

From: monaglej@skschools.org
Sent time: 01/03/2018 09:39:34 AM
To: cleonard@wspsa.net
Subject: Policies and Procedures for the Washington Paid Sick Leave Initiative

Morning Curtis,

Our district is hoping to see some examples of the policies and procedures that other districts have put in place in response to the new Washington Paid Sick Leave initiative. Would you mind sending out this request to the other members?

They can respond directly to me at monaglej@skschools.org

Thanks!

Jamie Monagle

Assistant Director of Human Resources

South Kitsap School District

2689 Hoover Ave. SE

Port Orchard, WA 98366

PH: 360-874-7071

FAX: 360-874-7076

EMAIL: monaglej@skschools.org

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

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 01/05/2018 06:01:37 AM
To: monaglej@skitsap.wednet.edu
Subject: Reminder: WSPA Shared Google Drive resource

Hello WSPA Members,

Happy New Year!

Just a reminder that WSPA is pleased to provide a document sharing program for WSPA members through Google Drive.

The Google Drive site has specific folders set up for each district including CBA's, Salary Schedules and Job Descriptions. We encourage you to both share documents from your district, and to use this drive as a source of information and support in your work.

The link to the shared drive:

https://drive.google.com/drive/folders/0B_9rjogzD8nDVDRuS1RwaE9tSG8?usp=sharing

Please contact us at admin@wspa.net if you have any trouble accessing this drive.

This information may also be found on our website at www.wspa.net under the "resources" tab.

Thank you,

Washington School Personnel Association

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

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

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 01/08/2018 04:32:04 AM
To: finnie@skschools.org
Subject: Application Deadline 1/12/18: Randy Hathaway Fellowship Awards

Dear WSPA members,

The Randy Hathaway Fellowship Awards were established to commemorate the exemplary leadership of Randy Hathaway and his service to the field of human resources. Mr. Hathaway served as a school administrator, Executive Director of Employee Relations and Negotiations Network (ERNN), and as the Executive Director of Washington School Personnel Association (WSPA). Mr. Hathaway continues to be an advocate for education, the role of human resources, and of our organization. It is with great pride that we offer this fellowship program to our members.

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 2017-2018 year. These competitive, non-continuing fellowships are available for the purpose of supporting the recipients' educational growth in the area of Human Resources.

2018 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 12, 2018

[Please click here](#) for more information and to download the application materials.

Thank you, and best of luck with your applications!

The Washington School Personnel Association

This email was sent to finnie@skschools.org by admin@wspa.net

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From: Region 5 Meeting <waspa@memberclicks-mail.net>
Sent time: 01/08/2018 03:32:18 PM
To: finnie@skschools.org
Subject: Region 5 Meeting this Friday!
Attachments: PPR_L_I_Dec_5.pdf 2018_Para_Assessment_Test_Flyer.pdf Reasonable_Assurance_V_2_WASBO_.pdf

Good day, Region 5 and Happy New Year!

We hope your holiday break was all you had hoped it would be. It is hard to believe but our annual conference is only weeks away. We had a great meeting on December 8th and we look forward to sharing our meeting notes soon. In addition to conference planning, we discussed I-1433 Sick Leave Law and the new unemployment law. For those who were not able to attend, the two Power Points we reviewed are attached.

Our next Region 5 meeting is this Friday, January 12th. We will meet in room 202 at:

Olympic Educational Service District

105 National Ave. N

Bremerton, 98312

360.479.0993

We will begin at 9 a.m. with our usual continental breakfast. Prior to conference planning discussions, here are a few things we could discuss. Please let me know if there are other hot topics you would like to chat about with the group:

- Updates on I-1433-Sick Leave Law
- OSPI Bulletin No. 001-18 Educator Growth and Development re: Para Employment Requirements
 - Attached is the recent communication from ESD 114 regarding Para Pro ETS Testing opportunities

To keep the planning momentum going, we would love an update from each committee Friday. Your ideas, time, energy, enthusiasm and commitment will make this conference a great success!

As a reminder, assignments and volunteers are below:

- **Décor - Port Angeles/Sequim**
- **Entertainment- North Kitsap**
- **Keynote Speakers- Central Kitsap**
 - Thank you Chelle for all of your work on keynotes and session presenters! (attached is our first go at a draft agenda)
- **Menu Planning- Chimacum/Port Townsend**
- **Registration/Sign in Table- Jennifer Tottenham/North Kitsap**
 - Thank you, Jennifer for taking care of registrations! We look forward to hearing our numbers.
 - Thank you North Kitsap for volunteering to host the "Welcome Table"
- **Room Coordinator- OPEN** (Denise Kennedy)
 - We need three session coordinators
- **Silent Auction/Raffle Baskets-Port Angeles/Sequim**
 - The Port Angeles team; Scott, Therese and Tamara have been doing great work with décor planning and region baskets. Each Region has been assigned a continent as a theme for the basket. Region 5 has Europe! J
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We can't wait to hear from you!

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Paid Sick Leave in Washington State



Brent DeBeaumont

Allison Drake

Employment Standards

December 5, 2017

Disclaimer

- The intention of this presentation is to help provide the public with guidance on the application of the Washington State Paid Sick Leave law, taking effect January 1, 2018.
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Initiative 1433 – History

- On November 8, 2016, voters in WA State approved Initiative Measure No. 1433 (I-1433).
- I-1433 increased the state minimum wage, required employers to pay all tips & gratuities to employees, introduces **paid sick leave**, and provides the department with the authority to enforce & investigate retaliation claims.
- The provisions of I-1433 were codified into RCW Chapter 49.46 – historically known as the Minimum Wage Act (now “Minimum Wage Requirements and Labor Standards”).

Initiative 1433 – L&I Rulemaking Mandate

- L&I “must adopt and implement rules to carry out and enforce [I-1433], including but not limited to procedures for notification to employees and reporting regarding sick leave, and protecting employees from retaliation for the lawful use of sick leave and exercising other rights under this chapter.”
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Initiative 1433 – Rulemaking Process

■ Rule Filings

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- Enforcement rules will be filed with the Office of the Code Reviser on December 19, 2017.

■ Administrative Policies

- The department is currently working to develop administrative policies, which will provide additional interpretive guidance.

■ Model Policies

- The department is finalizing a number of model policies to assist employers in being compliant with the paid sick leave requirements.

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- “Employee” and “Employer” have the same meaning as the definitions that exist in the Minimum Wage Act.
 - As a result, those who are exempt from minimum wage and overtime* are also exempt from paid sick leave.
 - *Keep in mind that there are categories of workers exempt from overtime but **NOT** from minimum wage – these employees will get paid sick leave (i.e. agricultural employees).

Paid Sick Leave – Accrual

- Paid sick leave shall accrue at a minimum rate of one hour of paid sick leave for every 40 hours worked as an employee.
- An employer may provide paid sick leave in advance of accrual provided that such front-loading meets or exceeds the requirements for accrual, use, and carryover of paid sick leave.
- Unused paid sick leave carries over to the following year, except that an employer is not required to allow an employee to carry over paid sick leave in excess of 40 hours.

Paid Sick Leave – Usage

- An employee is authorized to use paid sick leave for the following reasons:
 - Care for self or a family member due to:
 - mental/physical illness, injury, or health condition;
 - to accommodate a need for medical diagnosis, care, or treatment of a mental/physical illness, injury, or health condition; or
 - to accommodate the need for preventive medical care.
 - Closure of the employee's place of business or the employee's child's school or place of care due to an "order of a public official for any health-related reason."
 - Absences that qualify for leave under Washington's Domestic Violence Leave Act (at RCW 49.76).

Paid Sick Leave – Usage

■ Family member, defined

- (a) A child;
 - Including a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status;
- (b) A parent;
 - Including a biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child;
- (c) A spouse;
- (d) A registered domestic partner;
- (e) A grandparent;
- (f) A grandchild; or
- (g) A sibling.

Paid Sick Leave – Usage

■ 90 Days

- An employee is entitled to use accrued paid sick leave beginning on the ninetieth calendar day after the commencement of his or her employment.

■ Increments for Use

- Employers must allow employees to use paid sick leave in increments consistent with the employer's payroll system and practices, not to exceed one hour. For example, if an employer's normal practice is to track increments of work for the purposes of compensation in 15-minute increments, then an employer must allow employees to use paid sick leave in 15-minute increments.

Paid Sick Leave – Verification

■ Reasonable Employee Notice

- An employer may require employees to give reasonable notice of an absence from work, so long as such notice does not interfere with an employee's lawful use of paid sick leave

■ Three Day Verification

- For absences exceeding three days, an employer may require verification that the use of paid sick leave is for an authorized purpose.
- An employer's requirements for verification may not result in an unreasonable burden or expense on the employee and may not exceed privacy or verification requirements otherwise established by law.

Paid Sick Leave – Rate of Pay

- For each hour of paid sick leave used, an employee must be paid the greater of the minimum hourly wage rate or their “normal hourly compensation”.
- “Normal hourly compensation” is defined as “the hourly rate that an employee would have earned for the time during which the employee used paid sick leave.”
- For employees paid other than an hourly rate, employers must calculate the employees’ hourly rate that they would have earned for the time during which they used paid sick leave.

Paid Sick Leave – Rate of Pay

- For example:
 - For an employee paid partially or wholly on a piece rate basis, the employer would want to divide the total earnings by the total hours worked in the most recent workweek in which the employee performed identical or substantially similar work to the work they would have performed had they not used paid sick leave.

Paid Sick Leave – Separation from Employment

■ Separation from Employment

- When there is a separation from employment and the employee is rehired within 12 months of separation, at the same or different business location of the employer, previously accrued unused paid sick leave shall be reinstated and the previous period of employment shall be counted for purposes of determining the employee's eligibility to use paid sick leave.

■ Financial Reimbursement not Required

- Employers are not required to provide financial or other reimbursement for accrued and unused paid sick leave to any employee upon the employee's termination, resignation, retirement, or other separation from employment.

Paid Sick Leave – Shift Swapping

■ Replacement Workers

- An employer may not require, as a condition of an employee taking paid sick leave, that the employee search for or find a replacement worker to cover the hours during which the employee is on paid sick leave.

■ Shift Swapping

- Upon mutual agreement by the employer and employee(s) involved, an employee may work additional hours or shifts, or trade shifts with another employee, in lieu of using available paid sick leave for missed hours or shifts that qualify for the use of paid sick leave.

Paid Sick Leave – Unauthorized Use

- If an employer can demonstrate that an employee's use of paid sick leave was for an unauthorized purpose, the employer may withhold payment for such hours, but may not subsequently deduct those hours from an employee's paid sick leave bank.
- If an employee maintains that the use of paid sick leave was for an authorized purpose, the employee may file a complaint with the department.

Paid Sick Leave – Notification

- Employers must notify each employee:
 - of their entitlement to paid sick leave;
 - the rate at which the employee will accrue paid sick leave;
 - the authorized purposes under which paid sick leave may be used; and
 - that retaliation by the employer is unlawful.

Paid Sick Leave – Notification

■ Monthly Notification

- Not less than monthly, employers must provide each employee with written or electronic notification detailing the amount of paid sick leave accrued and the paid sick leave reductions since the last notification and any unused paid sick leave available for use by the employee.

■ Poster Requirement

- Poster titled “Your Rights as a Worker in Washington State” will need to be positioned in a readily accessible location, within plain sight, at each workplace.

Initiative 1433 – Retaliation

- It is unlawful for an employer to interfere with, restrain, or deny the exercise of any employee right provided under or in connection with chapter 49.46 RCW.
- It is unlawful for an employer to adopt or enforce any policy that counts the use of paid sick leave for an authorized purposed under RCW as an absence that may lead to or result in discipline by the employer against the employee.
- It is unlawful for an employer to take any adverse action against an employee because the employee has exercised their rights provided under chapter 49.46 RCW.

Initiative 1433 – Retaliation

- Examples but not limited to:
 - Denying use of, or delaying payment for, paid sick leave, minimum wages, overtime wages, all tips and gratuities, and all service charges, except those service charges itemized as not being payable to the employee or employees servicing the customer;
 - Terminating, suspending, demoting, or denying a promotion;
 - Threatening to take, or taking action, based upon the immigration status of an employee or an employee's family member.

Questions?

Staff Contact

Brent DeBeaumont

Wage and Hour Technical Specialist

Employment Standards

360-902-5552

brent.debeaumont@Lni.wa.gov

Allison Drake

Labor Standards Policy Advisor

Employment Standards

360-902-5304

allison.drake@Lni.wa.gov

OLYMPIC ESD 114
105 National Ave N., Bremerton, WA 98312

Paraeducator Assessment Test

The Paraeducator Assessment Test is approximately three hours long, and is administered via computer. Participants should arrive 15 minutes early and have photo ID. Pre-registration is required. If you are not sure you need this test please contact your district. For other questions contact Angela Wageman, 360-405-5801.

For more information on the exam go to <http://www.ets.org/parapro/about>. It is recommended test takers view the Assessment Tutorial found at that website. (1) Click on "The Praxis Series Assessments". (2) Click on "ParaProAssessment" (under state Testing Requirements). (3) Click on the "Prepare for the Test" shortcut. (4) Lastly click on "Parapro Assessment Tutorial."

Dates & Times	Friday, February 9, 2018	https://www.pdenroller.org/oesd114/Catalog/Event/50789
	Friday, April 13, 2018	https://www.pdenroller.org/oesd114/Catalog/Event/50790
	Friday, June 1, 2018	https://www.pdenroller.org/oesd114/Catalog/Event/50791
	Wednesday, July 18, 2018	https://www.pdenroller.org/oesd114/Catalog/Event/50792
	Friday, August 10, 2018	https://www.pdenroller.org/oesd114/Catalog/Event/50793
	Wednesday, October 3, 2018	https://www.pdenroller.org/oesd114/Catalog/Event/50794
	Wednesday, December 5, 2018	https://www.pdenroller.org/oesd114/Catalog/Event/50795
	9:00 am – 12:00 pm	

Fee	\$75.00	Location	Olympic ESD 114 105 National Ave N, Bremerton, WA
Registration Deadline:	at least one day prior to each test date		

REGISTRATION INFORMATION:

Registration

- **Pre-registration is required.**
- **Registrations must be completed online** at <https://www.pdenroller.org/oesd114/Catalog>
- **Payment methods.** Credit cards, purchase orders and checks are acceptable.
 If paying by other than credit card, choose the payment method under "Other Payment Methods."
 - **Purchase orders.** When registering with a purchase order, enter the PO number or "PO to follow" in the block provided. Purchase orders may be mailed to the above address or faxed to (360) 405-5813. Please include a copy of the registration confirmation.
 - **Checks.** When registering, enter "Check to follow" in the block provided. Make checks payable to OESD 114 and mail with a copy of the registration confirmation to the above address.
- Registrants will receive confirmation via email – if not received within 24-hours, please call to verify your registration.

Cancellations & Refunds

People who cancel their registration at least 14 days prior to the start of the class are subject to an \$18 processing fee. Those who cancel their registration after those times forfeit their full registration fee. Full refunds will be made if OESD 114 cancels a class. Refunds, when appropriate, may take four to six weeks.

Washington State Employment Security Department

2018 Agency Request Legislation

Nick Streuli, Director
Legislative & Executive Operations

Washington Association of School Business Officials
December 5, 2017



Employment Security Department
WASHINGTON STATE

Overview

- ▶ Background
- ▶ Summary of changes
- ▶ Next steps
- ▶ Questions



Background

- ▶ Claimants who seek to use wages from work done in certain school employment have different unemployment eligibility criteria than other occupations.
- ▶ During school breaks, they can only apply for unemployment compensation based on the educational employment if they do not have reasonable assurance they will resume employment after the break.
- ▶ The requirements for reasonable assurance are set in federal law and through guidance from the U.S. Department of Labor.

Background

- ▶ December 2016 - USDOL published Unemployment Insurance Program Letter No. 05-17.
- ▶ Changes eligibility for unemployment compensation for school employees, both certified and classified.
- ▶ To get into conformity with the new federal requirements, ESD will run legislation to update several sections of Title 50.
 - ▶ The legislation would take effect on October 1, 2018.

Summary of changes

- ▶ The new guidance requires states to apply a series of tests to determine whether school employees are eligible for unemployment compensation during school breaks.
 - ▶ Are there prerequisites to employment?
 - ▶ Does the employee have a contract?
 - ▶ Does the employee have reasonable assurance?
- ▶ The new guidance requires most educational institutions to have the same standard.
 - ▶ Current state law in WA has different standards for Community & Technical Colleges.

Summary of changes

- ▶ USDOL established three tests to help states determine whether educational employees can request unemployment compensation during school breaks based on the educational employment.
- ▶ The tests are complex and highly technical.
- ▶ The overall goal is to determine whether it is likely the school will employ the person after the break, and if so, whether the work will be similar to the work the person performed before the break.

Summary of changes

Test One - are there any prerequisites?

- ▶ Is there a genuine offer?
- ▶ Is the future employment in the same capacity as the employee's current employment?
- ▶ Is the compensation (pay, benefits, etc.) not considerably less than the current employment?

If no to any, employee can use the wages from educational employment to establish unemployment eligibility.

If yes to all, ESD applies next test.

Summary of changes

Test Two - does the employee have a contract?

- ▶ Is contract enforceable?
- ▶ Is contract language not contingent upon outside factors?
- ▶ Is contract for an academic year or annual basis?

If yes to all, employee cannot use the wages from educational employment to establish unemployment eligibility.

If no to any, ESD applies next test.

Summary of changes

Test Three - does the employee have reasonable assurance?

- ▶ There are no contingencies that are within employer's control.
- ▶ Under totality of the circumstances, it is highly probable that there will be a job available for employee after the break.
- ▶ It is highly probable that any contingencies will be met.

If no to any, employee can use the wages from educational employment to establish unemployment eligibility.

If yes to all, employee cannot use the wages from educational employment to establish unemployment eligibility.

Next steps

- ▶ We will need to update some of our WACs once the legislation is passed.
- ▶ We hope for robust participation in the rulemaking process so we can be sure to hear all of the stakeholder input.
- ▶ This process will begin shortly after legislative session is complete.

Questions?

Nick Streuli

Director, Legislative and Executive Operations
Washington State Employment Security Department
(360) 485-5175
nstreuli@esd.wa.gov



**Employment
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 - to accommodate the need for preventive medical care.
 - Closure of the employee's place of business or the employee's child's school or place of care due to an "order of a public official for any health-related reason."
 - Absences that qualify for leave under Washington's Domestic Violence Leave Act (at RCW 49.76).

Paid Sick Leave – Usage

■ Family member, defined

- (a) A child;
 - Including a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status;
- (b) A parent;
 - Including a biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child;
- (c) A spouse;
- (d) A registered domestic partner;
- (e) A grandparent;
- (f) A grandchild; or
- (g) A sibling.

Paid Sick Leave – Usage

■ 90 Days

- An employee is entitled to use accrued paid sick leave beginning on the ninetieth calendar day after the commencement of his or her employment.

■ Increments for Use

- Employers must allow employees to use paid sick leave in increments consistent with the employer's payroll system and practices, not to exceed one hour. For example, if an employer's normal practice is to track increments of work for the purposes of compensation in 15-minute increments, then an employer must allow employees to use paid sick leave in 15-minute increments.

Paid Sick Leave – Verification

■ Reasonable Employee Notice

- An employer may require employees to give reasonable notice of an absence from work, so long as such notice does not interfere with an employee's lawful use of paid sick leave

■ Three Day Verification

- For absences exceeding three days, an employer may require verification that the use of paid sick leave is for an authorized purpose.
- An employer's requirements for verification may not result in an unreasonable burden or expense on the employee and may not exceed privacy or verification requirements otherwise established by law.

Paid Sick Leave – Rate of Pay

- For each hour of paid sick leave used, an employee must be paid the greater of the minimum hourly wage rate or their “normal hourly compensation”.
- “Normal hourly compensation” is defined as “the hourly rate that an employee would have earned for the time during which the employee used paid sick leave.”
- For employees paid other than an hourly rate, employers must calculate the employees’ hourly rate that they would have earned for the time during which they used paid sick leave.

Paid Sick Leave – Rate of Pay

- For example:

- For an employee paid partially or wholly on a piece rate basis, the employer would want to divide the total earnings by the total hours worked in the most recent workweek in which the employee performed identical or substantially similar work to the work they would have performed had they not used paid sick leave.

Paid Sick Leave – Separation from Employment

■ Separation from Employment

- When there is a separation from employment and the employee is rehired within 12 months of separation, at the same or different business location of the employer, previously accrued unused paid sick leave shall be reinstated and the previous period of employment shall be counted for purposes of determining the employee's eligibility to use paid sick leave.

■ Financial Reimbursement not Required

- Employers are not required to provide financial or other reimbursement for accrued and unused paid sick leave to any employee upon the employee's termination, resignation, retirement, or other separation from employment.

Paid Sick Leave – Shift Swapping

■ Replacement Workers

- An employer may not require, as a condition of an employee taking paid sick leave, that the employee search for or find a replacement worker to cover the hours during which the employee is on paid sick leave.

■ Shift Swapping

- Upon mutual agreement by the employer and employee(s) involved, an employee may work additional hours or shifts, or trade shifts with another employee, in lieu of using available paid sick leave for missed hours or shifts that qualify for the use of paid sick leave.

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- If an employer can demonstrate that an employee's use of paid sick leave was for an unauthorized purpose, the employer may withhold payment for such hours, but may not subsequently deduct those hours from an employee's paid sick leave bank.
- If an employee maintains that the use of paid sick leave was for an authorized purpose, the employee may file a complaint with the department.

Paid Sick Leave – Notification

- Employers must notify each employee:
 - of their entitlement to paid sick leave;
 - the rate at which the employee will accrue paid sick leave;
 - the authorized purposes under which paid sick leave may be used; and
 - that retaliation by the employer is unlawful.

Paid Sick Leave – Notification

■ Monthly Notification

- Not less than monthly, employers must provide each employee with written or electronic notification detailing the amount of paid sick leave accrued and the paid sick leave reductions since the last notification and any unused paid sick leave available for use by the employee.

■ Poster Requirement

- Poster titled “Your Rights as a Worker in Washington State” will need to be positioned in a readily accessible location, within plain sight, at each workplace.

Initiative 1433 – Retaliation

- It is unlawful for an employer to interfere with, restrain, or deny the exercise of any employee right provided under or in connection with chapter 49.46 RCW.
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Initiative 1433 – Retaliation

- Examples but not limited to:
 - Denying use of, or delaying payment for, paid sick leave, minimum wages, overtime wages, all tips and gratuities, and all service charges, except those service charges itemized as not being payable to the employee or employees servicing the customer;
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Questions?

Staff Contact

Brent DeBeaumont

Wage and Hour Technical Specialist

Employment Standards

360-902-5552

brent.debeaumont@Lni.wa.gov

Allison Drake

Labor Standards Policy Advisor

Employment Standards

360-902-5304

allison.drake@Lni.wa.gov

OLYMPIC ESD 114
105 National Ave N., Bremerton, WA 98312

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	Friday, August 10, 2018	https://www.pdenroller.org/oesd114/Catalog/Event/50793
	Wednesday, October 3, 2018	https://www.pdenroller.org/oesd114/Catalog/Event/50794
	Wednesday, December 5, 2018	https://www.pdenroller.org/oesd114/Catalog/Event/50795
	9:00 am – 12:00 pm	

Fee	\$75.00	Location	Olympic ESD 114 105 National Ave N, Bremerton, WA
Registration Deadline:	at least one day prior to each test date		

REGISTRATION INFORMATION:

Registration

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Washington State Employment Security Department

2018 Agency Request Legislation

Nick Streuli, Director
Legislative & Executive Operations

Washington Association of School Business Officials
December 5, 2017



Employment Security Department
WASHINGTON STATE

Overview

- ▶ Background
- ▶ Summary of changes
- ▶ Next steps
- ▶ Questions



Background

- ▶ Claimants who seek to use wages from work done in certain school employment have different unemployment eligibility criteria than other occupations.
- ▶ During school breaks, they can only apply for unemployment compensation based on the educational employment if they do not have reasonable assurance they will resume employment after the break.
- ▶ The requirements for reasonable assurance are set in federal law and through guidance from the U.S. Department of Labor.

Background

- ▶ December 2016 - USDOL published Unemployment Insurance Program Letter No. 05-17.
- ▶ Changes eligibility for unemployment compensation for school employees, both certified and classified.
- ▶ To get into conformity with the new federal requirements, ESD will run legislation to update several sections of Title 50.
 - ▶ The legislation would take effect on October 1, 2018.

Summary of changes

- ▶ The new guidance requires states to apply a series of tests to determine whether school employees are eligible for unemployment compensation during school breaks.
 - ▶ Are there prerequisites to employment?
 - ▶ Does the employee have a contract?
 - ▶ Does the employee have reasonable assurance?
- ▶ The new guidance requires most educational institutions to have the same standard.
 - ▶ Current state law in WA has different standards for Community & Technical Colleges.

Summary of changes

- ▶ USDOL established three tests to help states determine whether educational employees can request unemployment compensation during school breaks based on the educational employment.
- ▶ The tests are complex and highly technical.
- ▶ The overall goal is to determine whether it is likely the school will employ the person after the break, and if so, whether the work will be similar to the work the person performed before the break.

Summary of changes

Test One - are there any prerequisites?

- ▶ Is there a genuine offer?
- ▶ Is the future employment in the same capacity as the employee's current employment?
- ▶ Is the compensation (pay, benefits, etc.) not considerably less than the current employment?

If no to any, employee can use the wages from educational employment to establish unemployment eligibility.

If yes to all, ESD applies next test.

Summary of changes

Test Two - does the employee have a contract?

- ▶ Is contract enforceable?
- ▶ Is contract language not contingent upon outside factors?
- ▶ Is contract for an academic year or annual basis?

If yes to all, employee cannot use the wages from educational employment to establish unemployment eligibility.

If no to any, ESD applies next test.

Summary of changes

Test Three - does the employee have reasonable assurance?

- ▶ There are no contingencies that are within employer's control.
- ▶ Under totality of the circumstances, it is highly probable that there will be a job available for employee after the break.
- ▶ It is highly probable that any contingencies will be met.

If no to any, employee can use the wages from educational employment to establish unemployment eligibility.

If yes to all, employee cannot use the wages from educational employment to establish unemployment eligibility.

Next steps

- ▶ We will need to update some of our WACs once the legislation is passed.
- ▶ We hope for robust participation in the rulemaking process so we can be sure to hear all of the stakeholder input.
- ▶ This process will begin shortly after legislative session is complete.

Questions?

Nick Streuli

Director, Legislative and Executive Operations
Washington State Employment Security Department
(360) 485-5175
nstreuli@esd.wa.gov



**Employment
Security
Department**
WASHINGTON STATE

From: monaglej@skschools.org
Sent time: 01/09/2018 08:47:59 AM
To: olsonla@skschools.org; jensenv@skschools.org
Subject: FW: Region 5 Meeting this Friday!
Attachments: PPR_L_I_Dec_5.pdf 2018_Para_Assessment_Test_Flyer.pdf Reasonable_Assurance_V_2_WASBO_.pdf

[Here you go ladies!](#)

From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Monday, January 08, 2018 3:32 PM
To: Monagle, Jamie <monaglej@skschools.org>
Subject: Region 5 Meeting this Friday!

Good day, Region 5 and Happy New Year!

We hope your holiday break was all you had hoped it would be. It is hard to believe but our annual conference is only weeks away. We had a great meeting on December 8th and we look forward to sharing our meeting notes soon. In addition to conference planning, we discussed I-1433 Sick Leave Law and the new unemployment law. For those who were not able to attend, the two Power Points we reviewed are attached.

Our next Region 5 meeting is this Friday, January 12th. We will meet in room 202 at:

Olympic Educational Service District

105 National Ave. N

Bremerton, 98312

360.479.0993

We will begin at 9 a.m. with our usual continental breakfast. Prior to conference planning discussions, here are a few things we could discuss. Please let me know if there are other hot topics you would like to chat about with the group:

- Updates on I-1433-Sick Leave Law
- OSPI Bulletin No. 001-18 Educator Growth and Development re: Para Employment Requirements
 - Attached is the recent communication from ESD 114 regarding Para Pro ETS Testing opportunities

To keep the planning momentum going, we would love an update from each committee Friday. Your ideas, time, energy, enthusiasm and commitment will make this conference a great success!

As a reminder, assignments and volunteers are below:

- **Décor - Port Angeles/Sequim**
- **Entertainment- North Kitsap**
- **Keynote Speakers- Central Kitsap**
 - Thank you Chelle for all of your work on keynotes and session presenters! (attached is our first go at a draft agenda)
- **Menu Planning- Chimacum/Port Townsend**
- **Registration/Sign in Table- Jennifer Tottenham/North Kitsap**
 - Thank you, Jennifer for taking care of registrations! We look forward to hearing our numbers.
 - Thank you North Kitsap for volunteering to host the "Welcome Table"
- **Room Coordinator- OPEN (Denise Kennedy)**
 - We need three session coordinators
- **Silent Auction/Raffle Baskets-Port Angeles/Sequim**
 - The Port Angeles team; Scott, Therese and Tamara have been doing great work with décor planning and region baskets. Each Region has been assigned a continent as a theme for the basket. Region 5 has Europe! J
 - **Suggested donation from each district to support the Region basket is \$20.00. Thank you to Central Kitsap, Port Angeles and North Kitsap for your generous donations. We would love to**

collect from folks as soon as possible so the committee can continue their work. Checks can be made out to Denise Kennedy, cash is welcome, AND if you would rather donate an item that fits our them, please feel free to do so!

- **Technology - North Kitsap, Central Kitsap, Bremerton**
- **Transportation- Bainbridge Island; Lynn Stellick**
- **Vendors/Sponsors/Door Prizes- Peninsula; Katie & Meesha**
- **WSPA Awards Program**

Red Vests: Group decided to purchase vests for conference volunteers. We need a list of those who are committed to volunteer during the conference and obtain sizes.

Our resort catering manager has provided a list of important time lines and dates which will discuss on Friday.

On January 26th we will be having an onsite tour at Clearwater Resort of the facility and have our meeting in their board room.

As always, your RSVP for this Friday is so helpful! **For all those who read and respond to this email will be entered to win an Amazon Gift Card. :)**

We can't wait to hear from you!

Denise and Chelle

Region 5 Co-Reps

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

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

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Paid Sick Leave in Washington State



Brent DeBeaumont

Allison Drake

Employment Standards

December 5, 2017

Disclaimer

- The intention of this presentation is to help provide the public with guidance on the application of the Washington State Paid Sick Leave law, taking effect January 1, 2018.
- This presentation is strictly for educational purposes and is not intended to substitute or replace professional legal counsel. The answers provided during this presentation are based on the facts provided and subject to change with the inclusion of other variables.
- Employers with employees who work in cities that have a minimum wage and paid sick leave ordinance (Seattle, Tacoma, and the City of SeaTac) will need to apply the standards of such ordinances that are more favorable to employees. The paid sick leave ordinance in the City of Spokane is effective until December 31, 2017.

Initiative 1433 – History

- On November 8, 2016, voters in WA State approved Initiative Measure No. 1433 (I-1433).
- I-1433 increased the state minimum wage, required employers to pay all tips & gratuities to employees, introduces **paid sick leave**, and provides the department with the authority to enforce & investigate retaliation claims.
- The provisions of I-1433 were codified into RCW Chapter 49.46 – historically known as the Minimum Wage Act (now “Minimum Wage Requirements and Labor Standards”).

Initiative 1433 – L&I Rulemaking Mandate

- L&I “must adopt and implement rules to carry out and enforce [I-1433], including but not limited to procedures for notification to employees and reporting regarding sick leave, and protecting employees from retaliation for the lawful use of sick leave and exercising other rights under this chapter.”
- L&I’s “rules for enforcement of rights under [I-1433] shall be at least equal to enforcement of the minimum wage.”

Initiative 1433 – Rulemaking Process

■ Rule Filings

- Employer requirements/employee rights rules were finalized on October 17, 2017.
- Enforcement rules will be filed with the Office of the Code Reviser on December 19, 2017.

■ Administrative Policies

- The department is currently working to develop administrative policies, which will provide additional interpretive guidance.

■ Model Policies

- The department is finalizing a number of model policies to assist employers in being compliant with the paid sick leave requirements.

Initiative 1433 – Paid Sick Leave

- Starting **January 1, 2018**, employers in Washington will be required to provide their employees with paid sick leave.
- “Employee” and “Employer” have the same meaning as the definitions that exist in the Minimum Wage Act.
 - As a result, those who are exempt from minimum wage and overtime* are also exempt from paid sick leave.
 - *Keep in mind that there are categories of workers exempt from overtime but **NOT** from minimum wage – these employees will get paid sick leave (i.e. agricultural employees).

Paid Sick Leave – Accrual

- Paid sick leave shall accrue at a minimum rate of one hour of paid sick leave for every 40 hours worked as an employee.
- An employer may provide paid sick leave in advance of accrual provided that such front-loading meets or exceeds the requirements for accrual, use, and carryover of paid sick leave.
- Unused paid sick leave carries over to the following year, except that an employer is not required to allow an employee to carry over paid sick leave in excess of 40 hours.

Paid Sick Leave – Usage

- An employee is authorized to use paid sick leave for the following reasons:
 - Care for self or a family member due to:
 - mental/physical illness, injury, or health condition;
 - to accommodate a need for medical diagnosis, care, or treatment of a mental/physical illness, injury, or health condition; or
 - to accommodate the need for preventive medical care.
 - Closure of the employee's place of business or the employee's child's school or place of care due to an "order of a public official for any health-related reason."
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 - ▶ Are there prerequisites to employment?
 - ▶ Does the employee have a contract?
 - ▶ Does the employee have reasonable assurance?
- ▶ The new guidance requires most educational institutions to have the same standard.
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- ▶ Is there a genuine offer?
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- ▶ Is the compensation (pay, benefits, etc.) not considerably less than the current employment?

If no to any, employee can use the wages from educational employment to establish unemployment eligibility.

If yes to all, ESD applies next test.

Summary of changes

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- ▶ There are no contingencies that are within employer's control.
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- ▶ It is highly probable that any contingencies will be met.

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Next steps

- ▶ We will need to update some of our WACs once the legislation is passed.
- ▶ We hope for robust participation in the rulemaking process so we can be sure to hear all of the stakeholder input.
- ▶ This process will begin shortly after legislative session is complete.

Questions?

Nick Streuli

Director, Legislative and Executive Operations
Washington State Employment Security Department
(360) 485-5175
nstreuli@esd.wa.gov



**Employment
Security
Department**
WASHINGTON STATE

From: olsonla@skschools.org
Sent time: 01/09/2018 09:24:13 AM
To: waspa@memberclicks-mail.net
Subject: RE: Region 5 Meeting this Friday!

Good Morning!

Vivian Jensen and I would like to RSVP to this Friday's meeting.

Thanks,

Lalaina Olson
HR Specialist
South Kitsap School District
Email: olsonla@skschools.org
Ph: 360-874-7083
Fax: 360-874-7076
[Join our South Kitsap Team!](#)

From: Monagle, Jamie
Sent: Tuesday, January 09, 2018 8:48 AM
To: Olson, Lalaina <olsonla@skschools.org>; Jensen, Vivian <jensenv@skschools.org>
Subject: FW: Region 5 Meeting this Friday!

Here you go ladies!

From: waspa@memberclicks-mail.net [<mailto:waspa@memberclicks-mail.net>]
Sent: Monday, January 08, 2018 3:32 PM
To: Monagle, Jamie <monaglej@skschools.org>
Subject: Region 5 Meeting this Friday!

Good day, Region 5 and Happy New Year!

We hope your holiday break was all you had hoped it would be. It is hard to believe but our annual conference is only weeks away. We had a great meeting on December 8th and we look forward to sharing our meeting notes soon. In addition to conference planning, we discussed I-1433 Sick Leave Law and the new unemployment law. For those who were not able to attend, the two Power Points we reviewed are attached.

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Olympic Educational Service District

105 National Ave. N

Bremerton, 98312

360.479.0993

We will begin at 9 a.m. with our usual continental breakfast. Prior to conference planning discussions, here are a few things we could discuss. Please let me know if there are other hot topics you would like to chat about with the group:

- Updates on I-1433-Sick Leave Law
- OSPI Bulletin No. 001-18 Educator Growth and Development re: Para Employment Requirements
 - Attached is the recent communication from ESD 114 regarding Para Pro ETS Testing opportunities

To keep the planning momentum going, we would love an update from each committee Friday. Your ideas, time, energy, enthusiasm and commitment will make this conference a great success!

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- **Décor - Port Angeles/Sequim**
- **Entertainment- North Kitsap**
- **Keynote Speakers- Central Kitsap**
 - Thank you Chelle for all of your work on keynotes and session presenters! (attached is our first go at a draft agenda)
- **Menu Planning- Chimacum/Port Townsend**
- **Registration/Sign in Table- Jennifer Tottenham/North Kitsap**
 - Thank you, Jennifer for taking care of registrations! We look forward to hearing our numbers.
 - Thank you North Kitsap for volunteering to host the "Welcome Table"
- **Room Coordinator- OPEN (Denise Kennedy)**
 - We need three session coordinators
- **Silent Auction/Raffle Baskets-Port Angeles/Sequim**
 - The Port Angeles team; Scott, Therese and Tamara have been doing great work with décor planning and region baskets. Each Region has been assigned a continent as a theme for the basket. Region 5 has Europe! J
 - **Suggested donation from each district to support the Region basket is \$20.00. Thank you to Central Kitsap, Port Angeles and North Kitsap for your generous donations. We would love to collect from folks as soon as possible so the committee can continue their work. Checks can be made out to Denise Kennedy, cash is welcome, AND if you would rather donate an item that fits our theme, please feel free to do so!**
- **Technology - North Kitsap, Central Kitsap, Bremerton**
- **Transportation- Bainbridge Island; Lynn Stellick**
- **Vendors/Sponsors/Door Prizes- Peninsula; Katie & Meesha**
- **WSPA Awards Program**

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On January 26th we will be having an onsite tour at Clearwater Resort of the facility and have our meeting in their board room.

As always, your RSVP for this Friday is so helpful! **For all those who read and respond to this email will be entered to win an Amazon Gift Card. :)**

We can't wait to hear from you!

Denise and Chelle

Region 5 Co-Reps

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

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

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

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 01/09/2018 05:02:30 AM
To: finnie@skschools.org
Subject: Registration now open: WSPA Annual Conference 2018



Dear WSPA members,

Registration is now open to attend the **2018 Annual Conference**.

We encourage you to attend this valuable and meaningful conference. Each day provides relevant and useful sessions, the chance to meet with State partners and vendors, and most importantly -- the opportunity to make connections and develop relationships.

2018 WSPA Annual Conference

- Pre-conference: February 25, 2018
- Conference: February 26-28, 2018
- Location: Suquamish Clearwater Resort in Suquamish, Washington
- Presented by WSPA Region 5

[Please click here to register and for conference details](#)

We look forward to seeing you there!

Thank you,

WSPA Region 5
Washington School Personnel Association

This email was sent to finnie@skschools.org by admin@wspa.net

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

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

powered by  MemberClicks

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 01/10/2018 06:02:14 AM
To: finnie@skschools.org
Subject: Registration now open: Washington Educator Career Fairs 2018



Hello WSPA members,

Registration is now open to attend the 2018 Washington Educator Career Fairs:

Spokane Convention Center
March 14, 2018

Tacoma Dome Arena
March 28, 2018

[Please click here](#) to register and for full event details.

Thank you,

Washington School Personnel Association

This email was sent to finnie@skschools.org by admin@wspa.net

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

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

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From: jensenv@skschools.org
Sent time: 01/11/2018 04:45:27 PM
To: waspa@memberclicks-mail.net
Subject: FW: Region 5 Meeting this Friday!
Attachments: PPR_L_I_Dec_5.pdf 2018_Para_Assessment_Test_Flyer.pdf Reasonable_Assurance_V_2_WASBO_.pdf

Lalaina and I will be there tomorrow morning!

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

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Sent: Tuesday, January 09, 2018 8:48 AM
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Paid Sick Leave in Washington State



Brent DeBeaumont

Allison Drake

Employment Standards

December 5, 2017

Disclaimer

- The intention of this presentation is to help provide the public with guidance on the application of the Washington State Paid Sick Leave law, taking effect January 1, 2018.
- This presentation is strictly for educational purposes and is not intended to substitute or replace professional legal counsel. The answers provided during this presentation are based on the facts provided and subject to change with the inclusion of other variables.
- Employers with employees who work in cities that have a minimum wage and paid sick leave ordinance (Seattle, Tacoma, and the City of SeaTac) will need to apply the standards of such ordinances that are more favorable to employees. The paid sick leave ordinance in the City of Spokane is effective until December 31, 2017.

Initiative 1433 – History

- On November 8, 2016, voters in WA State approved Initiative Measure No. 1433 (I-1433).
- I-1433 increased the state minimum wage, required employers to pay all tips & gratuities to employees, introduces **paid sick leave**, and provides the department with the authority to enforce & investigate retaliation claims.
- The provisions of I-1433 were codified into RCW Chapter 49.46 – historically known as the Minimum Wage Act (now “Minimum Wage Requirements and Labor Standards”).

Initiative 1433 – L&I Rulemaking Mandate

- L&I “must adopt and implement rules to carry out and enforce [I-1433], including but not limited to procedures for notification to employees and reporting regarding sick leave, and protecting employees from retaliation for the lawful use of sick leave and exercising other rights under this chapter.”
- L&I’s “rules for enforcement of rights under [I-1433] shall be at least equal to enforcement of the minimum wage.”

Initiative 1433 – Rulemaking Process

■ Rule Filings

- Employer requirements/employee rights rules were finalized on October 17, 2017.
- Enforcement rules will be filed with the Office of the Code Reviser on December 19, 2017.

■ Administrative Policies

- The department is currently working to develop administrative policies, which will provide additional interpretive guidance.

■ Model Policies

- The department is finalizing a number of model policies to assist employers in being compliant with the paid sick leave requirements.

Initiative 1433 – Paid Sick Leave

- Starting **January 1, 2018**, employers in Washington will be required to provide their employees with paid sick leave.
- “Employee” and “Employer” have the same meaning as the definitions that exist in the Minimum Wage Act.
 - As a result, those who are exempt from minimum wage and overtime* are also exempt from paid sick leave.
 - *Keep in mind that there are categories of workers exempt from overtime but **NOT** from minimum wage – these employees will get paid sick leave (i.e. agricultural employees).

Paid Sick Leave – Accrual

- Paid sick leave shall accrue at a minimum rate of one hour of paid sick leave for every 40 hours worked as an employee.
- An employer may provide paid sick leave in advance of accrual provided that such front-loading meets or exceeds the requirements for accrual, use, and carryover of paid sick leave.
- Unused paid sick leave carries over to the following year, except that an employer is not required to allow an employee to carry over paid sick leave in excess of 40 hours.

Paid Sick Leave – Usage

- An employee is authorized to use paid sick leave for the following reasons:
 - Care for self or a family member due to:
 - mental/physical illness, injury, or health condition;
 - to accommodate a need for medical diagnosis, care, or treatment of a mental/physical illness, injury, or health condition; or
 - to accommodate the need for preventive medical care.
 - Closure of the employee's place of business or the employee's child's school or place of care due to an "order of a public official for any health-related reason."
 - Absences that qualify for leave under Washington's Domestic Violence Leave Act (at RCW 49.76).

Paid Sick Leave – Usage

■ Family member, defined

- (a) A child;
 - Including a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status;
- (b) A parent;
 - Including a biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child;
- (c) A spouse;
- (d) A registered domestic partner;
- (e) A grandparent;
- (f) A grandchild; or
- (g) A sibling.

Paid Sick Leave – Usage

■ 90 Days

- An employee is entitled to use accrued paid sick leave beginning on the ninetieth calendar day after the commencement of his or her employment.

■ Increments for Use

- Employers must allow employees to use paid sick leave in increments consistent with the employer's payroll system and practices, not to exceed one hour. For example, if an employer's normal practice is to track increments of work for the purposes of compensation in 15-minute increments, then an employer must allow employees to use paid sick leave in 15-minute increments.

Paid Sick Leave – Verification

■ Reasonable Employee Notice

- An employer may require employees to give reasonable notice of an absence from work, so long as such notice does not interfere with an employee's lawful use of paid sick leave

■ Three Day Verification

- For absences exceeding three days, an employer may require verification that the use of paid sick leave is for an authorized purpose.
- An employer's requirements for verification may not result in an unreasonable burden or expense on the employee and may not exceed privacy or verification requirements otherwise established by law.

Paid Sick Leave – Rate of Pay

- For each hour of paid sick leave used, an employee must be paid the greater of the minimum hourly wage rate or their “normal hourly compensation”.
- “Normal hourly compensation” is defined as “the hourly rate that an employee would have earned for the time during which the employee used paid sick leave.”
- For employees paid other than an hourly rate, employers must calculate the employees’ hourly rate that they would have earned for the time during which they used paid sick leave.

Paid Sick Leave – Rate of Pay

- For example:

- For an employee paid partially or wholly on a piece rate basis, the employer would want to divide the total earnings by the total hours worked in the most recent workweek in which the employee performed identical or substantially similar work to the work they would have performed had they not used paid sick leave.

Paid Sick Leave – Separation from Employment

■ Separation from Employment

- When there is a separation from employment and the employee is rehired within 12 months of separation, at the same or different business location of the employer, previously accrued unused paid sick leave shall be reinstated and the previous period of employment shall be counted for purposes of determining the employee's eligibility to use paid sick leave.

■ Financial Reimbursement not Required

- Employers are not required to provide financial or other reimbursement for accrued and unused paid sick leave to any employee upon the employee's termination, resignation, retirement, or other separation from employment.

Paid Sick Leave – Shift Swapping

■ Replacement Workers

- An employer may not require, as a condition of an employee taking paid sick leave, that the employee search for or find a replacement worker to cover the hours during which the employee is on paid sick leave.

■ Shift Swapping

- Upon mutual agreement by the employer and employee(s) involved, an employee may work additional hours or shifts, or trade shifts with another employee, in lieu of using available paid sick leave for missed hours or shifts that qualify for the use of paid sick leave.

Paid Sick Leave – Unauthorized Use

- If an employer can demonstrate that an employee's use of paid sick leave was for an unauthorized purpose, the employer may withhold payment for such hours, but may not subsequently deduct those hours from an employee's paid sick leave bank.
- If an employee maintains that the use of paid sick leave was for an authorized purpose, the employee may file a complaint with the department.

Paid Sick Leave – Notification

- Employers must notify each employee:
 - of their entitlement to paid sick leave;
 - the rate at which the employee will accrue paid sick leave;
 - the authorized purposes under which paid sick leave may be used; and
 - that retaliation by the employer is unlawful.

Paid Sick Leave – Notification

■ Monthly Notification

- Not less than monthly, employers must provide each employee with written or electronic notification detailing the amount of paid sick leave accrued and the paid sick leave reductions since the last notification and any unused paid sick leave available for use by the employee.

■ Poster Requirement

- Poster titled “Your Rights as a Worker in Washington State” will need to be positioned in a readily accessible location, within plain sight, at each workplace.

Initiative 1433 – Retaliation

- It is unlawful for an employer to interfere with, restrain, or deny the exercise of any employee right provided under or in connection with chapter 49.46 RCW.
- It is unlawful for an employer to adopt or enforce any policy that counts the use of paid sick leave for an authorized purposed under RCW as an absence that may lead to or result in discipline by the employer against the employee.
- It is unlawful for an employer to take any adverse action against an employee because the employee has exercised their rights provided under chapter 49.46 RCW.

Initiative 1433 – Retaliation

- Examples but not limited to:
 - Denying use of, or delaying payment for, paid sick leave, minimum wages, overtime wages, all tips and gratuities, and all service charges, except those service charges itemized as not being payable to the employee or employees servicing the customer;
 - Terminating, suspending, demoting, or denying a promotion;
 - Threatening to take, or taking action, based upon the immigration status of an employee or an employee's family member.

Questions?

Staff Contact

Brent DeBeaumont

Wage and Hour Technical Specialist

Employment Standards

360-902-5552

brent.debeaumont@Lni.wa.gov

Allison Drake

Labor Standards Policy Advisor

Employment Standards

360-902-5304

allison.drake@Lni.wa.gov

OLYMPIC ESD 114
105 National Ave N., Bremerton, WA 98312

Paraeducator Assessment Test

The Paraeducator Assessment Test is approximately three hours long, and is administered via computer. Participants should arrive 15 minutes early and have photo ID. Pre-registration is required. If you are not sure you need this test please contact your district. For other questions contact Angela Wageman, 360-405-5801.

For more information on the exam go to <http://www.ets.org/parapro/about>. It is recommended test takers view the Assessment Tutorial found at that website. (1) Click on "The Praxis Series Assessments". (2) Click on "ParaProAssessment" (under state Testing Requirements). (3) Click on the "Prepare for the Test" shortcut. (4) Lastly click on "Parapro Assessment Tutorial."

Dates & Times	Friday, February 9, 2018	https://www.pdenroller.org/oesd114/Catalog/Event/50789
	Friday, April 13, 2018	https://www.pdenroller.org/oesd114/Catalog/Event/50790
	Friday, June 1, 2018	https://www.pdenroller.org/oesd114/Catalog/Event/50791
	Wednesday, July 18, 2018	https://www.pdenroller.org/oesd114/Catalog/Event/50792
	Friday, August 10, 2018	https://www.pdenroller.org/oesd114/Catalog/Event/50793
	Wednesday, October 3, 2018	https://www.pdenroller.org/oesd114/Catalog/Event/50794
	Wednesday, December 5, 2018	https://www.pdenroller.org/oesd114/Catalog/Event/50795
	9:00 am – 12:00 pm	

Fee	\$75.00	Location	Olympic ESD 114 105 National Ave N, Bremerton, WA
Registration Deadline:	at least one day prior to each test date		

REGISTRATION INFORMATION:

Registration

- **Pre-registration is required.**
- **Registrations must be completed online** at <https://www.pdenroller.org/oesd114/Catalog>
- **Payment methods.** Credit cards, purchase orders and checks are acceptable.
 If paying by other than credit card, choose the payment method under "Other Payment Methods."
 - **Purchase orders.** When registering with a purchase order, enter the PO number or "PO to follow" in the block provided. Purchase orders may be mailed to the above address or faxed to (360) 405-5813. Please include a copy of the registration confirmation.
 - **Checks.** When registering, enter "Check to follow" in the block provided. Make checks payable to OESD 114 and mail with a copy of the registration confirmation to the above address.
- Registrants will receive confirmation via email – if not received within 24-hours, please call to verify your registration.

Cancellations & Refunds

People who cancel their registration at least 14 days prior to the start of the class are subject to an \$18 processing fee. Those who cancel their registration after those times forfeit their full registration fee. Full refunds will be made if OESD 114 cancels a class. Refunds, when appropriate, may take four to six weeks.

Washington State Employment Security Department

2018 Agency Request Legislation

Nick Streuli, Director
Legislative & Executive Operations

Washington Association of School Business Officials
December 5, 2017



Employment Security Department
WASHINGTON STATE

Overview

- ▶ Background
- ▶ Summary of changes
- ▶ Next steps
- ▶ Questions



Background

- ▶ Claimants who seek to use wages from work done in certain school employment have different unemployment eligibility criteria than other occupations.
- ▶ During school breaks, they can only apply for unemployment compensation based on the educational employment if they do not have reasonable assurance they will resume employment after the break.
- ▶ The requirements for reasonable assurance are set in federal law and through guidance from the U.S. Department of Labor.

Background

- ▶ December 2016 - USDOL published Unemployment Insurance Program Letter No. 05-17.
- ▶ Changes eligibility for unemployment compensation for school employees, both certified and classified.
- ▶ To get into conformity with the new federal requirements, ESD will run legislation to update several sections of Title 50.
 - ▶ The legislation would take effect on October 1, 2018.

Summary of changes

- ▶ The new guidance requires states to apply a series of tests to determine whether school employees are eligible for unemployment compensation during school breaks.
 - ▶ Are there prerequisites to employment?
 - ▶ Does the employee have a contract?
 - ▶ Does the employee have reasonable assurance?
- ▶ The new guidance requires most educational institutions to have the same standard.
 - ▶ Current state law in WA has different standards for Community & Technical Colleges.

Summary of changes

- ▶ USDOL established three tests to help states determine whether educational employees can request unemployment compensation during school breaks based on the educational employment.
- ▶ The tests are complex and highly technical.
- ▶ The overall goal is to determine whether it is likely the school will employ the person after the break, and if so, whether the work will be similar to the work the person performed before the break.

Summary of changes

Test One - are there any prerequisites?

- ▶ Is there a genuine offer?
- ▶ Is the future employment in the same capacity as the employee's current employment?
- ▶ Is the compensation (pay, benefits, etc.) not considerably less than the current employment?

If no to any, employee can use the wages from educational employment to establish unemployment eligibility.

If yes to all, ESD applies next test.

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- ▶ Is contract enforceable?
- ▶ Is contract language not contingent upon outside factors?
- ▶ Is contract for an academic year or annual basis?

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Next steps

- ▶ We will need to update some of our WACs once the legislation is passed.
- ▶ We hope for robust participation in the rulemaking process so we can be sure to hear all of the stakeholder input.
- ▶ This process will begin shortly after legislative session is complete.

Questions?

Nick Streuli

Director, Legislative and Executive Operations
Washington State Employment Security Department
(360) 485-5175
nstreuli@esd.wa.gov



**Employment
Security
Department**
WASHINGTON STATE

From: Washington School Personnel Association <waspa@memberclicks-mail.net>
Sent time: 01/12/2018 03:36:48 PM
To: finnie@skschools.org
Subject: 2018 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

[Privacy Policy](#)

From: finnie@skschools.org
Sent time: 01/12/2018 03:43:10 PM
To: olsonla@skschools.org; jensenv@skschools.org; stewartj@skschools.org
Subject: FW: 2018 Annual Conference REGISTER OTHERS Form Submitted

I need you to print me a copy of the receipt/invoice from each of you please when you receive.

F

C. Lynn Finnie

Executive Assistant - Human Resources

South Kitsap School District

2689 Hoover Ave. S.E.

Port Orchard, Washington 98366

finnie@skschools.org

PH: 360-874-7072

FAX: 360-874-7076

From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]

Sent: Friday, January 12, 2018 3:37 PM

To: Finnie, Lynn <finnie@skschools.org>

Subject: 2018 Annual Conference REGISTER OTHERS Form Submitted

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Washington School Personnel Association

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[Redacted]

From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 01/12/2018 05:37:11 AM
To: finnie@skschools.org
Subject: MEMBER REQUEST

Hello and Happy Friday! I have a few WSPA requests for your consideration. Everyone have a great weekend!

Cami Dombkowski from North Kitsap School District is seeking job descriptions for your top level Human Resources administrator, regardless of the title. She'd love to also have the job descriptions for the next level down administrator, regardless of the title.

Please send your responses directly to: CDOMBKOWSKI@nkschools.org

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

Thanks,

Curtis

This email was sent to finnie@skschools.org by cleonard@wspa.net

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

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powered by  MemberClicks

From: jensenv@skschools.org
Sent time: 01/12/2018 03:10:39 PM
To: finnie@skschools.org
Subject: WSPA conference Feb 26 - 28

Lynn,

Please sign Jackie, Lalaina, and myself up for the WSPA conference. Below is the link to it.

Misty gave her approval for us to go. She mentioned that we should be under the district membership.

Please register us soon as they already have 200 members going.

We will be driving up together.

Thank you!

Vivian Jensen

Human Resource Specialist

South Kitsap School District

360-874-7077

Fax 360-874-7076

From: Washington School Personnel Association <waspa@memberclicks-mail.net>
Sent time: 01/16/2018 09:33:25 AM
To: stewartj@skschools.org
Subject: 2018 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: 01/16/2018 12:33:24

Receipt ID: 12773464

Total Payment Amount: \$350.00

If you chose the "Invoice Me" option you will receive your invoice through separate email. Once received please submit to your accounting department for payment.

Your Conference Materials will be available electronically. You will receive email notice closer to the start date of the conference with instructions on how to access those materials.

Thank you for your registration,

Washington School Personnel Association

[Privacy Policy](#)

From: Washington School Personnel Association <waspa@memberclicks-mail.net>
Sent time: 01/16/2018 09:32:08 AM
To: jensenv@skschools.org
Subject: 2018 WSPA Annual Conference Registration Form Form Submitted

Vivian,

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: Vivian Jensen

Receipt Date: 01/16/2018 12:32:07

Receipt ID: 12773448

Total Payment Amount: \$350.00

If you chose the "Invoice Me" option you will receive your invoice through separate email. Once received please submit to your accounting department for payment.

Your Conference Materials will be available electronically. You will receive email notice closer to the start date of the conference with instructions on how to access those materials.

Thank you for your registration,

Washington School Personnel Association

[Privacy Policy](#)

From: jensenv@skschools.org
Sent time: 01/16/2018 10:42:51 AM
To: kobayash@skschools.org
Cc: olsonla@skschools.org; stewartj@skschools.org
Subject: Mini-Grant

Good Morning Tricia!

I have a question. We (Jackie, Lalaina, and myself) are going to a WSPA conference in Poulsbo and we are planning to stay over the night of the awards banquet. Misty paid for our registration but we are responsible for lodging if we stay over. Can we apply for the mini-grant for 1 night of lodging? It's \$138 for the night.

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

From: kobayash@skschools.org
Sent time: 01/16/2018 01:49:39 PM
To: jensenv@skschools.org
Cc: olsonla@skschools.org; stewartj@skschools.org
Subject: RE: Mini-Grant

Sorry, are you planning on staying overnight during the whole conference or just on the night of the awards dinner?

From: Kobayashi, Tricia
Sent: Tuesday, January 16, 2018 1:47 PM
To: Jensen, Vivian <jensenv@skschools.org>
Cc: Olson, Lalaina <olsonla@skschools.org>; Stewart, Jackie <stewartj@skschools.org>
Subject: RE: Mini-Grant

What are the dates of the conference?
If you stay overnight are there sessions you will be attending the next day?

Tricia Kobayashi
District Test Coordinator
Executive Assistant for Student Success

South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
360.874.7004
kobayash@skschools.org

From: Jensen, Vivian
Sent: Tuesday, January 16, 2018 10:43 AM
To: Kobayashi, Tricia <kobayash@skschools.org>
Cc: Olson, Lalaina <olsonla@skschools.org>; Stewart, Jackie <stewartj@skschools.org>
Subject: Mini-Grant

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

From: kobayash@skschools.org
Sent time: 01/16/2018 01:47:02 PM
To: jensenv@skschools.org
Cc: olsonla@skschools.org; stewartj@skschools.org
Subject: RE: Mini-Grant

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If you stay overnight are there sessions you will be attending the next day?

Tricia Kobayashi

District Test Coordinator

Executive Assistant for Student Success

South Kitsap School District

2689 Hoover Ave SE

Port Orchard, WA 98366

360.874.7004

kobayash@skschools.org

From: Jensen, Vivian

Sent: Tuesday, January 16, 2018 10:43 AM

To: Kobayashi, Tricia <kobayash@skschools.org>

Cc: Olson, Lalaina <olsonla@skschools.org>; Stewart, Jackie <stewartj@skschools.org>

Subject: Mini-Grant

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Vivian Jensen

Human Resource Specialist

South Kitsap School District

360-874-7077

Fax 360-874-7076

From: stewartj@skschools.org
Sent time: 01/16/2018 10:52:48 AM
To: jensenv@skschools.org
Subject: RE: Mini-Grant

Thank you!

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

From: Jensen, Vivian
Sent: Tuesday, January 16, 2018 10:43 AM
To: Kobayashi, Tricia <kobayash@skschools.org>
Cc: Olson, Lalaina <olsonla@skschools.org>; Stewart, Jackie <stewartj@skschools.org>
Subject: Mini-Grant

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

From: jensenv@skschools.org
Sent time: 01/16/2018 04:04:47 PM
To: kobayash@skschools.org
Cc: olsonla@skschools.org; stewartj@skschools.org
Subject: RE: Mini-Grant

We were told that the district would only pay for the registration. Most of the days the classes and events are done by 5 pm. On Tuesday, February 27 there is an awards dinner and banquet which goes quite late and we have to be back early the next morning for our duties. Our plan is to share a room and just wanted to check and see if we could use Mini Grant money to help pay for it. It's not necessary to stay Sun or Monday as we can drive back at a reasonable hour.

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

From: Kobayashi, Tricia
Sent: Tuesday, January 16, 2018 1:50 PM
To: Jensen, Vivian <jensenv@skschools.org>
Cc: Olson, Lalaina <olsonla@skschools.org>; Stewart, Jackie <stewartj@skschools.org>
Subject: RE: Mini-Grant

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Cc: Olson, Lalaina <olsonla@skschools.org>; Stewart, Jackie <stewartj@skschools.org>
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kobayash@skschools.org

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Vivian Jensen

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

From: Suquamish Clearwater Casino Resort <reservations@clearwatercasino.com>
Sent time: 01/16/2018 10:31:11 AM
To: jensenv@skschools.org
Subject: Suquamish Clearwater Casino Resort - Reservation No. - R4B371 Vivian - Jensen

Dear Vivian Jensen,

Thank you for choosing Suquamish Clearwater Casino Resort for your upcoming stay. Please review the information in your reservation confirmation below carefully and let us know if any changes are required. You can contact the hotel directly at 866-609-8700.

YOUR RESERVATION:

Confirmation: R4B371
Rate Plan: WSPA Annual Conference
Room Type: Tower Northwest View King
Rooms: 1
Nights: 1
Adults: 3
Arrival: Tue, Feb 27, 2018 \$125.00 USD
Departure: Wed, Feb 28, 2018

Room Rate (Total): \$125.00
Room Tax (Total): \$13.75
Options Rate: \$0.00
Options Tax (Total): \$0.00
Total: \$138.75

Comments/Special Requests:

YOUR GUEST PROFILE

Vivian Jensen
Po Box 272
Southworth
WA
United States 98386
360-271-6626

ABOUT US:

The Suquamish people have lived along the shores of the Kitsap Peninsula for more than ten thousand years. Taking their name from the word for "clear salt water," Suquamish ancestors thrived by harvesting salmon, clams and other natural foods. Their robust culture is rich with art, dance, song, ceremony and ritual.

Our resort features a waterfront hotel, full-service spa, high-tech meeting spaces and the excitement of casino nightlife with table games, slots, dedicated Keno and Poker rooms plus much more! For our Casino hours of operation please [click here](#).

Important Links

[Change or Cancel](#) [Make a new Reservation](#)

Suquamish Clearwater Casino Resort
15347 Suquamish Way NE , Suquamish, Washington, 98392, 866-609-8700

By submitting my credit/debit card, I am establishing credit with Suquamish Clearwater Casino Resort (SCCR)

and authorize SCCR to charge my account(s) for payments related to my stay. I understand that, without adequate cancellation, the FIRST ROOM NIGHT and associated Taxes/Fees of my reservation will be charged to my card upon my specified date of arrival. SCCR follows a strict 24 hour cancellation policy. Reservations MUST be cancelled 24 hours prior to the specified date of arrival to avoid charges.

If I use a debit card, I understand that the funds for payment and deposit will be deducted from my checking account. I am aware that this may result in overdraft charges to my account. SCCR will not be responsible for any overdrafts for the length of time my bank holds deposit funds.

In the event my credit/debit account cannot fulfill my liability as noted above, any and all charges/deposits may be paid with redemption of my Club Clearwater rewards account.

I FURTHER AGREE:

The RATE quoted here is a WEB ONLY booking rate that is the best available rate at the time of booking. This rate cannot be guaranteed for other dates, and/or room types. This rate cannot be guaranteed if the reservation process is not completed at this time and with acceptance of booking herein.

SPECIAL RESERVATION REQUESTS cannot be guaranteed. Room Locations, Room Number and Room Features desired beyond what is described or reserved may not be available. SCCR will only guarantee ROOM TYPE reserved. Please see room description for room features, views, amenities, etc.

CHECK IN TIME IS 4:00PM Pacific Standard Time.

CHECK-OUT TIME IS 11:00AM Pacific Standard Time. Late departure requests are subject to availability on the day of departure.

IN ROOM SAFES ARE PROVIDED TO SECURE VALUABLES. SCCR is not responsible or liable for any loss or damage of personal property.

SCCR Reserves the right to charge me the full cost of rectifying damage caused by deliberate, negligent or reckless acts by me or one of my guests. If damage comes to light after my departure, SCCR can charge my credit/debit card, or player account as noted above. The same is true for any missing hotel property or items from the Honor Bar.

SMOKING IS ONLY ALLOWED IN DESIGNATED SMOKING ROOMS on the 4th floor of the Resort. ALL OTHER ROOMS AND AREAS OF THE HOTEL ARE SMOKE FREE. A SMOKE REMOVAL FEE of \$250.00 will be paid if there is evidence of smoking within my room or on my balcony/patio.

If I am traveling with a pet, I will notify the Front Desk so they may fully notify me of 'PETIQUETTE' POLICIES and FEES. Pets are only allowed in the Resort.

I WILL FOLLOW THE RULES OF LODGING COURTESY:

- Quiet Hours are 10pm to 8am Pacific Standard Time.
- Keep hallway meetings to a minimum.
- ONLY REGISTERED GUESTS will congregate or stay in my room.
- Personally supplied alcoholic beverages are prohibited in public.
- Refrain from overt public displays of affection.
- Follow posted rules for use of the pool, hot tub and beach.

SCCR ADHERES TO A STRICT POLICY REGARDING UNSANCTIONED GROUP GATHERINGS AND A ZERO TOLERANCE FOR DRUG ABUSE AND/OR UNDERAGE DRINKING. LACK OF COMPLIANCE TO THE ABOVE-MENTIONED POLICIES WILL RESULT IN IMMEDIATE EVICTION WITHOUT REFUND.

Notwithstanding anything to the contrary, nothing in this reservation agreement shall be construed as a waiver of Port Madison Enterprises d/b/a SCCR's sovereign immunity.

By agreeing to, and with submission of my acceptance, I hereby confirm all details contained herein are correct and agree to terms and conditions above.

From: kobayash@skschools.org
Sent time: 01/17/2018 12:51:00 PM
To: finnie@skschools.org
Subject: FW: Mini-Grant

From: Olson, Lalaina
Sent: Wednesday, January 17, 2018 11:46 AM
To: Kobayashi, Tricia <kobayash@skschools.org>; Jensen, Vivian <jensenv@skschools.org>
Cc: Stewart, Jackie <stewartj@skschools.org>; Thompson, Shannon <thompsos@skschools.org>
Subject: RE: Mini-Grant

Thanks for checking. ☺

Lalaina Olson
HR Specialist
South Kitsap School District
Email: olsonla@skschools.org
Ph: 360-874-7083
Fax: 360-874-7076
[Join our South Kitsap Team!](#)

From: Kobayashi, Tricia
Sent: Wednesday, January 17, 2018 9:23 AM
To: Jensen, Vivian <jensenv@skschools.org>
Cc: Olson, Lalaina <olsonla@skschools.org>; Stewart, Jackie <stewartj@skschools.org>; Thompson, Shannon <thompsos@skschools.org>
Subject: RE: Mini-Grant

After discussion with the business office, I cannot approve overnight lodging.

Per the normal IRS and audit regulations – suggested travel for overnight lodging would need to exceed 50 miles one way. From our office to the location of the conference, it is 29.2 miles one way.

Sorry.

Please let me know if you have any other questions.

Tricia Kobayashi
District Test Coordinator
Executive Assistant for Student Success

South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
360.874.7004
kobayash@skschools.org

From: Jensen, Vivian
Sent: Tuesday, January 16, 2018 4:05 PM
To: Kobayashi, Tricia <kobayash@skschools.org>
Cc: Olson, Lalaina <olsonla@skschools.org>; Stewart, Jackie <stewartj@skschools.org>
Subject: RE: Mini-Grant

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

From: Kobayashi, Tricia
Sent: Tuesday, January 16, 2018 1:50 PM
To: Jensen, Vivian <jensenv@skschools.org>
Cc: Olson, Lalaina <olsonla@skschools.org>; Stewart, Jackie <stewartj@skschools.org>
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kobayash@skschools.org

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Cc: Olson, Lalaina <olsonla@skschools.org>; Stewart, Jackie <stewartj@skschools.org>
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Vivian Jensen
Human Resource Specialist
South Kitsap School District
360-874-7077
Fax 360-874-7076

From: olsonla@skschools.org
Sent time: 01/17/2018 11:46:26 AM
To: kobayash@skschools.org; jensenv@skschools.org
Cc: stewartj@skschools.org; thompsos@skschools.org
Subject: RE: Mini-Grant

Thanks for checking. ☺

Lalaina Olson
HR Specialist
South Kitsap School District
Email: olsonla@skschools.org
Ph: 360-874-7083
Fax: 360-874-7076
[Join our South Kitsap Team!](#)

From: Kobayashi, Tricia
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To: Jensen, Vivian <jensenv@skschools.org>
Cc: Olson, Lalaina <olsonla@skschools.org>; Stewart, Jackie <stewartj@skschools.org>; Thompson, Shannon <thompsos@skschools.org>
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South Kitsap School District

360-874-7077

Fax 360-874-7076

From: Kobayashi, Tricia

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kobayash@skschools.org

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South Kitsap School District
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Fax 360-874-7076

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Vivian Jensen

Human Resource Specialist

South Kitsap School District

360-874-7077

Fax 360-874-7076

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 01/22/2018 05:03:20 AM
To: finnie@skschools.org
Subject: Registration now open: WSPA Annual Conference 2018



Dear WSPA members,

Registration is now open to attend the **2018 Annual Conference**.

We encourage you to attend this valuable and meaningful conference. Each day provides relevant and useful sessions, the chance to meet with State partners and vendors, and most importantly -- the opportunity to make connections and develop relationships.

2018 WSPA Annual Conference

- Pre-conference: February 25, 2018
- Conference: February 26-28, 2018
- Location: Suquamish Clearwater Resort in Suquamish, Washington
- Presented by WSPA Region 5

[Please click here to register and for conference details](#)

We look forward to seeing you there!

Thank you,

WSPA Region 5
Washington School Personnel Association

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From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 01/24/2018 07:47:00 AM
To: monaglej@skitsap.wednet.edu
Subject: 1433 Guidance
Attachments: 180118paid_sick_leave.pdf

Dear WSPA Members:

WSPA has received requests for additional guidance related to 1433 implementation, particularly related to substitutes. Please find attached a white paper provided by the attorneys at Porter, Foster & Rorick. Also note the guidance related to day-to-day substitutes. We are hopeful that this guidance is helpful. WSPA will continue to provide monitor implementation on this issue, so please send questions and feedback. Once again, thank you to the support of our attorneys!

Regards,

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Washington Public School Substitutes and Coaches under Initiative 1433

January 19, 2018

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The information provided below is intended for educational purposes only and not as legal advice regarding any specific set of facts. This document does not attempt to answer all questions which may arise under the new paid sick leave law. School districts should contact their regular legal counsel for advice relevant to their own situations.

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2. If a day-to-day classified substitute meets the 90-calendar-day waiting period, does the new paid sick leave law entitle that substitute to use paid sick leave?

Probably not in a day-to-day substitute position. In interpreting the new paid sick leave law, the Washington State Department of Labor & Industries (L&I) distinguishes between

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In contrast, a classified substitute would be entitled to use accrued paid sick leave if that substitute was hired into a regular position in which the employee was required to report to work. Most school districts check for accrued sick leave balances from prior school district employment when employees are hired into regular positions, and thus, paid sick leave coverage for these employees should not be a significant change in practice.

It is also possible that some long-term substitute positions may come with an expectation that the employee report to work or take leave if absent. Most school districts already provide these types of substitutes with sick leave and opportunities to use the sick leave and thus, paid sick leave coverage for these employees should not be a significant change in practice.

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5. Does the new paid sick leave law entitle certificated employees who also coach or advise extracurricular activities to accrue or use paid sick leave for the extracurricular activity?

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Those faculty members who are engaged as teachers but also spend a considerable amount of their time in extracurricular activities such as coaching athletic teams or acting as moderators or advisers in such areas as drama, forensics, or journalism are engaged in teaching. Such activities are a recognized part of the school's responsibility in contributing to the educational development of the student.

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Some public schools hire current members of their classified staff or other community members without professional educational certification to coach or advise extracurricular activities. There are two theories under which classified employee coaches and advisors could be excluded from the definition of “employee” under RCW 49.46.010 and thus be excluded from entitlement to paid sick leave.

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with both a classified position and a coaching/advising position, the volunteer exception will likely serve as a more viable basis for districts to use in the event that employees challenge their exempt status.

Although coaches and substitutes are the categories of employees about whom we have received the most questions, there may be other, rare circumstances in which an individual classified employee with a unique schedule is entitled to more sick leave under Initiative 1433 than the amounts already given under RCW 28A.400.300. For more information or individualized assistance in analyzing the impacts and implications of the paid sick leave initiative, please contact your regular school district counsel or any of the Porter Foster Rorick attorneys listed below at (206) 622-0203.

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5. Does the new paid sick leave law entitle certificated employees who also coach or advise extracurricular activities to accrue or use paid sick leave for the extracurricular activity?

No, certificated employees who also coach or advise extracurricular activities are exempt from paid sick leave coverage because coaching athletic teams and advising clubs are teaching activities covered by the "professional exemption":

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with both a classified position and a coaching/advising position, the volunteer exception will likely serve as a more viable basis for districts to use in the event that employees challenge their exempt status.

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Jay Schulkin
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Valerie Walker
valerie@pfrwa.com

Lorraine Wilson
lorraine@pfrwa.com

From: finnie@skschools.org
Sent time: 01/24/2018 11:33:38 AM
To: dieffenbach@skschools.org; monaglej@skschools.org
Subject: FW: 1433 Guidance
Attachments: 180118paid_sick_leave.pdf

I received this today, fyi

C. Lynn Finnie

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

From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Wednesday, January 24, 2018 7:48 AM
To: Finnie, Lynn <finnie@skschools.org>
Subject: 1433 Guidance

Dear WSPA Members:

WSPA has received requests for additional guidance related to 1433 implementation, particularly related to substitutes. Please find attached a white paper provided by the attorneys at Porter, Foster & Rorick. Also note the guidance related to day-to-day substitutes. We are hopeful that this guidance is helpful. WSPA will continue to provide monitor implementation on this issue, so please send questions and feedback. Once again, thank you to the support of our attorneys!

Regards,

Curtis

This email was sent to finnie@skschools.org by cleonard@wspa.net

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

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Washington Public School Substitutes and Coaches under Initiative 1433

January 19, 2018

This document responds to the Washington School Personnel Association's request for information regarding the paid sick leave provisions of Initiative 1433 (codified in Chapter 49.46 RCW), which went into effect on January 1, 2018, and the law's impact on unique subsets of public school employees. The new law requires all Washington employers to provide paid sick leave to employees, and establishes minimum standards for accrual, carryover, and use of paid sick leave. The vast majority of school district employees are already entitled to a greater amount of leave for illness, injury and emergencies under RCW 28A.400.300 (the minimum of ten and maximum of twelve days per year in the law since 1980). This document answers questions related to two groups of employees who historically have not been granted paid sick leave: substitutes and extracurricular coaches and advisors.

The information provided below is intended for educational purposes only and not as legal advice regarding any specific set of facts. This document does not attempt to answer all questions which may arise under the new paid sick leave law. School districts should contact their regular legal counsel for advice relevant to their own situations.

1. Does the new paid sick leave law entitle classified substitutes to accrue paid sick leave?

Yes, classified substitutes are entitled to accrue paid sick leave. The same definition of "employee" is used for purposes of the paid sick leave law as is used for coverage under the Washington Minimum Wage Act (WMWA), which defines an employee as anyone who an employer "permit[s] to work," unless that person is specifically excluded under one of the categories in RCW 49.46.010(3). None of the categories listed in RCW 49.46.010(3) would exclude the typical classified employee. *See* RCW 49.46.010(3) (providing exclusions related to employment circumstances such as the following: employment in a private home; employment in a bona fide executive, administrative, or professional capacity; employment in a position relating to selling or distributing newspapers; employment pertaining to forest protection and fire prevention, etc.). Therefore, classified substitutes are employees entitled to accrue paid sick leave at a rate of one hour of sick leave for every forty hours of actual work.

2. If a day-to-day classified substitute meets the 90-calendar-day waiting period, does the new paid sick leave law entitle that substitute to use paid sick leave?

Probably not in a day-to-day substitute position. In interpreting the new paid sick leave law, the Washington State Department of Labor & Industries (L&I) distinguishes between

employees who are entitled to *accrue* paid sick leave and employees who are entitled to *use* accrued paid sick leave. L&I's position is that employees must be "required" to work in order to use their accrued leave for authorized purposes. *WASBO Member Questions on I-1433 – Answered by Department of L & I* (2018). L&I's interpretation is not set out in any regulation or statute, but L&I is the state agency responsible for implementing the new paid sick leave law, *see* RCW 49.46.810. L&I's interpretation will be considered persuasive by courts. In explaining its understanding of paid sick leave usage, L&I offered the following example: "If a substitute is free to decline an offer to substitute for a half day without repercussion, and the employer is free to call other substitutes available, then such substitute is not 'required' to work." In the preceding scenario, the substitute would not be entitled to use accrued paid sick leave.

In contrast, a classified substitute would be entitled to use accrued paid sick leave if that substitute was hired into a regular position in which the employee was required to report to work. Most school districts check for accrued sick leave balances from prior school district employment when employees are hired into regular positions, and thus, paid sick leave coverage for these employees should not be a significant change in practice.

It is also possible that some long-term substitute positions may come with an expectation that the employee report to work or take leave if absent. Most school districts already provide these types of substitutes with sick leave and opportunities to use the sick leave and thus, paid sick leave coverage for these employees should not be a significant change in practice.

3. Does the new paid sick leave law entitle certificated substitutes to accrue paid sick leave?

Yes, certificated substitutes hired on a day-to-day basis are entitled to accrue paid sick leave, unless they meet all of the criteria for the "professional exemption" under the WMWA. As mentioned above in response to question one above, the same definition of "employee" is used for purposes of the paid sick leave law as is used for coverage under the WMWA. The statutory definition of "employee" exempts any individual employed in a "bona fide executive, administrative, or professional capacity . . . as those terms are defined and delimited by the rules of the [L&I] director." RCW 49.46.010(3). L&I rules require "professional" employees, including teachers, to meet a "duties test" and be paid on a salary basis of at least \$170/week. Substitute teachers would likely meet the duties test ("teaching, tutoring, instructing, or lecturing in the activity of imparting knowledge") but a day-to-day substitute is unlikely to meet the salary basis test.

The state test for the professional exemption differs from federal regulations under the Fair Labor Standards Act in one key aspect. Federal regulations exempt teachers without requiring them to meet a "salary basis" test. Thus, substitute teachers generally qualify for the

professional exemption under federal law. However, state law governs the question of whether substitute teachers qualify for the professional exemption under the WMWA and the new paid sick leave law.

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jay@pfrwa.com

Valerie Walker
valerie@pfrwa.com

Lorraine Wilson
lorraine@pfrwa.com

From: baker@skschools.org
Sent time: 01/24/2018 03:10:09 PM
To: monaglej@skschools.org; wagnerc@skschools.org
Subject: FW: Information - Feel free to pass on to your departments
Attachments: 180118paid_sick_leave.pdf

I 1433 information attached.

From: Seevers, Cathie [mailto:cseevers@oesd114.org]

Sent: Wednesday, January 24, 2018 12:15 PM

To: Alphonso Melton <amelton@upsd83.org>; Amy Khile <akhile@ptschools.org>; Amy Sassara <asassara@vashonsd.org>; Andrea Nokell <anokell@nkschools.org>; Baker, Annette <baker@skschools.org>; Art Clarke <art_clarke@csd49.org>; Ashley Supry <asupry@northmasonschoools.org>; Darlene Apeland <dapeland@qsd48.org>; David Knechtel <dknechtel@portangelesschools.org>; Deborah Johnson <djohnson@bsd46.org>; Johnson, Erik <ejohnson@oesd114.org>; Evie Wonderly <eview@crescent.wednet.edu>; Garth Steedman <garth.steedman@bremertonschools.org>; Jan Haugen <Jan.Haugen@qvschools.org>; Jason Rhoads <jrhoads@nkschools.org>; Kandy Ritter <kritter@cfsd.wednet.edu>; Karen Andersen <andersenk@psd401.net>; Karen Casey <kcasey@portangelesschools.org>; Kelly Pearson <pearsonk@psd401.net>; Lara Christopherson <larac@ckschools.org>; Marci Bannan <bannanm@orting.wednet.edu>; Marian Woods <marian.woods@bremertonschools.org>; Cook, Mary <mcook@oesd114.org>; Matt Sullivan <msullivan@vashonsd.org>; Michelle Parkin <mparkin@cfsd.wednet.edu>; Hunsaker, Monica <mhunsaker@oesd114.org>; Nora Williams <noraw@crescent.wednet.edu>; Paula Bailey <Paulab@cksd.wednet.edu>; Peggy Paige <ppaige@bisd303.org>; Rick Rohlman <rrohlm@qcsd20.org>; Stegman, Aprel <astegman@upsd83.org>; Zarifes, Stephanie <zarifes@skschools.org>; Teresa Shuey <tshuey@suquamish.nsn.us>; Patterson, Tracy <patterson@skschools.org>

Cc: Fiscal Analysts <fiscalanalysts@oesd114.org>

Subject: Information - Feel free to pass on to your departments

Happy Wednesday

I have attached three informational documents that you may find helpful. I put a quick snippet of what they refer to below so you know who in your district may benefit (without you having to read all three from start to finish)

- 1) I 1433 Q&A that references some frequently asked questions around subs and coaches. It is an opinion written by PorterFosterRorick.
- 2) Budget Extension how to that was presented today at the WASBO ABC conference. Writer and presenter was Mike Dooley from OSPI
- 3) Side by side comparison of current HB 2242 and the bills that are in leg right now. This info went out to all Superintendents. I want to send in case you haven't seen it. Nice way to compare what is and could be.

Remember, our Business Manager meeting has been moved to Friday, February, 9, 2018 10am-12.

Cathie Seevers

Fiscal Officer

Olympic Educational Service District 114

cseevers@oesd114.org

<https://zoom.us/my/cseevers>

360-405-5837 - Office or 360-649-6112 - cell

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Second, school districts may assert that coaches and advisors meet the “professional exemption” based on state and federal guidance indicating that coaching duties constitute “teaching.” However, in order for coaching and advising to fall within the “professional exemption,” the positions would need to meet all of the criteria set out in state regulations, including a weekly salary of \$170 or more. RCW 49.46.010(3)(c); WAC 296-128-530. The “professional exemption” is a reasonable option for coaches and advisers who hold no other position with a school district and receive a stipend that amounts to at least \$170 a week. This exemption is less useful in the context of an employee who works in both an exempt position and a non-exempt position (i.e., another classified position in the District) because such an employee will not be deemed exempt from paid sick leave unless: (1) the employee’s “primary duty” is the performance of exempt functions; and (2) the employee does not spend more than 20% of his or her time on duties unrelated to the coaching assignment. *See* WAC 296-128-530. For employees

with both a classified position and a coaching/advising position, the volunteer exception will likely serve as a more viable basis for districts to use in the event that employees challenge their exempt status.

Although coaches and substitutes are the categories of employees about whom we have received the most questions, there may be other, rare circumstances in which an individual classified employee with a unique schedule is entitled to more sick leave under Initiative 1433 than the amounts already given under RCW 28A.400.300. For more information or individualized assistance in analyzing the impacts and implications of the paid sick leave initiative, please contact your regular school district counsel or any of the Porter Foster Rorick attorneys listed below at (206) 622-0203.

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Valerie Walker
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Lorraine Wilson
lorraine@pfrwa.com

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Sent time: 01/24/2018 10:33:10 PM
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Subject: Legislative Update
Attachments: Leg_Report_January_24_2018.pdf Legislative_Matrix_JAN_2018.pdf

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

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6229	Bargaining Representatives Access		Progressing	Requires that bargaining representatives have access to new employees.
6362	Engrossed House Bill (EHB) 2242 Fixes		Introduced	Office of Superintendent of Public Instruction (OSPI) Fixes to 2242.
6397	Engrossed House Bill (EHB) 2242 Fixes		Introduced	Washington Education Association (WEA) Fixes to 2242.

From: WSPA Board Members <waspa@memberclicks-mail.net>
Sent time: 01/25/2018 01:16:08 PM
To: holsten@skitsap.wednet.edu
Subject: Resort Tour and Meeting-Tomorrow FRIDAY
Attachments: Region_5_January_11_2018.docx

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We will follow up with a planning meeting in one of their board rooms, following the tour. We are less than a month away! This is going to be great. :)

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The address to the resort is below as well as the agenda from the last meeting we had on January 11th. Please let me know if you plan to attend tomorrow so I can provide our event coordinator and anticipated number of participants. You can also reach me on my cell at any time [360.440.0608](tel:360.440.0608).

Have a wonderful day and look forward to seeing folks tomorrow!

Denise

Clearwater Resort and Casino

15347 Suquamish Way, NE

Suquamish, WA 98392

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

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WSPA Region 5

January 12, 2017



Thank you ESD 114 hosting us today!

- 9:00-9:15 **Breakfast and Introductions**
- 9:15-10:30 **Discussion topics;**
 - Updates on I-1433 Sick Leave Law
 - Communication out to subs? Forms to share? How will they use leave?
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 - Memo on Fragrance?
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 - Registration
 - Committee Updates
 - Next Steps
- 11:45-12:00 **Wrap Up:**
 - Next meeting date and location:
 - ***Friday, January 26th Clearwater Resort and Casino***
 - Enjoy MLK Day!

Events:

- WSPA Board Meeting-February 25
- Annual Conference-February 26-28



2017-18 Region Rep Contact Info

Denise Kennedy
Bremerton School District
Human Resources Supervisor
denise.kennedy@bremertonschools.org

Chelle Lente
Central Kitsap School District
Certificated Specialist
chellel@ckschools.org

From: WSPA Board Members <waspa@memberclicks-mail.net>
Sent time: 01/25/2018 01:16:07 PM
To: monaglej@skitsap.wednet.edu
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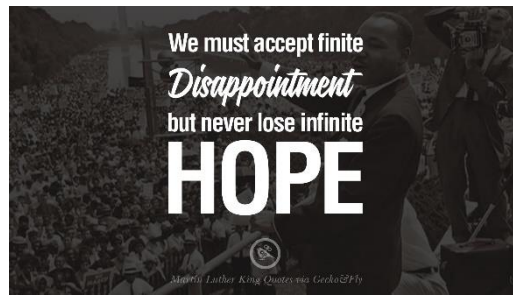
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Sent time: 01/25/2018 01:16:13 PM
To: finnie@skschools.org
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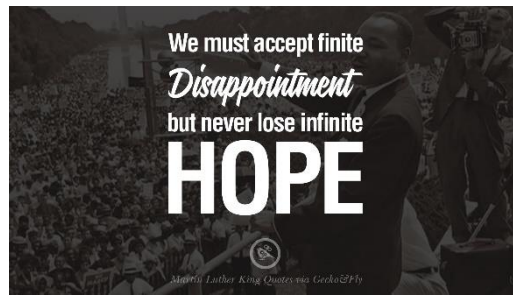
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From: Region 5 <waspa@memberclicks-mail.net>
Sent time: 02/05/2018 04:03:06 PM
To: monaglej@skitsap.wednet.edu
Subject: Meeting Reminder-Conference Ambassador Vests

Happy Monday Region 5!

This Friday is our next Region 5 meeting. We are meeting in Bremerton in the district office Curriculum Library at;

134 Marion Ave North, Bremerton 98312

9:00 a.m. to 12 noon, Continental breakfast served

Curtis Leonard , our WSPA Executive Director, will be presenting for the first half of the meeting (topic tbd). We will commence with conference planning fun, there after.

For those who have committed to be a conference "Ambassador" (being available for session hosts and/or other conference needs throughout the event), if you were not at the meeting on January 26th and wish to be on this crew, please email me by tomorrow, February 6th by noon, with your vest size.

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We are getting so close!! :)

Have a great week and see you soon.

Denise

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From: monaglej@skschools.org
Sent time: 02/06/2018 07:25:28 AM
To: olsonla@skschools.org; stewartj@skschools.org; jensenv@skschools.org
Subject: Region 5 Meeting
Attachments: attachment.ics

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Notes from last Friday's meeting are forthcoming!

Have a great week and see you soon!

Denise and Chelle

P.S. Thank you Port Townsend for your region basket donation!!

BEGIN:VCALENDAR
 METHOD:REQUEST
 PRODID:Microsoft Exchange Server 2010
 VERSION:2.0
 BEGIN:VTIMEZONE
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 BEGIN:STANDARD
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 END:DAYLIGHT
 END:VTIMEZONE
 BEGIN:VEVENT
 ORGANIZER:MAILTO:monaglej@skschools.org
 ATTENDEE;ROLE=REQ-PARTICIPANT;PARTSTAT=NEEDS-ACTION;RSVP=TRUE:MAILTO:olsonl
 a@skschools.org
 ATTENDEE;ROLE=REQ-PARTICIPANT;PARTSTAT=NEEDS-ACTION;RSVP=TRUE:MAILTO:stewar
 tj@skschools.org
 ATTENDEE;ROLE=REQ-PARTICIPANT;PARTSTAT=NEEDS-ACTION;RSVP=TRUE:MAILTO:jensen
 v@skschools.org
 DESCRIPTION;LANGUAGE=en-US:Happy Monday Region 5!
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 SUMMARY;LANGUAGE=en-US:Region 5 Meeting
 DTSTART;TZID=Pacific Standard Time:20180209T090000
 DTEND;TZID=Pacific Standard Time:20180209T120000
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BEGIN:VALARM
ACTION:DISPLAY
DESCRIPTION:REMINDER
TRIGGER;RELATED=START:-PT15M
END:VALARM
END:VEVENT
END:VCALENDAR

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 02/06/2018 06:02:43 AM
To: finnie@skschools.org
Subject: Reminder - registration now open: Washington Educator Career Fairs 2018



Hello WSPA members,

Registration is now open to attend the 2018 Washington Educator Career Fairs:

Spokane Convention Center
March 14, 2018

Tacoma Dome Arena
March 28, 2018

[Please click here](#) to register and for full event details.

Thank you,

Washington School Personnel Association

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Sent time: 02/06/2018 06:02:10 AM
To: holsten@skitsap.wednet.edu
Subject: Reminder - registration now open: Washington Educator Career Fairs 2018



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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 02/06/2018 06:01:56 AM
To: monaglej@skitsap.wednet.edu
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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 02/07/2018 04:02:01 PM
To: holsten@skitsap.wednet.edu
Subject: Legislative Update
Attachments: Legislative_Matrix_Feb_2018.pdf Leg_Report_FEB_7_2018.pdf

Hello WSPA members,

Please see the attached legislative update from Lee Goeke, WSPA Legislative Liaison.

Questions may be submitted to Lee at goekel@comcast.net

Mr. Goeke will be providing regular updates for our members. We hope you will find this to be an informative resource for understanding legislative issues impacting school districts and human resource management.

These documents have also been added to the shared Google drive.

Thank you,

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2018 Legislation Impacting School District Human Resource Management

House Bill (HB)		Senate Bill (SB)	Bill Status	Purpose
1006	Right to Work		No Action	Prohibits requiring membership, dues, fees, or funds to charity in lieu of dues.
1060	Medical Marijuana	5290	Passed House	Parent or Guardian may administer to authorized student.
1287	Collective Bargaining		No Action	Requires School District bargaining to be open to the public.
1319	Educators Evaluation Frequency		No Action	Evaluation every 6 years with level 3 or higher rating.
1374	ESA Years of Service	5283	No Action	Removes the limit on years of non-school service that is counted on salary schedule.
1434	Shared Leave Pregnancy	5295	Passed House	Allows use of shared leave for pregnancy disability and parental leave.
1539	Sexual Abuse of Students		Public Hearing House	Creates task force to adopt model curriculum for prevention of child abuse.
1560	Retirement Plan Default		Passed House	Changes default from Plan 3 to Plan 2.
1563	Child Abuse Hotline		No Action	Mandatory posting of hot line for child protective services.
1601	Beginning Educator Support	5459	No Action	Expands support to beginning principals.
1618	Engagement Coordinators		Passed House	Funding for Family & Community Engagement Coordinators cannot be redirected.
1643	Teacher Loan Forgiveness		No Action	Pays federal loan balance after 5 consecutive years of teaching in shortage areas.
1644	Teacher Shortage		No Action	PESB to develop training program for recruiting, hiring, and onboarding new teachers.
1664	Teacher Effectiveness		No Action	PESB must waive preservice evidence-based assessment for endorsement shortage areas.
1685	Retired Teachers as Mentors	5487	No Action	Retired principals or teachers may return as teacher mentors within the 867 limit.
1767	Substitute Teacher Complaints		No Action	District must notify substitutes of complaints.
1827	Educator Workforce Supply		Public Hearing House	Creates new educator recruitment and retention policies.
1951	Public Employee Bargaining	5545	No Action	Bargaining must be open to the public.
2050	Classroom Support		No Action	If K-3 classrooms aren't available teachers may have a para-professional.
2110	School District Health Plans		No Action	Requires equity in premium contribution between Self & Spouse and Self & Family.
2217	Speech & Religion Public Employees		No Action	Public employees must have right to pray.

2018 Legislation Impacting School District Human Resource Management

2323	TRS 1 & PERS 1 COLA	6290	Referred to Appropriations & W&M	Grants a one-time 3% COLA for Plan I members.
2379	Retiree Reemployment TRS & SRS	6289	Public Hearing House	Allows classified retirees to work under same conditions as classified.
2452	Public Retiree Benefits	6305	No Action	Grants a 1-time 3% COLA on 1st \$25K of pension to max of \$750 caps cost of insurance.
2511	PERS/TRS 1 Benefit Increase	6340	Public Hearing House	Same as 2452 but without 50% insurance premium cap.
2657	School Employees Health Benefits	6288	Public Hearing House & Senate	Allows districts to increase health benefits as enhancement under certain circumstances.
2698	Paraeducators	6388	Referred to Appropriations	Amends 2017 legislation to delay implementation by one year.
2703	Unemployment Benefits	6339	Referred to Appropriates	Clarifies criteria for a contract or reasonable assurance which precludes benefits.
2977	Unemployment Benefits		No Action	Employees terminated for gross misconduct for criminal acts are ineligible for unemployment.
	School Director Compensation	5115	No Action	Allows compensation for board members to be equal or less than legislative member.
	Educational Employee Compensation	5297	No Action	Modifies the State Salary Allocation Model.
	Retired Teacher/Coaches	5310	Senate Rules Committee	Plan 2 & 3 Teachers under Alternate Early Retirement may be employed as a coach.
	Teacher Post-Retirement Employment	5601	Public Hearing Senate	Teachers who retired early may return as a substitute or in an administrative capacity.
	180 Day School Calendar	5740	No Action	Extends the school year from 180 to 220 days.
	TRS Plan I Minimum Allowance	5833	No Action	Increases minimum allowance by 1.5%.
	Public Employees Birth Dates	6079	Rules Committee	Exempts birth dates from public disclosure.
	Job Applicants/Arrests	6110	Public Hearing Ways & Means	Prohibits criminal record inquiry until after a qualifications determination is made.
	Post Retirement Teaching Expiration	6185	No Action	Removes the expiration date on post retirement employment options.
2614	Bargaining Representatives Access	6229	Referred to Rules	Requires that bargaining representatives have access to new employees.
	School Employee Benefits Board	6241	Passed out of Ways & Means	Sets family premium limits, provides bargaining enrichments, state funding must equal PEBB.
2721	Engrossed House Bill (EHB) 2242 Fixes	6362	Public Hearing Ways & Means	Office of Superintendent of Public Instruction (OSPI) Fixes to 2242.
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2018 Legislation Impacting School District Human Resource Management

	Public Employees Benefit Board	6570	No Action	Allows certain retired or disabled school employees to enroll in HCA.
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Update of Key Legislation Impacting Public School HR Management

Lee Goeke, Legislative Liaison

February 7, 2018

The sixty (60) day session is half-way through and the first cutoff for legislation to be reported out of committee has passed. The attached matrix is updated to reflect those bills that received no action and failed to make the cutoff and the status of those bills that are still progressing. The next cutoff is this week when bills must be reported out of the fiscal committees. Bills with budget implications may be acted on up to the end of the session when a final budget is passed.

Bills that passed the House and have moved to the Senate:

1. Substitute House Bill (SHB) 1060, Medical Marijuana: Requires school districts to allow students to consume marijuana for medical purposes on school grounds, aboard a school bus, or while attending a school-sponsored event. As the bill progresses, opponents will likely continue to express concerns over the possible impact on federal funds. Public testimony has not addressed potential issues for school employees.
2. Engrossed Substitute House Bill (ESHB) 1434, Shared Leave for Pregnancy: Authorizes shared leave for parental leave and for sickness or temporary disability due to pregnancy disability.
3. House Bill (HB) 1560, Retirement Default Plan: Changes the default plan from Plan 3 to Plan 2 for new members to the Teacher, Public Employee, or School Employee Retirement Systems who fail to make an election.
4. ESHB 1618, Family & Community Engagement Coordinators: Specifies minimum duties of Family and Community Engagement Coordinators; provides that state funding may only be used for engagement purposes; and changes the name from Parent Involvement Coordinator.

Bills that continue to progress, have been referred to appropriations, or remain active as potential budget issues:

1. HB 1827, Educator Workforce Supply: Creates or revises new educator recruitment and retention policies.
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Sent time: 02/07/2018 04:02:38 PM
To: finnie@skschools.org
Subject: Legislative Update
Attachments: Legislative_Matrix_Feb_2018.pdf Leg_Report_FEB_7_2018.pdf

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Questions may be submitted to Lee at goekel@comcast.net

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These documents have also been added to the shared Google drive.

Thank you,

Washington School Personnel Association

This email was sent to finnie@skschools.org by admin@wspa.net

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

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2018 Legislation Impacting School District Human Resource Management

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Update of Key Legislation Impacting Public School HR Management

Lee Goeke, Legislative Liaison

February 7, 2018

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Sent time: 02/07/2018 04:01:52 PM
To: monaglej@skitsap.wednet.edu
Subject: Legislative Update
Attachments: Legislative_Matrix_Feb_2018.pdf Leg_Report_FEB_7_2018.pdf

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Thank you,

Washington School Personnel Association

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

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

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1. Salary allocations be based on 10 months of regular duty plus 30 hours in SY 2017-18 and 80 hours in SY 2018-19 in professional development funding.
2. The model would differentiate salary based on residency certificates and second-tier certificates and further by baccalaureate and advanced degrees. It would also contain periodic differentials for years of service.
3. By July 1, 2022, and July 1st every four (4) years thereafter, the employment security department is to provide the governor and legislature an update to the comparable wage analysis provided for the Technical Workgroup effort in 2012.
4. Beginning in 2023, state funded salary formulas would be increased by the cost-of-living index.

There are no forecasts at this time as to what may or may not be adopted in final legislation. The bills are receiving hearings and attention. However, there are still indications that much of the work is being done in closed meetings.

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 02/07/2018 05:31:37 AM
To: monaglej@skitsap.wednet.edu
Subject: Reminder: registration now open for WSPA Annual Conference



Dear WSPA members,

Registration is now open to attend the **2018 Annual Conference**.

We encourage you to attend this valuable and meaningful conference. Each day provides relevant and useful sessions, the chance to meet with State partners and vendors, and most importantly -- the opportunity to make connections and develop relationships.

2018 WSPA Annual Conference

- Pre-conference: February 25, 2018
- Conference: February 26-28, 2018
- Location: Suquamish Clearwater Resort in Suquamish, Washington
- Presented by WSPA Region 5

[Please click here to register and for conference details](#)

We look forward to seeing you there!

Thank you,

WSPA Region 5
Washington School Personnel Association

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

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 02/07/2018 05:31:43 AM
To: holsten@skitsap.wednet.edu
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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 02/07/2018 05:32:05 AM
To: finnie@skschools.org
Subject: Reminder: registration now open for WSPA Annual Conference



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From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 02/15/2018 10:22:41 PM
To: holsten@skitsap.wednet.edu
Subject: MEMBER REQUEST

Hello WSPA members!

Please consider the following member requests. Thanks!!

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Please send your responses directly to: elizabeth.porter@rentonschools.us

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

Thanks,

Curtis

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Attachments: Leg_Report_FEB_21_2018.pdf Legislative_Matrix_FEB_21_2018.pdf

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Questions may be submitted to Lee at goekel@comcast.net

Mr. Goeke will be providing regular updates for our members. We hope you will find this to be an informative resource for understanding legislative issues impacting school districts and human resource management.

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Update of Key Legislation Impacting Public School HR Management

Lee Goeke, Legislative Liaison

Key Legislation Impacting Public School HR Management

February 21, 2018

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- b. Full-family coverage may not be more than three (3) times that of single coverage.
- c. Districts may bargain supplemental benefits as enrichment to basic education if equivalent options are not available through the Board.
- d. Certain Districts with benefit trusts are exempted from Board coverage.
- e. Requires the State to provide the same level of funding for School District employee health care as it provides for other Public Employees Benefits Board before the District is subject to the School Employees Retirement Board.

The Substitute Bill removes the provisions allowing Districts to be exempt from SEBB under certain conditions and stipulates that the employee must use SEBB or waive coverage.

The bill has passed the Senate and is in the House Committee on Appropriations.

III. Of the several bills introduced to address fixes to EHB 2242, it was SB 6362 that advanced. Major Human Resource Management components of the bill include:

- 1. Phase-in of salary increases over two years is replaced by full implementation in 2018-19.
- 2. Maximum salary of \$90,000 is removed from the bill.
- 3. Timeline for rebasing salaries is changed from every six to every four years.
- 4. A salary safety net is established for Districts that can demonstrate that total instructional salaries negatively impacts the District's ability to recruit and retain. The District must demonstrate a high experience and education level (i.e., Staff Mix) of its instructional staff is significantly higher than the State median as the basis for a negative impact. The total under the safety net program may not exceed 2% of the statewide average instructional allocation.
- 5. Restores inflationary adjustments beginning in School Year 2019-20 instead of delayed to School Year 2020-21.
- 6. Changes Regionalization Program to provide that a District which shares a boundary with a District with a Regionalization Factor more than one tercile higher must receive a regionalization factor of six (6) percent. This change only applies to Districts west of the Cascades.
- 7. States the Legislature's intent to provide funding for the additional costs of paid sick leave under Initiative 1433.
- 8. Retains the Implicit Price Deflator as the basis of salary adjustments but retains the Consumer Price Index for 2019-20 increases.

9. Clarifies that the hourly salary limit on supplemental contracts applies to “time-based” supplemental contracts. Implies that it does not apply to contracts that are not time-based.
10. Delays the start of phasing in the professional learning days by one year to begin in 2019-20 instead of 2018-19.
11. Reintroduces a limit on late start and early-release days by stipulating that a limit on such days be phased-in concurrently with the phasing-in of professional learning days. This is intended to overcome the partial veto of such days because of the possible impact where such days are used for professional learning. When the State funds one (1) professional learning day the late start and early release days are capped at thirteen (13). At two (2) State funded days, the cap is lowered to ten (10). At three (3) State funded days, the cap is lowered to seven (7).

IV. Engrossed Fourth Substitute Bill (E4SHB) 1827, Educator Workforce Supply: The bill has passed the House and is scheduled for a hearing in the Senate Committee on Early Learning & K-12. The bill embraces several proposals contained in other bills to include Beginning Educator Support Team (BEST), teacher and principal evaluation, and review and assessment of certification policies and practices. As amended, the bill provides:

1. Educational Service District (ESD) may employ a regional recruiter to support School District recruitment.
2. Professional Educator Standards Board (PESB) must provide grants to ESDs whose School Districts have the least access to alternative route teacher certification programs. Those ESDs must employ a regional recruiter.
3. Recruiting Washington Teachers Program is broadened to encourage student to explore careers in education rather than teaching in specific subject areas.
4. PESB rules for Alternative Route Programs must prioritize program designs tailored to candidates with occupational industry experience relevant to the subject area they intend to teach.
5. PESB must convene a workgroup and report to the legislature on recommendations to examine issues around recruitment of military personnel and their spouses into educator programs.
6. PESB must distribute grants to an ESD that volunteers to pilot an Alternative Route Program for the purpose of providing financial assistance to teacher candidates enrolled in the program. OSPI must provide \$8,000 of financial assistance to 30 teacher candidates in 2018-19 and 40 in 2019-20.
7. Teacher preparation programs must develop field placement plans for student teachers with priority in selected areas such as high-need subject and geographic areas.

8. Educator Conditional Scholarship and Loan Repayment Programs are modified to provide, among other things:
 - a. Application to educators who hold a regular certificate or an expired certificate issued after 2005 rather than just current certificates in specific areas.
 - b. Reduction of the qualification requirement for paraeducators from three (3) to two (2) years of successful student interaction.
 - c. Shortage areas must be defined biennially using quantitative and qualitative measures.
 - d. Financial aid to encourage candidates to become Career and Technical Education (CTE) teachers. It provides priority to applicants who possess professional licenses and experiences, are in Alternative Route Programs, or intend to teach in areas of high demand in Washington.
 - e. BEST program expansion to include beginning principals.
 - f. Teachers and principals who receive a comprehensive rating of level three (3) or above in their previous rating need only be evaluated every six (6) years instead of every four (4) years.
 - g. TRS Plan 2 or 3 teachers who retired under the early option are permitted to return to work before age 65 in any non-administrative capacity, not just in substitute teaching and instructional positions.
 - h. Teachers who have received a professional practices reprimand may apply for review and expungement of a reprimand that occurred no more than five (5) years prior.
 - i. The Professional Educator Collaborative is established to make recommendations on how to improve and strengthen policies, programs and pathways that lead to highly effective educators. Includes recruitment, certification, retention, professional development, leadership, and evaluation.

The prospects of active bills will gain considerable clarity after this week's cutoff for opposite house bills to be adopted.

**2018 Legislation Impacting School District Human Resource Management
February 21, 2018**

House Bill (HB)		Senate Bill (SB)	Bill Status	Purpose
1060	Medical Marijuana	5290	Passed House/Exec Session Senate	Parent or Guardian may administer to authorized student.
1434	Shared Leave Pregnancy	5295	Passed House/Exec Session Senate	Allows use of shared leave for pregnancy disability and parental leave.
1539	Sexual Abuse of Students		Passed House/Senate K-12	Creates task force to adopt model curriculum for prevention of child abuse.
1560	Retirement Plan Default		Passed House/Senate Ways & Means	Changes default from Plan 3 to Plan 2.
1618	Engagement Coordinators		Passed House/Exec Session Senate	Funding for Family & Community Engagement Coordinators cannot be redirected.
1827	Educator Workforce Supply		Passed House/Public Hearing Senate	Creates new educator recruitment and retention policies.
2323	TRS 1 & PERS 1 COLA	6290	Did Not Meet House of Origin Deadline	Grants a one-time 3% COLA for Plan I members.
2379	Retiree Reemployment TRS & SRS	6289	Did Not Meet House of Origin Deadline	Allows classified retirees to work under same conditions as classified.
2511	PERS/TRS 1 Benefit Increase	6340	Passed Senate/House Appropriations	Same as 2452 but without 50% insurance premium cap.
2657	School Employees Health Benefits	6288	Did Not Meet House of Origin Deadline	Allows districts to increase health benefits as enhancement under certain circumstances.
2698	Paraeducators	6388	Passed Senate/Public Hearing House	Amends 2017 legislation to delay implementation by one year.
2703	Unemployment Benefits	6339	Passed House	Clarifies criteria for a contract or reasonable assurance which precludes benefits.
	Retired Teacher/Coaches	5310	Passed Senate	Plan 2 & 3 Teachers under Alternate Early Retirement may be employed as a coach.
	Teacher Post-Retirement Employment	5601	Did Not Meet House of Origin Deadline	Teachers who retired early may return as a substitute or in an administrative capacity.
	Public Employees Birth Dates	6079	Passed Senate/Public Hearing House	Exempts birth dates from public disclosure.
	Job Applicants/Arrests	6110	Did Not Meet House of Origin Deadline	Prohibits criminal record inquiry until after a qualifications determination is made.
2614	Bargaining Representatives Access	6229	Passed Senate/Exec Session House	Requires that bargaining representatives have access to new employees.
	School Employee Benefits Board	6241	Passed Senate	Sets family premium limits, provides bargaining enrichments, state funding must equal PEBB.
2721	Engrossed House Bill (EHB) 2242 Fixes	6362	Passed Senate	Office of Superintendent of Public Instruction (OSPI) Fixes to 2242.
2717	Engrossed House Bill (EHB) 2242 Fixes	6397	Did Not Meet House of Origin Deadline	Washington Education Association (WEA) Fixes to 2242.

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- 5. Restores inflationary adjustments beginning in School Year 2019-20 instead of delayed to School Year 2020-21.
- 6. Changes Regionalization Program to provide that a District which shares a boundary with a District with a Regionalization Factor more than one tercile higher must receive a regionalization factor of six (6) percent. This change only applies to Districts west of the Cascades.
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 - e. BEST program expansion to include beginning principals.
 - f. Teachers and principals who receive a comprehensive rating of level three (3) or above in their previous rating need only be evaluated every six (6) years instead of every four (4) years.
 - g. TRS Plan 2 or 3 teachers who retired under the early option are permitted to return to work before age 65 in any non-administrative capacity, not just in substitute teaching and instructional positions.
 - h. Teachers who have received a professional practices reprimand may apply for review and expungement of a reprimand that occurred no more than five (5) years prior.
 - i. The Professional Educator Collaborative is established to make recommendations on how to improve and strengthen policies, programs and pathways that lead to highly effective educators. Includes recruitment, certification, retention, professional development, leadership, and evaluation.

The prospects of active bills will gain considerable clarity after this week's cutoff for opposite house bills to be adopted.

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February 21, 2018**

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1618	Engagement Coordinators		Passed House/Exec Session Senate	Funding for Family & Community Engagement Coordinators cannot be redirected.
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2721	Engrossed House Bill (EHB) 2242 Fixes	6362	Passed Senate	Office of Superintendent of Public Instruction (OSPI) Fixes to 2242.
2717	Engrossed House Bill (EHB) 2242 Fixes	6397	Did Not Meet House of Origin Deadline	Washington Education Association (WEA) Fixes to 2242.

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 02/21/2018 05:31:59 PM
To: monaglej@skitsap.wednet.edu
Subject: Legislative Update
Attachments: Leg_Report_FEB_21_2018.pdf Legislative_Matrix_FEB_21_2018.pdf

Hello WSPA members,

Please see the attached legislative update from Lee Goeke, WSPA Legislative Liaison.

Questions may be submitted to Lee at goekel@comcast.net

Mr. Goeke will be providing regular updates for our members. We hope you will find this to be an informative resource for understanding legislative issues impacting school districts and human resource management.

These documents have also been added to the shared Google drive.

Thank you,

Washington School Personnel Association

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

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Update of Key Legislation Impacting Public School HR Management

Lee Goeke, Legislative Liaison

Key Legislation Impacting Public School HR Management

February 21, 2018

The second cut-off deadline passed last week when bills must have passed out of the house of origin. The attached matrix is updated to reflect those bills that met the cutoff and continue to move. The update is also included in the following summaries for ease of reference.

I. Bills that have not seen any movement have been deleted from the matrix. This includes:

1. House Bill (HB) 1006, Right to Work (see Note 1 below)
2. HB 1287, School District Collective Bargaining Open to the Public
3. HB 1319, Educator Evaluation Frequency (see Note 2 below)
4. HB 1374, Education Staff Associate Service Credit
5. HB 1563, Child Abuse Hotline in Schools
6. HB 1601, Beginning Educator & Administrator Support (see Note 2 below)
7. HB 1643, Teacher Loan Forgiveness
8. HB 1644, Teacher Shortage
9. HB 1664, Teacher Effectiveness
10. HB 1685, Teachers Who Retired Early Working as Mentors
11. HB 1767, Substitute Teacher Notification of Complaints
12. HB 1951, Public Employee Collective Bargaining Open to the Public
13. HB 2050, K-3 Classroom Support
14. HB 2110, School District Health Plans
15. HB 2217, Public Employee Right to Pray
16. HB 2323/SB 6290, TRS/PERS Plan 1 One-Time 3% COLA (Note: A 2% COLA is proposed in SB 6340)
17. HB 2379, Allowing Retired Classified Employees to Work Under Same Conditions as Certificated
18. HB 2657/SB 6288, District Increase of Health Benefits as an Enrichment
19. HB 2977, Unemployment Benefits When Terminated for Criminal Acts
20. SB 5115, School Director Compensation
21. SB 5297, Educational Employee Compensation
22. SB 5310, Teachers Who Retired Early Working as Coaches
23. SB 5601, Teachers Who Retired Early Working in an Administrative Capacity
24. SB 5740, 220 Day School Year
25. SB 5833, Increasing TRS/PERS Plan 1 Minimum Retirement Allowance
26. SB 6110, Criminal Record Information When Considering Applicants

- 27. SB 6185, Expiration Date of Post-Retirement Employment Options
- 28. HB 2717/SB 6397, Fixes to 2242 (See SB 6362 which continues to move)
- 29. SB 6570, Health Care Authority Enrollment for Certain Retired/Disabled Employees

Note 1: Washington State legislation hasn't advanced. However, the U.S. Supreme Court has agreed to hear a case this session, Janus v. American Federation of State, County, Municipal Employees, that would allow employees to opt out of union dues in the 20+ states that do not have Right-to-Work statutes. A similar case last year, Friedrichs v. California Teachers' Association resulted in a 4-to-4 split last year without a 9th justice.

Note 2: Proposals in these bills are addressed in E4SHB 1827 below.

II. Bills that passed the House or Senate and have moved to the opposite chamber:

1. Substitute House Bill (SHB) 1060, Medical Marijuana: Requires School Districts to allow students to consume marijuana for medical purposes on school grounds, aboard a school bus, or while attending a school-sponsored event. Does not allow administration of marijuana by smoking or inhaling. Precludes Districts from inquiring into the type of product or medication being administered to students.

The bill passed the House and has been passed by the Senate K-12 Committee and is now in the Senate Ways & Means Committee.

Testimony proposed that language be added to suspend the bill if there is indication that federal funds could be at risk.

2. Engrossed Substitute House Bill (ESHB) 1434, Shared Leave for Pregnancy: Authorizes shared leave for parental leave and for sickness or temporary disability due to pregnancy disability.

The bill passed the House and is currently in the Senate Committee on State Government.

3. HB 1539, Sexual Abuse of Students: Requires the Office of Superintendent of Public Instruction (OSPI) to evaluate existing curricula relating to the prevention of sexual abuse of students by September 1, 2018. OSPI to make a curriculum available on the OSPI website and provide training for parents and school staff.

The bill passed the House and is currently in the Senate Committee on Early Learning & K-12.

4. House Bill (HB) 1560, Retirement Default Plan: Changes the default plan from Plan 3 to Plan 2 for new members to the Teachers, Public Employees, or School Employees Retirement Systems who fail to make an election.

The bill passed the House in January and has been with Senate Ways & Means since January 31, 2018.

5. ESHB 1618, Family & Community Engagement Coordinators: Specifies minimum duties of Family and Community Engagement Coordinators; provides that State funding may only be used for engagement purposes; and changes the name from Parent Involvement Coordinator.

The bill passed the House and is currently in the Senate Committee on Early Learning 7 K-12.

6. SSB 6340, TRS/PERS I Benefit Increase: Provides a one-time increase to the Public Employees' Retirement System and Teachers' Retirement System Plans 1 members monthly benefits. The Substitute Bill reduces the monthly increase from three (3) percent to two (2) percent up to a maximum of \$62.50.

The bill passed the Senate and is in the House Appropriations Committee.

7. SSB 6388, Paraeducators: Delays the implementation of the minimum employment requirements for paraeducators. Paraeducators hired before or during the 2017-18 school year must meet the requirements by the date of hire for 2019-20. New paraeducators must meet the requirements by the date of hire for 2018-19 school year.

The bill passed the Senate and is in the House Committee on Education.

8. SHB 2703, Unemployment Benefits: Clarifies when a contract or reasonable-assurance meets the requirements that exempt the employee from unemployment benefits between school years.

The bill has passed the House and has passed the Senate Committee on Labor and Commerce.

9. Substitute Senate Bill (SSB) 5310, Retired Teacher Employment: Allows teachers who took early retirement to return to work as an athletic coach, teacher mentor, advisor to students in teacher preparation programs, or counselor for up to 867 hours per year without benefit loss.

The bill passed the Senate and is in the House Appropriations Committee.

10. SB 6079, Public Employees Birth Dates: Exempts birth dates of public employees from public disclosure.

The bill has passed the Senate and is in the House Committee on State Government.

11. ESB 6229, Bargaining Representatives: Requires public employers to provide exclusive bargaining representatives reasonable access to new employees of the bargaining unit to present information about the union or association. The Substitute Bill provides that no employee may be required to attend the meetings or presentations by the exclusive bargaining representatives.

The bill has passed the Senate and is in the House Committee on Labor & Workplace Standards.

12. ESSB 6241, School Employees Benefit Board (SEBB): The original bill stipulated that:

- a. School Districts may negotiate benefits for employees working less than 630 hours per year as an enrichment to basic education.
- b. Full-family coverage may not be more than three (3) times that of single coverage.
- c. Districts may bargain supplemental benefits as enrichment to basic education if equivalent options are not available through the Board.
- d. Certain Districts with benefit trusts are exempted from Board coverage.
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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 02/21/2018 06:54:19 AM
To: holsten@skitsap.wednet.edu
Subject: Registration now open: Washington Educator Career Fairs 2018



Hello WSPA members,

Registration is now open to attend the 2018 Washington Educator Career Fairs:

Spokane Convention Center
March 14, 2018

Tacoma Dome Arena
March 28, 2018

[Please click here](#) to register and for full event details.

Thank you,

Washington School Personnel Association

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

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 02/21/2018 06:53:59 AM
To: monaglej@skitsap.wednet.edu
Subject: Registration now open: Washington Educator Career Fairs 2018



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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 02/21/2018 06:55:50 AM
To: finnie@skschools.org
Subject: Registration now open: Washington Educator Career Fairs 2018



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From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 02/22/2018 09:30:35 PM
To: monaglej@skitsap.wednet.edu
Subject: MEMBER REQUEST

Hello - quick a few member requests for your consideration! I apologize for flooding your email, but your assistance is great appreciated. Help a WSPA member out with your responses!

Cynthia Luna McVeigh from San Juan Island School District is asking the following about volunteers:

We're unable to find policy/procedure on longevity of fingerprint results for volunteers. How do you manage their background checks in terms of longevity. For example, we have volunteers who participate in an annual hiking trip to the Grand Canyon. If they've had fingerprints taken once, do you regard them as having cleared background check going forward, year after year? Any insights will be greatly appreciated.

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

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

Thanks,

Curtis

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

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Sent time: 02/22/2018 09:31:02 PM
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Sent time: 02/22/2018 09:30:41 PM
To: holsten@skitsap.wednet.edu
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Thanks,

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

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From: admin@wspsa.net
Sent time: 02/23/2018 05:15:23 AM
To: admin@wspsa.net; cleonard@wspsa.net
Subject: WSPA Annual Conference: Welcome, agenda, and conference materials
Attachments: 2018 Annual Conference Agenda.pdf

Hello,

The Region 5 Annual Conference planning committee is looking forward to welcoming you to the beautiful Suquamish Clearwater Resort next week! As we make our final preparations for your arrival we would like to take a moment to share some additional information:

Conference Venue

- ***The conference will be held in the Tower Building in the fourth floor conference center***
 - Suquamish Clearwater Resort
15347 Suquamish Way NE
Suquamish, WA 98392
- Driving directions: <http://www.clearwatercasino.com/location/>

Registration

- Registration will be open on Sunday from 1:00-5:00 pm on the fourth floor of the Tower Building
- Registration will re-open Monday morning at 7:00 am on the fourth floor of the Tower Building

Conference Agenda

- The conference agenda is attached for your reference. Full event programs will be available onsite

Conference Materials

- All conference materials will be available electronically for your review. In order to access these materials, you have been provided a special username and password:
- **Username: Clearwater2018**
- **Password: wspsa**
 - *Please note that you must log out of your WPSA membership account and log in using the above username/password in order to access the materials.*
 - We are still finalizing presentation materials and will posting updates to the materials daily. Please check back for the most up-to-date information.
 - WiFi will be available throughout the hotel so that you may access the materials during the conference sessions.

Thank you,

Region 5 Conference Planning Committee

Washington School Personnel Association

Jennifer Tottenham

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





All sessions will be held in the Tower building on the fourth floor

Sunday, February 25, 2018			
Schedule			
Registration/Sign-In 1:00 pm – 5:00 pm Tower Building, Fourth Floor	Welcome: Tower Fourth Floor		
Pre-Conference Session 1:30 pm – 4:30 pm Location: Deer A	1:30pm –4:30 pm Location: Deer A Topic: Whole Educator Support Presenters: Dr. Lisa Nolan and Dr. Forrest Griek, Tacoma Public Schools		
HELP Advisory Meeting 2:00 pm – 4:00 pm Location: Tower Board Room	HELP Advisory Meeting: HELP Advisory Board members Location: Tower Board Room		
Board Meeting 5:00 pm – 7:30 pm Location: RESORT BUILDING Chico Room	Board Meeting: Board members, Region Representatives, WSPA Administrative Team Dinner provided Location: RESORT BUILDING- Chico Room		
Monday, February 26, 2018			
Registration/Sign-In 7:00 am – 8:00 am	Welcome: Tower Fourth Floor		
Schedule	Canoe Ballroom		
Breakfast & Keynote 8:00 am – 9:45 am Location: Canoe Ballroom	1. Welcome & Breakfast: Curtis Leonard, WSPA Executive Director 2. Entertainment: Chief Kitsap Academy of Song and Dance 3. Keynote: Gordy Linse		
Break 9:45 am – 10:00 am	Please take time to visit our vendors who are generously supporting this conference and get your vendor passport stamped. Once filled you will be eligible to enter into a raffle and win prizes.		
Schedule	Deer A	Deer B	Salmon Room
Session 1 10:00 am – 11:10 am	Recruiting in the 21 st Century Kim Harmon, Spokane Public Schools	Social and Emotional Learning Alyson Rotter, Kitsap Strong	Paraeducator Training and Induction Kari Clithero, Central Kitsap School District

Session 2 11:20 am – 12:30 pm	New Employee Onboarding Kim Harmon, Spokane Public Schools	Educator Certification: A Place to Find the Answers David Kinnunen, Coleen Putaansuu, Mallory Torimino OSPI	Crucial Conversations – Building Respectful Relationships Gordy Linse
Schedule	Canoe Ballroom		
Lunch 12:40 pm – 2:00 pm Location: Canoe Ballroom	1. Participants Arrive & Sit 2. Vendor Introduction: Curtis Leonard 3. Entertainment: Kingston High School 4. Keynote: Tennille Jeffries-Simmons		
Break 2:00 pm – 2:15 pm	Please take time to visit our vendors who are generously supporting this conference and get your vendor passport stamped. Once filled you will be eligible to enter into a raffle and win prizes.		
Schedule	Deer A	Deer B	Salmon Room
Session 3 2:15 pm – 3:25 pm	Creating a Culture of Quality Service Tracy Johnson, Central Kitsap School District	E-Certification Updates and Enhancements Troops to Teachers David Kinnunen, Coleen Putaansuu, Mallory Torimino, Doug Asbjornsen OSPI	Finding your Joy Gordy Linse
Schedule	Canoe Ballroom		
Presidents Reception 4:00 pm – 5:30 pm Location: Canoe Ballroom	Please join Kurt Schonberg, WSPA President for networking, drinks, and appetizers. Sponsored by: HRM Plus *Dinner on your own		

Tuesday, February 27, 2018			
Schedule	Canoe Ballroom		
Breakfast & Keynote 8:00 am – 9:45 am Location: Canoe Ballroom	1. Participants Arrive & Sit 2. General Membership Meeting: Kurt Schonberg 3. Entertainment: Poulsbo Elementary School 4. Keynote: Emily Silver		
Break 9:45 am – 10:00 am	Please take time to visit our vendors who are generously supporting this conference and get your vendor passport stamped. Once filled you will be eligible to enter into a raffle and win prizes.		
Schedule	Deer A	Deer B	Salmon Room
Session 1 10:00 am – 11:10 am	Emergency Substitute Training Lisa Pitcher, Central Kitsap School District	Google: Intro to G-Suite for Education Randi Ivancich, Bainbridge Island School District	I-1433 Paid Sick Leave Allison Drake and Brent Debeaumont WA State Labor and Industries
Session 2 11:20 am – 12:30 pm	New to Profession – Teacher Mentor Program Lisa Pitcher, Central Kitsap School District	Google: Forms and Sheets Randi Ivancich, Bainbridge Island School District	Creating a Culture of Quality Service Tracy Johnson, Central Kitsap School District
Schedule	Canoe Ballroom		
Lunch 12:40 pm – 2:00 pm Location: Canoe Ballroom	1. Participants Arrive & Sit 2. Vendor Introduction: Curtis Leonard 3. Entertainment: North Kitsap High School 4. Keynote: Larry Davis		
Break 2:00 pm – 2:15	Please take time to visit our vendors who are generously supporting this conference and get your vendor passport stamped. Once filled you will be eligible to enter into a raffle and win prizes.		
Schedule	Deer A	Deer B	Salmon Room
Session 3 2:15 pm – 3:25 pm	Public Records Requests Timothy Reynolds, Porter Foster Rorick LLC	Certification: PGPs, TPEP, and STEM Maren Johnson, PESB	Bargaining Under HB-2242 Lorraine Wilson, Porter Foster Rorick
Evening Schedule	Canoe Ballroom		
Socializing 4:00 pm – 4:30 pm Location: Canoe Ballroom	Appetizers provided, mingle, free drink ticket(s) and silent auction preview		
Vendor Raffle Awards 4:30 pm – 5:00 pm Location: Canoe Ballroom	Vendor raffle awards presented and passport prizes		
Dinner Banquet 5:00 pm Location: Canoe Ballroom	Randy Hathaway Fellowship Auction, HELP Awards, President's Award, Silent Auction and Acknowledgements Sponsored By: Porter, Foster and Rorick, LLP		

Wednesday, February 28, 2018			
Schedule	Canoe Ballroom		
Breakfast & Keynote 8:00 am – 9:15 am Location: Canoe Ballroom	1. Participants Arrive & Sit 2. Entertainment: North Kitsap High School 3. Thank you and Closing		
Break 9:15 am – 9:30 am	Break		
Schedule	Deer A	Deer B	Salmon Room
Session 1 9:30 am – 10:40 am	Credit/Experience Import in Skyward Janet Paeth, Bainbridge Island School District	Unemployment Law Update Nick Streuli. WA Employment Security Department	Gender Identity – Issues in Education Curtis Leonard, Patterson Buchanan Fobes & Leitch
Session 2 10:50 am – 12:00 pm	Marijuana in the Workplace Mara Vinnedge, Archbright	SEBB/Retirement Matt Alvis, Sprague Israel Giles (SIG)	Records Retention and Digital Archiving Mike Saunders, State Archivist

Thank you for attending!
Region 5 Annual Conference Planning Committee

From: admin@wspsa.net
Sent time: 02/28/2018 10:44:27 AM
To: admin@wspsa.net
Cc: cleonard@wspsa.net; denise.kennedy@bremertonschools.org; chellel@ckschools.org
Subject: Annual Conference: thank you, survey, and clock hours
Attachments: 2018 WSPA Annual Conference_CLOCK HOURS.pdf

Hello,

Thank you for your attendance at the 2018 Annual Conference. We appreciate that you took time out of your busy schedules to join us. We loved seeing each of you and hope you had a great experience at the event. We ask that you please take a moment to complete our conference survey so that we can be sure to make our next event just as meaningful and relevant.

The conference survey may be found online at: <https://www.surveymonkey.com/r/AnnualConf18>

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

Conference Materials:

- Conference materials are available online at www.wspsa.net
Login: Clearwater2018
- Password: wspsa
- Please note that not all presentations were provided by our presenters. We will continue to add presentations as they are received.

Again, thank you for joining us at the Annual Conference. Don't forget to save the date for next year – February 24-27, 2019 at the lovely Three Rivers Convention Center in Kennewick. We hope to see you there!

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.

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

Section II - Clock Hour Provider		
Clock Hour Class Title: 2018 WSPA Annual Conference		Name of Instructors: Curtis Leonard, WSPA Executive Director (see agenda for full listing)
Total Number of Clock Hours Available 12	First Day of Class/Offering 2/26/2018	Last Day of Class/Offering 2/28/2018
Sponsoring Provider Name (Agency Granting Clock Hours) Washington School Personnel Association		Business Telephone Number 360-825-1415
Provider Address PO Box 1600, Anacortes, Washington, 98221		
Sponsoring Provider Contact Person Jennifer Tottenham, Program Coordinator		Telephone Number 360-825-1415

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

Section IV - Clock Hour Provider - Verification	
<p>When signed by the approved class sponsor or instructor, this form serves as a transcript or letter documenting eligible credits as required by WAC 392-121-280(3).</p>	
	<u>2/28/2018</u>
Original Signature of Class Sponsor/Instructor	Date

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

From: stewartj@skschools.org
Sent time: 02/28/2018 10:44:45 AM
To: admin@wspsa.net
Subject: Automatic reply: Annual Conference: thank you, survey, and clock hours

Hello!

I am out of the office and will return the afternoon of Wednesday, February 28, 2018. I will respond to messages once I return. Thanks for your patience :-)

Sincerely,

Jackie Stewart

From: olsonla@skschools.org
Sent time: 02/28/2018 06:28:27 PM
To: tallman@skschools.org
Subject: FW: Annual Conference: thank you, survey, and clock hours
Attachments: 2018 WSPA Annual Conference_CLOCK HOURS.pdf

Hi Rachel,

This came from the WSPA Conf folks. I'm giving it to you in case you want to complete the survey.

Lalaina Olson
Supervisor of Payroll & Benefits
South Kitsap School District
Email: olsonla@skschools.org
Ph: 360-874-7025
Fax: 360-874-7068
[**Join our South Kitsap Team!**](#)

From: admin@wspace.net [mailto:admin@wspace.net]
Sent: Wednesday, February 28, 2018 10:44 AM
To: admin@wspace.net
Cc: cleonard@wspace.net; denise.kennedy@bremertonschools.org; chellel@ckschools.org
Subject: Annual Conference: thank you, survey, and clock hours

Hello,

Thank you for your attendance at the 2018 Annual Conference. We appreciate that you took time out of your busy schedules to join us. We loved seeing each of you and hope you had a great experience at the event. We ask that you please take a moment to complete our conference survey so that we can be sure to make our next event just as meaningful and relevant.

The conference survey may be found online at: <https://www.surveymonkey.com/r/AnnualConf18>

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

Conference Materials:

- Conference materials are available online at www.wspace.net
Login: Clearwater2018
- Password: wspace
- Please note that not all presentations were provided by our presenters. We will continue to add presentations as they are received.

Again, thank you for joining us at the Annual Conference. Don't forget to save the date for next year – February 24-27, 2019 at the lovely Three Rivers Convention Center in Kennewick. We hope to see you there!

Thank you,

Jennifer

Jennifer Tottenham

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





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

WASHINGTON STATE CLOCK HOUR REGISTRATION FORM


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

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

Section II - Clock Hour Provider		
Clock Hour Class Title: 2018 WSPA Annual Conference		Name of Instructors: Curtis Leonard, WSPA Executive Director (see agenda for full listing)
Total Number of Clock Hours Available 12	First Day of Class/Offering 2/26/2018	Last Day of Class/Offering 2/28/2018
Sponsoring Provider Name (Agency Granting Clock Hours) Washington School Personnel Association		Business Telephone Number 360-825-1415
Provider Address PO Box 1600, Anacortes, Washington, 98221		
Sponsoring Provider Contact Person Jennifer Tottenham, Program Coordinator		Telephone Number 360-825-1415

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Original Signature of Participant	Date

Section IV - Clock Hour Provider - Verification	
<p>When signed by the approved class sponsor or instructor, this form serves as a transcript or letter documenting eligible credits as required by WAC 392-121-280(3).</p>	
	<u>2/28/2018</u>
Original Signature of Class Sponsor/Instructor	Date

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

From: tallman@skschools.org
Sent time: 03/01/2018 08:20:27 AM
To: olsonla@skschools.org
Subject: RE: Annual Conference: thank you, survey, and clock hours

Thank you!

From: Olson, Lalaina
Sent: Wednesday, February 28, 2018 6:28 PM
To: Tallman, Rachel <tallman@skschools.org>
Subject: FW: Annual Conference: thank you, survey, and clock hours

Hi Rachel,

This came from the WSPA Conf folks. I'm giving it to you in case you want to complete the survey.

Lalaina Olson
Supervisor of Payroll & Benefits
South Kitsap School District
Email: olsonla@skschools.org
Ph: 360-874-7025
Fax: 360-874-7068
[Join our South Kitsap Team!](#)

From: admin@wsipa.net [<mailto:admin@wsipa.net>]
Sent: Wednesday, February 28, 2018 10:44 AM
To: admin@wsipa.net
Cc: cleonard@wsipa.net; denise.kennedy@bremertonschools.org; chellel@ckschools.org
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Login: Clearwater2018
- Password: wsipa
- Please note that not all presentations were provided by our presenters. We will continue to add presentations as they are received.

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Thank you,

Jennifer

Jennifer Tottenham

Program Coordinator
Washington School Personnel Association
PO Box 1600 Anacortes, Washington 98221

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

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



From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 03/02/2018 08:32:17 AM
To: holsten@skitsap.wednet.edu
Subject: Last call for registration: Washington Educator Career Fairs 2018



Hello WSPA members,

Don't miss the opportunity to participate in the 2018 Washington Educator Career Fairs -- register today!

Spokane Convention Center
March 14, 2018

Tacoma Dome Arena
March 28, 2018

[Please click here](#) to register and for full event details.

Thank you,

Washington School Personnel Association

This email was sent to holsten@skitsap.wednet.edu by admin@wsapa.net

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 03/02/2018 08:32:10 AM
To: monaglej@skitsap.wednet.edu
Subject: Last call for registration: Washington Educator Career Fairs 2018



Hello WSPA members,

Don't miss the opportunity to participate in the 2018 Washington Educator Career Fairs -- register today!

Spokane Convention Center
March 14, 2018

Tacoma Dome Arena
March 28, 2018

[Please click here](#) to register and for full event details.

Thank you,

Washington School Personnel Association

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

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 03/02/2018 08:32:43 AM
To: finnie@skschools.org
Subject: Last call for registration: Washington Educator Career Fairs 2018



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Spokane Convention Center
March 14, 2018

Tacoma Dome Arena
March 28, 2018

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 03/05/2018 04:32:02 AM
To: finnie@skschools.org
Subject: Call for Nominations: WSPA Board Elections

Dear WSPA members,

WSPA Board elections will take place on March 26, 2018.

We are currently seeking nominations for the following board positions:

WSPA Incoming President (3 year term)

Treasurer (3 year term)

The newly elected board member will be invited to attend our annual board retreat scheduled for June 7-8, 2018 in Leavenworth, Washington. The official start date of elected terms will begin July 1, 2018.

Please refer to the WSPA Bylaws for a description of the office. The Bylaws are available online at:

<http://www.wspa.net/constitution-and-bylaws>

If you would like to run for office, or would like to nominate someone to run for one of these open positions please contact us at admin@wspa.net

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

Board nominations will be open through Friday, March 23, 2018.

Thank you,

Jennifer Tottenham
Washington School Personnel Association

This email was sent to finnie@skschools.org by admin@wspa.net

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

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 03/05/2018 04:31:38 AM
To: monaglej@skitsap.wednet.edu
Subject: Call for Nominations: WSPA Board Elections

Dear WSPA members,

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We are currently seeking nominations for the following board positions:

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Jennifer Tottenham
Washington School Personnel Association

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

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 03/05/2018 04:31:43 AM
To: holsten@skitsap.wednet.edu
Subject: Call for Nominations: WSPA Board Elections

Dear WSPA members,

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WSPA Incoming President (3 year term)

Treasurer (3 year term)

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Washington School Personnel Association

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From: Region 5 ROCKS! <waspa@memberclicks-mail.net>
Sent time: 03/07/2018 09:18:13 AM
To: finnie@skschools.org
Subject: THANK YOU! and More

Good day to you, most incredible Rockin' Region 5!

I hope you all have gotten some well deserved rest after an amazing WSPA Annual Conference! We had discussed a debrief meeting taking place on March 16th. I have a committment that morning at our high school so hoping we can move that to March 23rd.

Additionally, folks from the OSPI Certification Office would like to come speak to our roup about certification changes coming up based on legislative and PESB actions. I have requested that day for their visit and will keep you posted.

Lastly, attached is the "Open House" flier from Sue Armstrong at the ESD. Let's help support this amazing opportunity and send this flier out to our staff that may be intersted in teacher certification.

Have a great week!

Denise

This email was sent to finnie@skschools.org by denise.kennedy@bremertonschools.org

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From: Region 5 ROCKS! <waspa@memberclicks-mail.net>
Sent time: 03/07/2018 09:18:06 AM
To: holsten@skitsap.wednet.edu
Subject: THANK YOU! and More

Good day to you, most incredible Rockin' Region 5!

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Have a great week!

Denise

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

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

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From: Region 5 ROCKS! <waspa@memberclicks-mail.net>
Sent time: 03/07/2018 09:18:05 AM
To: monaglej@skitsap.wednet.edu
Subject: THANK YOU! and More

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Have a great week!

Denise

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

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

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powered by  MemberClicks

From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 03/09/2018 07:18:37 AM
To: monaglej@skitsap.wednet.edu
Subject: MEMBER REQUEST

Hello WSPA Members! Due to the volume of member requests this week, I am dividing up the requests and will send out another batch early next week. Thanks for your assistance. If you send me a request, it will go soon.

Sally Jerome from Tukwila would like to know what other districts hiring procedures around paraeducators. Prior to hiring/onboarding does the recommended person provide their high school diploma/GED, official college transcripts with 72 hours or more or ETS test. Is there a timeline?

Please send your responses directly to: jeromes@tukwila.wednet.edu

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

Thanks,

Curtis

This email was sent to monaglej@skitsap.wednet.edu by cleonard@wspace.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: 03/09/2018 07:19:06 AM
To: finnie@skschools.org
Subject: MEMBER REQUEST

Hello WSPA Members! Due to the volume of member requests this week, I am dividing up the requests and will send out another batch early next week. Thanks for your assistance. If you send me a request, it will go soon.

Sally Jerome from Tukwila would like to know what other districts hiring procedures around paraeducators. Prior to hiring/onboarding does the recommended person provide their high school diploma/GED, official college transcripts with 72 hours or more or ETS test. Is there a timeline?

Please send your responses directly to: jeromes@tukwila.wednet.edu

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

Thanks,

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From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 03/09/2018 07:18:44 AM
To: holsten@skitsap.wednet.edu
Subject: MEMBER REQUEST

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 03/12/2018 04:32:51 AM
To: finnie@skschools.org
Subject: Legislative Update
Attachments: Leg_Report_MARCH_2018.pdf

Hello WSPA members,

Please see the attached legislative update from Lee Goeke, WSPA Legislative Liaison.

Questions may be submitted to Lee at goekel@comcast.net

Mr. Goeke will be providing regular updates for our members. We hope you will find this to be an informative resource for understanding legislative issues impacting school districts and human resource management.

These documents have also been added to the shared Google drive.

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Update of Key Legislation Impacting Public School HR Management

Lee Goeke, Legislative Liaison

March 2018

The Legislature is entering the final day of the sixty (60) day session. The House passed the Senate Budget Bill (SB 6362) with amendments. The bill is back in the Senate for consideration of the House amendments and for resolution of budget differences. Any final amendments must still be resolved before the bill(s) can advance to the Governor. This update addresses bills that have passed both the House and the Senate.

1. Substitute House Bill (SHB) 1060, Medical Marijuana: Requires School Districts to allow students to consume marijuana for medical purposes on school grounds, aboard a school bus, or while attending a school-sponsored event. Does not allow administration of marijuana by smoking or inhaling. Precludes Districts from inquiring into the type of product or medication being administered to students.

The bill contains language that would suspend the bill if federal funds are determined to be at risk.

The bill passed the Senate with an amendment stipulating that School Districts may not deny parents or guardians access to their children for the purpose of administering medication or product. The House must still act on the Senate amendment.

Once the amendment is resolved, the bill becomes effective ninety (90) days after the end of the legislative session.

2. Engrossed Substitute House Bill (ESHB) 1434, Shared Leave for Pregnancy: Authorizes shared leave for parental leave and for sickness or temporary disability due to pregnancy disability.

The bill has passed the Legislature and, under an emergency clause, takes effect July 1, 2018.

3. SSB 6388, Paraeducators:

Delays the implementation of the minimum employment requirements for paraeducators. Paraeducators hired before or during the 2017-18 school year must meet the requirements by the date of hire for 2019-2020. New paraeducators must meet the requirements by the date of hire for 2018-2019 school year.

Delays the deadline for School Districts to offer the fundamental course of study to paraeducators. For paraeducators hired for the 2018-19 school year, School Districts must provide the course of study by September 1, 2020. For paraeducators hired for the 2019-2020 school year, School Districts must provide the course of study by September 1, 2021.

Requirements for the fundamental course of study is contingent upon funds being appropriated by the legislature.

The bill has passed the Legislature and takes effect ninety (90) days after the end of the legislative session.

4. SHB 2703, Unemployment Benefits: Clarifies when a contract or reasonable assurance meets the requirements that exempt the employee from unemployment benefits between school years. Reasonable Assurance requires that:
 - a. The offer of employment must provide that the employee will perform services in the same capacity during the ensuing school year.
 - b. The economic conditions of the offer of employment may not be considerably less in the following school year. Considerably less occurs if an individual will not earn at least ninety (90) percent of the wages earned in the prior year.

The bill has passed the Legislature and takes effect ninety (90) days after the end of the legislative session.

5. ESB 6229, Bargaining Representatives: Requires public employers to provide exclusive bargaining representatives reasonable access of at least thirty (30) minutes to new employees of the bargaining unit to present information about the union or association. Reasonable access must occur within ninety (90) days of the employee's start date. The Substitute Bill provides that no employee may be required to attend the meetings or presentations by the exclusive bargaining representatives.

The bill has passed the Legislature and takes effect ninety (90) days after the end of the legislative session.

6. ESSB 6241, School Employees Benefit Board (SEBB): The bill stipulates that:
 - a. Health care premiums for full-family coverage may not exceed three (3) times the premiums for an employee purchasing single coverage.
 - b. A school employee must be anticipated to work at least six hundred and thirty (630) hours per school year to be eligible for coverage.
 - c. School employees must choose a health care plan developed by SEBB or waive coverage.
 - d. School employees are eligible to participate in the pre-tax deduction plans, including flexible spending accounts and the dependent care assistance program.

- e. Public school employers must make contributions for employee health care even when the employee has waived coverage.

The bill allows School Districts to bargain enhancements to the program of basic education to provide:

- a. Supplemental benefits when the same benefit is not offered by SEBB.
- b. Benefits to employees that are expected to work less than 630 hours per year.

The bill has passed the Legislature. The effective date of the School Employees' Benefits Board program remains January 1, 2020. Bargaining between the Governor's Office and the exclusive bargaining representatives must be initiated by July 1, 2018.

7. SHB 1539, Sexual Abuse of Children: Modifies the 1987 Coordinated Primary Prevention Program for Child Abuse and Neglect, by adding the following:
 - a. The Office of Superintendent of Public Education (OSPI) must review any existing curricula related to the prevention of sexual abuse of students in kindergarten (K) through grade twelve (12) on or before June 30, 2019.
 - b. OSPI must make any curriculum included within a program for prevention of sexual abuse of children available on the website and obtain input from specified agencies and agents involved in sexual abuse of children.
 - c. OSPI must disseminate to School Districts information on the curricula for the coordinated program for the prevention of sexual abuse of students in kindergarten (K) through twelfth (12th) grade as well as child abuse and neglect.
8. SB 5996, Disclosure of Sexual Harassment and Sexual Assault in the Workplace.
 - a. Prohibits, as a condition of employment, requiring an employee to sign an agreement preventing the disclosure of sexual harassment or sexual assault information occurring in the workplace.
 - b. Makes it a discriminatory practice under the Washington Law Against Discrimination to discharge or otherwise retaliate against an employee for disclosing or discussing sexual harassment or sexual assault occurring in the workplace:
 - (1) at work-related events coordinated by or through the employer, or
 - (2) between employees, or
 - (3) between an employer and an employee.

The next update will focus on any last-minute bill passage as well as the Human Resource Management (HRM) impact of SB 6363 (EHB 2242 fixes) and a final budget.

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 03/12/2018 01:55:57 PM
To: finnie@skschools.org
Subject: Legislative Update: March 12, 2018
Attachments: Leg_Report_MARCH_12_2018.pdf

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Questions may be submitted to Lee at goekel@comcast.net

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Update of Key Legislation Impacting Public School HR Management

Lee Goeke, Legislative Liaison

March 12, 2018

The Legislature ended the sixty (60) day session on March 8, 2018. Final actions passed a budget bill and a partial fix to last year's bill to fully fund basic education.

In addition to the bills highlighted in the March 8, 2018 Legislative Update, as having passed the Legislature, Senate Bill (SB 6340) was passed. It provides a one and one-half percent (1.5%) monthly annuity increase, not to exceed sixty-two dollars and fifty cents (\$62.50), for TRS 1 and PERS 1 retirees.

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SSB 6388, Paraeducators, reported in the March 8, 2018 Legislative Update as dependent upon funding was funded in Engrossed Substitute Senate Bill (ESSB) 6032 and will take effect as reported in the Legislative Update.

Engrossed Second Substitute Senate Bill (ESSSB) 6362, addressing fixes to fully fund basic education, was the most significant HRM related bill. It addressed some issues but fell considerably short in terms of major issues recommended by the Working Group, such as the lack of a salary allocation model and staff mix factor. Major provisions include:

1. Providing the full increase to State Salary Allocations in 2018-2019 as opposed to providing half of the amount in 2018-2019 and the remaining half in 2019-2020. Allocations will still be based on Full-Time Equivalent (FTE) calculated for each School District based on the Prototypical School Model. Allocations for 2018-2019, before any adjustment for inflation were:
 - a. Certificated Instructional Staff (CIS): \$64,000
 - b. Administrative Staff (CAS): \$95,000
 - c. Classified Staff (CLS): \$45,912

The bill changes the time frame for rebasing State Salary Allocations from every six (6) years to every four (4) years with the first rebasing to occur in 2023-2024. The bill also stipulates that rebasing will consider School District compensation data, regionalization factors, *what inflationary measure is the most representative of actual market experience for School Districts*, and other economic data (Note: the italicized language was added in this bill).

2. For School Year 2018-19, a School District's minimum state allocation is the greater of the District's 2017-18 state salary allocation adjusted for inflation or the District's allocation based on the calculations in (1) above. Districts that are currently below the state average allocations amount may increase up to that amount.
3. Regionalization allocations are provided over and above the average State Salary Allocations. The allocation continues to be based on the District's median single-family residential value compared to the State median single-family residential value. There continues to be three (3) terciles of six (6) percent, twelve (12) percent, and eighteen (18) percent.

The rebasing time frame of every four (4) years applies to Regionalization as well as State Salary Allocations.

ESSSB 6342 provides a change that gives Districts an additional six (6) percent when the District shares a common boundary with any School District with a Regionalization Factor more than one tercile higher. This change is projected to only impact six School Districts west of the Cascades.

4. Districts receiving an additional Regionalization Factor increase (i.e., "grandfathered" districts) will see the additional increase decline each school year beginning with 2020-21 through 2022-23. The reduction is two (2) percent per year for Districts above Tercile 3 and one (1) percent per year for Districts with an adjustment that still places them within or below Tercile 3.
5. Districts that have certificated instructional staff median years of experience that exceed the statewide average *and* a ratio of certificated instructional staff advanced degrees to bachelor degrees above the statewide ratio will receive an experience factor of four (4) percent added to the Regionalization Factor. This change begins in the 2019-2020 school year.
6. Special restrictions apply to School District salary increase for School Year 2018-2019. The bill limits the average total School District expenditures for Certificated Administrative Staff (CAS) to:
 - a. The annual inflationary adjustment based on the rate of the yearly increase of the previous calendar year's annual average consumer price index for the City of Seattle, and
 - b. The annual experience and education salary step increases according to the prior year's practice within the School District, or
 - c. The Statewide Average Salary Allocation for CAS if the District is below the average.

Note: The Seattle CPI-U for calendar year 2017 is reported as 3.5% on the Bureau of Labor Statistics, U.S. Department of Labor website.

7. Special restrictions also apply to School District salary increases for School Year 2018-2019 for Classified Staff (CLS). A District collective bargaining agreement executed or modified after July 6, 2017, and that is in effect for the 2018-2019 school year may not increase the average total salary in 2018-2019 school year, including supplemental contracts, in excess of:

- a. Annual salary inflationary adjustments based on the rate of the yearly increase of the previous calendar year's annual average consumer price index using the official current base compiled by the Bureau of Labor Statistics, U.S. Department of Labor, for the City of Seattle, and
 - b. The annual experience and education salary step increases; and
 - c. Total salary changes due to increases in enrollment or state-funded increases; or
 - d. The Statewide Average Classified Salary Allocation if the District is below the average.
8. Changes to any terms of an employment contract for non-represented employees must comply with the same requirements established for Administrative and Classified Staff.
9. School Year 2018-2019 salary adjustments for certificated instructional staff (CIS) are subject to the limitations in RCW 41.59.800 which states:

"A school district collective bargaining agreement that is executed or modified after July 6, 2017, and that is in effect for the 2018-19 school year may not provide School District certificated instructional staff with a percentage increase to total salary for the 2018-19 school year, including supplemental contracts, that exceeds:

- a. The previous calendar year's annual average consumer price index for the city of Seattle, and
- b. The annual experience and education salary step increases, and
- c. Salary changes for staffing increases due to enrollment or state-funded increases, and
- d. Increases for bonuses for attaining National Board Certification, and
- e. Changes due to professional learning.

However, if a District's average certificated instructional staff salary is less than the average certificated instructional staff salary allocated by the State, the District may increase salaries to the average.

10. School Year salaries for 2018-2019 for Certificated Instructional Staff (CIS) must not be less than forty thousand (\$40,000) dollars, adjusted for regionalization and inflation.
- a. For CIS with at least five (5) years of experience, salary must be at least ten (10) percent higher than the adjusted amount above.
 - b. CIS salaries may not exceed ninety thousand dollars (\$90,000) adjusted for regionalization and inflation.
 - c. Districts may exceed the maximum by up to ten (10) percent for Educational Staff Associates (ESA); for teachers in science, technology, engineering, or math; or who teach in transitional bilingual instruction or special education programs.
 - d. The RCW limitation on two years of non-educational experience for setting ESA salaries does not carry forward after School Year 2017-2018.

11. In future years the maximum salary is adjusted annually for certificated instructional staff using the inflationary measure in RCW 28A.400.205 which states:

“School district employees shall be provided an annual salary inflationary increase in accordance with this section.

The inflationary increase shall be calculated by applying the rate of the yearly increase in the inflationary adjustment index to any state-funded salary base used in state funding formulas for teachers and other School District employees.

Beginning with the 2019-2020 school year, each School District shall be provided an inflationary adjustment allocation sufficient to grant this inflationary increase.

A School District shall distribute its inflationary adjustment allocation for salaries and salary-related benefits in accordance with the district's collective bargaining agreements and compensation policies. No later than the end of the school year, each School District shall certify to the Superintendent of Public Instruction that it has spent funds provided for inflationary increases on salaries and salary-related benefits.

Any funded inflationary increase shall be included in the salary base used to determine inflationary increases for school employees in subsequent years. For teachers and other certificated instructional staff, the rate of the annual inflationary increase funded for certificated instructional staff shall be applied to the base salary used with the statewide salary allocation methodology established under RCW 28A.150.410 and to any other salary allocation methodologies used to recognize school district personnel costs.

For the purposes of this section, "inflationary adjustment index" means, for any school year, the implicit price deflator for that fiscal year, using the official current base, compiled by the Bureau of Economic Analysis, United States Department of Commerce.”

Inflationary adjustments are distributed in accordance with the District’s collective bargaining agreement(s).

12. The bill clarifies that, beginning September 1, 2019, supplemental contracts for additional time, additional responsibilities, and incentives are subject to the following:

- a. Supplemental contracts may not be used for services which are part of the basic education program.
- b. Districts may bargain supplemental contracts only for enrichment activities.
- c. Time-based supplemental contracts may not exceed the hourly rate provided to the teacher in basic education salary.
- d. Supplemental contracts that are not time-based must document the additional duties, responsibilities, or incentives that are being funded.

The bill also provides that the Superintendent of Public Instruction shall convene a work group to make recommendations to the legislature by January 14, 2019, to define the duties and

responsibilities that entail a “school day” under the statutory program of basic education. The bill predisposes the work group by stating that the recommendations must consider:

- a. Professional responsibilities, time, and effort required to provide the program of basic education that exceed the required number of instructional hours;
- b. Duties covered by state salary allocations that may be outside of school instructional time including, but not limited to:
 - (1) Direct instruction;
 - (2) Necessary preparations, planning and coordination for that instruction;
 - (3) Meeting with and collaborating with parents and other teachers or other staff regarding the program of basic education; and
 - (4) The necessary evaluation of student learning from that instruction.

13. The bill retains the requirement that Districts obtain pre-ballot approval of levy funded enrichment activities from OSPI, and that all such activities be audited.

The bill also retains the limitation that the portion of administrator salaries attributable to enrichment programs may not exceed twenty-five (25) percent of the total District expenditures for administrator salaries.

14. The bill delays for one (1) year the incremental addition of professional learning days. One (1) day will be provided for school year 2019-2020; a second day will be added for school year 2020-2021; and a third day will be added for school year 2021-2022. Professional learning days are funded beyond the average state salary allocations. The bill specifically states that nothing in the section on professional learning days entitles an individual certificated instructional staff to any particular number of days.

ESSB 6032, provides the budget changes for School Year 2018-2019 including implementation of ESSB 6342. Additional provisions of the bill that impact HRM include:

1. Funding four (4) substitute days per classroom teacher at a daily rate of \$151.86.
2. Adjusting 2018-2019 Statewide Minimum Salary Allocations as follows:
 - a. CIS: \$65,216.05
 - b. CAS: \$96,805.00
 - c. CLS: \$46,784.33

Note: The above amounts are stated in the budget bill. However, slightly different amounts have been quoted in other sources. The differences are (\$65,024, \$96,520, and \$46,647).

3. Providing that for School Year 2018-2019, the salary allocations for each District shall be the greater of:
 - a. The derived school year 2018-2019 salary allocations indicated above; or
 - b. The derived salary allocations for school year 2017-2018 increased by 2.3 percent.

4. Increasing the insurance benefit allocation to \$843.97 for the 2018-2019 school year.
5. Stipulating that when the Governor's Office is bargaining health benefits funding for the SEBB, any proposal agreed to must assume:
 - a. The imposition of a twenty-five dollar (\$25) per month surcharge payment from members who use tobacco products, and
 - b. The imposition of not less than fifty dollars (\$50) per month surcharge payment from members who cover a spouse or domestic partner where the spouse or domestic partner has chosen not to enroll in another employer-based group health insurance.
6. Increasing the bonus for National Board Certified teachers to \$5,397 in school year 2018-2019, and providing an additional \$5,000 annual bonus to National Board Certified Teacher who teach in either:
 - a. High schools where at least fifty (50) percent of students are eligible for free or reduced lunch,
 - b. Middle schools where at least sixty (60) percent of students are eligible for free or reduced lunch, and
 - c. Elementary schools where at least seventy (70) percent of students are eligible for free or reduced lunch.

NOTE: These bills have not yet been signed by the Governor and could vary if any portion is subjected to a veto.

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A School District shall distribute its inflationary adjustment allocation for salaries and salary-related benefits in accordance with the district's collective bargaining agreements and compensation policies. No later than the end of the school year, each School District shall certify to the Superintendent of Public Instruction that it has spent funds provided for inflationary increases on salaries and salary-related benefits.

Any funded inflationary increase shall be included in the salary base used to determine inflationary increases for school employees in subsequent years. For teachers and other certificated instructional staff, the rate of the annual inflationary increase funded for certificated instructional staff shall be applied to the base salary used with the statewide salary allocation methodology established under RCW 28A.150.410 and to any other salary allocation methodologies used to recognize school district personnel costs.

For the purposes of this section, "inflationary adjustment index" means, for any school year, the implicit price deflator for that fiscal year, using the official current base, compiled by the Bureau of Economic Analysis, United States Department of Commerce.”

Inflationary adjustments are distributed in accordance with the District’s collective bargaining agreement(s).

12. The bill clarifies that, beginning September 1, 2019, supplemental contracts for additional time, additional responsibilities, and incentives are subject to the following:

- a. Supplemental contracts may not be used for services which are part of the basic education program.
- b. Districts may bargain supplemental contracts only for enrichment activities.
- c. Time-based supplemental contracts may not exceed the hourly rate provided to the teacher in basic education salary.
- d. Supplemental contracts that are not time-based must document the additional duties, responsibilities, or incentives that are being funded.

The bill also provides that the Superintendent of Public Instruction shall convene a work group to make recommendations to the legislature by January 14, 2019, to define the duties and

responsibilities that entail a “school day” under the statutory program of basic education. The bill predisposes the work group by stating that the recommendations must consider:

- a. Professional responsibilities, time, and effort required to provide the program of basic education that exceed the required number of instructional hours;
- b. Duties covered by state salary allocations that may be outside of school instructional time including, but not limited to:
 - (1) Direct instruction;
 - (2) Necessary preparations, planning and coordination for that instruction;
 - (3) Meeting with and collaborating with parents and other teachers or other staff regarding the program of basic education; and
 - (4) The necessary evaluation of student learning from that instruction.

13. The bill retains the requirement that Districts obtain pre-ballot approval of levy funded enrichment activities from OSPI, and that all such activities be audited.

The bill also retains the limitation that the portion of administrator salaries attributable to enrichment programs may not exceed twenty-five (25) percent of the total District expenditures for administrator salaries.

14. The bill delays for one (1) year the incremental addition of professional learning days. One (1) day will be provided for school year 2019-2020; a second day will be added for school year 2020-2021; and a third day will be added for school year 2021-2022. Professional learning days are funded beyond the average state salary allocations. The bill specifically states that nothing in the section on professional learning days entitles an individual certificated instructional staff to any particular number of days.

ESSB 6032, provides the budget changes for School Year 2018-2019 including implementation of ESSSB 6342. Additional provisions of the bill that impact HRM include:

1. Funding four (4) substitute days per classroom teacher at a daily rate of \$151.86.
2. Adjusting 2018-2019 Statewide Minimum Salary Allocations as follows:
 - a. CIS: \$65,216.05
 - b. CAS: \$96,805.00
 - c. CLS: \$46,784.33

Note: The above amounts are stated in the budget bill. However, slightly different amounts have been quoted in other sources. The differences are (\$65,024, \$96,520, and \$46,647).

3. Providing that for School Year 2018-2019, the salary allocations for each District shall be the greater of:
 - a. The derived school year 2018-2019 salary allocations indicated above; or
 - b. The derived salary allocations for school year 2017-2018 increased by 2.3 percent.

4. Increasing the insurance benefit allocation to \$843.97 for the 2018-2019 school year.
5. Stipulating that when the Governor's Office is bargaining health benefits funding for the SEBB, any proposal agreed to must assume:
 - a. The imposition of a twenty-five dollar (\$25) per month surcharge payment from members who use tobacco products, and
 - b. The imposition of not less than fifty dollars (\$50) per month surcharge payment from members who cover a spouse or domestic partner where the spouse or domestic partner has chosen not to enroll in another employer-based group health insurance.
6. Increasing the bonus for National Board Certified teachers to \$5,397 in school year 2018-2019, and providing an additional \$5,000 annual bonus to National Board Certified Teacher who teach in either:
 - a. High schools where at least fifty (50) percent of students are eligible for free or reduced lunch,
 - b. Middle schools where at least sixty (60) percent of students are eligible for free or reduced lunch, and
 - c. Elementary schools where at least seventy (70) percent of students are eligible for free or reduced lunch.

NOTE: These bills have not yet been signed by the Governor and could vary if any portion is subjected to a veto.

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Subject: Legislative Update: March 12, 2018
Attachments: Leg_Report_MARCH_12_2018.pdf

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Questions may be submitted to Lee at goekel@comcast.net

Mr. Goeke will be providing regular updates for our members. We hope you will find this to be an informative resource for understanding legislative issues impacting school districts and human resource management.

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Update of Key Legislation Impacting Public School HR Management

Lee Goeke, Legislative Liaison

March 12, 2018

The Legislature ended the sixty (60) day session on March 8, 2018. Final actions passed a budget bill and a partial fix to last year's bill to fully fund basic education.

In addition to the bills highlighted in the March 8, 2018 Legislative Update, as having passed the Legislature, Senate Bill (SB 6340) was passed. It provides a one and one-half percent (1.5%) monthly annuity increase, not to exceed sixty-two dollars and fifty cents (\$62.50), for TRS 1 and PERS 1 retirees.

Substitute House Bill (SHB) 1060, Medical Marijuana, reported in the March 8, 2018 update was mistakenly indicated as having passed the Senate with Amendments. The bill did pass the Senate Committee on Education with Amendments but did not receive a final vote before the end of the session.

SSB 6388, Paraeducators, reported in the March 8, 2018 Legislative Update as dependent upon funding was funded in Engrossed Substitute Senate Bill (ESSB) 6032 and will take effect as reported in the Legislative Update.

Engrossed Second Substitute Senate Bill (ESSSB) 6362, addressing fixes to fully fund basic education, was the most significant HRM related bill. It addressed some issues but fell considerably short in terms of major issues recommended by the Working Group, such as the lack of a salary allocation model and staff mix factor. Major provisions include:

1. Providing the full increase to State Salary Allocations in 2018-2019 as opposed to providing half of the amount in 2018-2019 and the remaining half in 2019-2020. Allocations will still be based on Full-Time Equivalent (FTE) calculated for each School District based on the Prototypical School Model. Allocations for 2018-2019, before any adjustment for inflation were:
 - a. Certificated Instructional Staff (CIS): \$64,000
 - b. Administrative Staff (CAS): \$95,000
 - c. Classified Staff (CLS): \$45,912

The bill changes the time frame for rebasing State Salary Allocations from every six (6) years to every four (4) years with the first rebasing to occur in 2023-2024. The bill also stipulates that rebasing will consider School District compensation data, regionalization factors, *what inflationary measure is the most representative of actual market experience for School Districts*, and other economic data (Note: the italicized language was added in this bill).

2. For School Year 2018-19, a School District's minimum state allocation is the greater of the District's 2017-18 state salary allocation adjusted for inflation or the District's allocation based on the calculations in (1) above. Districts that are currently below the state average allocations amount may increase up to that amount.
3. Regionalization allocations are provided over and above the average State Salary Allocations. The allocation continues to be based on the District's median single-family residential value compared to the State median single-family residential value. There continues to be three (3) terciles of six (6) percent, twelve (12) percent, and eighteen (18) percent.

The rebasing time frame of every four (4) years applies to Regionalization as well as State Salary Allocations.

ESSSB 6342 provides a change that gives Districts an additional six (6) percent when the District shares a common boundary with any School District with a Regionalization Factor more than one tercile higher. This change is projected to only impact six School Districts west of the Cascades.

4. Districts receiving an additional Regionalization Factor increase (i.e., "grandfathered" districts) will see the additional increase decline each school year beginning with 2020-21 through 2022-23. The reduction is two (2) percent per year for Districts above Tercile 3 and one (1) percent per year for Districts with an adjustment that still places them within or below Tercile 3.
5. Districts that have certificated instructional staff median years of experience that exceed the statewide average *and* a ratio of certificated instructional staff advanced degrees to bachelor degrees above the statewide ratio will receive an experience factor of four (4) percent added to the Regionalization Factor. This change begins in the 2019-2020 school year.
6. Special restrictions apply to School District salary increase for School Year 2018-2019. The bill limits the average total School District expenditures for Certificated Administrative Staff (CAS) to:
 - a. The annual inflationary adjustment based on the rate of the yearly increase of the previous calendar year's annual average consumer price index for the City of Seattle, and
 - b. The annual experience and education salary step increases according to the prior year's practice within the School District, or
 - c. The Statewide Average Salary Allocation for CAS if the District is below the average.

Note: The Seattle CPI-U for calendar year 2017 is reported as 3.5% on the Bureau of Labor Statistics, U.S. Department of Labor website.

7. Special restrictions also apply to School District salary increases for School Year 2018-2019 for Classified Staff (CLS). A District collective bargaining agreement executed or modified after July 6, 2017, and that is in effect for the 2018-2019 school year may not increase the average total salary in 2018-2019 school year, including supplemental contracts, in excess of:

- a. Annual salary inflationary adjustments based on the rate of the yearly increase of the previous calendar year's annual average consumer price index using the official current base compiled by the Bureau of Labor Statistics, U.S. Department of Labor, for the City of Seattle, and
 - b. The annual experience and education salary step increases; and
 - c. Total salary changes due to increases in enrollment or state-funded increases; or
 - d. The Statewide Average Classified Salary Allocation if the District is below the average.
8. Changes to any terms of an employment contract for non-represented employees must comply with the same requirements established for Administrative and Classified Staff.
9. School Year 2018-2019 salary adjustments for certificated instructional staff (CIS) are subject to the limitations in RCW 41.59.800 which states:

"A school district collective bargaining agreement that is executed or modified after July 6, 2017, and that is in effect for the 2018-19 school year may not provide School District certificated instructional staff with a percentage increase to total salary for the 2018-19 school year, including supplemental contracts, that exceeds:

- a. The previous calendar year's annual average consumer price index for the city of Seattle, and
- b. The annual experience and education salary step increases, and
- c. Salary changes for staffing increases due to enrollment or state-funded increases, and
- d. Increases for bonuses for attaining National Board Certification, and
- e. Changes due to professional learning.

However, if a District's average certificated instructional staff salary is less than the average certificated instructional staff salary allocated by the State, the District may increase salaries to the average.

10. School Year salaries for 2018-2019 for Certificated Instructional Staff (CIS) must not be less than forty thousand (\$40,000) dollars, adjusted for regionalization and inflation.
- a. For CIS with at least five (5) years of experience, salary must be at least ten (10) percent higher than the adjusted amount above.
 - b. CIS salaries may not exceed ninety thousand dollars (\$90,000) adjusted for regionalization and inflation.
 - c. Districts may exceed the maximum by up to ten (10) percent for Educational Staff Associates (ESA); for teachers in science, technology, engineering, or math; or who teach in transitional bilingual instruction or special education programs.
 - d. The RCW limitation on two years of non-educational experience for setting ESA salaries does not carry forward after School Year 2017-2018.

11. In future years the maximum salary is adjusted annually for certificated instructional staff using the inflationary measure in RCW 28A.400.205 which states:

“School district employees shall be provided an annual salary inflationary increase in accordance with this section.

The inflationary increase shall be calculated by applying the rate of the yearly increase in the inflationary adjustment index to any state-funded salary base used in state funding formulas for teachers and other School District employees.

Beginning with the 2019-2020 school year, each School District shall be provided an inflationary adjustment allocation sufficient to grant this inflationary increase.

A School District shall distribute its inflationary adjustment allocation for salaries and salary-related benefits in accordance with the district's collective bargaining agreements and compensation policies. No later than the end of the school year, each School District shall certify to the Superintendent of Public Instruction that it has spent funds provided for inflationary increases on salaries and salary-related benefits.

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NOTE: These bills have not yet been signed by the Governor and could vary if any portion is subjected to a veto.

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Subject: Legislative Update
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Update of Key Legislation Impacting Public School HR Management

Lee Goeke, Legislative Liaison

March 2018

The Legislature is entering the final day of the sixty (60) day session. The House passed the Senate Budget Bill (SB 6362) with amendments. The bill is back in the Senate for consideration of the House amendments and for resolution of budget differences. Any final amendments must still be resolved before the bill(s) can advance to the Governor. This update addresses bills that have passed both the House and the Senate.

1. Substitute House Bill (SHB) 1060, Medical Marijuana: Requires School Districts to allow students to consume marijuana for medical purposes on school grounds, aboard a school bus, or while attending a school-sponsored event. Does not allow administration of marijuana by smoking or inhaling. Precludes Districts from inquiring into the type of product or medication being administered to students.

The bill contains language that would suspend the bill if federal funds are determined to be at risk.

The bill passed the Senate with an amendment stipulating that School Districts may not deny parents or guardians access to their children for the purpose of administering medication or product. The House must still act on the Senate amendment.

Once the amendment is resolved, the bill becomes effective ninety (90) days after the end of the legislative session.

2. Engrossed Substitute House Bill (ESHB) 1434, Shared Leave for Pregnancy: Authorizes shared leave for parental leave and for sickness or temporary disability due to pregnancy disability.

The bill has passed the Legislature and, under an emergency clause, takes effect July 1, 2018.

3. SSB 6388, Paraeducators:

Delays the implementation of the minimum employment requirements for paraeducators. Paraeducators hired before or during the 2017-18 school year must meet the requirements by the date of hire for 2019-2020. New paraeducators must meet the requirements by the date of hire for 2018-2019 school year.

Delays the deadline for School Districts to offer the fundamental course of study to paraeducators. For paraeducators hired for the 2018-19 school year, School Districts must provide the course of study by September 1, 2020. For paraeducators hired for the 2019-2020 school year, School Districts must provide the course of study by September 1, 2021.

Requirements for the fundamental course of study is contingent upon funds being appropriated by the legislature.

The bill has passed the Legislature and takes effect ninety (90) days after the end of the legislative session.

4. SHB 2703, Unemployment Benefits: Clarifies when a contract or reasonable assurance meets the requirements that exempt the employee from unemployment benefits between school years. Reasonable Assurance requires that:
 - a. The offer of employment must provide that the employee will perform services in the same capacity during the ensuing school year.
 - b. The economic conditions of the offer of employment may not be considerably less in the following school year. Considerably less occurs if an individual will not earn at least ninety (90) percent of the wages earned in the prior year.

The bill has passed the Legislature and takes effect ninety (90) days after the end of the legislative session.

5. ESB 6229, Bargaining Representatives: Requires public employers to provide exclusive bargaining representatives reasonable access of at least thirty (30) minutes to new employees of the bargaining unit to present information about the union or association. Reasonable access must occur within ninety (90) days of the employee's start date. The Substitute Bill provides that no employee may be required to attend the meetings or presentations by the exclusive bargaining representatives.

The bill has passed the Legislature and takes effect ninety (90) days after the end of the legislative session.

6. ESSB 6241, School Employees Benefit Board (SEBB): The bill stipulates that:
 - a. Health care premiums for full-family coverage may not exceed three (3) times the premiums for an employee purchasing single coverage.
 - b. A school employee must be anticipated to work at least six hundred and thirty (630) hours per school year to be eligible for coverage.
 - c. School employees must choose a health care plan developed by SEBB or waive coverage.
 - d. School employees are eligible to participate in the pre-tax deduction plans, including flexible spending accounts and the dependent care assistance program.

- e. Public school employers must make contributions for employee health care even when the employee has waived coverage.

The bill allows School Districts to bargain enhancements to the program of basic education to provide:

- a. Supplemental benefits when the same benefit is not offered by SEBB.
- b. Benefits to employees that are expected to work less than 630 hours per year.

The bill has passed the Legislature. The effective date of the School Employees' Benefits Board program remains January 1, 2020. Bargaining between the Governor's Office and the exclusive bargaining representatives must be initiated by July 1, 2018.

7. SHB 1539, Sexual Abuse of Children: Modifies the 1987 Coordinated Primary Prevention Program for Child Abuse and Neglect, by adding the following:
 - a. The Office of Superintendent of Public Education (OSPI) must review any existing curricula related to the prevention of sexual abuse of students in kindergarten (K) through grade twelve (12) on or before June 30, 2019.
 - b. OSPI must make any curriculum included within a program for prevention of sexual abuse of children available on the website and obtain input from specified agencies and agents involved in sexual abuse of children.
 - c. OSPI must disseminate to School Districts information on the curricula for the coordinated program for the prevention of sexual abuse of students in kindergarten (K) through twelfth (12th) grade as well as child abuse and neglect.
8. SB 5996, Disclosure of Sexual Harassment and Sexual Assault in the Workplace.
 - a. Prohibits, as a condition of employment, requiring an employee to sign an agreement preventing the disclosure of sexual harassment or sexual assault information occurring in the workplace.
 - b. Makes it a discriminatory practice under the Washington Law Against Discrimination to discharge or otherwise retaliate against an employee for disclosing or discussing sexual harassment or sexual assault occurring in the workplace:
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- b. Benefits to employees that are expected to work less than 630 hours per year.

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To: admin@wspsa.net
Subject: UPDATED: Washington Educator Career Fair Spokane -- Vendor Information
Attachments: WECF 2018 Spokane Booth Brochure_UPDATED MARCH 12 2018.pdf Spokane Floor Plan 2018.pdf

Hello everyone,

We have made an update to the interview booth numbering. The updated list is attached.

Thank you – and we look forward to seeing you on Wednesday!

Thank you,

Jennifer

From: admin@wspsa.net
Sent: Monday, March 12, 2018 3:03 PM
To: admin@wspsa.net
Subject: Washington Educator Career Fair Spokane -- Vendor Information

Hello,

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

Washington Educator Career Fair – Spokane
March 14, 2018
9:00 am – 2:00 pm
Spokane Convention Center

Booth assignments

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

Conference Hours

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

Loading and Unloading

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

Driving Directions and Parking:

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

Recruiter Handbook

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

Vendor Lunch

- Your registration includes two meal tickets *per purchased booth* (for example – if you purchased a double booth, you will receive four lunch tickets. A triple booth receives six lunch tickets, and a quad booth eight.) Additional meal tickets are available for purchase for \$12.50 each.
- The vendor lunch will be available from 11:00 – 1:00 pm. There will be curtained off seating just past the interview booths.
- Please work with your team to stagger lunches to ensure booth coverage throughout the day. We ask that you please not leave your booth unattended if at all possible. We would like our candidates to have the maximum opportunity to meet with districts, and for our districts to have the maximum opportunity to connect with the right candidates! Thank you in advance for your cooperation.

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

Thank you,

Jennifer Tottenham

Jennifer Tottenham

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



WASHINGTON EDUCATOR Career Fair

A career fair for teachers and administrators.



Thank you to our sponsors

Pastries and coffee provided by:

**PEMCO INSURANCE and
INSPIRUS CREDIT UNION**



ORGANIZATIONS/GOVERNMENT

OSPI—Booths 11,12

COLLEGES

Eastern Washington University—
Booth 1

Gonzaga University—Booth 2

Northeastern University Seattle —
Booth 3

University of Washington—Booth 4

Whitworth University—Booth 5

Washington State University—Booth 6

ALASKA

Bering Strait School District — Booth 7

ARIZONA

Glendale Elementary School District—
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CALIFORNIA

Desert Sands Unified School District—
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Fairfield-Suisun Unified School
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Coeur d'Alene School District—Booth
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Plummer-Worley Joint School Dis-
trict—Booth 20

St. Maries Joint School District—Booth
21

MONTANA

Montana Schools Recruitment
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NEVADA

Clark County School District—Booth
24

Doral Academy of Nevada—Booth 25

Washoe County School District—
Booth 26

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OREGON

Cove School District—Booth 27

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Granite School District—Booth 32

Logan School District—Booth 33

WASHINGTON

Anacortes—Booth 44

Bainbridge Island—Booth 43

Bellevue — Booths 41,42

Bethel—Booth 40

Bickleton—Booth 39

Bridgeport—Booth 38

Central Kitsap—Booths 45,46,47,48

Central Valley—Booths 61,62,63,64

Cheney—Booths 52,53,54

Chief Leschi—Booths 35,36

Clarkston—Booth 37

Clover Park—Booths 59,60

Colfax—Booth 49

College Place—Booths 68,69

Cusick—Booth 50

Diocese of Spokane Catholic
Schools—Booth 51

East Valley Yakima—Booths 55-56

East Valley Spokane—Booths 65-66

Ellensburg—Booth 57

Ephrata—Booth 58

Educational Service District 113—
Booth 67

Educational Service District 123—
Booth 70

Evergreen—Booths 85, 86

Federal Way—Booths 83-84

Goldendale—Booth 71

Grand Coulee Dam—Booth 79

Grandview—Booth 80

Green Dot—Booth 81

Innovation Schools—Willow Public
School—Booth 82

Issaquah—Booths 87,88

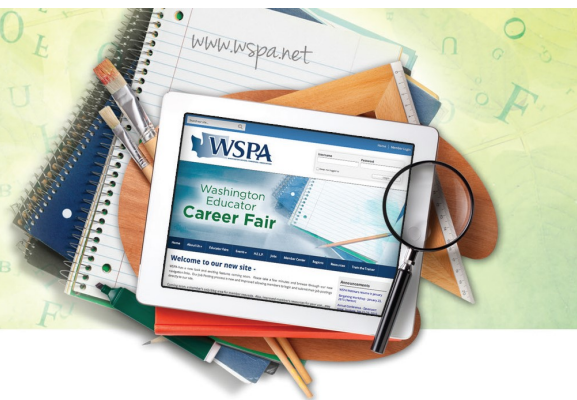
Kelso—Booth 89

Kennewick—Booth 90

Spokane Convention Center—March 14, 2018

WASHINGTON EDUCATOR Career Fair

A career fair for teachers and administrators.



WASHINGTON (continued)

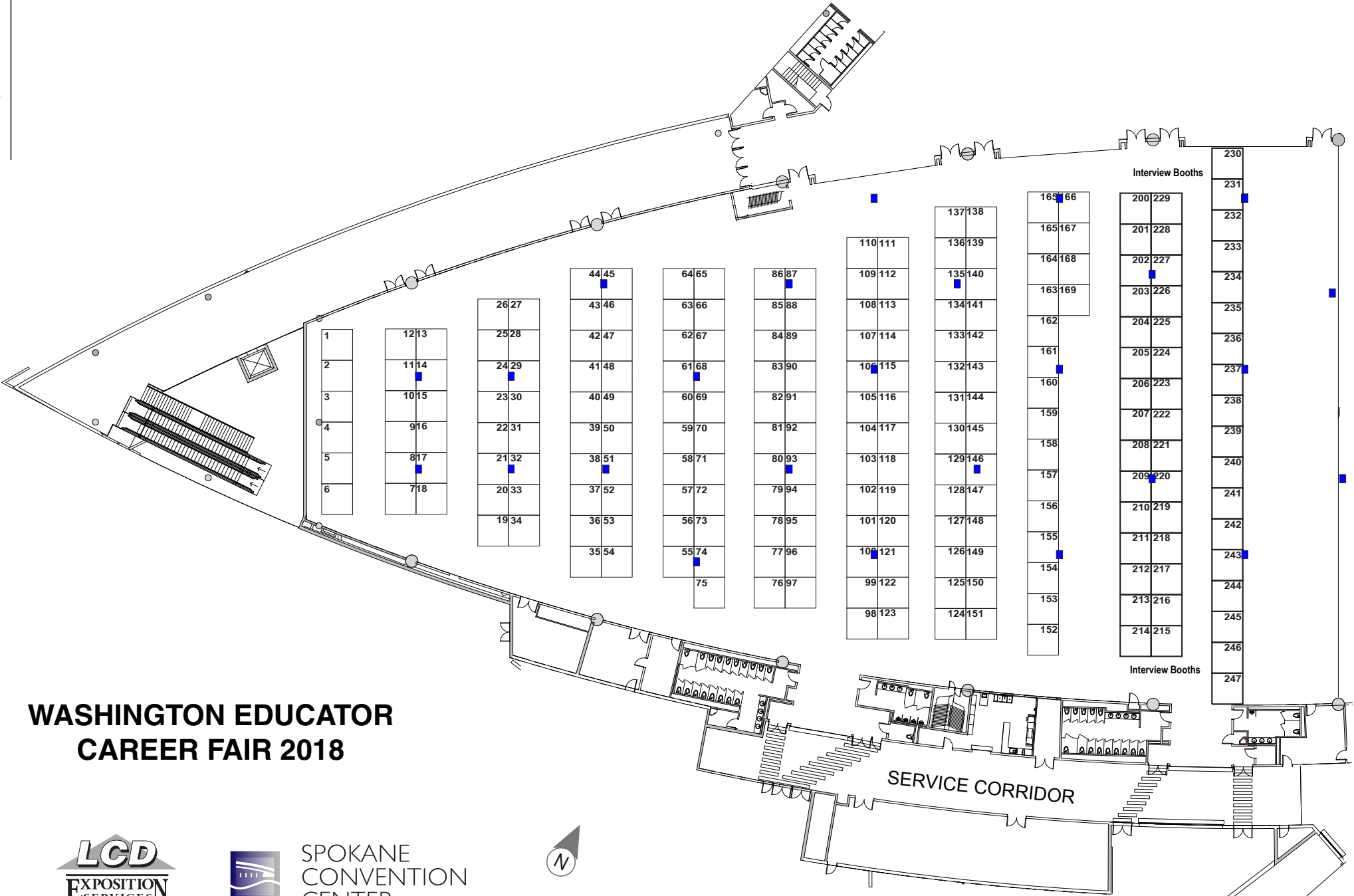
Kent— Booth 91
Kettle Falls—Both 92
Lake Washington—Booth 109,110
Lind-Ritzville—Booth 93
Longview—Booths 96,97
Manson— Booths 98,99
Mary Walker—Booth 94
Mead— Booth 95
Medical Lake—Booth 100
Mercer Island—Booth 101
Monroe—Booth 102
Moses Lake—Booths 105,106
Mount Adams—Booth 103
Muckleshoot Tribal School—Booth 104
Mukilteo—Booths 111,112,113
Nine Mile Falls—Booth 107
North Central Educational Service District—Booth 108
North Franklin—Booth 114
North Kitsap— Booth 115
North Thurston—Booth 116
Northshore — Booth 117
Omak— Booths 119,120
Oroville—Booth 118
Othello— Booth 121
Paideia High School— 124
Peninsula — Booth 125
Pride Schools—Booth 126
Prosser—Booth 127
Pullman—Booth 128
Puyallup—Booth 129
Quileute Tribal Schools—Booths 122, 123

WASHINGTON , continued

Quincy—Booths 134-135
Renton—Booths 136,137
Ridgefield—Booth 130
Riverside—Booth 131
Royal—Booth 132
Saint George's School—Booth 133
Selah—Booth 140
Selkirk— Booth 141
Shelton—Booth 142
Snohomish—Booth 48
Snoqualmie Valley—Booths 138,139
South Kitsap—Booth 143
Spokane International Academy— Booth 144
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Sumner—Booths 165,166
Sunnyside—Booth 145
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Tonasket—Booth 147
Toppenish—Booth 148
Tukwila—Booth 149
University Place—Booth 150
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Vashon Island—Booths 151
Wahluke—Booth 155
Walla Walla—Booth 156
Wapato—Booth 157
Warden—Booth 158
Washington State Charter Schools— Booth 159
Washougal—Booth 160
Waterville—Booth 161
Wellpinit —Booth 162
West Valley—Booth 163
White River—Booth 164

INTERVIEW BOOTHS

Bering Strait—200
Desert Sands—201
Morongo Unified—202
Salinas Union—203
Pendleton—204
Granite—205
Bellevue—206
Bethel—207
Central Kitsap—208,209
Central Valley— 210,211,212,213
Chief Leschi—214
Clover Park—215,216
East Valley Yakima—217
Evergreen—218
Federal Way—219
Kelso—220
Kennewick—221
Lake Washington —222,223
Longview—234
Moses Lake—235
Mukilteo—236
North Franklin—237
Omak—238
Othello—239
Quileute Tribal—240
Selah—241
Snohomish—242
Snoqualmie Valley—243,244
Sumner—245
Tukwila—246
University Place—247
Wahluke—250



**WASHINGTON EDUCATOR
CAREER FAIR 2018**



SPOKANE
CONVENTION
CENTER



From: admin@wspsa.net
Sent time: 03/12/2018 03:03:19 PM
To: admin@wspsa.net
Subject: Washington Educator Career Fair Spokane -- Vendor Information
Attachments: Spokane Floor Plan 2018.pdf WECF 2018_Updated Recruiter Handbook_updated.pdf WECF 2018 Spokane Booth Brochure_FINAL.pdf

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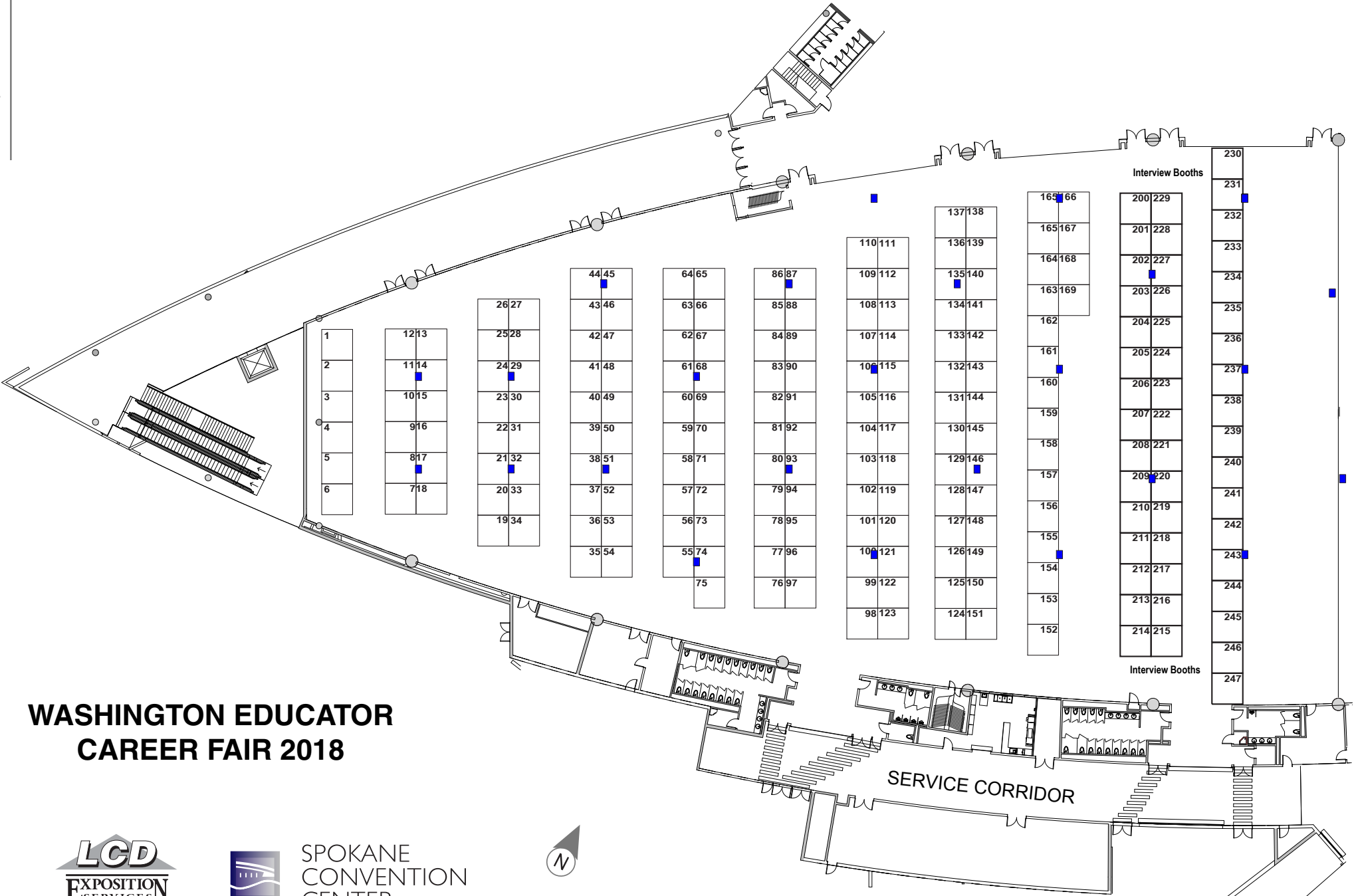
Thank you,

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.wspsa.net/>







Washington Educator Career Fair 2018 Recruiter Handbook

Presented by:

Washington School Personnel Association

Washington School Personnel Association

PO Box 1600

Anacortes, WA 98221

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

Email: admin@wspsa.net

Contact: Jennifer Tottenham, WSPA Program Coordinator



Vendor/Booth Pricing

Spokane Career Fair Single Exhibitor Booth Pricing

- \$175 College, University, or Washington Governmental Agency
- \$250 Washington ESD
- \$225 Washington District up to 1,000 students
- \$250 Washington District 1,001 to 2,500 students
- \$325 Washington District 2,501 to 10,000 students
- \$400 Washington District over 10,000 students
- \$500 Out-of-state District or other agency

Spokane Career Fair Booth Upgrades

- Double booth: \$175
- Triple booth: \$350
- Quad booth: \$525
- Interview booth: \$100 each

Tacoma Career Fair Single Exhibitor Booth Pricing

- \$225 College, University, or Washington Governmental Agency
- \$300 Washington ESD
- \$275 Washington District up to 1,000 students
- \$300 Washington District 1,001 to 2,500 students
- \$375 Washington District 2,501 to 10,000 students
- \$450 Washington District over 10,000 students
- \$550 Out-of-state District or other agency

Tacoma Career Fair Booth Upgrades

- Double booth: \$200
- Triple booth: \$400
- Quad booth: \$600
- Interview booth: \$100 each

10% discount provided for attending both fairs. Please use promo code WECF2018 at checkout.
Register online at: <http://www.wspa.net/washington-educator-career-fairs>

Career Fair Booth Hours and Information

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

9:00 a.m. to 2:00 p.m. – Spokane

9:00 a.m. to 3:00 p.m. – Tacoma

- We encourage you to have a representative at your booth during all fair hours. Many candidates travel considerable distances, or take leave from work to attend and may not arrive until near the end of the day. We stress the importance of having a representative available to meet all candidates throughout the day.
- Check your loading and unloading instructions for times available for set up of your booth.
- Complimentary coffee and refreshments will be available provided by PEMCO and Inspirus Credit Union. We encourage you to stop and thank their representatives for this generous service to our attendees.
- Please keep your booth, display, and staff intact and functioning until the closing time.
- **Please note: *Insurance requirements at both the Spokane Convention Center and the Tacoma Dome PRECLUDE the use of moving carts and pull carts during the stated operating hours of the Fair.*** Districts that choose to depart the venue floors prior to the stated closing time will need to be prepared to hand carry their displays and materials from the venue.

Facilities, Signs, Displays and Materials

- Each single booth will be provided with a curtained 9 or 10x10 booth, an 8 foot linen draped table, two chairs and a sign with your district's name.
- Standard 5 amp electrical is also included.
- For additional chairs, tables, accessories please refer to the *Event Coordinator* section of this booklet.
- Posters, pictures and other display materials may be placed on the table, on a stand provided by your school, or they may be attached to the backdrop within the confines of your booth.
- There are no printing facilities on-site. Please plan to bring an adequate supply of printed materials for attendees.
- Districts planning to mail materials to the fair locations in advance of the events should contact the *Event Coordinator* whose information is contained in the booklet.

Tacoma Dome Arena: Loading and Unloading Information

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

MAP TO THE TACOMA DOME



Tacoma Dome Driving Directions

Traveling South on I-5

- Exit 135- Follow the off-ramp towards Portland Avenue. Follow 27th (Bay Street) across Portland Avenue as it turns into Wiley Avenue. Take a right on McKinley Avenue and look for the entrance into the Tacoma Dome parking lots.
- Exit 133- Follow the "City Center" off-ramp, veering right towards "East 26th St Tacoma Dome." Turn right on E 26th Street. Look for the entrance to Tacoma Dome Parking Lots on 26th or turn right on D Street for more parking.

Traveling North on I-5

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

From Downtown Tacoma

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

Public Transportation

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

Tacoma Dome Internet Information

Hard Line Internet or Phone Line Orders

To order a hard line internet drop or phone line anywhere in the building, you will need to schedule this through an outside contractor. You may choose any provider you want for internet or phone service. Please try to order the lines as soon as possible prior to your event, and schedule the installation for the event load-in day.

One option would be Century Link at (855) 891-4083.

Tacoma Dome Wi-Fi Service

The Tacoma Dome offers complimentary Wi-Fi to all guests. Guests only need to connect to DomePublic to use this service. Dome-Public has a variable level of bandwidth associated with it and has no guarantee of upload or download speeds available.

Should an event want a dedicated level of up/download speeds they should consider one of two options:

- Access to SSID Dome-BOH: This password protected option provides 10 or 20 Mbps up/down speeds to events that are only concerned about a reliable, dedicated service. The password will be given to event planner to distribute to attendees. Billing will be based on the number of unique devices associated with this SSID.

Speed	Number of Devices				
	100 or less	101-250	251-450	451-650	651+
10 Mbps	\$450	\$600	\$900	\$1800	\$3500
20 Mbps	\$700	\$1000	\$1400	\$2800	\$4800

- Customized SSID and Portal: A client determined SSID will direct guests to a customized portal with client provided background will prompt guest to enter a client determined password. The password will be given to event planner to distribute to attendees. Billing will be based on the number of unique devices associated with this SSID.

Speed	Number of Devices				
	100 or less	101-250	251-450	451-650-	651+
10 Mbps	\$900	\$1200	\$1800	\$3600	\$7000
20 Mbps	\$1400	\$2000	\$2800	\$5600	\$9600
Faster speeds may be available with prior arrangements					

The quality and condition of individual wireless devices varies so widely that the Tacoma Dome cannot guarantee the connectivity of every single device and every attendee. Limited support through our wireless provider is available should a guest experience difficulty connecting.

If a guest or vendor need assistance with connecting to the building's Wi-Fi, they can call Mobilitie's 24 hour service line at 877-283-4114. Mobilitie will help our guests troubleshoot connectivity issues.

Spokane Convention Center: Loading and Unloading Information

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

Exhibition Hall Loading Area Directions

From I-90

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

Spokane Convention Center Driving Directions

From Spokane International Airport and Points East

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

From Points West

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

From Points South (Pullman)

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

From Points North

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

Hotel and Lodging Information

Tacoma Lodging

- The Best Western Tacoma Dome Hotel is our recommended hotel for this event.
- Best Western Tacoma Dome Hotel
 - Reservations: 1-800-780-7234
 - Website: <http://www.bestwesterntacomadome.com/>
 - 2611 East E Street, Tacoma, Washington 98421-1225
 - Phone: 253-272-7734

Spokane Lodging

- We recommend three hotels in the Spokane Convention Center area:
- Doubletree Hotel at Spokane City Center
 - Reservations: 1-509-455-9600
 - Website: <http://doubletree3.hilton.com/en/hotels/washington/doubletree-by-hilton-hotel-spokane-city-center-SPCC-DT/index.html>
 - 322 North Spokane Falls Court, Spokane, WA 99201
- Red Lion Hotel at the Park
 - Reservations: 1-509-326-800
 - Website: <https://www.redlion.com/park-spokane>
 - 303 W. North River Drive, Spokane, WA 99201
- Davenport Hotel
 - Reservations: 800-899-1482
 - Website: <http://www.davenporthotelcollection.com/>
 - 10 South Post Street, Spokane, WA 99201

Event Coordinator Information

Tacoma Event Coordinator: Grand Event Rentals

- **Grand Event Rentals will be the event coordinator for the Tacoma Dome event.**
- Please contact Grand Event Rentals for any additional items needed such as shipping, carpet, etc.
- **Grand Event Rentals**
 - Phone: 425-462-7368
 - 22029 23rd Drive SE, Ste. 105, Bothell, WA 98021 (new location as of November 2016)

Spokane Event Coordinator: LCD Exposition Services

- **LCD Exposition Services will be the event coordinator for the Spokane event.**
- Please contact LCD Exposition Services for any additional items needed such as shipping, carpet, etc.
- **LCD Exposition Services**
 - Phone: 509-325-9656
 - Website: <http://lcdexpo.com/>
 - PO Box 4487, Spokane, WA 99220

Frequently Asked Questions

What is Included in each Booth Purchase?

- A single booth is 9X10 in Spokane and 10x10 in Tacoma. This includes one 8 foot table, 2 chairs, and a sign with your district's name on it.

What about electricity?

- Your booth purchase includes a 5 amp electrical supply.

What about internet?

- The Spokane Convention Center and the Tacoma Dome Arena now both provide free Wi-Fi

Parking?

- The Spokane Convention Center offers paid parking at the facility.
- If you register to attend the Tacoma Fair you will receive an email with 2 parking passes per booth purchased. The Tacoma passes are sent out 1 week prior to the fair.

What if I need photocopies?

- **We do not have a way to make photocopies for the recruiters on the day of the event.** We suggest that you bring plenty of copies.
- Spokane has a FedEx Kinkos directly across the street from the Convention Center.
- The Tacoma Expo Hall does not have easy access to any local copy businesses.

Name badges:

- The Washington Educator Career Fair does not provide name badges for recruiters, however we would be happy to print one for you when you arrive at the Fair. If you require a name badge please visit the registration table.

Is a recruiter required to check-in upon arrival?

- No. If you know your booth number you may go directly to your booth upon arrival.

Food at the event

- Pastries and coffee are provided free of charge at the event.
- Lunch tickets are provided with your booth purchase (two tickets per booth). Lunch will be provided at both events for recruiters.
- Recruiters may also purchase snacks or meals at the concession stands or nearby restaurants.

Cancellation Policy: All refund request must be received prior to March 1st and must be received in writing via email to admin@wspe.net.

Recruiting and Event Planning Suggestions

- Post ALL staffing needs at the Fair – include definite vacancies, administrator vacancies, classified vacancies, anticipated vacancies, and anticipated areas of shortage.
- Bring a variety of materials to showcase your district: a map with your location, information about your community, curriculum guides, photos of schools and events – share with candidates what it would be like to live and work in your district.
- Arrive on time and plan to stay until the very end. Many of our candidates travel considerable distances to attend and may not arrive until the end of the day. Please plan coverage for your booth throughout the day so that you do not miss an opportunity with a highly qualified and enthusiastic candidate.
- Please bring more printed material that you think you need – we do not have the ability to make more copies onsite! Please bring an adequate amount of applications, brochures, and any other handouts you would like to share.
- Keep a record of candidates who come to your booth. WSPA will provide a list of all attendees following the events, but it helpful to document those candidates and pertinent information for your reference. Consider tracking names, endorsements, schools attended, and any other helpful information for your district use.
- Be clear about what actions candidates need to take in order to follow-up their interest in your district. Many candidates have not attended a career fair before and will appreciate your guidance and clear next steps. We want you to be able to make true connections with our candidates.
- Best of luck with your recruiting! Please do not hesitate to let us know how we can best serve you and your district. Your feedback is welcomed and appreciated. Please contact us at: admin@wspa.net

WASHINGTON EDUCATOR Career Fair

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Grandview—Booth 80

Green Dot—Booth 81

Innovation Schools—Willow Public
School—Booth 82

Issaquah—Booths 87,88

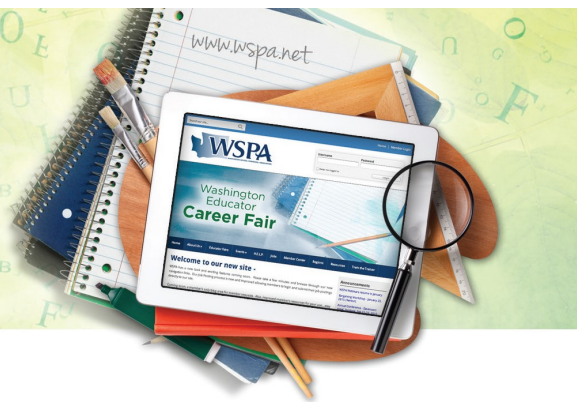
Kelso—Booth 89

Kennewick—Booth 90

Spokane Convention Center—March 14, 2018

WASHINGTON EDUCATOR Career Fair

A career fair for teachers and administrators.



WASHINGTON (continued)

Kent—Booth 91
Kettle Falls—Both 92
Lake Washington—Booth 109,110
Lind-Ritzville—Booth 93
Longview—Booths 96,97
Manson—Booths 98,99
Mary Walker—Booth 94
Mead—Booth 95
Medical Lake—Booth 100
Mercer Island—Booth 101
Monroe—Booth 102
Moses Lake—Booths 105,106
Mount Adams—Booth 103
Muckleshoot Tribal School—Booth 104
Mukilteo—Booths 111,112,113
Nine Mile Falls—Booth 107
North Central Educational Service District—Booth 108
North Franklin—Booth 114
North Kitsap—Booth 115
North Thurston—Booth 116
Northshore — Booth 117
Omak—Booths 119,120
Oroville—Booth 118
Othello—Booth 121
Paideia High School—124
Peninsula — Booth 125
Pride Schools—Booth 126
Prosser—Booth 127
Pullman—Booth 128
Puyallup—Booth 129
Quileute Tribal Schools—Booths 122, 123

WASHINGTON , continued

Quincy—Booths 134-135
Renton—Booths 136,137
Ridgefield—Booth 130
Riverside—Booth 131
Royal—Booth 132
Saint George's School—Booth 133
Selah—Booth 140
Selkirk—Booth 141
Shelton—Booth 142
Snoqualmie Valley—Booths 138,139
South Kitsap—Booth 143
Spokane International Academy—Booth 144
Spokane—Booths 72,73,74,75,76,77,78
Sumner—Booths 165,166
Sunnyside—Booth 145
Tahoma — Both 146
Tonasket—Booth 147
Toppenish—Booth 148
Tukwila—Booth 149
University Place—Booth 150
Vancouver — Booths 152,153,154
Vashon Island—Booths 151
Wahluke—Booth 155
Walla Walla—Booth 156
Wapato—Booth 157
Warden—Booth 158
Washington State Charter Schools—Booth 159
Washougal—Booth 160
Waterville—Booth 161
Wellpinit —Booth 162
West Valley—Booth 163
White River—Booth 164

INTERVIEW BOOTHS

Bering Strait—180
Desert Sands—181
Morongo Unified—182
Salinas Union—183
Pendleton—184
Granite—185
Bellevue—186
Bethel—187
Central Kitsap—188,189
Central Valley—190,191,192,193
Chief Leschi—194
Clover Park—195,196
East Valley Yakima—197
Evergreen—198
Federal Way—199
Kelso—200
Kennewick—201
Lake Washington —202,203
Longview—204
Moses Lake—205
Mukilteo—206
North Franklin—207
Omak—208
Othello—209
Quileute Tribal—210
Selah—211
Snohomish—212
Snoqualmie Valley—213,214
Sumner—215
Tukwila—216
University Place—217
Wahluke—218

From: Zarifes@skschools.org
Sent time: 03/13/2018 12:42:11 PM
To: tallman@skschools.org
Subject: Expense Reimbursements

South Kitsap School District Accounts Payable ACH expenditure reimbursements and payments have been processed and will be deposited into your direct deposit account.

Employees can view the Accounts Payable payments in Employee Access (EA) under Employee Information (link to EA is included in this email).

Please contact Business Services if you have additional questions (360)874-7081.

Thank you,

Stephanie Zarifes
Business Manager

Click the link below to view your direct deposit information:
<https://www2.saas.wa-k12.net/scripts/cgiip.exe/WService=wskitsas71/seplog01.w>

Direct Deposit Date: 03/15/2018
Total ACH Payment: \$95.81

Invoice Information

Invoice Number: WSPA Conf
Description: WSPA Conference mileage reimbursement 2/26 - 3/1/18
Date: 03/01/2018
Amount: \$95.81

District: SOUTH KITSAP SCHOOL DISTRICT
District Web Site: www.skschools.org
State: WA
District Code: 18402

SKSD

From: admin@wspsa.net
Sent time: 03/13/2018 04:24:15 PM
To: admin@wspsa.net
Subject: Washington Educator Career Fair Spokane -- UPDATED Vendor Information
Attachments: Spokane Floor Plan 2018.pdf WECF 2018 Spokane Booth Brochure_UPDATED MARCH 13 2018.pdf

Hello everyone,

We have made some last minute adjustments to the district listing – the updated list is attached for your review.

Please don't hesitate to let me know if you have any questions or if I may be of any assistance. We look forward to having you join us tomorrow.

Thank you,

Jennifer

From: admin@wspsa.net
Sent: Monday, March 12, 2018 3:03 PM
To: admin@wspsa.net
Subject: Washington Educator Career Fair Spokane -- Vendor Information

Hello,

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

Washington Educator Career Fair – Spokane
March 14, 2018
9:00 am – 2:00 pm
Spokane Convention Center

Booth assignments

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

Conference Hours

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

Loading and Unloading

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

Driving Directions and Parking:

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

Recruiter Handbook

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

Vendor Lunch

- Your registration includes two meal tickets *per purchased booth* (for example – if you purchased a double booth, you will receive four lunch tickets. A triple booth receives six lunch tickets, and a quad booth eight.) Additional meal tickets are available for purchase for \$12.50 each.
- The vendor lunch will be available from 11:00 – 1:00 pm. There will be curtained off seating just past the interview booths.
- Please work with your team to stagger lunches to ensure booth coverage throughout the day. We ask that you please not leave your booth unattended if at all possible. We would like our candidates to have the maximum opportunity to meet with districts, and for our districts to have the maximum opportunity to connect with the right candidates! Thank you in advance for your cooperation.

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

Thank you,

Jennifer Tottenham

Jennifer Tottenham

Program Coordinator

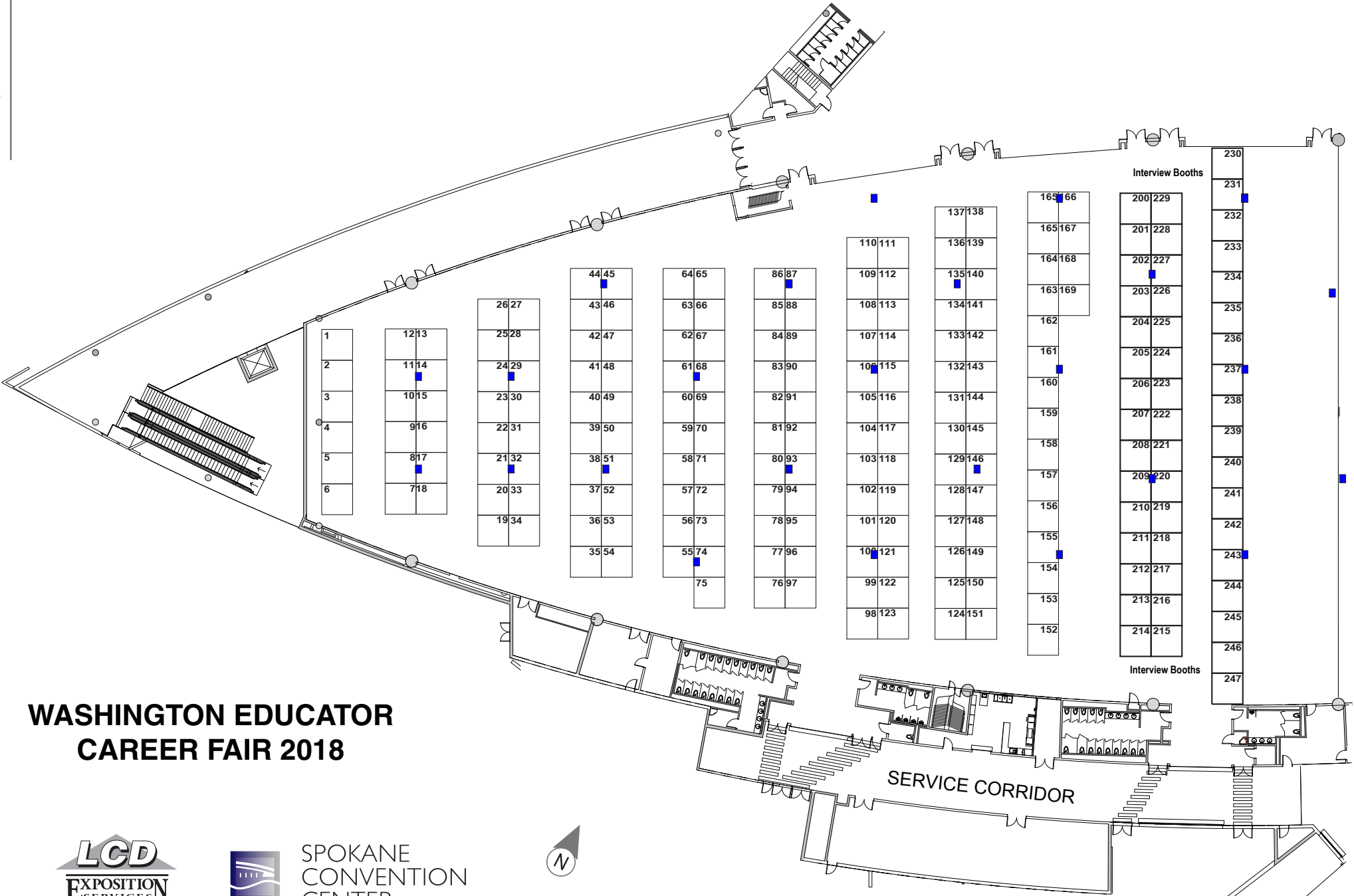
Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

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

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





WASHINGTON EDUCATOR Career Fair

A career fair for teachers and administrators.



Thank you to our sponsors

Pastries and coffee provided by:

**PEMCO INSURANCE and
INSPIRUS CREDIT UNION**



ORGANIZATIONS/GOVERNMENT

OSPI—Booths 11,12

COLLEGES

Eastern Washington University—
Booth 1

Gonzaga University—Booth 2

Northeastern University Seattle —
Booth 3

University of Washington—Booth 4

Whitworth University—Booth 5

Washington State University—Booth 6

ALASKA

Bering Strait School District — Booth 7

ARIZONA

Glendale Elementary School District—
Booth 8

CALIFORNIA

Desert Sands Unified School District—
Booth 13

Fairfield-Suisun Unified School
District—Booth 14

Morongo Unified School District—
Booth 15

Riverside Unified School District—
Booth 16

Salinas Union High School District—
Booth 17

Sierra Sands Unified School District—
Booth 18

IDAHO

Coeur d'Alene School District—Booth
19

Plummer-Worley Joint School Dis-
trict—Booth 20

St. Maries Joint School District—Booth
21

MONTANA

Montana Schools Recruitment
Project—Booth 22

NEVADA

Clark County School District—Booth
24

Doral Academy of Nevada—Booth 25

Washoe County School District—
Booth 26

NEW JERSEY

ESS Source for Teachers — Booth 10

OREGON

Cove School District—Booth 27

Hermiston School District—Booth 28

Milton-Freewater Unified School
District—Booth 29

Pendleton School District—Booth 30

UTAH

Granite School District—Booth 32

Logan School District—Booth 33

WASHINGTON

Anacortes—Booth 44

Bainbridge Island—Booth 43

Bellevue — Booths 41,42

Bethel—Booth 40

Bickleton—Booth 39

Bridgeport—Booth 38

Central Kitsap—Booths 45,46,47,48

Central Valley—Booths 61,62,63,64

Cheney—Booths 52,53,54

Chief Leschi—Booths 35,36

Clarkston—Booth 37

Clover Park—Booths 59,60

Colfax—Booth 49

College Place—Booths 68,69

Cusick—Booth 50

Diocese of Spokane Catholic
Schools—Booth 51

East Valley Yakima—Booths 55-56

East Valley Spokane—Booths 65-66

Ellensburg—Booth 57

Ephrata—Booth 58

Educational Service District 113—
Booth 67

Educational Service District 123—
Booth 70

Evergreen—Booths 85, 86

Federal Way—Booths 83-84

Goldendale—Booth 71

Grand Coulee Dam—Booth 79

Grandview—Booth 80

Green Dot—Booth 81

Innovation Schools—Willow Public
School—Booth 82

Issaquah—Booths 87,88

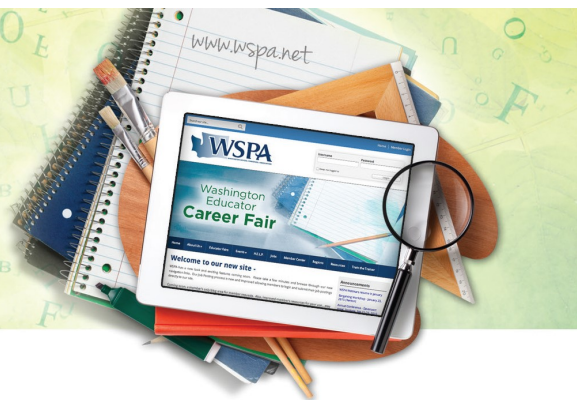
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Kennewick—Booths 47, 48

Spokane Convention Center—March 14, 2018

WASHINGTON EDUCATOR Career Fair

A career fair for teachers and administrators.



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Manson— Booths 98,99
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Mead— Booth 95
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Mercer Island—Booth 101
Monroe—Booth 102
Moses Lake—Booths 105,106
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North Franklin—Booth 114
North Kitsap— Booth 115
North Thurston—Booth 116
Northshore — Booth 117
Omak— Booths 119,120
Oroville—Booth 118
Othello— Booth 121
Paideia High School— 124
Pasco —Booths 167, 168
Peninsula — Booth 125
Pride Schools—Booth 126
Prosser—Booth 127
Pullman—Booth 128
Puyallup—Booth 129
Quileute Tribal Schools—Booths 122, 123

WASHINGTON , continued

Quincy—Booths 134-135
Renton—Booths 136,137
Ridgefield—Booth 130
Riverside—Booth 131
Royal—Booth 132
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Selah—Booth 140
Selkirk— Booth 141
Shelton—Booth 142
Snohomish—Booth 90
Snoqualmie Valley—Booths 138,139
South Kitsap—Booth 143
Spokane International Academy—Booth 144
Spokane—Booths 72,73,74,75,76,77,78
Sumner—Booths 165,166
Sunnyside—Booth 145
Tonasket—Booth 147
Toppenish—Booth 148
Tukwila—Booth 149
University Place—Booth 150
Vancouver — Booths 152,153,154
Vashon Island—Booths 151
Wahluke—Booth 155
Walla Walla—Booth 156
Wapato—Booth 157
Warden—Booth 158
Washington State Charter Schools—Booth 159
Washougal—Booth 160
Waterville—Booth 161
Wellpinit —Booth 162
West Valley—Booth 163
White River—Booth 164

INTERVIEW BOOTHS

Bering Strait—200
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Morongo Unified—202
Salinas Union—203
Pendleton—204
Granite—205
Bellevue—206
Bethel—207
Central Kitsap—208,209
Central Valley—210,211,212,213
Chief Leschi—214
Clover Park—215,216
East Valley Yakima—217
Evergreen—218
Federal Way—219
Kelso—220
Kennewick—221
Lake Washington —222,223
Longview—234
Moses Lake—235
Mukilteo—236
North Franklin—237
Omak—238
Othello—239
Quileute Tribal—240
Selah—241
Snohomish—242
Snoqualmie Valley—243,244
Sumner—245
Tukwila—246
University Place—247
Wahluke—250

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 03/16/2018 05:48:49 PM
To: monaglej@skitsap.wednet.edu
Subject: Legislative Update: Special Update on Consumer Price Index
Attachments: Leg_Report_MARCH_16_2018.pdf

Hello WSPA members,

Please see the attached legislative update from Lee Goeke, WSPA Legislative Liaison.

Questions may be submitted to Lee at goekel@comcast.net

Mr. Goeke will be providing regular updates for our members. We hope you will find this to be an informative resource for understanding legislative issues impacting school districts and human resource management.

These documents have also been added to the shared Google drive.

Thank you,

Washington School Personnel Association

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

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Update of Key Legislation Impacting Public School HR Management
Lee Goeke, Legislative Liaison

March 16, 2018

Special Update on Consumer Price Index

The March 12, 2018, Legislative Update, noted that special restrictions apply to salary increases for School Year 2018-2019. The bill limits the average total School District expenditures for the different classes of employees to the previous calendar year's annual average consumer price index for the City of Seattle.

The update also noted that the Seattle CPI-U for calendar year 2017 is reported as 3.5% on the Bureau of Labor Statistics, U.S. Department of Labor website. This is one of several different methods of calculating the Consumer Price Index. However, indications are that it is not the calculation applied by the Legislature relative to the statutory limits for School Year 2018-2019.

Buzz Porter, Attorney at Law with Porter, Foster, Rorick, has indicated that the CPI index used by the State of Washington for COLA adjustments is the annual average consumer price index published by the Washington State Economic and Revenue Forecast Council. The index is published in the Council's Economic & Revenue Update (www.erfc.wa.gov). The February 12, 2018 Update provides the Seattle index number for 2017 as 3.0% compared to the CPI-U number indicated above as 3.5%. There is a possibility that this percentage may vary between 3.0 to 3.1 percent. Presumably a State agency will confirm the exact number to be used by Districts in bargaining. In the interim, it would be practical for Districts to adhere to the 3.0% since it is a published number.

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 03/16/2018 05:49:29 PM
To: finnie@skschools.org
Subject: Legislative Update: Special Update on Consumer Price Index
Attachments: Leg_Report_MARCH_16_2018.pdf

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Washington School Personnel Association

This email was sent to finnie@skschools.org by admin@wspa.net

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 03/16/2018 05:48:57 PM
To: holsten@skitsap.wednet.edu
Subject: Legislative Update: Special Update on Consumer Price Index
Attachments: Leg_Report_MARCH_16_2018.pdf

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Washington School Personnel Association

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From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 03/16/2018 06:15:44 AM
To: holsten@skitsap.wednet.edu
Subject: MEMBER REQUEST

Good Morning WSPA members! Thank you for your assistance in responding to these requests.

Kurt Harvill from Meridian School District is wondering if you have had experience with staff and 'scents' (perfumes, essential oils, hairspray, etc). He has a building where people's choice of these products are causing other employees health issues. Do you have any resources, guidance, experience or policies?

Please send your responses directly to: kharvill@meridian.wednet.edu

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

Thanks,

Curtis

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

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From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 03/16/2018 06:15:38 AM
To: monaglej@skitsap.wednet.edu
Subject: MEMBER REQUEST

Good Morning WSPA members! Thank you for your assistance in responding to these requests.

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Please send your responses directly to: kharvill@meridian.wednet.edu

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

Thanks,

Curtis

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

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From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 03/16/2018 06:16:04 AM
To: finnie@skschools.org
Subject: MEMBER REQUEST

Good Morning WSPA members! Thank you for your assistance in responding to these requests.

Kurt Harvill from Meridian School District is wondering if you have had experience with staff and 'scents' (perfumes, essential oils, hairspray, etc). He has a building where people's choice of these products are causing other employees health issues. Do you have any resources, guidance, experience or policies?

Please send your responses directly to: kharvill@meridian.wednet.edu

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

Thanks,

Curtis

This email was sent to finnie@skschools.org by cleonard@wspa.net

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From: admin@wspa.net
Sent time: 03/20/2018 02:24:13 PM
To: admin@wspa.net
Subject: Washington Educator Career Fair Tacoma - Vendor Information
Attachments: WECF 2018 Tacoma FLOOR PLAN_March 20 2018.pdf WECF 2018_Updated Recruiter Handbook_updated.pdf Parking Passes Tacoma.pdf WECF 2018 Tacoma_Booth Brochure_March 20 2018.pdf

Hello,

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

Washington Educator Career Fair – Tacoma

March 28, 2018

9:00 am – 3:00 pm

Tacoma Dome Arena

Booth assignments and floor plan

- The booth assignments and floor plan are attached for your review
- Please let us know at your earliest convenience if you need to make adjustments to your booth or interview booth selections. Thank you.

Important Reminder – Power and electricity

- Each booth does have power, however the power drops are located near the back of the booth which is not always the most convenient for your booth set-up. Please bring extra extension cords/power strips. The Tacoma Dome has a limited amount of extras available. Thank you

Conference Hours

- The fair will open to the public at 9:00 am and close at 3:00 pm
- We encourage you to stay for the full event – many candidates arrive that last hour and we want them to receive the full benefit of their attendance – and we do not want you to miss out on the perfect candidate for your district!

Loading/Unloading

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

Parking

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

Internet

- The Tacoma Dome now offers free WiFi (please see additional information in attached recruiter handbook)

Vendor Lunch

- Your registration includes two meal tickets *per purchased booth* (for example – if you purchased a double booth, you will receive four lunch tickets. A triple booth receives six lunch tickets, and a quad booth eight.) Additional meal tickets are available for purchase for \$12.50 each.
- The vendor lunch will be available from 11:00 – 1:00 pm. There will be private seating provided.
- Please work with your team to stagger lunches to ensure booth coverage throughout the day. We ask that you please not leave your booth unattended if at all possible. We would like our candidates to have the maximum opportunity to meet with districts, and for our districts to have the maximum opportunity to connect with the right candidates! Thank you in advance for your cooperation.

We look forward to having you join us in Tacoma. Please let us know if you have any additional questions or if we may be of any assistance.

Thank you,

Jennifer Tottenham

Jennifer Tottenham

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

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

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



WASHINGTON EDUCATOR Career Fair

A career fair for teachers and administrators.



INTERVIEW BOOTHS — please see other side

Washington Educator

Career Fair 2018

Tacoma Dome

March 28, 2018

9:00—3:00

Floor Plan

Registration

ADA

Refreshments/
Sponsors PEMCO
Insurance and
Inspirus Credit Union

Entrance

26
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233	234	235	236	237	238	239	240	241	242	243
222	223	224	225	226	227	228	229	230	231	232

211	212	213	214	215	216	217	218	219	220	221
200	201	202	203	204	205	206	207	208	209	210

189	190	191	192	193	194	195	196	197	198	199
178	179	180	181	182	183	184	185	186	187	188

167	168	169	170	171	172	173	174	175	176	177
156	157	158	159	160	161	162	163	164	165	166

145	146	147	148	149	150	151	152	153	154	155
134	135	136	137	138	139	140	141	142	143	144

123	124	125	126	127	128	129	130	131	132	133
112	113	114	115	116	117	118	119	120	121	122

101	102	103	104	105	106	107	108	109	110	111
90	91	92	93	94	95	96	97	98	99	100

79	80	81	82	83	84	85	86	87	88	89
68	69	70	71	72	73	74	75	76	77	78

57	58	59	60	61	62	63	64	65	66	67
46	47	48	49	50	51	52	53	54	55	56

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WASHINGTON EDUCATOR Career Fair

A career fair for teachers and administrators.



INTERVIEW BOOTHS

360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379
340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359

320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339
300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319



Washington Educator Career Fair 2018 Recruiter Handbook

Presented by:

Washington School Personnel Association

Washington School Personnel Association

PO Box 1600

Anacortes, WA 98221

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

Email: admin@wspace.net

Contact: Jennifer Tottenham, WSPA Program Coordinator



Vendor/Booth Pricing

Spokane Career Fair Single Exhibitor Booth Pricing

- \$175 College, University, or Washington Governmental Agency
- \$250 Washington ESD
- \$225 Washington District up to 1,000 students
- \$250 Washington District 1,001 to 2,500 students
- \$325 Washington District 2,501 to 10,000 students
- \$400 Washington District over 10,000 students
- \$500 Out-of-state District or other agency

Spokane Career Fair Booth Upgrades

- Double booth: \$175
- Triple booth: \$350
- Quad booth: \$525
- Interview booth: \$100 each

Tacoma Career Fair Single Exhibitor Booth Pricing

- \$225 College, University, or Washington Governmental Agency
- \$300 Washington ESD
- \$275 Washington District up to 1,000 students
- \$300 Washington District 1,001 to 2,500 students
- \$375 Washington District 2,501 to 10,000 students
- \$450 Washington District over 10,000 students
- \$550 Out-of-state District or other agency

Tacoma Career Fair Booth Upgrades

- Double booth: \$200
- Triple booth: \$400
- Quad booth: \$600
- Interview booth: \$100 each

10% discount provided for attending both fairs. Please use promo code WECF2018 at checkout.
Register online at: <http://www.wspa.net/washington-educator-career-fairs>

Career Fair Booth Hours and Information

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

9:00 a.m. to 2:00 p.m. – Spokane

9:00 a.m. to 3:00 p.m. – Tacoma

- We encourage you to have a representative at your booth during all fair hours. Many candidates travel considerable distances, or take leave from work to attend and may not arrive until near the end of the day. We stress the importance of having a representative available to meet all candidates throughout the day.
- Check your loading and unloading instructions for times available for set up of your booth.
- Complimentary coffee and refreshments will be available provided by PEMCO and Inspirus Credit Union. We encourage you to stop and thank their representatives for this generous service to our attendees.
- Please keep your booth, display, and staff intact and functioning until the closing time.
- **Please note: *Insurance requirements at both the Spokane Convention Center and the Tacoma Dome PRECLUDE the use of moving carts and pull carts during the stated operating hours of the Fair.*** Districts that choose to depart the venue floors prior to the stated closing time will need to be prepared to hand carry their displays and materials from the venue.

Facilities, Signs, Displays and Materials

- Each single booth will be provided with a curtained 9 or 10x10 booth, an 8 foot linen draped table, two chairs and a sign with your district's name.
- Standard 5 amp electrical is also included.
- For additional chairs, tables, accessories please refer to the *Event Coordinator* section of this booklet.
- Posters, pictures and other display materials may be placed on the table, on a stand provided by your school, or they may be attached to the backdrop within the confines of your booth.
- There are no printing facilities on-site. Please plan to bring an adequate supply of printed materials for attendees.
- Districts planning to mail materials to the fair locations in advance of the events should contact the *Event Coordinator* whose information is contained in the booklet.

Tacoma Dome Arena: Loading and Unloading Information

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

MAP TO THE TACOMA DOME



Tacoma Dome Driving Directions

Traveling South on I-5

- Exit 135- Follow the off-ramp towards Portland Avenue. Follow 27th (Bay Street) across Portland Avenue as it turns into Wiley Avenue. Take a right on McKinley Avenue and look for the entrance into the Tacoma Dome parking lots.
- Exit 133- Follow the "City Center" off-ramp, veering right towards "East 26th St Tacoma Dome." Turn right on E 26th Street. Look for the entrance to Tacoma Dome Parking Lots on 26th or turn right on D Street for more parking.

Traveling North on I-5

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

From Downtown Tacoma

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

Public Transportation

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

Tacoma Dome Internet Information

Hard Line Internet or Phone Line Orders

To order a hard line internet drop or phone line anywhere in the building, you will need to schedule this through an outside contractor. You may choose any provider you want for internet or phone service. Please try to order the lines as soon as possible prior to your event, and schedule the installation for the event load-in day.

One option would be Century Link at (855) 891-4083.

Tacoma Dome Wi-Fi Service

The Tacoma Dome offers complimentary Wi-Fi to all guests. Guests only need to connect to DomePublic to use this service. Dome-Public has a variable level of bandwidth associated with it and has no guarantee of upload or download speeds available.

Should an event want a dedicated level of up/download speeds they should consider one of two options:

- Access to SSID Dome-BOH: This password protected option provides 10 or 20 Mbps up/down speeds to events that are only concerned about a reliable, dedicated service. The password will be given to event planner to distribute to attendees. Billing will be based on the number of unique devices associated with this SSID.

Speed	Number of Devices				
	100 or less	101-250	251-450	451-650	651+
10 Mbps	\$450	\$600	\$900	\$1800	\$3500
20 Mbps	\$700	\$1000	\$1400	\$2800	\$4800

- Customized SSID and Portal: A client determined SSID will direct guests to a customized portal with client provided background will prompt guest to enter a client determined password. The password will be given to event planner to distribute to attendees. Billing will be based on the number of unique devices associated with this SSID.

Speed	Number of Devices				
	100 or less	101-250	251-450	451-650-	651+
10 Mbps	\$900	\$1200	\$1800	\$3600	\$7000
20 Mbps	\$1400	\$2000	\$2800	\$5600	\$9600
Faster speeds may be available with prior arrangements					

The quality and condition of individual wireless devices varies so widely that the Tacoma Dome cannot guarantee the connectivity of every single device and every attendee. Limited support through our wireless provider is available should a guest experience difficulty connecting.

If a guest or vendor need assistance with connecting to the building's Wi-Fi, they can call Mobilitie's 24 hour service line at 877-283-4114. Mobilitie will help our guests troubleshoot connectivity issues.

Spokane Convention Center: Loading and Unloading Information

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

Exhibition Hall Loading Area Directions

From I-90

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

Spokane Convention Center Driving Directions

From Spokane International Airport and Points East

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

From Points West

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

From Points South (Pullman)

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

From Points North

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

Hotel and Lodging Information

Tacoma Lodging

- The Best Western Tacoma Dome Hotel is our recommended hotel for this event.
- Best Western Tacoma Dome Hotel
 - Reservations: 1-800-780-7234
 - Website: <http://www.bestwesterntacomadome.com/>
 - 2611 East E Street, Tacoma, Washington 98421-1225
 - Phone: 253-272-7734

Spokane Lodging

- We recommend three hotels in the Spokane Convention Center area:
- Doubletree Hotel at Spokane City Center
 - Reservations: 1-509-455-9600
 - Website: <http://doubletree3.hilton.com/en/hotels/washington/doubletree-by-hilton-hotel-spokane-city-center-SPCC-DT/index.html>
 - 322 North Spokane Falls Court, Spokane, WA 99201
- Red Lion Hotel at the Park
 - Reservations: 1-509-326-800
 - Website: <https://www.redlion.com/park-spokane>
 - 303 W. North River Drive, Spokane, WA 99201
- Davenport Hotel
 - Reservations: 800-899-1482
 - Website: <http://www.davenporthotelcollection.com/>
 - 10 South Post Street, Spokane, WA 99201

Event Coordinator Information

Tacoma Event Coordinator: Grand Event Rentals

- **Grand Event Rentals will be the event coordinator for the Tacoma Dome event.**
- Please contact Grand Event Rentals for any additional items needed such as shipping, carpet, etc.
- **Grand Event Rentals**
 - Phone: 425-462-7368
 - 22029 23rd Drive SE, Ste. 105, Bothell, WA 98021 (new location as of November 2016)

Spokane Event Coordinator: LCD Exposition Services

- **LCD Exposition Services will be the event coordinator for the Spokane event.**
- Please contact LCD Exposition Services for any additional items needed such as shipping, carpet, etc.
- **LCD Exposition Services**
 - Phone: 509-325-9656
 - Website: <http://lcdexpo.com/>
 - PO Box 4487, Spokane, WA 99220

Frequently Asked Questions

What is Included in each Booth Purchase?

- A single booth is 9X10 in Spokane and 10x10 in Tacoma. This includes one 8 foot table, 2 chairs, and a sign with your district's name on it.

What about electricity?

- Your booth purchase includes a 5 amp electrical supply.

What about internet?

- The Spokane Convention Center and the Tacoma Dome Arena now both provide free Wi-Fi

Parking?

- The Spokane Convention Center offers paid parking at the facility.
- If you register to attend the Tacoma Fair you will receive an email with 2 parking passes per booth purchased. The Tacoma passes are sent out 1 week prior to the fair.

What if I need photocopies?

- **We do not have a way to make photocopies for the recruiters on the day of the event.** We suggest that you bring plenty of copies.
- Spokane has a FedEx Kinkos directly across the street from the Convention Center.
- The Tacoma Expo Hall does not have easy access to any local copy businesses.

Name badges:

- The Washington Educator Career Fair does not provide name badges for recruiters, however we would be happy to print one for you when you arrive at the Fair. If you require a name badge please visit the registration table.

Is a recruiter required to check-in upon arrival?

- No. If you know your booth number you may go directly to your booth upon arrival.

Food at the event

- Pastries and coffee are provided free of charge at the event.
- Lunch tickets are provided with your booth purchase (two tickets per booth). Lunch will be provided at both events for recruiters.
- Recruiters may also purchase snacks or meals at the concession stands or nearby restaurants.

Cancellation Policy: All refund request must be received prior to March 1st and must be received in writing via email to admin@wspe.net.

Recruiting and Event Planning Suggestions

- Post ALL staffing needs at the Fair – include definite vacancies, administrator vacancies, classified vacancies, anticipated vacancies, and anticipated areas of shortage.
- Bring a variety of materials to showcase your district: a map with your location, information about your community, curriculum guides, photos of schools and events – share with candidates what it would be like to live and work in your district.
- Arrive on time and plan to stay until the very end. Many of our candidates travel considerable distances to attend and may not arrive until the end of the day. Please plan coverage for your booth throughout the day so that you do not miss an opportunity with a highly qualified and enthusiastic candidate.
- Please bring more printed material that you think you need – we do not have the ability to make more copies onsite! Please bring an adequate amount of applications, brochures, and any other handouts you would like to share.
- Keep a record of candidates who come to your booth. WSPA will provide a list of all attendees following the events, but it helpful to document those candidates and pertinent information for your reference. Consider tracking names, endorsements, schools attended, and any other helpful information for your district use.
- Be clear about what actions candidates need to take in order to follow-up their interest in your district. Many candidates have not attended a career fair before and will appreciate your guidance and clear next steps. We want you to be able to make true connections with our candidates.
- Best of luck with your recruiting! Please do not hesitate to let us know how we can best serve you and your district. Your feedback is welcomed and appreciated. Please contact us at: admin@wspa.net

**Washington Educator
Career Fair**

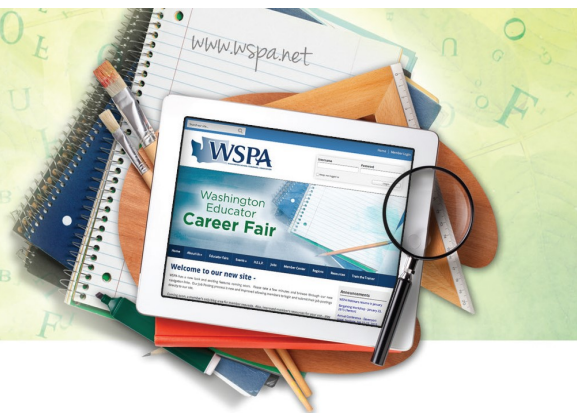
Tacoma Dome
PARKING PASS
F or G Lot Only

**Washington Educator
Career Fair**

Tacoma Dome
PARKING PASS
F or G Lot Only

WASHINGTON EDUCATOR Career Fair

A career fair for teachers and administrators.



ORGANIZATIONS/ GOVERNMENT	BOOTH NUMBER
OSPI	44,45
Washington State Charter Schools Association	43

COLLEGES/UNIVERSITIES	BOOTH NUMBER
City University of Seattle	41
Grand Canyon University	40
Northeastern University Seattle	39
Pierce College	38
Seattle Pacific University	37
Seattle University	36
The Evergreen State College-Upward Bound	35
University of Puget Sound	34
University of Washington	33
University of Washington - Bothell	32
University of Washington - School of Social Work	31
University of Washington Tacoma	30
Western Governors	29
Western Washington University	28

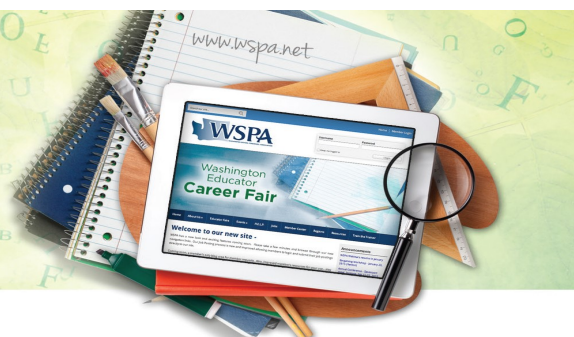
OUT OF STATE DISTRICTS	STATE	BOOTH NUMBER	INTERVIEW BOOTH NUMBER
Bering Strait School District	Alaska	1	300
Northwest Arctic Borough	Alaska	2	301
SE Island School District	Alaska	3	
Southwest Region School	Alaska	4	
Avondale Elementary School	Arizona	6	
Chinle Unified School District #24	Arizona	7	
Antelope Valley Union High	California	8	
Desert Sands Unified School District	California	9	302
Franklin-McKinley School District	California	10	
Morongo Unified School	California	11	303
Palm Springs Unified School District	California	12	304, 305
Salinas Union High School	California	13	306
Westside Union School District	California	14	
Aurora Public Schools	Colorado	15	
Clark County School District	Nevada	16	
Douglas County School District	Nevada	17	
Montana Schools Recruitment	Montana	18	
Pinecrest Academy of Nevada	Nevada	19	
Zuni Public School District	New	20	307
Portland Public Schools	Oregon	21	308

Washington Educator Career Fair
Tacoma Dome Arena
March 28, 2018
9:00 a.m. – 3:00 p.m.

Thank you to our sponsors:
PEMCO Insurance and Inspirus Credit Union
www.pemco.com www.inspiruscu.org

WASHINGTON EDUCATOR Career Fair

A career fair for teachers and administrators.



WASHINGTON STATE DISTRICTS/SCHOOLS	BOOTH NUMBER	INTERVIEW BOOTH NUMBER
Anacortes School District	235	
Archdiocese of Seattle	236	
Arlington School District	233, 234	
Auburn School District	222, 223, 224	309
Bainbridge Island School	237	
Battle Ground School District	231, 232	
Bellevue Children's	238	
Bellevue School District	207,208,209,210	310, 311
Bellingham School District	215, 216	
Bethel School District	211,212,213,214	312,
Bremerton School District	220,221	315
Brewster School District	219	
Bridgeport School District	225	
Bright Horizons	226	
Burlington-Edison School	227	
Cape Flattery School	228	
Cascade Christian Schools	229	
Castle Rock School District	230	
Central Kitsap School	194, 195	316, 317
Cheney School District	196	
Chief Leschi Schools	198,199	318, 319
Clarkston School District	202	
Clover Park School District	189, 190 191, 192	320,321,322 ,323,324
Coupeville School District	203	
Covenant High School	204	
Darrington School District	205	
East Lewis County Schools	206	
Eatonville School District	207	
Edmonds School District	200,201	325
Enumclaw School District	169	
ESD 113 PSPC EdJobsNW (Personnel Coop)	167,168	

WASHINGTON STATE DISTRICTS/SCHOOLS	BOOTH NUMBER	INTERVIEW BOOTH
Everett Public Schools	171, 172	
Evergreen Public Schools	163, 164 165,166	326
Federal Way	173,174, 175,176,177	327, 328 329
Ferndale School District	182	
Fife School District	180, 181	
Franklin Pierce Schools	178, 179	
Gersh Academy	183	
Green Dot Public Schools Washington	184	
Highline Public Schools	185, 186 187 188	
Issaquah School District	141,142,143,144	
Kelso School District	139	330
Lake Stevens School District	145,146	
Lake Washington School District	152,153,154,155	331,332,333, 334,335
Longview School District	148, 149	336,337
Marysville School District	150,151	
Mercer Island School District	140	338
Monroe Public Schools	160,161	339
Muckleshoot Tribal School	162	
Mukilteo School District	156,157,158,159	340
North Central ESD	119	
North Kitsap Schools	120	
North Mason School District	123,124	
North Thurston Public Schools	126,127	341,342
Northshore School District	136	343
Northwest Association of Independent Schools	130,131,132,133	
Northwest Educational Development	128	
Northwest Educational Service District	129	
Oak Harbor Public Schools	137	

WASHINGTON EDUCATOR Career Fair

A career fair for teachers and administrators.



WASHINGTON STATE DISTRICTS/SCHOOLS	BOOTH NUMBER	INTERVIEW BOOTH
Olympia School District	134,135	344
Open Window School	138	
Oroville School District	105	
Orting School District	107,108	345
Othello School District	114	346
Pasco School District	112,113	
Peninsula School District	101,102,103	
Port Angeles School District	115	
Port Townsend School District	116	347
Pullman Public Schools	117	
Puyallup School District	109,110,111	348,349
Quilcene School District	118	350
Quileute Tribal School	121,122	351
Renton School District	79,80,81,82	
Ridgefield School District	84	
Riverview School District	90,91	
Seattle Area German American School	106	
Seattle Public Schools	97,98,99,100	352,353,354,355,356
Sedro-Woolley School District	92	
Shelton School District	93	357
Skykomish School District	94	
Snohomish School District	95,96	358
Snoqualmie Valley School District	65,66,67	359,360
South Bend School District	104	
South Kitsap School District	63	
Spokane Public Schools	64	

WASHINGTON STATE DISTRICTS/SCHOOLS	BOOTH NUMBER	INTERVIEW BOOTH
Stanwood-Camano School District	71	
Steilacoom Historical School District	72	
Sultan School District	77,78	361
Summit Public Schools	73	
Sumner School District	68,69,70	362,363
Suquamish Tribal Education	74	
Tacoma Public Schools	86,87,88,89	364,365,366,367
Tahoma School District	75,76	368,369
The Bush School	83	370
Tukwila School District	48	371
University Place School District	49	
Vancouver Public Schools	57,58,59	
Vashon Island School District	55,56	
WA HE LUT Indian School	50	
Walla Walla Public Schools	51	
Wapato School District	52	
Warden School District	53	
Washington Virtual Academies and Insight Washington	217, 218	
Wellpinit School District	54	
White River School District	60	
Woodland Public Schools	61	
Yelm Community Schools	46,47	372,373

Washington Educator Career Fair
Tacoma Dome Arena
March 28, 2018
9:00 a.m. – 3:00 p.m.

Thank you to our sponsors:
PEMCO Insurance and Inspirus Credit Union
www.pemco.com www.inspiruscu.org

From: admin@wspace.net
Sent time: 03/25/2018 03:42:11 PM
To: admin@wspace.net
Cc: cleonard@wspace.net
Subject: Washington Educator Career Fair Tacoma - Vendor Information - Updated Listing
Attachments: WECF 2018_Updated Recruiter Handbook_updated.pdf Parking Passes Tacoma.pdf WECF 2018 Tacoma_Booth Brochure_UPDATED MARCH 24 2018.pdf WECF 2018 Tacoma FLOOR PLAN_UPDATED MARCH 24 2018.pdf

Hello everyone,

We have welcomed several new districts to our event and have made some updates to our booth listing – please see attached.

Washington Educator Career Fair – Tacoma

March 28, 2018

9:00 am – 3:00 pm

Tacoma Dome Arena

Booth assignments and floor plan

- The booth assignments and floor plan are attached for your review
- Please let us know at your earliest convenience if you need to make adjustments to your booth or interview booth selections. Thank you.

Important Reminder – Power and electricity

- Each booth does have power, however the power drops are located near the back of the booth which is not always the most convenient for your booth set-up. Please bring extra extension cords/power strips. The Tacoma Dome has a limited amount of extras available. Thank you

Conference Hours

- The fair will open to the public at 9:00 am and close at 3:00 pm
- We encourage you to stay for the full event – many candidates arrive that last hour and we want them to receive the full benefit of their attendance – and we do not want you to miss out on the perfect candidate for your district!

Loading/Unloading

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

Parking

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

Internet

- The Tacoma Dome now offers free WiFi (please see additional information in attached recruiter handbook)

Vendor Lunch

- Your registration includes two meal tickets *per purchased booth* (for example – if you purchased a double booth, you will receive four lunch tickets. A triple booth receives six lunch tickets, and a quad booth eight.) Additional meal tickets are available for purchase for \$12.50 each.
- The vendor lunch will be available from 11:00 – 1:00 pm. There will be private seating provided.
- Please work with your team to stagger lunches to ensure booth coverage throughout the day. We ask that you please not leave your booth unattended if at all possible. We would like our candidates to have the maximum opportunity to meet with districts, and for our districts to have the maximum opportunity to connect with the right candidates! Thank you in advance for your cooperation.

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

We look forward to having you join us in Tacoma. Please let us know if you have any additional questions or if we may be of

any assistance.

Thank you,

Jennifer Tottenham

Jennifer Tottenham

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

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

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





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Presented by:

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Email: admin@wspsa.net

Contact: Jennifer Tottenham, WSPA Program Coordinator



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9:00 a.m. to 2:00 p.m. – Spokane

9:00 a.m. to 3:00 p.m. – Tacoma

- We encourage you to have a representative at your booth during all fair hours. Many candidates travel considerable distances, or take leave from work to attend and may not arrive until near the end of the day. We stress the importance of having a representative available to meet all candidates throughout the day.
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- **Please note: *Insurance requirements at both the Spokane Convention Center and the Tacoma Dome PRECLUDE the use of moving carts and pull carts during the stated operating hours of the Fair.*** Districts that choose to depart the venue floors prior to the stated closing time will need to be prepared to hand carry their displays and materials from the venue.

Facilities, Signs, Displays and Materials

- Each single booth will be provided with a curtained 9 or 10x10 booth, an 8 foot linen draped table, two chairs and a sign with your district's name.
- Standard 5 amp electrical is also included.
- For additional chairs, tables, accessories please refer to the *Event Coordinator* section of this booklet.
- Posters, pictures and other display materials may be placed on the table, on a stand provided by your school, or they may be attached to the backdrop within the confines of your booth.
- There are no printing facilities on-site. Please plan to bring an adequate supply of printed materials for attendees.
- Districts planning to mail materials to the fair locations in advance of the events should contact the *Event Coordinator* whose information is contained in the booklet.

Tacoma Dome Arena: Loading and Unloading Information

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

MAP TO THE TACOMA DOME



Tacoma Dome Driving Directions

Traveling South on I-5

- Exit 135- Follow the off-ramp towards Portland Avenue. Follow 27th (Bay Street) across Portland Avenue as it turns into Wiley Avenue. Take a right on McKinley Avenue and look for the entrance into the Tacoma Dome parking lots.
- Exit 133- Follow the "City Center" off-ramp, veering right towards "East 26th St Tacoma Dome." Turn right on E 26th Street. Look for the entrance to Tacoma Dome Parking Lots on 26th or turn right on D Street for more parking.

Traveling North on I-5

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

From Downtown Tacoma

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

Public Transportation

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

Tacoma Dome Internet Information

Hard Line Internet or Phone Line Orders

To order a hard line internet drop or phone line anywhere in the building, you will need to schedule this through an outside contractor. You may choose any provider you want for internet or phone service. Please try to order the lines as soon as possible prior to your event, and schedule the installation for the event load-in day.

One option would be Century Link at (855) 891-4083.

Tacoma Dome Wi-Fi Service

The Tacoma Dome offers complimentary Wi-Fi to all guests. Guests only need to connect to DomePublic to use this service. Dome-Public has a variable level of bandwidth associated with it and has no guarantee of upload or download speeds available.

Should an event want a dedicated level of up/download speeds they should consider one of two options:

- Access to SSID Dome-BOH: This password protected option provides 10 or 20 Mbps up/down speeds to events that are only concerned about a reliable, dedicated service. The password will be given to event planner to distribute to attendees. Billing will be based on the number of unique devices associated with this SSID.

Speed	Number of Devices				
	100 or less	101-250	251-450	451-650	651+
10 Mbps	\$450	\$600	\$900	\$1800	\$3500
20 Mbps	\$700	\$1000	\$1400	\$2800	\$4800

- Customized SSID and Portal: A client determined SSID will direct guests to a customized portal with client provided background will prompt guest to enter a client determined password. The password will be given to event planner to distribute to attendees. Billing will be based on the number of unique devices associated with this SSID.

Speed	Number of Devices				
	100 or less	101-250	251-450	451-650-	651+
10 Mbps	\$900	\$1200	\$1800	\$3600	\$7000
20 Mbps	\$1400	\$2000	\$2800	\$5600	\$9600
Faster speeds may be available with prior arrangements					

The quality and condition of individual wireless devices varies so widely that the Tacoma Dome cannot guarantee the connectivity of every single device and every attendee. Limited support through our wireless provider is available should a guest experience difficulty connecting.

If a guest or vendor need assistance with connecting to the building's Wi-Fi, they can call Mobilitie's 24 hour service line at 877-283-4114. Mobilitie will help our guests troubleshoot connectivity issues.

Spokane Convention Center: Loading and Unloading Information

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

Exhibition Hall Loading Area Directions

From I-90

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

Spokane Convention Center Driving Directions

From Spokane International Airport and Points East

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

From Points West

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

From Points South (Pullman)

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

From Points North

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

Hotel and Lodging Information

Tacoma Lodging

- The Best Western Tacoma Dome Hotel is our recommended hotel for this event.
- Best Western Tacoma Dome Hotel
 - Reservations: 1-800-780-7234
 - Website: <http://www.bestwesterntacomadome.com/>
 - 2611 East E Street, Tacoma, Washington 98421-1225
 - Phone: 253-272-7734

Spokane Lodging

- We recommend three hotels in the Spokane Convention Center area:
- Doubletree Hotel at Spokane City Center
 - Reservations: 1-509-455-9600
 - Website: <http://doubletree3.hilton.com/en/hotels/washington/doubletree-by-hilton-hotel-spokane-city-center-SPCC-DT/index.html>
 - 322 North Spokane Falls Court, Spokane, WA 99201
- Red Lion Hotel at the Park
 - Reservations: 1-509-326-800
 - Website: <https://www.redlion.com/park-spokane>
 - 303 W. North River Drive, Spokane, WA 99201
- Davenport Hotel
 - Reservations: 800-899-1482
 - Website: <http://www.davenporthotelcollection.com/>
 - 10 South Post Street, Spokane, WA 99201

Event Coordinator Information

Tacoma Event Coordinator: Grand Event Rentals

- **Grand Event Rentals will be the event coordinator for the Tacoma Dome event.**
- Please contact Grand Event Rentals for any additional items needed such as shipping, carpet, etc.
- **Grand Event Rentals**
 - Phone: 425-462-7368
 - 22029 23rd Drive SE, Ste. 105, Bothell, WA 98021 (new location as of November 2016)

Spokane Event Coordinator: LCD Exposition Services

- **LCD Exposition Services will be the event coordinator for the Spokane event.**
- Please contact LCD Exposition Services for any additional items needed such as shipping, carpet, etc.
- **LCD Exposition Services**
 - Phone: 509-325-9656
 - Website: <http://lcdexpo.com/>
 - PO Box 4487, Spokane, WA 99220

Frequently Asked Questions

What is Included in each Booth Purchase?

- A single booth is 9X10 in Spokane and 10x10 in Tacoma. This includes one 8 foot table, 2 chairs, and a sign with your district's name on it.

What about electricity?

- Your booth purchase includes a 5 amp electrical supply.

What about internet?

- The Spokane Convention Center and the Tacoma Dome Arena now both provide free Wi-Fi

Parking?

- The Spokane Convention Center offers paid parking at the facility.
- If you register to attend the Tacoma Fair you will receive an email with 2 parking passes per booth purchased. The Tacoma passes are sent out 1 week prior to the fair.

What if I need photocopies?

- **We do not have a way to make photocopies for the recruiters on the day of the event.** We suggest that you bring plenty of copies.
- Spokane has a FedEx Kinkos directly across the street from the Convention Center.
- The Tacoma Expo Hall does not have easy access to any local copy businesses.

Name badges:

- The Washington Educator Career Fair does not provide name badges for recruiters, however we would be happy to print one for you when you arrive at the Fair. If you require a name badge please visit the registration table.

Is a recruiter required to check-in upon arrival?

- No. If you know your booth number you may go directly to your booth upon arrival.

Food at the event

- Pastries and coffee are provided free of charge at the event.
- Lunch tickets are provided with your booth purchase (two tickets per booth). Lunch will be provided at both events for recruiters.
- Recruiters may also purchase snacks or meals at the concession stands or nearby restaurants.

Cancellation Policy: All refund request must be received prior to March 1st and must be received in writing via email to admin@wspea.net.

Recruiting and Event Planning Suggestions

- Post ALL staffing needs at the Fair – include definite vacancies, administrator vacancies, classified vacancies, anticipated vacancies, and anticipated areas of shortage.
- Bring a variety of materials to showcase your district: a map with your location, information about your community, curriculum guides, photos of schools and events – share with candidates what it would be like to live and work in your district.
- Arrive on time and plan to stay until the very end. Many of our candidates travel considerable distances to attend and may not arrive until the end of the day. Please plan coverage for your booth throughout the day so that you do not miss an opportunity with a highly qualified and enthusiastic candidate.
- Please bring more printed material that you think you need – we do not have the ability to make more copies onsite! Please bring an adequate amount of applications, brochures, and any other handouts you would like to share.
- Keep a record of candidates who come to your booth. WSPA will provide a list of all attendees following the events, but it helpful to document those candidates and pertinent information for your reference. Consider tracking names, endorsements, schools attended, and any other helpful information for your district use.
- Be clear about what actions candidates need to take in order to follow-up their interest in your district. Many candidates have not attended a career fair before and will appreciate your guidance and clear next steps. We want you to be able to make true connections with our candidates.
- Best of luck with your recruiting! Please do not hesitate to let us know how we can best serve you and your district. Your feedback is welcomed and appreciated. Please contact us at: admin@wspa.net

Washington Educator
Career Fair

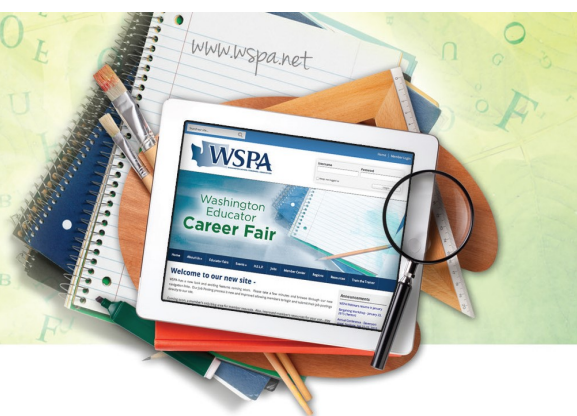
Tacoma Dome
PARKING PASS
F or G Lot Only

Washington Educator
Career Fair

Tacoma Dome
PARKING PASS
F or G Lot Only

WASHINGTON EDUCATOR Career Fair

A career fair for teachers and administrators.



ORGANIZATIONS/ GOVERNMENT	BOOTH NUMBER
OSPI Office of Certification	44
OSPI Troops to Teachers	45
Washington State Charter Schools Association	43
Northwest Educational Development	42
OSPI Office of Human Resources	41

COLLEGES/UNIVERSITIES	BOOTH NUMBER
City University of Seattle	39
Grand Canyon University	38
Northeastern University Seattle	37
Pierce College	36
Seattle Pacific University	35
Seattle University	34
The Evergreen State College-Upward Bound	33
University of Puget Sound	32
University of Washington	31
University of Washington - Bothell	30
University of Washington - School of Social Work	29
University of Washington Tacoma	28
Western Governors University	27
Western Washington University	26

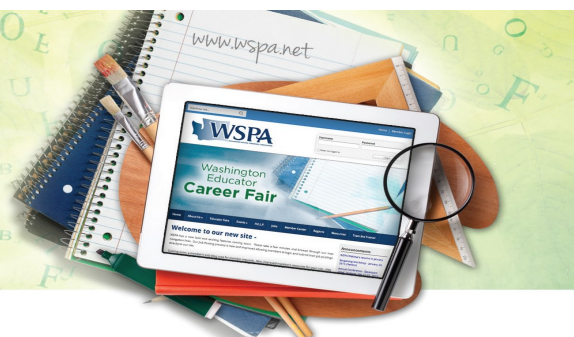
OUT OF STATE DISTRICTS	STATE	BOOTH NUMBER	INTERVIEW BOOTH NUMBER
Bering Strait School District	Alaska	1	300
Northwest Arctic Borough School District	Alaska	2	301
SE Island School District	Alaska	3	
Southwest Region School District	Alaska	4	
Yukon-Koyukuk School District	Alaksa	5	
Avondale Elementary School District #44	Arizona	6	
Chinle Unified School District #24	Arizona	7	
Antelope Valley Union High School District	California	8	
Desert Sands Unified School District	California	9	302
Franklin-McKinley School District	California	10	
Morongo Unified School District	California	11	303
Palm Springs Unified School District	California	12	304, 305
Salinas Union High School District	California	13	306
Westside Union School District	California	14	
Aurora Public Schools	Colorado	15	
Clark County School District	Nevada	16	
Douglas County School District	Nevada	17	
Montana Schools Recruitment Project	Montana	18	
Pinecrest Academy of Nevada	Nevada	19	
Zuni Public School District	New Mexico	20	307
Portland Public Schools	Oregon	21	308

Washington Educator Career Fair
Tacoma Dome Arena
March 28, 2018
9:00 a.m. – 3:00 p.m.

Thank you to our sponsors:
PEMCO Insurance and Inspirus Credit Union
www.pemco.com www.inspiruscu.org

WASHINGTON EDUCATOR Career Fair

A career fair for teachers and administrators.



WASHINGTON STATE DISTRICTS/SCHOOLS	BOOTH NUMBER	INTERVIEW BOOTH NUMBER
Anacortes School District	233	
Archdiocese of Seattle	234	
Arlington School District	170, 170-B	
Auburn School District	222, 223, 224	309
Bainbridge Island School District	235	
Battle Ground School District	231, 232	
Bellevue Children's Academy	236	
Bellevue School District	207,208,209,210	310, 311
Bellingham School District	215, 216	
Bethel School District	211,212,213,214	312, 313,314
Bremerton School District	220,221	315
Brewster School District	219	
Bridgeport School District	225	
Burlington-Edison School District	227	
Cape Flattery School District	228	
Cascade Christian Schools	229	
Castle Rock School District	230	
Central Kitsap School District	194, 195	316, 317
Cheney School District	196	
Chestnut Hill Academy	226	374
Chief Leschi Schools	198,199	318, 319
Clarkston School District	202	
Clover Park School District	189, 190 191, 192	320,321,322 ,323,324
WA Connections Academy	237	
Coupeville School District	203	
Covenant High School	204	
East Lewis County Schools	206	
Eatonville School District	205	
Edmonds School District	200,201	325
Enumclaw School District	169	
ESD 113 PSPC EdJobsNW (Personnel Coop)	167,168	

WASHINGTON STATE DISTRICTS/SCHOOLS	BOOTH NUMBER	INTERVIEW BOOTH NUMBER
Everett Public Schools	171, 172	
Evergreen Public Schools	163, 164 165,166	326
Federal Way	173,174, 175,176,177	327, 328, 329
Ferndale School District	182	
Fife School District	180, 181	
Franklin Pierce Schools	178, 179	
Gersh Academy	183	
Green Dot Public Schools Washington	184	
Highline Public Schools	185, 186 187 188, 188B	
Issaquah School District	141,142,143,144	
Kelso School District	139	330
Lake Stevens School District	145,146	
Lake Washington School District	152,153,154,155	331,332,333, 334,335,336
Longview School District	148, 149	337,338
The Madrone School/ The Grady Clinic	125	
Marysville School District	150,151	
Mercer Island School District	140	339
Monroe Public Schools	160,161	340
Muckleshoot Tribal School	162	
Mukilteo School District	156,157,158,159	341
North Central ESD	119	
North Kitsap Schools	120	
North Mason School District	123,124	
North Thurston Public Schools	126,127	342,343
Northshore School District	136	344
Northwest Association of Independent Schools	130,131,132,133	
Northwest Educational Service District	129	
Oak Harbor Public Schools	137	

WASHINGTON EDUCATOR Career Fair

A career fair for teachers and administrators.



WASHINGTON STATE DISTRICTS/SCHOOLS	BOOTH NUMBER	INTERVIEW BOOTH NUMBER
Olympia School District	134,135	345
Open Window School	138	
Oroville School District	105	
Orting School District	107,108	346
Othello School District	114	347
Pasco School District	112,113	
Peninsula School District	101,102,103	
Port Angeles School District	115	
Port Townsend School District	116	348
Pullman Public Schools	117	349,350
Puyallup School District	109,110,111	351,352
Quilcene School District	118	353
Quileute Tribal School	121,122	354
Renton School District	79,80,81,82	
Ridgefield School District	84	
Riverview School District	90,91	
Seattle Area German American School	106	
Seattle Public Schools	97,98,99,100, 100-B	355,356,357 358, 359
Sedro-Woolley School District	92	
Shelton School District	93	360
Skykomish School District	94	
Snohomish School District	95,96	361
Snoqualmie Valley School District	65,66,67	362,363
South Bend School District	104	
South Kitsap School District	63	
Spokane Public Schools	64	

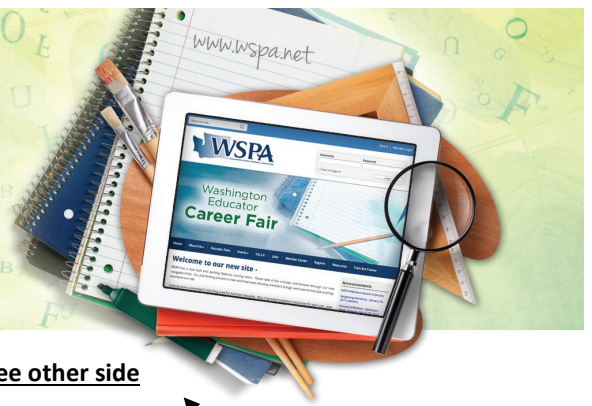
WASHINGTON STATE DISTRICTS/SCHOOLS	BOOTH NUMBER	INTERVIEW BOOTH NUMBER
Stanwood-Camano School District	71	
Steilacoom Historical School District	72	
Sultan School District	77,78	364
Summit Public Schools	73	
Sumner School District	68,69,70	365,366
Suquamish Tribal Education	74	
Tacoma Public Schools	86,87,88,89	367,368,369 370
Tahoma School District	75,76	371,372
The Bush School	83	373
Tukwila School District	48	375
University Place School District	49	
Vancouver Public Schools	57,58,59	
Vashon Island School District	55,56	
WA HE LUT Indian School	50	
Walla Walla Public Schools	51	
Wapato School District	52	
Warden School District	53	
Washington Virtual Academies and Insight Washington	217, 218	
Wellpinit School District	54	
White River School District	60	
Woodland Public Schools	61	
Yelm Community Schools	46,47	376,377

Washington Educator Career Fair
Tacoma Dome Arena
March 28, 2018
9:00 a.m. – 3:00 p.m.

Thank you to our sponsors:
PEMCO Insurance and Inspirus Credit Union
www.pemco.com www.inspiruscu.org

WASHINGTON EDUCATOR Career Fair

A career fair for teachers and administrators.



INTERVIEW BOOTHS — please see other side

Washington Educator

Career Fair 2018

Tacoma Dome

March 28, 2018

9:00—3:00

Floor Plan

Registration

ADA

Refreshments/
Sponsors PEMCO
Insurance and
Inspirus Credit Union

Entrance

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222	223	224	225	226	227	228	229	230	231	232

211	212	213	214	215	216	217	218	219	220	221
200	201	202	203	204	205	206	207	208	209	210

189	190	191	192	193	194	195	196	197	198	199	199B
178	179	180	181	182	183	184	185	186	187	188	188B

167	168	169	170	170-B	171	172	173	174	175	176	177
156	157	158	159	160	161	162	163	164	165	166	166B

145	146	147	148	149	150	151	152	153	154	155
134	135	136	137	138	139	140	141	142	143	144

123	124	125	126	127	128	129	130	131	132	133
112	113	114	115	116	117	118	119	120	121	122

101	102	103	104	105	106	107	108	109	110	111	111B
90	91	92	93	94	95	96	97	98	99	100	100B

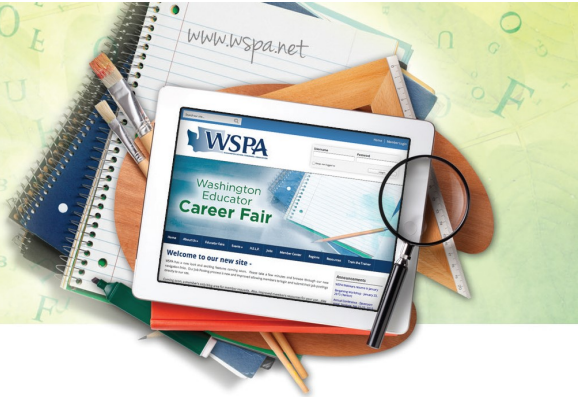
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WASHINGTON EDUCATOR Career Fair

A career fair for teachers and administrators.



INTERVIEW BOOTHS

360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379
340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359

320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339
300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319

From: finnie@skschools.org
Sent time: 03/26/2018 07:32:42 AM
To: paton@skschools.org
Subject: FW: Washington Educator Career Fair Tacoma - Vendor Information - Updated Listing
Attachments: WECF 2018_Updated Recruiter Handbook_updated.pdf Parking Passes Tacoma.pdf WECF 2018 Tacoma_Booth Brochure_UPDATED MARCH 24 2018.pdf WECF 2018 Tacoma FLOOR PLAN_UPDATED MARCH 24 2018.pdf

[Here you go](#)

C. Lynn Finnie

Executive Assistant – Human Resources

South Kitsap School District

2689 Hoover Ave. S.E.

Port Orchard, Washington 98366

finnie@skschools.org

PH: 360-874-7072

FAX: 360-874-7076

From: admin@wsps.net [mailto:admin@wsps.net]
Sent: Sunday, March 25, 2018 3:42 PM
To: admin@wsps.net
Cc: cleonard@wsps.net
Subject: Washington Educator Career Fair Tacoma - Vendor Information - Updated Listing
Importance: High

Hello everyone,

We have welcomed several new districts to our event and have made some updates to our booth listing – please see attached.

Washington Educator Career Fair – Tacoma

March 28, 2018

9:00 am – 3:00 pm

Tacoma Dome Arena

Booth assignments and floor plan

- The booth assignments and floor plan are attached for your review
- Please let us know at your earliest convenience if you need to make adjustments to your booth or interview booth selections. Thank you.

Important Reminder – Power and electricity

- Each booth does have power, however the power drops are located near the back of the booth which is not always the most convenient for your booth set-up. Please bring extra extension cords/power strips. The Tacoma Dome has a limited amount of extras available. Thank you

Conference Hours

- The fair will open to the public at 9:00 am and close at 3:00 pm
- We encourage you to stay for the full event – many candidates arrive that last hour and we want them to receive the full benefit of their attendance – and we do not want you to miss out on the perfect candidate for your district!

Loading/Unloading

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

Parking

- Parking passes are included in your registration. Parking passes are valid in the F and G Lots ONLY. The passes are

attached for you to print and display at the event.

- Driving directions may be found here: <http://tacomadome.org/plan-your-visit/parking-direction>

Internet

- The Tacoma Dome now offers free WiFi (please see additional information in attached recruiter handbook)

Vendor Lunch

- Your registration includes two meal tickets *per purchased booth* (for example – if you purchased a double booth, you will receive four lunch tickets. A triple booth receives six lunch tickets, and a quad booth eight.) Additional meal tickets are available for purchase for \$12.50 each.
- The vendor lunch will be available from 11:00 – 1:00 pm. There will be private seating provided.
- Please work with your team to stagger lunches to ensure booth coverage throughout the day. We ask that you please not leave your booth unattended if at all possible. We would like our candidates to have the maximum opportunity to meet with districts, and for our districts to have the maximum opportunity to connect with the right candidates! Thank you in advance for your cooperation.

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

We look forward to having you join us in Tacoma. Please let us know if you have any additional questions or if we may be of any assistance.

Thank you,

Jennifer Tottenham

Jennifer Tottenham

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





Washington Educator Career Fair 2018 Recruiter Handbook

Presented by:

Washington School Personnel Association

Washington School Personnel Association

PO Box 1600

Anacortes, WA 98221

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

Email: admin@wspsa.net

Contact: Jennifer Tottenham, WSPA Program Coordinator



Vendor/Booth Pricing

Spokane Career Fair Single Exhibitor Booth Pricing

- \$175 College, University, or Washington Governmental Agency
- \$250 Washington ESD
- \$225 Washington District up to 1,000 students
- \$250 Washington District 1,001 to 2,500 students
- \$325 Washington District 2,501 to 10,000 students
- \$400 Washington District over 10,000 students
- \$500 Out-of-state District or other agency

Spokane Career Fair Booth Upgrades

- Double booth: \$175
- Triple booth: \$350
- Quad booth: \$525
- Interview booth: \$100 each

Tacoma Career Fair Single Exhibitor Booth Pricing

- \$225 College, University, or Washington Governmental Agency
- \$300 Washington ESD
- \$275 Washington District up to 1,000 students
- \$300 Washington District 1,001 to 2,500 students
- \$375 Washington District 2,501 to 10,000 students
- \$450 Washington District over 10,000 students
- \$550 Out-of-state District or other agency

Tacoma Career Fair Booth Upgrades

- Double booth: \$200
- Triple booth: \$400
- Quad booth: \$600
- Interview booth: \$100 each

10% discount provided for attending both fairs. Please use promo code WECF2018 at checkout.
Register online at: <http://www.wspa.net/washington-educator-career-fairs>

Career Fair Booth Hours and Information

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

9:00 a.m. to 2:00 p.m. – Spokane

9:00 a.m. to 3:00 p.m. – Tacoma

- We encourage you to have a representative at your booth during all fair hours. Many candidates travel considerable distances, or take leave from work to attend and may not arrive until near the end of the day. We stress the importance of having a representative available to meet all candidates throughout the day.
- Check your loading and unloading instructions for times available for set up of your booth.
- Complimentary coffee and refreshments will be available provided by PEMCO and Inspirus Credit Union. We encourage you to stop and thank their representatives for this generous service to our attendees.
- Please keep your booth, display, and staff intact and functioning until the closing time.
- **Please note: *Insurance requirements at both the Spokane Convention Center and the Tacoma Dome PRECLUDE the use of moving carts and pull carts during the stated operating hours of the Fair.*** Districts that choose to depart the venue floors prior to the stated closing time will need to be prepared to hand carry their displays and materials from the venue.

Facilities, Signs, Displays and Materials

- Each single booth will be provided with a curtained 9 or 10x10 booth, an 8 foot linen draped table, two chairs and a sign with your district's name.
- Standard 5 amp electrical is also included.
- For additional chairs, tables, accessories please refer to the *Event Coordinator* section of this booklet.
- Posters, pictures and other display materials may be placed on the table, on a stand provided by your school, or they may be attached to the backdrop within the confines of your booth.
- There are no printing facilities on-site. Please plan to bring an adequate supply of printed materials for attendees.
- Districts planning to mail materials to the fair locations in advance of the events should contact the *Event Coordinator* whose information is contained in the booklet.

Tacoma Dome Arena: Loading and Unloading Information

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

MAP TO THE TACOMA DOME



Tacoma Dome Driving Directions

Traveling South on I-5

- Exit 135- Follow the off-ramp towards Portland Avenue. Follow 27th (Bay Street) across Portland Avenue as it turns into Wiley Avenue. Take a right on McKinley Avenue and look for the entrance into the Tacoma Dome parking lots.
- Exit 133- Follow the "City Center" off-ramp, veering right towards "East 26th St Tacoma Dome." Turn right on E 26th Street. Look for the entrance to Tacoma Dome Parking Lots on 26th or turn right on D Street for more parking.

Traveling North on I-5

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

From Downtown Tacoma

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

Public Transportation

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

Tacoma Dome Internet Information

Hard Line Internet or Phone Line Orders

To order a hard line internet drop or phone line anywhere in the building, you will need to schedule this through an outside contractor. You may choose any provider you want for internet or phone service. Please try to order the lines as soon as possible prior to your event, and schedule the installation for the event load-in day.

One option would be Century Link at (855) 891-4083.

Tacoma Dome Wi-Fi Service

The Tacoma Dome offers complimentary Wi-Fi to all guests. Guests only need to connect to DomePublic to use this service. Dome-Public has a variable level of bandwidth associated with it and has no guarantee of upload or download speeds available.

Should an event want a dedicated level of up/download speeds they should consider one of two options:

- Access to SSID Dome-BOH: This password protected option provides 10 or 20 Mbps up/down speeds to events that are only concerned about a reliable, dedicated service. The password will be given to event planner to distribute to attendees. Billing will be based on the number of unique devices associated with this SSID.

Speed	Number of Devices				
	100 or less	101-250	251-450	451-650	651+
10 Mbps	\$450	\$600	\$900	\$1800	\$3500
20 Mbps	\$700	\$1000	\$1400	\$2800	\$4800

- Customized SSID and Portal: A client determined SSID will direct guests to a customized portal with client provided background will prompt guest to enter a client determined password. The password will be given to event planner to distribute to attendees. Billing will be based on the number of unique devices associated with this SSID.

Speed	Number of Devices				
	100 or less	101-250	251-450	451-650-	651+
10 Mbps	\$900	\$1200	\$1800	\$3600	\$7000
20 Mbps	\$1400	\$2000	\$2800	\$5600	\$9600
Faster speeds may be available with prior arrangements					

The quality and condition of individual wireless devices varies so widely that the Tacoma Dome cannot guarantee the connectivity of every single device and every attendee. Limited support through our wireless provider is available should a guest experience difficulty connecting.

If a guest or vendor need assistance with connecting to the building's Wi-Fi, they can call Mobilitie's 24 hour service line at 877-283-4114. Mobilitie will help our guests troubleshoot connectivity issues.

Spokane Convention Center: Loading and Unloading Information

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

Exhibition Hall Loading Area Directions

From I-90

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

Spokane Convention Center Driving Directions

From Spokane International Airport and Points East

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

From Points West

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

From Points South (Pullman)

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

From Points North

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

Hotel and Lodging Information

Tacoma Lodging

- The Best Western Tacoma Dome Hotel is our recommended hotel for this event.
- Best Western Tacoma Dome Hotel
 - Reservations: 1-800-780-7234
 - Website: <http://www.bestwesterntacomadome.com/>
 - 2611 East E Street, Tacoma, Washington 98421-1225
 - Phone: 253-272-7734

Spokane Lodging

- We recommend three hotels in the Spokane Convention Center area:
- Doubletree Hotel at Spokane City Center
 - Reservations: 1-509-455-9600
 - Website: <http://doubletree3.hilton.com/en/hotels/washington/doubletree-by-hilton-hotel-spokane-city-center-SPCC-DT/index.html>
 - 322 North Spokane Falls Court, Spokane, WA 99201
- Red Lion Hotel at the Park
 - Reservations: 1-509-326-800
 - Website: <https://www.redlion.com/park-spokane>
 - 303 W. North River Drive, Spokane, WA 99201
- Davenport Hotel
 - Reservations: 800-899-1482
 - Website: <http://www.davenporthotelcollection.com/>
 - 10 South Post Street, Spokane, WA 99201

Event Coordinator Information

Tacoma Event Coordinator: Grand Event Rentals

- **Grand Event Rentals will be the event coordinator for the Tacoma Dome event.**
- Please contact Grand Event Rentals for any additional items needed such as shipping, carpet, etc.
- **Grand Event Rentals**
 - Phone: 425-462-7368
 - 22029 23rd Drive SE, Ste. 105, Bothell, WA 98021 (new location as of November 2016)

Spokane Event Coordinator: LCD Exposition Services

- **LCD Exposition Services will be the event coordinator for the Spokane event.**
- Please contact LCD Exposition Services for any additional items needed such as shipping, carpet, etc.
- **LCD Exposition Services**
 - Phone: 509-325-9656
 - Website: <http://lcdexpo.com/>
 - PO Box 4487, Spokane, WA 99220

Frequently Asked Questions

What is Included in each Booth Purchase?

- A single booth is 9X10 in Spokane and 10x10 in Tacoma. This includes one 8 foot table, 2 chairs, and a sign with your district's name on it.

What about electricity?

- Your booth purchase includes a 5 amp electrical supply.

What about internet?

- The Spokane Convention Center and the Tacoma Dome Arena now both provide free Wi-Fi

Parking?

- The Spokane Convention Center offers paid parking at the facility.
- If you register to attend the Tacoma Fair you will receive an email with 2 parking passes per booth purchased. The Tacoma passes are sent out 1 week prior to the fair.

What if I need photocopies?

- **We do not have a way to make photocopies for the recruiters on the day of the event.** We suggest that you bring plenty of copies.
- Spokane has a FedEx Kinkos directly across the street from the Convention Center.
- The Tacoma Expo Hall does not have easy access to any local copy businesses.

Name badges:

- The Washington Educator Career Fair does not provide name badges for recruiters, however we would be happy to print one for you when you arrive at the Fair. If you require a name badge please visit the registration table.

Is a recruiter required to check-in upon arrival?

- No. If you know your booth number you may go directly to your booth upon arrival.

Food at the event

- Pastries and coffee are provided free of charge at the event.
- Lunch tickets are provided with your booth purchase (two tickets per booth). Lunch will be provided at both events for recruiters.
- Recruiters may also purchase snacks or meals at the concession stands or nearby restaurants.

Cancellation Policy: All refund request must be received prior to March 1st and must be received in writing via email to admin@wspe.net.

Recruiting and Event Planning Suggestions

- Post ALL staffing needs at the Fair – include definite vacancies, administrator vacancies, classified vacancies, anticipated vacancies, and anticipated areas of shortage.
- Bring a variety of materials to showcase your district: a map with your location, information about your community, curriculum guides, photos of schools and events – share with candidates what it would be like to live and work in your district.
- Arrive on time and plan to stay until the very end. Many of our candidates travel considerable distances to attend and may not arrive until the end of the day. Please plan coverage for your booth throughout the day so that you do not miss an opportunity with a highly qualified and enthusiastic candidate.
- Please bring more printed material that you think you need – we do not have the ability to make more copies onsite! Please bring an adequate amount of applications, brochures, and any other handouts you would like to share.
- Keep a record of candidates who come to your booth. WSPA will provide a list of all attendees following the events, but it helpful to document those candidates and pertinent information for your reference. Consider tracking names, endorsements, schools attended, and any other helpful information for your district use.
- Be clear about what actions candidates need to take in order to follow-up their interest in your district. Many candidates have not attended a career fair before and will appreciate your guidance and clear next steps. We want you to be able to make true connections with our candidates.
- Best of luck with your recruiting! Please do not hesitate to let us know how we can best serve you and your district. Your feedback is welcomed and appreciated. Please contact us at: admin@wspa.net

**Washington Educator
Career Fair**

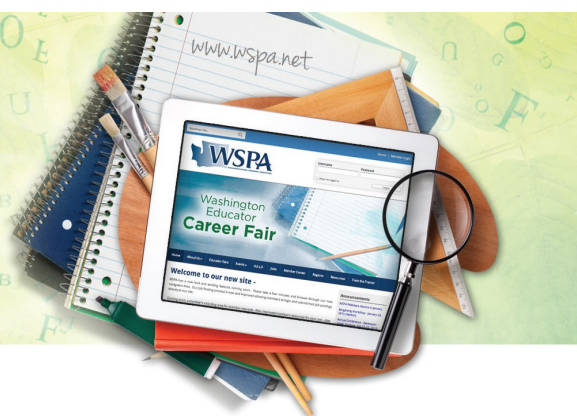
Tacoma Dome
PARKING PASS
F or G Lot Only

**Washington Educator
Career Fair**

Tacoma Dome
PARKING PASS
F or G Lot Only

WASHINGTON EDUCATOR Career Fair

A career fair for teachers and administrators.



ORGANIZATIONS/ GOVERNMENT	BOOTH NUMBER
OSPI Office of Certification	44
OSPI Troops to Teachers	45
Washington State Charter Schools Association	43
Northwest Educational Development	42
OSPI Office of Human Resources	41

COLLEGES/UNIVERSITIES	BOOTH NUMBER
City University of Seattle	39
Grand Canyon University	38
Northeastern University Seattle	37
Pierce College	36
Seattle Pacific University	35
Seattle University	34
The Evergreen State College-Upward Bound	33
University of Puget Sound	32
University of Washington	31
University of Washington - Bothell	30
University of Washington - School of Social Work	29
University of Washington Tacoma	28
Western Governors University	27
Western Washington University	26

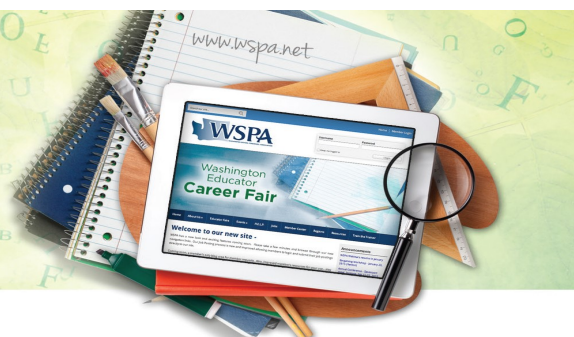
OUT OF STATE DISTRICTS	STATE	BOOTH NUMBER	INTERVIEW BOOTH NUMBER
Bering Strait School District	Alaska	1	300
Northwest Arctic Borough School District	Alaska	2	301
SE Island School District	Alaska	3	
Southwest Region School District	Alaska	4	
Yukon-Koyukuk School District	Alaska	5	
Avondale Elementary School District #44	Arizona	6	
Chinle Unified School District #24	Arizona	7	
Antelope Valley Union High School District	California	8	
Desert Sands Unified School District	California	9	302
Franklin-McKinley School District	California	10	
Morongo Unified School District	California	11	303
Palm Springs Unified School District	California	12	304, 305
Salinas Union High School District	California	13	306
Westside Union School District	California	14	
Aurora Public Schools	Colorado	15	
Clark County School District	Nevada	16	
Douglas County School District	Nevada	17	
Montana Schools Recruitment Project	Montana	18	
Pinecrest Academy of Nevada	Nevada	19	
Zuni Public School District	New Mexico	20	307
Portland Public Schools	Oregon	21	308

Washington Educator Career Fair
Tacoma Dome Arena
March 28, 2018
9:00 a.m. – 3:00 p.m.

Thank you to our sponsors:
PEMCO Insurance and Inspirus Credit Union
www.pemco.com www.inspiruscu.org

WASHINGTON EDUCATOR Career Fair

A career fair for teachers and administrators.



WASHINGTON STATE DISTRICTS/SCHOOLS	BOOTH NUMBER	INTERVIEW BOOTH NUMBER
Anacortes School District	233	
Archdiocese of Seattle	234	
Arlington School District	170, 170-B	
Auburn School District	222, 223, 224	309
Bainbridge Island School District	235	
Battle Ground School District	231, 232	
Bellevue Children's Academy	236	
Bellevue School District	207,208,209,210	310, 311
Bellingham School District	215, 216	
Bethel School District	211,212,213,214	312, 313,314
Bremerton School District	220,221	315
Brewster School District	219	
Bridgeport School District	225	
Burlington-Edison School District	227	
Cape Flattery School District	228	
Cascade Christian Schools	229	
Castle Rock School District	230	
Central Kitsap School District	194, 195	316, 317
Cheney School District	196	
Chestnut Hill Academy	226	374
Chief Leschi Schools	198,199	318, 319
Clarkston School District	202	
Clover Park School District	189, 190 191, 192	320,321,322 ,323,324
WA Connections Academy	237	
Coupeville School District	203	
Covenant High School	204	
East Lewis County Schools	206	
Eatonville School District	205	
Edmonds School District	200,201	325
Enumclaw School District	169	
ESD 113 PSPC EdJobsNW (Personnel Coop)	167,168	

WASHINGTON STATE DISTRICTS/SCHOOLS	BOOTH NUMBER	INTERVIEW BOOTH NUMBER
Everett Public Schools	171, 172	
Evergreen Public Schools	163, 164 165,166	326
Federal Way	173,174, 175,176,177	327, 328, 329
Ferndale School District	182	
Fife School District	180, 181	
Franklin Pierce Schools	178, 179	
Gersh Academy	183	
Green Dot Public Schools Washington	184	
Highline Public Schools	185, 186 187 188, 188B	
Issaquah School District	141,142,143,144	
Kelso School District	139	330
Lake Stevens School District	145,146	
Lake Washington School District	152,153,154,155	331,332,333, 334,335,336
Longview School District	148, 149	337,338
The Madrone School/ The Grady Clinic	125	
Marysville School District	150,151	
Mercer Island School District	140	339
Monroe Public Schools	160,161	340
Muckleshoot Tribal School	162	
Mukilteo School District	156,157,158,159	341
North Central ESD	119	
North Kitsap Schools	120	
North Mason School District	123,124	
North Thurston Public Schools	126,127	342,343
Northshore School District	136	344
Northwest Association of Independent Schools	130,131,132,133	
Northwest Educational Service District	129	
Oak Harbor Public Schools	137	

WASHINGTON EDUCATOR Career Fair

A career fair for teachers and administrators.



WASHINGTON STATE DISTRICTS/SCHOOLS	BOOTH NUMBER	INTERVIEW BOOTH NUMBER
Olympia School District	134,135	345
Open Window School	138	
Oroville School District	105	
Orting School District	107,108	346
Othello School District	114	347
Pasco School District	112,113	
Peninsula School District	101,102,103	
Port Angeles School District	115	
Port Townsend School District	116	348
Pullman Public Schools	117	349,350
Puyallup School District	109,110,111	351,352
Quilcene School District	118	353
Quileute Tribal School	121,122	354
Renton School District	79,80,81,82	
Ridgefield School District	84	
Riverview School District	90,91	
Seattle Area German American School	106	
Seattle Public Schools	97,98,99,100, 100-B	355,356,357 358, 359
Sedro-Woolley School District	92	
Shelton School District	93	360
Skykomish School District	94	
Snohomish School District	95,96	361
Snoqualmie Valley School District	65,66,67	362,363
South Bend School District	104	
South Kitsap School District	63	
Spokane Public Schools	64	

WASHINGTON STATE DISTRICTS/SCHOOLS	BOOTH NUMBER	INTERVIEW BOOTH NUMBER
Stanwood-Camano School District	71	
Steilacoom Historical School District	72	
Sultan School District	77,78	364
Summit Public Schools	73	
Sumner School District	68,69,70	365,366
Suquamish Tribal Education	74	
Tacoma Public Schools	86,87,88,89	367,368,369 370
Tahoma School District	75,76	371,372
The Bush School	83	373
Tukwila School District	48	375
University Place School District	49	
Vancouver Public Schools	57,58,59	
Vashon Island School District	55,56	
WA HE LUT Indian School	50	
Walla Walla Public Schools	51	
Wapato School District	52	
Warden School District	53	
Washington Virtual Academies and Insight Washington	217, 218	
Wellpinit School District	54	
White River School District	60	
Woodland Public Schools	61	
Yelm Community Schools	46,47	376,377

Washington Educator Career Fair
Tacoma Dome Arena
March 28, 2018
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Thank you to our sponsors:
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WASHINGTON EDUCATOR Career Fair

A career fair for teachers and administrators.



INTERVIEW BOOTHS — please see other side

Washington Educator

Career Fair 2018

Tacoma Dome

March 28, 2018

9:00—3:00

Floor Plan

Registration

ADA

Refreshments/
Sponsors PEMCO
Insurance and
Inspirus Credit Union

Entrance

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189	190	191	192	193	194	195	196	197	198	199	199B
178	179	180	181	182	183	184	185	186	187	188	188B

167	168	169	170	170-B	171	172	173	174	175	176	177
156	157	158	159	160	161	162	163	164	165	166	166B

145	146	147	148	149	150	151	152	153	154	155
134	135	136	137	138	139	140	141	142	143	144

123	124	125	126	127	128	129	130	131	132	133
112	113	114	115	116	117	118	119	120	121	122

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90	91	92	93	94	95	96	97	98	99	100	100B

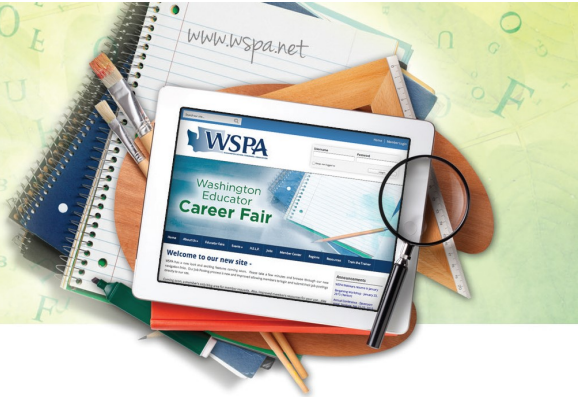
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WASHINGTON EDUCATOR Career Fair

A career fair for teachers and administrators.



INTERVIEW BOOTHS

360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379
340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359

320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339
300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 03/26/2018 05:04:28 AM
To: finnie@skschools.org
Subject: Registration now open: HELP Spring Workshop - Applying Wage and Hour Law Provisions in School Districts

Dear WSPA Members,

Registration is now open to attend the **HELP Spring Workshop: Applying Wage and Hour Law Provisions in School Districts**.

This event is open to all WSPA members - you do not need to be a HELP program participant to attend.

- **HELP Spring Workshop: Applying Wage and Hour Law Provisions in School Districts**
- **April 23, 2018**
- **8:00 am - 4:00 pm**
- **Puget Sound ESD- Tukwila**
- **\$150 (non-HELP participants)**

Applying Wage and Hour Law Provisions in School Districts

Presented by Lorraine Wilson, Attorney at Law
Porter Foster Rorick LLP

Morning: FLSA, *Castle Rock* and Beyond--Survey the general legal requirements governing minimum wages and maximum hours of work for employees from the Great Depression to present, with focus on school district workplaces where many employees are exempt and wage and hour requirements can be difficult to administer.

Afternoon: It's not Just a Higher Minimum Wage--New Forms of Paid Leave: Focus on new Washington state requirements for paid leave, especially new paid sick leave requirements and pending paid family leave.

Please click here to register: [HELP Spring Workshop Registration 2018](#)

HELP Participants do not need to register - please RSVP directly to Jane Rausch: jrausch@wspa.net

Thank you,

Washington School Personnel Association

This email was sent to finnie@skschools.org by admin@wspa.net

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 03/26/2018 05:03:14 AM
To: holsten@skitsap.wednet.edu
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Washington School Personnel Association

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

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 03/26/2018 05:02:55 AM
To: monaglej@skitsap.wednet.edu
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Thank you,

Washington School Personnel Association

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

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

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 03/26/2018 05:35:14 AM
To: holsten@skitsap.wednet.edu
Subject: Voting now open: WSPA Executive Board
Attachments: Statements_for_Board_Elections_2018-2019.pdf

Hello WSPA Members,

Voting is now open for the 2018-2019 WSPA Executive Board.

We have two positions open for your consideration - President Elect and Treasurer.

President Elect Nominees

- Mike Johnson, Mukilteo School District
- Tina Konsmo, Puyallup School District

Treasurer Nominees

- Christine Callahan, Auburn School District
- Bonnie Haley, La Conner School District

We encourage you to please review the attached statements from our candidates. Please note that statements are not a requirement to run for an open position and are attached for your information only.

Please click here to vote: [WSPA Board Elections: 2018-2019](#)

The link for the voting form may also be found at our website under the Announcements section of the home page:
<http://www.wspa.net/>

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Region elections will be held at the regional level.

We appreciate your participation in the election process.

Thank you,

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Statements for WSPA Board Elections 2018-2018

President Candidate:

Mike Johnson

Director Human Resources
Mukilteo School District

Professional Experience

It has been my pleasure to serve students and staff for over 36 years. During that time I have worked in small and large districts in a variety of positions. My most enjoyable and rewarding professional experience has been working in Human Resources. I have also had the privilege of teaching School Personnel Administration to principal candidates in Western Washington University's Educational Administration Program and in the HELP program with WSPA.

1 Year	Director, Human Resources, Mukilteo School District
7 Years	Executive Director of Human Resources, Arlington
3 Years	Director of Teaching and Learning/Special Education and HR, South Whidbey
10 Years	High School Principal, Sequim and South Whidbey
7 Years	Assistant Principal, Sequim and Ilwaco
7 Years	Teacher/Coach, Knappa, Oregon and Kent, Washington

Service Leadership

Community service and service leadership has been a passion of mine for many years. I have held a variety of leadership roles in school and community organizations. I have been the WSPA Region 6 Co-Representative providing leadership and support to WSPA Region 6. I was the 2014 WSPA Annual Conference Chairperson. During the course of my professional career, I have found myself seeking the opportunity to give back to organizations that have provided so much to our schools, community, and children.

WASA Region 109 President

WSPA Annual Conference Chairperson, March 2014

Region 6 Rep, Washington Association of School Personnel, 2012-2014

Vice Chairperson, Clinton Chamber of Commerce, 2007-10

President, Kiwanis of South Whidbey, 2005-06

Washington Association Secondary School Principals

League Rep Council Member, 2000-2007

Secretary, Cascade Conference, 2004-2007

President, North Cascade Conference 2000-01

Board Member, Washington Association of Student Councils, 1998-2002

Treasurer, Olympic League 1997 – 1999

President TRICO League Athletic Directors 1990-91

President Candidate:

Tina Konsmo

Director of Human Resources, Systems, and School Support
Puyallup School District

I am honored to be nominated for the position of WSPA President-Elect.

History:

Over the last nineteen school years I have devoted my time to supporting the students and staff in the Auburn and Puyallup School Districts. I have held the positions of Paraeducator, HR Technician-Certificated, Substitute Coordinator, Contract Analyst, and Director of Human Resources, Systems and School Support.

Why the WSPA Organization?

WSPA has been an extremely valuable organization in my professional growth. I am a HELP graduate with the class of Seven Flavors of Crazy and I was able to obtain my Bachelor Degree through the partnership WWU and WSPA held at the time. The training I have received through WSPA regional meetings, webinars and conferences over the years has helped me in so many areas of my knowledge and leadership.

WSPA has given me so many opportunities to network and gain relationships with HR Professionals in many districts across the state. Although I have only worked in two school districts, due to the networking opportunities I have had through WSPA, I now have many contracts when I have a question or need clarification, this is extremely valuable to HR Professionals in our unique school district roles.

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Treasurer Candidate:

Christine Callaham

Director of Human Resources
Auburn School District

I am so excited at the opportunity to again become a part of the WSPA team as the WSPA incoming Treasurer. I first joined WSPA in 2006 as their Executive Assistant and served on that team until 2016. In that role I managed the daily operations of the Washington School Personnel Association including all scheduling, event planning and bookkeeping. I believe that I am uniquely qualified to serve as Treasurer because of my extensive background in both accounting and in managing WSPA accounts and business operations for 10 years. In my current role as Director of Human Resources with the Auburn School District I am proud to be a WSPA member and would be honored to serve as your incoming Treasurer.

Treasurer Candidate:

Bonnie Haley

Director of Finance and Operations, Human Resources, and Risk Management
La Conner School District

Prior experience:

Human Resources Coordinator	Anacortes School District
Human Resources Specialist	Anacortes School District
Accounts Payable/Purchasing Specialist	Anacortes School District
Accounts Payable/Budget Manager	21 st Century Best PLACE Grant

I humbly accept the nomination for Treasurer for the Washington School Personnel Association (WSPA). I have depended greatly on WSPA through my years in HR, I am excited to have the opportunity to contribute to this organization.

I am proud member of Region 6 and have more than 19 years of diverse experience working in education. My experience has been built on a foundation of support roles in school finance and human resources. I am proud to currently serve as the business manager of a small school district where I am the director of finance, operations, human resources and risk management.

My core operating principles include; transparency, consistency and equity. I challenge myself and others to apply these in decision making and planning to create and provide quality service and experiences with staff, community, and stakeholders.

In addition to my work in education, I also owned and operated a small bookkeeping business specializing in service to small business and non-profits for nearly ten years. I gave up this business to dedicate myself fully to my work in education.

I am currently a member of the Washington State Leadership Academy (WSLA) 2017-2019 cohort and am the Secretary/Treasurer of our local little league.

I will bring my unique experiences, background and operating principles to WSPA. As Treasurer of WSPA, I will work with the Board to ensure the finances of the association are managed with transparency and consistent with best practice and align with the mission of WSPA to provide professional growth and development of school personnel professionals.

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 03/26/2018 05:37:37 AM
To: finnie@skschools.org
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Statements for WSPA Board Elections 2018-2018

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 03/26/2018 09:34:40 AM
To: finnie@skschools.org
Subject: Washington State Apprenticeship Council: Statewide Education Apprenticeship Events 4/23 and 4/26

Dear WSPA Members,

ESD 112, Public School Employees of Washington, Careers in Education Centers for Excellence and the Washington State Labor Council will be hosting an event to learn about Washington's Education Apprenticeships. Many of our bargained agreements contain language around apprenticeship. This informational event will discuss how you can implement apprenticeship in your district while working with your labor representatives and local colleges.

Please review the attached flyer for information or for questions contact CareersinEd@greenriver.edu

There are two opportunities for you to participate:

- April 23, 2018 Green River College, Kent, Washington
- April 26, 2018 ESD 112, Vancouver, Washington

Registration is free.

Register at: <https://educationapprenticeship.eventbrite.com>

Thank you,

Washington School Personnel Association

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 03/26/2018 10:18:10 AM
To: holsten@skitsap.wednet.edu
Subject: Washington State Apprenticeship Council: Statewide Education Apprenticeship Events 4/23 and 4/26
Attachments: Apprenticeship_Flyer_2018.pdf

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JOIN US THIS APRIL TO LEARN ABOUT WASHINGTON'S EDUCATION APPRENTICESHIPS

2018

★ April 23, 2018
Green River College
Kent Station
Kent, WA
11:00am - 2:00pm

★ April 26, 2018
ESD 112
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**WANT TO
LEARN
MORE?**



**RESERVE
YOUR SEAT
NOW!**



Learn about existing apprenticeships in
Education Paraprofessional,
Secretary/Clerical, and Instructional Asst.



Understand barriers to implementation
and ways to overcome them!



Get all your questions answered and receive
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...Plus a discussion of additional potential
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Brought to you by:

ESD 112



Careers in Education
Center of Excellence

Questions? email CareersinEd@greenriver.edu

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Sent time: 03/26/2018 10:17:44 AM
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ESD 112



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Center of Excellence

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Sent time: 03/26/2018 10:19:55 AM
To: finnie@skschools.org
Subject: Washington State Apprenticeship Council: Statewide Education Apprenticeship Events 4/23 and 4/26
Attachments: Apprenticeship_Flyer_2018.pdf

Dear WSPA Members,

ESD 112, Public School Employees of Washington, Careers in Education Centers for Excellence and the Washington State Labor Council will be hosting an event to learn about Washington's Education Apprenticeships. Many of our bargained agreements contain language around apprenticeship. This informational event will discuss how you can implement apprenticeship in your district while working with your labor representatives and local colleges.

Please review the attached flyer for information or for questions contact CareersinEd@greenriver.edu

There are two opportunities for you to participate:

- April 23, 2018 Green River College, Kent, Washington
- April 26, 2018 ESD 112, Vancouver, Washington

Registration is free.

Register at: <https://educationapprenticeship.eventbrite.com>

Thank you,

Washington School Personnel Association

This email was sent to finnie@skschools.org by admin@wspa.net

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

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JOIN US THIS APRIL TO LEARN ABOUT WASHINGTON'S EDUCATION APPRENTICESHIPS

2018

April 23, 2018
Green River College
Kent Station
Kent, WA
11:00am - 2:00pm

April 26, 2018
ESD 112
Vancouver, WA
11:00am - 2:00pm



Learn about existing apprenticeships in
Education Paraprofessional,
Secretary/Clerical, and Instructional Asst.



Understand barriers to implementation
and ways to overcome them!



Get all your questions answered and receive
a copy of our brand new guidebook including
helpful information and resources.

...Plus a discussion of additional potential
apprenticeship opportunities, Q&A,
networking opportunities, and more!

**WANT TO
LEARN
MORE?**



**RESERVE
YOUR SEAT
NOW!**

Registration is free but required for
participation. Please register for either or
both events using our convenient online
Eventbrite link:
<http://eventbrite.educationapprenticeship.com>

Questions? email CareersinEd@greenriver.edu

Brought to you by:

ESD 112



Careers in Education
Center of Excellence

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 03/28/2018 06:04:43 AM
To: monaglej@skitsap.wednet.edu
Subject: Reminder: WSPA Executive Board Elections open through Friday 3/30
Attachments: Statements_for_Board_Elections_2018-2019.pdf

Hello WSPA Members,

Reminder: Voting is now open for the 2018-2019 WSPA Executive Board.

We have two positions open for your consideration - President Elect and Treasurer.

President Elect Nominees

- Mike Johnson, Mukilteo School District
- Tina Konsmo, Puyallup School District

Treasurer Nominees

- Christine Callahan, Auburn School District
- Bonnie Haley, La Conner School District

We encourage you to please review the attached statements from our candidates. Please note that statements are not a requirement to run for an open position and are attached for your information only.

Please click here to vote: [WSPA Board Elections: 2018-2019](#)

The link for the voting form may also be found at our website under the Announcements section of the home page:
<http://www.wspa.net/>

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Region elections will be held at the regional level.

We appreciate your participation in the election process.

Thank you,

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Statements for WSPA Board Elections 2018-2018

President Candidate:

Mike Johnson

Director Human Resources
Mukilteo School District

Professional Experience

It has been my pleasure to serve students and staff for over 36 years. During that time I have worked in small and large districts in a variety of positions. My most enjoyable and rewarding professional experience has been working in Human Resources. I have also had the privilege of teaching School Personnel Administration to principal candidates in Western Washington University's Educational Administration Program and in the HELP program with WSPA.

1 Year	Director, Human Resources, Mukilteo School District
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10 Years	High School Principal, Sequim and South Whidbey
7 Years	Assistant Principal, Sequim and Ilwaco
7 Years	Teacher/Coach, Knappa, Oregon and Kent, Washington

Service Leadership

Community service and service leadership has been a passion of mine for many years. I have held a variety of leadership roles in school and community organizations. I have been the WSPA Region 6 Co-Representative providing leadership and support to WSPA Region 6. I was the 2014 WSPA Annual Conference Chairperson. During the course of my professional career, I have found myself seeking the opportunity to give back to organizations that have provided so much to our schools, community, and children.

WASA Region 109 President

WSPA Annual Conference Chairperson, March 2014

Region 6 Rep, Washington Association of School Personnel, 2012-2014

Vice Chairperson, Clinton Chamber of Commerce, 2007-10

President, Kiwanis of South Whidbey, 2005-06

Washington Association Secondary School Principals

League Rep Council Member, 2000-2007

Secretary, Cascade Conference, 2004-2007

President, North Cascade Conference 2000-01

Board Member, Washington Association of Student Councils, 1998-2002

Treasurer, Olympic League 1997 – 1999

President TRICO League Athletic Directors 1990-91

President Candidate:

Tina Konsmo

Director of Human Resources, Systems, and School Support
Puyallup School District

I am honored to be nominated for the position of WSPA President-Elect.

History:

Over the last nineteen school years I have devoted my time to supporting the students and staff in the Auburn and Puyallup School Districts. I have held the positions of Paraeducator, HR Technician-Certificated, Substitute Coordinator, Contract Analyst, and Director of Human Resources, Systems and School Support.

Why the WSPA Organization?

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WSPA has given me so many opportunities to network and gain relationships with HR Professionals in many districts across the state. Although I have only worked in two school districts, due to the networking opportunities I have had through WSPA, I now have many contracts when I have a question or need clarification, this is extremely valuable to HR Professionals in our unique school district roles.

Why Run for President?

It is important that WSPA is involved in the decisions that are being made at the state level. Many state organizations are making decisions without acknowledging that school districts are a different type of entity. Over the next three years I would like to serve on the board and help create the partnerships with various state organizations that can get our school district voices heard.

Treasurer Candidate:

Christine Callaham

Director of Human Resources
Auburn School District

I am so excited at the opportunity to again become a part of the WSPA team as the WSPA incoming Treasurer. I first joined WSPA in 2006 as their Executive Assistant and served on that team until 2016. In that role I managed the daily operations of the Washington School Personnel Association including all scheduling, event planning and bookkeeping. I believe that I am uniquely qualified to serve as Treasurer because of my extensive background in both accounting and in managing WSPA accounts and business operations for 10 years. In my current role as Director of Human Resources with the Auburn School District I am proud to be a WSPA member and would be honored to serve as your incoming Treasurer.

Treasurer Candidate:

Bonnie Haley

Director of Finance and Operations, Human Resources, and Risk Management
La Conner School District

Prior experience:

Human Resources Coordinator	Anacortes School District
Human Resources Specialist	Anacortes School District
Accounts Payable/Purchasing Specialist	Anacortes School District
Accounts Payable/Budget Manager	21 st Century Best PLACE Grant

I humbly accept the nomination for Treasurer for the Washington School Personnel Association (WSPA). I have depended greatly on WSPA through my years in HR, I am excited to have the opportunity to contribute to this organization.

I am proud member of Region 6 and have more than 19 years of diverse experience working in education. My experience has been built on a foundation of support roles in school finance and human resources. I am proud to currently serve as the business manager of a small school district where I am the director of finance, operations, human resources and risk management.

My core operating principles include; transparency, consistency and equity. I challenge myself and others to apply these in decision making and planning to create and provide quality service and experiences with staff, community, and stakeholders.

In addition to my work in education, I also owned and operated a small bookkeeping business specializing in service to small business and non-profits for nearly ten years. I gave up this business to dedicate myself fully to my work in education.

I am currently a member of the Washington State Leadership Academy (WSLA) 2017-2019 cohort and am the Secretary/Treasurer of our local little league.

I will bring my unique experiences, background and operating principles to WSPA. As Treasurer of WSPA, I will work with the Board to ensure the finances of the association are managed with transparency and consistent with best practice and align with the mission of WSPA to provide professional growth and development of school personnel professionals.

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Sent time: 03/28/2018 06:05:17 AM
To: holsten@skitsap.wednet.edu
Subject: Reminder: WSPA Executive Board Elections open through Friday 3/30
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Statements for WSPA Board Elections 2018-2018

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Director Human Resources
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Director of Human Resources, Systems, and School Support
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Sent time: 03/28/2018 06:07:28 AM
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From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 03/30/2018 06:43:05 AM
To: finnie@skschools.org
Subject: MEMBER REQUEST

Good Morning WSPA members! Here are a few WSPA members requests for you. Thanks again!

Marissa Waddell from College Place School District is looking for sample template letters for a non-renewal of a provisional employee.

Please send your responses directly to: mwaddell@cpps.org

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

Thanks,

Curtis

This email was sent to finnie@skschools.org by cleonard@wspa.net

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From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 03/30/2018 06:41:17 AM
To: monaglej@skitsap.wednet.edu
Subject: MEMBER REQUEST

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Curtis

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To: holsten@skitsap.wednet.edu
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From: monaglej@skschools.org
Sent time: 03/30/2018 08:05:08 AM
To: mwaddell@cpps.org
Cc: cleonard@wspsa.net
Subject: Non-Renewal for Provisional Employee
Attachments: nonrenew_provisional.performance.ltr.doc nonrew_provisional--FOR CONDUCTOR REASONS INDEPENDENT OF EVAL.DOC

Morning Marissa,

Please see the attached sample of a non-renewal letter that we send to our provisional employees.

Thanks!

Jamie Monagle

Assistant Director of Human Resources

South Kitsap School District

2689 Hoover Ave. SE

Port Orchard, WA 98366

PH: 360-874-7071

FAX: 360-874-7076

EMAIL: monaglej@skschools.org

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

PROVISIONAL CERTIFICATED PERFORMANCE NONRENEWAL FORM

- Signed by superintendent
- Delivered in person or by certified mail to employee by May 15
- DO NOT USE THIS FORM FOR RIF NONRENEWAL

[date] _____

[address]

RE: Notice of Nonrenewal of Provisional Contract

Dear [employee]:

You are hereby given notice that pursuant to RCW 28A.405.220 I have determined cause exists to nonrenew your employment contract for the _____ school year. My determination was based on the following:

[Describe performance or discipline reasons for the nonrenewal: [e.g. "Your May __ 2009 final evaluation from [name of evaluator] rated you over-all Unsatisfactory, with specific unsatisfactory ratings in the areas of __ and needs improvement in the areas of ____ ."]

You have the right to request reconsideration of this determination as described in RCW 28A.405.220, copy enclosed. A request for a meeting with me to reconsider this determination must be filed in writing with my office within ten (10) days after receiving this notice.

Sincerely,

Superintendent

cc: Association Rep

RCW 28A.405.220

Notwithstanding the provisions of RCW [28A.405.210](#), every person employed by a school district in a teaching or other nonsupervisory certificated position shall be subject to nonrenewal of employment contract as provided in this section during the first two years of employment by such district, unless the employee has previously completed at least two years of certificated employment in another school district in the state of Washington, in which case the employee shall be subject to nonrenewal of employment contract pursuant to this section during the first

year of employment with the new district. Employees as defined in this section shall hereinafter be referred to as "provisional employees".

In the event the superintendent of the school district determines that the employment contract of any provisional employee should not be renewed by the district for the next ensuing term such provisional employee shall be notified thereof in writing on or before May 15th preceding the commencement of such school term, or if the omnibus appropriations act has not passed the legislature by May 15th, then notification shall be no later than June 1st, which notification shall state the reason or reasons for such determination. Such notice shall be served upon the provisional employee personally, or by certified or registered mail, or by leaving a copy of the notice at the place of his or her usual abode with some person of suitable age and discretion then resident therein. The determination of the superintendent shall be subject to the evaluation requirements of RCW [28A.405.100](#).

Every such provisional employee so notified, at his or her request made in writing and filed with the superintendent of the district within ten days after receiving such notice, shall be given the opportunity to meet informally with the superintendent for the purpose of requesting the superintendent to reconsider his or her decision. Such meeting shall be held no later than ten days following the receipt of such request, and the provisional employee shall be given written notice of the date, time and place of meeting at least three days prior thereto. At such meeting the provisional employee shall be given the opportunity to refute any facts upon which the superintendent's determination was based and to make any argument in support of his or her request for reconsideration.

Within ten days following the meeting with the provisional employee, the superintendent shall either reinstate the provisional employee or shall submit to the school district board of directors for consideration at its next regular meeting a written report recommending that the employment contract of the provisional employee be nonrenewed and stating the reason or reasons therefor. A copy of such report shall be delivered to the provisional employee at least three days prior to the scheduled meeting of the board of directors. In taking action upon the recommendation of the superintendent, the board of directors shall consider any written communication which the provisional employee may file with the secretary of the board at any time prior to that meeting.

The board of directors shall notify the provisional employee in writing of its final decision within ten days following the meeting at which the superintendent's recommendation was considered. The decision of the board of directors to nonrenew the contract of a provisional employee shall be final and not subject to appeal.

This section applies to any person employed by a school district in a teaching or other nonsupervisory certificated position after June 25, 1976. This section provides the exclusive means for nonrenewing the employment contract of a provisional employee and no other provision of law shall be applicable thereto, including, without limitation, RCW [28A.405.210](#) and chapter [28A.645](#) RCW.

**NONRENEWAL NOTICE
FOR CERTIFICATED EMPLOYEE WITH PROVISIONAL CONTRACT
FOR REASONS INDEPENDENT OF EMPLOYEE EVALUATION**

- Signed by Superintendent
 - Delivered in person (preferred), or by certified or registered mail, or by leaving a copy at the employee's house with a person of suitable age and discretion who also lives there.
 - Employee must receive by May 15. If mailing the letter is necessary, send at least 3 business days prior to May 15.
 - Copy of RCW 28A.405.220 should be enclosed (current version pasted below)
-

Dear [EMPLOYEE]:

You are hereby given notice that the [NAME] School District will not be renewing your employment contract for the [YEAR] school year. This determination is based upon the following concerns that have arisen during your period of provisional employment:

1. [SUMMARIZE CONCERN]
2. [SUMMARIZE CONCERN]

Each of these reasons independently support my decision not to renew your employment next year.

Pursuant to RCW 28A.405.220, you have to request an informal meeting with me by filing a written request with my office within ten (10) days of receiving this notice. Additional procedures for appeal are fully described in the copy of the statute enclosed. Your union representative may also have more information regarding your appeal rights. I regret the necessity of taking this action.

[SUPERINTENDENT SIGNATURE LINE]

cc: Principal
Director of HR
Union representative

RCW 28A.405.220

Conditions and contracts of employment — Nonrenewal of provisional employees — Notice — Procedure.

(1) Notwithstanding the provisions of RCW 28A.405.210, every person employed by a school district in a teaching or other nonsupervisory certificated position shall be subject to nonrenewal of employment contract as provided in this section during the first three years of employment by such district, unless: (a) The employee has previously completed at least two years of certificated employment in another school district in the state of Washington, in which case the employee shall be subject to nonrenewal of employment contract pursuant to this section during the first year of employment with the new district; or (b) the employee has received an evaluation rating below level 2 on the four-level rating system established under RCW 28A.405.100 during the third year of employment, in which case the employee shall remain subject to the nonrenewal of the employment contract until the employee receives a level 2 rating; or (c) the school district superintendent may make a determination to remove an employee from provisional status if the employee has received one of the top two evaluation ratings during the second year of employment by the district. Employees as defined in this section shall hereinafter be referred to as "provisional employees."

(2) In the event the superintendent of the school district determines that the employment contract of any provisional employee should not be renewed by the district for the next ensuing term such provisional employee shall be notified thereof in writing on or before May 15th preceding the commencement of such school term, or if the omnibus appropriations act has not passed the legislature by May 15th, then notification shall be no later than June 15th, which notification shall state the reason or reasons for such determination. Such notice shall be served upon the provisional employee personally, or by certified or registered mail, or by leaving a copy of the notice at the place of his or her usual abode with some person of suitable age and discretion then resident therein. The determination of the superintendent shall be subject to the evaluation requirements of RCW 28A.405.100.

(3) Every such provisional employee so notified, at his or her request made in writing and filed with the superintendent of the district within ten days after receiving such notice, shall be given the opportunity to meet informally with the superintendent for the purpose of requesting the superintendent to reconsider his or her decision. Such meeting shall be held no later than ten days following the receipt of such request, and the provisional employee shall be given written notice of the date, time and place of meeting at least three days prior thereto. At such meeting the provisional employee shall be given the opportunity to refute any facts upon which the superintendent's determination was based and to make any argument in support of his or her request for reconsideration.

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[2012 c 35 § 7; 2010 c 235 § 203; 2009 c 57 § 2; 1996 c 201 § 2; 1992 c 141 § 103; 1990 c 33 § 391; 1975-'76 2nd ex.s. c 114 § 1. Formerly RCW 28A.67.072.]

k:\sample document bank\nonrew_provisional.doc

From: monaglej@skschools.org
Sent time: 03/30/2018 09:26:22 AM
To: esteyl@evsd.org
Cc: cleonard@wspa.net
Subject: Paraeducator Requirements

Morning Laura,

Our school district has an agreement with our PSE union that newly hired Paraeducators are hired on a conditional basis with the expectation of meeting the HB1115 within the first month of employment. Our district offers the ParaPro Assessment in-district on a monthly basis to ensure that our new employees have the opportunity to receive the assessment.

Hope this helps!

Jamie Monagle

Assistant Director of Human Resources

South Kitsap School District

2689 Hoover Ave. SE

Port Orchard, WA 98366

PH: 360-874-7071

FAX: 360-874-7076

EMAIL: monaglej@skschools.org

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

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 04/02/2018 09:37:24 AM
To: finnie@skschools.org
Subject: Legislative Update
Attachments: Leg_Report_APRIL_2_2018.pdf

Hello WSPA members,

Please see the attached legislative update from Lee Goeke, WSPA Legislative Liaison.

Questions may be submitted to Lee at goekel@comcast.net

Mr. Goeke will be providing regular updates for our members. We hope you will find this to be an informative resource for understanding legislative issues impacting school districts and human resource management.

These documents have also been added to the shared Google drive.

Thank you,

Washington School Personnel Association

This email was sent to finnie@skschools.org by admin@wspa.net

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

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powered by  MemberClicks



Update of Key Legislation Impacting Public School HR Management

Lee Goeke, Legislative Liaison

April 2, 2018

Final Update – 2018 Legislative Session

The Governor signed Engrossed Second Substitute Senate Bill (ESSSB) No. 6362 on March 27, 2018. The bill sets forth revisions to the 2017 bill for fully funding public education. The Governor also signed Engrossed Substitute Senate Bill (ESSB) 6032 on March 27, 2018. The bill funds, among other things, implementation of ESSSB 6362.

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A question and answer summary of HRM issues surrounding ESSSB 6362 is attached. Please note the disclaimer concerning legal analysis at the beginning of the summary.

Additional bills impacting HRM that passed by the end of session include:

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2. Senate Bill 6197: Adds municipal corporations (including school districts) to the provision that allows the state to pay monies owing to a decedent employee's survivors if:
 - a. The amount is owed for the decedent's work, a limit of \$2,500;
 - b. The surviving spouse requests payment of the amount due; and
 - c. No executor or administrator of the decedent's estate has been appointed.

If there is no surviving spouse, the monies are paid upon request of any child or children, or if none, upon the request of a parent.

The maximum amount that the state, as a decedent's employer, is authorized to pay the decedent's survivors for the decedent's work is currently \$13,500.

3. Second Substitute House Bill 1506 concerning equal pay: Stipulates that an employer (including any state institution, state agency, political subdivision of the state, municipal corporation or quasi-municipal corporation) who discriminates in any way in providing compensation based on gender between similarly employed employees of the employer is guilty of a misdemeanor. Any employee who receives less compensation because of discrimination on account of gender, is entitled to remedies provided in the statute. States that employees are similarly employed if the individuals work for the same employer, the performance of the job requires similar skill, effort, and responsibility, and the jobs are performed under similar working conditions.
4. Second Substitute House Bill 1298, Job Applicant Arrests and Convictions: Precludes employers from asking any question on an application for employment, inquire either orally or in writing, receive information through a criminal history background check, or obtain information about an applicant's criminal record until after the employer initially determines that the applicant is otherwise qualified for the position. Once the employer has initially determined that the applicant is otherwise qualified, the employer may inquire into or obtain information about criminal records. Applies to public and private employers.

The Washington State Human Rights Commission has issued rules that set forth fair and unfair inquiries of job applicants. Included in the rules are restrictions on the use of arrests and conviction information. The existing rules are detailed in Chapter 162-12 WAC. School Districts, among other employers, have been exempt from these rules

SSHB 1298 introduces wording that exempts employers from the rule who are hiring a person who will or may have unsupervised access to children under 18 years of age, a vulnerable adult, or a vulnerable person. This is more limiting than a general exemption for school districts.

This language appears to clearly exempt administrators, educational staff associates, teachers and other school personnel such as paraeducators and bus drivers who are regularly, as part of their job, in direct and potentially unsupervised access to students. The bill language uses the terminology who "will or may" have unsupervised access. It is not clear how it applies to employees who may have unsupervised access incidental to their official duties (e.g., maintenance and custodial personnel). This issue may require legal review unless it becomes clearer as the rules are modified to accommodate the new requirements.

QUESTION & ANSWER SUMMARY

IMPACT OF ESSSB 6362 ON SCHOOL EMPLOYEE COMPENSATION FOR SCHOOL YEAR 2018-2019

The following questions and answers are from a Human Resource Management and Labor Relations practitioner view. They are not, nor do they intend to represent, a legal analysis of the statute.

Question 1: What is the value of the Calendar Year 2017 annual average consumer price index for the City of Seattle.

Answer 1: The 2017 CPI to be applied to 2018, which has been confirmed by communications from the Governor's Office, is published in the Economic & Revenue Forecast, February 2018, Volume XLI, No. 1, Table A1.3, Page 81, Price & Wage Indexes. The approved rate is three and one-tenth percent (3.1%). The publication can be accessed at the Economic and Revenue Forecasting Council website, <https://erfc.wa.gov>.

Question 2: Does this act as a COLA for School Year 2018-19?

Answer 2: No, it is not a COLA. The 3.1% only serves as a limit on the amount of total salary increase that districts can bargain for the School Year 2018-19 transition year.

Question 3: Will districts receive state allocations to fund a total salary increase of 3.1%?

Answer 3: The 3.1% is ONLY a bargaining limit and not a funding factor. District's must analyze their state funding allocations to determine the affordability of any given increase level.

Question 4: How will districts be funded?

Answer 4: Districts will be funded using the prototypical staffing model and the average state salary allocations for each group of employees. These amounts, initially set in the 2017 legislation, and increased by the Implicit Price Deflator are as follows:

- a. Certificated Instructional Staff (CIS): \$65, 216.05 per allocated FTE.
- b. Certificated Administrative Staff (CAS): \$96,805.00 per allocated FTE.
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Answer 5: The average state salary allocations (originally, \$64,000, \$95,000, and \$45,912 respectively) were increased by the Implicit Price Deflator (IPD) of one and nine-tenths percent (1.9%) using the same data source as referenced in Q&A 1 above.

Question 6: Will the average state salary allocations be adequate to fund up to a 3.1% total salary increase?

Answer 6: Not necessarily. Districts with larger numbers of employees receiving salaries above the average state salary allocation will be constrained more by the actual salary allocation amounts available to them as opposed to the 3.1% limit.

Question 7: What if a District has larger numbers of employees below the average state salary allocation?

Answer 7: Those districts will be able to raise salaries to the state allocation even if it exceeds the 3.1% bargaining limit.

Question 8: Does the 3.1% limit apply to non-represented groups?

Answer 8: Yes, it applies to all employee groups.

Question 9: Must districts distribute increases equally to all employees within the group (CIS, CAS, CLS)?

Answer 9: No. In the past districts have generally negotiated a pass through of any state funded COLA to each employee on the salary schedule. Under the new statute, districts will negotiate how to apply any increase in total average state salary allocations – this includes the 2018-19 transition year.

Question 10: What is a district has an existing bargaining agreement the provides for the pass through of a COLA for School Year 2018-19, or that provides for an increase in TRI for School Year 2018-19 that exceeds the 3.1% bargaining limit?

Answer 10: The statute imposes special restrictions for School Year 2018-2019 salary increases. A district collective bargaining agreement executed or modified after July 6, 2017, and that is in effect for School Year 2018-2019 may NOT increase the average total salary in School Year 2018-19 in excess of:

- a. The 3.1% limit discussed above, and
- b. Annual experience and education salary step increase provided for in the bargaining agreement, and
- c. Total salary increase due to enrollment increases or new state-funded program increases, and
- d. (For CIS) professional development increases, or
- e. The statewide average salary allocation if the district is below the average.

It is noted that the limitation for certificated administrative employees specifically states that annual experience and education salary step increases are according to what was the prior year's practice within the District. The language for certificated instructional staff and classified staff states that annual experience and education salary step increases are according to the salary schedule specified in the agreement. Logically, this would seem to have the same intent as the certificated administrative language regarding the prior year practice. However, that is not specifically stated.

It is also noted that Section 205(3)(a)(ii), page 21 of E2SSB 6362, states that "For the 2018-19 school year, salaries for certificated instructional staff are subject to the limitations in RCW 41.59.800." The referenced RCW imposes the CPI limit on base salary and supplemental contracts. It makes no mention of annual experience and education salary step increases. This would also logically suggest current practice. However, that is not perfectly clear from the language.

Clarification regarding the legislative intent may be necessary to remove any question regarding prior year practice versus new contract negotiations.

Question 11: What components of compensation does the 3.1% limit apply to?

Answer 11: It applies to base compensation and to supplemental contracts.

Question 12: How does a district resolve the special restrictions for School Year 2018-19 if the current bargaining agreement already provides for (1) a COLA pass through, or (2) an increase greater than the 3.1% bargaining limit?

Answer 12: Bargaining agreements commonly use language to limit any COLA increase to “a state funded COLA increase.” Since there is no state-funded COLA for School Year 2018-19, the provision has no affect.

Question 13: What if a district bargaining language provides for a COLA but does not limit it by stating a state-funded COLA?

Answer 13. If there is language that places the bargaining agreement in conflict with the statute, it would trigger the Conformity to Law provision that all contracts should contain. In other words, the district and the association must return to the bargaining table to resolve the issue in compliance with the new statute.

Question 14: Is there an argument that the IPD of 1.9% amounts to a COLA and therefore should be passed as an increase to all employees within a group under a bargaining agreement?

Answer 14: No, the IPD is not a COLA in the sense that COLA has traditionally been used (i.e., to adjust salaries of individual employees). Granted, it is a means of adjusting total district funding for increases in consumer prices to maintain competitive salaries as intended by the statute. However, it does not pass to individual employees as a COLA. A districts total state funding increases as a result of applying the IPD to the allocation model is a component of bargaining but lacks any specific distribution requirements or intent.

Question 15: For School Year 2018-19, can a district increase total salary within one group beyond the 3.1 limit as long as the district's overall increase for all groups does not exceed 3.1%?

Answer 15: No. The wording of the statute applies the 3.1% limit to each employee group (CIS, CAS, CLS).

Question 16: Do the new limitation on TRI for enrichment apply to School Year 2018-19?

Answer 16: No. TRI supplemental contracts are subject to the 3.1% limit. However, the rules around enrichment do not apply until School Year 2019-20.

Question 17: For School Year 2018-19, can districts maintain the Salary Allocation Model (SAM) and increase the salaries up to the 3.1% limit if the district receives sufficient funding from the state average salary allocation model?

Answer 17: There is no limit on what salary model a district negotiates and implements for School Year 2018-19 or any year beyond. This includes potential retention of the former SAM model even though the State no longer uses it or the staff mix factor for salary allocation purposes. There is not any statutory provision that limits the use of the former SAM as a model in 2018-19 and a different model in School Year 2019-20. Some districts may choose to consider this an a one-year option and take more time to develop a long-term salary model for School year 2019-20 and beyond.

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 04/02/2018 09:35:18 AM
To: holsten@skitsap.wednet.edu
Subject: Legislative Update
Attachments: Leg_Report_APRIL_2_2018.pdf

Hello WSPA members,

Please see the attached legislative update from Lee Goeke, WSPA Legislative Liaison.

Questions may be submitted to Lee at goekel@comcast.net

Mr. Goeke will be providing regular updates for our members. We hope you will find this to be an informative resource for understanding legislative issues impacting school districts and human resource management.

These documents have also been added to the shared Google drive.

Thank you,

Washington School Personnel Association

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

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Update of Key Legislation Impacting Public School HR Management

Lee Goeke, Legislative Liaison

April 2, 2018

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Answer 17: There is no limit on what salary model a district negotiates and implements for School Year 2018-19 or any year beyond. This includes potential retention of the former SAM model even though the State no longer uses it or the staff mix factor for salary allocation purposes. There is not any statutory provision that limits the use of the former SAM as a model in 2018-19 and a different model in School Year 2019-20. Some districts may choose to consider this an a one-year option and take more time to develop a long-term salary model for School year 2019-20 and beyond.

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 04/02/2018 09:34:45 AM
To: monaglej@skitsap.wednet.edu
Subject: Legislative Update
Attachments: Leg_Report_APRIL_2_2018.pdf

Hello WSPA members,

Please see the attached legislative update from Lee Goeke, WSPA Legislative Liaison.

Questions may be submitted to Lee at goekel@comcast.net

Mr. Goeke will be providing regular updates for our members. We hope you will find this to be an informative resource for understanding legislative issues impacting school districts and human resource management.

These documents have also been added to the shared Google drive.

Thank you,

Washington School Personnel Association

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

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Update of Key Legislation Impacting Public School HR Management

Lee Goeke, Legislative Liaison

April 2, 2018

Final Update – 2018 Legislative Session

The Governor signed Engrossed Second Substitute Senate Bill (ESSSB) No. 6362 on March 27, 2018. The bill sets forth revisions to the 2017 bill for fully funding public education. The Governor also signed Engrossed Substitute Senate Bill (ESSB) 6032 on March 27, 2018. The bill funds, among other things, implementation of ESSSB 6362.

The approved bills, as they impact HRM in public education, generally mirror the March 12, 2018, Legislative Update with the exception of the Governor's partial veto concerning professional learning days. Specifically, the Governor vetoed Section 402 of ESSSB 6362 which would have delayed the implementation of state-funded professional learning days by one year. The veto stated that the research shows that tie for job-embedded professional learning and collaboration is linked to student success. Therefore, limiting practices that improve student achievement goes against the intent of this bill and state goals. The Governor similarly vetoed Section 504(2) of ESSB 6032 which had the same effect. Presumably, the veto will require state funding of professional learning days beginning in school year 2018-19 as provided in the 2017 bill.

A question and answer summary of HRM issues surrounding ESSSB 6362 is attached. Please note the disclaimer concerning legal analysis at the beginning of the summary.

Additional bills impacting HRM that passed by the end of session include:

1. Senate Bill 6471: Requires the Human Rights Commission (HRC) to convene a work group to develop model policies and best practices for employers and employees to keep workplaces safe from sexual harassment. HRC must adopt model policies and best practices developed by the work group and post the policies and practices on its website by January 1, 2019.
2. Senate Bill 6197: Adds municipal corporations (including school districts) to the provision that allows the state to pay monies owing to a decedent employee's survivors if:
 - a. The amount is owed for the decedent's work, a limit of \$2,500;
 - b. The surviving spouse requests payment of the amount due; and
 - c. No executor or administrator of the decedent's estate has been appointed.

If there is no surviving spouse, the monies are paid upon request of any child or children, or if none, upon the request of a parent.

The maximum amount that the state, as a decedent's employer, is authorized to pay the decedent's survivors for the decedent's work is currently \$13,500.

3. Second Substitute House Bill 1506 concerning equal pay: Stipulates that an employer (including any state institution, state agency, political subdivision of the state, municipal corporation or quasi-municipal corporation) who discriminates in any way in providing compensation based on gender between similarly employed employees of the employer is guilty of a misdemeanor. Any employee who receives less compensation because of discrimination on account of gender, is entitled to remedies provided in the statute. States that employees are similarly employed if the individuals work for the same employer, the performance of the job requires similar skill, effort, and responsibility, and the jobs are performed under similar working conditions.
4. Second Substitute House Bill 1298, Job Applicant Arrests and Convictions: Precludes employers from asking any question on an application for employment, inquire either orally or in writing, receive information through a criminal history background check, or obtain information about an applicant's criminal record until after the employer initially determines that the applicant is otherwise qualified for the position. Once the employer has initially determined that the applicant is otherwise qualified, the employer may inquire into or obtain information about criminal records. Applies to public and private employers.

The Washington State Human Rights Commission has issued rules that set forth fair and unfair inquiries of job applicants. Included in the rules are restrictions on the use of arrests and conviction information. The existing rules are detailed in Chapter 162-12 WAC. School Districts, among other employers, have been exempt from these rules

SSHB 1298 introduces wording that exempts employers from the rule who are hiring a person who will or may have unsupervised access to children under 18 years of age, a vulnerable adult, or a vulnerable person. This is more limiting than a general exemption for school districts.

This language appears to clearly exempt administrators, educational staff associates, teachers and other school personnel such as paraeducators and bus drivers who are regularly, as part of their job, in direct and potentially unsupervised access to students. The bill language uses the terminology who "will or may" have unsupervised access. It is not clear how it applies to employees who may have unsupervised access incidental to their official duties (e.g., maintenance and custodial personnel). This issue may require legal review unless it becomes clearer as the rules are modified to accommodate the new requirements.

QUESTION & ANSWER SUMMARY

IMPACT OF ESSSB 6362 ON SCHOOL EMPLOYEE COMPENSATION FOR SCHOOL YEAR 2018-2019

The following questions and answers are from a Human Resource Management and Labor Relations practitioner view. They are not, nor do they intend to represent, a legal analysis of the statute.

Question 1: What is the value of the Calendar Year 2017 annual average consumer price index for the City of Seattle.

Answer 1: The 2017 CPI to be applied to 2018, which has been confirmed by communications from the Governor's Office, is published in the Economic & Revenue Forecast, February 2018, Volume XLI, No. 1, Table A1.3, Page 81, Price & Wage Indexes. The approved rate is three and one-tenth percent (3.1%). The publication can be accessed at the Economic and Revenue Forecasting Council website, <https://erfc.wa.gov>.

Question 2: Does this act as a COLA for School Year 2018-19?

Answer 2: No, it is not a COLA. The 3.1% only serves as a limit on the amount of total salary increase that districts can bargain for the School Year 2018-19 transition year.

Question 3: Will districts receive state allocations to fund a total salary increase of 3.1%?

Answer 3: The 3.1% is ONLY a bargaining limit and not a funding factor. District's must analyze their state funding allocations to determine the affordability of any given increase level.

Question 4: How will districts be funded?

Answer 4: Districts will be funded using the prototypical staffing model and the average state salary allocations for each group of employees. These amounts, initially set in the 2017 legislation, and increased by the Implicit Price Deflator are as follows:

- a. Certificated Instructional Staff (CIS): \$65, 216.05 per allocated FTE.
- b. Certificated Administrative Staff (CAS): \$96,805.00 per allocated FTE.
- c. Classified Staff (CLS): \$46,784.33 per allocated FTE.

Question 5: What was the factor used to increase the average state salary allocations?

Answer 5: The average state salary allocations (originally, \$64,000, \$95,000, and \$45,912 respectively) were increased by the Implicit Price Deflator (IPD) of one and nine-tenths percent (1.9%) using the same data source as referenced in Q&A 1 above.

Question 6: Will the average state salary allocations be adequate to fund up to a 3.1% total salary increase?

Answer 6: Not necessarily. Districts with larger numbers of employees receiving salaries above the average state salary allocation will be constrained more by the actual salary allocation amounts available to them as opposed to the 3.1% limit.

Question 7: What if a District has larger numbers of employees below the average state salary allocation?

Answer 7: Those districts will be able to raise salaries to the state allocation even if it exceeds the 3.1% bargaining limit.

Question 8: Does the 3.1% limit apply to non-represented groups?

Answer 8: Yes, it applies to all employee groups.

Question 9: Must districts distribute increases equally to all employees within the group (CIS, CAS, CLS)?

Answer 9: No. In the past districts have generally negotiated a pass through of any state funded COLA to each employee on the salary schedule. Under the new statute, districts will negotiate how to apply any increase in total average state salary allocations – this includes the 2018-19 transition year.

Question 10: What is a district has an existing bargaining agreement the provides for the pass through of a COLA for School Year 2018-19, or that provides for an increase in TRI for School Year 2018-19 that exceeds the 3.1% bargaining limit?

Answer 10: The statute imposes special restrictions for School Year 2018-2019 salary increases. A district collective bargaining agreement executed or modified after July 6, 2017, and that is in effect for School Year 2018-2019 may NOT increase the average total salary in School Year 2018-19 in excess of:

- a. The 3.1% limit discussed above, and
- b. Annual experience and education salary step increase provided for in the bargaining agreement, and
- c. Total salary increase due to enrollment increases or new state-funded program increases, and
- d. (For CIS) professional development increases, or
- e. The statewide average salary allocation if the district is below the average.

It is noted that the limitation for certificated administrative employees specifically states that annual experience and education salary step increases are according to what was the prior year's practice within the District. The language for certificated instructional staff and classified staff states that annual experience and education salary step increases are according to the salary schedule specified in the agreement. Logically, this would seem to have the same intent as the certificated administrative language regarding the prior year practice. However, that is not specifically stated.

It is also noted that Section 205(3)(a)(ii), page 21 of E2SSB 6362, states that "For the 2018-19 school year, salaries for certificated instructional staff are subject to the limitations in RCW 41.59.800." The referenced RCW imposes the CPI limit on base salary and supplemental contracts. It makes no mention of annual experience and education salary step increases. This would also logically suggest current practice. However, that is not perfectly clear from the language.

Clarification regarding the legislative intent may be necessary to remove any question regarding prior year practice versus new contract negotiations.

Question 11: What components of compensation does the 3.1% limit apply to?

Answer 11: It applies to base compensation and to supplemental contracts.

Question 12: How does a district resolve the special restrictions for School Year 2018-19 if the current bargaining agreement already provides for (1) a COLA pass through, or (2) an increase greater than the 3.1% bargaining limit?

Answer 12: Bargaining agreements commonly use language to limit any COLA increase to “a state funded COLA increase.” Since there is no state-funded COLA for School Year 2018-19, the provision has no affect.

Question 13: What if a district bargaining language provides for a COLA but does not limit it by stating a state-funded COLA?

Answer 13. If there is language that places the bargaining agreement in conflict with the statute, it would trigger the Conformity to Law provision that all contracts should contain. In other words, the district and the association must return to the bargaining table to resolve the issue in compliance with the new statute.

Question 14: Is there an argument that the IPD of 1.9% amounts to a COLA and therefore should be passed as an increase to all employees within a group under a bargaining agreement?

Answer 14: No, the IPD is not a COLA in the sense that COLA has traditionally been used (i.e., to adjust salaries of individual employees). Granted, it is a means of adjusting total district funding for increases in consumer prices to maintain competitive salaries as intended by the statute. However, it does not pass to individual employees as a COLA. A districts total state funding increases as a result of applying the IPD to the allocation model is a component of bargaining but lacks any specific distribution requirements or intent.

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 04/02/2018 11:03:06 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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Thank you,

Jane Rausch
HELP Coordinator

Jennifer Tottenham
Washington School Personnel Association

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

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 04/02/2018 11:04:52 AM
To: finnie@skschools.org
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Sent time: 04/02/2018 11:03:28 AM
To: holsten@skitsap.wednet.edu
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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 04/04/2018 05:32:28 AM
To: monaglej@skitsap.wednet.edu
Subject: Registration now open: HELP Spring Workshop - Applying Wage and Hour Law Provisions in School Districts

Dear WSPA Members,

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- **HELP Spring Workshop: Applying Wage and Hour Law Provisions in School Districts**
- **April 23, 2018**
- **8:00 am - 4:00 pm**
- **Puget Sound ESD- Tukwila**
- **\$150 (non-HELP participants)**

Applying Wage and Hour Law Provisions in School Districts

Presented by Lorraine Wilson, Attorney at Law
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Morning: FLSA, *Castle Rock* and Beyond--Survey the general legal requirements governing minimum wages and maximum hours of work for employees from the Great Depression to present, with focus on school district workplaces where many employees are exempt and wage and hour requirements can be difficult to administer.

Afternoon: It's not Just a Higher Minimum Wage--New Forms of Paid Leave: Focus on new Washington state requirements for paid leave, especially new paid sick leave requirements and pending paid family leave.

Please click here to register: [HELP Spring Workshop Registration 2018](#)

HELP Participants do not need to register - please RSVP directly to Jane Rausch: jrausch@wspa.net

Thank you,

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Sent time: 04/05/2018 06:03:52 PM
To: finnie@skschools.org
Subject: WSPA Board Election Results

Dear WSPA members,

Thank you for your participation in our recent election. We are pleased to announce that Tina Konsmo will serve as President Elect for the 2018-2019 year. Congratulations, Tina!

Tina joins Shaun Carey who will begin his term as President effective July 1, 2018.

We are also happy to announce that Chris Callaham will be serving as Treasurer. We appreciate her willingness to share her time and expertise with the Board and Administrative team. Congratulations, Chris!

Please join me in recognizing Kurt Schonberg for his service as President. His leadership, vision, and dedication to WSPA is greatly appreciated. We look forward to having his continued contribution as he begins his new role as Past President.

Lisa Turner has been exemplary in her role as Treasurer and we are deeply appreciative of her professionalism, knowledge, and dedication to the WSPA mission. Thank you, Lisa!

All leadership changes will take effect July 1, 2018.

Thank you,

Jennifer Tottenham
Washington School Personnel Association

This email was sent to finnie@skschools.org by admin@wspa.net

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 04/05/2018 06:02:52 PM
To: holsten@skitsap.wednet.edu
Subject: WSPA Board Election Results

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 04/05/2018 06:02:35 PM
To: monaglej@skitsap.wednet.edu
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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 04/06/2018 05:03:59 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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- July 9, 2018
- 8:00 a.m.- 11:45 am.
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Sent time: 04/06/2018 05:02:39 AM
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Subject: Registration now open: HELP Summer Session, Classified and Certificated Boot Camps, and Whole Educator Special Presentation

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 04/09/2018 05:03:00 AM
To: holsten@skitsap.wednet.edu
Subject: Registration now open: HELP Spring Workshop - Applying Wage and Hour Law Provisions in School Districts

Dear WSPA Members,

Registration is now open to attend the **HELP Spring Workshop: Applying Wage and Hour Law Provisions in School Districts**.

This event is open to all WSPA members - you do not need to be a HELP program participant to attend.

- **HELP Spring Workshop: Applying Wage and Hour Law Provisions in School Districts**
- **April 23, 2018**
- **8:00 am - 4:00 pm**
- **Puget Sound ESD- Tukwila**
- **\$150 (non-HELP participants)**

Applying Wage and Hour Law Provisions in School Districts

Presented by Lorraine Wilson, Attorney at Law
Porter Foster Rorick LLP

Morning: FLSA, *Castle Rock* and Beyond--Survey the general legal requirements governing minimum wages and maximum hours of work for employees from the Great Depression to present, with focus on school district workplaces where many employees are exempt and wage and hour requirements can be difficult to administer.

Afternoon: It's not Just a Higher Minimum Wage--New Forms of Paid Leave: Focus on new Washington state requirements for paid leave, especially new paid sick leave requirements and pending paid family leave.

Please click here to register: [HELP Spring Workshop Registration 2018](#)

HELP Participants do not need to register - please RSVP directly to Jane Rausch: jrausch@wspa.net

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Sent time: 04/11/2018 06:02:10 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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Sent time: 04/16/2018 06:03:38 AM
To: holsten@skitsap.wednet.edu
Subject: Last week to register: HELP Spring Workshop - Applying Wage and Hour Law Provisions in School Districts

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Presented by Lorraine Wilson, Attorney at Law
Porter Foster Rorick LLP

Morning: FLSA, *Castle Rock* and Beyond--Survey the general legal requirements governing minimum wages and maximum hours of work for employees from the Great Depression to present, with focus on school district workplaces where many employees are exempt and wage and hour requirements can be difficult to administer.

Afternoon: It's not Just a Higher Minimum Wage--New Forms of Paid Leave: Focus on new Washington state requirements for paid leave, especially new paid sick leave requirements and pending paid family leave.

Please click here to register: [HELP Spring Workshop Registration 2018](#)

HELP Participants do not need to register - please RSVP directly to Jane Rausch: jrausch@wspa.net

Thank you,

Washington School Personnel Association

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

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

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 04/16/2018 06:05:01 AM
To: finnie@skschools.org
Subject: Last week to register: HELP Spring Workshop - Applying Wage and Hour Law Provisions in School Districts

Dear WSPA Members,

Register now for the upcoming **HELP Spring Workshop: Applying Wage and Hour Law Provisions in School Districts**.

This event is open to all WSPA members - you do not need to be a HELP program participant to attend.

- **HELP Spring Workshop: Applying Wage and Hour Law Provisions in School Districts**
- **April 23, 2018**
- **8:00 am - 4:00 pm**
- **Puget Sound ESD- Tukwila**
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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 04/16/2018 06:03:15 AM
To: monaglej@skitsap.wednet.edu
Subject: Last week to register: HELP Spring Workshop - Applying Wage and Hour Law Provisions in School Districts

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From: holsten@skschools.org
Sent time: 04/18/2018 03:23:27 PM
To: ElementaryPrincipals@skschools.org; SecondaryPrincipals@skschools.org
Subject: FW: Middle School Principal Opportunity-Please Share
Attachments: MVMS_Principal_posting_2018.pdf

Good Afternoon,

Please pass this along to anyone that might be interested.

Thank you

Jerry

From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Wednesday, April 18, 2018 2:43 PM
To: Holsten, Jerry <holsten@skschools.org>
Subject: Middle School Principal Opportunity-Please Share

Good day, Region 5!

I hope everyone had the opportunity to enjoy Spring Break and taking time for self care as we continue through this crazy time called budget and staffing. :)

The Bremerton team would love for your help in sharing an opportunity we have available serve as the Mountain View Middle School Principal.

The posting information is attached. The application is on our district website as well as AWSP, WASA and WSPA.

Please let me know if you have any questions or great candidates to send our way!

Enjoy the remainder of your week.

Denise

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Principal, Mountain View Middle School

For guaranteed consideration, apply by May 7, 2018.

To apply: <https://bremertonschools.tedk12.com/hire/index.aspx>

Complete timeline at the end of this posting information.

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Our Community

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Qualifications

Hold a valid Washington State Principal's credential and have successful classroom teaching experience.

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From: Region 5 -Principal Posting <waspa@memberclicks-mail.net>
Sent time: 04/18/2018 02:43:19 PM
To: finnie@skschools.org
Subject: Middle School Principal Opportunity-Please Share
Attachments: MVMS_Principal_posting_2018.pdf

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Principal, Mountain View Middle School

For guaranteed consideration, apply by May 7, 2018.

To apply: <https://bremertonschools.tedk12.com/hire/index.aspx>

Complete timeline at the end of this posting information.

Note: Salary listed is for the current 2017-2018 school year. 2018-2019 Bremerton School District Collective Bargaining Agreement is currently under negotiation.

Our Community

The City of Bremerton is located on Puget Sound in Western Washington. Against the backdrop of the snow-covered Olympic Mountains, Bremerton is a waterfront community with miles of enticing shoreline and parks. The city has undergone an extensive revitalization over the past several years. The downtown has new hotels, a conference center, a county government facility and beautiful landscaping. It is dotted with small parks, including the award-winning waterfront Fountain Park. There is a wide variety of charming local events: The Admiral Theatre, First Friday Art Walk, St. Patrick's Day Parade, Bremerton Community Theatre, and Farmers' Market, Bremerton Brewfest, Armed Forces Festival and Blackberry Festival. A relaxing one-hour ferry ride to Seattle provides a vast array of shopping, theater and sporting events. As a well-recognized anchor for the community, the Puget Sound Naval Shipyard provides a strong Navy influence which is celebrated throughout the community.

Our District

The Bremerton School District serves a community of approximately 40,000 residents and includes one high school (9-12), several alternative options (9-12), one middle school (6-8), four elementary schools (K-5), one early learning center (Pre-K-3), one STEM elementary (Pre-K-8) and one home school partnership (K-8). Enrollment is approximately 5,000, of which 71.4% qualify for free- or reduced-meals. The District also serves the Washington Youth Academy, an alternative program serving Washington's students utilizing military structure combined with rigorous academic standards.

Our School: Mountain View Middle School

Mountain View Middle School is located in East Bremerton and provides a comprehensive academic environment for nearly 900 students, in grades 6-8, with a breathtaking view of the Olympic Mountains. The school is committed to developing a positive and engaging environment for all students. Mountain View Middle School is an AVID school-wide site and is committed to increasing achievement for all students using research-based practices and curricula. Staff are purposeful in their use of data as part of multi-tiered, school-wide systems of support. Professional development at Mountain View has been focused on strengthening Tier 1 core instruction. Students at Mountain View have access to a robust offering of after school programs, and community partnerships, to broaden skills and make connections with peers and mentors. Mountain View staff is passionate about students' social and emotional well-being. To support positive middle school transitions, Mountain View is implementing Where Everybody Belongs (WEB). In addition, staff are collaborating with John Norlin to promote a safe and supportive learning environment where kindness, service and empathy are at the core of school culture. Staff will be implementing Character Strong SEL curriculum to further support students social emotional learning.

Qualifications

Hold a valid Washington State Principal's credential and have successful classroom teaching experience.

- Must have demonstrated skills in supervision and evaluation of personnel and instructional program delivery.
- Familiarity with the University of Washington's CEL5D+ instructional framework and related evaluation system preferred.
- Possess a strong instructional background with the understanding of curriculum alignment, instructional practices, and assessment systems.
- Experience in interpreting assessment data.
- Possess leadership qualities that enhance relationships in a positive, caring, and consistent manner with students, staff and parents.
- Possess skills in facilitating, communicating, and working collaboratively with all staff, parents and community members.
- Experience with developing and implementing a building budget

Contract

- 220 days per year
- \$107,411 - \$122,544; Depending on experience ***Note:** *Salary listed is for the current 2017-18 school year. The 2018-19 Bremerton School District Collective Bargaining Agreement is currently under negotiation.*
- Member of the Association of Bremerton Administrators
- Medical/dental insurance, vision insurance, life insurance, disability insurance, sick leave, special leave

Application Procedures

Bremerton School District is an equal opportunity employer. For first consideration, all application materials must be received in the Human Resources Office no later than **midnight, May 7, 2018**. Position will remain open until filled.

Your application file must be complete in order to be reviewed. If you need assistance, please call the Human Resources Office at 360.473.1026.

The Bremerton School District complies with all federal and state rules and regulations and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all students who are interested in participation in educational programs and/or extra-curricular school activities. Inquiries regarding compliance and/or grievance procedures may be directed to the District's Title IX/RCW 28A.640 Officer and ADA Coordinator, Garth Steedman, at 360.473.1031, email garth.steedman@bremertonschools.org or the Section 504 Coordinator, Mike Sellers, at 360.473.4100, email michael.sellers@bremertonschools.org. Mailing address: 134 Marion Avenue North, Bremerton, WA 98312.

Timeline

April 12 - May 7, 2018	Invitation to Apply
May 7, 2018 midnight	First Consideration, Open Until Filled
May 8, 2018	Screening
May 14, 2018	Interviews (first round)
May 15, 2018	Superintendent Cabinet Interviews (Finalists)
May 16, 2018	Community Forum (Finalists)
July 1, 2018	Position Start Date

From: holsten@skschools.org
Sent time: 04/18/2018 03:32:00 PM
To: kolattukudy@skschools.org
Subject: RE: Middle School Principal Opportunity-Please Share

Notice, I said please pass it along to anyone interested. I did not say apply.

From: Kolattukudy, Joey
Sent: Wednesday, April 18, 2018 3:25 PM
To: Holsten, Jerry <holsten@skschools.org>
Subject: Re: Middle School Principal Opportunity-Please Share

Thanks???
Are you suggesting something.

On Apr 18, 2018, at 3:23 PM, Holsten, Jerry <holsten@skschools.org> wrote:

Good Afternoon,

Please pass this along to anyone that might be interested.

Thank you

Jerry

From: waspa@memberclicks-mail.net [<mailto:waspa@memberclicks-mail.net>]
Sent: Wednesday, April 18, 2018 2:43 PM
To: Holsten, Jerry <holsten@skschools.org>
Subject: Middle School Principal Opportunity-Please Share

Good day, Region 5!

I hope everyone had the opportunity to enjoy Spring Break and taking time for self care as we continue through this crazy time called budget and staffing. :)

The Bremerton team would love for your help in sharing an opportunity we have available serve as the Mountain View Middle School Principal.

The posting information is attached. The application is on our district website as well as AWSP, WASA and WSPA.

Please let me know if you have any questions or great candidates to send our way!

Enjoy the remainder of your week.

Denise

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

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

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<MVMS_Principal_posting_2018.pdf>

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Denise

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<MVMS_Principal_posting_2018.pdf>

It feels like it should be Friday so I'm gonna say, Have a good weekend! :)

On Wed, Apr 18, 2018 at 10:02 AM, Jensen, Vivian <jensenv@skschools.org> wrote:

Hi Denise!

I hope you have recovered from the WSPA conference! ☺

I was told by I can't even remember who, that Bremerton District was now using a specialized software to evaluate jobs for possible salary increases due to increased responsibility and job duties.

We have been using a JOBs Plus Pro software that is from 2004 and we are looking for something more updated.

Please help! ☺

Vivian Jensen

Human Resource Specialist

South Kitsap School District

360-874-7077

Fax 360-874-7076

--

Denise Kennedy

Human Resources Supervisor

Bremerton School District

(360) 473.1026

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--

*Denise Kennedy
Human Resources Supervisor
Bremerton School District
(360) 473.1026*

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From: jensenv@skschools.org
Sent time: 04/18/2018 12:09:57 PM
To: denise.kennedy@bremertonschools.org
Subject: RE: PSE Wage Study

Thank you so much for the info! I wish with all the software out there we could find something user friendly!
And you are Soooooooooo right... it feels like a month this week!
The crazy is strong out there! LOL
Have a great weekend!!

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

From: Denise Kennedy [mailto:denise.kennedy@bremertonschools.org]
Sent: Wednesday, April 18, 2018 11:16 AM
To: Jensen, Vivian <jensenv@skschools.org>
Subject: Re: PSE Wage Study

Hi Vivian!

I hope all is well. :) Indeed I have recovered from the event. Wow, that was crazy fun! Even cooler we aren't on the hook for a few more years, lol.

We also have JobsPlus and not impressed with it. We just got it two years ago I think and find it very difficult to navigate and utilize for what we need it for. We were not doing any analysis through the software, only trying to update our job descriptions. Way too many things on the descriptions that we don't use and you can't bypass them from our experience.

We are no longer going to pay for our subscription and will continue to do some work on our own end. We are currently working with our classified folks on updating job descriptions as we head into negotiations. If we come across any great tools, I would be able to share.

I wish we had a better answer for you.

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From: Denise Kennedy <denise.kennedy@bremertonschools.org>
Sent time: 04/18/2018 11:16:26 AM
To: Jensen, Vivian <jensenv@skschools.org>
Subject: Re: PSE Wage Study

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 04/18/2018 07:03:16 AM
To: monaglej@skitsap.wednet.edu
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***.

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- 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.
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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 a.m.
- 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.
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Thank you,

Jane Rausch
HELP Coordinator

Jennifer Tottenham
Washington School Personnel Association

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

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 04/18/2018 07:04:40 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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Sent time: 04/18/2018 07:03:35 AM
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From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 04/20/2018 06:44:45 AM
To: finnie@skschools.org
Subject: MEMBER REQUEST

Hello WSPA members. A few requests for your review and consideration. Thank you!

Cynthia Luna McVeigh from San Juan Island School District is asking the following:

Any information about procedures, personnel and pay related to monitoring and fixing Cedars errors will be greatly appreciated!

Specifically:

- 1. who/what role in your district is responsible for reviewing the error reports?**
- 2. If this is not part of their normal job description, how are they compensated?**

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

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

Thanks,

Curtis

This email was sent to finnie@skschools.org by cleonard@wspa.net

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From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 04/20/2018 06:43:07 AM
To: monaglej@skitsap.wednet.edu
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Sent time: 04/20/2018 06:43:30 AM
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Subject: MEMBER REQUEST

Good morning WSPA members! I have a few WSPA member requests for your consideration.

Laura Sumner from Spokane Public Schools is wondering if your school district employs electricians and if so, does your district contribute to a retirement plan other than the Washington State retirement system plan or in addition to the WA state DRS plan? If so, what plan? Have you heard of the National Electrical Benefit Fund (NEBF)? If yes, does your district participate in that retirement plan on behalf of your electricians and if so could you send us any information you have?

Please send your responses directly to: laurasu@spokaneschools.org

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

Thanks,

Curtis

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

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

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From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 04/27/2018 08:07:38 AM
To: finnie@skschools.org
Subject: MEMBER REQUEST

Good morning WSPA members! I have a few WSPA member requests for your consideration.

Laura Sumner from Spokane Public Schools is wondering if your school district employs electricians and if so, does your district contribute to a retirement plan other than the Washington State retirement system plan or in addition to the WA state DRS plan? If so, what plan? Have you heard of the National Electrical Benefit Fund (NEBF)? If yes, does your district participate in that retirement plan on behalf of your electricians and if so could you send us any information you have?

Please send your responses directly to: laurasu@spokaneschools.org

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

Thanks,

Curtis

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From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 04/27/2018 08:06:03 AM
To: holsten@skitsap.wednet.edu
Subject: MEMBER REQUEST

Good morning WSPA members! I have a few WSPA member requests for your consideration.

Laura Sumner from Spokane Public Schools is wondering if your school district employs electricians and if so, does your district contribute to a retirement plan other than the Washington State retirement system plan or in addition to the WA state DRS plan? If so, what plan? Have you heard of the National Electrical Benefit Fund (NEBF)? If yes, does your district participate in that retirement plan on behalf of your electricians and if so could you send us any information you have?

Please send your responses directly to: laurasu@spokaneschools.org

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

Thanks,

Curtis

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From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 05/04/2018 07:49:42 AM
To: monaglej@skitsap.wednet.edu
Subject: MEMBER REQUEST

Good Morning WSPA members. I am sending WSPA member requests for your review and consideration. Thank you so much for your assistance.

Robin Fox at Tacoma Public Schools is asking the following:

Tacoma School's is gearing up to start testing the new deductions that have to start on 1/1/19 for the SB 5975. Does anyone know if the cap of the \$128,400 (current amount for 2018) for this new deduction will be based on "gross wages" or will it be treated like the Social Security Wages that are based on gross wages, less pre-tax deductions. Is this deduction going to be treated like a tax? Have any other school districts come up with how they are going to set this up?

Please send your responses directly to: RFOX1@Tacoma.K12.Wa.US

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

Thanks,

Curtis

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HR SUBSTITUTE SERVICES SPECIALIST

DAYS PER YEAR: 205 Calendar

HOURS PER DAY: 7.0

Functions:

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities:

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

Responsibility:

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

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

Working Environment:

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

Expertise:

- Expertise to perform single technical tasks.

Experience:

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

Education:

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

Required Testing:

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

Other Requirements:

- Completed online application (with supporting documents)

Certificates & Licenses:

- None Specified

Continuing Education/Training:

- None Specified

Clearances:

- Washington State Patrol and FBI Fingerprint Background Clearance

Union membership or representation fee is a requirement for employment.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 05/04/2018 07:49:48 AM
To: holsten@skitsap.wednet.edu
Subject: MEMBER REQUEST

Good Morning WSPA members. I am sending WSPA member requests for your review and consideration. Thank you so much for your assistance.

Robin Fox at Tacoma Public Schools is asking the following:

Tacoma School's is gearing up to start testing the new deductions that have to start on 1/1/19 for the SB 5975. Does anyone know if the cap of the \$128,400 (current amount for 2018) for this new deduction will be based on "gross wages" or will it be treated like the Social Security Wages that are based on gross wages, less pre-tax deductions. Is this deduction going to be treated like a tax? Have any other school districts come up with how they are going to set this up?

Please send your responses directly to: RFOX1@Tacoma.K12.Wa.US

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

Thanks,

Curtis

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From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 05/04/2018 07:50:07 AM
To: finnie@skschools.org
Subject: MEMBER REQUEST

Good Morning WSPA members. I am sending WSPA member requests for your review and consideration. Thank you so much for your assistance.

Robin Fox at Tacoma Public Schools is asking the following:

Tacoma School's is gearing up to start testing the new deductions that have to start on 1/1/19 for the SB 5975. Does anyone know if the cap of the \$128,400 (current amount for 2018) for this new deduction will be based on "gross wages" or will it be treated like the Social Security Wages that are based on gross wages, less pre-tax deductions. Is this deduction going to be treated like a tax? Have any other school districts come up with how they are going to set this up?

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

Thanks,

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From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 05/11/2018 07:11:43 AM
To: finnie@skschools.org
Subject: MEMBER REQUEST

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

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

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

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

Thanks,

Curtis

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From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 05/11/2018 07:10:28 AM
To: holsten@skitsap.wednet.edu
Subject: MEMBER REQUEST

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

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

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

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

Thanks,

Curtis

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From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 05/11/2018 07:10:06 AM
To: monaglej@skitsap.wednet.edu
Subject: MEMBER REQUEST

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

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

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

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

Thanks,

Curtis

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

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 05/17/2018 07:17:16 AM
To: holsten@skitsap.wednet.edu
Subject: WSPA Board and Regional Representatives 2018-2019

Dear WSPA Members,

Please join me in welcoming the 2018-2019 WSPA Board and Administrative Team:

President: Shaun Carey, Franklin Pierce School District
President-Elect: Tina Konsmo, Puyallup School District
Past-President: Kurt Schonberg, Oak Harbor School District

Treasurer: Chris Callaham, Auburn School District
Secretary: Janet Hodson, Federal Way Public Schools

Region 1 Representatives:
Jane Rausch, Riverside School District
Kim Harmon, Spokane Public Schools

Region 2 Representatives:
Toni Neidhold, Pasco School District
Doug Christensen, Kennewick School District

Region 3 Representative:
Marilyn Boerke, Camas School District

Region 4 Representatives:
Dawn Long, North Thurston School District
Stacia Dorman, Puyallup School District

Region 5 Representatives:
Denise Kennedy, Bremerton School District
Chelle Lente, Central Kitsap School District

Region 6 Representatives:
Jason Thompson, Marysville School District
Debbie Kovacs, Everett Public Schools

Executive Director: Curtis Leonard
Program Coordinator: Jennifer Tottenham

Thank you to our Board and Regional Representatives for their willingness to share their time and expertise with WSPA. We encourage all members to get involved through regional meetings, workshops, conferences, or by sharing your feedback with us.

The WSPA team will be attending our annual Board retreat in June to plan for the upcoming year. Is there a service, training, or workshop that would be beneficial for you or your district? How can we best serve our members going forward? Please let us know -- your input is critical to our planning.

Please submit any suggestions to Jennifer Tottenham at admin@wspa.net prior to June 1 for consideration at our planning retreat. Thank you.

Again, please join me in welcoming the 2018-2019 WSPA Board and Administrative Team.

Thank you,

Jennifer Tottenham
Washington School Personnel Association

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

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 05/17/2018 07:16:56 AM
To: monaglej@skitsap.wednet.edu
Subject: WSPA Board and Regional Representatives 2018-2019

Dear WSPA Members,

Please join me in welcoming the 2018-2019 WSPA Board and Administrative Team:

President: Shaun Carey, Franklin Pierce School District
President-Elect: Tina Konsmo, Puyallup School District
Past-President: Kurt Schonberg, Oak Harbor School District

Treasurer: Chris Callaham, Auburn School District
Secretary: Janet Hodson, Federal Way Public Schools

Region 1 Representatives:
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Kim Harmon, Spokane Public Schools

Region 2 Representatives:
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Doug Christensen, Kennewick School District

Region 3 Representative:
Marilyn Boerke, Camas School District

Region 4 Representatives:
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Stacia Dorman, Puyallup School District

Region 5 Representatives:
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Chelle Lente, Central Kitsap School District

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Debbie Kovacs, Everett Public Schools

Executive Director: Curtis Leonard
Program Coordinator: Jennifer Tottenham

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Thank you,

Jennifer Tottenham
Washington School Personnel Association

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 05/17/2018 07:18:27 AM
To: finnie@skschools.org
Subject: WSPA Board and Regional Representatives 2018-2019

Dear WSPA Members,

Please join me in welcoming the 2018-2019 WSPA Board and Administrative Team:

President: Shaun Carey, Franklin Pierce School District
President-Elect: Tina Konsmo, Puyallup School District
Past-President: Kurt Schonberg, Oak Harbor School District

Treasurer: Chris Callaham, Auburn School District
Secretary: Janet Hodson, Federal Way Public Schools

Region 1 Representatives:
Jane Rausch, Riverside School District
Kim Harmon, Spokane Public Schools

Region 2 Representatives:
Toni Neidhold, Pasco School District
Doug Christensen, Kennewick School District

Region 3 Representative:
Marilyn Boerke, Camas School District

Region 4 Representatives:
Dawn Long, North Thurston School District
Stacia Dorman, Puyallup School District

Region 5 Representatives:
Denise Kennedy, Bremerton School District
Chelle Lente, Central Kitsap School District

Region 6 Representatives:
Jason Thompson, Marysville School District
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Executive Director: Curtis Leonard
Program Coordinator: Jennifer Tottenham

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Thank you,

Jennifer Tottenham
Washington School Personnel Association

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From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 05/18/2018 06:51:18 AM
To: monaglej@skitsap.wednet.edu
Subject: MEMBER REQUEST

Please consider the following WSPA member requests. Thank you!

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

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

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

Thanks,

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From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 05/18/2018 06:53:05 AM
To: finnie@skschools.org
Subject: MEMBER REQUEST

Please consider the following WSPA member requests. Thank you!

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

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

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

Thanks,

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From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 05/18/2018 06:51:42 AM
To: holsten@skitsap.wednet.edu
Subject: MEMBER REQUEST

Please consider the following WSPA member requests. Thank you!

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

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

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From: monaglej@skschools.org
Sent time: 05/25/2018 07:32:55 AM
To: jensenv@skschools.org; stewartj@skschools.org; tallman@skschools.org
Subject: FW: MEMBER REQUEST

Morning lovely women,

Will one of you please respond to the inquiry below?

Thanks,

Jamie Monagle

Assistant Director of Human Resources

South Kitsap School District

2689 Hoover Ave. SE

Port Orchard, WA 98366

PH: 360-874-7071

FAX: 360-874-7076

EMAIL: monaglej@skschools.org

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

From: waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
Sent: Friday, May 25, 2018 5:42 AM
To: Monagle, Jamie <monaglej@skschools.org>
Subject: MEMBER REQUEST

Good Morning WSPA members!

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

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

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

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

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

Thanks,

Curtis

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From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 05/25/2018 05:41:30 AM
To: monaglej@skitsap.wednet.edu
Subject: MEMBER REQUEST

Good Morning WSPA members!

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

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

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

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

Thanks,

Curtis

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From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 05/25/2018 05:42:40 AM
To: finnie@skschools.org
Subject: MEMBER REQUEST

Good Morning WSPA members!

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

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

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

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

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From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 05/25/2018 05:41:46 AM
To: holsten@skitsap.wednet.edu
Subject: MEMBER REQUEST

Good Morning WSPA members!

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

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

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

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

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

Thanks,

Curtis

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

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From: jensenv@skschools.org
Sent time: 05/29/2018 05:37:03 PM
To: scabigting@steilacoom.k12.wa.us
Cc: cleonard@wspsa.net
Subject: contracts

Good afternoon!

I don't believe anyone from our department has responded to your question regarding issuing of contracts for certificated staff.

- We send out an intentions letter to certificated staff in late February or early March. This gives us the heads up for staffing needs and possible resignations/retirees. We follow up with an email if they indicate they will be separating or requesting a leave of absence.
- We usually issue contracts around the May 15.
- If certificated staff submit their separation forms to us before April 1, there is language in their CBA that lets them cash out 5 days of personal leave at their current per diem rate. It is only available to employees in the TRS Plan 2 or 3.

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

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 05/30/2018 06:03:49 AM
To: holsten@skitsap.wednet.edu
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:

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Thank you,

Jane Rausch
HELP Coordinator

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 05/30/2018 06:03:25 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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Registration and additional information may be found online at: <http://www.wspa.net/h-e-l-p->

Thank you,

Jane Rausch
HELP Coordinator

Jennifer Tottenham
Washington School Personnel Association

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Sent time: 05/30/2018 06:03:26 AM
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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: 05/30/2018 06:05:22 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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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: 05/31/2018 06:04:22 AM
To: monaglej@skitsap.wednet.edu
Subject: HELP Graduate Re-certification Requirements
Attachments: HELP_Certification_Maintenance_Form_2018.pdf

Hello,

Certificate maintenance is required of all HELP graduates. Applications must be completed once every three years to renew HELP certification.

Certification renewal is due by June 30, 2018.

Please see the attached document for information and direction regarding this process.

Thank you,

Jane Rausch
HELP Coordinator

Jennifer Tottenham
WSPA Coordinator

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HELP

HUMAN RESOURCES IN EDUCATION
LEADERSHIP PROGRAM

HELP Graduate Certification Maintenance Requirements



HELP

HUMAN RESOURCES IN EDUCATION
LEADERSHIP PROGRAM

Certification Maintenance Requirements

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

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

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



HELP
HUMAN RESOURCES IN EDUCATION
LEADERSHIP PROGRAM

HELP GRADUATE (LEVEL IV) CERTIFICATION MAINTENANCE APPLICATION FORM

HELP PARTICIPANT _____
Last Name First Name

Mailing/Street Address: _____

City State Zip

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

Year of HELP Graduation: _____

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

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

SUBMIT THIS COMPLETED FORM, LOG AND OTHER MATERIALS TO:

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

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 05/31/2018 06:07:14 AM
To: finnie@skschools.org
Subject: HELP Graduate Re-certification Requirements
Attachments: HELP_Certification_Maintenance_Form_2018.pdf

Hello,

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HELP Coordinator

Jennifer Tottenham
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HELP GRADUATE (LEVEL IV) CERTIFICATION MAINTENANCE APPLICATION FORM

HELP PARTICIPANT _____
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Mailing/Street Address: _____

City State Zip

Contacts: _____
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