

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 01/04/2017 06:02:11 AM
To: finnie@skitsap.wednet.edu
Subject: Application deadline 1/13/2017: Randy Hathaway Fellowship Awards

Dear WSPA members,

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

Randy Hathaway fellowships are open to individuals who are current WSPA members and have belonged to the organization for at least one membership year prior to the 2016-2017 year. These competitive non-continuing fellowships are available for the purpose of supporting the recipients' educational growth in the area of Human Resources.

2016-2017 Fellowship Awards:

WSPA is pleased to offer twelve (12) HELP program tuition fellowships in the amount of \$910 each. WSPA will grant two (2) HELP fellowships per region.

WSPA will also be offering twelve (12) tuition fellowships in the amount of \$500 each. These fellowships are to be used toward college tuition or college credits related to the study of human resources.

You may apply for both the HELP and tuition fellowships, however only one will be awarded per person, per year.

The application deadline is January 13, 2017

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

Thank you, and best of luck with your applications!

The Washington School Personnel Association

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

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

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

powered by  MemberClicks

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 01/05/2017 06:02:07 AM
To: finnie@skitsap.wednet.edu
Subject: Reminder - registration now open: 2017 Annual Conference



Dear WSPA members,

Reminder: registration is now open to attend the **2017 Annual Conference - *Achieving Balance***.

[Please click here to register](#)

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

Achieving Balance
2017 WSPA Annual Conference

- Pre-conference: February 26, 2017
- Conference: February 27-March 1, 2017
- Location: Heathman Lodge, Vancouver
- Presented by WSPA Region 3

[For full conference details please click here to visit our website.](#)

The Region 3 planning committee has also developed a quick survey to gauge interest in session topics. [Please click here to complete the survey.](#) This information will be used to plan and prepare for the event. Your feedback is appreciated!

We look forward to seeing you there!

Thank you,

WSPA Region 3
Washington School Personnel Association

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

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

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

powered by  MemberClicks

From: finnie@skitsap.wednet.edu
Sent time: 01/06/2017 08:02:52 AM
To: conners@skitsap.wednet.edu
Subject: FW: Reminder - Registration now open: Washington Educator Career Fairs 2017

Here is the details for the Spokane and Tacoma Career Fairs to register your recruit team.

Lynn

C. Lynn Finnie

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

From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Friday, January 06, 2017 6:02 AM
To: Finnie, Lynn <finnie@skitsap.wednet.edu>
Subject: Reminder - Registration now open: Washington Educator Career Fairs 2017



Dear WSPA members,

Registration is now open to attend the **2017 Washington Educator Career Fairs:**

Spokane Convention Center

March 15, 2017
9:00-2:00

Tacoma Dome Arena

March 29, 2017
9:00-3:00

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

Thank you,

Washington School Personnel Association

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

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

powered by  **MemberClicks**

From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 01/06/2017 07:54:53 AM
To: finnie@skitsap.wednet.edu
Subject: MEMBER REQUEST

HAPPY NEW YEAR from WSPA!

Just one member request for this week.

Chantana Lim from Tacoma Public Schools is looking for samples of salary placement notification to tell our teachers that they need x number of credits in order to move up on the salary schedule.

Please send your response directly to: clim@tacoma.k12.wa.us

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

Thanks!

Curtis

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

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

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

powered by  MemberClicks

From: olsonla@skitsap.wednet.edu
Sent time: 01/06/2017 08:00:19 AM
To: clim@tacoma.k12.wa.us
Cc: cleonard@wspa.net
Subject: RE: MEMBER REQUEST

Hi Chantana,

Our district does not send notifications out to our teachers for this purpose. We leave it up to the teachers to review their status as they have access via our Skyward system to view their credit history.

Lalaina Olson
HR Specialist
South Kitsap School District
Ph: 360-874-7083
Fax: 360-874-7076
Email: olsonla@skitsap.wednet.edu

[Join our South Kitsap Team!](#)

From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Friday, January 06, 2017 7:55 AM
To: Olson, Lalaina <olsonla@skitsap.wednet.edu>
Subject: MEMBER REQUEST

HAPPY NEW YEAR from WSPA!

Just one member request for this week.

Chantana Lim from Tacoma Public Schools is looking for samples of salary placement notification to tell our teachers that they need x number of credits in order to move up on the salary schedule.

Please send your response directly to: clim@tacoma.k12.wa.us

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

Thanks!

Curtis

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

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

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

powered by  MemberClicks

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 01/06/2017 06:01:58 AM
To: finnie@skitsap.wednet.edu
Subject: Reminder - Registration now open: Washington Educator Career Fairs 2017



Dear WSPA members,

Registration is now open to attend the **2017 Washington Educator Career Fairs:**

Spokane Convention Center

March 15, 2017

9:00-2:00

Tacoma Dome Arena

March 29, 2017

9:00-3:00

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

Thank you,

Washington School Personnel Association

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

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

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

powered by  MemberClicks

From: flint@skitsap.wednet.edu
Sent time: 01/09/2017 11:11:53 AM
To: cain@skitsap.wednet.edu
Cc: stewartj@skitsap.wednet.edu
Subject: FW: Draft Recruitment List
Attachments: Career Fair Plans.docx

From: Dieffenbach, Misty
Sent: Wednesday, January 04, 2017 7:00 PM
To: Christenberry, Kris; Kolattukudy, Joey; Grant, Darek; Flint, Jobie; SKEA President (president@southkitsapea.org)
Subject: Draft Recruitment List

Please review the attached list; Sarah is moving forward with making travel arrangements in the coming weeks. Please let me know if I missed something, if you're unavailable, or if you have any concerns. I tried to capture it all, but we birdwalked a bit ☺.

Also, she's checking into a couple more places.

Thanks,
M

WSU and U of Idaho

February 7th and 8th

Kris, Jobi, Misty, Charla, and Jay Villars? – Kris is driving

Western Washington University

February 9, 2017

Darek, John, Shelby, Casey, Joey – Shelby is driving

*Bozeman Montana February 15th

PLU February 15, 2017

Bob Cooper, Casey Ogan, Brian Pickard, Jobi

Central Washington University

March 2, 2017

Charla, Darek, Pickard, John – Darek is driving

Kansas State University Career Fair

March 6, 2017

(Darek), Charla, Jobi, Misty, Joey

University of Wyoming Job Fair

March 9 and 10, 2017

(Darek), Charla, Jobi, Misty, Joey

WSPA Spokane

March 15, 2017

Misty, John, Charla, Kris, Darek

UW Tacoma Educator Fair

March 17, 2016

Jason Shdo, John Richardson, Jobi Flint

WSPA Tacoma

March 29, 2017

All administrative team, AM and PM group. Please show.

Oregon Prof Fair

April 4 and 5 2017

Kris, Misty, Charla, Joey

University of Montana

April 9 and 10 2017

Charla, Joey, Darek, Misty, John, Jobi

Bremerton Sub Recruitment

April 14, 2017

Michelle, Sarah

UW Career Fair
April 20, 2017
Jobi, Kris, Joey, Misty

SPU Career Fair
April 24, 2017
Charla, Kris, Jobi

University of Idaho
May TBD – 2017

From: Ruth Foster <Ruth@wasbo.org>
Sent time: 01/10/2017 10:10:23 AM
To: Ruth Foster <Ruth@wasbo.org>
Subject: Joint Message to the 2017 Legislature
Attachments: Joint message to the 2017 Legislature.pdf

Dear WASBO Member,

WASBO and WASA created a Local Funding Workgroup – a large group comprised of School District Financial Administrators and Superintendents - over three years ago to work closely with the Legislature and legislative staff on full State funding of basic education and to provide important information on the use of local levies and LEA.

In addition to outlining the importance of sequencing and timing of any proposed changes to the current levy structure, our consistent message has been FUND COMPENSATION FIRST. I am pleased to report that our group now includes members from **WSSDA, WSPA, AWSP**, and **AEA**, making us stronger as we stand together and share a common message. The attached document outlines the work of the Local Funding Workgroup so far this year and serves as our prioritized “to-do list” for legislators this session.

I hope you find this document useful as you work locally to educate your local legislators and community members.

Nancy Moffatt
Executive Director

Corine Pennington
WASBO Legislative Committee Chair



Washington Association of School Business Officials
(360) 528-2025 office
(360) 509-9960 cell

CONFIDENTIALITY NOTICE: This email message is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message.

2017 Prioritized To-Do List for Education Funding



Our associations have come together to offer ourselves as resources to the Legislature in their task of meeting the state's constitutional "paramount duty" for providing and funding a program of basic education for every K-12 public school student in the state. **We represent nearly 8,000 school district leaders** from all of our state's 295 school districts.

State policy makers have **created and authorized in-depth "blueprints"** for this work over the past decade; it is time to take the steps necessary to assure every one of our state's 1.1 million students is provided with the highest quality public education.

We recommend these first three steps for 2017 as essential to assure a strong foundation for our state's full program of basic education.



Checklist

Fund Basic Education Compensation First

Fund the actual cost of basic education salaries before adjustments to state levy or levy equalization (LEA) policy

Limit locally bargained compensation to time worked outside the program of basic education to assure a more equitable system

Do No Harm

Transition carefully from reliance on local funding for basic education costs

Fund basic education compensation first then gradually reduce local levy authority

If a levy "swap" is part of the solution, it must be carefully executed and include additional funding

Update and Use the Prototypical School Model

Retain the Prototypical School Model. It is a transparent guide to assure equitable attention to student needs (it is not a mandate)

Update the model to include missing basic education elements and regular labor market adjustments that accounts for cost of living

Establish a regular and ongoing review process to maintain the state's basic education obligations

1. Fund Basic Education Compensation

- The actual cost of basic education salaries must be funded first before any reforms or reductions are made to state levy policy (including levy authority rates and levy equalization).
- Align the salary allocation model to a teacher career continuum as proposed by the Compensation Technical Working Group (2012) per E2SHB 2261 to address the need for sufficient compensation for teachers.
- Reduce overreliance on local levies to pay the market rate for basic education salaries.
 - Between 2008 and 2017, state funding for beginning teachers increased 3.7% (from \$34,426 to \$35,700) while the market rate for beginning teachers is approximately \$53,000.
 - In the 2015-16 school year school districts spent an average of 57.7% of local levy money just to cover underfunded labor costs.
 - Between 1987 and 2015, the local school district burden for funding the average salary necessary to support the program of basic education increased 23.2% (with the state's portion of funding reduced from 99.2% to 76%).
- Limit locally bargained compensation to time worked outside the program of Basic Education to assure a more equitable compensation system.

RESOURCES: Compensation Technical Working Group Report (2012) Recommendations: <http://www.k12.wa.us/compensation/>

2. Do No Harm

- Our state's students, teachers, and families need stability as the state and districts transition from the overreliance on local funding to meet basic education obligations.
- The funding sequence is critical. The Legislature must fully fund its basic education compensation obligation first, and then gradually reduce local levy authority as appropriate after the new funding is provided to districts. If local levy authority and/or levy equalization is reduced before or concurrent with the appropriation of new state funding (aka, the "levy cliff") the likely result in many districts will be reductions in staff, increased class sizes and dismantling of existing programs.
- While proposals to fund basic education compensation by "swapping" state and local property tax authority may be part of the solution, a "swap" by itself, without providing additional funding will not solve the problem (as there is only about \$1 billion per year of unused capacity in the state property tax, whereas the estimated need is \$2.5 billion per year).

RESOURCES: 2017 Levy Cliff Analysis Spreadsheet (<http://bit.ly/2gJkUks>) and other resources: <http://www.k12.wa.us/SAFS/default.asp>

3. Update and Use the Prototypical School Model

- In 2010 the Legislature adopted SHB 2776 to implement basic education funding staffing level recommendations (the prototypical school model) made by the Quality Education Council (RCW 28A.150.260).
- This model was designed as a transparent guide to allocate funds, not to mandate specific staffing levels; and as a way to assure equitable attention in every district to accommodate student needs.
- Updates to the existing model should include:
 - Several basic education elements that are currently missing or underfunded such as special education, substitute costs, healthcare benefits, student support services, and professional development; and
 - A labor market adjustment that includes a Cost of Living index and a factor for areas hard to recruit and retain staff.
- It is critical that a mechanism is established for regular review to ensure the long-term sufficiency of K-12 school funding in accordance with the state's constitution.

RESOURCES: Quality Education Council Report and Recommendations (2010): <http://www.k12.wa.us/qec/>

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 01/13/2017 04:01:24 PM
To: finnie@skitsap.wednet.edu
Subject: Annual Conference Social Activity: Paint n' Sip Night -- registration now open!

Hello,

The Region 3 Annual Conference Planning Committee is pleased to announce there will be an optional evening social activity on Sunday evening:

Paint n' Sip Night - Sponsored by iQ Credit Union

- Sunday, February 26, 2017
- 6:00-7:30 pm
- \$10 Registration fee includes materials, one drink ticket, and an evening full of creativity. No experience necessary, the willingness to have fun and to try something new is the only requirement!

Registration is limited to 60 participants so don't hesitate! Register online at: <http://www.wspa.net/annual-conference>

Not yet registered for the Annual Conference? Register online at: <http://www.wspa.net/annual-conference>

WSPA Annual Conference

- February 27-March 1, 2017
- Pre-conference February 26, 2017
- The Heathman Lodge, Vancouver

We look forward to seeing you in Vancouver!

Thank you,

Region 3 Annual Conference Planning Committee
Washington School Personnel Association

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

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

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

powered by  MemberClicks

From: pickard@skitsap.wednet.edu
Sent time: 01/13/2017 01:27:05 PM
To: lmcginnis@ptschools.org
Cc: cleonard@WSPA.net
Subject: FW: MEMBER REQUEST

Not exactly what you are asking be this is what we do.

South Kitsap's early notice incentive:

Section 7.6.4 Early Notice Incentive- An employee with five (5) accumulated personal leave days may elect to cash-out five (5) days at his or her per diem rate by completing Form 363, Separation of Employment, before April 1 and thus notifying the District of intent to retire or resign employment with the District at the end of the contract year. This option is only available to employees in TRS Plan 2 or 3, and is intended to compensate employees for packing and moving out of the employee's current work spaces, and transitioning curriculum and materials to other employees.

Brian

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



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

electronic message transmission contains information from South Kitsap School District that may be proprietary, confidential and/or privileged. The information is intended only for the use of the individual(s) or entity named above. If you are not the intended recipient, be aware that any disclosure, copying or distribution or use of the contents of this information is prohibited. If you have received this electronic transmission in error, please notify the sender immediately by replying to the address listed in the "From:" field.

From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Friday, January 13, 2017 9:36 AM
To: Pickard, Brian <pickard@skitsap.wednet.edu>
Subject: MEMBER REQUEST

Laurie McGinnis from Port Townsend School District is asking the following:

This year we are offering teachers a one-time stipend of \$500 if they turn in their retirement letter by February 10. I'd like to know if other districts are doing this and if so do they have the teacher sign a supplemental contract or some type of statement. I'd like to see an example of what they are doing to document the offer.

Please send your response directly to: lmcginnis@ptschools.org

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

Thanks,

Curtis

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

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

powered by  MemberClicks

From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 01/13/2017 09:31:40 AM
To: finnie@skitsap.wednet.edu
Subject: MEMBER REQUEST

Hello WSPA Members - a few member requests for your consideration!

Cynthia McVeigh from San Juan Island School District is looking for two things:

1. An example of a School District Information Security Policy
2. An up to date Code of Professional Conduct PowerPoint presentation for new hire orientations.

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

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

Thanks,

Curtis

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

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

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

powered by  MemberClicks

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 01/17/2017 12:02:52 PM
To: finnie@skitsap.wednet.edu
Subject: Annual Conference: survey reminder, registration reminder, and events

Hello,

The Annual Conference is right around the corner and Region 3 has some great things planned! Have you registered yet? Don't miss out! Register now at: <http://www.wspa.net/annual-conference>

We encourage you to *please* take a moment to complete our online conference session survey. The feedback you provide is critical to our agenda planning. Thank you in advance for your input! The survey is found online at: <https://www.surveymonkey.com/r/7295GFH>

WSPA Annual Conference

- February 27-March 1, 2017
- Pre-conference February 26, 2017
- The Heathman Lodge, Vancouver

Paint n' Sip Night - Sponsored by iQ Credit Union - *pre-registration required*

- Sunday, February 26, 2017
- 6:00-7:30 pm
- The Heathman Lodge, Vancouver
- \$10 Registration fee includes materials, one drink ticket, and an evening full of creativity. No experience necessary, the willingness to have fun and to try something new is the only requirement!
- Registration is limited to 60 participants so don't hesitate to sign up now: <http://www.wspa.net/annual-conference>

Presidents Reception and Comedy Night - *no pre-registration required for either event*

- Monday, February 27, 2017
- The Heathman Lodge, Vancouver
- **Presidents Reception - Sponsored by HRM Plus**
 - 4:00-5:30 pm
 - Please join Debby Carter, WSPA President for networking and appetizers
 - **Live Comedy in the Ballroom - Sponsored by Frontline Education**
 - 7:00-8:30 pm
 - Please join us for this FREE night of comedy in the ballroom!

WSPA Banquet - Sponsored by Porter, Foster and Rorick, LLP - *no pre-registration required*

- Tuesday, February 28, 2017
- 5:00 pm
- The Heathman Lodge, Vancouver
- Please join us for dinner, the Randy Hathaway Fellowship Auction, our Silent Auction, HELP Awards, and the presentation of the President's Award

We look forward to seeing you in Vancouver!

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

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

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

From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 01/20/2017 08:35:20 AM
To: finnie@skitsap.wednet.edu
Subject: MEMBER REQUEST

Greetings WSPA Members:

I am sending out a couple of WSPA member requests for your review. Please send a quick response!

Central Kitsap is interested in how districts process leave accruals.

If you front-load the full annual accrual of sick leave in September for certificated and/or classified staff, please respond to the following:

Certificated staff:

- a) Do you adjust the accrual based on the actual number of days worked when a staff member goes out on leave or resigns?
- b) If so, do you make a payroll adjustment for any leave taken over the "actual" accrual in their final paycheck?

Classified staff:

- a) Do you adjust the accrual based on the actual number of days worked when a staff member goes out on leave or resigns?
- b) If so, do you make a payroll adjustment for any leave taken over the "actual" accrual in their final paycheck?

Please send the response directly to: chellel@ckschools.org

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

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

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

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

powered by  MemberClicks

From: Region 5 <waspa@memberclicks-mail.net>
Sent time: 01/20/2017 12:47:10 PM
To: finnie@skitsap.wednet.edu
Subject: Region 5 WSPA Meeting FRIDAY JAN 27, 2017
Attachments: WSPA_Region_Basket_Letter_2017_1_.docx

Good day and Happy New Year!

Time has certainly flown by since our last meeting and I hope everyone is doing well.

Next Friday, January 27, 2017, Bremerton will be hosting our Region 5 meeting. Our guest will be Curtis Leonard who will be presenting on managing "Social Media" in school districts.

We will meet in our Board Room located at 134 Marion Ave North, Bremerton, 98312. Please RSVP via email so we know how many folks to expect. Our meeting time is from 9-12 Noon, beginning with a light continental style breakfast. The presentation will begin at 9:15 a.m.

Additionally, the Annual Conference is right around the corner. Our friends in Region 3 are hosting this year at the beautiful Heathman Lodge in Vancouver, WA. As a WSPA tradition, each Region sponsors a "basket" to be auctioned off at the event to raise money for such things as scholarships and other resources for our members. Our Region 5 theme is "Tea Lovers". The Bremerton team will put the basket together, but we need district's support for items and/or donations for the basket. Please come prepared with your districts donation to the basket (tea lovers themed) or a cash/check written to Denise Kennedy so we can shop for the basket.

Attached you will find the description of the basket request as well as a timely document presented at the law conference on Social Media.

I look forward to hearing from you and your teams and seeing you very soon.

Take good care,

Denise

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

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

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

powered by  MemberClicks



November 3, 2016

Dear WSPA Representative:

As you know, Washington School Personnel Association (WSPA) is holding its annual spring conference, "Achieving Balance", February 27 – March 1, 2017 at the Heathman Hotel in Vancouver, WA.

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

Region 1 = Exercise –Yoga

Region 4 = Relaxing at the Beach

Region 2 (North) = Rejuvenation Spa

Region 5 = Tea Lover's

Region 2 (South) = Zen Gardening

Region 6 = Relaxation Spa

Region 3 = Wine/Cheese

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

- Send us a donation check made out to WSPA with a suggested minimum value of \$100 and we can do the shopping for you. If you choose this option please send to the Battle Ground School District Human Resources Department no later than December 20, 2016.
- Create your basket, using the assigned theme and bring to the conference no later than the morning of February 27, 2017. If you choose this option please call or email a list the items you included in your basket no later than January 15, 2017.

Thank you supporting our conference. Please call or email Trudy Story at (360)885-5306, storey.trudy@battlegroundps.org with any questions.

Sincerely,

Linda Allen, Shelly Whitten, Darla Girard, Karen Sauer, and Trudy Storey

WSPA Committee Members

Battle Ground School District

Human Resources

P.O. Box 200

Battle Ground, WA 98604

From: monaglej@skitsap.wednet.edu
Sent time: 01/26/2017 03:07:11 PM
To: jurie@nkschools.org
Subject: FW: WSPA Electronic Contracts Responses
Attachments: Attachment-1 Attachment-2 Attachment-3 Attachment-4 Attachment-5

Hey Josie!

I hope life is grand!!

When you get a moment, will you send me a copy of what your certificate employee contracts look like that you send out electronically? Also, any other electronic forms your district uses would be amazing to see. We are attempting to get with the times!!

Thanks!!

Jamie Monagle

Assistant Director of Human Resources

South Kitsap School District

2689 Hoover Ave. SE

Port Orchard, WA 98366

PH: 360-874-7071

FAX: 360-874-7076

EMAIL: monaglej@skitsap.wednet.edu

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

From: Urie, Josie [mailto:JUrie@nkschools.org]

Sent: Friday, October 28, 2016 2:53 PM

To: cprice@tacoma.k12.wa.us; hjoyner@fifeschools.com; Monagle, Jamie <monaglej@skitsap.wednet.edu>; Shelli Stickell <shelli_stickell@sumnersd.org>; Weidkamp, Patti <patti.weidkamp@shorelineschools.org>

Subject: WSPA Electronic Contracts Responses

Hi Everyone,

You are included in this email because you expressed an interest in hearing the results of my WSPA Member's Request (from 7/2016).

First, let me apologize for not forwarding the attached emails on to you sooner. It has been an extremely crazy start up for us so we haven't even begun to attempt the process yet.

I wish you all loads of luck and would love to stay in touch as we navigate this relatively new territory to help each other avoid any pitfalls.

Note: I did mention to Curtis that it would be a great session to have at the WSPA Annual Conference so if that would interest you, be sure to let him know. 😊

Josie Urie

Human Resources, North Kitsap School District

18360 Caldart Ave NE, Poulsbo, WA 98370

Phone: (360) 396-3005 ~ FAX: (360) 396-3935

Email: jurie@nkschools.org ~ Website: www.nkschools.org

From: Hechtman, Lisa AD - Staff <HechtmanL@issaquah.wednet.edu>
Sent time: 07/25/2016 10:26:05 AM
To: Urie, Josie <JUrie@nkschools.org>
Cc: cleonard@wspa.net
Subject: electronic employment signatures

Josie,

While our business office was nervous about electronic signatures for contracts (so we haven't implemented yet), we have implemented electronic signatures for performance evaluations, leave requests and verifications, and other payroll documentation that the business office considered "lower level". We conferred with our legal office first, as we were also moving all of our personnel files to electronic storage. Legal advised that we needed to have a statement at time of signature that indicated the parties were aware that they were electronically signing a document and that it would "count" as a signature. Sorry, right off the top of my head I don't remember the actual sentence.

We investigated using a couple of different platforms for electronic signatures. We had to consider the "work flow" process, because some systems didn't have the flexibility we were looking for, according to my counterpart doing the research. We also consulted the state auditor's office for what their needs were in our efforts to go paperless and streamline. For payroll documentation, we are currently using "DocuSign" a web-based software that we purchased licensing for (which meant a conversation with the IT Dept about appropriate hosting and firewall protections). For the performance evaluation, we were lucky enough to have the ability to have someone internally write the code for our electronic evaluation program (hosted on our servers). With DocuSign, we piloted it with 4-6 payroll keepers first for about six months, making sure that we picked people who had different levels of technology comfort, those that were working with multiple classifications of staff, and those that were willing to give us clear feedback (i.e. people who wouldn't be afraid of giving us input on improvement). As far as I have heard, all have liked it; I think it is pretty slick and as an "authorizer" I can complete my part while I sit at home on the couch. I believe we are going to move completely to electronic recordkeeping—the pilots had to continue using the hard-copy payroll as well as complete the steps on line as all were a bit nervous that something would be lost or not available for an audit.

With the teacher performance evaluation, we were responding to input from administrators that they didn't want to print off a signed page for the employee to sign if HR was going to file everything electronically. As a result, we just moved forward and implemented since we had the internal coder. It didn't go as smoothly as DocuSign implementation (we chose not to afford the multiple or larger license requirement for DocuSign for each administrator)—although administrators told us they had a tablet or surface with a stylus, not all of them did, which hindered signing the documents, and then they were irritated that we were making them purchase one with their budgets. We also found that it meant they needed to change their practice somewhat to get the signatures because as a Danielson district, they needed to have their post-observation conference, then finish their write up. Requiring an electronic signature meant another meeting/interaction with the teacher. So we continued for the year, with some bumps, and are going to adjust our process just a bit for this coming year in order to secure signatures without increasing the need to meet.

I also had given a heads up to the President of the teacher's union. We have a good working relationship, so he communicated in his newsletter that electronic signatures were coming. Even so, we had a couple of teachers who missed out on the communication of this change from their administrator or from the union for whatever reason, and didn't like what their finger signature looked like, so refused to sign. We made note of those as we completed the first-round of observations and by the time they had to sign their final year-end evaluation, we didn't have any refusals.

So, our process:

- 1) Considered work flow from employee and management's perspectives, who needed access to what and when
- 2) Researched the options of something ready-made
- 3) Talked with State Auditor's office for documentation needs, WSIPC (to see if they had some option) legal, IT, and union leadership
- 4) Recruited pilot participants (for payroll—for evaluation, we just leapt after asking legal)
- 5) Did some minimal training—then held our breath. We wanted them to know enough to not fail, but also wanted to see how intuitive the process was.
- 6) Asked for feedback as part of the process and adjusted where we could if the issue was just something of convenience or explained when we couldn't. Feedback was important after the first time we did payroll that way, then the third one. After that, I think it was fairly smooth.
- 7) HR is now pushing to complete contract signatures this way, as you are. We haven't solved this completely yet; we continue to struggle some with the flexibility we need (when it is an initial contract for a new hire, let's say, and don't have anything to compare it to) and the cost of something ready-made. We've thought about just having a signature station available during our orientations, but also have worried then about providing time for the employee to read their contract without making them nervous when sending them a prior pdf of their contract with a DRAFT watermark as part of their job offer.

Obviously, we're still working on and through this and flexing when we have to. We aren't giving up on moving to less paper and using the technology. We have learned that there are unintended consequences and sometimes the technology holds up the process rather than facilitating it, but overall, we've liked it.

Hope that helps,

Lisa Hechtman

Executive Director of Human Resources

Issaquah School District 411

☎ 425.837.7060 | 📠 425.837.7064 | ✉ hechtmanl@issaquah.wednet.edu

565 NW Holly Street | Issaquah, WA 98027 |

This e-mail message and any documents, files, or previous e-mail messages attached to it may be privileged and confidential communication and are transmitted for the exclusive use of the addressee. This communication may not be copied or disseminated except as directed by the sender and may contain non-public, confidential, or legally privileged information intended for the sole use of the designated recipients. If you think that you have received this email message in error, please notify the sender via email or telephone at (425) 837-7060 and delete.

79F1C7881B394249B55C3833169B6D85@skitsap.wednet.edu.msg

7D8CE2F480C3D54DB6F39AFC95DDDF049@skitsap.wednet.edu.msg

From: Janet Paeth <jpaeth@bisd303.org>
Sent time: 07/18/2016 05:40:45 PM
To: Urie, Josie <JUrie@nkschools.org>
Cc: cleonard@wspa.net
Subject: Electronic Contracts/Signature Question
Attachments: Online Forms STEPS - Letters & Adv. Forms.docx Advanced Form & Field Information Electronic signature.docx Empl Online Forms Directions with Screen Shots.docx Empl LETTERS Directions with screen shots.docx

Hi Josie,

Yes - Our district went to electronic contracts/signatures this school year.

First we discussed it with HR, then at the department level
Next we brought it to the teacher's union group

Things to consider with Skyward:

- Make sure your Skyward Personnel records are correct
- I used the Department field to designate what type of contract they had: Continuing, Provisional, Leave Replacement. This way it would pull it into the Employee Letter. You could use a different field if you needed to.
- I changed all the Placement Trackers to show their placement, not their exact number of credits. (MA + 45 vs MA + 67) You wouldn't have to do this, but I wanted it to be clear.
- We checked with OSPI to make sure they would accept our electronic record if audited. They said they would as long as we provided them access to Skyward.
- It takes some time to set things up, but once you have one letter template you can clone it, change it and use it again.
- Educate your staff about how to use Employee Access to find and sign their contracts. (I'll attach the directions with screen shots I created to help them navigate...)
- Have your staff preview the contracts before posting them to be signed. This way you can update Skyward if there are any corrections to make. (First I posted them as just a letter, which you can re-post later with any corrections.) It is easy to update letters, but for online forms it is more labor intensive.

I hope this helps. It is all I can come up with today. Let me know if you have any specific questions. I was told I was the first person to use electronic signatures with Skyward, so it was quite a learning experience. I will attach the instructions I put together for myself as a guide as well as instructions I put together for the teachers. There are quite a few steps.

Would you please pass on to me any tips you get from other districts.

Best of luck to you... or maybe perseverance is what you will need the most of... :)

Janet

*Janet Paeth
HR Specialist, Certificated
Bainbridge Island School District
8489 Madison Ave NE
Bainbridge Island, WA 98110
206-780-1056
FAX 206-842-2928*

jpaeth@bisd303.org

Instructions for Contracts with Electronic Signature Using Skyward Letters, Custom Forms and Online Forms

OVERVIEW

Confirm that Skyward records in EM Assignments are correct. (I used the Department section for the type of contract: Continuing, Leave Replacement, Provisional, etc. so it would pull onto the letter/contract.)

STEP ONE: EMPLOYEE LETTERS

Can re-use existing **Employee Letter Templates (EDIT)**

- **HR\EA\EM\Reports (RE)\Employee Letters\Build Employee Letters - BL**
- Add a **NEW Employee Letter** for each update (or group of employees with contract changes) Okay to Clone & Edit an existing letter.
- Select Parameters for the employee(s) Name the same as the employees (or group).
- Run the Employee Letter
- Post the Employee Letter (Must use NEW Description/Title for each posted letter.) Post the letter to Employee Access and to Online Forms!

STEP TWO: CUSTOM FORMS, FIELDS, SCREENS

Set up your **Custom Fields and Forms/Screens**. Must use a NEW ADV Custom Form (Screen) each time! It is okay to re-use fields if the employees haven't already used them for a previous contract.

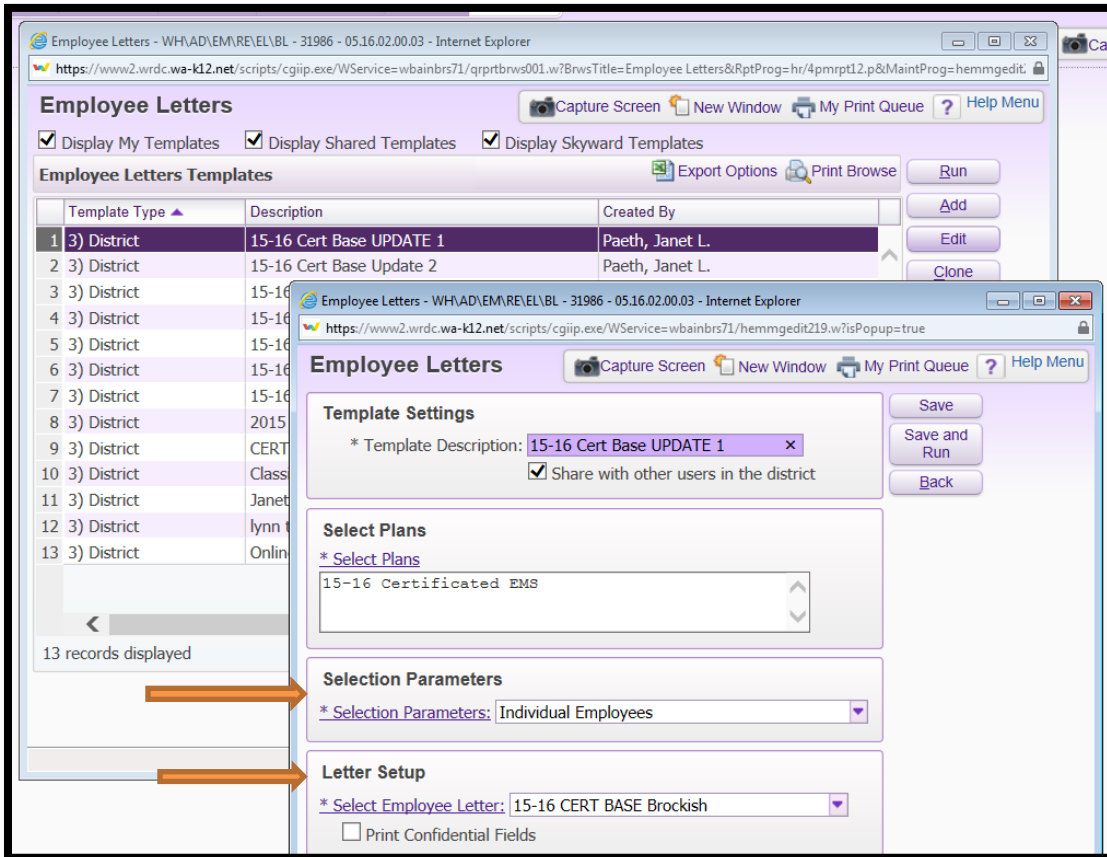
- **HR\Employee\EP Set Up\Configuration (CF)\Custom Form Setup (MS)**
- Add or Clone a new Custom Profile Form **or** Add a new Advanced Custom Form (using same field) in an existing Custom Profile Form
- If Employee is signing a second/additional Contract you will need to create additional fields for: Agree to Term – 2, Date of Signing – 2, Employee signature -2. Otherwise you can use the same fields and just create a new online form.

STEP THREE: ONLINE FORMS

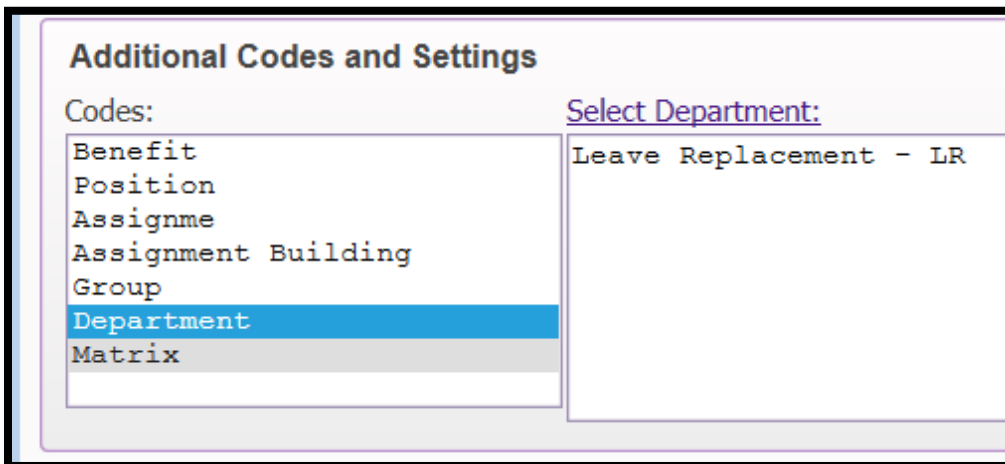
- **HR\Employee\Online Forms - OF**
- Add or Clone a **NEW "Online Form"** each time! Do not re-use online forms.
- Remember to EDIT the cloned online form with: Name of Online Form, Letter used and Adv. Custom Form used.
- Activate the Online Form. **IMPORTANT:** You must create NEW Selection Parameters for each new Online Form. Do not re-use the parameters unless it is exactly the same group or same person.

STEP ONE: Edit existing Employee Letter Template

- HR\EA\EM\Reports (RE)\Employee Letters\Build Employee Letters – BL
- Add or Edit an existing employee Letter Template
- Select Plan
- Select Parameters (Employee and EDIT codes and setting if needed) BLDG, Group/Base, etc.
- Select Employee Letter (CREATE A NEW LETTER EACH TIME! Can Clone old letter and edit to create a new one.)
- Save & Run



PARAMETERS: SELECT ALL for each Code or SELECT GROUP or DEPARTMENT to sort as needed for a 2nd contract.



Employee Letter	Layout	Creation Date
1 15-16 CERT BASE Bastiani	Portrait	03/02/2016
2 15-16 CERT BASE Brockish	Portrait	03/01/2016
3 15-16 CERT BASE CONTRACT	Portrait	09/30/2015
4 15-16 CERT BASE Update 2 - Ashton	Portrait	10/28/2015
5 15-16 CERT B		
6 15-16 CERT B		
7 15-16 CERT B		
8 15-16 Suppler		
9 15-16 Suppler		
10 15-16 Suppler		
11 15-16 Suppler		
12 15-16 Suppler		

CLONE Letter and then **EDIT** as needed. (Change letter name, then save)

**Bainbridge Island School District No. 303
CERTIFICATED EMPLOYEE'S CONTRACT**

Name - Full Name (FML)
2015 - 2016 School Year

It is hereby agreed by and between the Board of Directors of Bainbridge Island School District No. 303, of Kitsap County, State of Washington, hereafter called the district, and Name - Full Name (FML) / Building Desc hereafter called the employee, that in accordance with action of the Board of Directors of said district, the said employee shall teach and/or perform other assigned professional services in the public school of said district and perform such duties as are prescribed by the laws of the State of Washington and by rules and regulations made thereunder pertaining to said district, for one (1) year, which shall include 92 days of service, exclusive of holidays and vacations, as determined by legislative action. The position of said employee shall be that of:

Assignment	Job Type	Job Group	FTE	Contract Type	Salary	Placement	Lane	Step

Duties under this contract are to begin on the **25th day of January, 2016**. Said salary is to be paid in seven (7) installments with the first installment being paid on the last business day of February, 2016; the following installments on the last business day of each succeeding calendar month; unless mutually agreed otherwise by the employees and the Board of Directors of the Bainbridge Island School District.

- **SAVE & CLOSE**
- **SELECT LETTER**
- **SAVE & RUN** (You will then see proof copies of the letter(s) that you have processed.)

Employee Letters

Template Settings

* Template Description: 15-16 Cert Base UPDATE 1

Share with other users in the district

Buttons: Save, Save and Run, Back

**Bainbridge Island School District No. 303
 CERTIFICATED EMPLOYEE'S CONTRACT
 Elaina D Weinbach
 2015 - 2016 School Year**

It is hereby agreed by and between the Board of Directors of Bainbridge Island School District No. 303, of Kitsap County, State of Washington, hereafter called the district, and Elaina D Weinbach / WIL hereinafter called the employee, that in accordance with action of the Board of Directors of said district, the said employee shall teach and/or perform other assigned professional services in the public school of said district and perform such duties as are prescribed by the laws of the State of Washington and by rules and regulations made thereunder pertaining to said district, for one (1) year, which shall include 63 days of service, exclusive of holidays and vacations, as determined by legislative action. The position of said employee shall be that of:

Assignment	Job Type	Job Group	FTE	Contract Type	Salary	Placement	Lane	Step
Teacher	Differentiation Specialist	Base	.60000	Leave Replacement	\$9,492.21	MA	45.00	0.00

Duties under this contract are to begin on the **2nd day of February, 2016**. Said salary is to be paid in four (4) installments with the first installment being paid on the last business day of February, 2016; the following installments on the last business day of each succeeding calendar month; unless mutually agreed otherwise by the employees and the Board of Directors of the Bainbridge Island School District.

Sick leave will be allowed as provided in RCW 28A.400.300, and as set forth in rules and regulations of the Board of Directors.

Next: POST the Letter to Employee Access and Online Forms

- Must use NEW Description/Title for each posted letter (15-16 Cert Base Weinbach) (**ADD**)
- Select the TEMPLATE that you just set up (15-16 Cert Base UPDATE 1)
- **POST**

The screenshot displays the 'Post Employee Letters' application. At the top, there are navigation options like 'Capture Screen', 'New Window', 'My Print Queue', and 'Help Me'. Below this is a table with columns: Description, Posted By, Posted Date, Available in Profile, Available in EA, and Available in Online Forms. The first row shows '15-16 Cert Base Bastiani' posted by Janet L Paeth on 03/14/2016. Below the table is a form for adding a new letter. The 'Post Description' field contains '15-16 Cert Base Weinbach'. The 'Select Employee Letter Template' dropdown is set to '15-16 Cert Base UPDATE 1'. There are three checkboxes: 'Post Employee Letter in Profile' (unchecked), 'Post Employee Letter in Employee Access' (checked), and 'Allow Employee Letter to be selected in Online Forms' (checked). On the right side of the form, there are buttons for 'Post', 'Save Letter Options', and 'Back'. An orange arrow points to the 'Post' button.

STEP TWO: SET UP CUSTOM PROFILE FORMS:

Set up your **Fields and Forms/Screens**. (Details for setting up CUSTOM FIELDS provided in separate document.)

Can use the same **CUSTOM PROFILE FORM** over again if a new ADV Custom Form is created.

Must use a **NEW ADV Custom Form** (Screen) each time! It is okay to re-use **FIELDS** if the employees haven't already used them for a previous contract with that same Custom Form.

- **HR\Employee\EP Set Up\Configuration (CF)\Custom Form Setup (MS)**
- **Set up custom Fields, Forms, etc. as needed**
- Add/Clone Custom Profile Forms or **Add a new Advanced Custom Form/Screen** using same fields in an existing Custom Profile Form
- Custom Form fields share data between each Custom Screen (Adv. Custom Form) inside a Custom Profile Form. If the field is completed in another screen the same data will populate in the new screen.
- When using the same Custom Form with different screens it is important that you use a new field for each signature and date you want to obtain. If a second signature is required, then a second Signature Field, Date Field and Agree to Terms Field will need to be ADDED (created) in the field area of that Custom Profile Form.

Custom Profile Forms

Views: General Filters: *1) Show All Custom Forms

	Custom Profile Form Name ▲	# of Fields	# of Advanced	# of Screens	# of HTML Forms	F
1	▶ 15-16 Electronic Signature Base Contract Updated 4	4	1	0	0	Si
2	▶ 15-16 Electronic Signature Supplemental Contract	4	1	0	0	Si
3	▶ 15-16 Electronic Signature Supplemental Updated 1	6	3	0	0	Si
4	▶ 15-16 Electronic Signature Supplemental Updated 2	4	1	0	0	Si
5	▼ 15-16 Electronic Signature Updated Contract	4	3	0	0	Si

[Expand All](#) [Collapse All](#) [Modify Details \(displaying 5 of 5\)](#) [View Printable Details](#)

▼ **Custom Fields** [Add Field](#)

	Label	Data Type	Read Only	Required	Initial	
Edit Delete	Agree to Terms	Logical				View Field Information
Edit Delete	Date of Signing	Date		Yes		View Field Information
Edit Delete	Employee Signature	Character		Yes		View Field Information
Edit Delete	Signature Disclaimer	Read Only Text	Yes			View Field Information

▼ **Skyward Fields to Use** [Select Fields](#)

	Label	Data Type	Can be Modified?	Read Only	Required
Edit Delete	Employee's Building Desc	Char	No	N/A	N/A
Edit Delete	Employee's Name	Char	No	N/A	N/A

▼ **Advanced Custom Forms** [Add Advanced Form](#)

	Form Name	Secured	Backup Options
Edit Delete	Adv - 15-16 Electronic Signature Updated C	No	Save Current Version as Backup
Edit Delete	Adv - 15-16 Electronic Signature Updated B	No	Save Current Version as Backup
Edit Delete	Adv - 15-16 Electronic Signature Updated A	No	Save Current Version as Backup
▶ Edit Delete	Adv - 15-16 Electronic Signature Updated	Yes	Save Current Version as Backup

Add Advanced Custom Form (Screen)

Add appropriate Skyward and Custom FIELDS and copy and paste the following:

Pursuant to the Uniform Electronic Transactions Act, an electronic signature has the same legal effect as a manual or handwritten signature. An electronic signature will not be denied legal effect solely because it is electronic, and any requirement for a signature is satisfied by an electronic signature. By submitting an electronic signature, the individual identified and providing the electronic signature herein verifies acknowledgement of the binding legal effect of the electronic signature.

I agree to terms above and certify that the foregoing statements are true and correct to the best of my knowledge.

Set Security Groups – Secure Form = Leave UNCHECKED until all forms are completed.

Once all the employees have electronically signed (filled in the custom fields) then you will come back to this area and Secure the Form. (Instructions at the end of this document.)

HR\Employee\Online Forms\Add or Clone

STEP 3: Create ONLINE FORM (ADD or CLONE) Must use new Online Form each time!

- This step combines the Employee Letter and the Custom Form/Fields together

SKYWARD BAINBRIDGE S. D. #303

Home Employee Employee Administration Payroll Time Off Substitute Tracking Insurance Tracking TrueT

Back List **Online Forms** ☆ (Add Favorite)

Views: General Filters: Skyward Default Clone

	Form Name ▲	Description
1	▶ 15-16 BASE Bastiani	15-16 BASE CONTRACT Bastiani
2	▶ 15-16 BASE Brockish	15-16 BASE CONTRACT Brockish

EDIT Online Form Master

Online Form Master

* Online Form Name: 15-16 BASE Weinbach

Online Form Description: 15-16 BASE CONTRACT Weinbach

Maximum characters: 200, Remaining characters: 172

Require online form to be completed.
(Displays a screen each time the user logs in, alerting them to complete the online form.)

Online Form Message:

Your 15-16 Certificated Base Contract is waiting for you to review and electronically sign. Thank you for your prompt completion.

Maximum characters: 200, Remaining characters: 70

Require confirmation by user for completion of each step.

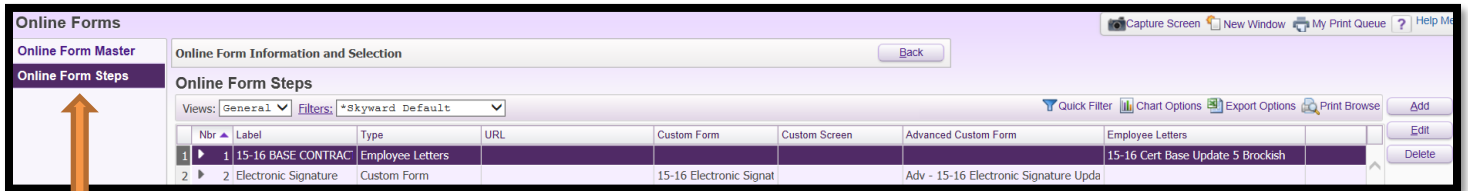
Send confirmation email to submitter after completion of Online Form

Confirmation Email:

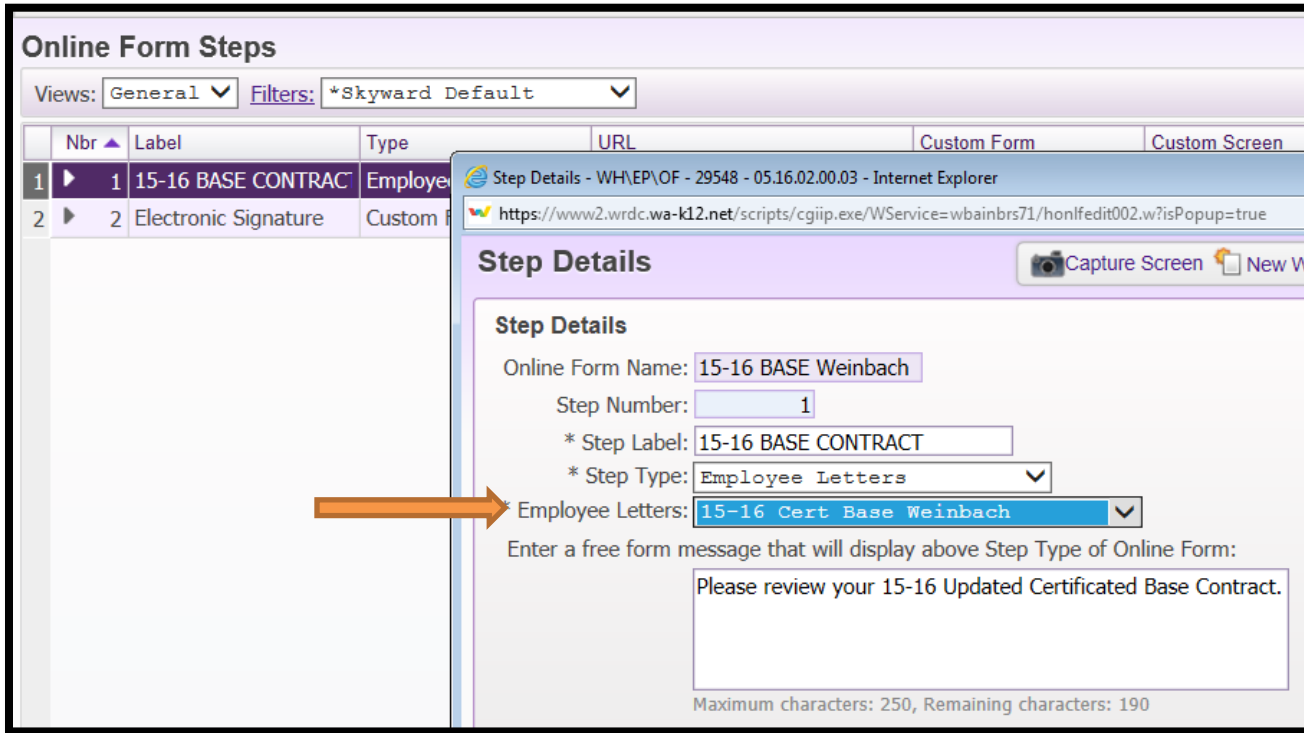
Thank you for electronically signing and completing your 15-16 Base Contract.
Sincerely,

Maximum characters: 200, Remaining characters: 84

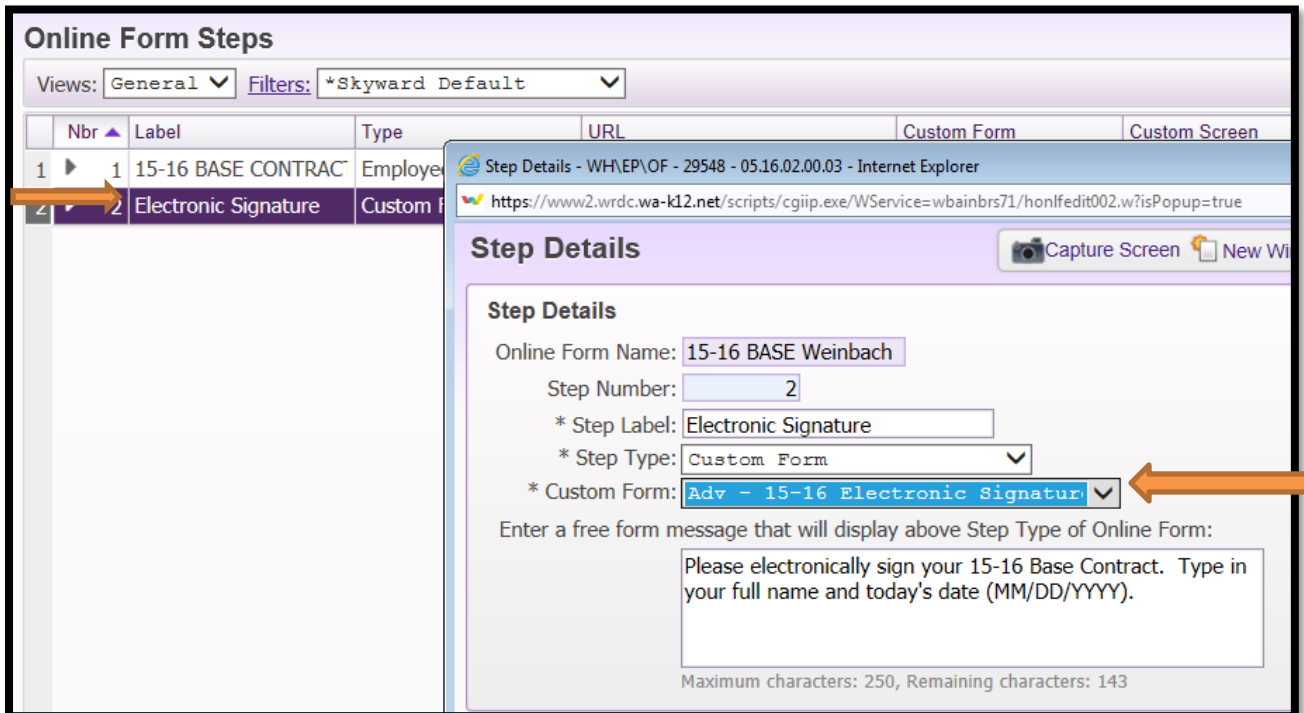
EDIT Online Form Steps:



Edit Online Form Steps with correct Employee Letters (Step 1)



Edit Step Details (Step 2) Electronic Signature with correct Custom Form (Advanced Custom Form/Screen)



Preview Online Form

Activate Online Form:



When activating remember to create a **NEW PARAMETER** for each **ONLINE FORM**! You can clone an existing parameter and edit it. Only use an existing parameter if it is exactly the same – do not edit and reuse without cloning first! (This is unlike parameters used with the Employee Letters.)

Activate Online Form

Active Online Form

* Display Form Starting: 03/15/2016

* Form Must Be Completed By: 04/08/2016

* Display Form in History: 06/30/2099

Allow to update Online Form after completion.

* Selection Parameters: Individual - Weinbach

Keep online form open past end date for selected employees.

Select Employees

Save

Back

Employee Selection Parameters

Views: General Filters: *Skyward Default

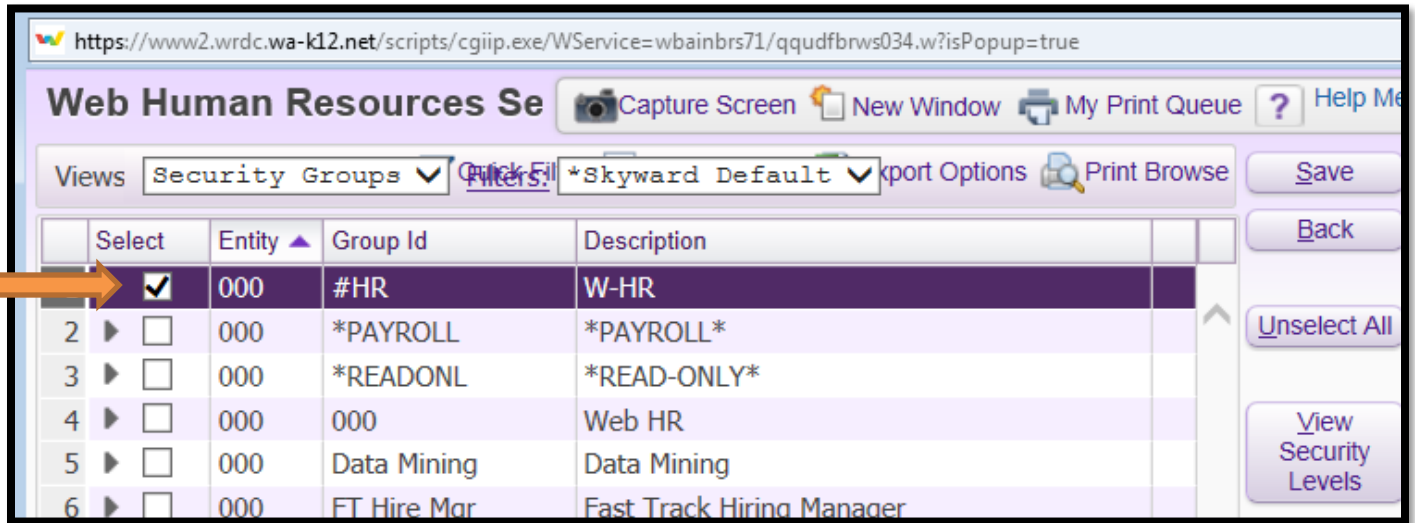
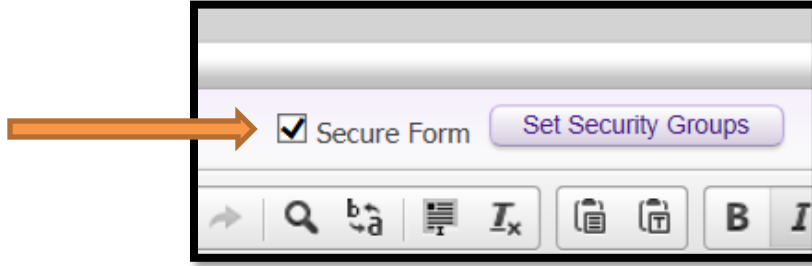
Description	Last Updated	Update Time	Create Date
3 Carla and Susan			09/29/2015
4 CERTIFICATED			09/30/2015
5 Deen			11/12/2015
6 Default Parameters			09/29/2015
7 Ellison & Rohrbach	11/24/2015	3:25 PM	11/18/2015
8 Individual	10/29/2015	3:26 PM	10/16/2015
9 Individual - Bastiani	03/14/2016	4:54 PM	03/02/2016
10 Individual - Brockish	03/02/2016	4:48 PM	03/02/2016
11 Individual - Weinbach	03/15/2016	4:14 PM	03/15/2016
12 Janet Paeth	03/04/2016	2:41 PM	02/16/2016
13 McAvoy & Crawford-Mass	01/05/2016	11:22 AM	01/05/2016
14 McAvoy, Crawford-Mass & Tsolom	12/30/2015	10:46 AM	12/30/2015

20 14 records displayed Desc: ABC

SAVE

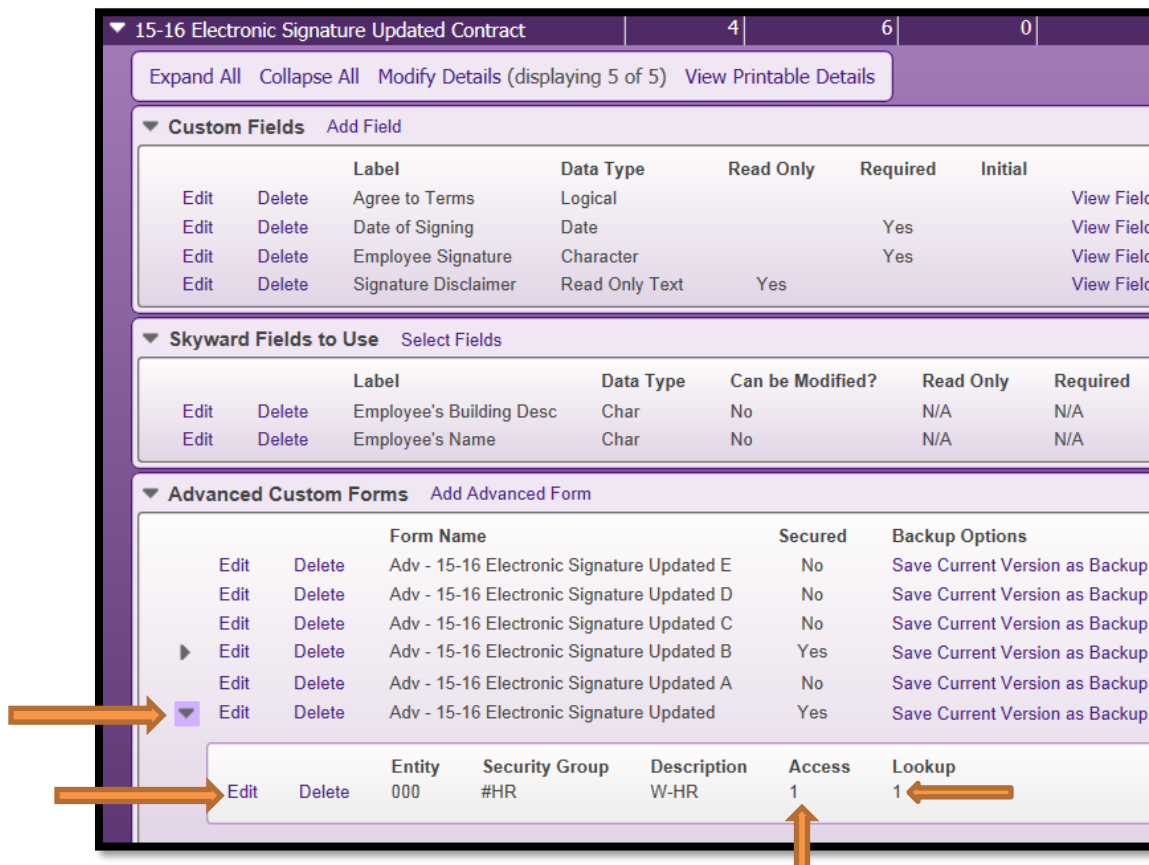
Secure Form / Set Security Groups – CHECK when forms are completed

Once all the employees have Signed/Filled in the custom form you are able to lock them from being changed.



Tip open Advance Custom Form and change ACCESS & LOOKUP Security Levels to "1" one.

Modify each assigned Advance Custom Form. This will allow the form and data to be viewed only.



ADVANCED CUSTOM FORMS - HR\Employee\Custom Forms Setup – MS (Tip open Custom Profile Forms)

The screenshot shows the 'Custom Profile Forms' application interface. At the top, there's a 'Views' dropdown set to 'General' and a 'Filters' dropdown set to '*1 Show All Custom Forms'. Below this is a table with columns: Custom Profile Form Name, # of Fields, # of Advanced, # of Screens, # of HTML Forms, Form Type, and Status. The first row is expanded to show details for '15-16 Electronic Signature Base Contract Updated 4'. Below the table are sections for 'Custom Fields', 'Skyward Fields to Use', 'Advanced Custom Forms', 'Custom Screens', and 'Custom HTML Forms'. A 'Field Maintenance' dialog box is open, showing the configuration for a custom field named 'Date of Signing'. The dialog includes fields for 'Form', '* Label', 'Data Type', 'Format', 'Tool Tip', and 'Initial Value', along with checkboxes for 'Read Only' and 'Required'.

Add Skyward and CUSTOM FIELDS

This screenshot provides a detailed view of the '15-16 Electronic Signature Base Contract Updated 4' form. It shows a table of 'Custom Fields' with columns: Label, Data Type, Read Only, Required, and Initial. The fields listed are: 'Agree to Terms' (Logical), 'Date of Signing' (Date), 'Employee Signature' (Character), and 'Signature Disclaimer' (Read Only Text). Each field has 'Edit' and 'Delete' buttons and a 'View Field Information' link.

Label	Data Type	Read Only	Required	Initial
Agree to Terms	Logical			
Date of Signing	Date		Yes	
Employee Signature	Character		Yes	
Signature Disclaimer	Read Only Text	Yes		

Agree to Terms – Custom Field

This screenshot shows the 'Field Maintenance' dialog box for the 'Agree to Terms' custom field. The 'Form' is 'Custom Profile.15-16 Electronic Signature Upda'. The '* Label' is 'Agree to Terms'. The 'Data Type' is 'Logical' and the 'Format' is 'Yes/No'. The 'Tool Tip' is 'Check this box if you agree to the terms'. The 'Initial Value' is 'Blank'. There are checkboxes for 'Read Only' and 'Required'.

Date of Signing:

The screenshot shows the 'Field Maintenance' window for a custom field named 'Date of Signing'. The form title is 'Custom Profile.15-16 Electronic Signature Base Contract Updated 4'. The field label is 'Date of Signing' with a 'View Field Information' link. The data type is 'Date' and the format is '99/99/9999'. The tool tip is 'Please select today's date (MM/DD/YYYY)'. The initial value is set to 'Blank'. There are checkboxes for 'Read Only' (unchecked) and 'Required' (checked).

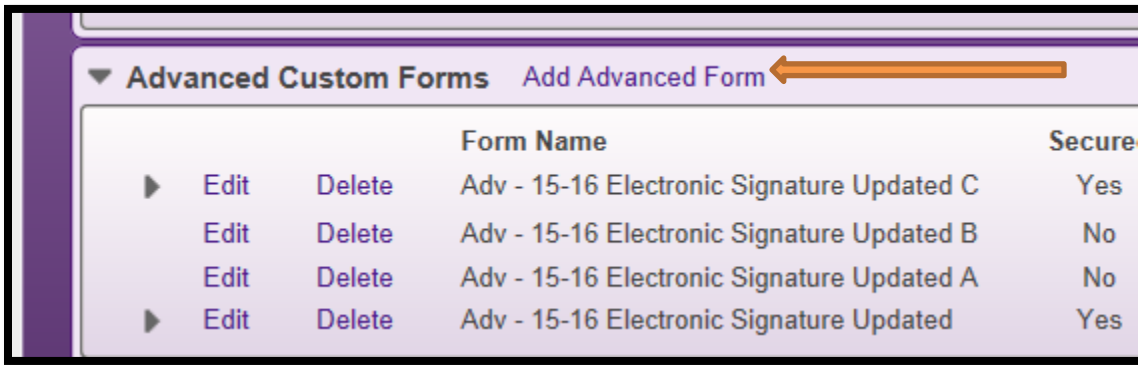
Employee Signature:

The screenshot shows the 'Field Maintenance' window for a custom field named 'Employee Signature'. The form title is 'Custom Profile.15-16 Electronic Signature Base Contract Updated 4'. The field label is 'Employee Signature' with a close button and a 'View Field Information' link. The data type is 'Character', the max length is '30', and there is a 'Valid Entries' text box. The tool tip is 'Please sign with full name'. The initial value is set to 'Blank'. There are checkboxes for 'Read Only' (unchecked) and 'Required' (checked).

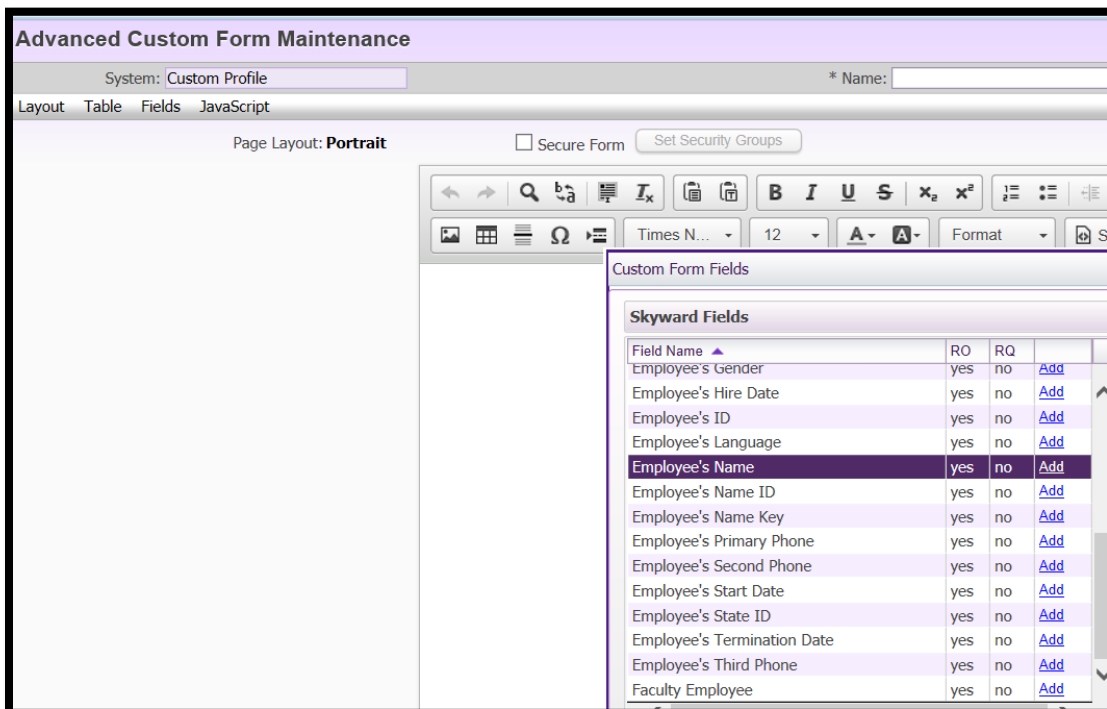
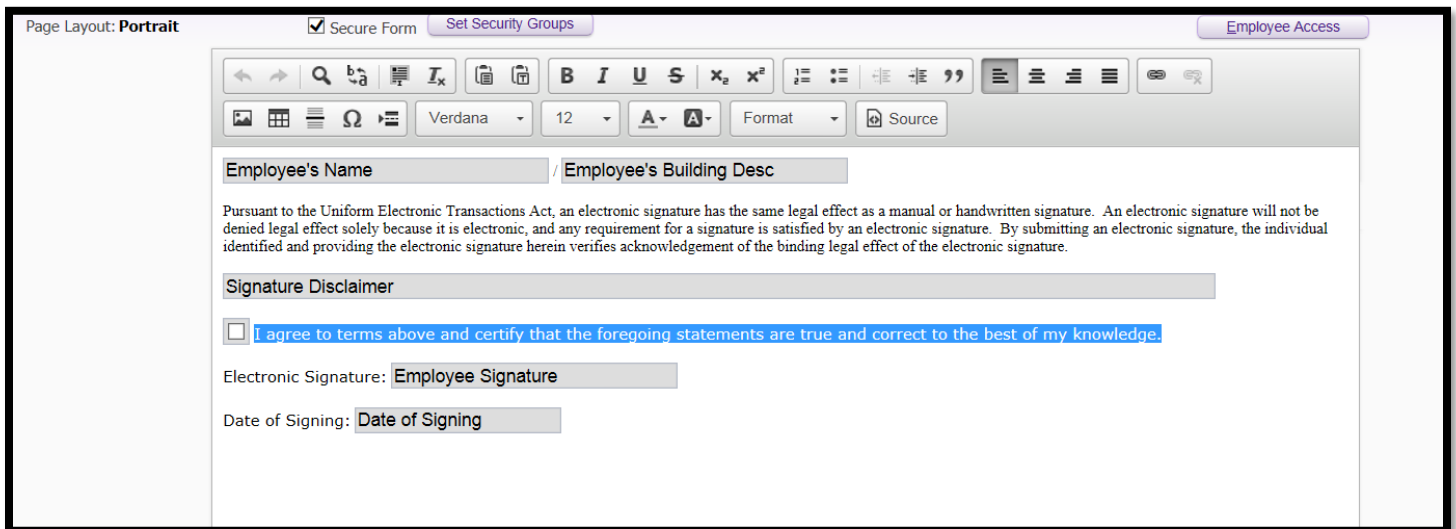
Signature Disclaimer – Custom Field

The screenshot shows a custom field for a signature disclaimer. The field is titled 'Signature Disclaimer' and is set to 'Read Only Text'. The text content is '2015 - 2016 Certificated Contract Electronic Signatu'. The field is part of a form titled 'Custom Profile.15-16 Electronic Signatu'.

ADD ADVANCED FORM – Need NEW “Screen” for each new online form



ADD SKYWARD FIELDS AND TEXT TO ADVANCED CUSTOM FORM



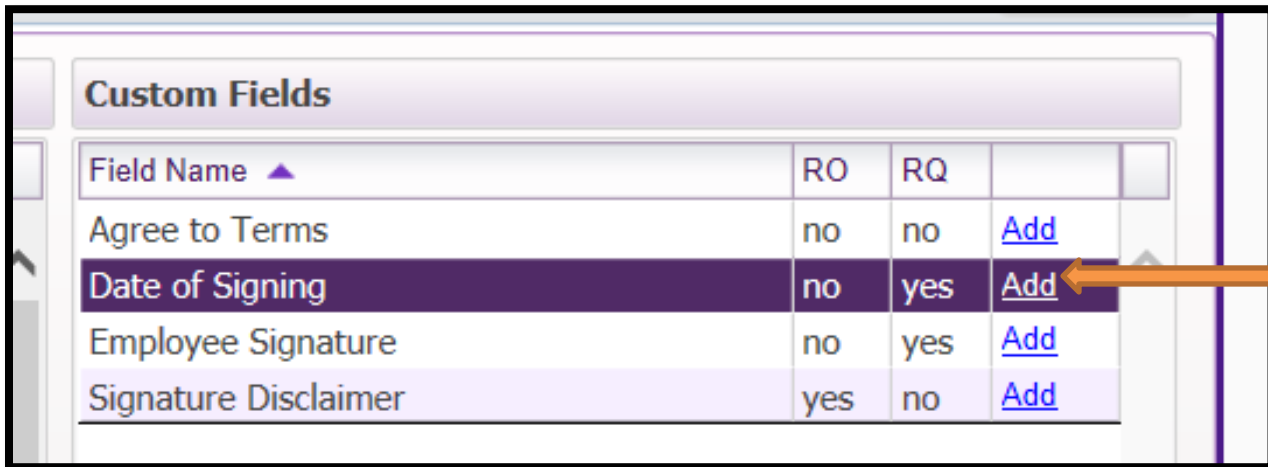
ADD TEXT AND FIELDS FOR ELECTRONIC SIGNATURE:

Cut & Paste:

Pursuant to the Uniform Electronic Transactions Act, an electronic signature has the same legal effect as a manual or handwritten signature. An electronic signature will not be denied legal effect solely because it is electronic, and any requirement for a signature is satisfied by an electronic signature. By submitting an electronic signature, the individual identified and providing the electronic signature herein verifies acknowledgement of the binding legal effect of the electronic signature.

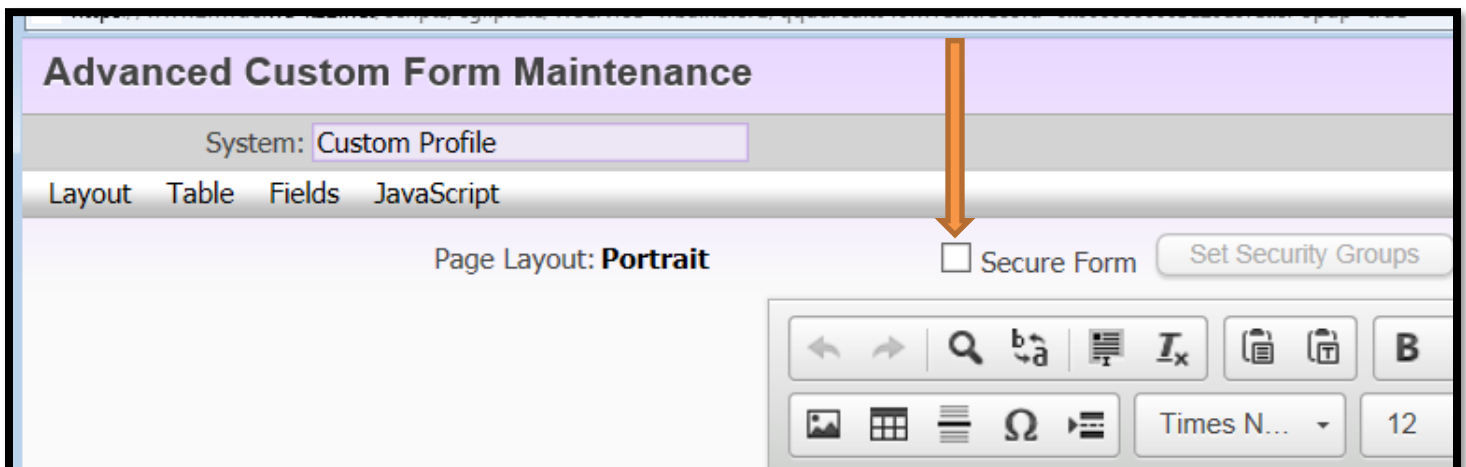
I agree to terms above and certify that the foregoing statements are true and correct to the best of my knowledge.

ADD CUSTOM FIELDS TO ADVANCED CUSTOM FORM MAINTENANCE



Field Name ▲	RO	RQ	
Agree to Terms	no	no	Add
Date of Signing	no	yes	Add
Employee Signature	no	yes	Add
Signature Disclaimer	yes	no	Add

Secure Form / Set Security Groups – Leave UNCHECKED until forms are completed.



Advanced Custom Form Maintenance

System: Custom Profile

Layout Table Fields JavaScript

Page Layout: **Portrait**

Secure Form [Set Security Groups](#)

← → 🔍 ↺ ⌨️ I_x 📄 📄 **B**

🖼️ 📄 ⌨️ Ω ▶️ Times N... 12

Employee Access: Can leave alone, or put yourself in as an individual

Advanced Custom Form Maintenance - WH\EP\PS\CF\CF\MS - 27194 - 05.15.10.00.11 - Internet Explorer
 https://www2.wrdc.wa-k12.net/scripts/cgiip.exe/WService=wbainbrs71/qqudfedit061.w?isPopup=true

Capture Screen New Window My Print Queue Help Menu

Form

Show Type: **View** ▼
 Screen Type: **Task** ▼
 * Selection Parameters: **Individual Employees** ▼
 Allow Supervisors to View Screen in Employee Access

Save
Back

Asterisk (*) denotes a required field

(Individual = Janet Paeth)

Secure Form / Set Security Groups – CHECK when forms are completed

Once all the employees have Signed/Filled in the custom form/fields to lock them from being changed.

Secure Form Set Security Groups

Navigation icons: back, search, undo, redo, list, italic, lock, unlock, bold, italic.

Select #HR

Web Human Resources Security Groups
 Views: Security Groups Quick Fill Filters: Skyward Default Report Options Print Browse

Select	Entity ▲	Group Id	Description
1 <input checked="" type="checkbox"/>	000	#HR	W-HR
2 <input type="checkbox"/>	000	*PAYROLL	*PAYROLL*
3 <input type="checkbox"/>	000	*READONL	*READ-ONLY*
4 <input type="checkbox"/>	000	000	Web HR
5 <input type="checkbox"/>	000	Data Mining	Data Mining
6 <input type="checkbox"/>	000	FT Hire Mgr	Fast Track Hiring Manager

Save
Back
Unselect All
View Security Levels

Tip open Advance Custom Form and change ACCESS & LOOKUP Security Levels to “1” one.

15-16 Electronic Signature Updated Contract 4 6 0

Expand All Collapse All Modify Details (displaying 5 of 5) View Printable Details

Custom Fields Add Field

		Label	Data Type	Read Only	Required	Initial	
Edit	Delete	Agree to Terms	Logical				View Field
Edit	Delete	Date of Signing	Date		Yes		View Field
Edit	Delete	Employee Signature	Character		Yes		View Field
Edit	Delete	Signature Disclaimer	Read Only Text	Yes			View Field

Skyward Fields to Use Select Fields

		Label	Data Type	Can be Modified?	Read Only	Required
Edit	Delete	Employee's Building Desc	Char	No	N/A	N/A
Edit	Delete	Employee's Name	Char	No	N/A	N/A

Advanced Custom Forms Add Advanced Form

		Form Name	Secured	Backup Options	
Edit	Delete	Adv - 15-16 Electronic Signature Updated E	No	Save Current Version as Backup	
Edit	Delete	Adv - 15-16 Electronic Signature Updated D	No	Save Current Version as Backup	
Edit	Delete	Adv - 15-16 Electronic Signature Updated C	No	Save Current Version as Backup	
▶	Edit	Delete	Adv - 15-16 Electronic Signature Updated B	Yes	Save Current Version as Backup
	Edit	Delete	Adv - 15-16 Electronic Signature Updated A	No	Save Current Version as Backup
▼	Edit	Delete	Adv - 15-16 Electronic Signature Updated	Yes	Save Current Version as Backup

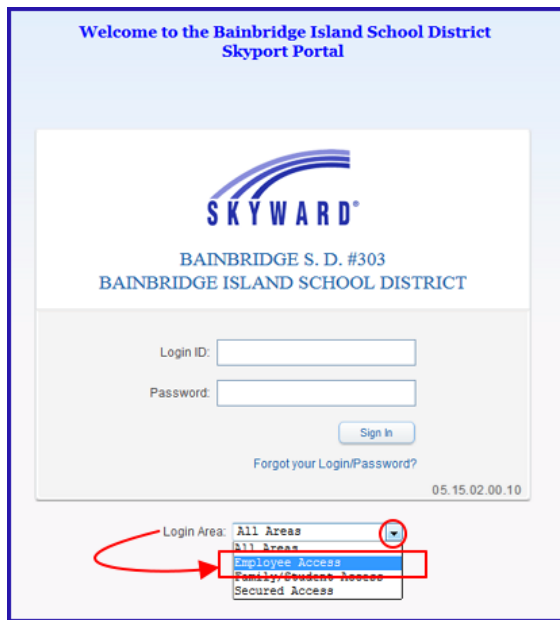
		Entity	Security Group	Description	Access	Lookup
Edit	Delete	000	#HR	W-HR	1	1

Instructions to sign your contract:

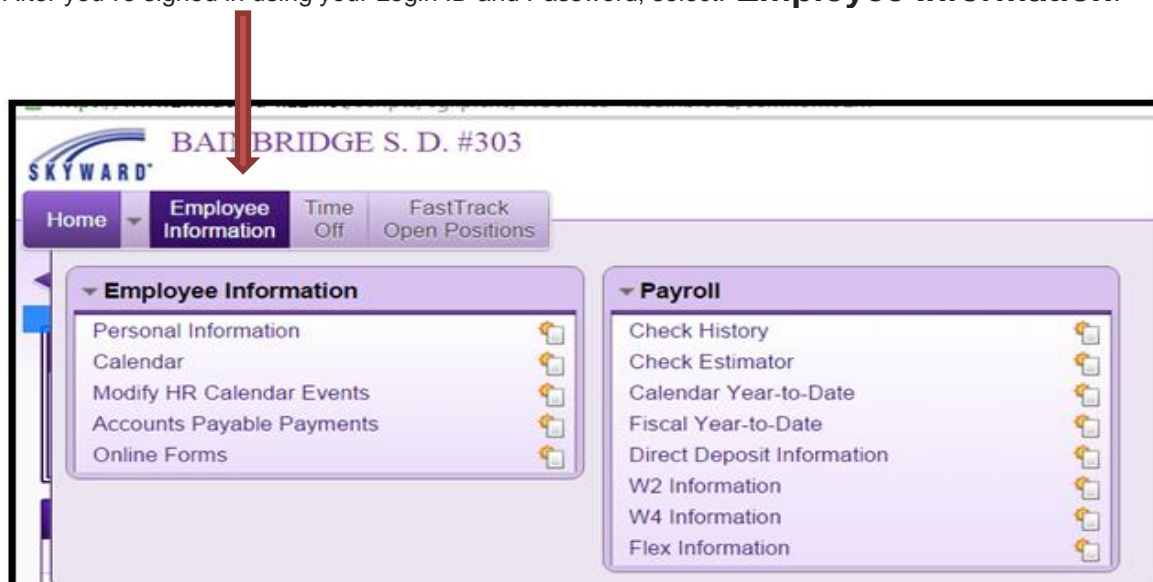
There are many paths to get to the Skyward Login page, but the easiest route is to go to the Bainbridge Island School District web page. On the top right, click on the "Family Access" icon.



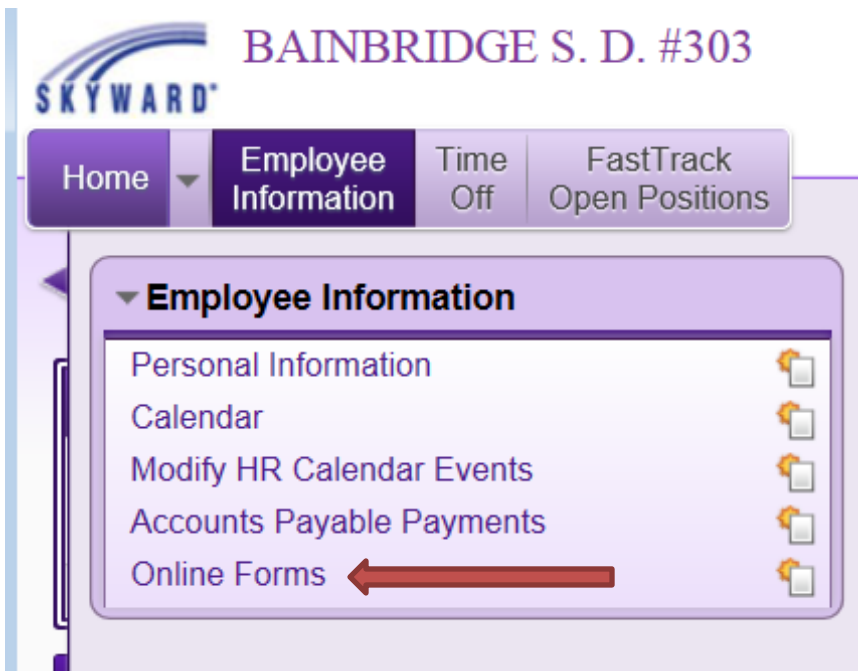
Once on the Skyward Login page, use the Login Area drop down menu to choose "Employee Access".



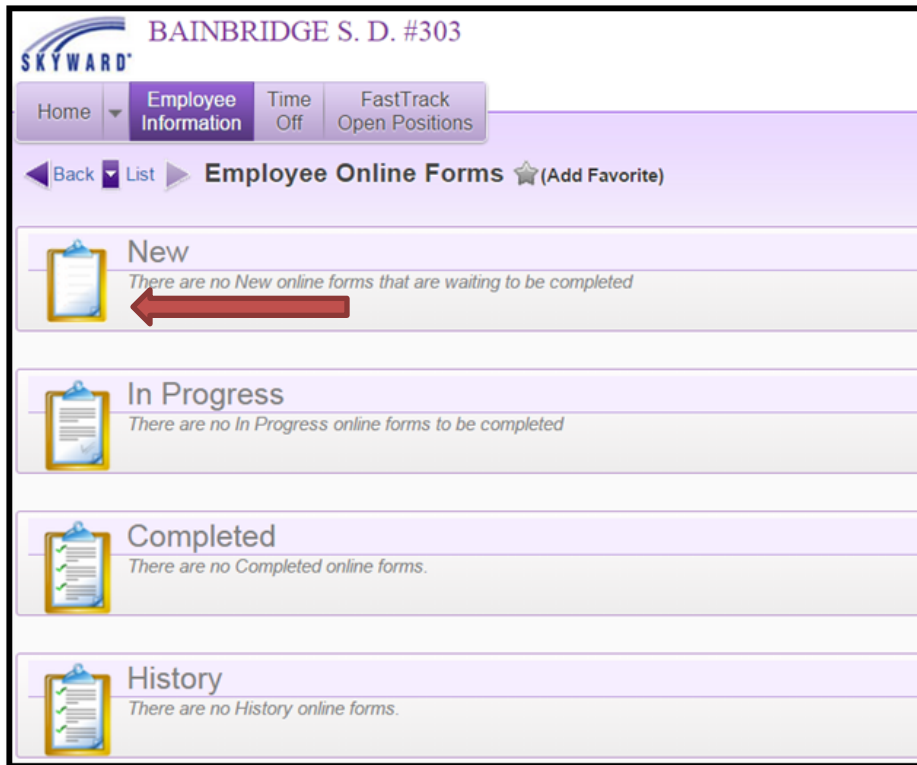
After you've signed in using your Login ID and Password, select: **Employee Information**.



then go to: **Online Forms.**



Next you will click on your "NEW" Online Form: 15-16 Supplemental Contract

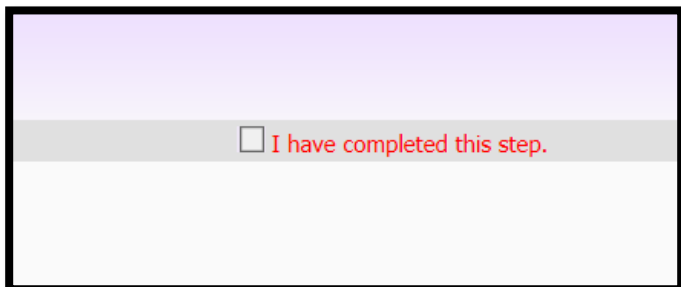


STEP ONE: Read and Review your Contract

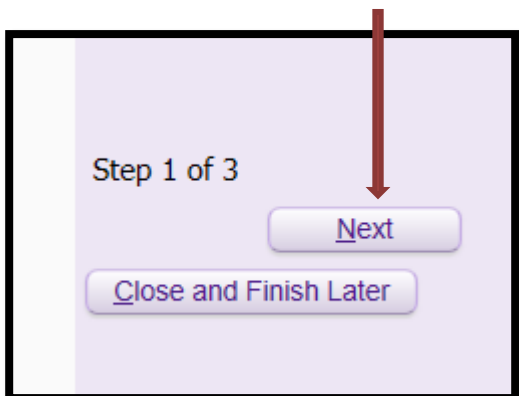
Click on link for: [15-16 SUPPLEMENTAL Contract](#),

(You must actually open and view the contract before you can complete this step! It may be minimized at the bottom of your screen. You can save it to your desktop if you are having trouble when you close it.)

Once you have read and reviewed your contract -
Then **check** the box: **I have completed this step.**

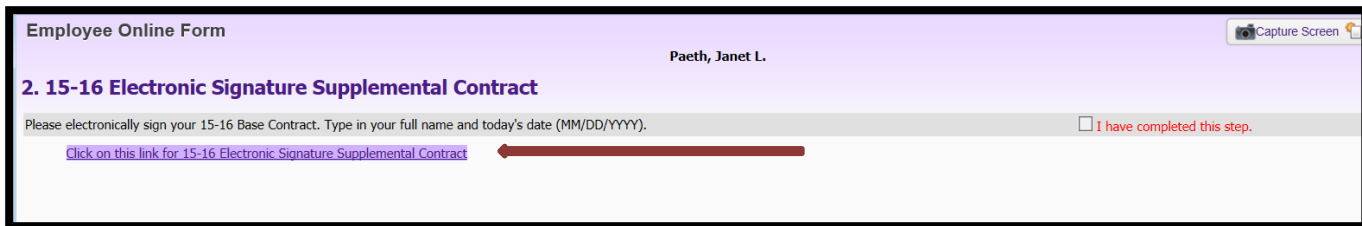


IMPORTANT: After checking the box remember to click on "NEXT" it is located in the bottom right corner of your screen. (Do not navigate to the next step any other way!)



STEP TWO: Sign your contract

Click on link for [15-16 Electronic Signature Supplemental Contract](#),



15-16 Electronic Signature Supplemental Contract

Name: **Paeth, Janet L.** Employee Type: **NRE**

Janet L Paeth / DO

Pursuant to the Uniform Electronic Transactions Act, an electronic signature has the same legal effect as a manual or handwritten signature. An electronic signature shall not be denied legal effect solely because it is electronic, and any requirement for a signature is satisfied by an electronic signature. By submitting an electronic signature, the individual identified and providing the electronic signature herein verifies acknowledgement of the binding legal effect of the electronic signature.

2015 - 2016 Certificated Contract Electronic Signature

I agree to terms above and certify that the foregoing statements are true and correct to the best of my knowledge.

Electronic Signature:

Date of Signing:

Don't forget to check the box:

I agree to terms above and certify that the foregoing statements are true and correct to the best of my knowledge.

Type in your complete name - and fill in the date: (MM/DD/YYYY)

Remember to check the box: **I have completed this step.**

I have completed this step.

IMPORTANT: After checking the box remember to click on "NEXT" it is located in the bottom right corner of your screen.

Step 2 of 3

STEP THREE: Confirmation of completing the form

Check the box: **I have completed this online form.**

https://www2.wrdc.wa-k12.net/scripts/cgiip.exe/WService=wbainbrs71/honlfedit005.w

3. Complete Online Form

When you have completed this online form, check the I have completed this online form.

Step	Status	Last Accessed
1. 15-16 Supplemental Contract	Incomplete	
2. 15-16 Electronic Signature Supplemental Contract	Incomplete	

I have completed this online form. ←

IMPORTANT: After checking the box remember to click on "FINISH" it is located in the bottom right corner of your screen.

Step 3 of 3

[Previous](#) [Finish](#)

[Close and Finish Later](#)

I hope the above directions will help the process go smoothly for you. If you have trouble give me a call and I will be happy to walk through the process with you.

Thank you,

Janet

Janet Paeth
Personnel Specialist, Certificated
Bainbridge Island School District
8489 Madison Ave NE
Bainbridge Island, WA 98110
[206-780-1056](tel:206-780-1056)
FAX [206-842-2928](tel:206-842-2928)

jpaeth@bisd303.org

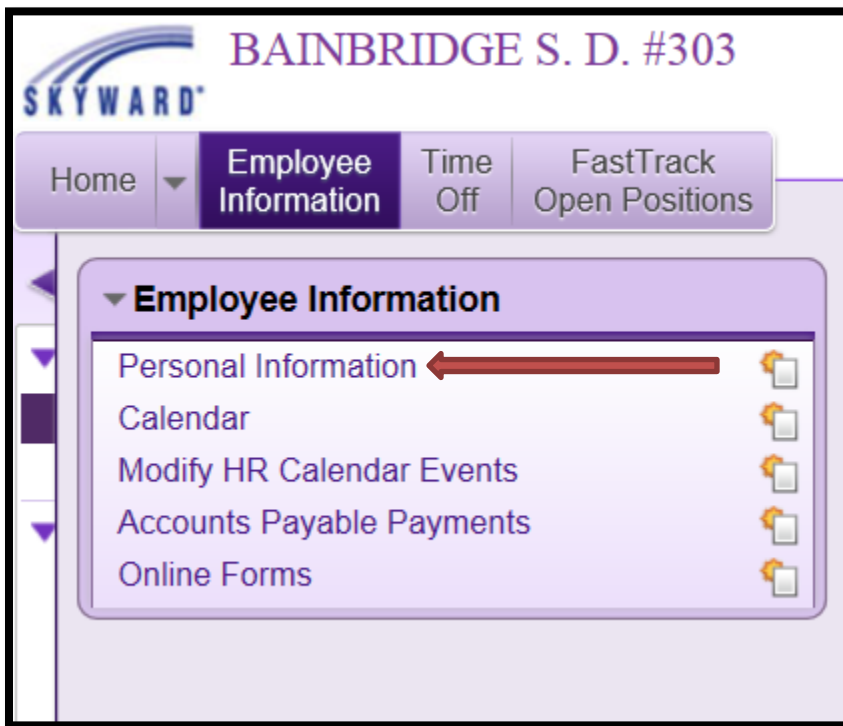
First of all, thank you for your patience, cooperation and the successful completion of electronically signing your Base Contracts in Employee Access!

Before I create a custom form for signing your Supplemental Contract, please preview it in Employee Access. This contract will have your Professional Responsibility and any Stipends or Extra Days if you are receiving them. I have posted it in "Employee Letters." If you see any issues please contact me by.....

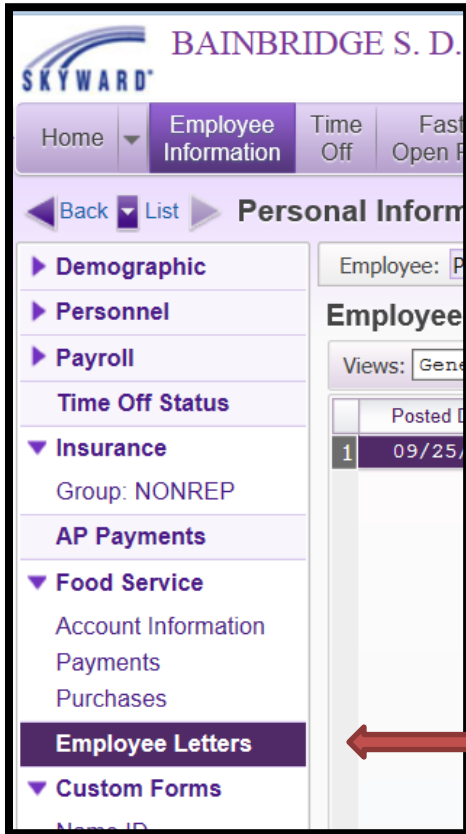
Later next week I will create a new "Online Form" where you will be able to sign your Supplemental Contract electronically. I will send out an email once it is available.

For now, please use the following screen shots as a guide to view your Supplemental Contract in Employee Letters.

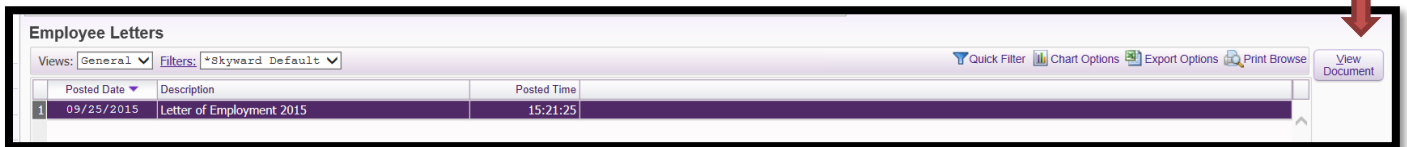
Log into Employee Access, go to "**Employee Information**" then "**Personal Information.**"



Scroll down the left side, then click on: "**Employee Letters.**"



Once here you can view your 15-16 Supplemental Contract. Click on the "**View Document**" button on the far right side of your screen.



Thank you for previewing your Supplemental Contract. Please let me know if you have any concerns. Later next week it will be available for you to sign electronically.

Have a great weekend,

Janet

Janet Paeth
 Personnel Specialist, Certificated
 Bainbridge Island School District
 8489 Madison Ave NE
 Bainbridge Island, WA 98110
[206-780-1056](tel:206-780-1056)
 FAX [206-842-2928](tel:206-842-2928)

jpaeth@bisd303.org

From: Sabre Dahl <sabred@SpokaneSchools.org>
Sent time: 07/15/2016 10:15:37 AM
To: Urie, Josie <JUrie@nkschools.org>
Cc: cleonard@wspa.net; Tennille Jeffries-Simmons <TennilleJ@SpokaneSchools.org>
Subject: Re: MEMBER REQUEST
Attachments: ATT00002

Josie,

Spokane Public Schools is currently in process of moving certificated employment contracts, letters of assurance and classified letters of assurance to an electronic format.

Our largest considerations included:

- Legality of electronic signatures for employment contracts; we conferred with our legal counsel and collaboratively developed language to be used for this purpose
- Retention of electronic contracts digitally; retention period and format
- Which platform we would use for sending, storing, and accessing
- How long would the contract be available for signing electronically
- Following up on unsigned contracts

We reached out to our HRIS vendor, SunGuard, and found out they recently developed a platform for Paradise Valley SD in AZ that met the requirements of what we were looking for. The module is currently being modified to our specifications and we plan to send contracts electronically for the first time in December.

Please let me know if I can answer any additional questions for you.

Sabre Dahl

Human Resources Project Manager & Budget Analyst
Spokane Public Schools
Ph: (509) 354-7274
Fax: (509) 354-5963
sabred@Spokaneschools.org

>>> Curtis Leonard <waspa@memberclicks-mail.net> 7/15/2016 7:15 AM >>>

Hello WSPA Member!

Just one request for your consideration. Happy Friday!

Josie Urie from North Kitsap School District is requesting the following:

North Kitsap School District is interested in finding out:

- If any districts have switched to using electronic employment contracts/signatures (teachers)
- If so, what steps did you take before you made the transition?

Please send your responses directly to:

JUrie@nkschools.org

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

Thanks and enjoy the weekend!

Curtis

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

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

powered by  **MemberClicks**

A28DCCD5912E714DA07B00BFD7998B39@skitsap.wednet.edu.msg

From: Scott Harrison <sharrison@whiteriver.wednet.edu>
Sent time: 07/15/2016 07:20:54 AM
To: Urie, Josie <JUrie@nkschools.org>
Cc: cleonard@wspsa.net
Subject: Member Request

Good Morning Josie,

I received the member request from Curtis and wanted to reach out to you and let you know that White River has transitioned to electronic employment contracts through Skyward. If North Kitsap uses Skyward and would like to learn more about our process don't hesitate to let me know. I can connect you with our certificated coordinator to walk you through the details in setting it up. I will say that it was a huge time saver and worked out very well.

Let me know,

Scott

--

Scott Harrison
Executive Director of Human Resources
White River School District

85E3484BC02F1E499FBA2D557BA6C72F@skitsap.wednet.edu.msg

From: Sandy Magstadt <smagstadt@whiteriver.wednet.edu>
Sent time: 07/19/2016 09:00:34 AM
To: Urie, Josie <JUrie@nkschools.org>
Subject: Re: Member Request

Hi Josie -

This was our first year using Skyward to send contracts electronically, it worked great! We did not do electronic signatures this year, hopefully next year we can do that as well.

I worked closely with Tina Thompson and Laura Pomeroy from NWRDC to get this set up.

You are more than welcome to contact me with any questions that you may have.

On Mon, Jul 18, 2016 at 4:52 PM, Scott Harrison <sharrison@whiteriver.wednet.edu> wrote:

Will you please reach out to Josie.

----- Forwarded message -----

From: Urie, Josie <JUrie@nkschools.org>

Date: Fri, Jul 15, 2016 at 8:43 AM

Subject: RE: Member Request

To: Scott Harrison <sharrison@whiteriver.wednet.edu>

Cc: "Walser, Christy" <CWalser@nkschools.org>

Thank you so very much, Scott.

We do use Skyward and would be very interested in finding out more about your process so if you would share your certificated coordinator's contact info, we would be greatly appreciative. ☺

Josie Urie

Human Resources, North Kitsap School District

18360 Caldart Ave NE, Poulsbo, WA 98370

Phone: (360) 396-3005 ~ FAX: (360) 396-3935

Email: jurie@nkschools.org ~ Website: www.nkschools.org

From: Scott Harrison [mailto:sharrison@whiteriver.wednet.edu]

Sent: Friday, July 15, 2016 7:21 AM

To: Urie, Josie <JUrie@nkschools.org>

Cc: cleonard@wspa.net

Subject: Member Request

Good Morning Josie,

I received the member request from Curtis and wanted to reach out to you and let you know that White River has transitioned to electronic employment contracts through Skyward. If North Kitsap uses Skyward and would like to learn more about our process don't hesitate to let me know. I can connect you with our certificated coordinator to walk you through the details in setting it up. I will say that it was a huge time saver and worked out very well.

8D13C15A54306F40A28FD11EFD211E53@skitsap.wednet.edu.msg

Let me know,

Scott

--

Scott Harrison

Executive Director of Human Resources

White River School District

--

Scott Harrison

Executive Director of Human Resources

White River School District

--

Sandy Magstadt
Certificated Specialist
White River School District
360-829-3822

From: monaglej@skitsap.wednet.edu
Sent time: 01/26/2017 03:05:54 PM
To: nystrom@skitsap.wednet.edu
Subject: RE: Custom Forms, Employee Letters, Employee Contracts
Attachments: Attachment-2

The attached email gave great directions for electronic communication and I will email Josie from North Kitsap to send a copy of their employee contract to see what theirs look like and compare to what we would like on it!

Thanks,

Jamie

From: Nystrom, Christine
Sent: Thursday, January 26, 2017 3:01 PM
To: Monagle, Jamie <monaglej@skitsap.wednet.edu>
Subject: RE: Custom Forms, Employee Letters, Employee Contracts

I would be happy to research the these features and train you on the process. Do you have example letters and forms you would like to use?

Christine Nystrom

Fiscal/HR Data Coordinator
District - Information Service Center
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366

✉ nystrom@skitsap.wednet.edu

☎ (360) 874-7039

📞 (360) 874-7046



This electronic message transmission contains information from South Kitsap School District that may be proprietary, confidential and/or privileged. The information is intended only for the use of the individual(s) or entity named above. If you are not the intended recipient, be aware that any disclosure, copying or distribution, or use of the contents of this information is prohibited. If you have received this electronic transmission in error, please notify the sender immediately by replying to the address listed in the "From:" field.

From: Monagle, Jamie
Sent: Thursday, January 26, 2017 2:50 PM
To: Nystrom, Christine <nystrom@skitsap.wednet.edu>
Cc: Olson, Lalaina <olsonla@skitsap.wednet.edu>; Jensen, Vivian <jensenv@skitsap.wednet.edu>
Subject: Custom Forms, Employee Letters, Employee Contracts

Hey Christine,

Our office has an interest in getting with the times and setting up online custom forms and employee letters in Skyward. We are hoping to be able to send out our certificated contracts through Skyward and am hoping you would be able to assist in helping to create these in our HR skyward world.

Employee contracts do not go out for another few months so this is not an urgent request but is something maybe you can start looking into for us.

Thanks!!

Jamie Monagle

Assistant Director of Human Resources

South Kitsap School District

2689 Hoover Ave. SE

Port Orchard, WA 98366

PH: 360-874-7071

FAX: 360-874-7076

EMAIL: monaglej@skitsap.wednet.edu

Join the South Kitsap Team!!

From: JUrie@nkschools.org
Sent time: 10/28/2016 02:53:19 PM
To: cprice@tacoma.k12.wa.us; hjoyner@fifeschools.com; monaglej@skitsap.wednet.edu; shelli_stickell@sumnersd.org; patti.weidkamp@shorelineschools.org
Subject: WSPA Electronic Contracts Responses
Attachments: Attachment-1 Attachment-2 Attachment-3 Attachment-4 Attachment-5

Hi Everyone,

You are included in this email because you expressed an interest in hearing the results of my WSPA Member's Request (from 7/2016).

First, let me apologize for not forwarding the attached emails on to you sooner. It has been an extremely crazy start up for us so we haven't even begun to attempt the process yet.

I wish you all loads of luck and would love to stay in touch as we navigate this relatively new territory to help each other avoid any pitfalls.

Note: I did mention to Curtis that it would be a great session to have at the WSPA Annual Conference so if that would interest you, be sure to let him know. ☺

Josie Urie

Human Resources, North Kitsap School District
18360 Caldart Ave NE, Poulsbo, WA 98370
Phone: (360) 396-3005 ~ FAX: (360) 396-3935
Email: jurie@nkschools.org ~ Website: www.nkschools.org

From: Hechtman, Lisa AD - Staff <HechtmanL@issaquah.wednet.edu>
Sent time: 07/25/2016 10:26:05 AM
To: Urie, Josie <JUrie@nkschools.org>
Cc: cleonard@wspa.net
Subject: electronic employment signatures

Josie,

While our business office was nervous about electronic signatures for contracts (so we haven't implemented yet), we have implemented electronic signatures for performance evaluations, leave requests and verifications, and other payroll documentation that the business office considered "lower level". We conferred with our legal office first, as we were also moving all of our personnel files to electronic storage. Legal advised that we needed to have a statement at time of signature that indicated the parties were aware that they were electronically signing a document and that it would "count" as a signature. Sorry, right off the top of my head I don't remember the actual sentence.

We investigated using a couple of different platforms for electronic signatures. We had to consider the "work flow" process, because some systems didn't have the flexibility we were looking for, according to my counterpart doing the research. We also consulted the state auditor's office for what their needs were in our efforts to go paperless and streamline. For payroll documentation, we are currently using "DocuSign" a web-based software that we purchased licensing for (which meant a conversation with the IT Dept about appropriate hosting and firewall protections). For the performance evaluation, we were lucky enough to have the ability to have someone internally write the code for our electronic evaluation program (hosted on our servers). With DocuSign, we piloted it with 4-6 payroll keepers first for about six months, making sure that we picked people who had different levels of technology comfort, those that were working with multiple classifications of staff, and those that were willing to give us clear feedback (i.e. people who wouldn't be afraid of giving us input on improvement). As far as I have heard, all have liked it; I think it is pretty slick and as an "authorizer" I can complete my part while I sit at home on the couch. I believe we are going to move completely to electronic recordkeeping—the pilots had to continue using the hard-copy payroll as well as complete the steps on line as all were a bit nervous that something would be lost or not available for an audit.

With the teacher performance evaluation, we were responding to input from administrators that they didn't want to print off a signed page for the employee to sign if HR was going to file everything electronically. As a result, we just moved forward and implemented since we had the internal coder. It didn't go as smoothly as DocuSign implementation (we chose not to afford the multiple or larger license requirement for DocuSign for each administrator)—although administrators told us they had a tablet or surface with a stylus, not all of them did, which hindered signing the documents, and then they were irritated that we were making them purchase one with their budgets. We also found that it meant they needed to change their practice somewhat to get the signatures because as a Danielson district, they needed to have their post-observation conference, then finish their write up. Requiring an electronic signature meant another meeting/interaction with the teacher. So we continued for the year, with some bumps, and are going to adjust our process just a bit for this coming year in order to secure signatures without increasing the need to meet.

I also had given a heads up to the President of the teacher's union. We have a good working relationship, so he communicated in his newsletter that electronic signatures were coming. Even so, we had a couple of teachers who missed out on the communication of this change from their administrator or from the union for whatever reason, and didn't like what their finger signature looked like, so refused to sign. We made note of those as we completed the first-round of observations and by the time they had to sign their final year-end evaluation, we didn't have any refusals.

So, our process:

- 1) Considered work flow from employee and management's perspectives, who needed access to what and when
- 2) Researched the options of something ready-made
- 3) Talked with State Auditor's office for documentation needs, WSIPC (to see if they had some option) legal, IT, and union leadership
- 4) Recruited pilot participants (for payroll—for evaluation, we just leapt after asking legal)
- 5) Did some minimal training—then held our breath. We wanted them to know enough to not fail, but also wanted to see how intuitive the process was.
- 6) Asked for feedback as part of the process and adjusted where we could if the issue was just something of convenience or explained when we couldn't. Feedback was important after the first time we did payroll that way, then the third one. After that, I think it was fairly smooth.
- 7) HR is now pushing to complete contract signatures this way, as you are. We haven't solved this completely yet; we continue to struggle some with the flexibility we need (when it is an initial contract for a new hire, let's say, and don't have anything to compare it to) and the cost of something ready-made. We've thought about just having a signature station available during our orientations, but also have worried then about providing time for the employee to read their contract without making them nervous when sending them a prior pdf of their contract with a DRAFT watermark as part of their job offer.

Obviously, we're still working on and through this and flexing when we have to. We aren't giving up on moving to less paper and using the technology. We have learned that there are unintended consequences and sometimes the technology holds up the process rather than facilitating it, but overall, we've liked it.

Hope that helps,

Lisa Hechtman

Executive Director of Human Resources

Issaquah School District 411

☎ 425.837.7060 | 📠 425.837.7064 | ✉ hechtmanl@issaquah.wednet.edu

565 NW Holly Street | Issaquah, WA 98027 |

This e-mail message and any documents, files, or previous e-mail messages attached to it may be privileged and confidential communication and are transmitted for the exclusive use of the addressee. This communication may not be copied or disseminated except as directed by the sender and may contain non-public, confidential, or legally privileged information intended for the sole use of the designated recipients. If you think that you have received this email message in error, please notify the sender via email or telephone at (425) 837-7060 and delete.

79F1C7881B394249B55C3833169B6D85@skitsap.wednet.edu.msg

7D8CE2F480C3D54DB6F39AFC95DDDF049@skitsap.wednet.edu.msg

From: Janet Paeth <jpaeth@bisd303.org>
Sent time: 07/18/2016 05:40:45 PM
To: Urie, Josie <JUrie@nkschools.org>
Cc: cleonard@wspa.net
Subject: Electronic Contracts/Signature Question
Attachments: Online Forms STEPS - Letters & Adv. Forms.docx Advanced Form & Field Information Electronic signature.docx Empl Online Forms Directions with Screen Shots.docx Empl LETTERS Directions with screen shots.docx

Hi Josie,

Yes - Our district went to electronic contracts/signatures this school year.

First we discussed it with HR, then at the department level
Next we brought it to the teacher's union group

Things to consider with Skyward:

- Make sure your Skyward Personnel records are correct
- I used the Department field to designate what type of contract they had: Continuing, Provisional, Leave Replacement. This way it would pull it into the Employee Letter. You could use a different field if you needed to.
- I changed all the Placement Trackers to show their placement, not their exact number of credits. (MA + 45 vs MA + 67) You wouldn't have to do this, but I wanted it to be clear.
- We checked with OSPI to make sure they would accept our electronic record if audited. They said they would as long as we provided them access to Skyward.
- It takes some time to set things up, but once you have one letter template you can clone it, change it and use it again.
- Educate your staff about how to use Employee Access to find and sign their contracts. (I'll attach the directions with screen shots I created to help them navigate...)
- Have your staff preview the contracts before posting them to be signed. This way you can update Skyward if there are any corrections to make. (First I posted them as just a letter, which you can re-post later with any corrections.) It is easy to update letters, but for online forms it is more labor intensive.

I hope this helps. It is all I can come up with today. Let me know if you have any specific questions. I was told I was the first person to use electronic signatures with Skyward, so it was quite a learning experience. I will attach the instructions I put together for myself as a guide as well as instructions I put together for the teachers. There are quite a few steps.

Would you please pass on to me any tips you get from other districts.

Best of luck to you... or maybe perseverance is what you will need the most of... :)

Janet

*Janet Paeth
HR Specialist, Certificated
Bainbridge Island School District
8489 Madison Ave NE
Bainbridge Island, WA 98110
206-780-1056
FAX 206-842-2928*

jpaeth@bisd303.org

Instructions for Contracts with Electronic Signature Using Skyward Letters, Custom Forms and Online Forms

OVERVIEW

Confirm that Skyward records in EM Assignments are correct. (I used the Department section for the type of contract: Continuing, Leave Replacement, Provisional, etc. so it would pull onto the letter/contract.)

STEP ONE: EMPLOYEE LETTERS

Can re-use existing **Employee Letter Templates (EDIT)**

- **HR\EA\EM\Reports (RE)\Employee Letters\Build Employee Letters - BL**
- Add a **NEW Employee Letter** for each update (or group of employees with contract changes) Okay to Clone & Edit an existing letter.
- Select Parameters for the employee(s) Name the same as the employees (or group).
- Run the Employee Letter
- Post the Employee Letter (Must use NEW Description/Title for each posted letter.) Post the letter to Employee Access and to Online Forms!

STEP TWO: CUSTOM FORMS, FIELDS, SCREENS

Set up your **Custom Fields and Forms/Screens**. Must use a NEW ADV Custom Form (Screen) each time! It is okay to re-use fields if the employees haven't already used them for a previous contract.

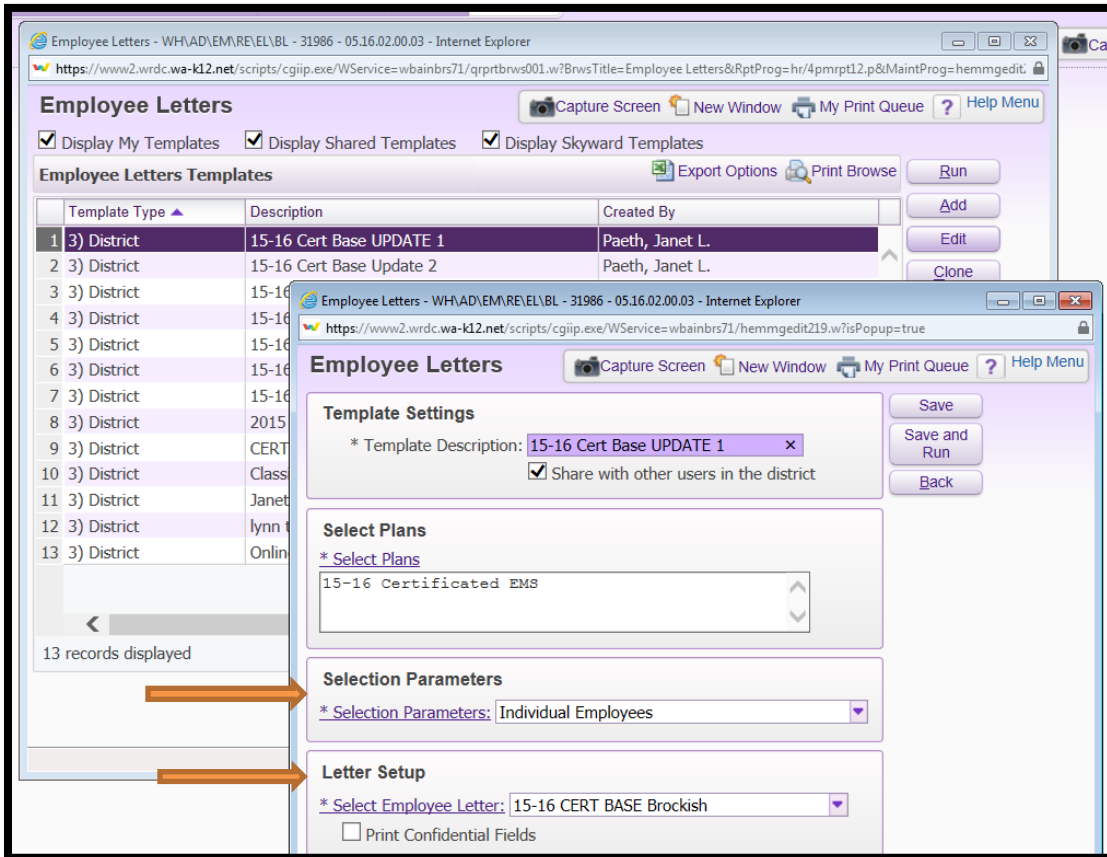
- **HR\Employee\EP Set Up\Configuration (CF)\Custom Form Setup (MS)**
- Add or Clone a new Custom Profile Form **or** Add a new Advanced Custom Form (using same field) in an existing Custom Profile Form
- If Employee is signing a second/additional Contract you will need to create additional fields for: Agree to Term – 2, Date of Signing – 2, Employee signature -2. Otherwise you can use the same fields and just create a new online form.

STEP THREE: ONLINE FORMS

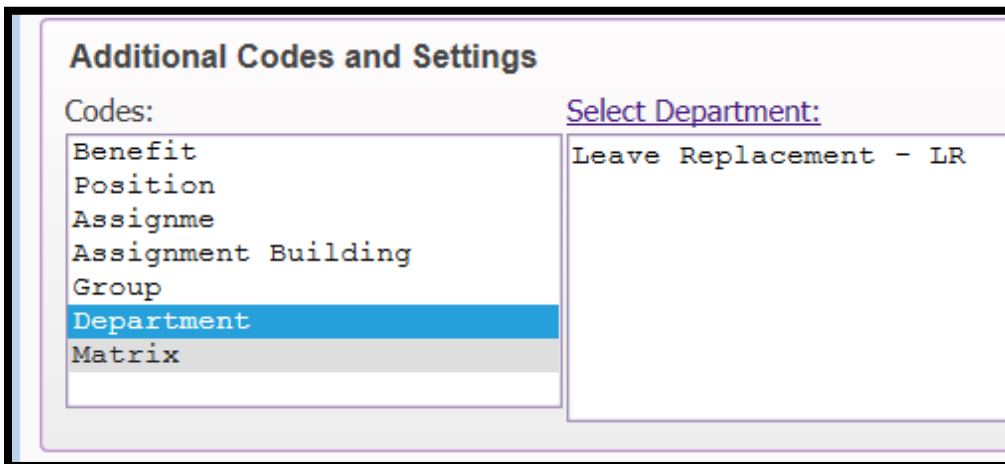
- **HR\Employee\Online Forms - OF**
- Add or Clone a **NEW "Online Form"** each time! Do not re-use online forms.
- Remember to EDIT the cloned online form with: Name of Online Form, Letter used and Adv. Custom Form used.
- Activate the Online Form. **IMPORTANT:** You must create NEW Selection Parameters for each new Online Form. Do not re-use the parameters unless it is exactly the same group or same person.

STEP ONE: Edit existing Employee Letter Template

- HR\EA\EM\Reports (RE)\Employee Letters\Build Employee Letters – BL
- Add or Edit an existing employee Letter Template
- Select Plan
- Select Parameters (Employee and EDIT codes and setting if needed) BLDG, Group/Base, etc.
- Select Employee Letter (CREATE A NEW LETTER EACH TIME! Can Clone old letter and edit to create a new one.)
- Save & Run



PARAMETERS: SELECT ALL for each Code or SELECT GROUP or DEPARTMENT to sort as needed for a 2nd contract.



Employee Letters

Views: **General** Filters: *Skyward Default ter Chart Options Export Options Print Browse Select

Employee Letter	Layout	Creation Date
1 15-16 CERT BASE Bastiani	Portrait	03/02/2016
2 15-16 CERT BASE Brockish	Portrait	03/01/2016
3 15-16 CERT BASE CONTRACT	Portrait	09/30/2015
4 15-16 CERT BASE Update 2 - Ashton	Portrait	10/28/2015
5 15-16 CERT B		
6 15-16 CERT B		
7 15-16 CERT B		
8 15-16 Suppler		
9 15-16 Suppler		
10 15-16 Suppler		
11 15-16 Suppler		
12 15-16 Suppler		

Employee Letters Clone

Employee Letter

* Letter Name: 15-16 CERT BASE Weinbach

Save Back

CLONE Letter and then **EDIT** as needed. (Change letter name, then save)

Bainbridge Island School District No. 303
CERTIFICATED EMPLOYEE'S CONTRACT
 Name - Full Name (FML)
 2015 - 2016 School Year

It is hereby agreed by and between the Board of Directors of Bainbridge Island School District No. 303, of Kitsap County, State of Washington, hereafter called the district, and **Name - Full Name (FML)** / **Building Desc** hereafter called the employee, that in accordance with action of the Board of Directors of said district, the said employee shall teach and/or perform other assigned professional services in the public school of said district and perform such duties as are prescribed by the laws of the State of Washington and by rules and regulations made thereunder pertaining to said district, for one (1) year, which shall include 92 days of service, exclusive of holidays and vacations, as determined by legislative action. The position of said employee shall be that of:

Assignment	Job Type	Job Group	FTE	Contract Type	Salary	Placement	Lane	Step

Duties under this contract are to begin on the **25th day of January, 2016**. Said salary is to be paid in seven (7) installments with the first installment being paid on the last business day of February, 2016; the following installments on the last business day of each succeeding calendar month; unless mutually agreed otherwise by the employees and the Board of Directors of the Bainbridge Island School District.

- **SAVE & CLOSE**
- **SELECT LETTER**
- **SAVE & RUN** (You will then see proof copies of the letter(s) that you have processed.)

Employee Letters

Template Settings

* Template Description: 15-16 Cert Base UPDATE 1

Share with other users in the district

Save Save and Run Back

**Bainbridge Island School District No. 303
 CERTIFICATED EMPLOYEE'S CONTRACT
 Elaina D Weinbach
 2015 - 2016 School Year**

It is hereby agreed by and between the Board of Directors of Bainbridge Island School District No. 303, of Kitsap County, State of Washington, hereafter called the district, and Elaina D Weinbach / WIL hereinafter called the employee, that in accordance with action of the Board of Directors of said district, the said employee shall teach and/or perform other assigned professional services in the public school of said district and perform such duties as are prescribed by the laws of the State of Washington and by rules and regulations made thereunder pertaining to said district, for one (1) year, which shall include 63 days of service, exclusive of holidays and vacations, as determined by legislative action. The position of said employee shall be that of:

Assignment	Job Type	Job Group	FTE	Contract Type	Salary	Placement	Lane	Step
Teacher	Differentiation Specialist	Base	.60000	Leave Replacement	\$9,492.21	MA	45.00	0.00

Duties under this contract are to begin on the **2nd day of February, 2016**. Said salary is to be paid in four (4) installments with the first installment being paid on the last business day of February, 2016; the following installments on the last business day of each succeeding calendar month; unless mutually agreed otherwise by the employees and the Board of Directors of the Bainbridge Island School District.

Sick leave will be allowed as provided in RCW 28A.400.300, and as set forth in rules and regulations of the Board of Directors.

Next: POST the Letter to Employee Access and Online Forms

- Must use NEW Description/Title for each posted letter (15-16 Cert Base Weinbach) **(ADD)**
- Select the TEMPLATE that you just set up (15-16 Cert Base UPDATE 1)
- **POST**

The screenshot displays the 'Post Employee Letters' application. The main window shows a list of letters with the following data:

Description	Posted By	Posted Date	Available in Profile	Available in EA	Available in Online Forms
15-16 Cert Base Bastiani	Janet L Paeth	03/14/2016	N	Y	Y

The secondary window shows the 'Post Employee Letters' form with the following details:

- * Post Description: 15-16 Cert Base Weinbach
- Select Employee Letter Template: 15-16 Cert Base UPDATE 1
- Post Employee Letter in Profile
- Post Employee Letter in Employee Access
- Allow Employee Letter to be selected in Online Forms

The 'Post' button is highlighted with an orange arrow.

STEP TWO: SET UP CUSTOM PROFILE FORMS:

Set up your **Fields and Forms/Screens**. (Details for setting up CUSTOM FIELDS provided in separate document.)

Can use the same **CUSTOM PROFILE FORM** over again if a new ADV Custom Form is created.

Must use a **NEW ADV Custom Form** (Screen) each time! It is okay to re-use **FIELDS** if the employees haven't already used them for a previous contract with that same Custom Form.

- **HR\Employee\EP Set Up\Configuration (CF)\Custom Form Setup (MS)**
- **Set up custom Fields, Forms, etc. as needed**
- Add/Clone Custom Profile Forms or **Add a new Advanced Custom Form/Screen** using same fields in an existing Custom Profile Form
- Custom Form fields share data between each Custom Screen (Adv. Custom Form) inside a Custom Profile Form. If the field is completed in another screen the same data will populate in the new screen.
- When using the same Custom Form with different screens it is important that you use a new field for each signature and date you want to obtain. If a second signature is required, then a second Signature Field, Date Field and Agree to Terms Field will need to be ADDED (created) in the field area of that Custom Profile Form.

Custom Profile Forms

Views: General Filters: *1) Show All Custom Forms

	Custom Profile Form Name ▲	# of Fields	# of Advanced	# of Screens	# of HTML Forms	F
1	▶ 15-16 Electronic Signature Base Contract Updated 4	4	1	0	0	Si
2	▶ 15-16 Electronic Signature Supplemental Contract	4	1	0	0	Si
3	▶ 15-16 Electronic Signature Supplemental Updated 1	6	3	0	0	Si
4	▶ 15-16 Electronic Signature Supplemental Updated 2	4	1	0	0	Si
5	▼ 15-16 Electronic Signature Updated Contract	4	3	0	0	Si

[Expand All](#) [Collapse All](#) [Modify Details \(displaying 5 of 5\)](#) [View Printable Details](#)

▼ **Custom Fields** [Add Field](#)

	Label	Data Type	Read Only	Required	Initial	
Edit Delete	Agree to Terms	Logical				View Field Information
Edit Delete	Date of Signing	Date		Yes		View Field Information
Edit Delete	Employee Signature	Character		Yes		View Field Information
Edit Delete	Signature Disclaimer	Read Only Text	Yes			View Field Information

▼ **Skyward Fields to Use** [Select Fields](#)

	Label	Data Type	Can be Modified?	Read Only	Required
Edit Delete	Employee's Building Desc	Char	No	N/A	N/A
Edit Delete	Employee's Name	Char	No	N/A	N/A

▼ **Advanced Custom Forms** [Add Advanced Form](#)

	Form Name	Secured	Backup Options
Edit Delete	Adv - 15-16 Electronic Signature Updated C	No	Save Current Version as Backup
Edit Delete	Adv - 15-16 Electronic Signature Updated B	No	Save Current Version as Backup
Edit Delete	Adv - 15-16 Electronic Signature Updated A	No	Save Current Version as Backup
▶ Edit Delete	Adv - 15-16 Electronic Signature Updated	Yes	Save Current Version as Backup

Add Advanced Custom Form (Screen)

Add appropriate Skyward and Custom FIELDS and copy and paste the following:

Pursuant to the Uniform Electronic Transactions Act, an electronic signature has the same legal effect as a manual or handwritten signature. An electronic signature will not be denied legal effect solely because it is electronic, and any requirement for a signature is satisfied by an electronic signature. By submitting an electronic signature, the individual identified and providing the electronic signature herein verifies acknowledgement of the binding legal effect of the electronic signature.

I agree to terms above and certify that the foregoing statements are true and correct to the best of my knowledge.

Set Security Groups – Secure Form = Leave UNCHECKED until all forms are completed.

Once all the employees have electronically signed (filled in the custom fields) then you will come back to this area and Secure the Form. (Instructions at the end of this document.)

HR\Employee\Online Forms\Add or Clone

STEP 3: Create ONLINE FORM (ADD or CLONE) Must use new Online Form each time!

- This step combines the Employee Letter and the Custom Form/Fields together

BAINBRIDGE S. D. #303

Home Employee Employee Administration Payroll Time Off Substitute Tracking Insurance Tracking TrueT

Back List **Online Forms** (Add Favorite)

Views: General Filters: Skyward Default Clone

	Form Name ▲	Description
1	▶ 15-16 BASE Bastiani	15-16 BASE CONTRACT Bastiani
2	▶ 15-16 BASE Brockish	15-16 BASE CONTRACT Brockish

EDIT Online Form Master

Online Form Master

* Online Form Name: 15-16 BASE Weinbach

Online Form Description: 15-16 BASE CONTRACT Weinbach

Maximum characters: 200, Remaining characters: 172

Require online form to be completed.
(Displays a screen each time the user logs in, alerting them to complete the form.)

Online Form Message:

Your 15-16 Certificated Base Contract is waiting for you to review and electronically sign. Thank you for your prompt completion.

Maximum characters: 200, Remaining characters: 70

Require confirmation by user for completion of each step.

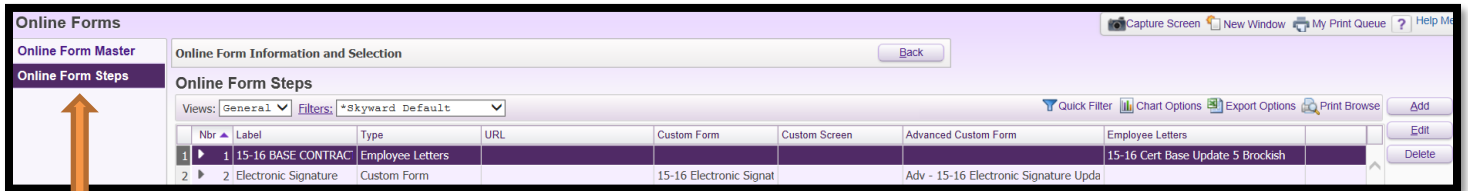
Send confirmation email to submitter after completion of Online Form

Confirmation Email:

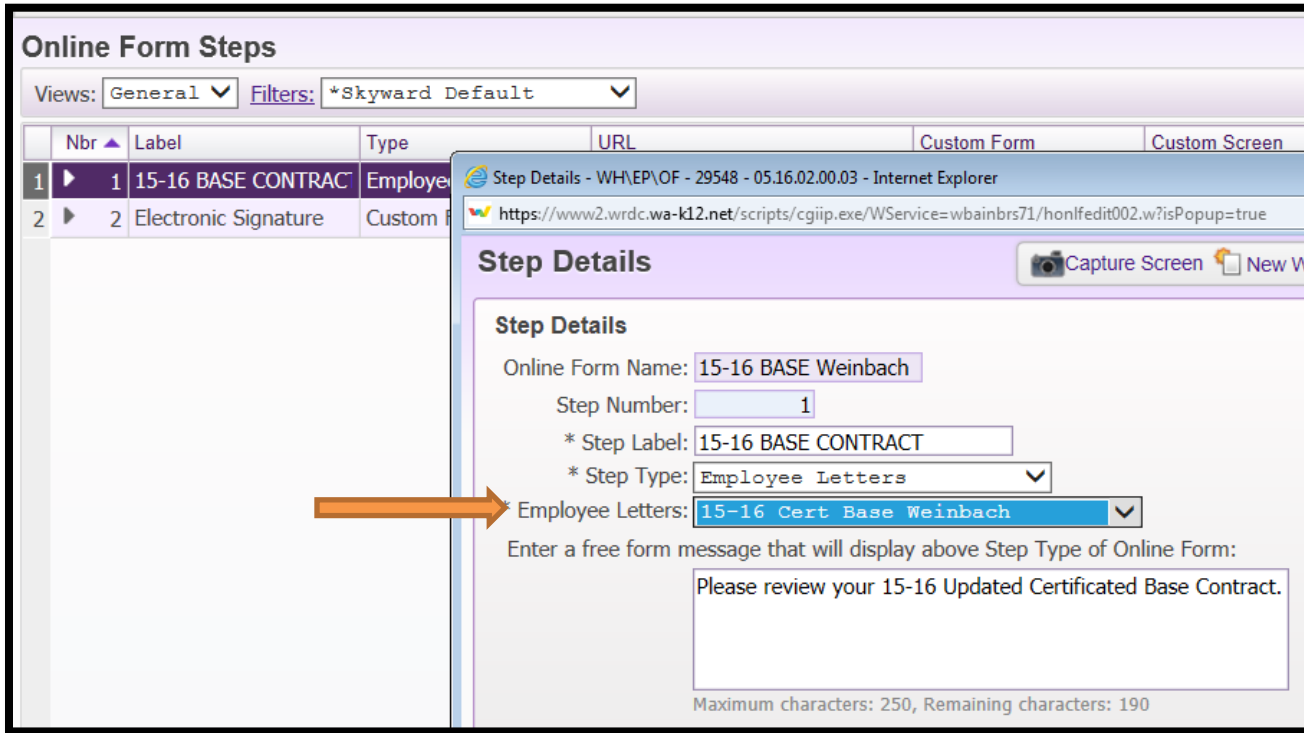
Thank you for electronically signing and completing your 15-16 Base Contract.
Sincerely,

Maximum characters: 200, Remaining characters: 84

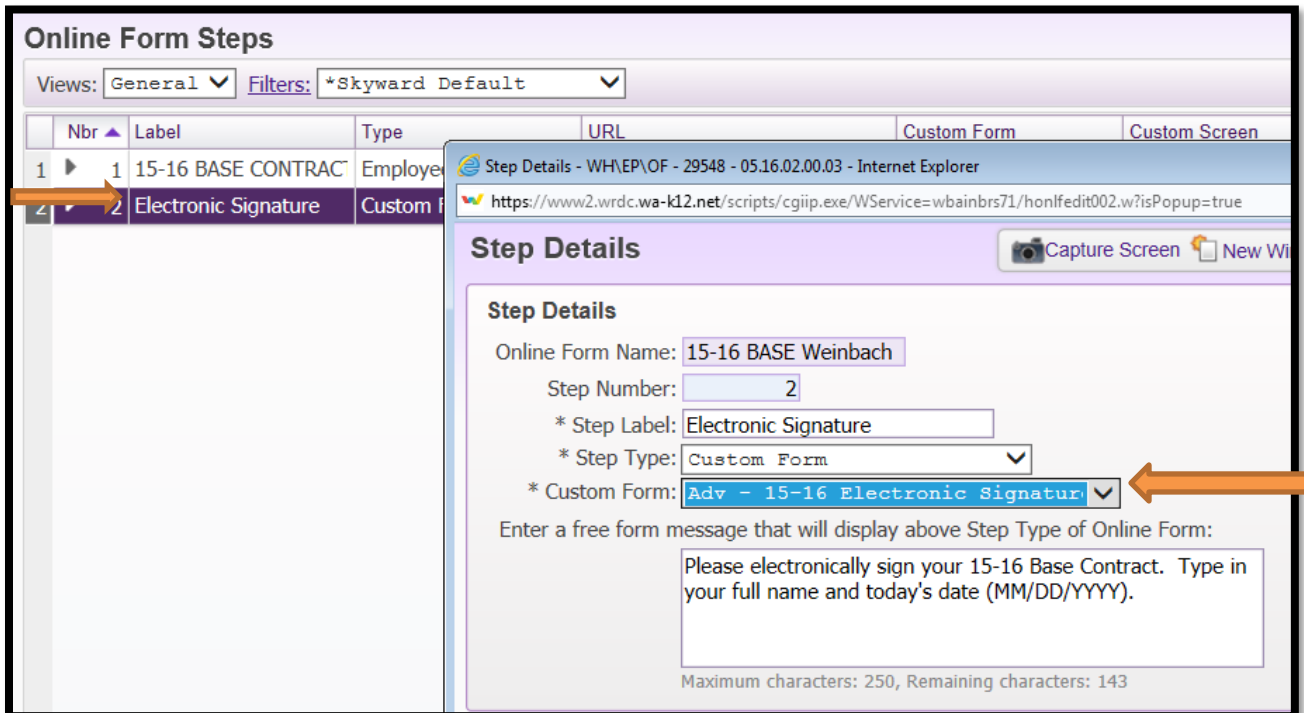
EDIT Online Form Steps:



Edit Online Form Steps with correct Employee Letters (Step 1)



Edit Step Details (Step 2) Electronic Signature with correct Custom Form (Advanced Custom Form/Screen)



Preview Online Form

Activate Online Form:



When activating remember to create a **NEW PARAMETER** for each **ONLINE FORM**! You can clone an existing parameter and edit it. Only use an existing parameter if it is exactly the same – do not edit and reuse without cloning first! (This is unlike parameters used with the Employee Letters.)

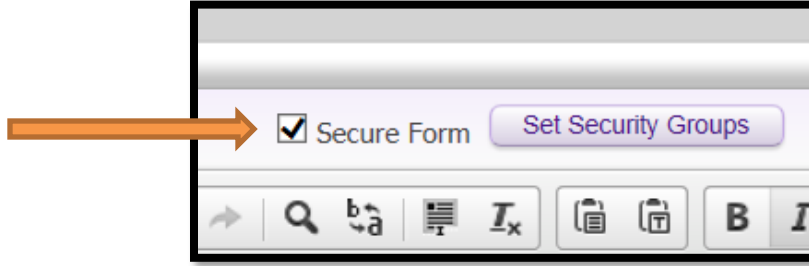
Asterisk (*) denotes required fields.

Description	Last Updated	Update Time	Create Date
3 Carla and Susan			09/29/2015
4 CERTIFICATED			09/30/2015
5 Deen			11/12/2015
6 Default Parameters			09/29/2015
7 Ellison & Rohrbach	11/24/2015	3:25 PM	11/18/2015
8 Individual	10/29/2015	3:26 PM	10/16/2015
9 Individual - Bastiani	03/14/2016	4:54 PM	03/02/2016
10 Individual - Brockish	03/02/2016	4:48 PM	03/02/2016
11 Individual - Weinbach	03/15/2016	4:14 PM	03/15/2016
12 Janet Paeth	03/04/2016	2:41 PM	02/16/2016
13 McAvoy & Crawford-Mass	01/05/2016	11:22 AM	01/05/2016
14 McAvoy, Crawford-Mass & Tsolom	12/30/2015	10:46 AM	12/30/2015

SAVE

Secure Form / Set Security Groups – CHECK when forms are completed

Once all the employees have Signed/Filled in the custom form you are able to lock them from being changed.



https://www2.wrdc.wa-k12.net/scripts/cgiip.exe/WService=w bainbrs71/qqudfbrws034.w?isPopup=true

Web Human Resources Se Capture Screen New Window My Print Queue Help Me

Views: Security Groups Quick Filter: *Skyward Default Report Options Print Browse Save Back Unselect All View Security Levels

Select	Entity	Group Id	Description
<input checked="" type="checkbox"/>	000	#HR	W-HR
<input type="checkbox"/>	000	*PAYROLL	*PAYROLL*
<input type="checkbox"/>	000	*READONL	*READ-ONLY*
<input type="checkbox"/>	000	000	Web HR
<input type="checkbox"/>	000	Data Mining	Data Mining
<input type="checkbox"/>	000	ET Hire Mgr	Fast Track Hiring Manager

Tip open Advance Custom Form and change ACCESS & LOOKUP Security Levels to “1” one.

Modify each assigned Advance Custom Form. This will allow the form and data to be viewed only.

15-16 Electronic Signature Updated Contract | 4 | 6 | 0

Expand All Collapse All Modify Details (displaying 5 of 5) View Printable Details

Custom Fields Add Field

Edit	Delete	Label	Data Type	Read Only	Required	Initial
		Agree to Terms	Logical			View Field
		Date of Signing	Date		Yes	View Field
		Employee Signature	Character		Yes	View Field
		Signature Disclaimer	Read Only Text	Yes		View Field

Skyward Fields to Use Select Fields

Edit	Delete	Label	Data Type	Can be Modified?	Read Only	Required
		Employee's Building Desc	Char	No	N/A	N/A
		Employee's Name	Char	No	N/A	N/A

Advanced Custom Forms Add Advanced Form

Edit	Delete	Form Name	Secured	Backup Options
		Adv - 15-16 Electronic Signature Updated E	No	Save Current Version as Backup
		Adv - 15-16 Electronic Signature Updated D	No	Save Current Version as Backup
		Adv - 15-16 Electronic Signature Updated C	No	Save Current Version as Backup
		Adv - 15-16 Electronic Signature Updated B	Yes	Save Current Version as Backup
		Adv - 15-16 Electronic Signature Updated A	No	Save Current Version as Backup
		Adv - 15-16 Electronic Signature Updated	Yes	Save Current Version as Backup

Edit	Delete	Entity	Security Group	Description	Access	Lookup
		000	#HR	W-HR	1	1

ADVANCED CUSTOM FORMS - HR\Employee\Custom Forms Setup – MS (Tip open Custom Profile Forms)

The screenshot shows the 'Custom Profile Forms' application interface. At the top, there's a 'Views' dropdown set to 'General' and a 'Filters' dropdown set to '*1 Show All Custom Forms'. Below this is a table with columns: Custom Profile Form Name, # of Fields, # of Advanced, # of Screens, # of HTML Forms, Form Type, and Status. The first row is expanded, showing details for '15-16 Electronic Signature Base Contract Updated 4'. Below the table are sections for 'Custom Fields', 'Skyward Fields to Use', 'Advanced Custom Forms', 'Custom Screens', and 'Custom HTML Forms'. A 'Field Maintenance' dialog box is open, showing the configuration for a custom field: Form: Custom Profile.15-16 Electronic Signature Base Contract Updated 4, * Label: Date of Signing, Data Type: Date, Format: 99/99/9999, Tool Tip: Please select today's date (MM/DD/YYYY), Initial Value: Blank, and a checked 'Required' checkbox.

Add Skyward and CUSTOM FIELDS

Custom Profile Form Name ▲	# of Fields	# of Advanced	# of Screens	# of HTML Forms	Form
▼ 15-16 Electronic Signature Base Contract Updated 4	4	1	0	0	Singl

Expand All Collapse All Modify Details (displaying 5 of 5) View Printable Details

▼ Custom Fields Add Field

	Label	Data Type	Read Only	Required	Initial
Edit Delete	Agree to Terms	Logical			View Field Information
Edit Delete	Date of Signing	Date		Yes	View Field Information
Edit Delete	Employee Signature	Character		Yes	View Field Information
Edit Delete	Signature Disclaimer	Read Only Text	Yes		View Field Information

Agree to Terms – Custom Field

The 'Field Maintenance' dialog box is shown for the 'Agree to Terms' custom field. The form configuration is as follows: Form: Custom Profile.15-16 Electronic Signature Upda, * Label: Agree to Terms, Data Type: Logical, Format: Yes/No, Tool Tip: Check this box if you agree to the terms, Initial Value: Blank, and the 'Read Only' checkbox is unchecked.

Date of Signing:

The screenshot shows the 'Field Maintenance' window for a custom field named 'Date of Signing'. The form title is 'Custom Profile.15-16 Electronic Signature Base Contract Updated 4'. The field label is 'Date of Signing' with a 'View Field Information' link. The data type is 'Date' and the format is '99/99/9999'. The tool tip is 'Please select today's date (MM/DD/YYYY)'. The initial value is set to 'Blank'. There are checkboxes for 'Read Only' (unchecked) and 'Required' (checked).

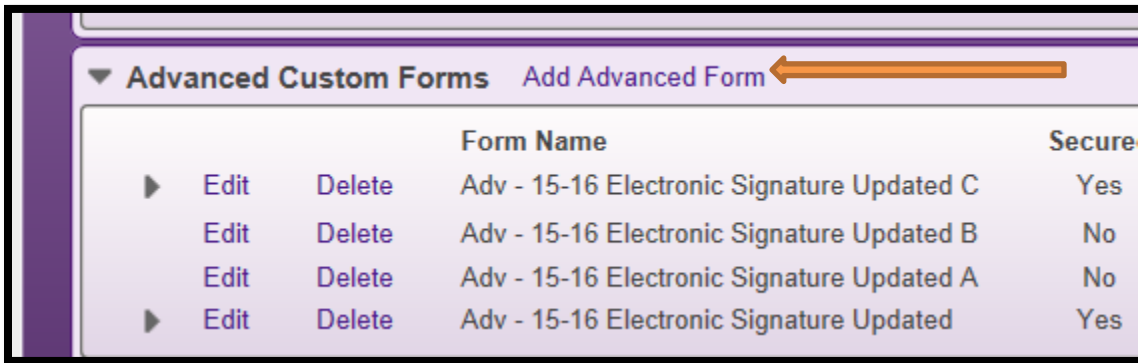
Employee Signature:

The screenshot shows the 'Field Maintenance' window for a custom field named 'Employee Signature'. The form title is 'Custom Profile.15-16 Electronic Signature Base Contract Updated 4'. The field label is 'Employee Signature' with a close button and a 'View Field Information' link. The data type is 'Character', the max length is '30', and there is a 'Valid Entries' text box. The tool tip is 'Please sign with full name'. The initial value is set to 'Blank'. There are checkboxes for 'Read Only' (unchecked) and 'Required' (checked).

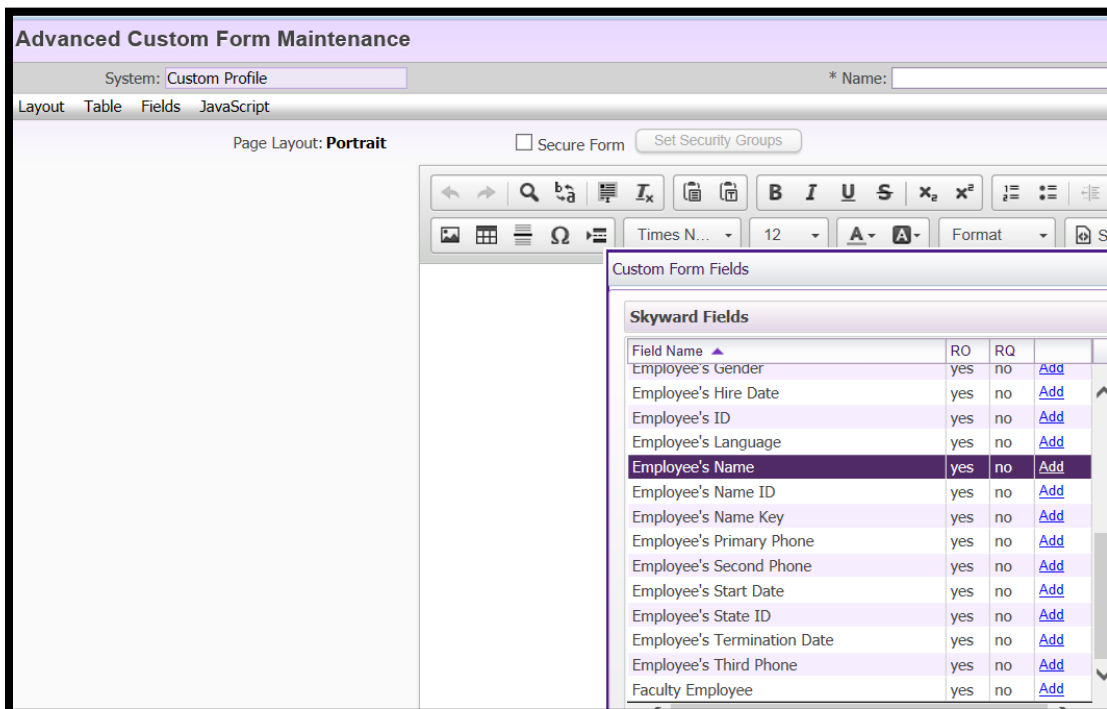
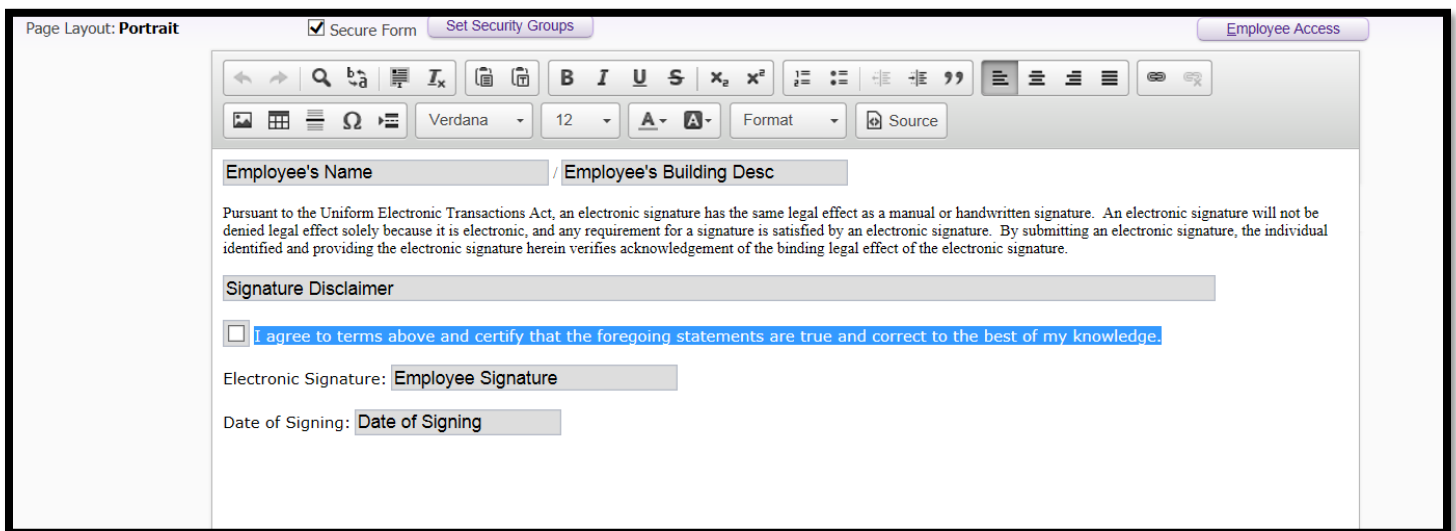
Signature Disclaimer – Custom Field

The screenshot shows a signature disclaimer custom field. It features a text box with the text '2015-2016 Certificated Contract Electronic Signatu'. A tooltip is visible over the text box, showing the field name 'Signature Disclaimer', a close button, a 'View Field' link, and the data type 'Read Only Text'. The form title is 'Custom Profile.15-16 Electronic Signatu'.

ADD ADVANCED FORM – Need NEW “Screen” for each new online form



ADD SKYWARD FIELDS AND TEXT TO ADVANCED CUSTOM FORM



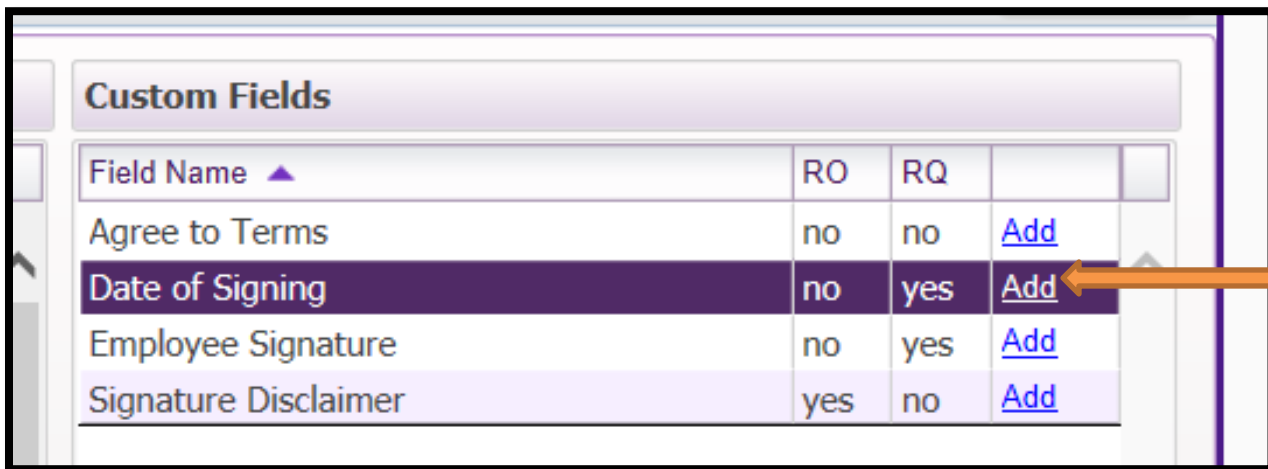
ADD TEXT AND FIELDS FOR ELECTRONIC SIGNATURE:

Cut & Paste:

Pursuant to the Uniform Electronic Transactions Act, an electronic signature has the same legal effect as a manual or handwritten signature. An electronic signature will not be denied legal effect solely because it is electronic, and any requirement for a signature is satisfied by an electronic signature. By submitting an electronic signature, the individual identified and providing the electronic signature herein verifies acknowledgement of the binding legal effect of the electronic signature.

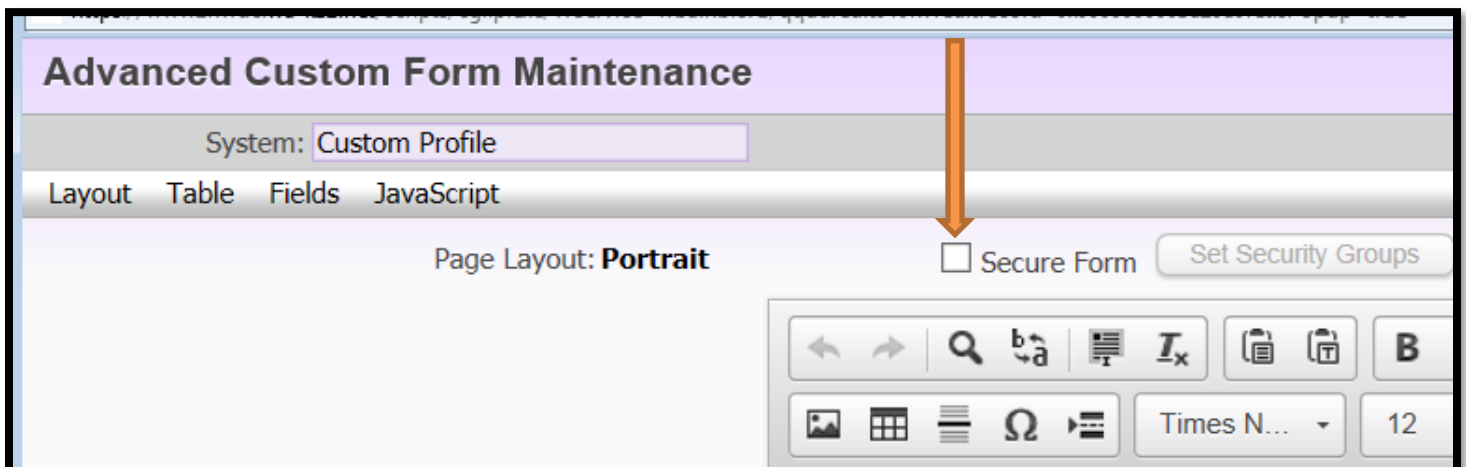
I agree to terms above and certify that the foregoing statements are true and correct to the best of my knowledge.

ADD CUSTOM FIELDS TO ADVANCED CUSTOM FORM MAINTENANCE



Field Name ▲	RO	RQ	
Agree to Terms	no	no	Add
Date of Signing	no	yes	Add
Employee Signature	no	yes	Add
Signature Disclaimer	yes	no	Add

Secure Form / Set Security Groups – Leave UNCHECKED until forms are completed.



Advanced Custom Form Maintenance

System:

Layout Table Fields JavaScript

Page Layout: **Portrait**

Secure Form

← → 🔍 ↺ ⌨️ I_x 📄 📄 **B**

🖼️ 📄 ⌨️ Ω ▶️ Times N... 12

Employee Access: Can leave alone, or put yourself in as an individual

Advanced Custom Form Maintenance - WH\EP\PS\CF\CF\MS - 27194 - 05.15.10.00.11 - Internet Explorer
 https://www2.wrdc.wa-k12.net/scripts/cgiip.exe/WService=wbainbrs71/qqudfedit061.w?isPopup=true

Capture Screen New Window My Print Queue Help Menu

Form

Show Type: **View** ▼
 Screen Type: **Task** ▼
 * Selection Parameters: **Individual Employees** ▼
 Allow Supervisors to View Screen in Employee Access

Save
Back

Asterisk (*) denotes a required field

(Individual = Janet Paeth)

Secure Form / Set Security Groups – CHECK when forms are completed
 Once all the employees have Signed/Filled in the custom form/fields to lock them from being changed.

Secure Form Set Security Groups

Select #HR

Web Human Resources Security Groups

Views: Security Groups Filters: Skyward Default Report Options Print Browse

Select	Entity ▲	Group Id	Description
1 <input checked="" type="checkbox"/>	000	#HR	W-HR
2 <input type="checkbox"/>	000	*PAYROLL	*PAYROLL*
3 <input type="checkbox"/>	000	*READONL	*READ-ONLY*
4 <input type="checkbox"/>	000	000	Web HR
5 <input type="checkbox"/>	000	Data Mining	Data Mining
6 <input type="checkbox"/>	000	FT Hire Mgr	Fast Track Hiring Manager

Save
Back
Unselect All
View Security Levels

Tip open Advance Custom Form and change ACCESS & LOOKUP Security Levels to “1” one.

15-16 Electronic Signature Updated Contract 4 6 0

Expand All Collapse All Modify Details (displaying 5 of 5) View Printable Details

Custom Fields Add Field

		Label	Data Type	Read Only	Required	Initial	
Edit	Delete	Agree to Terms	Logical				View Field
Edit	Delete	Date of Signing	Date		Yes		View Field
Edit	Delete	Employee Signature	Character		Yes		View Field
Edit	Delete	Signature Disclaimer	Read Only Text	Yes			View Field

Skyward Fields to Use Select Fields

		Label	Data Type	Can be Modified?	Read Only	Required
Edit	Delete	Employee's Building Desc	Char	No	N/A	N/A
Edit	Delete	Employee's Name	Char	No	N/A	N/A

Advanced Custom Forms Add Advanced Form

		Form Name	Secured	Backup Options	
Edit	Delete	Adv - 15-16 Electronic Signature Updated E	No	Save Current Version as Backup	
Edit	Delete	Adv - 15-16 Electronic Signature Updated D	No	Save Current Version as Backup	
Edit	Delete	Adv - 15-16 Electronic Signature Updated C	No	Save Current Version as Backup	
▶	Edit	Delete	Adv - 15-16 Electronic Signature Updated B	Yes	Save Current Version as Backup
	Edit	Delete	Adv - 15-16 Electronic Signature Updated A	No	Save Current Version as Backup
▼	Edit	Delete	Adv - 15-16 Electronic Signature Updated	Yes	Save Current Version as Backup

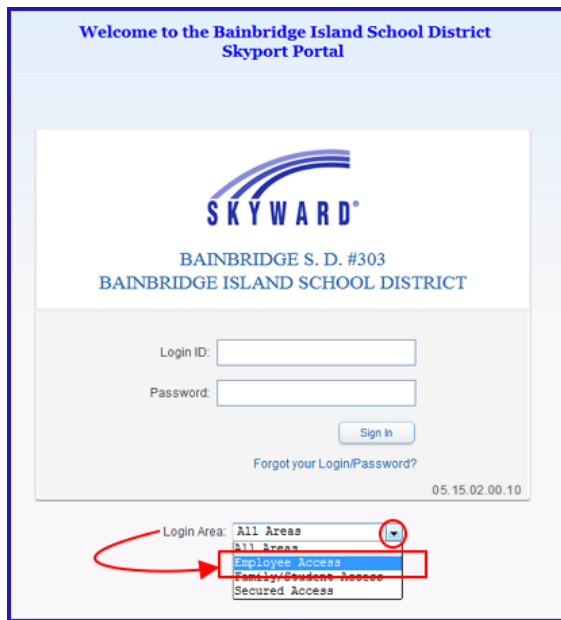
		Entity	Security Group	Description	Access	Lookup
Edit	Delete	000	#HR	W-HR	1	1

Instructions to sign your contract:

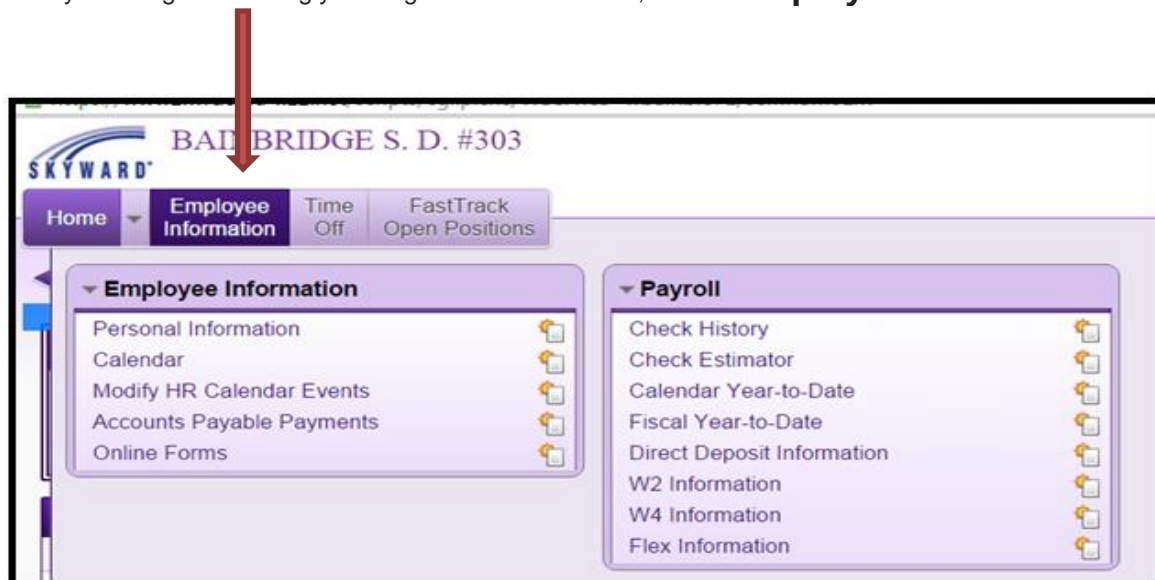
There are many paths to get to the Skyward Login page, but the easiest route is to go to the Bainbridge Island School District web page. On the top right, click on the "Family Access" icon.



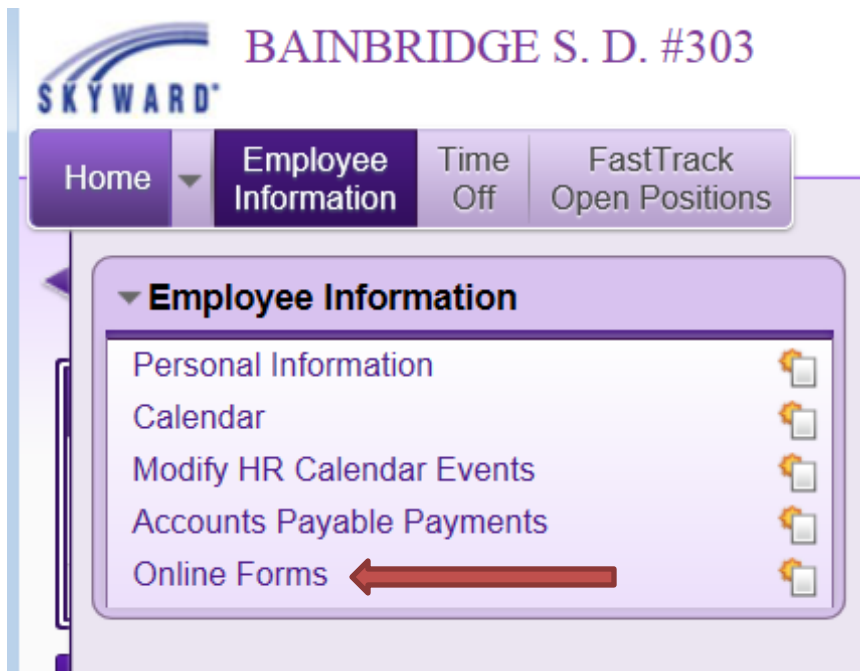
Once on the Skyward Login page, use the Login Area drop down menu to choose "Employee Access".



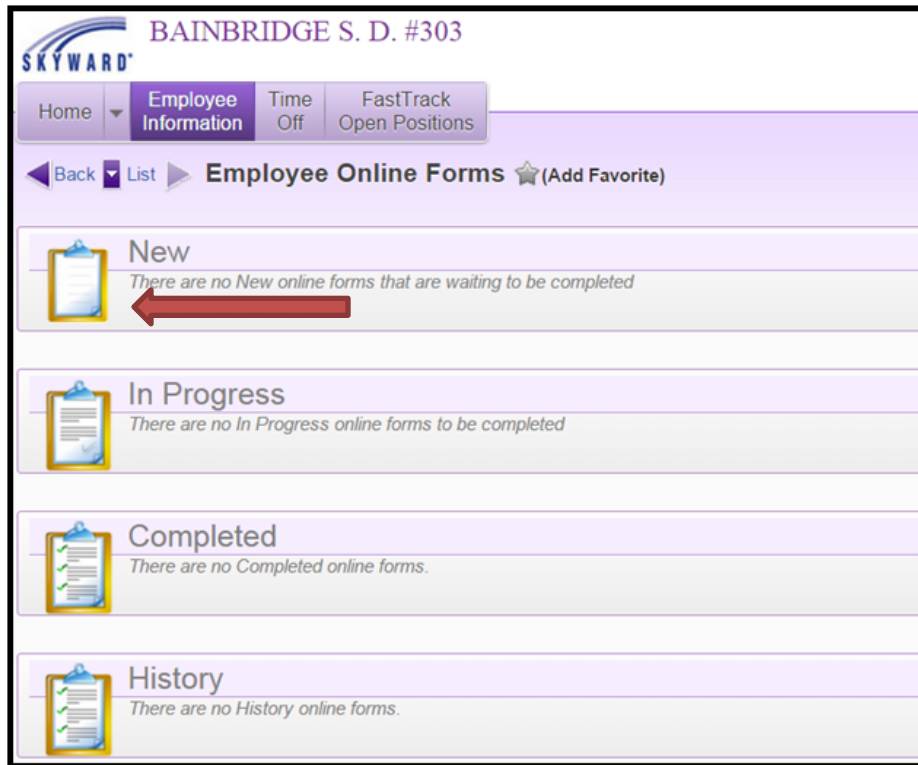
After you've signed in using your Login ID and Password, select: **Employee Information**.



then go to: **Online Forms.**



Next you will click on your "NEW" Online Form: 15-16 Supplemental Contract

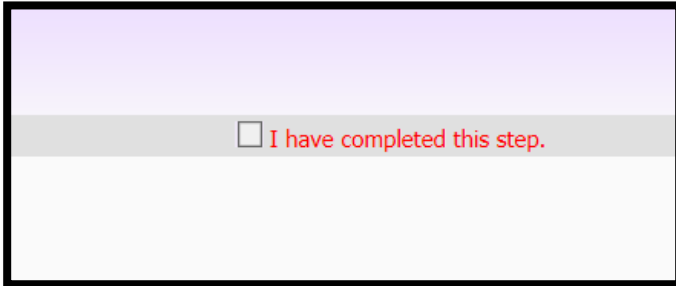


STEP ONE: Read and Review your Contract

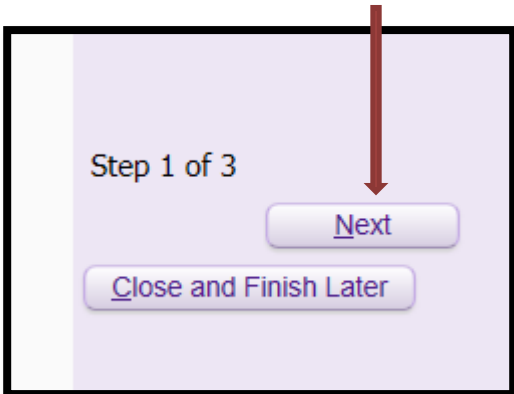
Click on link for: [15-16 SUPPLEMENTAL Contract](#),

(You must actually open and view the contract before you can complete this step! It may be minimized at the bottom of your screen. You can save it to your desktop if you are having trouble when you close it.)

Once you have read and reviewed your contract - Then **check** the box: **I have completed this step.**

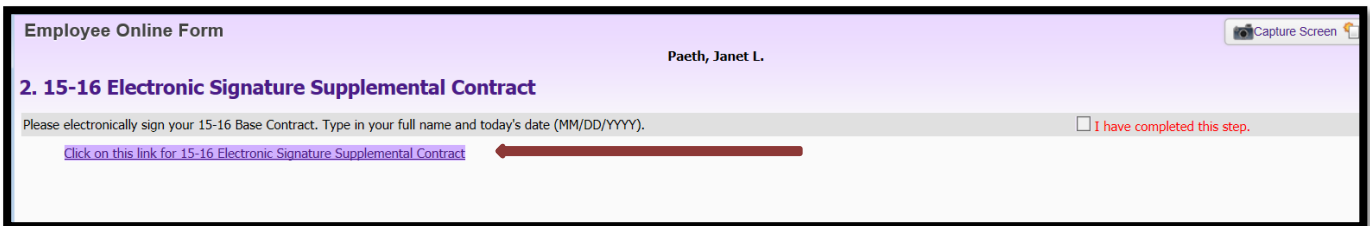


IMPORTANT: After checking the box remember to click on "NEXT" it is located in the bottom right corner of your screen. (Do not navigate to the next step any other way!)



STEP TWO: Sign your contract

Click on link for [15-16 Electronic Signature Supplemental Contract](#),



15-16 Electronic Signature Supplemental Contract

Name: **Paeth, Janet L.** Employee Type: **NRE**

Janet L Paeth / DO

Pursuant to the Uniform Electronic Transactions Act, an electronic signature has the same legal effect as a manual or handwritten signature. An electronic signature cannot be denied legal effect solely because it is electronic, and any requirement for a signature is satisfied by an electronic signature. By submitting an electronic signature, the individual identified and providing the electronic signature herein verifies acknowledgement of the binding legal effect of the electronic signature.

2015 - 2016 Certificated Contract Electronic Signature

I agree to terms above and certify that the foregoing statements are true and correct to the best of my knowledge.

Electronic Signature:

Date of Signing:

Don't forget to check the box:

I agree to terms above and certify that the foregoing statements are true and correct to the best of my knowledge.


Type in your complete name - and fill in the date: (MM/DD/YYYY)

Remember to check the box: **I have completed this step.**

I have completed this step.

IMPORTANT: After checking the box remember to click on "NEXT" it is located in the bottom right corner of your screen.

Step 2 of 3



STEP THREE: Confirmation of completing the form

Check the box: **I have completed this online form.**

Step	Status	Last Accessed
1. 15-16 Supplemental Contract	Incomplete	
2. 15-16 Electronic Signature Supplemental Contract	Incomplete	

I have completed this online form.

IMPORTANT: After checking the box remember to click on "FINISH" it is located in the bottom right corner of your screen.

Step 3 of 3

[Previous](#) [Finish](#) [Close and Finish Later](#)

I hope the above directions will help the process go smoothly for you. If you have trouble give me a call and I will be happy to walk through the process with you.

Thank you,

Janet

Janet Paeth
Personnel Specialist, Certificated
Bainbridge Island School District
8489 Madison Ave NE
Bainbridge Island, WA 98110
[206-780-1056](tel:206-780-1056)
[FAX 206-842-2928](tel:206-842-2928)

jpaeth@bisd303.org

First of all, thank you for your patience, cooperation and the successful completion of electronically signing your Base Contracts in Employee Access!

Before I create a custom form for signing your Supplemental Contract, please preview it in Employee Access. This contract will have your Professional Responsibility and any Stipends or Extra Days if you are receiving them. I have posted it in "Employee Letters." If you see any issues please contact me by.....

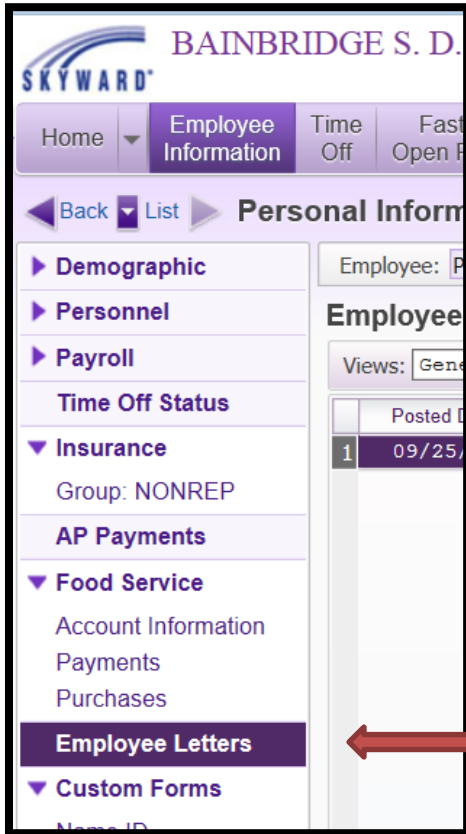
Later next week I will create a new "Online Form" where you will be able to sign your Supplemental Contract electronically. I will send out an email once it is available.

For now, please use the following screen shots as a guide to view your Supplemental Contract in Employee Letters.

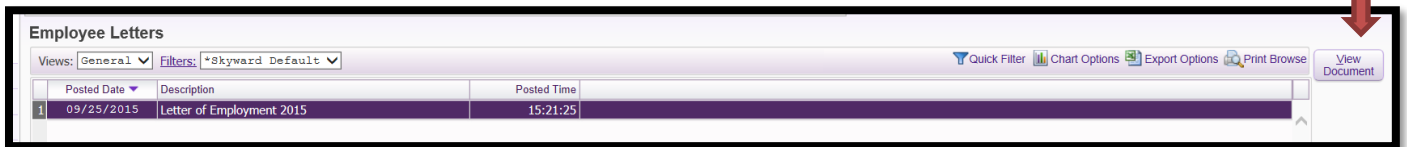
Log into Employee Access, go to "**Employee Information**" then "**Personal Information.**"



Scroll down the left side, then click on: "**Employee Letters.**"



Once here you can view your 15-16 Supplemental Contract. Click on the "**View Document**" button on the far right side of your screen.



Thank you for previewing your Supplemental Contract. Please let me know if you have any concerns. Later next week it will be available for you to sign electronically.

Have a great weekend,

Janet

Janet Paeth
 Personnel Specialist, Certificated
 Bainbridge Island School District
 8489 Madison Ave NE
 Bainbridge Island, WA 98110
[206-780-1056](tel:206-780-1056)
 FAX [206-842-2928](tel:206-842-2928)

jpaeth@bisd303.org

From: Sabre Dahl <sabred@SpokaneSchools.org>
Sent time: 07/15/2016 10:15:37 AM
To: Urie, Josie <JUrie@nkschools.org>
Cc: cleonard@wspa.net; Tennille Jeffries-Simmons <TennilleJ@SpokaneSchools.org>
Subject: Re: MEMBER REQUEST
Attachments: ATT00002

Josie,

Spokane Public Schools is currently in process of moving certificated employment contracts, letters of assurance and classified letters of assurance to an electronic format.

Our largest considerations included:

- Legality of electronic signatures for employment contracts; we conferred with our legal counsel and collaboratively developed language to be used for this purpose
- Retention of electronic contracts digitally; retention period and format
- Which platform we would use for sending, storing, and accessing
- How long would the contract be available for signing electronically
- Following up on unsigned contracts

We reached out to our HRIS vendor, SunGuard, and found out they recently developed a platform for Paradise Valley SD in AZ that met the requirements of what we were looking for. The module is currently being modified to our specifications and we plan to send contracts electronically for the first time in December.

Please let me know if I can answer any additional questions for you.

Sabre Dahl

Human Resources Project Manager & Budget Analyst
Spokane Public Schools
Ph: (509) 354-7274
Fax: (509) 354-5963
sabred@Spokaneschools.org

>>> Curtis Leonard <waspa@memberclicks-mail.net> 7/15/2016 7:15 AM >>>

Hello WSPA Member!

Just one request for your consideration. Happy Friday!

Josie Urie from North Kitsap School District is requesting the following:

North Kitsap School District is interested in finding out:

- If any districts have switched to using electronic employment contracts/signatures (teachers)
- If so, what steps did you take before you made the transition?

Please send your responses directly to:

JUrie@nkschools.org

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

Thanks and enjoy the weekend!

Curtis

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

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

powered by  **MemberClicks**

A28DCCD5912E714DA07B00BFD7998B39@skitsap.wednet.edu.msg

From: Scott Harrison <sharrison@whiteriver.wednet.edu>
Sent time: 07/15/2016 07:20:54 AM
To: Urie, Josie <JUrie@nkschools.org>
Cc: cleonard@wspsa.net
Subject: Member Request

Good Morning Josie,

I received the member request from Curtis and wanted to reach out to you and let you know that White River has transitioned to electronic employment contracts through Skyward. If North Kitsap uses Skyward and would like to learn more about our process don't hesitate to let me know. I can connect you with our certificated coordinator to walk you through the details in setting it up. I will say that it was a huge time saver and worked out very well.

Let me know,

Scott

--

Scott Harrison
Executive Director of Human Resources
White River School District

From: Sandy Magstadt <smagstadt@whiteriver.wednet.edu>
Sent time: 07/19/2016 09:00:34 AM
To: Urie, Josie <JUrie@nkschools.org>
Subject: Re: Member Request

Hi Josie -

This was our first year using Skyward to send contracts electronically, it worked great! We did not do electronic signatures this year, hopefully next year we can do that as well.

I worked closely with Tina Thompson and Laura Pomeroy from NWRDC to get this set up.

You are more than welcome to contact me with any questions that you may have.

On Mon, Jul 18, 2016 at 4:52 PM, Scott Harrison <sharrison@whiteriver.wednet.edu> wrote:

Will you please reach out to Josie.

----- Forwarded message -----

From: Urie, Josie <JUrie@nkschools.org>

Date: Fri, Jul 15, 2016 at 8:43 AM

Subject: RE: Member Request

To: Scott Harrison <sharrison@whiteriver.wednet.edu>

Cc: "Walser, Christy" <CWalser@nkschools.org>

Thank you so very much, Scott.

We do use Skyward and would be very interested in finding out more about your process so if you would share your certificated coordinator's contact info, we would be greatly appreciative. ☺

Josie Urie

Human Resources, North Kitsap School District

18360 Caldart Ave NE, Poulsbo, WA 98370

Phone: (360) 396-3005 ~ FAX: (360) 396-3935

Email: jurie@nkschools.org ~ Website: www.nkschools.org

From: Scott Harrison [mailto:sharrison@whiteriver.wednet.edu]

Sent: Friday, July 15, 2016 7:21 AM

To: Urie, Josie <JUrie@nkschools.org>

Cc: cleonard@wspa.net

Subject: Member Request

Good Morning Josie,

I received the member request from Curtis and wanted to reach out to you and let you know that White River has transitioned to electronic employment contracts through Skyward. If North Kitsap uses Skyward and would like to learn more about our process don't hesitate to let me know. I can connect you with our certificated coordinator to walk you through the details in setting it up. I will say that it was a huge time saver and worked out very well.

8D13C15A54306F40A28FD11EFD211E53@skitsap.wednet.edu.msg

Let me know,

Scott

--

Scott Harrison

Executive Director of Human Resources

White River School District

--

Scott Harrison

Executive Director of Human Resources

White River School District

--

Sandy Magstadt
Certificated Specialist
White River School District
360-829-3822

From: Urie, Josie <JUrie@nkschools.org>
Sent time: 01/26/2017 03:26:20 PM
To: Monagle, Jamie <monaglej@skitsap.wednet.edu>
Subject: RE: WSPA Electronic Contracts Responses

We don't have any electronic versions yet. I haven't actually even had a chance to get the ball rolling (other than to set up an appointment to talk to my Asst. Supt about it (which keeps getting bounced!))

Josie Urie

Human Resources, North Kitsap School District
18360 Caldart Ave NE, Poulsbo, WA 98370
Phone: (360) 396-3005 ~ FAX: (360) 396-3935
Email: jurie@nkschools.org ~ Website: www.nkschools.org

From: Monagle, Jamie [mailto:monaglej@skitsap.wednet.edu]
Sent: Thursday, January 26, 2017 3:07 PM
To: Urie, Josie <JUrie@nkschools.org>
Subject: FW: WSPA Electronic Contracts Responses

Hey Josie!

I hope life is grand!!

When you get a moment, will you send me a copy of what your certificate employee contracts look like that you send out electronically? Also, any other electronic forms your district uses would be amazing to see. We are attempting to get with the times!!

Thanks!!

Jamie Monagle

Assistant Director of Human Resources
South Kitsap School District
2689 Hoover Ave. SE
Port Orchard, WA 98366
PH: 360-874-7071
FAX: 360-874-7076
EMAIL: monaglej@skitsap.wednet.edu
Join the South Kitsap Team!!

From: Urie, Josie [mailto:JUrie@nkschools.org]
Sent: Friday, October 28, 2016 2:53 PM
To: cprice@tacoma.k12.wa.us; hjoyner@fifeschools.com; Monagle, Jamie <monaglej@skitsap.wednet.edu>; Shelli Stickell <shelli_stickell@sumnersd.org>; Weidkamp, Patti <patti.weidkamp@shorelineschools.org>
Subject: WSPA Electronic Contracts Responses

Hi Everyone,

You are included in this email because you expressed an interest in hearing the results of my WSPA Member's Request (from 7/2016).

First, let me apologize for not forwarding the attached emails on to you sooner. It has been an extremely crazy start up for us so we haven't even begun to attempt the process yet.

I wish you all loads of luck and would love to stay in touch as we navigate this relatively new territory to help each other avoid any pitfalls.

Note: I did mention to Curtis that it would be a great session to have at the WSPA Annual Conference so if that would interest you, be sure to let him know. ☺

Josie Urie

Human Resources, North Kitsap School District

18360 Caldart Ave NE, Poulsbo, WA 98370

Phone: (360) 396-3005 ~ FAX: (360) 396-3935

Email: jurie@nkschools.org ~ Website: www.nkschools.org

From: monaglej@skitsap.wednet.edu
Sent time: 01/26/2017 04:07:02 PM
To: JUrie@nkschools.org
Subject: RE: WSPA Electronic Contracts Responses

I totally understand how that goes!! I will check in with Bainbridge since I believe they are electronic now :)

Thank you for the quick response!

From: Urie, Josie [JUrie@nkschools.org]
Sent: Thursday, January 26, 2017 3:26 PM
To: Monagle, Jamie
Subject: RE: WSPA Electronic Contracts Responses

We don't have any electronic versions yet. I haven't actually even had a chance to get the ball rolling (other than to set up an appointment to talk to my Asst. Supt about it (which keeps getting bounced!))

Josie Urie
Human Resources, North Kitsap School District
18360 Caldart Ave NE, Poulsbo, WA 98370
Phone: (360) 396-3005 ~ FAX: (360) 396-3935
Email: jurie@nkschools.org ~ Website: www.nkschools.org

From: Monagle, Jamie [mailto:monaglej@skitsap.wednet.edu]
Sent: Thursday, January 26, 2017 3:07 PM
To: Urie, Josie
Subject: FW: WSPA Electronic Contracts Responses

Hey Josie!

I hope life is grand!!

When you get a moment, will you send me a copy of what your certificate employee contracts look like that you send out electronically? Also, any other electronic forms your district uses would be amazing to see. We are attempting to get with the times!!

Thanks!!

Jamie Monagle
Assistant Director of Human Resources
South Kitsap School District
2689 Hoover Ave. SE
Port Orchard, WA 98366
PH: 360-874-7071
FAX: 360-874-7076
EMAIL: monaglej@skitsap.wednet.edu
Join the South Kitsap Team!!

From: Urie, Josie [mailto:JUrie@nkschools.org]
Sent: Friday, October 28, 2016 2:53 PM
To: cprice@tacoma.k12.wa.us; hjoyner@fifeschools.com; Monagle, Jamie <>>; Shelli Stickell <>>; Weidkamp, Patti <>>
Subject: WSPA Electronic Contracts Responses

Hi Everyone,
You are included in this email because you expressed an interest in hearing the results of my WSPA Member's Request (from 7/2016).

First, let me apologize for not forwarding the attached emails on to you sooner. It has been an extremely crazy start up for us so we haven't even begun to attempt the process yet.

I wish you all loads of luck and would love to stay in touch as we navigate this relatively new territory to help each other avoid any pitfalls.

Note: I did mention to Curtis that it would be a great session to have at the WSPA Annual Conference so if that would interest you, be sure to let him know. ☺

Josie Urie

Human Resources, North Kitsap School District

18360 Caldart Ave NE, Poulsbo, WA 98370

Phone: (360) 396-3005 ~ FAX: (360) 396-3935

Email: jurie@nkschools.org ~ Website: www.nkschools.org

From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 01/27/2017 08:49:53 AM
To: finnie@skitsap.wednet.edu
Subject: MEMBER REQUEST

Happy Friday WSPA members!

Mandie McAfee from Auburn School District is seeking the following:

Auburn School District is doing some research on updating their screening documents. What are the different criteria that your district uses when screening applicants? Are there different criteria for each group (classified/certificated or transportation/para/teacher/custodial)? What kind of numbering system do you use for screening?

If you have any documents that you could share, that would be wonderful!

Please send your response directly to: mmcafee@auburn.wednet.edu

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

Thanks,

Curtis

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

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

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

powered by  MemberClicks

From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 02/03/2017 08:38:35 AM
To: finnie@skitsap.wednet.edu
Subject: MEMBER REQUEST

Hello and Happy Friday WSPA Members!

I have a few member requests for your consideration. Thanks in advance!

Kim Harmon from Spokane Public Schools would like to know if other districts have an employee dress code policy and if so, how is it communicated to their employees. Copies of any policy or practice they have would be helpful.

Please send your response directly to; kimha@spokaneschools.org

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

Thanks,

Curtis

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

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

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

powered by  MemberClicks

From: WSIPC Account Management <jcowan@wsipc.org>
Sent time: 02/06/2017 09:00:14 AM
To: monaglej@skitsap.wednet.edu
Subject: WSIPC Bits Bytes Feb 2017

[View this email in your browser](#)

BITS & BYTES

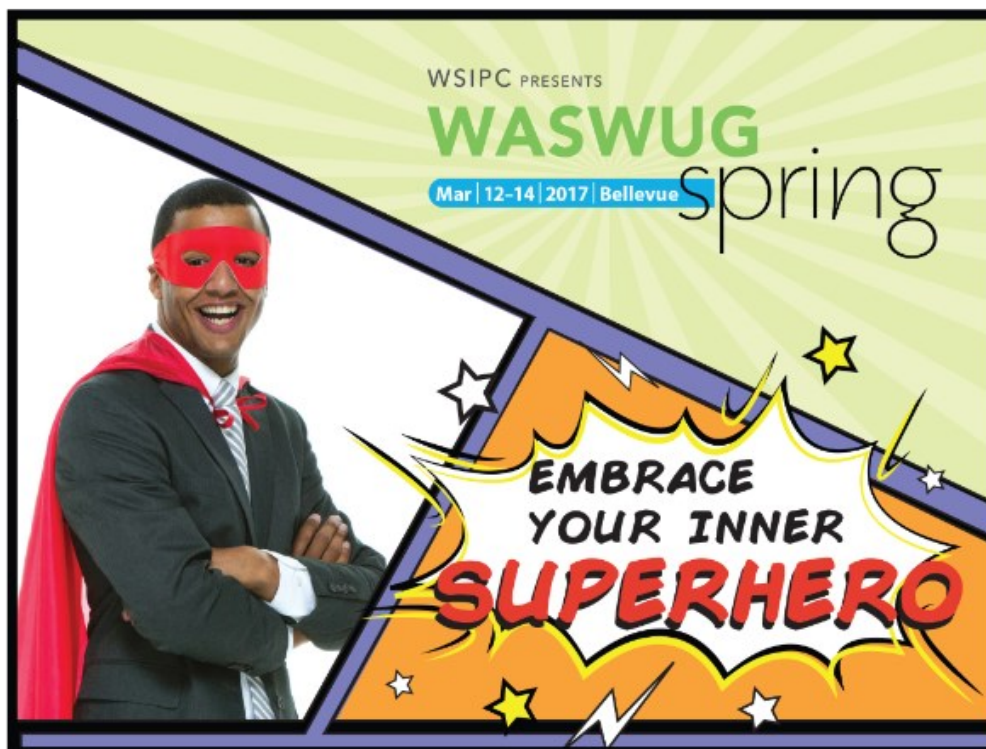
February 2017

GRAB YOUR SIDEKICK & CAPE!

Leap tall buildings and jump into information-packed sessions on the Skyward modules you use everyday!

[Check out the full schedule of sessions](#) for new information and valuable, can't miss training opportunities!

REGISTER TODAY!



**Don't miss Sunday's Keynote Speaker
Nathan Gibbs-Bowling**

Nathan, Washington State's 2016 Teacher of the Year, is an advanced-placement government and human geography teacher at Tacoma's Lincoln High School. Through accountability and relationships, he inspires his students to pass the AP exam at three times the rate of the district average. Nathan is also vocal about teachers, systems, and communities creating solutions that put students' needs above all else. This includes placing the best teachers in the most challenging classrooms. Nathan has embraced his inner superhero of courage and hope!

Tuesday Celebrate PI Day with Keynote Jason Padgett

At Tuesday Breakfast, enjoy Keynote Speaker: **Jason Padgett**, author of [Struck by Genius](#). Jason Padgett is an aspiring number theorist and mathematician with acquired savant syndrome and synesthesia. He draws the grids and fractals he sees synesthetically. Jason has embraced his inner superhero of math genius and creator.

What's New at eFunds

Join WSIPC and eFunds for a webinar exclusively for WSIPC Members

During the 60-minute webinar, eFunds will highlight:

- Good News about the Point of Sale startup fees & maintenance fees
- Mobile Payment
- New 'Student Wallet' module for a cash free campus

Date: Wednesday, February 22 at 10am or 2pm PST.

*Note: both webinar time slots will have the same agenda

[Get the eFunds Webinar Link](#)

Welcome Edsby to the WSIPC Purchasing Program

Awarded Vendor of RFP 16-02 LMS



Edsby is an innovative, cloud-based platform purpose-built for K-12 that incorporates learning management, data consolidation and insightful analytics.

Unlike standalone LMS, data warehouse or business intelligence systems, Edsby has the tightest, most innovative connections to a district's SIS/SMS and other key systems and data. It respects regional policies, terms and standards and data sovereignty needs. And, given that it was designed specifically for K-12, it includes features that make it great for junior grades, not just senior ones.

[Shop Edsby - for WSIPC Members](#)

Contact

Gary Falcon

Edsby Specialist

gfalcon@aptiris.com

877.864.3534 x44

Exclusive Webinar for WSIPC Members

The Social K-12 LMS

Join us for a look at how Edsby®, a private, centrally-managed system for K-12 school districts, uses a social media look & feel to give all stakeholders in K-12 education powerful new insight into children's' progress while saving staff time and remaining familiar and easy to use.

March 1st 9am - [Register Here](#)

March 2nd 2pm - [Register Here](#)

*both webinars have the same agenda

Edsby is an awarded vendor of WSIPC Bid Contract 16-02 Learning Management Systems. For more information and Bid Documents [visit the Edsby page on the WSIPC Website](#)

Don't Miss DELL's President's Day Deals!

Shop beginning 2/9 for Early Access Doorbusters and Free Shipping!

[February Flyer](#)

DELL is an Awarded Vendor of the [WSIPC Purchasing Program](#). For Hardware purchases, reference contract #41AGU when placing an order.

In the Community

WSIPC is committed to supporting the K-12 educational community. During the year, we participate at conferences to inform education organizations about WSIPC products, services and benefits of membership in the Cooperative.

- [Skyward Idaho Users Group](#)
- [ASTE](#)
- [WSPA](#)



W S I P C

Jamie Cowan
Account Manager

Cinda Wilkey
Account Manager

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 02/06/2017 04:01:34 PM
To: finnie@skitsap.wednet.edu
Subject: WSPA Retiree Recognition

Greetings WSPA Members,

WSPA would like to recognize WSPA retirees at this year's Annual Conference.

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

I will need this information no later than February 13, 2017.

Thank you,

Jennifer Tottenham

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

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

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

powered by  MemberClicks

From: WSIPC Account Management <jcowan@wsipc.org>
Sent time: 02/07/2017 08:29:59 AM
To: fryer@skitsap.wednet.edu
Subject: WSIPC Bits Bytes Feb 2017

[View this email in your browser](#)

BITS & BYTES

February 2017

GRAB YOUR SIDEKICK & CAPE!

Leap tall buildings and jump into information-packed sessions on the Skyward modules you use everyday!

[Check out the full schedule of sessions](#) for new information and valuable, can't miss training opportunities!

REGISTER TODAY!



**Don't miss Sunday's Keynote Speaker
Nathan Gibbs-Bowling**

Nathan, Washington State's 2016 Teacher of the Year, is an advanced-placement government and human geography teacher at Tacoma's Lincoln High School. Through accountability and relationships, he inspires his students to pass the AP exam at three times the rate of the district average. Nathan is also vocal about teachers, systems, and communities creating solutions that put students' needs above all else. This includes placing the best teachers in the most challenging classrooms. Nathan has embraced his inner superhero of courage and hope!

Tuesday Celebrate PI Day with Keynote Jason Padgett

At Tuesday Breakfast, enjoy Keynote Speaker: **Jason Padgett**, author of [Struck by Genius](#). Jason Padgett is an aspiring number theorist and mathematician with acquired savant syndrome and synesthesia. He draws the grids and fractals he sees synesthetically. Jason has embraced his inner superhero of math genius and creator.

What's New at eFunds

Join WSIPC and eFunds for a webinar exclusively for WSIPC Members

During the 60-minute webinar, eFunds will highlight:

- Good News about the Point of Sale startup fees & maintenance fees
- Mobile Payment
- New 'Student Wallet' module for a cash free campus

Date: Wednesday, February 22 at 10am or 2pm PST.

*Note: both webinar time slots will have the same agenda

[Get the eFunds Webinar Link](#)

Welcome Edsby to the WSIPC Purchasing Program

Awarded Vendor of RFP 16-02 LMS



Edsby is an innovative, cloud-based platform purpose-built for K-12 that incorporates learning management, data consolidation and insightful analytics.

Unlike standalone LMS, data warehouse or business intelligence systems, Edsby has the tightest, most innovative connections to a district's SIS/SMS and other key systems and data. It respects regional policies, terms and standards and data sovereignty needs. And, given that it was designed specifically for K-12, it includes features that make it great for junior grades, not just senior ones.

[Shop Edsby - for WSIPC Members](#)

Contact

Gary Falcon

Edsby Specialist

gfalcon@aptiris.com

877.864.3534 x44

Exclusive Webinar for WSIPC Members

The Social K-12 LMS

Join us for a look at how Edsby®, a private, centrally-managed system for K-12 school districts, uses a social media look & feel to give all stakeholders in K-12 education powerful new insight into children's' progress while saving staff time and remaining familiar and easy to use.

March 1st 9am - [Register Here](#)

March 2nd 2pm - [Register Here](#)

*both webinars have the same agenda

Edsby is an awarded vendor of WSIPC Bid Contract 16-02 Learning Management Systems. For more information and Bid Documents [visit the Edsby page on the WSIPC Website](#)

Don't Miss DELL's President's Day Deals!

Shop beginning 2/9 for Early Access Doorbusters and Free Shipping!

[February Flyer](#)

DELL is an Awarded Vendor of the [WSIPC Purchasing Program](#). For Hardware purchases, reference contract #41AGU when placing an order.

In the Community

WSIPC is committed to supporting the K-12 educational community. During the year, we participate at conferences to inform education organizations about WSIPC products, services and benefits of membership in the Cooperative.

- [Skyward Idaho Users Group](#)
- [ASTE](#)
- [WSPA](#)



W S I P C

Jamie Cowan
Account Manager

Cinda Wilkey
Account Manager

From: conners@skitsap.wednet.edu
Sent time: 02/14/2017 12:44:33 PM
To: admin@wspsa.net
Subject: FW: Spokane and Tacoma Fairs

Good Afternoon,

I just registered our recruitment teams for both fairs and received my receipts BUT the receipts don't show the fee for extra representatives. I just want to make sure I did everything correctly.

Spokane – 5 total reps will be attending

Tacoma – 3 total reps will be attending.

Please advise. Thank you!!

*Sarah Conner
Employment Services Specialist
Human Resources
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
Phone: 360-874-7074
Email: conners@skitsap.wednet.edu*

From: admin@wspa.net
Sent time: 02/14/2017 01:43:21 PM
To: Conner, Sarah <conners@skitsap.wednet.edu>
Subject: RE: Spokane and Tacoma Fairs

Hi Sarah,

Yes – lets hold with the Tacoma registration and then we can just adjust the number of reps when you have that confirmed. I think that will make it easier than cancelling part of your registration and resubmitting.

Just keep me posted on the reps and we can make those changes really easily!

Thank you,

Jennifer

From: Conner, Sarah [mailto:conners@skitsap.wednet.edu]
Sent: Tuesday, February 14, 2017 1:41 PM
To: admin@wspa.net
Subject: RE: Spokane and Tacoma Fairs

You rock!!

Yes, we will be attending Tacoma, BUT I don't know how many reps we're sending yet..... If it's easier to hold onto those funds and then adjust the number of reps accordingly, we can do that....

Sarah Conner

From: admin@wspa.net [mailto:admin@wspa.net]
Sent: Tuesday, February 14, 2017 1:36 PM
To: Conner, Sarah <conners@skitsap.wednet.edu>
Subject: RE: Spokane and Tacoma Fairs

Hi Sarah,

To confirm: I did receive your registration to attend both Spokane and Tacoma with an additional 3 meal tickets for Spokane and 1 additional meal ticket for Tacoma (two reps are assumed per booth and include two lunches).

I am happy to cancel the Tacoma charges of \$375 (booth) and 12.50 (meal ticket).

I apologize the automatic invoices that go out at the time of registration do not show a breakdown of charges. I do show that your additional meal tickets did go through. I will send a more detailed invoice for your review once the refund is processed.

Before I proceed – do you anticipate that you will attend Tacoma? If so, we can hold on the refund until a final decision is made. Then we can simply adjust the number of reps if needed. If you think it's likely that you will not attend Tacoma, then we can go ahead and process the refund and cancel that transaction now.

Thank you,

Jennifer

From: Conner, Sarah [mailto:conners@skitsap.wednet.edu]
Sent: Tuesday, February 14, 2017 1:16 PM
To: admin@wspa.net
Subject: RE: Spokane and Tacoma Fairs

Me again..... I didn't mean to register for the Tacoma show YET. I'm not sure how many reps we'll be sending. Can you please refund JUST the Tacoma amounts?

Sarah Conner

From: Conner, Sarah
Sent: Tuesday, February 14, 2017 12:45 PM
To: 'admin@wspa.net' <admin@wspa.net>
Subject: FW: Spokane and Tacoma Fairs
Importance: High

Good Afternoon,

I just registered our recruitment teams for both fairs and received my receipts BUT the receipts don't show the fee for extra representatives. I just want to make sure I did everything correctly.

Spokane – 5 total reps will be attending
Tacoma – 3 total reps will be attending.

Please advise. Thank you!!

*Sarah Conner
Employment Services Specialist
Human Resources
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
Phone: 360-874-7074
Email: conners@skitsap.wednet.edu*

From: admin@wspa.net
Sent time: 02/14/2017 01:35:49 PM
To: Conner, Sarah <conners@skitsap.wednet.edu>
Subject: RE: Spokane and Tacoma Fairs

Hi Sarah,

To confirm: I did receive your registration to attend both Spokane and Tacoma with an additional 3 meal tickets for Spokane and 1 additional meal ticket for Tacoma (two reps are assumed per booth and include two lunches).

I am happy to cancel the Tacoma charges of \$375 (booth) and 12.50 (meal ticket).

I apologize the automatic invoices that go out at the time of registration do not show a breakdown of charges. I do show that your additional meal tickets did go through. I will send a more detailed invoice for your review once the refund is processed.

Before I proceed – do you anticipate that you will attend Tacoma? If so, we can hold on the refund until a final decision is made. Then we can simply adjust the number of reps if needed. If you think it's likely that you will not attend Tacoma, then we can go ahead and process the refund and cancel that transaction now.

Thank you,

Jennifer

From: Conner, Sarah [mailto:conners@skitsap.wednet.edu]
Sent: Tuesday, February 14, 2017 1:16 PM
To: admin@wspa.net
Subject: RE: Spokane and Tacoma Fairs

Me again..... I didn't mean to register for the Tacoma show YET. I'm not sure how many reps we'll be sending. Can you please refund JUST the Tacoma amounts?

Sarah Conner

From: Conner, Sarah
Sent: Tuesday, February 14, 2017 12:45 PM
To: 'admin@wspa.net' <admin@wspa.net>
Subject: FW: Spokane and Tacoma Fairs
Importance: High

Good Afternoon,

I just registered our recruitment teams for both fairs and received my receipts BUT the receipts don't show the fee for extra representatives. I just want to make sure I did everything correctly.

Spokane – 5 total reps will be attending
Tacoma – 3 total reps will be attending.

Please advise. Thank you!!

Sarah Conner
Employment Services Specialist
Human Resources
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
Phone: 360-874-7074
Email: conners@skitsap.wednet.edu

From: conners@skitsap.wednet.edu
Sent time: 02/14/2017 01:41:29 PM
To: admin@wspa.net
Subject: RE: Spokane and Tacoma Fairs

You rock!!

Yes, we will be attending Tacoma, BUT I don't know how many reps we're sending yet..... If it's easier to hold onto those funds and then adjust the number of reps accordingly, we can do that....

Sarah Conner

From: admin@wspa.net [mailto:admin@wspa.net]
Sent: Tuesday, February 14, 2017 1:36 PM
To: Conner, Sarah <conners@skitsap.wednet.edu>
Subject: RE: Spokane and Tacoma Fairs

Hi Sarah,

To confirm: I did receive your registration to attend both Spokane and Tacoma with an additional 3 meal tickets for Spokane and 1 additional meal ticket for Tacoma (two reps are assumed per booth and include two lunches).

I am happy to cancel the Tacoma charges of \$375 (booth) and 12.50 (meal ticket).

I apologize the automatic invoices that go out at the time of registration do not show a breakdown of charges. I do show that your additional meal tickets did go through. I will send a more detailed invoice for your review once the refund is processed.

Before I proceed – do you anticipate that you will attend Tacoma? If so, we can hold on the refund until a final decision is made. Then we can simply adjust the number of reps if needed. If you think it's likely that you will not attend Tacoma, then we can go ahead and process the refund and cancel that transaction now.

Thank you,

Jennifer

From: Conner, Sarah [mailto:conners@skitsap.wednet.edu]
Sent: Tuesday, February 14, 2017 1:16 PM
To: admin@wspa.net
Subject: RE: Spokane and Tacoma Fairs

Me again..... I didn't mean to register for the Tacoma show YET. I'm not sure how many reps we'll be sending. Can you please refund JUST the Tacoma amounts?

Sarah Conner

From: Conner, Sarah
Sent: Tuesday, February 14, 2017 12:45 PM
To: 'admin@wspa.net' <admin@wspa.net>
Subject: FW: Spokane and Tacoma Fairs
Importance: High

Good Afternoon,

I just registered our recruitment teams for both fairs and received my receipts BUT the receipts don't show the fee for extra representatives. I just want to make sure I did everything correctly.

Spokane – 5 total reps will be attending
Tacoma – 3 total reps will be attending.

Please advise. Thank you!!

*Sarah Conner
Employment Services Specialist
Human Resources
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
Phone: 360-874-7074
Email: conners@skitsap.wednet.edu*

From: conners@skitsap.wednet.edu
Sent time: 02/14/2017 01:16:10 PM
To: admin@wspa.net
Subject: RE: Spokane and Tacoma Fairs

Me again..... I didn't mean to register for the Tacoma show YET. I'm not sure how many reps we'll be sending. Can you please refund JUST the Tacoma amounts?

Sarah Conner

From: Conner, Sarah
Sent: Tuesday, February 14, 2017 12:45 PM
To: 'admin@wspa.net' <admin@wspa.net>
Subject: FW: Spokane and Tacoma Fairs
Importance: High

Good Afternoon,

I just registered our recruitment teams for both fairs and received my receipts BUT the receipts don't show the fee for extra representatives. I just want to make sure I did everything correctly.

Spokane – 5 total reps will be attending
Tacoma – 3 total reps will be attending.

Please advise. Thank you!!

*Sarah Conner
Employment Services Specialist
Human Resources
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
Phone: 360-874-7074
Email: conners@skitsap.wednet.edu*

From: conners@skitsap.wednet.edu
Sent time: 02/21/2017 01:45:58 PM
To: admin@wspa.net
Subject: RE: Spokane and Tacoma Fairs

Oh man..... That edit button ☺

For Spokane, there should be (4) reps TOTAL. So I just need (2) additional meal tickets. My email did show \$-12.50. So I think it deducted the 1 person???

Sarah

From: admin@wspa.net [mailto:admin@wspa.net]
Sent: Tuesday, February 21, 2017 1:44 PM
To: Conner, Sarah <conners@skitsap.wednet.edu>
Subject: RE: Spokane and Tacoma Fairs

Hi Sarah,

Your booth rental gives you two meal tickets, and I see that you originally purchased an additional 3 for Spokane. Was your update to remove one additional meal for a total of four for Spokane? I see that there are now two additional meal tickets, but our system is having spotty issues today so I want to make sure that your account is updated correctly.

Thank you!

From: Conner, Sarah [mailto:conners@skitsap.wednet.edu]
Sent: Tuesday, February 21, 2017 12:21 PM
To: admin@wspa.net
Subject: RE: Spokane and Tacoma Fairs
Importance: High

Hi Jennifer,

In regards to Spokane, I just went online to edit our registration, so HOPEFULLY I didn't register us twice ☺ Please confirm that we are now registered for (4) reps TOTAL. Please advise. Thank you!!

*Sarah Conner
Employment Services Specialist
Human Resources
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
Phone: 360-874-7074
Email: conners@skitsap.wednet.edu*

From: admin@wspa.net [mailto:admin@wspa.net]
Sent: Tuesday, February 14, 2017 1:36 PM
To: Conner, Sarah <conners@skitsap.wednet.edu>
Subject: RE: Spokane and Tacoma Fairs

Hi Sarah,

To confirm: I did receive your registration to attend both Spokane and Tacoma with an additional 3 meal tickets for Spokane and 1 additional meal ticket for Tacoma (two reps are assumed per booth and include two lunches).

I am happy to cancel the Tacoma charges of \$375 (booth) and 12.50 (meal ticket).

I apologize the automatic invoices that go out at the time of registration do not show a breakdown of charges. I do show that your additional meal tickets did go through. I will send a more detailed invoice for your review once the refund is processed.

Before I proceed – do you anticipate that you will attend Tacoma? If so, we can hold on the refund until a final decision is made. Then we can simply adjust the number of reps if needed. If you think it's likely that you will not attend Tacoma, then we can go ahead and process the refund and cancel that transaction now.

Thank you,

Jennifer

From: Conner, Sarah [<mailto:conners@skitsap.wednet.edu>]

Sent: Tuesday, February 14, 2017 1:16 PM

To: admin@wspa.net

Subject: RE: Spokane and Tacoma Fairs

Me again..... I didn't mean to register for the Tacoma show YET. I'm not sure how many reps we'll be sending. Can you please refund JUST the Tacoma amounts?

Sarah Conner

From: Conner, Sarah

Sent: Tuesday, February 14, 2017 12:45 PM

To: 'admin@wspa.net' <admin@wspa.net>

Subject: FW: Spokane and Tacoma Fairs

Importance: High

Good Afternoon,

I just registered our recruitment teams for both fairs and received my receipts BUT the receipts don't show the fee for extra representatives. I just want to make sure I did everything correctly.

Spokane – 5 total reps will be attending

Tacoma – 3 total reps will be attending.

Please advise. Thank you!!

*Sarah Conner
Employment Services Specialist
Human Resources
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
Phone: 360-874-7074
Email: conners@skitsap.wednet.edu*

From: conners@skitsap.wednet.edu
Sent time: 02/21/2017 12:21:11 PM
To: admin@wspa.net
Subject: RE: Spokane and Tacoma Fairs

Hi Jennifer,

In regards to Spokane, I just went online to edit our registration, so HOPEFULLY I didn't register us twice 😊 Please confirm that we are now registered for (4) reps TOTAL. Please advise. Thank you!!

*Sarah Conner
Employment Services Specialist
Human Resources
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
Phone: 360-874-7074
Email: conners@skitsap.wednet.edu*

From: admin@wspa.net [mailto:admin@wspa.net]
Sent: Tuesday, February 14, 2017 1:36 PM
To: Conner, Sarah <conners@skitsap.wednet.edu>
Subject: RE: Spokane and Tacoma Fairs

Hi Sarah,

To confirm: I did receive your registration to attend both Spokane and Tacoma with an additional 3 meal tickets for Spokane and 1 additional meal ticket for Tacoma (two reps are assumed per booth and include two lunches).

I am happy to cancel the Tacoma charges of \$375 (booth) and 12.50 (meal ticket).

I apologize the automatic invoices that go out at the time of registration do not show a breakdown of charges. I do show that your additional meal tickets did go through. I will send a more detailed invoice for your review once the refund is processed.

Before I proceed – do you anticipate that you will attend Tacoma? If so, we can hold on the refund until a final decision is made. Then we can simply adjust the number of reps if needed. If you think it's likely that you will not attend Tacoma, then we can go ahead and process the refund and cancel that transaction now.

Thank you,

Jennifer

From: Conner, Sarah [mailto:conners@skitsap.wednet.edu]
Sent: Tuesday, February 14, 2017 1:16 PM
To: admin@wspa.net
Subject: RE: Spokane and Tacoma Fairs

Me again..... I didn't mean to register for the Tacoma show YET. I'm not sure how many reps we'll be sending. Can you please refund JUST the Tacoma amounts?

Sarah Conner

From: Conner, Sarah
Sent: Tuesday, February 14, 2017 12:45 PM
To: 'admin@wspa.net' <admin@wspa.net>
Subject: FW: Spokane and Tacoma Fairs

Importance: High

Good Afternoon,

I just registered our recruitment teams for both fairs and received my receipts BUT the receipts don't show the fee for extra representatives. I just want to make sure I did everything correctly.

Spokane – 5 total reps will be attending

Tacoma – 3 total reps will be attending.

Please advise. Thank you!!

*Sarah Conner
Employment Services Specialist
Human Resources
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
Phone: 360-874-7074
Email: conners@skitsap.wednet.edu*

From: admin@wspa.net
Sent time: 02/21/2017 01:43:58 PM
To: Conner, Sarah <conners@skitsap.wednet.edu>
Subject: RE: Spokane and Tacoma Fairs

Hi Sarah,

Your booth rental gives you two meal tickets, and I see that you originally purchased an additional 3 for Spokane. Was your update to remove one additional meal for a total of four for Spokane? I see that there are now two additional meal tickets, but our system is having spotty issues today so I want to make sure that your account is updated correctly.

Thank you!

From: Conner, Sarah [mailto:conners@skitsap.wednet.edu]
Sent: Tuesday, February 21, 2017 12:21 PM
To: admin@wspa.net
Subject: RE: Spokane and Tacoma Fairs
Importance: High

Hi Jennifer,

In regards to Spokane, I just went online to edit our registration, so HOPEFULLY I didn't register us twice 😊 Please confirm that we are now registered for (4) reps TOTAL. Please advise. Thank you!!

*Sarah Conner
Employment Services Specialist
Human Resources
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
Phone: 360-874-7074
Email: conners@skitsap.wednet.edu*

From: admin@wspa.net [mailto:admin@wspa.net]
Sent: Tuesday, February 14, 2017 1:36 PM
To: Conner, Sarah <conners@skitsap.wednet.edu>
Subject: RE: Spokane and Tacoma Fairs

Hi Sarah,

To confirm: I did receive your registration to attend both Spokane and Tacoma with an additional 3 meal tickets for Spokane and 1 additional meal ticket for Tacoma (two reps are assumed per booth and include two lunches).

I am happy to cancel the Tacoma charges of \$375 (booth) and 12.50 (meal ticket).

I apologize the automatic invoices that go out at the time of registration do not show a breakdown of charges. I do show that your additional meal tickets did go through. I will send a more detailed invoice for your review once the refund is processed.

Before I proceed – do you anticipate that you will attend Tacoma? If so, we can hold on the refund until a final decision is made. Then we can simply adjust the number of reps if needed. If you think it's likely that you will not attend Tacoma, then we can go ahead and process the refund and cancel that transaction now.

Thank you,

Jennifer

From: Conner, Sarah [<mailto:conners@skitsap.wednet.edu>]

Sent: Tuesday, February 14, 2017 1:16 PM

To: admin@wspa.net

Subject: RE: Spokane and Tacoma Fairs

Me again..... I didn't mean to register for the Tacoma show YET. I'm not sure how many reps we'll be sending. Can you please refund JUST the Tacoma amounts?

Sarah Conner

From: Conner, Sarah

Sent: Tuesday, February 14, 2017 12:45 PM

To: 'admin@wspa.net' <admin@wspa.net>

Subject: FW: Spokane and Tacoma Fairs

Importance: High

Good Afternoon,

I just registered our recruitment teams for both fairs and received my receipts BUT the receipts don't show the fee for extra representatives. I just want to make sure I did everything correctly.

Spokane – 5 total reps will be attending

Tacoma – 3 total reps will be attending.

Please advise. Thank you!!

Sarah Conner

Employment Services Specialist

Human Resources

South Kitsap School District

2689 Hoover Ave SE

Port Orchard, WA 98366

Phone: 360-874-7074

Email: conners@skitsap.wednet.edu

From: finnie@skitsap.wednet.edu
Sent time: 02/22/2017 10:55:57 AM
To: admin@wspsa.net
Subject: as a member how do I access the electronic version of the POG? I have scoured the website and can only pay to download?

Thank you,

Lynn

C. Lynn Finnie

Executive Assistant - Human Resources

South Kitsap School District

2689 Hoover Ave. S.E.

Port Orchard, Washington 98366

finnie@skitsap.wednet.edu

PH: 360-874-7072

FAX: 360-874-7076

From: finnie@skitsap.wednet.edu
Sent time: 02/22/2017 10:15:05 AM
To: admin@wspsa.net
Cc: conners@skitsap.wednet.edu
Subject: possible credit for attending both career fairs

Good Morning,

I just got back from vacation and noticed a credit card charge that my coworker registered our district for the Tacoma and Spokane Career Fairs and she did not put the code in for the 10% discount. Can you adjust our costs for this please. The charge originated on 2/16/17. Thank you for your help.

Lynn

C. Lynn Finnie

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

From: finnie@skitsap.wednet.edu
Sent time: 02/22/2017 09:32:14 AM
To: conners@skitsap.wednet.edu
Subject: question on a charge for WSPA

Hi Sarah,

I have a question on a charge for 750.00 to WSPA made on 2/16 can you shed any light on it for me?

C. Lynn Finnie

Executive Assistant - Human Resources

South Kitsap School District

2689 Hoover Ave. S.E.

Port Orchard, Washington 98366

finnie@skitsap.wednet.edu

PH: 360-874-7072

FAX: 360-874-7076

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 02/23/2017 04:01:36 PM
To: finnie@skitsap.wednet.edu
Subject: Reminder - Washington Educator Career Fairs 2017 Registration



Dear WSPA members,

Reminder: registration is now open to attend the **2017 Washington Educator Career Fairs:**

Spokane Convention Center

March 15, 2017

9:00-2:00

Tacoma Dome Arena

March 29, 2017

9:00-3:00

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

Thank you,

Washington School Personnel Association

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

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

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

powered by  MemberClicks

From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 02/24/2017 12:05:32 PM
To: finnie@skitsap.wednet.edu
Subject: PESB Survey

WSPA Members:

Please consider this request from PESB related to endorsements and teaching certificates. Your input is requested!

The Professional Educator Standards Board is exploring possible changes to the ways teachers can be added endorsement to their teaching certificates. The Board has asked for feedback from school districts to help inform their decisions. We appreciate your assistance in disseminating this survey. Please respond by March 8.

[Link to Survey](#)

Thanks,

Curtis

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

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

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

powered by  MemberClicks

From: finnie@skitsap.wednet.edu
Sent time: 02/24/2017 01:06:48 PM
To: admin@wspa.net
Subject: RE: Spokane and Tacoma Fairs

You are awesome, thank you

C. Lynn Finnie

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

From: admin@wspa.net [mailto:admin@wspa.net]
Sent: Friday, February 24, 2017 1:00 PM
To: Conner, Sarah <conners@skitsap.wednet.edu>
Cc: Finnie, Lynn <finnie@skitsap.wednet.edu>
Subject: RE: Spokane and Tacoma Fairs

Sarah and Lynn,

Please accept my apologies for the delay in my response –we are gearing up for our annual conference next week and my head is swimming! I am more than happy to help with that discount.

The discount of \$75 will be refunded to your credit card. Please note that I will process it today, but it may take up to 7-10 business days for it to post to your account.

Again – please forgive me for the delay on this!

Have a great weekend,

Jennifer

From: Conner, Sarah [mailto:conners@skitsap.wednet.edu]
Sent: Friday, February 24, 2017 9:35 AM
To: admin@wspa.net
Subject: RE: Spokane and Tacoma Fairs

Hi Jennifer,

We are OK with the Tacoma rep count.... My associated did email about the 10% discount the other day. Please advise on that. Thank you!!

Sarah Conner

From: admin@wspa.net [mailto:admin@wspa.net]
Sent: Tuesday, February 14, 2017 1:43 PM
To: Conner, Sarah <conners@skitsap.wednet.edu>
Subject: RE: Spokane and Tacoma Fairs

Hi Sarah,

Yes – lets hold with the Tacoma registration and then we can just adjust the number of reps when you have that confirmed. I think that will make it easier than cancelling part of your registration and resubmitting.

Just keep me posted on the reps and we can make those changes really easily!

Thank you,

Jennifer

From: Conner, Sarah [<mailto:conners@skitsap.wednet.edu>]
Sent: Tuesday, February 14, 2017 1:41 PM
To: admin@wspa.net
Subject: RE: Spokane and Tacoma Fairs

You rock!!

Yes, we will be attending Tacoma, BUT I don't know how many reps we're sending yet..... If it's easier to hold onto those funds and then adjust the number of reps accordingly, we can do that....

Sarah Conner

From: admin@wspa.net [<mailto:admin@wspa.net>]
Sent: Tuesday, February 14, 2017 1:36 PM
To: Conner, Sarah <conners@skitsap.wednet.edu>
Subject: RE: Spokane and Tacoma Fairs

Hi Sarah,

To confirm: I did receive your registration to attend both Spokane and Tacoma with an additional 3 meal tickets for Spokane and 1 additional meal ticket for Tacoma (two reps are assumed per booth and include two lunches).

I am happy to cancel the Tacoma charges of \$375 (booth) and 12.50 (meal ticket).

I apologize the automatic invoices that go out at the time of registration do not show a breakdown of charges. I do show that your additional meal tickets did go through. I will send a more detailed invoice for your review once the refund is processed.

Before I proceed – do you anticipate that you will attend Tacoma? If so, we can hold on the refund until a final decision is made. Then we can simply adjust the number of reps if needed. If you think it's likely that you will not attend Tacoma, then we can go ahead and process the refund and cancel that transaction now.

Thank you,

Jennifer

From: Conner, Sarah [<mailto:conners@skitsap.wednet.edu>]
Sent: Tuesday, February 14, 2017 1:16 PM
To: admin@wspa.net
Subject: RE: Spokane and Tacoma Fairs

Me again..... I didn't mean to register for the Tacoma show YET. I'm not sure how many reps we'll be sending. Can you please refund JUST the Tacoma amounts?

Sarah Conner

From: Conner, Sarah
Sent: Tuesday, February 14, 2017 12:45 PM
To: 'admin@wspa.net' <admin@wspa.net>
Subject: FW: Spokane and Tacoma Fairs
Importance: High

Good Afternoon,

I just registered our recruitment teams for both fairs and received my receipts BUT the receipts don't show the fee for extra representatives. I just want to make sure I did everything correctly.

Spokane – 5 total reps will be attending
Tacoma – 3 total reps will be attending.

Please advise. Thank you!!

Sarah Conner
Employment Services Specialist
Human Resources
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
Phone: 360-874-7074
Email: conners@skitsap.wednet.edu

From: admin@wspa.net
Sent time: 02/24/2017 01:00:23 PM
To: Conner, Sarah <conners@skitsap.wednet.edu>
Cc: finnie@skitsap.wednet.edu
Subject: RE: Spokane and Tacoma Fairs

Sarah and Lynn,

Please accept my apologies for the delay in my response –we are gearing up for our annual conference next week and my head is swimming! I am more than happy to help with that discount.

The discount of \$75 will be refunded to your credit card. Please note that I will process it today, but it may take up to 7-10 business days for it to post to your account.

Again – please forgive me for the delay on this!

Have a great weekend,

Jennifer

From: Conner, Sarah [mailto:conners@skitsap.wednet.edu]
Sent: Friday, February 24, 2017 9:35 AM
To: admin@wspa.net
Subject: RE: Spokane and Tacoma Fairs

Hi Jennifer,

We are OK with the Tacoma rep count.... My associated did email about the 10% discount the other day. Please advise on that. Thank you!!

Sarah Conner

From: admin@wspa.net [mailto:admin@wspa.net]
Sent: Tuesday, February 14, 2017 1:43 PM
To: Conner, Sarah <conners@skitsap.wednet.edu>
Subject: RE: Spokane and Tacoma Fairs

Hi Sarah,

Yes – lets hold with the Tacoma registration and then we can just adjust the number of reps when you have that confirmed. I think that will make it easier than cancelling part of your registration and resubmitting.

Just keep me posted on the reps and we can make those changes really easily!

Thank you,

Jennifer

From: Conner, Sarah [mailto:conners@skitsap.wednet.edu]
Sent: Tuesday, February 14, 2017 1:41 PM
To: admin@wspa.net
Subject: RE: Spokane and Tacoma Fairs

You rock!!

Yes, we will be attending Tacoma, BUT I don't know how many reps we're sending yet..... If it's easier to hold onto those funds and then adjust the number of reps accordingly, we can do that....

Sarah Conner

From: admin@wspa.net [<mailto:admin@wspa.net>]

Sent: Tuesday, February 14, 2017 1:36 PM

To: Conner, Sarah <conners@skitsap.wednet.edu>

Subject: RE: Spokane and Tacoma Fairs

Hi Sarah,

To confirm: I did receive your registration to attend both Spokane and Tacoma with an additional 3 meal tickets for Spokane and 1 additional meal ticket for Tacoma (two reps are assumed per booth and include two lunches).

I am happy to cancel the Tacoma charges of \$375 (booth) and 12.50 (meal ticket).

I apologize the automatic invoices that go out at the time of registration do not show a breakdown of charges. I do show that your additional meal tickets did go through. I will send a more detailed invoice for your review once the refund is processed.

Before I proceed – do you anticipate that you will attend Tacoma? If so, we can hold on the refund until a final decision is made. Then we can simply adjust the number of reps if needed. If you think it's likely that you will not attend Tacoma, then we can go ahead and process the refund and cancel that transaction now.

Thank you,

Jennifer

From: Conner, Sarah [<mailto:conners@skitsap.wednet.edu>]

Sent: Tuesday, February 14, 2017 1:16 PM

To: admin@wspa.net

Subject: RE: Spokane and Tacoma Fairs

Me again..... I didn't mean to register for the Tacoma show YET. I'm not sure how many reps we'll be sending. Can you please refund JUST the Tacoma amounts?

Sarah Conner

From: Conner, Sarah

Sent: Tuesday, February 14, 2017 12:45 PM

To: 'admin@wspa.net' <admin@wspa.net>

Subject: FW: Spokane and Tacoma Fairs

Importance: High

Good Afternoon,

I just registered our recruitment teams for both fairs and received my receipts BUT the receipts don't show the fee for extra representatives. I just want to make sure I did everything correctly.

Spokane – 5 total reps will be attending

Tacoma – 3 total reps will be attending.

Please advise. Thank you!!

Sarah Conner
Employment Services Specialist
Human Resources
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
Phone: 360-874-7074
Email: conners@skitsap.wednet.edu

From: conners@skitsap.wednet.edu
Sent time: 02/24/2017 01:05:04 PM
To: admin@wspa.net
Cc: finnie@skitsap.wednet.edu
Subject: RE: Spokane and Tacoma Fairs

Thanks, Jennifer!!!

Sarah Conner

From: admin@wspa.net [mailto:admin@wspa.net]
Sent: Friday, February 24, 2017 1:00 PM
To: Conner, Sarah <conners@skitsap.wednet.edu>
Cc: Finnie, Lynn <finnie@skitsap.wednet.edu>
Subject: RE: Spokane and Tacoma Fairs

Sarah and Lynn,

Please accept my apologies for the delay in my response –we are gearing up for our annual conference next week and my head is swimming! I am more than happy to help with that discount.

The discount of \$75 will be refunded to your credit card. Please note that I will process it today, but it may take up to 7-10 business days for it to post to your account.

Again – please forgive me for the delay on this!

Have a great weekend,

Jennifer

From: Conner, Sarah [mailto:conners@skitsap.wednet.edu]
Sent: Friday, February 24, 2017 9:35 AM
To: admin@wspa.net
Subject: RE: Spokane and Tacoma Fairs

Hi Jennifer,

We are OK with the Tacoma rep count.... My associated did email about the 10% discount the other day. Please advise on that. Thank you!!

Sarah Conner

From: admin@wspa.net [mailto:admin@wspa.net]
Sent: Tuesday, February 14, 2017 1:43 PM
To: Conner, Sarah <conners@skitsap.wednet.edu>
Subject: RE: Spokane and Tacoma Fairs

Hi Sarah,

Yes – lets hold with the Tacoma registration and then we can just adjust the number of reps when you have that confirmed. I think that will make it easier than cancelling part of your registration and resubmitting.

Just keep me posted on the reps and we can make those changes really easily!

Thank you,

Jennifer

From: Conner, Sarah [mailto:conners@skitsap.wednet.edu]

Sent: Tuesday, February 14, 2017 1:41 PM

To: admin@wspa.net

Subject: RE: Spokane and Tacoma Fairs

You rock!!

Yes, we will be attending Tacoma, BUT I don't know how many reps we're sending yet..... If it's easier to hold onto those funds and then adjust the number of reps accordingly, we can do that....

Sarah Conner

From: admin@wspa.net [<mailto:admin@wspa.net>]

Sent: Tuesday, February 14, 2017 1:36 PM

To: Conner, Sarah <conners@skitsap.wednet.edu>

Subject: RE: Spokane and Tacoma Fairs

Hi Sarah,

To confirm: I did receive your registration to attend both Spokane and Tacoma with an additional 3 meal tickets for Spokane and 1 additional meal ticket for Tacoma (two reps are assumed per booth and include two lunches).

I am happy to cancel the Tacoma charges of \$375 (booth) and 12.50 (meal ticket).

I apologize the automatic invoices that go out at the time of registration do not show a breakdown of charges. I do show that your additional meal tickets did go through. I will send a more detailed invoice for your review once the refund is processed.

Before I proceed – do you anticipate that you will attend Tacoma? If so, we can hold on the refund until a final decision is made. Then we can simply adjust the number of reps if needed. If you think it's likely that you will not attend Tacoma, then we can go ahead and process the refund and cancel that transaction now.

Thank you,

Jennifer

From: Conner, Sarah [<mailto:conners@skitsap.wednet.edu>]

Sent: Tuesday, February 14, 2017 1:16 PM

To: admin@wspa.net

Subject: RE: Spokane and Tacoma Fairs

Me again..... I didn't mean to register for the Tacoma show YET. I'm not sure how many reps we'll be sending. Can you please refund JUST the Tacoma amounts?

Sarah Conner

From: Conner, Sarah

Sent: Tuesday, February 14, 2017 12:45 PM

To: 'admin@wspa.net' <admin@wspa.net>

Subject: FW: Spokane and Tacoma Fairs

Importance: High

Good Afternoon,

I just registered our recruitment teams for both fairs and received my receipts BUT the receipts don't show the fee for extra representatives. I just want to make sure I did everything correctly.

Spokane – 5 total reps will be attending

Tacoma – 3 total reps will be attending.

Please advise. Thank you!!

*Sarah Conner
Employment Services Specialist
Human Resources
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
Phone: 360-874-7074
Email: conners@skitsap.wednet.edu*

From: conners@skitsap.wednet.edu
Sent time: 02/24/2017 09:34:59 AM
To: admin@wspa.net
Subject: RE: Spokane and Tacoma Fairs

Hi Jennifer,

We are OK with the Tacoma rep count.... My associated did email about the 10% discount the other day. Please advise on that. Thank you!!

Sarah Conner

From: admin@wspa.net [mailto:admin@wspa.net]
Sent: Tuesday, February 14, 2017 1:43 PM
To: Conner, Sarah <conners@skitsap.wednet.edu>
Subject: RE: Spokane and Tacoma Fairs

Hi Sarah,

Yes – lets hold with the Tacoma registration and then we can just adjust the number of reps when you have that confirmed. I think that will make it easier than cancelling part of your registration and resubmitting.

Just keep me posted on the reps and we can make those changes really easily!

Thank you,

Jennifer

From: Conner, Sarah [mailto:conners@skitsap.wednet.edu]
Sent: Tuesday, February 14, 2017 1:41 PM
To: admin@wspa.net
Subject: RE: Spokane and Tacoma Fairs

You rock!!

Yes, we will be attending Tacoma, BUT I don't know how many reps we're sending yet..... If it's easier to hold onto those funds and then adjust the number of reps accordingly, we can do that....

Sarah Conner

From: admin@wspa.net [mailto:admin@wspa.net]
Sent: Tuesday, February 14, 2017 1:36 PM
To: Conner, Sarah <conners@skitsap.wednet.edu>
Subject: RE: Spokane and Tacoma Fairs

Hi Sarah,

To confirm: I did receive your registration to attend both Spokane and Tacoma with an additional 3 meal tickets for Spokane and 1 additional meal ticket for Tacoma (two reps are assumed per booth and include two lunches).

I am happy to cancel the Tacoma charges of \$375 (booth) and 12.50 (meal ticket).

I apologize the automatic invoices that go out at the time of registration do not show a breakdown of charges. I do show that your additional meal tickets did go through. I will send a more detailed invoice for your review once the refund is processed.

Before I proceed – do you anticipate that you will attend Tacoma? If so, we can hold on the refund until a final decision is made. Then we can simply adjust the number of reps if needed. If you think it's likely that you will not attend Tacoma, then we can go ahead and process the refund and cancel that transaction now.

Thank you,

Jennifer

From: Conner, Sarah [<mailto:conners@skitsap.wednet.edu>]
Sent: Tuesday, February 14, 2017 1:16 PM
To: admin@wspa.net
Subject: RE: Spokane and Tacoma Fairs

Me again..... I didn't mean to register for the Tacoma show YET. I'm not sure how many reps we'll be sending. Can you please refund JUST the Tacoma amounts?

Sarah Conner

From: Conner, Sarah
Sent: Tuesday, February 14, 2017 12:45 PM
To: 'admin@wspa.net' <admin@wspa.net>
Subject: FW: Spokane and Tacoma Fairs
Importance: High

Good Afternoon,

I just registered our recruitment teams for both fairs and received my receipts BUT the receipts don't show the fee for extra representatives. I just want to make sure I did everything correctly.

Spokane – 5 total reps will be attending
Tacoma – 3 total reps will be attending.

Please advise. Thank you!!

*Sarah Conner
Employment Services Specialist
Human Resources
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
Phone: 360-874-7074
Email: conners@skitsap.wednet.edu*

From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 02/24/2017 12:11:16 PM
To: finnie@skitsap.wednet.edu
Subject: WorkSource WA
Attachments: WorkSource_Email_to_HR_1_.docx

WSPA Members - please see attached some information about WorkSource WA.

WorkSource and OSPI have teamed up to provide school districts with a new and FREE way to find talent using WorkSourceWA.com. It's powered by Monster.com and offers award-winning technology to quickly identify the most qualified candidates for your job openings.

Please take a look and see if this free service could benefit your district.

Regards,

Curtis

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

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

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

powered by  MemberClicks

WorkSource_Email_to_HR_1_.docx

WorkSourceWA.com and OSPI want to help you find your next great school district employee

Dear School Recruitment Professionals,

WorkSource and OSPI have teamed up to provide school districts with a new and FREE way to find talent using WorkSourceWA.com. It's powered by Monster.com and offers award-winning technology to quickly identify the most qualified candidates for your job openings.

Learn more by viewing this short video:



WorkSourceWA.com enables your school district to:

- Post unlimited job openings at **no cost** (private-sector sites can charge up to \$300 per job posting).
- Access the largest talent database in the state, including Monster's candidate pool for all of Washington and bordering cities (more than 190,000 resumes).
- Use award-winning talent management software to find qualified talent faster.
- View automatic rankings and side-by-side comparison of resumes to identify top candidates.

Go to WorkSourceWA.com to create an employer account and post your available jobs today.

We look forward to seeing your available positions posted soon.

Regards,

Chad Pearson, Communications and Outreach
Employment Security Department
cpearson@esd.wa.gov
(360) 902-0910

Robyn Chastain, Statewide Educator Recruitment Consultant, OSPI
robynchastain@hotmail.com
(503) 998-7525

From: conners@skitsap.wednet.edu
Sent time: 02/27/2017 09:12:24 AM
To: admin@wspsa.net
Subject: RE: Spokane and Tacoma Fairs

Hi Jennifer,

Since there's been a of back & forth... I just want to make sure we're good to go on both shows? Thank you!!

Spokane = 4 reps

Tacoma = 3 reps, I believe is what we paid for??

*Sarah Conner
Employment Services Specialist
Human Resources
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
Phone: 360-874-7074
Email: conners@skitsap.wednet.edu*

From: admin@wspsa.net [mailto:admin@wspsa.net]
Sent: Friday, February 24, 2017 1:00 PM
To: Conner, Sarah <conners@skitsap.wednet.edu>
Cc: Finnie, Lynn <finnie@skitsap.wednet.edu>
Subject: RE: Spokane and Tacoma Fairs

Sarah and Lynn,

Please accept my apologies for the delay in my response –we are gearing up for our annual conference next week and my head is swimming! I am more than happy to help with that discount.

The discount of \$75 will be refunded to your credit card. Please note that I will process it today, but it may take up to 7-10 business days for it to post to your account.

Again – please forgive me for the delay on this!

Have a great weekend,

Jennifer

From: Conner, Sarah [mailto:conners@skitsap.wednet.edu]
Sent: Friday, February 24, 2017 9:35 AM
To: admin@wspsa.net
Subject: RE: Spokane and Tacoma Fairs

Hi Jennifer,

We are OK with the Tacoma rep count.... My associated did email about the 10% discount the other day. Please advise on that. Thank you!!

Sarah Conner

From: admin@wspsa.net [mailto:admin@wspsa.net]
Sent: Tuesday, February 14, 2017 1:43 PM
To: Conner, Sarah <conners@skitsap.wednet.edu>

Subject: RE: Spokane and Tacoma Fairs

Hi Sarah,

Yes – lets hold with the Tacoma registration and then we can just adjust the number of reps when you have that confirmed. I think that will make it easier than cancelling part of your registration and resubmitting.

Just keep me posted on the reps and we can make those changes really easily!

Thank you,

Jennifer

From: Conner, Sarah [<mailto:conners@skitsap.wednet.edu>]

Sent: Tuesday, February 14, 2017 1:41 PM

To: admin@wspa.net

Subject: RE: Spokane and Tacoma Fairs

You rock!!

Yes, we will be attending Tacoma, BUT I don't know how many reps we're sending yet..... If it's easier to hold onto those funds and then adjust the number of reps accordingly, we can do that....

Sarah Conner

From: admin@wspa.net [<mailto:admin@wspa.net>]

Sent: Tuesday, February 14, 2017 1:36 PM

To: Conner, Sarah <conners@skitsap.wednet.edu>

Subject: RE: Spokane and Tacoma Fairs

Hi Sarah,

To confirm: I did receive your registration to attend both Spokane and Tacoma with an additional 3 meal tickets for Spokane and 1 additional meal ticket for Tacoma (two reps are assumed per booth and include two lunches).

I am happy to cancel the Tacoma charges of \$375 (booth) and 12.50 (meal ticket).

I apologize the automatic invoices that go out at the time of registration do not show a breakdown of charges. I do show that your additional meal tickets did go through. I will send a more detailed invoice for your review once the refund is processed.

Before I proceed – do you anticipate that you will attend Tacoma? If so, we can hold on the refund until a final decision is made. Then we can simply adjust the number of reps if needed. If you think it's likely that you will not attend Tacoma, then we can go ahead and process the refund and cancel that transaction now.

Thank you,

Jennifer

From: Conner, Sarah [<mailto:conners@skitsap.wednet.edu>]

Sent: Tuesday, February 14, 2017 1:16 PM

To: admin@wspa.net

Subject: RE: Spokane and Tacoma Fairs

Me again..... I didn't mean to register for the Tacoma show YET. I'm not sure how many reps we'll be sending. Can you please refund JUST the Tacoma amounts?

Sarah Conner

From: Conner, Sarah

Sent: Tuesday, February 14, 2017 12:45 PM
To: 'admin@wspsa.net' <admin@wspsa.net>
Subject: FW: Spokane and Tacoma Fairs
Importance: High

Good Afternoon,

I just registered our recruitment teams for both fairs and received my receipts BUT the receipts don't show the fee for extra representatives. I just want to make sure I did everything correctly.

Spokane – 5 total reps will be attending
Tacoma – 3 total reps will be attending.

Please advise. Thank you!!

*Sarah Conner
Employment Services Specialist
Human Resources
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
Phone: 360-874-7074
Email: conners@skitsap.wednet.edu*

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 03/01/2017 05:01:47 AM
To: finnie@skitsap.wednet.edu
Subject: WSPA Board Elections: Call for nominations due March 17, 2017

Dear WSPA members,

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

- **WSPA Incoming President (3 year term)**
- **WSPA Secretary (2 year term)**

The nomination deadline is March 17,2017

Voting will be open March 27 - March 31, 2017

The newly elected board members will be invited to attend our annual board retreat scheduled for June 8-9, 2017. The official start date of elected terms will begin July 1, 2017.

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

If you would like to run for the office of ***Incoming President or Secretary***, or would like to nominate someone to run for these positions, please submit your nomination(s) to: admin@wspa.net

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

Open regional positions (2 year term):

- Region 1 Co-Representative
- Region 2 SOUTH Co-Representative
- Region 4 Co-Representative
- Region 5 Representative
- Region 6 Co-Representative

Thank you,

Washington School Personnel Association

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

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

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

powered by  MemberClicks

From: conners@skitsap.wednet.edu
Sent time: 03/02/2017 10:43:43 AM
To: admin@wspa.net
Subject: RE: Spokane and Tacoma Fairs

You rock! Thank you!!!

Sarah

From: admin@wspa.net [mailto:admin@wspa.net]
Sent: Thursday, March 02, 2017 10:40 AM
To: Conner, Sarah <conners@skitsap.wednet.edu>
Subject: RE: Spokane and Tacoma Fairs

Hi Sarah,

Yes – you are registered to attend both events.

Spokane: 4 total representatives
Tacoma: 3 total representatives

The refund for the 10% discount was processed on 2/24/2017.

I think we have you all taken care of! Please let me know if you have any questions.

Thank you,

Jennifer

From: Conner, Sarah [mailto:conners@skitsap.wednet.edu]
Sent: Monday, February 27, 2017 9:12 AM
To: admin@wspa.net
Subject: RE: Spokane and Tacoma Fairs

Hi Jennifer,

Since there's been a of back & forth... I just want to make sure we're good to go on both shows? Thank you!!

Spokane = 4 reps
Tacoma = 3 reps, I believe is what we paid for??

*Sarah Conner
Employment Services Specialist
Human Resources
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
Phone: 360-874-7074
Email: conners@skitsap.wednet.edu*

From: admin@wspa.net [mailto:admin@wspa.net]
Sent: Friday, February 24, 2017 1:00 PM
To: Conner, Sarah <conners@skitsap.wednet.edu>
Cc: Finnie, Lynn <finnie@skitsap.wednet.edu>
Subject: RE: Spokane and Tacoma Fairs

Sarah and Lynn,

Please accept my apologies for the delay in my response –we are gearing up for our annual conference next week and my head is swimming! I am more than happy to help with that discount.

The discount of \$75 will be refunded to your credit card. Please note that I will process it today, but it may take up to 7-10 business days for it to post to your account.

Again – please forgive me for the delay on this!

Have a great weekend,

Jennifer

From: Conner, Sarah [<mailto:conners@skitsap.wednet.edu>]

Sent: Friday, February 24, 2017 9:35 AM

To: admin@wspa.net

Subject: RE: Spokane and Tacoma Fairs

Hi Jennifer,

We are OK with the Tacoma rep count.... My associated did email about the 10% discount the other day. Please advise on that. Thank you!!

Sarah Conner

From: admin@wspa.net [<mailto:admin@wspa.net>]

Sent: Tuesday, February 14, 2017 1:43 PM

To: Conner, Sarah <conners@skitsap.wednet.edu>

Subject: RE: Spokane and Tacoma Fairs

Hi Sarah,

Yes – lets hold with the Tacoma registration and then we can just adjust the number of reps when you have that confirmed. I think that will make it easier than cancelling part of your registration and resubmitting.

Just keep me posted on the reps and we can make those changes really easily!

Thank you,

Jennifer

From: Conner, Sarah [<mailto:conners@skitsap.wednet.edu>]

Sent: Tuesday, February 14, 2017 1:41 PM

To: admin@wspa.net

Subject: RE: Spokane and Tacoma Fairs

You rock!!

Yes, we will be attending Tacoma, BUT I don't know how many reps we're sending yet..... If it's easier to hold onto those funds and then adjust the number of reps accordingly, we can do that....

Sarah Conner

From: admin@wspa.net [<mailto:admin@wspa.net>]

Sent: Tuesday, February 14, 2017 1:36 PM

To: Conner, Sarah <conners@skitsap.wednet.edu>

Subject: RE: Spokane and Tacoma Fairs

Hi Sarah,

To confirm: I did receive your registration to attend both Spokane and Tacoma with an additional 3 meal tickets for Spokane and 1 additional meal ticket for Tacoma (two reps are assumed per booth and include two lunches).

I am happy to cancel the Tacoma charges of \$375 (booth) and 12.50 (meal ticket).

I apologize the automatic invoices that go out at the time of registration do not show a breakdown of charges. I do show that your additional meal tickets did go through. I will send a more detailed invoice for your review once the refund is processed.

Before I proceed – do you anticipate that you will attend Tacoma? If so, we can hold on the refund until a final decision is made. Then we can simply adjust the number of reps if needed. If you think it's likely that you will not attend Tacoma, then we can go ahead and process the refund and cancel that transaction now.

Thank you,

Jennifer

From: Conner, Sarah [<mailto:conners@skitsap.wednet.edu>]

Sent: Tuesday, February 14, 2017 1:16 PM

To: admin@wspa.net

Subject: RE: Spokane and Tacoma Fairs

Me again..... I didn't mean to register for the Tacoma show YET. I'm not sure how many reps we'll be sending. Can you please refund JUST the Tacoma amounts?

Sarah Conner

From: Conner, Sarah

Sent: Tuesday, February 14, 2017 12:45 PM

To: 'admin@wspa.net' <admin@wspa.net>

Subject: FW: Spokane and Tacoma Fairs

Importance: High

Good Afternoon,

I just registered our recruitment teams for both fairs and received my receipts BUT the receipts don't show the fee for extra representatives. I just want to make sure I did everything correctly.

Spokane – 5 total reps will be attending

Tacoma – 3 total reps will be attending.

Please advise. Thank you!!

*Sarah Conner
Employment Services Specialist
Human Resources
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
Phone: 360-874-7074
Email: conners@skitsap.wednet.edu*

From: admin@wspa.net
Sent time: 03/02/2017 10:39:58 AM
To: Conner, Sarah <conners@skitsap.wednet.edu>
Subject: RE: Spokane and Tacoma Fairs

Hi Sarah,

Yes – you are registered to attend both events.

Spokane: 4 total representatives

Tacoma: 3 total representatives

The refund for the 10% discount was processed on 2/24/2017.

I think we have you all taken care of! Please let me know if you have any questions.

Thank you,

Jennifer

From: Conner, Sarah [mailto:conners@skitsap.wednet.edu]
Sent: Monday, February 27, 2017 9:12 AM
To: admin@wspa.net
Subject: RE: Spokane and Tacoma Fairs

Hi Jennifer,

Since there's been a of back & forth... I just want to make sure we're good to go on both shows? Thank you!!

Spokane = 4 reps

Tacoma = 3 reps, I believe is what we paid for??

*Sarah Conner
Employment Services Specialist
Human Resources
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
Phone: 360-874-7074
Email: conners@skitsap.wednet.edu*

From: admin@wspa.net [mailto:admin@wspa.net]
Sent: Friday, February 24, 2017 1:00 PM
To: Conner, Sarah <conners@skitsap.wednet.edu>
Cc: Finnie, Lynn <finnie@skitsap.wednet.edu>
Subject: RE: Spokane and Tacoma Fairs

Sarah and Lynn,

Please accept my apologies for the delay in my response –we are gearing up for our annual conference next week and my head is swimming! I am more than happy to help with that discount.

The discount of \$75 will be refunded to your credit card. Please note that I will process it today, but it may take up to 7-10 business days for it to post to your account.

Again – please forgive me for the delay on this!

Have a great weekend,

Jennifer

From: Conner, Sarah [<mailto:conners@skitsap.wednet.edu>]
Sent: Friday, February 24, 2017 9:35 AM
To: admin@wspa.net
Subject: RE: Spokane and Tacoma Fairs

Hi Jennifer,

We are OK with the Tacoma rep count.... My associated did email about the 10% discount the other day. Please advise on that. Thank you!!

Sarah Conner

From: admin@wspa.net [<mailto:admin@wspa.net>]
Sent: Tuesday, February 14, 2017 1:43 PM
To: Conner, Sarah <conners@skitsap.wednet.edu>
Subject: RE: Spokane and Tacoma Fairs

Hi Sarah,

Yes – lets hold with the Tacoma registration and then we can just adjust the number of reps when you have that confirmed. I think that will make it easier than cancelling part of your registration and resubmitting.

Just keep me posted on the reps and we can make those changes really easily!

Thank you,

Jennifer

From: Conner, Sarah [<mailto:conners@skitsap.wednet.edu>]
Sent: Tuesday, February 14, 2017 1:41 PM
To: admin@wspa.net
Subject: RE: Spokane and Tacoma Fairs

You rock!!

Yes, we will be attending Tacoma, BUT I don't know how many reps we're sending yet..... If it's easier to hold onto those funds and then adjust the number of reps accordingly, we can do that....

Sarah Conner

From: admin@wspa.net [<mailto:admin@wspa.net>]
Sent: Tuesday, February 14, 2017 1:36 PM
To: Conner, Sarah <conners@skitsap.wednet.edu>
Subject: RE: Spokane and Tacoma Fairs

Hi Sarah,

To confirm: I did receive your registration to attend both Spokane and Tacoma with an additional 3 meal tickets for Spokane and 1 additional meal ticket for Tacoma (two reps are assumed per booth and include two lunches).

I am happy to cancel the Tacoma charges of \$375 (booth) and 12.50 (meal ticket).

I apologize the automatic invoices that go out at the time of registration do not show a breakdown of charges. I do show that your additional meal tickets did go through. I will send a more detailed invoice for your review once the refund is processed.

Before I proceed – do you anticipate that you will attend Tacoma? If so, we can hold on the refund until a final decision is made. Then we can simply adjust the number of reps if needed. If you think it's likely that you will not attend Tacoma, then we can go ahead and process the refund and cancel that transaction now.

Thank you,

Jennifer

From: Conner, Sarah [<mailto:conners@skitsap.wednet.edu>]
Sent: Tuesday, February 14, 2017 1:16 PM
To: admin@wspa.net
Subject: RE: Spokane and Tacoma Fairs

Me again..... I didn't mean to register for the Tacoma show YET. I'm not sure how many reps we'll be sending. Can you please refund JUST the Tacoma amounts?

Sarah Conner

From: Conner, Sarah
Sent: Tuesday, February 14, 2017 12:45 PM
To: 'admin@wspa.net' <admin@wspa.net>
Subject: FW: Spokane and Tacoma Fairs
Importance: High

Good Afternoon,

I just registered our recruitment teams for both fairs and received my receipts BUT the receipts don't show the fee for extra representatives. I just want to make sure I did everything correctly.

Spokane – 5 total reps will be attending
Tacoma – 3 total reps will be attending.

Please advise. Thank you!!

*Sarah Conner
Employment Services Specialist
Human Resources
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
Phone: 360-874-7074
Email: conners@skitsap.wednet.edu*

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 03/03/2017 05:01:36 PM
To: monaglej@skitsap.wednet.edu
Subject: Legislative Update
Attachments: GOEKE_Keynote.pdf

Hello WSPA members,

Please join us in welcoming Lee Goeke as the new Legislative Liasion for our organization.

We have attached the keynote presentation that Mr. Goeke shared at our Annual Conference. We hope you will find it to be an informative resource for understanding the legislative issues impacting school districts and human resource management.

Lee Goeke will be providing regular legislative updates to our membership.

Thank you,

Washington School Personnel Association

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

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

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

powered by  MemberClicks

**LEGISLATIVE ISSUES
IMPACTING
SCHOOL DISTRICT
HUMAN RESOURCE MANAGEMENT**

Presented February 28, 2017

Washington School Personnel Association

COMPENSATION PROPOSALS

House Bill 1843	Senate Bill 5607
<p>Eliminates SAM. Maintains prototypical model</p> <p>Sets minimum certificated pay at \$45,000 for 1st year of service and \$50,500 at three years' experience.</p> <p>Specifies minimum statewide average salary allocations for each of the 3 staff types.</p> <p>Maintains I-732 as part of basic education.</p> <p>Establishes a statewide average certificated allocation of \$70,824 adjusted by the Seattle CPI.</p> <p>Salary for each of 3 staff types includes 4 days of professional learning.</p> <p>Plans for regionalization.</p>	<p>Eliminates SAM. Caps salary at 80% of GF.</p> <p>Sets minimum salary of \$45,000 for beginning certificated employees.</p> <p>Limits pay for advanced degree to subject matter area being taught.</p> <p>Allows Districts to pay NBPTS bonuses.</p> <p>Permits supplemental contracts for up to 90 days outside the SY.</p> <p>Creates a recruitment & retention bonus of \$12,500 for schools with at least 25% poverty and at least 25,000 students.</p> <p>Creates a teacher recognition program for top 5% and top 2% of teachers. Bonus is \$25,000 & \$50,000 respectively.</p> <p>Provides a housing allowance of up to \$10,000.</p>

SB 5534

HOUSING ALLOWANCE

Districts would be eligible for the housing allowance where the average equalized, assessed value per residential parcel within the District is above the statewide average.

Allowance would be calculated at \$10,000 x Cost Factor and would begin in 2018-19

Would apply to all District employees.

OTHER HR RELATED PROPOSALS

HB 1843:

- **Professional Learning for all staff (10 days by 2022)**
- **Maintains I-732**

SB 5607:

- **Prohibits teacher strikes.**
- **Prohibits bargaining of housing and bonuses.**
- **Provides for dismissal of teachers rated unacceptable after 3 years in any 5 year period. Appeal limited.**
- **Eliminates I-732 and I-1351**
- **Provision for individuals to teach without certification**

SB 5297

EDUCATION EMPLOYEE COMPENSATION

Salary allocations will be based on 10 months plus 30 hours beginning with SY 2017-18 and 80 hours beginning with SY 2018-19 of professional learning and collaboration.

Differential salary provided for residency and second-tier holders further differentiated by Baccalaureate and Advanced degrees.

Periodic differentiated salary for years of service.

Specified mentor salary under RCW 28A.415.265.

HB 1374 (SB 5283) EDUCATIONAL STAFF ASSOCIATE

Removes the two (2) year limit on crediting non-school service for compensation.

HB 1643

TEACHER LOAN FORGIVENESS

Focuses on teachers who don't qualify for Federal Title I.

Provides for payoff of federal loans for teachers who have taught for five (5) consecutive years in specific subject matter shortage areas (e.g., ELL, Special Education), or in certain geographic areas (e.g., rural and remote).

SSB 5726

HEALTH BENEFITS

Beginning January 1, 2019, basic benefits (medical, dental, vision, group term life, long-term disability) are determined by the Public Employees' Benefit Board and administered by the Health Care Authority.

Beginning January 1, 2019, any CBA for employee basic benefits is null and void unless basic benefits are administered by the Health Care Authority.

SB 5727

HEALTH BENEFITS

Basic health benefits offered by a District or ESD must be designed to incorporate premiums for full family coverage that are:

- No more than 5x the premiums for single coverage beginning SY 2018-19**
- No more than 4x beginning SY 2019-20**
- No more than 3x beginning SY 2020-21**

HB 2110

HEALTH BENEFITS

School Districts must provide for the same percentage of total cost for all District employees enrolled in a health plan of substantially equivalent actuarial value.

No School District employee benefit plan may employ a method that distributes subsidies for health benefit plans that results in an employee paying more than any other employee as a percentage of the total cost of the benefits whether an employee chooses to cover dependents.

Renders CBA's null and void if not in agreement with RCW

HB 1116

FAMILY MEDICAL LEAVE INSURANCE PROGRAM

Modifies the initial provisions of I-1433 to provide:

- Up to 26 weeks of leave for birth or placement of a child, a family member's serious health condition, or a military exigency.**
- Changes the eligibility requirement from 680 hours to 340 hours in the qualifying year.**
- Changes benefits from to 90 percent of the employee's average weekly wage (AWW) NTE 50% of the state AWW.**

Funded through shared payroll deduction (0.255% to 0.51%)

HB 5149

PAID FAMILY LEAVE

Provides for, employee funded, paid family leave under FMLA requirements, child birth or placement, or military exigency.

Administered by Employment Security Department and applies when employee is not otherwise compensated. Eligibility after 26 weeks or 175 days.

Phased-in:

- Up to 8 weeks and 50% of salary beginning January 1, 2020**
- Reaches up to 12 weeks and 67% of salary by January 1, 2023**
- Capped at 50/67% of State Average Wage (2015 = \$1082 pw)**

SHB 1434

SHARED LEAVE

Adds a shared leave provision for an employee:

- Who is sick or temporarily disabled due to pregnancy disability or miscarriage.**
- To bond and care for a newborn child after birth or to bond and care for a child after placement for adoption or foster care.**

Allows an employer to retain up to 40 hours sick leave and 40 hours annual leave and still be eligible for shared leave.

SB 5833 RETIREMENT

Increases the minimum benefit for 30 TRS I beneficiary, beginning August 1, 2017, from \$1650 to \$1725.

Provides a benefit increase from \$1791.00 to \$1,872.48 for beneficiaries receiving the Alternate Minimum Benefit:

- With 20 years of service and have been retired 25 years**
- With 25 years of service and have been retired 20 years.**

SB 5556 (HB 1484) RETIREMENT

Plan I beneficiaries receiving monthly benefits on January 1, 2017 shall receive on July 1, 2017 a Permanent increase to his/her monthly benefit of \$2.00 per year of earned service credit.

HB 1560 RETIREMENT

**Changes default plan for new members who are first eligible
To enter the PERS, TRS, or SERS on or after July 1, 2017.**

HB 1685

POST-RETIREMENT EMPLOYMENT

Expands post-retirement employment options for educators who retire(d) under the alternative early retirement provisions to be employed as a substitute or as a mentor to teachers or advisor to students in a teacher preparation program.

(867 hour restriction still applies)

SHB 1115 (SB 5070)

Paraeducators

Creates Paraeducator Board to:

- Adopt minimum employment requirements as of 9-1-2017.**
- Adopt paraeducator standards of practice.**
- Approve course of study to meet state standards and specialized certification.**

Requires School Districts to implement a course of study for paraeducators on the standards of practice as of 9-1-2019. Course is 32 hours of state-funded professional learning.

Requires OSPI to design a training program for teachers and administrators as it relates to working with paraeducators.

SHB 1115 (SB 5070)

Paraeducators (Continued)

Effective September 1, 2019, all School Districts must begin implementing the paraeducator certification for:

- Special Education**
- English Language Learners**

Certification requires completing 20 profession development hours.

Paraeducators are not time-limited in acquiring certification.

Certification is not a prerequisite for working in the area and expire after 5 years.

SHB 1115 (SB 5070)

Paraeducators (Continued)

Senate Bill provides for the Board to establish an Advanced Paraeducator Endorsement consisting of:

- Mentoring or coaching of other paraeducators.**
- Assisting in highly impacted classrooms.**
- Providing short-term substitution.**
- Assisting in specific specialized instructional support.**

HB 1618

ENGAGEMENT COORDINATORS

Establishes common title of Family & Community Engagement Coordinator. Defines duties as:

- Identify & bridge barriers to accessing services.**
- Consult with Advisory Groups of students & families who reflect the demographic diversity of the community.**
- Support families in culturally responsive manner.**
- Partner with community-based organizations to increase resources.**

Provides that Engagement Coordinator resources in prototypical school model may not be redirected.

HB 1601

BEGINNING EDUCATOR SUPPORT

Expands Beginner Educator Support Team (BEST) to add beginning administrators.

Requires that mentors be selected using mentor standards developed by OSPI, and that mentors participate in ongoing mentor skills professional development.

Encourages assignments for beginning teachers and administrators that are not as challenging as that of more experienced colleagues.

SHB 1341

PROFESSIONAL CERTIFICATION

PESB must adopt rules that provide teachers three options to become professionally certified:

- Meet performance standards on ProTeach Portfolio**
- Earn a National Board Certificate**
- Earn 75 approved professional development credits within 5 years of completing provisional status
(One time extension to 6 years & 90 credits)**

PESB must adopt rules for Professional Administrator Certification

Establishes Professional Certification Collaborative

GOEKE_Keynote.pdf

SHB 1303 (SSB 5142) EDUCATIONAL INTERPRETERS

Allows interpreters who have not achieved the PESB performance standard to continue to interpret for one (1) calendar year from receipt of assessment results or eighteen (18) months after the most recent assessment whichever is longer.

Extension requires interpreter to demonstrate to the District's Satisfaction that he/she is making progress to meet the standard.

Recognizes inapplicability of existing performance standards to some signing and non-signing systems – Particularly Signing Exact English (SEE).

HB 1319

EDUCATOR EVALUATION

Changes comprehensive summative evaluation requirement from three (3) years to Six (6) years for:

- A teacher who holds a professional certification or NBPTS, and**
- A principal who holds a valid administrative certificate, and**

Who received a summative evaluation rating of three (3) or above in his/her previous summative evaluation.

HB 1644

TEACHER SHORTAGE

PESB shall design, administer, and deliver, or contract for delivery, of a training program that will develop the capabilities of public schools and District staff who are responsible for recruiting, hiring, and onboarding new teachers.

HB 1664

TEACHER EFFECTIVENESS

Creates an exception to the requirement that teacher preparation programs must administer evidence-based assessment of teacher effectiveness to all preservice candidates.

Provides that the requirement must be waived when requested by a School District with a subject endorsement shortage area, and for a candidate completing the teacher preparation program in an endorsement shortage area for the District.

HB 2050

K-3 CLASSROOM SUPPORT

Provides that Districts without adequate classroom space to meet reduced K-3 class sizes have the option of allocating additional support in the classroom in the form of teaching assistants.

SB 5740

MINIMUM SCHOOL YEAR

**Increases the minimum school year from 180 to 220 days
For additional instruction and adds more state-compensated
Time for teachers.**

Supports elimination of “deemed done” payments.

HB 1539

SEXUAL ABUSE OF STUDENTS

Creates a Task Force to develop a model curriculum for the prevention of sexual abuse of students (K-12).

Report findings and recommendations by December 1, 2017.

Must include a professional training component for teachers, administrators, and other school staff on talking to students about the effects of child sexual abuse, handling disclosures, and mandatory reporting.

SHB 1060 (SB 5290) MEDICAL MARIJUANA

School Districts must permit a student who meets RCW requirements to consume marijuana for medical purposes on school grounds, aboard a school bus, or while attending a school-sponsored event.

Policy must authorize parent or guardian to act as the designated provider and to assist student with the consumption.

Prohibits smoking or other methods of inhalation.

HB 1767

COMPLAINTS AGAINST SUBSTITUTES

Requires School Districts to notify a substitute teacher of a complaint about his/her performance of professional duties.

Notification to be made within 24 hours by telephone or email, and to include:

- All information regarding the complaint, and**
- Any formal or other opportunity to respond.**

SB 5605

CRIMINAL BACKGROUND CHECKS

Authorizes School Districts to use the criminal background check procedures through the state patrol and FBI for volunteers who will have regularly scheduled, unsupervised access to children under 18 years of age and the developmentally disabled.

HB 1287

COLLECTIVE BARGAINING

Requires that collective bargaining sessions between bargaining representatives and public employers be open to the Public.

GOEKE_Keynote.pdf

HB 1006 RIGHT TO WORK

Prohibits any person, employer, or labor organization from requiring:

A person to become or remain a member of a labor organization as a condition of employment.

The payment of dues, fees, or other charges to a labor organization or any funds to a charity in lieu of paying dues or fees.

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 03/03/2017 05:02:05 PM
To: finnie@skitsap.wednet.edu
Subject: Legislative Update
Attachments: GOEKE_Keynote.pdf

Hello WSPA members,

Please join us in welcoming Lee Goeke as the new Legislative Liasion for our organization.

We have attached the keynote presentation that Mr. Goeke shared at our Annual Conference. We hope you will find it to be an informative resource for understanding the legislative issues impacting school districts and human resource management.

Lee Goeke will be providing regular legislative updates to our membership.

Thank you,

Washington School Personnel Association

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

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

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

powered by  MemberClicks

**LEGISLATIVE ISSUES
IMPACTING
SCHOOL DISTRICT
HUMAN RESOURCE MANAGEMENT**

Presented February 28, 2017

Washington School Personnel Association

COMPENSATION PROPOSALS

House Bill 1843	Senate Bill 5607
<p>Eliminates SAM. Maintains prototypical model</p> <p>Sets minimum certificated pay at \$45,000 for 1st year of service and \$50,500 at three years' experience.</p> <p>Specifies minimum statewide average salary allocations for each of the 3 staff types.</p> <p>Maintains I-732 as part of basic education.</p> <p>Establishes a statewide average certificated allocation of \$70,824 adjusted by the Seattle CPI.</p> <p>Salary for each of 3 staff types includes 4 days of professional learning.</p> <p>Plans for regionalization.</p>	<p>Eliminates SAM. Caps salary at 80% of GF.</p> <p>Sets minimum salary of \$45,000 for beginning certificated employees.</p> <p>Limits pay for advanced degree to subject matter area being taught.</p> <p>Allows Districts to pay NBPTS bonuses.</p> <p>Permits supplemental contracts for up to 90 days outside the SY.</p> <p>Creates a recruitment & retention bonus of \$12,500 for schools with at least 25% poverty and at least 25,000 students.</p> <p>Creates a teacher recognition program for top 5% and top 2% of teachers. Bonus is \$25,000 & \$50,000 respectively.</p> <p>Provides a housing allowance of up to \$10,000.</p>

SB 5534

HOUSING ALLOWANCE

Districts would be eligible for the housing allowance where the average equalized, assessed value per residential parcel within the District is above the statewide average.

Allowance would be calculated at \$10,000 x Cost Factor and would begin in 2018-19

Would apply to all District employees.

OTHER HR RELATED PROPOSALS

HB 1843:

- **Professional Learning for all staff (10 days by 2022)**
- **Maintains I-732**

SB 5607:

- **Prohibits teacher strikes.**
- **Prohibits bargaining of housing and bonuses.**
- **Provides for dismissal of teachers rated unacceptable after 3 years in any 5 year period. Appeal limited.**
- **Eliminates I-732 and I-1351**
- **Provision for individuals to teach without certification**

SB 5297

EDUCATION EMPLOYEE COMPENSATION

Salary allocations will be based on 10 months plus 30 hours beginning with SY 2017-18 and 80 hours beginning with SY 2018-19 of professional learning and collaboration.

Differential salary provided for residency and second-tier holders further differentiated by Baccalaureate and Advanced degrees.

Periodic differentiated salary for years of service.

Specified mentor salary under RCW 28A.415.265.

HB 1374 (SB 5283) EDUCATIONAL STAFF ASSOCIATE

Removes the two (2) year limit on crediting non-school service for compensation.

HB 1643

TEACHER LOAN FORGIVENESS

Focuses on teachers who don't qualify for Federal Title I.

Provides for payoff of federal loans for teachers who have taught for five (5) consecutive years in specific subject matter shortage areas (e.g., ELL, Special Education), or in certain geographic areas (e.g., rural and remote).

SSB 5726

HEALTH BENEFITS

Beginning January 1, 2019, basic benefits (medical, dental, vision, group term life, long-term disability) are determined by the Public Employees' Benefit Board and administered by the Health Care Authority.

Beginning January 1, 2019, any CBA for employee basic benefits is null and void unless basic benefits are administered by the Health Care Authority.

SB 5727

HEALTH BENEFITS

Basic health benefits offered by a District or ESD must be designed to incorporate premiums for full family coverage that are:

- No more than 5x the premiums for single coverage beginning SY 2018-19**
- No more than 4x beginning SY 2019-20**
- No more than 3x beginning SY 2020-21**

HB 2110

HEALTH BENEFITS

School Districts must provide for the same percentage of total cost for all District employees enrolled in a health plan of substantially equivalent actuarial value.

No School District employee benefit plan may employ a method that distributes subsidies for health benefit plans that results in an employee paying more than any other employee as a percentage of the total cost of the benefits whether an employee chooses to cover dependents.

Renders CBA's null and void if not in agreement with RCW

HB 1116

FAMILY MEDICAL LEAVE INSURANCE PROGRAM

Modifies the initial provisions of I-1433 to provide:

- Up to 26 weeks of leave for birth or placement of a child, a family member's serious health condition, or a military exigency.**
- Changes the eligibility requirement from 680 hours to 340 hours in the qualifying year.**
- Changes benefits from to 90 percent of the employee's average weekly wage (AWW) NTE 50% of the state AWW.**

Funded through shared payroll deduction (0.255% to 0.51%)

HB 5149

PAID FAMILY LEAVE

Provides for, employee funded, paid family leave under FMLA requirements, child birth or placement, or military exigency.

Administered by Employment Security Department and applies when employee is not otherwise compensated. Eligibility after 26 weeks or 175 days.

Phased-in:

- Up to 8 weeks and 50% of salary beginning January 1, 2020**
- Reaches up to 12 weeks and 67% of salary by January 1, 2023**
- Capped at 50/67% of State Average Wage (2015 = \$1082 pw)**

SHB 1434

SHARED LEAVE

Adds a shared leave provision for an employee:

- Who is sick or temporarily disabled due to pregnancy disability or miscarriage.**
- To bond and care for a newborn child after birth or to bond and care for a child after placement for adoption or foster care.**

Allows an employer to retain up to 40 hours sick leave and 40 hours annual leave and still be eligible for shared leave.

SB 5833 RETIREMENT

Increases the minimum benefit for 30 TRS I beneficiary, beginning August 1, 2017, from \$1650 to \$1725.

Provides a benefit increase from \$1791.00 to \$1,872.48 for beneficiaries receiving the Alternate Minimum Benefit:

- With 20 years of service and have been retired 25 years**
- With 25 years of service and have been retired 20 years.**

SB 5556 (HB 1484) RETIREMENT

Plan I beneficiaries receiving monthly benefits on January 1, 2017 shall receive on July 1, 2017 a Permanent increase to his/her monthly benefit of \$2.00 per year of earned service credit.

HB 1560 RETIREMENT

**Changes default plan for new members who are first eligible
To enter the PERS, TRS, or SERS on or after July 1, 2017.**

HB 1685

POST-RETIREMENT EMPLOYMENT

Expands post-retirement employment options for educators who retire(d) under the alternative early retirement provisions to be employed as a substitute or as a mentor to teachers or advisor to students in a teacher preparation program.

(867 hour restriction still applies)

SHB 1115 (SB 5070)

Paraeducators

Creates Paraeducator Board to:

- Adopt minimum employment requirements as of 9-1-2017.**
- Adopt paraeducator standards of practice.**
- Approve course of study to meet state standards and specialized certification.**

Requires School Districts to implement a course of study for paraeducators on the standards of practice as of 9-1-2019. Course is 32 hours of state-funded professional learning.

Requires OSPI to design a training program for teachers and administrators as it relates to working with paraeducators.

SHB 1115 (SB 5070)

Paraeducators (Continued)

Effective September 1, 2019, all School Districts must begin implementing the paraeducator certification for:

- Special Education**
- English Language Learners**

Certification requires completing 20 profession development hours.

Paraeducators are not time-limited in acquiring certification.

Certification is not a prerequisite for working in the area and expire after 5 years.

SHB 1115 (SB 5070)

Paraeducators (Continued)

Senate Bill provides for the Board to establish an Advanced Paraeducator Endorsement consisting of:

- Mentoring or coaching of other paraeducators.**
- Assisting in highly impacted classrooms.**
- Providing short-term substitution.**
- Assisting in specific specialized instructional support.**

HB 1618

ENGAGEMENT COORDINATORS

Establishes common title of Family & Community Engagement Coordinator. Defines duties as:

- Identify & bridge barriers to accessing services.**
- Consult with Advisory Groups of students & families who reflect the demographic diversity of the community.**
- Support families in culturally responsive manner.**
- Partner with community-based organizations to increase resources.**

Provides that Engagement Coordinator resources in prototypical school model may not be redirected.

HB 1601

BEGINNING EDUCATOR SUPPORT

Expands Beginner Educator Support Team (BEST) to add beginning administrators.

Requires that mentors be selected using mentor standards developed by OSPI, and that mentors participate in ongoing mentor skills professional development.

Encourages assignments for beginning teachers and administrators that are not as challenging as that of more experienced colleagues.

SHB 1341

PROFESSIONAL CERTIFICATION

PESB must adopt rules that provide teachers three options to become professionally certified:

- Meet performance standards on ProTeach Portfolio**
- Earn a National Board Certificate**
- Earn 75 approved professional development credits within 5 years of completing provisional status
(One time extension to 6 years & 90 credits)**

PESB must adopt rules for Professional Administrator Certification

Establishes Professional Certification Collaborative

GOEKE_Keynote.pdf

SHB 1303 (SSB 5142) EDUCATIONAL INTERPRETERS

Allows interpreters who have not achieved the PESB performance standard to continue to interpret for one (1) calendar year from receipt of assessment results or eighteen (18) months after the most recent assessment whichever is longer.

Extension requires interpreter to demonstrate to the District's Satisfaction that he/she is making progress to meet the standard.

Recognizes inapplicability of existing performance standards to some signing and non-signing systems – Particularly Signing Exact English (SEE).

HB 1319

EDUCATOR EVALUATION

Changes comprehensive summative evaluation requirement from three (3) years to Six (6) years for:

- A teacher who holds a professional certification or NBPTS, and**
- A principal who holds a valid administrative certificate, and**

Who received a summative evaluation rating of three (3) or above in his/her previous summative evaluation.

HB 1644

TEACHER SHORTAGE

PESB shall design, administer, and deliver, or contract for delivery, of a training program that will develop the capabilities of public schools and District staff who are responsible for recruiting, hiring, and onboarding new teachers.

HB 1664

TEACHER EFFECTIVENESS

Creates an exception to the requirement that teacher preparation programs must administer evidence-based assessment of teacher effectiveness to all preservice candidates.

Provides that the requirement must be waived when requested by a School District with a subject endorsement shortage area, and for a candidate completing the teacher preparation program in an endorsement shortage area for the District.

HB 2050

K-3 CLASSROOM SUPPORT

Provides that Districts without adequate classroom space to meet reduced K-3 class sizes have the option of allocating additional support in the classroom in the form of teaching assistants.

SB 5740

MINIMUM SCHOOL YEAR

**Increases the minimum school year from 180 to 220 days
For additional instruction and adds more state-compensated
Time for teachers.**

Supports elimination of “deemed done” payments.

HB 1539

SEXUAL ABUSE OF STUDENTS

Creates a Task Force to develop a model curriculum for the prevention of sexual abuse of students (K-12).

Report findings and recommendations by December 1, 2017.

Must include a professional training component for teachers, administrators, and other school staff on talking to students about the effects of child sexual abuse, handling disclosures, and mandatory reporting.

GOEKE_Keynote.pdf

SHB 1060 (SB 5290) MEDICAL MARIJUANA

School Districts must permit a student who meets RCW requirements to consume marijuana for medical purposes on school grounds, aboard a school bus, or while attending a school-sponsored event.

Policy must authorize parent or guardian to act as the designated provider and to assist student with the consumption.

Prohibits smoking or other methods of inhalation.

HB 1767

COMPLAINTS AGAINST SUBSTITUTES

Requires School Districts to notify a substitute teacher of a complaint about his/her performance of professional duties.

Notification to be made within 24 hours by telephone or email, and to include:

- All information regarding the complaint, and**
- Any formal or other opportunity to respond.**

SB 5605

CRIMINAL BACKGROUND CHECKS

Authorizes School Districts to use the criminal background check procedures through the state patrol and FBI for volunteers who will have regularly scheduled, unsupervised access to children under 18 years of age and the developmentally disabled.

HB 1287

COLLECTIVE BARGAINING

Requires that collective bargaining sessions between bargaining representatives and public employers be open to the Public.

HB 1006

RIGHT TO WORK

Prohibits any person, employer, or labor organization from requiring:

A person to become or remain a member of a labor organization as a condition of employment.

The payment of dues, fees, or other charges to a labor organization or any funds to a charity in lieu of paying dues or fees.

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 03/06/2017 05:01:27 AM
To: monaglej@skitsap.wednet.edu
Subject: WSPA Shared Google Drive

Hello WSPA Members,

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

Each individual district will be responsible for uploading your documents to the Google Drive site. Please upload the actual documents, not links from your website --PDF or WORD documents are preferred.

The Google Drive site has specific folders set up for each district including CBA's, Salary Schedules and Job Descriptions.

The link to the shared drive:

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

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

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

Thank you,

Washington School Personnel Association

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

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

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

powered by  MemberClicks

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 03/06/2017 05:01:45 AM
To: finnie@skitsap.wednet.edu
Subject: WSPA Shared Google Drive

Hello WSPA Members,

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

Each individual district will be responsible for uploading your documents to the Google Drive site. Please upload the actual documents, not links from your website --PDF or WORD documents are preferred.

The Google Drive site has specific folders set up for each district including CBA's, Salary Schedules and Job Descriptions.

The link to the shared drive:

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

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

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

Thank you,

Washington School Personnel Association

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

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

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

powered by  MemberClicks

From: admin@wspa.net
Sent time: 03/09/2017 05:26:55 PM
To: admin@wspa.net
Subject: Washington Educator Career Fair Spokane -- Vendor Information
Attachments: WECF 2017 Spokane Booth Brochure_FINAL MARCH 9 2017.pdf WECF 2017 Spokane Floor Map.pdf WECF 2017_Updated Recruiter Handbook.pdf

Hello,

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

Washington Educator Career Fair – Spokane
March 15, 2017
9:00 am – 2:00 pm
Spokane Convention Center

Booth assignments

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

Conference Hours

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

Loading and Unloading

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

Driving Directions and Parking:

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

Recruiter Handbook

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

Vendor Lunch

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

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

Thank you,

Jennifer Tottenham

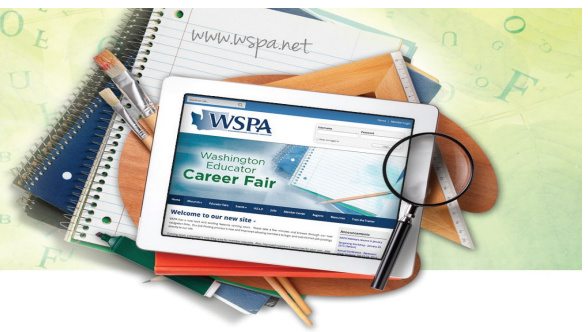
Jennifer Tottenham

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



WASHINGTON EDUCATOR Career Fair

A career fair for teachers and administrators.



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



ORGANIZATIONS/GOVERNMENT

- OSPI—Booth 1
- WA Air National Guard—Booth 2
- WA Education Association—Booth 3

COLLEGES

- Antioch University Seattle—Booth 4
- Eastern Washington University—Booth 5
- Gonzaga University—Booth 6
- Northeastern University Seattle — Booth 9
- Northwest University — Booth 10
- Washington State University—Booth 11
- WGU Washington — Booth 12

ALASKA

- Bering Strait School District — Booth 13
- North Slope Borough — Booth 14
- Northwest Arctic Borough — Booth 15

ARIZONA

- EAGLE College Preparatory Schools—Booth 16
- Glendale Elementary School District—Booth 17
- Tucson Unified School District—Booth 39

CALIFORNIA

- Del Norte Unified School District — Booth 18
- Franklin-McKinley School District — Booth 19
- Jurapa Unified School District — Booth 20
- Kern High School District — Booth 21
- Morongo Unified School District — Booths 25, 26
- Palm Springs Unified School District — Booth 22

CALIFORNIA, continued

- Salinas Union High School District — Booth 23
- Silver Valley Unified School District — Booth 24

IDAHO

- Boundary County School District — Booth 30
- St. Maries Joint School District — Booth 31
- West Ada School District — Booths 27, 28, 29

NEVADA

- Academica Nevada Charter Schools — Booths 35, 36
- Churchill County School District — Booth 37
- Clark County School District — Booth 38

NEW JERSEY

- Sterling Education — Booth 32

UTAH

- Logan City School District — Booth 34

OREGON

- Hermiston School District — Booth 43
- Milton-Freewater Unified School District — Booth 44
- Salem-Keizer School District — Booth 45
- Umatilla School District — Booth 46

INTERNATIONAL

- Maple Leaf Education — Booth 40
- Network of International Christian Schools — Booth 41
- Universal American School Kuwait — Booth 42

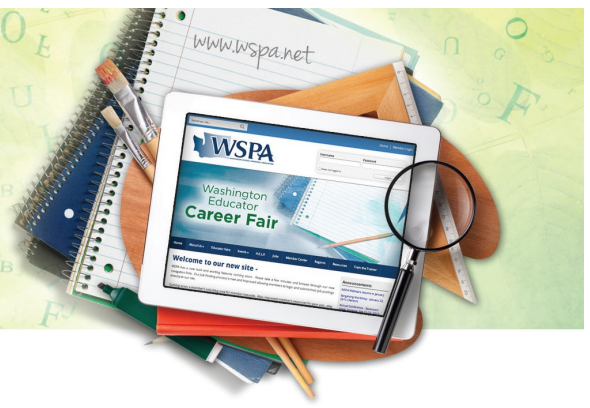
WASHINGTON

- Anacortes—Booth 179
- Auburn — Booth 178
- Bellevue — Booths 176, 177
- Bethel — Booth 175
- Bickleton — Booth 174
- Brewster — Booth 173
- Bridgeport — Booth 172
- Castle Rock — Booth 171
- Central Kitsap — Booths 164, 165
- Central Valley — Booths 166, 167, 168, 169
- Cheney — Booths 162, 163
- Chief Leschi—Booths 159, 160
- Clarkston — Booth 158
- Clover Park — Booths 156, 157
- Colfax — Booth 155
- College Place — Booths 152, 153
- Cusick — Booth 154
- Dayton — Booth 149
- Diocese of Spokane Catholic Schools—Booth 148
- East Valley School District # 90—Yakima — Booths 150, 151
- East Valley School District—Spokane Booths 146, 147
- Ephrata — Booth 145
- ESD 113/Public Schools Personnel Cooperative — Booth 144
- Evergreen — Booths 138, 139
- Federal Way — Booths 140, 141

Spokane Convention Center—March 15, 2017

WASHINGTON EDUCATOR Career Fair

A career fair for teachers and administrators.



WASHINGTON (continued)

Goldendale — Booth 143
Grand Coulee Dam — Booth 142
Grandview — Booth 135
Green Dot Public Schools Washington
— Booth 134
Highland — Booth 133
Issaquah — Booths 136, 137
Kelso — Booth 132
Kennewick — Booths 130, 131
Kent — Booth 129
Lake Washington — Booths 127, 128
Lind-Ritzville Cooperative Schools—
Booths 124, 125
Longview — Booths 122, 123
Manson — Booth 121
Medical Lake — Booth 120
Mercer Island — Booth 119
Monroe — Booth 118
Moses Lake—Booths 116, 117
Mt. Adams — Booth 115
Muckleshoot Tribal School — Booth
114
Mukilteo — Booths 111, 112, 113
Naches Valley — Booth 110
Newport — Booth 109
Nine Miles Falls — Booth 108
North Central ESD — Booth 107
North Franklin — Booth 106
North Kitsap — Booth 105
Northshore — Booth 103
Okanogan — Booth 102
Omak — Booth 101
Oroville — Booth 100
Othello — Booth 99
Pasco — Booths 96, 97
Peninsula — Booth 94
PRIDE Prep Schools — Booth 93
Prosser — Booth 92
Pullman — Booth 91

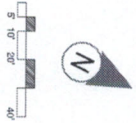
WASHINGTON , continued

Quileute Tribal School — Booth 90
Quincy Valley — Booth 89
Quincy — Booths 85, 86
Ridgefield — Booth 88
Riverside — Booth 87
Royal — Booth 84
Sedro-Woolley — Booth 83
Selah — Booth 82
Selkirk — Booth 80
Shelton — Booth 79
Snohomish — Booth 78
Snoqualmie — Booths 76, 77
Soap Lake — Booth 70
South Kitsap — Booth 69
Spokane — Booths 72, 73, 74, 75
Sumner — Booth 68
Sunnyside — Booth 67
Tahoma — Booths 65, 66
Tonasket — Booth 62
Tukwila — Booth 61
University Place — Booth 60
Valley —Booth—71
Vancouver — Booths 63, 64
Wahluke — Booth 59
Walla Walla — Booth 58
Wapato — Booth 57
Warden — Booth 56
Washington School for the Blind —
Booth 55
Waterville — Booth 52
West Valley # 363 Spokane — Booths
53, 54
West Valley # 208 Yakima — Booth
51
White River — Booth 50
Wilson Creek — Booth 49
Yelm — Booth 48

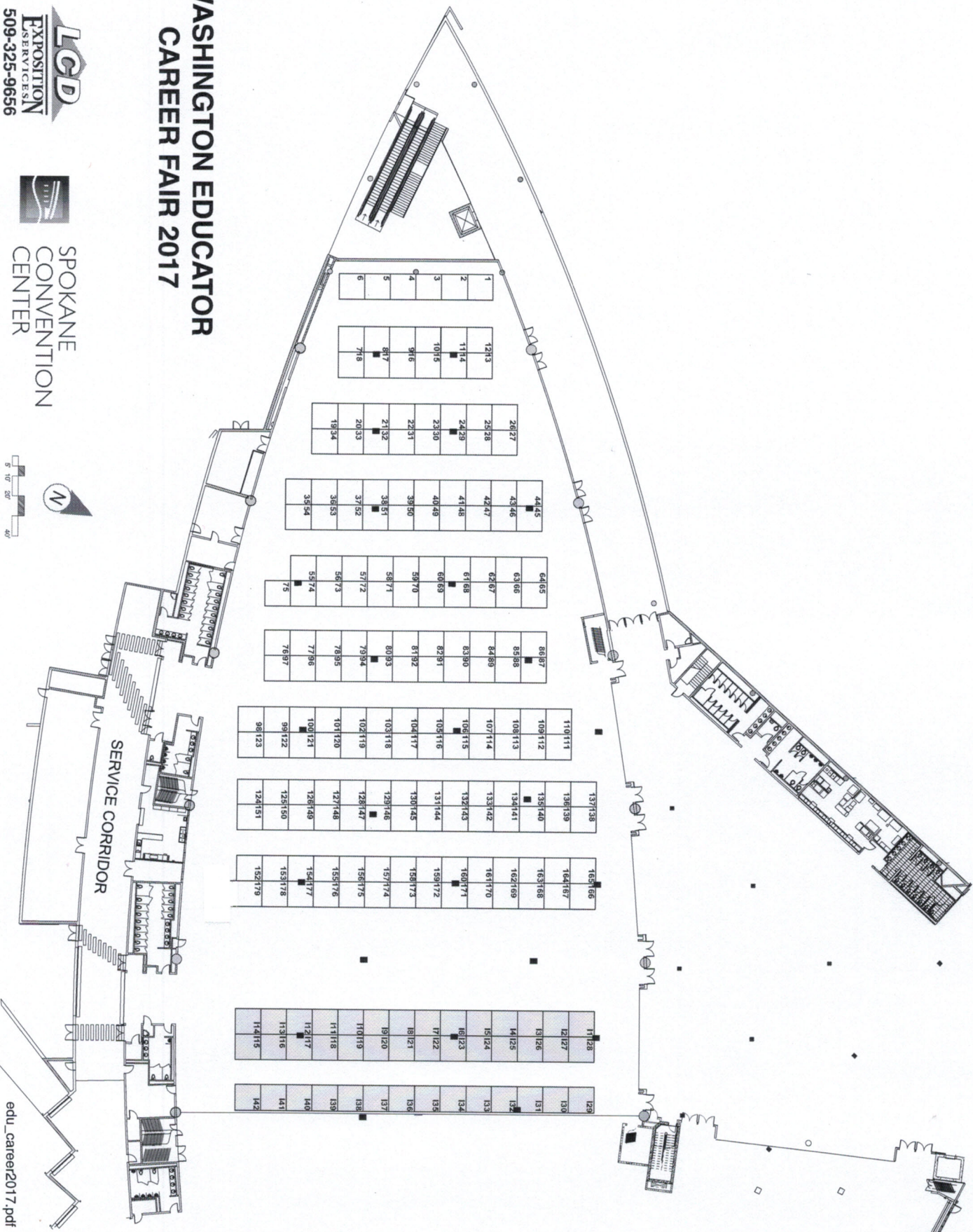
INTERVIEW BOOTHS

Academica Nevada Charter
Schools—11
Bellevue—12
Bering Straight—13
Bethel—14
Central Kitsap — 15, 16
Central Valley — 17, 18, 19, 110
Chief Leschi — 111, 112
Clover Park—113, 114
East Valley # 90 Yakima—115
Gallup McKinley — 116, 117
Kelso — 118
Lake Washington — 119
Logan City School District -120,
121
Longview—122, 123
Moses Lake — 124
Mukilteo—125
North Franklin—126
North Slope Borough—127
Northshore —128
Omak —129
Palm Springs Unified — 130, 131
PRIDE Prep Schools—132
Snohomish—133
Snoqualmie—134, 135
Soap Lake—136
Sumner —137
Tahoma —138
West Ada —139
West Valley 208 Yakima—140
West Valley 363 Spokane —141

WASHINGTON EDUCATOR CAREER FAIR 2017



edu_career2017.pdf



WASHINGTON EDUCATOR
Career Fair

A career fair for teachers and administrators.

Spokane Convention Center March 15, 2017
Tacoma Dome Arena March 29, 2017



Washington Educator Career Fair 2017 Recruiter Handbook

Presented by:

Washington School Personnel Association

Washington School Personnel Association

PO Box 1600

Anacortes, WA 98221

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

Email: admin@wspa.net

Contact: Jennifer Tottenham, WSPA Program Coordinator



Vendor/Booth Pricing

Spokane Career Fair Single Exhibitor Booth Pricing

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

Spokane Career Fair Booth Upgrades

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

Tacoma Career Fair Single Exhibitor Booth Pricing

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

Tacoma Career Fair Booth Upgrades

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

10% discount provided for attending both fairs. Please use promo code WECF2017 at checkout.
Register online at: <http://www.wspa.net/washington-educator-career-fairs>

Career Fair Booth Hours and Information

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

9:00 a.m. to 2:00 p.m. – Spokane

9:00 a.m. to 3:00 p.m. – Tacoma

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

Facilities, Signs, Displays and Materials

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

Tacoma Dome Arena: Loading and Unloading Information

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

MAP TO THE TACOMA DOME



Tacoma Dome Driving Directions

Traveling South on I-5

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

Traveling North on I-5

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

From Downtown Tacoma

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

Public Transportation

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

Tacoma Dome Internet Information

Hard Line Internet or Phone Line Orders

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

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

Tacoma Dome Wi-Fi Service

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

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

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

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

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

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

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

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

Spokane Convention Center: Loading and Unloading Information

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

Exhibition Hall Loading Area Directions

From I-90

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

Spokane Convention Center Driving Directions

From Spokane International Airport and Points East

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

From Points West

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

From Points South (Pullman)

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

From Points North

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

Hotel and Lodging Information

Tacoma Lodging

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

Spokane Lodging

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

Event Coordinator Information

Tacoma Event Coordinator: Grand Event Rentals

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

Spokane Event Coordinator: LCD Exposition Services

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

Frequently Asked Questions

What is Included in each Booth Purchase?

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

What about electricity?

- Your booth purchase includes a 5 amp electrical supply.

What about internet?

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

Parking?

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

What if I need photocopies?

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

Name badges:

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

Is a recruiter required to check-in upon arrival?

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

Food at the event

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

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

Recruiting and Event Planning Suggestions

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

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 03/10/2017 06:02:24 AM
To: finnie@skitsap.wednet.edu
Subject: Legislative Update
Attachments: WSPA_Legislative_Report_March_10_2017.pdf Legislative_Matrix_Final_March_10_2017.pdf

Hello WSPA members,

Please see the attached legislative update and legislative matrix from Lee Goeke, WSPA Legislative Liasion.

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

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

Thank you,

Washington School Personnel Association

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

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

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

powered by  MemberClicks



Update of Key Legislation Impacting Public School HR Management

Lee Goeke, WSPA Legislative Liasion

March 10, 2017

Friday, February 17, 2017, and February 24, 2017 were the first significant cut-off dates for pending legislation. Bills that failed to clear the assigned committee in the house of origin by the 17th, and bills that failed to clear the fiscal committee by the 24th, are no longer considered active. The next major cut-off for bills is March 8, 2017, by which date bills must have passed the house of origin.

Bills that are considered necessary to implement the budget remain active even though they may not have cleared the appropriate committee. Additionally, House (HB 1843) and Senate (SB 5607) bills that address the requirement to fully fund public education (McCleary Supreme Court Case) are extremely broad and could ultimately embrace many of the issues contained in legislation that failed to move forward.

The dominant HR related legislation is and remains the implementation of McCleary. Three bills are competing in this arena. The democratic house bill, the republican senate bill, and a third bill introduced in the senate in an effort to bring the parties together. One cannot predict how the two chambers will resolve the differences between these as the legislature moves through the budget process. Key differences continue to be a school funding model, employee compensation, and local levies. These may not play out for months to come. The related issue of the "Levy Cliff" continues to require the urgent attention and resolution by the legislature if School Districts are to avoid preparing for termination of positions funded through levies and layoff of employees before the May 15th deadline.

Issues other than McCleary continue to play out. Legislation to render Washington a Right-to-Work state instead of a closed-shop has gone by the wayside. Likewise, legislation that would have impacted collective bargaining by requiring bargaining sessions to be open to the public has also gone by the wayside. Legislation permitting students to have controlled access to none-inhaled medical marijuana remains a strong possibility. It does not extend to employees and does not change the drug free rule but would raise significant questions for the future.

Other key legislation with HR implications includes:

Establishing a Paraeducator Board with authority to establish qualification requirements and professional standards.

Creating an employee-funded paid family leave fund to compensate eligible employees who do not otherwise receive employer paid leave or compensation for qualified absences.

Increasing the conditions and number of years over which a teacher must receive a comprehensive evaluation.

Removing the limit on the number of years of non-school district service credit for compensation for Educational Staff Associates.

Modifying leave sharing for pregnancy leave.

Expanding beginning educator support (BEST) to include newly assigned school administrators and lengthen the period of support.

Revising the duties and authority of the Professional Education Standard Board as regards Pro-Cert.

Modifying teacher retire-rehire rules to allow for retirees to be rehired for other than classroom instruction.

Modifying health benefits to change the cost ratio of self-only and family plans and/or change the proportion of employee funded health insurance so that all employees pay an equal percentage.

Requiring public school employees to obtain health insurance through the State Health Care Authority beginning in 2019, and removing health care from collective bargaining.

Increasing the minimum retirement benefit and changing the default retirement plan when an employee fails to make an election.

A status report of all bills of significance to School District Human Resource Management is attached and will be updated and shared as the legislative process moves forward.

Legislative Bill Summary
 Issues Impacting School District HRM
 March 6, 2017

House	Senate		Status	Issue
1006		Right to Work	Never advanced after 1st reading.	Remove requirement to join a union as a condition of employment.
1060	5290	Medical Marijuana	HB passed.	Allow parent to administer non-inhaled medical marijuana in school, bus, events.
1115	5070	Paraeducators	HB passed.	Create Paraeducator Board to adopt standards & certification for para's.
1116	5032	Paid Family Leave	HB In Rules Committee.	Provide paid family leave fund when paid leave benefits are not available.
1287		Collective Bargaining	Never advanced after 1st reading.	Open collective bargaining sessions to the public.
1303	5142	Educational Interpreters	SB passed.	Provide 12 to 18 months for interpreters to meet state standard.
1319		Educators Evaluation Frequency	HB passed.	Allow 6 years without a summative evaluation if rated 3 or 4 under TPEP.
1341		Pro Cert Teachers	HB passed.	Provide 3 methods of professional certification to include PD credits.
1374	5283	ESA Years of Service	SB in Ways & Means Committee	Remove 2 year service credit limit for non-educational experience.
1434	5295	Shared Leave Pregnancy	HB passed.	Allow shared leave for pregnancy disability, miscarriage, adoption.
1539		Sexual Abuse of Students	Never advanced after 1st reading.	Establish curriculum for students and training for school staff.
1560		Default Retirement	HB passed.	Change default to Plan 2 when employee fails to make election.
1563		Child Abuse Hotline	Never advanced after 1st reading.	Require schools to post hotline in multiple languages.
1601	5459	Beginning Educator Support	HB in Appropriations Committee.	Include new Administrators in BEST program.
1618		Engagement Coordinators	HB passed.	Standardize title and duties of Engagement Coordinators.
1643		Teacher Loan Forgiveness	Never advanced after 1st reading.	Allow loan forgiveness in shortage and select geographical areas.
1644		Teacher Shortage	Never advanced after 1st reading.	Require PESB to provide for training program on teacher recruitment.
1664		Teacher Effectiveness	Never advanced after 1st reading.	Provide higher-ed exception of evidence-based assessments in shortage areas.
1685	5487	Retired Teachers as Mentors	SB in Ways & Means Committee	Allow retired teachers and Administrators to serve as mentors.
1691		Teacher & Principal Evaluation Program	Never advanced after 1st reading.	Remove expiration date on TPEP steering committee.

Legislative Bill Summary
 Issues Impacting School District HRM
 March 6, 2017

1767		Substitute Teacher Complaints	Never advanced after 1st reading.	Require substitute teacher be notified of professional complaint.
2050		K-3 Classroom Support	Never advanced after 1st reading.	Allow teaching assistants when District lacks classroom space for teachers.
2110		Public Employee Health Benefits	Never advanced after 1st reading.	Employees must pay same percentage of family and single coverage.
5115		School Director Compensation	Never advanced after Public Hearing.	Allow increased compensation for School Board Members.
5297		Educational Employee's Compensation	Never advanced after 1st reading.	Add PLC time to school year (30 hours in 2017-18 growing to 80 in 2018-19).
5310		Retired Teachers - Coaches	Never advanced after 1st reading.	Allow retired teachers to work as coaches to teachers.
5534		Housing Allowance	SB in Rules Committee.	Allow housing allowance up to \$10,000 based on property value variations.
1484	5556	Retirement	Never advanced after 1st reading.	Increase Plan 1 monthly benefits by \$2.00 per year of service credit.
5605		OSPI Background Checks	SB in Ways & Means Committee.	Provide for OSPI to process criminal background checks on volunteers.
5726		Public Employee Health Benefits	SB in Rules Committee	Require Districts to adopt state Health Care Authority benefits in 2019.
5727		Public Employee Health Benefits	Never advanced after 1st reading.	Create 3 year transition for family benefits to be not more than 3x single.
5740		School Year	Never advanced after 1st reading.	Increase school year from 180 to 220 days.
5833		Retirement	SB in Rules Committee.	Increase minimum benefit for select Plan 1 retirees.

From: conners@skitsap.wednet.edu
Sent time: 03/15/2017 12:00:49 PM
To: admin@wspsa.net
Subject: RE: Washington Educator Career Fair Spokane -- Vendor Information

Hey Jennifer,

Will I get something like this for Tacoma?

*Sarah Conner
Employment Services Specialist
Human Resources
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
Phone: 360-874-7074
Email: conners@skitsap.wednet.edu*

From: admin@wspsa.net [mailto:admin@wspsa.net]
Sent: Thursday, March 09, 2017 5:27 PM
To: admin@wspsa.net
Subject: Washington Educator Career Fair Spokane -- Vendor Information

Hello,

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

**Washington Educator Career Fair – Spokane
March 15, 2017
9:00 am – 2:00 pm
Spokane Convention Center**

Booth assignments

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

Conference Hours

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

Loading and Unloading

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

Driving Directions and Parking:

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

Recruiter Handbook

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

Vendor Lunch

- Your registration includes two meal tickets *per purchased booth* (for example – if you purchased a double booth, you will receive four lunch tickets. A triple booth receives six lunch tickets, and a quad booth eight.) Additional meal tickets are available for purchase for \$12.50 each.
- The vendor lunch will be available from 11:00 – 1:00 pm. There will be curtained off seating just past the interview booths.

- Please work with your team to stagger lunches to ensure booth coverage throughout the day. We ask that you please not leave your booth unattended if at all possible. We would like our candidates to have the maximum opportunity to meet with districts, and for our districts to have the maximum opportunity to connect with the right candidates! Thank you in advance for your cooperation.

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

Thank you,

Jennifer Tottenham

Jennifer Tottenham

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



From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 03/17/2017 08:11:36 AM
To: finnie@skitsap.wednet.edu
Subject: MEMBER REQUEST

Happy Friday and Happy St. Patrick's Day!

A few WSPA member requests for your review:

Cynthia Luna McVeigh from San Juan Island School District salary information for a Special Education Program Director.

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

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

Thanks,

Curtis

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

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

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

powered by  MemberClicks

From: admin@wspa.net
Sent time: 03/17/2017 10:56:23 AM
To: Conner, Sarah <conners@skitsap.wednet.edu>
Subject: RE: Washington Educator Career Fair Spokane -- Vendor Information

Hi Sarah,

Yes – we are still confirming the floor plan and booth assignments with the Tacoma Dome. Once I have that, I will be sending out an email with booth assignments, floor plan, parking info, event info, etc. I expect to have that email out Monday morning.

Thank you,

Jennifer

From: Conner, Sarah [mailto:conners@skitsap.wednet.edu]
Sent: Wednesday, March 15, 2017 12:01 PM
To: admin@wspa.net
Subject: RE: Washington Educator Career Fair Spokane -- Vendor Information

Hey Jennifer,

Will I get something like this for Tacoma?

*Sarah Conner
Employment Services Specialist
Human Resources
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
Phone: 360-874-7074
Email: conners@skitsap.wednet.edu*

From: admin@wspa.net [mailto:admin@wspa.net]
Sent: Thursday, March 09, 2017 5:27 PM
To: admin@wspa.net
Subject: Washington Educator Career Fair Spokane -- Vendor Information

Hello,

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

Washington Educator Career Fair – Spokane
March 15, 2017
9:00 am – 2:00 pm
Spokane Convention Center

Booth assignments

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

Conference Hours

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

Loading and Unloading

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

Driving Directions and Parking:

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

Recruiter Handbook

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

Vendor Lunch

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

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

Thank you,

Jennifer Tottenham

Jennifer Tottenham

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



From: conners@skitsap.wednet.edu
Sent time: 03/17/2017 11:06:19 AM
To: admin@wspa.net
Subject: RE: Washington Educator Career Fair Spokane -- Vendor Information

Thank you!!

From: admin@wspa.net [mailto:admin@wspa.net]
Sent: Friday, March 17, 2017 10:56 AM
To: Conner, Sarah <conners@skitsap.wednet.edu>
Subject: RE: Washington Educator Career Fair Spokane -- Vendor Information

Hi Sarah,

Yes – we are still confirming the floor plan and booth assignments with the Tacoma Dome. Once I have that, I will be sending out an email with booth assignments, floor plan, parking info, event info, etc. I expect to have that email out Monday morning.

Thank you,

Jennifer

From: Conner, Sarah [mailto:conners@skitsap.wednet.edu]
Sent: Wednesday, March 15, 2017 12:01 PM
To: admin@wspa.net
Subject: RE: Washington Educator Career Fair Spokane -- Vendor Information

Hey Jennifer,

Will I get something like this for Tacoma?

*Sarah Conner
Employment Services Specialist
Human Resources
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
Phone: 360-874-7074
Email: conners@skitsap.wednet.edu*

From: admin@wspa.net [mailto:admin@wspa.net]
Sent: Thursday, March 09, 2017 5:27 PM
To: admin@wspa.net
Subject: Washington Educator Career Fair Spokane -- Vendor Information

Hello,

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

Washington Educator Career Fair – Spokane
March 15, 2017
9:00 am – 2:00 pm
Spokane Convention Center

Booth assignments

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

Conference Hours

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

Loading and Unloading

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

Driving Directions and Parking:

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

Recruiter Handbook

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

Vendor Lunch

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

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

Thank you,

Jennifer Tottenham

Jennifer Tottenham

Program Coordinator
Washington School Personnel Association
PO Box 1600 Anacortes, Washington 98221
Phone: 360-825-1415/Fax: 253-736-0333

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



From: admin@wspsa.net
Sent time: 03/20/2017 07:32:12 PM
To: admin@wspsa.net
Subject: CORRECTED BOOTH ASSIGNMENT LIST: Washington Educator Career Fair Tacoma - Vendor Information
Attachments: WECF 2017 TACOMA_FINAL BoothBrochure_UPDATED LIST MARCH 20 2017.pdf

Hello everyone,

My apologies – I appear to have cut off the list of attending Oregon districts in my previous email. The corrected booth assignment list is attached for review.

My deepest regrets to our Oregon districts – we are grateful you are joining us, please forgive the oversight!

Thank you,

Jennifer

From: admin@wspsa.net
Sent: Monday, March 20, 2017 5:24 PM
To: admin@wspsa.net
Subject: Washington Educator Career Fair Tacoma - Vendor Information

Hello,

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

Washington Educator Career Fair – Tacoma
March 29, 2017
9:00 am – 3:00 pm
Tacoma Dome Arena

Booth assignments and floor plan

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

Conference Hours

- The fair will open to the public at 9:00 am and close at 3:00 pm
- We encourage you to stay for the full event – many candidates arrive that last hour and we want them to receive the full benefit of their attendance – and we do not want you to miss out on the perfect candidate for your district!

Loading/Unloading

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

Parking

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

Internet

- The Tacoma Dome now offers free WiFi (please see additional information in attached recruiter handbook)

Vendor Lunch

- Your registration includes two meal tickets *per purchased booth* (for example – if you purchased a double booth, you will receive four lunch tickets. A triple booth receives six lunch tickets, and a quad booth eight.) Additional meal tickets are available for purchase for \$12.50 each.
- The vendor lunch will be available from 11:00 – 1:00 pm. There will be private seating provided.
- Please work with your team to stagger lunches to ensure booth coverage throughout the day. We ask that you please

not leave your booth unattended if at all possible. We would like our candidates to have the maximum opportunity to meet with districts, and for our districts to have the maximum opportunity to connect with the right candidates! Thank you in advance for your cooperation.

We look forward to having you join us in Tacoma. Please let us know if you have any additional questions or if we may be of any assistance.

Thank you,

Jennifer Tottenham

Jennifer Tottenham

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

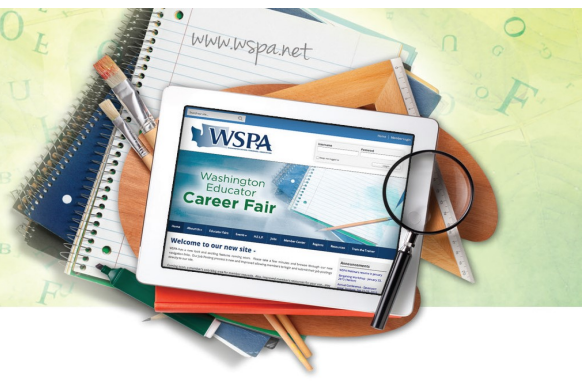
Phone: 360-825-1415/Fax: 253-736-0333

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



WASHINGTON EDUCATOR Career Fair

A career fair for teachers and administrators.



Pastries and Coffee Provided by
**PEMCO INSURANCE and
INSPIRUS CREDIT UNION**



STATE/GOV'T ORGANIZATIONS

OSPI—Booth 59
WEA—Booth 58
NW Educational Development—Booth 57

COLLEGES

Antioch University—Booth 56
City University—Booth 55
Grand Canyon University—Booth 54
Northeastern University—Booth 53
Northwest University — Booth 52
Olympic College—Booth 51
Saint Martin's University—Booth 50
Seattle Pacific University—Booth 49
Seattle University—Booth 48
University of Puget Sound—Booth 47
UW Tacoma—Booth 46
UW Bothell—Booth 45
Washington State University—Booth 44
Western State Colorado University—
Booth 43
Western Washington University—Booth
42
WGU Washington—Booth 41

ALASKA

Alaska Teacher Placement—Booth 1
Anchorage —Booth 2
Bering Straight —Booth 3
Northwest Arctic Borough —Booth 4
SE Island —Booth 5
Southwest Region —Booth 6

ARIZONA

Glendale Elementary —Booth 7
Imagine Prep— Booth 8
Union Elementary —Booth 9

COLORADO, NEVADA, NEW JERSEY,

NEW MEXICO

Westminster (CO) - Booth 10
Lyon County (NV) - Booth 11
Washoe County (NV) - Booth 12
Sterling Education (NJ) - Booth 13
Gallup-McKinley (NM) - Booth 14
Zuni Public (NM) Booth 15

CALIFORNIA

Amethod —Booths 23, 24
Desert Sands Unified —Booth 25
Franklin-McKinney —Booth 26
Morongo Unified —Booths 27, 28
Palm Springs Unified — Booth 29
Salinas Unified —Booth 30
San Bernardino —Booth 31
Sierra Sands —Booth 32
Summit —Booth 33
Westside Union —Booth 34

INTERNATIONAL

CNMI —Booth 35
International Educator Placement of
America — Booth 36
Maple Leaf Education—Booth 37
Pattison English — Booth 38
Universal American School—
Kuwait—Booth 39

OREGON

EMS Sub Desk - Booths 21, 22
Salem-Keizer—Booth 16
Jackson County—Booths 17, 18
Gresham-Barlow — Booth 19
Portland—Booth 20

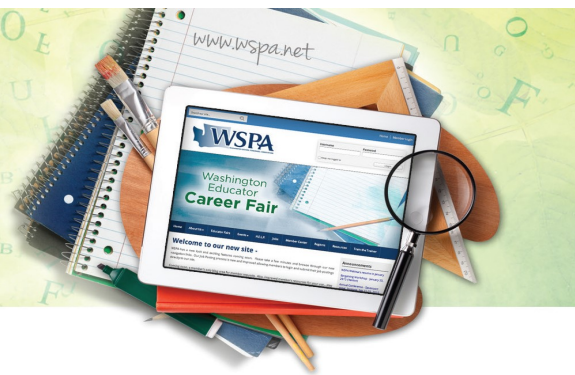
WASHINGTON

Anacortes —Booth 63
Arlington—Booth 64
Auburn—Booths 60, 61, 62
Battle Ground —Booths 65, 66
Bellevue Children's Academy—Booth
75
Bellevue — Booths 67, 68, 69, 70
Bellingham — Booths 80, 81
Bethel—Booths 71, 72, 73, 74
Bremerton—Booths 77, 78
Bridgeport—Booth 76
Burlington-Edison—Booth 79
Castle Rock—84
Cedar Crest Academy—Booth 85
Central Kitsap — Booths 82, 83
Centralia—Booth 86
Cheney—Booth 87
Chief Leschi—Booths 91, 92
Childhaven—Booth 88
Clarkston—Booth 89
Clover Park—Booths 93, 94, 95, 96
Concrete—Booth 97
Darrington—Booth 98
Dayton—Booth 99
Dieringer—Booth 100
East Lewis County—Booth 101
East Valley # 90 Yakima — Booths
102, 103
Eatonville — Booths 106, 107
Edmonds — Booths 104, 105
Enumclaw—Booth 108
ESD 113 Public Personnel
Cooperative—Booths 109, 110
Everett—Booths 120, 121
Evergreen—Booths 111, 112, 113,
114
Federal Way—Booths 115, 116, 117,
118, 119

Tacoma Dome Arena —March 29, 2017

WASHINGTON EDUCATOR Career Fair

A career fair for teachers and administrators.



WASHINGTON

Fife—Booths 124, 125
Franklin Pierce—Booths 126, 127
Goldendale—Booth 128
Green Dot—Booth 129
Highline—Booths 133, 134, 135, 136
HopeSparks Early Intervention Program—Booth 130
Hoquiam—Booth 131
Issaquah — Booths 141, 142
Kelso — Booth 132
Kent—Booths 137, 138, 139, 140
Lake Stevens—Booth 143
Lake Washington — Booths 144, 145, 146, 147
Life Christian Academy—Booth 151
Longview — Booths 148, 149, 150
Marysville— Booths 152, 153
Mead — Booth 154
Mercer Island—Booth 155
Monroe—Booths 157, 158
Moses Lake—Booths 163, 164
Muckleshoot Tribal School—Booth 165
Mukilteo—Booths 159, 160, 161, 162
Naches Valley—Booth 166
Napavine—Booth 167
Naselle-Grays River Valley—Booth 172
North Central ESD—Booth 173
North Mason—Booths 168, 169
North Thurston—Booths 170, 172
Northshore—Booths 174, 175
Northwest Association of Independent Schools—Booths 178, 179, 180
Oak Harbor—Booth 176
Olympia—Booths 181, 182
Open Window—Booth 184
Orcas Island—Booth 185
Oroville—Booth 186
Orting—Booths 187, 188
Pasco—Booths 192, 193
Peninsula—Booths 189, 190, 191
Port Angeles—Booth 194
Port Townsend—Booth 195

WASHINGTON

Prosser—Booth 196
Pullman—Booth 197
Puyallup—Booths 200, 201, 202
Quileute Tribal School—Booth 198
Renton—Booths 207, 208
Ridgefield—Booth 199
Riverview — Booths 212, 213
Seattle—Booths 203, 204, 205, 206
Sedro-Woolley—Booth 209
Selah—Booth 210
Sequim — Booth 211
Shelton—Booth 216
Skykomish—Booth 217
Snohomish — Booths 214, 215
Snoqualmie Valley—Booth 218
South Bend—Booth 219
South Kitsap—Booth 220
Spokane — Booths 225, 226
Steilacoom— Booth 221
Sultan — Booths 227, 228
Sumner—Booths 233, 234, 235
Suquamish Tribal Education—Booth 229
Tacoma—Booths 236, 237, 238, 239
Tahoma—Booths 230, 231
Tukwila—Booth 232
University Place—Booth 240
Vancouver—Booths 245, 246
Vashon Island—Booths 241, 242
Walla Walla—Booth 243
Wapato—Booth 244
Warden—Booth 247
WA State Charter School Assoc.—Booth 251
White River—Booth 248
Woodland—Booth 249
Yelm—Booth 250

INTERVIEW BOOTHS

Bering Straight—Booth INT-1
Imagine Prep—Booth INT-2
Gallup-McKinley—Booths INT 3, 4
Desert Sands—Booth INT 5
Palm Springs—Booths INT 6, 7
Salinas Union—Booths INT 8
Auburn—Booth INT 9
Bellevue Children's Academy—Booth INT 10
Bellevue—Booths INT 11, 12
Bethel—Booths INT 13, 14, 15
Bremerton—Booth INT 16
Central Kitsap—Booths INT 17, 18
Centralia — Booth INT 19
Chief Leschi—Booths INT 21, 22
Clover Park—Booths INT 23, 24, 25, 26
East Valley # 90 Yakima—Booth INT 20
ESD 113—Booth INT 27
Federal Way — Booths INT 28, 29
Kelso— Booth INT 30
Kent—Booth INT 31
Longview — Booths INT 32, 33
Monroe—Booth INT 34
Moses Lake—Booth INT 35
Mukilteo—Booth INT 36
North Thurston—Booths INT 37, 38
Northshore — Booth INT 39
Orting—Booth INT 41
Peninsula—Booth INT 42, 43
Port Townsend—Booth INT 44
Puyallup—Booths INT 45, 46
Renton—Booths INT 47, 48
Seattle—Booths INT 49, 50, 51, 52
Shelton—Booth INT 53
Snohomish—Booth INT 54
Snoqualmie Valley — Booths INT 55, 56
Sultan—Booth INT 57
Sumner—Booths INT 58, 59
Tacoma — Booths INT 61, 62, 63, 64
Tahoma—Booth INT 65
Yelm—Booth INT 66

Tacoma Dome Arena — March 29, 2017

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 03/20/2017 09:47:42 AM
To: finnie@skitsap.wednet.edu
Subject: Registration now open: HELP Spring Workshop - Job Descriptions
Attachments: HELP_Spring_Agenda_APRIL_2017.pdf

Dear WSPA Members,

Registration is now open to attend the **HELP Spring Workshop: Job Descriptions**. This event is open to all WSPA members - you do not need to be a HELP program participant to attend.

- **HELP Spring Workshop: Job Descriptions**
- **April 17, 2017**
- **8:00 am - 4:00 pm**
- **Puget Sound ESD- Tukwila**
- **\$150 (non-HELP participants)**

Morning Session: *Job Descriptions as they relate to worker's compensation/light duty and using job descriptions for plans of improvement for evaluative concerns.*

Presented by Kurt Schonberg, Oak Harbor School District

Kurt Schonberg has been the Executive Director of Human Resources in the Oak Harbor Public Schools for six years, Kurt has previously served as a Director of Teaching and Learning and High School Principal. His focus is on improving outcomes for students through recruitment, hiring and support for all staff as well as making Oak Harbor Public Schools a great place to work.

Kurt has been active in WSPA since 2010, serving as a regional representative, conference professional breakout session chair, HELP Presenter and currently is the incoming President. He believes that staff members and students have limitless possibility and that it's all about learning for life for everyone.

Afternoon Session: *Job Descriptions: understanding, creating and using job descriptions for classification purposes, wages and postings.*

Presented by Darrell Heisler, Sedro-Woolley School District

Darrell Heisler is the Executive Director of Human Resources and Technology at Sedro Woolley School District. His career spans 36 years in education and he served 5 years as a Math and Computer Science teacher, 5 years as Dean of Students, 3 years as Assistant Principal at SWHS , and 6 years as Principal before moving into Human Resources and Technology.

Darrell has been an active WSPA member and was instrumental in the development of the shared Google drive for our members. His session will cover the importance of "time loss", "Light Duty - both job descriptions and contracts", experience factors, the importance of contacting case managers, and tracking L&I claims

Please click here to register: [HELP Spring Workshop Registration 2017](http://www.wspa.net/h-e-l-p-) or visit our website for more information at: <http://www.wspa.net/h-e-l-p->

HELP Participants do not need to register - please RSVP directly to Jane Rausch: jrausch@wspa.net

Thank you,

Washington School Personnel Association

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

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

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

powered by  **MemberClicks**

April 17, 2017

HELP Spring Session

Agenda

	Time	Event
Level I	8:00 am – 8:30 am	Registration / Sign-in (continental breakfast provided)
	8:30 am – 12:00 pm	Kurt Schonberg, Oak Harbor School District Job Descriptions as they relate to worker's compensation/light duty, and using job descriptions for plans of improvement for evaluative concerns
	12:00 am – 12:45 pm	Lunch
	12:45 pm – 4:00 pm	Darrell Heisler, Sedro-Woolley School District Job Descriptions – understanding, creating, using for classification, wages and postings

	Time	Event
Level II	8:00 am – 8:30 am	Registration / Sign-in (continental breakfast provided)
	8:30 am – 12:00 pm	Kurt Schonberg, Oak Harbor School District Job Descriptions as they relate to worker's compensation/light duty, and using job descriptions for plans of improvement for Evaluative Concerns
	12:00 am – 12:45 pm	Lunch
	12:45 pm – 4:00 pm	Job Descriptions – Darrell Heisler, Sedro-Woolley School District (understanding, creating, using for classification, wages and postings)

	Time	Event
Level III	8:00 am – 8:30 am	Registration / Sign-in (continental breakfast provided)
	8:30 am – 12:00 pm	Level III Presentation
		Team 1: 8:30 – 9:15 Employee Recognition Liz McFarland Dawn Horner
		Team 2: 9:15 – 10:00 Aesop Reporting Sandy Bradbeer Brenda Pearson
		Team 3: 10:00 – 10:45 Training New Administrators Janet Culik Tammy Looney
		Team 4: 10:45 – 11:30 Ethical Leadership Laurie Miner Stacy Cook
	12:00 am – 12:45 pm	Lunch
	12:45 pm – 4:00 pm	Job Descriptions – Darrell Heisler, Sedro-Woolley School District (understanding, creating, using for classification, wages and postings)

From: admin@wspsa.net
Sent time: 03/20/2017 05:24:28 PM
To: admin@wspsa.net
Subject: Washington Educator Career Fair Tacoma - Vendor Information
Attachments: Parking Passes Tacoma.pdf WECF 2017_Updated Recruiter Handbook.pdf WECF 2017 TACOMA_FINAL BoothBrochure_UPDATED MARCH 20 2017.pdf WECF 2017 TACOMA_FLOOR PLAN_UPDATED MARCH 20 2017.pdf

Hello,

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

Washington Educator Career Fair – Tacoma
March 29, 2017
9:00 am – 3:00 pm
Tacoma Dome Arena

Booth assignments and floor plan

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

Conference Hours

- The fair will open to the public at 9:00 am and close at 3:00 pm
- We encourage you to stay for the full event – many candidates arrive that last hour and we want them to receive the full benefit of their attendance – and we do not want you to miss out on the perfect candidate for your district!

Loading/Unloading

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

Parking

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

Internet

- The Tacoma Dome now offers free WiFi (please see additional information in attached recruiter handbook)

Vendor Lunch

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

We look forward to having you join us in Tacoma. Please let us know if you have any additional questions or if we may be of any assistance.

Thank you,

Jennifer Tottenham

Jennifer Tottenham

Program Coordinator
Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

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

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



**Washington Educator
Career Fair**

Tacoma Dome
PARKING PASS
F or G Lot Only

**Washington Educator
Career Fair**

Tacoma Dome
PARKING PASS
F or G Lot Only

WASHINGTON EDUCATOR
Career Fair

A career fair for teachers and administrators.

Spokane Convention Center March 15, 2017
Tacoma Dome Arena March 29, 2017



Washington Educator Career Fair 2017 Recruiter Handbook

Presented by:

Washington School Personnel Association

Washington School Personnel Association

PO Box 1600

Anacortes, WA 98221

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

Email: admin@wspa.net

Contact: Jennifer Tottenham, WSPA Program Coordinator



Vendor/Booth Pricing

Spokane Career Fair Single Exhibitor Booth Pricing

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

Spokane Career Fair Booth Upgrades

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

Tacoma Career Fair Single Exhibitor Booth Pricing

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

Tacoma Career Fair Booth Upgrades

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

10% discount provided for attending both fairs. Please use promo code WECF2017 at checkout.
Register online at: <http://www.wspa.net/washington-educator-career-fairs>

Career Fair Booth Hours and Information

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

9:00 a.m. to 2:00 p.m. – Spokane

9:00 a.m. to 3:00 p.m. – Tacoma

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

Facilities, Signs, Displays and Materials

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

Tacoma Dome Arena: Loading and Unloading Information

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

MAP TO THE TACOMA DOME



Tacoma Dome Driving Directions

Traveling South on I-5

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

Traveling North on I-5

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

From Downtown Tacoma

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

Public Transportation

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

Tacoma Dome Internet Information

Hard Line Internet or Phone Line Orders

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

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

Tacoma Dome Wi-Fi Service

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

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

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

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

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

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

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

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

Spokane Convention Center: Loading and Unloading Information

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

Exhibition Hall Loading Area Directions

From I-90

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

Spokane Convention Center Driving Directions

From Spokane International Airport and Points East

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

From Points West

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

From Points South (Pullman)

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

From Points North

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

Hotel and Lodging Information

Tacoma Lodging

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

Spokane Lodging

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

Event Coordinator Information

Tacoma Event Coordinator: Grand Event Rentals

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

Spokane Event Coordinator: LCD Exposition Services

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

Frequently Asked Questions

What is Included in each Booth Purchase?

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

What about electricity?

- Your booth purchase includes a 5 amp electrical supply.

What about internet?

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

Parking?

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

What if I need photocopies?

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

Name badges:

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

Is a recruiter required to check-in upon arrival?

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

Food at the event

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

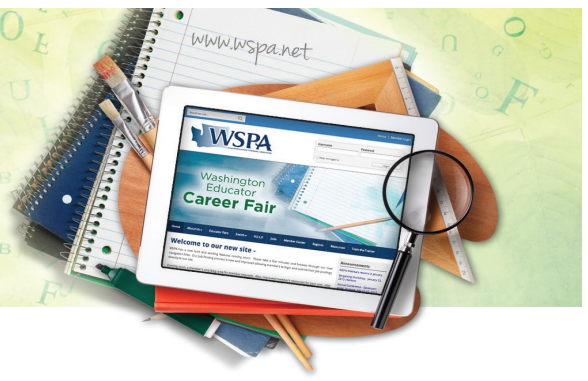
Cancellation Policy: All refund request must be received prior to March 1st and must be received in writing via email to admin@wspa.net.

Recruiting and Event Planning Suggestions

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

WASHINGTON EDUCATOR Career Fair

A career fair for teachers and administrators.



Pastries and Coffee Provided by
**PEMCO INSURANCE and
INSPIRUS CREDIT UNION**



STATE/GOV'T ORGANIZATIONS

OSPI—Booth 59
WEA—Booth 58
NW Educational Development—Booth 57

COLLEGES

Antioch University—Booth 56
City University—Booth 55
Grand Canyon University—Booth 54
Northeastern University—Booth 53
Northwest University — Booth 52
Olympic College—Booth 51
Saint Martin's University—Booth 50
Seattle Pacific University—Booth 49
Seattle University—Booth 48
University of Puget Sound—Booth 47
UW Tacoma—Booth 46
UW Bothell—Booth 45
Washington State University—Booth 44
Western State Colorado University—
Booth 43
Western Washington University—Booth
42
WGU Washington—Booth 41

ALASKA

Alaska Teacher Placement—Booth 1
Anchorage —Booth 2
Bering Straight —Booth 3
Northwest Arctic Borough —Booth 4
SE Island —Booth 5
Southwest Region —Booth 6

ARIZONA

Glendale Elementary —Booth 7
Imagine Prep— Booth 8
Union Elementary —Booth 9

COLORADO, NEVADA, NEW JERSEY, NEW MEXICO

Westminster (CO) - Booth 10
Lyon County (NV) - Booth 11
Washoe County (NV) - Booth 12
Sterling Education (NJ) - Booth 13
Gallup-McKinley (NM) - Booth 14
Zuni Public (NM) Booth 15

CALIFORNIA

Amethod —Booths 23, 24
Desert Sands Unified —Booth 25
Franklin-McKinney —Booth 26
Morongo Unified —Booths 27, 28
Palm Springs Unified — Booth 29
Salinas Unified —Booth 30
San Bernardino —Booth 31
Sierra Sands —Booth 32
Summit —Booth 33
Westside Union —Booth 34

INTERNATIONAL

CNMI —Booth 35
International Educator Placement of
America — Booth 36
Maple Leaf Education—Booth 37
Pattison English — Booth 38
Universal American School—
Kuwait—Booth 39

WASHINGTON

Anacortes —Booth 63
Arlington—Booth 64
Auburn—Booths 60, 61, 62
Battle Ground —Booths 65, 66
Bellevue Children's Academy—Booth
75
Bellevue — Booths 67, 68, 69, 70
Bellingham — Booths 80, 81
Bethel—Booths 71, 72, 73, 74
Bremerton—Booths 77, 78
Bridgeport—Booth 76
Burlington-Edison—Booth 79
Castle Rock—84
Cedar Crest Academy—Booth 85
Central Kitsap — Booths 82, 83
Centralia—Booth 86
Cheney—Booth 87
Chief Leschi—Booths 91, 92
Childhaven—Booth 88
Clarkston—Booth 89
Clover Park—Booths 93, 94, 95, 96
Concrete—Booth 97
Darrington—Booth 98
Dayton—Booth 99
Dieringer—Booth 100
East Lewis County—Booth 101
East Valley # 90 Yakima — Booths
102, 103
Eatonville — Booths 106, 107
Edmonds — Booths 104, 105
Enumclaw—Booth 108
ESD 113 Public Personnel
Cooperative—Booths 109, 110
Everett—Booths 120, 121
Evergreen—Booths 111, 112, 113,
114
Federal Way—Booths 115, 116, 117,
118, 119

Tacoma Dome Arena —March 29, 2017

WASHINGTON

Fife—Booths 124, 125
 Franklin Pierce—Booths 126, 127
 Goldendale—Booth 128
 Green Dot—Booth 129
 Highline—Booths 133, 134, 135, 136
 HopeSparks Early Intervention Program—Booth 130
 Hoquiam—Booth 131
 Issaquah — Booths 141, 142
 Kelso — Booth 132
 Kent—Booths 137, 138, 139, 140
 Lake Stevens—Booth 143
 Lake Washington — Booths 144, 145, 146, 147
 Life Christian Academy—Booth 151
 Longview — Booths 148, 149, 150
 Marysville— Booths 152, 153
 Mead — Booth 154
 Mercer Island—Booth 155
 Monroe—Booths 157, 158
 Moses Lake—Booths 163, 164
 Muckleshoot Tribal School—Booth 165
 Mukilteo—Booths 159, 160, 161, 162
 Naches Valley—Booth 166
 Napavine—Booth 167
 Naselle-Grays River Valley—Booth 172
 North Central ESD—Booth 173
 North Mason—Booths 168, 169
 North Thurston—Booths 170, 172
 Northshore—Booths 174, 175
 Northwest Association of Independent Schools—Booths 178, 179, 180
 Oak Harbor—Booth 176
 Olympia—Booths 181, 182
 Open Window—Booth 184
 Orcas Island—Booth 185
 Oroville—Booth 186
 Orting—Booths 187, 188
 Pasco—Booths 192, 193
 Peninsula—Booths 189, 190, 191
 Port Angeles—Booth 194
 Port Townsend—Booth 195

WASHINGTON

Prosser—Booth 196
 Pullman—Booth 197
 Puyallup—Booths 200, 201, 202
 Quileute Tribal School—Booth 198
 Renton—Booths 207, 208
 Ridgefield—Booth 199
 Riverview — Booths 212, 213
 Seattle—Booths 203, 204, 205, 206
 Sedro-Woolley—Booth 209
 Selah—Booth 210
 Sequim — Booth 211
 Shelton—Booth 216
 Skykomish—Booth 217
 Snohomish — Booths 214, 215
 Snoqualmie Valley—Booth 218
 South Bend—Booth 219
 South Kitsap—Booth 220
 Spokane — Booths 225, 226
 Steilacoom— Booth 221
 Sultan — Booths 227, 228
 Sumner—Booths 233, 234, 235
 Suquamish Tribal Education—Booth 229
 Tacoma—Booths 236, 237, 238, 239
 Tahoma—Booths 230, 231
 Tukwila—Booth 232
 University Place—Booth 240
 Vancouver—Booths 245, 246
 Vashon Island—Booths 241, 242
 Walla Walla—Booth 243
 Wapato—Booth 244
 Warden—Booth 247
 WA State Charter School Assoc.—Booth 251
 White River—Booth 248
 Woodland—Booth 249
 Yelm—Booth 250

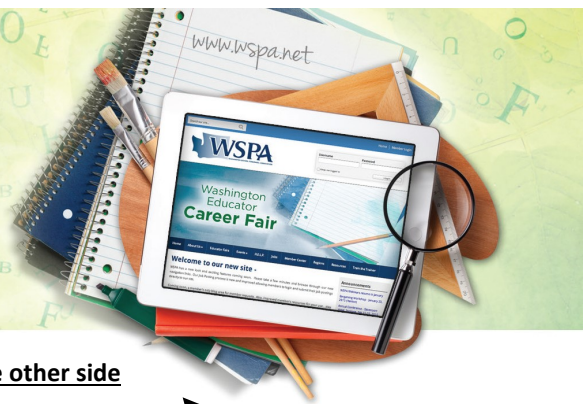
INTERVIEW BOOTHS

Bering Straight—Booth INT-1
 Imagine Prep—Booth INT-2
 Gallup-McKinley—Booths INT 3, 4
 Desert Sands—Booth INT 5
 Palm Springs—Booths INT 6, 7
 Salinas Union—Booths INT 8
 Auburn—Booth INT 9
 Bellevue Children’s Academy—Booth INT 10
 Bellevue—Booths INT 11, 12
 Bethel—Booths INT 13, 14, 15
 Bremerton—Booth INT 16
 Central Kitsap—Booths INT 17, 18
 Centralia — Booth INT 19
 Chief Leschi—Booths INT 21, 22
 Clover Park—Booths INT 23, 24, 25, 26
 East Valley # 90 Yakima—Booth INT 20
 ESD 113—Booth INT 27
 Federal Way — Booths INT 28, 29
 Kelso— Booth INT 30
 Kent—Booth INT 31
 Longview — Booths INT 32, 33
 Monroe—Booth INT 34
 Moses Lake—Booth INT 35
 Mukilteo—Booth INT 36
 North Thurston—Booths INT 37, 38
 Northshore — Booth INT 39
 Orting—Booth INT 41
 Peninsula—Booth INT 42, 43
 Port Townsend—Booth INT 44
 Puyallup—Booths INT 45, 46
 Renton—Booths INT 47, 48
 Seattle—Booths INT 49, 50, 51, 52
 Shelton—Booth INT 53
 Snohomish—Booth INT 54
 Snoqualmie Valley — Booths INT 55, 56
 Sultan—Booth INT 57
 Sumner—Booths INT 58, 59
 Tacoma — Booths INT 61, 62, 63, 64
 Tahoma—Booth INT 65
 Yelm—Booth INT 66

WASHINGTON EDUCATOR

Career Fair

A career fair for teachers and administrators.



Interview Booths — please see other side

Washington Educator

Career Fair 2017

Tacoma Dome

March 29, 2017

9:00 – 3:00

Floor Plan

- 41
- 42
- 43
- 44
- 45
- 46
- 47
- 48
- 49
- 50
- 51
- 52
- 53
- 54
- 55
- 56
- 57
- 58
- 59

247	248	249	250	251	252	253	254	255	256	257
246	245	244	243	242	241	240	239	238	237	236

235	234	233	232	231	230	229	228	227	226	225
214	215	216	217	218	219	220	221	222	223	224

213	212	211	210	209	208	207	206	205	204	203
192	193	194	195	196	197	198	199	200	201	202

191	190	189	188	187	186	185	184	183	182	181
170	171	172	173	174	175	176	177	178	179	180

169	168	167	166	165	164	163	162	161	160	159
148	149	150	151	152	153	154	155	156	157	158

147	146	145	144	143	142	141	140	139	138	137
126	127	128	129	130	131	132	133	134	135	136

125	124	123	122	121	120	119	118	117	116	115
104	105	106	107	108	109	110	111	112	113	114

103	102	101	100	99	98	97	96	95	94	93
82	83	84	85	86	87	88	89	90	91	92

81	80	79	78	77	76	75	74	73	72	71
60	61	62	63	64	65	66	67	68	69	70

Refreshments/
Sponsors PEMCO
Insurance and
Inspirus Credit Union

Registration

ADA

Entrance

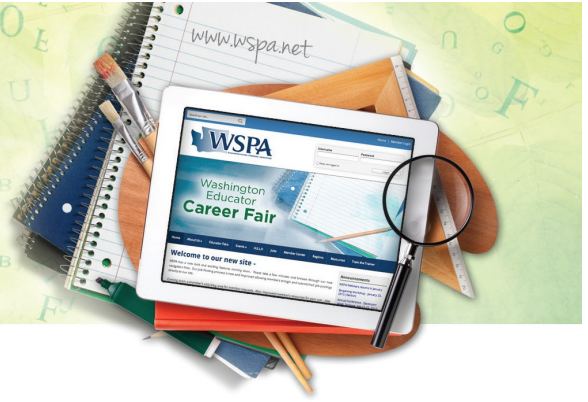
- 40
- 39
- 38
- 37
- 36
- 35
- 34
- 33
- 32
- 31
- 30
- 29
- 28
- 27
- 26
- 25
- 24
- 23
- 22
- 21
- 20
- 19
- 18
- 17
- 16

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15

WASHINGTON EDUCATOR

Career Fair

A career fair for teachers and administrators.



Interview Booths

61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60

21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

From: olsonla@skitsap.wednet.edu
Sent time: 03/21/2017 05:11:39 PM
To: jensenv@skitsap.wednet.edu
Cc: monaglej@skitsap.wednet.edu
Subject: FW: News and Information
Attachments: Teacher_Certification_Flyer_2017.pdf

Vivian,

This is a local group we are part of. You can probably reply to the email below to ask to be added to the email group.

Jamie and Vivian:

The open house may be something we want to attend to gather information as I don't even know much about this topic and we get questions about this. We may also want to email this out to all of our classified staff and perhaps all of our cert staff who are on conditional/sub certs and/or find a way to notify our cert sub pool for those who only have emergency sub certs. What do you think?

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

From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Tuesday, March 21, 2017 5:00 PM
To: Olson, Lalaina <olsonla@skitsap.wednet.edu>
Subject: News and Information

Good day and Happy Spring Region 5!

There is alot of information to share with you today... here goes!

Attached you will find the "Open House" flier created by Susan Armstrong and team at ESD 114. This invitation is an excellent resource to share with staff and community regarding potential alternate routes to certification for those who may be considering a career in teaching. Please share!

Next, it is time to nominate a new Region 5 representative. I have thoroughly enjoyed serving this incredible crew as Region Rep for two consecutive terms. I look forward to seeing the next representative take the wheel and share new and innovative ideas for our region.

The term of region rep is for two years. In early June each year all WSPA Region Reps and the Executive WSPA Board convene at the lovely Sleeping Lady Resort in Leavenworth. This year the retreat will be on Thursday June 8th and 9th. It is important that the new rep and the outgoing rep attend together to pass the torch.

Beginning today through Friday, March 31st I am accepting nominations for the role of Region 5 Representative. If you, or someone you know who is a WSPA Member in our Region who would be a great consideration , please share your nomination and why you believe they would be a good fit. Simply email me your information.

By April 10th upon most of us returning from Spring Break, I will send out the nominees for everyone to vote on.

Important to note... we are also the lucky Region that gets to host the 2018 Annual Conference. This is a big undertaking and we need to work as a collaborative team to pull this off. I would be honored to serve as the Conference Chair in support of our incoming Representative and our Region. However, if anyone has a burning desire to take the lead on that, please let me know that too. :)

Lastly, how does everyone feel about a Friday, April 22nd WSPA Region Meeting. We can officialy announce our new Region Rep and discuss plans for the conference. We have had a couple of venue ideas such as Downtown Bremerton and ClearWater Casino but welcome more! We are looking at the dates of February 26-28, Monday through Wednesday with potential of pre-conference on Sunday the 25th. For planning purposes, we need to serve 200 attendees and provide accomodations.

Lots of food for thought! I look forward to hearing from everyone.

Have a great rest of the week!

Denise

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

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

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

powered by  MemberClicks



Open House: Explore Options to Obtain Your Teacher Certification

Thursday, April 13, 2017
Join us anytime between
4:30-6:30 PM
Olympic ESD 114
105 National Avenue N
Bremerton, WA 98312
Rooms 202-204

OR

Thursday, April 20, 2017
Join us anytime between
4:00-6:00 PM
Sequim High School Cafeteria
601 North Sequim Avenue
Sequim, WA 98382

If you are

- a Paraeducator or Other School District Employee
- a Substitute
- an Individual with a College Degree
- Working in Another Profession and Ready for a Change

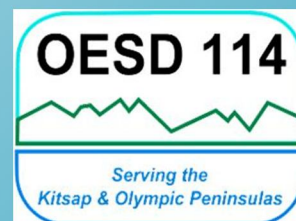


This event is for you!!!

Representatives from colleges and universities will be available to answer your questions about various routes to certification, funding resources, and other helpful information.

Olympic Educational Service District 114

Contact: Sue Armstrong
Phone: 360-782-5047
E-mail: sarmstrong@oesd114.org



From: WSPA Region 5 <waspa@memberclicks-mail.net>
Sent time: 03/21/2017 05:00:09 PM
To: finnie@skitsap.wednet.edu
Subject: News and Information
Attachments: Teacher_Certification_Flyer_2017.pdf

Good day and Happy Spring Region 5!

There is alot of information to share with you today... here goes!

Attached you will find the "Open House" flier created by Susan Armstrong and team at ESD 114. This invitation is an excellent resource to share with staff and community regarding potential alternate routes to certification for those who may be considering a career in teaching. Please share!

Next, it is time to nominate a new Region 5 representative. I have thoroughly enjoyed serving this incredible crew as Region Rep for two consecutive terms. I look forward to seeing the next representative take the wheel and share new and innovative ideas for our region.

The term of region rep is for two years. In early June each year all WSPA Region Reps and the Executive WSPA Board convene at the lovely Sleeping Lady Resort in Leavenworth. This year the retreat will be on Thursday June 8th and 9th. It is important that the new rep and the outgoing rep attend together to pass the torch.

Beginning today through Friday, March 31st I am accepting nominations for the role of Region 5 Representative. If you, or someone you know who is a WSPA Member in our Region who would be a great consideration , please share your nomination and why you believe they would be a good fit. Simply email me your information.

By April 10th upon most of us returning from Spring Break, I will send out the nominees for everyone to vote on.

Important to note... we are also the lucky Region that gets to host the 2018 Annual Conference. This is a big undertaking and we need to work as a collaborative team to pull this off. I would be honored to serve as the Conference Chair in support of our incoming Representative and our Region. However, if anyone has a burning desire to take the lead on that, please let me know that too. :)

Lastly, how does everyone feel about a Friday, April 22nd WSPA Region Meeting. We can officilaly announce our new Region Rep and discuss plans for the conference. We have had a couple of venue ideas such as Downtown Bremerton and ClearWater Casino but welcome more! We are looking at the dates of February 26-28, Monday through Wednesday with potential of pre-conference on Sunday the 25th. For planning purposes, we need to serve 200 attendees and provide accomodations.

Lots of food for thought! I look forward to hearing from everyone.

Have a great rest of the week!

Denise

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

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

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

powered by  MemberClicks



Open House: Explore Options to Obtain Your Teacher Certification

Thursday, April 13, 2017
Join us anytime between
4:30-6:30 PM
Olympic ESD 114
105 National Avenue N
Bremerton, WA 98312
Rooms 202-204

OR

Thursday, April 20, 2017
Join us anytime between
4:00-6:00 PM
Sequim High School Cafeteria
601 North Sequim Avenue
Sequim, WA 98382

If you are

- a Paraeducator or Other School District Employee
- a Substitute
- an Individual with a College Degree
- Working in Another Profession and Ready for a Change

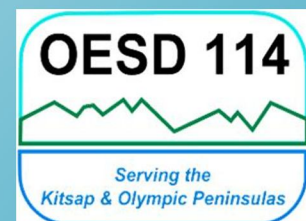


This event is for you!!!

Representatives from colleges and universities will be available to answer your questions about various routes to certification, funding resources, and other helpful information.

Olympic Educational Service District 114

Contact: Sue Armstrong
Phone: 360-782-5047
E-mail: sarmstrong@oesd114.org



From: monaglej@skitsap.wednet.edu
Sent time: 03/22/2017 08:54:37 AM
To: olsonla@skitsap.wednet.edu; jensenv@skitsap.wednet.edu
Subject: RE: News and Information

We have JAG on that day but I really think you and maybe Michelle should go (since she can help with the sub end) and we can create something to put in our sub orientation for cert subs!

From: Olson, Lalaina
Sent: Tuesday, March 21, 2017 5:12 PM
To: Jensen, Vivian <jensenv@skitsap.wednet.edu>
Cc: Monagle, Jamie <monaglej@skitsap.wednet.edu>
Subject: FW: News and Information

Vivian,

This is a local group we are part of. You can probably reply to the email below to ask to be added to the email group.

Jamie and Vivian:

The open house may be something we want to attend to gather information as I don't even know much about this topic and we get questions about this. We may also want to email this out to all of our classified staff and perhaps all of our cert staff who are on conditional/sub certs and/or find a way to notify our cert sub pool for those who only have emergency sub certs. What do you think?

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

From: waspamemberclicks@mail.net [<mailto:waspamemberclicks@mail.net>]
Sent: Tuesday, March 21, 2017 5:00 PM
To: Olson, Lalaina <olsonla@skitsap.wednet.edu>
Subject: News and Information

Good day and Happy Spring Region 5!

There is a lot of information to share with you today... here goes!

Attached you will find the "Open House" flier created by Susan Armstrong and team at ESD 114. This invitation is an excellent resource to share with staff and community regarding potential alternate routes to certification for those who may be considering a career in teaching. Please share!

Next, it is time to nominate a new Region 5 representative. I have thoroughly enjoyed serving this incredible crew as Region Rep for two consecutive terms. I look forward to seeing the next representative take the wheel and share new and innovative ideas for our region.

The term of region rep is for two years. In early June each year all WSPA Region Reps and the Executive WSPA Board convene at the lovely Sleeping Lady Resort in Leavenworth. This year the retreat will be on Thursday June 8th and 9th. It is important that the new rep and the outgoing rep attend together to pass the torch.

Beginning today through Friday, March 31st I am accepting nominations for the role of Region 5 Representative. If you, or someone you know who is a WSPA Member in our Region who would be a great consideration, please share your nomination and why you believe they would be a good fit. Simply email me your information.

By April 10th upon most of us returning from Spring Break, I will send out the nominees for everyone to vote on.

Important to note... we are also the lucky Region that gets to host the 2018 Annual Conference. This is a big undertaking and we need to work as a collaborative team to pull this off. I would be honored to serve as the Conference Chair in support of our incoming Representative and our Region. However, if anyone has a burning desire to take the lead on that, please let me know

that too. :)

Lastly, how does everyone feel about a Friday, April 22nd WSPA Region Meeting. We can officialy announce our new Region Rep and discuss plans for the conference. We have had a couple of venue ideas such as Downtown Bremerton and ClearWater Casino but welcome more! We are looking at the dates of February 26-28, Monday through Wednesday with potential of pre-conference on Sunday the 25th. For planning purposes, we need to serve 200 attendees and provide accomodations.

Lots of food for thought! I look forward to hearing from everyone.

Have a great rest of the week!

Denise

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

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

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

powered by  MemberClicks

From: monaglej@skitsap.wednet.edu
Sent time: 03/22/2017 08:52:11 AM
To: olsonla@skitsap.wednet.edu; jensenv@skitsap.wednet.edu
Subject: RE: News and Information

I think that is a great idea!

From: Olson, Lalaina
Sent: Tuesday, March 21, 2017 5:12 PM
To: Jensen, Vivian <jensenv@skitsap.wednet.edu>
Cc: Monagle, Jamie <monaglej@skitsap.wednet.edu>
Subject: FW: News and Information

Vivian,

This is a local group we are part of. You can probably reply to the email below to ask to be added to the email group.

Jamie and Vivian:

The open house may be something we want to attend to gather information as I don't even know much about this topic and we get questions about this. We may also want to email this out to all of our classified staff and perhaps all of our cert staff who are on conditional/sub certs and/or find a way to notify our cert sub pool for those who only have emergency sub certs. What do you think?

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

From: waspamemberclicks@mail.net [<mailto:waspamemberclicks@mail.net>]
Sent: Tuesday, March 21, 2017 5:00 PM
To: Olson, Lalaina <olsonla@skitsap.wednet.edu>
Subject: News and Information

Good day and Happy Spring Region 5!

There is a lot of information to share with you today... here goes!

Attached you will find the "Open House" flier created by Susan Armstrong and team at ESD 114. This invitation is an excellent resource to share with staff and community regarding potential alternate routes to certification for those who may be considering a career in teaching. Please share!

Next, it is time to nominate a new Region 5 representative. I have thoroughly enjoyed serving this incredible crew as Region Rep for two consecutive terms. I look forward to seeing the next representative take the wheel and share new and innovative ideas for our region.

The term of region rep is for two years. In early June each year all WSPA Region Reps and the Executive WSPA Board convene at the lovely Sleeping Lady Resort in Leavenworth. This year the retreat will be on Thursday June 8th and 9th. It is important that the new rep and the outgoing rep attend together to pass the torch.

Beginning today through Friday, March 31st I am accepting nominations for the role of Region 5 Representative. If you, or someone you know who is a WSPA Member in our Region who would be a great consideration, please share your nomination and why you believe they would be a good fit. Simply email me your information.

By April 10th upon most of us returning from Spring Break, I will send out the nominees for everyone to vote on.

Important to note... we are also the lucky Region that gets to host the 2018 Annual Conference. This is a big undertaking and we need to work as a collaborative team to pull this off. I would be honored to serve as the Conference Chair in support of our incoming Representative and our Region. However, if anyone has a burning desire to take the lead on that, please let me know that too. :)

Lastly, how does everyone feel about a Friday, April 22nd WSPA Region Meeting. We can officialy announce our new Region Rep and discuss plans for the conference. We have had a couple of venue ideas such as Downtown Bremerton and ClearWater Casino but welcome more! We are looking at the dates of February 26-28, Monday through Wednesday with potential of pre-conference on Sunday the 25th. For planning purposes, we need to serve 200 attendees and provide accomodations.

Lots of food for thought! I look forward to hearing from everyone.

Have a great rest of the week!

Denise

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

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

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

powered by  MemberClicks

From: pickard@skitsap.wednet.edu
Sent time: 03/24/2017 08:29:04 AM
To: CynthiaMcVeigh@sjisd.wednet.edu
Cc: cleonard@WSPA.net
Subject: Late arriving staff
Attachments: Staff Reporting Inclement Weather.pdf

SKSD does not but have forced a use of leave, hourly for classified, half or full day for certs. See attached for what you share with staff each year.

Brian

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



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

electronic message transmission contains information from South Kitsap School District that may be proprietary, confidential and/or privileged. The information is intended only for the use of the individual(s) or entity named above. If you are not the intended recipient, be aware that any disclosure, copying or distribution or use of the contents of this information is prohibited. If you have received this electronic transmission in error, please notify the sender immediately by replying to the address listed in the "From:" field.



To: All Employees

From: Misty Dieffenbach
Assistant Superintendent, Human Resources

Re: **Emergency School Closure or Schedule Change
Staff Reporting Instructions**

The purpose of this memo is to provide specific staff reporting instructions during times of altered school schedules due to emergency conditions, including the delay of school due to inclement weather.

These instructions have been in place for some time, and they were reviewed by representatives of all of the employee associations as well as Payroll and Human Resources to ensure consistency with our past practices and collective bargaining agreements.

The District will make every effort to broadcast emergencies and changes to school schedules on the established radio channels, television channels, and web sites. We will operate on either a two-hour late or a no-school basis if the emergency occurs in the morning hours. Early dismissal decisions are always based on the particular situation. Please remember that at times when the ESD emergency communication system is not operating, the District does encounter difficulty in establishing timely communications with the media, so please continue to listen to radio and television channels. You may also access the following web sites.

State School Emergency Information	www.flashalert.net
South Kitsap Schools	www.skitsap.wednet.edu

Hopefully, you will find these instructions clear and helpful. Should you have any questions, you may contact Human Resources, your association representative, or your immediate supervisor.

Attachment

Emergency School Closure or Schedule Change Staff Reporting Instructions

Certificated Employees (SKEA Unit)

The Collective Bargaining Agreement contains specific language to address reporting procedures for any day that the District operates on an emergency schedule.

1. Emergency Schedule (e.g., Late Start):

“Section 6.2.1 Emergency Schedule In the event the District decides to delay the opening of school(s), **employees should arrive as soon as safely possible, but shall report no later than thirty (30) minutes before the students arrive.** Employees may leave thirty (30) minutes after students are dismissed. If the employee is unable to report prior to the start of the instructional day, he/she may apply for emergency leave. At the beginning of the school year, each building will determine a method of expedient communication to inform employees of any change in the school schedule.”

If the District is on an emergency schedule on a Collaboration Wednesday, collaboration time will be cancelled. Staff should report to work as soon as safely possible, as directed above.

2. School Closure:

On a day when the District determines that schools shall be closed, non-administrative certificated staff members do not report to work. The school day will be made up on the designated make-up days that have been pre-determined on the school calendar. A specific announcement will be made to staff following any closure day to remind staff of the make-up arrangements.

Classified Employees (PSE, SEIU, and Non-Represented)

Emergency Schedule (e.g., late start)

(SEE SPECIAL INSTRUCTIONS BELOW FOR FOOD AND NUTRITION SERVICES, TRANSPORTATION, FACILITIES AND CUSTODIANS)

On any day the District operates on an emergency schedule, classified staff is expected to report to work at their usual time, or as soon as safely and reasonably possible. If an employee has attempted to get to work, but due to extenuating circumstances is unable to do so, the employee may apply for emergency leave beginning with their usual start time until they report to work (e.g., 7:30 a.m. usual start time, reports to work at 8:30 a.m. - 1.0 hour of emergency leave requested). Be sure to read the back of these instructions regarding emergency leave.

If the employee has contacted his/her supervisor, and the supervisor approves, then vacation may be used, or the employee may agree with his/her supervisor to make up the time within the pay period. The period of time used for vacation and/or make-up time will begin with the employee's usual start time until they report to work (e.g., 7:30 a.m. usual start time, report to work at 8:30 a.m. - 1.0 hour of vacation and/or make-up time requested).

***SPECIAL INSTRUCTIONS-LATE START
FOR***

Transportation Employees

Dispatchers, Trainers, and Mechanics report at their regular time when schools are delayed two hours late. Bus Drivers are to report two hours late.

Food and Nutrition Employees

When all schools are delayed two hours due to emergency condition, Food and Nutrition staff will receive specific reporting instructions from Food and Nutrition Services on the day of the emergency. This information will be provided through the staff phone tree and by telephone calls from FNS to employees.

Facilities and Custodial Employees

When schools are delayed two hours, facilities employees and custodial employees are to report at their normal time, unless the supervisor has given special reporting instructions.

School Closure

On any day when the District determines that schools shall be closed, classified staff reporting depends on the individual work calendar or *Designated Work Groups* as follows:

- **10-month and 11-month employees (180-220 day work calendars): Do not report to work.** The work day will be made up on the designated make-up days that have been pre-determined on the appropriate work calendar. A specific announcement will be made to staff following any closure day to remind staff of the make-up arrangements.

Designated Work Groups:

10-month and 11-month employees may be identified by the building principal/supervisor as part of a Designated Work Group, regardless of work calendar and will be expected to report to work when schools are closed. These employees will not make up the day on the pre-determined designated work days. In the event the announcement specifically states that the administrative offices are also closed, the Designated Work Groups do not report to work.

If administrative offices are open and a Designated Work Group employee has attempted to get to work, but due to extenuating circumstances is unable to do so, the employee will make up the day on the designated make-up days that have been pre-determined on the appropriate work calendar.

- **12-month employees (260 day work calendar): All 12-month employees are expected to report to work when schools are closed.** In the event the announcement specifically states that the administrative offices are also closed, 12-month employees do not report to work and are not charged with an absence. If administrative offices are open and an employee has attempted to get to work, but due to extenuating circumstances is unable to do so, the employee may apply for emergency leave. (Be sure to read the instructions regarding emergency leave below.) If emergency leave is not warranted, 12-month employees may contact their supervisor, and if the supervisor approves, then vacation or personal leave may be used.

Note: The supervisor must have been contacted prior to the employee's absence.

In the event that a decision is made to close administrative offices during the workday, all 12-month employees and Designated Work Groups must leave the workplace for safety reasons. Maintenance and custodial staff may also receive special reporting instructions from supervisors to handle emergency situations.

Administrative Staff

All administrators are expected to report to work at regular times whether school is closed or operates on a late schedule. If you experience difficulty reporting, contact your supervisor. In the event the announcement specifically states that the administrative offices are also closed, administrators do not report to work and are not charged with an absence. Administrators may also receive special reporting instructions from supervisors to handle emergency situations.

Emergency Leave

Staff may apply for emergency leave, but the decision to grant or deny will be made on the merits of each case. In general, all employees should be prepared to report to work when the District operates on a delayed schedule. Now is a good time to think

about your plans in the event of such a condition. For your information, the following examples illustrate leaves that have been granted or denied in the past:

<i>Encountered late ferry/ferry backed up:</i>	Granted (for time needed, e.g. ½ day)
<i>Live across bridge, did not want to drive:</i>	<i>Denied</i>
<i>Road not passable due to accidents, blocking conditions:</i>	Granted
<i>Accident en route to work:</i>	Granted
<i>Ice/snow conditions made driving too hazardous for safe passage:</i>	Granted
<i>Where I live school closed, and my kids were home, no sitter available:</i>	<i>Denied</i>

If you have questions regarding emergency leave conditions, please contact Human Resources for assistance at 360.874.7080.

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 03/24/2017 04:01:49 PM
To: monaglej@skitsap.wednet.edu
Subject: Legislative Update
Attachments: WSPA_Legislative_Report_March_24_2017.pdf Full_Funding_Bill_Comparison_-_HR_Legislative_Update_March_24_2017.pdf
Legislative_Matrix_March_24_2017.pdf

Hello WSPA members,

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

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

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

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

Thank you,

Washington School Personnel Association

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

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

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

powered by  MemberClicks



Update of Key Legislation Impacting Public School HR Management

Lee Goeke, WSPA Legislative Liaison

March 20, 2017

The attached matrix updates the status of legislation impacting school district human resource management (HRM). The previous matrix reflected all bills with HRM impact. The full listing was intended to give HR professionals an insight into the full range of issues; some of which may return in future years. This updated version sharpens the focus on bills remaining active.

Not listed is SB 5023 which was enacted this past week. Its provisions to delay levy reduction removed the threat of Districts having to initiate the staff reduction process to meet the May 15 deadline for notices.

As indicated in the last update, bills that are considered necessary to implement the budget remain active even though they failed to pass the house of origin by the March 8 cutoff. Additionally, House and Senate bills (HB 1843, SB 5607) that address the requirement to fully fund public education are extremely broad and could ultimately embrace many of the issues contained in legislation that failed to move forward or new issues.

The attached table highlights key HR issues in each proposed bill. There are few areas of compatibility beyond elimination of the salary allocation model (SAM) and leaving salary bargaining to local Districts. Most Districts have adopted the SAM as the local salary schedule. Districts that maintain a different locally negotiated salary schedule still bargain with the framework and total compensation reflected in the SAM. With the senate bill, Districts would negotiate a salary schedule from scratch guided only by the minimum starting salary and the 80% of general fund rule (see table). With the house bill, Districts would also negotiate from scratch guided by a minimum salary. This will significantly impact the way Districts plan for and negotiate salaries and will present new bargaining challenges to all Districts; especially those that can't support a robust HR and Labor Relations staff.

It will provide Districts with flexibility to address local needs and demographics and possibly differentiate shortage and hard-to-fill areas. However, it will also require a more strategic and long-range strategy to assure Districts can adjust to the market, provide for long-range issues, manage resource competition between bargaining groups, and balance all funding needs.

The approach to supplemental contracts (TRI) will be equally challenging unless the final legislation provides very clear guidelines. Absent such clarity, Districts could experience the same pressure in local bargaining that has created the current issues around TRI becoming basic compensation.

Key bills with HR implications that have gone by the wayside and are therefore removed from the attached matrix include:

- Creating an employee-funded paid family leave fund to compensate eligible employees who do not otherwise receive employer paid leave or compensation for qualified absences.
- Removing the limit on the number of years of non-school district service credit for compensation for Educational Staff Associates.
- Expanding beginning educator support (BEST) to include newly assigned school administrators and lengthen the period of support.
- Teacher loan forgiveness for shortage areas and select geographical areas.
- Allowing use of K-3 funds for instructional aides when classroom facilities are unavailable.

There is still ample opportunity to communicate with your District's representatives while the committees try to work out an agreement on the full funding bills.

KEY HR RELATED ISSUES IN HOUSE & SENATE FULL FUNDING PROPOSALS

House Bill 1843	Senate Bill 5607
Eliminates the Salary Allocation Model. Adds 1 engagement coordinator per school and 1 counselor per middle/high school to the model.	Eliminates the Salary Allocation Model.
Funding based on the Prototypical Model.	Funding based on per pupil allocation. Caps salary and benefits to 80% of the District's General Fund Budget.
Sets minimum beginning certificated salary at \$45,500. Sets minimum certificated salary with 3 years of experience at \$50,500 beginning 2019-20.	Sets minimum beginning certificated salary at \$45,000 beginning 2018-19.
Specifies minimum statewide average salary allocations for each staff type after 3-year phase in: <ul style="list-style-type: none"> - Certificated \$70,824 - Administrator \$117,363 - Classified \$54,178 	Limits salary credit for advanced degrees to the subject matter area being taught.
Maintains I-732 as part of basic education. Suspended until 2020-21 as I-732 in contemplated in phase in amounts.	Eliminates I-732.
Salary for each staff type includes 4 days for professional growth and collaboration.	Allows Districts to create and fund NBPTS bonuses.
States intent to allow for regional cost of living differences beginning 2019-20.	Creates Housing Allowance to allow for regional cost of living differences. Not part of the 80% general fund limit. Allowance is up to \$10,000 proportional to state average property valuation.
Reduces levy lid from 28% to 24% and allows local compensation for Enhanced Instruction. Must report annually for compliance.	Reduces levy lid from 28% to 10% and requires OSPI review and approval of local levy spending.
Allows for 1 professional learning day for all staff in 2017-18; increasing to 10 days in 2022-23.	Allows Districts to issue state funded supplemental contracts for up to 90 days outside the school year.
Allows for continuation of locally bargained Health Benefits.	Creates recognition program through ESD's for top 5% and 2% of teachers at \$25,000 and \$50,000 respectively.
	Creates recruitment and retention bonus of \$12,500 for schools with at least 25% poverty (community; not Free or Reduced). District must have at least 25,000 students.
	Prohibits teacher strikes.
	Simplified dismissal of teachers who are less than successful in 3 out of 5 years. Appeal limited to School Board.

Legislative Bill Summary
 Issues Impacting School District HRM
 March 20, 2017

House	Senate		Status	Issue
1060	5290	Medical Marijuana	HB passed. 1st Reading in Senate 3-7	Allow parent to administer non-inhaled medical marijuana in school, bus, events.
1115	5070	Paraeducators	SB passed. Public Hearing in House 3-20	Create Paraeducator Board to adopt standards & certification for para's.
1303	5142	Educational Interpreters	SB passed. Executive Session in House 3-23	Provide 12 to 18 months for interpreters to meet state standard.
1319		Educators Evaluation Frequency	HB passed. Public Hearing in Senate 3-14	Allow 6 years without a summative evaluation if rated 3 or 4 under TPEP.
1341		Pro Cert Teachers	HB passed. Public Hearing in Senate 3-14	Provide 3 methods of professional certification to include PD credits.
1434	5295	Shared Leave Pregnancy	HB passed. Public Hearing in Senate 3-24	Allow shared leave for pregnancy disability, miscarriage, adoption.
1560		Default Retirement	HB passed. 1st Reading in Senate 3-2	Change default to Plan 2 when employee fails to make election.
1618		Engagement Coordinators	HB passed. Public Hearing in Senate 3-16	Standardize title and duties of Engagement Coordinators.
	5534	Housing Allowance	Will likely be addressed in full funding bills.	Allow housing allowance up to \$10,000 based on property value variations.
	5726	Health Benefits	Will likely be addressed in full funding bills.	Require Districts to adopt state Health Care Authority benefits in 2019.
	5833	Retirement	SB Passed. Public Hearing in House 3-15	Increase minimum benefit for select Plan 1 retirees.

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 03/24/2017 04:02:36 PM
To: finnie@skitsap.wednet.edu
Subject: Legislative Update
Attachments: WSPA_Legislative_Report_March_24_2017.pdf Full_Funding_Bill_Comparison_-_HR_Legislative_Update_March_24_2017.pdf
Legislative_Matrix_March_24_2017.pdf

Hello WSPA members,

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

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

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

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

Thank you,

Washington School Personnel Association

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

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

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

powered by  MemberClicks



Update of Key Legislation Impacting Public School HR Management

Lee Goeke, WSPA Legislative Liaison

March 20, 2017

The attached matrix updates the status of legislation impacting school district human resource management (HRM). The previous matrix reflected all bills with HRM impact. The full listing was intended to give HR professionals an insight into the full range of issues; some of which may return in future years. This updated version sharpens the focus on bills remaining active.

Not listed is SB 5023 which was enacted this past week. Its provisions to delay levy reduction removed the threat of Districts having to initiate the staff reduction process to meet the May 15 deadline for notices.

As indicated in the last update, bills that are considered necessary to implement the budget remain active even though they failed to pass the house of origin by the March 8 cutoff. Additionally, House and Senate bills (HB 1843, SB 5607) that address the requirement to fully fund public education are extremely broad and could ultimately embrace many of the issues contained in legislation that failed to move forward or new issues.

The attached table highlights key HR issues in each proposed bill. There are few areas of compatibility beyond elimination of the salary allocation model (SAM) and leaving salary bargaining to local Districts. Most Districts have adopted the SAM as the local salary schedule. Districts that maintain a different locally negotiated salary schedule still bargain with the framework and total compensation reflected in the SAM. With the senate bill, Districts would negotiate a salary schedule from scratch guided only by the minimum starting salary and the 80% of general fund rule (see table). With the house bill, Districts would also negotiate from scratch guided by a minimum salary. This will significantly impact the way Districts plan for and negotiate salaries and will present new bargaining challenges to all Districts; especially those that can't support a robust HR and Labor Relations staff.

It will provide Districts with flexibility to address local needs and demographics and possibly differentiate shortage and hard-to-fill areas. However, it will also require a more strategic and long-range strategy to assure Districts can adjust to the market, provide for long-range issues, manage resource competition between bargaining groups, and balance all funding needs.

The approach to supplemental contracts (TRI) will be equally challenging unless the final legislation provides very clear guidelines. Absent such clarity, Districts could experience the same pressure in local bargaining that has created the current issues around TRI becoming basic compensation.

Key bills with HR implications that have gone by the wayside and are therefore removed from the attached matrix include:

- Creating an employee-funded paid family leave fund to compensate eligible employees who do not otherwise receive employer paid leave or compensation for qualified absences.
- Removing the limit on the number of years of non-school district service credit for compensation for Educational Staff Associates.
- Expanding beginning educator support (BEST) to include newly assigned school administrators and lengthen the period of support.
- Teacher loan forgiveness for shortage areas and select geographical areas.
- Allowing use of K-3 funds for instructional aides when classroom facilities are unavailable.

There is still ample opportunity to communicate with your District's representatives while the committees try to work out an agreement on the full funding bills.

KEY HR RELATED ISSUES IN HOUSE & SENATE FULL FUNDING PROPOSALS

House Bill 1843	Senate Bill 5607
Eliminates the Salary Allocation Model. Adds 1 engagement coordinator per school and 1 counselor per middle/high school to the model.	Eliminates the Salary Allocation Model.
Funding based on the Prototypical Model.	Funding based on per pupil allocation. Caps salary and benefits to 80% of the District's General Fund Budget.
Sets minimum beginning certificated salary at \$45,500. Sets minimum certificated salary with 3 years of experience at \$50,500 beginning 2019-20.	Sets minimum beginning certificated salary at \$45,000 beginning 2018-19.
Specifies minimum statewide average salary allocations for each staff type after 3-year phase in: <ul style="list-style-type: none"> - Certificated \$70,824 - Administrator \$117,363 - Classified \$54,178 	Limits salary credit for advanced degrees to the subject matter area being taught.
Maintains I-732 as part of basic education. Suspended until 2020-21 as I-732 in contemplated in phase in amounts.	Eliminates I-732.
Salary for each staff type includes 4 days for professional growth and collaboration.	Allows Districts to create and fund NBPTS bonuses.
States intent to allow for regional cost of living differences beginning 2019-20.	Creates Housing Allowance to allow for regional cost of living differences. Not part of the 80% general fund limit. Allowance is up to \$10,000 proportional to state average property valuation.
Reduces levy lid from 28% to 24% and allows local compensation for Enhanced Instruction. Must report annually for compliance.	Reduces levy lid from 28% to 10% and requires OSPI review and approval of local levy spending.
Allows for 1 professional learning day for all staff in 2017-18; increasing to 10 days in 2022-23.	Allows Districts to issue state funded supplemental contracts for up to 90 days outside the school year.
Allows for continuation of locally bargained Health Benefits.	Creates recognition program through ESD's for top 5% and 2% of teachers at \$25,000 and \$50,000 respectively.
	Creates recruitment and retention bonus of \$12,500 for schools with at least 25% poverty (community; not Free or Reduced). District must have at least 25,000 students.
	Prohibits teacher strikes.
	Simplified dismissal of teachers who are less than successful in 3 out of 5 years. Appeal limited to School Board.

Legislative Bill Summary
 Issues Impacting School District HRM
 March 20, 2017

House	Senate		Status	Issue
1060	5290	Medical Marijuana	HB passed. 1st Reading in Senate 3-7	Allow parent to administer non-inhaled medical marijuana in school, bus, events.
1115	5070	Paraeducators	SB passed. Public Hearing in House 3-20	Create Paraeducator Board to adopt standards & certification for para's.
1303	5142	Educational Interpreters	SB passed. Executive Session in House 3-23	Provide 12 to 18 months for interpreters to meet state standard.
1319		Educators Evaluation Frequency	HB passed. Public Hearing in Senate 3-14	Allow 6 years without a summative evaluation if rated 3 or 4 under TPEP.
1341		Pro Cert Teachers	HB passed. Public Hearing in Senate 3-14	Provide 3 methods of professional certification to include PD credits.
1434	5295	Shared Leave Pregnancy	HB passed. Public Hearing in Senate 3-24	Allow shared leave for pregnancy disability, miscarriage, adoption.
1560		Default Retirement	HB passed. 1st Reading in Senate 3-2	Change default to Plan 2 when employee fails to make election.
1618		Engagement Coordinators	HB passed. Public Hearing in Senate 3-16	Standardize title and duties of Engagement Coordinators.
	5534	Housing Allowance	Will likely be addressed in full funding bills.	Allow housing allowance up to \$10,000 based on property value variations.
	5726	Health Benefits	Will likely be addressed in full funding bills.	Require Districts to adopt state Health Care Authority benefits in 2019.
	5833	Retirement	SB Passed. Public Hearing in House 3-15	Increase minimum benefit for select Plan 1 retirees.

From: admin@wspa.net
Sent time: 03/24/2017 07:29:48 AM
To: admin@wspa.net; cleonard@wspa.net
Subject: UPDATED Booth Assignments - Washington Educator Career Fair Tacoma - Vendor Information
Attachments: WECF 2017 TACOMA_Booth Brochure UPDATED MARCH 23, 2017.pdf WECF 2017 TACOMA_FLOOR PLAN_UPDATED MARCH 23 2017.pdf Parking Passes Tacoma.pdf WECF 2017_Updated Recruiter Handbook.pdf

Hello,

Thank you for registering to attend the Washington Educator Career Fair – Tacoma. ***We have made a few adjustments to our booth assignments, please see the attached booth assignment list and floor plan.***

Washington Educator Career Fair – Tacoma
March 29, 2017
9:00 am – 3:00 pm
Tacoma Dome Arena

Important Reminder – Power and electricity

- **Each booth does have power, however the power drops are located near the back of the booth which is not always the most convenient for your booth set-up. Please bring extra extension cords/power strips. The Tacoma Dome has a limited amount of extras available. Thank you!**

Booth assignments and floor plan

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

Conference Hours

- The fair will open to the public at 9:00 am and close at 3:00 pm
- We encourage you to stay for the full event – many candidates arrive that last hour and we want them to receive the full benefit of their attendance – and we do not want you to miss out on the perfect candidate for your district!

Loading/Unloading

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

Parking

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

Internet

- The Tacoma Dome now offers free WiFi (please see additional information in attached recruiter handbook)

Vendor Lunch

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

We look forward to having you join us in Tacoma. Please let us know if you have any additional questions or if we may be of any assistance.

Thank you,

Jennifer Tottenham

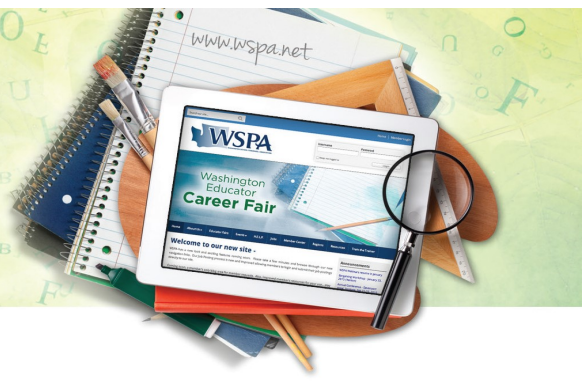
Jennifer Tottenham

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



WASHINGTON EDUCATOR Career Fair

A career fair for teachers and administrators.



Pastries and Coffee Provided by
**PEMCO INSURANCE and
INSPIRUS CREDIT UNION**



GOV'T /STATE ORGANIZATIONS, ASSOCIATIONS

OSPI—Booth 59
WEA—Booth 58
NW Educational Development—Booth 57

COLLEGES

Antioch University—Booth 56
City University—Booth 55
Grand Canyon University—Booth 54
Northeastern University—Booth 53
Northwest University — Booth 52
Olympic College—Booth 51
Saint Martin's University—Booth 50
Seattle Pacific University—Booth 49
Seattle University—Booth 48
University of Puget Sound—Booth 47
UW Tacoma—Booth 46
UW Bothell—Booth 45
Washington State University—Booth 44
Western State Colorado University—
Booth 43
Western Washington University—Booth
42
WGU Washington—Booth 41

ALASKA

Alaska Teacher Placement—Booth 1
Anchorage —Booth 2
Bering Straight —Booth 3
Northwest Arctic Borough —Booth 4
SE Island —Booth 5
Southwest Region —Booth 6

ARIZONA

Glendale Elementary —Booth 7
Imagine Prep— Booth 8
Union Elementary —Booth 9

COLORADO, NEVADA, NEW JERSEY, NEW MEXICO

Westminster (CO) - Booth 10
Lyon County (NV) - Booth 11
Washoe County (NV) - Booth 12
Sterling Education (NJ) - Booth 13
Gallup-McKinley (NM) - Booth 14
Zuni Public (NM) Booth 15

MULTI-STATE REGION (WA, OR, NV, UT, AK, ID, WY, MT)

NW Association of Independent
Schools—Booths 178, 179, 180

CALIFORNIA

Amethod —Booths 23, 24
Desert Sands Unified —Booth 25
Franklin-McKinney —Booth 26
Morongo Unified —Booths 27, 28
Palm Springs Unified — Booth 29
Salinas Unified —Booth 30
San Bernardino —Booth 31
Sierra Sands —Booth 32
Westside Union —Booth 34

INTERNATIONAL

CNMI —Booth 35
International Educator Placement of
America — Booth 36
Maple Leaf Education—Booth 37
Pattison English — Booth 38
Universal American School—
Kuwait—Booth 39

OREGON

EMS Sub Desk - Booths 21, 22
Salem-Keizer—Booth 16
Jackson County—Booths 17, 18
Gresham-Barlow — Booth 19
Portland—Booth 20

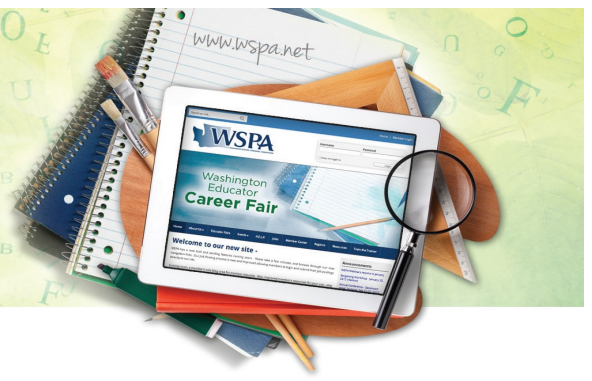
WASHINGTON

Anacortes —Booth 63
Arlington—Booth 64
Auburn—Booths 60, 61, 62
Battle Ground —Booths 65, 66
Bellevue Children's Academy—Booth
75
Bellevue — Booths 67, 68, 69, 70
Bellingham — Booths 80, 81
Bethel—Booths 71, 72, 73, 74
Bremerton—Booths 77, 78
Bridgeport—Booth 76
Burlington-Edison—Booth 79
Cape Flattery — Booth 90
Castle Rock—84
Cedar Crest Academy—Booth 85
Central Kitsap — Booths 82, 83
Centralia—Booth 86
Cheney—Booth 87
Chief Leschi—Booths 91, 92
Childhaven—Booth 88
Clarkston—Booth 89
Clover Park—Booths 93, 94, 95, 96
Concrete—Booth 97
Darrington—Booth 98
Dayton—Booth 99
Dieringer—Booth 100
East Lewis County—Booth 101
East Valley # 90 Yakima — Booths
102, 103
Eatonville — Booths 106, 107
Edmonds — Booths 104, 105
Enumclaw—Booth 108
ESD 113 Public Personnel
Cooperative—Booths 109, 110
Everett—Booths 120, 121
Evergreen—Booths 111, 112, 113,
114
Federal Way—Booths 115, 116, 117,
118, 119

Tacoma Dome Arena —March 29, 2017

WASHINGTON EDUCATOR Career Fair

A career fair for teachers and administrators.



WASHINGTON

Fife—Booths 124, 125
Franklin Pierce—Booths 126, 127
Goldendale—Booth 128
Green Dot—Booth 129
Highline—Booths 133, 134, 135, 136
HopeSparks Early Intervention Program—Booth 130
Hoquiam—Booth 131
Issaquah — Booths 141, 142
Kelso — Booth 132
Kent—Booths 137, 138, 139, 140
Lake Stevens—Booth 143
Lake Washington — Booths 144, 145, 146, 147
Life Christian Academy—Booth 151
Longview — Booths 148, 149, 150
Marysville— Booths 152, 153
Mead — Booth 154
Mercer Island—Booth 155
Monroe—Booths 157, 158
Moses Lake—Booths 163, 164
Muckleshoot Tribal School—Booth 165
Mukilteo—Booths 159, 160, 161, 162
Naches Valley—Booth 166
Napavine—Booth 167
Naselle-Grays River Valley—Booth 172
North Central ESD—Booth 173
North Mason—Booths 168, 169
North Thurston—Booths 170, 171
Northshore—Booths 174, 175
Oak Harbor—Booth 176
Olympia—Booths 181, 182
Open Window—Booth 184
Orcas Island—Booth 185
Oroville—Booth 186
Orting—Booths 187, 188
Pasco—Booths 192, 193
Peninsula—Booths 189, 190, 191
Port Angeles—Booth 194
Port Townsend—Booth 195

WASHINGTON

Prosser—Booth 196
Pullman—Booth 197
Puyallup—Booths 200, 201, 202
Quileute Tribal School—Booth 198
Renton—Booths 207, 208
Ridgefield—Booth 199
Riverview — Booths 212, 213
Seattle—Booths 203, 204, 205, 206
Sedro-Woolley—Booth 209
Selah—Booth 210
Sequim — Booth 211
Shelton—Booth 216
Skykomish—Booth 217
Snohomish — Booths 214, 215
Snoqualmie Valley—Booths 222, 223, 224
South Bend—Booth 219
South Kitsap—Booth 220
Spokane — Booths 225, 226
Steilacoom— Booth 221
Summit — Booth 177
Sultan — Booths 227, 228
Sumner—Booths 233, 234, 235
Suquamish Tribal Education—Booth 229
Tacoma—Booths 236, 237, 238, 239
Tahoma—Booths 230, 231
Toutle Lake — Booth 218
Tukwila—Booth 232
University Place—Booth 240
Vancouver—Booths 245, 246
Vashon Island—Booths 241, 242
Walla Walla—Booth 243
Wapato—Booth 244
Warden—Booth 247
WA State Charter School Assoc.—Booth 251
White River—Booth 248
Wilson Creek — Booth 252
Woodland—Booth 249
Yelm—Booth 250

INTERVIEW BOOTHS

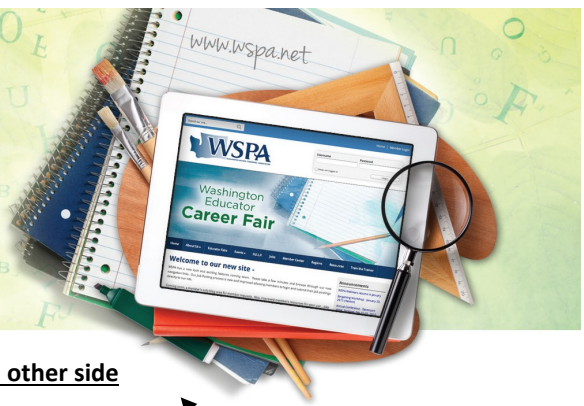
Bering Straight—Booth INT-1
Imagine Prep—Booth INT-2
Gallup-McKinley—Booths INT 3, 4
Desert Sands—Booth INT 5
Palm Springs—Booths INT 6, 7
Salinas Union—Booths INT 8
Auburn—Booth INT 9
Bellevue Children's Academy—Booth INT 10
Bellevue—Booths INT 11, 12
Bethel—Booths INT 13, 14, 15
Bremerton—Booth INT 16
Central Kitsap—Booths INT 17, 18
Centralia — Booth INT 19
Chief Leschi—Booths INT 21, 22
Clover Park—Booths INT 23, 24, 25, 26, 27
East Valley # 90 Yakima—Booth INT 20
ESD 113—Booth INT 28
Federal Way — Booths INT 29, 31, 31
Kelso— Booth INT 32
Kent—Booth INT 33
Lake Washington—INT 67, 68, 69, 70, 71
Longview — Booths INT 34, 35
Monroe—Booth INT 36
Moses Lake—Booth INT 37
Mukilteo—Booth INT 38
North Thurston—Booths INT 39, 40
Northshore — Booth INT 41
Orting—Booth INT 42
Peninsula—Booth INT 43, 44
Port Townsend—Booth INT 45
Puyallup—Booths INT 46, 47
Renton—Booths INT 48, 49
Seattle—Booths INT 50, 51, 52, 53
Shelton—Booth INT 54
Snohomish—Booth INT 55
Snoqualmie Valley — Booths INT 56, 57
Sultan—Booth INT 58
Sumner—Booths INT 59, 60
Tacoma — Booths INT 61, 62, 63, 64
Tahoma—Booth INT 65

Tacoma Dome Arena — March 29, 2017

WASHINGTON EDUCATOR

Career Fair

A career fair for teachers and administrators.



Interview Booths — please see other side

Washington Educator

Career Fair 2017

Tacoma Dome

March 29, 2017

9:00 – 3:00

Floor Plan

41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59

247	248	249	250	251	252	253	254	255	256	257
246	245	244	243	242	241	240	239	238	237	236

235	234	233	232	231	230	229	228	227	226	225
214	215	216	217	218	219	220	221	222	223	224

213	212	211	210	209	208	207	206	205	204	203
192	193	194	195	196	197	198	199	200	201	202

191	190	189	188	187	186	185	184	183	182	181
170	171	172	173	174	175	176	177	178	179	180

169	168	167	166	165	164	163	162	161	160	159
148	149	150	151	152	153	154	155	156	157	158

147	146	145	144	143	142	141	140	139	138	137
126	127	128	129	130	131	132	133	134	135	136

125	124	123	122	121	120	119	118	117	116	115
104	105	106	107	108	109	110	111	112	113	114

103	102	101	100	99	98	97	96	95	94	93
82	83	84	85	86	87	88	89	90	91	92

81	80	79	78	77	76	75	74	73	72	71
60	61	62	63	64	65	66	67	68	69	70

40
39
38
37
36
35
34
33
32
31
30
29
28
27
26
25
24
23
22
21
20
19
18
17
16

Registration

ADA

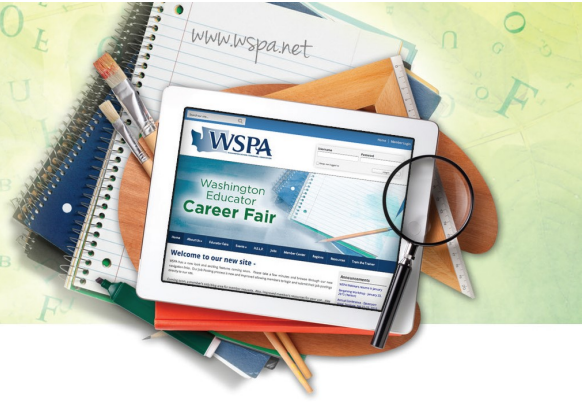
Refreshments/
Sponsors PEMCO
Insurance and
Inspirus Credit Union

Entrance

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----

WASHINGTON EDUCATOR Career Fair

A career fair for teachers and administrators.



Interview Booths

61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60

21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

**Washington Educator
Career Fair**

Tacoma Dome
PARKING PASS
F or G Lot Only

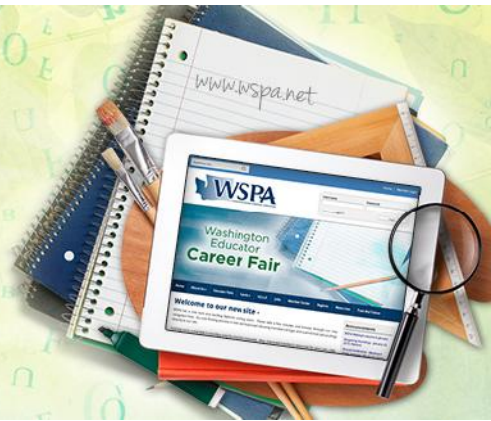
**Washington Educator
Career Fair**

Tacoma Dome
PARKING PASS
F or G Lot Only

WASHINGTON EDUCATOR
Career Fair

A career fair for teachers and administrators.

Spokane Convention Center March 15, 2017
Tacoma Dome Arena March 29, 2017



Washington Educator Career Fair 2017 Recruiter Handbook

Presented by:

Washington School Personnel Association

Washington School Personnel Association

PO Box 1600

Anacortes, WA 98221

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

Email: admin@wspa.net

Contact: Jennifer Tottenham, WSPA Program Coordinator



Vendor/Booth Pricing

Spokane Career Fair Single Exhibitor Booth Pricing

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

Spokane Career Fair Booth Upgrades

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

Tacoma Career Fair Single Exhibitor Booth Pricing

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

Tacoma Career Fair Booth Upgrades

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

10% discount provided for attending both fairs. Please use promo code WECF2017 at checkout.
Register online at: <http://www.wspa.net/washington-educator-career-fairs>

Career Fair Booth Hours and Information

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

9:00 a.m. to 2:00 p.m. – Spokane

9:00 a.m. to 3:00 p.m. – Tacoma

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

Facilities, Signs, Displays and Materials

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

Tacoma Dome Arena: Loading and Unloading Information

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

MAP TO THE TACOMA DOME



Tacoma Dome Driving Directions

Traveling South on I-5

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

Traveling North on I-5

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

From Downtown Tacoma

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

Public Transportation

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

Tacoma Dome Internet Information

Hard Line Internet or Phone Line Orders

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

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

Tacoma Dome Wi-Fi Service

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

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

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

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

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

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

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

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

Spokane Convention Center: Loading and Unloading Information

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

Exhibition Hall Loading Area Directions

From I-90

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

Spokane Convention Center Driving Directions

From Spokane International Airport and Points East

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

From Points West

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

From Points South (Pullman)

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

From Points North

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

Hotel and Lodging Information

Tacoma Lodging

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

Spokane Lodging

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

Event Coordinator Information

Tacoma Event Coordinator: Grand Event Rentals

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

Spokane Event Coordinator: LCD Exposition Services

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

Frequently Asked Questions

What is Included in each Booth Purchase?

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

What about electricity?

- Your booth purchase includes a 5 amp electrical supply.

What about internet?

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

Parking?

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

What if I need photocopies?

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

Name badges:

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

Is a recruiter required to check-in upon arrival?

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

Food at the event

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

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

Recruiting and Event Planning Suggestions

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

From: admin@wspa.net
Sent time: 03/24/2017 07:29:33 AM
To: admin@wspa.net; cleonard@wspa.net
Subject: UPDATED Booth Assignments: Washington Educator Career Fair Tacoma - Vendor Information
Attachments: WECF 2017 TACOMA_Booth Brochure UPDATED MARCH 23, 2017.pdf WECF 2017 TACOMA_FLOOR PLAN_UPDATED MARCH 23 2017.pdf Parking Passes Tacoma.pdf WECF 2017_Updated Recruiter Handbook.pdf

Hello,

Thank you for registering to attend the Washington Educator Career Fair – Tacoma. ***We have made a few adjustments to our booth assignments, please see the attached booth assignment list and floor plan.***

Washington Educator Career Fair – Tacoma
March 29, 2017
9:00 am – 3:00 pm
Tacoma Dome Arena

Important Reminder – Power and electricity

- **Each booth does have power, however the power drops are located near the back of the booth which is not always the most convenient for your booth set-up. Please bring extra extension cords/power strips. The Tacoma Dome has a limited amount of extras available. Thank you!**

Booth assignments and floor plan

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

Conference Hours

- The fair will open to the public at 9:00 am and close at 3:00 pm
- We encourage you to stay for the full event – many candidates arrive that last hour and we want them to receive the full benefit of their attendance – and we do not want you to miss out on the perfect candidate for your district!

Loading/Unloading

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

Parking

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

Internet

- The Tacoma Dome now offers free WiFi (please see additional information in attached recruiter handbook)

Vendor Lunch

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

We look forward to having you join us in Tacoma. Please let us know if you have any additional questions or if we may be of any assistance.

Thank you,

Jennifer Tottenham

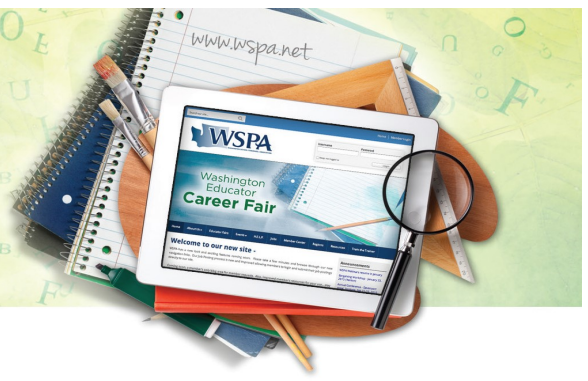
Jennifer Tottenham

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



WASHINGTON EDUCATOR Career Fair

A career fair for teachers and administrators.



Pastries and Coffee Provided by
**PEMCO INSURANCE and
INSPIRUS CREDIT UNION**



GOV'T /STATE ORGANIZATIONS, ASSOCIATIONS

OSPI—Booth 59
WEA—Booth 58
NW Educational Development—Booth 57

COLLEGES

Antioch University—Booth 56
City University—Booth 55
Grand Canyon University—Booth 54
Northeastern University—Booth 53
Northwest University — Booth 52
Olympic College—Booth 51
Saint Martin's University—Booth 50
Seattle Pacific University—Booth 49
Seattle University—Booth 48
University of Puget Sound—Booth 47
UW Tacoma—Booth 46
UW Bothell—Booth 45
Washington State University—Booth 44
Western State Colorado University—
Booth 43
Western Washington University—Booth
42
WGU Washington—Booth 41

ALASKA

Alaska Teacher Placement—Booth 1
Anchorage —Booth 2
Bering Straight —Booth 3
Northwest Arctic Borough —Booth 4
SE Island —Booth 5
Southwest Region —Booth 6

ARIZONA

Glendale Elementary —Booth 7
Imagine Prep— Booth 8
Union Elementary —Booth 9

COLORADO, NEVADA, NEW JERSEY, NEW MEXICO

Westminster (CO) - Booth 10
Lyon County (NV) - Booth 11
Washoe County (NV) - Booth 12
Sterling Education (NJ) - Booth 13
Gallup-McKinley (NM) - Booth 14
Zuni Public (NM) Booth 15

MULTI-STATE REGION (WA, OR, NV, UT, AK, ID, WY, MT)

NW Association of Independent
Schools—Booths 178, 179, 180

CALIFORNIA

Amethod —Booths 23, 24
Desert Sands Unified —Booth 25
Franklin-McKinney —Booth 26
Morongo Unified —Booths 27, 28
Palm Springs Unified — Booth 29
Salinas Unified —Booth 30
San Bernardino —Booth 31
Sierra Sands —Booth 32
Westside Union —Booth 34

INTERNATIONAL

CNMI —Booth 35
International Educator Placement of
America — Booth 36
Maple Leaf Education—Booth 37
Pattison English — Booth 38
Universal American School—
Kuwait—Booth 39

OREGON

EMS Sub Desk - Booths 21, 22
Salem-Keizer—Booth 16
Jackson County—Booths 17, 18
Gresham-Barlow — Booth 19
Portland—Booth 20

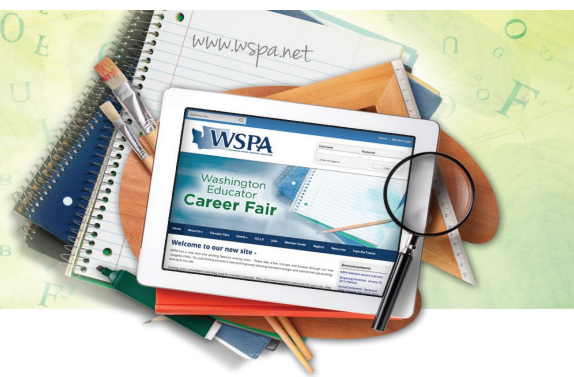
WASHINGTON

Anacortes —Booth 63
Arlington—Booth 64
Auburn—Booths 60, 61, 62
Battle Ground —Booths 65, 66
Bellevue Children's Academy—Booth
75
Bellevue — Booths 67, 68, 69, 70
Bellingham — Booths 80, 81
Bethel—Booths 71, 72, 73, 74
Bremerton—Booths 77, 78
Bridgeport—Booth 76
Burlington-Edison—Booth 79
Cape Flattery — Booth 90
Castle Rock—84
Cedar Crest Academy—Booth 85
Central Kitsap — Booths 82, 83
Centralia—Booth 86
Cheney—Booth 87
Chief Leschi—Booths 91, 92
Childhaven—Booth 88
Clarkston—Booth 89
Clover Park—Booths 93, 94, 95, 96
Concrete—Booth 97
Darrington—Booth 98
Dayton—Booth 99
Dieringer—Booth 100
East Lewis County—Booth 101
East Valley # 90 Yakima — Booths
102, 103
Eatonville — Booths 106, 107
Edmonds — Booths 104, 105
Enumclaw—Booth 108
ESD 113 Public Personnel
Cooperative—Booths 109, 110
Everett—Booths 120, 121
Evergreen—Booths 111, 112, 113,
114
Federal Way—Booths 115, 116, 117,
118, 119

Tacoma Dome Arena —March 29, 2017

WASHINGTON EDUCATOR Career Fair

A career fair for teachers and administrators.



WASHINGTON

Fife—Booths 124, 125
 Franklin Pierce—Booths 126, 127
 Goldendale—Booth 128
 Green Dot—Booth 129
 Highline—Booths 133, 134, 135, 136
 HopeSparks Early Intervention Program—Booth 130
 Hoquiam—Booth 131
 Issaquah — Booths 141, 142
 Kelso — Booth 132
 Kent—Booths 137, 138, 139, 140
 Lake Stevens—Booth 143
 Lake Washington — Booths 144, 145, 146, 147
 Life Christian Academy—Booth 151
 Longview — Booths 148, 149, 150
 Marysville— Booths 152, 153
 Mead — Booth 154
 Mercer Island—Booth 155
 Monroe—Booths 157, 158
 Moses Lake—Booths 163, 164
 Muckleshoot Tribal School—Booth 165
 Mukilteo—Booths 159, 160, 161, 162
 Naches Valley—Booth 166
 Napavine—Booth 167
 Naselle-Grays River Valley—Booth 172
 North Central ESD—Booth 173
 North Mason—Booths 168, 169
 North Thurston—Booths 170, 171
 Northshore—Booths 174, 175
 Oak Harbor—Booth 176
 Olympia—Booths 181, 182
 Open Window—Booth 184
 Orcas Island—Booth 185
 Oroville—Booth 186
 Orting—Booths 187, 188
 Pasco—Booths 192, 193
 Peninsula—Booths 189, 190, 191
 Port Angeles—Booth 194
 Port Townsend—Booth 195

WASHINGTON

Prosser—Booth 196
 Pullman—Booth 197
 Puyallup—Booths 200, 201, 202
 Quileute Tribal School—Booth 198
 Renton—Booths 207, 208
 Ridgefield—Booth 199
 Riverview — Booths 212, 213
 Seattle—Booths 203, 204, 205, 206
 Sedro-Woolley—Booth 209
 Selah—Booth 210
 Sequim — Booth 211
 Shelton—Booth 216
 Skykomish—Booth 217
 Snohomish — Booths 214, 215
 Snoqualmie Valley—Booths 222, 223, 224
 South Bend—Booth 219
 South Kitsap—Booth 220
 Spokane — Booths 225, 226
 Steilacoom— Booth 221
 Summit — Booth 177
 Sultan — Booths 227, 228
 Sumner—Booths 233, 234, 235
 Suquamish Tribal Education—Booth 229
 Tacoma—Booths 236, 237, 238, 239
 Tahoma—Booths 230, 231
 Toutle Lake — Booth 218
 Tukwila—Booth 232
 University Place—Booth 240
 Vancouver—Booths 245, 246
 Vashon Island—Booths 241, 242
 Walla Walla—Booth 243
 Wapato—Booth 244
 Warden—Booth 247
 WA State Charter School Assoc.—Booth 251
 White River—Booth 248
 Wilson Creek — Booth 252
 Woodland—Booth 249
 Yelm—Booth 250

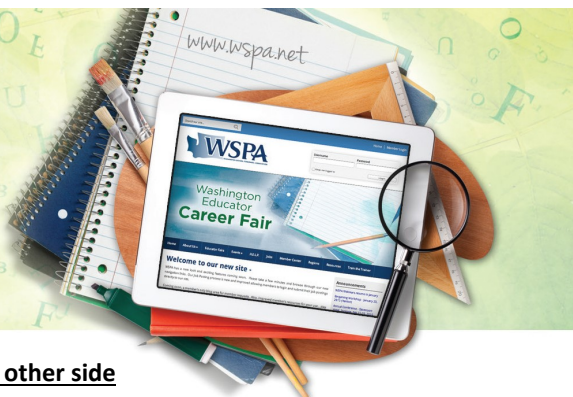
INTERVIEW BOOTHS

Bering Straight—Booth INT-1
 Imagine Prep—Booth INT-2
 Gallup-McKinley—Booths INT 3, 4
 Desert Sands—Booth INT 5
 Palm Springs—Booths INT 6, 7
 Salinas Union—Booths INT 8
 Auburn—Booth INT 9
 Bellevue Children's Academy—Booth INT 10
 Bellevue—Booths INT 11, 12
 Bethel—Booths INT 13, 14, 15
 Bremerton—Booth INT 16
 Central Kitsap—Booths INT 17, 18
 Centralia — Booth INT 19
 Chief Leschi—Booths INT 21, 22
 Clover Park—Booths INT 23, 24, 25, 26, 27
 East Valley # 90 Yakima—Booth INT 20
 ESD 113—Booth INT 28
 Federal Way — Booths INT 29, 31, 31
 Kelso— Booth INT 32
 Kent—Booth INT 33
 Lake Washington—INT 67, 68, 69, 70, 71
 Longview — Booths INT 34, 35
 Monroe—Booth INT 36
 Moses Lake—Booth INT 37
 Mukilteo—Booth INT 38
 North Thurston—Booths INT 39, 40
 Northshore — Booth INT 41
 Orting—Booth INT 42
 Peninsula—Booth INT 43, 44
 Port Townsend—Booth INT 45
 Puyallup—Booths INT 46, 47
 Renton—Booths INT 48, 49
 Seattle—Booths INT 50, 51, 52, 53
 Shelton—Booth INT 54
 Snohomish—Booth INT 55
 Snoqualmie Valley — Booths INT 56, 57
 Sultan—Booth INT 58
 Sumner—Booths INT 59, 60
 Tacoma — Booths INT 61, 62, 63, 64
 Tahoma—Booth INT 65

Tacoma Dome Arena — March 29, 2017

WASHINGTON EDUCATOR Career Fair

A career fair for teachers and administrators.



Interview Booths — please see other side

Washington Educator

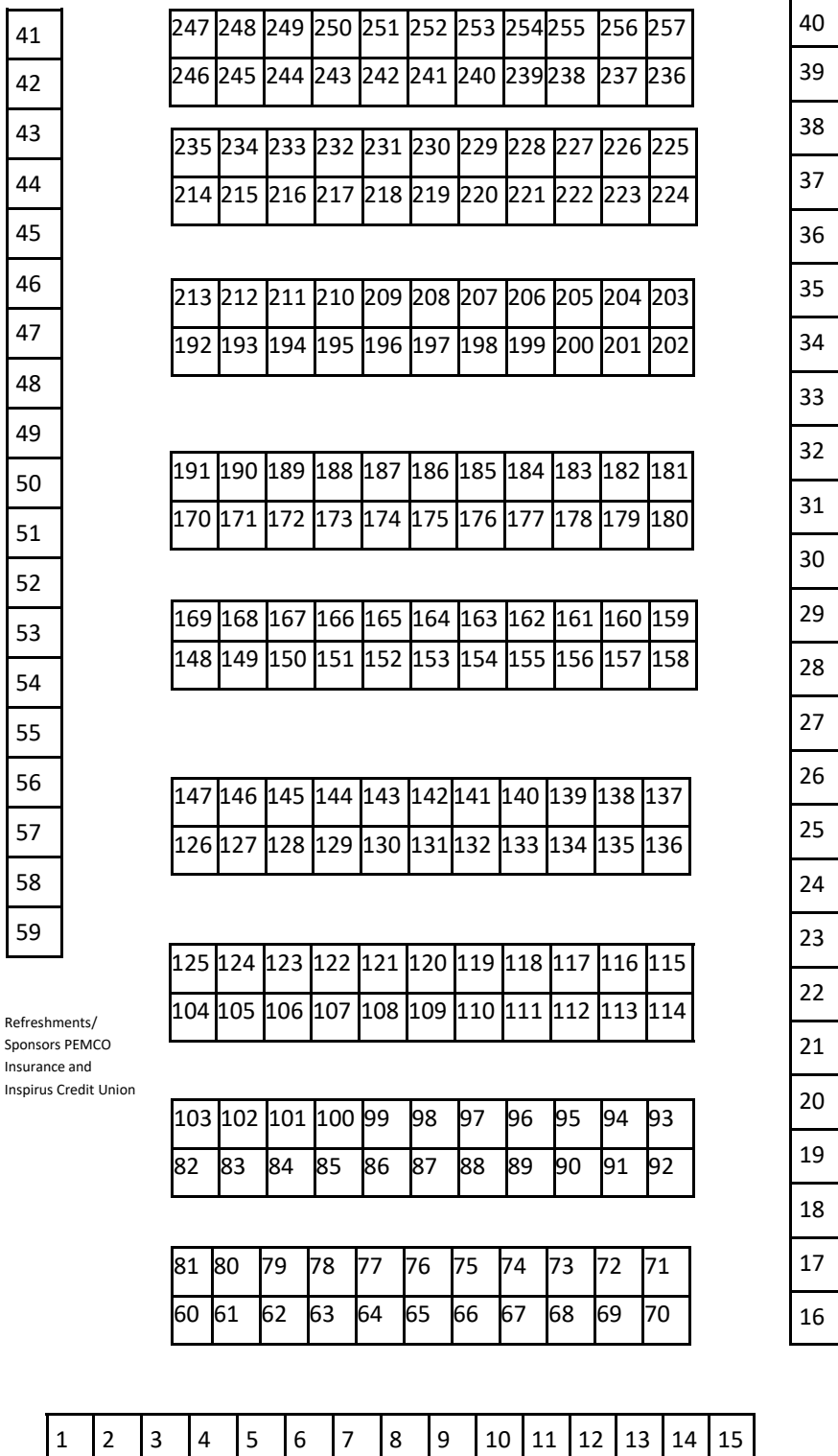
Career Fair 2017

Tacoma Dome

March 29, 2017

9:00 – 3:00

Floor Plan



Registration

ADA

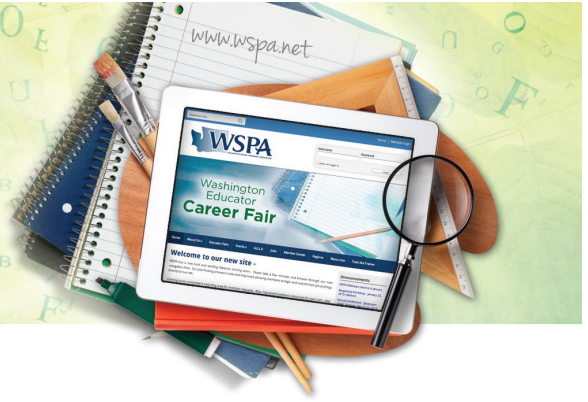
Refreshments/
Sponsors PEMCO
Insurance and
Inspirus Credit Union

Entrance



WASHINGTON EDUCATOR Career Fair

A career fair for teachers and administrators.



Interview Booths

61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60

21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

**Washington Educator
Career Fair**

Tacoma Dome
PARKING PASS
F or G Lot Only

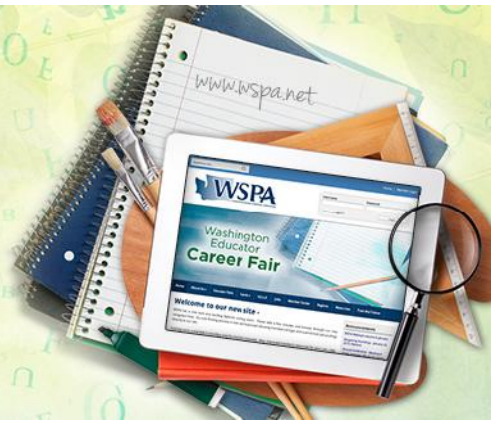
**Washington Educator
Career Fair**

Tacoma Dome
PARKING PASS
F or G Lot Only

WASHINGTON EDUCATOR
Career Fair

A career fair for teachers and administrators.

Spokane Convention Center March 15, 2017
Tacoma Dome Arena March 29, 2017



Washington Educator Career Fair 2017 Recruiter Handbook

Presented by:

Washington School Personnel Association

Washington School Personnel Association

PO Box 1600

Anacortes, WA 98221

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

Email: admin@wspa.net

Contact: Jennifer Tottenham, WSPA Program Coordinator



Vendor/Booth Pricing

Spokane Career Fair Single Exhibitor Booth Pricing

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

Spokane Career Fair Booth Upgrades

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

Tacoma Career Fair Single Exhibitor Booth Pricing

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

Tacoma Career Fair Booth Upgrades

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

10% discount provided for attending both fairs. Please use promo code WECF2017 at checkout.
Register online at: <http://www.wspa.net/washington-educator-career-fairs>

Career Fair Booth Hours and Information

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

9:00 a.m. to 2:00 p.m. – Spokane

9:00 a.m. to 3:00 p.m. – Tacoma

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

Facilities, Signs, Displays and Materials

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

Tacoma Dome Arena: Loading and Unloading Information

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

MAP TO THE TACOMA DOME



Tacoma Dome Driving Directions

Traveling South on I-5

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

Traveling North on I-5

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

From Downtown Tacoma

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

Public Transportation

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

Tacoma Dome Internet Information

Hard Line Internet or Phone Line Orders

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

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

Tacoma Dome Wi-Fi Service

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

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

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

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

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

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

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

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

Spokane Convention Center: Loading and Unloading Information

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

Exhibition Hall Loading Area Directions

From I-90

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

Spokane Convention Center Driving Directions

From Spokane International Airport and Points East

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

From Points West

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

From Points South (Pullman)

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

From Points North

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

Hotel and Lodging Information

Tacoma Lodging

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

Spokane Lodging

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

Event Coordinator Information

Tacoma Event Coordinator: Grand Event Rentals

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

Spokane Event Coordinator: LCD Exposition Services

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

Frequently Asked Questions

What is Included in each Booth Purchase?

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

What about electricity?

- Your booth purchase includes a 5 amp electrical supply.

What about internet?

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

Parking?

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

What if I need photocopies?

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

Name badges:

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

Is a recruiter required to check-in upon arrival?

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

Food at the event

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

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

Recruiting and Event Planning Suggestions

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

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 03/27/2017 06:02:14 AM
To: finnie@skitsap.wednet.edu
Subject: WSPA Executive Board Elections -- Voting now open
Attachments: Statements_for_Board_Nominations_2017-2018.pdf

Hello WSPA Members,

Voting is now open for the 2017-2018 WSPA Executive Board. Please take a moment to review the attached statements from candidates. Statements are not a requirement to run for an open position and are attached for your information only.

The link for the voting form can be found below and also at our website at www.wspa.net under the Announcements section of the home page.

[2017-2018 WSPA Board Elections](#)

Voting will remain open until March 31, 2017 at 5:00 p.m. You must login to vote and you may only vote once.

Region elections will be held at the region level.

Thank you,

Washington School Personnel Association

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

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

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

powered by  MemberClicks

Statements for WSPA Board Nominations 2017-2018

President Candidate:

Dr. Shaun Carey

Assistant Superintendent of Human Resources and Business
Franklin Pierce School District

It is with great humility that I accept the nomination to serve as the President-elect for the Washington School Personnel Association (WSPA).

It has been an honor and privilege to serve as co-representative for Region 4 to the WSPA Board of Directors for the past three years. During this time, I have found the organization's purpose and mission to be in complete alignment with the "why and how" I do the work currently assigned and, more importantly, the reason I choose this service-oriented profession.

My experiences as a building and district level administrator have provided me with the requisite skills and abilities needed by a leader chosen for this position. I have a firm understanding of the challenges and issues that school employees face, and have acquired a skill set that enables me to serve as an effective and efficient problem-solver. I have a good command of best practices in human resources management and commitment to serve those in need, with equal parts confidence and a sense of humor. My current experience as a WSPA regional representative has been both enlightening and impactful, and I look forward to the opportunity to serve the association in this capacity or beyond.

I have over 23 years combined experience in education which includes: Assistant Superintendent of Human Resources and Business, Executive Director and Director of Human Resources, Elementary School Principal, middle school Dean of Students, middle school teacher, and elementary school teacher.

My professional education includes: Doctorate in Educational Leadership from Washington State University in 2012, Administrative Credentials from Pacific Lutheran University in 2000, Masters of Education in Curriculum and Instruction from City University of Seattle in 1997, and Bachelors of Education in K-8 Education from Pacific Lutheran University in 1994.

Please accept my expressed interest in serving as the WSPA President-elect. I thank you in advance for your sincere consideration.

Respectfully,

Shaun V. Carey

President Candidate:

Jenae Gomes

Executive Director, Human Resources

Evergreen Public Schools

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

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

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

I have been a member of WSPA for many years and have been the Region 3 Representative for the past two and a half terms. I am involved in a variety of organizations outside of the school district and sit on the WSPA board. I have chaired many committees over the years, including the most recent WSPA Annual Conference.

I have been working in education for the past 19 years and in the Human Resources department for the past 12 years. I joined Evergreen Public Schools in July 2016 and still pinch myself periodically to make sure this dream job, is real.

Throughout my professional tenure, I have been involved in an array leadership positions allowing me to gain many experiences and exposure to all facets in Human Resources. What I enjoy most about our everyday work is problem solving and leading others through mentorship.

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

Thank you for your consideration.

Jenae Gomes

Secretary Candidate:

Marilyn Boerke

Human Resources Director

Title IX Officer

Camas School District 117

Marilyn Boerke is proud to be from Region 3 and has a strong desire to serve WSPA in the role of Secretary. Marilyn is currently the HR Director in the Camas School District, and brings experience in education, problem solving, and conflict resolution that began as a school secretary over 30 years ago. It was through the satisfying process of taking and sharing minutes and having strength in organization and communication that Marilyn became an educator and life-long learner.

Marilyn's current service as a board member includes Past President and Vice President of the Camas-Washougal Community Chest and participating on the Downtown Camas Association board. Additionally, Marilyn served as a Southwest Washington regional representative then as an Executive Board member of AWSP, as well as experience at the national level after being elected to the National Secondary School Principals Association for a four-year term. This invaluable experience as a member of strong teams dedicated to serving organization members solidified Marilyn's desire to become involved upon hearing of the open position of Secretary of WSPA's board of directors.

Marilyn is a hard worker and is skilled at multi-tasking. She is a strong and positive communicator and extremely organized and timely in all tasks. She would serve WSPA well as Secretary, and enthusiastically looks forward to the opportunity if elected.

Secretary Candidate:

Valerie Burkhauser

SHRP, Human Resources Auditor/Information Systems Coordinator
Auburn School District

My name is Valerie Burkhauser and I am an auditor and data analyst for the Auburn School District. I have been with Auburn for 13 years, 12 of which have been in Human Resources. I am honored to be nominated for the position of secretary for WSPA and appreciate the opportunity to further give back to an organization which provides so much to both individuals and districts. I am a H.E.L.P. graduate, have been on spring conference planning committees and am your current secretary. As a team player I like to think outside the box and am always looking for ways to make processes more efficient for all those concerned.

My husband and I have two daughters, Katie, who recently completed her master's in education and is now out attending job fairs, and Nicki, who is working on her paramedic certification. I continue to take college classes on my way to earning my degree, and in my spare time enjoy traveling, gardening, and all forms of needlework.

I appreciate all the benefits that I have personally gained through WSPA and have enjoyed my term as your secretary. I am grateful for the nomination, and if selected to return I will continue to serve the membership to the best of my ability. Thank you.

Secretary Candidate:

Janet Hodson

Director of Employee Relations
Federal Way Public Schools

I am excited about the nomination for WSPA secretary. I have been a member of WSPA for over 25 years and it has been my pleasure to serve on two Region 4 conference planning committees as well as being a past WSPA Region 4 representative and a member of the HELP Advisory Board. I have reaped the benefits of professional development offered by this organization through the HELP Program, workshops, and conferences. Most important, this organization extends many opportunities for networking with other human resources professionals throughout the state of Washington, sharing experiences about the work that we all do. I am grateful for the many blessings I have received through WSPA and I welcome the prospect of giving back to a group who gives me so much. It is with great pleasure that I accept the nomination to serve as the secretary of this organization.

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 03/28/2017 07:02:08 AM
To: finnie@skitsap.wednet.edu
Subject: Registration now open: HELP Spring Workshop - Job Descriptions

Dear WSPA Members,

Reminder -- registration is now open to attend the **HELP Spring Workshop: Job Descriptions**. This event is open to all WSPA members - you do not need to be a HELP program participant to attend.

- **HELP Spring Workshop: Job Descriptions**
- **April 17, 2017**
- **8:00 am - 4:00 pm**
- **Puget Sound ESD- Tukwila**
- **\$150 (non-HELP participants)**

Morning Session: *Job Descriptions as they relate to worker's compensation/light duty and using job descriptions for plans of improvement for evaluative concerns.*

Presented by Kurt Schonberg, Oak Harbor School District

Kurt Schonberg has been the Executive Director of Human Resources in the Oak Harbor Public Schools for six years, Kurt has previously served as a Director of Teaching and Learning and High School Principal. His focus is on improving outcomes for students through recruitment, hiring and support for all staff as well as making Oak Harbor Public Schools a great place to work.

Kurt has been active in WSPA since 2010, serving as a regional representative, conference professional breakout session chair, HELP Presenter and currently is the incoming President. He believes that staff members and students have limitless possibility and that it's all about learning for life for everyone.

Afternoon Session: *Job Descriptions: understanding, creating and using job descriptions for classification purposes, wages and postings.*

Presented by Darrell Heisler, Sedro-Woolley School District

Darrell Heisler is the Executive Director of Human Resources and Technology at Sedro Woolley School District. His career spans 36 years in education and he served 5 years as a Math and Computer Science teacher, 5 years as Dean of Students, 3 years as Assistant Principal at SWHS , and 6 years as Principal before moving into Human Resources and Technology.

Darrell has been an active WSPA member and was instrumental in the development of the shared Google drive for our members. His session will cover the importance of "time loss", "Light Duty - both job descriptions and contracts", experience factors, the importance of contacting case managers, and tracking L&I claims

Please click here to register: [HELP Spring Workshop Registration 2017](http://www.wspa.net/h-e-l-p) or visit our website for more information at: <http://www.wspa.net/h-e-l-p>

HELP Participants do not need to register - please RSVP directly to Jane Rausch: jrausch@wspa.net

Thank you,

Washington School Personnel Association

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

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

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

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 03/30/2017 06:31:45 AM
To: finnie@skitsap.wednet.edu
Subject: WSPA Executive Board Elections -- Voting open through 3/31/2017

Hello WSPA Members,

Reminder: Voting is now open for the 2017-2018 WSPA Executive Board. Please take a moment to review the attached statements from candidates. Statements are not a requirement to run for an open position and are attached for your information only.

The link for the voting form can be found below and also at our website at www.wspa.net under the Announcements section of the home page.

[2017-2018 WSPA Board Elections](#)

Voting will remain open until March 31, 2017 at 5:00 p.m. You must login to vote and you may only vote once.

Region elections will be held at the region level.

Thank you,

Washington School Personnel Association

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

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

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

powered by  MemberClicks

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 04/03/2017 05:31:36 PM
To: finnie@skitsap.wednet.edu
Subject: HELP Graduate Recertification Requirements

Dear WSPA Members,

Please note: HELP Graduate Recertification Requirements

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

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

- 2005 Tsunami - 3rd Wave
- 2008 Sixy Chicks
- 2011 Masters Nine
- 2014 The Twelves

Please contact Jane Rausch, HELP Coordinator with any questions: jrausch@wspa.net

Thank you,

Washington School Personnel Association

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

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

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

powered by  MemberClicks

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 04/04/2017 06:02:15 AM
To: finnie@skitsap.wednet.edu
Subject: WSPA Event Announcements: HELP, HR Legal Boot Camp, and a Special Presentation

Dear WSPA members,

We have three exciting upcoming events to share with you:

HELP 2017-2018

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

- July 10-14, 2017
- Puget Sound Educational Service District
- Registration: \$910 Registration includes course materials, access to Blackboard through City University, option to earn eight City University CEU's, breakfast Monday- Friday, lunch Monday-Thursday, dinner Thursday, and refreshments.
- The registration fee is for the full year of HELP - one-week summer session, a one-day session in the fall, and a one-day session in the spring. It also includes the special presentation with Caprice Hollins.

HR Legal Boot Camp

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

- July 10-12, 2017
- Puget Sound Educational Service District
- \$495 includes a one-year WSPA membership, a copy of the POG notebook, 3 City University CEU's (optional), breakfast and lunches each day. Registration also includes the special presentation with Caprice Hollins.

Special Presentation with guest presenter Caprice Hollins: Cultural Competence- Addressing Race Relations in the 21st Century

- July 10, 2017
- 8:00 am - 11:45 am
- DoubleTree Suites by Hilton at Southcenter
- \$50 includes presentation and continental breakfast (please note that registration to HELP and/or HR Legal Boot Camp includes registration to this event).
- For more information about Caprice Hollins please visit her website at: <http://culturesconnecting.com/>

Please visit the WSPA website for additional event information and registration: www.wspa.net

Thank you,

Washington School Personnel Association

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

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

[Unsubscribe or Manage Preferences](#) · [Forward to a Friend](#) · [Privacy Policy](#)

powered by  **MemberClicks**

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 04/05/2017 06:01:40 AM
To: finnie@skitsap.wednet.edu
Subject: WSPA Election Results

Dear WSPA members,

Thank you for your participation in our recent election. We are pleased to announce that Shaun Carey will serve as President Elect for the 2017-2018 school year. Congratulations, Shaun!

Shaun joins Kurt Schonberg who will begin his term as President effective July 1, 2017.

We are also happy to announce that Janet Hodson will now serve as WSPA Secretary.

Please join me in recognizing Debby Carter for her service as President. Her leadership, time, and dedication to WSPA is greatly appreciated. We look forward to her continued leadership in her next role as Past President.

Valerie Burkhauser has been exemplary in her role as Secretary and we are deeply appreciative of her professionalism, organization, and dedication to the WSPA mission. We wish Valerie much continued success along with our gratitude for her service.

All leadership changes will take effect July 1, 2017.

Thank you,

Jennifer Tottenham
Washington School Personnel Association

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

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

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

powered by  MemberClicks

From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 04/07/2017 09:34:45 AM
To: finnie@skitsap.wednet.edu
Subject: MEMBER REQUEST

Happy Friday WSPA members! I have a few member requests for your consideration. As always, thank you for your assistance,

Jennifer Harmon from Granite Falls School District is asking the following:

In the event an employee uses more sick and personal time than allotted for the year, what are the consequences in your district? Payroll deductions, adjustment to FTE, adjustment in benefits allowance, written warning, plan of improvement??? This situation would be outside of employees who meet FMLA requirements, board approved medical leaves, etc.

Please send your response directly to: jharmon@gfalls.wednet.edu

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

Thanks,

Curtis

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

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

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

powered by  MemberClicks

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 04/07/2017 03:02:00 PM
To: finnie@skitsap.wednet.edu
Subject: Reminder -registration now open: HELP Spring Workshop - Job Descriptions

Dear WSPA Members,

Reminder: registration is now open to attend the **HELP Spring Workshop: Job Descriptions**. This event is open to all WSPA members - you do not need to be a HELP program participant to attend. **Registration will close on April 12, 2017.**

- **HELP Spring Workshop: Job Descriptions**
- **April 17, 2017**
- **8:00 am - 4:00 pm**
- **Puget Sound ESD- Tukwila**
- **\$150 (non-HELP participants)**

Morning Session: *Job Descriptions as they relate to worker's compensation/light duty and using job descriptions for plans of improvement for evaluative concerns.*

Presented by Kurt Schonberg, Oak Harbor School District

Kurt Schonberg has been the Executive Director of Human Resources in the Oak Harbor Public Schools for six years, Kurt has previously served as a Director of Teaching and Learning and High School Principal. His focus is on improving outcomes for students through recruitment, hiring and support for all staff as well as making Oak Harbor Public Schools a great place to work.

Kurt has been active in WSPA since 2010, serving as a regional representative, conference professional breakout session chair, HELP Presenter and currently is the incoming President. He believes that staff members and students have limitless possibility and that it's all about learning for life for everyone.

Afternoon Session: *Job Descriptions: understanding, creating and using job descriptions for classification purposes, wages and postings.*

Presented by Darrell Heisler, Sedro-Woolley School District

Darrell Heisler is the Executive Director of Human Resources and Technology at Sedro Woolley School District. His career spans 36 years in education and he served 5 years as a Math and Computer Science teacher, 5 years as Dean of Students, 3 years as Assistant Principal at SWHS , and 6 years as Principal before moving into Human Resources and Technology.

Darrell has been an active WSPA member and was instrumental in the development of the shared Google drive for our members. His session will cover the importance of "time loss", "Light Duty - both job descriptions and contracts", experience factors, the importance of contacting case managers, and tracking L&I claims

Please click here to register: [HELP Spring Workshop Registration 2017](http://www.wspa.net/h-e-l-p) or visit our website for more information at: <http://www.wspa.net/h-e-l-p>

HELP Participants do not need to register - please RSVP directly to Jane Rausch: jrausch@wspa.net

Thank you,

Washington School Personnel Association

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

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

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

powered by  **MemberClicks**

From: olsonla@skitsap.wednet.edu
Sent time: 04/10/2017 10:55:28 AM
To: monaglej@skitsap.wednet.edu
Subject: FW: Reminder -registration now open: HELP Spring Workshop - Job Descriptions

[Did you see this?](#)

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

From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Friday, April 07, 2017 3:02 PM
To: Olson, Lalaina <olsonla@skitsap.wednet.edu>
Subject: Reminder -registration now open: HELP Spring Workshop - Job Descriptions

Dear WSPA Members,

Reminder: registration is now open to attend the **HELP Spring Workshop: Job Descriptions**. This event is open to all WSPA members - you do not need to be a HELP program participant to attend. **Registration will close on April 12, 2017.**

- **HELP Spring Workshop: Job Descriptions**
- **April 17, 2017**
- **8:00 am - 4:00 pm**
- **Puget Sound ESD- Tukwila**
- **\$150 (non-HELP participants)**

Morning Session: *Job Descriptions as they relate to worker's compensation/light duty and using job descriptions for plans of improvement for evaluative concerns.*

Presented by Kurt Schonberg, Oak Harbor School District

Kurt Schonberg has been the Executive Director of Human Resources in the Oak Harbor Public Schools for six years, Kurt has previously served as a Director of Teaching and Learning and High School Principal. His focus is on improving outcomes for students through recruitment, hiring and support for all staff as well as making Oak Harbor Public Schools a great place to work.

Kurt has been active in WSPA since 2010, serving as a regional representative, conference professional breakout session chair, HELP Presenter and currently is the incoming President. He believes that staff members and students have limitless possibility and that it's all about learning for life for everyone.

Afternoon Session: *Job Descriptions: understanding, creating and using job descriptions for classification purposes, wages and postings.*

Presented by Darrell Heisler, Sedro-Woolley School District

Darrell Heisler is the Executive Director of Human Resources and Technology at Sedro Woolley School District. His career spans 36 years in education and he served 5 years as a Math and Computer Science teacher, 5 years as Dean of Students, 3 years as Assistant Principal at SWHS , and 6 years as Principal before moving into Human Resources and Technology.

Darrell has been an active WSPA member and was instrumental in the development of the shared Google drive for our members. His session will cover the importance of "time loss", "Light Duty - both job descriptions and contracts", experience factors, the importance of contacting case managers, and tracking L&I claims

Please click here to register: [HELP Spring Workshop Registration 2017](#) or visit our website for more information at: <http://www.wspa.net/h-e-l-p->

HELP Participants do not need to register - please RSVP directly to Jane Rausch: jrausch@wspa.net

Thank you,

Washington School Personnel Association

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

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

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

powered by  MemberClicks

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 04/11/2017 12:02:45 PM
To: finnie@skitsap.wednet.edu
Subject: Legislative Update
Attachments: Legislative_Matrix_APRIL_10_2017.pdf WSPA_Legislative_Report_APRIL_10_2017.pdf

Hello WSPA members,

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

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

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

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

Thank you,

Washington School Personnel Association

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

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

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

powered by  MemberClicks

Legislative Bill Summary
 Issues Impacting School District HRM
 April 10, 2017

House	Senate		Status	Issue
1060	5290	Medical Marijuana	HB passed. Placed on 2nd Reading in Senate	Allow parent to administer non-inhaled medical marijuana in school, bus, events.
1115	5070	Paraeducators	SB passed. Referred for House Rules 2 Review	Create Paraeducator Board to adopt standards & certification for para's.
1303	5142	Educational Interpreters	SB Passed the Legislature.	Provide 12 to 18 months for interpreters to meet state standard.
1319		Educators Evaluation Frequency	HB passed. Public Hearing in Senate 3-14	Allow 6 years without a summative evaluation if rated 3 or 4 under TPEP.
1341		Pro Cert Teachers	HB passed. Placed on 2nd Reading in Senate Rules	Provide 3 methods of professional certification to include PD credits.
1434	5295	Shared Leave Pregnancy	HB passed. Placed on 2nd Reading in Senate Rules	Allow shared leave for pregnancy disability, miscarriage, adoption.
1560		Default Retirement	HB passed. Referred to Senate Ways & Means	Change default to Plan 2 when employee fails to make election.
1618		Engagement Coordinators	HB passed. Referred to Senate Ways & Means	Standardize title and duties of Engagement Coordinators.
	5534	Housing Allowance	Will likely be addressed in full funding bills.	Allow housing allowance up to \$10,000 based on property value variations.
	5726	Health Benefits	Will likely be addressed in full funding bills.	Require Districts to adopt state Health Care Authority benefits in 2019.
	5833	Retirement	SB Passed. Public Hearing in House 3-15	Increase minimum benefit for select Plan 1 retirees.



Update of Key Legislation Impacting Public School HR Management

Lee Goeke, Legislative Liaison

April 10, 2017

The attached matrix updates the status of legislation impacting school district human resource management.

Previously discussed bills that continue to progress include:

- a. Medical marijuana for students,
- b. Paraeducators qualification standards and certification,
- c. Educator evaluation frequency,
- d. Teacher and administrator certification,
- e. Pregnancy related shared leave,
- f. Engagement coordinators, and
- g. Changing from Plan 3 to Plan 2 for the default retirement option.

SB 5142, Educational Interpreters, has passed the legislature. The bill provides 12 to 18 months for Educational Interpreters to meet state standards.

Key issues impacting teacher and administrator certification is the introduction of a 5-year renewal option of the residency certificate based on professional development credits, and creating a 3rd professional certification option based on completing 75 professional development credit.

Key issues impacting paraeducators is a requirement to provide access to a course of study on certification standards before the paraeducator begins working with students and families (effective in 2019), and whether paraeducators in special education and ELL must, or may, obtain a specialty certificate.

Individual health benefit bills have yet to pass both houses. However, the proposed changes will undoubtedly be considered in the budget process and likely be part of the full funding resolution. There remains a focus on achieving a 3:1 ratio concerning family and individual premiums. WASA has noted that Public Employee Benefits Board programs currently meet the 3:1 ratio which may put more pressure on moving school districts in that direction.

The Legislature continues to maintain secrecy on the status and/or progress of efforts to reach a compromise on the House and Senate bills to fully fund public education (HB 1843, SB 5607). Consequently, there is no update on what a resolution might look like. Indications are that this will remain the case through the rest of the regular session and into an extended session.

The next key cutoff date for the legislature is April 12, 2017, when non-budget related bills must be adopted by the opposite house. Some of the bills noted above as continuing to progress could still meet this deadline.

From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 04/14/2017 09:03:42 AM
To: finnie@skitsap.wednet.edu
Subject: MEMBER REQUEST

Hello WSPA members! A few member requests for your consideration. Thanks!

Robin Hay from Pasco School District is asking which districts in the state have elementary schools with K-6. In particular, she is looking to talk with districts about additional support for keeping 6th grade at the elementary level.

Please send your response directly to: RHay@psd1.org

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

Thanks,

Curtis

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

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

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

powered by  MemberClicks

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 04/14/2017 06:02:04 AM
To: finnie@skitsap.wednet.edu
Subject: WSPA Event Announcements: HELP, HR Legal Boot Camp, and a Special Presentation

Dear WSPA members,

We have three exciting upcoming events to share with you:

HELP 2017-2018

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

- July 10-14, 2017
- Puget Sound Educational Service District
- Registration: \$910 Registration includes course materials, access to Blackboard through City University, option to earn eight City University CEU's, breakfast Monday- Friday, lunch Monday-Thursday, dinner Thursday, and refreshments.
- The registration fee is for the full year of HELP - one-week summer session, a one-day session in the fall, and a one-day session in the spring. It also includes the special presentation with Caprice Hollins.

HR Legal Boot Camp

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

- July 10-12, 2017
- Puget Sound Educational Service District
- \$495 includes a one-year WSPA membership, a copy of the POG notebook, 3 City University CEU's (optional), breakfast and lunches each day. Registration also includes the special presentation with Caprice Hollins.

Special Presentation with guest presenter Caprice Hollins: Cultural Competence- Addressing Race Relations in the 21st Century

- July 10, 2017
- 8:00 am - 11:45 am
- DoubleTree Suites by Hilton at Southcenter
- \$50 includes presentation and continental breakfast (please note that registration to HELP and/or HR Legal Boot Camp includes registration to this event).
- For more information about Caprice Hollins please visit her website at: <http://culturesconnecting.com/>

Please visit the WSPA website for additional event information and registration: www.wspa.net

Thank you,

Washington School Personnel Association

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

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

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

powered by  **MemberClicks**

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 04/17/2017 02:01:47 PM
To: finnie@skitsap.wednet.edu
Subject: WSPA Shared Google Drive

Hello WSPA Members,

Just a reminder about the document sharing program for WSPA members through Google Drive. We encourage you to take advantage of this shared resource.

Each individual district will be responsible for uploading your documents to the Google Drive site. Please upload the actual documents, not links from your website --PDF or WORD documents are preferred.

The Google Drive site has specific folders set up for each district including CBA's, Salary Schedules and Job Descriptions.

The link to the shared drive:

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

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

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

Thank you,

Washington School Personnel Association

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

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

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

powered by  MemberClicks

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 04/17/2017 06:00:27 AM
To: monaglej@skitsap.wednet.edu
Subject: WSPA: Upcoming Webinars

Hello WSPA Members,

We are pleased to announce that we have two upcoming webinars to share with our members:

Employee Misconduct and Investigations

- May 5, 2017
- 9:00-11:00 am

New Overtime Requirements + FMLA Refresher

- May 26, 2017
- 9:00-11:00 am

Please note that webinars are now FREE for WSPA members. The non-member price is \$75.

Pre-registration is required. [Please click here to register.](#)

Thank you,

Washington School Personnel Association

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

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

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

powered by  MemberClicks

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 04/17/2017 06:00:47 AM
To: finnie@skitsap.wednet.edu
Subject: WSPA: Upcoming Webinars

Hello WSPA Members,

We are pleased to announce that we have two upcoming webinars to share with our members:

Employee Misconduct and Investigations

- May 5, 2017
- 9:00-11:00 am

New Overtime Requirements + FMLA Refresher

- May 26, 2017
- 9:00-11:00 am

Please note that webinars are now FREE for WSPA members. The non-member price is \$75.

Pre-registration is required. [Please click here to register.](#)

Thank you,

Washington School Personnel Association

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

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

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

powered by  MemberClicks

From: jensenv@skitsap.wednet.edu
Sent time: 04/18/2017 07:36:07 AM
To: monaglej@skitsap.wednet.edu
Subject: Accepted: WSPA Webinar (New Overtime Requirements + FMLA Refresher)
Attachments: attachment.ics

BEGIN:VCALENDAR
METHOD:REPLY
PRODID:Microsoft Exchange Server 2010
VERSION:2.0
BEGIN:VTIMEZONE
TZID:Pacific Standard Time
BEGIN:STANDARD
DTSTART:16010101T020000
TZOFFSETFROM:-0700
TZOFFSETTO:-0800
RRULE:FREQ=YEARLY;INTERVAL=1;BYDAY=1SU;BYMONTH=11
END:STANDARD
BEGIN:DAYLIGHT
DTSTART:16010101T020000
TZOFFSETFROM:-0800
TZOFFSETTO:-0700
RRULE:FREQ=YEARLY;INTERVAL=1;BYDAY=2SU;BYMONTH=3
END:DAYLIGHT
END:VTIMEZONE
BEGIN:VEVENT
ATTENDEE;PARTSTAT=ACCEPTED:MAILTO:jensenv@skitsap.wednet.edu
COMMENT;LANGUAGE=en-US:\n
SUMMARY;LANGUAGE=en-US:Accepted: WSPA Webinar (New Overtime Requirements +
FMLA Refresher)
DTSTART;TZID=Pacific Standard Time:20170526T090000
DTEND;TZID=Pacific Standard Time:20170526T110000
UID:040000008200E00074C5B7101A82E00800000000609FF94D13B8D2010000000000000000
010000000C1A5408DA93B1948BA555EB168011454
CLASS:PUBLIC
PRIORITY:5
DTSTAMP:20170418T143605Z
TRANSP:OPAQUE
STATUS:CONFIRMED
SEQUENCE:1
LOCATION;LANGUAGE=en-US:My Office
X-MICROSOFT-CDO-APPT-SEQUENCE:1
X-MICROSOFT-CDO-OWNERAPPTID:-164476959
X-MICROSOFT-CDO-BUSYSTATUS:BUSY
X-MICROSOFT-CDO-INTENDEDSTATUS:BUSY
X-MICROSOFT-CDO-ALLDAYEVENT:FALSE
X-MICROSOFT-CDO-IMPORTANCE:1
X-MICROSOFT-CDO-INSTTYPE:0
X-MICROSOFT-DISALLOW-COUNTER:FALSE
END:VEVENT
END:VCALENDAR

From: olsonla@skitsap.wednet.edu
Sent time: 04/18/2017 09:28:22 AM
To: monaglej@skitsap.wednet.edu
Subject: Accepted: WSPA Webinar (New Overtime Requirements + FMLA Refresher)
Attachments: attachment.ics

BEGIN:VCALENDAR
METHOD:REPLY
PRODID:Microsoft Exchange Server 2010
VERSION:2.0
BEGIN:VTIMEZONE
TZID:Pacific Standard Time
BEGIN:STANDARD
DTSTART:16010101T020000
TZOFFSETFROM:-0700
TZOFFSETTO:-0800
RRULE:FREQ=YEARLY;INTERVAL=1;BYDAY=1SU;BYMONTH=11
END:STANDARD
BEGIN:DAYLIGHT
DTSTART:16010101T020000
TZOFFSETFROM:-0800
TZOFFSETTO:-0700
RRULE:FREQ=YEARLY;INTERVAL=1;BYDAY=2SU;BYMONTH=3
END:DAYLIGHT
END:VTIMEZONE
BEGIN:VEVENT
ATTENDEE;PARTSTAT=ACCEPTED:MAILTO:olsonla@skitsap.wednet.edu
COMMENT;LANGUAGE=en-US:\n
SUMMARY;LANGUAGE=en-US:Accepted: WSPA Webinar (New Overtime Requirements +
FMLA Refresher)
DTSTART;TZID=Pacific Standard Time:20170526T090000
DTEND;TZID=Pacific Standard Time:20170526T110000
UID:040000008200E00074C5B7101A82E00800000000609FF94D13B8D2010000000000000000
010000000C1A5408DA93B1948BA555EB168011454
CLASS:PUBLIC
PRIORITY:5
DTSTAMP:20170418T162822Z
TRANSP:OPAQUE
STATUS:CONFIRMED
SEQUENCE:1
LOCATION;LANGUAGE=en-US:My Office
X-MICROSOFT-CDO-APPT-SEQUENCE:1
X-MICROSOFT-CDO-OWNERAPPTID:-164476959
X-MICROSOFT-CDO-BUSYSTATUS:BUSY
X-MICROSOFT-CDO-INTENDEDSTATUS:BUSY
X-MICROSOFT-CDO-ALLDAYEVENT:FALSE
X-MICROSOFT-CDO-IMPORTANCE:1
X-MICROSOFT-CDO-INSTTYPE:0
X-MICROSOFT-DISALLOW-COUNTER:FALSE
END:VEVENT
END:VCALENDAR

From: Washington School Personnel Association <waspa@memberclicks-mail.net>
Sent time: 04/18/2017 07:19:42 AM
To: monaglej@skitsap.wednet.edu
Subject: Webinar: Employee Misconduct and Investigations - May 5, 2017 Form Submitted

Thank you for registering to attend the WSPA Webinar: Employee Misconduct and Investigations.

This webinar will be held on May 5, 2017 from 9:00-11:00 a.m.

IMPORTANT:

You are only allowed one Go To Webinar login per registration. If you would like to purchase additional logins please contact admin@wspa.net.

If you made payment with a credit card, please print this confirmation as your proof of payment and receipt. If you chose to pay by invoice, an invoice will be emailed to you separately.

Organization: South Kitsap School District

Contact Name: Jamie Monagle

Contact Email: monaglej@skitsap.wednet.edu

Date:04/18/2017 10:19:42

ID:12042347

Amount:\$0.00

Payment Method:No Payment

From: Washington School Personnel Association <waspa@memberclicks-mail.net>
Sent time: 04/18/2017 07:21:39 AM
To: monaglej@skitsap.wednet.edu
Subject: Webinar: New Overtime Requirements + FMLA Refresher -- May 26, 2017 Form Submitted

Thank you for registering to attend the WSPA Webinar: New Overtime Requirements + FMLA Refresher.

This webinar will be held on May 26, 2017 from 9:00-11:00 a.m.

IMPORTANT:

You are only allowed one Go To Webinar login per registration. If you would like to purchase additional logins please contact admin@wspa.net.

If you made payment with a credit card, please print this confirmation as your proof of payment and receipt. If you chose to pay by invoice, an invoice will be emailed to you separately.

Organization: South Kitsap School District

Contact Name: Jamie Monagle

Contact Email: monaglej@skitsap.wednet.edu

Date:04/18/2017 10:21:38

ID:12042378

Amount:\$0.00

Payment Method:No Payment

From: Region 5 <waspa@memberclicks-mail.net>
Sent time: 04/18/2017 04:36:07 PM
To: finnie@skitsap.wednet.edu
Subject: WSPA Region 5- April 28th Meeting

Good day, Region 5!

Laurie McGinnis and friends in Port Townsend will be hosting our next WSPA Meeting, Friday, April 28th from 9 a.m. to 12 Noon. A light continental breakfast will be served. The location is:

1610 Blaine St., Port Townsend, 98368

The building is long and low with the name Gael Stuart on the outside in white letters. There is also an "Adminstration" sign

I only heard back from two members on nominations for the next Region 5 Rep. It is an honor to serve in this capacity. This Region and our organization is amazing. You get to spend two days in Leavenworth at Sleeping Lady Resort for the Board Retreat!

If you are interested or know someone who would enjoy this adventure, please let me know right away. The ballot will be sent out in a few days. I would love to get everyone's feedback on this.

The agenda for next Friday's meeting is open for suggestions. I would love to hear some ideas for agenda topics, a good joke, or perhaps a favorite quote that keeps you going on tough days.

By responding to this email with either a nomination, agenda topic or feedback/ideas for next year, you will be entered into a drawing for a \$25.00 Amazon Gift Card to be drawn at the meeting on Friday.

Denise

P.S. Be ready to discuss the 2017 Annual Conference!!! I'm so excited for us to put on an exceptional event.

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

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

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

powered by  MemberClicks

From: Region 5 <waspa@memberclicks-mail.net>
Sent time: 04/18/2017 04:36:04 PM
To: monaglej@skitsap.wednet.edu
Subject: WSPA Region 5- April 28th Meeting

Good day, Region 5!

Laurie McGinnis and friends in Port Townsend will be hosting our next WSPA Meeting, Friday, April 28th from 9 a.m. to 12 Noon. A light continental breakfast will be served. The location is:

1610 Blaine St., Port Townsend, 98368

The building is long and low with the name Gael Stuart on the outside in white letters. There is also an "Administration" sign

I only heard back from two members on nominations for the next Region 5 Rep. It is an honor to serve in this capacity. This Region and our organization is amazing. You get to spend two days in Leavenworth at Sleeping Lady Resort for the Board Retreat!

If you are interested or know someone who would enjoy this adventure, please let me know right away. The ballot will be sent out in a few days. I would love to get everyone's feedback on this.

The agenda for next Friday's meeting is open for suggestions. I would love to hear some ideas for agenda topics, a good joke, or perhaps a favorite quote that keeps you going on tough days.

By responding to this email with either a nomination, agenda topic or feedback/ideas for next year, you will be entered into a drawing for a \$25.00 Amazon Gift Card to be drawn at the meeting on Friday.

Denise

P.S. Be ready to discuss the 2017 Annual Conference!!! I'm so excited for us to put on an exceptional event.

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

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

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

powered by  MemberClicks

From: monaglej@skitsap.wednet.edu
Sent time: 04/18/2017 07:13:41 AM
To: olsonla@skitsap.wednet.edu; jensenv@skitsap.wednet.edu
Subject: WSPA Webinar (New Overtime Requirements + FMLA Refresher)
Attachments: attachment.ics

New Overtime Requirements + FMLA Refresher

- May 26, 2017
- 9:00-11:00 am

Please note that webinars are now FREE for WSPA members. The non-member price is \$75.

Pre-registration is required. [Please click here to register.](#)

Thank you,

Washington School Personnel Association

BEGIN:VCALENDAR
METHOD:REQUEST
PRODID:Microsoft Exchange Server 2010
VERSION:2.0
BEGIN:VTIMEZONE
TZID:Pacific Standard Time
BEGIN:STANDARD
DTSTART:16010101T020000
TZOFFSETFROM:-0700
TZOFFSETTO:-0800
RRULE:FREQ=YEARLY;INTERVAL=1;BYDAY=1SU;BYMONTH=11
END:STANDARD
BEGIN:DAYLIGHT
DTSTART:16010101T020000
TZOFFSETFROM:-0800
TZOFFSETTO:-0700
RRULE:FREQ=YEARLY;INTERVAL=1;BYDAY=2SU;BYMONTH=3
END:DAYLIGHT
END:VTIMEZONE
BEGIN:VEVENT
ORGANIZER:MAILTO:monaglej@skitsap.wednet.edu
ATTENDEE;ROLE=REQ-PARTICIPANT;PARTSTAT=NEEDS-ACTION;RSVP=TRUE:MAILTO:olsonl
a@skitsap.wednet.edu
ATTENDEE;ROLE=REQ-PARTICIPANT;PARTSTAT=NEEDS-ACTION;RSVP=TRUE:MAILTO:jensen
v@skitsap.wednet.edu
DESCRIPTION;LANGUAGE=en-US:New Overtime Requirements + FMLA Refresher\n\n
* May 26, 2017\n * 9:00-11:00 am\n\nPlease note that webinars are no
w FREE for WSPA members. The non-member price is \$75.\n\nPre-registration
is required. Please click here to register.\n\n<<http://waspa.memberclicks.net/webinars>>Thank you,\n\nWashington School Personnel Association\n\nSUMMARY;LANGUAGE=en-US:WSPA Webinar (New Overtime Requirements + FMLA Refre
sher)
DTSTART;TZID=Pacific Standard Time:20170526T090000
DTEND;TZID=Pacific Standard Time:20170526T110000
UID:040000008200E00074C5B7101A82E00800000000609FF94D13B8D2010000000000000000
010000000C1A5408DA93B1948BA555EB168011454
CLASS:PUBLIC
PRIORITY:5
DTSTAMP:20170418T141339Z
TRANSP:OPAQUE
STATUS:CONFIRMED
SEQUENCE:0
LOCATION;LANGUAGE=en-US:My Office
X-MICROSOFT-CDO-APPT-SEQUENCE:0
X-MICROSOFT-CDO-OWNERAPPTID:-164476959
X-MICROSOFT-CDO-BUSYSTATUS:TENTATIVE
X-MICROSOFT-CDO-INTENDEDSTATUS:BUSY
X-MICROSOFT-CDO-ALLDAYEVENT:FALSE
X-MICROSOFT-CDO-IMPORTANCE:1
X-MICROSOFT-CDO-INSTTYPE:0
X-MICROSOFT-DISALLOW-COUNTER:FALSE
END:VEVENT
END:VCALENDAR

From: monaglej@skitsap.wednet.edu
Sent time: 04/18/2017 07:22:15 AM
To: olsonla@skitsap.wednet.edu; jensenv@skitsap.wednet.edu
Subject: WSPA Webinar (New Overtime Requirements + FMLA Refresher)
Attachments: attachment.ics Attachment-2

New Overtime Requirements + FMLA Refresher

- May 26, 2017
- 9:00-11:00 am

Please note that webinars are now FREE for WSPA members. The non-member price is \$75.

Pre-registration is required. [Please click here to register.](#)

Thank you,

Washington School Personnel Association

BEGIN:VCALENDAR
METHOD:REQUEST
PRODID:Microsoft Exchange Server 2010
VERSION:2.0
BEGIN:VTIMEZONE
TZID:Pacific Standard Time
BEGIN:STANDARD
DTSTART:16010101T020000
TZOFFSETFROM:-0700
TZOFFSETTO:-0800
RRULE:FREQ=YEARLY;INTERVAL=1;BYDAY=1SU;BYMONTH=11
END:STANDARD
BEGIN:DAYLIGHT
DTSTART:16010101T020000
TZOFFSETFROM:-0800
TZOFFSETTO:-0700
RRULE:FREQ=YEARLY;INTERVAL=1;BYDAY=2SU;BYMONTH=3
END:DAYLIGHT
END:VTIMEZONE
BEGIN:VEVENT
ORGANIZER:MAILTO:monaglej@skitsap.wednet.edu
ATTENDEE;ROLE=REQ-PARTICIPANT;PARTSTAT=NEEDS-ACTION;RSVP=TRUE:MAILTO:olsonl
a@skitsap.wednet.edu
ATTENDEE;ROLE=REQ-PARTICIPANT;PARTSTAT=NEEDS-ACTION;RSVP=TRUE:MAILTO:jensen
v@skitsap.wednet.edu
ATTACH:CID:257C81E7D41D944E8F8E9AF926DFECE9@skitsap.wednet.edu
DESCRIPTION;LANGUAGE=en-US:New Overtime Requirements + FMLA Refresher\n\n
* May 26, 2017\n * 9:00-11:00 am\n\nPlease note that webinars are no
w FREE for WSPA members. The non-member price is \$75.\n\nPre-registration
is required. Please click here to register.\n\n<<http://waspa.memberclicks.net/webinars>>Thank you,\n\nWashington School Personnel Association\n\nSUMMARY;LANGUAGE=en-US:WSPA Webinar (New Overtime Requirements + FMLA Refre
sher)
DTSTART;TZID=Pacific Standard Time:20170526T090000
DTEND;TZID=Pacific Standard Time:20170526T110000
UID:040000008200E00074C5B7101A82E00800000000609FF94D13B8D2010000000000000000
010000000C1A5408DA93B1948BA555EB168011454
CLASS:PUBLIC
PRIORITY:5
DTSTAMP:20170418T142214Z
TRANSP:OPAQUE
STATUS:CONFIRMED
SEQUENCE:1
LOCATION;LANGUAGE=en-US:My Office
X-MICROSOFT-CDO-APPT-SEQUENCE:1
X-MICROSOFT-CDO-OWNERAPPTID:-164476959
X-MICROSOFT-CDO-BUSYSTATUS:TENTATIVE
X-MICROSOFT-CDO-INTENDEDSTATUS:BUSY
X-MICROSOFT-CDO-ALLDAYEVENT:FALSE
X-MICROSOFT-CDO-IMPORTANCE:1
X-MICROSOFT-CDO-INSTTYPE:0
X-MICROSOFT-DISALLOW-COUNTER:FALSE
END:VEVENT

END:VCALENDAR

From: customercare@gotowebinar.com
To: monaglej@skitsap.wednet.edu
Subject: New Overtime Requirements + FMLA Refresher Confirmation
Date: Tuesday, April 18, 2017 7:21:40 AM

Dear Jamie,

Thank you for registering for "New Overtime Requirements + FMLA Refresher".

Please send your questions, comments and feedback to: cleonard@wspa.net

How To Join The Webinar

Fri, May 26, 2017 9:00 AM - 11:00 AM PDT

Add to Calendar: [Outlook® Calendar](#) | [Google Calendar™](#) | [iCal®](#)

1. Click the link to join the webinar at the specified time and date:

<https://global.gotowebinar.com/join/768542517144722434/853814447>

Before joining, be sure to [check system requirements](#) to avoid any connection issues.

Note: This link should not be shared with others; it is unique to you.

2. Choose one of the following audio options:

TO USE YOUR COMPUTER'S AUDIO:

When the webinar begins, you will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

--OR--

TO USE YOUR TELEPHONE:

If you prefer to use your phone, you must select "Use Telephone" after joining the webinar and call in using the numbers below.

United States: +1 (213) 929-4232

Access Code: 907-813-319

Audio PIN: Shown after joining the webinar

Webinar ID: 554-159-235

To Cancel this Registration

If you can't attend this webinar, you may [cancel your registration](#) at any time.

You are receiving this email because you registered for this webinar. Your email address and personal information will be used by the Webinar organizer to communicate with you about this event and their other services. To review the organizer's privacy policy or stop receiving their communications, please contact the organizer directly.

[Cancel registration](#) | [Stop GoToWebinar emails](#) | [Report spam](#)

This email is sent on behalf of the organizer by GoToWebinar.
7414 Hollister Avenue | Goleta, CA 93117 [Privacy Policy](#) | [Anti-spam Policy](#) | www.gotowebinar.com ©2017
LogMeIn, Inc.

From: jensenv@skitsap.wednet.edu
Sent time: 04/19/2017 07:36:12 AM
To: monaglej@skitsap.wednet.edu
Subject: Declined: WSPA Region 5 Meeting
Attachments: attachment.ics

That's the exciting day of my colonoscopy! I won't be here that day ☹

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

BEGIN:VCALENDAR
METHOD:REPLY
PRODID:Microsoft Exchange Server 2010
VERSION:2.0
BEGIN:VTIMEZONE
TZID:Pacific Standard Time
BEGIN:STANDARD
DTSTART:16010101T020000
TZOFFSETFROM:-0700
TZOFFSETTO:-0800
RRULE:FREQ=YEARLY;INTERVAL=1;BYDAY=1SU;BYMONTH=11
END:STANDARD
BEGIN:DAYLIGHT
DTSTART:16010101T020000
TZOFFSETFROM:-0800
TZOFFSETTO:-0700
RRULE:FREQ=YEARLY;INTERVAL=1;BYDAY=2SU;BYMONTH=3
END:DAYLIGHT
END:VTIMEZONE
BEGIN:VEVENT
ATTENDEE;PARTSTAT=DECLINED:MAILTO:jensenv@skitsap.wednet.edu
COMMENT;LANGUAGE=en-US:Thatâ€™s the exciting day of my colonoscopy! I won
â€™t be here that day â~¹\n\nVivian Jensen\nHuman Resource Specialist\nSou
th Kitsap School District\n360-874-7077\nFax 360-874-7076\n\n\n\nSUMMARY;LANGUAGE=en-US:Declined: WSPA Region 5 Meeting
DTSTART;TZID=Pacific Standard Time:20170428T090000
DTEND;TZID=Pacific Standard Time:20170428T120000
UID:040000008200E00074C5B7101A82E00800000000901ED395DDB8D2010000000000000000
01000000034E4F68847AD7A4DA47BD2BAE5A12B01
CLASS:PUBLIC
PRIORITY:5
DTSTAMP:20170419T143531Z
TRANSP:OPAQUE
STATUS:CONFIRMED
SEQUENCE:1
LOCATION;LANGUAGE=en-US:Port Townsend
X-MICROSOFT-CDO-APPT-SEQUENCE:1
X-MICROSOFT-CDO-OWNERAPPTID:-1422702623
X-MICROSOFT-CDO-BUSYSTATUS:BUSY
X-MICROSOFT-CDO-INTENDEDSTATUS:BUSY
X-MICROSOFT-CDO-ALLDAYEVENT:FALSE
X-MICROSOFT-CDO-IMPORTANCE:1
X-MICROSOFT-CDO-INSTTYPE:0
X-MICROSOFT-DISALLOW-COUNTER:FALSE
END:VEVENT
END:VCALENDAR

From: monaglej@skitsap.wednet.edu
Sent time: 04/19/2017 07:21:40 AM
To: olsonla@skitsap.wednet.edu; jensenv@skitsap.wednet.edu
Subject: Large User Group Meeting
Attachments: attachment.ics

Good day, Region 5!

Laurie McGinnis and friends in Port Townsend will be hosting our next WSPA Meeting, Friday, April 28th from 9 a.m. to 12 Noon. A light continental breakfast will be served. The location is:

1610 Blaine St., Port Townsend, 98368

The building is long and low with the name Gael Stuart on the outside in white letters. There is also an "Adminstration" sign

I only heard back from two members on nominations for the next Region 5 Rep. It is an honor to serve in this capacity. This Region and our organization is amazing. You get to spend two days in Leavenworth at Sleeping Lady Resort for the Board Retreat!

If you are interested or know someone who would enjoy this adventure, please let me know right away. The ballot will be sent out in a few days. I would love to get everyone's feedback on this.

The agenda for next Friday's meeting is open for suggestions. I would love to hear some ideas for agenda topics, a good joke, or perhaps a favorite quote that keeps you going on tough days.

By responding to this email with either a nomination, agenda topic or feedback/ideas for next year, you will be entered into a drawing for a \$25.00 Amazon Gift Card to be drawn at the meeting on Friday.

Denise

P.S. Be ready to discuss the 2017 Annual Conference!!! I'm so excited for us to put on an exceptional event.

BEGIN:VCALENDAR
METHOD:REQUEST
PRODID:Microsoft Exchange Server 2010
VERSION:2.0
BEGIN:VTIMEZONE
TZID:Pacific Standard Time
BEGIN:STANDARD
DTSTART:16010101T020000
TZOFFSETFROM:-0700
TZOFFSETTO:-0800
RRULE:FREQ=YEARLY;INTERVAL=1;BYDAY=1SU;BYMONTH=11
END:STANDARD
BEGIN:DAYLIGHT
DTSTART:16010101T020000
TZOFFSETFROM:-0800
TZOFFSETTO:-0700
RRULE:FREQ=YEARLY;INTERVAL=1;BYDAY=2SU;BYMONTH=3
END:DAYLIGHT
END:VTIMEZONE
BEGIN:VEVENT
ORGANIZER:MAILTO:monaglej@skitsap.wednet.edu
ATTENDEE;ROLE=REQ-PARTICIPANT;PARTSTAT=NEEDS-ACTION;RSVP=TRUE:MAILTO:olsonl
a@skitsap.wednet.edu
ATTENDEE;ROLE=REQ-PARTICIPANT;PARTSTAT=NEEDS-ACTION;RSVP=TRUE:MAILTO:jensen
v@skitsap.wednet.edu
DESCRIPTION;LANGUAGE=en-US:Good day\, Region 5!\n\nLaurie McGinnis and frie
nds in Port Townsend will be hosting our next WSPA Meeting\, Friday\, Apri
l 28th from 9 a.m. to 12 Noon. A light continental breakfast will be serve
d. The location is:\n\n1610 Blaine St.\, Port Townsend\, 98368\n\nThe buil
ding is long and low with the name Gael Stuart on the outside in white let
ters. There is also an "Adminstration" sign\n\nI only heard back from two
members on nominations for the next Region 5 Rep. It is an honor to serve
in this capacity. This Region and our organization is amazing. You get to
spend two days in Leavenworth at Sleeping Lady Resort for the Board Retrea
t!\n\nIf you are interested or know someone who would enjoy this adventure
\, please let me know right away. The ballot will be sent out in a few day
s. I would love to get everyone's feedback on this.\n\nThe agenda for next
Friday's meeting is open for suggestions. I would love to hear some ideas
for agenda topics\, a good joke\, or perhaps a favorite quote that keeps
you going on tough days.\n\nBy responding to this email with either a nomi
nation\, agenda topic or feedback/ideas for next year\, you will be entere
d into a drawing for a \$25.00 Amazon Gift Card to be drawn at the meeting
on Friday.\n\n\nDenise\n\nP.S. Be ready to discuss the 2017 Annual Confe
rence!!! I'm so excited for us to put on an exceptional event.\n\nSUMMARY;LANGUAGE=en-US:Large User Group Meeting
DTSTART;TZID=Pacific Standard Time:20170428T090000
DTEND;TZID=Pacific Standard Time:20170428T120000
UID:040000008200E00074C5B7101A82E0080000000901ED395DDB8D2010000000000000000
01000000034E4F68847AD7A4DA47BD2BAE5A12B01
CLASS:PUBLIC
PRIORITY:5
DTSTAMP:20170419T142138Z
TRANSP:OPAQUE

STATUS:CONFIRMED
SEQUENCE:0
LOCATION;LANGUAGE=en-US:Port Townsend
X-MICROSOFT-CDO-APPT-SEQUENCE:0
X-MICROSOFT-CDO-OWNERAPPTID:-1422702623
X-MICROSOFT-CDO-BUSYSTATUS:TENTATIVE
X-MICROSOFT-CDO-INTENDEDSTATUS:BUSY
X-MICROSOFT-CDO-ALLDAYEVENT:FALSE
X-MICROSOFT-CDO-IMPORTANCE:1
X-MICROSOFT-CDO-INSTTYPE:0
X-MICROSOFT-DISALLOW-COUNTER:FALSE
END:VEVENT
END:VCALENDAR

From: monaglej@skitsap.wednet.edu
Sent time: 04/19/2017 07:22:14 AM
To: olsonla@skitsap.wednet.edu; jensenv@skitsap.wednet.edu
Subject: WSPA Region 5 Meeting
Attachments: attachment.ics

Good day, Region 5!

Laurie McGinnis and friends in Port Townsend will be hosting our next WSPA Meeting, Friday, April 28th from 9 a.m. to 12 Noon. A light continental breakfast will be served. The location is:

1610 Blaine St., Port Townsend, 98368

The building is long and low with the name Gael Stuart on the outside in white letters. There is also an "Adminstration" sign

I only heard back from two members on nominations for the next Region 5 Rep. It is an honor to serve in this capacity. This Region and our organization is amazing. You get to spend two days in Leavenworth at Sleeping Lady Resort for the Board Retreat!

If you are interested or know someone who would enjoy this adventure, please let me know right away. The ballot will be sent out in a few days. I would love to get everyone's feedback on this.

The agenda for next Friday's meeting is open for suggestions. I would love to hear some ideas for agenda topics, a good joke, or perhaps a favorite quote that keeps you going on tough days.

By responding to this email with either a nomination, agenda topic or feedback/ideas for next year, you will be entered into a drawing for a \$25.00 Amazon Gift Card to be drawn at the meeting on Friday.

Denise

P.S. Be ready to discuss the 2017 Annual Conference!!! I'm so excited for us to put on an exceptional event.

BEGIN:VCALENDAR
METHOD:REQUEST
PRODID:Microsoft Exchange Server 2010
VERSION:2.0
BEGIN:VTIMEZONE
TZID:Pacific Standard Time
BEGIN:STANDARD
DTSTART:16010101T020000
TZOFFSETFROM:-0700
TZOFFSETTO:-0800
RRULE:FREQ=YEARLY;INTERVAL=1;BYDAY=1SU;BYMONTH=11
END:STANDARD
BEGIN:DAYLIGHT
DTSTART:16010101T020000
TZOFFSETFROM:-0800
TZOFFSETTO:-0700
RRULE:FREQ=YEARLY;INTERVAL=1;BYDAY=2SU;BYMONTH=3
END:DAYLIGHT
END:VTIMEZONE
BEGIN:VEVENT
ORGANIZER:MAILTO:monaglej@skitsap.wednet.edu
ATTENDEE;ROLE=REQ-PARTICIPANT;PARTSTAT=NEEDS-ACTION;RSVP=TRUE:MAILTO:olsonl
a@skitsap.wednet.edu
ATTENDEE;ROLE=REQ-PARTICIPANT;PARTSTAT=NEEDS-ACTION;RSVP=TRUE:MAILTO:jensen
v@skitsap.wednet.edu
DESCRIPTION;LANGUAGE=en-US:Good day\, Region 5!\n\nLaurie McGinnis and frie
nds in Port Townsend will be hosting our next WSPA Meeting\, Friday\, Apri
l 28th from 9 a.m. to 12 Noon. A light continental breakfast will be serve
d. The location is:\n\n1610 Blaine St.\, Port Townsend\, 98368\n\nThe buil
ding is long and low with the name Gael Stuart on the outside in white let
ters. There is also an "Adminstration" sign\n\nI only heard back from two
members on nominations for the next Region 5 Rep. It is an honor to serve
in this capacity. This Region and our organization is amazing. You get to
spend two days in Leavenworth at Sleeping Lady Resort for the Board Retrea
t!\n\nIf you are interested or know someone who would enjoy this adventure
\, please let me know right away. The ballot will be sent out in a few day
s. I would love to get everyone's feedback on this.\n\nThe agenda for next
Friday's meeting is open for suggestions. I would love to hear some ideas
for agenda topics\, a good joke\, or perhaps a favorite quote that keeps
you going on tough days.\n\nBy responding to this email with either a nomi
nation\, agenda topic or feedback/ideas for next year\, you will be entere
d into a drawing for a \$25.00 Amazon Gift Card to be drawn at the meeting
on Friday.\n\n\nDenise\n\nP.S. Be ready to discuss the 2017 Annual Confe
rence!!! I'm so excited for us to put on an exceptional event.\n\nSUMMARY;LANGUAGE=en-US:WSPA Region 5 Meeting
DTSTART;TZID=Pacific Standard Time:20170428T090000
DTEND;TZID=Pacific Standard Time:20170428T120000
UID:040000008200E00074C5B7101A82E0080000000901ED395DDB8D2010000000000000000
01000000034E4F68847AD7A4DA47BD2BAE5A12B01
CLASS:PUBLIC
PRIORITY:5
DTSTAMP:20170419T142213Z
TRANSP:OPAQUE

STATUS:CONFIRMED
SEQUENCE:1
LOCATION;LANGUAGE=en-US:Port Townsend
X-MICROSOFT-CDO-APPT-SEQUENCE:1
X-MICROSOFT-CDO-OWNERAPPTID:-1422702623
X-MICROSOFT-CDO-BUSYSTATUS:TENTATIVE
X-MICROSOFT-CDO-INTENDEDSTATUS:BUSY
X-MICROSOFT-CDO-ALLDAYEVENT:FALSE
X-MICROSOFT-CDO-IMPORTANCE:1
X-MICROSOFT-CDO-INSTTYPE:0
X-MICROSOFT-DISALLOW-COUNTER:FALSE
END:VEVENT
END:VCALENDAR

From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 04/21/2017 07:13:33 AM
To: finnie@skitsap.wednet.edu
Subject: MEMBER REQUEST

WSPA MEMBERS:

A few member requests for the end of the week.

Request #1

Laura Sumner from Spokane Public Schools is wondering if District's allow new hires to being working prior to their fingerprint results clearing? If no, what does your district's process look like and is it the same process for all types of employees/hires? And, what is the impact of making the person wait to begin work until fingerprint results have been received?

Please send your response directly to: laurasu@spokaneschools.org

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

Thanks,

Curtis

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

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

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

powered by  MemberClicks

From: Hurd, Amy <ahurd@northmasonschoools.org>
Sent time: 04/24/2017 10:22:56 AM
bill@billbreakey.com; pickard@skitsap.wednet.edu; brookew@ckschoools.org; carol.bailie@bremertonschoools.org; antholtc@psd401.net; carric@cksd.wednet.edu; chellel@cksd.wednet.edu; cwilllits@nkschoools.org; debbie@cksd.wednet.edu; denise.kennedy@bremertonschoools.org; elainep@cksd.wednet.edu; emurphy@bisd303.org; garth.steedman@bremertonschoools.org; glont@qsd48.org; monaglej@skitsap.wednet.edu; jpaeth@bisd303.org; jeanneb@cksd.wednet.edu; jsweeney@nkschoools.org; jencas@ckschoools.org; jennifer.sobocinski@bremertonschoools.org; jessie_michaels@csd49.org; jurie@nkschoools.org; jyjacobson@bisd303.org; WilsonJ@psd401.net; julief@cksd.wednet.edu; ksande@sequim.k12.wa.us; katie.obrien@bremertonschoools.org; Kattien@ckschoools.org; kevans@psd402.org; karies@nkschoools.org; kfkelly@nkschoools.org; olsonla@skitsap.wednet.edu; lmcginnis@ptschoools.org; leesa.bowie@bremertonschoools.org; larnold@sheltonschoools.org; lindsey.wallerstedt@qvschoools.org; ecampbell@nkschoools.org; lwinchell@psd402.org; finnie@skitsap.wednet.edu; lstellick@bisd303.org; kendrickm@psd401.net; dieffenb@skitsap.wednet.edu; ppage@nkschoools.org; pwieneke@sequim.k12.wa.us; rdavenport@nkschoools.org; rknight@bisd303.org; shoover@wsrmp.com; sharkar@portangelesschoools.org; stephanieh@ckschoools.org; stephanie_mccleary@csd49.org; sarmstrong@oesd114.org; telliott@portangelesschoools.org; looneyt@psd401.net; tarchibald@portangelesschoools.org; tiffanyb@cksd.wednet.edu; tracyj@cksd.wednet.edu; vknieper@sequim.k12.wa.us; Hurd, Amy <ahurd@northmasonschoools.org>; Nicol, Carolyn B. <cnicol@northmasonschoools.org>; Rosenbach, Dana <drosenbach@northmasonschoools.org>
To:
Subject: Looking for Director of Business and Finance
Attachments: Director Business and Finance 3.2017.pdf

WSPA members,

North Mason School District is looking for a Director of Business and Finance. Please share the attached job posting if you know someone who may be interested in this position.

Thank You,

Amy Hurd
North Mason School District
Human Resources Assistant
ahurd@northmasonschoools.org
360-277-2354
360-277-2178– Fax

This communication, together with any attachments hereto or links contained herein, is for the sole use of the intended recipient(s) and may contain information that is confidential or legally protected. Any unauthorized review, disclosure, dissemination, distribution or use of this communication is prohibited and may be a violation of the Family Educational Records Privacy Act (FERPA) or other privacy protection laws and regulations. If you received this communication in error, please notify me immediately by email and delete the original message.



NORTH MASON SCHOOL DISTRICT

Director, Business and Finance

JOB SUMMARY:

Responsible for the management and hands-on execution of District business services which includes; budgeting, accounting, audit, purchased services and financial reporting. Develops budget and financial presentations to the school board, community, and employee groups. Assists with the development of District strategic plan, long-range financial planning activities, debt management and other business service functions.

QUALIFICATIONS REQUIRED:

Broad experience and demonstrated leadership in a K-12 school district or business environment.

QUALIFICATIONS PREFERRED:

Education & Experience:

1. Bachelor's degree in finance, accounting, business administration or closely related financial field.
2. Master's Degree preferred.
3. Minimum five (5) years experience as a business manager and/or equivalent experience with business functions, including three years in a supervisory capacity, preferably in a K-12 school system.
4. Evidence of K-12 school district budgeting experience.
5. Evidence of business leadership experience.
6. Strong interpersonal and communication skills.

Knowledge, Skills and Abilities:

1. Ability to build, direct, lead and manage a high performing business services department.
2. Knowledge and skill in budget development and strong leadership in financial management.
3. Skill in establishing and maintaining effective working relationships with others including effective public relations and customer service.
4. Skill in providing leadership and guidance to district administrators and staff.
5. Knowledge of the laws, regulations, reporting requirements and procedures governing school finance and operations.
6. Skill in planning, organizing, implementing and evaluating programs.
7. Skill in developing, supervising and evaluating staff.
8. Ability to analyze financial data, make projections and communicate information to a variety of constituents in both oral and written form.
9. Skill in utilizing information management systems to account for, control and accurately report financial information.
10. Knowledge of the collective bargaining process and labor relations practices.
11. Knowledge of WESPac accounting system desirable.

PERFORMANCE DUTIES AND RESPONSIBILITIES:

1. Provide leadership and management in all areas of business services to ensure high performing department that supports the educational mission of the district; plan, assign and supervise work performed and ensure compliance with district policy and practices and appropriate federal, state and local rules and regulations.
2. Coordinate planning and development of the annual school district budget (F- 195 and Narrative Budget) and the preparation of enrollment projections through planning, preparation, adoption and communication.
3. Study, analyze and recommend best resource allocation practices in a standards based educational environment.

4. Work with community organizations and citizens in budget development and overall fiscal management of public resources. Assist and support in the process of site budgeting and management, including the development and implementation of a budgeting process that allocates resources in support of the district's efforts to align the curriculum and instructional processes to the district's goals for student achievement. Monitor position control reports to ensure all positions within the district are accurately budgeted. Correct errors and coordinate efforts between district offices to resolve problems.
5. Provide long-term fiscal planning, including levy and bond projection estimates. Analyze various funds, financial summaries and statements; initiate fiscal management and budgeting improvements. Develop projected financial estimates and growth assumptions, report and perform necessary analysis to assist the district in monitoring the status of the general fund.
6. Manage and ensure timely, accurate accounting of state and federal grants.
7. Monitor investments and cash reserves; develop cash projection report of revenues and expenditures of the general fund and implement the school district's accounting system in accordance with the state accounting regulations; certify vouchers authorizing the expenditures of monies.
8. Prepare and distribute financial reports; prepare and analyze and interpret fiscal data necessary for administration policy formation and decision making; audit internal controls and procedures and determine that statements present fairly the financial position of the district; coordinate external audit and related work.
9. Conduct research and deploy "best practices" on business operations of the district. Recommend new accounting and financial management methods as desirable and necessary; streamline financial processes and utilize technology to assist with efficiencies. Provide technical assistance and fiscal information to district staff; train administrators, supervisors, and other staff on new and/or revised budget development and reporting techniques.
10. Ensure legality, accuracy and proper recording of financial transactions. Analyze financial information and status of budgetary accounts and guard against over spending.
11. Serve as a member of District collective bargaining team and provide the team information regarding financial ramifications of bargaining decisions.
12. Serve as the school district's Records Retention Authority for financial documents.
13. Assist with preparation of S-275, salary compliance and school staffing model.
14. Perform such other related duties and assume such other related responsibilities as may be assigned by the Superintendent.

To apply go to www.nmsd.wednet.edu click on Employment and Job Opening.

Category: Exempt Administrative
Salary: \$101,000
Reports to: Superintendent

From: Washington School Personnel Association - WSPA <waspa@memberclicks-mail.net>
Sent time: 04/24/2017 03:01:05 PM
To: finnie@skitsap.wednet.edu
Subject: WSPA Region 5 Election - now open

Hello WSPA Region 5 members,

Voting is now open for the 2017-2018 Region 5 Representative position.

Voting will remain open through 5:00 pm on Thursday, April 27, 2017.

This representative position is a two-year tem which will take effect July 1, 2017.

Please click here to vote: [Region 5 Election: 2017-2018](#)

Please note that you will need to log into your WSPA account to access the ballot.

Thank you for supporting the election process.

Thank you,

Washington School Personnel Association

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

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

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

powered by  MemberClicks

From: conners@skitsap.wednet.edu
Sent time: 04/27/2017 02:31:39 PM
To: HumanResourcesOffice@skitsap.wednet.edu; dieffenb@skitsap.wednet.edu; monaglej@skitsap.wednet.edu
Subject: RE: WSPA Log In Info?

Brian got me in 😊

From: Conner, Sarah
Sent: Thursday, April 27, 2017 1:56 PM
To: Human Resources Office <HumanResourcesOffice@skitsap.wednet.edu>; Dieffenbach, Misty <dieffenb@skitsap.wednet.edu>; Monagle, Jamie <monaglej@skitsap.wednet.edu>
Subject: WSPA Log In Info?

Does anyone have a membership to WSPA? Jamie, I thought you did??

I need a membership log in, to post a job to the site. Thank you!!

*Sarah Conner
Employment Services Specialist
Human Resources
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
Phone: 360-874-7074
Email: conners@skitsap.wednet.edu*

From: conners@skitsap.wednet.edu
Sent time: 04/27/2017 01:56:18 PM
To: HumanResourcesOffice@skitsap.wednet.edu; dieffenb@skitsap.wednet.edu; monaglej@skitsap.wednet.edu
Subject: WSPA Log In Info?

Does anyone have a membership to WSPA? Jamie, I thought you did??

I need a membership log in, to post a job to the site. Thank you!!

*Sarah Conner
Employment Services Specialist
Human Resources
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
Phone: 360-874-7074
Email: conners@skitsap.wednet.edu*

From: monaglej@skitsap.wednet.edu
Sent time: 04/28/2017 09:36:17 AM
To: conners@skitsap.wednet.edu
Subject: Automatic reply: WSPA

Greetings!

I am out of the office this morning and will return this afternoon.

Thank you,

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

From: monaglej@skitsap.wednet.edu
Sent time: 04/28/2017 09:33:55 AM
To: dieffenb@skitsap.wednet.edu
Subject: Automatic reply: WSPA

Greetings!

I am out of the office this morning and will return this afternoon.

Thank you,

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

From: olsonla@skitsap.wednet.edu
Sent time: 04/28/2017 08:30:53 AM
To: monaglej@skitsap.wednet.edu; jensenv@skitsap.wednet.edu
Subject: FW: Legislative Update
Attachments: WSPA_Legislative_Report_APRIL_28_2017.pdf

FYI... Not sure if you got this too so I'm sending your way. Of course, this isn't a done deal, but it will definitely impact us if it does go through.

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

From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Friday, April 28, 2017 8:17 AM
To: Olson, Lalaina <olsonla@skitsap.wednet.edu>
Subject: Legislative Update

Hello WSPA members,

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

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

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

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

Thank you,

Washington School Personnel Association

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

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

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

powered by  MemberClicks



Update of Key Legislation Impacting Public School HR Management
Lee Goeke, Legislative Liaison
April 28, 2017

With the end of the regular session on April 23, 2017, the last significant Human Resource Management (HRM) legislation to pass the Legislature was HB 1115 concerning paraeducators. That bill is now awaiting action by the Governor. HRM bills concerning pensions and benefits, as well as teacher and administrator certification, remain possibilities as part of final action on bills to fully fund public education.

Key provisions of the paraeducator bill as sent to the Governor include:

1. Creating a nine (9) member Paraeducator Board responsible for:
 - a. Adopting minimum employment requirements,
 - b. Adopting standards of practice,
 - c. Establishing requirements for a General Paraeducator Certificate,
 - d. Establishing requirements for an ELL and Special Education Certificate,
 - e. Establishing requirements for an Advanced Paraeducator Certificate,
 - f. Establishing courses of study to meet certificate requirements,
 - g. Creating policy for a paraeducator Career Ladder, and
 - h. Adopting the e-Certificate process to include paraeducator certificates.
2. Stipulating that the General Paraeducator Certificate, which does not expire once earned, may be earned by completing a four (4) day fundamental course of study and an additional ten (10) days of general courses.
3. Stipulating that the ELL and Special Education Certificates, valid for five years, are earned by completing twenty (20) hours of professional development in the subject area. Certificates are NOT required for a paraeducator working in any program area.
4. Stipulating that the Advanced Certificate, valid for five years, is earned through seventy-five (75) hours of professional development, and allows performance of the following duties:
 - a. Assisting in highly impacted classrooms,
 - b. Assisting in specialized instructional support and instructional technology,
 - c. Mentoring and coaching other paraeducators, and
 - d. Serving as a short-term, emergency substitute teacher.

5. Establishing the following minimum qualification requirements:
 - a. Eighteen years of age and high school graduation or equivalent,
 - b. Passing grade on Education Testing Service Paraeducator Assessment, or
 - c. Holding an Associate of Arts Degree, or
 - d. Having earned 72 quarter credits or 48 semester credits, or
 - e. Having completed a registered apprenticeship program through a community or technical college.

6. Stipulating that the Standards of Practice must include:
 - a. Supporting instructional opportunities,
 - b. Demonstrating professionalism and ethical practices,
 - c. Supporting a positive and safe learning environment,
 - d. Communicating effectively and participating in the team process, and
 - e. Demonstrating cultural competency.

7. Requiring OSPI to establish a certification processing fee to eliminate state-funded support of the cost to issue educator, and new paraeducator, certificates.

8. Requiring the Professional Education Standards Board to provide guidance and requirements for community and technical colleges to establish a Paraeducator Associate of Arts Degree Program.

9. Modifying the alternative route programs for paraeducators to replace the provision that certification be in “endorsements in special education, bilingual education, or English as a second language” with “endorsement in subject matter shortage areas.”

Subject to appropriation of funds:

1. Requiring school districts to offer a four (4) day course of study on the Standards or Practice beginning September 1, 2019, using best efforts to provide the course of study prior to working with students, and at a minimum:
 - a. By September 30th for paraeducators hired on or before September 1st of a given year.
 - b. Within four (4) months of hire for paraeducators hired after September 1st for districts with 10,000 or more students, or
 - c. By September 1st of the following year for paraeducators hired after September 1st for districts with fewer than 10,000 students.

2. Requiring paraeducators to meet the General Paraeducator Certificate requirements within three (3) years of completing the four-day fundamental course.

3. Providing grants to school districts that volunteer to pilot the state paraeducator standards of practice, the paraeducator certificates, and the courses described in this chapter.
4. Conducting a study, completing by December 2017, by the Washington State Institute for Public Policy of:
 - a. The effectiveness of paraeducators in improving student outcomes, and
 - b. The differences in students' academic success relative to paraeducators.
5. Designing a training program to be delivered by districts to teachers in directing paraeducators and to administrators in supervising and evaluating paraeducators.
6. Incorporating content in teacher and administrator preparation programs respectively on how to direct a paraeducator and how to supervise and evaluate paraeducators.

The legislation, if approved by the Governor, presents an opportunity for individual districts to advocate for appointment to the new Paraeducator Board of strong paraeducators and strong teachers and administrators of paraeducators. It also presents the opportunity to step up as a grant proposal district to undertake a pilot initiative in implementing the new legislation.

These new certificates and processes will undoubtedly find their way to the bargaining table. Now is the time to begin thinking about bargaining positions on such issues as payment of certificate fees, compensation differentiation, delivery of training, paraeducator assignments, and paraeducator evaluation.

Districts that choose to apply the NCLB qualification requirements ONLY to Title I schools may need an action plan to bring non-Title I paraeducators up to the same qualification requirement.

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 04/28/2017 08:17:11 AM
To: finnie@skitsap.wednet.edu
Subject: Legislative Update
Attachments: WSPA_Legislative_Report_APRIL_28_2017.pdf

Hello WSPA members,

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

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

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

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

Thank you,

Washington School Personnel Association

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

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

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

powered by  MemberClicks



Update of Key Legislation Impacting Public School HR Management
Lee Goeke, Legislative Liaison
April 28, 2017

With the end of the regular session on April 23, 2017, the last significant Human Resource Management (HRM) legislation to pass the Legislature was HB 1115 concerning paraeducators. That bill is now awaiting action by the Governor. HRM bills concerning pensions and benefits, as well as teacher and administrator certification, remain possibilities as part of final action on bills to fully fund public education.

Key provisions of the paraeducator bill as sent to the Governor include:

1. Creating a nine (9) member Paraeducator Board responsible for:
 - a. Adopting minimum employment requirements,
 - b. Adopting standards of practice,
 - c. Establishing requirements for a General Paraeducator Certificate,
 - d. Establishing requirements for an ELL and Special Education Certificate,
 - e. Establishing requirements for an Advanced Paraeducator Certificate,
 - f. Establishing courses of study to meet certificate requirements,
 - g. Creating policy for a paraeducator Career Ladder, and
 - h. Adopting the e-Certificate process to include paraeducator certificates.
2. Stipulating that the General Paraeducator Certificate, which does not expire once earned, may be earned by completing a four (4) day fundamental course of study and an additional ten (10) days of general courses.
3. Stipulating that the ELL and Special Education Certificates, valid for five years, are earned by completing twenty (20) hours of professional development in the subject area. Certificates are NOT required for a paraeducator working in any program area.
4. Stipulating that the Advanced Certificate, valid for five years, is earned through seventy-five (75) hours of professional development, and allows performance of the following duties:
 - a. Assisting in highly impacted classrooms,
 - b. Assisting in specialized instructional support and instructional technology,
 - c. Mentoring and coaching other paraeducators, and
 - d. Serving as a short-term, emergency substitute teacher.

5. Establishing the following minimum qualification requirements:
 - a. Eighteen years of age and high school graduation or equivalent,
 - b. Passing grade on Education Testing Service Paraeducator Assessment, or
 - c. Holding an Associate of Arts Degree, or
 - d. Having earned 72 quarter credits or 48 semester credits, or
 - e. Having completed a registered apprenticeship program through a community or technical college.

6. Stipulating that the Standards of Practice must include:
 - a. Supporting instructional opportunities,
 - b. Demonstrating professionalism and ethical practices,
 - c. Supporting a positive and safe learning environment,
 - d. Communicating effectively and participating in the team process, and
 - e. Demonstrating cultural competency.

7. Requiring OSPI to establish a certification processing fee to eliminate state-funded support of the cost to issue educator, and new paraeducator, certificates.

8. Requiring the Professional Education Standards Board to provide guidance and requirements for community and technical colleges to establish a Paraeducator Associate of Arts Degree Program.

9. Modifying the alternative route programs for paraeducators to replace the provision that certification be in "endorsements in special education, bilingual education, or English as a second language" with "endorsement in subject matter shortage areas."

Subject to appropriation of funds:

1. Requiring school districts to offer a four (4) day course of study on the Standards or Practice beginning September 1, 2019, using best efforts to provide the course of study prior to working with students, and at a minimum:
 - a. By September 30th for paraeducators hired on or before September 1st of a given year.
 - b. Within four (4) months of hire for paraeducators hired after September 1st for districts with 10,000 or more students, or
 - c. By September 1st of the following year for paraeducators hired after September 1st for districts with fewer than 10,000 students.

2. Requiring paraeducators to meet the General Paraeducator Certificate requirements within three (3) years of completing the four-day fundamental course.

3. Providing grants to school districts that volunteer to pilot the state paraeducator standards of practice, the paraeducator certificates, and the courses described in this chapter.
4. Conducting a study, completing by December 2017, by the Washington State Institute for Public Policy of:
 - a. The effectiveness of paraeducators in improving student outcomes, and
 - b. The differences in students' academic success relative to paraeducators.
5. Designing a training program to be delivered by districts to teachers in directing paraeducators and to administrators in supervising and evaluating paraeducators.
6. Incorporating content in teacher and administrator preparation programs respectively on how to direct a paraeducator and how to supervise and evaluate paraeducators.

The legislation, if approved by the Governor, presents an opportunity for individual districts to advocate for appointment to the new Paraeducator Board of strong paraeducators and strong teachers and administrators of paraeducators. It also presents the opportunity to step up as a grant proposal district to undertake a pilot initiative in implementing the new legislation.

These new certificates and processes will undoubtedly find their way to the bargaining table. Now is the time to begin thinking about bargaining positions on such issues as payment of certificate fees, compensation differentiation, delivery of training, paraeducator assignments, and paraeducator evaluation.

Districts that choose to apply the NCLB qualification requirements ONLY to Title I schools may need an action plan to bring non-Title I paraeducators up to the same qualification requirement.

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 04/28/2017 08:16:38 AM
To: monaglej@skitsap.wednet.edu
Subject: Legislative Update
Attachments: WSPA_Legislative_Report_APRIL_28_2017.pdf

Hello WSPA members,

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

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

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

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

Thank you,

Washington School Personnel Association

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

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

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

powered by  MemberClicks



Update of Key Legislation Impacting Public School HR Management
Lee Goeke, Legislative Liaison
April 28, 2017

With the end of the regular session on April 23, 2017, the last significant Human Resource Management (HRM) legislation to pass the Legislature was HB 1115 concerning paraeducators. That bill is now awaiting action by the Governor. HRM bills concerning pensions and benefits, as well as teacher and administrator certification, remain possibilities as part of final action on bills to fully fund public education.

Key provisions of the paraeducator bill as sent to the Governor include:

1. Creating a nine (9) member Paraeducator Board responsible for:
 - a. Adopting minimum employment requirements,
 - b. Adopting standards of practice,
 - c. Establishing requirements for a General Paraeducator Certificate,
 - d. Establishing requirements for an ELL and Special Education Certificate,
 - e. Establishing requirements for an Advanced Paraeducator Certificate,
 - f. Establishing courses of study to meet certificate requirements,
 - g. Creating policy for a paraeducator Career Ladder, and
 - h. Adopting the e-Certificate process to include paraeducator certificates.
2. Stipulating that the General Paraeducator Certificate, which does not expire once earned, may be earned by completing a four (4) day fundamental course of study and an additional ten (10) days of general courses.
3. Stipulating that the ELL and Special Education Certificates, valid for five years, are earned by completing twenty (20) hours of professional development in the subject area. Certificates are NOT required for a paraeducator working in any program area.
4. Stipulating that the Advanced Certificate, valid for five years, is earned through seventy-five (75) hours of professional development, and allows performance of the following duties:
 - a. Assisting in highly impacted classrooms,
 - b. Assisting in specialized instructional support and instructional technology,
 - c. Mentoring and coaching other paraeducators, and
 - d. Serving as a short-term, emergency substitute teacher.

5. Establishing the following minimum qualification requirements:
 - a. Eighteen years of age and high school graduation or equivalent,
 - b. Passing grade on Education Testing Service Paraeducator Assessment, or
 - c. Holding an Associate of Arts Degree, or
 - d. Having earned 72 quarter credits or 48 semester credits, or
 - e. Having completed a registered apprenticeship program through a community or technical college.

6. Stipulating that the Standards of Practice must include:
 - a. Supporting instructional opportunities,
 - b. Demonstrating professionalism and ethical practices,
 - c. Supporting a positive and safe learning environment,
 - d. Communicating effectively and participating in the team process, and
 - e. Demonstrating cultural competency.

7. Requiring OSPI to establish a certification processing fee to eliminate state-funded support of the cost to issue educator, and new paraeducator, certificates.

8. Requiring the Professional Education Standards Board to provide guidance and requirements for community and technical colleges to establish a Paraeducator Associate of Arts Degree Program.

9. Modifying the alternative route programs for paraeducators to replace the provision that certification be in “endorsements in special education, bilingual education, or English as a second language” with “endorsement in subject matter shortage areas.”

Subject to appropriation of funds:

1. Requiring school districts to offer a four (4) day course of study on the Standards or Practice beginning September 1, 2019, using best efforts to provide the course of study prior to working with students, and at a minimum:
 - a. By September 30th for paraeducators hired on or before September 1st of a given year.
 - b. Within four (4) months of hire for paraeducators hired after September 1st for districts with 10,000 or more students, or
 - c. By September 1st of the following year for paraeducators hired after September 1st for districts with fewer than 10,000 students.

2. Requiring paraeducators to meet the General Paraeducator Certificate requirements within three (3) years of completing the four-day fundamental course.

3. Providing grants to school districts that volunteer to pilot the state paraeducator standards of practice, the paraeducator certificates, and the courses described in this chapter.
4. Conducting a study, completing by December 2017, by the Washington State Institute for Public Policy of:
 - a. The effectiveness of paraeducators in improving student outcomes, and
 - b. The differences in students' academic success relative to paraeducators.
5. Designing a training program to be delivered by districts to teachers in directing paraeducators and to administrators in supervising and evaluating paraeducators.
6. Incorporating content in teacher and administrator preparation programs respectively on how to direct a paraeducator and how to supervise and evaluate paraeducators.

The legislation, if approved by the Governor, presents an opportunity for individual districts to advocate for appointment to the new Paraeducator Board of strong paraeducators and strong teachers and administrators of paraeducators. It also presents the opportunity to step up as a grant proposal district to undertake a pilot initiative in implementing the new legislation.

These new certificates and processes will undoubtedly find their way to the bargaining table. Now is the time to begin thinking about bargaining positions on such issues as payment of certificate fees, compensation differentiation, delivery of training, paraeducator assignments, and paraeducator evaluation.

Districts that choose to apply the NCLB qualification requirements ONLY to Title I schools may need an action plan to bring non-Title I paraeducators up to the same qualification requirement.

From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 04/28/2017 07:29:41 AM
To: finnie@skitsap.wednet.edu
Subject: MEMBER REQUEST

Hello WSPA members! I hope you have a great Friday. A few member requests for your consideration. Thanks!

Toni Neidhold from Pasco School District is interested to know what districts are using for clerical testing for new hires (secretaries and clerks).

Please send your response directly to: TNeidhold@psd1.org

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

Thanks,

Curtis

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

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

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

powered by  MemberClicks

From: monaglej@skitsap.wednet.edu
Sent time: 04/28/2017 11:21:19 AM
To: olsonla@skitsap.wednet.edu; jensenv@skitsap.wednet.edu
Subject: RE: Legislative Update

Yippee.

I actually think this is a good thing, just more work.

Jamie

From: Olson, Lalaina
Sent: Friday, April 28, 2017 8:31 AM
To: Monagle, Jamie <monaglej@skitsap.wednet.edu>; Jensen, Vivian <jensenv@skitsap.wednet.edu>
Subject: FW: Legislative Update

FYI... Not sure if you got this too so I'm sending your way. Of course, this isn't a done deal, but it will definitely impact us if it does go through.

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

From: waspamemberclicks@mail.net [<mailto:waspamemberclicks@mail.net>]
Sent: Friday, April 28, 2017 8:17 AM
To: Olson, Lalaina <olsonla@skitsap.wednet.edu>
Subject: Legislative Update

Hello WSPA members,

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

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

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

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

Thank you,

Washington School Personnel Association

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

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

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

From: olsonla@skitsap.wednet.edu
Sent time: 04/28/2017 10:34:45 AM
To: StephanieDr@spokaneschools.org
Cc: cleonard@wspa.net
Subject: RE: MEMBER REQUEST

Hi Stephanie,

South Kitsap School District gives certificated staff an early notice incentive by allowing the staff members to cash out unused personal leave at their per diem rate if we receive notice before April 1. Note: The certificated staff members only qualify for the incentive if they have the full maximum of personal leave days on the books (our teachers earn 3 days of personal leave per year and are allowed to carry over 2 days to a max of 5 days). Below is the contract language pertaining to this:

Section 7.6.4 Early Notice Incentive An employee with five (5) accumulated personal leave days may elect to cash-out five (5) days at his or her per diem rate by completing Form 363, Separation of Employment, before April 1 and thus notifying the District of intent to retire or resign employment with the District at the end of the contract year. This option is only available to employees in TRS Plan 2 or 3, and is intended to compensate employees for packing and moving out of the employee's current work spaces, and transitioning curriculum and materials to other employees.

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

From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Friday, April 28, 2017 7:38 AM
To: Olson, Lalaina <olsonla@skitsap.wednet.edu>
Subject: MEMBER REQUEST

Last request of the week!

Request #3

Stephanie Drake from Spokane Public Schools is requesting information about any districts who provide a small stipend amount for a teacher who notifies HR of their planned retirement/resignation by a certain date. For example, teacher would receive \$100 if they notify their HR department of their planned retirement/resignation for the next school year by February 1st.

Please send your response directly to: StephanieDr@spokaneschools.org

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

Thanks,

Curtis

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

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

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

powered by  MemberClicks

From: pickard@skitsap.wednet.edu
Sent time: 04/28/2017 08:55:25 AM
To: StephanieDr@spokaneschools.org
Cc: cleonard@WSPA.net
Subject: RE: MEMBER REQUEST

Here is what South Kitsap does for certificated:

Section 7.6.4 Early Notice Incentive

An employee with five (5) accumulated personal leave days may elect to cash-out five (5) days at his or her per diem rate by completing Form 363, Separation of Employment, before April 1 and thus notifying the District of intent to retire or resign employment with the District at the end of the contract year. This option is only available to employees in TRS Plan 2 or 3, and is intended to compensate employees for packing and moving out of the employee's current work spaces, and transitioning curriculum and materials to other employees.

Brian

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



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

electronic message transmission contains information from South Kitsap School District that may be proprietary, confidential and/or privileged. The information is intended only for the use of the individual(s) or entity named above. If you are not the intended recipient, be aware that any disclosure, copying or distribution or use of the contents of this information is prohibited. If you have received this electronic transmission in error, please notify the sender immediately by replying to the address listed in the "From:" field.

From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Friday, April 28, 2017 7:37 AM
To: Pickard, Brian <pickard@skitsap.wednet.edu>
Subject: MEMBER REQUEST

Last request of the week!

Request #3

Stephanie Drake from Spokane Public Schools is requesting information about any districts who provide a small stipend amount for a teacher who notifies HR of their planned retirement/resignation by a certain date. For example, teacher would receive \$100 if they notify their HR department of their planned retirement/resignation for the next school year by February 1st.

Please send your response directly to: StephanieDr@spokaneschools.org

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

Thanks,

Curtis

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

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

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

powered by  **MemberClicks**

From: conners@skitsap.wednet.edu
Sent time: 04/28/2017 09:36:16 AM
To: dieffenb@skitsap.wednet.edu; monaglej@skitsap.wednet.edu
Subject: RE: WSPA

Done 😊

From: Dieffenbach, Misty
Sent: Friday, April 28, 2017 9:34 AM
To: Monagle, Jamie <monaglej@skitsap.wednet.edu>
Cc: Conner, Sarah <conners@skitsap.wednet.edu>
Subject: WSPA

Hi All:

Can we get our HR posting up on WSPA ASAP 😊.

Thanks

Misty Dieffenbach, PHR
Assistant Superintendent, Human Resources
South Kitsap School District
360.874.7080 – dieffenb@skitsap.wednet.edu

From: dieffenb@skitsap.wednet.edu
Sent time: 04/28/2017 09:33:54 AM
To: monaglej@skitsap.wednet.edu
Cc: conners@skitsap.wednet.edu
Subject: WSPA

Hi All:

Can we get our HR posting up on WSPA ASAP ☺.

Thanks

Misty Dieffenbach, PHR
Assistant Superintendent, Human Resources
South Kitsap School District
360.874.7080 – dieffenb@skitsap.wednet.edu

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 05/03/2017 06:02:06 AM
To: finnie@skitsap.wednet.edu
Subject: Reminder: Registration now open for HELP, HR Legal Boot Camp, and a Special Presentation

Dear WSPA members,

Reminder: Registration is now open for these upcoming events. We look forward to seeing you there!

HELP 2017-2018

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

- July 10-14, 2017
- Puget Sound Educational Service District
- Registration: \$910 Registration includes course materials, access to Blackboard through City University, option to earn eight City University CEU's, breakfast Monday- Friday, lunch Monday-Thursday, dinner Thursday, and refreshments.
- The registration fee is for the full year of HELP - one-week summer session, a one-day session in the fall, and a one-day session in the spring. It also includes the special presentation with Caprice Hollins.

HR Legal Boot Camp

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

- July 10-12, 2017
- Puget Sound Educational Service District
- \$495 includes a one-year WSPA membership, a copy of the POG notebook, 3 City University CEU's (optional), breakfast and lunches each day. Registration also includes the special presentation with Caprice Hollins.

Special Presentation with guest presenter Caprice Hollins: Cultural Competence- Addressing Race Relations in the 21st Century

- July 10, 2017
- 8:00 am - 11:45 am
- DoubleTree Suites by Hilton at Southcenter
- \$50 includes presentation and continental breakfast (please note that registration to HELP and/or HR Legal Boot Camp includes registration to this event).
- For more information about Caprice Hollins please visit her website at: <http://culturesconnecting.com/>

Please visit the WSPA website for additional event information and registration: www.wspa.net

Thank you,

Washington School Personnel Association

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

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

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

powered by  **MemberClicks**

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 05/03/2017 06:01:35 AM
To: monaglej@skitsap.wednet.edu
Subject: Reminder: Registration now open for HELP, HR Legal Boot Camp, and a Special Presentation

Dear WSPA members,

Reminder: Registration is now open for these upcoming events. We look forward to seeing you there!

HELP 2017-2018

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

- July 10-14, 2017
- Puget Sound Educational Service District
- Registration: \$910 Registration includes course materials, access to Blackboard through City University, option to earn eight City University CEU's, breakfast Monday- Friday, lunch Monday-Thursday, dinner Thursday, and refreshments.
- The registration fee is for the full year of HELP - one-week summer session, a one-day session in the fall, and a one-day session in the spring. It also includes the special presentation with Caprice Hollins.

HR Legal Boot Camp

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

- July 10-12, 2017
- Puget Sound Educational Service District
- \$495 includes a one-year WSPA membership, a copy of the POG notebook, 3 City University CEU's (optional), breakfast and lunches each day. Registration also includes the special presentation with Caprice Hollins.

Special Presentation with guest presenter Caprice Hollins: Cultural Competence- Addressing Race Relations in the 21st Century

- July 10, 2017
- 8:00 am - 11:45 am
- DoubleTree Suites by Hilton at Southcenter
- \$50 includes presentation and continental breakfast (please note that registration to HELP and/or HR Legal Boot Camp includes registration to this event).
- For more information about Caprice Hollins please visit her website at: <http://culturesconnecting.com/>

Please visit the WSPA website for additional event information and registration: www.wspa.net

Thank you,

Washington School Personnel Association

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

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

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

powered by  **MemberClicks**

From: admin@wspa.net
Sent time: 05/04/2017 06:08:44 PM
To: admin@wspa.net
Subject: WSPA Webinar: Employee Misconduct and Investigations 5/5/2017
Attachments: Employee Misconduct and Investigations Webinar_Curtis Leonard_WSPA 2017.pdf

Hello,

Thank you for your registration to the WSPA webinar: Employee Misconduct and Investigations being held on Friday, May 5th beginning at 9:00 am.

The handouts for this webinar are attached for your review. These materials will also be posted to the shared WSPA Google drive for your reference.

You should have received an email directly from GoToWebinar with directions to access this webinar. Please let me know if you did not receive these directions and I would be happy to assist.

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/>



Employee Investigations and Discipline



Certificated School Employees

- *RCW 28A.405.100* and *RCW 28A.405.210*; governs nonrenewal of certificated staff.
- *RCW 28A.405.300*; discharge or adverse affect of certificated staff.
- *RCW 28A.405.310*; contains hearing process.
- *RCW 28A.405.100*; requires the adoption of criteria and procedures for evaluation of certificated staff.
- *RCW 28A.405.220*; provisional employees.

Classified School Employees

- No statute for non-renewal of classified employees.
- Due process rights may be created by:
 - Collective Bargaining Agreement
 - Board Policy
- Generally requires “just cause.”

Progressive Discipline

- Letter of direction
 - Generally not considered “discipline”
- Verbal reprimand
- Written reprimand
- Suspension without pay
- Termination

Management Rights Clause

- *It is agreed that the statutory, customary and usual rights, powers, functions, and authority of management are vested in management officials of the District. Without in any way limiting the generality of the foregoing, this will include rights in accordance with applicable laws and regulations and the provisions of this Agreement to direct the work force, the right to hire, promote, retain, transfer, and assign employees in positions; the right to suspend, discharge, demote or take other disciplinary action against employees, the right to determine and apply discipline based on the severity of the conduct; and the right to release employees from duties because of lack of work or for other legitimate reasons. The District will retain the right to maintain efficiency of the District operation by determining the methods, the means, and the personnel by which such operation is conducted.*

Acceleration Clause

- *Generally, all discipline will be progressive, notwithstanding, in cases of misconduct, the District reserves the right to determine the consequences based on the severity of the conduct.*

Letter of Direction vs. Discipline

- What is the purpose of the letter?
- Is a copy of the letter placed in the employee's personnel file?

Letter of Direction

- Providing ongoing direction to an employee is an important component of supervision. Typically, letters of direction are not considered discipline, although a letter of direction might serve as a basis for future discipline.
- Direction might be provided verbally, in a letter or an email. This direction helps show that the employee had notice of a given rule or policy.
- These letters might not be in the employee's personnel file, but in a building and/or supervisor file.

Letter of Discipline

- Clear statement of the facts of the case
- Statement of the rules/policies violated by the employee
 - Include previous acts of misconduct and efforts to remediate
- Discussion how the misconduct violated the rules and created an impact on the employee's ability to the job
- Specific directives that the employee must follow in order to remediate
- Recite consequences for failure to remediate

Just Cause

- Virtually all collective bargaining agreements provide that the employer may discipline the employee only for “just cause.”
- In an attempt to define this term, Arbitrator Carroll Daughetry enumerated seven questions related to “just cause” in *Grief Brother Cooperage Corp. (1964)*.

Seven Tests of Just Cause

- 1) Was the employee adequately warned of the consequences of his conduct?
- 2) Was the employer's rule or order reasonably related to efficient and safe operations?
- 3) Did management investigate before administering the discipline?
- 4) Was the investigation fair and objective?

Seven Tests

- 5) Did the investigation produce substantial evidence or proof of guilt?
- 6) Were the rules, orders and penalties applied evenhandedly and without discrimination?
- 7) Was the penalty reasonably related to the seriousness of the offenses and the past record?

Seven Tests

- Daughtery demanded an affirmative answer to each questions before he would find an employer's decision to be "just."
- Routinely used by arbitrators.
- Often criticized, but serves as an introduction to "just cause."

Investigation Process



- **QUESTION #1 - What is alleged to have been violated?**
 - Federal Law, State Statute, Board Policy, Practices
- **QUESTION #2 - Who shall investigate?**
Building, HR, Outside?
 - Keep in mind that anyone who conducts an investigation becomes a potential witness regarding the investigation and its adequacy.
 - Am I Experienced? Credible? Objective?
 - Will investigator establish immediate rapport

Determine if Board Policy Applies

- Has the complaint alleged a violation of
 - #5011, Discrimination/sexual harassment
 - #3207, Harassment, Intimidation, Bullying
- Is the complaint based on membership in a protected class?
- Provide a copy of the policy

- **QUESTION #3 - Is it necessary to contact:**
 - Human Resources
 - Parents of students
 - Union
 - Law Enforcement/CPS
 - Insurance Company
 - Outside Attorney

- **QUESTION #4 – Does an employee need to be placed on leave?**
 - Computers, keys, access to building

- **QUESTION #5 – Have we secured any evidence?**
 - Computer evidence, surveillance
 - Witness statements

Timely Investigation

- **QUESTION #6 – Are we complying with required timelines.**
- *The superintendent or his/her designee shall respond in writing to the complaining party within (30) calendar days following receipt of the complaint by the school district. **Board Policy 5011P***

Timely Investigation

- *Within two (2) school days after receiving the Incident Reporting Form, the school designee will notify the families of the students involved that a complaint was received and direct families to the District's policy and procedure on harassment, intimidation, and bullying.*
- *The investigation will be completed as soon as practicable but generally no later than five (5) school days from the initial complaint or report.*
Board Policy 3207P.

Timely Investigation

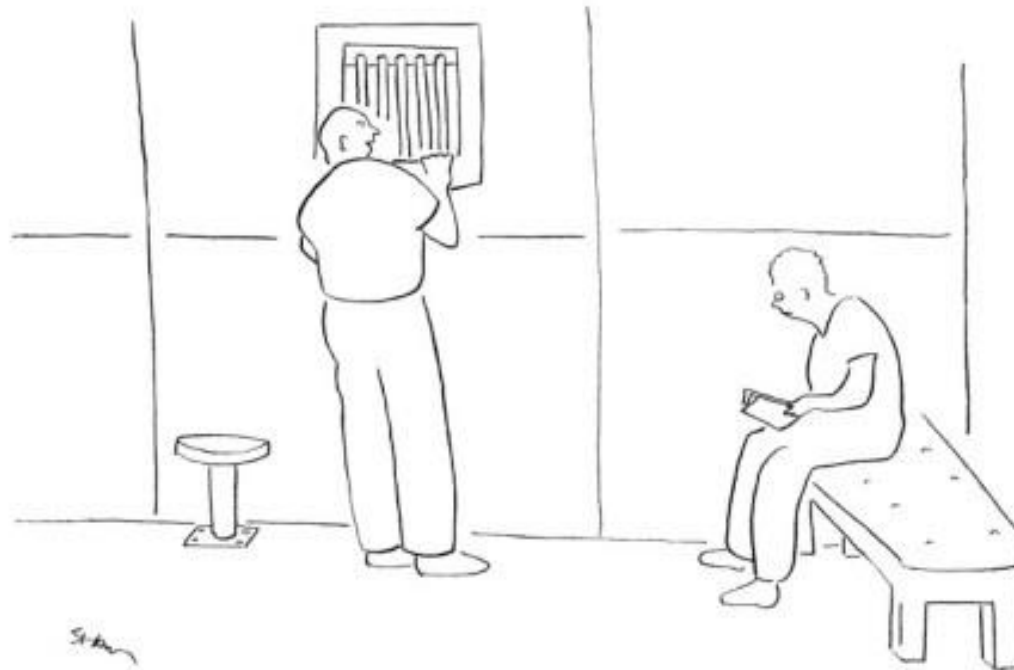
- *No later than two (2) school days after the investigation has been completed and submitted to the compliance officer, the principal or designee shall respond in writing or in person to the parent/guardian of the complainant and the alleged aggressor stating:*
 - *The results of the investigation*
 - *Whether the allegations were found to be factual*
 - *Whether there was a violation of policy*
 - *The process to file an appeal*

Board Policy 3207P

Paid Administrative Leave

We pay you because we have to





SKM

"So how long is your extended administrative leave?"

Factors to Determine Admin Leave

Administrative leave is not appropriate simply because an investigation is occurring. If you're thinking of putting the accused employee on leave weigh the above concerns carefully against the following factors:

- (1) The scope and severity of the offense,
- (2) The likely penalty imposed if the allegations are true
- (3) The reliability of the initial report
- (4) The danger of immediate reoffense,
- (5) The danger of interference with the investigation.

Be sure you are basing your decision to put someone on leave due to direct evidence (i.e. don't rely on hearsay—talk to the direct witnesses first). Far too often the initial report you receive of misconduct bears little resemblance to what the witnesses will actually attest to.

Decision to Place on Leave

- Is an investigation necessary?
 - Disputed information, multiple witnesses, determine a pattern of misconduct
- Does the alleged misconduct involve the safety and or supervision of children?
 - CPS and/or law enforcement if necessary
- Any indication that employee cannot carry out the functions of their job?
 - Shows impaired judgment

Discussion Examples

- Allegation that teacher is abusing sick leave, contrary to the provisions of the collective bargaining agreement. Place on paid administrative leave?

Discussion Examples

- One-on-one para-educator assisting a medically fragile youth takes a personal phone call while transporting the student to a portable. After ending the conversation, she leaves the student on the sidewalk to quickly get something out of her car. Principal finds the student outside and alone.

Discussion Examples

- Student alleges that a teacher touched his arm while escorting him to the office. Teacher placed his hand on the student's shoulder. Parent wants the teacher fired.
- Now assume that while escorting the student, teacher grabbed and squeezed the student's arm and quickly shook him to get his attention.

Discussion Examples

- Student reports that he is having a physical relationship with a high school drama teacher
 - You know the teacher personally and KNOW that this cannot be true. Now what?
 - Now, assume allegation comes from a student who has made a false allegation about 4 other staff members this year. Now what?
 - The student recants his statement. Now what?

Sample Leave Letter

- **Statement of action**
 - *You are hereby placed on paid administrative leave until further notice. The reason for this action is that certain matters involving your conduct related to _____ must be looked into.*
- **Notice of investigation**
 - *The District will conduct an investigation into your conduct.*

Sample Leave

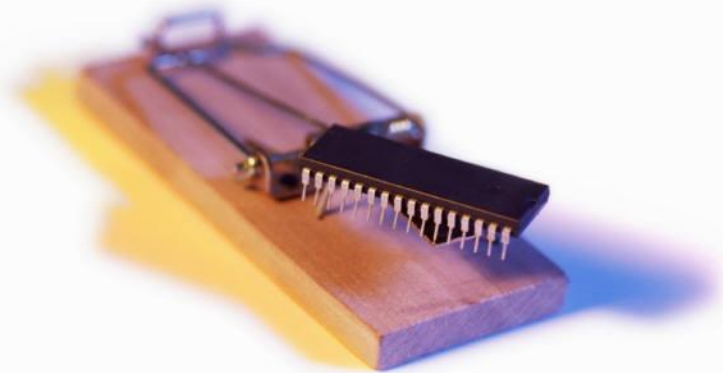
- **Directives**
 - **Confidentiality**
 - Refrain from any discussions that may be construed as compromising the investigation, or potential to intimidate witnesses.
 - **No Contact**
 - With any involved/interested witnesses (and their family members?)
 - No presence at school or school related events
 - Instruction to return keys
 - **Availability**
 - Made available for District investigation

Investigation How To

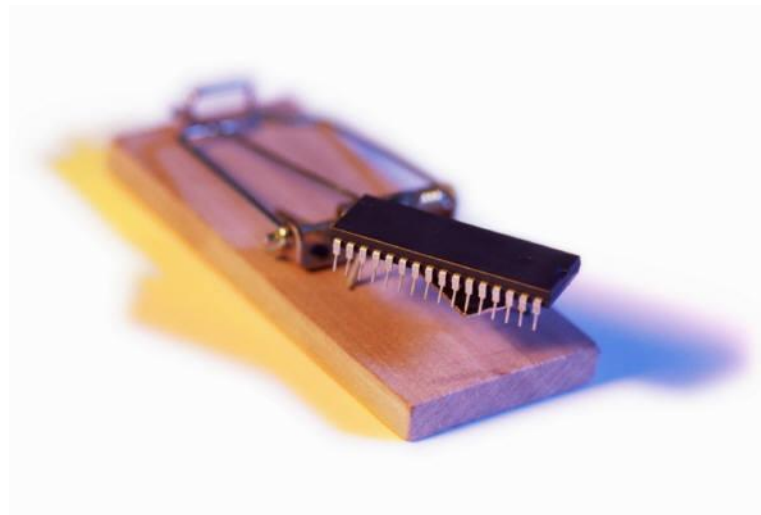


- **Always:**
 - Explain your role.
 - Retaliation Issues.
 - Give the witness permission to correct you.
 - Give the witness permission to contact you.
 - Direct the witness to be truthful and forthcoming.
 - Including hearsay.
 - Things you don't ask about.

Failing to review applicable policies with complainant and alleged offender.



Failing to review training history and content.



Failing to create ground rules for the interview.

- The employer directs the course of the inquiry.
- The employer can ask a question more than once!
- Or, ask it in alternative ways!
- There is no “right” to caucus when a question is pending!
- The rep. can object to ambiguous, misleading, or harassing questions.
- The rep. can clarify answers at the end of the interview.

Bottom line:
*When do you want the
information? Now or 2 years
into a lawsuit?*

*Failing to have the witness
quantify her or his
experiences.*

- Failing to review email accounts/internet history.
- Failing to check for surveillance video.
- Failing to review personnel files.
- Failing to direct witnesses to produce all writings.

*Failing to go to the scene of
the alleged conduct before
interviewing the material
witnesses.*

Game Calls

Focusing on **OUTCOME** versus
PROCESS!

Discipline



Weingarten Rights

- Weingarten rights – the right of employees to have union representation at investigatory interviews. **NLRB v. J. Weingarten, Inc., 420 US 251 (1975).**
 - An investigatory interview occurs when a supervisor questions an employee to obtain information which could be used **as a basis for discipline**
 - *Employee's* reasonable belief
 - Beware of investigatory interviews disguised as informal conversations

Loudermill Meetings

- A Loudermill hearing is part of the “due process” requirement that must be provided to a government employee prior to removing or impacting the employment property right.
- Prior to the hearing, the employee must be given a Loudermill letter
 - Specific written notice of the charges and an explanation of the employer’s evidence so that the employee can respond.

Loudermill v. Board of Education

- In *Loudermill v. Cleveland Board of Education (1985)*, the Supreme Court held that employees with a property interest in their jobs are entitled to certain due process rights prior to termination, suspension or demotion.
 - **Rights include:**
 - Oral or written notice of the charges against them
 - An explanation of the employer's evidence
 - An opportunity to respond to the proposed action

Loudermill

- Notify the employee well in advance of the date and time of the meeting to afford the opportunity for representation.
- The notice should include the specific reasons the proposed disciplinary action is being recommended, the range of discipline being considered, and the fact that this is the employee's opportunity to provide information.
- Conduct a thorough investigation prior to the meeting.
- Have 2 managers present. One to ask questions, one to take notes.
- Do not allow the union representative to interfere with the meeting.

Loudermill

- Do not interrogate the employee.
- Ask clarifying questions.
- Avoid bargaining with the union about the proposed discipline.
- Witnesses are not required.
- Follow-up on any information presented by the employee that is new prior to making the final disciplinary decision.
- Take your time in making this decision.

General Rules - Discharge

- RCW 28A.400.300 – school board shall “Employ for not more than one year, and for sufficient cause discharge all certificated and classified employees.”
- “Sufficient cause” is generally synonymous with “just cause” or “cause.”

Flagrant Conduct

- If the teacher's conduct has been flagrant, there is sufficient cause to terminate as a matter of law.
 - Sexually exploitive
 - Physical Abuse
- If the conduct is flagrant, the district can terminate without applying the test from *Clarke*, or considering the *Hoagland* factors.

Non-Flagrant Conduct - *Clarke* Test

- In all non-flagrant cases, the District needs to prove that the misconduct occurred and that:
 - (1) it is not remediable; and
 - (2) it materially and substantially affects the teacher's performances; or
 - (3) lacks any educational aspect or legitimate professional purpose.

Sufficient Cause

- Teaching/classroom deficiencies that are reasonable correctible do not constitute sufficient cause for discharge, unless the applicable notice and probationary procedures under Washington law have been followed.

Hoagland Factors

- *Hoagland v. Mount Vernon School District*, 95 Wn. 2d 424 (1981). Case involving a teacher convicted of possessing a stolen motorcycle.
- These factors help determine the “impact” of the misconduct on the teacher’s job.

Hoagland Factors

- The age and maturity of the students;
- The likelihood the teacher's conduct will have adversely affected students or other teachers;
- The degree of the anticipated adversity;
- The proximity or remoteness in time of the conduct;
- The extenuating or aggravating circumstances surrounding the conduct;
- The likelihood the conduct may be repeated;
- The motives underlying the conduct; and
- Whether the conduct will have a chilling effect on the rights of the teachers.

Hoagland Factors

- Not all eight facts will be applicable in every teacher discharge case, and furthermore, these factors are not necessarily applicable when the cause for dismissal is the teacher's improper performance of his contractual job duties.

HR Takeaways

- Properly document employee discipline, using progressive discipline
- A record of progressive discipline helps prove that the conduct is not remediable
- Show impact of the conduct on the employee's position

Probable Cause Letters

- Statement of purpose:
 - *“The purpose of this letter is provide you with notice that probable cause exists for terminating your employment in the _____ school district, pursuant to RCW 28A.405.300.”*
- Clear statement of the facts of the case, based on the district’s investigation
 - Concentrate on previous incidents of misconduct, attempts to remediate and use of progressive discipline.
 - Recite the results from the Loudermill meeting
 - Provide investigation findings

Probable Cause Letters

- Discussion how the misconduct violated the rules and created an impact on the employee's ability to the job
 - List each specific charge and indicate how it violated policies/professional standards
- Appeal rights
 - *Pursuant to RCW 28A.405.300, you have certain appeal rights related to the determination to terminate your employment. You may invoke these rights by filing a written request within (10) days immediately following your receipt of this letter with _____.*

Sample Cases

- In *Mott v. Endicott Sch. Dist.*, 105 Wn.2d 199 (1986), a teacher's repeated striking of his students in the genitals was found to be sufficient cause for discharge.
- The Court rejected the teacher's claim that the failure of the district to specifically instruct him not to strike students in the genitals barred his subsequent discharge is "so patently unacceptable that the school district was entitled to discharge the teacher for his actions in this case regardless of prior warning."

Sample Cases

- In *Sargent v. Selah Sch. Dist.*, 23 Wn. App. 916 (1979), the court rejected the teacher's argument that his prior incidents of improper discipline could not be considered in determining whether there was sufficient cause to discharge.
- Pattern of unacceptable disciplinary practices, tipping students out of their chairs and striking students with a ruler.
- Teacher received prior warnings.
- The court stated that "sufficient cause for discharge to be evaluated in light of the teacher's record as a whole, which may be said to demonstrate a continuing pattern of unacceptable teaching practices."

Sample Cases

- In *Coupeville Sch. Dist. No. 204 v. Vivian*, 36 Wn.App 728 (1984), the Court upheld the termination of a high school teacher who knowingly permitted a current and former students (minors), to drink alcohol at his home after school hours.
- The Court reviewed the *Hoagland* factors and affirmed the termination.

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 05/12/2017 10:02:37 AM
To: finnie@skitsap.wednet.edu
Subject: Legislative Update
Attachments: WSPA_Legislative_Report_MAY_12_2017.pdf

Hello WSPA members,

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

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

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

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

Thank you,

Washington School Personnel Association

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

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

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

powered by  MemberClicks



Update of Key Legislation Impacting Public School HR Management

Lee Goeke, Legislative Liaison

May 12, 2017

PAID FAMILY LEAVE

The legislature did not pass a bill during the regular session to implement paid family leave. However, a paid leave bill is considered necessary to implement the budget. Three bills were introduced on paid family leave (HB 1116, Senate companion bill 5032, and SB 5149). On April 24, 2017, the house adopted a resolution to reintroduce and retain HB 1116 for the special session.

It is likely that any final provision will be similar to HB 1116. It will require a resolution of the difference between the House and Senate approach to funding the program. The house would fund the program by imposing equal payroll deductions on employers and employees. The senate position as set forth in SB 5149 would have fully funded the program through employee premiums.

The paid leave is required by legislative action in 2013 providing for implementation upon appropriation for funding and establishment of an implementation date. State Initiative 1433, passed by voters in 2016, set January 1, 2018 as the implementation date, and established an accrual rate of one (1) hour of earned leave for every forty (40) hours of work.

Key provisions of HB 1116 include:

1. Providing benefits for a family member's or the individual's own serious health condition or for a military exigency, in addition to leave for a child's birth or placement.
2. Earning one (1) hour of paid family leave for every forty (40) hours worked.
3. Allowing twenty-six (26) weeks of leave for birth or placement of a child, a family member's serious health condition, or a military exigency beginning October 1, 2019. Benefits are payable after a seven (7) calendar day waiting period (whether paid or unpaid).
4. Allowing twelve (12) weeks of leave for an individual's own serious health condition beginning October 1, 2020.
5. Establishing eligibility as 340 hours of work in an individual's qualifying year. The qualifying year is the 1st four of the last 5 quarters.

6. Specifying a premium of 0.255 percent of wages beginning July 1, 2018, and increasing to 0.51 percent of wages beginning January 1, 2020. Employers would deduct one-half (1/2) of the premium from employee wages.
7. Setting the benefit at 90% of the employee's average weekly wage. The formula varies depending on whether the individual's average weekly wage is less or greater than fifty percent (50%) of the state average weekly wage.
8. Providing for a maximum weekly benefit amount is \$1,000 beginning October 1, 2019. This amount will be adjusted in the future based on the state average weekly wage.
9. Providing for an employee to use the paid family leave concurrent with FMLA or FLA. Employers may not require an employee to exhaust other wage replacement benefits (e.g., annual or sick leave) before receiving paid family leave benefits.
10. Providing for guaranteed reinstatement to a position with the employer following family leave. This provision requires that the individual has been in the employer's employment for at least six (6) months and the employer has eight or more employees. This is a change from the current FLA framework which requires twelve (12) months of employment and at least twenty-five (25) employees.

The draft bill precludes collective bargaining agreements with a lesser benefit, while preserving collective bargaining agreements that offer additional wage replacement (e.g., paid leave) benefits. Employers can bargain the coordination of such bargained benefits with the benefits of the new paid family leave program.

Please note that this is an abbreviated summary of HB 1116 as reintroduced into the special session. Any final agreement may differ from the provisions highlighted above.

From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 05/12/2017 09:32:38 AM
To: finnie@skitsap.wednet.edu
Subject: MEMBER REQUEST

WSPA Members! It's time for member requests. Once again, thank you for your attention to these questions. Also, have a great Friday!

Shelley Holt from Spokane Public Schools would like to request information from other districts related to the Washington State Sexual Misconduct Disclosure Release. The questions are as follows:

1. Does your HR department send the WA State Sexual Misconduct Disclosure Release forms to the previous school districts where the applicant was employed?
2. At what point in the hiring process does this occur?
3. Does your HR staff or the applicant follow up with the school district if they are not received within the 20 business days?

Please send your response directly to: shelleyh@spokaneschools.org

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

Thanks,

Curtis

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

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

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

powered by  MemberClicks

From: olsonla@skitsap.wednet.edu
Sent time: 05/13/2017 03:37:58 PM
To: CynthiaMcVeigh@sjisd.wednet.edu
Cc: cleonard@wspa.net
Subject: RE: MEMBER REQUEST

Hi Cynthia,

South Kitsap School District pays a "Responsibility Stipend", which will be 23% of a teacher's base pay for the 17/18 school year. This is our equivalent to TRI. Our teachers work a 185 day calendar. In addition to the 185 day calendar, our teachers are offered five days of optional professional development (paid at their per diem rate, which is calculated by dividing state salary placement by 1387.50 hours-the equivalent of 185 days). Below is an excerpt from our bargaining language pertaining to "Responsibility Stipend":

Section 9.2.3 Responsibility Stipend Providing a quality education to all students in the South Kitsap School District is dependent upon hiring and retaining the highest quality certificated staff. Providing a quality education to all students requires from the certificated staff a commitment to the education profession beyond the base contract and supplemental work days. The additional commitment required from the District's certificated staff cannot be accurately measured in hours or days. The time necessary to fulfill any one certificated Staff member's professional responsibilities will vary from that of another, as determined by the individual's own judgment and evaluated by their supervisor in alignment with the evaluation framework.

The Responsibility Stipend compensates employees for providing a professionally responsible level of services in the following areas which are above the basic contract:

- a. Preparation of the classroom or workspace before, after, and during the school year for quality instruction or support of instruction;
- b. Participation in individually-selected self-reflection, goal setting and related professional growth activities such as workshops, classes, conferences, seminars or research projects;
- c. Participation in a reasonable and equitable number of school functions, grade level, department, building, job-alike and/or similar committees that fall outside the regular work day; and
- d. Fulfillment of basic contract expectations that fall outside the regular work day such as the planning of instruction and curriculum, the evaluation of student work, the preparation of student assessments, the preparation of summative progress and grade reports for timely distribution, participation in a reasonable and equitable number of student support meetings, IEP and Section 504 meetings, and communicating with parents and students.

The Responsibility Stipend shall be compensated by a supplemental contract equivalent to 20% of an employee's base salary in the 2016-17 school year and 23% of an employee's base salary in the 2017-18 school year. Placement on the Responsibility Stipend schedule shall be the same as an employee's placement on the salary schedule for base compensation. The Responsibility Stipend shall be pro-rated by employee FTE.

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

From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Friday, May 12, 2017 9:38 AM

To: Olson, Lalaina <olsonla@skitsap.wednet.edu>

Subject: MEMBER REQUEST

Cynthia Luna McVeigh from San Juan Island School District is requesting TRI information from your district - what your district pays for tri (total compensations as a percent over and above the state salary schedule) and local days (# of additional days teachers report to work in excess of the 180 day school calendar).

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

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

Thanks,

Curtis

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

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

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

powered by  MemberClicks

From: olsonla@skitsap.wednet.edu
Sent time: 05/13/2017 03:59:03 PM
To: shelleyh@spokaneschools.org
Cc: cleonard@wspa.net
Subject: RE: MEMBER REQUEST

Hi Shelley,

South Kitsap School District provides new hires the WA State Sexual Misconduct Disclosure Release form as part of a "Welcome Letter" we send our new hires detailing paper work required as part of their new hire status. We ask our new hires to return all new hire paperwork on or before our new hire orientation in August (we encourage the paperwork ASAP). We track the forms we send out, however we don't necessarily follow-up if we don't get them back within 20 days.

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

From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Friday, May 12, 2017 9:33 AM
To: Olson, Lalaina <olsonla@skitsap.wednet.edu>
Subject: MEMBER REQUEST

WSPA Members! It's time for member requests. Once again, thank you for your attention to these questions. Also, have a great friday!

Shelley Holt from Spokane Public Schools would like to request information from other districts related to the Washington State Sexual Misconduct Disclosure Release. The questions are as follows:

1. Does your HR department send the WA State Sexual Misconduct Disclosure Release forms to the previous school districts where the applicant was employed?
2. At what point in the hiring process does this occur?
3. Does your HR staff or the applicant follow up with the school district if they are not received within the 20 business days?

Please send your response directly to: shelleyh@spokaneschools.org

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

Thanks,

Curtis

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

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

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

From: dieffenb@skitsap.wednet.edu
Sent time: 05/16/2017 11:59:09 AM
To: monaglej@skitsap.wednet.edu
Subject: RE: #2016-0113 HR Classified & Certification Support Specialist

I don't think it was ever posted on WSPA, which kind of stinks ☹. But I guess we can do a first round.

Misty Dieffenbach, PHR
Assistant Superintendent, Human Resources
South Kitsap School District
360.874.7080 – dieffenb@skitsap.wednet.edu

From: Lamoureux, Stephanie
Sent: Tuesday, May 16, 2017 11:57 AM
To: Dieffenbach, Misty <dieffenb@skitsap.wednet.edu>; Monagle, Jamie <monaglej@skitsap.wednet.edu>
Subject: #2016-0113 HR Classified & Certification Support Specialist

Hello!

The above-referenced position closed on 5/11/17 with a total of 32 applicants.

Four current SKSD PSE applicants:

Paula Ackaert-Bigler – OSS Para
Sarah Conner – HR
Marissa Jones – OSS Para
Jacqueline Stewart – CH OC

One current SKSD SKEA applicant:

Lorraine Connell

Of the remaining applicants, 7 have indicated HR experience varying from 5 months to 20 years, even one as an HR Director for KPS Health Plans in the late '90's/early '00's. If you would like me to provide more details (i.e. names of those with HR experience), please let me know. Some applicants are registered for the district skills tests for today.

I was not sure which of you would be taking the lead on the interviews for this position, and/or if you would like my assistance, but if you would, I am happy to. (Then I would proceed with the usual questions: number of applicants to interview, day/time, team members, questions/written exercise. ☺)

Thank you,
Steph

Stephanie Lamoureux
HR Specialist – Classified and Certificated Support
Human Resources
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
360.874.7079
Email: lamoures@skitsap.wednet.edu

[Join the South Kitsap Team!](#)

From: monaglej@skitsap.wednet.edu
Sent time: 05/17/2017 02:11:04 PM
To: conners@skitsap.wednet.edu
Subject: HR Support Specialist

Hey Sarah,

Can you please send me the confirmation WSPA sends you from the HR Support post that went to WSPA?

Thanks!

Jamie

From: conners@skitsap.wednet.edu
Sent time: 05/17/2017 03:15:49 PM
To: monaglej@skitsap.wednet.edu
Subject: RE: HR Support Specialist

Why do you need this for an SEIU meeting.... I'm just being totally noseey 😊😊

From: Monagle, Jamie
Sent: Wednesday, May 17, 2017 3:15 PM
To: Conner, Sarah <conners@skitsap.wednet.edu>
Subject: RE: HR Support Specialist

You rock!

Thanks!

From: Conner, Sarah
Sent: Wednesday, May 17, 2017 2:20 PM
To: Monagle, Jamie
Subject: RE: HR Support Specialist

Here you go! The 2nd attachment is from Indeed.com

WSPA doesn't email you a confirmation. The attachment is what pops up after you submit a job. I just try to remember to print it out 😊

Sarah Conner

From: Monagle, Jamie
Sent: Wednesday, May 17, 2017 2:11 PM
To: Conner, Sarah <conners@skitsap.wednet.edu>
Subject: HR Support Specialist

Hey Sarah,

Can you please send me the confirmation WSPA sends you from the HR Support post that went to WSPA?

Thanks!

Jamie

From: conners@skitsap.wednet.edu
Sent time: 05/17/2017 02:20:46 PM
To: monaglej@skitsap.wednet.edu
Subject: RE: HR Support Specialist
Attachments: WSPA - HR Support Confirmation.pdf Indeed.com HR Spoort Confirmation.pdf

Here you go! The 2nd attachment is from Indeed.com

WSPA doesn't email you a confirmation. The attachment is what pops ups after you submit a job. I just try to remember to print it out 😊

Sarah Conner

From: Monagle, Jamie
Sent: Wednesday, May 17, 2017 2:11 PM
To: Conner, Sarah <conners@skitsap.wednet.edu>
Subject: HR Support Specialist

Hey Sarah,

Can you please send me the confirmation WSPA sends you from the HR Support post that went to WSPA?

Thanks!

Jamie

Confirmation

Thank you for your job posting submission. The postings are updated to the website twice weekly.

[Submit another Job Posting](#)

[Return to Home Page](#)



[Overview](#)

[Jobs](#)

[Candidates](#)

[Career Site](#) ^{NEW}

Find Candidates...

Search

Post a Job

[Verify your email](#) to make your jobs visible on Indeed.

[Back to all jobs](#)

HR Certificated & Classified Support Specialist

South Kitsap School District – Port Orchard, WA

[edit job](#)
[close job](#)
[find candidates for this job](#)

Views: 0
Candidates: 0
Status: Open – [pause](#)
Created: Apr 27

This job will be visible on Indeed shortly.

Get more candidates by sponsoring this

job \$21.00/day

This budget is based on your title and location

289 applications
with sponsoring*

47 applications
without sponsoring*

* Estimated In the next 8 weeks

Estimates are based on Indeed's past results of similar titles. This is not a guarantee of future performance.

Candidates

0

Awaiting Review

0

Total (excluding rejected)

0

Rejected

Job Description

To apply for this job, please apply at our district website
<https://www.skitsap.wednet.edu/domain/52>

Functions:

- Assists the classified and certificated specialists for the purpose of providing assistance in processing and maintaining records.
- Supports the Personnel Services staff for the purpose of assisting in the completion of their functions and in providing services.
- Attends meetings for the purpose of gathering and receiving information pertinent to the job and/or improvement of knowledge, skills and abilities.
- Calculates academic transcripts within specialized software for the purpose of providing data to the certificated specialist for assessing salary placement in accordance with state guidelines and negotiated agreement provisions.
- Schedules First Aid/CPR/AED classes for employees for the purpose of ensuring compliance with established Board policies and procedures.
- Provides new employee orientation for certificated and classified staff for the purpose of ensuring that mandatory training, mandatory forms, and required background checks are complete and new employees receive required employment and contact information.
- Oversees temporary employee applications and approval process for the purpose of ensuring required procedures and documentation are followed in the hiring and payment of temporary employees.
- Oversees the maintenance of personnel records for the Personnel Services Department for the purpose of ensuring retention in compliance with state requirements.
- Maintains the District's specialized human resource software and related web pages for the purpose of ensuring accessibility and functionality for Personnel Services and District staff.

Job Requirements: Minimum Qualifications

Indeed.com HR Spoort Confirmation.pdf

- None Specified

Continuing Education/Training:

- None Specified

Clearances:

- Washington State Patrol and FBI Fingerprint Background Clearance

Union membership or representation fee is a requirement for employment.

Passing the required district tests is a prerequisite for consideration for Clerical, Para-educator and Playground Attendant positions (review EACH job posting for specific testing requirements). To register, follow the instructions on the district testing information page of our district website.

Application Procedure: Complete the online application at www.skitsap.wednet.edu and apply to the position(s) to which you are qualified within your online application.

Submitting and completing your online application and applying to open positions ensures immediate availability of your data to our hiring administrators.

PRINCIPALS AND HIRING ADMINISTRATORS CONSIDER ONLY THOSE APPLICANTS WITH COMPLETE AND CURRENT APPLICATIONS.

Positions close at 4:00 p.m. on the final day of posting. Your online application and required District Testing (if applicable-see job posting when applying) must be submitted by the closing date for an applicant to be considered for a position.

If you need assistance with this process, please contact Human Resources at (360) 874-7074

The South Kitsap School District #402 complies with all state and federal rules and regulations and does not discriminate in any employment, programs, or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, marital status, sexual orientation, gender expression or identity, disability, or the use of trained dog guides or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Any offer of employment with the South Kitsap School District is on a conditional basis pending the successful completion of an FBI and Washington State Patrol fingerprint background check.

Job Type: Full-time

Salary: \$38,000.00 /year

Required experience:

- Human r: 1 year

We have set up application questions for your job.

You have requested that Indeed ask candidates the following questions:

- How many years of **Human r** experience do you have?

From: monaglej@skitsap.wednet.edu
Sent time: 05/17/2017 03:15:00 PM
To: conners@skitsap.wednet.edu
Subject: RE: HR Support Specialist

You rock!

Thanks!

From: Conner, Sarah
Sent: Wednesday, May 17, 2017 2:20 PM
To: Monagle, Jamie
Subject: RE: HR Support Specialist

Here you go! The 2nd attachment is from Indeed.com

WSPA doesn't email you a confirmation. The attachment is what pops ups after you submit a job. I just try to remember to print it out 😊

Sarah Conner

From: Monagle, Jamie
Sent: Wednesday, May 17, 2017 2:11 PM
To: Conner, Sarah <conners@skitsap.wednet.edu>
Subject: HR Support Specialist

Hey Sarah,

Can you please send me the confirmation WSPA sends you from the HR Support post that went to WSPA?

Thanks!

Jamie

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 05/17/2017 09:32:05 AM
To: finnie@skitsap.wednet.edu
Subject: WSPA Event Announcements: HELP, HR Legal Boot Camp, and a Special Presentation

Dear WSPA members,

We have three exciting upcoming events to share with you:

HELP 2017-2018

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

- July 10-14, 2017
- Puget Sound Educational Service District
- Registration: \$910 Registration includes course materials, access to Blackboard through City University, option to earn eight City University CEU's, breakfast Monday- Friday, lunch Monday-Thursday, dinner Thursday, and refreshments.
- The registration fee is for the full year of HELP - one-week summer session, a one-day session in the fall, and a one-day session in the spring. It also includes the special presentation with Caprice Hollins.

HR Legal Boot Camp

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

- July 10-12, 2017
- Puget Sound Educational Service District
- \$495 includes a one-year WSPA membership, a copy of the POG notebook, 3 City University CEU's (optional), breakfast and lunches each day. Registration also includes the special presentation with Caprice Hollins.

Special Presentation with guest presenter Caprice Hollins: Cultural Competence- Addressing Race Relations in the 21st Century

- July 10, 2017
- 8:00 am - 11:45 am
- DoubleTree Suites by Hilton at Southcenter
- \$50 includes presentation and continental breakfast (please note that registration to HELP and/or HR Legal Boot Camp includes registration to this event).
- For more information about Caprice Hollins please visit her website at: <http://culturesconnecting.com/>

Please visit the WSPA website for additional event information and registration: www.wspa.net

Thank you,

Washington School Personnel Association

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

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

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

powered by  **MemberClicks**

From: monaglej@skitsap.wednet.edu
Sent time: 05/26/2017 08:11:31 AM
To: admin@wspsa.net
Subject: Automatic reply: New Overtime Requirements and FMLA Refresher- Presentation

Greetings!

I am in the office but away from my desk today. If you need an immediate response, please reach out to Lynn Finnie, otherwise I will be able to respond to emails when I return on Friday, May 26, 2017.

Thanks,

Jamie Monagle

From: admin@wspace.net
Sent time: 05/26/2017 08:11:08 AM
To: admin@wspace.net; cleonard@wspace.net
Subject: New Overtime Requirements and FMLA Refresher- Presentation
Attachments: New Overtime Requirements and FMLA Refresher.pptx

Hello,

Thank you for your registration to the *New Overtime Requirements and FMLA Refresher Webinar* – a copy of the presentation is attached for your review. This document has also been added to the shared Google drive and to the Go to Webinar site.

- New Overtime Requirements and FMLA Refresher
- Friday, May 26, 2017
- 9:00-11:00 am

Thank you, enjoy the holiday weekend!

Jennifer

Jennifer Tottenham

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



Wage Changes FMLA Refresher

Curtis Leonard
WSPA Webinar

Initiative 1433

- Increases minimum wage over four years, starting in January 2017.
- Requires employers to provide paid sick leave starting January 2018.

- 2017: \$11 per hour: (14% increase)
- 2018: \$11.50 per hour: (4.4% increase)
- 2019: \$12.00 per hour: (4.2% increase)
- 2020: \$13.50 per hour: (11.2% increase)

- Starting January 1, 2021, minimum wage will increase yearly by rate of inflation (calculated by L&I).

Sick Leave

- Effective January 1, 2018
- Employee must accrue at least 1 hour leave for every forty hours worked.
- Leave paid at minimum wage or hourly rate, if higher
- Entitled to use paid sick leave starting on 90th calendar day of employment
- Can't require employee to find a substitute worked
- Can require reasonable notice of absence and documentation for 3+ day absences

Authorized uses for sick leave

- Illness, injury, health condition, preventative care of employee or “family member”
- “Family member” means child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling
- Place of business/child’s school closed by public official for any health related reason
- Domestic violence leave

Substitutes

- Substitutes generally do not earn leave, but will be effective January 1, 2018
- Certificated substitutes are represented if they work thirty days in a year or twenty days in one assignment
- Classified substitutes are represented if they work thirty days in a year

- Substitutes must earn at least one hour of sick leave for every forty hours worked.
- Substitutes may use sick leave after working at least ninety days

FMLA Overview

- Entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons.
 - 12 workweeks in a 12 month period
 - Eligible employee may take up to 26 workweeks of leave to care for a servicemember.

Leave Entitlement

Qualifying Reasons for Taking Leave

- Birth of a son or daughter of the employee
- Placement of a son or daughter with the employee for adoption of foster care
- To care for the employee's spouse, son, daughter, or parent with a serious health condition
- The employee's own serious health condition

Job Restoration

- Upon return from leave, an employee must be returned to his or her original job or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment
 - Shift and location

Includes both exempt and nonexempt workers under FLSA. *29 U.S.C.A. 2601(2)*

Is an employee who has been employed by the District for a total of at least twelve months (consecutive or non consecutive); and

If an employee is maintained on the payroll for any part of a week, that week counts as a week of employment. This includes weeks in which an employee has taken paid or unpaid leave, such as sick leave or vacation, during which benefits or compensation were received.

for at least 1,250 hours of service during the immediately preceding twelve-month period. *29 U.S.C.A.(2)(A)*

Exempt employees are presumed to have met the threshold FMLA directs you to calculate hours of service in accordance with FLSA Standards.

Neither paid leave nor unpaid leave are included in any calculation of “hours of service” under the FMLA.

The Act does not cover part-time or seasonal employees working less than 1,250 hours a year.

12 month period



- The employer may use any of the following methods to establish the 12-month period
 - The calendar year – January 1 – December 31;
 - Any fixed 12-months (e.g. fiscal year)
 - The 12-month period measured forward – 12-month period measured from the first date an employee takes FMLA leave.
 - Lucia's FMLA leave begins on November 6, 2012 through November 5, 2013.
 - A rolling 12-month period, measured backward from the date an employee uses any FMLA leave.

Employees can select any one of the methods, as long as it is applied consistently and uniformly for all employees.

Rolling 12-month Period

- Michael requests 3 weeks of FMLA leave to begin on July 31st. The employer looks back 12 months (from July 31st back to the previous August 1st) to see if any FMLA leave has been used. Michael has not taken any previous FMLA leave, so he is entitled to the three weeks he requested and has nine more weeks available.

Rolling 12-month Period

- Patricia requests two weeks of FMLA leave to begin on November 1st. The employee looks back 12 months (from November 1st back to previous November 2nd), she used 4 weeks of leave beginning on January 1st, 4 weeks of leave beginning on March 1st, and three weeks beginning June 1st. She has taken 11 weeks of FMLA leave in the 12-month period and only has one week of leave available. She can take one week. She can next take FMLA leave beginning January 1st as the days of her previous January leave “roll off” the leave year.

- **Does an employee specifically have to use the letters F-M-L-A when requesting leave protected under the Act?**
 - The DOL specifically states that when "an employee seeks leave for the first time for a FMLA-qualifying reason, the employee does not need to specifically assert his or her rights under FMLA, or even mention FMLA." Rather, the employee need only provide "sufficient information" to make the employer aware of the possible need for FMLA leave.
 - In contrast, for intermittent leave, an employee must specifically request this type of leave and provide appropriate certification.

Hours of Service

Something to Think About

- An employee may give notice of his or her intention to take FMLA leave prior to becoming eligible as long as he or she will be eligible when the actual leave commences.
- In such cases, the District will need to confirm the employee's eligibility based upon a projection that the employee will be eligible on the date leave would commence or must advise the employee when the eligibility requirement is met.
- If the District has confirmed the date of eligibility, it cannot challenge that date at a later time.



Intermittent Leave



Eligibility

- For intermittent leave, the employee must meet the general eligibility requirements of FMLA
 - Hours worked
 - Serious health condition
 - Care for a family member with a serious health condition (no parent in-law, in loco parentis, adult children only in limited circumstances).
- If the employee does not meet the general requirements of FMLA, the employee will not be eligible for intermittent FMLA.

Intermittent Leave Defined

- Intermittent leave is defined as leave used in separate blocks of time due to a single qualifying reason.
 - In contrast the a block of time.
- Law allows employee to use leave on intermittent basis.
- If FMLA is for the birth, adoption, or foster placement of a child, use of intermittent leave requires employer's approval.
 - Careful – treat employees the same.
- Example: Request to take leave for the birth of child. Subsequent request for intermittent leave to care for the child.

Eligibility for Leave

- Establishment of qualification and eligibility for FMLA leave is applied only at the time of the individuals first application to use intermittent leave.
 - 1,250 hours in the previous 12 months.

Eligibility

- If an employee applies for the use of intermittent leave for a serious health condition, and that employee worked 1,250 hours in the previous year, the employee is eligible for all subsequent intermittent leave associated with that serious health condition during the year, even if they no longer meet the year requirement.
- An employee cannot reconduct the 1,250 qualification test later in the year if it is dealing with the same condition.
 - Example where an employee might not continue to meet the test for a separate condition – based on lack of hours.

Medical Certification



Medical Certification

- The District may require, at its option, that the **serious health condition** of the **eligible employee** or family member be certified by the relevant person's health care provider for three occasions:
 - When the leave is requested
 - When the District has reason to question the appropriateness of the leave or its duration after its inception; and
 - When an employee requests an extension of a leave
- The District may furnish the health care provider with a description of the essential functions of the employee's position.

• If requested, the employee must provide, in a timely manner, a **medical certification** that includes:

- **a.** The date when the serious health condition started.
- **b.** How long it is expected to last.
- **c.** Relevant medical facts known by the healthcare provider.
- **d.** A statement that the employee is needed to care for a family member or a statement that an employee cannot perform the functions of his or her job.
- **e.** In addition, where an employee asks for **intermittent leave** or a **reduced leave schedule**, a statement that the proposed schedule is medically necessary; the dates, if known, on which treatment is expected to be given; and the expected duration of the **intermittent leave or reduced leave schedule**



Additional “Medical Certification” requirements for leave “to care for” a family member

- The **certification** must also contain a statement that the eligible employee is needed to care for the family member and an estimate of the amount of time that such employee is needed to care for the family member.
- 29 U.S.C.A 2603(b)(4)(A)

- In addition, **certification** for **intermittent leave** must also include an estimate of the probable number of treatments and interval between such treatments, actual or estimated dates of treatment if known, and the period required for recovery, if any.
 - If this information is NOT included, you can require additional information before approving intermittent FMLA.
- **IMPORTANT** – this information provided in the certification will serve as a basis for recertification if there is any change of circumstances (additional absences).

“Medical Certification” for return to work

- The District may require an employee submit a **“Medical Certification”** for **return to work** but the requirement must be applied to all District employees of the same position or suffering from similar serious health condition.
- The District must notify the employee of the fitness for duty exam and the consequence for not doing so at the beginning of the leave.
- If medical provider suggests **light duty**, employee can decline as long as FMLA leave is still available.
 - Careful of ADA

Medical Certification Timing

- A District may request medical certification up to five days after the employee provides notice of the need for FMLA leave. The request for certification must be made in writing. The employee has 15 calendar days in which to provide the completed and sufficient certification unless it is not practicable to do so.

Medical Certification Content

- The medical certification must include the healthcare provider's specialization, medical facts regarding the patient's condition, and whether intermittent or reduced schedule leave is medically necessary. The District may not request information beyond that required in the DOL-sanctioned form. The DOL has created separate forms for employee and family member medical certification of a serious health condition.

Medical Certification Clarification

- If the certification is incomplete or deficient, the District must notify the employee in writing and give the employee seven calendar days to resubmit the certification. If the employee does not comply, FMLA leave may be denied. A certificate that is not returned constitutes a failure to provide certification.
- The District's representative (healthcare provider, human resources professional, leave administrator, or management personnel) may contact the employee's healthcare provider directly to clarify or authenticate the medical certification. The employee's direct supervisor is not permitted to contact the healthcare provider.

Authentication and Clarification

- Once the employer has received a complete and sufficient certification, the employer may not request additional information from the health care provider.

Sufficient Certification

- If the certification is incomplete or insufficient, the employer must give the employee a written notice stating what additional information is necessary to make the certification complete and sufficient.
- The employee must provide the additional information to the employer within seven calendar days.

Consequences

- If the employee does not provide the requested certification within the time required (15 calendar days) or fails to provide a complete and sufficient certification despite the opportunity to cure any deficiencies, the employer may deny the request for FMLA leave.

- If the serious health condition of either the employee or family member lasts beyond the leave year, the employee may require a new certification for each subsequent year the employee takes FMLA leave. Recertification cannot be requested more than every 30 days, unless **the employee requests an extension of FMLA, the circumstances as described in the original certification have changed; or the District receives information regarding the validity of the original certification.** In any event, the District may request recertification every 6 months.

Medical Certification Example

- Janie takes six weeks of FMLA leave for a cancer operation and treatment and gives her employer a medical certification that states that she will be absent for six weeks. Because her certification covers a six-week absence, her employer cannot ask for a recertification during that time. At the end of the six-week period, Janie asks to take two more weeks of FMLA leave; her employer may properly ask Janie for a recertification for the additional two weeks.

- the employee is entitled to a position in the district ‘subject to the availability of a position for which he/she is qualified,’
- the District is not required to reinstate such an employee if ‘the specific job is eliminated by a bona fide restructuring, or a reduction-in-force resulting from lack of funds or lack of work.’
- **See Ackerman v. Quilcene School Dist. No. 48**
117 Wash.App. 1087, Wash.App. Div. 2,2003.
July 29, 2003

Certification

- If the employee's need for FMLA leave lasts beyond a single FMLA leave year, the employer may require the employee to provide a new medical certification in each new FMLA leave year.

Certification

- The certification should include:
 - The date on which the serious health condition commenced;
 - The probable duration of the condition; and
 - A statement that the employee is unable to perform the functions of the position because of the serious health condition.
- A complete and sufficient certification is generally provided within 15 calendar days after the employer's request.

Certification for Intermittent Leave

- Employers should ensure that the health care provider has certified its necessity and circumstances of the leave. The health care provider's certification should make clear the medical necessity of the leave and how long the intermittent schedule will be required.
- If treatment is required, the certification should provide the date that treatment will begin and the expected duration of treatment.

Second and Third Opinions

- If the employer has received a complete and sufficient certification but has a reason to doubt that it is valid, the employer may require the employee to obtain a second medical certification – different from recertification.
 - Employer can choose the provider, but may not select a provider who it employs on a regular basis.
 - Employer pays for the second opinion, including out of pocket expenses (travel). Can't require travel for long distances.
- While waiting for the result, the employee is provisionally entitled to FMLA leave.

Third Opinions

- If the second opinion differs from the original certification, the employer may require the employee to obtain a third certification from a health care provider selected by both the employee and employer.
- This opinion is final and must be used by the employer.
- Employer pays for the third opinion, including costs.
- Employee is granted provisional FMLA leave while waiting for third opinion.

Intermittent Leave Following a Block of Leave

- An employee has a serious health condition, is out for six weeks of protected leave and then wants to come back to work, but only on an intermittent basis.
- The employer will determine how much leave is left and will verify if the original certification provides for intermittent leave.
 - If it does not, the employer may seek additional certification from the health care provider relating to this new period of limitation. Must meet the requirements for certification for intermittent leave.

Notice - Foreseeable Leave

- Foreseeable circumstances – the employee is supposed to give the employer at least 30 days advance notice before using FMLA leave.
- If not practical, then “as soon as practicable.”

Notice - Unforeseeable Leave

- In cases where the circumstances for the leave is not foreseeable, the employee must provide notice within two days of their awareness of the leave.
 - Example: Individual with a serious health condition has a flare up and that was unforeseeable may provide notice two days after the flare up.

Entitlement to Leave

Intermittent Leave

- The final rule clarifies that employees who take **intermittent FMLA leave** have a statutory obligation to make a “**reasonable effort**” to schedule such leave so as not to disrupt unduly the employer's operations.

Scheduling Medical Treatment

- When employees are planning medical treatment, they are required to consult with the employer to make a reasonable effort to schedule the leave as to avoid unduly disrupting the employer's operations.
- If an employee fails to consult with the employer, the employer may initiate discussions and require the employee to attempt to make arrangements that will not disrupt its operations.

- requires periodic treatments;
- continues over an extended period of time; and
- may cause episodic rather than a continuing period of incapacity.

The following are other circumstances that will constitute “continuing treatment” for purposes of the FMLA.

- When two or more visits to a health care provider, medical personnel supervised by the health care provider, or a provider of health care services, such as a physical therapist, are required for the treatment of the injury or illness.
- When at least one visit to a health care provider is necessary, thereby resulting in a regimen of continuing supervised treatment to resolve the condition.
- When there is any period of incapacity due to pregnancy, or for prenatal care.
- When continual supervision by a health care provider of an employee or family member with a long-term chronic condition or disability is necessary, as discussed above.
- When the period of incapacity is permanent or long-term due to a condition, such as Alzheimer’s or a severe stroke, for which treatment may not be effective.
- When the period of absence is taken in order to receive multiple treatments (*e.g.*, radiation, chemotherapy, physical therapy, or dialysis) either for restorative surgery after an injury or accident, or for a condition, such as cancer, severe arthritis, or kidney disease, that would likely result in a period of incapacity in the absence of medical intervention.

Examples of serious health conditions include heart attacks, heart conditions requiring heart bypass or valve operations, most cancers, back conditions requiring extensive therapy or surgical procedures, strokes, severe respiratory conditions, spinal injuries, pneumonia, severe arthritis, injuries caused by serious accidents on or off the job, ongoing pregnancy, miscarriages, complications or illnesses relating to pregnancy such as severe morning sickness, the need for prenatal care, childbirth, and recovery from childbirth.

Entitlement to Leave

Minimum Leave Increments

- A District must account for **intermittent or reduced leave** using an increment no greater than the shortest period of time the District uses to account for the use of other forms of leave provided that it is not greater than one hour. This allows Districts to account for FMLA leave on the same basis as other employee absences.

Transferring an Employee During Intermittent Leave

- Employer can transfer employee who are using intermittent leave to other positions within the organization to better accommodate the absence.
- Must be equivalent pay and benefits.
- Not used to discourage the use of leave or to retaliate against the employee.
- At the end of the leave, the employer is required to reinstate the employee to the same of equivalent position from the time the leave began.

Preventing Abuse

- Provide the employee's health care provider with a job description or list of essential function so s/he can determine if employee can perform essential duties.
- Insist that medical certification be complete, including information related to intermittent leave.
- If certification is not complete, treat the absences as non-FMLA absences subject to disciplinary action (if applicable, no leave available)
- Do not accept vague certifications.
- Hold employees accountable to the terms of the certification, including non-compliance

Preventing Abuse

- Determine if a recertification might be appropriate.
- Follow up on changed or suspicious circumstances
 - Increase of absences
- Provide a list of absences to the medical provider to verify if consistent with medical condition.
- Require a second and third opinion on medical certifications submitted by employees.
- Require the employee to provide appropriate notice for use of leave – follow call-in procedures. Initiate consequences for failure to follow.

Preventing Abuse

- Consider transfers during the period of intermittent leave (equivalent pay).
- Prohibit employees from working elsewhere while on leave.
- Follow your normal leave procedures – leave without pay.
- Work with employees to schedule treatment to lessen the impact to the district.

Preventing Abuse

- Dr's note provide for intermittent leave for 3 days a month for migraines and the employee takes leave every Monday and Friday, extending the weekends.
 - DOL guidance – the opinion letter allowed that such situation likely triggered a recertification and that the employer could inform the health care provider about this pattern of absence and ask some specific questions about that.

- **Can an employer require paid leave to run at the same time as FMLA leave?**
 - Here, the employer's policy governs. If the policy requires any accrued paid leave to run concurrently with FMLA leave, then an employer can require both FMLA leave *and* paid leave to run at the same time. [29 CFR § 825.207\(a\)](#). In the absence of such a policy, however, the employee can decide whether to use paid leave in conjunction with FMLA leave.

Concurrent Leave

- Under the regulations, an employee may choose to substitute accrued paid leave for unpaid FMLA leave if the employee complies with the terms and conditions of the employer's applicable paid leave policy. The regulations also clarify that substituting paid leave for unpaid FMLA leave means that the two types of leave run concurrently, with the employee receiving pay pursuant to the paid leave policy and receiving protection for the leave under the FMLA. If the employee does not choose to substitute applicable accrued paid leave, the employer may require the employee to do so.

Example

- Neila needs to take two hours of FMLA leave for a treatment appointment for her serious health condition. Neila would like to substitute paid sick leave for her absence, but her employer's sick policy only permits employees to take sick leave in full days. Neila may either choose to comply with her employer's sick leave policy by taking a full day of sick leave for her doctor's appointment (in which case she will use a full day of FMLA leave), or she may ask her employer to waive the requirement that sick leave be used in full day increments and permit her to use two hours of sick leave for her FMLA absence. Neila can also take unpaid FMLA leave for the two hours.

- **Can an employer make the employee use FMLA leave, even if the employee does not want to use it?**
 - The employer is responsible in all circumstances for designating leave as FMLA-qualifying, and for giving notice of the designation to the employee . . . When the employer has enough information to determine whether the leave is being taken for a FMLA-qualifying reason (e.g., after receiving a certification), the employer must notify the employee whether the leave will be designated and will be counted as FMLA leave within five business days absent extenuating circumstances. [29 CFR § 825.300\(d\)](#)
- Can put on leave without medical certification? Yes, but be consistent.

- The employer has an *obligation* to designate leave as FMLA-qualifying as soon as the absence becomes an FMLA-qualifying event. Employees do not have the right to choose when they take FMLA leave. As soon as the leave of absence qualifies as FMLA leave, it should be designated as such -- regardless of whether the employee wants FMLA to apply.

Q and A

- Can an employee take a continuous block of leave and intermittent FLMA for the same FMLA condition?
 - YES, if specified in the certification, if requesting more, then require recertification.
- If an employee who is authorized for FMLA leave for one serious health condition submits a request for a second, unrelated serious health condition, can the employer look back over the preceding year to determine the 1,250 hours?
 - YES, it is possible that the employee will not qualify for the second leave, due to the failure to work the 1,250 hours. The employee would still be qualified for the original condition. Any subsequent absences would need to relate back to the first condition to be protected under FMLA.

- If the employer suspects that an employee is abusing FMLA leave, whether it be a pattern or otherwise, can the employer require an independent medical evaluation even if the recertification period is not up?
 - If you evidence of possible abuse, you might be allowed to schedule a recertification before the end of the certification year. If there continues to be question about the validity of the certification, the employer might also require a second opinion.

From: monaglej@skitsap.wednet.edu
Sent time: 05/30/2017 08:26:39 AM
To: jensenv@skitsap.wednet.edu; olsonla@skitsap.wednet.edu
Subject: Region 5 Meeting
Attachments: attachment.ics

Good day, All and Happy Friday!

SAVE THE DATE! Friday, June 2 is our last Region meeting for 16-17!

Location: Bremerton School District

Board Room

134 Marion Ave North

Bremerton 98312

9-12 noon, light breakfast :)

Time has once again flown past extremely quickly. I hope you all are pushing through this final stretch of the 16-17 school year with grace and ease.

I have several great things to share with you, so I will get to it!

First, I would like to congratulate Chelle Lente from Central Kitsap who will be serving with me as Co-Reps for this next round. Thank you to all who participated in sending nominations and for those who graciously accepted to be on the ballot. Chelle and I both are very excited to be representing you all.

We had a wonderful meeting up in Port Townsend last month. Thank you to Laurie McGinnis and team for hosting us. It was such a beautiful drive up that way and it was super seeing some faces we haven't seen before or in quite some time.

Our meeting was very productive. We talked much of the time about the upcoming annual conference that we have the honor of hosting this year. The dates are February 26-28 with the potential of a pre-conference on the 25th.

The Bremerton team was able to obtain 3 different quotes for a venue. The two possibilities that can accommodate our needs are attached for your review. We did come to a consensus as a group at the meeting that Clearwater Casino would be our best option. However, I did add in the Bremerton Conference Center for reference.

We discussed the types of committees we would need and already have some volunteers to head a few of them up. We also discussed theme possibilities for the conference. To avoid including the word "Casino" as much as possible, we were looking at a theme around the Olympic Games "Olympic WSPA Games" or focused on the Olympic Mountains with outdoor ideas as a theme. Put your thinking caps on, we would love your ideas.

We talked about a goodie bag being something that can be used again such as a clear cinch sack like what can be used when going to sporting events. Laurie McGinnis was going to see about getting them donated by Clearwater if they could have their logo imprinted on them.

Other committees included:

- * Entertainment- Native American Drummers, area schools..
- * Donations- Katie in Bremerton is great at this
- * Keynote Speakers- Maybe Nathan Adrian (going with the Olympic Games theme)
- * Break out sessions- We would like to see a self care options
- * Menu Planning- Jessie and Stephanie of Chimacum are on board with this. We want to ensure food is clearly identified for those with food allergies
- * Silent Auction
- * Registration

* Decorations

* Vendors

* Technology- typically assisted by the school districts closest by

* Region 5 identifying attire- some suggestions were red, white and blue bandanas, scarfs, nametag attached to a gold medal like the olympics... more ideas please!

At next Friday's meeting we hope to have a presenter on Reasonable Accommodations for School Employees. Thank you Carolyn Nicol for the contact. I have reached out and awaiting a reply.

Additionally we will really begin digging deep into our plans for the conference. Having all hands on deck is really important.

I would love your RSVP if you plan to attend (or not) next Friday. Again we will do a drawing for all those who provide a response. The winner of the Amazon Gift Card was Debbie Rayburn from CK! Congrats Debbie!

Lastly, you have three attachments to this email; Email contact list for Region 5, Proposal for conference venue and the agenda from the April 28th meeting.

Have a wonderful weekend All!

Denise

BEGIN:VCALENDAR
METHOD:REQUEST
PRODID:Microsoft Exchange Server 2010
VERSION:2.0
BEGIN:VTIMEZONE
TZID:Pacific Standard Time
BEGIN:STANDARD
DTSTART:16010101T020000
TZOFFSETFROM:-0700
TZOFFSETTO:-0800
RRULE:FREQ=YEARLY;INTERVAL=1;BYDAY=1SU;BYMONTH=11
END:STANDARD
BEGIN:DAYLIGHT
DTSTART:16010101T020000
TZOFFSETFROM:-0800
TZOFFSETTO:-0700
RRULE:FREQ=YEARLY;INTERVAL=1;BYDAY=2SU;BYMONTH=3
END:DAYLIGHT
END:VTIMEZONE
BEGIN:VEVENT
ORGANIZER:MAILTO:monaglej@skitsap.wednet.edu
ATTENDEE;ROLE=REQ-PARTICIPANT;PARTSTAT=NEEDS-ACTION;RSVP=TRUE:MAILTO:jensen
v@skitsap.wednet.edu
ATTENDEE;ROLE=REQ-PARTICIPANT;PARTSTAT=NEEDS-ACTION;RSVP=TRUE:MAILTO:olsonl
a@skitsap.wednet.edu
DESCRIPTION;LANGUAGE=en-US:Good day\, All and Happy Friday!\n\nSAVE THE DATE!
Friday\, June 2 is our last Region meeting for 16-17!\n\nLocation: Bremerton School District\n\nBoard Room\n\n134 Marion Ave North\n\nBremerton 98312\n\n9-12 noon\, light breakfast :)\n\nTime has once again flown past extremely quickly. I hope you all are pushing through this final stretch of the 16-17 school year with grace and ease.\n\nI have several great things to share with you\, so I will get to it!\n\nFirst\, I would like to congratulate Chelle Lente from Central Kitsap who will be serving with me as Co-Rep for this next round. Thank you to all who participated in sending nominations and for those who graciously accepted to be on the ballot. Chelle and I both are very excited to be representing you all.\n\nWe had a wonderful meeting up in Port Townsend last month. Thank you to Laurie McGinnis and team for hosting us. It was such a beautiful drive up that way and it was super seeing some faces we haven't seen before or in quite some time.\n\nOur meeting was very productive. We talked much of the time about the upcoming annual conference that we have the honor of hosting this year. The dates are February 26-28 with the potential of a pre-conference on the 25th.\n\nThe Bremerton team was able to obtain 3 different quotes for a venue. The two possibilities that can accomodate our needs are attached for your review. We did come to a consensus as a group at the meeting that Clearwater Casino would be our best option. However\, I did add in the Bremerton Conference Center for reference.\n\nWe discussed the types of committees we would need and already have some volunteers to head a few of them up. We also discussed theme possibilities for the conference. To avoid including the word "Casino" as much as possible\, we were looking at them around the Olympic Games "Olympic WSPA Games" or focused on the Olympic Mountains with outdoor ideas as a theme. Put your thinking caps on\, we would love your ideas.\n\nWe talked about a goodie bag being something that can be

used again such as a clear cinch sack like what can be used when going to sporting events. Laurie McGinnis was going to see about getting them donated by Clearwater if they could have their logo imprinted on them.\n\nOther committees included:\n\n* Entertainment- Native American Drummers\, area schools..\n\n* Donations- Katie in Bremerton is great at this\n\n* Keynote Speakers- Maybe Nathan Adrian (going with the Olympic Games theme)\n\n* Break out sessions- We would like to see a self care options\n\n* Menu Planning- Jessie and Stephanie of Chimacum are on board with this. We want to ensure food is clearly identified for those with food allergies\n\n* Silent Auction\n\n* Registration\n\n* Decorations\n\n* Vendors\n\n* Technology- typically assisted by the school districts closest by\n\n* Region 5 identifying attire- some suggestions were red\, white and blue bandanas\, scarfs\, nametag attached to a gold medal like the olympics... more ideas please!\n\nAt next Friday's meeting we hope to have a presenter on Reasonable Accommodations for School Employees. Thank you Carolyn Nicol for the contact. I have reached out and awaiting a reply.\n\nAdditionally we will really begin digging deep into our plans for the conference. Having all hands on deck is really important.\n\nI would love your RSVP if you plan to attend (or not) next Friday. Again we will do a drawing for all those who provide a response. The winner of the Amazon Gift Card was Debbie Rayburn from CK! Congrats Debbie!\n\nLastly\, you have three attachments to this email; Email contact list for Region 5\, Proposal for conference venue and the agenda from the April 28th meeting.\n\nHave a wonderful weekend All!\n\nDenise\n\n

SUMMARY;LANGUAGE=en-US:Region 5 Meeting
DTSTART;TZID=Pacific Standard Time:20170602T090000
DTEND;TZID=Pacific Standard Time:20170602T120000
UID:040000008200E00074C5B7101A82E0080000000A023F6741ED9D20100000000000000000100000001CE5A65A3A02A246BA68673A6043EF16
CLASS:PUBLIC
PRIORITY:5
DTSTAMP:20170530T152638Z
TRANSP:OPAQUE
STATUS:CONFIRMED
SEQUENCE:0
LOCATION;LANGUAGE=en-US:Bremerton School District
X-MICROSOFT-CDO-APPT-SEQUENCE:0
X-MICROSOFT-CDO-OWNERAPPTID:-2023860255
X-MICROSOFT-CDO-BUSYSTATUS:TENTATIVE
X-MICROSOFT-CDO-INTENDEDSTATUS:BUSY
X-MICROSOFT-CDO-ALLDAYEVENT:FALSE
X-MICROSOFT-CDO-IMPORTANCE:1
X-MICROSOFT-CDO-INSTTYPE:0
X-MICROSOFT-DISALLOW-COUNTER:FALSE
END:VEVENT
END:VCALENDAR

From: olsonla@skitsap.wednet.edu
Sent time: 06/01/2017 01:13:53 PM
To: jensenv@skitsap.wednet.edu
Subject: FW: Meeting Tomorrow!

Lalaina Olson
HR Specialist
South Kitsap School District
Ph: 360-874-7083
Fax: 360-874-7076
Email: olsonla@skitsap.wednet.edu
Join our South Kitsap Team!

From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Thursday, June 01, 2017 1:12 PM
To: Olson, Lalaina <olsonla@skitsap.wednet.edu>
Subject: Meeting Tomorrow!

Good day, All!

Thank you to those who have responded with whether you will be joining us tomorrow, it's so helpful for planning purposes.

I confirmed with Betsy from the law firm of Reeve & Shima, that she will be presenting to us on Reasonable Accommodations for School Employees and Duty to Accomodate. Very timely topic I think for many. Thank you Carolyn Nicol for the recommendation.

We got the thumbs up from WSPA to move forward with our proposal with Clear Water Casino so let the planning begin!!

See many of you tomorrow. :)

Denise

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

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

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

powered by  MemberClicks

From: Region 5 <waspa@memberclicks-mail.net>
Sent time: 06/01/2017 01:12:08 PM
To: finnie@skitsap.wednet.edu
Subject: Meeting Tomorrow!

Good day, All!

Thank you to those who have responded with whether you will be joining us tomorrow, it's so helpful for planning purposes.

I confirmed with Betsy from the law firm of Reeve & Shima, that she will be presenting to us on Reasonable Accommodations for School Employees and Duty to Accomodate. Very timely topic I think for many. Thank you Carolyn Nicol for the recommendation.

We got the thumbs up from WSPA to move forward with our proposal with Clear Water Casino so let the planning begin!!

See many of you tomorrow. :)

Denise

This email was sent to finnie@skitsap.wednet.edu by denise.kennedy@bremertonschools.org
Washington School Personnel Association · PO Box 1600, Anacortes, Washington 98221, United States

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

powered by  MemberClicks

From: dieffenb@skitsap.wednet.edu
Sent time: 06/01/2017 08:20:26 AM
To: geislerm@skitsap.wednet.edu; monaglej@skitsap.wednet.edu
Subject: RE: WASA Membership

Hi Maggie,

We don't usually do the WASA stuff, so it doesn't hold much value for us. We join WSPA and SHRM.

Thanks ☺,

Misty Dieffenbach, PHR
Assistant Superintendent, Human Resources
South Kitsap School District
360.874.7080 – dieffenb@skitsap.wednet.edu

From: Geisler, Maggie
Sent: Thursday, June 01, 2017 8:20 AM
To: Dieffenbach, Misty <dieffenb@skitsap.wednet.edu>; Monagle, Jamie <monaglej@skitsap.wednet.edu>
Subject: WASA Membership

Good Morning Misty and Jamie,

I wanted to check with you both about WASA Membership. I am currently reviewing the members for WASA and noticed that neither one of you are on the list. Are you wanting to be included on the list? Your department would pay for your membership and will get the invoice in July. ☺

Thank you,
Maggie Geisler
South Kitsap School District
District Receptionist
Phone 360-874-7000

[Join the South Kitsap Team](#)



This electronic message transmission contains information from South Kitsap School District that may be proprietary, confidential and/or privileged. The information is intended only for the use of the individual(s) or entity named above. If you are not the intended recipient, be aware that any disclosure, copying or distribution or use of the contents of this information is prohibited. If you have received this electronic transmission in error, please notify the sender immediately by replying to the address listed in the "From:" field.

From: geislerm@skitsap.wednet.edu
Sent time: 06/01/2017 08:40:50 AM
To: dieffenb@skitsap.wednet.edu; monaglej@skitsap.wednet.edu
Subject: RE: WASA Membership

Thanks!

Thank you,
Maggie Geisler
South Kitsap School District
District Receptionist
Phone 360-874-7000

[Join the South Kitsap Team](#)



This electronic message transmission contains information from South Kitsap School District that may be proprietary, confidential and/or privileged. The information is intended only for the use of the individual(s) or entity named above. If you are not the intended recipient, be aware that any disclosure, copying or distribution or use of the contents of this information is prohibited. If you have received this electronic transmission in error, please notify the sender immediately by replying to the address listed in the "From:" field.

From: Dieffenbach, Misty
Sent: Thursday, June 01, 2017 8:20 AM
To: Geisler, Maggie <geislerm@skitsap.wednet.edu>; Monagle, Jamie <monaglej@skitsap.wednet.edu>
Subject: RE: WASA Membership

Hi Maggie,

We don't usually do the WASA stuff, so it doesn't hold much value for us. We join WSPA and SHRM.

Thanks ☺,

Misty Dieffenbach, PHR
Assistant Superintendent, Human Resources
South Kitsap School District
360.874.7080 - dieffenb@skitsap.wednet.edu

From: Geisler, Maggie
Sent: Thursday, June 01, 2017 8:20 AM
To: Dieffenbach, Misty <dieffenb@skitsap.wednet.edu>; Monagle, Jamie <monaglej@skitsap.wednet.edu>
Subject: WASA Membership

Good Morning Misty and Jamie,

I wanted to check with you both about WASA Membership. I am currently reviewing the members for WASA and noticed that neither one of you are on the list. Are you wanting to be included on the list? Your department would pay for your membership and will get the invoice in July. ☺

Thank you,
Maggie Geisler
South Kitsap School District
District Receptionist
Phone 360-874-7000

[Join the South Kitsap Team](#)



This electronic message transmission contains information from South Kitsap School District that may be proprietary, confidential and/or privileged. The information is intended only for the use of the individual(s) or entity named above. If you are not the intended recipient, be aware that any disclosure, copying or distribution or use of the contents of this information is prohibited. If you have received this electronic transmission in error, please notify the sender immediately by replying to the address listed in the "From:" field.

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 06/02/2017 03:02:07 PM
To: finnie@skitsap.wednet.edu
Subject: Legislative Update
Attachments: Leg_Report_June_2_2017.pdf

Hello WSPA members,

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

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

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

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

Thank you,

Washington School Personnel Association

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

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

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

powered by  MemberClicks



Update of Key Legislation Impacting Public School HR Management
Lee Goeke, Legislative Liaison
June 2, 2017

The legislature has entered its second special session which will end on June 21, 2017. There is still no indication or public releases providing insight on potential compromise and solution to fully funding public education.

Five HR related bills have now been signed into law by the Governor. They are:

1. HB 1115, Paraeducators.
2. HB 1654, Certification, change the RCW for Alternative Routes to set forth program expectations instead of explicit alternative routes.
3. HB 1732, Educator Professional Growth Plans, providing that plans in license renewal are not subject to public disclosure or copying.
4. HB1734, Substitute Teachers for Teachers Serving on the PESB, providing for reimbursement to Districts when a substitute teacher is required to replace a teacher serving on the PESB.
5. HB1742, Educator Preparation Program Data, providing for receipt, storage, and analysis of teacher preparation program data by the Education Data Center to be used by the PESB.

In approving the Paraeducator bill (see April 24, 2017, Legislative Update for details), the Governor vetoed Section 18 of the bill which would have changed the Alternative Certification option from Special Education and English Language Learners to subject matter shortage areas. The remainder of the bill was approved as adopted by the legislature.

Several bills which have previously passed one chamber remain active and would still become part of a final budget bill. This includes but is not limited to (see April 10, 2017, Legislative Update for details):

1. HB 1060, Medical Marijuana
2. HB 1319, Educator Evaluation Frequency
3. HB 1341, Teacher Certification
4. HB 1434, Shared Leave for Pregnancy
5. HB 1560, Changing the Default Retirement Option
6. HB 1618, Engagement Coordinators

HB 1287, Public Employee Collective Bargaining, did not advance during the regular session. The bill would have required that public employee collective bargaining be opened to the public. However, the bill may still have some resurgence as the Legislature acts on the recently negotiated collective bargaining agreement for state employees. Legislative representatives remain concerned that details of negotiations are not available until after the negotiations are concluded. The Legislature must act to approve or disapprove the resulting agreement without any opportunity to influence the agreement. The bill, as introduced, would apply to all public sector collective bargaining including school districts. It is possible that the issue could resurface in the final budget bill. See Seattle Times article on line, [State Budget Would Target 1 in 5 Workers for Big Raises](#), March 19, 2017.

School District collective bargaining continues to be complicated by the potential impact of a fully funding public education solution bill. As noted in previous legislative updates, bills introduced by the House and Senate cover a very wide range of HR issues to include:

- Elimination of the Salary Allocation Model (SAM).
- Local negotiation of salary schedules (subject to restrictions).
- Regionalization or housing-based cost of living adjustments on salary appropriations.
- Modification or elimination of I-732.
- Reduction in the levy lid and restrictions on use of levy funds.
- Health Benefit options.
- Evaluation intervals.
- Discharge for unsatisfactory performance evaluation.
- Professional development days (all staff).
- Professional teacher and administrator certification.
- Supplemental contracts for up to 90 days outside the regular school year.
- Performance-based cash awards.

Districts who are in bargaining are encouraged to access the WSPA web-site and review the 2016 School Law Presentation by Buzz Porter (Porter, Foster, & Rorick,) concerning legislative impacts of bargaining and discussion of sample language to protect the District's interests.

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 06/02/2017 03:01:36 PM
To: monaglej@skitsap.wednet.edu
Subject: Legislative Update
Attachments: Leg_Report_June_2_2017.pdf

Hello WSPA members,

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

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

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

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

Thank you,

Washington School Personnel Association

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

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

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

powered by  MemberClicks



Update of Key Legislation Impacting Public School HR Management
Lee Goeke, Legislative Liaison
June 2, 2017

The legislature has entered its second special session which will end on June 21, 2017. There is still no indication or public releases providing insight on potential compromise and solution to fully funding public education.

Five HR related bills have now been signed into law by the Governor. They are:

1. HB 1115, Paraeducators.
2. HB 1654, Certification, change the RCW for Alternative Routes to set forth program expectations instead of explicit alternative routes.
3. HB 1732, Educator Professional Growth Plans, providing that plans in license renewal are not subject to public disclosure or copying.
4. HB1734, Substitute Teachers for Teachers Serving on the PESB, providing for reimbursement to Districts when a substitute teacher is required to replace a teacher serving on the PESB.
5. HB1742, Educator Preparation Program Data, providing for receipt, storage, and analysis of teacher preparation program data by the Education Data Center to be used by the PESB.

In approving the Paraeducator bill (see April 24, 2017, Legislative Update for details), the Governor vetoed Section 18 of the bill which would have changed the Alternative Certification option from Special Education and English Language Learners to subject matter shortage areas. The remainder of the bill was approved as adopted by the legislature.

Several bills which have previously passed one chamber remain active and would still become part of a final budget bill. This includes but is not limited to (see April 10, 2017, Legislative Update for details):

1. HB 1060, Medical Marijuana
2. HB 1319, Educator Evaluation Frequency
3. HB 1341, Teacher Certification
4. HB 1434, Shared Leave for Pregnancy
5. HB 1560, Changing the Default Retirement Option
6. HB 1618, Engagement Coordinators

HB 1287, Public Employee Collective Bargaining, did not advance during the regular session. The bill would have required that public employee collective bargaining be opened to the public. However, the bill may still have some resurgence as the Legislature acts on the recently negotiated collective bargaining agreement for state employees. Legislative representatives remain concerned that details of negotiations are not available until after the negotiations are concluded. The Legislature must act to approve or disapprove the resulting agreement without any opportunity to influence the agreement. The bill, as introduced, would apply to all public sector collective bargaining including school districts. It is possible that the issue could resurface in the final budget bill. See Seattle Times article on line, [State Budget Would Target 1 in 5 Workers for Big Raises](#), March 19, 2017.

School District collective bargaining continues to be complicated by the potential impact of a fully funding public education solution bill. As noted in previous legislative updates, bills introduced by the House and Senate cover a very wide range of HR issues to include:

- Elimination of the Salary Allocation Model (SAM).
- Local negotiation of salary schedules (subject to restrictions).
- Regionalization or housing-based cost of living adjustments on salary appropriations.
- Modification or elimination of I-732.
- Reduction in the levy lid and restrictions on use of levy funds.
- Health Benefit options.
- Evaluation intervals.
- Discharge for unsatisfactory performance evaluation.
- Professional development days (all staff).
- Professional teacher and administrator certification.
- Supplemental contracts for up to 90 days outside the regular school year.
- Performance-based cash awards.

Districts who are in bargaining are encouraged to access the WSPA web-site and review the 2016 School Law Presentation by Buzz Porter (Porter, Foster, & Rorick,) concerning legislative impacts of bargaining and discussion of sample language to protect the District's interests.

From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 06/02/2017 09:27:39 AM
To: finnie@skitsap.wednet.edu
Subject: MEMBER REQUEST

Hello WSPA members. A few member requests for your consideration.

Shannon McMinimee from Yakima School District is asking for feedback on PERC mediators Jamie L. Siegel and Matthew Greer for mediating a classified bargain (custodians).

Please send your responses directly to: McMinimee.Shannon@yakimaschools.org

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

Thanks,

Curtis

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

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

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

powered by  MemberClicks

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 06/05/2017 06:02:05 AM
To: finnie@skitsap.wednet.edu
Subject: WSPA Event Reminder: HELP, HR Legal Boot Camp, and a Special Presentation

Dear WSPA members,

We have three exciting upcoming events to share with you:

HELP 2017-2018

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

- July 10-14, 2017
- Puget Sound Educational Service District
- Registration: \$910 Registration includes course materials, access to Blackboard through City University, option to earn eight City University CEU's, breakfast Monday- Friday, lunch Monday-Thursday, dinner Thursday, and refreshments.
- The registration fee is for the full year of HELP - one-week summer session, a one-day session in the fall, and a one-day session in the spring. It also includes the special presentation with Caprice Hollins.

HR Legal Boot Camp

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

- July 10-12, 2017
- Puget Sound Educational Service District
- \$495 includes a one-year WSPA membership, a copy of the POG notebook, 3 City University CEU's (optional), breakfast and lunches each day. Registration also includes the special presentation with Caprice Hollins.

Special Presentation with guest presenter Caprice Hollins: Cultural Competence- Addressing Race Relations in the 21st Century

- July 10, 2017
- 8:00 am - 11:45 am
- DoubleTree Suites by Hilton at Southcenter
- \$50 includes presentation and continental breakfast (please note that registration to HELP and/or HR Legal Boot Camp includes registration to this event).
- For more information about Caprice Hollins please visit her website at: <http://culturesconnecting.com/>

Please visit the WSPA website for additional event information and registration: www.wspa.net

Thank you,

Washington School Personnel Association

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

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

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

powered by  **MemberClicks**

From: olsonla@skitsap.wednet.edu
Sent time: 06/06/2017 12:13:21 PM
To: monaglej@skitsap.wednet.edu
Subject: FW: WSPA Event Reminder: HELP, HR Legal Boot Camp, and a Special Presentation

Hi Jamie,

I just wanted to make sure you got this email as you might be interested in at least the HR Legal Boot Camp.

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

From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Monday, June 05, 2017 6:02 AM
To: Olson, Lalaina <olsonla@skitsap.wednet.edu>
Subject: WSPA Event Reminder: HELP, HR Legal Boot Camp, and a Special Presentation

Dear WSPA members,

We have three exciting upcoming events to share with you:

HELP 2017-2018

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

- July 10-14, 2017
- Puget Sound Educational Service District
- Registration: \$910 Registration includes course materials, access to Blackboard through City University, option to earn eight City University CEU's, breakfast Monday- Friday, lunch Monday-Thursday, dinner Thursday, and refreshments.
- The registration fee is for the full year of HELP - one-week summer session, a one-day session in the fall, and a one-day session in the spring. It also includes the special presentation with Caprice Hollins.

HR Legal Boot Camp

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

- July 10-12, 2017
- Puget Sound Educational Service District
- \$495 includes a one-year WSPA membership, a copy of the POG notebook, 3 City University CEU's (optional), breakfast and lunches each day. Registration also includes the special presentation with Caprice Hollins.

Special Presentation with guest presenter Caprice Hollins: Cultural Competence- Addressing Race Relations in the 21st Century

- July 10, 2017
- 8:00 am - 11:45 am
- DoubleTree Suites by Hilton at Southcenter
- \$50 includes presentation and continental breakfast (please note that registration to HELP and/or HR Legal Boot Camp

includes registration to this event).

- For more information about Caprice Hollins please visit her website at: <http://culturesconnecting.com/>

Please visit the WSPA website for additional event information and registration: www.wspa.net

Thank you,

Washington School Personnel Association

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

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

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

powered by  MemberClicks

From: Region 5 <waspa@memberclicks-mail.net>
Sent time: 06/06/2017 02:44:05 PM
To: monaglej@skitsap.wednet.edu
Subject: One more attachment
Attachments: WSPA_Conference_Committee_Assignments.docx

Hi Everyone,

It looks like the last attachment didn't go through. I have added the Committee List reference in my earlier email. I look forward to hearing from you as where you would like to serve!

Denise

This email was sent to monaglej@skitsap.wednet.edu by denise.kennedy@bremertonschools.org
Washington School Personnel Association · PO Box 1600, Anacortes, Washington 98221, United States

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

powered by  MemberClicks

2018 WSPA Annual Conference

February 26 – February 28, 2018

Conference Committees

Committee	Definition	Lead & Committee Members
Conference Coordinator	Communicates with committee leads Oversees conference planning progress Problem solves Main point of contact	Denise Kennedy
Keynote Speakers	Secures 5 keynote speakers Assists with issuance of contracts Prepares keynote speaker biographies and introductions	<u>CKSD</u> Chelle Lente
Session Presenters	Secures 24 guest speakers Assists with scheduling of speakers Prepares speaker biographies	
Menu Planning	Coordinates: Meals Snacks Beverages	<u>Chimacum/Port Town</u> Stephanie McCleary Jesse Michaels Laurie McGinnis
Decorations	Decorates conference in accordance with theme: Centerpieces Directional Signs Attire	<u>Sequim/Port Angeles</u>
Vendors/Sponsors/Door Prizes	Solicits donations for door prizes/giveaways Solicits sponsors for meals/breaks Schedules and sets up vendor booths Gift bags	<u>Bremerton</u> Katie O'Brien
Silent Auction/Raffle Baskets	Develops and assigns basket theme to each region Gathers region baskets Collect money and build region baskets (if region opts to provide donation instead of basket)	<u>Port Angeles/Sequim</u>
Entertainment	Coordinates 5 entertainment activities/student performers Coordinates 1 evening activity	<u>North Kitsap</u> Josie Urie Therese Caldwell
Communications	Develops communication plan and timeline Communicates with WSPA Board	Denise Kennedy Chelle Lente

Publications	Designs/creates: Registration form Flyers Advertisements Handouts	<u>Peninsula</u> Tammy Looney Joyce Wilson
Conference Brochure	Develops conference brochure that includes all logistical details of conference	
Technology	Coordinates all AV needs for conference Secures laptops and computers for presentations Ensures sound Organizes a charging station for technology Remains on site	
Registration	Monitors registrations Receive registration payments (WSPA collects monies) Create badges for attendees Organize sign-in table Generates clock hour forms	<u>North Mason</u> Carolyn Nicol Amy Hurd
Transportation	Airport shuttle pricing Vehicle rental rates	
Hotel Contract	Establishes contract with Heathman Lodge Secures room rates for conference	Curtis Leonard, WSPA Denise Kennedy
Budget	Tracks expenditures for the conference	Denise Kennedy Chelle Lente Curtis Leonard, WSPA Jennifer Tottenham
WSPA Awards Program	Works with WSPA to coordinate awards program acknowledging HELP Graduates	
Recruiting/Engagement	Recruits attendees for WSPA conference Promotes conference opportunity	
Room Coordinator	Coordinates room locations for presentation topics Gathers information on what technology needs each presenter requires	
Other:		

From: Region 5 <waspa@memberclicks-mail.net>
Sent time: 06/06/2017 02:44:08 PM
To: finnie@skitsap.wednet.edu
Subject: One more attachment
Attachments: WSPA_Conference_Committee_Assignments.docx

Hi Everyone,

It looks like the last attachment didn't go through. I have added the Committee List reference in my earlier email. I look forward to hearing from you as where you would like to serve!

Denise

This email was sent to finnie@skitsap.wednet.edu by denise.kennedy@bremertonschools.org
Washington School Personnel Association · PO Box 1600, Anacortes, Washington 98221, United States

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

powered by  MemberClicks

2018 WSPA Annual Conference

February 26 – February 28, 2018

Conference Committees

Committee	Definition	Lead & Committee Members
Conference Coordinator	Communicates with committee leads Oversees conference planning progress Problem solves Main point of contact	Denise Kennedy
Keynote Speakers	Secures 5 keynote speakers Assists with issuance of contracts Prepares keynote speaker biographies and introductions	<u>CKSD</u> Chelle Lente
Session Presenters	Secures 24 guest speakers Assists with scheduling of speakers Prepares speaker biographies	
Menu Planning	Coordinates: Meals Snacks Beverages	<u>Chimacum/Port Town</u> Stephanie McCleary Jesse Michaels Laurie McGinnis
Decorations	Decorates conference in accordance with theme: Centerpieces Directional Signs Attire	<u>Sequim/Port Angeles</u>
Vendors/Sponsors/Door Prizes	Solicits donations for door prizes/giveaways Solicits sponsors for meals/breaks Schedules and sets up vendor booths Gift bags	<u>Bremerton</u> Katie O'Brien
Silent Auction/Raffle Baskets	Develops and assigns basket theme to each region Gathers region baskets Collect money and build region baskets (if region opts to provide donation instead of basket)	<u>Port Angeles/Sequim</u>
Entertainment	Coordinates 5 entertainment activities/student performers Coordinates 1 evening activity	<u>North Kitsap</u> Josie Urie Therese Caldwell
Communications	Develops communication plan and timeline Communicates with WSPA Board	Denise Kennedy Chelle Lente

Publications	Designs/creates: Registration form Flyers Advertisements Handouts	<u>Peninsula</u> Tammy Looney Joyce Wilson
Conference Brochure	Develops conference brochure that includes all logistical details of conference	
Technology	Coordinates all AV needs for conference Secures laptops and computers for presentations Ensures sound Organizes a charging station for technology Remains on site	
Registration	Monitors registrations Receive registration payments (WSPA collects monies) Create badges for attendees Organize sign-in table Generates clock hour forms	<u>North Mason</u> Carolyn Nicol Amy Hurd
Transportation	Airport shuttle pricing Vehicle rental rates	
Hotel Contract	Establishes contract with Heathman Lodge Secures room rates for conference	Curtis Leonard, WSPA Denise Kennedy
Budget	Tracks expenditures for the conference	Denise Kennedy Chelle Lente Curtis Leonard, WSPA Jennifer Tottenham
WSPA Awards Program	Works with WSPA to coordinate awards program acknowledging HELP Graduates	
Recruiting/Engagement	Recruits attendees for WSPA conference Promotes conference opportunity	
Room Coordinator	Coordinates room locations for presentation topics Gathers information on what technology needs each presenter requires	
Other:		

From: olsonla@skitsap.wednet.edu
Sent time: 06/06/2017 08:20:58 AM
To: Elizabeth.Porter@rentonschools.us
Cc: cleonard@wspa.net
Subject: RE: MEMBER REQUEST

South Kitsap School District just began offering a \$2,000 annual stipend to SLP's, OT's and PT's who hold a national certification this school year.

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

From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Friday, June 02, 2017 9:30 AM
To: Olson, Lalaina <olsonla@skitsap.wednet.edu>
Subject: MEMBER REQUEST

Beth Porter from Renton School District is asking if you provide stipends to your ESAs who have earned national certification through their national organization, and if you do, is it the same as the National Board stipend through the state or is it another amount?

Please send your responses directly to: Elizabeth.Porter@rentonschools.us

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

Thanks,

Curtis

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

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

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

powered by  MemberClicks

From: olsonla@skitsap.wednet.edu
Sent time: 06/06/2017 08:25:23 AM
To: lmcginnis@ptschools.org
Cc: cleonard@wspa.net
Subject: RE: MEMBER REQUEST

We typically send ours out in early June.

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

From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Friday, June 02, 2017 9:35 AM
To: Olson, Lalaina <olsonla@skitsap.wednet.edu>
Subject: MEMBER REQUEST

Last request of the week! Have a great weekend,

Laurie McGinnis from Port Townsend School District would like to know what month schools send out their principal contracts. She is considering getting them out in March next year but would like your feedback.

Please send your response directly to: lmcginnis@ptschools.org

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

Thanks,

Curtis

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

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

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

powered by  MemberClicks

From: monaglej@skitsap.wednet.edu
Sent time: 06/06/2017 01:46:59 PM
To: olsonla@skitsap.wednet.edu
Subject: RE: WSPA Event Reminder: HELP, HR Legal Boot Camp, and a Special Presentation

Thank you La La, I am looking into going to this 😊

From: Olson, Lalaina
Sent: Tuesday, June 06, 2017 12:13 PM
To: Monagle, Jamie <monaglej@skitsap.wednet.edu>
Subject: FW: WSPA Event Reminder: HELP, HR Legal Boot Camp, and a Special Presentation

Hi Jamie,

I just wanted to make sure you got this email as you might be interested in at least the HR Legal Boot Camp.

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

From: waspa@memberclicks-mail.net [<mailto:waspa@memberclicks-mail.net>]
Sent: Monday, June 05, 2017 6:02 AM
To: Olson, Lalaina <olsonla@skitsap.wednet.edu>
Subject: WSPA Event Reminder: HELP, HR Legal Boot Camp, and a Special Presentation

Dear WSPA members,

We have three exciting upcoming events to share with you:

HELP 2017-2018

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

- July 10-14, 2017
- Puget Sound Educational Service District
- Registration: \$910 Registration includes course materials, access to Blackboard through City University, option to earn eight City University CEU's, breakfast Monday- Friday, lunch Monday-Thursday, dinner Thursday, and refreshments.
- The registration fee is for the full year of HELP - one-week summer session, a one-day session in the fall, and a one-day session in the spring. It also includes the special presentation with Caprice Hollins.

HR Legal Boot Camp

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

- July 10-12, 2017
- Puget Sound Educational Service District
- \$495 includes a one-year WSPA membership, a copy of the POG notebook, 3 City University CEU's (optional), breakfast and lunches each day. Registration also includes the special presentation with Caprice Hollins.

Special Presentation with guest presenter Caprice Hollins: Cultural Competence- Addressing Race Relations in the 21st Century

- July 10, 2017
- 8:00 am - 11:45 am
- DoubleTree Suites by Hilton at Southcenter
- \$50 includes presentation and continental breakfast (please note that registration to HELP and/or HR Legal Boot Camp includes registration to this event).
- For more information about Caprice Hollins please visit her website at: <http://culturesconnecting.com/>

Please visit the WSPA website for additional event information and registration: www.wspa.net

Thank you,

Washington School Personnel Association

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

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

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

powered by  MemberClicks

From: Region 5 <waspa@memberclicks-mail.net>
Sent time: 06/06/2017 02:34:11 PM
To: finnie@skitsap.wednet.edu
Subject: Region 5 2017-18 Meeting Plans-Annual Conf
Attachments: WSPA_-_Reasonable_Accommodation_for_School_Employees_2017.pptx WSPA_Region_5-June_2017.docx
WSPA_Region_5_Conference_Planning_Flier.docx Paper_-_R_Accommodations_for_School_Employees_2017_1_.doc

Good day, Region 5!

Thank you to all who were able to attend our meeting last Friday. First we announced that Chelle Lente and I will be your Region 5 Co-Reps this next term, Yahoo!. Next we enjoyed a great presentation on "Reasonable Accommodations for School Employees" (see attachments) presented by Betsy from Reeve Shima Law firm.

Additionally we spent some quality time discussing and planning for our annual conference we are honored to host next February. I have attached a meeting planning document and committee assignments. We have several areas left open for folks to jump in and serve. The names in bold indicate a person(s) who agreed to chair that committee. If you see a committee you would enjoy leading please let me know. And, if you see a committee that you would like to serve on but not too keen on leading, let me know that as well. There is a place for everyone!

We are excited for the theme we have chosen; "Strength through Unity" based on the Winter Olympics idea. During our meeting we were reviewing the proposal and found concern with the room capacity. After further review of the full proposal documentation, there is a large amount of room in the ballroom as well as break out rooms. We will confirm the number of hotel rooms available as well.

Chelle and I are off to the WSPA Board Retreat this Thursday and Friday and will have much to share upon our return.

We look forward to a great year ahead.

Take care and enjoy the weather!

Denise

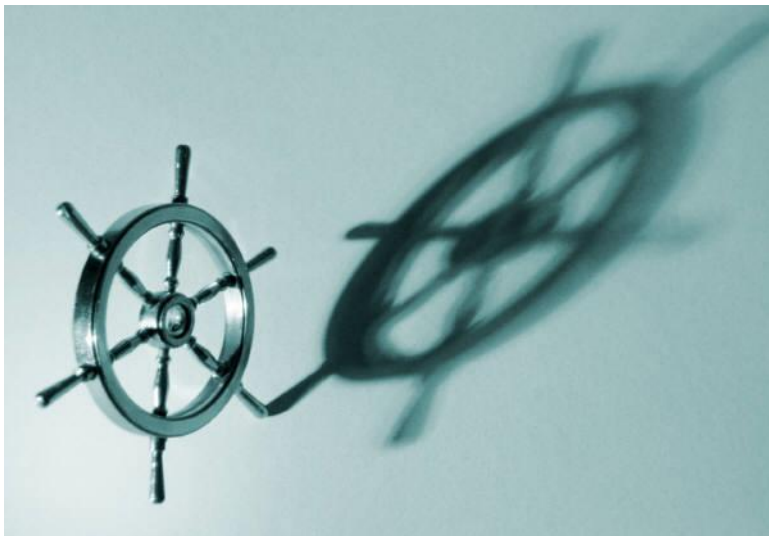
This email was sent to finnie@skitsap.wednet.edu by denise.kennedy@bremertonschools.org

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

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

powered by  MemberClicks

REASONABLE ACCOMMODATIONS FOR SCHOOL EMPLOYEES



Elizabeth Reeve

Reeve Shima P.C.

206 624-4004

ereeve@reeveshima.com

June 2, 2017

© Elizabeth K. Reeve

Reasons to learn...

1. Violation of any of these laws may result in lawsuits for lost wages, back pay, future wages, reinstatement and retroactive benefits - and attorney's fees.

Types of lawsuits:

Disability discrimination;

Failure to provide accommodation;

Retaliation;

Workers' compensation discrimination;

Failure to protect job during leave under
FMLA.

\$\$\$\$\$\$\$\$\$\$\$\$

Reasons...

- ▶ 2. Keeping people at work can reduce workers' compensation expenses, increase productivity, and is a Best Practice.

THE LAWS

▶ **The Big Three**

- ▶ Americans with Disabilities Act (ADA) and ADAAA (amendments effective 1/1/09)
- ▶ Washington Law against Discrimination (WLAD)
- ▶ Family Medical Leave Act (FMLA)

Workers' Compensation Discrimination

- ▶ Law: no discrimination allowed because employee filed a workers' compensation claim.
 - ▶ A defense is that the employer possessed a legitimate non-discriminatory reason for doing so.
 - ▶ Employee can then prove that the stated reason is a pretext really for firing b/c of filing a claim.
- ▶ The statute also states that an employer can take action against an employee for failure to observe safety standards or because of the frequency or nature of the worker's job-related accidents.

OTHER CONSIDERATIONS

- ▶ **COLLECTIVE BARGAINING AGREEMENTS**
- ▶ **PERSONNEL POLICIES**
- ▶ **WORKERS' COMPENSATION DISCRIMINATION LAW**

The Most Important Rule

- ▶ An employee is entitled to the benefits and protection of the most favorable law.
- ▶ Thus, if two laws conflict, apply the law that provides the greatest benefit to the employee.



Our Story

- ▶ Joe worked for the school district for two years full time as a custodian.



- ▶ Joe sustained a low back injury.
 - ▶ Was disciplined for poor performance and unsafe work practices 2 days before unwitnessed injury.
 - ▶ Employer questioned validity of claim but it was allowed.
 - ▶ Off work for 1 month in Sept. 2016 for low back surgery due to the industrial injury.

- ▶ After surgery, Joe had restriction of no lifting more than 40 pounds.
 - ▶ Dr. has not clarified whether it is a **temporary or permanent restriction.**
 - ▶ Does it make a difference?

- ▶ ANSWER: NO. Both temporary and permanent restrictions must be accommodated in Washington.
- ▶ Don't wait to accommodate restrictions until restrictions are permanent.

- ▶ WHY? WLAD

- ▶ WLAD covers **temporary** restrictions.



- ▶ TIP: Review all off-work slips & APFs since the beginning of the claim. Do not wait until restrictions become permanent.

Poor Joe... or Poor school district...

- ▶ **Second Injury** - November 1st
- ▶ Cervical injury - fell off ladder when using it unsafely. Ladder toppled when poorly balanced on top of stool to reach upper window.
- ▶ Claimant files a worker's comp claim.
 - ▶ States fell off ladder. Bucket of cleaning chemicals splashed in eyes and hands.

- ▶ Dr. Sam Enabler (chiropractor) diagnoses cervical strain and chemical burns on face and hands. Relates condition to fall.
- ▶ States cannot work for 3 weeks.

Discipline for unsafe act?

- ▶ **Yes**, discipline can be imposed following an industrial claim.
 - ▶ No automatic bubble of protection around injured worker.
 - ▶ Examples: For violation of policies, violation of general or specific safety standards, use of drugs/alcohol, driving laws, etc.

ADA

- ▶ Question: What actions, if any, should district take under **ADA** now?

What is the ADA? Assists people with disabilities in **returning to work** or maintaining job despite restrictions.

- ▶ Is Joe eligible for protection under the ADA?
 - ▶ First : two ADA laws exist.
 - ▶ State (WLAD - RCW 49.60.180)
 - ▶ Federal (ADA and ADAAA amendments effective 2009.)
 - ▶ Second, different eligibility requirements.

- ▶ **Eligibility of Employee:**
 - ▶ No requirements for length of employment or number of hours worked like FMLA.

Definition of Disability

- ▶ Washington State Law
 - ▶ Prohibits discrimination against employees in a wide set of protected classes, including disabilities

State law: Who is disabled under WLAD? (see p. 4-5)

WLAD defines a disability as:

- ▶ Sensory, mental or physical impairment that is:
 - ▶ Medically cognizable or diagnosable
 - ▶ Exists as a record or history (e.g. prior WC claim); or
 - ▶ Is perceived to exist whether or not it does.
- ▶ Can be temporary or permanent.

RCW 49.60.040 (2007)

WLAD - Disability

- ▶ For purposes of qualifying for a reasonable accommodation:
 - ▶ disability must exist in fact; *and*
 - ▶ disability must substantially limit ability to perform own job or if job would aggravate impairment without an accommodation to extent that it would create a substantially limiting effect & employee put employer on notice of impairment,
 - ▶ employer must provide reasonable accommodations.

- ▶ What is a “substantially limiting” effect?

A “limitation is not substantial if it has only a trivial effect.”

- ▶ RCW 49.60.040(25)(e)

- ▶ Recent case: Inability to get along with supervisors due to diagnosable mental condition did not substantially limit ability to perform job duties. Thus, no accommodation required.
 - ▶ Hale v. Wellpinit School District (2011)

Definition of Disability

Federal ADA law: Prior Act: Physical or mental impairment that substantially limits one or more major life activities.

- ▶ 2009 Amendments (ADAAA): Broadens the definition of disability
- ▶ Many more individuals are covered.
 - ▶ Substantially limits” easier to show.
- ▶ Transitory impairments of less than 6 months still not covered (but would be covered under Washington law)
- ▶ Focus will be on interactive process
- ▶ Focus will be on reasonable accommodation

Definition of Disability

- ▶ Both laws emphasize that the existence of a disability depends on an **individualized assessment** of that person and not a stereotypical view of that medical condition.

Alcoholism & Drug usage

- ▶ Washington law is probably more protective than ADA.
- ▶ ADA: protects those going to rehab but not current drug or alcohol users whose use prevents job performance.
- ▶ WA: An individualized assessment is needed to determine whether employee has a disability.
 - ▶ Case: Employee went on periodic binges that interfered with attending work. He was terminated for excessive absenteeism. At the time of discharge, he requested his job be kept open while he went to rehab. The jury ruled in favor of the employer. The court stated that whether a physical condition constitutes a disability and whether an accommodation is reasonable must be determined by the jury.

Examples

- ▶ Pregnancy: Not a disability but complications of pregnancy can be a disability. Morning sickness and bleeding may require accommodation.
- ▶ Depression & other mental health conditions
- ▶ Migraines
- ▶ Sleep apnea
- ▶ Diabetes
- ▶ Chronic bronchitis
- ▶ Some sexual disorders

- ▶ Joe is eligible for ADA protection under both state and federal law.
 - ▶ Correct number of employees.
 - ▶ Statements on PIR fit definition of disability.
 - ▶ Does not matter that disability may be only temporary.

If Employee Protected by ADA/WLAD, what must Employer do?

- ▶ Engage in Interactive Process;
- ▶ Determine if Reasonable Accommodations can be provided to enable disabled employee to return to work or stay at work;
 - ▶ Can consider if accommodation is undue hardship on employer;
 - ▶ Can consider if accommodation presents direct threat to health & safety of employee or others.

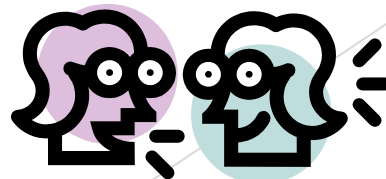
- ▶ Is employer obligated to consider alternative work under ADA when doctor has said no work at all for 3 weeks?
 - ▶ Probably OK not to ask doctor for restrictions during the first 3 weeks even though temporary disabilities must be accommodated under WLAD.
 - ▶ BUT ..

- ▶ Question: Does ADA prevent an employer from trying to find alternate work for Joe during those first three weeks?

- ▶ NO. Can try to reduce time loss compensation by finding alternate work during that 3 weeks. Gives a message.

Interactive Process

- ▶ The *employer* must engage in the interactive process with the employee:
 - ▶ Employer should meet with the employee.
 - ▶ Once the disability is known, employer must determine the nature and extent of the disability with appropriate medical information.



ADA - Interactive Process

ADA directs employers to engage in an interactive process (Employer/employee communication) to determine whether disabled employees require “reasonable accommodations” to perform the essential functions of their job.

What happens during the Interactive Process?

- ▶ Review employee's qualifications
- ▶ Determine the employee's restrictions, capabilities, education, work experience, and skills
- ▶ Ask employee to evaluate accommodations for JOI
- ▶ Ask the employee what accommodations he envisions in job and what he wants. [not required to provide accommodation employee prefers - just a reasonable accommodation.]
- ▶ Then figure out whether a reasonable accommodation can be made
- ▶ Provide a "reasonable" accommodation
 - ▶ See [29 CFR sec. 1630.2\(o\)\(3\)](#)

TIP - Call-In Policies

Some employers adopt a reasonable call-in policy for injured workers. Helps satisfy Interactive process obligations. Keeps track of medical recovery.



8 Weeks Pass ...

- ▶ Has Joe run out of FMLA leave because he took 4 weeks for low back surgery and now 8 weeks for cervical injury?
 - ▶ ANSWER: It depends. Yes, if the employer uses the rolling calendar method.

What happens when FMLA leave is exhausted but the employee is not able to return to work?

Element of ADA kicks in.

- ▶ Additional leave is viewed as an accommodation to disability.
 - ▶ Thus, Joe should not be not terminated automatically on January 1.
 - ▶ Two ADA reasons: 1) If doctor gives short definite period of time needed for additional leave as an accommodation and 2) must consider reassignment to vacant positions.

- ▶ Also, union contract and/or personnel policy may allow 12 month absence before worker is terminated.

Flip Side:



- ▶ Right before 12 weeks exhausted, employee shows up with doctor's note that he has no restrictions and can return to JOI. "*THE MIRACULOUS CURE*"
 - ▶ Employer's Response: Claimant provided fitness for duty note required under FMLA and release required under WC. Return to work.
 - ▶ Hold interactive process and ask about possible accommodations that might assist in working.

More Typical Situation

- ▶ As weeks pass, doctor states Joe can return to work with restrictions.
 - ▶ Prior low back injury: No lifting over 40 pounds for low back.
 - ▶ Now: Chiropractor states No work overhead or reaching above shoulder level or use of chemical that injured him because of psychological fear.
 - ▶ (chiro's license?)

Next Steps under ADA/WLAD

1. Interactive Process.
2. Accommodation of Disability.



- ▶ If an employer accommodates disability but fails to engage in interactive process, can employer be sued?

What to Accommodate?

- ▶ 1. What to accommodate?
 - ▶ All restrictions.
 - ▶ From Joe's first and second injuries.
 - ▶ From occ and non-occ restrictions.
 - ▶ All pre-existing restrictions.
 - ▶ Temporary or permanent restrictions.

How to Accommodate:

- ▶ Use Vocational Priorities.

Return-to-work in Washington WC is governed by a list of vocational priorities designed to return employee to work in job of injury or alternate job with current employer. If that is not possible, consider work with another employer or retraining.

- ▶ See [RCW 51.32.095 \(2\)](#)

- ▶ The ADA, WLAD and Workers' Comp dovetail nicely in describing the sequence of jobs to consider for a disabled employee.

Vocational Priorities - Workers' Comp, ADA and WLAD

1. Return to the previous job with the same employer.
2. Modification of the previous job with the same employer including transitional return to work.
3. A new job with the same employer in keeping with any limitations or restrictions.
4. Modification of a new job with the same employer, including transitional job.

Vocational Priorities

5. Modification of the previous job with a new employer.
6. A new job with a new employer or self-employment based upon transferable skills.
7. Modification of a new job with a new employer.
8. A new job with a new employer or self-employment involving on-the-job training; and
9. Short-term retraining and job placement.

RCW 51.32.095(2).Workers' Comp.

How to Accommodate:

- ▶ **Transitional Job:**
 - ▶ Joe can work if two job functions are removed from his position.
 - ▶ No cleaning with that chemical & no overhead work, e.g. washing windows.
 - ▶ Is employer required to remove those functions?

- ▶ Employer is not legally required to remove essential functions.
- ▶ Employer can elect to remove essential functions.
 - ▶ May wish to do so on temporary basis to transition person to return to work.

- ▶ Employer required though to modify essential functions:
 - ▶ Example: Buy telescoping rod to wash windows or blinds.
 - ▶ Example: Provide hand cart to move garbage cans.

What are essential functions?

- ▶ The job exists to perform that function
- ▶ The employee holding the job was hired for his or her specialized expertise in performing that function; or
- ▶ Only a limited number of employees are available to perform that function (e.g., a small staff has to process a large volume of work)
- ▶ See [EEOC Technical Assistance Manual sec. 2.3\(a\)](#)

What is a Marginal job function?

- ▶ An employer is required to remove (or modify) marginal job functions.
 - ▶ Although cleaning is an essential function of Joe’s job, cleaning with ABC Chemical is not essential. It is essential to clean with a sufficient cleanser. Thus, removing or modifying usage of ABC Chemical is required.
 - ▶ Therefore, an employer cannot insist on “full duty” release. If person cannot perform marginal duties, they must be eliminated. Can require employee to perform all essential functions of job though w/ modifications
 - ▶ See EEOC Enforcement Guidance: Workers’ Compensation & ADA (re: full duty release)

What is employer required to do?

1. Make a REASONABLE accommodation
 - ▶ Remove or modify marginal job functions.
 - ▶ Modify essential functions of the regular job;
 - ▶ Provide equipment, e.g. hoists, chairs, arm rests, stools, headsets;
 - ▶ Consider schedule changes;
 - ▶ Graduated return to work;
 - ▶ Reassign to a suitable vacant position.

“No accommodations for XYZ position.”

- ▶ Can a district state that it will not provide accommodations for certain positions?
- ▶ Answer: No. The decision to provide an accommodation must be based on an individualized assessment comparing the employee’s restrictions to the job requirements.
- ▶ If the district decided that it cannot modify a 50 lb. lifting requirement for paras because they all must be able to catch a falling student, make sure that the decision is reviewed for each disabled para. Would he/she ever be in the position of catching a falling student? Document the decision, e.g. “we cannot modify the position to meet the 20 pound lifting restriction due to concerns of student safety, including catching a falling student,?”

- ▶ Make sure that the Job Description or Job Analysis form lists “catching a falling student’ as an essential function of the position.
- ▶ As a general rule, make sure JAs include a requirement “to ensure the safety and health of students.”
- ▶ Consider inclusion of other subjective requirements, such as ability to handle stress, ability to be a team player, exercise of sound judgment, ability to handle time pressures, ability to follow directions, ability to work overtime, attendance and punctuality (bus driver).

Does it matter that the district already accommodated restrictions from first low back injury?

- ▶ No. Still required to try to reasonably accommodate additional restrictions from second injury.
- ▶ Continuing Obligation to accommodate.
 - ▶ Frisino case & Humphrey case.

Joe's solution

- ▶ During interactive process, Joe suggests that vacant position of Head Custodian would accommodate his restrictions.
 - ▶ He would not be required to use chemicals, wouldn't lift more than 40 pounds or work overhead.
 - ▶ Job consists of monitoring performance of others, ordering supplies, etc.

What is employer not required to do?

- ▶ Promote Joe.
- ▶ Jump over others in seniority system.



What is employer not required to do?

- ▶ Any accommodation that is an undue hardship on employer.

1. **UNDUE HARDSHIP**

Providing an accommodation that would cause significant difficulty or expense.

Factors to consider: financial resources, net cost, impact on operations of facility. Cannot consider morale of other employees.

What is employer not required to do?

- ▶ Any accommodation that is a **direct threat** to the health and safety of employee or anyone else.
 - ▶ Examples -driving, working in high places, student safety.
 - ▶ Means more than a potential health or safety risk. More than a fear of reinjury.

Definition: a significant risk of substantial harm to the health or safety of the disabled employee or others that cannot be eliminated or reduced by reasonable accommodation.

Cannot rely on stereotypes. Use individualized assessment, e.g. violence, bad eyesight.

Employer's Solution



1. Exchange ABC Chemical for less effective but non-toxic chemical.
2. Temporarily remove requirement to wash windows;
3. Maintain current 40 lb. accommodation on a temporary basis so Joe does not lift over 40 pounds, e.g. separate trash bags, allow time for assistant to come help lift, etc.

Other options for employer

- ▶ Contest restrictions by:
 - ▶ Obtain performance-based PCE if WC claimant;
 - ▶ Obtain IME if WC claimant;
 - ▶ Question whether condition is related to injury;
 - ▶ Question chiropractor's ability to set restrictions for chemical or psychiatric condition.



Accommodation in Workers' Comp Context.

- ▶ Obtain approval of Job Description of Modified job from attending provider.
 - ▶ Send copy of job description to Joe too.

- ▶ RCW 51.32.090(4)

Accommodation in Workers' Comp Context.

- ▶ Job Offer for transitional work:
 - ▶ Restrict time period - to 90 or 120 days.
 - ▶ Why: So employee cannot say that it is not an undue hardship on employer to continue to modify this position on a permanent basis.

**JOB
OFFER**

Dr. later loosens Joe's restrictions

- ▶ If the same modified job still accommodates restrictions, he can continue in that job or you can alter position to match new restrictions.
 - ▶ E.g. Can now work at shoulder level but not overhead.

Question: If alter position, does employer have to send new job description to doctor and reoffer job in WC claim? YES.

WC Rule: Cannot be assigned to work other than as approved without the written consent of employee or prior review & approval of AP.

RCW 51.32.090(4)(j).

TIP - Critical Role of Supervisors

- ▶ Success in return to work often dependent on supervisor's attitude & assistance given.
- ▶ Supervisor concerned about productivity.
- ▶ Employee often poor performer even before disability.
- ▶ Must affirmatively assist in succeeding upon return to work
- ▶ Supervisor/co-workers often the source of retaliation claims (Robel - \$52,000 + atty fees)

Employment problems upon return to work

- ▶ Joe seems spaced out. Speech and movements unusual.
 - ▶ Deal with both from employment standpoint (in accordance with drug policy, e.g. reasonable suspicion) and workers' comp standpoint (opioid agreement)
 - ▶ Employee can be disciplined for performance - not for issues associated with claim.

90 or 120 days of modified work passes: what next?

- ▶ If Joe's condition is improving and transitional work might continue to assist him in returning to more work:
 - ▶ Can extend time period - again on a temporary basis, e.g. 30 days.
Probably extend only 1 or 2 short times.

- ▶ If Joe's condition is not improving, take him off work.
 - ▶ Impact: If WC, resume temporary total disability.
 - ▶ Not violating ADA by not continuing Joe in an accommodated position. Employer removed essential functions which is not legally req'd. It is not REASONABLE to continue b/c no progress.

Change up the facts:

- ▶ Instead of removing task of washing window, they gave Joe a telescoping rod to wash windows.
 - ▶ That is a modification which is legally required.
Legally required: Modification of essential
Not legally required: Removal of essential function.
- ▶ Thus, employer is required to continue the modified work so long as the same restrictions exist - permanently.

120 Days - end of Feb.

- assume that windows cannot be washed with telescoping rod so no modification of essential functions is possible:

- ▶ Joe's Status:

- ▶ Took off job and reinstated TTD because transitional work not effective.

- ▶ FMLA exhausted.

- ▶ Thus, no job protection.

120 Days - end of February

- ▶ Employer's status:
 - ▶ Can Joe's job be filled by someone else permanently?
 - ▶ Yes, from workers' comp standpoint.
 - ▶ Yes, from FMLA standpoint.
 - ▶ Maybe, from ADA standpoint.
 - ▶ Review union contract (some contain provisions allowing worker to return to regular job for 6 to 12 months).
 - ▶ Review personnel policies (ADA may require modification of personnel policy)

- ▶ Why “maybe” from ADA standpoint?
 - ▶ Depends on how much longer person is likely to be out of work.
 - ▶ If that is the only position like it in the company, courts may feel it is reasonable to hold the job open longer to enable person to return to work.
 - ▶ Example: policy states job will be held open for 6 months and then filled. ADA may not allow employer to follow policy.

Modification of Policies

- ▶ EEOC is on the warpath to address neutral absenteeism policies.
 - ▶ - because they can have a discriminatory impact on disabled employees.
 - ▶ Lesson: before applying a policy, consider whether it should be modified to assist this disabled employee.

Distinction between Separation from Position and Termination

- ▶ If employer fills Joe's job (separates him from his position), send claimant a letter explaining that position can no longer be kept open and will be filled but he remains an employee and has not been terminated.



- ▶ Scenario: Employer says it has a temp in Joe's position but wants to give job to person so he can receive benefits.
 - ▶ OR employer asks "Do I still need to keep job's job open for him?"
- ▶ This is a tricky question with implications under the ADA, FMLA and maybe union contracts. Have you talked with an attorney?

- ▶ TIP: Pull the trigger and talk with an attorney when giving claimant's position to another person permanently or when terminating claimant from employment with the company.



▶ Why?

- ▶ Obligation under ADA to reassign to a vacant position.
- ▶ Preference Rights.
- ▶ Don't terminate without talking with attorney.

Reassignment - Form of Accommodation

If can't perform job of injury with modifications, employer must consider reassignment to a *vacant* position.

Reassignment Process

- ▶ Provide notice of job openings (even after termination).
- ▶ Engage in interactive process.
- ▶ Provide affirmative assistance in locating and identifying appropriate jobs.
- ▶ Follow this path even if also providing vocational services or retraining under a workers' compensation claim.
- ▶ Not required to promote employee.



Reassignment: Follow CBA

- ▶ Employer can follow its seniority provisions in CBA
 - ▶ So long as it has followed that practice in past.
 - ▶ Implication: Disabled person does not automatically obtain suitable position if he/she does not have sufficient seniority.
- ▶ Employer can ask union to waive seniority rights.



Reassignment: Job Preference Rights



- ▶ Employer must give preference to disabled employee in hiring process for a reassigned position
 - ▶ Only if disabled employee is “qualified” for the position.
 - ▶ Cannot hire “most qualified” candidate.
 - ▶ Bottom Line: Disabled employee gets open position for which he is qualified
 - if not a promotion or more senior.

Job Preference Rights - tips for employers

TIP: Define qualifications of all jobs carefully

TIP: Define qualifications before job posted

▶ Reason why Job Analysis for all jobs is critical before injury.



TIP: Review JA or job descriptions to make sure that it fully states all qualifications: e.g. all educational requirements, any computer skills, exercise of good judgment, ability to work overtime, experience following safe work practices, demonstrated experience following instructions, excellent written communication skills, etc.

Continuing Obligation to Accommodate

1. Even after you have made one or more accommodations.
2. As health condition changes.
3. Even if claimant earlier rejected that form of accommodation, but the accommodation selected is not working now. Revisit all earlier options.
4. Even if providing vocational retraining.
5. After termination.

The Frisino Story

Strange Return to Work Issues

- ▶ Needs new drug test to return to work or take new position & fails b/c medical marijuana (taking for pain due to injury).
 - ▶ Supreme Court case that employer can institute policies regulating marijuana & discharge employee despite WA Medical Use of Marijuana Act. Can discharge employee using authorized medical marijuana.
 - ▶ Roe v. Teletch Customer Care.
 - ▶ Terminated for taking Canadian 222's for on-the-job knee injury - no prescription. Termination upheld.
 - ▶ Kellams v. Norco.



Strange Return to Work Issues

- ▶ Reassignment triggers new I-9 verification for ability to work in US, and employee cannot produce or documents do not match.
 - ▶ Employer had light duty work claimant was able to perform but she could not produce proof of ability to work in the U.S. Board held that employee who is fired for cause for reasons unrelated to the injury is not entitled to TTD. Thus, employer would not be required to pay TTD. In re Patricia Angel.

Summary - Reasonable Accommodations



- ▶ Don't have to provide if:
 - ▶ Unreasonable
 - ▶ Undue Hardship or
 - ▶ Direct threat to health or safety of others.
- ▶ Don't have to reassign if:
 - ▶ No suitable vacant position;
 - ▶ Would constitute promotion; or
 - ▶ Violates seniority clause in CBA.
- ▶ When reassigning, must give job to qualified disabled employee even if he/she is not the best candidate for the job.
- ▶ Continue providing different accommodations until no more reasonable accommodation exists.

Summary - What accommodations are legally required?

▶ What is Legally Required?

- ▶ An employer must provide reasonable accommodations to enable a disabled person to return to work that is not an undue hardship on the employer or a direct threat
- ▶ Required forms of accommodation:
 - ▶ Modification of essential functions of job; and
 - ▶ Removal or modification of marginal functions of job
 - ▶ Reassignment to a vacant position

Summary: What accommodations are not legally required?

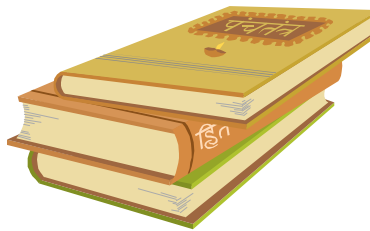
- ❑ Promotion
- ❑ Job for which employee does not meet seniority requirements
- ❑ Removal of essential functions of position
- ❑ Undue hardship
- ❑ Direct threat to health or safety of injured worker or others
- ❑ Make work” jobs, jobs created by combining approved job tasks, wellness room jobs, jobs with essential functions temporarily removed.
- ▶ Question: Can an employer reserve those jobs only for injured workers?
- ▶ Answer: Maybe, leaning towards probably.

Summary: No end to some kinds of “light duty”



Remember that if transitional duty is kind that is legally required, e.g. modifying essential functions or removing marginal job functions, an employer will need to provide that accommodation permanently, unless it is an undue hardship.

RESOURCES



- ▶ Department of Labor & Industries website - lni.wa.gov
- ▶ EEOC Guidelines & Technical Assistance Manual - ADA & Workers' Comp
- ▶ Job Accommodation Network - Searchable On-Line Accommodation Resource: www.jan.wvu.edu
- ▶ ADA Amendments
- ▶ RCW Title 51 (Workers' Compensation)
- ▶ RCW Title 49 (WLAD - Discrimination Law)

WSPA Region 5 June 2, 2017



Thank you Bremerton Team for hosting us today!

- 9:00-9:15 **Breakfast and Introductions**
 - New Region Co-Reps beginning July 1, 2017
- 9:15-10:30 **Presentation, "Reasonable Accommodations for School Employees"**
Betsy Reeve, Attorney with Reeve Shima, P.C.
Ms. Reeve has been representing Washington and Oregon employers for over 25 years. She provides training on a variety of HR related topics including worker's compensation, disability discrimination, ADA matters and FMLA to name a few. WELCOME!
- 10:30-10:35 **Break:** Stretch, help yourself to refreshments
- 10:30-11:15 **Presentation Continues**
 - Questions and Answers
- 11:15-11:45 **Annual Conference Planning**
 - Venue- Suquamish Clear Water Casino and Resort
 - Chair- Denise Kennedy
 - Committees Assignments
 - Theme – Need to decide prior to June 8 Board Retreat for presentation
- 11:45-12:00 **Wrap Up:**
 - I-433 New State Minimum Wage Law-Sick Leave for ALL employees
 - Next Meeting Date – September 29, 2017
 - Next Meeting Location –host district?
 - Next Meeting Topic – ideas?

Events:

June 8-9, 2017	WSPA Board Retreat- Co-Reps; Denise Kennedy and Chelle Lente
July 10-14, 2017	HELP Summer Session
July 10-12, 2017	HR Bootcamp

2017 Region Rep Contact Info

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

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

2017-2018
Region 5 – WSPA Planning Dates

Time: 9:00 am – 11:00 am

Location: Varies, see below

This year our region is responsible for hosting the annual conference which will be held February 26 – 28 with potential pre-conference on Feb 25. The actual conference will be held February 26, 27 and ½ day on Feb 28.

In place of trainings this year our region will focus on planning the conference.

Your participation for planning and attending is highly encouraged.

Theme: Winter Olympic Games -“Strength through Unity”

Planning dates are listed below:

June 22 (Clearwater Resort)
September 29 (Bremerton)
October 20 (Central Kitsap)
November 17 (To be determined)
December 8 (To be determined)

January 12 (TBD) & 26 (Central Kitsap)
February 2 (North Kitsap/Bainbridge?)
February 9 (North Kitsap/Bainbridge?)
February 16 (North Kitsap/Bainbridge?)
February 23 (Clearwater Resort)

Region 5 Representatives:

Denise Kennedy
Bremerton School District
Chelle Lente
Central Kitsap School District

Other Important Dates:

Law Conference
Annual Conference: February 26-Feb 28
Misconduct Investigative Conference
Bargaining Workshop
Career Fair in Spokane
Career Fair in Tacoma

REASONABLE ACCOMMODATIONS

FOR SCHOOL EMPLOYEES

Elizabeth K. Reeve
Reeve Shima, P.C.
206 624-9955
ereeve@reeveshima.com

The obligation to provide reasonable accommodations to school employees arises from two sources in the State of Washington: the federal Americans with Disabilities Act (“ADA”), 42 U.S.C. §12101 *et seq.*, and the State of Washington Law Against Discrimination (“WLAD”), RCW 49.60 *et seq.*. Most school districts must comply with both laws, assuming that the school district employs more than 15 employees. An employee is entitled to the protection of the law that provides the greatest benefit to the employee. In other words, when the two statutes conflict, the district must comply with the law that provides the greatest protection to the employee.

Every employee enjoys the protection of the ADA and the WLAD. Unlike the Family and Medical Leave Act (“FMLA”), no requirement exists that the employee must have worked a certain number of months for the employer or a certain number of hours in the preceding year. Coverage probably extends to independent contractors. Thus, consideration should be given to according reasonable accommodations to temporary employees from agencies and other independent contractors.

One of the key concerns for employers is to recognize the differences between the ADA and the WLAD. An employer cannot automatically assume that if it is complying with the ADA, then it is complying with the WLAD and vice versa. Some crucial differences that affect the issue of reasonable accommodations include:

1. The concept of a disability is more broadly defined in the WLAD than the ADA.
2. Washington covers temporary disabilities whereas the federal law may not. Thus, you must provide accommodations for temporary disabilities, such as a broken leg or the residuals of a vehicle accident.
3. The federal law expressly covers episodic impairments and conditions in remission. Washington has not expressly stated that it covers such conditions, but given the fact that it covers temporary disabilities, it probably covers episodic conditions such as migraine headaches.
4. The language is different in determining how severe the impairment must be in order to justify accommodation, but, from a practical standpoint, it is relatively similar.
5. WLAD does not specifically include a defense for refusing to provide an accommodation when an employee, even with an accommodation, is a “direct threat” to the health or safety of others, unlike the ADA.

6. In addition, Washington law prohibits retaliation against a worker who has filed a workers' compensation claim or expressed an intent to file a workers' compensation claim.

I. WHO RECEIVES REASONABLE ACCOMMODATIONS?

The Americans with Disabilities Act of 1990 ("ADA") and WLAD create enforceable standards prohibiting discrimination against individuals with disabilities. The ADA prohibits discriminatory hiring and personnel practices against qualified individuals with disabilities who, with or without reasonable accommodations, can perform the essential functions of a job. This is the magic language for determining who deserves the protection of the ADA. The enforcement agency is the Equal Employment Opportunity Commission ("EEOC"), that issued regulations to interpret and implement ADA. Under the WLAD, an employer is simply prohibited from discriminating against an individual because of his or her physical, mental or sensory impairment. The law does not specifically define a disability or talk about reasonable accommodation but the courts have incorporated many of the concepts expressly set forth in the ADA. At the same time, definite differences exist, some of which were set forth above.

An employer needs to analyze three issues in deciding whether it needs to provide accommodations for a particular individual:

1. Does the person have a **qualified disability** under either the ADA or the WLAD?

And

2. Is the person **unable to perform the essential functions** of his or her job without the employer providing an accommodation?

And

3. Can the employer **provide a "reasonable" accommodation** without it being an undue hardship or creating a threat to the safety of other employees or the disabled person?

1. DOES THE PERSON HAVE A QUALIFIED DISABILITY?

A. Who is entitled to protection under the ADA?

Answer: A "qualified individual with a disability" which means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires. A person is classified as disabled if he or she:

1. Has a physical or mental impairment that substantially limits one or more of his or her major life activities;
2. Has a record of history of such an impairment (e.g. a person with a previous workers' compensation claim or recovering alcoholic); or

- Paper_-_R_Accommodations_for_School_Employees_2017_1_.doc
3. Is regarded as having an impairment, that is not transitory (lasting less than 6 months) and minor.

Physical or mental impairment is any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting the body, or any mental or psychological disorder. An impairment that is episodic or in remission can still constitute a disability if it also substantially affects a major life activity. Examples of conditions potentially causing impairments include hearing loss, paralysis, learning disabilities, mental retardation, organic brain syndrome, emotional illness, tuberculosis, and other contagious diseases. Conditions excluded from impairments are physical characteristics (eye color, left handedness, etc.), temporary conditions, characteristic predisposition to an illness or disease, pregnancy, personality traits (e.g., quick temper), environmental, cultural, or economic disadvantages, certain sexual disorders and advanced age.

A person is judged without regard to mitigating measures such as medication (insulin, anti-rejection medications), hearing aids, etc (except some glasses). In other words, a person with diabetes or schizophrenic may not be disabled when taking medication, but they are still deemed impaired under the ADA (and the WLAD). The impairment must be permanent. Therefore, temporary conditions that might resolve with treatment do not constitute covered disabilities under the ADA (unlike the WLAD). For example, a broken leg is a temporary non-chronic condition that is not covered under the ADA,¹ although temporary disabilities that are severe might qualify for coverage under the ADA. An employee with serious injuries to both legs who could not walk for seven months was covered under the ADA Amendments, according to the Fourth Circuit.² This is a crucial difference between the ADA and WLAD.

With regard to alcoholics and drug addicts, the law does not protect current users of alcohol and drugs. The ADA does protect those who are participating in or who have completed drug rehabilitation programs or who are perceived to be alcoholics or addicts.³

Major life activities include the ability to work, walk, eat, sleep, procreate, see, breathe, care for one's self or learn. It also includes major bodily functions. Impairments that substantially limit an individual's major life activities include those that prevent an individual from performing the above functions and those that significantly restrict the condition, manner, and duration under which an individual can perform an activity. The U.S. Supreme Court also ruled that asymptomatic HIV status is a disability because it is a physical impairment that substantially limits the major life activity of procreation.⁴ Often, the only impairment caused by the disability is an impairment in the ability to work. The EEOC Technical Assistance Manual ("EEOC Manual") explains that in order to be substantially impaired in the major life activity of working, the person must be unable to perform a class of jobs or a broad range of jobs. It is not enough to be unable to perform one particular job. A class of jobs might be all jobs that require lifting over 100 pounds. A broad range of jobs might be all jobs that involve working with a computer or all jobs that result in exposure to

¹ Pulcino v. Federal Express, 141 Wn.2d 629, 9 P.3d 787 (2000)

² Summers v. Altarum Inst. Corp., 740 F.3d 325 (4th Cir 2014)

³ 42 U.S.C. §12114

⁴ Bragdon v. Abbott, 118 S. Ct. 2196 (1998). The Ninth Circuit ruled that asymptomatic HIV is a disability under the Rehabilitation Act which suggests that it would also rule that it is a disability under the ADA. Gates v. Rowland, 39 F.3d 1439 (9th Cir. 1994)

smoke. An inability to work with a particular supervisor is not a substantial limit on the major life activity of working so the employee does not qualify for ADA protection.

A normal pregnancy is not a disability under the ADA, although complications from a pregnancy may constitute a disability.⁵

B. Who is entitled to protection under the WLAD?

The Washington Law against Discrimination specifies that it is an unfair practice for any employer to refuse to hire an individual because of a physiological or mental disorder, unless that decision is based upon a bona fide occupational qualification. An employer may, however, refuse to hire a disabled person where that individual's disability prevents the proper performance of the particular job involved. A disability is more expansively defined under the Washington law than ADA. The only two requirements for protection under the Washington law are, for purposes of determining if a person is entitled to a reasonable accommodation on the job are:

- (1) a physiological or mental impairment
- (2) that is known to the employer or shown through the interactive process to exist; and
- (3) that has a substantially limiting effect upon the person's ability to perform his or her regular job or the employee gave notice of the impairment to the employer and has medical documentation that if an accommodation is not provided, engaging in the job functions without an accommodation would aggravate the impairment to the extent that it would have a substantially limiting effect on the ability to perform the job.⁶ A perception of a disability is sufficient.⁷

The disability can be congenital, the result of an industrial injury or off-the-job injury, a mental illness or any medical condition. A temporary condition may constitute a disability under Washington law although a temporary disability is not protected under ADA.⁸ This is a very important distinction. Similarly, many sexual disorders or mental disorders such as kleptomania are not protected under the ADA, but they could be deemed to be disabilities under the WLAD, if they affect the ability to perform the job.⁹ Pregnancy is not an abnormality. However, a complication from pregnancy may be an abnormality. In addition, a temporary pregnancy complication such as morning sickness or abnormal bleeding may be covered under the WLAD. Conditions which have been deemed to be disabilities in Washington include depression¹⁰, diabetes, medically-

⁵ Cerrato v. Durham, 941 F. Supp. 388 (S.D. N.Y. 1996); Patterson by Patterson v. Xerox Corp., 901 F. Supp. 274 (N.D. Ill. 1995).

⁶ Pulcino v. Federal Express, 141 Wn.2d 629, 9 P.3d 787 (2000).

⁷ Lords v. Northern Automotive, 75 Wn. App. 589, 881 P.2d 256, amended on denial of reconsideration (1994).

⁸ Pulcino v. Federal Express, 141 Wn.2d 629, 9 P.3d 787 (2000); Phillips v. Seattle, 111 Wn.2d 903, 766 P.2d 1099 (1989).

⁹ *See generally*, Doe v. Boeing Co. 121 Wn. 2d 8, 846 P.2d 531, *reconsideration denied*.

¹⁰ Sommer v. DSHS, 104 Wash.App. 160 (2001)

documented cluster migraine headaches¹¹, carpal tunnel syndrome¹², sleep apnea¹³, low back injuries¹⁴, visual impairment,¹⁵ hearing impairment¹⁶, arthritis¹⁷, cerebral palsy¹⁸, epilepsy¹⁹ and chronic bronchitis²⁰.

Alcoholism may be a disability. The Washington Supreme Court considered the claim of an individual who was terminated due to excessive absenteeism caused by periodic but temporary alcohol binges. The court held that whether a physical, sensory or mental condition constitutes a disability is a question of fact that must be decided by the trier of fact.²¹ The court invited the Legislature to determine whether alcoholism is a disability under RCW 49.60 but the Legislature has not yet made a legislative determination unlike the ADA and the Rehabilitation Act that do not protect any individual whose current use of alcohol prevents him or her from performing the job.²² In assessing whether a condition is a disability, the employer must predict whether a jury will view a condition as a disability deserving of protection. The courts have made it clear that each case must be decided on a case by case basis.

C. When you combine the two laws, who should receive accommodations?

Answer: Anyone with a physical, mental or sensory disability, permanent or temporary, that substantially affects his or her ability to perform his job. It does not matter if mitigating measures such as medications eliminate the disability. The condition can be episodic or in remission. Anyone who is perceived as having a disability. A person with a sexually-related condition but only if it substantially affects the performance of his or her job.

Individuals who are excluded from protection are those who are current alcohol or drug users who cannot perform the essential functions of the job. An individual whose condition is really a character trait, (e.g. disregard for authority) rather than a medical condition. However, an employer may have to assess whether the character trait or behavior results from a psychological condition, e.g. violence, quick temper, falling asleep on the job, seeming laziness).

¹¹ Kimbro v. Atlantic Richfield, 889 F.2d 869 (9th Cir. 1989, applying Wa. law), cert. denied 498 U.S. 814, 112 L.Ed.2d 28, 111 S.Ct.53

¹² Goodman v. Boeing Co., 127 Wn.2d 401, 899 P.2d 1265 (1995); Hume v. American Disposal, 124 Wn.2d 656, 880 P.2d 988, reconsideration denied, cert. denied 115 S.Ct. 905, 513 U.S. 1112, 130 L.Ed.2d 788.

¹³ Martini v. Boeing Co., 88 Wn. App. 442, 945 P.2d 248 (1997)

¹⁴ Bruce v. Northwest Metal Products Co., 79 Wn. App. 505, 903 P.2d 506 (1995)

¹⁵ Dean v. Metropolitan Seattle, *supra*; Clarke v. Shoreline School District, *supra*.

¹⁶ Clarke v. Shoreline School District, *supra*.

¹⁷ Curtis v. Security Bank, 69 Wn. App. 12, 847 P.2d 507 (1993)

¹⁸ Holland v. Boeing Co., 90 Wn.2d 384, 583 P.2d 621 (1978)

¹⁹ Sharpe v. Amer. Tel & Tel., 66 F.3d 1045 (9th Cir. 1995, applying Wa. law)

²⁰ Reese v. Sears, Roebuck Co., 107 Wn.2d 563, 731 P.2d 497 (1987); Hinman v. Yakima School District, 69 Wn. App. 445, 850 P.2d 536 (1993)

²¹ Phillips v. Seattle, 111 Wn.2d 903, 766 P.2d 1099 (1989). *But see*, Collings v. Longview Fibre Co., 63 F.3d 828 (9th Cir. 1995) (Although question of whether a handicap is generally a question of fact for the jury, trial court may decide factual issue as a matter of law if reasonable minds cannot differ).

²² 29 U.S.C. § 706(8)(B); 42 U.S.C. §12114.

2. NOTICE OF DISABILITY AND INTERACTIVE PROCESS

Notice of a Disability

An employee must notify his or her employer of his or her disability before the obligation to provide an accommodation arises. One of the possibly unresolved questions is whether an obligation to accommodate arises when the employer “should have known” of the disability. In 1994, the Washington Supreme Court in Hume v. American Disposal held that an employer did not have actual notice of a person’s medical condition, even though the employee made periodic complaints of pain and requested a transfer to a position that would require less use of his hands. On the other hand, the employee submitted documents that showed that he had no medical condition and he did not seek medical treatment until one month before his discharge. One could say that the court was examining the facts to see if the employer “should have known” of the disability.²³

An employer should assume that constructive notice would be as effective in imposing liability on the employer as actual notice. In addition, knowledge of a supervisor will be imputed to the employer.²⁴ The paper trail that an employee’s supervisors and the human resources office leaves may determine the school district’s liability based on an assessment of whether it should have known that the employee had an abnormal condition. In other words, individuals should not speculate on paper whether the employee has a mental disability or any other condition. Instead, the complaints of the employee or observations of the supervisor should be framed in terms of objective observations such as “outbursts of temper,” “difficulty in relationships with co-workers,” “repeated tardiness” rather than “appears depressed”, “too sick to get to work on time,” etc.

Interactive Process

Once a disability is known, the standard for assisting an individual in the accommodation process is much more clearly defined in Washington law than in federal law. An employer must **affirmatively assist** an employee in finding an appropriate accommodation for his or her disability.

The district has an obligation to determine the nature and extent of the disability for the purpose of ascertaining the employee’s ability to perform the essential functions of the job with or without accommodation to assist in identifying reasonable accommodations. Thus, the district can ask the employee to provide medical information from his or her doctor or provide a signed release so that the employer can talk to the worker’s treating physician.²⁵ In another Washington

²³ Hume v. American Disposal Co., 124 Wn.2d 656, 880 P.2d 988 (1994), *cert. denied* 115 S.Ct. 905, 513 U.S. 1112, 130 L.Ed.2d 788

²⁴ Kimbrow v. Atlantic Richfield Co., 889 F.2d 869, 876 (9th Cir. 1989, applying Wa. law).

²⁵ In Prater v. City of Kent, 40 Wn. App. 639, 699 P.2d 1248 (1985), the employee lost the handicap discrimination suit because she did not provide the requested medical records. The court said that an employer can request further information by way of medical authorizations or further clarification by the employee’s physicians. In Beck v. Univ. of Wis. Bd. of Regents, 75 F.3d 1130 (7th Cir. 1996), the court

case, the employer requested a psychiatric examination of its employee to determine the severity of disability.²⁶ Furthermore, the ADA allows an employer to obtain a second opinion at its own expense if it questions the validity of the original opinion. Other laws may, however, impact the employer's obligation to determine the nature and extent of the disability. Once an employee brings a fitness-for-duty certificate to an employer under FMLA, FMLA does not allow an employer to request a second or third certification.²⁷ Although FMLA allows an employer to obtain second and third certifications regarding the nature of the condition prompting the leave,²⁸ the regulations provide that an employer cannot require second or third fitness-for-duty certifications to return to work after leave. Under the FMLA, the employer can engage a health care provider to talk with the employee's health care provider to clarify the employee's fitness to return to work. One could argue that the FMLA certification only addresses the employee's ability to "return" to work. The purpose of the inquiry under the WLAD or ADA is to determine what accommodations, if any, are reasonable to provide when the employee returns to work. Any examination done to assess reasonable accommodations must be narrowed in scope to be job-related and consistent with business necessity. This absolute requirement can be met by providing the doctor with a copy of the job analysis and asking simply whether the employee can perform the job, with or without accommodations and if accommodations are needed, what physical or mental restrictions should be met.

In Goodman v. Boeing Co., the Supreme Court set forth the employer's duty upon learning of a disability:

"...the employer's duty to determine the nature and extent of the disability does not impose an investigatory duty to question any employee suspected of a disability. The employer's duty to inquire only arises after the employee has initiated the process by notice and extends only to insuring the employer sufficient information to accommodate the disability."²⁹

In addition, the employee owes a duty to the employer to cooperate with the process. Washington employees who failed to provide medical records requested by the employer or who failed to attend medical examinations lost their disability discrimination suits.³⁰

The employer and employee must engage in an "interactive process" to determine the appropriate reasonable accommodation. The employer should initiate this informal interactive

held that when the employee failed to provide a release in order to obtain her medical records, she was responsible for the breakdown in the interactive process. The employer was not liable.

²⁶ Albright v. State, DSHS, 65 Wn. App. 763, 829 P.2d 1114 (1992)

²⁷ 29 C.F.R. §825.310(e)

²⁸ 29 C.F.R. §825.307(a)(2)

²⁹ 127 Wn.2d 401, 409, 899 P.2d 1265 (1995)

³⁰ In Prater v. City of Kent, 40 Wn. App. 639, 699 P.2d 1248 (1985), the employee lost the handicap discrimination suit because she did not provide the requested medical records. In Beck v. Univ. of Wis. Bd. of Regents, 75 F.3d 1130 (7th Cir. 1996), the court held that when the employee failed to provide a release in order to obtain her medical records, she was responsible for the breakdown in the interactive process. The employer was not liable. Albright v. State, DSHS, 65 Wn App. 763, 829 P.2d 1114 (1992).

process. Generally, the process will involve obtaining information about the condition, discussing alternative accommodations, asking the employee for suggestions for accommodation, and providing alternative suggestions for accommodation if needed. The attached appendix contains an outline of possible steps to be taken during the interactive process.

3. CAN A DISABLED EMPLOYEE PERFORM THE ESSENTIAL FUNCTIONS OF JOB OR DOES HE NEED AN ACCOMMODATION TO DO SO?

A qualified individual with a disability is one who has the required job skills, licenses, education or other job-related requirements of the position and who, with or without reasonable accommodation, can perform the essential functions of a job.

"Essential functions" are fundamental job duties of a position, i.e. it is the reason that the job exists. A function may be essential for any of these reasons:

- The job exists to perform that function;
- The employee holding the job was hired for his or her expertise in performing that function; or
- Only a limited number of employees are available to perform that function (e.g., a small staff has to process a large volume of work).

The employer can determine both the necessary qualifications for the job and the essential functions of the job. The EEOC is required, in evaluating charges of discrimination, to take into account the employer's judgment as to what features of a job are essential. A written job description is not required, but may constitute evidence of the employer's judgment as to the essential features of a job. Whether an individual is qualified depends upon the individual's capabilities at the time the decision is made.

The "ability to get along" and the "ability to handle stress" can be essential functions of a position.³¹ A school district should include not only the ability to get along with co-workers and students (if appropriate for the job) as essential functions but should also consider including other personal attributes necessary to perform a job such as the exercise of sound judgment, ability to handle work under pressure (for jobs involving deadlines), ability to pay attention to detail, ability to concentrate, ability to follow directions, punctuality and mental stability.

Overtime can be an essential function of the job.³²

The issue of attendance as an essential function of a job has been the subject of conflicting opinions and conflicting approaches. Using an ADA analysis, some courts hold that an employee

³¹ Misek-Falkoff v. IBM Corp., 854 F. Supp. 215 (S.D. N.Y. 1994), *aff'd* 60 F. 3d 811 (2nd Cir. 1995) (the ability to get along with co-workers and supervisors is a job-related requirement); Grenier v. Cyanamid Plastics, 70 F.3d 667 (1st Cir. 1995).

³² Davis v. Microsoft Corp., 149 Wn.2d 521 (2003)

who is excessively absent is not an “otherwise qualified” individual with a disability. This analysis would not apply in Washington law because there is no “otherwise qualified” requirement. However, other approaches are just as applicable under Washington law as the ADA. Some courts analyze it as part of the employer’s proof that it possessed a legitimate, non-discriminatory reason for terminating the employee. Several courts have held that regular attendance is an essential function of the job. In an unpublished Ninth Circuit opinion, the Ninth Circuit found that termination for excessive absenteeism was not a termination based on disability.³³ However, the Ninth Circuit has also held that an employer impermissibly terminated an employee for excessive absenteeism when it did not consider an accommodation in the form of unpaid leave. The Seventh Circuit Court of Appeals ruled that a 59 year old teacher with 29 years of experience discharged for excessive absenteeism after missing 65 school days one year and almost all of the next school year was not a qualified individual because his disabilities interfered with the essential function of attendance.³⁴ The best approach is to include regular attendance as an essential function in every job description.

3. WHAT IS A REASONABLE ACCOMMODATION?

The discrimination laws are designed to remove barriers to employment. One of the core premises of the ADA is that those barriers can be removed when an employer provides reasonable accommodations for an individual’s disability. ADA requires an employer to make reasonable efforts to accommodate disabled employees. "Reasonable accommodation" is regarded by EEOC as any change in a job, a work environment, or an application process that enables a qualified person with a disability to enjoy equal employment opportunities. Such changes include: accommodation to ensure equal opportunity in the job application process; changes to enable disabled employees to perform essential job functions; and changes to allow disabled employees to enjoy the same benefits and privileges as other employees. Accommodation must be made to the particular known disabilities of each qualified individual unless such accommodation would create an undue hardship for the employer.

D. No Accommodation Required if it is an Undue Hardship or a Threat to Safety

1. Undue Hardship

No accommodation is required if an employer can demonstrate that the accommodation would cause an undue hardship.³⁵ Generally, an undue hardship exists where an employer can show that implementing the accommodation would cause significant expense or difficulty in terms of the business's operation.³⁶

The ADA delineates five factors that are to be considered in evaluating an accommodation in comparison to its impact on a business's operation and the financial cost. These factors include: (1) the nature and net cost of the accommodation; (2) the overall financial resources of the employment facility, the number of employees at the facility, and the effect the

³³ Romanos v. U.S. Postal Service, 1997 U.S. App. LEXIS 13891 (9th Cir. 1997) (unpublished opinion).

³⁴ Nowak v. St. Rita High Sch. No. 97-2097 (7th Cir. 1998)

³⁵ 29 C.F.R. § 1630.9(a); WAC 162-22-080(1).

³⁶ 29 C.F.R. § 1630.3(p), WAC 162-22-080(3).

accommodation will have on expenses and resources; (3) the overall financial resources of the employer, the size of the employer's business in terms of total employees, and the number, type and location of its facilities; (4) the type of operation which is conducted at the facility, including the composition, structure and functions of the workforce at that facility, and the geographic separateness and administrative or fiscal relationship of the facility to the employer; and (5) the overall impact that the accommodation would have on the operation of the facility.³⁷The Washington regulations set forth similar factors to be considered in evaluating whether an accommodation presents an undue hardship.³⁸

If a particular accommodation is shown to be unduly expensive or disruptive, the employer may still be required to provide an alternative accommodation if it does not involve undue hardship. Also, the employer cannot claim undue financial hardship if funding from an outside source or a tax credit is available to offset the cost.³⁹ Where an employee offers to pay a part of the cost, only the remaining portion of the expense could be considered in determining whether financial undue hardship existed.

2. Direct Threat

An individual who poses a direct threat to the health and safety of other employees may be denied a job or benefit if a reasonable accommodation would not reduce or eliminate the risk.⁴⁰ Employers evaluating whether an individual poses a direct threat are required to make an individualized determination based on current medical knowledge and objective evidence when assessing the individual's present ability to perform the essential functions of the job in a safe manner.⁴¹ The determination may not be based on generalizations about the disability. To provide guidance, the EEOC regulations delineate four factors which must be considered: (1) the duration of the risk; (2) the nature and severity of the potential harm; (3) the likelihood of the potential harm occurring; and (4) the imminence of the potential harm.

A similar defense does not exist in the Washington statute or regulations. However, in the context of protecting school children, the courts may imply such a standard. In Washington cases involving a police officer and an addicted doctor, the Washington appellate courts indirectly applied a direct threat standard. The court reasoned that protection of the public is an essential function of the position.⁴² The same reasoning should apply to school district

³⁷ 29 C. F. R. § 1630.2(p).

³⁸ WAC 162-22-080(3)

³⁹ IRC Sec. 190 (1998) (up to \$15,000 a year is tax deductible); RCW 51.32.250 (up to \$5,000 per worker per job modification for workers injured on the job).

⁴⁰ 29 C.F.R. § 1630.15(b)(2).

⁴¹ 29 C. F. R. § 1630.2(r).

⁴² In Molloy v. City of Bellevue, 71 Wn. App. 382, 859 P.2d 613 (1993), the court accepted the City's premise that all police officers must be able to perform all of the duties of a police officer in order to carry out the "officer's essential function of protecting the public and preserving the public peace." Id. at 390. The court held that the ability to fire a weapon and make a forceful arrest is an essential job function because it is reasonable to require this of all officers. Thus, the court did not require the City to rotate this individual into a less physically demanding position within the police department. The court explained

employees who have access to and could endanger schoolchildren. In Clarke v. Shoreline School District, a visually impaired and hearing impaired teacher of severely mentally retarded students challenged his discharge. He claimed that he was discharged because of his disability. His loss of eyesight impaired his ability to locate students and monitor behavior. Various accommodations were made for his disabilities, including selection of his students, specially chosen instructional assistants and special consideration in the assignment of the classroom. Other accommodations were refused including the addition of another assistant and an intra-district transfer. One of the reasons listed as sufficient cause for the discharge was that the teacher constituted a hazard to the welfare and safety of the students. Factually, the evidence at trial from both the school and the teacher established that his visual handicap and hearing impairment affected the safety of the students. The court had to address whether the fact that Clarke was a hazard was sufficient cause for discharge. The court explained that a “common thread” running through many Washington cases is a “concern for the health, safety and welfare of students.” The court considered the eight factors articulated in Hoagland v. Mount Vernon School District No. 350⁴³ that determine teacher effectiveness and thus whether the teacher’s deficiency materially and substantially affected his performance. Three of the eight Hoagland factors evaluate the teacher’s conduct on students. As the Supreme Court declared:

“Suffice it to say that school authorities are not required to await disaster before intervening.”

The Court decided that the school district was entitled to discharge Clarke as a matter of law and then turned to the question of whether his discharge violated disability discrimination law. The court stated that the school district was required to consider whether Clarke should be transferred to a non-teaching position.

Similarly, in Illinois, a social worker for high school students with behavior disorders who suffered from a vision problem sued for handicap discrimination. The Court held that the school’s “generalized fear of a future safety risk” because the teacher’s impairment interfered with her ability to recognize signals of impending violence was a valid consideration.⁴⁴ In other contexts, the Washington appellate courts have shown a reluctance to risk the safety of students at the expense of the employment “rights” of school district employees.

A school district should state that the safety and health of students and others is an essential function in every job description. This approach should alleviate the lack of a specific defense regarding a “direct threat.”

that if several disabled officers were retained on the force in less demanding positions, the number of positions for able-bodied officers would eventually be reduced thereby endangering the public safety in an emergency that required full mobilization of the police force. Similarly, in Sherman v. State, 128 Wn.2d 164, 905 P.2d 355 (1995), the Supreme Court held that in the context of a physician practicing anesthesiology, any accommodation must eliminate significant risk to patients.

⁴³ 95 Wn.2d 424, 623 P.2d 1156 (1981).

⁴⁴ Truger v. Dept. of Human Rights, 688 N.E.2d 1209 (Ill. App. 1997).

III. EXAMPLES OF REASONABLE ACCOMMODATIONS

No magic rules exist that declare what accommodations an employer should make in a particular situation. Generally, the same process should take place and the same rules should apply in both federal law and state law. In fact, an employer is required to make an **individualized assessment** based on the abilities of that particular employee and the particular job involved. Some general rules can be set forth, however, to provide some guidance:

- An employer must **affirmatively assist** an employee in identifying the accommodation and returning him to work.
- An employer does not need to create a new job.
- An employer is not required to bump another employee from a job that might be appropriate for the disabled employee.
- If accommodations will not allow the employee to perform his or her regular job, the employer must inform him of job openings for which he might be qualified.
- An employer is not required to promote an employee.
- The employee has a duty to cooperate with the employer in finding suitable work.

A. Types of Accommodation

Reasonable accommodations generally depend on the circumstances of each situation, but can include, among other things:

1. Modify any essential function of the job. An employer is legally required to modify essential functions.
2. Remove or reallocate marginal or non-essential job functions.
3. Make existing facilities (including non-work areas) readily accessible to and usable by disabled individuals (ramps, elevators, signage);
4. Restructure a job (reallocating nonessential marginal functions to another employee or eliminating those functions). An employer is not required to reallocate essential job functions to another employee. An employer may be required to modify essential job functions by changing when or how they are done;
5. Reassign a disabled employee to a vacant position for which the employee is qualified (reassignment can be considered only after the option of modifying the existing job has been eliminated);
6. Establish part-time or modified work schedules;

7. Purchase or modifying equipment or devices (addition of hand or foot controls, different bus seats or door openers, ergonomic tools for computers, ergonomic chairs, large print books);
8. Permit a disabled employee to provide equipment aids or services that the employer is not required to provide;
9. Provide qualified readers or interpreters; and
10. Permit the use of accrued paid leave or providing additional unpaid leave for necessary treatment of the impairment.
11. Modify policies such as “no transfer” policies or leave policies.

The school district does not need to provide the employee with the best accommodation or even the accommodation that the employee prefers. The legal obligation extends only to providing a reasonable accommodation. From a practical standpoint, if the employee’s requested accommodation can be provided without undue hardship, the school district might avoid a lawsuit by satisfying the employee’s request.

An employer is not required to accommodate an employee’s request for a different supervisor.⁴⁵

An employer has a continuing obligation to consider accommodations. If one accommodation does not work, the employer should consider other reasonable accommodations.⁴⁶ The attempts by the school district to accommodate Ms. Frisino are instructor. Frisino was a teacher who complained that her classroom had mold and other irritants which caused respiratory problems. The District had two air quality surveys, implemented a more frequent cleaning schedule, reassigned her to a different room, reassigned her to a different school, but she immediately requested a different classroom. They recommended that she move to a portable classroom which she declined. An air quality survey showed no mold in her classroom but the school conducted partial remediation of her classroom over winter break and then asked her to return to school in January. She refused and was terminated. They completed remediation over summer break. The court held that an employer can elect which form of accommodation to provide. If it is unsuccessful, they must continue trying other forms. Once they decide that no other accommodation is reasonable, the court or jury can address whether any other accommodation might be reasonable. The number of previous accommodations is basically irrelevant. The court framed it in the reverse: “The employer’s previously unsuccessful attempts at accommodation do not give rise to liability if the employer ultimately provides a reasonable accommodation.” The Court held that there was still a genuine question of fact whether the employer satisfied its obligation to accommodate. The case was returned to the trial court for a trial. The School District settled with Ms. Frisino for \$750,000.

⁴⁵ Snyder v. Medical Serv. Corp., 145 Wn.2d 233 (2001).

⁴⁶ Frisino v. Seattle School District, 160 Wash.App. 765 (2011).

a. Restructuring the Job

An employer is not required to eliminate an essential function of the job or require another employee to perform an essential function of the disabled employee's job. An employer is required to provide accommodations that will enable the employee to perform the essential functions of the job. Thus, if the essential function of a custodian's job is to buff floors but the custodian cannot lift the buffer up steps, the employer may be required to provide a dolly, hoist or ramp to transport the buffer up the stairs. A physical education teacher injured in an auto accident requested a student assistant to demonstrate some physical education skills. The school determined that she was unable to perform the essential functions of the job and terminated her. The jury awarded partial damages of \$375,000 (back pay and front pay were still to be assessed), presumably on the basis that the demonstration of skills was a marginal job function that could be reallocated to the student assistant.⁴⁷ In a similar case, a brain damaged library teacher requested a library aide. Although the trial court rejected her request for accommodation, the Second Circuit Court of Appeals said that the school district had to show that this accommodation was an undue hardship.⁴⁸

Employers are not required to restructure the essential functions of the job so that the disabled employee can perform the job. However, if a job function is not essential to the job, the employer is required to give that job duty to another employee if reallocating that marginal job function will allow the disabled employee to perform the job. In addition, the employer may be required to restructure the job itself so that the essential functions are performed at different times of the day or in a different sequence if it will enable the employee to perform the essential functions of the job.

b. Reassignment to a Vacant Position

When the employee cannot perform the essential functions of his or her job even with accommodation, an employer must consider reassignment of the employee to a vacant position.⁴⁹ If the disabled employee is qualified for the position, an employer is required to hire him for the position. A disabled employee has a **"preference right"** for the position over other qualified employees – even more qualified non-disabled employees.⁵⁰ The Ninth Circuit reasoned that:

“If there is no undue hardship, a disabled employee who seeks reassignment as a reasonable accommodation, if otherwise qualified for the position, should receive the position rather than merely the opportunity to compete with non-disabled employees.”

⁴⁷ Meling v. St. Francis College, No. 95 CV 3739 (E.D. N.Y., 1997)

⁴⁸ Borkowski x. Valley Central School District, 63 F.3d 131 (2nd Cir. 1995)

⁴⁹ Compliance with the requirements of the FMLA is still required, where appropriate. If an employee with FMLA leave returns within 12 weeks, he or she must be returned to the regular position. If the person cannot perform the essential functions of the regular job, the employee has no right to restoration to another job under FMLA. 29 C.F.R. §825.214. However, if WLAD or ADA applies, the employer's obligation may require reassignment to another position. Notice that the requirement to reassignment to an "equivalent position" as defined under FMLA does not apply when the inability to return to the regular position is caused by the workers' inability to perform the essential functions.

⁵⁰ Barnett v. U.S. Air, 228 F.3d 1105, 1120 (9th Cir. 2000); EEOC v. United Airlines, 693 F.3d 760 (7th Cir. 2012).

In Clarke v. Shoreline School District, once the Washington Supreme Court found that the visually and hearing impaired school teacher's deficiency permitted discharge from a teaching position, the court then addressed whether the school district "was required to accommodate Clarke by considering him for transfer to a nonteaching position."⁵¹ The Court stated that the WLAD "requires" the district to transfer Clarke to a non-teaching position if such a position exists and if Clarke is qualified to perform it. The Court relied on its decision in the landmark case of Dean v. Metropolitan Seattle-Metro, 104 Wn. 2d 627, 708 P.2d 393 (1985). In Dean, the Washington Supreme Court affirmed a jury verdict for \$80,000 based on his employer's failure to notify him of, or consider him for, jobs for which he was qualified. The facts are instructive. The equal employment officer of Metro met with Dean two times. He claimed that Dean never gave him an updated medical report as requested and never gave him information about his skills beyond the information in his resume. The officer conceded that he did not seek out information, did not speak with Dean's doctor and did not look at Dean's personnel file. Furthermore, he did not discuss "many" of the job openings (thus, he must have discussed some of the job openings) with Dean, and Dean's supervisor erroneously told him that only active bus drivers could apply for a certain appropriate position. The court held:

1. The employer has no duty to create a position for a disabled employee;
2. There is no discrimination in denying a job to a disabled person who is not qualified to perform it; and
3. If a disabled employee qualifies for a vacant position, the employer must **affirmatively assist** the employee in filling the position.

Other cases involving reassignment may be instructive. In Curtis v. Security Bank⁵², the Washington Court of Appeals outlined steps that an employer needed to take to transfer a disabled employee to a different position. Even though one of the vacant positions required retraining, the court found that the employee was still qualified for the position because the employer regularly retrained individuals that it transferred internally. The court also said that the employer needed to perform "capabilities testing" on the open positions, encourage her to apply for positions and affirmatively assist her in applying. The court did not accept the employer's argument that the employee showed no interest in applying for open positions. The court upheld a jury verdict of \$112,000.

In Bruce v. Northwest Metal Products,⁵³ the employer attempted to talk to the doctor about the disability but the doctor would not talk "per the patient's request", placed the worker in an alternative light duty position for two and one-half months and then placed him in his regular position. The employee told the employer that his regular job exceeded his work restrictions and mentioned once that he was having "real difficulty" with his back. The court reversed summary judgment in favor of the employer on grounds that whether the employer failed to take affirmative steps to accommodate his disability is a question of fact and "there is simply no

⁵¹ Clarke v. Shoreline School District, *supra*, 106 Wn.2d at 119-120.

⁵² 69 Wn. App. 12, 847 P.2d 507 (1993).

⁵³ 79 Wn. App. 505, 903 P.2d 506 (1995).

evidence that Northwest took a single affirmative step thereafter [after the employer's attempt to talk to the doctor was thwarted by the employee's request] to accommodate Bruce.”

In Martini v. Boeing Co., the court held that it was a question of fact whether Boeing adequately accommodated its employee who suffered from sleep apnea. The employee requested a transfer suited to his needs. The court upheld the jury award for \$776,288.

Temporary Transitional Work: Temporary Transitional (traditionally called Light Duty) Work is a method used by many employers to ease a disabled employee back into the workplace gradually in order to maximize the possibility for a successful return to work. However, it technically consists of a reassignment from the regular position into a different light duty position. Some employers use the phrase “light duty” to refer to the removal of heavy lifting requirements from the employee's regular position, i.e. temporarily removing essential functions. If the heavy lifting requirements are part of the essential functions of the job, an employer should be careful about eliminating those essential functions even temporarily from the position or reassigning them, even temporarily, to other employees. It is not legally required, but, on the other hand, it may avoid payment of time loss compensation for an industrially injured worker and may return an employee to some productivity and help an employee financially. However, if an employer takes that action for a prolonged period of time, an employee can argue in the future that those heavy job duties were not truly essential to the position and he should be allowed to perform the modified position as a permanent position.⁵⁴ He could contend that it is not an undue hardship on the employer to remove those duties. If an employer does remove essential functions from the job temporarily, it should tell the employee very clearly in writing that the accommodation is only temporary. However, if the heavy lifting duties are only marginal job functions, the employer will have to redistribute the marginal job functions.

Some “light duty return to work” programs set up regular light duty positions which exist only on a temporary basis for disabled employees. Examples might be sorting audio visual materials for book shelves in the library or bus monitor. When an employee is reassigned to such a position, it is made very clear that this is a temporary reassignment with a definite time deadline. An employer is not required to create such light duty positions. In addition, if an employer creates such light duty positions for occupationally-injured employees, it may be required to allow non-occupationally injured employees to perform those jobs too. The EEOC takes the position that if an employer reserves light duty positions for employees with occupational injuries, the ADA requires it to consider reassigning an employee with a non-occupational injury to a vacant reserved light duty position if there is no other effective accommodation available. The EEOC has stated that the employer cannot show that assignment of a non-occupationally injured worker to a vacant reserved light duty position imposes an undue

⁵⁴ Erwin v. Roundup Corp., 110 Wash.App. 308 (2002). Ms. Erwin argued that the employer should allow her to continue what she had done during her “light duty period,” i.e. have other employees do the lifting, break down freight, stock the shelves and use a cart for stocking shelves. The court held that an employer cannot discharge its duty to accommodate just by providing temporary accommodations for an inflexible period of 90 days and thereafter do nothing.

hardship by showing that it would have no other vacant positions available if an employee became injured on the job and needed that light duty.⁵⁵

When an employer is reassigning a disabled employee to a vacant position, the employer should strive to make the assignment to an equivalent position in grade and pay. When such a position is not available, the employer may reassign the individual to a position lower in grade and pay. An employer is not required to promote an employee.

An employer is not required to bump another employee from his or her position in order to accommodate the employee.

In reassigning to vacant positions, unionized employers such as school districts often encounter the problem of seniority rights under a collective bargaining agreement or membership in the union covering the position. The Supreme Court held that the provisions of the union contracts prevail over the need to place a person in a vacant position.⁵⁶ Thus, a disabled employee is not entitled to an accommodation that requires infringing on another employee's rights under a collective bargaining agreement. Violation of another employee's seniority rights was viewed as an unreasonable accommodation. Employers should still consult unions to see if reassignment to a more general vacant position is an undue hardship to other employees, the union and the employer.

c. Establishing Part Time or Modified Work Schedules

Although the FMLA recognizes that school districts occupy a unique position among employers with regard to the need to limit leave among instructional employees near the end of school terms, neither the ADA nor the WLAD contain such protection. Since an employee is entitled to the law that provides the greatest amount of protection, the employee could argue that he or she must be returned to his or her position when he or she is ready to return from leave. An employer would need to argue that returning an instructional employee near the end of the term constitutes an undue hardship. Reference to the special FMLA provisions for schools will help establish the existence on undue hardship on an institutional basis.

Part time work schedules may impose more of an undue hardship in a school setting than in other employment. However, to the extent that teachers are already job sharing, an employer would be hard pressed to argue that a teacher cannot work part time on the same basis as any existing job share arrangements. Part time work schedules may be an undue hardship for unique positions for which temporary part-time replacements cannot be found - language teachers or teachers in unusual subject areas. Part time work will probably be regarded as a reasonable accommodation, so long as it is not a monetary hardship, for positions such as custodians, bus drivers, nutritional services, maintenance, school secretaries, accounting and the like. In one

⁵⁵ EEOC Enforcement Guidance: Workers' Compensation and the American with Disabilities Act. (9/3/96).

⁵⁶ US Airways, Inc. v. Barnett, 535 U.S. 391 (2002); Willis v. Pacific Maritime Assoc., 244 F.3d 675 (9th Cir. 2001); Foreman v. Babcock & Wilcox, 117 F.3d 800 (5th Cir. 1997, cert denied 118 S.Ct.1050 (1998)); Kralik v. Durbin, 130 F.3d 76 (3rd Cir. 1997); see Buckingham v. United States, 998 F.2d 735, (9th Cir. 1993).

recent Florida case, the court stated that a request to arrive at work late by a guidance counselor with a back condition was not a reasonable accommodation. The court relied, in part, on the fact that there was only one guidance counselor at the school and guidance counselors must be available in the event of an emergency. Therefore, timely attendance was an essential function and arriving late was not a reasonable accommodation.⁵⁷

d. Purchasing or modifying equipment.

An employer is not required to provide personal equipment such as hearing aids, glasses or wheelchairs.⁵⁸

A school district was required by an arbitrator to provide a chemically sensitive teacher with a portable air-conditioned classroom with oscillating surveillance cameras inside and outside the classroom to detect fragrance “assaults” from students and to institute a school policy providing for penalties against students who violated the prohibition against fragrance assaults. Previous accommodations of providing an industrial air purifier, notifying parents of students and requesting their help, and offering to transfer the teacher to a junior high school or to a portable classroom were deemed insufficient.

e. Providing leave as a form of accommodation.

Employers often assume that once they have provided twelve weeks of leave pursuant to FMLA, all obligations to provide leave has been satisfied, absent provisions in collective bargaining agreements. However, employers are often tripped up by the view of courts that provision of additional unpaid leave can be a reasonable accommodation.

If the employee’s physician can describe a particular duration of leave for a particular reason, the courts will often mandate leave as a form of reasonable accommodation. However, the emerging view is that leaves of “indefinite” duration are not regarded as a reasonable accommodation.

In Washington, an alcoholic who was terminated for excessive absenteeism argued that the employer should have allowed additional leave to participate in rehabilitation. The jury rejected his position that leave was a reasonable accommodation. The Supreme Court upheld the jury’s verdict reasoning that the question of reasonableness of an accommodation is a question of fact for the trier of fact.⁵⁹ The Ninth Circuit ruled that a leave of absence was a reasonable accommodation under Washington law even though there was no treatment plan recommended during the leave of absence.

⁵⁷ Salmon v. Dade County Sch. Bd., 4 F.Supp.2d (S.D. Fla. 1998).

⁵⁸ EEOC Manual. §3.4 & §3.8(6).

⁵⁹ Phillips v. Seattle, *supra*.

THE INTERACTIVE PROCESS

**Elizabeth K. Reeve
Reeve Shima, P.C.
206 624-9955
ereeve@reeveshima.com**

A. MEET WITH THE EMPLOYEE!

B. ONCE THE DISABILITY IS KNOWN, DETERMINE THE NATURE AND EXTENT OF THE DISABILITY.

Options include:

1. Ask for a medical release to obtain medical records regarding the condition. Ask only for medical records that are job related and consistent with business necessity. You don't want other records from the doctor; if you receive unrelated records, return them to the doctor.
2. Speak with the employee's treating health care provider (unless the employee is absent on FMLA leave when only the employer's doctor can speak with the employee's doctor about return to work issues).
3. Hire a health care provider to speak with the employee's provider.
4. Obtain a medical examination for the purpose of determining the extent of the disability and for identifying reasonable accommodation(s).
 - a. Ensure that the examination is job related and consistent with business necessity.
 - b. Send a job analysis form to the doctor describing the essential functions of the position and ask for an individualized assessment of whether the employee can perform the job, with or without accommodations. Ask for information regarding the physical or mental restrictions placed upon the employee. If you are asking the employee to perform work other than his or her usual work following an industrial injury or occupational disease, the injured worker must also receive a copy of the job analysis form. Request information regarding the nature of restrictions. Do not ask the doctor what accommodations are "reasonable" – the employer makes that determination.

Instead, ask the doctor for the person's restrictions and to suggest accommodations.

C. DETERMINE THE EMPLOYEE'S CAPABILITIES, EDUCATION, WORK EXPERIENCE, AND SKILLS.

1. Ask the employee for a resume or a list of skills, licenses, certifications or other aptitudes that can be used in the workplace if needed to consider reassignment in a different position.
2. Retrieve the employment application to review the skills listed, education and prior work experience.

D. ASK THE EMPLOYEE WHAT HE OR SHE WANTS

1. Ask the employee what he or she wants in terms of a job. Remember that you are not required to promote a person or create a new job for the person. Ask the employee if he/she thinks that return to the regular job is possible now or in the future within a definite time period.
2. If the regular job is not foreseeable, ask the employee for ideas to modify the existing job. You are required to remove marginal duties from any position as an accommodation. See section E. If the person is disabled as a result of an on-the-job injury, it will be necessary to obtain the treating doctor's approval of the person's ability to perform a modified job (send a copy of the job description to the claimant as well).
3. Evaluate whether the employee's requested accommodation constitutes an undue hardship or a direct threat to the health or safety of the employee or others.
4. Act on the employee's request, if possible. You are not required to give the accommodation that the employee prefers. You are required to provide a "reasonable" accommodation.
5. If the employee has no ideas at the initial interview, invite him or her to reconsider and return with ideas. Schedule a follow up interview.
6. Recognize that the communication process may be more difficult with an employee with a mental disability.

E. EMPLOYER MUST PROVIDE REASONABLE ACCOMMODATIONS

1. An employer must consider whether it can make REASONABLE accommodations that will enable the employee to perform his or her job or another job. The employer does not have to make accommodations that

cause an undue hardship, but it is very difficult to establish that any accommodation results in an undue hardship to the employer. It would have to be extremely expensive. Better examples of undue hardship would be an accommodation that disrupts business operations. Accommodations could include:

- modifications to the essential functions of the job
- the provision of equipment, e.g. hoists, chairs, arm rests, stools, headsets, etc.
- removal of marginal job duties or reallocation of marginal job functions to other employees
- part time or modified work schedules
- graduated return to work schedule
- reassignment to a vacant position
- use of accrued leave or unpaid leave
- modifications of policies, such as “no transfer” policies

2. If needed, forward a description of the job with the accommodations or the reassigned position modifications to the employee’s doctor for review, suggestions and approval. Do not ask the doctor what would be “reasonable accommodations.” Ask only what restrictions should be accommodated or what modifications the doctor may suggest. The employer is allowed to determine whether an accommodation is reasonable or unreasonable.

3. If needed, invite the doctor to the work site to see how the job will be performed.

4. Reassignment to a vacant position: If accommodations for the existing job create an undue hardship or direct threat or simply cannot be found, the employer is obligated to determine whether the person can be reassigned to a vacant position within the company. Ask the employee for ideas of other suitable jobs within the company. Discuss all other positions within the company for which the employee is qualified and possesses the skills to perform the job. An employer must evaluate whether other positions in the company are suitable, either with or without accommodations. Can the alternative job be modified to enable to person to work despite the physical or mental disability?

If reassignment to a vacant position is being considered:

a. Explain that reassignment to another position will occur only if the position is vacant and only if it does not violate seniority or other provisions of a collective bargaining agreement.

b. Discuss how the individual will obtain information about job vacancies. Provide information to the employee about how to locate jobs within the company (job line, job postings, letters to the employee, etc.). It is not sufficient to tell the employee to call a job line without doing more to assist the employee in finding suitable employment.

c. After reviewing all other positions within the company, ask whether the employee wishes to narrow the scope of job openings for which they will be notified. Document their agreement in writing. Explain that they can always call later and expand the list of jobs for which they wish to be considered.

d. Provide a copy of all possible job postings directly to the employee. DO NOT rely on the employee to call a job line or check job postings. Such a lackadaisical approach by the employer does not satisfy the requirement to provide affirmative assistance.

e. Call the employee into the office regularly to assist him in applying for positions, discuss current job openings, etc.

f. When a job vacancy has been identified, analyze whether placement of the disabled employee creates either an undue hardship for the employer or results in a threat to the health or safety of the employee or other workers.

g. If a job vacancy appears appropriate, affirmatively assist the worker in applying for the position. Do not treat him or her like every other job applicant with regard to the application process. The disabled employee should be given preference. Do not take the disability into consideration in making the hiring decision if the person is qualified and is able to perform the essential functions of the position with or without accommodations. If the employee is rejected for the position, document the reasons for the rejection in order to show later that the person's disability was not the reason for the rejection. A legal dispute exists regarding whether an employer must give a preference to a disabled employee who is "qualified" for the position over other qualified candidates for the position. At the present time, Washington employers probably are required to give preference to a qualified disabled employee. Thus, when posting jobs, be very careful about describing all qualifications that are necessary for the position.

h. If a job vacancy appears appropriate, send a copy of the job description to the employee's doctor for review, suggestions and approval.

i. Continue to send notices of job openings to a former employee even after employment has been terminated. The need to inform an

employee of job openings does not cease when the employee is terminated. The courts have not given guidance on how long the obligation does extend. In a Washington case, the court stated that the obligation did cease when the employee stated that he was moving out of the state.

F. DOCUMENT ALL CONVERSATIONS WITH THE EMPLOYEE AND ALL ATTEMPTS TO PROVIDE ACCOMMODATIONS.

From: Region 5 <waspa@memberclicks-mail.net>
Sent time: 06/06/2017 02:34:06 PM
To: monaglej@skitsap.wednet.edu
Subject: Region 5 2017-18 Meeting Plans-Annual Conf
Attachments: WSPA_-_Reasonable_Accommodation_for_School_Employees_2017.pptx WSPA_Region_5-June_2017.docx
WSPA_Region_5_Conference_Planning_Flier.docx Paper_-_R_Accommodations_for_School_Employees_2017_1_.doc

Good day, Region 5!

Thank you to all who were able to attend our meeting last Friday. First we announced that Chelle Lente and I will be your Region 5 Co-Reps this next term, Yahoo!. Next we enjoyed a great presentation on "Reasonable Accommodations for School Employees" (see attachments) presented by Betsy from Reeve Shima Law firm.

Additionally we spent some quality time discussing and planning for our annual conference we are honored to host next February. I have attached a meeting planning document and committee assignments. We have several areas left open for folks to jump in and serve. The names in bold indicate a person(s) who agreed to chair that committee. If you see a committee you would enjoy leading please let me know. And, if you see a committee that you would like to serve on but not too keen on leading, let me know that as well. There is a place for everyone!

We are excited for the theme we have chosen; "Strength through Unity" based on the Winter Olympics idea. During our meeting we were reviewing the proposal and found concern with the room capacity. After further review of the full proposal documentation, there is a large amount of room in the ballroom as well as break out rooms. We will confirm the number of hotel rooms available as well.

Chelle and I are off to the WSPA Board Retreat this Thursday and Friday and will have much to share upon our return.

We look forward to a great year ahead.

Take care and enjoy the weather!

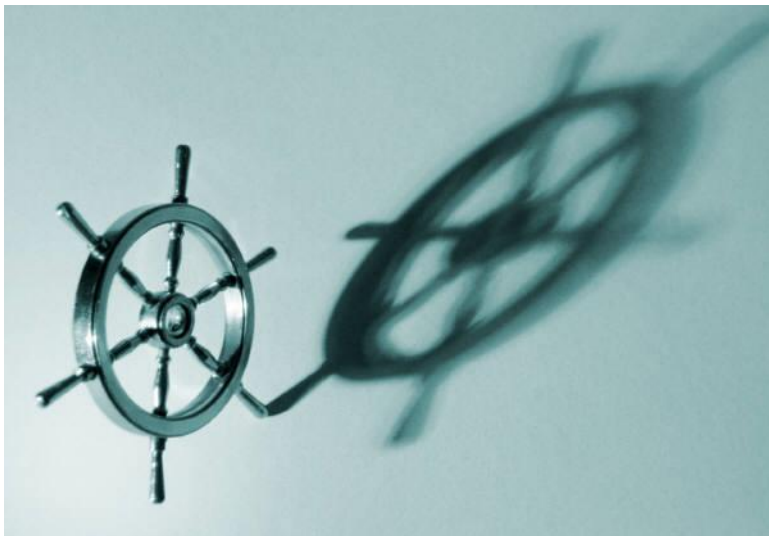
Denise

This email was sent to monaglej@skitsap.wednet.edu by denise.kennedy@bremertonschools.org
Washington School Personnel Association · PO Box 1600, Anacortes, Washington 98221, United States

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

powered by  MemberClicks

REASONABLE ACCOMMODATIONS FOR SCHOOL EMPLOYEES



Elizabeth Reeve

Reeve Shima P.C.

206 624-4004

ereeve@reeveshima.com

June 2, 2017

© Elizabeth K. Reeve

Reasons to learn...

1. Violation of any of these laws may result in lawsuits for lost wages, back pay, future wages, reinstatement and retroactive benefits - and attorney's fees.

Types of lawsuits:

Disability discrimination;

Failure to provide accommodation;

Retaliation;

Workers' compensation discrimination;

Failure to protect job during leave under
FMLA.

\$\$\$\$\$\$\$\$\$\$\$\$

Reasons...

- ▶ 2. Keeping people at work can reduce workers' compensation expenses, increase productivity, and is a Best Practice.

THE LAWS

▶ **The Big Three**

- ▶ Americans with Disabilities Act (ADA) and ADAAA (amendments effective 1/1/09)
- ▶ Washington Law against Discrimination (WLAD)
- ▶ Family Medical Leave Act (FMLA)

Workers' Compensation Discrimination

- ▶ Law: no discrimination allowed because employee filed a workers' compensation claim.
 - ▶ A defense is that the employer possessed a legitimate non-discriminatory reason for doing so.
 - ▶ Employee can then prove that the stated reason is a pretext really for firing b/c of filing a claim.
- ▶ The statute also states that an employer can take action against an employee for failure to observe safety standards or because of the frequency or nature of the worker's job-related accidents.

OTHER CONSIDERATIONS

- ▶ **COLLECTIVE BARGAINING AGREEMENTS**
- ▶ **PERSONNEL POLICIES**
- ▶ **WORKERS' COMPENSATION DISCRIMINATION LAW**

The Most Important Rule

- ▶ An employee is entitled to the benefits and protection of the most favorable law.
- ▶ Thus, if two laws conflict, apply the law that provides the greatest benefit to the employee.



Our Story

- ▶ Joe worked for the school district for two years full time as a custodian.



- ▶ Joe sustained a low back injury.
 - ▶ Was disciplined for poor performance and unsafe work practices 2 days before unwitnessed injury.
 - ▶ Employer questioned validity of claim but it was allowed.
 - ▶ Off work for 1 month in Sept. 2016 for low back surgery due to the industrial injury.

- ▶ After surgery, Joe had restriction of no lifting more than 40 pounds.
 - ▶ Dr. has not clarified whether it is a **temporary or permanent restriction.**
 - ▶ Does it make a difference?

- ▶ ANSWER: NO. Both temporary and permanent restrictions must be accommodated in Washington.
- ▶ Don't wait to accommodate restrictions until restrictions are permanent.

- ▶ WHY? WLAD

- ▶ WLAD covers **temporary** restrictions.



- ▶ TIP: Review all off-work slips & APFs since the beginning of the claim. Do not wait until restrictions become permanent.

Poor Joe... or Poor school district...

- ▶ **Second Injury** - November 1st
- ▶ Cervical injury - fell off ladder when using it unsafely. Ladder toppled when poorly balanced on top of stool to reach upper window.
- ▶ Claimant files a worker's comp claim.
 - ▶ States fell off ladder. Bucket of cleaning chemicals splashed in eyes and hands.

- ▶ Dr. Sam Enabler (chiropractor) diagnoses cervical strain and chemical burns on face and hands. Relates condition to fall.
- ▶ States cannot work for 3 weeks.

Discipline for unsafe act?

- ▶ **Yes**, discipline can be imposed following an industrial claim.
 - ▶ No automatic bubble of protection around injured worker.
 - ▶ Examples: For violation of policies, violation of general or specific safety standards, use of drugs/alcohol, driving laws, etc.

ADA

- ▶ Question: What actions, if any, should district take under **ADA** now?

What is the ADA? Assists people with disabilities in **returning to work** or maintaining job despite restrictions.

- ▶ Is Joe eligible for protection under the ADA?
 - ▶ First : two ADA laws exist.
 - ▶ State (WLAD - RCW 49.60.180)
 - ▶ Federal (ADA and ADAAA amendments effective 2009.)
 - ▶ Second, different eligibility requirements.

- ▶ **Eligibility of Employee:**
 - ▶ No requirements for length of employment or number of hours worked like FMLA.

Definition of Disability

- ▶ Washington State Law
 - ▶ Prohibits discrimination against employees in a wide set of protected classes, including disabilities

State law: Who is disabled under WLAD? (see p. 4-5)

WLAD defines a disability as:

- ▶ Sensory, mental or physical impairment that is:
 - ▶ Medically cognizable or diagnosable
 - ▶ Exists as a record or history (e.g. prior WC claim); or
 - ▶ Is perceived to exist whether or not it does.
- ▶ Can be temporary or permanent.

RCW 49.60.040 (2007)

WLAD - Disability

- ▶ For purposes of qualifying for a reasonable accommodation:
 - ▶ disability must exist in fact; *and*
 - ▶ disability must substantially limit ability to perform own job or if job would aggravate impairment without an accommodation to extent that it would create a substantially limiting effect & employee put employer on notice of impairment,
 - ▶ employer must provide reasonable accommodations.

- ▶ What is a “substantially limiting” effect?

A “limitation is not substantial if it has only a trivial effect.”

- ▶ RCW 49.60.040(25)(e)

- ▶ Recent case: Inability to get along with supervisors due to diagnosable mental condition did not substantially limit ability to perform job duties. Thus, no accommodation required.
 - ▶ Hale v. Wellpinit School District (2011)

Definition of Disability

Federal ADA law: Prior Act: Physical or mental impairment that substantially limits one or more major life activities.

- ▶ 2009 Amendments (ADAAA): Broadens the definition of disability
- ▶ Many more individuals are covered.
 - ▶ Substantially limits” easier to show.
- ▶ Transitory impairments of less than 6 months still not covered (but would be covered under Washington law)
- ▶ Focus will be on interactive process
- ▶ Focus will be on reasonable accommodation

Definition of Disability

- ▶ Both laws emphasize that the existence of a disability depends on an **individualized assessment** of that person and not a stereotypical view of that medical condition.

Alcoholism & Drug usage

- ▶ Washington law is probably more protective than ADA.
- ▶ ADA: protects those going to rehab but not current drug or alcohol users whose use prevents job performance.
- ▶ WA: An individualized assessment is needed to determine whether employee has a disability.
 - ▶ Case: Employee went on periodic binges that interfered with attending work. He was terminated for excessive absenteeism. At the time of discharge, he requested his job be kept open while he went to rehab. The jury ruled in favor of the employer. The court stated that whether a physical condition constitutes a disability and whether an accommodation is reasonable must be determined by the jury.

Examples

- ▶ Pregnancy: Not a disability but complications of pregnancy can be a disability. Morning sickness and bleeding may require accommodation.
- ▶ Depression & other mental health conditions
- ▶ Migraines
- ▶ Sleep apnea
- ▶ Diabetes
- ▶ Chronic bronchitis
- ▶ Some sexual disorders

- ▶ Joe is eligible for ADA protection under both state and federal law.
 - ▶ Correct number of employees.
 - ▶ Statements on PIR fit definition of disability.
 - ▶ Does not matter that disability may be only temporary.

If Employee Protected by ADA/WLAD, what must Employer do?

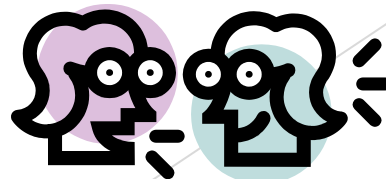
- ▶ Engage in Interactive Process;
- ▶ Determine if Reasonable Accommodations can be provided to enable disabled employee to return to work or stay at work;
 - ▶ Can consider if accommodation is undue hardship on employer;
 - ▶ Can consider if accommodation presents direct threat to health & safety of employee or others.

- ▶ Is employer obligated to consider alternative work under ADA when doctor has said no work at all for 3 weeks?
 - ▶ Probably OK not to ask doctor for restrictions during the first 3 weeks even though temporary disabilities must be accommodated under WLAD.
 - ▶ BUT ..

- ▶ Question: Does ADA prevent an employer from trying to find alternate work for Joe during those first three weeks?
- ▶ NO. Can try to reduce time loss compensation by finding alternate work during that 3 weeks. Gives a message.

Interactive Process

- ▶ The *employer* must engage in the interactive process with the employee:
 - ▶ Employer should meet with the employee.
 - ▶ Once the disability is known, employer must determine the nature and extent of the disability with appropriate medical information.



ADA - Interactive Process

ADA directs employers to engage in an interactive process (Employer/employee communication) to determine whether disabled employees require “reasonable accommodations” to perform the essential functions of their job.

What happens during the Interactive Process?

- ▶ Review employee's qualifications
- ▶ Determine the employee's restrictions, capabilities, education, work experience, and skills
- ▶ Ask employee to evaluate accommodations for JOI
- ▶ Ask the employee what accommodations he envisions in job and what he wants. [not required to provide accommodation employee prefers - just a reasonable accommodation.]
- ▶ Then figure out whether a reasonable accommodation can be made
- ▶ Provide a "reasonable" accommodation
 - ▶ See [29 CFR sec. 1630.2\(o\)\(3\)](#)

TIP - Call-In Policies

Some employers adopt a reasonable call-in policy for injured workers. Helps satisfy Interactive process obligations. Keeps track of medical recovery.



8 Weeks Pass ...

- ▶ Has Joe run out of FMLA leave because he took 4 weeks for low back surgery and now 8 weeks for cervical injury?
 - ▶ ANSWER: It depends. Yes, if the employer uses the rolling calendar method.

What happens when FMLA leave is exhausted but the employee is not able to return to work?

Element of ADA kicks in.

- ▶ Additional leave is viewed as an accommodation to disability.
 - ▶ Thus, Joe should not be not terminated automatically on January 1.
 - ▶ Two ADA reasons: 1) If doctor gives short definite period of time needed for additional leave as an accommodation and 2) must consider reassignment to vacant positions.

- ▶ Also, union contract and/or personnel policy may allow 12 month absence before worker is terminated.

Flip Side:



- ▶ Right before 12 weeks exhausted, employee shows up with doctor's note that he has no restrictions and can return to JOI. "*THE MIRACULOUS CURE*"
 - ▶ Employer's Response: Claimant provided fitness for duty note required under FMLA and release required under WC. Return to work.
 - ▶ Hold interactive process and ask about possible accommodations that might assist in working.

More Typical Situation

- ▶ As weeks pass, doctor states Joe can return to work with restrictions.
 - ▶ Prior low back injury: No lifting over 40 pounds for low back.
 - ▶ Now: Chiropractor states No work overhead or reaching above shoulder level or use of chemical that injured him because of psychological fear.
 - ▶ (chiro's license?)

Next Steps under ADA/WLAD

1. Interactive Process.
2. Accommodation of Disability.



- ▶ If an employer accommodates disability but fails to engage in interactive process, can employer be sued?

What to Accommodate?

- ▶ 1. What to accommodate?
 - ▶ All restrictions.
 - ▶ From Joe's first and second injuries.
 - ▶ From occ and non-occ restrictions.
 - ▶ All pre-existing restrictions.
 - ▶ Temporary or permanent restrictions.

How to Accommodate:

- ▶ Use Vocational Priorities.

Return-to-work in Washington WC is governed by a list of vocational priorities designed to return employee to work in job of injury or alternate job with current employer. If that is not possible, consider work with another employer or retraining.

- ▶ See [RCW 51.32.095 \(2\)](#)

- ▶ The ADA, WLAD and Workers' Comp dovetail nicely in describing the sequence of jobs to consider for a disabled employee.

Vocational Priorities - Workers' Comp, ADA and WLAD

1. Return to the previous job with the same employer.
2. Modification of the previous job with the same employer including transitional return to work.
3. A new job with the same employer in keeping with any limitations or restrictions.
4. Modification of a new job with the same employer, including transitional job.

Vocational Priorities

5. Modification of the previous job with a new employer.
6. A new job with a new employer or self-employment based upon transferable skills.
7. Modification of a new job with a new employer.
8. A new job with a new employer or self-employment involving on-the-job training; and
9. Short-term retraining and job placement.

RCW 51.32.095(2).Workers' Comp.

How to Accommodate:

- ▶ **Transitional Job:**
 - ▶ Joe can work if two job functions are removed from his position.
 - ▶ No cleaning with that chemical & no overhead work, e.g. washing windows.
 - ▶ Is employer required to remove those functions?

- ▶ Employer is not legally required to remove essential functions.
- ▶ Employer can elect to remove essential functions.
 - ▶ May wish to do so on temporary basis to transition person to return to work.

- ▶ Employer required though to modify essential functions:
 - ▶ Example: Buy telescoping rod to wash windows or blinds.
 - ▶ Example: Provide hand cart to move garbage cans.

What are essential functions?

- ▶ The job exists to perform that function
- ▶ The employee holding the job was hired for his or her specialized expertise in performing that function; or
- ▶ Only a limited number of employees are available to perform that function (e.g., a small staff has to process a large volume of work)
- ▶ See [EEOC Technical Assistance Manual sec. 2.3\(a\)](#)

What is a Marginal job function?

- ▶ An employer is required to remove (or modify) marginal job functions.
 - ▶ Although cleaning is an essential function of Joe’s job, cleaning with ABC Chemical is not essential. It is essential to clean with a sufficient cleanser. Thus, removing or modifying usage of ABC Chemical is required.
 - ▶ Therefore, an employer cannot insist on “full duty” release. If person cannot perform marginal duties, they must be eliminated. Can require employee to perform all essential functions of job though w/ modifications
 - ▶ See EEOC Enforcement Guidance: Workers’ Compensation & ADA (re: full duty release)

What is employer required to do?

1. Make a REASONABLE accommodation
 - ▶ Remove or modify marginal job functions.
 - ▶ Modify essential functions of the regular job;
 - ▶ Provide equipment, e.g. hoists, chairs, arm rests, stools, headsets;
 - ▶ Consider schedule changes;
 - ▶ Graduated return to work;
 - ▶ Reassign to a suitable vacant position.

“No accommodations for XYZ position.”

- ▶ Can a district state that it will not provide accommodations for certain positions?
- ▶ Answer: No. The decision to provide an accommodation must be based on an individualized assessment comparing the employee’s restrictions to the job requirements.
- ▶ If the district decided that it cannot modify a 50 lb. lifting requirement for paras because they all must be able to catch a falling student, make sure that the decision is reviewed for each disabled para. Would he/she ever be in the position of catching a falling student? Document the decision, e.g. “we cannot modify the position to meet the 20 pound lifting restriction due to concerns of student safety, including catching a falling student,?”

- ▶ Make sure that the Job Description or Job Analysis form lists “catching a falling student’ as an essential function of the position.
- ▶ As a general rule, make sure JAs include a requirement “to ensure the safety and health of students.”
- ▶ Consider inclusion of other subjective requirements, such as ability to handle stress, ability to be a team player, exercise of sound judgment, ability to handle time pressures, ability to follow directions, ability to work overtime, attendance and punctuality (bus driver).

Does it matter that the district already accommodated restrictions from first low back injury?

- ▶ No. Still required to try to reasonably accommodate additional restrictions from second injury.
- ▶ Continuing Obligation to accommodate.
 - ▶ Frisino case & Humphrey case.

Joe's solution

- ▶ During interactive process, Joe suggests that vacant position of Head Custodian would accommodate his restrictions.
 - ▶ He would not be required to use chemicals, wouldn't lift more than 40 pounds or work overhead.
 - ▶ Job consists of monitoring performance of others, ordering supplies, etc.

What is employer not required to do?

- ▶ Promote Joe.
- ▶ Jump over others in seniority system.



What is employer not required to do?

- ▶ Any accommodation that is an undue hardship on employer.

1. **UNDUE HARDSHIP**

Providing an accommodation that would cause significant difficulty or expense.

Factors to consider: financial resources, net cost, impact on operations of facility. Cannot consider morale of other employees.

What is employer not required to do?

- ▶ Any accommodation that is a **direct threat** to the health and safety of employee or anyone else.
 - ▶ Examples -driving, working in high places, student safety.
 - ▶ Means more than a potential health or safety risk. More than a fear of reinjury.

Definition: a significant risk of substantial harm to the health or safety of the disabled employee or others that cannot be eliminated or reduced by reasonable accommodation.

Cannot rely on stereotypes. Use individualized assessment, e.g. violence, bad eyesight.

Employer's Solution



1. Exchange ABC Chemical for less effective but non-toxic chemical.
2. Temporarily remove requirement to wash windows;
3. Maintain current 40 lb. accommodation on a temporary basis so Joe does not lift over 40 pounds, e.g. separate trash bags, allow time for assistant to come help lift, etc.

Other options for employer

- ▶ Contest restrictions by:
 - ▶ Obtain performance-based PCE if WC claimant;
 - ▶ Obtain IME if WC claimant;
 - ▶ Question whether condition is related to injury;
 - ▶ Question chiropractor's ability to set restrictions for chemical or psychiatric condition.



Accommodation in Workers' Comp Context.

- ▶ Obtain approval of Job Description of Modified job from attending provider.
 - ▶ Send copy of job description to Joe too.

- ▶ RCW 51.32.090(4)

Accommodation in Workers' Comp Context.

- ▶ Job Offer for transitional work:
 - ▶ Restrict time period - to 90 or 120 days.
 - ▶ Why: So employee cannot say that it is not an undue hardship on employer to continue to modify this position on a permanent basis.

**JOB
OFFER**

Dr. later loosens Joe's restrictions

- ▶ If the same modified job still accommodates restrictions, he can continue in that job or you can alter position to match new restrictions.
 - ▶ E.g. Can now work at shoulder level but not overhead.

Question: If alter position, does employer have to send new job description to doctor and reoffer job in WC claim? YES.

WC Rule: Cannot be assigned to work other than as approved without the written consent of employee or prior review & approval of AP.

RCW 51.32.090(4)(j).

TIP - Critical Role of Supervisors

- ▶ Success in return to work often dependent on supervisor's attitude & assistance given.
- ▶ Supervisor concerned about productivity.
- ▶ Employee often poor performer even before disability.
- ▶ Must affirmatively assist in succeeding upon return to work
- ▶ Supervisor/co-workers often the source of retaliation claims (Robel - \$52,000 + atty fees)

Employment problems upon return to work

- ▶ Joe seems spaced out. Speech and movements unusual.
 - ▶ Deal with both from employment standpoint (in accordance with drug policy, e.g. reasonable suspicion) and workers' comp standpoint (opioid agreement)
 - ▶ Employee can be disciplined for performance - not for issues associated with claim.

90 or 120 days of modified work passes: what next?

- ▶ If Joe's condition is improving and transitional work might continue to assist him in returning to more work:
 - ▶ Can extend time period - again on a temporary basis, e.g. 30 days.
Probably extend only 1 or 2 short times.

- ▶ If Joe's condition is not improving, take him off work.
 - ▶ Impact: If WC, resume temporary total disability.
 - ▶ Not violating ADA by not continuing Joe in an accommodated position. Employer removed essential functions which is not legally req'd. It is not REASONABLE to continue b/c no progress.

Change up the facts:

- ▶ Instead of removing task of washing window, they gave Joe a telescoping rod to wash windows.
 - ▶ That is a modification which is legally required.
Legally required: Modification of essential
Not legally required: Removal of essential function.

- ▶ Thus, employer is required to continue the modified work so long as the same restrictions exist - permanently.

120 Days - end of Feb.

- assume that windows cannot be washed with telescoping rod so no modification of essential functions is possible:

- ▶ Joe's Status:

- ▶ Took off job and reinstated TTD because transitional work not effective.

- ▶ FMLA exhausted.

- ▶ Thus, no job protection.

120 Days - end of February

- ▶ Employer's status:
 - ▶ Can Joe's job be filled by someone else permanently?
 - ▶ Yes, from workers' comp standpoint.
 - ▶ Yes, from FMLA standpoint.
 - ▶ Maybe, from ADA standpoint.
 - ▶ Review union contract (some contain provisions allowing worker to return to regular job for 6 to 12 months).
 - ▶ Review personnel policies (ADA may require modification of personnel policy)

- ▶ Why “maybe” from ADA standpoint?
 - ▶ Depends on how much longer person is likely to be out of work.
 - ▶ If that is the only position like it in the company, courts may feel it is reasonable to hold the job open longer to enable person to return to work.
 - ▶ Example: policy states job will be held open for 6 months and then filled. ADA may not allow employer to follow policy.

Modification of Policies

- ▶ EEOC is on the warpath to address neutral absenteeism policies.
 - ▶ - because they can have a discriminatory impact on disabled employees.
 - ▶ Lesson: before applying a policy, consider whether it should be modified to assist this disabled employee.

Distinction between Separation from Position and Termination

- ▶ If employer fills Joe's job (separates him from his position), send claimant a letter explaining that position can no longer be kept open and will be filled but he remains an employee and has not been terminated.



- ▶ Scenario: Employer says it has a temp in Joe's position but wants to give job to person so he can receive benefits.
 - ▶ OR employer asks "Do I still need to keep job's job open for him?"
- ▶ This is a tricky question with implications under the ADA, FMLA and maybe union contracts. Have you talked with an attorney?

- ▶ TIP: Pull the trigger and talk with an attorney when giving claimant's position to another person permanently or when terminating claimant from employment with the company.



▶ Why?

- ▶ Obligation under ADA to reassign to a vacant position.
- ▶ Preference Rights.
- ▶ Don't terminate without talking with attorney.

Reassignment - Form of Accommodation

If can't perform job of
injury with
modifications,
employer must
consider reassignment
to a *vacant* position.

Reassignment Process

- ▶ Provide notice of job openings (even after termination).
- ▶ Engage in interactive process.
- ▶ Provide affirmative assistance in locating and identifying appropriate jobs.
- ▶ Follow this path even if also providing vocational services or retraining under a workers' compensation claim.
- ▶ Not required to promote employee.



Reassignment: Follow CBA

- ▶ Employer can follow its seniority provisions in CBA
 - ▶ So long as it has followed that practice in past.
 - ▶ Implication: Disabled person does not automatically obtain suitable position if he/she does not have sufficient seniority.
- ▶ Employer can ask union to waive seniority rights.



Reassignment: Job Preference Rights



- ▶ Employer must give preference to disabled employee in hiring process for a reassigned position
 - ▶ Only if disabled employee is “qualified” for the position.
 - ▶ Cannot hire “most qualified” candidate.
 - ▶ Bottom Line: Disabled employee gets open position for which he is qualified
 - if not a promotion or more senior.

Job Preference Rights - tips for employers

TIP: Define qualifications of all jobs carefully

TIP: Define qualifications before job posted

▶ Reason why Job Analysis for all jobs is critical before injury.



TIP: Review JA or job descriptions to make sure that it fully states all qualifications: e.g. all educational requirements, any computer skills, exercise of good judgment, ability to work overtime, experience following safe work practices, demonstrated experience following instructions, excellent written communication skills, etc.

Continuing Obligation to Accommodate

1. Even after you have made one or more accommodations.
2. As health condition changes.
3. Even if claimant earlier rejected that form of accommodation, but the accommodation selected is not working now. Revisit all earlier options.
4. Even if providing vocational retraining.
5. After termination.

The Frisino Story

Strange Return to Work Issues

- ▶ Needs new drug test to return to work or take new position & fails b/c medical marijuana (taking for pain due to injury).
 - ▶ Supreme Court case that employer can institute policies regulating marijuana & discharge employee despite WA Medical Use of Marijuana Act. Can discharge employee using authorized medical marijuana.
 - ▶ Roe v. Teletch Customer Care.
 - ▶ Terminated for taking Canadian 222's for on-the-job knee injury - no prescription. Termination upheld.
 - ▶ Kellams v. Norco.



Strange Return to Work Issues

- ▶ Reassignment triggers new I-9 verification for ability to work in US, and employee cannot produce or documents do not match.
 - ▶ Employer had light duty work claimant was able to perform but she could not produce proof of ability to work in the U.S. Board held that employee who is fired for cause for reasons unrelated to the injury is not entitled to TTD. Thus, employer would not be required to pay TTD. In re Patricia Angel.

Summary - Reasonable Accommodations



- ▶ Don't have to provide if:
 - ▶ Unreasonable
 - ▶ Undue Hardship or
 - ▶ Direct threat to health or safety of others.
- ▶ Don't have to reassign if:
 - ▶ No suitable vacant position;
 - ▶ Would constitute promotion; or
 - ▶ Violates seniority clause in CBA.
- ▶ When reassigning, must give job to qualified disabled employee even if he/she is not the best candidate for the job.
- ▶ Continue providing different accommodations until no more reasonable accommodation exists.

Summary - What accommodations are legally required?


▶ What is Legally Required?

- ▶ An employer must provide reasonable accommodations to enable a disabled person to return to work that is not an undue hardship on the employer or a direct threat
- ▶ Required forms of accommodation:
 - ▶ Modification of essential functions of job; and
 - ▶ Removal or modification of marginal functions of job
 - ▶ Reassignment to a vacant position

Summary: What accommodations are not legally required?

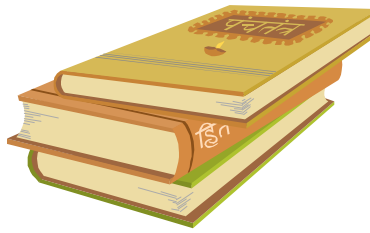
- ❑ Promotion
- ❑ Job for which employee does not meet seniority requirements
- ❑ Removal of essential functions of position
- ❑ Undue hardship
- ❑ Direct threat to health or safety of injured worker or others
- ❑ Make work” jobs, jobs created by combining approved job tasks, wellness room jobs, jobs with essential functions temporarily removed.
- ▶ Question: Can an employer reserve those jobs only for injured workers?
- ▶ Answer: Maybe, leaning towards probably.

Summary: No end to some kinds of “light duty”



Remember that if transitional duty is kind that is legally required, e.g. modifying essential functions or removing marginal job functions, an employer will need to provide that accommodation permanently, unless it is an undue hardship.

RESOURCES



- ▶ Department of Labor & Industries website - lni.wa.gov
- ▶ EEOC Guidelines & Technical Assistance Manual - ADA & Workers' Comp
- ▶ Job Accommodation Network - Searchable On-Line Accommodation Resource: www.jan.wvu.edu
- ▶ ADA Amendments
- ▶ RCW Title 51 (Workers' Compensation)
- ▶ RCW Title 49 (WLAD - Discrimination Law)

2017-2018
Region 5 – WSPA Planning Dates

Time: 9:00 am – 11:00 am

Location: Varies, see below

This year our region is responsible for hosting the annual conference which will be held February 26 – 28 with potential pre-conference on Feb 25. The actual conference will be held February 26, 27 and ½ day on Feb 28.

In place of trainings this year our region will focus on planning the conference.

Your participation for planning and attending is highly encouraged.

Theme: Winter Olympic Games -“Strength through Unity”

Planning dates are listed below:

June 22 (Clearwater Resort)
September 29 (Bremerton)
October 20 (Central Kitsap)
November 17 (To be determined)
December 8 (To be determined)

January 12 (TBD) & 26 (Central Kitsap)
February 2 (North Kitsap/Bainbridge?)
February 9 (North Kitsap/Bainbridge?)
February 16 (North Kitsap/Bainbridge?)
February 23 (Clearwater Resort)

Region 5 Representatives:

Denise Kennedy
Bremerton School District
Chelle Lente
Central Kitsap School District

Other Important Dates:

Law Conference
Annual Conference: February 26-Feb 28
Misconduct Investigative Conference
Bargaining Workshop
Career Fair in Spokane
Career Fair in Tacoma

REASONABLE ACCOMMODATIONS

FOR SCHOOL EMPLOYEES

*Elizabeth K. Reeve
Reeve Shima, P.C.
206 624-9955
ereeve@reeveshima.com*

The obligation to provide reasonable accommodations to school employees arises from two sources in the State of Washington: the federal Americans with Disabilities Act (“ADA”), 42 U.S.C. §12101 *et seq.*, and the State of Washington Law Against Discrimination (“WLAD”), RCW 49.60 *et seq.*. Most school districts must comply with both laws, assuming that the school district employs more than 15 employees. An employee is entitled to the protection of the law that provides the greatest benefit to the employee. In other words, when the two statutes conflict, the district must comply with the law that provides the greatest protection to the employee.

Every employee enjoys the protection of the ADA and the WLAD. Unlike the Family and Medical Leave Act (“FMLA”), no requirement exists that the employee must have worked a certain number of months for the employer or a certain number of hours in the preceding year. Coverage probably extends to independent contractors. Thus, consideration should be given to according reasonable accommodations to temporary employees from agencies and other independent contractors.

One of the key concerns for employers is to recognize the differences between the ADA and the WLAD. An employer cannot automatically assume that if it is complying with the ADA, then it is complying with the WLAD and vice versa. Some crucial differences that affect the issue of reasonable accommodations include:

1. The concept of a disability is more broadly defined in the WLAD than the ADA.
2. Washington covers temporary disabilities whereas the federal law may not. Thus, you must provide accommodations for temporary disabilities, such as a broken leg or the residuals of a vehicle accident.
3. The federal law expressly covers episodic impairments and conditions in remission. Washington has not expressly stated that it covers such conditions, but given the fact that it covers temporary disabilities, it probably covers episodic conditions such as migraine headaches.
4. The language is different in determining how severe the impairment must be in order to justify accommodation, but, from a practical standpoint, it is relatively similar.
5. WLAD does not specifically include a defense for refusing to provide an accommodation when an employee, even with an accommodation, is a “direct threat” to the health or safety of others, unlike the ADA.

6. In addition, Washington law prohibits retaliation against a worker who has filed a workers' compensation claim or expressed an intent to file a workers' compensation claim.

I. WHO RECEIVES REASONABLE ACCOMMODATIONS?

The Americans with Disabilities Act of 1990 ("ADA") and WLAD create enforceable standards prohibiting discrimination against individuals with disabilities. The ADA prohibits discriminatory hiring and personnel practices against qualified individuals with disabilities who, with or without reasonable accommodations, can perform the essential functions of a job. This is the magic language for determining who deserves the protection of the ADA. The enforcement agency is the Equal Employment Opportunity Commission ("EEOC"), that issued regulations to interpret and implement ADA. Under the WLAD, an employer is simply prohibited from discriminating against an individual because of his or her physical, mental or sensory impairment. The law does not specifically define a disability or talk about reasonable accommodation but the courts have incorporated many of the concepts expressly set forth in the ADA. At the same time, definite differences exist, some of which were set forth above.

An employer needs to analyze three issues in deciding whether it needs to provide accommodations for a particular individual:

1. Does the person have a **qualified disability** under either the ADA or the WLAD?

And

2. Is the person **unable to perform the essential functions** of his or her job without the employer providing an accommodation?

And

3. Can the employer **provide a "reasonable" accommodation** without it being an undue hardship or creating a threat to the safety of other employees or the disabled person?

1. DOES THE PERSON HAVE A QUALIFIED DISABILITY?

A. Who is entitled to protection under the ADA?

Answer: A "qualified individual with a disability" which means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires. A person is classified as disabled if he or she:

1. Has a physical or mental impairment that substantially limits one or more of his or her major life activities;
2. Has a record of history of such an impairment (e.g. a person with a previous workers' compensation claim or recovering alcoholic); or

- Paper_-_R_Accommodations_for_School_Employees_2017_1_.doc
3. Is regarded as having an impairment, that is not transitory (lasting less than 6 months) and minor.

Physical or mental impairment is any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting the body, or any mental or psychological disorder. An impairment that is episodic or in remission can still constitute a disability if it also substantially affects a major life activity. Examples of conditions potentially causing impairments include hearing loss, paralysis, learning disabilities, mental retardation, organic brain syndrome, emotional illness, tuberculosis, and other contagious diseases. Conditions excluded from impairments are physical characteristics (eye color, left handedness, etc.), temporary conditions, characteristic predisposition to an illness or disease, pregnancy, personality traits (e.g., quick temper), environmental, cultural, or economic disadvantages, certain sexual disorders and advanced age.

A person is judged without regard to mitigating measures such as medication (insulin, anti-rejection medications), hearing aids, etc (except some glasses). In other words, a person with diabetes or schizophrenic may not be disabled when taking medication, but they are still deemed impaired under the ADA (and the WLAD). The impairment must be permanent. Therefore, temporary conditions that might resolve with treatment do not constitute covered disabilities under the ADA (unlike the WLAD). For example, a broken leg is a temporary non-chronic condition that is not covered under the ADA,¹ although temporary disabilities that are severe might qualify for coverage under the ADA. An employee with serious injuries to both legs who could not walk for seven months was covered under the ADA Amendments, according to the Fourth Circuit.² This is a crucial difference between the ADA and WLAD.

With regard to alcoholics and drug addicts, the law does not protect current users of alcohol and drugs. The ADA does protect those who are participating in or who have completed drug rehabilitation programs or who are perceived to be alcoholics or addicts.³

Major life activities include the ability to work, walk, eat, sleep, procreate, see, breathe, care for one's self or learn. It also includes major bodily functions. Impairments that substantially limit an individual's major life activities include those that prevent an individual from performing the above functions and those that significantly restrict the condition, manner, and duration under which an individual can perform an activity. The U.S. Supreme Court also ruled that asymptomatic HIV status is a disability because it is a physical impairment that substantially limits the major life activity of procreation.⁴ Often, the only impairment caused by the disability is an impairment in the ability to work. The EEOC Technical Assistance Manual ("EEOC Manual") explains that in order to be substantially impaired in the major life activity of working, the person must be unable to perform a class of jobs or a broad range of jobs. It is not enough to be unable to perform one particular job. A class of jobs might be all jobs that require lifting over 100 pounds. A broad range of jobs might be all jobs that involve working with a computer or all jobs that result in exposure to

¹ Pulcino v. Federal Express, 141 Wn.2d 629, 9 P.3d 787 (2000)

² Summers v. Altarum Inst. Corp., 740 F.3d 325 (4th Cir 2014)

³ 42 U.S.C. §12114

⁴ Bragdon v. Abbott, 118 S. Ct. 2196 (1998). The Ninth Circuit ruled that asymptomatic HIV is a disability under the Rehabilitation Act which suggests that it would also rule that it is a disability under the ADA. Gates v. Rowland, 39 F.3d 1439 (9th Cir. 1994)

smoke. An inability to work with a particular supervisor is not a substantial limit on the major life activity of working so the employee does not qualify for ADA protection.

A normal pregnancy is not a disability under the ADA, although complications from a pregnancy may constitute a disability.⁵

B. Who is entitled to protection under the WLAD?

The Washington Law against Discrimination specifies that it is an unfair practice for any employer to refuse to hire an individual because of a physiological or mental disorder, unless that decision is based upon a bona fide occupational qualification. An employer may, however, refuse to hire a disabled person where that individual's disability prevents the proper performance of the particular job involved. A disability is more expansively defined under the Washington law than ADA. The only two requirements for protection under the Washington law are, for purposes of determining if a person is entitled to a reasonable accommodation on the job are:

- (1) a physiological or mental impairment
- (2) that is known to the employer or shown through the interactive process to exist; and
- (3) that has a substantially limiting effect upon the person's ability to perform his or her regular job or the employee gave notice of the impairment to the employer and has medical documentation that if an accommodation is not provided, engaging in the job functions without an accommodation would aggravate the impairment to the extent that it would have a substantially limiting effect on the ability to perform the job.⁶ A perception of a disability is sufficient.⁷

The disability can be congenital, the result of an industrial injury or off-the-job injury, a mental illness or any medical condition. A temporary condition may constitute a disability under Washington law although a temporary disability is not protected under ADA.⁸ This is a very important distinction. Similarly, many sexual disorders or mental disorders such as kleptomania are not protected under the ADA, but they could be deemed to be disabilities under the WLAD, if they affect the ability to perform the job.⁹ Pregnancy is not an abnormality. However, a complication from pregnancy may be an abnormality. In addition, a temporary pregnancy complication such as morning sickness or abnormal bleeding may be covered under the WLAD. Conditions which have been deemed to be disabilities in Washington include depression¹⁰, diabetes, medically-

⁵ Cerrato v. Durham, 941 F. Supp. 388 (S.D. N.Y. 1996); Patterson by Patterson v. Xerox Corp., 901 F. Supp. 274 (N.D. Ill. 1995).

⁶ Pulcino v. Federal Express, 141 Wn.2d 629, 9 P.3d 787 (2000).

⁷ Lords v. Northern Automotive, 75 Wn. App. 589, 881 P.2d 256, amended on denial of reconsideration (1994).

⁸ Pulcino v. Federal Express, 141 Wn.2d 629, 9 P.3d 787 (2000); Phillips v. Seattle, 111 Wn.2d 903, 766 P.2d 1099 (1989).

⁹ *See generally*, Doe v. Boeing Co. 121 Wn. 2d 8, 846 P.2d 531, *reconsideration denied*.

¹⁰ Sommer v. DSHS, 104 Wash.App. 160 (2001)

documented cluster migraine headaches¹¹, carpal tunnel syndrome¹², sleep apnea¹³, low back injuries¹⁴, visual impairment,¹⁵ hearing impairment¹⁶, arthritis¹⁷, cerebral palsy¹⁸, epilepsy¹⁹ and chronic bronchitis²⁰.

Alcoholism may be a disability. The Washington Supreme Court considered the claim of an individual who was terminated due to excessive absenteeism caused by periodic but temporary alcohol binges. The court held that whether a physical, sensory or mental condition constitutes a disability is a question of fact that must be decided by the trier of fact.²¹ The court invited the Legislature to determine whether alcoholism is a disability under RCW 49.60 but the Legislature has not yet made a legislative determination unlike the ADA and the Rehabilitation Act that do not protect any individual whose current use of alcohol prevents him or her from performing the job.²² In assessing whether a condition is a disability, the employer must predict whether a jury will view a condition as a disability deserving of protection. The courts have made it clear that each case must be decided on a case by case basis.

C. When you combine the two laws, who should receive accommodations?

Answer: Anyone with a physical, mental or sensory disability, permanent or temporary, that substantially affects his or her ability to perform his job. It does not matter if mitigating measures such as medications eliminate the disability. The condition can be episodic or in remission. Anyone who is perceived as having a disability. A person with a sexually-related condition but only if it substantially affects the performance of his or her job.

Individuals who are excluded from protection are those who are current alcohol or drug users who cannot perform the essential functions of the job. An individual whose condition is really a character trait, (e.g. disregard for authority) rather than a medical condition. However, an employer may have to assess whether the character trait or behavior results from a psychological condition, e.g. violence, quick temper, falling asleep on the job, seeming laziness).

¹¹ Kimbro v. Atlantic Richfield, 889 F.2d 869 (9th Cir. 1989, applying Wa. law), cert. denied 498 U.S. 814, 112 L.Ed.2d 28, 111 S.Ct.53

¹² Goodman v. Boeing Co., 127 Wn.2d 401, 899 P.2d 1265 (1995); Hume v. American Disposal, 124 Wn.2d 656, 880 P.2d 988, reconsideration denied, cert. denied 115 S.Ct. 905, 513 U.S. 1112, 130 L.Ed.2d 788.

¹³ Martini v. Boeing Co., 88 Wn. App. 442, 945 P.2d 248 (1997)

¹⁴ Bruce v. Northwest Metal Products Co., 79 Wn. App. 505, 903 P.2d 506 (1995)

¹⁵ Dean v. Metropolitan Seattle, *supra*; Clarke v. Shoreline School District, *supra*.

¹⁶ Clarke v. Shoreline School District, *supra*.

¹⁷ Curtis v. Security Bank, 69 Wn. App. 12, 847 P.2d 507 (1993)

¹⁸ Holland v. Boeing Co., 90 Wn.2d 384, 583 P.2d 621 (1978)

¹⁹ Sharpe v. Amer. Tel & Tel., 66 F.3d 1045 (9th Cir. 1995, applying Wa. law)

²⁰ Reese v. Sears, Roebuck Co., 107 Wn.2d 563, 731 P.2d 497 (1987); Hinman v. Yakima School District, 69 Wn. App. 445, 850 P.2d 536 (1993)

²¹ Phillips v. Seattle, 111 Wn.2d 903, 766 P.2d 1099 (1989). *But see*, Collings v. Longview Fibre Co., 63 F.3d 828 (9th Cir. 1995) (Although question of whether a handicap is generally a question of fact for the jury, trial court may decide factual issue as a matter of law if reasonable minds cannot differ).

²² 29 U.S.C. § 706(8)(B); 42 U.S.C. §12114.

2. NOTICE OF DISABILITY AND INTERACTIVE PROCESS

Notice of a Disability

An employee must notify his or her employer of his or her disability before the obligation to provide an accommodation arises. One of the possibly unresolved questions is whether an obligation to accommodate arises when the employer “should have known” of the disability. In 1994, the Washington Supreme Court in Hume v. American Disposal held that an employer did not have actual notice of a person’s medical condition, even though the employee made periodic complaints of pain and requested a transfer to a position that would require less use of his hands. On the other hand, the employee submitted documents that showed that he had no medical condition and he did not seek medical treatment until one month before his discharge. One could say that the court was examining the facts to see if the employer “should have known” of the disability.²³

An employer should assume that constructive notice would be as effective in imposing liability on the employer as actual notice. In addition, knowledge of a supervisor will be imputed to the employer.²⁴ The paper trail that an employee’s supervisors and the human resources office leaves may determine the school district’s liability based on an assessment of whether it should have known that the employee had an abnormal condition. In other words, individuals should not speculate on paper whether the employee has a mental disability or any other condition. Instead, the complaints of the employee or observations of the supervisor should be framed in terms of objective observations such as “outbursts of temper,” “difficulty in relationships with co-workers,” “repeated tardiness” rather than “appears depressed”, “too sick to get to work on time,” etc.

Interactive Process

Once a disability is known, the standard for assisting an individual in the accommodation process is much more clearly defined in Washington law than in federal law. An employer must **affirmatively assist** an employee in finding an appropriate accommodation for his or her disability.

The district has an obligation to determine the nature and extent of the disability for the purpose of ascertaining the employee’s ability to perform the essential functions of the job with or without accommodation to assist in identifying reasonable accommodations. Thus, the district can ask the employee to provide medical information from his or her doctor or provide a signed release so that the employer can talk to the worker’s treating physician.²⁵ In another Washington

²³ Hume v. American Disposal Co., 124 Wn.2d 656, 880 P.2d 988 (1994), *cert. denied* 115 S.Ct. 905, 513 U.S. 1112, 130 L.Ed.2d 788

²⁴ Kimbrow v. Atlantic Richfield Co., 889 F.2d 869, 876 (9th Cir. 1989, applying Wa. law).

²⁵ In Prater v. City of Kent, 40 Wn. App. 639, 699 P.2d 1248 (1985), the employee lost the handicap discrimination suit because she did not provide the requested medical records. The court said that an employer can request further information by way of medical authorizations or further clarification by the employee’s physicians. In Beck v. Univ. of Wis. Bd. of Regents, 75 F.3d 1130 (7th Cir. 1996), the court

case, the employer requested a psychiatric examination of its employee to determine the severity of disability.²⁶ Furthermore, the ADA allows an employer to obtain a second opinion at its own expense if it questions the validity of the original opinion. Other laws may, however, impact the employer's obligation to determine the nature and extent of the disability. Once an employee brings a fitness-for-duty certificate to an employer under FMLA, FMLA does not allow an employer to request a second or third certification.²⁷ Although FMLA allows an employer to obtain second and third certifications regarding the nature of the condition prompting the leave,²⁸ the regulations provide that an employer cannot require second or third fitness-for-duty certifications to return to work after leave. Under the FMLA, the employer can engage a health care provider to talk with the employee's health care provider to clarify the employee's fitness to return to work. One could argue that the FMLA certification only addresses the employee's ability to "return" to work. The purpose of the inquiry under the WLAD or ADA is to determine what accommodations, if any, are reasonable to provide when the employee returns to work. Any examination done to assess reasonable accommodations must be narrowed in scope to be job-related and consistent with business necessity. This absolute requirement can be met by providing the doctor with a copy of the job analysis and asking simply whether the employee can perform the job, with or without accommodations and if accommodations are needed, what physical or mental restrictions should be met.

In Goodman v. Boeing Co., the Supreme Court set forth the employer's duty upon learning of a disability:

"...the employer's duty to determine the nature and extent of the disability does not impose an investigatory duty to question any employee suspected of a disability. The employer's duty to inquire only arises after the employee has initiated the process by notice and extends only to insuring the employer sufficient information to accommodate the disability."²⁹

In addition, the employee owes a duty to the employer to cooperate with the process. Washington employees who failed to provide medical records requested by the employer or who failed to attend medical examinations lost their disability discrimination suits.³⁰

The employer and employee must engage in an "interactive process" to determine the appropriate reasonable accommodation. The employer should initiate this informal interactive

held that when the employee failed to provide a release in order to obtain her medical records, she was responsible for the breakdown in the interactive process. The employer was not liable.

²⁶ Albright v. State, DSHS, 65 Wn. App. 763, 829 P.2d 1114 (1992)

²⁷ 29 C.F.R. §825.310(e)

²⁸ 29 C.F.R. §825.307(a)(2)

²⁹ 127 Wn.2d 401, 409, 899 P.2d 1265 (1995)

³⁰ In Prater v. City of Kent, 40 Wn. App. 639, 699 P.2d 1248 (1985), the employee lost the handicap discrimination suit because she did not provide the requested medical records. In Beck v. Univ. of Wis. Bd. of Regents, 75 F.3d 1130 (7th Cir. 1996), the court held that when the employee failed to provide a release in order to obtain her medical records, she was responsible for the breakdown in the interactive process. The employer was not liable. Albright v. State, DSHS, 65 Wn App. 763, 829 P.2d 1114 (1992).

process. Generally, the process will involve obtaining information about the condition, discussing alternative accommodations, asking the employee for suggestions for accommodation, and providing alternative suggestions for accommodation if needed. The attached appendix contains an outline of possible steps to be taken during the interactive process.

3. CAN A DISABLED EMPLOYEE PERFORM THE ESSENTIAL FUNCTIONS OF JOB OR DOES HE NEED AN ACCOMMODATION TO DO SO?

A qualified individual with a disability is one who has the required job skills, licenses, education or other job-related requirements of the position and who, with or without reasonable accommodation, can perform the essential functions of a job.

"Essential functions" are fundamental job duties of a position, i.e. it is the reason that the job exists. A function may be essential for any of these reasons:

- The job exists to perform that function;
- The employee holding the job was hired for his or her expertise in performing that function; or
- Only a limited number of employees are available to perform that function (e.g., a small staff has to process a large volume of work).

The employer can determine both the necessary qualifications for the job and the essential functions of the job. The EEOC is required, in evaluating charges of discrimination, to take into account the employer's judgment as to what features of a job are essential. A written job description is not required, but may constitute evidence of the employer's judgment as to the essential features of a job. Whether an individual is qualified depends upon the individual's capabilities at the time the decision is made.

The "ability to get along" and the "ability to handle stress" can be essential functions of a position.³¹ A school district should include not only the ability to get along with co-workers and students (if appropriate for the job) as essential functions but should also consider including other personal attributes necessary to perform a job such as the exercise of sound judgment, ability to handle work under pressure (for jobs involving deadlines), ability to pay attention to detail, ability to concentrate, ability to follow directions, punctuality and mental stability.

Overtime can be an essential function of the job.³²

The issue of attendance as an essential function of a job has been the subject of conflicting opinions and conflicting approaches. Using an ADA analysis, some courts hold that an employee

³¹ Misek-Falkoff v. IBM Corp., 854 F. Supp. 215 (S.D. N.Y. 1994), *aff'd* 60 F. 3d 811 (2nd Cir. 1995) (the ability to get along with co-workers and supervisors is a job-related requirement); Grenier v. Cyanamid Plastics, 70 F.3d 667 (1st Cir. 1995).

³² Davis v. Microsoft Corp., 149 Wn.2d 521 (2003)

who is excessively absent is not an “otherwise qualified” individual with a disability. This analysis would not apply in Washington law because there is no “otherwise qualified” requirement. However, other approaches are just as applicable under Washington law as the ADA. Some courts analyze it as part of the employer’s proof that it possessed a legitimate, non-discriminatory reason for terminating the employee. Several courts have held that regular attendance is an essential function of the job. In an unpublished Ninth Circuit opinion, the Ninth Circuit found that termination for excessive absenteeism was not a termination based on disability.³³ However, the Ninth Circuit has also held that an employer impermissibly terminated an employee for excessive absenteeism when it did not consider an accommodation in the form of unpaid leave. The Seventh Circuit Court of Appeals ruled that a 59 year old teacher with 29 years of experience discharged for excessive absenteeism after missing 65 school days one year and almost all of the next school year was not a qualified individual because his disabilities interfered with the essential function of attendance.³⁴ The best approach is to include regular attendance as an essential function in every job description.

3. WHAT IS A REASONABLE ACCOMMODATION?

The discrimination laws are designed to remove barriers to employment. One of the core premises of the ADA is that those barriers can be removed when an employer provides reasonable accommodations for an individual’s disability. ADA requires an employer to make reasonable efforts to accommodate disabled employees. "Reasonable accommodation" is regarded by EEOC as any change in a job, a work environment, or an application process that enables a qualified person with a disability to enjoy equal employment opportunities. Such changes include: accommodation to ensure equal opportunity in the job application process; changes to enable disabled employees to perform essential job functions; and changes to allow disabled employees to enjoy the same benefits and privileges as other employees. Accommodation must be made to the particular known disabilities of each qualified individual unless such accommodation would create an undue hardship for the employer.

D. No Accommodation Required if it is an Undue Hardship or a Threat to Safety

1. Undue Hardship

No accommodation is required if an employer can demonstrate that the accommodation would cause an undue hardship.³⁵ Generally, an undue hardship exists where an employer can show that implementing the accommodation would cause significant expense or difficulty in terms of the business's operation.³⁶

The ADA delineates five factors that are to be considered in evaluating an accommodation in comparison to its impact on a business's operation and the financial cost. These factors include: (1) the nature and net cost of the accommodation; (2) the overall financial resources of the employment facility, the number of employees at the facility, and the effect the

³³ Romanos v. U.S. Postal Service, 1997 U.S. App. LEXIS 13891 (9th Cir. 1997) (unpublished opinion).

³⁴ Nowak v. St. Rita High Sch. No. 97-2097 (7th Cir. 1998)

³⁵ 29 C.F.R. § 1630.9(a); WAC 162-22-080(1).

³⁶ 29 C.F.R. § 1630.3(p), WAC 162-22-080(3).

accommodation will have on expenses and resources; (3) the overall financial resources of the employer, the size of the employer's business in terms of total employees, and the number, type and location of its facilities; (4) the type of operation which is conducted at the facility, including the composition, structure and functions of the workforce at that facility, and the geographic separateness and administrative or fiscal relationship of the facility to the employer; and (5) the overall impact that the accommodation would have on the operation of the facility.³⁷The Washington regulations set forth similar factors to be considered in evaluating whether an accommodation presents an undue hardship.³⁸

If a particular accommodation is shown to be unduly expensive or disruptive, the employer may still be required to provide an alternative accommodation if it does not involve undue hardship. Also, the employer cannot claim undue financial hardship if funding from an outside source or a tax credit is available to offset the cost.³⁹ Where an employee offers to pay a part of the cost, only the remaining portion of the expense could be considered in determining whether financial undue hardship existed.

2. Direct Threat

An individual who poses a direct threat to the health and safety of other employees may be denied a job or benefit if a reasonable accommodation would not reduce or eliminate the risk.⁴⁰ Employers evaluating whether an individual poses a direct threat are required to make an individualized determination based on current medical knowledge and objective evidence when assessing the individual's present ability to perform the essential functions of the job in a safe manner.⁴¹ The determination may not be based on generalizations about the disability. To provide guidance, the EEOC regulations delineate four factors which must be considered: (1) the duration of the risk; (2) the nature and severity of the potential harm; (3) the likelihood of the potential harm occurring; and (4) the imminence of the potential harm.

A similar defense does not exist in the Washington statute or regulations. However, in the context of protecting school children, the courts may imply such a standard. In Washington cases involving a police officer and an addicted doctor, the Washington appellate courts indirectly applied a direct threat standard. The court reasoned that protection of the public is an essential function of the position.⁴² The same reasoning should apply to school district

³⁷ 29 C. F. R. § 1630.2(p).

³⁸ WAC 162-22-080(3)

³⁹ IRC Sec. 190 (1998) (up to \$15,000 a year is tax deductible); RCW 51.32.250 (up to \$5,000 per worker per job modification for workers injured on the job).

⁴⁰ 29 C.F.R. § 1630.15(b)(2).

⁴¹ 29 C. F. R. § 1630.2(r).

⁴² In Molloy v. City of Bellevue, 71 Wn. App. 382, 859 P.2d 613 (1993), the court accepted the City's premise that all police officers must be able to perform all of the duties of a police officer in order to carry out the "officer's essential function of protecting the public and preserving the public peace." Id. at 390. The court held that the ability to fire a weapon and make a forceful arrest is an essential job function because it is reasonable to require this of all officers. Thus, the court did not require the City to rotate this individual into a less physically demanding position within the police department. The court explained

employees who have access to and could endanger schoolchildren. In Clarke v. Shoreline School District, a visually impaired and hearing impaired teacher of severely mentally retarded students challenged his discharge. He claimed that he was discharged because of his disability. His loss of eyesight impaired his ability to locate students and monitor behavior. Various accommodations were made for his disabilities, including selection of his students, specially chosen instructional assistants and special consideration in the assignment of the classroom. Other accommodations were refused including the addition of another assistant and an intra-district transfer. One of the reasons listed as sufficient cause for the discharge was that the teacher constituted a hazard to the welfare and safety of the students. Factually, the evidence at trial from both the school and the teacher established that his visual handicap and hearing impairment affected the safety of the students. The court had to address whether the fact that Clarke was a hazard was sufficient cause for discharge. The court explained that a “common thread” running through many Washington cases is a “concern for the health, safety and welfare of students.” The court considered the eight factors articulated in Hoagland v. Mount Vernon School District No. 350⁴³ that determine teacher effectiveness and thus whether the teacher’s deficiency materially and substantially affected his performance. Three of the eight Hoagland factors evaluate the teacher’s conduct on students. As the Supreme Court declared:

“Suffice it to say that school authorities are not required to await disaster before intervening.”

The Court decided that the school district was entitled to discharge Clarke as a matter of law and then turned to the question of whether his discharge violated disability discrimination law. The court stated that the school district was required to consider whether Clarke should be transferred to a non-teaching position.

Similarly, in Illinois, a social worker for high school students with behavior disorders who suffered from a vision problem sued for handicap discrimination. The Court held that the school’s “generalized fear of a future safety risk” because the teacher’s impairment interfered with her ability to recognize signals of impending violence was a valid consideration.⁴⁴ In other contexts, the Washington appellate courts have shown a reluctance to risk the safety of students at the expense of the employment “rights” of school district employees.

A school district should state that the safety and health of students and others is an essential function in every job description. This approach should alleviate the lack of a specific defense regarding a “direct threat.”

that if several disabled officers were retained on the force in less demanding positions, the number of positions for able-bodied officers would eventually be reduced thereby endangering the public safety in an emergency that required full mobilization of the police force. Similarly, in Sherman v. State, 128 Wn.2d 164, 905 P.2d 355 (1995), the Supreme Court held that in the context of a physician practicing anesthesiology, any accommodation must eliminate significant risk to patients.

⁴³ 95 Wn.2d 424, 623 P.2d 1156 (1981).

⁴⁴ Truger v. Dept. of Human Rights, 688 N.E.2d 1209 (Ill. App. 1997).

III. EXAMPLES OF REASONABLE ACCOMMODATIONS

No magic rules exist that declare what accommodations an employer should make in a particular situation. Generally, the same process should take place and the same rules should apply in both federal law and state law. In fact, an employer is required to make an **individualized assessment** based on the abilities of that particular employee and the particular job involved. Some general rules can be set forth, however, to provide some guidance:

- An employer must **affirmatively assist** an employee in identifying the accommodation and returning him to work.
- An employer does not need to create a new job.
- An employer is not required to bump another employee from a job that might be appropriate for the disabled employee.
- If accommodations will not allow the employee to perform his or her regular job, the employer must inform him of job openings for which he might be qualified.
- An employer is not required to promote an employee.
- The employee has a duty to cooperate with the employer in finding suitable work.

A. Types of Accommodation

Reasonable accommodations generally depend on the circumstances of each situation, but can include, among other things:

1. Modify any essential function of the job. An employer is legally required to modify essential functions.
2. Remove or reallocate marginal or non-essential job functions.
3. Make existing facilities (including non-work areas) readily accessible to and usable by disabled individuals (ramps, elevators, signage);
4. Restructure a job (reallocating nonessential marginal functions to another employee or eliminating those functions). An employer is not required to reallocate essential job functions to another employee. An employer may be required to modify essential job functions by changing when or how they are done;
5. Reassign a disabled employee to a vacant position for which the employee is qualified (reassignment can be considered only after the option of modifying the existing job has been eliminated);
6. Establish part-time or modified work schedules;

7. Purchase or modifying equipment or devices (addition of hand or foot controls, different bus seats or door openers, ergonomic tools for computers, ergonomic chairs, large print books);
8. Permit a disabled employee to provide equipment aids or services that the employer is not required to provide;
9. Provide qualified readers or interpreters; and
10. Permit the use of accrued paid leave or providing additional unpaid leave for necessary treatment of the impairment.
11. Modify policies such as “no transfer” policies or leave policies.

The school district does not need to provide the employee with the best accommodation or even the accommodation that the employee prefers. The legal obligation extends only to providing a reasonable accommodation. From a practical standpoint, if the employee’s requested accommodation can be provided without undue hardship, the school district might avoid a lawsuit by satisfying the employee’s request.

An employer is not required to accommodate an employee’s request for a different supervisor.⁴⁵

An employer has a continuing obligation to consider accommodations. If one accommodation does not work, the employer should consider other reasonable accommodations.⁴⁶ The attempts by the school district to accommodate Ms. Frisino are instructor. Frisino was a teacher who complained that her classroom had mold and other irritants which caused respiratory problems. The District had two air quality surveys, implemented a more frequent cleaning schedule, reassigned her to a different room, reassigned her to a different school, but she immediately requested a different classroom. They recommended that she move to a portable classroom which she declined. An air quality survey showed no mold in her classroom but the school conducted partial remediation of her classroom over winter break and then asked her to return to school in January. She refused and was terminated. They completed remediation over summer break. The court held that an employer can elect which form of accommodation to provide. If it is unsuccessful, they must continue trying other forms. Once they decide that no other accommodation is reasonable, the court or jury can address whether any other accommodation might be reasonable. The number of previous accommodations is basically irrelevant. The court framed it in the reverse: “The employer’s previously unsuccessful attempts at accommodation do not give rise to liability if the employer ultimately provides a reasonable accommodation.” The Court held that there was still a genuine question of fact whether the employer satisfied its obligation to accommodate. The case was returned to the trial court for a trial. The School District settled with Ms. Frisino for \$750,000.

⁴⁵ Snyder v. Medical Serv. Corp., 145 Wn.2d 233 (2001).

⁴⁶ Frisino v. Seattle School District, 160 Wash.App. 765 (2011).

a. Restructuring the Job

An employer is not required to eliminate an essential function of the job or require another employee to perform an essential function of the disabled employee's job. An employer is required to provide accommodations that will enable the employee to perform the essential functions of the job. Thus, if the essential function of a custodian's job is to buff floors but the custodian cannot lift the buffer up steps, the employer may be required to provide a dolly, hoist or ramp to transport the buffer up the stairs. A physical education teacher injured in an auto accident requested a student assistant to demonstrate some physical education skills. The school determined that she was unable to perform the essential functions of the job and terminated her. The jury awarded partial damages of \$375,000 (back pay and front pay were still to be assessed), presumably on the basis that the demonstration of skills was a marginal job function that could be reallocated to the student assistant.⁴⁷ In a similar case, a brain damaged library teacher requested a library aide. Although the trial court rejected her request for accommodation, the Second Circuit Court of Appeals said that the school district had to show that this accommodation was an undue hardship.⁴⁸

Employers are not required to restructure the essential functions of the job so that the disabled employee can perform the job. However, if a job function is not essential to the job, the employer is required to give that job duty to another employee if reallocating that marginal job function will allow the disabled employee to perform the job. In addition, the employer may be required to restructure the job itself so that the essential functions are performed at different times of the day or in a different sequence if it will enable the employee to perform the essential functions of the job.

b. Reassignment to a Vacant Position

When the employee cannot perform the essential functions of his or her job even with accommodation, an employer must consider reassignment of the employee to a vacant position.⁴⁹ If the disabled employee is qualified for the position, an employer is required to hire him for the position. A disabled employee has a **"preference right"** for the position over other qualified employees – even more qualified non-disabled employees.⁵⁰ The Ninth Circuit reasoned that:

“If there is no undue hardship, a disabled employee who seeks reassignment as a reasonable accommodation, if otherwise qualified for the position, should receive the position rather than merely the opportunity to compete with non-disabled employees.”

⁴⁷ Meling v. St. Francis College, No. 95 CV 3739 (E.D. N.Y., 1997)

⁴⁸ Borkowski x. Valley Central School District, 63 F.3d 131 (2nd Cir. 1995)

⁴⁹ Compliance with the requirements of the FMLA is still required, where appropriate. If an employee with FMLA leave returns within 12 weeks, he or she must be returned to the regular position. If the person cannot perform the essential functions of the regular job, the employee has no right to restoration to another job under FMLA. 29 C.F.R. §825.214. However, if WLAD or ADA applies, the employer's obligation may require reassignment to another position. Notice that the requirement to reassignment to an "equivalent position" as defined under FMLA does not apply when the inability to return to the regular position is caused by the workers' inability to perform the essential functions.

⁵⁰ Barnett v. U.S. Air, 228 F.3d 1105, 1120 (9th Cir. 2000); EEOC v. United Airlines, 693 F.3d 760 (7th Cir. 2012).

In Clarke v. Shoreline School District, once the Washington Supreme Court found that the visually and hearing impaired school teacher’s deficiency permitted discharge from a teaching position, the court then addressed whether the school district “was required to accommodate Clarke by considering him for transfer to a nonteaching position.”⁵¹ The Court stated that the WLAD “requires” the district to transfer Clarke to a non-teaching position if such a position exists and if Clarke is qualified to perform it. The Court relied on its decision in the landmark case of Dean v. Metropolitan Seattle-Metro, 104 Wn. 2d 627, 708 P.2d 393 (1985). In Dean, the Washington Supreme Court affirmed a jury verdict for \$80,000 based on his employer’s failure to notify him of, or consider him for, jobs for which he was qualified. The facts are instructive. The equal employment officer of Metro met with Dean two times. He claimed that Dean never gave him an updated medical report as requested and never gave him information about his skills beyond the information in his resume. The officer conceded that he did not seek out information, did not speak with Dean’s doctor and did not look at Dean’s personnel file. Furthermore, he did not discuss “many” of the job openings (thus, he must have discussed some of the job openings) with Dean, and Dean’s supervisor erroneously told him that only active bus drivers could apply for a certain appropriate position. The court held:

1. The employer has no duty to create a position for a disabled employee;
2. There is no discrimination in denying a job to a disabled person who is not qualified to perform it; and
3. If a disabled employee qualifies for a vacant position, the employer must **affirmatively assist** the employee in filling the position.

Other cases involving reassignment may be instructive. In Curtis v. Security Bank⁵², the Washington Court of Appeals outlined steps that an employer needed to take to transfer a disabled employee to a different position. Even though one of the vacant positions required retraining, the court found that the employee was still qualified for the position because the employer regularly retrained individuals that it transferred internally. The court also said that the employer needed to perform “capabilities testing” on the open positions, encourage her to apply for positions and affirmatively assist her in applying. The court did not accept the employer’s argument that the employee showed no interest in applying for open positions. The court upheld a jury verdict of \$112,000.

In Bruce v. Northwest Metal Products,⁵³ the employer attempted to talk to the doctor about the disability but the doctor would not talk “per the patient’s request”, placed the worker in an alternative light duty position for two and one-half months and then placed him in his regular position. The employee told the employer that his regular job exceeded his work restrictions and mentioned once that he was having “real difficulty” with his back. The court reversed summary judgment in favor of the employer on grounds that whether the employer failed to take affirmative steps to accommodate his disability is a question of fact and “there is simply no

⁵¹ Clarke v. Shoreline School District, *supra*, 106 Wn.2d at 119-120.

⁵² 69 Wn. App. 12, 847 P.2d 507 (1993).

⁵³ 79 Wn. App. 505, 903 P.2d 506 (1995).

evidence that Northwest took a single affirmative step thereafter [after the employer's attempt to talk to the doctor was thwarted by the employee's request] to accommodate Bruce.”

In Martini v. Boeing Co., the court held that it was a question of fact whether Boeing adequately accommodated its employee who suffered from sleep apnea. The employee requested a transfer suited to his needs. The court upheld the jury award for \$776,288.

Temporary Transitional Work: Temporary Transitional (traditionally called Light Duty) Work is a method used by many employers to ease a disabled employee back into the workplace gradually in order to maximize the possibility for a successful return to work. However, it technically consists of a reassignment from the regular position into a different light duty position. Some employers use the phrase “light duty” to refer to the removal of heavy lifting requirements from the employee's regular position, i.e. temporarily removing essential functions. If the heavy lifting requirements are part of the essential functions of the job, an employer should be careful about eliminating those essential functions even temporarily from the position or reassigning them, even temporarily, to other employees. It is not legally required, but, on the other hand, it may avoid payment of time loss compensation for an industrially injured worker and may return an employee to some productivity and help an employee financially. However, if an employer takes that action for a prolonged period of time, an employee can argue in the future that those heavy job duties were not truly essential to the position and he should be allowed to perform the modified position as a permanent position.⁵⁴ He could contend that it is not an undue hardship on the employer to remove those duties. If an employer does remove essential functions from the job temporarily, it should tell the employee very clearly in writing that the accommodation is only temporary. However, if the heavy lifting duties are only marginal job functions, the employer will have to redistribute the marginal job functions.

Some “light duty return to work” programs set up regular light duty positions which exist only on a temporary basis for disabled employees. Examples might be sorting audio visual materials for book shelves in the library or bus monitor. When an employee is reassigned to such a position, it is made very clear that this is a temporary reassignment with a definite time deadline. An employer is not required to create such light duty positions. In addition, if an employer creates such light duty positions for occupationally-injured employees, it may be required to allow non-occupationally injured employees to perform those jobs too. The EEOC takes the position that if an employer reserves light duty positions for employees with occupational injuries, the ADA requires it to consider reassigning an employee with a non-occupational injury to a vacant reserved light duty position if there is no other effective accommodation available. The EEOC has stated that the employer cannot show that assignment of a non-occupationally injured worker to a vacant reserved light duty position imposes an undue

⁵⁴ Erwin v. Roundup Corp., 110 Wash.App. 308 (2002). Ms. Erwin argued that the employer should allow her to continue what she had done during her “light duty period,” i.e. have other employees do the lifting, break down freight, stock the shelves and use a cart for stocking shelves. The court held that an employer cannot discharge its duty to accommodate just by providing temporary accommodations for an inflexible period of 90 days and thereafter do nothing.

hardship by showing that it would have no other vacant positions available if an employee became injured on the job and needed that light duty.⁵⁵

When an employer is reassigning a disabled employee to a vacant position, the employer should strive to make the assignment to an equivalent position in grade and pay. When such a position is not available, the employer may reassign the individual to a position lower in grade and pay. An employer is not required to promote an employee.

An employer is not required to bump another employee from his or her position in order to accommodate the employee.

In reassigning to vacant positions, unionized employers such as school districts often encounter the problem of seniority rights under a collective bargaining agreement or membership in the union covering the position. The Supreme Court held that the provisions of the union contracts prevail over the need to place a person in a vacant position.⁵⁶ Thus, a disabled employee is not entitled to an accommodation that requires infringing on another employee's rights under a collective bargaining agreement. Violation of another employee's seniority rights was viewed as an unreasonable accommodation. Employers should still consult unions to see if reassignment to a more general vacant position is an undue hardship to other employees, the union and the employer.

c. Establishing Part Time or Modified Work Schedules

Although the FMLA recognizes that school districts occupy a unique position among employers with regard to the need to limit leave among instructional employees near the end of school terms, neither the ADA nor the WLAD contain such protection. Since an employee is entitled to the law that provides the greatest amount of protection, the employee could argue that he or she must be returned to his or her position when he or she is ready to return from leave. An employer would need to argue that returning an instructional employee near the end of the term constitutes an undue hardship. Reference to the special FMLA provisions for schools will help establish the existence on undue hardship on an institutional basis.

Part time work schedules may impose more of an undue hardship in a school setting than in other employment. However, to the extent that teachers are already job sharing, an employer would be hard pressed to argue that a teacher cannot work part time on the same basis as any existing job share arrangements. Part time work schedules may be an undue hardship for unique positions for which temporary part-time replacements cannot be found - language teachers or teachers in unusual subject areas. Part time work will probably be regarded as a reasonable accommodation, so long as it is not a monetary hardship, for positions such as custodians, bus drivers, nutritional services, maintenance, school secretaries, accounting and the like. In one

⁵⁵ EEOC Enforcement Guidance: Workers' Compensation and the American with Disabilities Act. (9/3/96).

⁵⁶ US Airways, Inc. v. Barnett, 535 U.S. 391 (2002); Willis v. Pacific Maritime Assoc., 244 F.3d 675 (9th Cir. 2001); Foreman v. Babcock & Wilcox, 117 F.3d 800 (5th Cir. 1997, cert denied 118 S.Ct.1050 (1998)); Kralik v. Durbin, 130 F.3d 76 (3rd Cir. 1997); see Buckingham v. United States, 998 F.2d 735, (9th Cir. 1993).

recent Florida case, the court stated that a request to arrive at work late by a guidance counselor with a back condition was not a reasonable accommodation. The court relied, in part, on the fact that there was only one guidance counselor at the school and guidance counselors must be available in the event of an emergency. Therefore, timely attendance was an essential function and arriving late was not a reasonable accommodation.⁵⁷

d. Purchasing or modifying equipment.

An employer is not required to provide personal equipment such as hearing aids, glasses or wheelchairs.⁵⁸

A school district was required by an arbitrator to provide a chemically sensitive teacher with a portable air-conditioned classroom with oscillating surveillance cameras inside and outside the classroom to detect fragrance “assaults” from students and to institute a school policy providing for penalties against students who violated the prohibition against fragrance assaults. Previous accommodations of providing an industrial air purifier, notifying parents of students and requesting their help, and offering to transfer the teacher to a junior high school or to a portable classroom were deemed insufficient.

e. Providing leave as a form of accommodation.

Employers often assume that once they have provided twelve weeks of leave pursuant to FMLA, all obligations to provide leave has been satisfied, absent provisions in collective bargaining agreements. However, employers are often tripped up by the view of courts that provision of additional unpaid leave can be a reasonable accommodation.

If the employee’s physician can describe a particular duration of leave for a particular reason, the courts will often mandate leave as a form of reasonable accommodation. However, the emerging view is that leaves of “indefinite” duration are not regarded as a reasonable accommodation.

In Washington, an alcoholic who was terminated for excessive absenteeism argued that the employer should have allowed additional leave to participate in rehabilitation. The jury rejected his position that leave was a reasonable accommodation. The Supreme Court upheld the jury’s verdict reasoning that the question of reasonableness of an accommodation is a question of fact for the trier of fact.⁵⁹ The Ninth Circuit ruled that a leave of absence was a reasonable accommodation under Washington law even though there was no treatment plan recommended during the leave of absence.

⁵⁷ Salmon v. Dade County Sch. Bd., 4 F.Supp.2d (S.D. Fla. 1998).

⁵⁸ EEOC Manual. §3.4 & §3.8(6).

⁵⁹ Phillips v. Seattle, *supra*.

THE INTERACTIVE PROCESS

**Elizabeth K. Reeve
Reeve Shima, P.C.
206 624-9955
ereeve@reeveshima.com**

A. MEET WITH THE EMPLOYEE!

B. ONCE THE DISABILITY IS KNOWN, DETERMINE THE NATURE AND EXTENT OF THE DISABILITY.

Options include:

1. Ask for a medical release to obtain medical records regarding the condition. Ask only for medical records that are job related and consistent with business necessity. You don't want other records from the doctor; if you receive unrelated records, return them to the doctor.
2. Speak with the employee's treating health care provider (unless the employee is absent on FMLA leave when only the employer's doctor can speak with the employee's doctor about return to work issues).
3. Hire a health care provider to speak with the employee's provider.
4. Obtain a medical examination for the purpose of determining the extent of the disability and for identifying reasonable accommodation(s).
 - a. Ensure that the examination is job related and consistent with business necessity.
 - b. Send a job analysis form to the doctor describing the essential functions of the position and ask for an individualized assessment of whether the employee can perform the job, with or without accommodations. Ask for information regarding the physical or mental restrictions placed upon the employee. If you are asking the employee to perform work other than his or her usual work following an industrial injury or occupational disease, the injured worker must also receive a copy of the job analysis form. Request information regarding the nature of restrictions. Do not ask the doctor what accommodations are "reasonable" – the employer makes that determination.

Instead, ask the doctor for the person's restrictions and to suggest accommodations.

C. DETERMINE THE EMPLOYEE'S CAPABILITIES, EDUCATION, WORK EXPERIENCE, AND SKILLS.

1. Ask the employee for a resume or a list of skills, licenses, certifications or other aptitudes that can be used in the workplace if needed to consider reassignment in a different position.
2. Retrieve the employment application to review the skills listed, education and prior work experience.

D. ASK THE EMPLOYEE WHAT HE OR SHE WANTS

1. Ask the employee what he or she wants in terms of a job. Remember that you are not required to promote a person or create a new job for the person. Ask the employee if he/she thinks that return to the regular job is possible now or in the future within a definite time period.
2. If the regular job is not foreseeable, ask the employee for ideas to modify the existing job. You are required to remove marginal duties from any position as an accommodation. See section E. If the person is disabled as a result of an on-the-job injury, it will be necessary to obtain the treating doctor's approval of the person's ability to perform a modified job (send a copy of the job description to the claimant as well).
3. Evaluate whether the employee's requested accommodation constitutes an undue hardship or a direct threat to the health or safety of the employee or others.
4. Act on the employee's request, if possible. You are not required to give the accommodation that the employee prefers. You are required to provide a "reasonable" accommodation.
5. If the employee has no ideas at the initial interview, invite him or her to reconsider and return with ideas. Schedule a follow up interview.
6. Recognize that the communication process may be more difficult with an employee with a mental disability.

E. EMPLOYER MUST PROVIDE REASONABLE ACCOMMODATIONS

1. An employer must consider whether it can make REASONABLE accommodations that will enable the employee to perform his or her job or another job. The employer does not have to make accommodations that

cause an undue hardship, but it is very difficult to establish that any accommodation results in an undue hardship to the employer. It would have to be extremely expensive. Better examples of undue hardship would be an accommodation that disrupts business operations. Accommodations could include:

- modifications to the essential functions of the job
- the provision of equipment, e.g. hoists, chairs, arm rests, stools, headsets, etc.
- removal of marginal job duties or reallocation of marginal job functions to other employees
- part time or modified work schedules
- graduated return to work schedule
- reassignment to a vacant position
- use of accrued leave or unpaid leave
- modifications of policies, such as "no transfer" policies

2. If needed, forward a description of the job with the accommodations or the reassigned position modifications to the employee's doctor for review, suggestions and approval. Do not ask the doctor what would be "reasonable accommodations." Ask only what restrictions should be accommodated or what modifications the doctor may suggest. The employer is allowed to determine whether an accommodation is reasonable or unreasonable.

3. If needed, invite the doctor to the work site to see how the job will be performed.

4. Reassignment to a vacant position: If accommodations for the existing job create an undue hardship or direct threat or simply cannot be found, the employer is obligated to determine whether the person can be reassigned to a vacant position within the company. Ask the employee for ideas of other suitable jobs within the company. Discuss all other positions within the company for which the employee is qualified and possesses the skills to perform the job. An employer must evaluate whether other positions in the company are suitable, either with or without accommodations. Can the alternative job be modified to enable person to work despite the physical or mental disability?

If reassignment to a vacant position is being considered:

a. Explain that reassignment to another position will occur only if the position is vacant and only if it does not violate seniority or other provisions of a collective bargaining agreement.

b. Discuss how the individual will obtain information about job vacancies. Provide information to the employee about how to locate jobs within the company (job line, job postings, letters to the employee, etc.). It is not sufficient to tell the employee to call a job line without doing more to assist the employee in finding suitable employment.

c. After reviewing all other positions within the company, ask whether the employee wishes to narrow the scope of job openings for which they will be notified. Document their agreement in writing. Explain that they can always call later and expand the list of jobs for which they wish to be considered.

d. Provide a copy of all possible job postings directly to the employee. DO NOT rely on the employee to call a job line or check job postings. Such a lackadaisical approach by the employer does not satisfy the requirement to provide affirmative assistance.

e. Call the employee into the office regularly to assist him in applying for positions, discuss current job openings, etc.

f. When a job vacancy has been identified, analyze whether placement of the disabled employee creates either an undue hardship for the employer or results in a threat to the health or safety of the employee or other workers.

g. If a job vacancy appears appropriate, affirmatively assist the worker in applying for the position. Do not treat him or her like every other job applicant with regard to the application process. The disabled employee should be given preference. Do not take the disability into consideration in making the hiring decision if the person is qualified and is able to perform the essential functions of the position with or without accommodations. If the employee is rejected for the position, document the reasons for the rejection in order to show later that the person's disability was not the reason for the rejection. A legal dispute exists regarding whether an employer must give a preference to a disabled employee who is "qualified" for the position over other qualified candidates for the position. At the present time, Washington employers probably are required to give preference to a qualified disabled employee. Thus, when posting jobs, be very careful about describing all qualifications that are necessary for the position.

h. If a job vacancy appears appropriate, send a copy of the job description to the employee's doctor for review, suggestions and approval.

i. Continue to send notices of job openings to a former employee even after employment has been terminated. The need to inform an

employee of job openings does not cease when the employee is terminated. The courts have not given guidance on how long the obligation does extend. In a Washington case, the court stated that the obligation did cease when the employee stated that he was moving out of the state.

F. DOCUMENT ALL CONVERSATIONS WITH THE EMPLOYEE AND ALL ATTEMPTS TO PROVIDE ACCOMMODATIONS.

From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 06/09/2017 11:44:33 AM
To: finnie@skitsap.wednet.edu
Subject: MEMBER REQUEST

Hello and Happy Friday! Just a few member requests for your consideration. Please help out your fellow WSPA members.

Jodi Fontyn from Ridgefield School District is looking for a job description and salary information for a purchasing clerk.

Please send your responses directly to: kalin.heath@ridgefieldsd.org

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

Thanks,

Curtis

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

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

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

powered by  MemberClicks

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 06/12/2017 05:32:06 PM
To: finnie@skitsap.wednet.edu
Subject: Legislative Update
Attachments: Leg_Report_June_12_2017.pdf

Hello WSPA members,

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

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

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

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

Thank you,

Washington School Personnel Association

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

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

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

powered by  MemberClicks



Update of Key Legislation Impacting Public School HR Management
Lee Goeke, Legislative Liaison
June 12, 2017

The June 1, 2017 Legislative Update provided a summary of the Paraeducator Bill (HB 1115) approved by the Governor on May 8, 2017. The update noted the Governor exercised a veto of Section 18 which modified the Alternative Certification option for Route 1 programs from Special Education and English as a Second Language to “subject matter shortage areas.”

Further research gives greater clarity to the meaning of the veto. On April 14, 2017, the Governor approved HB 1654 which changed the alternative route statute. It also repealed RCW 28A.660.040 which set forth specificity for each alternative route program including the Route 1 provisions for Special Education and English as a Second Language.

The new statute replaced this specificity with expectations for program outcomes. The new language stipulated “that programs shall continue to evolve over time to reflect innovations and improvements in educator preparation.” It authorizes and directs the Professional Educator Standards Board (PESB) to establish rules for alternative route programs that:

- Uphold criteria for alternative route program design that is innovative and reflects evidence-based practice;
- Ensure that approved partnerships reflect district engagement in their resident alternative route program as an integral part of their future workforce development, as well as school and student learning improvement strategies;
- Provide for the issuance of preservice certification necessary to serve as substitute teachers in classrooms within the residency school for up to 10 days per school year;
- Continue to prioritize program designs tailored to the needs of experienced paraeducators and candidates of high academic attainment in the subject area they intend to teach, taking into account school district demand for certain credentials;
- Expand access and opportunity for individuals to become teachers statewide; and
- Give preference in admissions to applicants who are eligible veterans or National Guard members and who meet the entry requirements.

The net effect would appear to give the PESB the ability to continuously establish and amend programs based on the above requirements without being restricted by program specificity that was previously embedded in statute.

Correction to June 1, 2017 Legislative Update: The update referenced several bills that had passed the House and that were reintroduced and retained in both the first and second special session. A typographical error stated the bills “would” become part of a final budget bill. It should have read “could” become part of a final budget bill.

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 06/12/2017 05:31:37 PM
To: monaglej@skitsap.wednet.edu
Subject: Legislative Update
Attachments: Leg_Report_June_12_2017.pdf

Hello WSPA members,

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

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

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

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

Thank you,

Washington School Personnel Association

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

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

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

powered by  MemberClicks



Update of Key Legislation Impacting Public School HR Management
Lee Goeke, Legislative Liaison
June 12, 2017

The June 1, 2017 Legislative Update provided a summary of the Paraeducator Bill (HB 1115) approved by the Governor on May 8, 2017. The update noted the Governor exercised a veto of Section 18 which modified the Alternative Certification option for Route 1 programs from Special Education and English as a Second Language to “subject matter shortage areas.”

Further research gives greater clarity to the meaning of the veto. On April 14, 2017, the Governor approved HB 1654 which changed the alternative route statute. It also repealed RCW 28A.660.040 which set forth specificity for each alternative route program including the Route 1 provisions for Special Education and English as a Second Language.

The new statute replaced this specificity with expectations for program outcomes. The new language stipulated “that programs shall continue to evolve over time to reflect innovations and improvements in educator preparation.” It authorizes and directs the Professional Educator Standards Board (PESB) to establish rules for alternative route programs that:

- Uphold criteria for alternative route program design that is innovative and reflects evidence-based practice;
- Ensure that approved partnerships reflect district engagement in their resident alternative route program as an integral part of their future workforce development, as well as school and student learning improvement strategies;
- Provide for the issuance of preservice certification necessary to serve as substitute teachers in classrooms within the residency school for up to 10 days per school year;
- Continue to prioritize program designs tailored to the needs of experienced paraeducators and candidates of high academic attainment in the subject area they intend to teach, taking into account school district demand for certain credentials;
- Expand access and opportunity for individuals to become teachers statewide; and
- Give preference in admissions to applicants who are eligible veterans or National Guard members and who meet the entry requirements.

The net effect would appear to give the PESB the ability to continuously establish and amend programs based on the above requirements without being restricted by program specificity that was previously embedded in statute.

Correction to June 1, 2017 Legislative Update: The update referenced several bills that had passed the House and that were reintroduced and retained in both the first and second special session. A typographical error stated the bills “would” become part of a final budget bill. It should have read “could” become part of a final budget bill.

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 06/12/2017 06:02:30 AM
To: finnie@skitsap.wednet.edu
Subject: WSPA Event Reminder: HELP, HR Legal Boot Camp, and a Special Presentation

Dear WSPA members,

We have three exciting upcoming events to share with you:

HELP 2017-2018

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

- July 10-14, 2017
- Puget Sound Educational Service District
- Registration: \$910 Registration includes course materials, access to Blackboard through City University, option to earn eight City University CEU's, breakfast Monday- Friday, lunch Monday-Thursday, dinner Thursday, and refreshments.
- The registration fee is for the full year of HELP - one-week summer session, a one-day session in the fall, and a one-day session in the spring. It also includes the special presentation with Caprice Hollins.

HR Legal Boot Camp

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

- July 10-12, 2017
- Puget Sound Educational Service District
- \$495 includes a one-year WSPA membership, a copy of the POG notebook, 3 City University CEU's (optional), breakfast and lunches each day. Registration also includes the special presentation with Caprice Hollins.

Special Presentation with guest presenter Caprice Hollins: Cultural Competence- Addressing Race Relations in the 21st Century

- July 10, 2017
- 8:00 am - 11:45 am
- DoubleTree Suites by Hilton at Southcenter
- \$50 includes presentation and continental breakfast (please note that registration to HELP and/or HR Legal Boot Camp includes registration to this event).
- For more information about Caprice Hollins please visit her website at: <http://culturesconnecting.com/>

Please visit the WSPA website for additional event information and registration: www.wspa.net

Thank you,

Washington School Personnel Association

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

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

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

powered by  **MemberClicks**

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 06/12/2017 06:01:44 AM
To: monaglej@skitsap.wednet.edu
Subject: WSPA Event Reminder: HELP, HR Legal Boot Camp, and a Special Presentation

Dear WSPA members,

We have three exciting upcoming events to share with you:

HELP 2017-2018

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

- July 10-14, 2017
- Puget Sound Educational Service District
- Registration: \$910 Registration includes course materials, access to Blackboard through City University, option to earn eight City University CEU's, breakfast Monday- Friday, lunch Monday-Thursday, dinner Thursday, and refreshments.
- The registration fee is for the full year of HELP - one-week summer session, a one-day session in the fall, and a one-day session in the spring. It also includes the special presentation with Caprice Hollins.

HR Legal Boot Camp

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

- July 10-12, 2017
- Puget Sound Educational Service District
- \$495 includes a one-year WSPA membership, a copy of the POG notebook, 3 City University CEU's (optional), breakfast and lunches each day. Registration also includes the special presentation with Caprice Hollins.

Special Presentation with guest presenter Caprice Hollins: Cultural Competence- Addressing Race Relations in the 21st Century

- July 10, 2017
- 8:00 am - 11:45 am
- DoubleTree Suites by Hilton at Southcenter
- \$50 includes presentation and continental breakfast (please note that registration to HELP and/or HR Legal Boot Camp includes registration to this event).
- For more information about Caprice Hollins please visit her website at: <http://culturesconnecting.com/>

Please visit the WSPA website for additional event information and registration: www.wspa.net

Thank you,

Washington School Personnel Association

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

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

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

powered by  **MemberClicks**

From: monaglej@skitsap.wednet.edu
Sent time: 06/19/2017 02:26:36 PM
To: holsten@skitsap.wednet.edu
Subject: FW: Reminder: Registration now open for HELP, HR Legal Boot Camp, and a Special Presentation

Hey Jerry,

Misty wanted me to let you know about the HR Legal Boot Camp coming up in July. Let me know if this is something you can attend. I will be signing up for it this week.

Thanks,

Jamie Monagle

Assistant Director of Human Resources

South Kitsap School District

2689 Hoover Ave. SE

Port Orchard, WA 98366

PH: 360-874-7071

FAX: 360-874-7076

EMAIL: monaglej@skitsap.wednet.edu

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

From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Wednesday, May 03, 2017 6:02 AM
To: Monagle, Jamie <monaglej@skitsap.wednet.edu>
Subject: Reminder: Registration now open for HELP, HR Legal Boot Camp, and a Special Presentation

Dear WSPA members,

Reminder: Registration is now open for these upcoming events. We look forward to seeing you there!

HR Legal Boot Camp

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

- July 10-12, 2017
- Puget Sound Educational Service District
- \$495 includes a one-year WSPA membership, a copy of the POG notebook, 3 City University CEU's (optional), breakfast and lunches each day. Registration also includes the special presentation with Caprice Hollins.

Special Presentation with guest presenter Caprice Hollins: Cultural Competence- Addressing Race Relations in the 21st Century

- July 10, 2017
- 8:00 am - 11:45 am
- DoubleTree Suites by Hilton at Southcenter
- \$50 includes presentation and continental breakfast (please note that registration to HELP and/or HR Legal Boot Camp includes registration to this event).
- For more information about Caprice Hollins please visit her website at: <http://culturesconnecting.com/>

Please visit the WSPA website for additional event information and registration: www.wspa.net

Thank you,

Washington School Personnel Association

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

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

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

powered by  MemberClicks

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 06/19/2017 06:02:07 AM
To: finnie@skitsap.wednet.edu
Subject: WSPA Event Reminder: HELP, HR Legal Boot Camp, and a Special Presentation

Dear WSPA members,

We have three exciting upcoming events to share with you:

HELP 2017-2018

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

- July 10-14, 2017
- Puget Sound Educational Service District
- Registration: \$910 Registration includes course materials, access to Blackboard through City University, option to earn eight City University CEU's, breakfast Monday- Friday, lunch Monday-Thursday, dinner Thursday, and refreshments.
- The registration fee is for the full year of HELP - one-week summer session, a one-day session in the fall, and a one-day session in the spring. It also includes the special presentation with Caprice Hollins.

HR Legal Boot Camp

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

- July 10-12, 2017
- Puget Sound Educational Service District
- \$495 includes a one-year WSPA membership, a copy of the POG notebook, 3 City University CEU's (optional), breakfast and lunches each day. Registration also includes the special presentation with Caprice Hollins.

Special Presentation with guest presenter Caprice Hollins: Cultural Competence- Addressing Race Relations in the 21st Century

- July 10, 2017
- 8:00 am - 11:45 am
- DoubleTree Suites by Hilton at Southcenter
- \$50 includes presentation and continental breakfast (please note that registration to HELP and/or HR Legal Boot Camp includes registration to this event).
- For more information about Caprice Hollins please visit her website at: <http://culturesconnecting.com/>

Please visit the WSPA website for additional event information and registration: www.wspa.net

Thank you,

Washington School Personnel Association

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

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

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

powered by  **MemberClicks**

From: monaglej@skitsap.wednet.edu
Sent time: 06/20/2017 02:36:04 PM
To: finnie@skitsap.wednet.edu
Subject: FW: WSPA Event Reminder: HELP, HR Legal Boot Camp, and a Special Presentation

Please sign me and Jerry up for the HR Legal Boot Camp.

Thanks!

From: Monagle, Jamie
Sent: Tuesday, June 06, 2017 1:47 PM
To: Olson, Lalaina <olsonla@skitsap.wednet.edu>
Subject: RE: WSPA Event Reminder: HELP, HR Legal Boot Camp, and a Special Presentation

Thank you La La, I am looking into going to this ☺

From: Olson, Lalaina
Sent: Tuesday, June 06, 2017 12:13 PM
To: Monagle, Jamie <monaglej@skitsap.wednet.edu>
Subject: FW: WSPA Event Reminder: HELP, HR Legal Boot Camp, and a Special Presentation

Hi Jamie,

I just wanted to make sure you got this email as you might be interested in at least the HR Legal Boot Camp.

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

From: waspa@memberclicks-mail.net [<mailto:waspa@memberclicks-mail.net>]
Sent: Monday, June 05, 2017 6:02 AM
To: Olson, Lalaina <olsonla@skitsap.wednet.edu>
Subject: WSPA Event Reminder: HELP, HR Legal Boot Camp, and a Special Presentation

Dear WSPA members,

We have three exciting upcoming events to share with you:

HELP 2017-2018

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

- July 10-14, 2017
- Puget Sound Educational Service District
- Registration: \$910 Registration includes course materials, access to Blackboard through City University, option to earn eight City University CEU's, breakfast Monday- Friday, lunch Monday-Thursday, dinner Thursday, and refreshments.
- The registration fee is for the full year of HELP - one-week summer session, a one-day session in the fall, and a one-day session in the spring. It also includes the special presentation with Caprice Hollins.

HR Legal Boot Camp

HR Legal Boot Camp is a three-day program offering training on the ABC's of Human Resources and Personnel Operations

Guide (POG), HR 101 -an overview of school HR administration leadership responsibilities, legal writing, and employee misconduct investigative writing.

- July 10-12, 2017
- Puget Sound Educational Service District
- \$495 includes a one-year WSPA membership, a copy of the POG notebook, 3 City University CEU's (optional), breakfast and lunches each day. Registration also includes the special presentation with Caprice Hollins.

Special Presentation with guest presenter Caprice Hollins: Cultural Competence- Addressing Race Relations in the 21st Century

- July 10, 2017
- 8:00 am - 11:45 am
- DoubleTree Suites by Hilton at Southcenter
- \$50 includes presentation and continental breakfast (please note that registration to HELP and/or HR Legal Boot Camp includes registration to this event).
- For more information about Caprice Hollins please visit her website at: <http://culturesconnecting.com/>

Please visit the WSPA website for additional event information and registration: www.wspa.net

Thank you,

Washington School Personnel Association

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

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

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

powered by  MemberClicks

From: holsten@skitsap.wednet.edu
Sent time: 06/20/2017 07:17:54 AM
To: monaglej@skitsap.wednet.edu
Subject: RE: Reminder: Registration now open for HELP, HR Legal Boot Camp, and a Special Presentation

It would be my pleasure to attend this with you.

Jerry

From: Monagle, Jamie
Sent: Monday, June 19, 2017 2:27 PM
To: Holsten, Jerry <holsten@skitsap.wednet.edu>
Subject: FW: Reminder: Registration now open for HELP, HR Legal Boot Camp, and a Special Presentation

Hey Jerry,

Misty wanted me to let you know about the HR Legal Boot Camp coming up in July. Let me know if this is something you can attend. I will be signing up for it this week.

Thanks,

Jamie Monagle

Assistant Director of Human Resources

South Kitsap School District

2689 Hoover Ave. SE

Port Orchard, WA 98366

PH: 360-874-7071

FAX: 360-874-7076

EMAIL: monaglej@skitsap.wednet.edu

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

From: waspamemberclicks@mail.net [<mailto:waspamemberclicks@mail.net>]
Sent: Wednesday, May 03, 2017 6:02 AM
To: Monagle, Jamie <monaglej@skitsap.wednet.edu>
Subject: Reminder: Registration now open for HELP, HR Legal Boot Camp, and a Special Presentation

Dear WSPA members,

Reminder: Registration is now open for these upcoming events. We look forward to seeing you there!

HR Legal Boot Camp

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

- July 10-12, 2017
- Puget Sound Educational Service District
- \$495 includes a one-year WSPA membership, a copy of the POG notebook, 3 City University CEU's (optional), breakfast and lunches each day. Registration also includes the special presentation with Caprice Hollins.

Special Presentation with guest presenter Caprice Hollins: Cultural Competence- Addressing Race Relations in the 21st Century

- July 10, 2017

- 8:00 am - 11:45 am
- DoubleTree Suites by Hilton at Southcenter
- \$50 includes presentation and continental breakfast (please note that registration to HELP and/or HR Legal Boot Camp includes registration to this event).
- For more information about Caprice Hollins please visit her website at: <http://culturesconnecting.com/>

Please visit the WSPA website for additional event information and registration: www.wspa.net

Thank you,

Washington School Personnel Association

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

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

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

powered by  MemberClicks

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 06/20/2017 06:02:21 AM
To: finnie@skitsap.wednet.edu
Subject: WSPA Membership Vote: Bylaw Updates
Attachments: WSPA_By_Laws_UPDATES_FOR_VOTING_JUNE_2017.pdf

Hello,

The WSPA Executive Board is recommending updates to the WSPA bylaws for consideration by membership. The recommended changes are attached for review and have also been posted to the shared member Google drive.

Voting will close on Friday, June 30, 2017 at 5:00 p.m.

We encourage you to review these changes and to cast your vote by clicking here: [WSPA Bylaw Updates: Membership Vote 2017](#).

Thank you,

Washington School Personnel Association

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

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

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

powered by  MemberClicks

CONSTITUTION AND BYLAWS OF THE WASHINGTON SCHOOL PERSONNEL ASSOCIATION

Constitution

Preamble

The Washington School Personnel Association shall stand as an organization committed to the goal of promoting sound practices in personnel administration and employee relations in public, private, and post-secondary education. Through its efforts, the Association shall seek to represent the needs of its members by providing programs and communications specifically designed to keep its members abreast of personnel practice to enable them to be effective in their roles as education personnel professionals.

The Washington School Personnel Association shall be related in purpose and spirit to the Washington Association of School Administrators and the American Association of School Personnel Administrators.

Constitution - Article I- Names

The official name of this organization shall be the "Washington School Personnel Association."

Constitution - Article II- Purpose

The purpose of the Washington School Personnel Association shall be to promote the growth of knowledge in school personnel administration toward a goal of more effective personnel practices and procedures in public, private, and post-secondary education.

Constitution - Article III – Organizations

Executive Board Officers

The Executive Board shall consist of the immediate Past President, the President, the President-Elect, the Secretary, and the Treasurer. All Executive Board members shall carry an equal vote.

Board

The Board shall consist of the immediate Past President, the President, the President-Elect, the Secretary, the Treasurer, and the Regional Representatives. All board members shall carry an equal vote **with the exception of co-regional representatives who shall carry one vote for the region.**

The fiscal year for the Association shall be September 1 through August 31.

Membership

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

1. Active Membership
2. Retired Membership
3. Honorary Membership
4. Associate Membership

Constitution - Article IV- Officers/Regional Representatives

Officers of the Association shall include the President, the President-Elect, the Past President, the Secretary, and the Treasurer, who shall be elected to terms by majority vote of active members by ballot. The Past President shall also be an official officer of the Association as well as the regionally elected representatives. Terms of office for President, President-Elect, and Past President shall be one year each. Terms of office for Secretary and Regional Representatives shall be for two years. Term of office for the Treasurer shall be three years. The individual elected as President-Elect shall serve the Association for three years through the term of office of Past President. A Regional Representative shall be selected by each region following procedures developed in each region. Region 2 shall elect Regional Representatives for both North and South regions. All officers and Regional Representatives shall officially take office on July 1.

Constitution - Article V- Regional Units

Regional units of WSPA shall be organized to further the goals and purposes as stated in the WSPA Constitution and Preamble. Furthermore, the regional units will serve to further the communication between the membership and the state organizations.

The regions of WSPA shall include all districts, agencies and members serving (or residing for retirees) in the geographic areas served by counties or ESD's:

- Region 1: ESD 101
- Region 2 NORTH: ESD 171
- Region 2 SOUTH: ESD 105, 123
- Region 3: ESD 112, Lewis and Pacific countries
- Region 4: ESD 113, ESD 121, Thurston County
- Region 5: ESD 114, Mason, Gray's Harbor County
- Region 6: ESD 189

Members may elect to be active in the Region of their choice.

Constitution - Article VI- Committees

Standing and special committees shall be established as needed to carry out the purposes of the Association. Committee appointments may be made by the President or Board. Members are encouraged to volunteer to participate on Association committees.

Constitution - Article VII – Meetings

There shall be ~~one Executive Director annual report due by October 1st each year and~~ one regular business meeting of the general membership, which shall take place at the annual Spring Conference. Other meetings may be scheduled by the President and/or the Board as deemed necessary.

Regional meetings shall be held as necessary and are encouraged to be held monthly. The time and place shall be determined by the Regional Representative, who shall so notify the President and Executive Director.

Constitution - Article VIII – Dues and Finance

Dues to the Association shall be determined annually by the Board, with changes approved in accordance with Article IX, Amendments, of the Bylaws. Each region will be allocated funds to provide for the operation of regional activities. This amount shall be determined annually by the Board and shall be specified in the annual budget presented to the membership.

Constitution - Article IX – Amendments

Amendments to this Constitution may be proposed, in writing, by a current member, at regular Association meeting or to the Board and shall be voted upon. All amendments to the Constitution shall be revised by the board, which shall make a report to the membership. All proposed amendments to the Constitution shall be presented to and voted upon by the entire active membership by ballot or at a statewide meeting of the membership. A majority affirmative vote of the returned ballots is necessary for approval of the amendment(s).

Bylaws

Bylaws - Article I – Duties of State Officers and Executive Director

Section 1. It shall be the duty of the President to preside or to arrange for presiding officers at all state meetings and conferences. The President shall be Chairperson and a member of the Executive Board and shall call extra meetings of the Board (1) whenever he or she deems it necessary, or (2) whenever he or she is requested to do so by a majority of the members of the Board. The President shall also attend the Board's annual retreat and Board meetings. The President shall provide leadership for all activities of the Association and perform all other duties pertaining to his/her office. The President shall appoint special committees as provided in the Constitution and Bylaws of the Association. Upon request by the region, the President shall arrange for visitations by the President and/or designee to regional meetings.

Section 2. The President–Elect, shall preside at the meeting(s) in the absence of the President. ~~The President–Elect shall be responsible for the annual presentation of awards and recognition.~~ The President–Elect shall attend the Board's annual retreat and Board meetings. The President–Elect will perform other duties as assigned by the President or the Board and will be responsible for conducting the annual Board transition meeting.

Section 3. The Secretary shall keep a complete and accurate record of all regular meetings of the Association and all meetings of the Board. The Secretary shall have the records present at all regular meetings of the Association and of the Board. ~~The Secretary shall be responsible for directing the distribution of new member information.~~ Correspondence and special conference notices may be sent by the Secretary as requested. At the expiration of the term of office, the Secretary shall turn over to the successor all books, records, and property of the Association for which he or she is custodian. ~~The Secretary shall keep an accurate list of all paid members.~~ The Secretary shall attend the Board's annual retreat and Board meetings. The Secretary will perform other duties as assigned by the President or the Board.

Section 4. The Treasurer shall be responsible for the monies due the Association and shall keep an accurate record of all Association funds, ~~and shall sign all checks for bills approved by the Board or by the President in the interval between meetings of the Board.~~ The Treasurer shall have his or her records present at all regular meetings of the Association and of the Board. The Treasurer shall provide a current accounting of all Association revenue and expenditures to date at the annual transition meeting to facilitate the development of budget allocations for the following fiscal year. The Treasurer shall present a budget to the general membership annually following approval by the Board. At the expiration of the term of office, and after approval of an auditing committee, the Treasurer shall turn over to the successor all money, books, records and property of the Association for which he or she is custodian. The Treasurer shall attend the Board's annual retreat and Board meetings. The Treasurer will perform other duties as assigned by the President or the Board.

Section 5. The Past President may assist the Executive Director with coordination and communication of legislative activities, including written position statements, resolutions and testimony. The Past President shall also perform such other duties as may be assigned by the President or the Board.

Section 6. The Executive Director, hired as a consultant by the Association, shall perform the contractual duties as specified in the consultant contract between the Executive Director and the Association. The Executive Director shall be responsible for planning, organizing, and conducting annual educator career fairs; preparing ~~and distributing the newsletters and other~~ communications as deemed necessary by the President and the Board; keeping the Board informed about legislative issues; and other duties as assigned by the President. An annual review of the consultant contract will be conducted by the Board.

Bylaws - Article II – Duties of Regional Representative Officers

Section 1. The primary task of the Regional Representative shall be to prepare timely and effective programs for the region which provide information and in-service to members. The Regional Representative shall be a member of the Board and shall respond to requests from the Board pertaining to the dissemination or collection of information and will work to ensure that the regional membership needs are communicated to the Board. The Regional Representative shall also be active in developing membership in WSPA. The Regional Representative shall perform such other duties as may be assigned by the President or the Board.

Section 2. The Regional Representative/Designee shall send out notices of all regional meetings, arrange meeting places, arrange ~~meals as needed the luncheon menus,~~ and accept reservations from members. At the end of the term of the office of the Regional Representative all books, records, and property of the region shall be turned over to the newly elected Regional Representative. Regional Representatives are encouraged to involve other regional members as needed to fulfill the duties of the position.

Section 3. Each Region shall have one vote when Board votes are taken whether or not that Region has one Regional Representative or two Co-Representatives. Region 2 shall have one vote representing both North and South Regions.

Section 4. Regional Representatives shall attend the annual board retreat. For co-representatives, attendance shall include the incoming and standing co-representatives. The outgoing co-representative shall not attend.

Bylaws - Article III – Qualification, Terms of Office, Vacancy, and Removal of Executive Board Members, and Regional Representatives Officers and Executive Director

Section 1. All Association officers shall have major responsibilities in the area of personnel administration at the time of nomination and election for vacant positions. ~~Determination of candidate qualification will be the responsibility of the Nominating Committee.~~

Section 2. If, after having been elected, an officer assumes responsibilities in ~~the an~~ area **outside** of personnel administration, the President (or President-Elect if the President is involved), will appoint a committee to review the duties of the new position to determine the eligibility of the individual to continue in the Association office. The Committee will send its recommendation to the Board.

Section 3. Terms of office for elected officers shall be as follows:

President-Elect	1	Secretary	2
President	1	Treasurer	3
Past President	1	Region Reps	2

Section 4. Regions select Regional Representatives for two (2) year terms of office to the Board. If a Region elects to have Co-Representatives then the term for each Co-Representative shall be two (2) years rotating with the other Co-Representative so that only one Representative is elected each year. Region 2 shall select one Regional Representative for Region 2 North, and one Regional Representative for Region 2 South.

Section 5. Each year, new officers shall be announced in the spring and will officially take office on July 1.

Section 6. In the event of a vacancy in the office of the President prior to January 1, the President-Elect shall at once succeed to the office of the President and shall serve the remainder of the vacant term. After January 1, the President-Elect shall also assume the office of the President and shall serve for the remainder of the vacant term for which he or she was elected.

Section 7. In the event of the vacancy in the office of the President-Elect, a special election will be held to elect a new President-Elect.

Section 8. In the event of a vacancy in the office of Secretary or Treasurer, the president shall, with the concurrence of the Board, appoint a member to complete the remaining portion of the term of office.

Section 9. In the event of the vacancy in the office of Regional Representative or Regional Secretary, the regional unit shall determine the procedure for filling the vacancy.

Section 10. The Board shall be responsible for negotiating a contract with a consultant to perform the duties of the Executive Director.

Section 11. Any Board member, who in the judgment of the majority of the Board, is found to be performing the responsibilities as an elected representative of the Association in a less than satisfactory manner will be informed of same by the President of the Association. The President will give the Board member an opportunity to present any mitigating circumstances, either orally or in writing. After discussion of the circumstances with the Board, the President will then inform the member of the Association's decision regarding the elected position.

Bylaws - Article IV – Membership

Membership in the Association shall be defined as follows:

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

Bylaws - Article V – Meeting and Rules of Procedure

Section 1. Robert’s Rules of Order. Robert’s Rules of Order shall govern the conduct of all state and regional meetings of the membership and the Board of the Association.

Section 2. Quorum. A quorum for Board meetings of the Association shall be constituted by four members.

Section 3. Board. Board decisions may be made by a majority of the Board through conference call, by telephone, fax, electronic mail, at a regular executive meeting, or by mail ballot. Actions resulting from such phone or mail ballot shall be included in the minutes of the next regular meeting of the Board.

Section 4. General Membership Meeting(s). A general membership meeting will be held at the Annual Conference. Should additional meetings be needed, notice of the time and place of general membership meetings shall be distributed to each active member no less than thirty (30) days before such meetings.

Bylaws - Article VI – Minutes of the Board Meetings

Minutes of all meetings of the Board shall be sent to all members of the Board and the Executive Director.

Bylaws - Article VII – Dues

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

Bylaws - Article VIII – Audit Committee

Shall consist of at least two (2) members (one of which shall include a past treasurer) who are responsible for auditing the records of the Treasurer of the Association on an annual basis and providing a written report to the Board and membership as to the condition of the records annually. The committee shall:

1. Review all records of the Treasurer, including budget documents, receipts, billings, checkbook, and banking statements.
2. Reconcile all statements to the checking and savings records of the bank.
3. Review all receipts and expenditures for appropriateness.

Bylaws – Article IX – Legislative Liaison

The Legislative Liaison, hired as a consultant by the Association, shall perform the contractual duties as specified in the consultant contract between the Legislative Liaison and the Association. ~~The Legislative Liaison shall:~~

- ~~1. Initiate, recommend, or conduct communication to inform the membership of legislative activities.~~
- ~~2. Represent WSPA, as requested by the President, at hearings for proposed legislation and regulations and at appropriate meetings.~~
- ~~3. Maintain contact with other key organizations as necessary.~~
- ~~4. Report to the membership at regional or general membership meetings or through the WSPA newsletter as requested by the President.~~
- ~~5. Review and recommend changes to initial drafts of proposed state legislation and regulations.~~

Bylaws - Article X – Amendments

Amendments to the Bylaws may be proposed in writing by a current member, at a regular Association meeting or to the Board. All amendments to the Bylaws shall be reviewed, ~~by an ad hoc committee, which shall make a report to the Board.~~ Subsequently, all approved amendments shall be presented to the entire membership through a ballot or at a statewide meeting of the membership. A majority Affirmative vote is necessary for approval of the amendment.

From: finnie@skitsap.wednet.edu
Sent time: 06/21/2017 03:44:33 PM
To: monaglej@skitsap.wednet.edu; holsten@skitsap.wednet.edu
Subject: FW: HR Legal Boot Camp 2017-2018: REGISTER OTHERS Form Submitted

I have registered you both for the upcoming Legal Boot Camp, please see below and give me a copy of the invoice and a copy of the receipt for my billing records.

Go Team!

Finnie

C. Lynn Finnie

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

From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Wednesday, June 21, 2017 3:39 PM
To: Finnie, Lynn <finnie@skitsap.wednet.edu>
Subject: HR Legal Boot Camp 2017-2018: REGISTER OTHERS Form Submitted

Greetings,

Thank you for registering other district personnel to attend the HR Legal Boot Camp.

WSPA will be using the information you provided to complete those registrations for the individuals listed on the form. When their registration is complete they will be receiving a copy of the invoice and/or a copy of the receipt (if payment is requested to be made by credit card). Please alert them to look for those emails shortly.

Thank you for your registration,

Washington School Personnel Association

[Privacy Policy](#)

[]

From: Washington School Personnel Association <waspa@memberclicks-mail.net>
Sent time: 06/21/2017 03:38:46 PM
To: finnie@skitsap.wednet.edu
Subject: HR Legal Boot Camp 2017-2018: REGISTER OTHERS Form Submitted

Greetings,

Thank you for registering other district personnel to attend the HR Legal Boot Camp.

WSPA will be using the information you provided to complete those registrations for the individuals listed on the form. When their registration is complete they will be receiving a copy of the invoice and/or a copy of the receipt (if payment is requested to be made by credit card). Please alert them to look for those emails shortly.

Thank you for your registration,

Washington School Personnel Association

[Privacy Policy](#)

From: monaglej@skitsap.wednet.edu
Sent time: 06/21/2017 03:49:14 PM
To: finnie@skitsap.wednet.edu; holsten@skitsap.wednet.edu
Subject: RE: HR Legal Boot Camp 2017-2018: REGISTER OTHERS Form Submitted

Thank you!

From: Finnie, Lynn
Sent: Wednesday, June 21, 2017 3:45 PM
To: Monagle, Jamie <monaglej@skitsap.wednet.edu>; Holsten, Jerry <holsten@skitsap.wednet.edu>
Subject: FW: HR Legal Boot Camp 2017-2018: REGISTER OTHERS Form Submitted

I have registered you both for the upcoming Legal Boot Camp, please see below and give me a copy of the invoice and a copy of the receipt for my billing records.

Go Team!

Finnie

C. Lynn Finnie

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

From: waspa@memberclicks-mail.net [<mailto:waspa@memberclicks-mail.net>]
Sent: Wednesday, June 21, 2017 3:39 PM
To: Finnie, Lynn <finnie@skitsap.wednet.edu>
Subject: HR Legal Boot Camp 2017-2018: REGISTER OTHERS Form Submitted

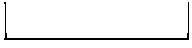
Greetings,

Thank you for registering other district personnel to attend the HR Legal Boot Camp.

WSPA will be using the information you provided to complete those registrations for the individuals listed on the form. When their registration is complete they will be receiving a copy of the invoice and/or a copy of the receipt (if payment is requested to be made by credit card). Please alert them to look for those emails shortly.

Thank you for your registration,

Washington School Personnel Association



From: finnie@skitsap.wednet.edu
Sent time: 06/22/2017 07:43:09 AM
To: holsten@skitsap.wednet.edu
Subject: RE: HR Legal Boot Camp 2017-2018: REGISTER OTHERS Form Submitted

You are welcome

C. Lynn Finnie

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

From: Holsten, Jerry
Sent: Thursday, June 22, 2017 7:30 AM
To: Finnie, Lynn <finnie@skitsap.wednet.edu>
Subject: RE: HR Legal Boot Camp 2017-2018: REGISTER OTHERS Form Submitted

Thank you

From: Finnie, Lynn
Sent: Wednesday, June 21, 2017 3:45 PM
To: Monagle, Jamie <monaglej@skitsap.wednet.edu>; Holsten, Jerry <holsten@skitsap.wednet.edu>
Subject: FW: HR Legal Boot Camp 2017-2018: REGISTER OTHERS Form Submitted

I have registered you both for the upcoming Legal Boot Camp, please see below and give me a copy of the invoice and a copy of the receipt for my billing records.

Go Team!

Finnie

C. Lynn Finnie

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

From: waspa@memberclicks-mail.net [<mailto:waspa@memberclicks-mail.net>]
Sent: Wednesday, June 21, 2017 3:39 PM
To: Finnie, Lynn <finnie@skitsap.wednet.edu>
Subject: HR Legal Boot Camp 2017-2018: REGISTER OTHERS Form Submitted

Greetings,

Thank you for registering other district personnel to attend the HR Legal Boot Camp.

WSPA will be using the information you provided to complete those registrations for the individuals listed on the form. When their registration is complete they will be receiving a copy of the invoice and/or a copy of the receipt (if payment is requested to be

made by credit card). Please alert them to look for those emails shortly.

Thank you for your registration,

Washington School Personnel Association

[Privacy Policy](#)



From: holsten@skitsap.wednet.edu
Sent time: 06/22/2017 07:29:44 AM
To: finnie@skitsap.wednet.edu
Subject: RE: HR Legal Boot Camp 2017-2018: REGISTER OTHERS Form Submitted

Thank you

From: Finnie, Lynn
Sent: Wednesday, June 21, 2017 3:45 PM
To: Monagle, Jamie <monaglej@skitsap.wednet.edu>; Holsten, Jerry <holsten@skitsap.wednet.edu>
Subject: FW: HR Legal Boot Camp 2017-2018: REGISTER OTHERS Form Submitted

I have registered you both for the upcoming Legal Boot Camp, please see below and give me a copy of the invoice and a copy of the receipt for my billing records.

Go Team!

Finnie

C. Lynn Finnie

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

From: waspa@memberclicks-mail.net [<mailto:waspa@memberclicks-mail.net>]
Sent: Wednesday, June 21, 2017 3:39 PM
To: Finnie, Lynn <finnie@skitsap.wednet.edu>
Subject: HR Legal Boot Camp 2017-2018: REGISTER OTHERS Form Submitted

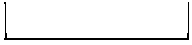
Greetings,

Thank you for registering other district personnel to attend the HR Legal Boot Camp.

WSPA will be using the information you provided to complete those registrations for the individuals listed on the form. When their registration is complete they will be receiving a copy of the invoice and/or a copy of the receipt (if payment is requested to be made by credit card). Please alert them to look for those emails shortly.

Thank you for your registration,

Washington School Personnel Association



From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 06/23/2017 06:51:36 AM
To: finnie@skitsap.wednet.edu
Subject: MEMBER REQUEST

Happy Friday WSPA Members!

Denice Hall from Tacoma Public Schools would like to know how your district is handling overpayments and underpayments. For example, do you have contract language and how far back you go with the correction of pay?

Please send your response directly to: dhall@tacoma.k12.wa.us

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

Thanks,

Curtis

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

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

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

powered by  MemberClicks

From: monaglej@skitsap.wednet.edu
Sent time: 06/26/2017 12:50:39 PM
To: conners@skitsap.wednet.edu
Subject: FW: Job Posting Form Submitted

I posted it to WSPA.

I do not have an account with WASBO.

Can you please extend the close date until 7/7/17?

Thanks!

From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Monday, June 26, 2017 12:48 PM
To: Monagle, Jamie <monaglej@skitsap.wednet.edu>
Subject: Job Posting Form Submitted

Thank you for submitting a job posting!

[Privacy Policy](#)

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 06/26/2017 06:02:03 AM
To: finnie@skitsap.wednet.edu
Subject: Last Chance to Register: HELP, HR Legal Boot Camp, and a Special Presentation

Dear WSPA members,

Registration closes June 30th for the following events. Register now at www.wspa.net We hope to see you there!

HELP 2017-2018

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

- July 10-14, 2017
- Puget Sound Educational Service District
- Registration: \$910 Registration includes course materials, access to Blackboard through City University, option to earn eight City University CEU's, breakfast Monday- Friday, lunch Monday-Thursday, dinner Thursday, and refreshments.
- The registration fee is for the full year of HELP - one-week summer session, a one-day session in the fall, and a one-day session in the spring. It also includes the special presentation with Caprice Hollins.

HR Legal Boot Camp

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

- July 10-12, 2017
- Puget Sound Educational Service District
- \$495 includes a one-year WSPA membership, a copy of the POG notebook, 3 City University CEU's (optional), breakfast and lunches each day. Registration also includes the special presentation with Caprice Hollins.

Special Presentation with guest presenter Caprice Hollins: Cultural Competence- Addressing Race Relations in the 21st Century

- July 10, 2017
- 8:00 am - 11:45 am
- DoubleTree Suites by Hilton at Southcenter
- \$50 includes presentation and continental breakfast (please note that registration to HELP and/or HR Legal Boot Camp includes registration to this event).
- For more information about Caprice Hollins please visit her website at: <http://culturesconnecting.com/>

Please visit the WSPA website for additional event information and registration: www.wspa.net

Thank you,

Washington School Personnel Association

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

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

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

powered by  **MemberClicks**

From: monaglej@skitsap.wednet.edu
Sent time: 06/27/2017 10:52:26 AM
To: jane.rausch@rsdmail.org
Subject: Automatic reply: WSPA HR Legal Boot Camp 2017

Greetings,

I am out of the office until Wednesday, July 5th.

I will be able to respond to your email at that time.

Thanks!

**Jamie Monagle
Assistant Director of HR
360-874-7071
360-874-7071**

From: monaglej@skitsap.wednet.edu
Sent time: 06/27/2017 06:19:34 AM
To: conners@skitsap.wednet.edu
Subject: Re: Job Posting Form Submitted

He definitely could have been. I am almost positive he is a member!!

Thank you Sarah!

Hope you feel better today :)

Jamie

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: "Conner, Sarah" <conners@skitsap.wednet.edu>
Date: 6/27/17 5:41 AM (GMT-08:00)
To: "Monagle, Jamie" <monaglej@skitsap.wednet.edu>
Subject: RE: Job Posting Form Submitted

Thank you!!

I wonder if it was Brian that did WASBO.....

Closing date has been moved.

Sarah

From: Monagle, Jamie
Sent: Monday, June 26, 2017 12:50 PM
To: Conner, Sarah
Subject: FW: Job Posting Form Submitted

I posted it to WSPA.

I do not have an account with WASBO.

Can you please extend the close date until 7/7/17?

Thanks!

From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Monday, June 26, 2017 12:48 PM
To: Monagle, Jamie <monaglej@skitsap.wednet.edu>
Subject: Job Posting Form Submitted

Thank you for submitting a job posting!

From: conners@skitsap.wednet.edu
Sent time: 06/27/2017 05:41:29 AM
To: monaglej@skitsap.wednet.edu
Subject: RE: Job Posting Form Submitted

Thank you!!

I wonder if it was Brian that did WASBO.....

Closing date has been moved.

Sarah

From: Monagle, Jamie
Sent: Monday, June 26, 2017 12:50 PM
To: Conner, Sarah
Subject: FW: Job Posting Form Submitted

I posted it to WSPA.

I do not have an account with WASBO.

Can you please extend the close date until 7/7/17?

Thanks!

From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Monday, June 26, 2017 12:48 PM
To: Monagle, Jamie <monaglej@skitsap.wednet.edu>
Subject: Job Posting Form Submitted

Thank you for submitting a job posting!

[Privacy Policy](#)

From: Jane Rausch <jane.rausch@rsdmail.org>

Sent time: 06/27/2017 10:51:34 AM

Ben Ramirez <bramirez@fifeschools.com>; Marilyn Boerke <marilyn.boerke@camas.wednet.edu>; Amanda Davis <amanda.davis@whitesalmons.schools.org>; Autumn Lara <alara2@tacoma.k12.wa.us>; Christina Larsen <christina.larsen@highlineschools.org>; Cyd Leahy <cyd.leahy@sultan.k12.wa.us>; Cynthia Luna McVeigh <cynthiamcveigh@sjisd.wednet.edu>; Darla Lindsey <darla.lindsey@vansd.org>; David Brower <dbrower@fwps.org>; Dena Jordan <djordan@nthurston.k12.wa.us>; Diane Holt <dholt@fwps.org>; Dianna Miller <miller.dianna@wenatcheeschools.org>; Forrest Griek <fgriek@tacoma.k12.wa.us>; Heidi Joyner <hjoyner@fifeschools.com>; Jamie Monagle <monaglej@skitsap.wednet.edu>; Jerry Holsten <holsten@skitsap.wednet.edu>; Jodi Gregory <jgregory@bethelsd.org>; Kate Lasswell <katel@spokaneschools.org>; Kathy Everidge <kathy.everidge@vansd.org>; Kaylee Bolt <kbolt@esd123.org>; Kirsten Anderson-Conolly <kander1@tacoma.k12.wa.us>; Lenora Hall <lehall@taholah.org>; Lori Coady <lcoady@hoquiam.net>; Mandi Stack <mstack@9mile.org>; Mark Martell <markm@spokaneschools.org>; Mel Boyd <mboyd@bethelsd.org>; Paul Wieneke <pwienke@sequim.k12.wa.us>; Sandra Villarreal <svillarreal@othelloschools.org>; Shannon Ramsey <sramsey@hoquiam.net>; Starla Manchester <starla.manchester@vansd.org>; Stephanie Drake <stephanedr@spokaneschools.org>; Tina Bustad <tbustad@lwsd.wednet.edu>; Tony Frascione <tfrascone@fwps.org>; Tyson Vogeler <tyson.vogeler@greenmountainschool.us>; Ulrike Barlass <barlassu@rainier.wednet.edu>

Subject: WSPA HR Legal Boot Camp 2017

Attachments: Boot Camp_Schedule_July 2017_FINAL.pdf

Hello

Hello and welcome to WSPA – *HR Legal Boot Camp!* I am looking forward to seeing each of you the week of July 10th. Below is information regarding the three days; please do not hesitate to contact me with any questions. I have attached the schedule for the week.

- **HR Boot Camp Schedule:** 8:00 a.m. to 4:00 p.m. on Monday-Wednesday.
- **Location:**
Monday morning: DoubleTree at Southcenter, 16500 Southcenter Parkway, Seattle, WA 98188.
Monday afternoon - Wednesday: Puget Sound ESD, 800 Oaksdale Ave SW, Renton, WA 98057.
- **Registration/Check-in:**
Early registration: Sunday, July 9, 2017, 4:00 – 6:00 p.m. near the elevator lobby at the DoubleTree
Monday, July 10, 2017, starting at 7:00 a.m. at the DoubleTree.
- **Hotel Guest Room Reservations:** WSPA has secured special guest room rates for \$199 plus tax at the DoubleTree Suites by Hilton, Seattle (Southcenter). Toll-free reservations assistance is available by calling 800-222-8733. Please provide our Group Code HLP.
- **Shuttle Services:** If you are flying into Seattle, the hotel does provide shuttle services. Please contact them anytime to let them know dates/times you will need shuttle services from and to the airport. They would like to know in advance so that they can ensure they have room/availability when you need it. If you need a ride to the ESD after Caprice Hollin's presentation, please let me know so that we can make arrangements.
- **What to Bring:** Attire is relaxed, casual summer wear. You may want to bring a laptop or iPad, but this is optional. Some instructors may ask you to refer to your District's collective bargaining agreements for reference, so take them with you as well.

--

Jane Rausch
Human Resources Director
Riverside School District
34515 N. Newport Hwy.
Chattaroy, WA 99003
(509) 464-8208 phone
(509) 464-8209 fax

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 are not the named addressee, you should not disseminate, distribute or copy this email. Please notify the sender immediately by email if you have received this email by mistake and delete email 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. If you are the intended recipient, the contents of this email are for your eyes only and should not be shared with others unless implicitly implied in the contents of this message.

Summer 2017 – HR Boot Camp – Puget Sound ESD

Date	Time	Topic / Instructor	Focus / Outcome
Monday, July 10, 2017	8:00 am - 11:45 pm	<u>Cultural Competence: Addressing Race Relations in the 21st Century</u> Presenter: Caprice Hollins	Learning to honor diversity by: <ul style="list-style-type: none"> • Developing a common language and understanding for what is meant by cultural competence • Learning norms for engaging in courageous conversations • Having a framework to explore how cultural competence applies to our role within the workplace
	11:45 am – 12:30 pm	Lunch	Lunch
	12:30 pm – 4:00 pm	<u>ABC's of Human Resources & Personnel Operations Guide Review</u> Instructor: Lisa Turner Executive Director of Human Resources, Wenatchee School District	A review of the school human resource department function along with monthly and annual duties/responsibilities
Tuesday, July 11, 2017	8:00 am - 11:45 am	<u>HR 101: An Overview of School Human Resource Leadership Responsibilities</u> Instructor: Curtis Leonard, WSPA Executive Director Attorney, Patterson Buchanan Fobes & Leitch	Basic understanding of Human Resources responsibilities for the following: <ul style="list-style-type: none"> • Hiring • Professional Development/Training • Performance evaluation, discipline, termination • Employee rights
	11:45 am – 12:30 pm	Lunch	Lunch
	12:30 pm – 4:00 pm	<u>HR 101: An Overview of School Human Resource Leadership Responsibilities</u> Instructor: Curtis Leonard, WSPA Executive Director Attorney, Patterson Buchanan Fobes & Leitch	Basic understanding of Human Resources responsibilities for the following: <ul style="list-style-type: none"> • Hiring • Professional Development/Training • Performance evaluation, discipline, termination • Employee rights
Wednesday, July 12, 2017	8:00 am - 11:45 am	<u>Human Resources Legal Writing</u> Instructor: Don Austin, Attorney, Patterson, Buchanan, Fobes & Leitch	Participants will focus on legal matters to consider when documenting and addressing various employee issues. Examples of legal documents such as investigative notes, witness statements, letters of reprimand, probable cause letters, and executive summaries, will be reviewed and discussed during this session.
	11:45 am – 12:30 pm	Lunch	Lunch
	12:30 pm – 4:00 pm	<u>Employee Misconduct / Investigative Writing</u> Instructor: Don Austin, Attorney, Patterson, Buchanan, Fobes & Leitch	Participants will develop a set of skills for investigation of employee misconduct and supervision issues, from the moment the allegation is made to the conclusion of the investigation.

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 06/28/2017 02:01:57 PM
To: finnie@skitsap.wednet.edu
Subject: Last chance to register: HELP, HR Legal Boot Camp, and a Special Presentation

Dear WSPA members,

Reminder: Registration closes on Friday, June 30th for these upcoming events. We hope to see you there!

HELP 2017-2018

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

- July 10-14, 2017
- Puget Sound Educational Service District
- Registration: \$910 Registration includes course materials, access to Blackboard through City University, option to earn eight City University CEU's, breakfast Monday- Friday, lunch Monday-Thursday, dinner Thursday, and refreshments.
- The registration fee is for the full year of HELP - one-week summer session, a one-day session in the fall, and a one-day session in the spring. It also includes the special presentation with Caprice Hollins.

HR Legal Boot Camp

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

- July 10-12, 2017
- Puget Sound Educational Service District
- \$495 includes a one-year WSPA membership, a copy of the POG notebook, 3 City University CEU's (optional), breakfast and lunches each day. Registration also includes the special presentation with Caprice Hollins.

Special Presentation with guest presenter Caprice Hollins: Cultural Competence- Addressing Race Relations in the 21st Century

- July 10, 2017
- 8:00 am - 11:45 am
- DoubleTree Suites by Hilton at Southcenter
- \$50 includes presentation and continental breakfast (please note that registration to HELP and/or HR Legal Boot Camp includes registration to this event).
- For more information about Caprice Hollins please visit her website at: <http://culturesconnecting.com/>

Please visit the WSPA website for additional event information and registration: www.wspa.net

Thank you,

Washington School Personnel Association

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

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

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

powered by  **MemberClicks**

From: olsonla@skitsap.wednet.edu
Sent time: 06/28/2017 02:58:31 PM
To: dhall@tacoma.k12.wa.us
Cc: cleonard@wspa.net
Subject: RE: MEMBER REQUEST

My apologies for the delay in sending this. I found it in my draft emails.

Below is language from our teacher's CBA pertaining to over/underpayments. In the case of an underpayment, we would typically only go back to the start of the current fiscal year.

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

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

From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Friday, June 23, 2017 6:52 AM
To: Olson, Lalaina <olsonla@skitsap.wednet.edu>
Subject: MEMBER REQUEST

Happy Friday WSPA Members!

Denice Hall from Tacoma Public Schools would like to know how your district is handling overpayments and underpayments. For example, do you have contract language and how far back you go with the correction of pay?

Please send your response directly to: dhall@tacoma.k12.wa.us

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

Thanks,

Curtis

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

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 06/30/2017 03:01:46 PM
To: finnie@skitsap.wednet.edu
Subject: WSPA Shared Google Drive

Hello WSPA Members,

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

Each individual district is responsible for uploading thier documents to the Google Drive site. Please upload the actual documents, not links from your website --PDF or WORD documents are preferred. Thank you.

The Google Drive site has specific folders set up for each district including CBA's, Salary Schedules and Job Descriptions.

The link to the shared drive:

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

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

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

Thank you,

Washington School Personnel Association

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

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

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

powered by  MemberClicks

From: Jane Rausch <jane.rausch@rsdmail.org>
Sent time: 07/03/2017 12:10:52 PM
Jeanette Ozuna <ozunajl@toppenish.wednet.edu>; Amanda Davis <amanda.davis@whitesalmonschoools.org>; Autumn Lara <alara2@tacoma.k12.wa.us>; Ben Ramirez <bramirez@ffeschools.com>; Christina Larsen <christina.larsen@highlineschools.org>; Cyd Leahy <cyd.leahy@sultan.k12.wa.us>; Cynthia Luna McVeigh <cynthiamcveigh@sjisd.wednet.edu>; Darla Lindsey <darla.lindsey@vansd.org>; David Brower <dbrower@fwps.org>; Dena Jordan <djordan@nthurston.k12.wa.us>; Diane Holt <dholt@fwps.org>; Dianna Miller <miller.dianna@wenatcheeschools.org>; Forrest Griek <fgriek@tacoma.k12.wa.us>; Heidi Joyner <hjoyner@ffeschools.com>; Jamie Monagle <monaglej@skitsap.wednet.edu>; Jerry Holsten <holsten@skitsap.wednet.edu>; Jodi Gregory <jgregory@bethelsd.org>; Kate Lasswell <katel@spokaneschools.org>; Kathy Everidge <kathy.everidge@vansd.org>; Kaylee Bolt <kbolt@esd123.org>; Kirsten Anderson-Connolly <kanderl@tacoma.k12.wa.us>; Kris Wollan <kwollan@mvsd320.org>; Lenora Hall <lehall@taholah.org>; Lori Coady <lcoady@hoquiam.net>; Mandi Stack <mstack@9mile.org>; Marilyn Boerke <marilyn.boerke@camas.wednet.edu>; Mark Martell <markm@spokaneschools.org>; Mel Boyd <mboyd@bethelsd.org>; Paul Wieneke <pwieneke@sequim.k12.wa.us>; Sandra Villarreal <svillarreal@othelloschools.org>; Shannon Ramsey <sramsey@hoquiam.net>; Starla Manchester <starla.manchester@vansd.org>; Stephanie Drake <stephaniedr@spokaneschools.org>; Tina Bustad <tbustad@lwsd.wednet.edu>; Tony Frascione <tfrascone@fwps.org>; Tyson Vogeler <tyson.vogeler@greenmountainschool.us>; Ulrike Barlass <barlassu@rainier.wednet.edu>
To:
Subject: 2017 WSPA HR Legal Boot Camp
Attachments: Boot Camp_Schedule_July 2017_FINAL.pdf Cultural Competence Checklist Educators.pdf

Hello

Hello and welcome to WSPA – *HR Legal Boot Camp!* I am looking forward to seeing each of you the week of July 10th. Below is information regarding the three days; please do not hesitate to contact me with any questions. I have attached the schedule for the week. I have also attached a handout Caprice Hollins would like you to read that she will refer to during her presentation Monday morning.

- **HR Boot Camp Schedule:** 8:00 a.m. to 4:00 p.m. on Monday-Wednesday.

- **Location:**

Monday 8:15-11:45 am: DoubleTree Suites by Hilton, 16500 Southcenter Parkway, Seattle

Monday 11:45 – 4:00 pm: Puget Sound ESD 800 Oaksdale Ave SW Renton, WA

Tuesday – Wednesday: Puget Sound ESD 800 Oaksdale Ave SW Renton, WA 98057.

Registration/Check-in:

- Early registration: Sunday, July 9, 2017, 4:00 – 6:00 p.m. near the elevator lobby at the DoubleTree Monday, July 10, 2017, starting at 7:00 a.m. at the DoubleTree.
- **Hotel Guest Room Reservations:** DoubleTree Suites by Hilton, Seattle (Southcenter). Toll-free reservations assistance is available by calling 800-222-8733 or visiting the web page at: http://doubletree.hilton.com/en/dt/groups/personalized/S/SEASPDH-T-20160710/index.jhtml?WT.mc_id=POG.
- **Shuttle Services:** If you are flying into Seattle, the hotel does provide shuttle services. Please contact them anytime to let them know dates/times you will need shuttle services from and to the airport. They would like to know in advance so that they can ensure they have room/availability when you need it. If you need a ride to the ESD after Caprice Hollin's presentation, please let me know so that we can make arrangements.
- **What to Bring:** Attire is relaxed, casual summer wear. You may want to bring a laptop or iPad, but this is optional. Some instructors may ask you to refer to your District's collective bargaining agreements for reference, so take them with you as well.
- **Evening Activities and Events:**
 - **July 10 – Monday at 5:00 pm - 7:00 pm at the Southcenter Double Tree Hotel:** A social networking night for all participants will begin at 5:00p.m. Heavy appetizers will be served.

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 are not the named addressee, you should not disseminate, distribute or copy this email. Please notify the sender immediately by email if you have received this email by mistake and delete email from your system. If you are not the intended recipient, you are notified that disclosing,

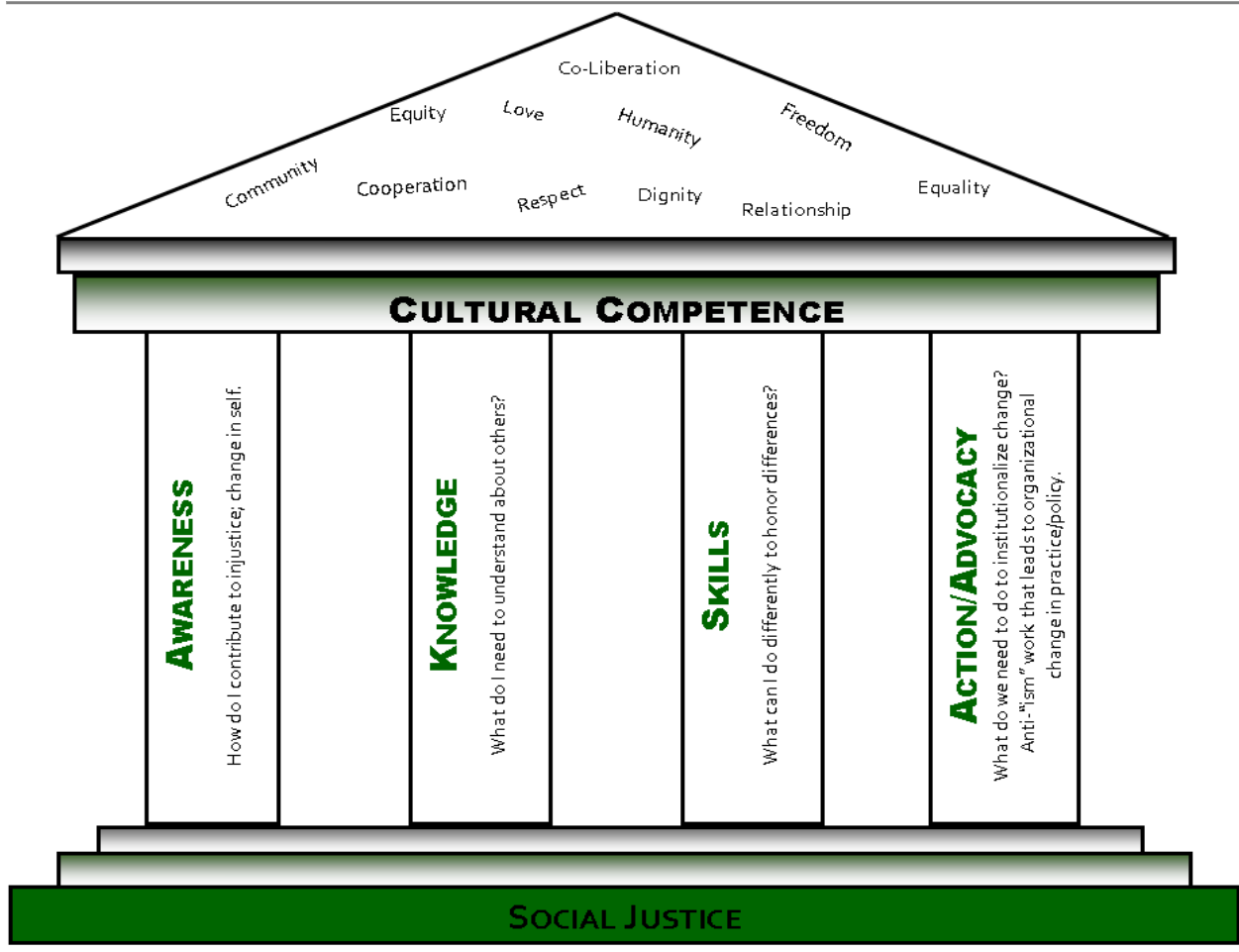
copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited. If you are the intended recipient, the contents of this email are for your eyes only and should not be shared with others unless implicitly implied in the contents of this message.

Summer 2017 – HR Boot Camp – Puget Sound ESD

Date	Time	Topic / Instructor	Focus / Outcome
Monday, July 10, 2017	8:00 am - 11:45 pm	<u>Cultural Competence: Addressing Race Relations in the 21st Century</u> Presenter: Caprice Hollins	Learning to honor diversity by: <ul style="list-style-type: none"> • Developing a common language and understanding for what is meant by cultural competence • Learning norms for engaging in courageous conversations • Having a framework to explore how cultural competence applies to our role within the workplace
	11:45 am – 12:30 pm	Lunch	Lunch
	12:30 pm – 4:00 pm	<u>ABC's of Human Resources & Personnel Operations Guide Review</u> Instructor: Lisa Turner Executive Director of Human Resources, Wenatchee School District	A review of the school human resource department function along with monthly and annual duties/responsibilities
Tuesday, July 11, 2017	8:00 am - 11:45 am	<u>HR 101: An Overview of School Human Resource Leadership Responsibilities</u> Instructor: Curtis Leonard, WSPA Executive Director Attorney, Patterson Buchanan Fobes & Leitch	Basic understanding of Human Resources responsibilities for the following: <ul style="list-style-type: none"> • Hiring • Professional Development/Training • Performance evaluation, discipline, termination • Employee rights
	11:45 am – 12:30 pm	Lunch	Lunch
	12:30 pm – 4:00 pm	<u>HR 101: An Overview of School Human Resource Leadership Responsibilities</u> Instructor: Curtis Leonard, WSPA Executive Director Attorney, Patterson Buchanan Fobes & Leitch	Basic understanding of Human Resources responsibilities for the following: <ul style="list-style-type: none"> • Hiring • Professional Development/Training • Performance evaluation, discipline, termination • Employee rights
Wednesday, July 12, 2017	8:00 am - 11:45 am	<u>Human Resources Legal Writing</u> Instructor: Don Austin, Attorney, Patterson, Buchanan, Fobes & Leitch	Participants will focus on legal matters to consider when documenting and addressing various employee issues. Examples of legal documents such as investigative notes, witness statements, letters of reprimand, probable cause letters, and executive summaries, will be reviewed and discussed during this session.
	11:45 am – 12:30 pm	Lunch	Lunch
	12:30 pm – 4:00 pm	<u>Employee Misconduct / Investigative Writing</u> Instructor: Don Austin, Attorney, Patterson, Buchanan, Fobes & Leitch	Participants will develop a set of skills for investigation of employee misconduct and supervision issues, from the moment the allegation is made to the conclusion of the investigation.

WHAT IS CULTURAL COMPETENCE?

(Adapted from Sue & Sue)



“A culturally competent professional is one who is actively in the process of becoming aware of his or her own assumptions about human behavior, values, biases, preconceived notions, personal limitations, and so forth.

Second, a culturally competent professional is one who actively attempts to understand the worldview of culturally diverse populations. In other words, what are the values, assumptions, practices, communication styles, group norms, biases, experiences, perspectives and so on, of culturally diverse students, families, communities and colleagues you interact with?

Third, a culturally competent professional is one who is in the process of actively developing and practicing appropriate, relevant, and sensitive strategies and skills in working with culturally diverse students, families, communities and colleagues.

Fourth, a culturally competent professional is one who advocates on behalf of the needs of students, families, community and colleagues. They take action in their workplace, community and society to create a culture of respect and equity.

Thus, cultural competence is active, developmental, an ongoing process and is aspirational rather than achieved.”

CULTURAL COMPETENCE: AWARENESS

Awareness The culturally competent professional...	<input checked="" type="checkbox"/> Check the box that most closely identifies where you are at in this work
<p><i>...moves from being culturally unaware to being aware and sensitive to his/her own cultural heritage and to valuing and respecting differences.</i></p> <ul style="list-style-type: none"> • Explores one's values, standards and assumptions about human behavior. • Is not ethnocentric, believing in the superiority of one's group. • Learns about own cultural heritage 	<p>I _____ work towards becoming aware and sensitive to my own cultural heritage and valuing and respecting differences.</p> <p><input type="checkbox"/> Usually <input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely</p>
<p><i>...is aware of one's values and biases and how they might affect culturally diverse people.</i></p> <ul style="list-style-type: none"> • Avoid prejudices, unwarranted labeling, and stereotyping. • Actively challenges their own assumptions. 	<p>I _____ work towards becoming aware of my own values and biases and how they might affect culturally diverse people.</p> <p><input type="checkbox"/> Usually <input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely</p>
<p><i>...is comfortable with differences that exist between themselves and their students, families and colleagues (e.g., racial, sexual orientation, class, etc).</i></p> <ul style="list-style-type: none"> • Does not profess color blindness. • Does not negate the existence of. • Differences are not seen as negative. 	<p>I _____ feel comfortable with differences that exist between me and my students, families, and colleagues.</p> <p><input type="checkbox"/> Usually <input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely</p>
<p><i>...is sensitive to circumstances that may require referral of a student to outside resources (personal biases; stage of racial, gender, and sexual orientation identity; sociopolitical influences, etc).</i></p> <ul style="list-style-type: none"> • Aware of one's limitations. Not threatened by seeking help from other professionals. <i>HOWEVER...</i> • Willing to work with people from ethnically and culturally diverse populations. 	<p>I am _____ sensitive to circumstances that may dictate referral of a student to someone else and at the same time I demonstrate commitment to working effectively with culturally diverse students and families.</p> <p><input type="checkbox"/> Usually <input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely</p>
<p><i>...is aware of and accepts responsibility for one's own racist, sexist, heterosexist, or other detrimental attitudes, beliefs, feelings and behaviors.</i></p> <ul style="list-style-type: none"> • Does not deny that s/he has directly or indirectly benefited from individual, institutional, and cultural biases. • Attempts to deal with their own racism, sexism, heterosexism etc., in a non-defensive, guilt-free manner. • Has begun the process of defining a new non-oppressive and non-exploitive attitude. 	<p>I _____ work towards becoming aware of and accepting responsibility for my own racist, sexist, heterosexist, or other detrimental attitudes, beliefs and feelings.</p> <p><input type="checkbox"/> Usually <input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely</p>

CULTURAL COMPETENCE: KNOWLEDGE

Knowledge The culturally competent professional...	<input checked="" type="checkbox"/> Check the box that most closely identifies where you are at in this work
<p><i>...possesses specific knowledge and information about the particular groups he/she works with.</i></p> <ul style="list-style-type: none"> • History, experiences related to power, privilege and oppression; • Values, beliefs, communication styles, attitudes, norms, etc. 	<p>I am _____ intentional in learning more about the cultural norms, values, beliefs, communication styles, history of the diverse clients and colleagues I work with.</p> <p><input type="checkbox"/> Usually <input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely</p>
<p><i>...will have a good understanding of the socio-political system's operating in the U.S. with respect to treatment of marginalized groups in our society.</i></p> <ul style="list-style-type: none"> • Impact of racism, power, privilege, and oppression in education, health, housing, etc. • Roll of ethnocentric monoculturalism on the development of identity and worldviews among minority groups. 	<p>I have _____ understanding of the sociopolitical systems operating in the U.S. with respect to treatment of marginalized groups in the U.S.</p> <p><input type="checkbox"/> A Strong <input type="checkbox"/> Some <input type="checkbox"/> Little <input type="checkbox"/> No</p>
<p><i>...will have clear and explicit knowledge and understanding of the generic characteristics of individuals from diverse ethnic, racial, and socioeconomic backgrounds.</i></p> <ul style="list-style-type: none"> • Language factors, culture and class-bound values. • Able to determine theories and models that may be useful to working with diverse groups. • Does not limit the potential of a person based on their group identity. 	<p>I _____ possess knowledge and understanding of the generic group characteristics of clients and colleagues I work.</p> <p><input type="checkbox"/> Usually <input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely</p>
<p><i>...has knowledge of institutional barriers that prevent diverse groups from accessing and using services.</i></p> <ul style="list-style-type: none"> • Location of services, transportation • Formality or informality of décor • Languages used to advertise services • Where/How services are publicized • Availability of under represented groups at different levels in the organization • Organizational climate • Hours and days of operation • How services may be viewed 	<p>I am _____ knowledgeable of institutional barriers that may prevent diverse groups from using services.</p> <p><input type="checkbox"/> Usually <input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely</p>

CULTURAL COMPETENCE: SKILLS

SKILLS The culturally competent professional...	<input checked="" type="checkbox"/> Check the box that most closely identifies where you are at in this work
<p><i>...is able to send and receive both verbal and nonverbal messages accurately and appropriately.</i></p> <ul style="list-style-type: none"> • Effectively communicate thoughts and feelings • Accurately reads messages received. • Utilizes cultural cues operating with students and families. • Skilled in different styles in communicating e.g., subtlety and indirectness vs. directness and confrontation. • Comfortable with a multitude of teaching styles and modalities. 	<p>I _____ send and receive both verbal and nonverbal messages accurately and appropriately to students, families and colleagues</p> <p><input type="checkbox"/> Usually <input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely</p>
<p><i>...is able to exercise a variety of relationship building skills.</i></p> <ul style="list-style-type: none"> • Attending special events • Outreach • Home visits/community engagement • Acting as a change agent • Appropriately takes interest in personal life • Builds trust over time 	<p>I _____ build meaningful relationships with my students, families and colleagues.</p> <p><input type="checkbox"/> Usually <input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely</p>
<p><i>...engages in courageous conversations around the impact of what they said or did that was offensive —with that person in growth promoting ways.</i></p> <ul style="list-style-type: none"> • Has a non-defensive attitude • Focuses on impact vs. intent • Listens for understanding • Accepts responsibility for their words and actions • Is first to address impact of their words or behavior 	<p>I _____ practice a variety of relationship building skills.</p> <p><input type="checkbox"/> Usually <input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely</p>
<p><i>...addresses racial differences and the impact of that difference on the individual or group dynamics.</i></p> <ul style="list-style-type: none"> • Is aware of the tension that exists and speaks to it • Understands and is open to discuss historical impact of people who belong to their privileged group • Speaks to what their difference represents • Knows when to engage in courageous conversations around what is and isn't being said 	<p>I _____ aware of my helping style and recognize my limitations anticipating the impact on my culturally diverse students, families and colleagues.</p> <p><input type="checkbox"/> Usually <input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely</p>

SKILLS CONT'D

SKILLS The culturally competent professional...	<input checked="" type="checkbox"/> Check the box that most closely identifies where you are at in this work
<p><i>...is skilled at communicating empathy for race related oppression and marginalization without bringing in their own experiences of ism.</i></p> <ul style="list-style-type: none"> • Listens for understanding • Asks questions • Avoids comparisons “Oppression Olympics” • Believes what they hear • Knows when/if to bring in own experiences of marginalization and oppression 	<p>I _____ effectively communicate empathy for race related oppression and marginalization with my diverse students, families and colleagues.</p> <p><input type="checkbox"/> Usually <input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely</p>
<p><i>...is aware one’s helping style, recognizes the limitations that they possess, and can anticipate the impact on culturally diverse clients and colleagues.</i></p> <ul style="list-style-type: none"> • Consults with others • Participates in Culturally Relevant Professional Development (CRPD) • Effectively communicates desire to help • Does not manifest paternalistic behaviors or superior attitude when helping 	<p>I _____ am aware of my helping style and recognize my limitations, anticipating the impact on diverse students, families and colleagues.</p> <p><input type="checkbox"/> Usually <input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely</p>

CULTURAL COMPETENCE: SKILLS

SPECIFIC TO EDUCATORS

The culturally competent educator...

...exercises culturally responsive instructional strategies with his/her students on a daily basis.

- Has high expectations for each student; believes every child is highly capable despite their background, history, or negative life experiences.
- Uses information about each student to inform him/her of how to work more effectively with their student.
- Motivates each student to push themselves.
- Works hard to reach hard to reach students.
- Builds a relationship with the family including contacting about successes, finding out how their child learns best, and communicating progress.
- Respect is not assumed. Works to earn respect through demonstrating equitable treatment and holding students accountable to culturally relevant classroom expectations.
- Understands that the students' success is dependent on addressing the needs of the whole child (e.g., the role of parent/family, previous teachers, social, emotional etc)

...is skilled at differentiated instructional strategies, acknowledging the diverse learning styles of his/her students.

- Begins with where the student is at (e.g., Ebonics)—prior knowledge, experiences.
- Engages students across varied learning styles and multiple intelligences: kinesthetic, logical, interpersonal, intrapersonal, musical/rhythmic, verbal and visual/spatial.
- Finds different ways for students to understand the information. Utilizes various instructional strategies recognizing that one size does not fit all.
- Provides rigorous and challenging instruction. Asks questions that encourage critical thinking skills.

...assesses the curriculum used in the class-room for its multicultural and anti-bias qualities.

- Selects materials that accurately represent diverse groups including women, disabilities.
- Uses supplemental materials to meet the needs of diverse learning styles and curriculum that is more inclusive of diversity.
- Uses culturally relevant curriculum that reflects the diversity of the students in the classroom and does so in positive ways.
- Teaches the history of diverse groups and their contributions to the U.S. throughout the year.
- Provides meaningful context to bias literature that provides accurate up to date information and helps students identify the historical context in which the materials were written.

...creates a classroom environment where students are able to think critically about issues of diversity including race and equity and discuss these issues developmentally and age appropriately.

- Middle and high school students have opportunity to explore cause and effect, listen to others, identify power paradigm, bias, discrimination, oppression, and marginalization.
- Bullying around race, class, and differences are explored with students.
- Willing to learn from his/her students and understands that learning about diverse cultures is on-going.

CULTURAL COMPETENCE: ADVOCACY

(Adapted from J. Katz)

<p>ADVOCACY/ACTION <i>In an effort to promote equity and deinstitutionalize racism in your workplace, to what degree do you take action and advocate for social justice? I...</i></p>	<p><input checked="" type="checkbox"/> Check the box that most closely identifies your efforts to institutionalize building wide change?</p>
Educate co-workers and close friends about racism.	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Raise issues in my workplace with people in power, co-workers and staff.	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Act as a referral resource—directing people to those who might be of assistance.	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Act as a role model, taking risks and questioning the dominant power structure.	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Establish discussion groups and other learning activities around diversity e.g., books, articles, films, etc.	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Make sure that resources are allocated for enhancing the learning experience of students of color.	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Assess environment to ensure it reflects diversity of students (e.g., assemblies, décor, hiring staff of color).	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Contribute time and/or money to organizations or programs that actively confronts the problem of racism.	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Looks at own racist and or bias attitudes and behaviors and their impact on students, families and colleagues.	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Openly disagrees with racist comments, jokes or actions of those around me.	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Take the time to complain to those in charge when I notice racism whenever and wherever it is occurring.	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Demonstrate a willingness to change self vs. others.	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Seek and actively participate in CRPD aimed to enhance my ability to effectively work across cultures.	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Examine policies within my organization to see if they meet the needs of diverse students, families and staff.	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Question the norms of meetings to ensure equity and cultural relevance.	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Review hiring policy and practices to include diversity.	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never

ADVOCACY CONT'D

ADVOCACY/ACTION <i>In an effort to promote equity and deinstitutionalize racism in your workplace, to what degree do you take action and advocate for social justice? I...</i>	<input checked="" type="checkbox"/> Check the box that most closely identifies your efforts to institutionalize building wide change?
Review the mission and vision of my organization to include diversity.	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Ensure evaluations and assessment tools take into consideration issues of racism, power, privilege, etc...	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Screen materials for multicultural content and anti-bias qualities.	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Align curriculum within my grade level and the school vs. independent teaching.	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Include and value diverse representation in decision making.	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Engage in conversations around race and social justice issues with my students, families and colleagues.	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Infuse cultural relevance in all professional development	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
<i>Add your own</i>	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never

Adapted from Sue, D.W., & Sue, D (2003). Counseling the culturally diverse: Theory and practice, 4th Ed. New York: John Wiley. (Caprice D. Hollins)

Action/Advocacy Section Adapted from Katz, J.H. (1978) White awareness: Handbook for anti-racism training. Oklahoma Press. (Caprice D. Hollins)

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 07/05/2017 05:47:08 PM
To: finnie@skitsap.wednet.edu
Subject: Legislative Update
Attachments: Legislative_Report_July_5_2017.pdf

Hello WSPA members,

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

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

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

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

Thank you,

Washington School Personnel Association

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

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

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

powered by  MemberClicks



Update of Key Legislation Impacting Public School HR Management

Lee Goeke, Legislative Liaison

July 5, 2017

The past week saw passage of a new biennium budget, a fully funding education solution, as well as several bills of interest to school district HR Management.

Taking the last first, the following bills were passed:

1. **SB 5032, Paid Family Leave.** Key provisions:

- a. Benefits begin January 1, 2020. Premiums begin January 1, 2019.
- b. Administered through the Employment Security Department via payroll deduction.
- c. Employee becomes eligible after working for at least 820 hours during the qualifying period.
- d. The Paid Family Leave component applies to paid time off for the birth or adoption of a child or for the serious medical condition of the employee's family.
- e. The Paid Medical Leave component applies to the serious medical condition of the employee.
- f. Provides 12 weeks of each kind of leave or 16 weeks combination of both, plus an additional 2 weeks, if there is a serious health condition with a pregnancy.
- g. Requires a 7-day waiting period except for the birth or placement of a child.
- h. Funds the leave through a 0.4% payroll deduction. Employers may deduct up to 100% of the Paid Family Leave portion and up to 45% of the Paid Medical leave. Generally, 63% is paid by employees and 37% paid by employers.
- i. Weekly benefit based on Washington State average wage (currently \$1,082) with a cap of \$1,000. Workers earning less than the state average receive 90% of their income.
- j. Minimum weekly benefit is \$100 or the employees full rate if less.
- k. Unless otherwise expressly permitted by the employer, leave taken under the act must be taken concurrently with any leave taken under the Family Medical Leave Act (FMLA).
- l. Employee may use accrued vacation, sick, or other paid leave in lieu of benefits under the paid family leave program.
- m. Does not require reopening of existing collective bargaining agreements until they expire.

Potential bargaining issues: Employer may agree to pay the employee share. Employer may operate their own equivalent voluntary plan.

The decision to retain a qualifying period of 820 hours instead of a reduced period serves to exclude most if not all athletic contracts and a significant portion of substitute employees.

2. **HB 1341, Professional Certification for Teachers and School Administrators.** Key provisions:
 - a. Allows teachers and principals with at least 2 years of experience and who have not achieved professional certification to renew their residency certificate in five-year intervals based on completion of 10 credits or 100 clock hours.
 - b. Requires the Professional Education Standards Board (PESB) to adopt the necessary rules by September 1, 2017.
 - c. PESB is no longer directed to require professional teacher certification. School Administrators continue to not be required to earn a professional certificate.
 - d. Establishes a Professional Educator Collaborative to review and make preliminary recommendations by November 1, 2018, and final recommendations by November 1, 2019, on specific educator certificate types, tiers, and renewal issues.
3. **HB 1734, Reimbursement for Substitute Teachers.** Requires the Office of the Superintendent of Public Instruction (OSPI) to reimburse school districts for the cost of substitutes when certificated or classified district employees serve on Professional Education Standard Board committees that further education in the state.
4. **HB 1732, Confidentiality of Educator Professional Growth Plans.** Exempts Professional Growth Plans in educator license renewals from public records inspection and copying.
5. **Medical Marijuana for Students.** The bill permitting the dispensing of medical marijuana to students in schools, on school buses, and at school events did **not** pass. However, advocates for the bill have already committed to a renewed effort in the 2018 legislative session.

Members will want to monitor the legislation next year and take early action to provide school district input to the issue.

6. SB 5969, Transparency in Public Employee Collective Bargaining.

Previous legislative updates addressed proposed legislation that would have required all public employee collective bargaining, including school districts, be open to the public. The proposal was based on concern that the legislature did not have adequate involvement in the agreements for state employees that were reached between the Governor and the state employee unions and then presented to the legislature for funding.

SB 5969 does not require bargaining to be open to the public. Alternatively, it establishes a process for greater involvement of a legislative Joint Committee on Employment Relations as bargaining between the Governor and state employee unions is planned and progresses. The new process does not apply to school district bargaining.

7. HB 2242, Implementing the Fully Funding of Public Education (McCleary) Requirement:

Key Provisions:

- a. Current collective bargaining agreements remain in effect. However, new or renegotiated agreements after the bill takes effect must comply with the legislation.
- b. School Year 2017-18 provisions remain mostly unchanged with the main impact being the application of a 2.3% inflationary increase to the current salary allocation model. Additionally, the full budget bill contains a 2017-18 increase of \$40 to the state health insurance allocation.
- c. The prototypical school staffing model and a variation on a salary allocation model are retained. The prototypical school staffing model is enhanced for special education, vocational education, highly capable, and transitional bilingual.
- d. A two-year cycle, School Year 2018-19 and 2019-20, will usher in the new statewide average salary allocations. The allocations, which will be adjusted by future inflationary increases, are:
 - \$64,000 for certificated instructional staff (\$54,062 in SY 2016-17).
 - \$95,000 for certificated administrative staff (\$61,752 in SY 2016-17).
 - \$45,912 for classified staff (\$33,299 in SY 2016-17).

50% of the increase will occur in SY 2018-19 and the remainder in 2019-20.

Inflationary adjustments will be based on the U.S. Department of Commerce Implicit Price Deflator as opposed to the Consumer Price Index. The Price Deflator, unlike the CPI, uses a variable market basket to reflect changes in consumer habits.

- e. The state average salary allocations noted above will be adjusted for regional differences beginning with SY 2018-19 using median single-family residential value of each district relative to the state average. Districts above the state average are placed in 3 terciles with the following adjustments:
- Tercile 1: An increase of 6% beyond the statewide average.
 - Tercile 2: An increase of 12% beyond the statewide average.
 - Tercile 3: An increase of 18% beyond the statewide average.

Currently posted Legislative Evaluation and Accountability Program (LEAP) documents on the website show which districts are affected by regionalization and the level of adjustment.

Districts with additional adjustments (e.g., grandfathered districts) which place them above the regionalization Tercile 3 rate are reduced by 2% each school year beginning with SY 2020-21 through SY 2022-23.

Districts with additional adjustments which place them at less than or equal to the Tercile 3 rate are reduced by 1% each school year beginning with SY 2020-21 through SY 2022-23.

- f. Districts may negotiate the specific salary schedule with the following limitations:
- For SY 2018-2019, salaries for certificated instructional staff under a collective bargaining agreement that is executed or modified after the new legislation takes effect may not provide classified, certificated instruction, or certificated administrative staff with a percentage increase to total salary, including supplemental contracts, that exceeds the previous calendar year's annual average consumer price index for the City of Seattle.
 - Beginning with SY 2019-20, the negotiated salary schedule is subject to the following:
 - (1) A minimum salary for BA+0 must be not less than \$40,000 adjusted for regionalization increases.
 - (2) A maximum salary not more than \$90,000 adjusted for regionalization increases.

- (3) A District may exceed the maximum by up to 10% for full-time certificated staff who are educational staff associates; who teach in the subjects of science, technology, engineering, or math; or who teach in the transitional bilingual instruction program or special education programs.
 - OSPI must develop a model salary grid for certificated instructional staff by December 1, 2017 to be used as a resource by districts in determining local salaries in the collective bargaining process.
- g. Beginning September 1, 2019, supplemental contracts have the following limitations:
- Local revenue funding (enrichment levies, local effort assistance, grants, donations, etc.) can only be used for enrichment activities that are supplementation beyond the state which includes:
 - (1) Additional course offerings beyond the minimum instructional offering.
 - (2) Staffing ratios or program components including additional staff for class size reduction beyond the prototypical school model.
 - (3) Program of professional learning beyond that allocated by the state.
 - (4) Extracurricular activities.
 - (5) Extended school days or an extended year.
 - (6) Activities associated with early learning programs.
 - Districts must submit a proposed enrichment levy expenditure plan to OSPI for advance, pre-ballot approval. The pre-ballot approval may include additional enrichment activities that OSPI determines to be a documented enrichment of the state's statutory program of basic education.
 - Supplemental rate of pay may not exceed the employee's basic education hourly rate.

- h. Funded professional development days for certificated instructional staff are phased in with 1 day in 2018-19, 2 days in 2019-20, and 3 days with 2020-221. Professional learning days must meet the standards in RCW 28A.300.600.
- i. Beginning with SY 2019-20 a District may not have more than seven (7) late start or early release days in the 180-day school year.
- j. The prototypical school funding model is modified to:

Reflect the Initiative 1351 reduced K-3 class size of seventeen (17) beginning September 1, 2018. The enhanced staffing units are an enrichment to basic education. It becomes part of basic education if funded by specific reference in the operating budget.

K-3 reduced class size is provided only to the extent of, and proportionate to, the school district's demonstrated actual class size in grades K-3.

Provide an allocation at the elementary level for Parent Involvement Coordinators.

- k. Establishes the School Employees' Benefit Board (SEBB) to assume responsibility for health care coverage, life insurance, liability insurance, accidental death and dismemberment, and disability insurance.

Effective January 1, 2020 all school districts and educational service districts shall commence participation in the SEBB program.

Bargaining shall be initiated after July 1, 2018 over the dollar amount to be contributed for school employee health benefits beginning January 1, 2020. Such bargaining will be conducted by the Governor or governor's designee and a coalition of all the exclusive bargaining representatives.

The third special session is still convened and may result in additional bill passage. A final legislative update will be provided to either confirm no additional changes or to summarize any changes that do occur. The foregoing analysis is based on a review of legislative documents and may be modified by subsequent clarifications.

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 07/05/2017 05:46:37 PM
To: monaglej@skitsap.wednet.edu
Subject: Legislative Update
Attachments: Legislative_Report_July_5_2017.pdf

Hello WSPA members,

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

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

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

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

Thank you,

Washington School Personnel Association

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

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

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

powered by  MemberClicks



Update of Key Legislation Impacting Public School HR Management

Lee Goeke, Legislative Liaison

July 5, 2017

The past week saw passage of a new biennium budget, a fully funding education solution, as well as several bills of interest to school district HR Management.

Taking the last first, the following bills were passed:

1. **SB 5032, Paid Family Leave.** Key provisions:

- a. Benefits begin January 1, 2020. Premiums begin January 1, 2019.
- b. Administered through the Employment Security Department via payroll deduction.
- c. Employee becomes eligible after working for at least 820 hours during the qualifying period.
- d. The Paid Family Leave component applies to paid time off for the birth or adoption of a child or for the serious medical condition of the employee's family.
- e. The Paid Medical Leave component applies to the serious medical condition of the employee.
- f. Provides 12 weeks of each kind of leave or 16 weeks combination of both, plus an additional 2 weeks, if there is a serious health condition with a pregnancy.
- g. Requires a 7-day waiting period except for the birth or placement of a child.
- h. Funds the leave through a 0.4% payroll deduction. Employers may deduct up to 100% of the Paid Family Leave portion and up to 45% of the Paid Medical leave. Generally, 63% is paid by employees and 37% paid by employers.
- i. Weekly benefit based on Washington State average wage (currently \$1,082) with a cap of \$1,000. Workers earning less than the state average receive 90% of their income.
- j. Minimum weekly benefit is \$100 or the employees full rate if less.
- k. Unless otherwise expressly permitted by the employer, leave taken under the act must be taken concurrently with any leave taken under the Family Medical Leave Act (FMLA).
- l. Employee may use accrued vacation, sick, or other paid leave in lieu of benefits under the paid family leave program.
- m. Does not require reopening of existing collective bargaining agreements until they expire.

Potential bargaining issues: Employer may agree to pay the employee share. Employer may operate their own equivalent voluntary plan.

The decision to retain a qualifying period of 820 hours instead of a reduced period serves to exclude most if not all athletic contracts and a significant portion of substitute employees.

2. **HB 1341, Professional Certification for Teachers and School Administrators.** Key provisions:
 - a. Allows teachers and principals with at least 2 years of experience and who have not achieved professional certification to renew their residency certificate in five-year intervals based on completion of 10 credits or 100 clock hours.
 - b. Requires the Professional Education Standards Board (PESB) to adopt the necessary rules by September 1, 2017.
 - c. PESB is no longer directed to require professional teacher certification. School Administrators continue to not be required to earn a professional certificate.
 - d. Establishes a Professional Educator Collaborative to review and make preliminary recommendations by November 1, 2018, and final recommendations by November 1, 2019, on specific educator certificate types, tiers, and renewal issues.
3. **HB 1734, Reimbursement for Substitute Teachers.** Requires the Office of the Superintendent of Public Instruction (OSPI) to reimburse school districts for the cost of substitutes when certificated or classified district employees serve on Professional Education Standard Board committees that further education in the state.
4. **HB 1732, Confidentiality of Educator Professional Growth Plans.** Exempts Professional Growth Plans in educator license renewals from public records inspection and copying.
5. **Medical Marijuana for Students.** The bill permitting the dispensing of medical marijuana to students in schools, on school buses, and at school events did **not** pass. However, advocates for the bill have already committed to a renewed effort in the 2018 legislative session.

Members will want to monitor the legislation next year and take early action to provide school district input to the issue.

6. SB 5969, Transparency in Public Employee Collective Bargaining.

Previous legislative updates addressed proposed legislation that would have required all public employee collective bargaining, including school districts, be open to the public. The proposal was based on concern that the legislature did not have adequate involvement in the agreements for state employees that were reached between the Governor and the state employee unions and then presented to the legislature for funding.

SB 5969 does not require bargaining to be open to the public. Alternatively, it establishes a process for greater involvement of a legislative Joint Committee on Employment Relations as bargaining between the Governor and state employee unions is planned and progresses. The new process does not apply to school district bargaining.

7. HB 2242, Implementing the Fully Funding of Public Education (McCleary) Requirement:

Key Provisions:

- a. Current collective bargaining agreements remain in effect. However, new or renegotiated agreements after the bill takes effect must comply with the legislation.
- b. School Year 2017-18 provisions remain mostly unchanged with the main impact being the application of a 2.3% inflationary increase to the current salary allocation model. Additionally, the full budget bill contains a 2017-18 increase of \$40 to the state health insurance allocation.
- c. The prototypical school staffing model and a variation on a salary allocation model are retained. The prototypical school staffing model is enhanced for special education, vocational education, highly capable, and transitional bilingual.
- d. A two-year cycle, School Year 2018-19 and 2019-20, will usher in the new statewide average salary allocations. The allocations, which will be adjusted by future inflationary increases, are:
 - \$64,000 for certificated instructional staff (\$54,062 in SY 2016-17).
 - \$95,000 for certificated administrative staff (\$61,752 in SY 2016-17).
 - \$45,912 for classified staff (\$33,299 in SY 2016-17).

50% of the increase will occur in SY 2018-19 and the remainder in 2019-20.

Inflationary adjustments will be based on the U.S. Department of Commerce Implicit Price Deflator as opposed to the Consumer Price Index. The Price Deflator, unlike the CPI, uses a variable market basket to reflect changes in consumer habits.

- e. The state average salary allocations noted above will be adjusted for regional differences beginning with SY 2018-19 using median single-family residential value of each district relative to the state average. Districts above the state average are placed in 3 terciles with the following adjustments:
- Tercile 1: An increase of 6% beyond the statewide average.
 - Tercile 2: An increase of 12% beyond the statewide average.
 - Tercile 3: An increase of 18% beyond the statewide average.

Currently posted Legislative Evaluation and Accountability Program (LEAP) documents on the website show which districts are affected by regionalization and the level of adjustment.

Districts with additional adjustments (e.g., grandfathered districts) which place them above the regionalization Tercile 3 rate are reduced by 2% each school year beginning with SY 2020-21 through SY 2022-23.

Districts with additional adjustments which place them at less than or equal to the Tercile 3 rate are reduced by 1% each school year beginning with SY 2020-21 through SY 2022-23.

- f. Districts may negotiate the specific salary schedule with the following limitations:
- For SY 2018-2019, salaries for certificated instructional staff under a collective bargaining agreement that is executed or modified after the new legislation takes effect may not provide classified, certificated instruction, or certificated administrative staff with a percentage increase to total salary, including supplemental contracts, that exceeds the previous calendar year's annual average consumer price index for the City of Seattle.
 - Beginning with SY 2019-20, the negotiated salary schedule is subject to the following:
 - (1) A minimum salary for BA+0 must be not less than \$40,000 adjusted for regionalization increases.
 - (2) A maximum salary not more than \$90,000 adjusted for regionalization increases.

- (3) A District may exceed the maximum by up to 10% for full-time certificated staff who are educational staff associates; who teach in the subjects of science, technology, engineering, or math; or who teach in the transitional bilingual instruction program or special education programs.
 - OSPI must develop a model salary grid for certificated instructional staff by December 1, 2017 to be used as a resource by districts in determining local salaries in the collective bargaining process.
- g. Beginning September 1, 2019, supplemental contracts have the following limitations:
- Local revenue funding (enrichment levies, local effort assistance, grants, donations, etc.) can only be used for enrichment activities that are supplementation beyond the state which includes:
 - (1) Additional course offerings beyond the minimum instructional offering.
 - (2) Staffing ratios or program components including additional staff for class size reduction beyond the prototypical school model.
 - (3) Program of professional learning beyond that allocated by the state.
 - (4) Extracurricular activities.
 - (5) Extended school days or an extended year.
 - (6) Activities associated with early learning programs.
 - Districts must submit a proposed enrichment levy expenditure plan to OSPI for advance, pre-ballot approval. The pre-ballot approval may include additional enrichment activities that OSPI determines to be a documented enrichment of the state's statutory program of basic education.
 - Supplemental rate of pay may not exceed the employee's basic education hourly rate.

- h. Funded professional development days for certificated instructional staff are phased in with 1 day in 2018-19, 2 days in 2019-20, and 3 days with 2020-221. Professional learning days must meet the standards in RCW 28A.300.600.
- i. Beginning with SY 2019-20 a District may not have more than seven (7) late start or early release days in the 180-day school year.
- j. The prototypical school funding model is modified to:

Reflect the Initiative 1351 reduced K-3 class size of seventeen (17) beginning September 1, 2018. The enhanced staffing units are an enrichment to basic education. It becomes part of basic education if funded by specific reference in the operating budget.

K-3 reduced class size is provided only to the extent of, and proportionate to, the school district's demonstrated actual class size in grades K-3.

Provide an allocation at the elementary level for Parent Involvement Coordinators.

- k. Establishes the School Employees' Benefit Board (SEBB) to assume responsibility for health care coverage, life insurance, liability insurance, accidental death and dismemberment, and disability insurance.

Effective January 1, 2020 all school districts and educational service districts shall commence participation in the SEBB program.

Bargaining shall be initiated after July 1, 2018 over the dollar amount to be contributed for school employee health benefits beginning January 1, 2020. Such bargaining will be conducted by the Governor or governor's designee and a coalition of all the exclusive bargaining representatives.

The third special session is still convened and may result in additional bill passage. A final legislative update will be provided to either confirm no additional changes or to summarize any changes that do occur. The foregoing analysis is based on a review of legislative documents and may be modified by subsequent clarifications.

From: monaglej@skitsap.wednet.edu
Sent time: 07/05/2017 03:56:34 PM
To: maracic@skitsap.wednet.edu
Subject: RE: SKHS Spanish

Has Sarah posted your Spanish positions to WSPA? In addition, Indeed.com?

We can start expanding the locations that we have posted.

We can also post the actual open positions as well. Sometimes when the posting is a pool post, applicants do not apply since there is no guarantee of a position.

Sarah is back on Monday but I would email her some different places in which you would like her to post the Spanish positions.

Hope this helps!

Thanks,

Jamie Monagle

Assistant Director of Human Resources

South Kitsap School District

2689 Hoover Ave. SE

Port Orchard, WA 98366

PH: 360-874-7071

FAX: 360-874-7076

EMAIL: monaglej@skitsap.wednet.edu

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

From: Maracic, Janis
Sent: Wednesday, July 05, 2017 12:48 PM
To: Monagle, Jamie <monaglej@skitsap.wednet.edu>
Subject: SKHS Spanish

Hi Jamie,

We have two Spanish 1.0 openings at the high school and there is no one in the pool. Holly Ekness has not responded to my phone calls/e-mails and so I assume she has taken a position elsewhere.

Suggestions?

Janis Maracic

Assistant Principal, South Kitsap High School

425 Mitchell Avenue

Port Orchard, WA 98366

360-874-5605

From: monaglej@skitsap.wednet.edu
Sent time: 07/08/2017 10:15:59 AM
To: turner.l@wenatcheeschools.org; jrausch@wspa.net
Subject: Re: HR Boot Camp

Morning Lisa,

I have worked in human resources for almost 2 years. Both years have been in a school district setting. My duties have included working in the S-275.

Thanks Lisa! I am excited to be attending the boot camp this week :)

Have a great rest of your weekend!

Jamie Monagle
South Kitsap School District

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: Lisa Turner <turner.l@wenatcheeschools.org>
Date: 7/7/17 12:56 PM (GMT-08:00)
To: Lisa Turner <turner.l@wenatcheeschools.org>, jrausch@wspa.net
Subject: HR Boot Camp

Good Morning,

You are receiving this email as a participant of HR Boot Camp beginning next Monday. I am the presenter for the afternoon session on Monday. I will be presenting the The ABC's of Human Resources. I would like to get a sense of the group so I can best meet everyone's need. Please answer a few questions for me.

1. How long have you worked in Human Resources?
2. How long have you worked in HR in a school district setting?
3. Do your current duties include submitting the S-275?

Thank you for your response, I look forward to meeting everyone next week - have a great weekend.

Lisa N. Turner, PHR
Executive Director of Human Resources
Wenatchee School District
509-663-8161 ext. 33238

NOTICE OF PUBLIC DISCLOSURE: This e-mail account is public domain. Any correspondence from or to this e-mail account may be a public record. Accordingly, this e-mail, in whole or in part, may be subject to disclosure pursuant to RCW 42.56, regardless of any claim of confidentiality or privilege asserted by an external party. The information contained in this email is intended only for the use of the individual or entity named in the body of the communication. Any dissemination, distribution or copying of this communication is strictly prohibited.

From: monaglej@skitsap.wednet.edu
Sent time: 07/10/2017 03:32:48 PM
To: jentottenham@gmail.com
Subject: Automatic reply: WSPA Member Drive - Invitation to collaborate

Greetings,

I am out of the office until Thursday, July13th.

I will be able to respond to your email at that time.

Thanks!

**Jamie Monagle
Assistant Director of HR
360-874-7071
360-874-7071**

From: Jennifer Tottenham (via Google Drive) <jentottenham@gmail.com>

Sent time: 07/10/2017 03:32:40 PM

To: holsten@skitsap.wednet.edu

kanderl@tacoma.k12.wa.us; barlassu@rainier.wednet.edu; marilyn.boerke@camas.wednet.edu; kbolt@esd123.org; mboyd@bethelsd.org; dbrower@fwps.org; tbustad@lwsd.wednet.edu; stephaniedr@spokaneschools.org; tfrascone@fwps.org; fgriek@tacoma.k12.wa.us; dholt@fwps.org; djordan2@nthurston.k12.wa.us; alara2@tacoma.k12.wa.us; katel@spokaneschools.org; darla.lindsey@vansd.org;

Cc:

cynthiamcveigh@sjisd.wednet.edu; markm@spokaneschools.org; tyson.vogeler@greenmountainschool.us; lcoady@hoquiam.net; amanda.davis@whitesalmonschools.org; kathy.everidge@vansd.org; jgregory@bethelsd.org; lehall@taholah.org; hjoyner@fifeschools.com; christina.larsen@highlineschools.org; cyd.leahy@sultan.k12.wa.us; starla.manchester@vansd.org; miller.dianna@wenatcheeschools.org; monaglej@skitsap.wednet.edu; ozunajl@toppenish.wednet.edu; bramirez@fifeschools.com; sramsey@hoquiam.net; mstack@9mile.org; svillarreal@othelloschools.org; pwiencke@sequim.k12.wa.us; kwollan@mvsd320.org; ebarrie@hoquiam.net; turner.l@wenatcheeschools.org

Subject: WSPA Member Drive - Invitation to collaborate

Jennifer Tottenham has invited you to **contribute to** the following shared folder:

 [WSPA Member Drive](#)



Hello Boot Camp attendees,

We hope you had a productive first day of boot camp. I understand that Lisa Turner reviewed the WSPA shared drive with you. We hope you will find it to be a useful resource.

The Google Drive site has specific folders set up for each district including CBA's, Salary Schedules and Job Descriptions.

Each individual district is responsible for uploading their documents to the Google Drive site. Please upload the actual documents, not links from your website --PDF or WORD documents are preferred. Thank you.

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

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

Thank you,

Jennifer Tottenham
WSPA

[Open](#)

Google Drive: Have all your files within reach from any device.

Google Inc. 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA

Google™

From: Jennifer Tottenham (via Google Drive) <jentottenham@gmail.com>

Sent time: 07/10/2017 03:32:40 PM

To: monaglej@skitsap.wednet.edu

kanderl@tacoma.k12.wa.us; barlassu@rainier.wednet.edu; marilyn.boerke@camas.wednet.edu; kbolt@esd123.org; mboyd@bethelsd.org; dbrower@fwps.org; tbustad@lwsd.wednet.edu; stephaniedr@spokaneschools.org; tfrascone@fwps.org; fgriek@tacoma.k12.wa.us; dholt@fwps.org; djordan2@nthurston.k12.wa.us; alara2@tacoma.k12.wa.us; katel@spokaneschools.org; darla.lindsey@vansd.org; cynthiamcveigh@sjisd.wednet.edu; markm@spokaneschools.org; tyson.vogeler@greenmountainschool.us; lcoady@hoquiam.net;

Cc: amanda.davis@whitesalmonschools.org; kathy.everidge@vansd.org; jgregory@bethelsd.org; lehall@taholah.org; holsten@skitsap.wednet.edu; hjoyner@fifeschools.com; christina.larsen@highlineschools.org; cyd.leahy@sultan.k12.wa.us; starla.manchester@vansd.org; miller.dianna@wenatcheeschools.org; ozunajl@toppenish.wednet.edu; bramirez@fifeschools.com; sramsey@hoquiam.net; mstack@9mile.org; svillarreal@othelloschools.org; pwiencke@sequim.k12.wa.us; kwollan@mvsd320.org; ebarrie@hoquiam.net; turner.l@wenatcheeschools.org

Subject: WSPA Member Drive - Invitation to collaborate

Jennifer Tottenham has invited you to **contribute to** the following shared folder:

 [WSPA Member Drive](#)



Hello Boot Camp attendees,

We hope you had a productive first day of boot camp. I understand that Lisa Turner reviewed the WSPA shared drive with you. We hope you will find it to be a useful resource.

The Google Drive site has specific folders set up for each district including CBA's, Salary Schedules and Job Descriptions.

Each individual district is responsible for uploading their documents to the Google Drive site. Please upload the actual documents, not links from your website --PDF or WORD documents are preferred. Thank you.

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

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

Thank you,

Jennifer Tottenham
WSPA

[Open](#)

Google Drive: Have all your files within reach from any device.

Google Inc. 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA

Google™

From: monaglej@skitsap.wednet.edu
Sent time: 07/12/2017 02:16:50 PM
To: admin@wspsa.net
Subject: Automatic reply: HR Legal Boot Camp: Thank you, survey, clock hours, and contact information

Greetings,

I am out of the office until Thursday, July13th.

I will be able to respond to your email at that time.

Thanks!

**Jamie Monagle
Assistant Director of HR
360-874-7071
360-874-7071**

From: monaglej@skitsap.wednet.edu
Sent time: 07/20/2017 03:41:19 PM
To: conners@skitsap.wednet.edu
Subject: Job Posting # 2017-30

Hey Sarah,

Please see the information below in regards to a PSE Post request:

TEMPLATE: HR-Employment Services Specialist
POSITION TITLE: HR-Employment Services Specialist
POSITION NUMBER: 2017-30
LOCATION: Human Resources
WAGE: \$18.72 - \$20.18
UNION: PSE
HOURS PER DAY: 8.0
DAYS PER YEAR: 260
OPEN DATE: 7/20/2017
CLOSE DATE: 8/3/2017
COMMENTS:

Notes: Please post on WSPA as well.

Thanks!

Jamie Monagle

Assistant Director of Human Resources

South Kitsap School District

2689 Hoover Ave. SE

Port Orchard, WA 98366

PH: 360-874-7071

FAX: 360-874-7076

EMAIL: monaglej@skitsap.wednet.edu

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

From: conners@skitsap.wednet.edu
Sent time: 07/20/2017 03:56:34 PM
To: monaglej@skitsap.wednet.edu
Subject: RE: Job Posting # 2017-30

I don't have a membership to WSPA to post 😊

Sarah

From: Monagle, Jamie
Sent: Thursday, July 20, 2017 3:41 PM
To: Conner, Sarah <conners@skitsap.wednet.edu>
Subject: Job Posting # 2017-30

Hey Sarah,

Please see the information below in regards to a PSE Post request:

TEMPLATE: HR-Employment Services Specialist
POSITION TITLE: HR-Employment Services Specialist
POSITION NUMBER: 2017-30
LOCATION: Human Resources
WAGE: \$18.72 - \$20.18
UNION: PSE
HOURS PER DAY: 8.0
DAYS PER YEAR: 260
OPEN DATE: 7/20/2017
CLOSE DATE: 8/3/2017
COMMENTS:

Notes: Please post on WSPA as well.

Thanks!

Jamie Monagle

Assistant Director of Human Resources

South Kitsap School District

2689 Hoover Ave. SE

Port Orchard, WA 98366

PH: 360-874-7071

FAX: 360-874-7076

EMAIL: monaglej@skitsap.wednet.edu

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

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 07/21/2017 03:02:31 PM
To: finnie@skitsap.wednet.edu
Subject: Legislative Update
Attachments: Leg_Report_July_21_2017.pdf

Hello WSPA members,

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

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

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

This document has also been added to the shared Google drive.

Thank you,

Washington School Personnel Association

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

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

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

powered by  MemberClicks



Update of Key Legislation Impacting Public School HR Management
Lee Goeke, Legislative Liaison
July 21, 2017

The third and final (for now) special session closed on Thursday, July 21, 2017. Two recent actions impacting HR Management are important to note.

1. HB 2242, Implementing the Fully Funding of Public Education (McCleary) Requirement.

The Governor’s approval of the bill included a partial veto. The partial veto eliminated the provision that would have restricted the number of early releases or late starts. The Governor’s veto stated in part that “Research shows that this time for job-embedded professional learning and collaboration is linked to student success. Limiting practices that improve student achievement goes against the intent of this bill and our goals.”

2. Substitute Senate Bill 5605, Background Checks, Approved July 7, 2017. The Bill aligns OSPI’s background check authority with that of the Department of Early Learning as follows:

Modifies regularly scheduled unsupervised access to children to also include developmentally disabled persons.

Provides for the use of the background check procedure through OSPI for any prospective volunteer who will have regularly scheduled unsupervised access to children under eighteen years of age or developmentally disabled persons which will or may involve:

- Groups of five or fewer children under twelve years of age; or
- Groups of three or fewer children between twelve and eighteen years of age; or
- Developmentally disabled persons.

Provides for a fee to be paid to OSPI by the applicant for the cost of administering the program.

Provides for the Department of Social & Health Services to furnish the Superintendent with reports of founded findings of child abuse or neglect in a timely fashion and for the Superintendent to use the information in determining whether an individual lacks good moral character or personal fitness.

The third special session closed without approval of a capital construction budget which would have included expanded classroom financing to meet reduced K-3 class sizes. There was general agreement on the construction bill itself but approval was tied to a companion solution to water rights issues. This will have an impact on HR Management as Districts seek opportunities to add certificated staff and pursue lower class sizes.

House and Senate negotiators have indicated they will continue to try and reach agreement on a construction bill and related water rights resolution. Should that happen, a fourth special session is possible to vote on the bill.

This is the final legislative update for the 2017 session.

From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 07/28/2017 05:02:33 AM
To: finnie@skitsap.wednet.edu
Subject: MEMBER REQUEST

Hello WSPA members!

A few member requests for your consideration.

Keri Hutchins from Mead School District is wondering if anyone sends out any type of correspondence to teachers (in regards the upcoming school year) whose certificates have lapsed and they have not yet put in a renewal application? Looking for something beyond a courtesy reminder. If so, would you be willing to share?

Please send your response directly to: keri.hutchins@mead354.org

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

Thanks,

Curtis

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

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

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

powered by  MemberClicks

From: Washington School Personnel Association <waspa@memberclicks-mail.net>
Sent time: 08/01/2017 12:05:41 AM
To: finnie@skitsap.wednet.edu
Subject: WSPA Membership - 30 Day Notice

Hello,

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

Thank you,

Washington School Personnel Association

From: monaglej@skitsap.wednet.edu
Sent time: 08/02/2017 11:28:32 AM
To: conners@skitsap.wednet.edu
Subject: Approved Accreditation Agencies

See link below.

From: Sherrie Evans [mailto:sherrie.evans@hrmplus.com]
Sent: Monday, November 14, 2016 12:48 PM
To: Monagle, Jamie <monaglej@skitsap.wednet.edu>
Subject: RE: Training follow up

Here you go

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

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

From: Monagle, Jamie [mailto:monaglej@skitsap.wednet.edu]
Sent: Monday, November 14, 2016 8:06 AM
To: Sherrie Evans <sherrie.evans@hrmplus.com>
Subject: RE: Training follow up

Thank you so much Sherrie!! Could you point us in the direction of where to find an updated state list showing the new approved accrediting agencies, Lalaina cannot seem to find it?

You are awesome 😊

Jamie

From: Sherrie Evans [mailto:sherrie.evans@hrmplus.com]
Sent: Friday, November 11, 2016 7:13 AM
To: Monagle, Jamie <monaglej@skitsap.wednet.edu>
Subject: RE: Training follow up

Correct you do; although effective with this year the state has opened up that list of accrediting agencies so I doubt you will find one that is not on the state list but since that is the requirement I would double check the accrediting agency as well.

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

From: Monagle, Jamie [mailto:monaglej@skitsap.wednet.edu]
Sent: Thursday, November 10, 2016 4:38 PM
To: Sherrie Evans <sherrie.evans@hrmplus.com>
Subject: RE: Training follow up

Hey Sherrie!

I am still working on talking with Misty about what we want our next steps can be with further training.

We did have a clarifying question though, if a university is listed in CHEA as accredited, do we automatically count that as regionally acceptable or does CHEA have to show that the university is accredited by one of the bodies listed on page 68 of our S275 book? We know you mentioned a new list of accrediting bodies but we cannot find the updated list.

Thanks!

Jamie

From: Sherrie Evans [<mailto:sherrie.evans@hrmplus.com>]
Sent: Saturday, October 29, 2016 9:01 AM
To: Monagle, Jamie <monaglej@skitsap.wednet.edu>
Subject: Training follow up

It was great to meet you and work with your team. I did follow up on the high school diploma question. It is definitely a Title I requirement. For Wapato they are Title I district wide so they are required to have a copy of the high school diploma or GED on file for every para they employ.

I checked with another district too because they are not Title district wide. They still require it upon hire because there is so much movement and account code changes with paras so they want to be sure it is on file upon hire so they don't have to worry about it when people change assignments.

Additionally, here are the urls I shared with the staff during the training:

CHEA (Check Accreditation) <http://chea.org/search/default.asp>
DEAC (Check Online Accreditation) <http://www.deac.org/>
Clock Hour Providers Info <http://www.k12.wa.us/certification/ClockhoursDocumentation.aspx>
LEAP Documents <http://leap.leg.wa.gov/leap/budget/leapdocs/k12docs.asp>
Bureau Labor Statistics Info <http://www.bls.gov/oes/tables.htm>

Let me know when you have done the PO with WSPA to purchase a book and I will send you the document in pdf format.

If you have questions and/or need follow-up, feel free to contact me at any time. Thanks again!

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

From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 08/04/2017 09:29:54 AM
To: finnie@skitsap.wednet.edu
Subject: MEMBER REQUEST

A couple member requests for you today! I hope everyone is having a great summer.

This topic will likely be the focus of future WSPA discussions, but Debra Tito from Renton School District is wondering how your district is approaching getting paras HQ by September 2018. I will also be collecting any responses to share with members.

Please send your response directly to: debra.tito@rentonschools.us

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

Thanks,

Curtis

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

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

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

powered by  MemberClicks

From: monaglej@skschools.org
Sent time: 08/10/2017 10:24:23 AM
To: cleonard@wspsa.net
Subject: Member Request

Hey Curtis,

The South Kitsap School District is wondering if there are any districts that allow their subs to be emergency certified with just an AA degree. If so, is there anything that they do special with that group compared to a certificated substitute who holds a BA degree or higher?

Thanks!

Jamie Monagle

Assistant Director of Human Resources

South Kitsap School District

2689 Hoover Ave. SE

Port Orchard, WA 98366

PH: 360-874-7071

FAX: 360-874-7076

EMAIL: monaglej@skitsap.wednet.edu

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

From: Boerke, Marilyn <Marilyn.Boerke@camas.wednet.edu>
Sent time: 08/11/2017 09:09:46 AM
To: monaglej@skschools.org
Cc: cleonard@Wspa.net
Subject: Emergency certs

Good morning!

We do have a couple of emergency subs with AA degrees. They are community members known to us, either through volunteering or coaching or classified employees or subs. We don't do anything differently for them; we are happy to have them available!

This is the first year we've allowed this, and only after a long talk with certification specialists at OSPI.

Happy Friday!
Marilyn

Marilyn Boerke
WSPA Region 3 Representative
Director of Talent Development
Camas School District
(360) 833-5454

Sent from my tiny phone, please excuse any typos. This email, related attachments and/or any response may be subject to public disclosure under state and federal law.
This e-mail, related attachments and/or any response may be subject to public disclosure under state and federal law.

From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 08/11/2017 07:14:38 AM
To: finnie@skitsap.wednet.edu
Subject: MEMBER REQUEST

Hello WSPA members - a few requests for your consideration today! Thanks in advance!

Kelli Wolfe from Sumner is wondering how many WA school districts use Skyward to record certificated staff clock hours and credits. She currently uses HrmPlus but she is throwing around the idea of entering them into Skyward since she has to move all the data over there anyways for state reporting.

Please send your response directly to: kelli_wolfe@sumnersd.org

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

Thanks,

Curtis

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

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

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

powered by  MemberClicks

From: Washington School Personnel Association <waspa@memberclicks-mail.net>
Sent time: 08/17/2017 12:02:46 AM
To: finnie@skitsap.wednet.edu
Subject: WSPA Membership - 14 Day Notice

Hello,

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

Thank you,

Washington School Personnel Association

From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 08/18/2017 08:06:02 AM
To: finnie@skitsap.wednet.edu
Subject: MEMBER REQUEST

Hello WSPA members. Thank you for helping out on these member requests.

Forrest Griek from Tacoma Public School is asking for the following:

1. What are the salary schedules for CSO and SPO (security) in other districts? Are CSO/SPO's armed?
2. How many districts are currently participating in salary bargaining (through an open contract and/or salary reopener) for these groups?

Please send your responses directly to: fgriek@Tacoma.K12.Wa.US

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

Thanks,

Curtis

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

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

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

powered by  MemberClicks

From: Washington School Personnel Association <waspa@memberclicks-mail.net>
Sent time: 08/28/2017 12:03:35 AM
To: finnie@skitsap.wednet.edu
Subject: WSPA Membership - 3 Day Notice

Hello,

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

Thank you,

Washington School Personnel Association

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 08/29/2017 06:01:47 AM
To: monaglej@skitsap.wednet.edu
Subject: Registration now open: S-275 Personnel Reporting Workshops

Hello,

Registration is now open for our S-275 Personnel Reporting Workshops:

S-275 Personnel Reporting Workshop - TUKWILA

- **TWO sessions available: October 3rd OR 4th, 2017**
- 8:00am - 4:00pm
- Location: DoubleTree by Hilton at Southcenter
- Presenters: Laura Bradburn and Meredith Colvin
- \$175 member price/ \$225 non-member pricing
- Registration is limited to 60 attendees each day

S-275 Personnel Reporting Workshop - SPOKANE

- **October 6, 2017**
- 8:00am - 4:00pm
- Location: Educational Service District 101
- Presenters: Stephanie Drake and Jean Sander
- \$175 member price/ \$225 non-member pricing
- Registration is limited to 60 attendees each day

These workshops will provide a basic understanding of how the S-275 data affects school finance and apportionment functions, along with specific details for reporting all of the 275 data (positions, assignments, degrees, credits, clock hours, vocational/CTE staff, experience, etc.)

The class size for each session has been lowered to allow for more time for the instructors to interact with participants, including practice exercise and time for questions. Class size is limited to 60 participants per session, register early to reserve your seat!

Registration is \$175 for WSPA members and \$225 for non-members.

The workshop fee includes our S-275 Reporting Manual, continental breakfast, lunch, refreshments, and clock hours.

[Please click here](#) to register or visit us online at www.wspa.net for more information.

Thank you,

Washington School Personnel Association

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

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

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

powered by  MemberClicks

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 08/29/2017 06:02:18 AM
To: finnie@skschools.org
Subject: Registration now open: S-275 Personnel Reporting Workshops

Hello,

Registration is now open for our S-275 Personnel Reporting Workshops:

S-275 Personnel Reporting Workshop - TUKWILA

- **TWO sessions available: October 3rd OR 4th, 2017**
- 8:00am - 4:00pm
- Location: DoubleTree by Hilton at Southcenter
- Presenters: Laura Bradburn and Meredith Colvin
- \$175 member price/ \$225 non-member pricing
- Registration is limited to 60 attendees each day

S-275 Personnel Reporting Workshop - SPOKANE

- **October 6, 2017**
- 8:00am - 4:00pm
- Location: Educational Service District 101
- Presenters: Stephanie Drake and Jean Sander
- \$175 member price/ \$225 non-member pricing
- Registration is limited to 60 attendees each day

These workshops will provide a basic understanding of how the S-275 data affects school finance and apportionment functions, along with specific details for reporting all of the 275 data (positions, assignments, degrees, credits, clock hours, vocational/CTE staff, experience, etc.)

The class size for each session has been lowered to allow for more time for the instructors to interact with participants, including practice exercise and time for questions. Class size is limited to 60 participants per session, register early to reserve your seat!

Registration is \$175 for WSPA members and \$225 for non-members.

The workshop fee includes our S-275 Reporting Manual, continental breakfast, lunch, refreshments, and clock hours.

[Please click here](#) to register or visit us online at www.wspa.net for more information.

Thank you,

Washington School Personnel Association

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

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

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

powered by  MemberClicks

From: do_not_reply@southkitsap.wa-k12.net
Sent time: 09/07/2017 02:11:52 AM
To: finnie@skschools.org
Subject: 3 Unsubmitted Credit Card Transactions.

The following 3 Credit Card Transaction(s) have not been submitted.

Transaction Date	Amount	Where Used
08/30/2017	179.00	SHRMMEMBER60071
08/30/2017	125.00	WSPA
09/01/2017	45.78	RECOGNITION PLUS

District: SOUTH KITSAP SCHOOL DISTRICT

District Web Site: www.skschools.org

State: WA

District Code: 18402

SKSD

From: do_not_reply@southkitsap.wa-k12.net
Sent time: 09/08/2017 02:11:43 AM
To: finnie@skschools.org
Subject: 3 Unsubmitted Credit Card Transactions.

The following 3 Credit Card Transaction(s) have not been submitted.

Transaction Date	Amount	Where Used
08/30/2017	179.00	SHRMMEMBER60071
08/30/2017	125.00	WSPA
09/01/2017	45.78	RECOGNITION PLUS

District: SOUTH KITSAP SCHOOL DISTRICT

District Web Site: www.skschools.org

State: WA

District Code: 18402

SKSD

From: do_not_reply@southkitsap.wa-k12.net
Sent time: 09/11/2017 02:11:42 AM
To: finnie@skschools.org
Subject: 3 Unsubmitted Credit Card Transactions.

The following 3 Credit Card Transaction(s) have not been submitted.

Transaction Date	Amount	Where Used
08/30/2017	179.00	SHRMMEMBER60071
08/30/2017	125.00	WSPA
09/01/2017	45.78	RECOGNITION PLUS

District: SOUTH KITSAP SCHOOL DISTRICT

District Web Site: www.skschools.org

State: WA

District Code: 18402

SKSD

From: do_not_reply@southkitsap.wa-k12.net
Sent time: 09/12/2017 02:12:18 AM
To: finnie@skschools.org
Subject: 3 Unsubmitted Credit Card Transactions.

The following 3 Credit Card Transaction(s) have not been submitted.

Transaction Date	Amount	Where Used
08/30/2017	179.00	SHRMMEMBER60071
08/30/2017	125.00	WSPA
09/01/2017	45.78	RECOGNITION PLUS

District: SOUTH KITSAP SCHOOL DISTRICT

District Web Site: www.skschools.org

State: WA

District Code: 18402

SKSD

From: Washington School Personnel Association <waspa@memberclicks-mail.net>
Sent time: 09/12/2017 08:10:24 AM
To: finnie@skschools.org
Subject: 2017 Law Conference Register Others Form Submitted

Greetings,

Thank you for registering other district personnel to attend the School Law Conference.

WSPA will be using the information you provided to complete those registrations for the individuals listed on the form. When their registration is complete they will be receiving a copy of the invoice and/or a copy of the receipt (if payment is requested to be made by credit card). Please alert them to look for those emails shortly.

Thank you for your registration,

Washington School Personnel Association

[Privacy Policy](#)

From: Washington School Personnel Association <waspa@memberclicks-mail.net>
Sent time: 09/12/2017 08:00:01 AM
To: finnie@skschools.org
Subject: 2017 WSPA Law Conference Registration Form Submitted

Lynn,

Thank you for registering yourself to attend the School Law Conference.

This is your receipt for your registration.

Your information provided is as follows:

District: South Kitsap School District

Registrant Name: Lynn Finnie

Receipt Date:09/12/2017 10:59:59

Receipt ID: 12457784

Total Payment Amount: \$250.00

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

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

Thank you for your registration,

Washington School Personnel Association

[Privacy Policy](#)

From: Washington School Personnel Association <waspa@memberclicks-mail.net>
Sent time: 09/12/2017 03:10:03 PM
To: holsten@skitsap.wednet.edu
Subject: 2017 WSPA Law Conference Registration Form Submitted

Jerry,

Thank you for registering yourself to attend the School Law Conference.

This is your receipt for your registration.

Your information provided is as follows:

District: South Kitsap School District

Registrant Name: Jerry Holsten

Receipt Date:09/12/2017 18:10:03

Receipt ID: 12460084

Total Payment Amount: \$250.00

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

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

Thank you for your registration,

Washington School Personnel Association

[Privacy Policy](#)

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 09/12/2017 04:01:38 PM
To: finnie@skschools.org
Subject: Registration now open: Fall HELP Writing Workshop

Hello WSPA members,

Registration is now open for the HELP Fall Session - *Writing Skills for Human Resources*. This workshop is open to all WSPA members. You do not need to be a HELP participant to attend.

This workshop provides three sessions to choose from:

- Session I - Basic Human Resources Writing
- Session II - Human Resources Legal Writing
- Session III - How to Conduct a Workplace Investigation and Document your Findings

WSPA Members: \$150

Your registration includes lunch, refreshments, clock hours, and course materials.

HELP Participants: This event is included in your HELP tuition. There is no additional fee to attend and you do not need to complete a registration form. Please let Jane Rausch know if you will NOT be attending. jrausch@wspa.net

HELP Fall Session - *Writing Skills for Human Resources*

- Monday, October 23, 2017
- Puget Sound Educational Service District
- 9:00 am - 3:00 pm

Please visit our website for more information and to register online: www.wspa.net

Thank you,

Washington School Personnel Association

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

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

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

powered by  MemberClicks

From: do_not_reply@southkitsap.wa-k12.net
Sent time: 09/18/2017 02:00:20 AM
To: finnie@skschools.org
Subject: 13 Unsubmitted Credit Card Transactions.

The following 13 Credit Card Transaction(s) have not been submitted.

Transaction Date	Amount	Where Used
09/12/2017	4.62	INTERNATIONAL TR
09/12/2017	308.00	AMOMA.COM HOTELS
09/12/2017	4.20	EXPEDIA 72950871
09/12/2017	25.00	ALASKA AIR
09/13/2017	136.20	DELTA AIR
09/13/2017	136.20	DELTA AIR
09/13/2017	118.20	ALASKA AIR
09/13/2017	118.20	ALASKA AIR
09/13/2017	28.34	RECOGNITION PLUS
09/14/2017	250.00	WSPA
09/14/2017	250.00	WSPA
09/14/2017	34.12	WM SUPERCENTER #
09/14/2017	16.13	AUDIBLE

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

SKSD

From: Washington School Personnel Association <waspa@memberclicks-mail.net>
Sent time: 09/18/2017 12:27:22 PM
To: finnie@skschools.org
Subject: S-275 REGISTER OTHERS 2017 Form Submitted

Greetings,

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

WSPA will be using the information you provided to complete those registrations for the individuals listed on the form. When their registration is complete they will be receiving a copy of the invoice and/or a copy of the receipt (if payment is requested to be made by credit card). Please alert them to look for those emails.

Thank you,

Washington School Personnel Association

[Privacy Policy](#)

From: Washington School Personnel Association <waspa@memberclicks-mail.net>
Sent time: 09/18/2017 12:30:24 PM
To: finnie@skschools.org
Subject: S-275 REGISTER OTHERS 2017 Form Submitted

Greetings,

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

WSPA will be using the information you provided to complete those registrations for the individuals listed on the form. When their registration is complete they will be receiving a copy of the invoice and/or a copy of the receipt (if payment is requested to be made by credit card). Please alert them to look for those emails.

Thank you,

Washington School Personnel Association

[Privacy Policy](#)

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 09/18/2017 05:02:37 AM
To: finnie@skschools.org
Subject: WSPA: Annual W-9 notice
Attachments: WSPA_W-9_UPDATED_2015.pdf

Hello WSPA members,

Just a reminder that the WSPA office changed locations in July 2015. The post office no longer forwards mail from our former post office box to our new mailing address. We encourage you to share the attached W-9 with your business office to ensure they have the correct information in their system.

Our updated address:

Washington School Personnel Association
PO Box 1600
Anacortes, WA 98221

The phone, fax, and email remain the same.

Thank you,

Jennifer Tottenham
Washington School Personnel Association

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

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

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

powered by  MemberClicks

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Washington School Personnel Association

2 Business name/disregarded entity name, if different from above
WSPA, Washington Educator Career Fair, WECF

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:
 Individual/sole proprietor or single-member LLC
 C Corporation
 S Corporation
 Partnership
 Trust/estate
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
 Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
PO Box 1600

6 City, state, and ZIP code
Anacortes, Washington 98221

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number

				-			-				
--	--	--	--	---	--	--	---	--	--	--	--

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

or

Employer identification number

9	1	-	1	1	9	9	0	0	7
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here

Signature of U.S. person ▶ *Jennifer Tottenham*

Date ▶ August 8, 2015

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 09/18/2017 05:01:54 AM
To: monaglej@skitsap.wednet.edu
Subject: WSPA: Annual W-9 notice
Attachments: WSPA_W-9_UPDATED_2015.pdf

Hello WSPA members,

Just a reminder that the WSPA office changed locations in July 2015. The post office no longer forwards mail from our former post office box to our new mailing address. We encourage you to share the attached W-9 with your business office to ensure they have the correct information in their system.

Our updated address:

Washington School Personnel Association
PO Box 1600
Anacortes, WA 98221

The phone, fax, and email remain the same.

Thank you,

Jennifer Tottenham
Washington School Personnel Association

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

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

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

powered by  MemberClicks

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Washington School Personnel Association

2 Business name/disregarded entity name, if different from above
WSPA, Washington Educator Career Fair, WECF

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:
 Individual/sole proprietor or single-member LLC
 C Corporation
 S Corporation
 Partnership
 Trust/estate
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
 Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
PO Box 1600

6 City, state, and ZIP code
Anacortes, Washington 98221

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number

			-			-			
--	--	--	---	--	--	---	--	--	--

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

or

Employer identification number

9	1	-	1	1	9	9	0	0	7
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here

Signature of U.S. person ▶ *Jennifer Tottenham*

Date ▶ August 8, 2015

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

From: jensenv@skschools.org
Sent time: 09/19/2017 08:24:54 AM
To: monaglej@skschools.org
Subject: Accepted: WSPA Region 5 Meeting
Attachments: attachment.ics

BEGIN:VCALENDAR
METHOD:REPLY
PRODID:Microsoft Exchange Server 2010
VERSION:2.0
BEGIN:VTIMEZONE
TZID:Pacific Standard Time
BEGIN:STANDARD
DTSTART:16010101T020000
TZOFFSETFROM:-0700
TZOFFSETTO:-0800
RRULE:FREQ=YEARLY;INTERVAL=1;BYDAY=1SU;BYMONTH=11
END:STANDARD
BEGIN:DAYLIGHT
DTSTART:16010101T020000
TZOFFSETFROM:-0800
TZOFFSETTO:-0700
RRULE:FREQ=YEARLY;INTERVAL=1;BYDAY=2SU;BYMONTH=3
END:DAYLIGHT
END:VTIMEZONE
BEGIN:VEVENT
ATTENDEE;PARTSTAT=ACCEPTED:MAILTO:jensenv@skschools.org
COMMENT;LANGUAGE=en-US:\n
SUMMARY;LANGUAGE=en-US:Accepted: WSPA Region 5 Meeting
DTSTART;TZID=Pacific Standard Time:20170929T090000
DTEND;TZID=Pacific Standard Time:20170929T120000
UID:040000008200E00074C5B7101A82E00800000000302186A41E31D3010000000000000000
01000000083EC591A6C667E4EA8B21835B377E641
CLASS:PUBLIC
PRIORITY:5
DTSTAMP:20170919T152452Z
TRANSP:OPAQUE
STATUS:CONFIRMED
SEQUENCE:0
LOCATION;LANGUAGE=en-US:Bremerton School District
X-MICROSOFT-CDO-APPT-SEQUENCE:0
X-MICROSOFT-CDO-OWNERAPPTID:1161009121
X-MICROSOFT-CDO-BUSYSTATUS:BUSY
X-MICROSOFT-CDO-INTENDEDSTATUS:BUSY
X-MICROSOFT-CDO-ALLDAYEVENT:FALSE
X-MICROSOFT-CDO-IMPORTANCE:1
X-MICROSOFT-CDO-INSTTYPE:0
X-MICROSOFT-DISALLOW-COUNTER:FALSE
END:VEVENT
END:VCALENDAR

From: olsonla@skschools.org
Sent time: 09/19/2017 11:40:26 PM
To: monaglej@skschools.org
Subject: Declined: WSPA Region 5 Meeting
Attachments: attachment.ics

I'll be in route to the airport at this time. Hopefully the other gals can attend.

Lalaina

BEGIN:VCALENDAR
METHOD:REPLY
PRODID:Microsoft Exchange Server 2010
VERSION:2.0
BEGIN:VTIMEZONE
TZID:Pacific Standard Time
BEGIN:STANDARD
DTSTART:16010101T020000
TZOFFSETFROM:-0700
TZOFFSETTO:-0800
RRULE:FREQ=YEARLY;INTERVAL=1;BYDAY=1SU;BYMONTH=11
END:STANDARD
BEGIN:DAYLIGHT
DTSTART:16010101T020000
TZOFFSETFROM:-0800
TZOFFSETTO:-0700
RRULE:FREQ=YEARLY;INTERVAL=1;BYDAY=2SU;BYMONTH=3
END:DAYLIGHT
END:VTIMEZONE
BEGIN:VEVENT
ATTENDEE;PARTSTAT=DECLINED:MAILTO:olsonla@skschools.org
COMMENT;LANGUAGE=en-US:Iâ€™ll be in route to the airport at this time. Hopefully the other gals can attend.\n\nLalaina\n\nSUMMARY;LANGUAGE=en-US:Declined: WSPA Region 5 Meeting
DTSTART;TZID=Pacific Standard Time:20170929T090000
DTEND;TZID=Pacific Standard Time:20170929T120000
UID:040000008200E00074C5B7101A82E00800000000302186A41E31D301000000000000000001000000083EC591A6C667E4EA8B21835B377E641
CLASS:PUBLIC
PRIORITY:5
DTSTAMP:20170920T063923Z
TRANSP:OPAQUE
STATUS:CONFIRMED
SEQUENCE:0
LOCATION;LANGUAGE=en-US:Bremerton School District
X-MICROSOFT-CDO-APPT-SEQUENCE:0
X-MICROSOFT-CDO-OWNERAPPTID:1161009121
X-MICROSOFT-CDO-BUSYSTATUS:BUSY
X-MICROSOFT-CDO-INTENDEDSTATUS:BUSY
X-MICROSOFT-CDO-ALLDAYEVENT:FALSE
X-MICROSOFT-CDO-IMPORTANCE:1
X-MICROSOFT-CDO-INSTTYPE:0
X-MICROSOFT-DISALLOW-COUNTER:FALSE
END:VEVENT
END:VCALENDAR

From: monaglej@skschools.org
Sent time: 09/19/2017 08:12:23 AM
To: tallman@skschools.org
Subject: FW: WSPA: Annual W-9 notice
Attachments: WSPA_W-9_UPDATED_2015.pdf

Hey Rachel,

Do you get updated I-9 forms?

Thanks!

Jamie Monagle

Assistant Director of Human Resources

South Kitsap School District

2689 Hoover Ave. SE

Port Orchard, WA 98366

PH: 360-874-7071

FAX: 360-874-7076

EMAIL: monaglej@skschools.org

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

From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Monday, September 18, 2017 5:02 AM
To: Monagle, Jamie <monaglej@skschools.org>
Subject: WSPA: Annual W-9 notice

Hello WSPA members,

Just a reminder that the WSPA office changed locations in July 2015. The post office no longer forwards mail from our former post office box to our new mailing address. We encourage you to share the attached W-9 with your business office to ensure they have the correct information in their system.

Our updated address:

Washington School Personnel Association

PO Box 1600

Anacortes, WA 98221

The phone, fax, and email remain the same.

Thank you,

Jennifer Tottenham

Washington School Personnel Association

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

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

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

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Washington School Personnel Association

2 Business name/disregarded entity name, if different from above
WSPA, Washington Educator Career Fair, WECF

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:
 Individual/sole proprietor or single-member LLC
 C Corporation
 S Corporation
 Partnership
 Trust/estate
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
 Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
PO Box 1600

6 City, state, and ZIP code
Anacortes, Washington 98221

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number

				-			-				
--	--	--	--	---	--	--	---	--	--	--	--

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

or

Employer identification number

9	1	-	1	1	9	9	0	0	7
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here

Signature of U.S. person ▶ *Jennifer Tottenham*

Date ▶ August 8, 2015

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

From: tallman@skschools.org
Sent time: 09/19/2017 10:11:54 AM
To: butlert@skschools.org
Subject: FW: WSPA: Annual W-9 notice
Attachments: WSPA_W-9_UPDATED_2015.pdf

FYI

From: Monagle, Jamie
Sent: Tuesday, September 19, 2017 8:12 AM
To: Tallman, Rachel <tallman@skschools.org>
Subject: FW: WSPA: Annual W-9 notice

Hey Rachel,

Do you get updated I-9 forms?

Thanks!

Jamie Monagle

Assistant Director of Human Resources

South Kitsap School District

2689 Hoover Ave. SE

Port Orchard, WA 98366

PH: 360-874-7071

FAX: 360-874-7076

EMAIL: monaglej@skschools.org

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

From: waspa@memberclicks-mail.net [<mailto:waspa@memberclicks-mail.net>]
Sent: Monday, September 18, 2017 5:02 AM
To: Monagle, Jamie <monaglej@skschools.org>
Subject: WSPA: Annual W-9 notice

Hello WSPA members,

Just a reminder that the WSPA office changed locations in July 2015. The post office no longer forwards mail from our former post office box to our new mailing address. We encourage you to share the attached W-9 with your business office to ensure they have the correct information in their system.

Our updated address:

Washington School Personnel Association

PO Box 1600

Anacortes, WA 98221

The phone, fax, and email remain the same.

Thank you,

Jennifer Tottenham

Washington School Personnel Association

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

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

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

powered by  **MemberClicks**

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Washington School Personnel Association

2 Business name/disregarded entity name, if different from above
WSPA, Washington Educator Career Fair, WECF

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:
 Individual/sole proprietor or single-member LLC
 C Corporation
 S Corporation
 Partnership
 Trust/estate
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
 Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
PO Box 1600

6 City, state, and ZIP code
Anacortes, Washington 98221

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number

				-					
--	--	--	--	---	--	--	--	--	--

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

or

Employer identification number

9	1	-	1	1	9	9	0	0	7
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here

Signature of U.S. person ▶ *Jennifer Tottenham*

Date ▶ August 8, 2015

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

From: tallman@skschools.org
Sent time: 09/19/2017 10:11:47 AM
To: monaglej@skschools.org
Subject: RE: WSPA: Annual W-9 notice

W-9's go to Tiffany ☺

I'll forward this one to her!

Thanks,

Rachel Tallman

Purchasing Technician
South Kitsap School District
2689 Hoover Avenue SE
Port Orchard, WA 98366
tallman@skschools.org
360-874-7020

From: Monagle, Jamie
Sent: Tuesday, September 19, 2017 8:12 AM
To: Tallman, Rachel <tallman@skschools.org>
Subject: FW: WSPA: Annual W-9 notice

Hey Rachel,

Do you get updated I-9 forms?

Thanks!

Jamie Monagle

Assistant Director of Human Resources

South Kitsap School District
2689 Hoover Ave. SE
Port Orchard, WA 98366
PH: 360-874-7071
FAX: 360-874-7076
EMAIL: monaglej@skschools.org
[Join the South Kitsap Team!!](#)

From: waspa@memberclicks-mail.net [<mailto:waspa@memberclicks-mail.net>]
Sent: Monday, September 18, 2017 5:02 AM
To: Monagle, Jamie <monaglej@skschools.org>
Subject: WSPA: Annual W-9 notice

Hello WSPA members,

Just a reminder that the WSPA office changed locations in July 2015. The post office no longer forwards mail from our former post office box to our new mailing address. We encourage you to share the attached W-9 with your business office to ensure they have the correct information in their system.

Our updated address:

Washington School Personnel Association
PO Box 1600
Anacortes, WA 98221

The phone, fax, and email remain the same.

Thank you,

Jennifer Tottenham
Washington School Personnel Association

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

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

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

powered by  MemberClicks

From: butlert@skschools.org
Sent time: 09/19/2017 10:15:08 AM
To: tallman@skschools.org
Subject: RE: WSPA: Annual W-9 notice

Thanks ☺. This matches what we already have on file for them.

From: Tallman, Rachel
Sent: Tuesday, September 19, 2017 10:12 AM
To: Butler, Tiffany <butlert@skschools.org>
Subject: FW: WSPA: Annual W-9 notice

FYI

From: Monagle, Jamie
Sent: Tuesday, September 19, 2017 8:12 AM
To: Tallman, Rachel <tallman@skschools.org>
Subject: FW: WSPA: Annual W-9 notice

Hey Rachel,

Do you get updated I-9 forms?

Thanks!

Jamie Monagle

Assistant Director of Human Resources

South Kitsap School District

2689 Hoover Ave. SE

Port Orchard, WA 98366

PH: 360-874-7071

FAX: 360-874-7076

EMAIL: monaglej@skschools.org

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

From: waspa@memberclicks-mail.net [<mailto:waspa@memberclicks-mail.net>]
Sent: Monday, September 18, 2017 5:02 AM
To: Monagle, Jamie <monaglej@skschools.org>
Subject: WSPA: Annual W-9 notice

Hello WSPA members,

Just a reminder that the WSPA office changed locations in July 2015. The post office no longer forwards mail from our former post office box to our new mailing address. We encourage you to share the attached W-9 with your business office to ensure they have the correct information in their system.

Our updated address:

Washington School Personnel Association

PO Box 1600

Anacortes, WA 98221

The phone, fax, and email remain the same.

Thank you,

Jennifer Tottenham

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

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

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

powered by  MemberClicks

From: monaglej@skschools.org
Sent time: 09/19/2017 10:21:39 AM
To: tallman@skschools.org
Subject: RE: WSPA: Annual W-9 notice

Sweet. Thanks! 😊

From: Tallman, Rachel
Sent: Tuesday, September 19, 2017 10:12 AM
To: Monagle, Jamie <monaglej@skschools.org>
Subject: RE: WSPA: Annual W-9 notice

W-9's go to Tiffany 😊

I'll forward this one to her!

Thanks,

Rachel Tallman

Purchasing Technician
South Kitsap School District
2689 Hoover Avenue SE
Port Orchard, WA 98366
tallman@skschools.org
360-874-7020

From: Monagle, Jamie
Sent: Tuesday, September 19, 2017 8:12 AM
To: Tallman, Rachel <tallman@skschools.org>
Subject: FW: WSPA: Annual W-9 notice

Hey Rachel,

Do you get updated I-9 forms?

Thanks!

Jamie Monagle

Assistant Director of Human Resources
South Kitsap School District
2689 Hoover Ave. SE
Port Orchard, WA 98366
PH: 360-874-7071
FAX: 360-874-7076
EMAIL: monaglej@skschools.org
[Join the South Kitsap Team!!](#)

From: waspa@memberclicks-mail.net [<mailto:waspa@memberclicks-mail.net>]
Sent: Monday, September 18, 2017 5:02 AM
To: Monagle, Jamie <monaglej@skschools.org>
Subject: WSPA: Annual W-9 notice

Hello WSPA members,

Just a reminder that the WSPA office changed locations in July 2015. The post office no longer forwards mail from our former post office box to our new mailing address. We encourage you to share the attached W-9 with your business office to ensure they have

the correct information in their system.

Our updated address:

Washington School Personnel Association
PO Box 1600
Anacortes, WA 98221

The phone, fax, and email remain the same.

Thank you,

Jennifer Tottenham
Washington School Personnel Association

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

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

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

powered by  MemberClicks

From: Washington School Personnel Association <waspa@memberclicks-mail.net>
Sent time: 09/19/2017 10:01:23 AM
To: monaglej@skitsap.wednet.edu
Subject: S-275 Workshop Registration 2017 Form Submitted

Jamie,

Thank you for registering yourself to attend the S-275 Personnel Reporting Workshop.

This is your receipt for your registration.

Your information provided is as follows:

District: South Kitsap School District

Registrant Name: Jamie Monagle

Registration Information:

Receipt Date: 09/19/2017 13:01:23

Member Type: WSPA Member

Receipt ID: 12479629

Total Payment Amount: \$175.00

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

Thank you for your registration,

Washington School Personnel Association

[Privacy Policy](#)

From: monaglej@skschools.org
Sent time: 09/19/2017 08:09:41 AM
To: stewartj@skschools.org; jensenv@skschools.org; olsonla@skschools.org
Subject: WSPA Region 5 Meeting
Attachments: attachment.ics

Hello Dynamic Region 5!

Are you excited for this school year? I simply can't wait for us to host an amazing Annual Conference this year. With our venue confirmed, our next step is planning, planning, planning!

Our first meeting is scheduled for Friday, September 29th. We will meet at the Bremerton School District Administration Building from 9-12 noon.

Bremerton School District

Board Room

134 Marion Ave North

Bremerton, WA 98312

Our agenda will begin with **OSPI's Mallory Torimino** from the certification office speaking to us on [Para Educator ESHB 1115](#) from 9:15-11:00.

We will spend the last hour discussing and planning committees and "to-do" lists for our annual conference.

Please let me know if you plan to attend. We will begin our day with a continental style breakfast.

I look forward to seeing you!

Denise

BEGIN:VCALENDAR
METHOD:REQUEST
PRODID:Microsoft Exchange Server 2010
VERSION:2.0
BEGIN:VTIMEZONE
TZID:Pacific Standard Time
BEGIN:STANDARD
DTSTART:16010101T020000
TZOFFSETFROM:-0700
TZOFFSETTO:-0800
RRULE:FREQ=YEARLY;INTERVAL=1;BYDAY=1SU;BYMONTH=11
END:STANDARD
BEGIN:DAYLIGHT
DTSTART:16010101T020000
TZOFFSETFROM:-0800
TZOFFSETTO:-0700
RRULE:FREQ=YEARLY;INTERVAL=1;BYDAY=2SU;BYMONTH=3
END:DAYLIGHT
END:VTIMEZONE
BEGIN:VEVENT
ORGANIZER:MAILTO:monaglej@skschools.org
ATTENDEE;ROLE=REQ-PARTICIPANT;PARTSTAT=NEEDS-ACTION;RSVP=TRUE:MAILTO:stewartj@skschools.org
ATTENDEE;ROLE=REQ-PARTICIPANT;PARTSTAT=NEEDS-ACTION;RSVP=TRUE:MAILTO:jensenv@skschools.org
ATTENDEE;ROLE=REQ-PARTICIPANT;PARTSTAT=NEEDS-ACTION;RSVP=TRUE:MAILTO:olsonla@skschools.org
DESCRIPTION;LANGUAGE=en-US:Hello Dynamic Region 5!

Are you excited for this school year? I simply can't wait for us to host an amazing Annual Conference this year. With our venue confirmed, our next step is planning, planning, planning!

Our first meeting is scheduled for Friday, September 29th. We will meet at the Bremerton School District Administration Building from 9-12 noon.

Bremerton School District
Board Room
134 Marion Ave North
Bremerton, WA 98312

Our agenda will begin with OSPI's Mallory Torimino from the certification office speaking to us on Para Educator ESHB 1115 from 9:15-11:00.

We will spend the last hour discussing and planning committees and "to-do" lists for our annual conference.

Please let me know if you plan to attend. We will begin our day with a continental style breakfast.

I look forward to seeing you!

Denise

SUMMARY;LANGUAGE=en-US:WSPA Region 5 Meeting
DTSTART;TZID=Pacific Standard Time:20170929T090000
DTEND;TZID=Pacific Standard Time:20170929T120000
UID:040000008200E00074C5B7101A82E00800000000302186A41E31D301000000000000000101000000083EC591A6C667E4EA8B21835B377E641
CLASS:PUBLIC
PRIORITY:5
DTSTAMP:20170919T150940Z
TRANSP:OPAQUE
STATUS:CONFIRMED
SEQUENCE:0
LOCATION;LANGUAGE=en-US:Bremerton School District
X-MICROSOFT-CDO-APPT-SEQUENCE:0
X-MICROSOFT-CDO-OWNERAPPTID:1161009121

X-MICROSOFT-CDO-BUSYSTATUS:TENTATIVE
X-MICROSOFT-CDO-INTENDEDSTATUS:BUSY
X-MICROSOFT-CDO-ALLDAYEVENT:FALSE
X-MICROSOFT-CDO-IMPORTANCE:1
X-MICROSOFT-CDO-INSTTYPE:0
X-MICROSOFT-DISALLOW-COUNTER:FALSE
BEGIN:VALARM
ACTION:DISPLAY
DESCRIPTION:REMINDER
TRIGGER;RELATED=START:-PT15M
END:VALARM
END:VEVENT
END:VCALENDAR

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 09/25/2017 09:31:58 AM
To: finnie@skschools.org
Subject: Registration now open: Fall HELP Writing Workshop

Hello WSPA members,

Registration is now open for the HELP Fall Session - *Writing Skills for Human Resources*. This workshop is open to all WSPA members. You do not need to be a HELP participant to attend.

This workshop provides three sessions to choose from:

- Session I - Basic Human Resources Writing
- Session II - Human Resources Legal Writing
- Session III - How to Conduct a Workplace Investigation and Document your Findings

WSPA Members: \$150

Your registration includes lunch, refreshments, clock hours, and course materials.

HELP Participants: This event is included in your HELP tuition. There is no additional fee to attend and you do not need to complete a registration form. Please let Jane Rausch know if you will NOT be attending. jrausch@wspa.net

HELP Fall Session - *Writing Skills for Human Resources*

- Monday, October 23, 2017
- Puget Sound Educational Service District
- 9:00 am - 3:00 pm

Please visit our website for more information and to register online: www.wspa.net

Thank you,

Washington School Personnel Association

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

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

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

powered by  MemberClicks

From: do_not_reply@southkitsap.wa-k12.net
Sent time: 09/26/2017 02:32:48 AM
To: finnie@skschools.org
Subject: 8 Unsubmitted Credit Card Transactions.

The following 8 Credit Card Transaction(s) have not been submitted.

Transaction Date	Amount	Where Used
09/18/2017	340.00	SUNDOWN M RANCH
09/21/2017	370.91	STAPLES
09/21/2017	31.60	VISTAPRVISTAPRI
09/21/2017	400.00	U OF IDAHO MARKE
09/21/2017	175.00	WSPA
09/21/2017	225.00	WSPA
09/21/2017	225.00	WSPA
09/21/2017	225.00	WSPA

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

SKSD

From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 09/29/2017 09:37:43 AM
To: finnie@skschools.org
Subject: MEMBER REQUEST

Hello WSPA members! A few member requests for your consideration. Thanks again and have a great weekend.

Stacia Dorman from Puyallup School District is wanting to know what/if any, preemployment screening or tests other Districts use when hiring Campus Safety Officers.

Please send your responses directly to: dormasl@puyallup.k12.wa.us

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

Thanks,

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

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

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

powered by  MemberClicks



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

WASHINGTON STATE CLOCK HOUR REGISTRATION FORM

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

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

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

Section II – Clock Hour Provider			
Clock Hour Class Title: S-275 Personnel Reporting Workshop		Name of Instructors: Laura Bradburn, Meredith Colvin	
Total Number of Clock Hours Available 7	First Day of Class/Offering 10/3/2017	Last Day of Class/Offering 10/3/2017	
Sponsoring Provider Name (Agency Granting Clock Hours) Washington School Personnel Association		Business Telephone Number 360-825-1415	
Provider Address PO Box 1600 Anacortes, WA 98221			
Sponsoring Provider Contact Person Jennifer Tottenham, Program Coordinator		Telephone Number 360-825-1415	

Section III – Affidavit of Participant

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

Original Signature of Participant
Date

Section IV – Clock Hour Provider - Verification

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

Original Signature of Class Sponsor/Instructor
10/3/2017
Date



Sponsored by:

2017 School Law Conference Agenda

Getting it Right

Monday, October 16, 2017			
Schedule	Ballroom	Monterey Room	Summit Room
7:30 am	Registration begins in Foyer		
Breakfast Keynote 8:00-9:00	Paramount Duty: Has HB 2242 Satisfied the Constitutional Mandate? Thomas Ahearne, Foster Pepper		
Session 1 9:15-10:30	Child Abuse Prevention – Beyond Background Checks Diane Cranley, TAALK (Talk About Abuse to Liberate Kids)	Human Resource Training Initiative David Brenna, PESB	Special Education – Top Risks to your District Don Austin, Patterson Buchanan
Session 2 10:40-11:55	Progressive Discipline and Last Chance Agreements Lance Andree, Porter, Foster & Rorick	Internal Cybersecurity Risks Peggy Bodin and Aaron Munn, Office of the Washington State Auditor	Conducting Board Hearings and Knowing Your Audience (i.e., the Board, the Employee, the Administration, the Union, Parents, etc...) Paul Clay and Garrett Williams, Stevens Clay
Lunch 12:15-12:45			
Keynote 12:45-2:05	Bargaining After HB 2242 – What’s Next? Buzz Porter, Porter, Foster & Rorick		
Session 3 2:15-3:30	Effective Classified Evaluations that Lead to Successful Classified Nonrenewals Paul Clay and Garrett Williams, Stevens Clay	New Paid Family Leave Law Parker Howell, Porter, Foster & Rorick	Updates to Student Discipline – Reviewing the New Law Dave Hokit, Curran Law Firm
Hosted Reception – Patterson, Buchanan, Fobes & Leitch			
Tuesday, October 17, 2017			
Breakfast Keynote 8:30-9:30	School Buses, Physical Education and Liability, OH MY! Charles Leitch, Patterson Buchanan		
Session 4 9:40-10:55	Legislative Updates Beyond 2242 What you Need to Know Lee Goeke, WSPA	Keeping Students Safe – Top 10 Hidden Dangers Facing your District Emma Gillespie, Preg O'Donnell	Sex Abuse and Boundary Invasions – How to Hire, Fire and Dot your I's and Cross your T's Mike Kitson and Angie Marshlain, Patterson Buchanan
Session 5 11:00-12:15	Classified Supervisor Checklist – Top Issues Timothy Reynolds, Porter, Foster & Rorick	Destination SPS – A Comprehensive On-Boarding Experience Kim Harmon, Spokane Public Schools	Personal Liability for District Administrators Rick Kaiser, Law Offices of Richard Kaiser
Lunch Keynote 12:25-1:25	The Year in Review/Legal Updates Chuck Lind, Patterson Buchanan		
Session 6 1:35-2:50	Salary Compliance under HB 2242 and Random Opinions Lorraine Wilson, Porter, Foster & Rorick, Sheryl Moore, Renton School District	Records Retention – Keeping it Legal Kevin Jussel, Curran Law Firm	PRA Update and Case Study Felipe Mendez, Preg O'Donnell
All materials are available electronically at www.wspa.net			

Location: DoubleTree Suites by Hilton – 16500 Southcenter Parkway, Seattle, WA 98188

From: Chelle Lente <waspa@memberclicks-mail.net>
Sent time: 10/11/2017 02:16:10 PM
To: finnie@skschools.org
Subject: WSPA Meeting Notes (Sep 29) and Conference Planning Update
Attachments: WSPA- 2017_Regional_Training.pdf

Greetings, Region 5 WSPA Members!

This email has two purposes: 1) Debrief the regional meeting held on September 29th and 2) Share Annual Conference planning notes. **We appreciate the time you take to read through all this important information!**

Regional Meeting Notes

A large group met on Friday, September 29th at the Bremerton School District.

We were fortunate to have two OSPI representatives come to talk about the legislative changes resulting from HB 1115 and HB 1341. For those of you would were unable to join us, we have included the presentation and materials for your review.

After the presentation, we moved into conference planning mode. Below are the current district committee assignments and updates:

Committee	Definition	Lead & Committee Members	Status
Conference Coordinator	Communicates with committee leads Oversees conference planning progress Problem solves Main point of contact	Denise Kennedy	<u>09/29/17</u> Discussed venue and space. We believe they have enough rooms to host everyone. Rooms will have electronic readerboards to list session titles.
Keynote Speakers	Secures 5 keynote speakers Assists with issuance of contracts Prepares keynote speaker biographies and introductions	<u>CKSD</u> Chelle Lente	<u>09/29/2017</u> Reaching out to Nathan Adrian; working on other keynote speakers

<p>Session Presenters</p>	<p>Secures 24 guest speakers</p> <p>Assists with scheduling of speakers</p> <p>Prepares speaker biographies</p>	<p><u>09/29/2017</u></p>	<p>Below are some session ideas from our meeting and the WSPA Board Retreat in June</p> <ul style="list-style-type: none"> • "JOY" Gordy Linse (Key Note?) golinse@gmail.com; 206.940.1846 • Local Olympians <ul style="list-style-type: none"> ◊ Apolo Ohno; Federal Way ◊ Ariana Kukors; Auburn ◊ Nathan Adrian; Bremerton • New Teacher Orientation • Technology strand; Excel, Google, etc. • OSPI Certification; "OSPI 101" <ul style="list-style-type: none"> ◊ Vocational Placement • Social Networks Impacts- Curtis Leonard? • Social and Emotional health of our staff; <ul style="list-style-type: none"> ◊ Interactive stress relievers to do at desk ◊ Wellness • DACA • SEB/Retirement • Job Descriptions; Sherri Evans? • Records Retention • Gender Identity • "Quality Service"; Tracy CKSD? • Recruiting Subs • "The QUE"? • Emergency Sub Training; Chelle CKSD? • Marijuana in the Workplace • Paraeducator Training/Induction; CKSD • Promoting your EAP • Crisis Response • WSPA Google Drive • POG - Pre-Conference
<p>Menu Planning</p>	<p>Coordinates:</p> <p>Meals</p> <p>Snacks</p> <p>Beverages</p>	<p><u>Chimacum/Port Town</u></p> <p>Stephanie McCleary</p> <p>Jesse Michaels</p> <p>Laurie McGinnis</p>	<p><u>09/29/2017</u></p> <p>Food is going to be amazing!</p>

Decorations	Decorates conference in accordance with theme: Centerpieces Directional Signs Attire	<u>Sequim/Port Angeles</u>	<u>09/29/2017</u> Discussed need for budget and count of how many centerpieces are needed.
Vendors/Sponsors/Door Prizes	Solicits donations for door prizes/giveaways Solicits sponsors for meals/breaks Schedules and sets up vendor booths Gift bags	<u>Bremerton</u> Katie O'Brien	<u>09/29/2017</u> Ideas for vendors from WSPA Board Retreat: <ul style="list-style-type: none"> • Ensure vendor space is comfortable (not crowded) • Varidesk • 5-min chair massage •
Silent Auction/Raffle Baskets	Develops and assigns basket theme to each region Gathers region baskets Collect money and build region baskets (if region opts to provide donation instead of basket)	<u>Port Angeles/Sequim</u>	<u>09/29/2017</u> Denise will send a regional email list to facilitate communication. Discussed having "country-themed" baskets as a suggestion to each region (knowing they may do something different).
Entertainment	Coordinates 5 entertainment activities/student performers Coordinates 1 evening activity	<u>North Kitsap</u> Josie Urie Therese Caldwell	<u>09/29/2017</u> Reached out to both local tribes for entertainment; planning with NK music dept for a student performance. Talked about evening entertainment options (paint-n-sip?) or simply an event calendar for this happening already at the venue.
Communications	Develops communication plan and timeline Communicates with WSPA Board	Denise Kennedy Chelle Lente	
Publications	Designs/creates: Registration form	<u>Peninsula</u>	<u>09/29/2017</u> Prepare a save the date to take to the Law

	<p>Flyers</p> <p>Advertisements</p> <p>Handouts</p>	<p>Tammy Looney</p> <p>Joyce Wilson</p>	Conference mid-Oct.
Conference Brochure	Develops conference brochure that includes all logistical details of conference		
Technology	<p>Coordinates all AV needs for conference</p> <p>Secures laptops and computers for presentations</p> <p>Ensures sound</p> <p>Organizes a charging station for technology</p> <p>Remains on site</p>		<p><u>09/29/2017</u></p> <p>Discussed that this is typically coordinated by one of the districts closest to venue. More to come later.</p>
Registration	<p>Monitors registrations</p> <p>Receive registration payments (WSPA collects monies)</p> <p>Create badges for attendees</p> <p>Organize sign-in table</p> <p>Generates clock hour forms</p>	<p><u>North Mason</u></p> <p>Carolyn Nicol</p> <p>Amy Hurd</p>	<p><u>09/29/2017</u></p> <p>Jennifer Tottenham will have the registration site up and running in November.</p>
Transportation	<p>Airport shuttle pricing</p> <p>Vehicle rental rates</p>	<p><u>South Kitsap</u></p> <p>LaLaina Olson</p> <p>Lynn Stellick, BI</p>	
Hotel Contract	<p>Establishes contract with Clearwater Resort Lodge</p> <p>Secures room rates for conference</p>	<p>Curtis Leonard, WSPA</p> <p>Denise Kennedy</p>	<p><u>09/29/2017</u></p> <p>Completed</p>

Budget	Tracks expenditures for the conference	Denise Kennedy Chelle Lente Curtis Leonard, WSPA Jennifer Tottenham	<u>09/29/2017</u> Denise will bring budget information to the next meeting in October.
WSPA Awards Program	Works with WSPA to coordinate awards program acknowledging HELP Graduates	<u>Bainbridge Island</u> Lynn Stellick	
Recruiting/Engagement	Recruits attendees for WSPA conference Promotes conference opportunity		
Room Coordinator	Coordinates room locations for presentation topics Gathers information on what technology needs each presenter requires		
Other:			

We look forward to seeing you at our next meeting:

Friday, October 20, 2017 9:00 AM - 11:00 AM

Central Kitsap School District - Board Room

9210 Silverdale Way NW, Silverdale

Please plan on construction delays on Silverdale Way.

Please RSVP to chellel@ckschools.org .

Thanks!

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

This email was sent to finnie@skschools.org by chellel@ckschools.org

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

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

powered by  MemberClicks

Professional Certification

WSPA Regional Training

September 29, 2017

OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION



Agenda

Mallory Torimino- Customer Service Supervisor

Tonya Bartlett- Credential Evaluator

- **Revised RCW/WAC**
 - ESHB 1115
 - ESSHB 1341
- **Limited Certificates**
 - Types
 - Purpose
 - When to Request
- **Endorsement Pathway Revisions**
 - Test ONLY
 - Program + Test



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION

9/28/2017

Agenda

- **Upcoming Renewal Requirements**
 - STEM
 - TPEP
- **Official Online Certificates**
 - Registry of Certificates
- **Notes of Interest**
- **E-Certification System**
 - Recent Deployments
 - Demonstration



RCW

Revised Code of Washington Statute/Law

Para-Educator

- ESHB 1115
 - Para-Educator Board:
 - Governor biennially appoints the chair of the board

Teachers and Administrators

- ESSHB 1341
 - Professional Certification and Residency Renewal
 - Clock Hours/Credits and PGP's
 - Other Changes



Para-Educator ESHB 1115

• Para-Educator Board Created

- Consists of nine members to be appointed to four-year terms.
- Establish requirements and policies for para-educator certification.

• Para-Educator Minimum Employment Requirements

- Effective September 1, 2018
 1. Eighteen years of age and hold a HS diploma or equivalent
 2. Received passing grade on the education testing service para-educator assessment **or**
 - Hold associate degree **or**
 - Earned 72 quarter credits or 48 semester credits **or**
 - Completed a registered apprenticeship program



Para-Educator

ESHB 1115

Pilot Program for Upcoming Para-Educator Certification requirements (volunteer SD's)

- Begins September 1, 2018
- Purpose is to pilot the state para-educator standards of practice, certificates, and four day course

General Para-educator Certificate

- **Beginning September 1, 2019 School districts must:**
 - Provide para-educators with general courses on the state para-educator standards of practice
 - Ensure all para-educators employed by the district meet the general certification requirements within three years of completing the four-day fundamental course of study.
- **The general certificate does not expire**



Para-Educator

ESHB 1115

Para-Educator Subject Matter Certificates

- Special Education and English Language Learner
 - This is not a prerequisite for a para-educator working in any program.
 - Para-educators may become eligible for a subject matter certificate by completing twenty hours of professional development in the subject area of the certificate
 - Subject matter certificates expire after five years

Advanced Para-educator Certificates

- This is not a prerequisite for a para-educator working in any program.
- Para-educators may become eligible for an advanced para-educator certificate by completing seventy-five hours of professional development in topics related to the duties of an advanced para-educator
- Advanced para-educator certificates expire after five years.



Teachers and Administrators

ESSHB 1341- WAC

- **Professional Certificate**

- Obtaining a Professional certificate is now optional
- Educators can choose to advance through completion of National Boards or ProTeach
 - **ProTeach is available for four more submission dates, through 2019**

- **Residency Renewal**

- Residency certificate holders may now renew in five-year intervals
 - Completion of 100 clock hours/credits in a five year period and completion of an Issues of Abuse Course
- Available to valid **AND** expired residency certificate holders



Teachers and Administrators

ESSHB 1341- WAC

- **Residency Renewal (cont.):**
 - The five-year renewal is available to residency renewal certificate holders
 - **STEM** renewal requirements will apply to residency teacher certificate holders endorsed in STEM related areas beginning September 1, 2019
- **Residency Reissued Certificates**
 - The reissued residency certificate will be issued for five years (previously three yrs.)
- **Transitional Certificate**
 - No longer an option for the residency certificate



Additional WAC Changes

- Five-Year Renewal for all Residency Certificates- ALL Residency Roles
- Value of PGP to decrease from 30 to 25- effective 07/01/2018
- Professional and Continuing (ALL Roles) certificate renewal requirement with clock hours/credits/PGP's will decrease to 100, rather than 150.
- Professional certificates issued as of 9/1/14 can use clock hours for certificate renewal (Previously, those with a Professional issued as of 9/1/14 could only renew with PGP's)
- ESA and Admin Residency FI certificate holders will apply to reissue after two years in their role. (removed 'consecutive' language)
- Allow Residency (ALL Roles) certificate holders have the option to use PGP's for renewal.



Additional WAC Changes

- TPEP requirement is considered to be met by holders of a valid National Board Certificate.
- Residency and Professional certificates cannot renew earlier than 12 months prior to expiration date
- Professional certificates cannot be renewed with the same NBPTS certificate as was used to obtain the Professional.
- Library Media endorsement is now Program + Test (change from Test only)
- Indiana Core Assessment has been added to the list of approved alternatives for content area

Announcements and 1341

<http://www.pesb.wa.gov/media/announcements>



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION

9/28/2017

Limited Certificates

WAC 181-79A-231

<http://k12.wa.us/certification/teacher/Limited.aspx>

•Substitute Certificate

- ***Only Limited Certificate not initiated by the school district***
- Valid for life
- Must meet all regular (full) state teacher requirements except testing

•Emergency Certificate

- Valid for one year or less
- Limit of TWO for Sped Ed

•Conditional

- Valid for two years or less
- Limit of TWO for Sped Ed

•Emergency Substitute Certificate

- Valid for three years or less

•Intern Substitute Teacher Certificate

- Recommended by both SD and IHE
- Valid for one year or less

•Non-Immigrant Exchange Teacher Certificate

- Length of teacher exchange

•Transitional Certificate

- Valid for two years and can be used only once in the educator's lifetime per role
- ONLY expired Continuing cert holders



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION

9/28/2017

12

Recent Revisions to Endorsement Pathway Options

WAC 181-82A-204

<http://www.k12.wa.us/certification/teacher/Endorsement.aspx>

Test ONLY - Endorsements may be added via passage of the appropriate subject matter/content area test. (Previously Pathway 1)

- Biology, Chemistry, Choral Music, Computer Science, Dance, Earth & Space Science, English Language Arts, General Music, Health / Fitness, History, Instrumental Music, Mathematics, Middle Level Humanities, Middle Level Mathematics, Middle Level Science, Physics, Science, Social Studies, Theatre Arts, Visual Arts, and Designated World Languages.

Program + Test- Endorsements can ONLY be added through completion of an approved program. (Previously Pathway 3)

- Elementary Education, Special Education, Early Childhood Education, Early Childhood Special Education, Reading, English Language Learner, Bilingual, Library Media, and all CTE and specialty endorsements.



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION

9/28/2017

13

Recent Revisions to Endorsement Pathway Options (cont.):

National Board For Professional Teaching Standards Certification NBPTS

- The subject area or grade level indicated on the National Board certificate must be comparable to one of the Washington endorsement areas. (See [NBPTS Exemption](#))

Migration

- Certain endorsements may be added by means of migration to align previously-issued endorsements with current standards. (See [migration chart](#).)

***WAC [181-82A-204](#) does NOT apply to CTE or specialty area endorsements.*

****Individuals who hold an ELL or Bilingual endorsement, may add the other endorsement via passage of the appropriate required subject knowledge or language proficiency test(s).*



Upcoming Renewal Requirement- 2019

STEM

<http://k12.wa.us/STEM/ClockHours.aspx>

September 1, 2019

- Beginning September 1, 2019, renewal applications for **professional, residency, and continuing teacher** certificates must document completion of at least 15 clock hours, or at least one goal from an annual professional growth plan* (PGP), with an emphasis on STEM integration to meet this renewal requirement. STEM integration is the authentic combination of at least two of the STEM components (science, technology, engineering, mathematics).
- Beginning September 1, 2019 renewal applications for **CTE Continuing** certificates must document completion of at least 15 clock hours, or at least one goal from an annual professional growth plan* (PGP), with an emphasis on STEM integration to meet this renewal requirement. STEM integration is the authentic combination of at least two of the STEM components (science, technology, engineering, mathematics).
- **This requirement is considered to be met by holders of a valid National Board Certificate.**



Upcoming Renewal Requirement- 2019

STEM (cont.):

STEM - Who will this affect? (RCW 28A.410.2212)

- Elementary Education
- Early Childhood Education
- Mathematics (5-12)
- Middle Level Math (4-9)
- Middle Level Science (4-9)
- Science (5-12)
- Designated Sciences (5-12): Biology, Chemistry, Earth & Space Science, Physics
- Technology Education
- CTE



Upcoming Renewal Requirement- 2019

TPEP

TPEP - Teacher Principal Evaluation Program

Who will this affect and how do I meet this requirement?

Professional and Continuing Administrator, Teacher, and CTE certificate holders.

- Beginning September 1, 2019, renewal applications must document demonstrate completion of ***at least 15 clock hours, or at least one goal from an annual professional growth plan (PGP)***, related to knowledge and competency of the teacher and/or principal evaluation criteria or system.
- **This requirement is considered to be met by holders of a valid National Board Certificate.**

<http://www.k12.wa.us/TPEP/>

<http://www.k12.wa.us/certification/default.aspx>

<http://www.pesb.wa.gov/>



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION

9/28/2017

17


Official Online Certificates

The certificate view is only available to the educator to download and print

SD verification of certificates is done through accessing E-Certification

The online image HR's can see is primary, valid, and meets the requirement for Registry of Certification...Which means you do not need to ask for a copy from the educator





State of Washington

EDUCATION CERTIFICATE

NAME: JOHN DOE

ISSUE DATE: 02/20/2008

CERTIFICATE TYPE: RESIDENCY TEACHER (FIRST ISSUE)

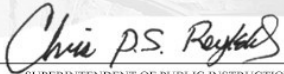
CERTIFICATE NO: 504673E

EXPIRATION DATE: 06/30/2014 |

ENDORSEMENTS:

ELEMENTARY EDUCATION

VALID ONLY UNTIL YOU ARE REPORTED AS A TEACHER IN A PUBLIC SCHOOL IN WASHINGTON WITH AT LEAST 1.5 YEARS OF FULL TIME EQUIVALENT EXPERIENCE.


SUPERINTENDENT OF PUBLIC INSTRUCTION

Alteration Renders This Certificate Null and Void

JOHN DOE
 PROFESSIONAL CERTIFICATION
 PO BOX 47200
 OLYMPIA, WA 98504-7200

DO NOT REMOVE THIS PORTION OF THE CERTIFICATE

This certificate authorizes you to practice in Washington State.

Endorsement(s) marked with "" are based on Out-Of-State program.

For further information please refer to:

PO BOX 47200, Olympia, WA 98504-7200

Phone: (360) 725-6400 Fax: (360) 586-0145

Email: cert@k12.wa.us Web: www.k12.wa.us/certification

If you receive information from a source other than the OSPI Certification Office, it is your responsibility to contact OSPI to ensure you have accurate information

CERTIFICATION REQUIREMENTS ARE SUBJECT TO CHANGE. THE CERTIFICATED PROFESSIONAL IS RESPONSIBLE FOR BEING KNOWLEDGEABLE ABOUT CURRENT AND REVISED REGULATIONS. IT IS THE RESPONSIBILITY OF THE CERTIFICATE HOLDER TO OBTAIN AND MAINTAIN VALID APPROPRIATE WASHINGTON CERTIFICATION TO PRACTICE IN THIS STATE.

Notes of Interest

- **Rush Requests: Demonstration available at <http://k12.wa.us/certification/Webinars.aspx>**
 - When to submit them
 - Emergency need within days
 - District and applicant has completed all applications
 - All prerequisite requirements are completed
 - Application is already submitted
- **Beginning school year activities**
 - Have you checked the E-Certification expiration report for staff?
 - All staff should begin the school year with a valid certificate
- **ProTeach CoHorts**
 - Applicants should **NOT** wait until scores are released to apply for a certificate
 - Options to apply for lifetime substitute, renewal, and upgrade are available through the E-Certification system
 - If questions arise please contact our office (HR or Educator)



E-Certification

<https://eds.ospi.k12.wa.us/OspiSts/identity/login?signin=a1f69a0d287d4c735f01ae7f870f5354>

- **Five Year Residency Renewal Application**

- Now Available

- **National Board Certificate Report**

- Demonstration
- Report is available

- **ALL Certificate Report with Email Addresses**

- Demonstration
- Report is available

- **Certificate Expiration Report**

- S275 date will be removed September/October and NEW S275 date will be uploaded in November
- During this time period the report will NOT return results
- **RUN REPORTS NOW!!!!!!**



Professional Certification

Additional trainings, presentations, and webinars can be found at:
[Certification Webinars and Presentations](#)

Join us for the next Professional Certification Webinar October 5, 2017

OSPI- Professional Certification Office

cert@k12.wa.us

(360) 725-6400



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION

9/28/2017

From: finnie@skschools.org
Sent time: 10/13/2017 07:46:53 AM
To: finnie@skschools.org
Subject: FW: School Law Conference reminder, agenda, and conference materials
Attachments: 2017_Law_Conference_AGENDA.pdf

C. Lynn Finnie

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

From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Wednesday, October 11, 2017 8:02 PM
To: Finnie, Lynn <finnie@skschools.org>
Subject: School Law Conference reminder, agenda, and conference materials

Dear School Law Conference attendees,

Thank you for taking the time out of your very busy schedules to join us at the upcoming School Law Conference. We value your time and are proud to present an agenda that will provide timely and relevant information presented by some of Washington State's most prestigious law firms.

School Law Conference

- October 16-17, 2017
- DoubleTree Suites by Hilton at Southcenter

Conference materials will be available electronically for your review.

- **In order to access these materials, you have been provided a special username and password to access our website:**
 - **Username:** law2017
 - **Password:** wspa
- **Please note that you must log out of your WSPA membership account and log in using the above username/password in order to access the materials**
- **Please visit www.wspa.net and login with the above account to access this information.**

We are still finalizing presentation documents and will be posting updates to the materials daily. Please check back for the most up-to-date information.

WiFi will be available at the hotel so that you may access the materials during the conference sessions.

The agenda is attached for your reference.

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

We look forward to seeing you next week.

Thank you,

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

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

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





Sponsored by:

2017 School Law Conference Agenda

Getting it Right

Monday, October 16, 2017			
Schedule	Ballroom	Monterey Room	Summit Room
7:30 am	Registration begins in Foyer		
Breakfast Keynote 8:00-9:00	Paramount Duty: Has HB 2242 Satisfied the Constitutional Mandate? Thomas Ahearne, Foster Pepper		
Session 1 9:15-10:30	Child Abuse Prevention – Beyond Background Checks Diane Cranley, TAALK (Talk About Abuse to Liberate Kids)	Human Resource Training Initiative David Brenna, PESB	Special Education – Top Risks to your District Don Austin, Patterson Buchanan
Session 2 10:40-11:55	Progressive Discipline and Last Chance Agreements Lance Andree, Porter, Foster & Rorick	Internal Cybersecurity Risks Peggy Bodin and Aaron Munn, Office of the Washington State Auditor	Conducting Board Hearings and Knowing Your Audience (i.e., the Board, the Employee, the Administration, the Union, Parents, etc...) Paul Clay and Garrett Williams, Stevens Clay
Lunch 12:15-12:45			
Keynote 12:45-2:05	Bargaining After HB 2242 – What’s Next? Buzz Porter, Porter, Foster & Rorick		
Session 3 2:15-3:30	Effective Classified Evaluations that Lead to Successful Classified Nonrenewals Paul Clay and Garrett Williams, Stevens Clay	New Paid Family Leave Law Parker Howell, Porter, Foster & Rorick	Updates to Student Discipline – Reviewing the New Law Dave Hokit, Curran Law Firm
Hosted Reception – Patterson, Buchanan, Fobes & Leitch			
Tuesday, October 17, 2017			
Breakfast Keynote 8:30-9:30	School Buses, Physical Education and Liability, OH MY! Charles Leitch, Patterson Buchanan		
Session 4 9:40-10:55	Legislative Updates Beyond 2242 What you Need to Know Lee Goeke, WSPA	Keeping Students Safe – Top 10 Hidden Dangers Facing your District Emma Gillespie, Preg O'Donnell	Sex Abuse and Boundary Invasions – How to Hire, Fire and Dot your I's and Cross your T's Mike Kitson and Angie Marshlain, Patterson Buchanan
Session 5 11:00-12:15	Classified Supervisor Checklist – Top Issues Timothy Reynolds, Porter, Foster & Rorick	Destination SPS – A Comprehensive On-Boarding Experience Kim Harmon, Spokane Public Schools	Personal Liability for District Administrators Rick Kaiser, Law Offices of Richard Kaiser
Lunch Keynote 12:25-1:25	The Year in Review/Legal Updates Chuck Lind, Patterson Buchanan		
Session 6 1:35-2:50	Salary Compliance under HB 2242 and Random Opinions Lorraine Wilson, Porter, Foster & Rorick, Sheryl Moore, Renton School District	Records Retention – Keeping it Legal Kevin Jussel, Curran Law Firm	PRA Update and Case Study Felipe Mendez, Preg O'Donnell
All materials are available electronically at www.wspa.net			

Location: DoubleTree Suites by Hilton – 16500 Southcenter Parkway, Seattle, WA 98188

From: finnie@skschools.org
Sent time: 10/17/2017 01:26:40 PM
To: admin@wspa.net
Subject: Automatic reply: School Law Conference: thank you, survey, and clock hours/CLE's

I am out of the office and at a conference and will return Wednesday. Please feel free to leave me a message. If this is an emergency please contact Sarah Conner at 360-874-7079 and she will route the call to the appropriate person.

From: admin@wspsa.net
Sent time: 10/17/2017 01:25:59 PM
To: admin@wspsa.net
Subject: School Law Conference: thank you, survey, and clock hours/CLE's
Attachments: 2017 Law Conference Clock Hour Form.pdf

Hello,

Thank you for your attendance at the School Law Conference. We appreciate that you took time out of your busy schedule to join us for two days of learning, conversation, and collaboration. We hope you will choose to join us again next year. We ask that you please take a moment to complete our conference survey so that we can be sure to make our next event just as meaningful and relevant.

The conference survey may be found online at: <https://www.surveymonkey.com/r/SchLaw2017>

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

For those of you who signed in for CLE credits, your information is being submitted to WSBA.

Again, thank you for joining us at the School Law Conference. Don't forget to save the date for our Annual Conference, February 26-28, 2018 at the beautiful Suquamish Clearwater Resort in Suquamish, Washington . Conference details and registration will be coming soon!

Thank you,

Jennifer

Jennifer Tottenham

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





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

WASHINGTON STATE CLOCK HOUR REGISTRATION FORM

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

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

Section 1 – Information – Participant			Please Print and Use Pen
Only			
Legal Name (Last, First, Middle)		Maiden or Former Name	
Date of Birth (m,d,y)	Social Security No. (optional)	Washington Certificate No.	(optional) <input type="checkbox"/> Female <input type="checkbox"/> Male
Home Address (Street, City, State, Zip Code)		Telephone Numbers	
		Home	
		Business	

Section II – Clock Hour Provider		
Clock Hour Class Title: 2017 WSPA WSRMP School Law Conference		Name of Instructors: Various
Total Number of Clock Hours Available 11.5	First Day of Class/Offering 10/16/2017	Last Day of Class/Offering 10/17/2017
Sponsoring Provider Name (Agency Granting Clock Hours) Washington School Personnel Association		Business Telephone Number 360-825-1415
Provider Address PO Box 1600, Anacortes, Washington, 98221		
Sponsoring Provider Contact Person Jennifer Tottenham, Program Coordinator		Telephone Number 360-825-1415

Section III – Affidavit of Participant

I, _____, swear/affirm that I earned _____ clock hours for actual attendance at the above Clock Hour Class Title. I am not applying for college/university credit for this program. I also certify (declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. The intentional misrepresentation of a material fact in this form subjects the holder to revocation of his/her certificate pursuant to Chapter 181-85 WAC.

Original Signature of Participant
Date

Section IV – Clock Hour Provider - Verification

When signed by the approved class sponsor or instructor, this form serves as a transcript or letter documenting eligible credits as required by WAC 392-121-280(3).

Original Signature of Class Sponsor/Instructor
10/17/2017
Date

This form should be retained by the holder for possible dispute (WAC 181-85-085)

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 10/18/2017 06:01:51 AM
To: finnie@skschools.org
Subject: Registration now open: Employee Misconduct and Investigations Workshop

Dear WSPA members,

Registration is now open for our **Employee Misconduct and Investigations Workshops:**

November 3, 2017 - TUKWILA

- 9:00 am - 2:30 pm
- DoubleTree Suites by Hilton at Southcenter
- Tukwila, Washington

November 20, 2017 - SPOKANE

- 9:00 am - 2:30 pm
- North East Washington Educational Service District 101
- Spokane, Washington

This workshop will cover the basics of employee discipline and misconduct investigations. This session includes discussion from sample cases, hypothetical and real-life examples, along with practical tips and guidance for dealing with a range of discipline and conduct issues.

- Employee discipline, ranging from letters of direction to termination
- Determining the appropriate level of employee discipline. Discipline that sticks
- Handling an employee discipline case from start, to finish
- Practical tips and guidance for conducting employee investigations
- Knowing when to place an employee on administrative leave
- Defining Weinegarten rights
- Conducting Loudermill hearings
- Preparing for termination hearings
- Principles of just cause

Member pricing: \$ 150

Non-member price: \$200

Registration includes clock hours, course materials, refreshments, and lunch

[Please click here](#) to register and for full event details.

Thank you,

Washington School Personnel Association

This email was sent to finnie@skschools.org by admin@wspa.net

Washington School Personnel Association · PO Box 1600, Anacortes, Washington 98221, United States

[Unsubscribe or Manage Preferences](#) · [Privacy Policy](#)

powered by  MemberClicks

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 10/23/2017 03:01:50 PM
To: finnie@skschools.org
Subject: Registration now open: Employee Misconduct and Investigations Workshop

Dear WSPA members,

Reminder: registration is now open for our **Employee Misconduct and Investigations Workshops:**

November 3, 2017 - TUKWILA

- 9:00 am - 2:30 pm
- DoubleTree Suites by Hilton at Southcenter
- Tukwila, Washington

November 20, 2017 - SPOKANE

- 9:00 am - 2:30 pm
- North East Washington Educational Service District 101
- Spokane, Washington

This workshop will cover the basics of employee discipline and misconduct investigations. This session includes discussion from sample cases, hypothetical and real-life examples, along with practical tips and guidance for dealing with a range of discipline and conduct issues.

- Employee discipline, ranging from letters of direction to termination
- Determining the appropriate level of employee discipline. Discipline that sticks
- Handling an employee discipline case from start, to finish
- Practical tips and guidance for conducting employee investigations
- Knowing when to place an employee on administrative leave
- Defining Weinegarten rights
- Conducting Loudermill hearings
- Preparing for termination hearings
- Principles of just cause

Member pricing: \$ 150

Non-member price: \$200

Registration includes clock hours, course materials, refreshments, and lunch

[Please click here](#) to register and for full event details.

Thank you,

Washington School Personnel Association

This email was sent to finnie@skschools.org by admin@wspa.net

Washington School Personnel Association · PO Box 1600, Anacortes, Washington 98221, United States

[Unsubscribe or Manage Preferences](#) · [Privacy Policy](#)

powered by  MemberClicks

From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 11/03/2017 06:03:54 AM
To: finnie@skschools.org
Subject: MEMBER REQUEST

Good Friday Morning WSPA members! A few requests for your consideration. Thanks!

Robin Hay from Pasco School District is wondering if there are any districts who are using the Danielson framework for TPEP and have gone through a probation process. She is looking for any forms or tips if there is a district who has experience in this.

Please send your responses directly to: RHay@psd1.org

Also, cc your responses to: cleonard@wspa.net

Thanks,

Curtis

This email was sent to finnie@skschools.org by cleonard@wspa.net

Washington School Personnel Association · PO Box 1600, Anacortes, Washington 98221, United States

[Unsubscribe or Manage Preferences](#) · [Privacy Policy](#)

powered by  MemberClicks

From: Chelle Lente <waspa@memberclicks-mail.net>
Sent time: 11/03/2017 04:34:09 PM
To: finnie@skschools.org
Subject: Region 5 Meeting Notes - 10/20/2017
Attachments: Committee_Planning.docx

Greetings WSPA Region 5 Members!

Thank you to all who joined us at Central Kitsap on October 20th. It was a fruitful meeting and we made great progress in planning our annual conference. Attached for your review is a document showing the status of the planning committees and possible session topics. Please take some time to review the information and be ready to bring feedback to our next meeting:

November 17th

9:00 AM to Noon

North Kitsap School District Board Room - 18360 Caldart Ave NE, Poulsbo

Denise and I are working on either a short presentation or roundtable topic discussion for the first hour, followed by conference planning from 10-Noon.

To make this the BEST CONFERENCE EVER, we need to pull together as a region and have as much participation in the planning as possible. If you are unable to physically attend the meeting, but would like to join us via video conference or even the "old-fashioned" conference call, please let me know!

Please RSVP to let me know if you will make the meeting on the 17th or not.

Thanks for all you do to support our great association!

Chelle Lente

Region 5 Co-Representative

This email was sent to finnie@skschools.org by chellel@ckschools.org

Washington School Personnel Association · PO Box 1600, Anacortes, Washington 98221, United States

[Unsubscribe or Manage Preferences](#) · [Privacy Policy](#)

powered by  MemberClicks



Committee	Definition	Lead & Committee Members	Status
Conference Coordinator	<p>Communicates with committee leads</p> <p>Oversees conference planning progress</p> <p>Problem solves</p> <p>Main point of contact</p>	Denise Kennedy	<p>09/29/17</p> <p>Discussed venue and space. We believe that everyone. Rooms will have electronic read</p>
Budget	Tracks expenditures for the conference	<p>Denise Kennedy</p> <p>Chelle Lente</p> <p>Curtis Leonard, WSPA</p> <p>Jennifer Tottenham</p>	<p>09/29/2017</p> <p>Denise will bring budget information to the</p> <p>10/20/2017</p> <ul style="list-style-type: none"> Reviewed budget. Our committee We have a projected income of \$6 Whenever possible, do online order Tottenham. Send her the link to w it. Or, ask vendors if they can invo reimbursements to a minimum.
Communications	<p>Develops communication plan and timeline</p> <p>Communicates with WSPA Board</p>	<p>Denise Kennedy</p> <p>Chelle Lente</p>	
Decorations	<p>Decorates conference in accordance with theme:</p> <p>Centerpieces</p> <p>Directional Signs</p> <p>Attire</p>	<p><u>Sequim/Port Angeles</u></p>	<p>09/29/2017</p> <p>Discussed need for budget and count of h needed.</p> <p>10/20/2017</p> <ul style="list-style-type: none"> Group decided to purchase red ves Need to determine "who" is volun and collect sizes

Committee	Definition	Lead & Committee Members	Status
Entertainment	Coordinates 5 entertainment activities/student performers Coordinates 1 evening activity	<u>North Kitsap</u> - Josie Urie Therese Caldwell	09/29/2017 Reached out to both local tribes for entertainment music dept for a student performance. Talked about entertainment options (paint-n-sip?) or similar happening already at the venue. 10/20/2017 Needs to also coordinate student transportation
Hotel Contract	Establishes contract with Clearwater Resort Lodge Secures room rates for conference	Curtis Leonard, WSPA Denise Kennedy	09/29/2017 Completed
Keynote Speakers	Secures 5 keynote speakers Assists with issuance of contracts Prepares keynote speaker biographies and introductions	<u>CKSD</u> - Chelle Lente	09/29/2017 Reaching out to Nathan Adrian; working on contracts 10/20/2017 Discussed idea of having one less keynote speaker to allow for roundtable discussion topics. Will have a screen or have prompting question cards on this during the last breakfast.
Menu Planning	Coordinates: Meals Snacks Beverages	<u>Chimacum/Port Town</u> - Stephanie McCleary Jesse Michaels Laurie McGinnis	09/29/2017 Food is going to be amazing! 10/20/2017 Denise will touch base with Stephanie.
Publications	Designs/creates: Registration form Flyers	<u>Peninsula</u> - Tammy Looney	09/29/2017 Prepare a save the date to take to the Law

Committee	Definition	Lead & Committee Members	Status
	<p style="text-align: center;">Advertisements</p> <p style="text-align: center;">Handouts</p> <p style="text-align: center;">Develops conference brochure that includes all logistical details of conference</p>		
<p>Recruiting/Engagement</p>	<p>Recruits attendees for WSPA conference</p> <p>Promotes conference opportunity</p>		
<p>Registration</p>	<p>Monitors registrations</p> <p>Receive registration payments (WSPA collects monies)</p> <p>Create badges for attendees</p> <p>Organize sign-in table</p> <p>Generates clock hour forms</p>	<p>Jennifer Tottenham does all registration functions, badges and clock hour forms</p> <p>North Mason – Welcome Table Help</p> <p>Carolyn Nicol</p> <p>Amy Hurd</p>	<p><i>09/29/2017</i></p> <p>Jennifer Tottenham will have the registration November.</p>
<p>Room Coordinator</p>	<p>Coordinates room locations for presentation topics</p> <p>Gathers information on what technology needs each presenter requires</p>		
<p>Session Presenters</p>	<p>Secures 24 guest speakers</p> <p>Assists with scheduling of speakers</p> <p>Prepares speaker biographies</p>		<p><i>09/29/2017</i></p> <p>Below are some session ideas from our m Retreat in June</p> <ul style="list-style-type: none"> • "JOY" Gordy Linse (Key Note?) golinse • Local Olympians <ul style="list-style-type: none"> ○ Apolo Ohno; Federal Way ○ Ariana Kukors; Auburn ○ Nathan Adrian; Bremerton • New Teacher Orientation • Technology strand; Excel, Google, etc • OSPI Certification; "OSPI 101" <ul style="list-style-type: none"> ○ Vocational Placement

Committee	Definition	Lead & Committee Members	Status
			<ul style="list-style-type: none"> • Social Networks Impacts- Curtis Leonard • Social and Emotional health of our staff <ul style="list-style-type: none"> ○ Interactive stress relievers to ○ Wellness • DACA • SEB/Retirement • Job Descriptions; Sherri Evans? • Records Retention • Gender Identity • "Quality Service"; Tracy CKSD? • Recruiting Subs • "The QUE"? • Emergency Sub Training; Chelle CKSD • Marijuana in the Workplace • Paraeducator Training/Induction; CKSD • Promoting your EAP • Crisis Response • WSPA Google Drive • POG - Pre-Conference <p><i>10/20/2017</i></p> <p>Discussion:</p> <ul style="list-style-type: none"> • Reviewed topic ideas and making suggestions for a great presenter. Chelle created a spreadsheet on presenters. (TABLE LOCATED AT THE BOTTOM OF THIS PAGE) • Need to assign a session "ambassador" - ensure each presenter has what they need and know what they would like that. • Need to purchase thank you gift cards • Need to have back-up plans ready for cancellations (it happens!)
Silent Auction/Raffle Baskets	Develops and assigns basket theme to each region Gathers region baskets Collect money and build region baskets (if region opts to provide donation instead of basket)	<u>Port Angeles/Sequim</u>	<p><i>09/29/2017</i></p> <p>Denise will send a regional email list to facilitate communication. Discussed having "countdown" suggestion to each region (knowing they need to be ready)</p> <p><i>10/20/2017</i></p> <p><i>Chelle to send regional email list to facilitate</i></p>
Technology	Coordinates all AV needs for conference		<p><i>09/29/2017</i></p>

Committee	Definition	Lead & Committee Members	Status
	<p>Secures laptops and computers for presentations</p> <p>Ensures sound</p> <p>Organizes a charging station for technology</p> <p>Remains on site</p>		<p>Discussed that this is typically coordinated venue. More to come later.</p> <p><i>10/20/2017</i></p> <ul style="list-style-type: none"> • Must have district techs available typically only have one or two available • 2-3 hour segments to not impact a • Need to determine what the venue costs (included in contract?) • WSPA has five laptops and three p
<p>Transportation</p>	<p>Airport shuttle pricing</p> <p>Vehicle rental rates</p>	<p><u>Bainbridge Island</u></p> <p>Lynn Stellick</p>	<p><i>10/20/2017</i></p> <ul style="list-style-type: none"> • Lynn will send airport shuttle/car r • Tottenham • Ensure printed ferry schedules are
<p>Vendors/Sponsors/Door Prizes</p>	<p>Solicits donations for door prizes/giveaways</p> <p>Solicits sponsors for meals/breaks</p> <p>Schedules and sets up vendor booths</p> <p>Gift bags</p>	<p><u>Peninsula</u></p> <p>Katie O'Brien</p> <p>Meesha Kendrick</p>	<p><i>09/29/2017</i></p> <p>Ideas for vendors from WSPA Board Retre</p> <ul style="list-style-type: none"> • Ensure vendor space is comfortable (r • Varidesk • 5-min chair massage
<p>WSPA Awards Program</p>	<p>Works with WSPA to coordinate awards program acknowledging HELP Graduates</p>	<p><u>Bainbridge Island</u></p> <p>Lynn Stellick</p>	
<p>Miscellaneous</p>			

Presenters

- 1 Pre-Conference (1 option listed below)
- 4-5 Keynotes (4 options listed below)
- 24 Breakout Sessions (25 possible topics listed below)

Session Topic	Possible Presenters	Session Coordinator/Notes	Confirmed Presenter	Session Date/Time
PRE-CONFERENCE Whole Educator Support	Forrest Griek, Tacoma Public Schools fgriek@tacoma.k12.wa.us 253.571.7660	Chelle will contact		
KEYNOTE "JOY"	Gordy Linse golinse@gmail.com 206.940.1846	Chelle		
KEYNOTE Apollo Ohno; Federal Way		Chelle Lente will contact		
KEYNOTE Ariana Kukors; Auburn		Chelle Lente will contact		
KEYNOTE Nathan Adrian Bremerton		Chelle Lente will contact		
Crisis Response	Curtis Leonard	Chelle Lente will contact		
DACA				
Digital Archiving				
Education/Credit Processing in WESPaC	Katie O'Brien, PSD or Janet Paeth BISD	Chelle Lente will contact		
Emergency Sub Training	Lisa Pitcher, CKSD	Chelle Lente will contact		
Gender Identity	Ask Curtis for another attorney who can present	Chelle Lente will contact		
Job Descriptions	Sheri Evans			

Session Topic	Possible Presenters	Session Coordinator/Notes	Confirmed Presenter	Session Date/Time
Marketing your HR Department: Friend or Foe	Jeanne Beckon, CKSD	Chelle Lente will contact		
Marijuana in the Workplace	Ask Curtis for another attorney who can present	Chelle Lente will contact		
New to Profession Teacher Mentor Program	Lisa Pitcher, CKSD	Chelle Lente will contact		
New Teacher Orientation	Kim Harmon, Spokane	Chelle Lente will contact		
OSPI Certification; "OSPI 101"	Mallory Torimino OSPI or Maren Johnson PESB	Chelle Lente will contact		
Paraeducator Training/Induction	Kari Clithero, CKSD		Kari Clithero, CKSD	
POG	Spokane			
Promoting your EAP/Value of having an EAP				
Public Records Requests	Timothy Reynolds, Porter Foster Rorick tim@prwa.com 206.622.0203			
Qmlative	WSIPC	Chelle Lente will contact		
Quality Service	Tracy Johnson, CKSD		Tracy Johnson, CKSD	
Records Retention	Felipe Mendez, Preg O'Donnell & Gillett fmendez@pregodonnell.com 206.287.1775			
Recruiting Subs	Perhaps a table topic at a breakfast?			

Session Topic	Possible Presenters	Session Coordinator/Notes	Confirmed Presenter	Session Date/Time
SEB/Retirement	DRS or SIG	Kelbee Prowell will talk with Matt from SIG		
Skyward: Best Practices/Tips & Tricks	Tammy Looney, PSD??	Chelle Lente will contact		
Social and Emotional health of our staff; <ul style="list-style-type: none"> • Interactive stress relievers to do at desk • Wellness 	Alison Rotter, Kitsap Strong	Denise Kennedy will contact		
Social Networks Impacts	Curtis Leonard	Chelle Lente will contact		
Technology strand; Excel, Google, etc.	Randi Ivancich, BISD	Lynn Stellick will contact Possibly offer Google 2 times (it was overflowing at the last conf.)		
Vocational Placement				
WSPA Google Drive	Darrell Heisler, SWSD	Chelle Lente will contact		

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 11/13/2017 06:01:57 AM
To: finnie@skschools.org
Subject: Applications now being accepted: Randy Hathaway Fellowship Awards

Dear WSPA members,

The Randy Hathaway Fellowship Awards were established to commemorate the exemplary leadership of Randy Hathaway and his service to the field of human resources. Mr. Hathaway served as a school administrator, Executive Director of Employee Relations and Negotiations Network (ERNN), and as the Executive Director of Washington School Personnel Association (WSPA). Mr. Hathaway continues to be an advocate for education, the role of human resources, and of our organization. It is with great pride that we offer this fellowship program to our members.

Randy Hathaway fellowships are open to individuals who are current WSPA members and have belonged to the organization for at least one membership year prior to the 2017-2018 year. These competitive, non-continuing fellowships are available for the purpose of supporting the recipients' educational growth in the area of Human Resources.

2018 Fellowship Awards:

WSPA is pleased to offer twelve (12) HELP program tuition fellowships in the amount of \$910 each. WSPA will grant two (2) HELP fellowships per region.

WSPA will also be offering twelve (12) tuition fellowships in the amount of \$500 each. These fellowships are to be used toward college tuition or college credits related to the study of human resources.

You may apply for both the HELP and tuition fellowships, however only one will be awarded per person, per year.

The application deadline is January 12, 2018

[Please click here](#) for more information and to download the application materials.

Thank you, and best of luck with your applications!

The Washington School Personnel Association

This email was sent to finnie@skschools.org by admin@waspa.net

Washington School Personnel Association · PO Box 1600, Anacortes, Washington 98221, United States

[Unsubscribe or Manage Preferences](#) · [Privacy Policy](#)

powered by  MemberClicks

From: Chelle Lente <waspa@memberclicks-mail.net>
Sent time: 11/15/2017 10:09:04 AM
To: monaglej@skitsap.wednet.edu
Subject: WSPA Meeting this Friday

Our next meeting is this Friday, November 17th:

9:00 AM to Noon

North Kitsap School District Board Room - 18360 Caldart Ave NE, Poulsbo

The first hour we will host roundtable discussions. One suggested topic is criminal background checks/fingerprint procedures:

- How do you track fingerprint clearance dates? WESPaC, Excel, Other?
- Do you ever require reprinting? (Sub hired to regular or athletic coach position, etc.)
- How do you handle small stipend position employees who do not have unsupervised access to students? (i.e, a committee member, piano accompanist, etc.)
- Do you run your subs or employees through the WATCH system annually?

If you have other topics, please let me know and I will send an update out so members can be prepared for discussions.

Looking forward to seeing you!

Chelle Lente

Region 5 Co-Representative

This email was sent to monaglej@skitsap.wednet.edu by chellel@ckschools.org

Washington School Personnel Association · PO Box 1600, Anacortes, Washington 98221, United States

[Unsubscribe or Manage Preferences](#) · [Privacy Policy](#)

powered by  MemberClicks

From: monaglej@skschools.org
Sent time: 11/16/2017 08:45:52 AM
To: stewartj@skschools.org; olsonla@skschools.org
Subject: FW: WSPA Meeting this Friday

Not sure if you guys were planning on attending but below is the agenda for tomorrow's meeting.

Thanks,

Jamie Monagle

Assistant Director of Human Resources

South Kitsap School District

2689 Hoover Ave. SE

Port Orchard, WA 98366

PH: 360-874-7071

FAX: 360-874-7076

EMAIL: monaglej@skschools.org

[Join the South Kitsap Team!!](#)

From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Wednesday, November 15, 2017 10:09 AM
To: Monagle, Jamie <monaglej@skschools.org>
Subject: WSPA Meeting this Friday

Our next meeting is this Friday, November 17th:

9:00 AM to Noon

North Kitsap School District Board Room - 18360 Caldart Ave NE, Poulsbo

The first hour we will host roundtable discussions. One suggested topic is criminal background checks/fingerprint procedures:

- How do you track fingerprint clearance dates? WESPAC, Excel, Other?
- Do you ever require reprinting? (Sub hired to regular or athletic coach position, etc.)
- How do you handle small stipend position employees who do not have unsupervised access to students? (i.e, a committee member, piano accompanist, etc.)
- Do you run your subs or employees through the WATCH system annually?

If you have other topics, please let me know and I will send an update out so members can be prepared for discussions.

Looking forward to seeing you!

Chelle Lente

Region 5 Co-Representative

[Unsubscribe or Manage Preferences](#) · [Privacy Policy](#)

powered by  **MemberClicks**

From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 11/17/2017 11:22:54 AM
To: finnie@skschools.org
Subject: MEMBER REQUEST

Hello WSPA members. A few requests for your consideration! Thanks..

Gena Lont from Quilcene is asking does your districts offer paid maternity/paternity leave that does not come off of sick leave? If so, how much time does your district allow them?

Please send your responses directly to: glont@qsd48.org

Also, cc your responses to: cleonard@wspa.net

Thanks,

Curtis

This email was sent to finnie@skschools.org by cleonard@wspa.net

Washington School Personnel Association · PO Box 1600, Anacortes, Washington 98221, United States

[Unsubscribe or Manage Preferences](#) · [Privacy Policy](#)

powered by  MemberClicks

From: Porter Foster Rorick <pfr@pfrwa.com>
Sent time: 11/17/2017 01:55:02 PM
To: Porter Foster Rorick <pfr@pfrwa.com>
Subject: WSPA 21st Century Bargaining Skills Workshop
Attachments: 2018 BargainingWorkshopSchedule.pdf

We hope you are having a successful school year.

As we head into a critical season for collective bargaining in 2018, we are again partnering with the Washington School Personnel Association to present a 1-day workshop entitled “21st Century Bargaining Skills.” This workshop repeats the core content from previous years for school administrators who may be sitting on a management bargaining team in Washington for the first time, and includes an advanced track for those who are ready to add to their toolbox of bargaining skills. The workshop will include presentations on the bargaining impacts of *McCleary* and EHB 2242, as well as *Janus v. AFSCME*, the U.S. Supreme Court case impacting agency fees in the public sector. We encourage you to consider sending your entire bargaining team.

The workshop will be held on Thursday, January 11, at the Southcenter Doubletree Suites in Tukwila. A flyer describing the workshop is attached, and registration is available at www.wspa.net.

As always, if you have any questions, please feel free to call or e-mail any of our attorneys for more information.



Tel: (206) 622-0203 | Fax: (206) 223-2003
www.pfrwa.com



21st Century Bargaining Skills Workshop

Thursday, January 11, 2018 • DoubleTree Suites Southcenter

Track A

foundational skills and knowledge for successful collective bargaining

Track B

deeper development of skills and knowledge for bargainers who have already completed Track A

- | | | |
|----------|--|---|
| 9:00 AM | <p>Bargaining Law 101
Lance Andree, Porter Foster Rorick
<i>the legal duty to bargain; mandatory subjects of bargaining; actions that could amount to unfair labor practices during the negotiation of CBAs</i></p> | <p>Bargaining Law 201
Tim Reynolds, Porter Foster Rorick
<i>actions and practices that could lead to unfair labor practice complaints outside of the traditional collective bargaining process</i></p> |
| 10:00 AM | <p>Bargaining Engineering 101
Rachel Miller, Porter Foster Rorick
<i>structures involved in positional and interest-based bargaining; record keeping tools; common lingo and acronyms used in collective bargaining</i></p> | <p>Bargaining Philosophy 201
Buzz Porter, Porter Foster Rorick
<i>common reactions to both cooperative and competitive negotiating behaviors; alternative approaches to the same behaviors</i></p> |
| 11:00 AM | <p>Bargaining Psychology 101
Beth Porter, Renton School District
<i>importance and use of active listening skills; taking conversations "From No to Yes"</i></p> | <p>Bargaining Math 201
Lance Andree, Porter Foster Rorick
<i>developing and analyzing salary surveys and financial comparables</i></p> |
| 12:20 PM | <p>Lunch: <i>Janus v. AFSCME</i> and the Potential Demise of Mandatory Dues/Agency Fees
Curtis Leonard, Patterson Buchanan Fobes & Leitch</p> | |
| 1:00 PM | <p>Bargaining Philosophy 101
Buzz Porter, Porter Foster Rorick
<i>recognizing default behaviors; "turn the other cheek" & "one-sided interest-based bargaining"</i></p> | <p>Bargaining Psychology 201
Rachel Miller, Porter Foster Rorick
<i>recognizing "working styles" and how to use this knowledge in collective bargaining</i></p> |
| 2:00 PM | <p>Bargaining Math 101
Lorraine Wilson, Porter Foster Rorick
<i>overview of Washington school finance as it relates to collective bargaining</i></p> | <p>Bargaining Engineering 201
Jamie Siegel, PERC
<i>strategies for successful mediation; behaviors during mediation which increase or decrease chances for settlement</i></p> |
| 3:00 PM | <p>Bargaining English 101
Tim Reynolds, Porter Foster Rorick
Michael Rorick, Porter Foster Rorick
<i>drafting contract language to maximize chances for settlement and minimize legal disputes</i></p> | <p>Bargaining Impacts of EHB 2242
Buzz Porter, Porter Foster Rorick
<i>impacts of the legislature's response to McCleary on collective bargaining in 2018 and 2019</i></p> |



From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 11/27/2017 06:02:08 AM
To: finnie@skschools.org
Subject: Registration now open: Washington Educator Career Fairs 2018



Hello WSPA members,

Registration is now open to attend the 2018 Washington Educator Career Fairs:

Spokane Convention Center
March 14, 2018

Tacoma Dome Arena
March 28, 2018

[Please click here](#) to register and for full event details.

Thank you,

Washington School Personnel Association

This email was sent to finnie@skschools.org by admin@wspa.net

Washington School Personnel Association · PO Box 1600, Anacortes, Washington 98221, United States

[Unsubscribe or Manage Preferences](#) · [Privacy Policy](#)

powered by  MemberClicks

From: finnie@skschools.org
Sent time: 11/28/2017 07:47:14 AM
To: paton@skschools.org
Subject: FW: Registration now open: Washington Educator Career Fairs 2018

Hi Erika,

These two career fairs are ones that Misty goes to you receive a discount when you book both. If you need help just let me know.

Finnie

C. Lynn Finnie

Executive Assistant - Human Resources
South Kitsap School District
2689 Hoover Ave. S.E.
Port Orchard, Washington 98366
finnie@skschools.org
PH: 360-874-7072
FAX: 360-874-7076

From: waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
Sent: Monday, November 27, 2017 6:02 AM
To: Finnie, Lynn <finnie@skschools.org>
Subject: Registration now open: Washington Educator Career Fairs 2018



Hello WSPA members,

Registration is now open to attend the 2018 Washington Educator Career Fairs:

Spokane Convention Center
March 14, 2018

Tacoma Dome Arena
March 28, 2018

[Please click here](#) to register and for full event details.

Thank you,

Washington School Personnel Association

This email was sent to finnie@skschools.org by admin@wspa.net

Washington School Personnel Association · PO Box 1600, Anacortes, Washington 98221, United States

[Unsubscribe or Manage Preferences](#) · [Privacy Policy](#)

powered by  **MemberClicks**

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 11/29/2017 05:01:49 AM
To: finnie@skschools.org
Subject: Applications now being accepted: Randy Hathaway Fellowship Awards

Dear WSPA members,

The Randy Hathaway Fellowship Awards were established to commemorate the exemplary leadership of Randy Hathaway and his service to the field of human resources. Mr. Hathaway served as a school administrator, Executive Director of Employee Relations and Negotiations Network (ERNN), and as the Executive Director of Washington School Personnel Association (WSPA). Mr. Hathaway continues to be an advocate for education, the role of human resources, and of our organization. It is with great pride that we offer this fellowship program to our members.

Randy Hathaway fellowships are open to individuals who are current WSPA members and have belonged to the organization for at least one membership year prior to the 2017-2018 year. These competitive, non-continuing fellowships are available for the purpose of supporting the recipients' educational growth in the area of Human Resources.

2018 Fellowship Awards:

WSPA is pleased to offer twelve (12) HELP program tuition fellowships in the amount of \$910 each. WSPA will grant two (2) HELP fellowships per region.

WSPA will also be offering twelve (12) tuition fellowships in the amount of \$500 each. These fellowships are to be used toward college tuition or college credits related to the study of human resources.

You may apply for both the HELP and tuition fellowships, however only one will be awarded per person, per year.

The application deadline is January 12, 2018

[Please click here](#) for more information and to download the application materials.

Thank you, and best of luck with your applications!

The Washington School Personnel Association

This email was sent to finnie@skschools.org by admin@waspa.net

Washington School Personnel Association · PO Box 1600, Anacortes, Washington 98221, United States

[Unsubscribe or Manage Preferences](#) · [Privacy Policy](#)

powered by  MemberClicks

From: Curtis Leonard <waspa@memberclicks-mail.net>
Sent time: 12/01/2017 09:34:03 AM
To: finnie@skschools.org
Subject: MEMBER REQUEST

Hello and happy December WSPA members! A few member requests for your consideration. Thank you..

Ramon Alvarez from Spokane Public Schools is wondering if your school district is utilizing a two-hour delayed start due to inclement weather? What are your employee work expectations when you implement a 2-hour delay, for example, are staff expected to report on time (Cert and Classified), can they make missed time up, do they use leave? Please send your policies, procedures and/or processes or practices.

Please send your responses directly to; RamonAl@spokaneschools.org

Also, cc your responses to: cleonard@wspa.net

Thanks,

Curtis

This email was sent to finnie@skschools.org by cleonard@wspa.net

Washington School Personnel Association · PO Box 1600, Anacortes, Washington 98221, United States

[Unsubscribe or Manage Preferences](#) · [Privacy Policy](#)

powered by  MemberClicks

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 12/06/2017 06:02:07 AM
To: finnie@skschools.org
Subject: Registration now open: WSPA Annual Conference 2018



Dear WSPA members,

Registration is now open to attend the **2018 Annual Conference**.

We encourage you to attend this valuable and meaningful conference. Each day provides relevant and useful sessions, the chance to meet with State partners and vendors, and most importantly -- the opportunity to make connections and develop relationships.

2018 WSPA Annual Conference

- Pre-conference: February 25, 2018
- Conference: February 26-28, 2018
- Location: Suquamish Clearwater Resort in Suquamish, Washington
- Presented by WSPA Region 5

[Please click here to register and for conference details](#)

We look forward to seeing you there!

Thank you,

WSPA Region 5
Washington School Personnel Association

This email was sent to finnie@skschools.org by admin@wspa.net

Washington School Personnel Association · PO Box 1600, Anacortes, Washington 98221, United States

[Unsubscribe or Manage Preferences](#) · [Privacy Policy](#)

powered by MemberClicks

From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 12/12/2017 05:31:48 AM
To: finnie@skschools.org
Subject: Registration now open: Washington Educator Career Fairs 2018



Hello WSPA members,

Registration is now open to attend the 2018 Washington Educator Career Fairs:

Spokane Convention Center
March 14, 2018

Tacoma Dome Arena
March 28, 2018

[Please click here](#) to register and for full event details.

Thank you,

Washington School Personnel Association

This email was sent to finnie@skschools.org by admin@wspa.net

Washington School Personnel Association · PO Box 1600, Anacortes, Washington 98221, United States

[Unsubscribe or Manage Preferences](#) · [Privacy Policy](#)

powered by  MemberClicks

From: do_not_reply@southkitsap.wa-k12.net
Sent time: 12/13/2017 02:13:20 AM
To: finnie@skschools.org
Subject: 3 Unsubmitted Credit Card Transactions.

The following 3 Credit Card Transaction(s) have not been submitted.

Transaction Date	Amount	Where Used
12/11/2017	83.01	KCDA
12/11/2017	750.00	WSIPC
12/11/2017	630.00	WSPA

District: SOUTH KITSAP SCHOOL DISTRICT

District Web Site: www.skschools.org

State: WA

District Code: 18402

SKSD

From: Jennifer Tottenham (via Google Drive) <jentottenham@gmail.com>
Sent time: 12/15/2017 12:13:24 PM
To: finnie@skschools.org
Subject: WSPA Member Drive - Invitation to collaborate

Jennifer Tottenham has invited you to **contribute to** the following shared folder:

 [WSPA Member Drive](#)



Hello,

Please let me know if you have any trouble creating an account and accessing the shared WSPA drive.

Thank you,

Jennifer Tottenham
Washington School Personnel Association

[Open](#)

Google Drive: Have all your files within reach from any device.
Google Inc. 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA

Google™

From: finnie@skschools.org
Sent time: 12/18/2017 01:26:40 PM
To: cleonard@wspsa.net
Subject: New sick leave law

Lynn Finnie from South Kitsap School District is asking if any districts have prepared any policies or procedures for the new sick leave law effective January 1, 2018 for substitutes gaining one hour of sick leave for every 40 hours worked. Also, not sure if this would affect your outside coaches?

C. Lynn Finnie

Executive Assistant - Human Resources

South Kitsap School District

2689 Hoover Ave. S.E.

Port Orchard, Washington 98366

finnie@skschools.org

PH: 360-874-7072

FAX: 360-874-7076