FW: Registration now open: WSPA Annual Conference

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*Jackie Stewart*

*Human Resources Specialist*

*South Kitsap School District*

*2689 Hoover Ave SE*

*Port Orchard, WA 98366*

*Phone: (360) 874-7082*

*Fax: (360) 874-7076*

*Email: stewartj@skschools.org*



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**Sent:** Monday, November 12, 2018 1:32 PM  
**To:** Stewart, Jackie <stewartj@skschools.org>  
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**From:** monaglej@skschools.org  
**Sent time:** 11/13/2018 08:23:16 AM  
**To:** stewartj@skschools.org; tallman@skschools.org; jensenv@skschools.org  
**Subject:** RE: Member Request: North Kitsap email address correction

---

I believe Vivian did, didn't you Viv?

---

**From:** Stewart, Jackie  
**Sent:** Tuesday, November 13, 2018 8:21 AM  
**To:** Tallman, Rachel <tallman@skschools.org>; Jensen, Vivian <jensenv@skschools.org>; Monagle, Jamie <monaglej@skschools.org>  
**Subject:** FW: Member Request: North Kitsap email address correction

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**Sent:** Friday, November 9, 2018 11:01 AM  
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**From:** jensenv@skschools.org  
**Sent time:** 11/13/2018 10:22:20 AM  
**To:** monaglej@skschools.org; stewartj@skschools.org; tallman@skschools.org  
**Subject:** RE: Member Request: North Kitsap email address correction

---

I tried to but it didn't go through the email... I never got back to it ☹️

*Vivian Jensen*  
*Human Resource Specialist*  
*South Kitsap School District*  
*360-874-7077*  
*Fax 360-874-7076*

---

**From:** Monagle, Jamie  
**Sent:** Tuesday, November 13, 2018 8:23 AM  
**To:** Stewart, Jackie <stewartj@skschools.org>; Tallman, Rachel <tallman@skschools.org>; Jensen, Vivian <jensenv@skschools.org>  
**Subject:** RE: Member Request: North Kitsap email address correction

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**From:** jensenv@skschools.org  
**Sent time:** 11/13/2018 11:42:23 AM  
**To:** tallman@skschools.org; stewartj@skschools.org; holsten@skschools.org; monaglej@skschools.org  
**Cc:** finnie@skschools.org  
**Subject:** RE: Registration now open: WSPA Annual Conference

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And the sooner we sign up, the better hotel rates, etc we can get 😊 It's especially nice to be close to the conference.

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**Sent:** Tuesday, November 13, 2018 11:41 AM  
**To:** Jensen, Vivian <jensenv@skschools.org>; Stewart, Jackie <stewartj@skschools.org>; Holsten, Jerry <holsten@skschools.org>; Monagle, Jamie <monaglej@skschools.org>  
**Cc:** Finnie, Lynn <finnie@skschools.org>  
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**Sent:** Tuesday, November 13, 2018 9:11 AM  
**To:** Stewart, Jackie <[stewartj@skschools.org](mailto:stewartj@skschools.org)>; Holsten, Jerry <[holsten@skschools.org](mailto:holsten@skschools.org)>; Monagle, Jamie <[monaglej@skschools.org](mailto:monaglej@skschools.org)>  
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**From:** Stewart, Jackie  
**Sent:** Tuesday, November 13, 2018 7:56 AM  
**To:** Holsten, Jerry <[holsten@skschools.org](mailto:holsten@skschools.org)>; Monagle, Jamie <[monaglej@skschools.org](mailto:monaglej@skschools.org)>  
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Email: [stewartj@skschools.org](mailto:stewartj@skschools.org)

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**From:** tallman@skschools.org  
**Sent time:** 11/13/2018 11:40:45 AM  
**To:** jensenv@skschools.org; stewartj@skschools.org; holsten@skschools.org; monaglej@skschools.org  
**Cc:** finnie@skschools.org  
**Subject:** RE: Registration now open: WSPA Annual Conference

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We encourage you to attend this valuable and meaningful conference. Each day provides relevant and useful sessions, the chance to meet with State partners and vendors, and most importantly -- the opportunity to make connections and build relationships with your colleagues.

- **Pre-conference: Sunday, February 24,2019**
- **Conference: February 25-27, 2019**
- **Three Rivers Convention Center - Kennewick**

**Please join us for the pre-conference session: "Grow Your Own" Teacher Academy**

- "Grow Your Own" Teacher Academy
- Presenters: Franklin Pierce School District
- Sunday, February 24, 2018
- 1:30-4:30 pm
- \$75.00

**Conference sessions to include:**

- Post-Strike Relationship Building
- Sick Leave
- Paid Family Leave
- Alternate Routes to Certification
- Paraeducator Testing
- Non-Renewal of Administrators
- Employees and Social Media
- How to Communicate Legislative Changes
- Equity and Recruitment
- Transgender Employees and the Classroom Experience
- Fiscal and HR Implications of SEBB
- Best Practices: RIF and Budget Cuts
- Onboarding and Paperless Hiring Practices
- **Final agenda coming soon!**

**Optional Evening Activity: Paint n' Sip Night**

- On Monday evening, attendees will have the opportunity to attend a Paint n' Sip activity
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[Please click here to register and for conference details](#)

We look forward to seeing you there!

Region 2  
Washington School Personnel Association

---

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

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**From:** jensenv@skschools.org  
**Sent time:** 11/13/2018 09:11:29 AM  
**To:** stewartj@skschools.org; holsten@skschools.org; monaglej@skschools.org  
**Cc:** tallman@skschools.org; finnie@skschools.org  
**Subject:** RE: Registration now open: WSPA Annual Conference

---

This was an amazing conference last year and this years' topics look awesome!  
The best part of this conference is everything relates to our jobs.  
I second Jackie's request. Please send us!

*Vivian Jensen*  
*Human Resource Specialist*  
*South Kitsap School District*  
*360-874-7077*  
*Fax 360-874-7076*

---

**From:** Stewart, Jackie  
**Sent:** Tuesday, November 13, 2018 7:56 AM  
**To:** Holsten, Jerry <holsten@skschools.org>; Monagle, Jamie <monaglej@skschools.org>  
**Cc:** Jensen, Vivian <jensenv@skschools.org>; Tallman, Rachel <tallman@skschools.org>; Finnie, Lynn <finnie@skschools.org>  
**Subject:** FW: Registration now open: WSPA Annual Conference

Good morning,

I wanted to check for all of us (Vivian, Rachel, and I) if we are able to attend the WSPA conference this year. It was an excellent conference last year specific to HR. In my opinion I would prefer to attend WSPA vs. WASWUG this year. WASWUG was not as HR informative. Thanks so much for your consideration ☺

*Jackie Stewart*  
*Human Resources Specialist*  
*South Kitsap School District*  
*2689 Hoover Ave SE*  
*Port Orchard, WA 98366*  
*Phone: (360) 874-7082*  
*Fax: (360) 874-7076*  
*Email: [stewartj@skschools.org](mailto:stewartj@skschools.org)*

---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) <[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)>  
**Sent:** Monday, November 12, 2018 1:32 PM  
**To:** Stewart, Jackie <[stewartj@skschools.org](mailto:stewartj@skschools.org)>  
**Subject:** Registration now open: WSPA Annual Conference

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Region 2  
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**From:** finnie@skschools.org  
**Sent time:** 11/15/2018 12:13:54 PM  
**To:** cleonard@wspsa.net  
**Cc:** farmer@skschools.org  
**Subject:** member request from South Kitsap School District

---

Jennifer Farmer from South Kitsap School District is asking about job descriptions for a Capital Projects Manager and the associated support person. Please send responses to [farmer@skschools.org](mailto:farmer@skschools.org).

*C. Lynn Finnie*

*Executive Assistant - Human Resources*

*South Kitsap School District*

*2689 Hoover Ave. S.E.*

*Port Orchard, Washington 98366*

[finnie@skschools.org](mailto:finnie@skschools.org)

*PH: 360-874-7072*

*FAX: 360-874-7076*

**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 11/15/2018 11:30:36 AM  
**To:** holsten@skschools.org  
**Subject:** WSPA Annual Conference: Paint n' Sip Night Registration Option

---

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We are offering an optional Paint n' Sip night activity for our guests. We understand that many of our members will need to pay for this optional activity with personal funds rather than as part of their district-paid conference registration. To accommodate this need, we have developed a separate registration link for this event. You may also choose to include this option with your conference registration.

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[Please click here to register ONLY for the optional Paint n' Sip Night activity](#)

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We look forward to seeing you there!

Region 2  
Washington School Personnel Association

---

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 11/15/2018 11:32:41 AM  
**To:** jensenv@skschools.org  
**Subject:** WSPA Annual Conference: Paint n' Sip Night Registration Option

---

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 11/15/2018 11:31:26 AM  
**To:** finnie@skschools.org  
**Subject:** WSPA Annual Conference: Paint n' Sip Night Registration Option

---

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 11/15/2018 11:30:21 AM  
**To:** stewartj@skschools.org  
**Subject:** WSPA Annual Conference: Paint n' Sip Night Registration Option

---

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Region 2  
Washington School Personnel Association

---

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 11/15/2018 11:30:22 AM  
**To:** monaglej@skschools.org  
**Subject:** WSPA Annual Conference: Paint n' Sip Night Registration Option

---

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Washington School Personnel Association

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 11/15/2018 11:31:51 AM  
**To:** tallman@skschools.org  
**Subject:** WSPA Annual Conference: Paint n' Sip Night Registration Option

---

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Region 2  
Washington School Personnel Association

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

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**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 11/19/2018 11:12:01 AM  
**To:** tallman@skschools.org  
**Subject:** MEMBER REQUEST

---

Hello WSPA members! Due to our schedule with the holiday, we are sendign out Member requests today. Thanks for the help!

Mandie McAfee from Franklin Pierce is asking the following:

Franklin Pierce is trying to come up with a better process for our contracted employees (through an agency). I would greatly appreciate giving answers to the 5 questions below to help us determine what other districts are doing.

Examples would include:

- Contracted certificated - teachers, OT, PT, SLP, YMCA workers, etc.
- Contracted classified - behavior tech, LPN, etc.
- Personal Service Contracts with individuals

1. Do they receive a new employee orientation?
  
2. For contracted people - does the district fingerprint or accept that the "contracting agency" completed this? (example contracted OT/PT)
  
3. Do they require Personal Service contractors to fingerprint? (example DJ for school dance)
  
4. Whose authority can give them access to:
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  - Assigned technology
  - o Acceptable use form needed?
    - District systems (Skyward, IEP online, etc.)
  
5. What type of communication tools are used to establish them as an "employee" (meaning keys, name badge, etc); grant access (if any); and communicate when they are no longer providing services (any access should be shut down? any materials items returned?)?

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

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

Thanks,

---

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

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**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 11/19/2018 11:10:23 AM  
**To:** stewartj@skschools.org  
**Subject:** MEMBER REQUEST

---

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Thanks,

---

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

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**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 11/19/2018 11:10:36 AM  
**To:** holsten@skschools.org  
**Subject:** MEMBER REQUEST

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Thanks,

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**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 11/19/2018 11:11:31 AM  
**To:** finnie@skschools.org  
**Subject:** MEMBER REQUEST

---

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**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 11/19/2018 11:13:00 AM  
**To:** jensenv@skschools.org  
**Subject:** MEMBER REQUEST

---

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**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 11/19/2018 11:10:23 AM  
**To:** monaglej@skschools.org  
**Subject:** MEMBER REQUEST

---

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**From:** jensenv@skschools.org  
**Sent time:** 11/19/2018 04:32:03 PM  
**To:** cleonard@wspsa.net  
**Cc:** rosie.burns@mercerislandschools.org  
**Subject:** RE: MEMBER REQUEST

---

Hi Rosie,

Please see my responses in **RED** below 😊

We currently have one level of paraprofessional and are curious to hear from districts that have different levels of para based on duties (i.e. student supervisor, special ed para, etc.)

**We currently have Special Ed paras, Gen Ed Paras, Kindergarten Gen Ed paras, ELL para's, Indian Liaison Para.**

What benefits have you experienced? (recruiting, retention, etc.)

**Various salary scales depending on level of responsibility and work environment.**

What challenges does this impose? (flexibility in para use and/or payroll/record keeping, etc.)

**None that we have observed.**

*Vivian Jensen*  
*Human Resource Specialist*  
*South Kitsap School District*  
*360-874-7077*  
*Fax 360-874-7076*

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>  
**Sent:** Monday, November 19, 2018 11:15 AM  
**To:** Jensen, Vivian <jensenv@skschools.org>  
**Subject:** MEMBER REQUEST

Rosie Burns from Mercer Island School District is asking the following:

We currently have one level of paraprofessional and are curious to hear from districts that have different levels of para based on duties (i.e. student supervisor, special ed para, etc.)

What benefits have you experienced? (recruiting, retention, etc.)

What challenges does this impose? (flexibility in para use and/or payroll/record keeping, etc.)

Please send your response directly to: [rosie.burns@mercerislandschools.org](mailto:rosie.burns@mercerislandschools.org)

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

Thanks,

---

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

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 11/19/2018 07:04:40 AM  
**To:** jensenv@skschools.org  
**Subject:** Registration now open: WSPA Annual Conference

---

Hello,

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We encourage you to attend this valuable and meaningful conference.

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- **Pre-conference: Sunday, February 24, 2019**
- **Conference: February 25-27, 2019**
- **Three Rivers Convention Center - Kennewick**

**Please join us for the pre-conference session: "Grow Your Own" Teacher Academy**

- "Grow Your Own" Teacher Academy
- Presenters: Franklin Pierce School District
- Sunday, February 24, 2018
- 1:30-4:30 pm
- \$75.00

**Conference sessions to include:**

- Post-Strike Relationship Building
- Sick Leave
- Paid Family Leave
- Alternate Routes to Certification
- Paraeducator Testing
- Non-Renewal of Administrators
- Employees and Social Media
- How to Communicate Legislative Changes
- Equity and Recruitment
- Transgender Employees and the Classroom Experience
- Fiscal and HR Implications of SEBB
- Best Practices: RIF and Budget Cuts
- Onboarding and Paperless Hiring Practices
- **Final agenda coming soon!**

**Optional Evening Activity: Paint n' Sip Night**

- On Monday evening, attendees will have the opportunity to attend a Paint n' Sip activity
- \$10 registration fee
- Registration fee includes all supplies, one drink ticket, light appetizers, and evening of fun and creativity.

**[Please click here to register and for conference details](#)**

We look forward to seeing you there!

Region 2  
Washington School Personnel Association

---

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 11/19/2018 07:03:23 AM  
**To:** finnie@skschools.org  
**Subject:** Registration now open: WSPA Annual Conference

---

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 11/19/2018 07:02:32 AM  
**To:** holsten@skschools.org  
**Subject:** Registration now open: WSPA Annual Conference

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 11/19/2018 07:02:20 AM  
**To:** monaglej@skschools.org  
**Subject:** Registration now open: WSPA Annual Conference

---

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 11/19/2018 07:03:48 AM  
**To:** tallman@skschools.org  
**Subject:** Registration now open: WSPA Annual Conference

---

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Region 2  
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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 11/19/2018 07:02:19 AM  
**To:** stewartj@skschools.org  
**Subject:** Registration now open: WSPA Annual Conference

---

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We look forward to seeing you there!

Region 2  
Washington School Personnel Association

---

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**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 11/20/2018 10:47:07 AM  
**To:** monaglej@skschools.org  
**Subject:** 2019 Annual Conference REGISTER OTHERS Form Submitted

---

Greetings,

Thank you for registering other district personnel to attend the Annual 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

---

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**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 11/20/2018 12:09:50 PM  
**To:** stewartj@skschools.org  
**Subject:** 2019 WSPA Annual Conference Registration Form Form Submitted

---

Jackie,

Thank you for registering to attend the WSPA Annual Conference.  
This is your receipt for your registration.

Your information provided is as follows:

District: South Kitsap School District

Registrant Name: Jackie Stewart

Receipt Date: 11/20/2018 15:09:50

Receipt ID: 13442127

Total Payment Amount: \$300.00

If you chose the "Invoice Me" option you will receive your invoice through separate email. Once received please submit to your accounting department for payment.

Your Conference Materials will be available electronically. You will receive email notice closer to the start date of the conference with instructions on how to access those materials.

Thank you for your registration,

Washington School Personnel Association

---

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**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 11/20/2018 10:43:03 AM  
**To:** monaglej@skschools.org  
**Subject:** 2019 WSPA Annual Conference Registration Form Form Submitted

---

Jamie,

Thank you for registering to attend the WSPA Annual Conference.  
This is your receipt for your registration.

Your information provided is as follows:

District: South Kitsap School District

Registrant Name: Jamie Monagle

Receipt Date: 11/20/2018 13:43:02

Receipt ID: 13441831

Total Payment Amount: \$300.00

If you chose the "Invoice Me" option you will receive your invoice through separate email. Once received please submit to your accounting department for payment.

Your Conference Materials will be available electronically. You will receive email notice closer to the start date of the conference with instructions on how to access those materials.

Thank you for your registration,

Washington School Personnel Association

---

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**From:** monaglej@skschools.org  
**Sent time:** 11/20/2018 11:26:21 AM  
**To:** stewartj@skschools.org  
**Subject:** WSPA Conference  
**Attachments:** attachment.ics

---

BEGIN:VCALENDAR  
METHOD:REQUEST  
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VERSION:2.0  
BEGIN:VTIMEZONE  
TZID:Pacific Standard Time  
BEGIN:STANDARD  
DTSTART:16010101T020000  
TZOFFSETFROM:-0700  
TZOFFSETTO:-0800  
RRULE:FREQ=YEARLY;INTERVAL=1;BYDAY=1SU;BYMONTH=11  
END:STANDARD  
BEGIN:DAYLIGHT  
DTSTART:16010101T020000  
TZOFFSETFROM:-0800  
TZOFFSETTO:-0700  
RRULE:FREQ=YEARLY;INTERVAL=1;BYDAY=2SU;BYMONTH=3  
END:DAYLIGHT  
END:VTIMEZONE  
BEGIN:VEVENT  
ORGANIZER:MAILTO:monaglej@skschools.org  
ATTENDEE;ROLE=REQ-PARTICIPANT;PARTSTAT=NEEDS-ACTION;RSVP=TRUE:MAILTO:stewartj@skschools.org  
DESCRIPTION;LANGUAGE=en-US:\n  
SUMMARY;LANGUAGE=en-US:WSPA Conference  
DTSTART;TZID=Pacific Standard Time:20190224T000000  
DTEND;TZID=Pacific Standard Time:20190228T000000  
UID:040000008200E00074C5B7101A82E0080000000010CE66DCC380D4010000000000000000010000000CEDD10005AB49F40BEEBEBBC7A1809EB  
CLASS:PUBLIC  
PRIORITY:5  
DTSTAMP:20181120T192620Z  
TRANSP:OPAQUE  
STATUS:CONFIRMED  
SEQUENCE:0  
LOCATION;LANGUAGE=en-US:Kennewick\, WA  
X-MICROSOFT-CDO-APPT-SEQUENCE:0  
X-MICROSOFT-CDO-OWNERAPPTID:-1714112542  
X-MICROSOFT-CDO-BUSYSTATUS:TENTATIVE  
X-MICROSOFT-CDO-INTENDEDSTATUS:FREE  
X-MICROSOFT-CDO-ALLDAYEVENT:TRUE  
X-MICROSOFT-CDO-IMPORTANCE:1  
X-MICROSOFT-CDO-INSTTYPE:0  
X-MICROSOFT-DISALLOW-COUNTER:FALSE  
BEGIN:VALARM  
ACTION:DISPLAY  
DESCRIPTION:REMINDER  
TRIGGER;RELATED=START:-PT18H  
END:VALARM  
END:VEVENT  
END:VCALENDAR

**From:** holsten@skschools.org  
**Sent time:** 11/26/2018 08:13:08 AM  
**To:** paton@skschools.org  
**Subject:** FW: Registration now open: Washington Educator Career Fairs 2019

---

Jerry Holsten  
Executive Director  
Human Resources  
[holsten@skschools.org](mailto:holsten@skschools.org)  
Office: 360-874-7006  
Fax: 360-874-7076

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>  
**Sent:** Monday, November 26, 2018 6:03 AM  
**To:** Holsten, Jerry <holsten@skschools.org>  
**Subject:** Registration now open: Washington Educator Career Fairs 2019

Hello,

Registration is now open for the Washington Educator Career Fairs:

**March 13, 2019**  
**Spokane Convention Center**

**March 27, 2019**  
**Tacoma Dome Arena**

**NEW FOR 2019:**

**BOOTH LIMITS: Districts, Schools, Universities, State Agencies will be limited to FOUR booths and FOUR interview booths**

WSPA is committed to providing equitable and affordable resources for our all orf our member districts. We appreciate your understanding of this new policy and regret any inconvenience this may cause.

[Please click here for registrtaion and full event information.](#)

Thank you,

Washington School Personnel Association

---

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 11/26/2018 06:02:56 AM  
**To:** holsten@skschools.org  
**Subject:** Registration now open: Washington Educator Career Fairs 2019

---

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 11/26/2018 06:02:39 AM  
**To:** monaglej@skschools.org  
**Subject:** Registration now open: Washington Educator Career Fairs 2019

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 11/26/2018 06:02:38 AM  
**To:** stewartj@skschools.org  
**Subject:** Registration now open: Washington Educator Career Fairs 2019

---

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 11/26/2018 06:04:03 AM  
**To:** finnie@skschools.org  
**Subject:** Registration now open: Washington Educator Career Fairs 2019

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 11/26/2018 06:05:43 AM  
**To:** jensenv@skschools.org  
**Subject:** Registration now open: Washington Educator Career Fairs 2019

---

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 11/26/2018 06:04:36 AM  
**To:** tallman@skschools.org  
**Subject:** Registration now open: Washington Educator Career Fairs 2019

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---

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

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**From:** do\_not\_reply@skschools.org  
**Sent time:** 11/28/2018 02:13:32 AM  
**To:** finnie@skschools.org  
**Subject:** 4 Unsubmitted Credit Card Transactions.

---

The following 4 Credit Card Transaction(s) have not been submitted.

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<b>Transaction Date</b>	<b>Amount</b>	<b>Where Used</b>
11/23/2018	126.40	ALASKA AIR
11/23/2018	126.40	ALASKA AIR
11/23/2018	300.00	WSPA
11/23/2018	300.00	WSPA

---

**District:** SOUTH KITSAP SCHOOL DISTRICT  
**District Web Site:** [www.skschools.org](http://www.skschools.org)  
**State:** WA  
**District Code:** 18402

SKSD

---

**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 11/30/2018 09:02:24 AM  
**To:** holsten@skschools.org  
**Subject:** Invitation - Randy Hathaway Scholarship Applications Open

---

Dear WSPA members,

The Randy Hathaway Fellowship Awards were established to commemorate the exemplary leadership of Randy Hathaway and his service to the field of human resources. Mr. Hathaway served as a school administrator, Executive Director of Employee Relations and Negotiations Network (ERNN), and as the Executive Director of Washington School Personnel Association (WSPA). Mr. Hathaway continues to be an advocate for education, the role of human resources, and of our organization. It is with great pride that we offer this fellowship program to our members.

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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

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This email was sent to [holsten@skschools.org](mailto:holsten@skschools.org) by [admin@waspa.net](mailto:admin@waspa.net)

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 11/30/2018 09:03:11 AM  
**To:** finnie@skschools.org  
**Subject:** Invitation - Randy Hathaway Scholarship Applications Open

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 11/30/2018 09:02:13 AM  
**To:** monaglej@skschools.org  
**Subject:** Invitation - Randy Hathaway Scholarship Applications Open

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 11/30/2018 09:04:23 AM  
**To:** jensenv@skschools.org  
**Subject:** Invitation - Randy Hathaway Scholarship Applications Open

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 11/30/2018 09:02:12 AM  
**To:** stewartj@skschools.org  
**Subject:** Invitation - Randy Hathaway Scholarship Applications Open

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The Washington School Personnel Association

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This email was sent to [stewartj@skschools.org](mailto:stewartj@skschools.org) by [admin@waspa.net](mailto:admin@waspa.net)

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 11/30/2018 09:03:35 AM  
**To:** tallman@skschools.org  
**Subject:** Invitation - Randy Hathaway Scholarship Applications Open

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**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 11/30/2018 08:03:17 AM  
**To:** monaglej@skschools.org  
**Subject:** MEMBER REQUEST

---

Good Morning WSPA members. A few member requests for your review. Thanks as always!

Lisa Turner from Wenatchee School District is wondering if other districts allow year-round (260 days) administrators to cash out accrued vacation on an annual basis? If so, do you have a WSSDA model policy 5411 in place or any other policy supporting the cashout?

Please send your responses directly to: [turner.l@wenatcheeschools.org](mailto:turner.l@wenatcheeschools.org)

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

Thanks,

Curtis

---

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**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 11/30/2018 08:04:44 AM  
**To:** tallman@skschools.org  
**Subject:** MEMBER REQUEST

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**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 11/30/2018 08:03:28 AM  
**To:** holsten@skschools.org  
**Subject:** MEMBER REQUEST

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**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 11/30/2018 08:03:16 AM  
**To:** stewartj@skschools.org  
**Subject:** MEMBER REQUEST

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**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 11/30/2018 08:05:35 AM  
**To:** jensenv@skschools.org  
**Subject:** MEMBER REQUEST

---

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**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 11/30/2018 08:04:18 AM  
**To:** finnie@skschools.org  
**Subject:** MEMBER REQUEST

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 12/10/2018 06:31:06 PM  
**To:** jensenv@skschools.org  
**Subject:** WSPA Updates  
**Attachments:** WSPA\_Focus\_Newsletter\_12\_2018.pdf

---

Hello,

First, let us wish you a happy holiday season and prosperous New Year. We can't believe how fast the year is moving and hope that you will find some rest and relaxation over the winter holidays.

WSPA has a lot of exciting things happening in the new year and we hope you will join us at one of our many workshops and conferences. In addition to our professional development events, we are also working to finalize our legislative priorities and develop our work plan with *Cascade Government Affairs* as our new legislative liaison. You can read more about their organization and the work they will be doing on behalf of our members in the attached newsletter.

We have several events now open for registration -- please visit our website at [www.wspa.net](http://www.wspa.net) for registration and additional information:

### **21st Century Bargaining Workshop - TUKWILA**

- January 11, 2019
- DoubleTree Suites by Hilton at Southcenter, Tukwila

### **21st Century Bargaining Workshop - SPOKANE**

- January 25, 2019
- DoubleTree Suites by Hilton at City Center Spokane

### **WSPA Annual Conference**

- Pre-Conference February 24, 2019
- February 25-27, 2019
- Three Rivers Convention Center, Kennewick

### **Washington Educator Career Fair - SPOKANE**

- March 13, 2019
- Spokane Convention Center

### **Washington Educator Career Fair - TACOMA**

- March 27, 2019
- Tacoma Dome Arena

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Washington School Personnel Association

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# WSPA *focus*

Washington School Personnel Association

December 2018

WSPA Welcomes New Legislative Liaison:

## *Cascade Government Affairs*

Cascade Government Affairs has contracted with WSPA to provide legislative services for the 2018-2019 year.

- ⇒ **Lobbying services** — including state legislative and executive office engagement—promoting the best interests of Washington State School Districts on all matters of school funding.
- ⇒ **Strategic Legislative Counseling Issue Monitoring** — monitor and identify proposed bills that would be of interest and/or concern to WSPA members, discuss issues affecting WSPA with legislators, represent and testify on behalf of the association, develop legislative proposals and amendments to bills as directed by WSPA.
- ⇒ **Reporting, Communications, and Education** — providing regular updates on the status of key legislative issues, development of background information and educational materials on issues for dissemination to key decision makers.

Cascade Government Affairs, LLC (CGA), brings nearly 20 years of experience to government relations and public policy issues management, serving a broad range of clients.

Charles R. (Charlie) Brown, the principal of Cascade Government Affairs, provides sophisticated advocacy and experienced political insight, coupled with thorough reporting on a timely basis to his clients. Dr. Frank Hewins, former Superintendent for Franklin Pierce School District and Heidi Kay Walters, Attorney will also provide direct legislative and executive office agency engagement in partnership with WSPA and Cascade Government Affairs.

*“The partnership between WSPA and Cascade Government Affairs will provide a proactive effort to promote the interests of WSPA to the Washington State Legislature, the Office of the Governor, and OSPI on all school funding matters*

*- Curtis Leonard,  
Executive Director*



### *In This Issue*

- ◆ Introducing Cascade Government Affairs
- ◆ Meet our Board of Directors
- ◆ Upcoming Events

The mission of the Washington School Personnel Association is to provide leadership in promoting effective human resource practices within the education community through legislative involvement, professional development activities and a broad-based resource network.

Washington School Personnel Association  
PO Box 1600 Anacortes, Washington 98221  
Phone: 360-825-1415 Email: [admin@wspa.net](mailto:admin@wspa.net) \*[www.wspa.net](http://www.wspa.net)



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**Join us!**

### Upcoming Events

- Randy Hathaway Scholarship Applications Close January 11, 2019
- 21st Century Bargaining Workshop - Tukwila January 11, 2019
- 21st Century Bargaining Workshop - Spokane January 25, 2019
- WSPA Board Meeting February 24, 2019
- WSPA Annual Conference Three Rivers Conference Center, Tri-Cities February 24-27, 2019
- WSPA Board Elections - Call for Nominations - March 4, 2019
- Washington Educator Career Fair Spokane Convention Center March 13, 2019
- WSPA Board Elections Open March 26, 2019
- Washington Educator Career Fair Tacoma Dome Arena March 27, 2019

## WSPA Board of Directors and Administrative Team 2018-2019

Shaun Carey, WSPA President  
 Tina Konsmo, President-Elect  
 Kurt Schonberg, Immediate Past President  
 Chris Callaham, Treasurer  
 Janet Hodson, Secretary

Curtis Leonard, Executive Director  
 Jennifer Tottenham, Program Coordinator

Region 1 Co-Representatives: Jane Rausch and Kim Harmon  
 Region 2 Co-Representatives: Toni Neidhold and Doug Christensen  
 Region 3: Marilyn Boerke  
 Region 4 Co-Representatives: Stacia Dorman and Dawn Long  
 Region 5 Co-Representatives: Denise Kennedy and Chelle Lente  
 Region 6 Co-Representatives: Debbie Kovacs and Jason Thompson

Did you know that each region offers training, support, and great networking opportunities? Visit our *Region Information* page for schedules contact information, and ways to get involved and connected: <https://www.wspa.net/region-information>

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 12/10/2018 06:21:59 PM  
**To:** finnie@skschools.org  
**Subject:** WSPA Updates  
**Attachments:** WSPA\_Focus\_Newsletter\_12\_2018.pdf

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 12/10/2018 06:25:13 PM  
**To:** tallman@skschools.org  
**Subject:** WSPA Updates  
**Attachments:** WSPA\_Focus\_Newsletter\_12\_2018.pdf

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**Sent time:** 12/10/2018 06:13:14 PM  
**To:** stewartj@skschools.org  
**Subject:** WSPA Updates  
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**From:** monaglej@skschools.org  
**Sent time:** 12/13/2018 01:14:46 PM  
**To:** cleonard@wspa.net  
**Subject:** WSPA Member Request from South Kitsap School District

---

Hey Curtis!

South Kitsap School District has a member request. 😊

South Kitsap School District would like to know how other districts are breaking out the sub-fund account code when preparing for the upcoming budget season. How are you determining which accounts are coded to non-local revenue sources (0) and which accounts are coded to local revenue sources (1)?

Thanks! If they could email me with any information, that would be fantastic!

*Jamie Monagle*

Acting Director of Human Resources  
South Kitsap School District  
2689 Hoover Ave SE  
Port Orchard, WA 98366  
**Phone:** 360-874-7071  
**Fax:** 360-874-7076  
**Email:** [monaglej@skschools.org](mailto:monaglej@skschools.org)

**From:** jensenv@skschools.org  
**Sent time:** 12/14/2018 10:59:34 AM  
**To:** cleonard@wspa.net  
**Cc:** johnsonMW@mukilteo.wednet.edu  
**Subject:** Exit Survey  
**Attachments:** Voluntary Exit Survey Form 632.pdf

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Hi Mike,

We ask staff who are leaving to fill out the attached exit survey. Most of them don't put anything of any major significance on the forms but sometimes there are items on it that we do look into.

Hope this helps 😊

*Vivian Jensen*  
*Human Resource Specialist*  
*South Kitsap School District*  
*360-874-7077*  
*Fax 360-874-7076*

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**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>  
**Sent:** Friday, December 14, 2018 9:30 AM  
**To:** Jensen, Vivian <jensenv@skschools.org>  
**Subject:** MEMBER REQUEST

Mike Johnson from the Mukilteo School District has the following question:

We are looking to improve our exit interview which is conducted when an employee resigns or retires.

Please send your responses directly to: [johnsonMW@mukilteo.wednet.edu](mailto:johnsonMW@mukilteo.wednet.edu)

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

Thanks,

Curtis

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

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# South Kitsap School District

## Human Resources

2689 Hoover Ave SE  
Port Orchard WA 98366  
(360) 874-7079 / (360) 874-7076 FAX

FORM 632

- CERTIFICATED
- CLASSIFIED

### VOLUNTARY EMPLOYEE EXIT SURVEY

South Kitsap School District greatly appreciates the service you have provided to the students, staff, and community. In order to continuously improve our operations, we would like to ask for your thoughts as you separate employment. Please take a few moments to complete the questions below and return it to Human Resources. If you have any questions, please call us at (360) 874-7074. This survey is voluntary. The information you provide will be used to evaluate the work environment and make changes or improvements where needed.

<b>Employee's Name</b> <input style="width: 90%;" type="text"/>	<b>Location</b> <input style="width: 90%;" type="text"/>
<b>Position/Assignment</b> <input style="width: 90%;" type="text"/>	<b>Number of Years Employed in South Kitsap School District</b> <input style="width: 90%;" type="text"/>

**Reason(s) for leaving** (Please check all that apply):

- |   |                                      |  |
|---|--------------------------------------|--|
| <input type="checkbox"/> Another Job            | <input type="checkbox"/> Health      | <input type="checkbox"/> Problems on the Job |
| <input type="checkbox"/> Continuing Education   | <input type="checkbox"/> Family Care | <input type="checkbox"/> Promotion           |
| <input type="checkbox"/> Higher Salary          | <input type="checkbox"/> Personal    | <input type="checkbox"/> Retirement          |
| <input type="checkbox"/> Other (Please specify) | <input type="checkbox"/> Relocation  |  |

**Please rate each of the following items to indicate your level of satisfaction:**

#### Work Environment

1. **Were you satisfied with your work environment?**

- 1** Very Satisfied     **2** Moderately Satisfied     **3** No Opinion     **4** Moderately Dissatisfied     **5** Very Dissatisfied     **6** Not Applicable

2. **Were you satisfied with your job location?**

- 1** Very Satisfied     **2** Moderately Satisfied     **3** No Opinion     **4** Moderately Dissatisfied     **5** Very Dissatisfied     **6** Not Applicable

3. **Were you satisfied with your working conditions?**

- 1** Very Satisfied     **2** Moderately Satisfied     **3** No Opinion     **4** Moderately Dissatisfied     **5** Very Dissatisfied     **6** Not Applicable

4. **Were you treated with respect and consideration?**

- 1** Very Satisfied     **2** Moderately Satisfied     **3** No Opinion     **4** Moderately Dissatisfied     **5** Very Dissatisfied     **6** Not Applicable

5. **Did you feel that you worked in a safe environment?**

- 1** Very Satisfied     **2** Moderately Satisfied     **3** No Opinion     **4** Moderately Dissatisfied     **5** Very Dissatisfied     **6** Not Applicable

Please continue to page 2

## VOLUNTARY EMPLOYEE EXIT SURVEY

### Supervision

6. **Were you satisfied with the consistency of supervision when performing job duties?**

- 1) Very Satisfied     2) Moderately Satisfied     3) No Opinion     4) Moderately Dissatisfied     5) Very Dissatisfied     6) Not Applicable

7. **Were performance expectations clearly defined?**

- 1) Very Satisfied     2) Moderately Satisfied     3) No Opinion     4) Moderately Dissatisfied     5) Very Dissatisfied     6) Not Applicable

### Professional Growth

8. **Were you satisfied with your opportunity for growth?**

- 1) Very Satisfied     2) Moderately Satisfied     3) No Opinion     4) Moderately Dissatisfied     5) Very Dissatisfied     6) Not Applicable

9. **Was the training you received adequate for the job you performed?**

- 1) Very Satisfied     2) Moderately Satisfied     3) No Opinion     4) Moderately Dissatisfied     5) Very Dissatisfied     6) Not Applicable

10. **Were you encouraged to seek more training to enhance your growth on the job?**

- 1) Very Satisfied     2) Moderately Satisfied     3) No Opinion     4) Moderately Dissatisfied     5) Very Dissatisfied     6) Not Applicable

### District

11. **Did you feel supported by the District?**

- 1) Very Satisfied     2) Moderately Satisfied     3) No Opinion     4) Moderately Dissatisfied     5) Very Dissatisfied     6) Not Applicable

12. **Were you satisfied with the employee benefit programs available to you?**

- 1) Very Satisfied     2) Moderately Satisfied     3) No Opinion     4) Moderately Dissatisfied     5) Very Dissatisfied     6) Not Applicable

13. **Were you satisfied with the District's educational philosophy?**

- 1) Very Satisfied     2) Moderately Satisfied     3) No Opinion     4) Moderately Dissatisfied     5) Very Dissatisfied     6) Not Applicable

14. **Did you feel appreciated as an employee of the District?**

- 1) Very Satisfied     2) Moderately Satisfied     3) No Opinion     4) Moderately Dissatisfied     5) Very Dissatisfied     6) Not Applicable

15. **If the opportunity presented itself, would you return to South Kitsap School District?**

- 1) Very Satisfied     2) Moderately Satisfied     3) No Opinion     4) Moderately Dissatisfied     5) Very Dissatisfied     6) Not Applicable

### **COMMENTS**

Print Form

*Thank you for your input.  
Best wishes for your continued success!*

**From:** stewartj@skschools.org  
**Sent time:** 12/14/2018 10:29:33 AM  
**To:** CynthiaMcVeigh@sjisd.wednet.edu  
**Cc:** cleonard@wspa.net; jensenv@skschools.org; tallman@skschools.org; monaglej@skschools.org  
**Subject:** Interpreter and Translator Certificates

---

Good morning,

SKSD requires the following:

- Interpreter Certification – ASL or SEE as determined by the District based on program need, or equivalent knowledge.
- Educational interpreters employed by SKSD must have successfully achieved a score of 3.5 on the performance portion of the Education Interpreter Performance Assessment (EIPA) or hold Registry of Interpreters for the Deaf (RID) certification and pass the written assessment of the EIPA.

*Jackie Stewart*

*Human Resources Specialist*

*South Kitsap School District*

*2689 Hoover Ave SE*

*Port Orchard, WA 98366*

*Phone: (360) 874-7082*

*Fax: (360) 874-7076*

*Email: stewartj@skschools.org*

**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 12/14/2018 09:21:29 AM  
**To:** holsten@skschools.org  
**Subject:** MEMBER REQUEST

---

Good morning WSPA members! A few requests for you! Thanks,

Christine Alaniz from Clarkston School District is asking if anyone has a good source for mandatory labor law posters? Or are you just using the free posters?

We currently have an All-in-One SpaceSaver poster that we have been ordering, and I am looking for a new source.

Please send your responses directly to: [alanizc@csdk12.org](mailto:alanizc@csdk12.org)

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

Thanks,

Curtis

---

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

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**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 12/14/2018 09:22:22 AM  
**To:** finnie@skschools.org  
**Subject:** MEMBER REQUEST

---

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

Thanks,

Curtis

---

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**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 12/14/2018 09:22:48 AM  
**To:** tallman@skschools.org  
**Subject:** MEMBER REQUEST

---

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

Thanks,

Curtis

---

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

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**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 12/14/2018 09:21:18 AM  
**To:** stewartj@skschools.org  
**Subject:** MEMBER REQUEST

---

Good morning WSPA members! A few requests for you! Thanks,

Christine Alaniz from Clarkston School District is asking if anyone has a good source for mandatory labor law posters? Or are you just using the free posters?

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

Thanks,

Curtis

---

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**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 12/14/2018 09:23:43 AM  
**To:** jensenv@skschools.org  
**Subject:** MEMBER REQUEST

---

Good morning WSPA members! A few requests for you! Thanks,

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

Thanks,

Curtis

---

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

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**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 12/14/2018 09:21:18 AM  
**To:** monaglej@skschools.org  
**Subject:** MEMBER REQUEST

---

Good morning WSPA members! A few requests for you! Thanks,

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We currently have an All-in-One SpaceSaver poster that we have been ordering, and I am looking for a new source.

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

Thanks,

Curtis

---

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

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 12/18/2018 07:05:08 AM  
**To:** tallman@skschools.org  
**Subject:** Registration now open: WSPA Annual Conference

---

Hello,

WSPA and Region 2 are pleased to announce that registration to the Annual Conference 2019 is now open!

We encourage you to attend this valuable and meaningful conference.

Each day provides relevant and useful sessions, the chance to meet with State partners and vendors, and most importantly -- the opportunity to make connections and build relationships with your colleagues.

- **Pre-conference: Sunday, February 24, 2019**
- **Conference: February 25-27, 2019**
- **Three Rivers Convention Center - Kennewick**

**Please join us for the pre-conference session: "Grow Your Own" Teacher Academy**

- "Grow Your Own" Teacher Academy
- Presenters: Franklin Pierce School District
- Sunday, February 24, 2018
- 1:30-4:30 pm
- \$75.00

**Conference sessions to include:**

- Post-Strike Relationship Building
- Sick Leave
- Paid Family Leave
- Alternate Routes to Certification
- Paraeducator Testing
- Non-Renewal of Administrators
- Employees and Social Media
- How to Communicate Legislative Changes
- Equity and Recruitment
- Transgender Employees and the Classroom Experience
- Fiscal and HR Implications of SEBB
- Best Practices: RIF and Budget Cuts
- Onboarding and Paperless Hiring Practices
- **Final agenda coming soon!**

**Optional Evening Activity: Paint n' Sip Night**

- On Monday evening, attendees will have the opportunity to attend a Paint n' Sip activity
- \$10 registration fee
- Registration fee includes all supplies, one drink ticket, light appetizers, and evening of fun and creativity.

[Please click here to register and for conference details](#)

We look forward to seeing you there!

Region 2  
Washington School Personnel Association

---

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 12/18/2018 07:02:52 AM  
**To:** stewartj@skschools.org  
**Subject:** Registration now open: WSPA Annual Conference

---

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 12/18/2018 07:03:09 AM  
**To:** holsten@skschools.org  
**Subject:** Registration now open: WSPA Annual Conference

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 12/18/2018 07:02:53 AM  
**To:** monaglej@skschools.org  
**Subject:** Registration now open: WSPA Annual Conference

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 12/18/2018 07:06:24 AM  
**To:** jensenv@skschools.org  
**Subject:** Registration now open: WSPA Annual Conference

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 12/18/2018 07:04:32 AM  
**To:** finnie@skschools.org  
**Subject:** Registration now open: WSPA Annual Conference

---

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Region 2  
Washington School Personnel Association



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**From:** tallman@skschools.org  
**Sent time:** 12/19/2018 09:38:35 AM  
**To:** admin@wspa.net  
**Cc:** paton@skschools.org  
**Subject:** Job Posting

---

Good morning,

We have just submitted our Director of Business Services job posting to WSPA, and on the initial submission I don't believe it included the PDF job description. If you see two of these postings come through for South Kitsap SD, is there a way to delete the one without the attachment?

Thank you!

*Rachel Tallman*

HR Specialist, MBA  
South Kitsap School District  
2689 Hoover Avenue SE  
Port Orchard, WA 98366  
[tallman@skschools.org](mailto:tallman@skschools.org)  
360-874-7083

**From:** Nicoara, Alex (Cristina A) <nicoarac@bsd405.org>  
**Sent time:** 12/21/2018 09:57:07 AM  
**To:** Stewart, Jackie <stewartj@skschools.org>  
**Subject:** FW: Safety Checklist  
**Attachments:** Safety Orientation Checklist 2018.doc

---

**Alexandra (Alex) Nicoara** *Benefits Specialist*

Human Resources Department

[12111 NE 1<sup>st</sup> St, Bellevue, WA 98005](https://www.bellvue.wa.gov)

Phone **425-456-4076** | Fax **425-456-4078**

[nicoarac@bsd405.org](mailto:nicoarac@bsd405.org)

**BELLEVUE SCHOOL DISTRICT**

**[BENEFITS Forms&Information](#) [LEAVES questions](#) [BSD405.org](#)**

**From:** Carrie Wetteland <cwetteland@whiteriver.wednet.edu>

**Sent:** Friday, December 21, 2018 9:16 AM

**To:** Nicoara, Alex (Cristina A) <nicoarac@bsd405.org>

**Cc:** cleonard@wspa.net

**Subject:** Safety Checklist

Alex,

Per your request through WSPA I've attached the Safety Orientation checklist we use here at White River. At new employee orientation in HR we have all new regular employees and subs view a brief (about 10 minute) Powerpoint Presentation on Safety. We acknowledge (fill out the top portion) and give them a Safety Handbook. We then give a copy of the form to the regular employee with instructions to complete a site specific Safety Orientation at their building in their first two weeks of employment (bottom portion). Yes, this does mean following up (sometimes more than once!) to make sure it gets done!

Hope you find this in some way useful!

Happy Holidays!

***Carrie Wetteland***

Classified HR Coordinator

**White River School District**

240 North A Street

P O Box 2050

Buckley, WA 98321

(360) 829-3824

Fax (360) 829-3843

\*\*\*\*\*  
This message may contain confidential or proprietary information intended only for the use of the addressee(s) named above or may contain information that is legally privileged. If you are not the intended addressee, or the person responsible for delivering it to the intended addressee you are hereby notified that reading, disseminating, distributing or copying this message is strictly prohibited. If you have received this message by mistake, please immediately notify us by replying to the message and delete the original message and any copies immediately thereafter. Thank you.  
\*\*\*\*\*



# WHITE RIVER SCHOOL DISTRICT NO. 416

240 North A Street \* P O Box 2050 \* Buckley, WA 98321 \* (360) 829-0600

## SAFETY ORIENTATION / JOB SAFETY CHECKLIST

Employee's Name \_\_\_\_\_ Position \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Building/Location \_\_\_\_\_

## ACCIDENT PREVENTION SAFETY PROGRAM

This training will include the following:

- PowerPoint Safety Orientation Presentation (self-guided)
- Handout: Job Safety and Health Handbook
- An opportunity for interactive questions and answers

Purpose of Orientation	Hazardous Communication Program
District Safety Policy	Lock-out/Tag-out Program
Accident (Injury) Reporting/Investigation	Personal Protective Equipment
First Aid Requirements	Safety Rules
Safety Committee	Operation of Machinery
Emergency Actions	Safety Bulletin Boards
Hazard Reporting	Responsibilities

The above items have been presented to the employee and I believe he/she can perform their assigned duties in a safe manner.

\_\_\_\_\_  
District Representative's Signature

\_\_\_\_\_  
Date

I have received orientation on the above items and have been issued a copy of the "Employee Safety and Health Handbook". I have also been given the opportunity for questions and answers.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**SITE ORIENTATION** (to be completed by site supervisor) **Building:** \_\_\_\_\_

- Shown where the written Accident-Prevention/Safety program is located.
- Shown the location of the Material Safety Data Sheets for the chemicals that are used.
- Told to whom to report to in case of "On-The-Job Injury" (for information & forms.)
- Shown where the Safety Bulletin Board is located.
- Shown where the First-Aid supplies are located and who to call for first aid.
- Shown where the Exits and Fire Extinguishers are located and the route from the assigned workstation.
- Told what to do during any Emergencies that could be expected to occur.

I have instructed the employee on the above items and believe he/she can perform assigned duties in a safe manner:

I have received orientation on the above items:

\_\_\_\_\_  
Trainer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**RETURN COMPLETED CHECKLIST TO HUMAN RESOURCES**

**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 12/21/2018 07:52:26 AM  
**To:** stewartj@skschools.org  
**Subject:** MEMBER REQUEST

---

Good Morning! Here are a few WSPA member requests for your consideration!

Alex Nicoara from Bellevue School District would like to know if any other districts have a Safety Checklist as part of the orientation process that they complete with their supervisors on their first day at their location. Thank you.

This is what we have now but looking to update:

General overview of operation, procedures, methods & hazards as they relate to your specific job and duties.

- Emergency Plan
- Exit locations and evacuation routes
- Use of firefighting equipment (extinguishers, hose)
- Specific procedures (medical, chemical, fire, etc.)
- First Aid supplies, equipment, and training
- Obtaining treatment
- Location of facilities
- Location and names of staff who are CPR/First Aid trained
- Location of MSDS (Material Safety Data Sheet) Notebook
- How to file a Labor & Industries Claim (Worker's Compensation)

Please send your responses directly to: [nicoarac@bsd405.org](mailto:nicoarac@bsd405.org)

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

Thanks,

Curtis

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

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

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**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 12/21/2018 07:52:46 AM  
**To:** finnie@skschools.org  
**Subject:** MEMBER REQUEST

---

Good Morning! Here are a few WSPA member requests for your consideration!

Alex Nicoara from Bellevue School District would like to know if any other districts have a Safety Checklist as part of the orientation process that they complete with their supervisors on their first day at their location. Thank you.

This is what we have now but looking to update:

General overview of operation, procedures, methods & hazards as they relate to your specific job and duties.

- Emergency Plan
- Exit locations and evacuation routes
- Use of firefighting equipment (extinguishers, hose)
- Specific procedures (medical, chemical, fire, etc.)
- First Aid supplies, equipment, and training
- Obtaining treatment
- Location of facilities
- Location and names of staff who are CPR/First Aid trained
- Location of MSDS (Material Safety Data Sheet) Notebook
- How to file a Labor & Industries Claim (Worker's Compensation)

Please send your responses directly to: [nicoarac@bsd405.org](mailto:nicoarac@bsd405.org)

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

Thanks,

Curtis

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

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**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 12/21/2018 07:53:12 AM  
**To:** jensenv@skschools.org  
**Subject:** MEMBER REQUEST

---

Good Morning! Here are a few WSPA member requests for your consideration!

Alex Nicoara from Bellevue School District would like to know if any other districts have a Safety Checklist as part of the orientation process that they complete with their supervisors on their first day at their location. Thank you.

This is what we have now but looking to update:

General overview of operation, procedures, methods & hazards as they relate to your specific job and duties.

- Emergency Plan
- Exit locations and evacuation routes
- Use of firefighting equipment (extinguishers, hose)
- Specific procedures (medical, chemical, fire, etc.)
- First Aid supplies, equipment, and training
- Obtaining treatment
- Location of facilities
- Location and names of staff who are CPR/First Aid trained
- Location of MSDS (Material Safety Data Sheet) Notebook
- How to file a Labor & Industries Claim (Worker's Compensation)

Please send your responses directly to: [nicoarac@bsd405.org](mailto:nicoarac@bsd405.org)

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

Thanks,

Curtis

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

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**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 12/21/2018 07:52:30 AM  
**To:** holsten@skschools.org  
**Subject:** MEMBER REQUEST

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Good Morning! Here are a few WSPA member requests for your consideration!

Alex Nicoara from Bellevue School District would like to know if any other districts have a Safety Checklist as part of the orientation process that they complete with their supervisors on their first day at their location. Thank you.

This is what we have now but looking to update:

General overview of operation, procedures, methods & hazards as they relate to your specific job and duties.

- Emergency Plan
- Exit locations and evacuation routes
- Use of firefighting equipment (extinguishers, hose)
- Specific procedures (medical, chemical, fire, etc.)
- First Aid supplies, equipment, and training
- Obtaining treatment
- Location of facilities
- Location and names of staff who are CPR/First Aid trained
- Location of MSDS (Material Safety Data Sheet) Notebook
- How to file a Labor & Industries Claim (Worker's Compensation)

Please send your responses directly to: [nicoarac@bsd405.org](mailto:nicoarac@bsd405.org)

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

Thanks,

Curtis

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

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**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 12/21/2018 07:52:26 AM  
**To:** monaglej@skschools.org  
**Subject:** MEMBER REQUEST

---

Good Morning! Here are a few WSPA member requests for your consideration!

Alex Nicoara from Bellevue School District would like to know if any other districts have a Safety Checklist as part of the orientation process that they complete with their supervisors on their first day at their location. Thank you.

This is what we have now but looking to update:

General overview of operation, procedures, methods & hazards as they relate to your specific job and duties.

- Emergency Plan
- Exit locations and evacuation routes
- Use of firefighting equipment (extinguishers, hose)
- Specific procedures (medical, chemical, fire, etc.)
- First Aid supplies, equipment, and training
- Obtaining treatment
- Location of facilities
- Location and names of staff who are CPR/First Aid trained
- Location of MSDS (Material Safety Data Sheet) Notebook
- How to file a Labor & Industries Claim (Worker's Compensation)

Please send your responses directly to: [nicoarac@bsd405.org](mailto:nicoarac@bsd405.org)

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

Thanks,

Curtis

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

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**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**Sent time:** 12/21/2018 07:52:55 AM  
**To:** tallman@skschools.org  
**Subject:** MEMBER REQUEST

---

Good Morning! Here are a few WSPA member requests for your consideration!

Alex Nicoara from Bellevue School District would like to know if any other districts have a Safety Checklist as part of the orientation process that they complete with their supervisors on their first day at their location. Thank you.

This is what we have now but looking to update:

General overview of operation, procedures, methods & hazards as they relate to your specific job and duties.

- Emergency Plan
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- First Aid supplies, equipment, and training
- Obtaining treatment
- Location of facilities
- Location and names of staff who are CPR/First Aid trained
- Location of MSDS (Material Safety Data Sheet) Notebook
- How to file a Labor & Industries Claim (Worker's Compensation)

Please send your responses directly to: [nicoarac@bsd405.org](mailto:nicoarac@bsd405.org)

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

Thanks,

Curtis

---

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

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**From:** stewartj@skschools.org  
**Sent time:** 12/21/2018 08:18:56 AM  
**To:** nicoarac@bsd405.org  
**Cc:** cleonard@wspa.net; monaglej@skschools.org; jensenv@skschools.org; tallman@skschools.org  
**Subject:** RE: MEMBER REQUEST

---

Good morning,

We do not have a formalized process. I know in each building cover some of the listed items but not all. Please forward any information from other districts that do have a Safety Checklist as part of their new employee orientation. Thank you!

*Jackie Stewart*

*Human Resources Specialist*

*South Kitsap School District*

*2689 Hoover Ave SE*

*Port Orchard, WA 98366*

*Phone: (360) 874-7082*

*Fax: (360) 874-7076*

*Email: stewartj@skschools.org*

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>

**Sent:** Friday, December 21, 2018 7:52 AM

**To:** Stewart, Jackie <stewartj@skschools.org>

**Subject:** MEMBER REQUEST

Good Morning! Here are a few WSPA member requests for your consideration!

Alex Nicoara from Bellevue School District would like to know if any other districts have a Safety Checklist as part of the orientation process that they complete with their supervisors on their first day at their location. Thank you.

This is what we have now but looking to update:

General overview of operation, procedures, methods & hazards as they relate to your specific job and duties.

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- Obtaining treatment
- Location of facilities
- Location and names of staff who are CPR/First Aid trained
- Location of MSDS (Material Safety Data Sheet) Notebook
- How to file a Labor & Industries Claim (Worker's Compensation)

Please send your responses directly to: [nicoarac@bsd405.org](mailto:nicoarac@bsd405.org)

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

Thanks,

Curtis

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

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**From:** stewartj@skschools.org  
**Sent time:** 12/21/2018 08:24:52 AM  
**To:** garnold@mvsd320.org  
**Cc:** cleonard@wspa.net; monaglej@skschools.org; jensenv@skschools.org; tallman@skschools.org  
**Subject:** RE: MEMBER REQUEST  
**Attachments:** DISTRICT SECURITY OFFICER (190 DAYS).docx DISTRICT SECURITY OFFICER (ROVING).docx DISTRICT SECURITY OFFICER (LEAD).docx

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Hello Grace,

I have attached our Security Officer positions job descriptions. If you have any further questions, please let me know. Thanks!

*Jackie Stewart*

*Human Resources Specialist*

*South Kitsap School District*

*2689 Hoover Ave SE*

*Port Orchard, WA 98366*

*Phone: (360) 874-7082*

*Fax: (360) 874-7076*

*Email: stewartj@skschools.org*

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>  
**Sent:** Friday, December 21, 2018 7:55 AM  
**To:** Stewart, Jackie <stewartj@skschools.org>  
**Subject:** MEMBER REQUEST

Grace Arnold from Mount Vernon School District is seeking Security Officer job descriptions.

Please send your responses directly to: [garnold@mvsd320.org](mailto:garnold@mvsd320.org)

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

Thanks,

Curtis

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

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## **JOB DESCRIPTION: District Security Officer (190 Days)**

**DAYS PER YEAR: 190 Calendar**

**HOURS PER DAY: 8.0**

### **JOB SUMMARY:**

This position reports to the Assistant Director of Safety, Security & Emergency Management, Facilities & Operations Department and is responsible for maintaining order and discipline, preventing crime, investigating student violations of school board policies, and detaining students violating the law and/or school board policies on school district property or at school-sponsored events and is responsible solely for ensuring the safety, security, and welfare of all students, faculty, staff, and visitors at any District facility. This position assists the administrative staff of all District schools and facilities with enforcing policies and procedures for the safe and orderly operation of schools and facilities at the building level. Position may rotate among several schools and facilities – but is more usually assigned to just one – throughout each day and week traveling via personal or District-owned vehicle to cover absences or emergencies if necessary.

### **DUTIES AND RESPONSIBILITIES**

This list of essential functions is not exhaustive and may be supplemented as necessary.

1. Assists building administrators (e.g. patrols building and parking lot premises; monitors hallways, grounds, and adjacent areas during school hours and during extracurricular events) for the purpose of maintaining a safe and secure environment for students and staff.
2. Assists in establishing positive rapport with students, parents, District staff, and community agencies for the purpose of promoting communication, ensuring a safe campus environment, encouraging prescribed standards of conduct and behavior and positive student attitudes.
3. Identifies security-related matters of situations (e.g. the need for grounds or building maintenance, appropriate security coverage during passing times, breaks, or lunch hours) for the purpose of preventing damage or possible liability.
4. Identifies and responds to activities and emergencies (e.g. physically or verbally intervene to prevent conflicts, reporting such matters to administrators, community youth services, fire department or law enforcement) for the purpose of preventing the disruption of normal school operations.
5. Investigates disturbances (e.g. records incidents and gathers data) for the purpose of preparing reports for use in students' discipline and by law enforcement, Child Protective Services, and the courts as necessary.
6. Protects District interest and property (e.g. monitors visitors and reports or detains unauthorized persons in accordance with established District procedures) for the purpose of preventing damage or possible liability.
7. Performs related duties, as directed by Facilities & Operations Department administration, consistent with the scope and intent of the position.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

- Must possess a high school diploma (or equivalency).
- Some experience or training in a security related field preferred or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities to complete the essential functions of this position.
- Must possess the ability to acquire job specific knowledge, apply standard security procedures, and implement best practices.
- Must possess the ability to acquire knowledge of School Board policies and procedures and Student Rights and Responsibilities.
- Must possess the ability to read, write, speak and understand Standard English.
- Must have basic computer skills using Microsoft Office programs.
- Security experience in a public school setting preferred.
- Must possess excellent human relations skills.

#### **Allowable Substitution:**

None.

**Knowledge, Skills, and Abilities:**

- Knowledge is preferred to perform basic math; read and interpret instructions; and analyze situations to define issues and draw conclusions. Examples of specific knowledge that is preferred to satisfactorily perform the functions of the job include classes in police science or related field, two or more years of police or school security work experience, conducting investigations of persons or property, or willingness to be trained in the above knowledge areas.
- Skills are preferred to perform single non-technical tasks. Specific skills required to satisfactorily perform the functions of the job include: security and safety practices and procedures, investigative techniques, law enforcement process for juvenile offenders, or willingness to be trained in the above knowledge areas.
- Ability is required to coordinate activities; routinely gather, collate, and /or classify data; and use basic job related equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing define but different processes; and operate equipment using standard methods of operation. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is moderate; and with equipment it is limited. Ability to learn best practice behavior management techniques.
- Specific abilities required to satisfactorily perform the functions of the job include: effective oral and written communications skills to enable communication with individuals and groups of all ages in a multi-cultural community, assess situations, remain calm under pressure, accurately document activities and occurrences, and work with "at-risk" youth.

**Working Conditions and Physical Requirements:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.
- Must have the ability to stand and/or walk for extended periods of time; exhibit manual dexterity to dial a telephone, key a two-way radio microphone, operate a keyboard, and use a lock and key; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; articulate information in an emergency situation; use physical agility and strength to defend self and detain persons using force if necessary; and have the visual acuity necessary to observe and comprehend student movement.

**Licenses/Special Requirements:**

- Must possess a valid Washington State Driver's License.
- Must obtain First Aid and CPR certification within 30 days of employment.
- Must obtain working knowledge of two-way radio system.
- Must attend required job-related training.

**Other Requirements:**

- Completed online application (with supporting documents).
- **Union membership or representation fee is a requirement for employment.**

This job description in no way states or implies these are the only duties to be performed by an employee in the above described job position. District Security Officers (DSO) will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator. South Kitsap School District reserves the right to update, revise or change this job description and related duties at any time.

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

Application Procedure: Complete the online application at [www.skitsap.wednet.edu](http://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@skschools.org](mailto:skjobs@skschools.org).

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@skschools.org](mailto:macmeeki@skschools.org)

Section 504 Coordinator  
Robin Christman  
2689 Hoover Ave SE  
Port Orchard, WA 98366  
(360) 443-3627  
[christmr@skschools.org](mailto:christmr@skschools.org)

Compliance Coordinator/ADA  
Jerry Holsten  
2689 Hoover Ave SE  
Port Orchard, WA 98366  
(360) 874-7080  
[holsten@skschools.org](mailto:holsten@skschools.org)

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.



**JOB DESCRIPTION: District Security Officer (Roving)****DAYS PER YEAR: 260 Calendar****HOURS PER DAY: 8.0****JOB SUMMARY:**

This position reports to the Assistant Director of Safety, Security & Emergency Management, Facilities & Operations Department, acting in a District Security Officer (DSO) capacity, and is responsible for maintaining order and discipline, preventing crime, investigating student violations of school board policies, and detaining students violating the law and/or school board policies on school district property or at school-sponsored events and is responsible solely for ensuring the safety, security, and welfare of all students, faculty, staff, and visitors at any District facility. This position assists the administrative staff of all District schools and facilities with enforcing policies and procedures for the safe and orderly operation of schools and facilities at the building level. Position has roving duties among all District schools and facilities throughout each day and week traveling via personal or District-owned vehicle.

**DUTIES AND RESPONSIBILITIES**

This list of essential functions is not exhaustive and may be supplemented as necessary.

1. Assists building administrators (e.g. patrols building and parking lot premises; monitors hallways, grounds, and adjacent areas during school hours and during extracurricular events) for the purpose of maintaining a safe and secure environment for students and staff.
2. Assists in establishing positive rapport with students, parents, District staff, and community agencies for the purpose of promoting communication, ensuring a safe campus environment, encouraging prescribed standards of conduct and behavior and positive student attitudes.
3. Identifies security-related matters of situations (e.g. the need for grounds or building maintenance, appropriate security coverage during passing times, breaks, or lunch hours) for the purpose of preventing damage or possible liability.
4. Identifies and responds to activities and emergencies (e.g. physically or verbally intervene to prevent conflicts, reporting such matters to administrators, community youth services, fire department or law enforcement) for the purpose of preventing the disruption of normal school operations.
5. Investigates disturbances (e.g. records incidents and gathers data) for the purpose of preparing reports for use in students' discipline and by law enforcement, Child Protective Services, and the courts as necessary.
6. Protects District interest and property (e.g. monitors visitors and reports or detains unauthorized persons in accordance with established District procedures) for the purpose of preventing damage or possible liability.
7. Performs related duties, as directed by Facilities & Operations Department administration, consistent with the scope and intent of the position.

**MINIMUM QUALIFICATIONS****Education and Experience:**

- Must possess a high school diploma (or equivalency).
- Some experience or training in a security related field preferred or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities to complete the essential functions of this position.
- Must possess the ability to acquire job specific knowledge, apply standard security procedures, and implement best practices.
- Must possess the ability to acquire knowledge of School Board policies and procedures and Student Rights and Responsibilities.
- Must possess the ability to read, write, speak and understand Standard English.
- Must have basic computer skills using Microsoft Office programs.
- Security experience in a public school setting preferred.
- Must possess excellent human relations skills.

**Allowable Substitution:**

None.

**Knowledge, Skills, and Abilities:**

- Knowledge is preferred to perform basic math; read and interpret instructions; and analyze situations to define issues and draw conclusions. Examples of specific knowledge that is preferred to satisfactorily perform the functions of the job include classes in police science or related field, two or more years of police or school security work experience, conducting investigations of persons or property, or willingness to be trained in the above knowledge areas.
- Skills are preferred to perform single non-technical tasks. Specific skills required to satisfactorily perform the functions of the job include: security and safety practices and procedures, investigative techniques, law enforcement process for juvenile offenders, or willingness to be trained in the above knowledge areas.
- Ability is required to coordinate activities; routinely gather, collate, and /or classify data; and use basic job related equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing define but different processes; and operate equipment using standard methods of operation. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is moderate; and with equipment it is limited. Ability to learn best practice behavior management techniques.
- Specific abilities required to satisfactorily perform the functions of the job include: effective oral and written communications skills to enable communication with individuals and groups of all ages in a multi-cultural community, assess situations, remain calm under pressure, accurately document activities and occurrences, and work with "at-risk" youth.

**Working Conditions and Physical Requirements:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.
- Must have the ability to stand and/or walk for extended periods of time; exhibit manual dexterity to dial a telephone, key a two-way radio microphone, operate a keyboard, and use a lock and key; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; articulate information in an emergency situation; use physical agility and strength to defend self and detain persons using force if necessary; and have the visual acuity necessary to observe and comprehend student movement.

**Licenses/Special Requirements:**

- Must possess a valid Washington State Driver's License.
- Must obtain First Aid and CPR certification within 30 days of employment.
- Must obtain working knowledge of two-way radio system.
- Must attend required job-related training.

**Other Requirements:**

- Completed online application (with supporting documents).
- **Union membership or representation fee is a requirement for employment.**

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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.**

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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@skschools.org](mailto:macmeeki@skschools.org)

Section 504 Coordinator  
Robin Christman  
2689 Hoover Ave SE  
Port Orchard, WA 98366  
(360) 443-3627  
[christmr@skschools.org](mailto:christmr@skschools.org)

Compliance Coordinator/ADA  
Jerry Holsten  
2689 Hoover Ave SE  
Port Orchard, WA 98366  
(360) 874-7080  
[holsten@skschools.org](mailto:holsten@skschools.org)

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.

**JOB DESCRIPTION: District Security Officer (Lead)****DAYS PER YEAR: 260 Calendar****HOURS PER DAY: 8.0****JOB SUMMARY:**

This position reports to the Assistant Director of Safety, Security & Emergency Management, Facilities & Operations Department, acting in a Lead-District Security Officer (DSO) capacity, and is responsible for maintaining order and discipline, preventing crime, investigating student violations of school board policies, and detaining students violating the law and/or school board policies on school district property or at school-sponsored events and is responsible solely for ensuring the safety, security, and welfare of all students, faculty, staff, and visitors at any District facility. This position assists the administrative staff of all District schools and facilities with enforcing policies and procedures for the safe and orderly operation of schools and facilities at the building level. Position has roving duties among all District schools and facilities throughout each day and week traveling via personal or District-owned vehicle.

**DUTIES AND RESPONSIBILITIES**

This list of essential functions is not exhaustive and may be supplemented as necessary.

In addition to the duties of a District Security Officer (see numbers 1 through 7 below), the Lead District Security Officer (DSO) will perform the following bulleted items:

- Ensure the implementation of overall building security strategies on a daily basis.
  - Review reports, documentation, and evidence compiled by district security officers, before submission to administrative staff.
  - Conduct regular staff meetings with district security officers assigned to either school and/or roving positions to reinforce training and discuss current issues.
  - Conduct informational sessions for faculty, staff, students and parents on security issues and topics as assigned.
  - Assist the Assistant Director of Safety, Security & Emergency Management with logistical issues and assignment of district security officers.
  - Assist the Assistant Director of Safety, Security & Emergency Management with developing post orders for district security officer assignments.
  - Review the video surveillance system during investigations and when directed.
  - Provide leadership and act as a mentor to security staff at any assigned school or roving assignment.
  - Attend staff meetings at the school and division level, and report back to administrator all pertinent information.
1. Assists building administrators (e.g. patrols building and parking lot premises; monitors hallways, grounds, and adjacent areas during school hours and during extracurricular events) for the purpose of maintaining a safe and secure environment for students and staff.
  2. Assists in establishing positive rapport with students, parents, District staff, and community agencies for the purpose of promoting communication, ensuring a safe campus environment, encouraging prescribed standards of conduct and behavior and positive student attitudes.
  3. Identifies security-related matters of situations (e.g. the need for grounds or building maintenance, appropriate security coverage during passing times, breaks, or lunch hours) for the purpose of preventing damage or possible liability.
  4. Identifies and responds to activities and emergencies (e.g. physically or verbally intervene to prevent conflicts, reporting such matters to administrators, community youth services, fire department or law enforcement) for the purpose of preventing the disruption of normal school operations.
  5. Investigates disturbances (e.g. records incidents and gathers data) for the purpose of preparing reports for use in students' discipline and by law enforcement, Child Protective Services, and the courts as necessary.
  6. Protects District interest and property (e.g. monitors visitors and reports or detains unauthorized persons in accordance with established District procedures) for the purpose of preventing damage or possible liability.
  7. Performs related duties, as directed by Facilities & Operations Department administration, consistent with the scope and intent of the position.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

- Must possess a high school diploma (or equivalency).
- Some experience or training in a security related field preferred or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities to complete the essential functions of this position.
- Must possess the ability to acquire job specific knowledge, apply standard security procedures, and implement best practices.
- Must possess the ability to acquire knowledge of School Board policies and procedures and Student Rights and Responsibilities.
- Must possess the ability to read, write, speak and understand Standard English.
- Must have basic computer skills using Microsoft Office programs.
- Security experience in a public school setting preferred.
- Must possess excellent human relations skills.

### **Allowable Substitution:**

None.

### **Knowledge, Skills, and Abilities:**

- Knowledge is preferred to perform basic math; read and interpret instructions; and analyze situations to define issues and draw conclusions. Examples of specific knowledge that is preferred to satisfactorily perform the functions of the job include classes in police science or related field, two or more years of police or school security work experience, conducting investigations of persons or property, or willingness to be trained in the above knowledge areas.
- Skills are preferred to perform single non-technical tasks. Specific skills required to satisfactorily perform the functions of the job include: security and safety practices and procedures, investigative techniques, law enforcement process for juvenile offenders, or willingness to be trained in the above knowledge areas.
- Ability is required to coordinate activities; routinely gather, collate, and /or classify data; and use basic job related equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing define but different processes; and operate equipment using standard methods of operation. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is moderate; and with equipment it is limited. Ability to learn best practice behavior management techniques.
- Specific abilities required to satisfactorily perform the functions of the job include: effective oral and written communications skills to enable communication with individuals and groups of all ages in a multi-cultural community, assess situations, remain calm under pressure, accurately document activities and occurrences, and work with "at-risk" youth.

### **Working Conditions and Physical Requirements:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.
- Must have the ability to stand and/or walk for extended periods of time; exhibit manual dexterity to dial a telephone, key a two-way radio microphone, operate a keyboard, and use a lock and key; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; articulate information in an emergency situation; use physical agility and strength to defend self and detain persons using force if necessary; and have the visual acuity necessary to observe and comprehend student movement.

**Licenses/Special Requirements:**

- Must possess a valid Washington State Driver's License.
- Must obtain First Aid and CPR certification within 30 days of employment.
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**Other Requirements:**

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2689 Hoover Ave SE  
Port Orchard, WA 98366  
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[macmeeki@skschools.org](mailto:macmeeki@skschools.org)

Section 504 Coordinator  
Robin Christman  
2689 Hoover Ave SE  
Port Orchard, WA 98366  
(360) 443-3627  
[christmr@skschools.org](mailto:christmr@skschools.org)

DISTRICT SECURITY OFFICER (LEAD).docx

Compliance Coordinator/ADA  
Jerry Holsten  
2689 Hoover Ave SE  
Port Orchard, WA 98366  
(360) 874-7080  
holsten@skschools.org

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**From:** monaglej@skschools.org  
**Sent time:** 12/21/2018 08:21:37 AM  
**To:** stewartj@skschools.org  
**Subject:** RE: MEMBER REQUEST

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Thank you Jackie! You are amazing!

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**From:** Stewart, Jackie  
**Sent:** Friday, December 21, 2018 8:19 AM  
**To:** nicoarac@bsd405.org  
**Cc:** cleonard@wspa.net; Monagle, Jamie <monaglej@skschools.org>; Jensen, Vivian <jensenv@skschools.org>; Tallman, Rachel <tallman@skschools.org>  
**Subject:** RE: MEMBER REQUEST

Good morning,

We do not have a formalized process. I know in each building cover some of the listed items but not all. Please forward any information from other districts that do have a Safety Checklist as part of their new employee orientation. Thank you!

*Jackie Stewart*

*Human Resources Specialist  
South Kitsap School District  
2689 Hoover Ave SE  
Port Orchard, WA 98366  
Phone: (360) 874-7082  
Fax: (360) 874-7076  
Email: [stewartj@skschools.org](mailto:stewartj@skschools.org)*

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**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) <[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)>  
**Sent:** Friday, December 21, 2018 7:52 AM  
**To:** Stewart, Jackie <[stewartj@skschools.org](mailto:stewartj@skschools.org)>  
**Subject:** MEMBER REQUEST

Good Morning! Here are a few WSPA member requests for your consideration!

Alex Nicoara from Bellevue School District would like to know if any other districts have a Safety Checklist as part of the orientation process that they complete with their supervisors on their first day at their location. Thank you.

This is what we have now but looking to update:

General overview of operation, procedures, methods & hazards as they relate to your specific job and duties.

- Emergency Plan
- Exit locations and evacuation routes
- Use of firefighting equipment (extinguishers, hose)
- Specific procedures (medical, chemical, fire, etc.)
- First Aid supplies, equipment, and training
- Obtaining treatment
- Location of facilities
- Location and names of staff who are CPR/First Aid trained
- Location of MSDS (Material Safety Data Sheet) Notebook
- How to file a Labor & Industries Claim (Worker's Compensation)

Please send your responses directly to: [nicoarac@bsd405.org](mailto:nicoarac@bsd405.org)

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



Thanks,

Curtis

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

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

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