

**From:** jensenv@skschools.org  
**Sent time:** 12/02/2019 02:59:54 PM  
**To:** admin@wspsa.net  
**Subject:** FW: Region 5 Meeting

---

Hi Jennifer,  
Do you have her on the list as a current member?

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

*If a man is called to be a street sweeper, he should sweep streets even as a Michelangelo painted, or Beethoven composed music or Shakespeare wrote poetry. He should sweep streets so well that all the hosts of heaven and earth will pause to say, 'Here lived a great street sweeper who did his job well.' - MLK*

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**From:** Nicol, Carolyn <cnicol@northmasonschoools.org>  
**Sent:** Monday, December 2, 2019 2:58 PM  
**To:** Jensen, Vivian <jensenv@skschools.org>  
**Subject:** Re: Region 5 Meeting

Hi Vivian,

Sharon Butler, Cindy Smether, and I will be attending. Sharon is a new WSPA member this year. Her email is [sbutler@northmasonschoools.org](mailto:sbutler@northmasonschoools.org) if you want to add her to the list. Cindy is our Family Engagement Coordinator and Paraeducator Trainer and is coming instead of Amy Hurd.

Thank you for all you do!

*Carolyn Nicol*  
**Human Resources Director**  
**North Mason School District #403**  
**(360) 277-2106 Fax (360) 277-2178**

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**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) <[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)> on behalf of Vivian Jensen <[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)>  
**Sent:** Monday, December 2, 2019 2:47 PM  
**To:** Nicol, Carolyn <[cnicol@northmasonschoools.org](mailto:cnicol@northmasonschoools.org)>  
**Subject:** Region 5 Meeting

**WARNING:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon everyone!

Just a quick reminder to everyone about our meeting on Friday, December 6, 2019 from 8:30am - 11:00. We will have continental

breakfast along with a couple of door prize drawings!

Our guest speaker, Jack Busby, will be with us to share more information about the Paraeducator Requirements and Para Certification updates.

Please RSVP and join us!

Jackie Stewart and Vivian Jensen

Region 5 Reps

South Kitsap School District

---

This email was sent to [cnicol@northmasonschoools.org](mailto:cnicol@northmasonschoools.org) by [jensenv@skschools.org](mailto:jensenv@skschools.org)

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**From:** stewartj@skschools.org  
**Sent time:** 12/02/2019 09:41:35 AM  
**To:** Jack.Busbee@k12.wa.us  
**Cc:** jensenv@skschools.org  
**Subject:** RE: December 6 Region 5 WSPA Meeting

---

Good morning Jack!

We are looking forward to your presentation this Friday, December 6<sup>th</sup>. Please arrive before 8:30 am so we can ensure you are set up to present. What equipment do you need set up for your presentation?

In regards to specific areas to present on, we would like to know about next steps or updates to the program. Is the 14 hours going to be funded next year? What does the certification with clock hours process look like for paraeducators? I am sure there will be more questions after your presentation ☺

Yes, we would love to meet your new Program Specialist as well ☺

Thank you so much!

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

---

**From:** Jack Busbee (PESB) <Jack.Busbee@k12.wa.us>  
**Sent:** Monday, November 25, 2019 8:43 AM  
**To:** Stewart, Jackie <stewartj@skschools.org>  
**Cc:** Jensen, Vivian <jensenv@skschools.org>  
**Subject:** RE: December 6 Region 5 WSPA Meeting

Hi Jackie,

I am looking forward to presenting next week, Dec. 6, in your region. To best prepare, are there specific areas of the program you would like me to present on? I ask because I don't mind presenting on the program broadly, but if there are specific areas you and your colleagues want more information on, perhaps that will be a better?

Also, we have a new Program Specialist who joined the team in August. I've asked her to come along to the meeting as well and lead the presentation. I will be there, but this will be good practice for her.

I look forward to hearing from you.

Thanks,  
Jack

**Jack Busbee**  
Associate Director, Paraeducator Board  
Professional Educator Standards Board (PESB)  
360.725.6377

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**From:** Stewart, Jackie <[stewartj@skschools.org](mailto:stewartj@skschools.org)>  
**Sent:** Thursday, September 12, 2019 3:55 PM

**To:** Jack Busbee (PESB) <[Jack.Busbee@k12.wa.us](mailto:Jack.Busbee@k12.wa.us)>

**Cc:** Jensen, Vivian <[jensenv@skschools.org](mailto:jensenv@skschools.org)>

**Subject:** December 6 Region 5 WSPA Meeting

Hello Jack,

We are thrilled to have you as our Keynote Speaker at our December 6, 2019 Region 5 WSPA Meeting at South Kitsap School District. Our meeting will start at 8:30 am with light breakfast items, introductions, and share out. We thought we would be ready for your Para Requirements and Mandatory Training presentation by 9:00 a.m. and after have an open question/answer forum. We are located at 2689 Hoover Ave. SE, Port Orchard, WA and the meeting will be held in our Board Room. Please let me know if there is anything you need for set up or have any questions. Again, thank you so much!

*All the best,*

*Jackie Stewart*

*Human Resources Specialist*

*South Kitsap School District*

*2689 Hoover Ave SE*

*Port Orchard, WA 98366*

*Phone: (360) 874-7082*

*Fax: (360) 874-7076*

*Email: [stewartj@skschools.org](mailto:stewartj@skschools.org)*

**From:** Nicol, Carolyn <cnicol@northmasonschools.org>  
**Sent time:** 12/02/2019 02:57:55 PM  
**To:** jensenv@skschools.org  
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*Carolyn Nicol*

**Human Resources Director**  
**North Mason School District #403**  
**(360) 277-2106 Fax (360) 277-2178**

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**Sent:** Monday, December 2, 2019 2:47 PM  
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Jackie Stewart and Vivian Jensen

Region 5 Reps

South Kitsap School District

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**From:** stewartj@skschools.org  
**Sent time:** 12/05/2019 10:55:25 AM  
**To:** admin@wspsa.net  
**Subject:** FW: Region 5 Meeting

---

Hi Jennifer,

Could you please confirm that Adrienne Matison from Peninsula SD is on the Region 5 WSPA list? She hasn't been receiving our invites. Thank you so much!

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

---

**From:** MATISON, ADRIENNE M <matisona@psd401.net>  
**Sent:** Thursday, December 5, 2019 10:29 AM  
**To:** Stewart, Jackie <stewartj@skschools.org>  
**Cc:** Jensen, Vivian <jensenv@skschools.org>  
**Subject:** RE: Region 5 Meeting

That sounds great! Can you check if I'm on the email list for the local WASPA meetings? For some reason, I did not receive the message.

Thank you!

*Adrienne MS Matison*  
Peninsula School District  
Human Resources Specialist  
[matisona@psd401.net](mailto:matisona@psd401.net)  
253-530-1044

---

**From:** Stewart, Jackie <[stewartj@skschools.org](mailto:stewartj@skschools.org)>  
**Sent:** Thursday, December 5, 2019 10:07 AM  
**To:** MATISON, ADRIENNE M <[matisona@psd401.net](mailto:matisona@psd401.net)>  
**Cc:** Jensen, Vivian <[jensenv@skschools.org](mailto:jensenv@skschools.org)>  
**Subject:** RE: Region 5 Meeting

Good morning Adrienne!

No problem 😊 We will see you tomorrow morning!

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

---

**From:** MATISON, ADRIENNE M <[matisona@psd401.net](mailto:matisona@psd401.net)>

**Sent:** Thursday, December 5, 2019 10:04 AM

**To:** Stewart, Jackie <[stewartj@skschools.org](mailto:stewartj@skschools.org)>

**Subject:** RE: Region 5 Meeting

Good morning Jackie,

My apologies for the late notice, I plan on attending tomorrows WASPA meeting.  
Looking forward to seeing you tomorrow.

Thank you,

*Adrienne MS Matison*

Peninsula School District

Human Resources Specialist

[matisona@psd401.net](mailto:matisona@psd401.net)

253-530-1044

---

**From:** OBRIEN, KATHERINE L <[obrienk@psd401.net](mailto:obrienk@psd401.net)>

**Sent:** Thursday, December 5, 2019 9:56 AM

**To:** MATISON, ADRIENNE M <[matisona@psd401.net](mailto:matisona@psd401.net)>

**Subject:** FW: Region 5 Meeting

Here's the invite:

*Katie O'Brien*

Human Resources Coordinator

Direct: 253.530.1042

Fax: 253.530.1045

---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) <[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)>

**Sent:** Monday, December 2, 2019 2:47 PM

**To:** OBRIEN, KATHERINE L <[obrienk@psd401.net](mailto:obrienk@psd401.net)>

**Subject:** Region 5 Meeting

Good afternoon everyone!

Just a quick reminder to everyone about our meeting on Friday, December 6, 2019 from 8:30am - 11:00. We will have continental breakfast along with a couple of door prize drawings!

Our guest speaker, Jack Busby, will be with us to share more information about the Paraeducator Requirements and Para Certification updates.

Please RSVP and join us!

Jackie Stewart and Vivian Jensen

Region 5 Reps

South Kitsap School District

---

This email was sent to [obrienk@psd401.net](mailto:obrienk@psd401.net) by [jensenv@skschools.org](mailto:jensenv@skschools.org)



**From:** stewartj@skschools.org  
**Sent time:** 12/05/2019 02:49:34 PM  
**To:** Jack.Busbee@k12.wa.us  
**Cc:** jensenv@skschools.org; Zoe.Hammes-Hefti@k12.wa.us  
**Subject:** RE: December 6 Region 5 WSPA Meeting

---

Hello again,

We will have a laptop and projector already hooked up for you so if you can either email me your presentation or bring it on a thumb-drive, that would be great! Thank you so much!

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

---

**From:** Jack Busbee (PESB) <Jack.Busbee@k12.wa.us>  
**Sent:** Thursday, December 5, 2019 1:06 PM  
**To:** Stewart, Jackie <stewartj@skschools.org>  
**Cc:** Jensen, Vivian <jensenv@skschools.org>; Zoe Hammes-Hefti (PESB) <Zoe.Hammes-Hefti@k12.wa.us>  
**Subject:** RE: December 6 Region 5 WSPA Meeting

Good afternoon Jackie!

Great to hear all, and we look forward to tomorrow. We plan to be there around 8:15a. We require an hdmi port to connect to your screen/projector. Alternatively, if you already have a computer hooked up, we can just download the ppt (i.e, we just need internet access).

Thanks for your guidance on areas of interest. Zoe will make sure to integrate these into her presentation. Of course, we will both be there to answer any outstanding questions that arise from her presentation.

Cheers,  
Jack

**Jack Busbee**  
Associate Director, Paraeducator Board  
Professional Educator Standards Board (PESB)  
360.725.6377

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**From:** Stewart, Jackie <[stewartj@skschools.org](mailto:stewartj@skschools.org)>  
**Sent:** Monday, December 2, 2019 9:42 AM  
**To:** Jack Busbee (PESB) <[Jack.Busbee@k12.wa.us](mailto:Jack.Busbee@k12.wa.us)>  
**Cc:** Jensen, Vivian <[jensenv@skschools.org](mailto:jensenv@skschools.org)>  
**Subject:** RE: December 6 Region 5 WSPA Meeting

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going to be funded next year? What does the certification with clock hours process look like for paraeducators? I am sure there will be more questions after your presentation 😊

Yes, we would love to meet your new Program Specialist as well 😊

Thank you so much!

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*Phone: (360) 874-7082*

*Fax: (360) 874-7076*

*Email: [stewartj@skschools.org](mailto:stewartj@skschools.org)*

---

**From:** Jack Busbee (PESB) <[Jack.Busbee@k12.wa.us](mailto:Jack.Busbee@k12.wa.us)>

**Sent:** Monday, November 25, 2019 8:43 AM

**To:** Stewart, Jackie <[stewartj@skschools.org](mailto:stewartj@skschools.org)>

**Cc:** Jensen, Vivian <[jensenv@skschools.org](mailto:jensenv@skschools.org)>

**Subject:** RE: December 6 Region 5 WSPA Meeting

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I look forward to hearing from you.

Thanks,  
Jack

**Jack Busbee**

Associate Director, Paraeducator Board

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360.725.6377

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**Sent:** Thursday, September 12, 2019 3:55 PM

**To:** Jack Busbee (PESB) <[Jack.Busbee@k12.wa.us](mailto:Jack.Busbee@k12.wa.us)>

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**Subject:** December 6 Region 5 WSPA Meeting

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*All the best,*

*Jackie Stewart*

*Human Resources Specialist*

*South Kitsap School District*

*2689 Hoover Ave SE*

*Port Orchard, WA 98366*

*Phone: (360) 874-7082*

*Fax: (360) 874-7076*

*Email: [stewartj@skschools.org](mailto:stewartj@skschools.org)*

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**From:** stewartj@skschools.org  
**Sent time:** 12/05/2019 01:12:18 PM  
**To:** Jack.Busbee@k12.wa.us  
**Cc:** jensenv@skschools.org; Zoe.Hammes-Hefti@k12.wa.us  
**Subject:** RE: December 6 Region 5 WSPA Meeting

---

Thank you Jack!

You can ignore my recent phone call 😊 See you tomorrow!

*Jackie Stewart*

*Human Resources Specialist  
South Kitsap School District  
2689 Hoover Ave SE  
Port Orchard, WA 98366  
Phone: (360) 874-7082  
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*South Kitsap School District*

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*Email: [stewartj@skschools.org](mailto:stewartj@skschools.org)*

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*Human Resources Specialist*

*South Kitsap School District*

*2689 Hoover Ave SE*

*Port Orchard, WA 98366*

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*Email: [stewartj@skschools.org](mailto:stewartj@skschools.org)*

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Thank you so much!

*Jackie Stewart*

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

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Jack

**Jack Busbee**

Associate Director, Paraeducator Board  
Professional Educator Standards Board (PESB)  
360.725.6377

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*All the best,*

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**From:** Zoe Hammes-Hefti (PESB) <Zoe.Hammes-Hefti@k12.wa.us>  
**Sent time:** 12/06/2019 02:58:02 PM  
**To:** Stewart, Jackie <stewartj@skschools.org>  
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Have a super weekend!

**Zoe Hammes-Hefti**

*she/her/hers*

Program Specialist, Paraeducator Board  
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**To:** Jack Busbee (PESB) <Jack.Busbee@k12.wa.us>  
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**Sent time:** 12/09/2019 04:28:19 PM  
**To:** jensenv@skschools.org  
**Subject:** FW: December 6 Region 5 WSPA Meeting

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**From:** jensenv@skschools.org  
**Sent time:** 12/09/2019 04:48:44 PM  
**To:** admin@wspa.net  
**Subject:** RE: Accessing region member listings

---

Hi Jennifer,  
The Member clicks website has totally changed and now I can't send out a message. Help!  
Thank you!

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

*If a man is called to be a street sweeper, he should sweep streets even as a Michelangelo painted, or Beethoven composed music or Shakespeare wrote poetry. He should sweep streets so well that all the hosts of heaven and earth will pause to say, 'Here lived a great street sweeper who did his job well.' - MLK*

---

**From:** admin@wspa.net <admin@wspa.net>  
**Sent:** Tuesday, October 1, 2019 1:00 PM  
**To:** Jane Stencel <stencelj@evsd.org>; kimha@spokaneschools.org; Toni L. Neidhold <TNeidhold@psd1.org>; Doug Christensen <doug.christensen@ksd.org>; melissa.kreuder@esd112.org; Jenae N Gomes (Human Resources) <Jenae.Gomes@evergreenps.org>; Dorman, Stacia L. <DormaSL@puyallup.k12.wa.us>; Salyer, Sara J. <SalyerSJ@puyallup.k12.wa.us>; Jensen, Vivian <jensenv@skschools.org>; Stewart, Jackie <stewartj@skschools.org>; dkovacs@everettsd.org; Darrell Heisler <dheisler@swsd101.org>  
**Subject:** Accessing region member listings

Hello WSPA Region Reps,

We are a month into the new membership year and while we will certainly continue to gain members throughout the year, we are making great progress at retaining/expanding our membership.

When emailing your region, I recommend pulling a new list each month rather than saving it in excel. This will ensure you have accurate listing as members are added or change districts.

Please note that you will need to logout of your WSPA account and log in with the following information. I have also attached a copy of the below directions to keep on file.

**To access region member lists:**

<https://wspa.memberclicks.net/administrator/>

- The username for this account is: **wspaboard**
- The password for this account is: **wspa2015**
- Once you are logged in you will see "ADMIN HOME".
  - Just below that is a communication area, to send an email to your region WSPA members click on the region you want to access. This will show you all of the members in your region.
  - To send them an email click on the tiny envelope marked "Contact" in the upper right.
  - You will need to enter your reply name and email address.
- At the bottom under Schedule Options you can select Send Immediately or Send at a later date and time – then choose that date and time (don't forget to change the time zone).

- Don't hit PREVIEW but rather hit CONTINUE and follow the instructions from there.
- If you want to send an email to a certain person back in the area where the members in the saved search appear just click the "TAG" box for those you want to communicate with.
- You can also click on "export" in the top right of the page to export out to excel.

**Note: The MemberClicks platform that we use for our database will be going through an upgrade in November. I am not sure how this will affect accessing region lists and will send out any new directions as needed. Fingers crossed for a smooth transition 😊**

Thank you,

Jennifer

*Jennifer Tottenham*

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



**From:** Jack Busbee (PESB) <Jack.Busbee@k12.wa.us>  
**Sent time:** 12/09/2019 10:30:28 AM  
**To:** stewartj@skschools.org  
**Cc:** Zoe Hammes-Hefti (PESB) <Zoe.Hammes-Hefti@k12.wa.us>  
**Subject:** RE: December 6 Region 5 WSPA Meeting

---

Hi Jackie,

Thanks again for the opportunity to present to your group on Friday. I hope everybody found it beneficial.

I wanted to follow-up on a question I asked. Is it possible to receive the main contacts for each WSPA region? We'd love to take our "show" on the road for as many who are interested in receiving it.

Best,  
Jack

**Jack Busbee**

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**Sent:** Monday, December 9, 2019 10:22 AM  
**To:** Jack Busbee (PESB) <Jack.Busbee@k12.wa.us>  
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**Sent:** Thursday, December 5, 2019 1:06 PM

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**Cc:** Jensen, Vivian <[jensenv@skschools.org](mailto:jensenv@skschools.org)>; Zoe Hammes-Hefti (PESB) <[Zoe.Hammes-Hefti@k12.wa.us](mailto:Zoe.Hammes-Hefti@k12.wa.us)>

**Subject:** RE: December 6 Region 5 WSPA Meeting

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Cheers,

Jack

**Jack Busbee**

Associate Director, Paraeducator Board

Professional Educator Standards Board (PESB)

360.725.6377

-----  
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**From:** Stewart, Jackie <[stewartj@skschools.org](mailto:stewartj@skschools.org)>

**Sent:** Monday, December 2, 2019 9:42 AM

**To:** Jack Busbee (PESB) <[Jack.Busbee@k12.wa.us](mailto:Jack.Busbee@k12.wa.us)>

**Cc:** Jensen, Vivian <[jensenv@skschools.org](mailto:jensenv@skschools.org)>

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Yes, we would love to meet your new Program Specialist as well 😊

Thank you so much!

*Jackie Stewart*

*Human Resources Specialist*

*South Kitsap School District*

*2689 Hoover Ave SE*

*Port Orchard, WA 98366*

*Phone: (360) 874-7082*

*Fax: (360) 874-7076*

*Email: [stewartj@skschools.org](mailto:stewartj@skschools.org)*

---

**From:** Jack Busbee (PESB) <[Jack.Busbee@k12.wa.us](mailto:Jack.Busbee@k12.wa.us)>

**Sent:** Monday, November 25, 2019 8:43 AM

**To:** Stewart, Jackie <[stewartj@skschools.org](mailto:stewartj@skschools.org)>

**Cc:** Jensen, Vivian <[jensenv@skschools.org](mailto:jensenv@skschools.org)>

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**From:** Stewart, Jackie <[stewartj@skschools.org](mailto:stewartj@skschools.org)>

**Sent:** Thursday, September 12, 2019 3:55 PM

**To:** Jack Busbee (PESB) <[Jack.Busbee@k12.wa.us](mailto:Jack.Busbee@k12.wa.us)>

**Cc:** Jensen, Vivian <[jensenv@skschools.org](mailto:jensenv@skschools.org)>

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*All the best,*

*Jackie Stewart*

*Human Resources Specialist*

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*Fax: (360) 874-7076*

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**From:** stewartj@skschools.org  
**Sent time:** 12/09/2019 04:34:25 PM  
**To:** Zoe.Hammes-Hefti@k12.wa.us  
**Subject:** RE: December 6 Region 5 WSPA Meeting

---

Thank you so much!

---

**From:** Zoe Hammes-Hefti (PESB) <Zoe.Hammes-Hefti@k12.wa.us>  
**Sent:** Friday, December 6, 2019 2:58 PM  
**To:** Stewart, Jackie <stewartj@skschools.org>  
**Subject:** RE: December 6 Region 5 WSPA Meeting

Hi Jackie!

- As promised, here's a link to my presentation today: <http://bit.ly/2LhaV6L>
- It may also be helpful to forward on a direct link to our website's online learning section, as I know it's a little buried in our website: <https://www.pesb.wa.gov/resources-and-reports/online-learning/>
- And here's Cindy's contact (for teachers to receive clock hours for the "teachers working with paras" online course):  
Cindy Rockholt <[Cindy.Rockholt@k12.wa.us](mailto:Cindy.Rockholt@k12.wa.us)>

You're more than welcome to forward on my contact info to everyone as well, so they have it in case of need.

Have a super weekend!

**Zoe Hammes-Hefti**

*she/her/hers*

Program Specialist, Paraeducator Board  
Professional Educator Standards Board (PESB)  
360.725.4956

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**From:** Stewart, Jackie <[stewartj@skschools.org](mailto:stewartj@skschools.org)>  
**Sent:** Thursday, December 5, 2019 2:50 PM  
**To:** Jack Busbee (PESB) <[Jack.Busbee@k12.wa.us](mailto:Jack.Busbee@k12.wa.us)>  
**Cc:** Jensen, Vivian <[jensenv@skschools.org](mailto:jensenv@skschools.org)>; Zoe Hammes-Hefti (PESB) <[Zoe.Hammes-Hefti@k12.wa.us](mailto:Zoe.Hammes-Hefti@k12.wa.us)>  
**Subject:** RE: December 6 Region 5 WSPA Meeting

Hello again,

We will have a laptop and projector already hooked up for you so if you can either email me your presentation or bring it on a thumb-drive, that would be great! Thank you so much!

*Jackie Stewart*

*Human Resources Specialist  
South Kitsap School District  
2689 Hoover Ave SE  
Port Orchard, WA 98366  
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**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 12/09/2019 04:45:56 PM  
**To:** holsten@skschools.org  
**Subject:** WSPA News: Updated website, Annual Conference, Bargaining Workshop, and Career Fairs

---

Hello WSPA Community,

We have a lot to share today: our website has been updated to a mobile-friendly site with several new features (some exciting, some behind the scenes) designed to make your experience easier and more comprehensive.

**We also have several events open for registration today – Annual Conference, 21<sup>st</sup> Century Bargaining Workshop, and our Career Fairs**

I will be sharing more about our website in the coming days, but here are some of the highlights for you:

**1. Updated Job Board**

- Found on the main menu at the top of the website and also under “Quick Links”
- Direct link: <https://waspa.mcjobboard.net/jobs>
- Members may now personalize their job postings with district logos, additional job information, and application directions.
- ***Please note: when completing a job posting you will come to a payment page – WSPA does not charge for job postings*** so please just consider this your confirmation page. I am still working with the vendor to see if I can change the language to “confirmation” but in the meantime I appreciate your understanding.

**2. Registration Forms and Membership**

- There will now be a ***single registration page*** for registering yourself or other members of your team – including those who are not members. I am hopeful this will make the registration process more streamlined and efficient for our members.
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**3. Member Portal**

- The link to your member portal may be found under “Quick Links”
- Going forward, I will be able to add the clock hour forms directly to your member portal for your records under “continuing education.” I am working with our webhost to be able to add those forms for all events this year, but I’m hopeful you will extend a little grace at that will most likely be an ongoing project

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Thank you,

Jennifer Tottenham  
Washington School Personnel Association

---

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

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**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 12/09/2019 04:45:57 PM  
**To:** jensenv@skschools.org  
**Subject:** WSPA News: Updated website, Annual Conference, Bargaining Workshop, and Career Fairs

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**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 12/09/2019 04:45:57 PM  
**To:** stewartj@skschools.org  
**Subject:** WSPA News: Updated website, Annual Conference, Bargaining Workshop, and Career Fairs

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Washington School Personnel Association

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**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 12/09/2019 04:45:57 PM  
**To:** finnie@skschools.org  
**Subject:** WSPA News: Updated website, Annual Conference, Bargaining Workshop, and Career Fairs

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**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 12/09/2019 04:45:57 PM  
**To:** tallman@skschools.org  
**Subject:** WSPA News: Updated website, Annual Conference, Bargaining Workshop, and Career Fairs

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- Direct link: <https://waspa.mcjobboard.net/jobs>
- Members may now personalize their job postings with district logos, additional job information, and application directions.
- ***Please note: when completing a job posting you will come to a payment page – WSPA does not charge for job postings*** so please just consider this your confirmation page. I am still working with the vendor to see if I can change the language to “confirmation” but in the meantime I appreciate your understanding.

**2. Registration Forms and Membership**

- There will now be a ***single registration page*** for registering yourself or other members of your team – including those who are not members. I am hopeful this will make the registration process more streamlined and efficient for our members.
- We will now be able to offer automatic annual renewals for our memberships making the process and the membership year transition easier and more streamlined.

**3. Member Portal**

- The link to your member portal may be found under “Quick Links”
- Going forward, I will be able to add the clock hour forms directly to your member portal for your records under “continuing education.” I am working with our webhost to be able to add those forms for all events this year, but I’m hopeful you will extend a little grace at that will most likely be an ongoing project

**4. Member Request Forum**

- We will continue with our new “Member Request Community Forum” – the link may be found under “Quick Links”

Thank you all for your patience and flexibility as we make this transition to the new site. Please let me know if you encounter any issues with accessing your account, discover any broken links, or have any questions that I may address. I appreciate your feedback and understanding regarding any issues that may arise!

Thank you,

Jennifer Tottenham  
Washington School Personnel Association

---

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

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

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powered by  MemberClicks

**From:** Lente Chelle - ADMIN <ChelleL@ckschools.org>  
**Sent time:** 12/10/2019 07:45:18 AM  
**To:** Stewart, Jackie <stewartj@skschools.org>; Jensen, Vivian <jensenv@skschools.org>  
**Subject:** FW: OSPI - Professional Certification Office

---

Not sure if you were on this distribution list...

Smiles,

---

**Chelle Lente – Certificated Specialist**

[Central Kitsap School District](#) | Human Resources | Jenne-Wright Administrative Center  
PO Box 8, Silverdale, WA 98383 | Phone: 360.662.1697 | Fax: 360.662.1681 | [chellel@ckschools.org](mailto:chellel@ckschools.org)



---

**From:** Tavia Henley-Storm <Tavia.Henley-Storm@k12.wa.us>  
**Sent:** Monday, December 9, 2019 2:27 PM  
**Cc:** Mallory Torimino <Mallory.Torimino@k12.wa.us>  
**Subject:** OSPI - Professional Certification Office

Good afternoon,

My name is Tavia Henley-Storm, and I am the new Secretary Senior in the OSPI Professional Certification Office. In previous years we have had the amazing opportunity to attend and present at WSPA regional meetings in the winter and spring months. We would like to have that same opportunity this year.

Educator certification policy and implementation changes have occurred and more may be coming soon. We would like to ensure that these certification changes and updates are known and understood out in the education field and the WSPA regional meetings will be our best opportunity to shares these important updates.

If you would like our certification staff to attend an upcoming regional meeting this winter or spring please let us know and we can plan our schedules ahead.

We look forward to hearing from you.

Thank you!

**Tavia Henley-Storm**  
Secretary Senior  
Pronouns: she/her/hers  
Professional Certification Office  
Office of Superintendent of Public Instruction (OSPI)  
PO Box 47200 | Olympia, WA 98504-7200  
Office: (360) 725-6027  
[Tavia.henley-storm@k12.wa.us](mailto:Tavia.henley-storm@k12.wa.us)  
[www.k12.wa.us](http://www.k12.wa.us)

*All students prepared for post-secondary pathways, careers, and civic engagement.*

**From:** jensenv@skschools.org  
**Sent time:** 12/10/2019 12:34:53 PM  
**To:** admin@wspa.net  
**Subject:** FW: Request to Region 5: ESA Subs?

---

Hi Jennifer,  
Could you post the below request to the region 5 WSPA members please?  
Thank you!

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

*If a man is called to be a street sweeper, he should sweep streets even as a Michelangelo painted, or Beethoven composed music or Shakespeare wrote poetry. He should sweep streets so well that all the hosts of heaven and earth will pause to say, 'Here lived a great street sweeper who did his job well.' - MLK*

**From:** Amy Stam <amy.stam@bremertonschools.org>  
**Sent:** Tuesday, December 10, 2019 12:22 PM  
**To:** Jensen, Vivian <jensenv@skschools.org>  
**Subject:** Request to Region 5: ESA Subs?

Hi Vivian,

I wonder if you would post a request to our group?

Bremerton is in need of a substitute counselor at our middle school. Does anyone have any counselor subs they'd be willing to share information about? We'd like to connect with someone with the hope he/she could start in January 2020.

Thanks for your help,

Amy

--

*Amy Stam*  
*Human Resources, Certificated Specialist*  
*Bremerton School District*  
*360.473.1075*

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

**From:** monaglej@skschools.org  
**Sent time:** 12/10/2019 08:49:42 AM  
**To:** finnie@skschools.org  
**Subject:** FW: WSPA Invoice - Please Submit  
**Attachments:** invoice.pdf

---

Hey Finnie,

Can you please pay this invoice? I attempted to use my card to pay but it was declined and I got impatient. ☹️

Thanks!

*Jamie Monagle*

Director of Human Resources  
South Kitsap School District  
2689 Hoover Ave SE  
Port Orchard, WA 98366

**Phone:** 360-874-7071

**Fax:** 360-874-7076

**Email:** [monaglej@skschools.org](mailto:monaglej@skschools.org)

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>

**Sent:** Tuesday, December 10, 2019 8:48 AM

**To:** Monagle, Jamie <monaglej@skschools.org>

**Subject:** WSPA Invoice - Please Submit

## New Invoice

Hello,

Please see the attached invoice.

Thank you,

Jennifer Tottenham  
Program Coordinator  
Washington School Personnel Association

[Click here to pay this invoice](#)

---

[Privacy Policy](#)

Washington School Personnel Association  
PO Box 1600  
Anacortes, WA 98221

360-825-1415 Phone  
253-736-0333 Fax  
admin@wspa.net

**INVOICE 13083**



South Kitsap School District  
Attn: Jamie Monagle  
2689 Hoover Ave SE  
Port Orchard, Washington 98366

Invoice # 13083  
Invoice Date 12/10/2019  
Invoice Due 01/08/2020

<b>Amount Due</b>	<b>\$ 1,200.00</b>
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**Transactions**

Description	Amount
Jamie Monagle: WSPA Annual Conference - Registration - \$300.00	\$ 300.00
Rachel Tallman: WSPA Annual Conference - Registration - \$300.00	\$ 300.00
Jackie Stewart: WSPA Annual Conference - Registration - \$300.00	\$ 300.00
Vivian Jensen: WSPA Annual Conference - Registration - \$300.00	\$ 300.00

<b>Total Amount</b>	<b>\$ 1,200.00</b>
<b>Amount Paid</b>	<b>-\$ 0.00</b>
<b>Amount Due</b>	<b>\$ 1,200.00</b>

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

**From:** tallman@skschools.org  
**Sent time:** 12/10/2019 10:48:14 AM  
**To:** admin@wspa.net  
**Subject:** HELP Program-Scholarship Application  
**Attachments:** WSPA HELP Program-Scholarship Application-Tallman.pdf

---

Good morning,

Please find the attached HELP Program Scholarship Application package for the upcoming 2020 program; I will also be mailing a hard copy of this application today.

Thank you so much for your consideration!

*Rachel Tallman*

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

# Washington School Personnel Association Randy Hathaway Fellowship Award Application 2020

Randy Hathaway fellowships are open to individuals who are currently WSPA members or belong to a District with a District WSPA membership and have belonged to the organization for at least one membership year prior to the 2019-2020 year. These competitive, non-continuing fellowships are available for the purpose of supporting the recipients' educational growth in the area of Human Resources. Twelve (12) HELP tuition fellowships of \$910 each are available to be awarded 2 per WSPA Region. Twelve (12) \$500 fellowships are available to use toward college tuition or college credits related to the field of human resources. Awards must be used within 2 years after award is received.

Please submit this application and the supporting information requested below to WSPA via email to [admin@wspa.net](mailto:admin@wspa.net); or via fax to the WSPA office at 253-736-0333 or via mail to WSPA at PO Box 1600, Anacortes, WA. 98221. **The application deadline is January 10, 2020.**

Applicant Name: Rachel Tallman

School District/Other: South Kitsap School District

Position: HR Specialist

Business Address: 2089 Hoover Ave SE, Port Orchard WA 98366

Business Telephone: 360-874-7083 Email: tallman@ksschools.org

Number of years you have been a WSPA member: 2. *You must be a current WSPA member to apply and have had a minimum of one prior year's membership within the last 5 years. For districts with a district membership, this includes all staff members, not just those identified as members. If you are unsure of your membership status, please contact us at [admin@wspa.net](mailto:admin@wspa.net)*

Please indicate which fellowship award you are applying for:

☒ \$910 HELP fellowship applying through Region 5 (indicate your region #).

☒ \$500 tuition and/or credit fellowship (may be used for any University program)

Please check box if your district contributes to your HELP tuition and costs

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

## Please provide the following information:

(1.) Write a one page narrative describing the purpose for your application. For example, enroll in HELP, or your plans for obtaining a degree and/or credits pertaining to the human resources profession. Provide details of acceptance in, or current enrollment in, the WSPA HELP program, or a formal educational training program leading to a BA (or advanced degree) in teaching or in a field that would assist you in the personnel/human resource(s) area.

(2.) Provide 2 written letters of recommendation in support of your application for the Fellowship. A minimum of one letter of recommendation must be from a current supervisor.

I certify that information included in this application for the WSPA fellowship to be true and correct.

Rachel Tallman

Signature of applicant

12/10/19

Date of application

WSPA Randy Hathaway Fellowship Awards Review Board  
PO Box 1600  
Anacortes, WA 98221

December 2, 2019

Dear Members of Fellowship Awards Review Board:

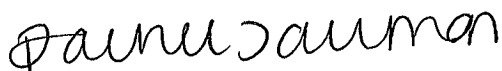
My name is Rachel Tallman and I am applying for the Randy Hathaway Fellowship award for 2020. It is my strong desire to be selected for such an award as I am deeply interested in continuing my education and increasing my knowledge in the world of Human Resources. If selected for this award, I would be enrolling in the HELP Program beginning in July of 2020.

I started my school district career four years ago with South Kitsap School District located in Port Orchard, WA as a Purchasing Technician in the Business and Operations Department. In that role, I was involved in purchasing, accounting and internal auditing. In 2018 I applied and was selected to become an HR Specialist with the Human Resources Department. It is with this transition I realized I found the career I was meant to have. Daily I get to work through a variety of complex issues and be a resource for people during some of their most difficult times. I have a true passion for Human Resources and feel like I have found my career niche. Because of this passion, I know that the HELP Program would increase my knowledge and allow me to become stronger in my field.

I currently hold a bachelor's degree in Accounting, a master's degree in Business Administration and would be fully committed to the HELP Program if accepted. Because my district is unable to assist with tuition, the receipt of the Randy Hathaway Fellowship award will be a deciding factor on if I will be able to enter the program. It is my eventual goal to use my formalized education along with what I will gain from the HELP Program to advance my career into an administration role. I am a natural born leader and would love to have the opportunity to use my skills to make Human Resources for Public Schools even stronger.

To conclude, I want to express that I am a dedicated, hardworking employee that will give my all to see that I am successful in the HELP Program, if given the opportunity through the Randy Hathaway Scholarship program. Selecting me as a recipient for this award would mean the world to me, and you would not be disappointed in the investment you're making. Thank you so much for your consideration.

Sincerely,



Rachel Tallman  
360-731-5964  
[tallman@skschools.org](mailto:tallman@skschools.org)

# SOUTH KITSAP SCHOOL DISTRICT

Nurturing Growth • Inspiring Achievement • Building Community

November 25, 2019

To whom it may concern,

It is my absolute pleasure to recommend Rachel Tallman for the Randy Hathaway Fellowship Award for the Human Resources in Education Leadership Program (HELP) that is available through the Washington School Personnel Association (WSPA).

Rachel has worked for the South Kitsap School District (SKSD) since December of 2015 and has been a true asset to the team in the two (2) positions that she has held. She began her career with SKSD as a Purchasing Technician with Business and Operations where she was looked upon to streamline and improve processes, many of which were outside the scope of her position. When a position as a Human Resources Specialist became available in February of 2018, she was all but officially recruited to join the team. Since then, Rachel has worked under my direct supervision and consistently exceeds my expectations in her new role.

Rachel can be described as a leader amongst her peers. As part of a three-person specialist team, the other two (2) HR Specialists often look to Rachel for guidance and direction. She is a hard worker that is dedicated to ensuring that the operations of the human resources department run smoothly. Rachel has become an expert in her field in a very short amount of time and continues to find ways in which to improve her skillset, which is why she is a perfect candidate to receive the Fellowship Award. She is honest, dependable, and detailed oriented.

Along with her undeniable talent, Rachel is also someone that the staff views as a true friend in the department. She is a team player and manages to bring out the best in people. Rachel is able to have tough conversations with others while maintaining a supportive and caring attitude. She remains professional, no matter how unprofessional others may be towards her. Rachel has built solid relationships both in and out of the department and is always a pleasure to work with.

# SOUTH KITSAP SCHOOL DISTRICT

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Without a doubt, you would be hard pressed to find someone more deserving than Rachel to be presented the Randy Hathaway Fellowship Award. She is a dedicated and knowledgeable employee that is all around a great person. This is a great opportunity for Rachel to continue to learn and grow as an HR professional.

Please feel free to contact me should you like to discuss Rachel's qualifications and experience further. I would be happy to expand on my recommendation.

Thank you,



Jamie Monagle

Director of Human Resources

South Kitsap School District

360-874-7071

# SOUTH KITSAP SCHOOL DISTRICT

Nurturing Growth • Inspiring Achievement • Building Community

Washington School Personnel Association  
PO Box 1600  
Anacortes, WA. 98221

November 27, 2019

Dear Members of Fellowship Awards Review Board;

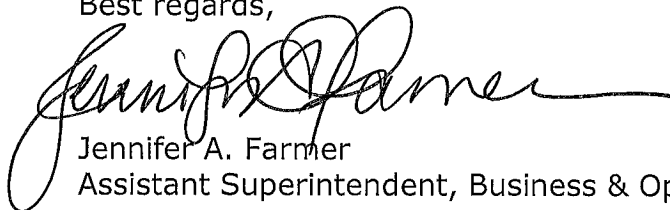
It is my pleasure to recommend to you Rachel Tallman, an outstanding candidate for a fellowship award for the HELP Program.

In her current role as an HR Specialist, Rachel is responsible for supporting the various personnel needs of our District, including providing guidance to staff, working with candidates, ensuring compliance with policies/procedures, analyzing budget impacts for positions, and providing support for the myriad of issues that you already know occur in a busy Human Resources setting. Rachel is a consummate professional handling her duties. She is intuitive, smart, calm, polished, and has a sincere desire to be helpful in supporting our South Kitsap team.

Rachel is demonstrably enthusiastic about her education and strives to not be just competent but to excel at whatever she is doing. Originally a part of the Business Services team at South Kitsap, Rachel went above and beyond to learn as much as she could about school business operations, including getting certified through the Washington Association of School Business Officials. She is the type of person who will continue to grow her skills because she is naturally curious and has a true spirit of connection with education and the mission of the organization.

One of the reasons I would like to highly recommend Rachel as a fellowship award recipient is because Rachel will most assuredly "pay it forward" by being a leader in her industry. I can foresee Rachel being a terrific mentor, teacher, "phone-a-friend" touchstone for other districts, and a leader in an organization such as WSPA. Rachel is a tremendous asset to South Kitsap and I am delighted to support her in her professional development as I am fully confident in her abilities and aspirations.

Best regards,

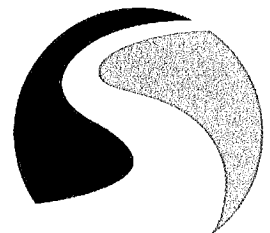


Jennifer A. Farmer  
Assistant Superintendent, Business & Operations

South Kitsap School District  
Business Office

2689 Hoover Ave SE  
Port Orchard, WA 98366

(360) 874-7000 Office  
(360) 874-7024 Fax  
[www.skitsap.wednet.edu](http://www.skitsap.wednet.edu)



**From:** Jack Busbee (PESB) <Jack.Busbee@k12.wa.us>  
**Sent time:** 12/10/2019 08:40:29 AM  
**To:** Stewart, Jackie <stewartj@skschools.org>  
**Subject:** RE: December 6 Region 5 WSPA Meeting

---

Thank you Jackie!

**Jack Busbee**

Associate Director, Paraeducator Board  
Professional Educator Standards Board (PESB)  
360.725.6377

[www.pesb.wa.gov](http://www.pesb.wa.gov)

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**From:** Stewart, Jackie <stewartj@skschools.org>  
**Sent:** Tuesday, December 10, 2019 7:40 AM  
**To:** Jack Busbee (PESB) <Jack.Busbee@k12.wa.us>  
**Subject:** RE: December 6 Region 5 WSPA Meeting

Good morning Jack,

Yes, thank you for your presentation and help. It was greatly appreciated. In regards to the contacts, below are the regions with their co-representative contact information:

Region 1 – Inland Empire – ESD 101

Jane Stencel – [stencelj@evsd.org](mailto:stencelj@evsd.org)

Kim Harmon – [kimha@spokaneschools.org](mailto:kimha@spokaneschools.org)

Region 2 – Ipanco – ESD 171, ESD 105, and ESD 123

Toni Neidhold – [tneidhold@psd1.org](mailto:tneidhold@psd1.org)

Doug Christensen – [doug.christensen@ksd.org](mailto:doug.christensen@ksd.org)

Region 3 – Lower Columbia River – ESD 112

Jenae Gomes – [jenae.gomes@evergreenps.org](mailto:jenae.gomes@evergreenps.org)

Melissa Kreuder – [Melissa.kreuder@esd112.org](mailto:Melissa.kreuder@esd112.org)

Region 4 – Puget Sound – ESD 113 and 121

Stacia Dorman – [dormasl@puyallup.k12.wa.us](mailto:dormasl@puyallup.k12.wa.us)

Sara Salyer – [salyers@puyallup.k12.wa.us](mailto:salyers@puyallup.k12.wa.us)

Region 6 – Northern Puget Sound – ESD 189

Debbie Kovacs – [dkovacs@everettsd.org](mailto:dkovacs@everettsd.org)

Darrell Heisler – [dheisler@swsd101.org](mailto:dheisler@swsd101.org)

If you have any questions, please let me know.

*Jackie Stewart*

*Human Resources Specialist*

*South Kitsap School District*

*2689 Hoover Ave SE*

*Port Orchard, WA 98366*

*Phone: (360) 874-7082*

*Fax: (360) 874-7076*

*Email: [stewartj@skschools.org](mailto:stewartj@skschools.org)*

*WSPA Region 5 Co-Representative*

---

**From:** Jack Busbee (PESB) <[Jack.Busbee@k12.wa.us](mailto:Jack.Busbee@k12.wa.us)>

**Sent:** Monday, December 9, 2019 10:30 AM

**To:** Stewart, Jackie <[stewartj@skschools.org](mailto:stewartj@skschools.org)>  
**Cc:** Zoe Hammes-Hefti (PESB) <[Zoe.Hammes-Hefti@k12.wa.us](mailto:Zoe.Hammes-Hefti@k12.wa.us)>  
**Subject:** RE: December 6 Region 5 WSPA Meeting

Hi Jackie,

Thanks again for the opportunity to present to your group on Friday. I hope everybody found it beneficial.

I wanted to follow-up on a question I asked. Is it possible to receive the main contacts for each WSPA region? We'd love to take our "show" on the road for as many who are interested in receiving it.

Best,  
Jack

**Jack Busbee**

Associate Director, Paraeducator Board  
Professional Educator Standards Board (PESB)  
360.725.6377

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**From:** Zoe Hammes-Hefti (PESB) <[Zoe.Hammes-Hefti@k12.wa.us](mailto:Zoe.Hammes-Hefti@k12.wa.us)>  
**Sent:** Monday, December 9, 2019 10:22 AM  
**To:** Jack Busbee (PESB) <[Jack.Busbee@k12.wa.us](mailto:Jack.Busbee@k12.wa.us)>  
**Subject:** FW: December 6 Region 5 WSPA Meeting

---

**From:** Zoe Hammes-Hefti (PESB)  
**Sent:** Friday, December 6, 2019 2:58 PM  
**To:** Stewart, Jackie <[stewartj@skschools.org](mailto:stewartj@skschools.org)>  
**Subject:** RE: December 6 Region 5 WSPA Meeting

Hi Jackie!

- As promised, here's a link to my presentation today: <http://bit.ly/2LhaV6L>
- It may also be helpful to forward on a direct link to our website's online learning section, as I know it's a little buried in our website: <https://www.pesb.wa.gov/resources-and-reports/online-learning/>
- And here's Cindy's contact (for teachers to receive clock hours for the "teachers working with paras" online course):  
Cindy Rockholt <[Cindy.Rockholt@k12.wa.us](mailto:Cindy.Rockholt@k12.wa.us)>

You're more than welcome to forward on my contact info to everyone as well, so they have it in case of need.

Have a super weekend!

**Zoe Hammes-Hefti**

*she/her/hers*  
Program Specialist, Paraeducator Board  
Professional Educator Standards Board (PESB)  
360.725.4956

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**From:** Stewart, Jackie <[stewartj@skschools.org](mailto:stewartj@skschools.org)>  
**Sent:** Thursday, December 5, 2019 2:50 PM  
**To:** Jack Busbee (PESB) <[Jack.Busbee@k12.wa.us](mailto:Jack.Busbee@k12.wa.us)>  
**Cc:** Jensen, Vivian <[jensenv@skschools.org](mailto:jensenv@skschools.org)>; Zoe Hammes-Hefti (PESB) <[Zoe.Hammes-Hefti@k12.wa.us](mailto:Zoe.Hammes-Hefti@k12.wa.us)>  
**Subject:** RE: December 6 Region 5 WSPA Meeting

Hello again,

We will have a laptop and projector already hooked up for you so if you can either email me your presentation or bring it on a thumb-drive, that would be great! Thank you so much!

*Jackie Stewart*

*Human Resources Specialist*

*South Kitsap School District*

*2689 Hoover Ave SE*

*Port Orchard, WA 98366*

*Phone: (360) 874-7082*

*Fax: (360) 874-7076*

*Email: [stewartj@skschools.org](mailto:stewartj@skschools.org)*

---

**From:** Jack Busbee (PESB) <[Jack.Busbee@k12.wa.us](mailto:Jack.Busbee@k12.wa.us)>

**Sent:** Thursday, December 5, 2019 1:06 PM

**To:** Stewart, Jackie <[stewartj@skschools.org](mailto:stewartj@skschools.org)>

**Cc:** Jensen, Vivian <[jensenv@skschools.org](mailto:jensenv@skschools.org)>; Zoe Hammes-Hefti (PESB) <[Zoe.Hammes-Hefti@k12.wa.us](mailto:Zoe.Hammes-Hefti@k12.wa.us)>

**Subject:** RE: December 6 Region 5 WSPA Meeting

Good afternoon Jackie!

Great to hear all, and we look forward to tomorrow. We plan to be there around 8:15a. We require an hdmi port to connect to your screen/projector. Alternatively, if you already have a computer hooked up, we can just download the ppt (i.e, we just need internet access).

Thanks for your guidance on areas of interest. Zoe will make sure to integrate these into her presentation. Of course, we will both be there to answer any outstanding questions that arise from her presentation.

Cheers,

Jack

**Jack Busbee**

Associate Director, Paraeducator Board

Professional Educator Standards Board (PESB)

360.725.6377

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**From:** Stewart, Jackie <[stewartj@skschools.org](mailto:stewartj@skschools.org)>

**Sent:** Monday, December 2, 2019 9:42 AM

**To:** Jack Busbee (PESB) <[Jack.Busbee@k12.wa.us](mailto:Jack.Busbee@k12.wa.us)>

**Cc:** Jensen, Vivian <[jensenv@skschools.org](mailto:jensenv@skschools.org)>

**Subject:** RE: December 6 Region 5 WSPA Meeting

Good morning Jack!

We are looking forward to your presentation this Friday, December 6<sup>th</sup>. Please arrive before 8:30 am so we can ensure you are set up to present. What equipment do you need set up for your presentation?

In regards to specific areas to present on, we would like to know about next steps or updates to the program. Is the 14 hours going to be funded next year? What does the certification with clock hours process look like for paraeducators? I am sure there will be more questions after your presentation 😊

Yes, we would love to meet your new Program Specialist as well 😊

Thank you so much!

*Jackie Stewart*

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

---

**From:** Jack Busbee (PESB) <[Jack.Busbee@k12.wa.us](mailto:Jack.Busbee@k12.wa.us)>  
**Sent:** Monday, November 25, 2019 8:43 AM  
**To:** Stewart, Jackie <[stewartj@skschools.org](mailto:stewartj@skschools.org)>  
**Cc:** Jensen, Vivian <[jensenv@skschools.org](mailto:jensenv@skschools.org)>  
**Subject:** RE: December 6 Region 5 WSPA Meeting

Hi Jackie,

I am looking forward to presenting next week, Dec. 6, in your region. To best prepare, are there specific areas of the program you would like me to present on? I ask because I don't mind presenting on the program broadly, but if there are specific areas you and your colleagues want more information on, perhaps that will be a better?

Also, we have a new Program Specialist who joined the team in August. I've asked her to come along to the meeting as well and lead the presentation. I will be there, but this will be good practice for her.

I look forward to hearing from you.

Thanks,  
Jack

**Jack Busbee**  
Associate Director, Paraeducator Board  
Professional Educator Standards Board (PESB)  
360.725.6377

-----  
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---

**From:** Stewart, Jackie <[stewartj@skschools.org](mailto:stewartj@skschools.org)>  
**Sent:** Thursday, September 12, 2019 3:55 PM  
**To:** Jack Busbee (PESB) <[Jack.Busbee@k12.wa.us](mailto:Jack.Busbee@k12.wa.us)>  
**Cc:** Jensen, Vivian <[jensenv@skschools.org](mailto:jensenv@skschools.org)>  
**Subject:** December 6 Region 5 WSPA Meeting

Hello Jack,

We are thrilled to have you as our Keynote Speaker at our December 6, 2019 Region 5 WSPA Meeting at South Kitsap School District. Our meeting will start at 8:30 am with light breakfast items, introductions, and share out. We thought we would be ready for your Para Requirements and Mandatory Training presentation by 9:00 a.m. and after have an open question/answer forum. We are located at 2689 Hoover Ave. SE, Port Orchard, WA and the meeting will be held in our Board Room. Please let me know if there is anything you need for set up or have any questions. Again, thank you so much!

*All the best,*

*Jackie Stewart*  
Human Resources Specialist  
South Kitsap School District

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

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**From:** stewartj@skschools.org  
**Sent time:** 12/10/2019 07:39:32 AM  
**To:** Jack.Busbee@k12.wa.us  
**Subject:** RE: December 6 Region 5 WSPA Meeting

---

Good morning Jack,

Yes, thank you for your presentation and help. It was greatly appreciated. In regards to the contacts, below are the regions with their co-representative contact information:

Region 1 – Inland Empire – ESD 101

Jane Stencel – [stencelj@evsd.org](mailto:stencelj@evsd.org)

Kim Harmon – [kimha@spokaneschools.org](mailto:kimha@spokaneschools.org)

Region 2 – Ipanco – ESD 171, ESD 105, and ESD 123

Toni Neidhold – [tneidhold@psd1.org](mailto:tneidhold@psd1.org)

Doug Christensen – [doug.christensen@ksd.org](mailto:doug.christensen@ksd.org)

Region 3 – Lower Columbia River – ESD 112

Jenae Gomes – [jenae.gomes@evergreenps.org](mailto:jenae.gomes@evergreenps.org)

Melissa Kreuder – [Melissa.kreuder@esd112.org](mailto:Melissa.kreuder@esd112.org)

Region 4 – Puget Sound – ESD 113 and 121

Stacia Dorman – [dormasl@puyallup.k12.wa.us](mailto:dormasl@puyallup.k12.wa.us)

Sara Salyer – [salyers@puyallup.k12.wa.us](mailto:salyers@puyallup.k12.wa.us)

Region 6 – Northern Puget Sound – ESD 189

Debbie Kovacs – [dkovacs@everettsd.org](mailto:dkovacs@everettsd.org)

Darrell Heisler – [dheisler@swns101.org](mailto:dheisler@swns101.org)

If you have any questions, please let me know.

*Jackie Stewart*

*Human Resources Specialist*

*South Kitsap School District*

*2689 Hoover Ave SE*

*Port Orchard, WA 98366*

*Phone: (360) 874-7082*

*Fax: (360) 874-7076*

*Email: [stewartj@skschools.org](mailto:stewartj@skschools.org)*

*WSPA Region 5 Co-Representative*

---

**From:** Jack Busbee (PESB) <Jack.Busbee@k12.wa.us>  
**Sent:** Monday, December 9, 2019 10:30 AM  
**To:** Stewart, Jackie <stewartj@skschools.org>  
**Cc:** Zoe Hammes-Hefti (PESB) <Zoe.Hammes-Hefti@k12.wa.us>  
**Subject:** RE: December 6 Region 5 WSPA Meeting

Hi Jackie,

Thanks again for the opportunity to present to your group on Friday. I hope everybody found it beneficial.

I wanted to follow-up on a question I asked. Is it possible to receive the main contacts for each WSPA region? We'd love to take our "show" on the road for as many who are interested in receiving it.

Best,  
Jack

**Jack Busbee**  
Associate Director, Paraeducator Board

---

**From:** Zoe Hammes-Hefti (PESB) <[Zoe.Hammes-Hefti@k12.wa.us](mailto:Zoe.Hammes-Hefti@k12.wa.us)>

**Sent:** Monday, December 9, 2019 10:22 AM

**To:** Jack Busbee (PESB) <[Jack.Busbee@k12.wa.us](mailto:Jack.Busbee@k12.wa.us)>

**Subject:** FW: December 6 Region 5 WSPA Meeting

---

**From:** Zoe Hammes-Hefti (PESB)

**Sent:** Friday, December 6, 2019 2:58 PM

**To:** Stewart, Jackie <[stewartj@skschools.org](mailto:stewartj@skschools.org)>

**Subject:** RE: December 6 Region 5 WSPA Meeting

Hi Jackie!

- As promised, here's a link to my presentation today: <http://bit.ly/2LhaV6L>
- It may also be helpful to forward on a direct link to our website's online learning section, as I know it's a little buried in our website: <https://www.pesb.wa.gov/resources-and-reports/online-learning/>
- And here's Cindy's contact (for teachers to receive clock hours for the "teachers working with paras" online course):  
Cindy Rockholt <[Cindy.Rockholt@k12.wa.us](mailto:Cindy.Rockholt@k12.wa.us)>

You're more than welcome to forward on my contact info to everyone as well, so they have it in case of need.

Have a super weekend!

**Zoe Hammes-Hefti**

*she/her/hers*

Program Specialist, Paraeducator Board

Professional Educator Standards Board (PESB)

360.725.4956

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---

**From:** Stewart, Jackie <[stewartj@skschools.org](mailto:stewartj@skschools.org)>

**Sent:** Thursday, December 5, 2019 2:50 PM

**To:** Jack Busbee (PESB) <[Jack.Busbee@k12.wa.us](mailto:Jack.Busbee@k12.wa.us)>

**Cc:** Jensen, Vivian <[jensenv@skschools.org](mailto:jensenv@skschools.org)>; Zoe Hammes-Hefti (PESB) <[Zoe.Hammes-Hefti@k12.wa.us](mailto:Zoe.Hammes-Hefti@k12.wa.us)>

**Subject:** RE: December 6 Region 5 WSPA Meeting

Hello again,

We will have a laptop and projector already hooked up for you so if you can either email me your presentation or bring it on a thumb-drive, that would be great! Thank you so much!

*Jackie Stewart*

*Human Resources Specialist*

*South Kitsap School District*

*2689 Hoover Ave SE*

*Port Orchard, WA 98366*

*Phone: (360) 874-7082*

*Fax: (360) 874-7076*

*Email: [stewartj@skschools.org](mailto:stewartj@skschools.org)*

**From:** Jack Busbee (PESB) <[Jack.Busbee@k12.wa.us](mailto:Jack.Busbee@k12.wa.us)>  
**Sent:** Thursday, December 5, 2019 1:06 PM  
**To:** Stewart, Jackie <[stewartj@sksschools.org](mailto:stewartj@sksschools.org)>  
**Cc:** Jensen, Vivian <[jensenv@sksschools.org](mailto:jensenv@sksschools.org)>; Zoe Hammes-Hefti (PESB) <[Zoe.Hammes-Hefti@k12.wa.us](mailto:Zoe.Hammes-Hefti@k12.wa.us)>  
**Subject:** RE: December 6 Region 5 WSPA Meeting

Good afternoon Jackie!

Great to hear all, and we look forward to tomorrow. We plan to be there around 8:15a. We require an hdmi port to connect to your screen/projector. Alternatively, if you already have a computer hooked up, we can just download the ppt (i.e, we just need internet access).

Thanks for your guidance on areas of interest. Zoe will make sure to integrate these into her presentation. Of course, we will both be there to answer any outstanding questions that arise from her presentation.

Cheers,  
Jack

**Jack Busbee**

Associate Director, Paraeducator Board  
Professional Educator Standards Board (PESB)  
360.725.6377

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---

**From:** Stewart, Jackie <[stewartj@sksschools.org](mailto:stewartj@sksschools.org)>  
**Sent:** Monday, December 2, 2019 9:42 AM  
**To:** Jack Busbee (PESB) <[Jack.Busbee@k12.wa.us](mailto:Jack.Busbee@k12.wa.us)>  
**Cc:** Jensen, Vivian <[jensenv@sksschools.org](mailto:jensenv@sksschools.org)>  
**Subject:** RE: December 6 Region 5 WSPA Meeting

Good morning Jack!

We are looking forward to your presentation this Friday, December 6<sup>th</sup>. Please arrive before 8:30 am so we can ensure you are set up to present. What equipment do you need set up for your presentation?

In regards to specific areas to present on, we would like to know about next steps or updates to the program. Is the 14 hours going to be funded next year? What does the certification with clock hours process look like for paraeducators? I am sure there will be more questions after your presentation 😊

Yes, we would love to meet your new Program Specialist as well 😊

Thank you so much!

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

---

**From:** Jack Busbee (PESB) <[Jack.Busbee@k12.wa.us](mailto:Jack.Busbee@k12.wa.us)>  
**Sent:** Monday, November 25, 2019 8:43 AM  
**To:** Stewart, Jackie <[stewartj@sksschools.org](mailto:stewartj@sksschools.org)>  
**Cc:** Jensen, Vivian <[jensenv@sksschools.org](mailto:jensenv@sksschools.org)>

**Subject:** RE: December 6 Region 5 WSPA Meeting

Hi Jackie,

I am looking forward to presenting next week, Dec. 6, in your region. To best prepare, are there specific areas of the program you would like me to present on? I ask because I don't mind presenting on the program broadly, but if there are specific areas you and your colleagues want more information on, perhaps that will be a better?

Also, we have a new Program Specialist who joined the team in August. I've asked her to come along to the meeting as well and lead the presentation. I will be there, but this will be good practice for her.

I look forward to hearing from you.

Thanks,  
Jack

**Jack Busbee**

Associate Director, Paraeducator Board  
Professional Educator Standards Board (PESB)  
360.725.6377

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---

**From:** Stewart, Jackie <[stewartj@skschools.org](mailto:stewartj@skschools.org)>  
**Sent:** Thursday, September 12, 2019 3:55 PM  
**To:** Jack Busbee (PESB) <[Jack.Busbee@k12.wa.us](mailto:Jack.Busbee@k12.wa.us)>  
**Cc:** Jensen, Vivian <[jensenv@skschools.org](mailto:jensenv@skschools.org)>  
**Subject:** December 6 Region 5 WSPA Meeting

Hello Jack,

We are thrilled to have you as our Keynote Speaker at our December 6, 2019 Region 5 WSPA Meeting at South Kitsap School District. Our meeting will start at 8:30 am with light breakfast items, introductions, and share out. We thought we would be ready for your Para Requirements and Mandatory Training presentation by 9:00 a.m. and after have an open question/answer forum. We are located at 2689 Hoover Ave. SE, Port Orchard, WA and the meeting will be held in our Board Room. Please let me know if there is anything you need for set up or have any questions. Again, thank you so much!

*All the best,*

*Jackie Stewart*

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

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**From:** Jennifer Tottenham <waspa@memberclicks-mail.net>  
**Sent time:** 12/10/2019 08:47:56 AM  
**To:** monaglej@skschools.org  
**Subject:** WSPA Invoice - Please Submit  
**Attachments:** invoice.pdf

---

## New Invoice

Hello,

Please see the attached invoice.

Thank you,

Jennifer Tottenham  
Program Coordinator  
Washington School Personnel Association

[Click here to pay this invoice](#)

---

[Privacy Policy](#)

Washington School Personnel Association  
PO Box 1600  
Anacortes, WA 98221

360-825-1415 Phone  
253-736-0333 Fax  
admin@wspa.net

**INVOICE 13083**



South Kitsap School District  
Attn: Jamie Monagle  
2689 Hoover Ave SE  
Port Orchard, Washington 98366

Invoice # 13083  
Invoice Date 12/10/2019  
Invoice Due 01/08/2020

<b>Amount Due</b>	<b>\$ 1,200.00</b>
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### Transactions

Description	Amount
Jamie Monagle: WSPA Annual Conference - Registration - \$300.00	\$ 300.00
Rachel Tallman: WSPA Annual Conference - Registration - \$300.00	\$ 300.00
Jackie Stewart: WSPA Annual Conference - Registration - \$300.00	\$ 300.00
Vivian Jensen: WSPA Annual Conference - Registration - \$300.00	\$ 300.00

<b>Total Amount</b>	<b>\$ 1,200.00</b>
<b>Amount Paid</b>	<b>-\$ 0.00</b>
<b>Amount Due</b>	<b>\$ 1,200.00</b>

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

**From:** admin@wsps.net  
**Sent time:** 12/10/2019 10:59:16 AM  
**To:** admin@wsps.net  
**Subject:** WSPA PFMLA Clock Hours  
**Attachments:** PFMLA Clock Hour Form TUKWILA 219.pdf

---

Hello,

My apologies, it seems as though my message with the clock hour form from our recent PFMLA Workshop was a casualty of our recent database/website upgrade!

I have attached the clock hour form for your records.

Again, my apologies for the delay and any inconvenience. Thank you for your patience and understanding.

Thank you,

Jennifer

*Jennifer Tottenham*

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





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

## WASHINGTON STATE CLOCK HOUR REGISTRATION FORM

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

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

Section 1 - Information - Participant			Please Print and Use Pen	
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: <b>Paid Family Medical Leave Act Workshop</b>		Name of Instructors: <b>Parker Howell, Lauren Johnston Porter Foster Rorick LLP</b>
Total Number of Clock Hours Available <b>3</b>	First Day of Class/Offering <b>11/22/2019</b>	Last Day of Class/Offering <b>11/22/2019</b>
Sponsoring Provider Name (Agency Granting Clock Hours) <b>Washington School Personnel Association</b>		Business Telephone Number <b>360-825-1415</b>
Provider Address <b>PO Box 1600, Anacortes, Washington, 98221</b>		
Sponsoring Provider Contact Person <b>Jennifer Tottenham, Program Coordinator</b>		Telephone Number <b>360-825-1415</b>

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

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

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

**From:** admin@wspa.net  
**Sent time:** 12/10/2019 07:14:17 AM  
melissa.kreuder@esd112.org; stewartj@skschools.org; dkovacs@everettsd.org; Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>; Tony Frascione <tfrascon@fwps.org>; Jane Stencel <stencelj@evsd.org>; Kim Holland <KimberlyH@spokaneschools.org>; Toni L. Neidhold <TNeidhold@psd1.org>; Doug Christensen <doug.christensen@ksd.org>; Jenae N Gomes (Human Resources) <Jenae.Gomes@evergreenps.org>; Dorman, Stacia L. <DormaSL@puyallup.k12.wa.us>; Salyer, Sara J. <SalyerSJ@puyallup.k12.wa.us>; Jensen, Vivian <jensenv@skschools.org>; Darrell Heisler <dheisler@swsd101.org>  
**To:**  
**Subject:** WSPA Region Mailing Lists

---

Good morning WSPA Region Representatives,

With the launch of the new website, the mailing process for each region will also be updated. I am working to create those mailing lists for you this morning and will send out an email with directions for contacting your region shortly.

In the meantime, if you have a message that needs to be sent to your region members please let me know and I am happy to distribute the message on your behalf.

Thank you,

Jennifer

*Jennifer Tottenham*

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



**From:** stewartj@skschools.org  
**Sent time:** 12/11/2019 09:23:27 AM  
**To:** Tavia.Henley-Storm@k12.wa.us  
**Cc:** mallory.torimino@K12.wa.us; jensenv@skschools.org  
**Subject:** Professional Certification Presentation

---

Good morning Tavia,

We would love for your office to present on Educator Certification policies, changes, and updates at our May 29, 2020 WSPA Region 5 meeting if you are available. Our meeting will be at the South Kitsap School District in the Board Room at 8:30 a.m. Please let me know if you are available. Thank you very much.

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

**From:** holsten@skschools.org  
**Sent time:** 12/11/2019 12:33:46 PM  
**To:** schneewi@skschools.org  
**Subject:** RE: Clock hour accounts

---

Thank you

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

---

**From:** Schneewind, Tracy  
**Sent:** Wednesday, December 11, 2019 12:33 PM  
**To:** Holsten, Jerry <holsten@skschools.org>  
**Subject:** FW: Clock hour accounts

See Heather Archut's response to clock hours.

You should be able to get an Inservice Verification Form from WSPA for your own records or send to OESD to put onto your transcript.

Let me know if you have more questions.

Tracy Schneewind  
South Kitsap School District  
Teaching & Learning Staff Assistant  
360-874-7058  
[schneewi@skschools.org](mailto:schneewi@skschools.org)

---

**From:** Archut, Heather <[harchut@oesd114.org](mailto:harchut@oesd114.org)>  
**Sent:** Wednesday, December 11, 2019 11:27 AM  
**To:** Schneewind, Tracy <[schneewi@skschools.org](mailto:schneewi@skschools.org)>  
**Subject:** RE: Clock hour accounts

Tracy,

The only other Jerry Holsten listed is one with a Tumwater address. Those clock hours date back to the 90s. We don't have any other ones.

If he is missing clock hours for events that we did not sponsor then we will need him to submit the clock hour forms.

If we did sponsor them I can do some research if you can get me titles, event numbers or clock hour id.. or dates perhaps?

Heather Archut  
Administrative Assistant  
Teaching and Learning  
360-405-5801  
[harchut@oesd114.org](mailto:harchut@oesd114.org)

---

**From:** Schneewind, Tracy [<mailto:schneewi@skschools.org>]

**Sent:** Wednesday, December 11, 2019 10:33 AM

**To:** Archut, Heather <[harchut@oesd114.org](mailto:harchut@oesd114.org)>

**Cc:** Holsten, Jerry <[holsten@skschools.org](mailto:holsten@skschools.org)>

**Subject:** Clock hour accounts

Hello Heather,

Does Jerry Holsten have two or more pdEnroller accounts. He has attended WSPA WA School Personnel Association for the last two and a half years. He may also have clock hours through AWSP as well.

Other e-mails address may be: [holsten@skschools.org](mailto:holsten@skschools.org) [holstenjerry@yahoo.com](mailto:holstenjerry@yahoo.com)  
[holsten@skitsap.wednet.edu](mailto:holsten@skitsap.wednet.edu)

Tracy Schneewind  
South Kitsap School District  
Teaching & Learning Staff Assistant  
360-874-7058  
[schneewi@skschools.org](mailto:schneewi@skschools.org)

**From:** jensenv@skschools.org  
**Sent time:** 12/11/2019 09:12:14 AM  
**To:** ChelleL@ckschools.org  
**Subject:** RE: OSPI - Professional Certification Office

---

Thank you!! I think we will try to have her come and talk to our group in May.  
Happy Holidays!! 😊

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

*If a man is called to be a street sweeper, he should sweep streets even as a Michelangelo painted, or Beethoven composed music or Shakespeare wrote poetry. He should sweep streets so well that all the hosts of heaven and earth will pause to say, 'Here lived a great street sweeper who did his job well.' - MLK*

---

**From:** Lente Chelle - ADMIN <ChelleL@ckschools.org>  
**Sent:** Tuesday, December 10, 2019 7:45 AM  
**To:** Stewart, Jackie <stewartj@skschools.org>; Jensen, Vivian <jensenv@skschools.org>  
**Subject:** FW: OSPI - Professional Certification Office

Not sure if you were on this distribution list...

Smiles,

---

**Chelle Lente – Certificated Specialist**

[Central Kitsap School District](#) | Human Resources | Jenne-Wright Administrative Center  
PO Box 8, Silverdale, WA 98383 | Phone: 360.662.1697 | Fax: 360.662.1681 | [chellel@ckschools.org](mailto:chellel@ckschools.org)



---

**From:** Tavia Henley-Storm <[Tavia.Henley-Storm@k12.wa.us](mailto:Tavia.Henley-Storm@k12.wa.us)>  
**Sent:** Monday, December 9, 2019 2:27 PM  
**Cc:** Mallory Torimino <[Mallory.Torimino@k12.wa.us](mailto:Mallory.Torimino@k12.wa.us)>  
**Subject:** OSPI - Professional Certification Office

Good afternoon,

My name is Tavia Henley-Storm, and I am the new Secretary Senior in the OSPI Professional Certification Office. In previous years we have had the amazing opportunity to attend and present at WSPA regional meetings in the winter and spring months. We would like to have that same opportunity this year.

Educator certification policy and implementation changes have occurred and more may be coming soon. We would like to ensure that these certification changes and updates are known and understood out in the education field and the WSPA regional meetings will be our best opportunity to share these important updates.

If you would like our certification staff to attend an upcoming regional meeting this winter or spring please let us know and we can plan our schedules ahead.

We look forward to hearing from you.

Thank you!

**Tavia Henley-Storm**

Secretary Senior

Pronouns: she/her/hers

Professional Certification Office

Office of Superintendent of Public Instruction (OSPI)

PO Box 47200 | Olympia, WA 98504-7200

Office: (360) 725-6027

[Tavia.henley-storm@k12.wa.us](mailto:Tavia.henley-storm@k12.wa.us)

[www.k12.wa.us](http://www.k12.wa.us)

*All students prepared for post-secondary pathways, careers, and civic engagement.*

**From:** Tavia Henley-Storm <Tavia.Henley-Storm@k12.wa.us>  
**Sent time:** 12/11/2019 03:12:15 PM  
**To:** Stewart, Jackie <stewartj@skschools.org>  
**Cc:** Mallory Torimino <Mallory.Torimino@k12.wa.us>; Jensen, Vivian <jensenv@skschools.org>  
**Subject:** RE: Professional Certification Presentation

---

Jackie,

Per our phone call, we are available and set to present on January 24, 2020 at the Central Kitsap Teaching & Learning Center. We will touch on CTE, ESA, and any recent policy and implementation changes. Please feel free to reach out if we can be of any more assistance.

Thank you!

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---

**From:** Stewart, Jackie <stewartj@skschools.org>  
**Sent:** Wednesday, December 11, 2019 9:23 AM  
**To:** Tavia Henley-Storm <Tavia.Henley-Storm@k12.wa.us>  
**Cc:** Mallory Torimino <Mallory.Torimino@k12.wa.us>; Jensen, Vivian <jensenv@skschools.org>  
**Subject:** Professional Certification Presentation

Good morning Tavia,

We would love for your office to present on Educator Certification policies, changes, and updates at our May 29, 2020 WSPA Region 5 meeting if you are available. Our meeting will be at the South Kitsap School District in the Board Room at 8:30 a.m. Please let me know if you are available. Thank you very much.

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

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**From:** stewartj@skschools.org  
**Sent time:** 12/11/2019 03:25:32 PM  
**To:** Tavia.Henley-Storm@k12.wa.us  
**Cc:** Mallory.Torimino@k12.wa.us; jensenv@skschools.org  
**Subject:** RE: Professional Certification Presentation

---

That's great! Thanks, see you then 😊

---

**From:** Tavia Henley-Storm <Tavia.Henley-Storm@k12.wa.us>  
**Sent:** Wednesday, December 11, 2019 3:12 PM  
**To:** Stewart, Jackie <stewartj@skschools.org>  
**Cc:** Mallory Torimino <Mallory.Torimino@k12.wa.us>; Jensen, Vivian <jensenv@skschools.org>  
**Subject:** RE: Professional Certification Presentation

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**From:** admin@wspsa.net  
**Sent time:** 12/11/2019 11:09:27 AM  
**To:** Jensen, Vivian <jensenv@skschools.org>  
**Subject:** RE: Request to Region 5: ESA Subs?

---

Going out now!

---

**From:** Jensen, Vivian <jensenv@skschools.org>  
**Sent:** Tuesday, December 10, 2019 12:35 PM  
**To:** admin@wspsa.net  
**Subject:** FW: Request to Region 5: ESA Subs?

Hi Jennifer,  
Could you post the below request to the region 5 WSPA members please?  
Thank you!

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

*If a man is called to be a street sweeper, he should sweep streets even as a Michelangelo painted, or Beethoven composed music or Shakespeare wrote poetry. He should sweep streets so well that all the hosts of heaven and earth will pause to say, 'Here lived a great street sweeper who did his job well.' - MLK*

**From:** Amy Stam <[amy.stam@bremertonschools.org](mailto:amy.stam@bremertonschools.org)>  
**Sent:** Tuesday, December 10, 2019 12:22 PM  
**To:** Jensen, Vivian <[jensenv@skschools.org](mailto:jensenv@skschools.org)>  
**Subject:** Request to Region 5: ESA Subs?

Hi Vivian,

I wonder if you would post a request to our group?

Bremerton is in need of a substitute counselor at our middle school. Does anyone have any counselor subs they'd be willing to share information about? We'd like to connect with someone with the hope he/she could start in January 2020.

Thanks for your help,  
Amy

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*Amy Stam*  
*Human Resources, Certificated Specialist*  
*Bremerton School District*  
*360.473.1075*

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**From:** jensenv@skschools.org  
**Sent time:** 12/11/2019 12:15:21 PM  
**To:** admin@wspace.net  
**Subject:** RE: Request to Region 5: ESA Subs?

---

Thank you! 😊

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

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**From:** admin@wspace.net <admin@wspace.net>  
**Sent:** Wednesday, December 11, 2019 11:09 AM  
**To:** Jensen, Vivian <jensenv@skschools.org>  
**Subject:** RE: Request to Region 5: ESA Subs?

Going out now!

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**From:** Jensen, Vivian <jensenv@skschools.org>  
**Sent:** Tuesday, December 10, 2019 12:35 PM  
**To:** [admin@wspace.net](mailto:admin@wspace.net)  
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**South Kitsap School District**  
**360-874-7077**  
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Thanks for your help,

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**From:** Amy Stam <amy.stam@bremertonschools.org>  
**Sent time:** 12/11/2019 03:30:03 PM  
**To:** Jensen, Vivian <jensenv@skschools.org>  
**Subject:** Re: WSPA Region 5 Request

---

I don't think we can....we're not sure the exact absence duration. I will ask if we can post for ESA substitutes. Just don't know if there will be any response.

Thanks for your brainstorming!

On Wed, Dec 11, 2019 at 3:18 PM Jensen, Vivian <jensenv@skschools.org> wrote:

Hi Amy,

Can you post for a leave replacement for your counselor who is going out on leave?

*Vivian Jensen*

*Human Resource Specialist*

*South Kitsap School District*

*360-874-7077*

*Fax 360-874-7076*

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**From:** Amy Stam <amy.stam@bremertonschools.org>  
**Sent:** Wednesday, December 11, 2019 1:14 PM  
**To:** Tallman, Rachel <tallman@skschools.org>  
**Cc:** Jensen, Vivian <jensenv@skschools.org>; Stewart, Jackie <stewartj@skschools.org>  
**Subject:** Re: WSPA Region 5 Request

Thank you for getting back to me, Rachel. I knew it was a long-shot!

On Wed, Dec 11, 2019 at 1:09 PM Tallman, Rachel <tallman@skschools.org> wrote:

Hi Amy,

Per our bargaining agreement, Counselors in our district don't qualify for substitutes so we unfortunately don't have any on file to share.

Hopefully you're able to find someone! 😊

Thanks,

*Rachel Tallman*

HR Specialist, MBA

South Kitsap School District

2689 Hoover Avenue SE

Port Orchard, WA 98366

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

360-874-7083

---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) <[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)>

**Sent:** Wednesday, December 11, 2019 11:17 AM

**To:** Tallman, Rachel <[tallman@skschools.org](mailto:tallman@skschools.org)>

**Subject:** WSPA Region 5 Request

Hello,

Bremerton is in need of a substitute counselor at our middle school. Does anyone have any counselor subs they'd be willing to share information about? We'd like to connect with someone with the hope he/she could start in January 2020.

Thanks for your help,

Amy

--

*Amy Stam*

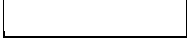
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*Bremerton School District*

*360.473.1075*

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*Bremerton School District*

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**From:** tallman@skschools.org  
**Sent time:** 12/11/2019 01:09:02 PM  
**To:** amy.stam@bremertonschools.org  
**Cc:** jensenv@skschools.org; stewartj@skschools.org  
**Subject:** RE: WSPA Region 5 Request

---

Hi Amy,

Per our bargaining agreement, Counselors in our district don't qualify for substitutes so we unfortunately don't have any on file to share.

Hopefully you're able to find someone! 😊

Thanks,

*Rachel Tallman*

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

---

**From:** waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>  
**Sent:** Wednesday, December 11, 2019 11:17 AM  
**To:** Tallman, Rachel <tallman@skschools.org>  
**Subject:** WSPA Region 5 Request

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*Bremerton School District*

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**From:** jensenv@skschools.org  
**Sent time:** 12/11/2019 03:18:50 PM  
**To:** amy.stam@bremertonschools.org  
**Subject:** RE: WSPA Region 5 Request

---

Hi Amy,  
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*Vivian Jensen  
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**From:** Amy Stam <amy.stam@bremertonschools.org>  
**Sent time:** 12/11/2019 01:13:45 PM  
**To:** Tallman, Rachel <tallman@skschools.org>  
**Cc:** Jensen, Vivian <jensenv@skschools.org>; Stewart, Jackie <stewartj@skschools.org>  
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**From:** WSPA - Region 5 <waspa@memberclicks-mail.net>  
**Sent time:** 12/11/2019 11:17:15 AM  
**To:** holsten@skschools.org  
**Subject:** WSPA Region 5 Request

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**To:** jensenv@skschools.org  
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*360.473.1075*

---

This email was sent to [monaglej@skschools.org](mailto:monaglej@skschools.org) by [amy.stam@bremertonschools.org](mailto:amy.stam@bremertonschools.org)

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

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**From:** WSPA - Region 5 <waspa@memberclicks-mail.net>  
**Sent time:** 12/11/2019 11:17:15 AM  
**To:** finnie@skschools.org  
**Subject:** WSPA Region 5 Request

---

Hello,

Bremerton is in need of a substitute counselor at our middle school. Does anyone have any counselor subs they'd be willing to share information about? We'd like to connect with someone with the hope he/she could start in January 2020.

Thanks for your help,

Amy

--

*Amy Stam*

*Human Resources, Certificated Specialist*

*Bremerton School District*

*360.473.1075*

---

This email was sent to [finnie@skschools.org](mailto:finnie@skschools.org) by [amy.stam@bremertonschools.org](mailto:amy.stam@bremertonschools.org)

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powered by  MemberClicks

**From:** WSPA - Region 5 <waspa@memberclicks-mail.net>  
**Sent time:** 12/11/2019 11:17:15 AM  
**To:** stewartj@skschools.org  
**Subject:** WSPA Region 5 Request

---

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*Human Resources, Certificated Specialist*

*Bremerton School District*

*360.473.1075*

---

This email was sent to [stewartj@skschools.org](mailto:stewartj@skschools.org) by [amy.stam@bremertonschools.org](mailto:amy.stam@bremertonschools.org)

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

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powered by  **MemberClicks**

**From:** WSPA - Region 5 <waspa@memberclicks-mail.net>  
**Sent time:** 12/11/2019 11:17:16 AM  
**To:** finnie@skschools.org  
**Subject:** WSPA Region 5 Request

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Thanks for your help,

Amy

--

*Amy Stam*

*Human Resources, Certificated Specialist*

*Bremerton School District*

*360.473.1075*

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

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

powered by  MemberClicks

**From:** Laura Ter Louw <LTerLouw@bisd303.org>  
**Sent time:** 12/12/2019 10:36:47 AM  
**To:** tallman@skschools.org; Stewart, Jackie <stewartj@skschools.org>  
**Subject:** FMLA/PFML Policies

---

Hello Jackie and Rachel -

It was great to meet and network with you all last week at the WSPA meeting.

I was wondering if you could send over your FMLA policy and what you all have drafted to use for PFML? I am working to create our tracking and policies for this and just thought it would be great to see what you all have created.

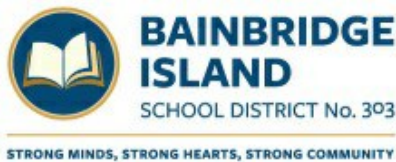
Thank you so much and hope your holiday season is going well.

Take Care,

**Make it a Great Day!**

**Best Regards,**

**Laura Ter Louw, PHR, SHRM-CP**  
**Human Resources Specialist**  
**Classified Staff & Benefits**  
**206-780-1068**



Bainbridge Island School District Office  
8489 Madison Ave NE, Bainbridge Island, WA 98110

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STRONG MINDS, STRONG HEARTS, STRONG COMMUNITY

Bainbridge Island School District Office  
8489 Madison Ave NE, Bainbridge Island, WA 98110



STRONG MINDS, STRONG HEARTS, STRONG COMMUNITY

Bainbridge Island School District Office  
8489 Madison Ave NE, Bainbridge Island, WA 98110

**From:** stewartj@skschools.org  
**Sent time:** 12/12/2019 01:46:42 PM  
**To:** lTerLouw@bisd303.org  
**Cc:** tallman@skschools.org  
**Subject:** RE: FMLA/PFML Policies  
**Attachments:** Policy 5404 - Family, Maternity, and Military Caregiver Leave.pdf

---

Good afternoon Laura,

We also appreciate networking with our neighboring districts, we definitely can learn a lot from each other and extend support ☺

As requested, I have attached our district's current FMLA Policy. Unfortunately I haven't finished drafting the PFML process. I hope to have something by tomorrow or Monday. Once it is sharable, I will send what we have come up with.

Please let me know if you have any further questions, I am happy to help.

Hope you have a great rest of your day!

*Jackie Stewart*

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

**From:** Laura Ter Louw <lTerLouw@bisd303.org>  
**Sent:** Thursday, December 12, 2019 10:37 AM  
**To:** Stewart, Jackie <stewartj@skschools.org>; Tallman, Rachel <tallman@skschools.org>  
**Subject:** FMLA/PFML Policies

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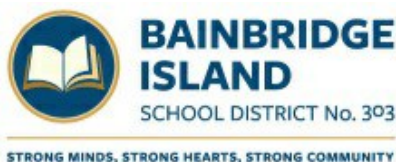
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Human Resources Specialist  
Classified Staff & Benefits  
206-780-1068**



Bainbridge Island School District Office  
8489 Madison Ave NE, Bainbridge Island, WA 98110



## **FAMILY, MATERNITY, AND MILITARY CAREGIVER LEAVE**

Every employee of the district who has worked for the district at least one year and for at least 1,250 hours in the preceding year is entitled to twelve (12) workweeks of family leave during any twelve (12) month period to:

- A. Care for a newborn child, an adopted child of the employee who is under the age of eighteen at the time of placement for adoption, or a newly placed foster child;
- B. Care for a spouse, parent or child of the employee who has a serious health condition, or the employee may obtain leave for a personal health condition if it renders the employee unable to perform his or her job; or
- C. Respond to a qualifying exigency occurring because the employee's spouse, son or daughter, or parent is on active duty or has been notified of pending active duty in support of a contingency operation.

Leave taken for newborn or adopted childcare will be completed within one year after the date of birth or placement for adoption. Family leave authorized under this policy must be taken full-time and consecutively unless an alternative schedule is approved by the superintendent or where intermittent or reduced leave is medically necessary. Instructional staff may not take reduced or intermittent leave when it would constitute 20 percent of the number of working days in the period during which the leave would extend without the approval of the superintendent. An instructional employee may be transferred to an alternative equivalent position that would accommodate reduced or intermittent leave, if such a position is available.

A period of family leave is in addition to any sick leave taken due to the employee's temporary disability attributable to pregnancy or childbirth.

The district will grant leave upon the same terms to male employees as is available to female employees upon the birth or adoption of the employee's child. Leave will be granted upon the same terms to employees who become adoptive parents or stepparents, at the time of birth or initial placement for adoption of a child under the age of six, as is available to employees who become biological parents. Such leave is available only when the child lives in the employee's household at the time of birth or initial placement.

Employee requests for leave of absence due to birth or initial placement for adoption of a child will be submitted in writing to the superintendent not less than 30 days prior to the beginning date of the leave. The notice will include the approximate beginning and ending dates for the leave requested.

If both parents of a newborn or newly adopted child are employed by the school district, they will be entitled to a total of twelve workweeks of family leave during any twelve month period, and leave will be granted to only one parent at a time. There is no pooling effect for spouses if the family leave is related to a serious health condition.

The superintendent may require written verification from the employee's health care provider.

The district may obtain the opinion of a second health care provider, at district expense, concerning any information pertinent to the employee's leave request. If the opinions of the health care providers differ on any matter determinative of the employee's eligibility for family leave, the two health care providers will select a third provider, whose opinion, obtained at the employer's expense, will be conclusive.

### **Maternity Leave**

A staff member may use accumulated, paid sick leave for the period of actual disability attributable to pregnancy or childbirth. This period will extend from the date of birth for a period of not more than 60 days, unless an actual period of disability which begins prior to the date of birth or continues beyond 60 days is otherwise verified in writing by the employee's physician.

If the employee's accumulated sick leave is exhausted during the period of maternity, the district will grant a leave of absence without pay or fringe benefits, upon the staff member's request, for the remainder of the period of actual disability due to pregnancy or childbirth.

During any unpaid portion of such leave of absence, the staff member may pay the premiums for any district insurance plans to keep coverage in effect for the employee and her family.

#### **A. Notice Required**

A pregnant staff member is requested to notify her immediate supervisor and the superintendent by the beginning of the fifth month of pregnancy.

At the time of such notice the staff member will submit a written request to her immediate supervisor and the superintendent for one or more of the following:

1. Maternity leave for the period of her actual disability due to pregnancy or childbirth;
2. Family leave for a period of up to 12 weeks, in addition to any period of maternity disability leave, the district will extend the employee's health benefit during this period of unpaid leave;
3. Leave of absence for a period of up to the beginning of the next school term or school year. Such extended leave of absence may be approved at the discretion of the superintendent based upon consideration of educational program needs and the desires of the staff member, together with the recommendation of her personal physician or licensed practitioner; or
4. Termination of employment by resignation.

The notice to the district will include the approximate beginning and ending dates for the leave.

## B. Employment Conditions

A pregnant staff member may continue working as long as she is capable of performing her normal duties, with the written approval of her physician or licensed practitioner.

The staff member may return to work when physically able to perform her duties. If the employee intends to return to work within 60 days of childbirth, her personal physician or licensed practitioner must certify that the staff member is in good health and ready to resume her duties.

No later than 30 days after the date of birth, the staff member is requested to notify the superintendent of the specific date when she will return to work. Unless the superintendent approves an earlier date of return, the employee will give at least 14 days advance notice of the actual date of return.

The staff member will return to her duties following an extended leave of absence on the date approved by the superintendent. If the employee is still experiencing a disability due to pregnancy, miscarriage, abortion, childbirth or recovery which prevents the employee from performing her duties on the scheduled date of return, an additional period of unpaid leave of absence may be approved at the discretion of the superintendent based upon consideration of educational program needs and the recommendation of the employee's personal physician or licensed practitioner.

## C. Assignment upon Return

An employee who has taken a leave of absence only for the actual period of disability relating to pregnancy or childbirth or up to twelve weeks of family leave will return to the same assignment, or a similar position for which she is qualified with at least the same pay and benefits, as she held prior to the maternity leave or family leave.

Upon return from an extended maternity leave, a staff member will be entitled to a position in the district subject to the availability of a position for which she is qualified. An effort will be made to place the staff member in her original position or in a comparable position.

## **Military Caregiver Leave**

An employee who is the spouse, son or daughter, parent or next of kin of a service member who is recovering from a serious illness or injury sustained while on active duty is entitled to twenty six (26) weeks of unpaid leave in a 12 month period to care for the service member.

## **Return to Work**

Any employee returning from an authorized family leave will be entitled to the same position held by the employee when the leave commenced, or to a position with equivalent benefits and pay.

Reinstatement of an employee returning from family leave need not occur if: a) the specific job is

eliminated by a bona fide restructuring, or a reduction-in-force resulting from lack of funds or lack of work, b) an employee on family leave takes a position with another employer outside the home, or c) the employee fails to provide the required notice of intent to take family leave or fails to return on the established ending date of leave. If an employee fails to return from family leave, the district may recover the costs of the employee's health benefits paid during the leave. Instructional staff may be required to delay their return from family leave to the beginning of the next semester under the following circumstances:

- A. The employee began leave five or more weeks before the end of the semester, the leave is for more than three weeks, and the employee would otherwise return to work within three weeks of the end of the semester.
- B. The employee began family leave (except for a personal health condition) less than five weeks before the end of the semester, the leave is for more than two weeks, and the employee would otherwise return to work within two weeks of the end of the semester.
- C. The employee began family leave (except for a personal health condition) three or fewer weeks before the end of the semester and the period of leave is more than five working days.

Cross References:	Board Policy 5021	Conflicts Between Policy and Bargaining Agreements
Legal References:	RCW Ch. 49.78 RCW 28A.400.300	Family Leave Hiring and discharging of employees — Written leave policies — Seniority and leave benefits of employees transferring between school districts and other educational employers
	WAC 162-30-020	Pregnancy, childbirth, and pregnancy related conditions
	29 USC Sec 2601	Family and Medical Leave Act of 1993
Management Resources:	2011 - October Issue 2009 - April Issue	

**Adoption Date: September 20, 2006**  
**Revised: February 21, 2018**

**From:** Laura Ter Louw <LTerLouw@bisd303.org>  
**Sent time:** 12/12/2019 01:51:23 PM  
**To:** Stewart, Jackie <stewartj@skschools.org>  
**Cc:** Tallman, Rachel <tallman@skschools.org>  
**Subject:** Re: FMLA/PFML Policies

---

Hello Jackie -

Thank you very much for such a prompt response.

We sure can learn from each other. Thank you for being willing to lend support.

I look forward to seeing what you draft for PFML. Once I have drafted our policies and processes, I will also share with you.

Thanks again and have a great afternoon :)

**Make it a Great Day!**

**Best Regards,**

**Laura Ter Louw, PHR, SHRM-CP**  
**Human Resources Specialist**  
**Classified Staff & Benefits**  
**206-780-1068**

On Thu, Dec 12, 2019 at 1:46 PM Stewart, Jackie <[stewartj@skschools.org](mailto:stewartj@skschools.org)> wrote:

Good afternoon Laura,

We also appreciate networking with our neighboring districts, we definitely can learn a lot from each other and extend support  
😊

As requested, I have attached our district's current FMLA Policy. Unfortunately I haven't finished drafting the PFML process. I hope to have something by tomorrow or Monday. Once it is sharable, I will send what we have come up with.

Please let me know if you have any further questions, I am happy to help.

Hope you have a great rest of your day!

*Jackie Stewart*

*Human Resources Specialist*

*South Kitsap School District*

*2689 Hoover Ave SE*

*Port Orchard, WA 98366*

*Phone: (360) 874-7082*

*Fax: (360) 874-7076*

Email: [stewartj@skschools.org](mailto:stewartj@skschools.org)

**From:** Laura Ter Louw <[LTerLouw@bisd303.org](mailto:LTerLouw@bisd303.org)>

**Sent:** Thursday, December 12, 2019 10:37 AM

**To:** Stewart, Jackie <[stewartj@skschools.org](mailto:stewartj@skschools.org)>; Tallman, Rachel <[tallman@skschools.org](mailto:tallman@skschools.org)>

**Subject:** FMLA/PFML Policies

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**Human Resources Specialist**  
**Classified Staff & Benefits**  
**206-780-1068**



Bainbridge Island School District Office

8489 Madison Ave NE, Bainbridge Island, WA 98110



**STRONG MINDS, STRONG HEARTS, STRONG COMMUNITY**

Bainbridge Island School District Office  
8489 Madison Ave NE, Bainbridge Island, WA 98110

**From:** jensenv@skschools.org  
**Sent time:** 12/12/2019 03:47:55 PM  
**To:** admin@wspsa.net  
**Subject:** RE: WSPA Board Updates

---

Thank you Jennifer! 😊

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

*If a man is called to be a street sweeper, he should sweep streets even as a Michelangelo painted, or Beethoven composed music or Shakespeare wrote poetry. He should sweep streets so well that all the hosts of heaven and earth will pause to say, 'Here lived a great street sweeper who did his job well.' - MLK*

---

**From:** admin@wspsa.net <admin@wspsa.net>  
**Sent:** Thursday, December 12, 2019 3:13 PM  
**To:** admin@wspsa.net  
**Cc:** Curtis M. Leonard <cml@pattersonbuchanan.com>  
**Subject:** WSPA Board Updates

Hello Board Members,

I hope you are having an enjoyable week. Here are our WSPA updates:

#### **Website Upgrade**

- Our website upgrade is now complete. There is some fine-tuning behind the scenes, but we are up and running!

#### **Annual Conference and Board Meeting**

- Our next board meeting will be held the Sunday prior to annual conference – ***WSPA has made your hotel accommodations for the full event (Sunday-Wednesday)*** and will cover the Sunday room charges only. Your district will be billed for the remainder of the stay. This ensures that you do not have to change rooms and streamlines the process for the hotel.
- ***If you have not already, please let me know if you will not be attending the board meeting, conference, or if you have any specific requests for your accommodations.***
- WSPA Board Meeting
  - Sunday, March 1, 2020
  - 5:00 pm
  - Tulalip Resort and Casino
- Registration is now open.

#### **Upcoming Events**

##### **Bargaining Workshop**

- January 31, 2020 at the DoubleTree Southcenter in Tukwila.
- Porter Foster Rorick has requested that we hold only a west side event this year and that we alternate years for Spokane.
- Registration is now open.

##### **WA Educator Career Fairs**

- Chris Callahan and Curtis Leonard have submitted the updated fees for 2020. The changes were minimal and designed to make the pricing structure more uniform.
- I will be promoting to all regional colleges with direct mailings, targeted Facebook ads, Craigslist ads for job seekers, students, etc.
- I will be promoting to all districts in the state/regionally/nationwide with a direct mailing, targeted Facebook ads, etc.
- Registration is now open.

Please let me know if you have any questions.

Thank you,

Jennifer

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

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

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



**From:** admin@wsps.net  
**Sent time:** 12/12/2019 03:12:44 PM  
**To:** admin@wsps.net  
**Cc:** Curtis M. Leonard <cml@pattersonbuchanan.com>  
**Subject:** WSPA Board Updates

---

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



**From:** accountspayable@skschools.org  
**Sent time:** 12/13/2019 12:13:18 PM  
**To:** stewartj@skschools.org  
**Subject:** Expense Reimbursements

---

This email resends information regarding ACH payments PREVIOUSLY made to your account. This email may repeat previous information that you may have received. South Kitsap School District Accounts Payable ACH expenditure reimbursements and payments will be deposited into your direct deposit account on December 13, 2019.

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

Please contact Business Services if you have additional questions (360)874-7016.

Thank you,

Accounts Payable

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

Check Number: 192000379  
Check Date: 12/13/2019  
Amount: \$59.75

Invoice Information

-----  
Invoice Number: WSPA Mileage  
Description: November 22nd mileage reimbursement for WSPA training  
Date: 11/22/2019  
Amount: \$59.75

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

SKSD  
-----

**From:** admin@wspace.net  
**Sent time:** 12/13/2019 10:02:12 AM  
**To:** admin@wspace.net  
**Cc:** Curtis M. Leonard <cml@pattersonbuchanan.com>  
**Subject:** FW: WSPA Board Updates  
**Attachments:** WSPA Board Committee Features.pdf

---

Hello Board Members,

Another feature of our website upgrade is the opportunity to create a shared "**committee page**." This allows us to share documents and messages privately as a group.

I have created a committee page for our Board. To access it:

- Log into the member section of the website.
- Navigate to your profile.
- Under "My Features," click Committees.
- View and respond to previous messages and files.
- Manage your notification preferences.

I currently have our board minutes posted in the committee file archives. I will share our agenda for our March 1<sup>st</sup> meeting as soon as it is confirmed along with any supporting meeting materials.

I have also posted and attached a document introducing the committee management feature and how we may best use it for our shared work.

Thank you,

Jennifer

---

**From:** admin@wspace.net  
**Sent:** Thursday, December 12, 2019 3:13 PM  
**To:** admin@wspace.net  
**Cc:** 'Curtis M. Leonard' <cml@pattersonbuchanan.com>  
**Subject:** WSPA Board Updates

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Jennifer

*Jennifer Tottenham*

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



# Stay Organized & Connected with Committee Management

As a committee member, you now have access to your committee's private message board and file repository. By accessing the committee section, you are able to better connect and stay abreast of the latest developments and initiatives. Additionally, accessing the committee page is a convenient, easy-to-navigate way to prepare for calls and meetings.



- Post messages and announcements for the committee members
- Browse previous discussions to catch up on recent happenings
- Share files and documents among the committee members
- Receive automated notifications about new messages and files

## To get started:

1. Log into the member section of the website.
2. Navigate to your profile.
3. Under “My Features,” click Committees.
4. View and respond to previous messages and files.
5. Manage your notification preferences.
6. View other committee members and their positions.

**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 12/13/2019 09:46:53 AM  
**To:** jensenv@skschools.org  
**Subject:** WSPA Board of Directors 2019-2020 - New File Upload

---

A new file named WSPA Board Representative Onboarding.pdf has been posted to the WSPA Board of Directors 2019-2020 committee by Jennifer Tottenham WSPA Onboarding Presentation

---

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**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 12/13/2019 09:46:31 AM  
**To:** jensenv@skschools.org  
**Subject:** WSPA Board of Directors 2019-2020 - New File Upload

---

A new file named WSPA Board Minutes\_OCT 2019.pdf has been posted to the WSPA Board of Directors 2019-2020 committee by Jennifer Tottenham Minutes\_Board Meeting October 2019

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**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 12/13/2019 09:46:31 AM  
**To:** stewartj@skschools.org  
**Subject:** WSPA Board of Directors 2019-2020 - New File Upload

---

A new file named WSPA Board Minutes\_OCT 2019.pdf has been posted to the WSPA Board of Directors 2019-2020 committee by Jennifer Tottenham Minutes\_Board Meeting October 2019

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**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 12/13/2019 09:46:08 AM  
**To:** jensenv@skschools.org  
**Subject:** WSPA Board of Directors 2019-2020 - New File Upload

---

A new file named MINUTES\_Board Retreat JUNE 2019.xlsx has been posted to the WSPA Board of Directors 2019-2020 committee by Jennifer Tottenham Board Minutes: June Retreat 2019

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**Sent time:** 12/13/2019 10:02:55 AM  
**To:** stewartj@skschools.org  
**Subject:** WSPA Board of Directors 2019-2020 - New File Upload

---

A new file named WSPA Board Committee Features.pdf has been posted to the WSPA Board of Directors 2019-2020 committee by Jennifer Tottenham WSPA Board Committee Page Features and Directions

---

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**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
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**To:** stewartj@skschools.org  
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**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 12/13/2019 10:02:55 AM  
**To:** jensenv@skschools.org  
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**Sent time:** 12/13/2019 09:46:53 AM  
**To:** stewartj@skschools.org  
**Subject:** WSPA Board of Directors 2019-2020 - New File Upload

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**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 12/13/2019 10:02:16 AM  
**To:** jensenv@skschools.org  
**Subject:** WSPA Board of Directors 2019-2020 - Welcome to the WSPA Board Committee Page

---

A new message, Welcome to the WSPA Board Committee Page, has been posted to the WSPA Board of Directors 2019-2020 committee by Jennifer Tottenham. See the message below, or login into your account to view.

Hello Board Members,

Another feature of our website upgrade is the opportunity to create a shared "committee page." This allows us to share documents and messages privately.

I have created a committee page for our Board. To access it:

1. Log into the member section of the website.
2. Navigate to your profile.
3. Under "My Features," click Committees.
4. View and respond to previous messages and files.
5. Manage your notification preferences.

I currently have our board minutes posted in the committee file archives. I will share our agenda for our March 1st meeting as soon as it is confirmed along with any supporting meeting materials.

I have also posted a document introducing the committee management feature and how we may best use it for our shared work.

Thank you,

Jennifer

---

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**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 12/13/2019 10:02:16 AM  
**To:** stewartj@skschools.org  
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**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 12/13/2019 07:03:13 AM  
**To:** holsten@skschools.org  
**Subject:** WSPA Newsletter and Upcoming Events



The mission of the Washington School Personnel Association is to provide leadership in promoting effective human resource practices within the education community through legislative involvement, professional development activities, and a broad-based resources network.

Washington School Personnel Association

December 13, 2020

## Website Updates

Thank you for your patience and understanding as our website is updating to a mobile-friendly site with several new features (some exciting, some behind the scenes) designed to make your experience easier and more comprehensive.

Please let me know if you encounter any issues with accessing your account, discover any broken links, or have any questions that I may address.

Please do not hesitate to contact me by [clicking here](#)

I appreciate your feedback and understanding regarding any issues that may arise during this transition.

Thank you,

Jennifer Tottenham  
WSPA Program Coordinator

---

## Annual Conference

Registration is now open to attend WSPA Annual Conference 2020!

Tulalip Resort and Casino  
Pre-conference: March 1, 2020  
Conference: March 2-4, 2020

[Please click here for event information and registration](#). We cannot wait to see you there!

---

## 21st Century Bargaining Workshop

We invite you to join us at the 21st Century Bargaining Workshop presented by Porter Foster Rorick LLP. This workshop will focus on skills such as bargaining law, engineering, psychology, mediation, district crisis bargaining operations, and union strategies.

### In This Issue...

1. Website Updates
2. Annual Conference
3. Bargaining Workshop
4. WA Educator Career Fair
5. Updated Job Board
6. Member Request Forum

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### Updated Job Board

The updated Job Board may be found on the main menu or under "Quick Links."

Members may now personalize their job postings with district logos, additional job information, and direct application directions. [Please click here to access the Job Board](#)

### Member Request Forum

We will continue with our new "Member Request Forum" for sharing and collaborating among our members. Post your questions and get answers from your colleagues by [clicking here](#)

### Calendar of Events

[Please click here for our calendar of events.](#)

[Please click here for event information and registration.](#)

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## WA Educator Career Fairs

Let the recruiting begin! The WA Educator Career Fair registrations are now open:

WA Educator Career Fair: Spokane Convention Center  
March 18, 2020

WA Educator Career Fair: Tacoma Dome  
March 25, 2020

[Please click here for event information and registration](#)

---

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---

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**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 12/13/2019 07:03:13 AM  
**To:** monaglej@skschools.org  
**Subject:** WSPA Newsletter and Upcoming Events



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**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 12/13/2019 07:03:14 AM  
**To:** stewartj@skschools.org  
**Subject:** WSPA Newsletter and Upcoming Events



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**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 12/13/2019 07:03:14 AM  
**To:** tallman@skschools.org  
**Subject:** WSPA Newsletter and Upcoming Events



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**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 12/13/2019 07:03:15 AM  
**To:** finnie@skschools.org  
**Subject:** WSPA Newsletter and Upcoming Events



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Washington School Personnel Association

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**To:** jensenv@skschools.org  
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**From:** admin@wspa.net  
**Sent time:** 12/17/2019 10:00:00 AM  
melissa.kreuder@esd112.org; stewartj@skschools.org; dkovacs@everettsd.org; Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>; Tony Frascione <tfrascon@fwps.org>; Jane Stencel <stencelj@evsd.org>; Kim Holland <KimberlyH@spokaneschools.org>; Toni L. Neidhold <TNeidhold@psd1.org>; Doug Christensen <doug.christensen@ksd.org>; Jenae N Gomes (Human Resources) <Jenae.Gomes@evergreenps.org>; Dorman, Stacia L. <DormaSL@puyallup.k12.wa.us>; Salyer, Sara J. <SalyerSJ@puyallup.k12.wa.us>; Jensen, Vivian <jensenv@skschools.org>; Darrell Heisler <dheisler@swsd101.org>  
**To:**  
**Subject:** RE: WSPA Region Mailing Lists

---

Hello Region Representatives,

I am testing out our new committee feature for creating region mailing lists. You may receive some test messages as I set up the process. My apologies for the trouble, just ignore me ☺

Thank you,

Jen

---

**From:** admin@wspa.net  
**Sent:** Tuesday, December 10, 2019 7:14 AM  
**To:** Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>; Tony Frascione <tfrascon@fwps.org>; Jane Stencel <stencelj@evsd.org>; Kim Holland <KimberlyH@spokaneschools.org>; Toni L. Neidhold <TNeidhold@psd1.org>; Doug Christensen <doug.christensen@ksd.org>; melissa.kreuder@esd112.org; Jenae N Gomes (Human Resources) <Jenae.Gomes@evergreenps.org>; Dorman, Stacia L. <DormaSL@puyallup.k12.wa.us>; Salyer, Sara J. <SalyerSJ@puyallup.k12.wa.us>; stewartj@skschools.org; Jensen, Vivian <jensenv@skschools.org>; Kovacs, Debra D. <DKovacs@everettsd.org>; Darrell Heisler <dheisler@swsd101.org>  
**Subject:** WSPA Region Mailing Lists

Good morning WSPA Region Representatives,

With the launch of the new website, the mailing process for each region will also be updated. I am working to create those mailing lists for you this morning and will send out an email with directions for contacting your region shortly.

In the meantime, if you have a message that needs to be sent to your region members please let me know and I am happy to distribute the message on your behalf.

Thank you,

Jennifer

*Jennifer Tottenham*

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



**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 12/17/2019 11:39:58 AM  
**To:** finnie@skschools.org  
**Subject:** Region 5 Membership - New File Upload

---

A new file named WSPA Committee Features.pdf has been posted to the Region 5 Membership committee by Jennifer Tottenham  
WSPA Committee Features

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**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 12/17/2019 11:40:06 AM  
**To:** finnie@skschools.org  
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WSPA Committee Features

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**Subject:** Region 5 Membership - New File Upload

---

A new file named WSPA Committee Features.pdf has been posted to the Region 5 Membership committee by Jennifer Tottenham  
WSPA Committee Features

---

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

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**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 12/17/2019 11:39:56 AM  
**To:** tallman@skschools.org  
**Subject:** Region 5 Membership - New File Upload

---

A new file named WSPA Committee Features.pdf has been posted to the Region 5 Membership committee by Jennifer Tottenham  
WSPA Committee Features

---

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

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**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 12/17/2019 11:40:03 AM  
**To:** monaglej@skschools.org  
**Subject:** Region 5 Membership - New File Upload

---

A new file named WSPA Committee Features.pdf has been posted to the Region 5 Membership committee by Jennifer Tottenham  
WSPA Committee Features

---

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

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**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 12/17/2019 11:40:09 AM  
**To:** stewartj@skschools.org  
**Subject:** Region 5 Membership - New File Upload

---

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WSPA Committee Features

---

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

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**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 12/17/2019 11:39:53 AM  
**To:** holsten@skschools.org  
**Subject:** Region 5 Membership - New File Upload

---

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WSPA Committee Features

---

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

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**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 12/17/2019 11:39:36 AM  
**To:** finnie@skschools.org  
**Subject:** Region 5 Membership - WSPA Region 5 Announcement

---

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Hello Region 5 WSPA members,

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I have also posted a document to the committee page introducing the committee management feature and how we may best use it for our shared work.

Thank you,

Jennifer Tottenham  
Washington School Personnel Association

---

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**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 12/17/2019 11:39:38 AM  
**To:** stewartj@skschools.org  
**Subject:** Region 5 Membership - WSPA Region 5 Announcement

---

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Washington School Personnel Association

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**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 12/17/2019 11:39:26 AM  
**To:** tallman@skschools.org  
**Subject:** Region 5 Membership - WSPA Region 5 Announcement

---

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Washington School Personnel Association

---

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**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 12/17/2019 11:39:28 AM  
**To:** finnie@skschools.org  
**Subject:** Region 5 Membership - WSPA Region 5 Announcement

---

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Jennifer Tottenham  
Washington School Personnel Association

---

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**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 12/17/2019 11:39:23 AM  
**To:** holsten@skschools.org  
**Subject:** Region 5 Membership - WSPA Region 5 Announcement

---

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Jennifer Tottenham  
Washington School Personnel Association

---

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**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 12/17/2019 11:39:32 AM  
**To:** monaglej@skschools.org  
**Subject:** Region 5 Membership - WSPA Region 5 Announcement

---

A new message, WSPA Region 5 Announcement , has been posted to the Region 5 Membership committee by Jennifer Tottenham. See the message below, or login into your account to view.

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Jennifer Tottenham  
Washington School Personnel Association

---

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**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 12/17/2019 11:39:33 AM  
**To:** jensenv@skschools.org  
**Subject:** Region 5 Membership - WSPA Region 5 Announcement

---

A new message, WSPA Region 5 Announcement , has been posted to the Region 5 Membership committee by Jennifer Tottenham. See the message below, or login into your account to view.

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Jennifer Tottenham  
Washington School Personnel Association

---

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**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 12/17/2019 11:43:12 AM  
**To:** stewartj@skschools.org  
**Subject:** Region 6 Membership - New File Upload

---

A new file named WSPA Committee Features.pdf has been posted to the Region 6 Membership committee by Jennifer Tottenham  
WSPA Committee Features

---

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**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 12/17/2019 11:43:05 AM  
**To:** jensenv@skschools.org  
**Subject:** Region 6 Membership - New File Upload

---

A new file named WSPA Committee Features.pdf has been posted to the Region 6 Membership committee by Jennifer Tottenham  
WSPA Committee Features

---

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**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 12/17/2019 11:43:00 AM  
**To:** finnie@skschools.org  
**Subject:** Region 6 Membership - New File Upload

---

A new file named WSPA Committee Features.pdf has been posted to the Region 6 Membership committee by Jennifer Tottenham  
WSPA Committee Features

---

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**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 12/17/2019 11:42:53 AM  
**To:** holsten@skschools.org  
**Subject:** Region 6 Membership - New File Upload

---

A new file named WSPA Committee Features.pdf has been posted to the Region 6 Membership committee by Jennifer Tottenham  
WSPA Committee Features

---

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**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 12/17/2019 11:43:05 AM  
**To:** monaglej@skschools.org  
**Subject:** Region 6 Membership - New File Upload

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WSPA Committee Features

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**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 12/17/2019 11:42:56 AM  
**To:** tallman@skschools.org  
**Subject:** Region 6 Membership - New File Upload

---

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WSPA Committee Features

---

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**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 12/17/2019 11:43:09 AM  
**To:** finnie@skschools.org  
**Subject:** Region 6 Membership - New File Upload

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WSPA Committee Features

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**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 12/17/2019 11:42:30 AM  
**To:** monaglej@skschools.org  
**Subject:** Region 6 Membership - WSPA Region 6 Announcement

---

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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:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 12/17/2019 11:42:21 AM  
**To:** tallman@skschools.org  
**Subject:** Region 6 Membership - WSPA Region 6 Announcement

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**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 12/17/2019 11:42:34 AM  
**To:** finnie@skschools.org  
**Subject:** Region 6 Membership - WSPA Region 6 Announcement

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**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 12/17/2019 11:42:25 AM  
**To:** finnie@skschools.org  
**Subject:** Region 6 Membership - WSPA Region 6 Announcement

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**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 12/17/2019 11:42:17 AM  
**To:** holsten@skschools.org  
**Subject:** Region 6 Membership - WSPA Region 6 Announcement

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**Sent time:** 12/17/2019 11:42:37 AM  
**To:** stewartj@skschools.org  
**Subject:** Region 6 Membership - WSPA Region 6 Announcement

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**Sent time:** 12/17/2019 11:42:30 AM  
**To:** jensenv@skschools.org  
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Washington School Personnel Association

---

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**From:** do\_not\_reply@skschools.org  
**Sent time:** 12/18/2019 02:10:58 AM  
**To:** holsten@skschools.org  
**Subject:** 1 Requisition is Awaiting Your Approval.

---

The following requisition is awaiting your approval.

[Go to Employee Access](#)

Date Entered	Req Number	Vendor Description	Entered By	Amount
12/17/2019	0000148841	Anacortes, WA WA School Person registration for WSPA Annual Conference for four people from	Christine Lynn Finnie	1,308.00

---

**District:** SOUTH KITSAP SCHOOL DISTRICT

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

**State:** WA

**District Code:** 18402

SKSD

---

**From:** do\_not\_reply@skschools.org  
**Sent time:** 12/19/2019 02:11:00 AM  
**To:** holsten@skschools.org  
**Subject:** 1 Requisition is Awaiting Your Approval.

---

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Date Entered	Req Number	Vendor Description	Entered By	Amount
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---

**District:** SOUTH KITSAP SCHOOL DISTRICT

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

**State:** WA

**District Code:** 18402

SKSD

---

**From:** butlert@skschools.org  
**Sent time:** 12/19/2019 08:54:34 AM  
**To:** finnie@skschools.org  
**Subject:** PO#8531900017  
**Attachments:** 8531900017 WA School Personnel Assn.pdf WSPA Conference Invoice.pdf

---

Hi Lynn,

I have attached PO#8531900017 and the included attachment. I didn't send this to the vendor. Thanks! 😊

*Tiffany Butler*  
*Purchasing Technician*  
*Business Services and Operations*



2689 Hoover Avenue SE, Port Orchard, WA 98366-3013  
Phone: 360-874-7023

<b>PO DATE</b>
<b>12/19/2019</b>

PRINTED 12/19/2019



Business Services, 2689 Hoover Ave SE, Port Orchard, WA 98366, 360.874.7020

<b>PURCHASE ORDER NUMBER</b>
<b>8531900017</b>

SHIP DATE : 12/17/2019  
 FISCAL YEAR : 2019-2020  
 ENTERED BY : FINNICHRO00  
 ORIGINAL REQ # : 0000148841

VENDOR:  
 WA School Personnel Assn  
 PO BOX 1600  
 ANACORTES, WA 98221-1600

SHIP TO:  
 South Kitsap School District  
 2689 HOOVER AVE SE  
 PORT ORCHARD, WA 98366-9403

ATTN: Christine Finnie

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
4		registration for Annual WSPA Conference im March of 2020 for Jamie, Rachel, Jackie and Vivian invoice attached	300.00000	1,200.00
		VENDOR NOTE: Please reference P.O. number on ALL invoices and correspondence.		
		VENDOR NOTE: Washington State School Districts are NOT tax exempt.		
		*****PO TOTAL RECAP*****		
		Subtotal of PAGE TOTALS		1,200.00
		Other Charges		0.00
		Tax		108.00
			<b>PAGE TOTAL</b>	1,200.00
			<b>TOTAL</b>	1,308.00

INVOICE MUST SHOW PO#, QUANTITY, UNIT PRICE AND AMOUNT. WE RESERVE THE RIGHT TO RETURN MERCHANDISE AT VENDOR'S EXPENSE IF NOT FURNISHED AS SPECIFIED HEREIN. BY ACCEPTANCE OF THIS PO, VENDOR CERTIFIES THEY ARE NOT DEBARRED BY THE FED. GOVT.

PURCHASE APPROVED BY:

Washington School Personnel Association  
PO Box 1600  
Anacortes, WA 98221

360-825-1415 Phone  
253-736-0333 Fax  
admin@wspace.net

**INVOICE 13083**



South Kitsap School District  
Attn: Jamie Monagle  
2689 Hoover Ave SE  
Port Orchard, Washington 98366

Invoice # 13083  
Invoice Date 12/10/2019  
Invoice Due 01/08/2020

<b>Amount Due</b>	<b>\$ 1,200.00</b>
-------------------	--------------------

**Transactions**

Description	Amount
Jamie Monagle: WSPA Annual Conference - Registration - \$300.00	\$ 300.00
Rachel Tallman: WSPA Annual Conference - Registration - \$300.00	\$ 300.00
Jackie Stewart: WSPA Annual Conference - Registration - \$300.00	\$ 300.00
Vivian Jensen: WSPA Annual Conference - Registration - \$300.00	\$ 300.00

<b>Total Amount</b>	<b>\$ 1,200.00</b>
<b>Amount Paid</b>	<b>-\$ 0.00</b>
<b>Amount Due</b>	<b>\$ 1,200.00</b>

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

OK to pay  
12/10/19  
gm

**From:** monaglej@skschools.org  
**Sent time:** 12/20/2019 08:07:34 AM  
**To:** pfr@pfrwa.com  
**Subject:** Automatic reply: WSPA 21st Century Bargaining Skills Workshop

---

Greetings,

I am currently out of the office on Holiday Break! I will be returning on January 6, 2020 and will be able to return your email at that time.

Thank you and HAPPY HOLIDAYS!

Jamie Monagle  
Director of Human Resources

**From:** stewartj@skschools.org  
**Sent time:** 12/20/2019 07:03:09 AM  
**To:** waspa@memberclicks-mail.net  
**Subject:** Automatic reply: WSPA Newsletter and Upcoming Events

---

Hello,

I am currently out of the office and will return Monday, December 20 I will respond to your email as soon as I am able.

Thank you so much!

Sincerely,

Jackie Stewart  
HR Specialist  
South Kitsap School District  
360-874-7082

**From:** monaglej@skschools.org  
**Sent time:** 12/20/2019 07:02:57 AM  
**To:** waspa@memberclicks-mail.net  
**Subject:** Automatic reply: WSPA Newsletter and Upcoming Events

---

Greetings,

I am currently out of the office on Holiday Break! I will be returning on January 6, 2020 and will be able to return your email at that time.

Thank you and HAPPY HOLIDAYS!

Jamie Monagle  
Director of Human Resources

**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 12/20/2019 07:02:42 AM  
**To:** jensenv@sksschools.org  
**Subject:** WSPA Newsletter and Upcoming Events  
**Attachments:** PFML PowerPoint 12-3-19.pptx



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# Washington Paid Family & Medical Leave



**Employment Security Department**  
WASHINGTON STATE

## Employer Overview

XXX



# What we will cover today



# Why Paid Family and Medical Leave

Bills	Account Balance
Paycheck	+ \$800
Housing	- \$600
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# Rollout timeline



2019

Premium Collection  
Reporting Hours & Wages



2020

Benefits Available

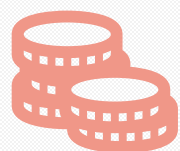
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# Employer responsibilities

Before, during and after leave.

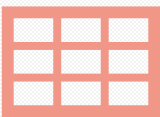
# Before leave



## Collect Premiums

0.4% of gross wages, shared by employer (36.667%) and employee (63.33%).

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## Report Hours & Wages

Separate from UI reporting, but on the same calendar.

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**BEFORE**

**DURING**

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Questions commonly asked by employers.

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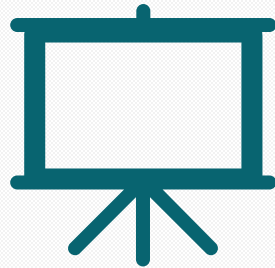
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Employer responsibilities

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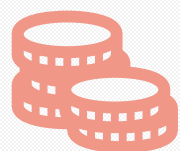
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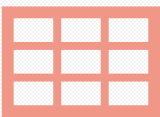
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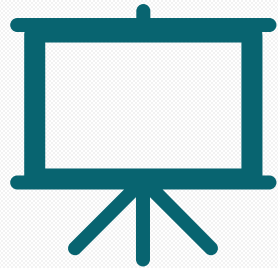
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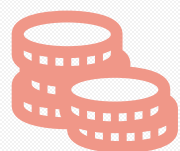
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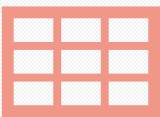
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BEFORE

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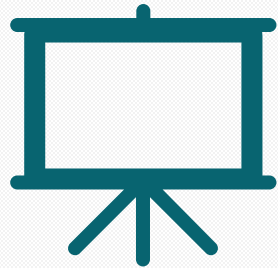
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**To:** monaglej@skschools.org  
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# Washington Paid Family & Medical Leave



**Employment Security Department**  
WASHINGTON STATE

## Employer Overview

XXX



# What we will cover today



# Why Paid Family and Medical Leave

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2020

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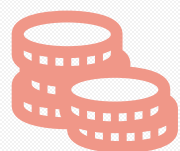
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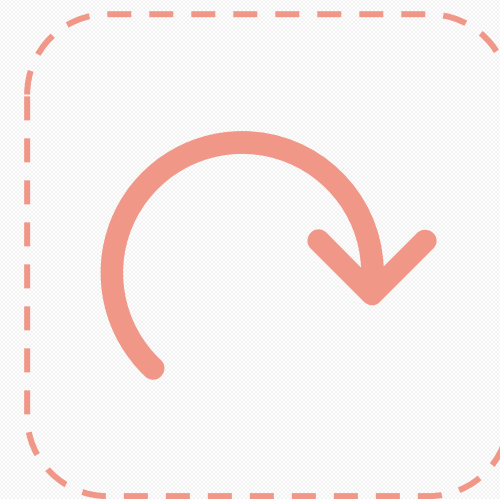
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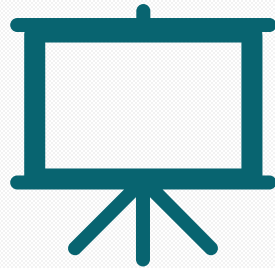
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**Sent time:** 12/20/2019 07:02:44 AM  
**To:** tallman@skschools.org  
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# Washington **Paid Family & Medical Leave**



**Employment Security Department**  
WASHINGTON STATE

## Employer Overview

XXX



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What Paid Family and Medical Leave is

Employer responsibilities

Example scenarios

Where to learn more

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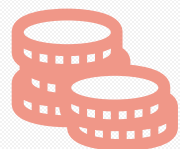
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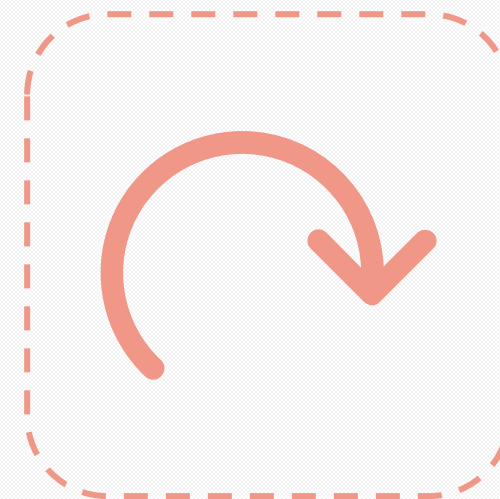
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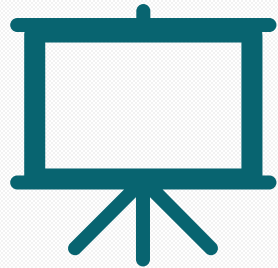
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[Paid Leave Guide](#) - Guides to help workers plan for leave

Information regarding [REPORTING](#) and [PREMIUMS](#)

[To subscribe to the WA ESD Newsletter](#) for up-to-date information

[Information regarding upcoming webinars](#)

WA ESD Customer Care Team: [paidleave@esd.wa.gov](mailto:paidleave@esd.wa.gov).

*Thank you* Stacia Dorman, Sara Salyer, and Stacy Cook from WSPA Region 4 for their valuable work and generosity in sharing this information.

## Annual Conference

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1. PFMLA Resources
2. Annual Conference
3. Bargaining Workshop
4. WA Educator Career Fair
5. Updated Job Board
6. Member Request Forum
7. Region "Committee" Resources

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## Region "Committee" Resources

Another feature of our new website upgrade is the opportunity to create shared "committee pages" for each of our six regions. This allows our members to share

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As always, please let me know if you have any questions or if I may be of any assistance. Thank you for your membership and continued support of Washington School Personnel Association.

Thank you,

Jennifer Tottenham  
WSPA Program Coordinator  
[admin@wspace.net](mailto:admin@wspace.net)

documents and messages  
privately as a group.

I have created pages for each region - to access your region group:

- Login to your member portal
- Under "My Features" please click on "Committees"

## Calendar of Events

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# Washington **Paid Family & Medical Leave**



**Employment Security Department**  
WASHINGTON STATE

## Employer Overview

XXX



# What we will cover today



# Why Paid Family and Medical Leave

Bills	Account Balance
Paycheck	+ \$800
Housing	- \$600
Food	- \$100
Utilities	- \$50
Balance	\$50



# Rollout timeline



2019

Premium Collection  
Reporting Hours & Wages



2020

Benefits Available

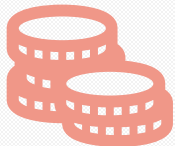
# Leave process – Worker perspective

BEFORE	DURING	AFTER
<ul style="list-style-type: none"> <li>820 hours in qualifying period</li> <li>Experience qualifying reason for leave                             <ul style="list-style-type: none"> <li>Validated by Dr, paperwork managed by worker</li> </ul> </li> <li>Provide notice to employer when practicable</li> <li>File claim directly with ESD</li> </ul>	<ul style="list-style-type: none"> <li>Generally up to 12 weeks of leave, 18 in limited circumstances</li> <li>Benefit is proportion of normal weekly wage, paid by ESD to worker</li> <li>File weekly claim with ESD to report still on leave and receive payment</li> </ul>	<ul style="list-style-type: none"> <li>Return to work</li> <li>Employment protection in some cases</li> <li>Must wait for new claim year to file again after exhausting benefits</li> </ul>

# Employer responsibilities

Before, during and after leave.

# Before leave



## Collect Premiums

0.4% of gross wages, shared by employer (36.667%) and employee (63.33%).

[paidleave.wa.gov/premiums](https://paidleave.wa.gov/premiums)



## Report Hours & Wages

Separate from UI reporting, but on the same calendar.

[paidleave.wa.gov/reporting](https://paidleave.wa.gov/reporting)



## Employee Notification

Notification requirements will be posted before January 2020.

[paidleave.wa.gov/employers](https://paidleave.wa.gov/employers)

**BEFORE**

**DURING**

**AFTER**

# Notification to employee

Employers must:

1. Display workplace poster
2. Give notice of rights

Both will be available at [paidleave.wa.gov/employers](https://paidleave.wa.gov/employers) before January 2020.



**BEFORE**

**DURING**

**AFTER**

# During leave



## Continuation of health benefits

If required under FMLA, benefits must be continued. If employee pays portion, must be allowed to continue paying.



## Job protection notice

If an employer doesn't intend to hold a job for an employee, and they are not required to, they must give them notice.

BEFORE

DURING

AFTER

# Continuation of health benefits

An employer must continue health benefits when:

- An employee uses Paid Family and Medical Leave
- Is required to by federal FMLA



BEFORE

DURING

AFTER

# After leave



## Job protection

Similar to FMLA, an employee may be eligible for the same, or equivalent job when returning from leave.

BEFORE

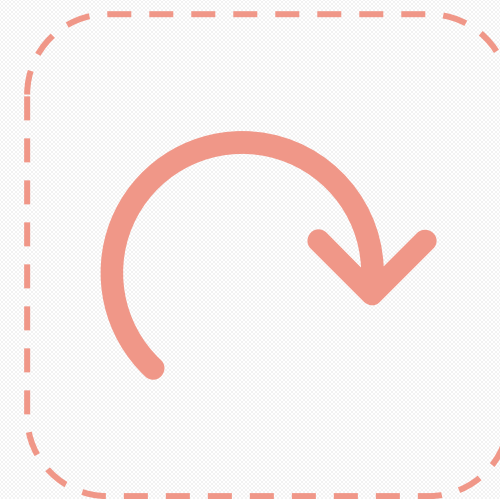
DURING

AFTER

# Job protection

Return to the same, or similar, position when a worker:

1. Works for an employer who has 50 or more employees for 20 weeks or more.
2. Has worked for that employer for at least 1 year.
3. Has worked 1250 hours for that employer in the last year.



BEFORE

DURING

AFTER

# Employer responsibilities - Review

BEFORE	DURING	AFTER
<ul style="list-style-type: none"> <li>• Collect premiums</li> <li>• Report hours and wages</li> <li>• Notify employees</li> </ul>	<ul style="list-style-type: none"> <li>• Continue health benefits (If applicable)</li> <li>• Job protection notice (If applicable)</li> </ul>	<ul style="list-style-type: none"> <li>• Job protection (If applicable)</li> </ul>

# Frequently asked questions

Questions commonly asked by employers.

# How does this interact with FMLA?

- Paid Family and Medical Leave is similar, but entirely separate from, federal Family and Medical Leave Act (FMLA).
- Use of FMLA does not diminish the benefit available in Paid Family and Medical Leave.
- An employer can not interfere with, restrain or deny an employee's use of Paid Family and Medical Leave.

# Can I “top off” my employees?

- An employer can offer supplemental benefits and build their own policies around them.
- An employee can choose not to receive supplemental benefits.
- An employer can draw down Paid Time Off (PTO) as a supplemental benefit.
- Supplemental benefits must not be reported as wages in quarterly reports.
- In an open phase of rulemaking, and are subject to change.

# What notice will I receive from ESD?

- First Notice: From employer when applicable
- Second Notice: When an employee files a claim
- Third Notice: When ESD approves/denies claim
- Additional Notice: In development
  - Employers want to know leave duration, benefit amount and more.
    - This may be protected by privacy requirements of the law.
    - Nothing restricts an employer from asking their employee for this information.

# Leave scenarios

---

Examples to help understand how this will work.

# Please note:

- Three examples that are intended to illustrate how leave works.
- Each scenario is from the employer's perspective, as if these were your employees.
- Examples will not cover every aspect or scenario of leave, and employers should consult the Employer Toolkit for additional details.



# Scenario: Tim



- Tim works full-time at your large construction company
- His grandfather needs 24-hour care for 3 weeks
- Has accrued 6 weeks of employer paid time off

# Scenario: Chelsea



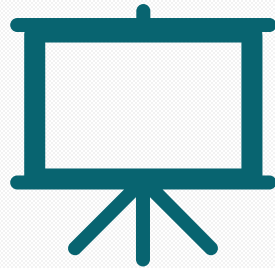
- Chelsea works full-time at your medium sized tech company
- She is expecting a new child
- Company offers 12 weeks of paid leave
- She and her partner want to maximize leave time at home with new child

# Scenario: Carole



- Carole works part-time for your small retail store
- No paid leave other than state required sick leave
- She slipped on her way to class and broke her tailbone
- Dr. requires she doesn't walk for 8 weeks

# Learn more



**Upcoming webinar series**  
[Paidleave.wa.gov/events](https://paidleave.wa.gov/events)



**Employer Toolkit**  
[Paidleave.wa.gov/employers](https://paidleave.wa.gov/employers)



**6 things to know...**  
[Paidleave.wa.gov/workers](https://paidleave.wa.gov/workers)

# Contact us



**833-717-2273**



**[paidleave@esd.wa.gov](mailto:paidleave@esd.wa.gov)**



**[paidleave.wa.gov](https://paidleave.wa.gov)**

**From:** stewartj@skschools.org  
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**To:** waspa@memberclicks-mail.net  
**Subject:** Automatic reply: WSPA Newsletter and Upcoming Events

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Hello,

I am currently out of the office and will return Monday, January 6, 2020. I will respond to your email as soon as I am able.

Thank you so much!

Sincerely,

Jackie Stewart  
HR Specialist  
South Kitsap School District  
360-874-7082

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**From:** Washington School Personnel Association <waspa@memberclicks-mail.net>  
**Sent time:** 12/30/2019 07:00:48 AM  
**To:** jensenv@skschools.org  
**Subject:** WSPA Newsletter and Upcoming Events



The mission of the Washington School Personnel Association is to provide leadership in promoting effective human resource practices within the education community through legislative involvement, professional development activities, and a broad-based resources network.

Washington School Personnel Association

December 30, 2019

## Reflections and Gratitude

Dear WSPA Members,

I hope each of you had a memorable and joyous holiday season. For those of you who are missing loved ones, or for whom the holidays may not be celebratory, my heart is with you and I hope you were able to find some peace and rest from any challenges.

As we reflect on the close of 2019 and anticipate the new year I would like to take this opportunity to express my gratitude for the WSPA community:

**\* Thank you first and foremost to our members** for making WSPA possible. We could not do it without you. Thank you for your continued membership, for showing up for your colleagues to provide resources and support, and for attending our workshops and events. We look forward to seeing you in 2020!

**\* Thank you to Curtis Leonard and our Executive Board** for your guidance and leadership. Our executive director and board members give of their time and experience to ensure that WSPA stays mission-driven, relevant, and provides meaningful professional development and advocacy statewide. Thank you!

**\* Thank you to our sponsors, presenters, and partners** for your willingness to share your valuable time, expertise, and information in support of our members development and growth. Thank you!

As we look forward, please let us know if there is a service, training, or workshop that would be beneficial for you or your district. Please continue to challenge us to best serve our members in the new year. As your professional human resources organization, **we are here for you.**

Best wishes and Happy New Year!

Jennifer Tottenham  
WSPA Program Coordinator

## Annual Conference

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### Updated Job Board

The updated Job Board may be found on the main menu or under "Quick Links."

Members may now personalize their job postings with district logos, additional job information, and direct application directions. [Please click here to access the Job Board](#)

### Member Request Forum

We will continue with our new "Member Request Forum" for sharing and collaborating among our members. Post your questions and get answers from your colleagues by [clicking here](#)

### Calendar of Events

[Please click here for our calendar of events.](#)

Registration is now open to attend WSPA Annual Conference 2020!

Tulalip Resort and Casino  
Pre-conference: March 1, 2020  
Conference: March 2-4, 2020

[Please click here for event information and registration.](#) We cannot wait to see you there!

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## 21st Century Bargaining Workshop

We invite you to join us at the 21st Century Bargaining Workshop presented by Porter Foster Rorick LLP. This workshop will focus on skills such as bargaining law, engineering, psychology, mediation, district crisis bargaining operations, and union strategies.

[Please click here for event information and registration.](#)

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## WA Educator Career Fairs

Let the recruiting begin! The WA Educator Career Fair registrations are now open:

WA Educator Career Fair: Spokane Convention Center  
March 18, 2020

WA Educator Career Fair: Tacoma Dome  
March 25, 2020

[Please click here for event information and registration.](#)

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