


PDC Complaint – Puyallup School District – Appendix

PUBLIC DISCLOSURE COMMISSION  711 CAPITOL WAY RM 206 PO BOX 40908 OLYMPIA WA 98504-0908 (360) 753-1111 Toll Free 1-877-601-2828		<h1 style="margin: 0;">Political Committee Registration</h1>		<h1 style="margin: 0;">C1_{PC}</h1> (1/12)		100809165 AMENDS 1001092030	
Committee Name (Include sponsor in committee name. See next page for definition of "sponsor." Show entire official name. Do not use abbreviations or acronyms in this box.) WASHINGTON EDUCATION ASSOCIATION POLITICAL ACTION COMMITTEE				Acronym: WEA-PAC			
Telephone: 253-941-6700				Fax: 253-946-7603			
Mailing Address PO BOX 9100				E-mail: GMANSELL@WASHINGTONEA.ORG			
City FEDERAL WAY		County KING		Zip + 4 98063		NEW OR AMENDED REGISTRATION? <input checked="" type="checkbox"/> NEW. Complete entire form. <input type="checkbox"/> AMENDS previous report. Complete entire form.	
COMMITTEE STATUS <input checked="" type="checkbox"/> Continuing (On-going; not established in anticipation of any particular campaign election.) <input type="checkbox"/> _____ election year only. Date of general or special election: _____ (Year)							
1. What is the purpose or description of the committee? <input type="checkbox"/> Bona Fide Political Party Committee - official state or county central committee or legislative district committee. If you are not supporting the entire party ticket, attach a list of the names of the candidates you support.							
<input type="checkbox"/> Ballot Committee - Initiative, Bond, Levy, Recall, etc. Name or description of ballot measure:						Ballot Number _____ FOR <input type="checkbox"/> AGAINST <input type="checkbox"/>	
<input checked="" type="checkbox"/> Other Political Committee - PAC, caucus committee, political club, etc. If committee is related or affiliated with a business, association, union or similar entity, specify name: WASHINGTON EDUCATION ASSOCIATION							
For single election-year only committees (not continuing committees): Is the committee supporting or opposing (a) one or more candidates? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach a list of each candidate's name, office sought and political party affiliation. (b) the entire ticket of a political party? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, identify the party:							
2. Related or affiliated committees. List name, address and relationship. <div style="text-align: right;"><input type="checkbox"/> Continued on attached sheet.</div>							
3. How much do you plan to spend during this entire election campaign, including the primary and general elections? Based on that estimate, choose one of the reporting options below. (If your committee status is continuing, estimate spending on a calendar year basis.) If no box is checked you are obligated to use Full Reporting. See instruction manuals for information about reports required and changing reporting options. <input type="checkbox"/> MINI REPORTING Mini Reporting is selected. No more than \$5,000 will be raised or spent and no more than \$500 in the aggregate will be accepted from any one contributor.							
<input checked="" type="checkbox"/> FULL REPORTING Full Reporting is selected. The frequent, detailed campaign reports mandated by law will be filed as required.							
4. Campaign Manager's or Media Contact's Name and Address						Telephone Number:	
5. Treasurer's Name and Address. Does treasurer perform <u>only</u> ministerial functions? Yes ___ No <input checked="" type="checkbox"/> X . See WAC 390-05-243 and next page for details. List deputy treasurers on attached sheet. ARMAND L TIBERIO P.O. BOX 9100, FEDERAL WAY WA 98063-9100						Daytime Telephone Number: 253-941-6700	
6. Persons who perform only ministerial functions on behalf of this committee and on behalf of candidates or other political committees. List name, title, and address of these persons. See WAC 390-05-243 and next page for details. <div style="text-align: right;"><input type="checkbox"/> Continued on attached sheet.</div> GENA H MANSELL, WEA/NEA PAC ACCOUNTING SPECIALIST, P.O. BOX 9100, FEDERAL WAY WA 98063-9100							
7. Committee Officers and other persons who authorize expenditures or make decisions for committee. List name, title, and address. See next page for definition of "officer." <div style="text-align: right;"><input checked="" type="checkbox"/> Continued on attached sheet.</div> ARMAND L TIBERIO, SECRETARY/TREASURER, P.O. BOX 9100, FEDERAL WAY WA 98063-9100 KIM MEAD, WEA-PAC CHAIR, P.O. BOX 9100, FEDERAL WAY WA 98063-9100 STEPHEN MILLER, VICE-CHAIR, P.O. BOX 9100, FEDERAL WAY WA 98063-9100							
8. Campaign Bank or Depository BANK OF AMERICA				Branch FEDERAL WAY		City FEDERAL WAY	
9. Campaign books must be open to the public by appointment between 8 a.m. and 8 p.m. during the eight days before the election, except Saturdays, Sundays, and legal holidays. In the space below, provide contact information for scheduling an appointment and the address where the inspection will take place. It is not acceptable to provide a post office box or an out-of-area address. Street Address, Room Number, City where campaign books will be available for inspection 32032 WEYERHAEUSER WAY SOUTH, FEDERAL WAY In order to make an appointment, contact the campaign at (telephone, fax, e-mail): 253-765-7021 253-946-7603 AIVERSON@WASHINGTONEA.ORG							
10. Eligibility to Give to Political Committees and State Office Candidates: A committee must receive \$10 or more each from ten Washington State registered voters before contributing to a Washington State political committee. Additionally, during the six months prior to making a contribution to a state office candidate your committee must have received contributions of \$10 or more each from at least ten Washington State registered voters. <input checked="" type="checkbox"/> A check here indicates your awareness of and pledge to comply with these provisions. Absence of a check mark means your committee does not qualify to give to Washington State political committees and/or state office candidates.				11. Signature and Certification. I certify that this statement is true, complete and correct to the best of my knowledge. <div style="display: flex; justify-content: space-between;"> <div> Committee Treasurer's Signature ARMAND L TIBERIO </div> <div> Date 01-18-2018 </div> </div>			

Attachment to C1PC – Political Committee Registration

Name WASHINGTON EDUCATION ASSOCIATION POLITICAL ACTION COMMITTEE

2. Related or affiliated committees

5. Deputy Treasurers Name and Address.

6. Persons who perform only ministerial functions, Name, Title and Address.

7. Committee Officers, List Name, Title and Address.

SHAWN LEWIS	POLITICAL ACTION	P.O. BOX 9100, FEDERAL WAY WA 98063-9100
JENN BLACK	BOARD MANAGER	P.O. BOX 9100, FEDERAL WAY WA 98063-9100
LEANN BLANCO	BOARD MANAGER	P.O. BOX 9100, FEDERAL WAY WA 98063-9100
TRACEY DRUM	BOARD MANAGER	P.O. BOX 9100, FEDERAL WAY WA 98053-9100
SHANNON ERGUN	BOARD MANAGER	P.O. BOX 9100, FEDERAL WAY WA 98063-9100
MORGAN GALLE	BOARD MANAGER	P.O. BOX 9100, FEDERAL WAY WA 98063-9100
BARB GAPPER	BOARD MANAGER	P.O. BOX 9100, FEDERAL WAY WA 98063-9100
JAMES GOW	BOARD MANAGER	P.O. BOX 9100, FEDERAL WAY WA 98063-9100
RYAN GRANT	BOARD MANAGER	P.O. BOX 9100, FEDERAL WAY WA 98063-9100
JARED KINK	BOARD MANAGER	P.O. BOX 9100, FEDERAL WAY WA 98063-9100
PAM KRUSE	BOARD MANAGER	P.O. BOX 9100, FEDERAL WAY WA 98063-9100
ADAM MACDONALD	BOARD MANAGER	P.O. BOX 9100, FEDERAL WAY WA 98063-9100
CHASE PARSLEY	BOARD MANAGER	P.O. BOX 9100, FEDERAL WAY WA 98063-9100
MARTHA PATTERSON	BOARD MANAGER	P.O. BOX 9100, FEDERAL WAY WA 98063-9100

Attachment to C1PC – Political Committee Registration

Name WASHINGTON EDUCATION ASSOCIATION POLITICAL ACTION COMMITTEE

7. Committee Officers, List Name, Title and Address.

CATHLEEN PETERSON	BOARD MANAGER	P.O. BOX 9100, FEDERAL WAY WA 98063-9100
LINDA PETERSON	BOARD MANAGER	P.O. BOX 9100, FEDERAL WAY WA 98063-9100
SHELLEY HOULE	BOARD MANAGER	P.O. BOX 9100, FEDERAL WAY WA 98063-9100
TODD MCCLAUGHLIN	BOARD MANAGER	P.O. BOX 9100, FEDERAL WAY WA 98063-9100
MAUREEN RAMOS	BOARD MANAGER	P.O. BOX 9100, FEDERAL WAY WA 98063-9100
MICHAEL TAMAYO	BOARD MANAGER	P.O. BOX 9100, FEDERAL WAY WA 98063-9100
DIANE SUNDBIK	BOARD MANAGER	P.O. BOX 9100, FEDERAL WAY WA 98063-9100
CONNIE NOAKES	BOARD MANAGER	P.O. BOX 9100, FEDERAL WAY WA 98063-9100
KARI VAN NOSTRAN	BOARD MANAGER	P.O. BOX 9100, FEDERAL WAY WA 98063-9100
NICOLE WAY	BOARD MANAGER	P.O. BOX 9100, FEDERAL WAY WA 98063-9100
ADAM WHITE	BOARD MANAGER	P.O. BOX 9100, FEDERAL WAY WA 98063-9100
HEATHER YUCKERT	BOARD MANAGER	P.O. BOX 9100, FEDERAL WAY WA 98063-9100
NATE ZIEMKOWSKI	BOARD MANAGER	P.O. BOX 9100, FEDERAL WAY WA 98063-9100

Amendment to C1PC Political Comm Registration - WEA-PAC

Gena Mansell [WA] reported 3 days ago (Fri, 16 Mar at 5:43 PM) via Email

To: pdc@pdc.wa.gov

Cc: aiverson@washingtonea.org, mgawley@washingtonea.org, mknight@washingtonea.org, sboe@washingtonea.org

Hello,

WEA-PAC needs to amend its C1PC Political Committee Registration to include a new Committee Officers name, with no actual change to the information on the form submitted on January 18, 2018. The new Officers name is: Raquel Cortez

Please attach the following list of names (attached), to the 2018 Washington Education Association Political Action Committees C1PC Form (attached for reference), so that the public will be able to view the additional Committee Officers name/information.

Thank you,

Gena H. Mansell

WEA Accounting & Public Policy Center

WEA/NEA PAC Accounting Specialist

Phone: (253) 765-7013

Fax: (253) 946-7603

2 Attachments



2018 C1PC Po...
(26.2 KB)



Attachment t...
(11.9 KB)

Attachment to C1PC – Political Committee Registration

Name WASHINGTON EDUCATION ASSOCIATION POLITICAL ACTION COMMITTEE

7. Committee Officers, List Name, Title and Address.

CATHLEEN PETERSON	BOARD MANAGER	P.O. BOX 9100, FEDERAL WAY, WA 98063-9100
LINDA PETERSON	BOARD MANAGER	P.O. BOX 9100, FEDERAL WAY, WA 98063-9100
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HEATHER YUCKERT	BOARD MANAGER	P.O. BOX 9100, FEDERAL WAY, WA 98063-9100
NATE ZIEMKOWSKI	BOARD MANAGER	P.O. BOX 9100, FEDERAL WAY, WA 98063-9100
RAQUEL CORTEZ	BOARD MANAGER	P.O. BOX 9100, FEDERAL WAY, WA 98063-9100

Amendment to C1PC Political Comm Registration - WEA-PAC

Gena Mansell [WA] reported 15 minutes ago (Tue, 15 May at 4:35 PM) via Email

To: pdc@pdc.wa.gov

Cc: aiverson@washingtonea.org, mgawley@washingtonea.org, mknight@washingtonea.org, slewis@washingtonea.org, rregan...

Hello,

WEA-PAC needs to amend its C1PC Political Committee Registration to include a new Committee Officers name, with no actual change to the information on the form submitted on January 18, 2018. The new Officers name is: James (Rod) Regan.

Please attach the following list of names (attached), to the 2018 Washington Education Association Political Action Committees C1PC Form (attached for reference), so that the public will be able to view the additional Committee Officers name/information.

Thank you,

Gena H. Mansell

WEA Accounting & Public Policy Center

WEA/NEA PAC Accounting Specialist

Phone: (253) 765-7013

Fax: (253) 946-7603

2 Attachments



2018 C1PC Po...
(26.9 KB)



Attachment t...
(12 KB)

Attachment to C1PC – Political Committee Registration

Name WASHINGTON EDUCATION ASSOCIATION POLITICAL ACTION COMMITTEE

7. Committee Officers, List Name, Title and Address.

CATHLEEN PETERSON	BOARD MANAGER	P.O. BOX 9100, FEDERAL WAY, WA 98063-9100
LINDA PETERSON	BOARD MANAGER	P.O. BOX 9100, FEDERAL WAY, WA 98063-9100
SHELLEY HOULE	BOARD MANAGER	P.O. BOX 9100, FEDERAL WAY, WA 98063-9100
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NATE ZIEMKOWSKI	BOARD MANAGER	P.O. BOX 9100, FEDERAL WAY, WA 98063-9100
RAQUEL CORTEZ	BOARD MANAGER	P.O. BOX 9100, FEDERAL WAY, WA 98063-9100
JAMES (Rod) REGAN	DIR. ADVOCACY&ORG	P.O. BOX 9100, FEDERAL WAY, WA 98063-9100



SOUNDVIEW UNISERV COUNCIL

The best UniServ in the UniVers



HOME ABOUT US LOCALS EVENTS / ETC. MEMBER BENEFITS NEWS STUFF UNION DUES

Why do I need to be interested in politics?

This ability to recognize the way things need to be done in order to ensure success in public education is as important as your daily interactions with colleagues, parents, principals, supervisors, and the superintendent. Here are a few reasons how politics affect your life daily:



WEA-PAC...

- ▶ **gives us a voice** to fight for increased education funding, higher school quality and improved compensation.
- ▶ **helps to elect** candidates who will put children and public education first.
- ▶ **gives us** a strong voice in the debate over key issues - including funding, class size, compensation and accountability and more.
- ▶ **is a powerful** voice in lobbying for the right kind of education reform. By being members of WEA-PAC we can work together to help children, strengthen our schools and improve compensation. Remember, recommendations are based on substantive educational issues only.
- ▶ **supports activities** to help protect the interests of education employees, and give us a better chance of winning improved compensation, health benefits and protecting collective bargaining rights.

YOU IN POLITICS!

2014 voter-approved I-1351 for smaller class sizes! You successfully collected over 300,000 signatures to get Initiative 1351 onto the ballot. Additionally, you successfully connected with voters through door belling and phonebanking to get out the vote to pass I-1351. This is now law!

Statewide one day walk outs! In 2015, we have been standing side by side with community members taking an incredible stand for students by walking out against the Legislature's failure to adequately address smaller class sizes, health care and educator compensation. As I'm writing this, elected officials are in their second special session in Olympia struggling to fully fund our public education system and showing a shocking display of politics over policy.

Election 2012 a decidedly pro-education victory! 80% of our Washington Education Association Political Action Committee's (WEAPAC) pro-education endorsed candidates were elected during this last general election. The legislative session news and how it will affect you and your job or you can text OurVoice at 41411.

WHAT IS WEA-PAC?

WEA-PAC is Washington Education Association's Political Action Committee. WEA-PAC supports candidates (school board, senators, state representatives, governor and more), regardless of party, who champion the needs of public education. Based on input from local WEA-PAC members, WEA-PAC Board Managers meet and determine how the political candidates stand on the issues that affect our members, our schools and our students.

We look for strong candidates who are willing to stand up for public education.

Is the politics in Olympia frustrating? Yes. It's also a great reminder that we need to elect candidates based on their support for our schools and students. **We need candidates** who will advocate for a well-funded education system as well as hold the line on threats to educators, students and public schools. **We have school board and other local races** up for election.

WHO CAN JOIN?

WEAPAC collects voluntary contributions and uses those funds for political purposes including, but not limited to, making contributions to and expenditures on behalf of pro-public education candidates in the state of Washington.

Making a contribution is neither a condition of employment nor membership in the Association, and members have the right to refuse to contribute. WEA-PAC contributions are not deductible as charitable contributions for federal tax purposes.

So, thank you to WEAPAC members. By being a member of WEA-PAC you help elect the best candidates running for office.

WEA-PAC PAYROLL DEDUCTION

1. **How does WEA-PAC payroll deduction work?** Simply sign the bottom of the WEA-PAC Payroll Deduction Authorization form and mail it to Jo Wood at Soundview or turn in to your building rep.
2. **How much do I have deducted?** The payroll deduction is \$27.00 per year - (\$2.25 per month for 12 months) - no more, no less. These deductions are ongoing year after year until you notify WEA and your school district to discontinue.
3. **When do my WEA-PAC payroll deductions begin?** You can file a WEA-PAC payroll deduction authorization at any time. The payroll deduction amount is never retroactive or prorated; you pay \$2.25 per month no matter what time of year you sign up.
4. **Am I required to report my WEA-PAC payroll contribution?** No. WEA will provide contributors' names to the PDC (Public Disclosure Commission) as required by law.

FEC
FORM 1STATEMENT OF
ORGANIZATION

Office Use Only

1. NAME OF COMMITTEE (in full) ☐ (Check if name is changed) Example: If typing, type over the lines.

12FE4M5

NEA Fund for Children and Public Education

ADDRESS (number and street)

1201 16th Street NW Ste 418

☐ (Check if address is changed)

Washington

CITY ▲

DC

STATE ▲

20036

ZIP CODE ▲

COMMITTEE'S E-MAIL ADDRESS

☐ (Check if address is changed)

jtakacs@nea.org

Optional Second E-Mail Address

COMMITTEE'S WEB PAGE ADDRESS (URL)

☐ (Check if address is changed)

N/A

2. DATE

01 / 05 / 2016

3. FEC IDENTIFICATION NUMBER ►

C C00003251

4. IS THIS STATEMENT ☐ NEW (N) OR ☒ AMENDED (A)

I certify that I have examined this Statement and to the best of my knowledge and belief it is true, correct and complete.

Type or Print Name of Treasurer Michael McPherson

Signature of Treasurer

Michael McPherson

[Electronically Filed]

Date

01 / 05 / 2016

NOTE: Submission of false, erroneous, or incomplete information may subject the person signing this Statement to the penalties of 2 U.S.C. §437g.

ANY CHANGE IN INFORMATION SHOULD BE REPORTED WITHIN 10 DAYS.

Office
Use
OnlyFor further information contact:
Federal Election Commission
Toll Free 800-424-9530
Local 202-694-1100FEC FORM 1
(Revised 06/2012)

5. TYPE OF COMMITTEE

Candidate Committee:

- (a) ☐ This committee is a principal campaign committee. (Complete the candidate information below.)
- (b) ☐ This committee is an authorized committee, and is NOT a principal campaign committee. (Complete the candidate information below.)

Name of Candidate _____

Candidate Party Affiliation Office Sought: ☐ House ☐ Senate ☐ President State District

- (c) ☐ This committee supports/opposes only one candidate, and is NOT an authorized committee.

Name of Candidate _____

Party Committee:

- (d) ☐ This committee is a (National, State or subordinate) committee of the (Democratic, Republican, etc.) Party.

Political Action Committee (PAC):

- (e) ☒ This committee is a separate segregated fund. (Identify connected organization on line 6.) Its connected organization is a:
- ☐ Corporation ☐ Corporation w/o Capital Stock ☒ Labor Organization
- ☐ Membership Organization ☐ Trade Association ☐ Cooperative
- ☒ In addition, this committee is a Lobbyist/Registrant PAC.
- (f) ☐ This committee supports/opposes more than one Federal candidate, and is NOT a separate segregated fund or party committee. (i.e., nonconnected committee)
- ☐ In addition, this committee is a Lobbyist/Registrant PAC.
- ☐ In addition, this committee is a Leadership PAC. (Identify sponsor on line 6.)

Joint Fundraising Representative:

- (g) ☐ This committee collects contributions, pays fundraising expenses and disburses net proceeds for two or more political committees/organizations, at least one of which is an authorized committee of a federal candidate.
- (h) ☐ This committee collects contributions, pays fundraising expenses and disburses net proceeds for two or more political committees/organizations, none of which is an authorized committee of a federal candidate.

Committees Participating in Joint Fundraiser

1.	_____	FEC ID number	C _____
2.	_____	FEC ID number	C _____
3.	_____	FEC ID number	C _____
4.	_____	FEC ID number	C _____

Write or Type Committee Name

NEA Fund for Children and Public Education

6. Name of Any Connected Organization, Affiliated Committee, Joint Fundraising Representative, or Leadership PAC Sponsor

National Education Association

Mailing Address 1201 16th Street NW

Washington

DC

20036

CITY

STATE

ZIP CODE

Relationship: ☒ Connected Organization ☐ Affiliated Committee ☐ Joint Fundraising Representative ☐ Leadership PAC Sponsor

7. Custodian of Records: Identify by name, address (phone number -- optional) and position of the person in possession of committee books and records.

Full Name Lisa Robillard

Mailing Address 1201 16th St. NW Suite 510

Washington

DC

20036

Title or Position

CITY

STATE

ZIP CODE

Custodian of Records

Telephone number 202 - 822 - 7336

8. Treasurer: List the name and address (phone number -- optional) of the treasurer of the committee; and the name and address of any designated agent (e.g., assistant treasurer).

Full Name of Treasurer Michael McPherson

Mailing Address 1201 16th Street NW Ste 418

Washington

DC

20036

Title or Position Treasurer

CITY

STATE

ZIP CODE

Telephone number 202 - 822 - 7179

Image# 201601059004434130

FEC Form 1 (Revised 02/2009)

Page 4

Full Name of
Designated
Agent

Mailing Address

Title or Position

Telephone number

9. **Banks or Other Depositories:** List all banks or other depositories in which the committee deposits funds, holds accounts, rents safety deposit boxes or maintains funds.

Name of Bank, Depository, etc.

M&T Bank

Mailing Address

25 South Charles St.

Baltimore

MD

21201

CITY

STATE

ZIP CODE

Name of Bank, Depository, etc.

Mailing Address

CITY

STATE

ZIP CODE

: 97 `A=G79 @G B9CI G`H9LH`F9 @H98 `HC`5 `F9DCFHŽG7 <98I @`CF`+H9A=N5HCB
.

Form/Schedule: F1A
Transaction ID :

This Statement of Organization is being amended to report a new Custodian of Records.

Form/Schedule:
Transaction ID:

FORM 1S -STATEMENT OF ORGANIZATION (Supplemental Page)

FEC Form 1G (Revised 06/2011)

Page 6

Banks or Other Depositories: List all banks or other depositories in which the committee deposits funds, holds accounts, rents safety deposit boxes or maintains funds.

Name of Bank, Depository, etc.

[ADDITIONAL]

Mailing Address

CITY ▲

STATE ▲

ZIP CODE ▲

[ADDITIONAL]

Name of Any Connected Organization, Affiliated Committee, Joint Fundraising Representative, or Leadership PAC Sponsor

NEA Advocacy Fund

Mailing Address

1201 16th Street NW Suite 418

Washington

DC

20036

CITY ▲

STATE ▲

ZIP CODE ▲

Relationship:

☐

Connected Organization

☒

Affiliated Committee

☐

Joint Fundraising Representative

☐

Leadership PAC Sponsor

[ADDITIONAL]

Designated Agent

Full Name

Mailing Address

Title or Position ▼

CITY ▲

STATE ▲

ZIP CODE ▲

Telephone number

Joint Fundraiser Participant

[ADDITIONAL]

FEC ID number

C

ABOUT THE NEA FUND

The NEA Fund is our voice in Washington—it speaks on behalf of our 3.2 million members from all 51 affiliates of the National Education Association. As the NEA's national PAC, the NEA Fund provides direct financial support to recommended candidates for President, the U.S. House, and the U.S. Senate who will fight to support teachers, staff, and students and improve public education.

The NEA Fund also supports pro-public education candidates in gubernatorial and other important state races as well as making independent expenditures asking people to vote for or against candidates based on their position on public education.

Every member who contributes to the NEA Fund does so voluntarily. Every dollar contributed to a candidate, a political party, or independent expenditures is voluntarily given. NEA does not use dues dollars for this purpose. Just as the NEA Fund relies on small contributions from thousands of members, the NEA candidate recommendation process is driven by NEA membership. NEA never recommends or endorses a candidate for federal office without the support of State Association leaders.



Your Voice For Transforming Public Policy

The NEA Fund website is open to NEA members, Executive and Administrative staff, and members of their families only.



The NEA Fund also supports pro-public education candidates in gubernatorial and other important state races as well as making independent expenditures asking people to vote for or against candidates based on their position on public education.



PUYALLUP
SCHOOL DISTRICT

A Tradition of Excellence

Timothy S. Yeomans, Ed.D., Superintendent

Sent via email: Rsluder@FreedomFoundation.com
October 4, 2017

Raimee Sluder
Freedom Foundation
PO Box 552
Olympia, WA 98507

Dear Raimee Sluder:

Pursuant to the Washington Public Records Act, RCW 42.56.520, this is in response to your request received by this office on August 15, 2017 for:

- Specifically, I'd like to determine whether the Puyallup School District permits teachers or other employees represented by the Washington Education Association and its local affiliate to contribute to the Washington Education Political Action Committee (WEA-PAC).
- If so, I would like to be provided copies of any WEA-PAC payroll deduction authorization forms from the past three years possessed by the district.

and regarding your narrowing of the request on September 14, 2017 to:

- A spreadsheet of the names of those who had withholding for WEA-PAC
- Samples of the form or forms which are commonly used and held by the district for the WEA-PAC deduction
- A statement from the responsible district official affirming that before executing a payroll deduction for any employee for this purpose, the district requires the employee to submit a signed authorization which the district retains on file for at least three years

The District does permit teachers or other employees represented by the WEA and its local affiliate to contribute to the Washington Education Political Action Committee.

The responsive records to your amended request are attached.

Redactions to the **"Sample WEA-PAC deduction form redacted"** file are pursuant to RCW 42.56.230(3), which exempts from disclosure Personal information in files maintained for employees to the extent that disclosure would violate their right to privacy.

Redactions to rows 841-877 of the **"Records Request 2818 Total WEAPAC-10-4-2017 Redacted"** file are pursuant to WAC 390-17-105 Small contributors of twenty-five dollars or less.



PUYALLUP
SCHOOL DISTRICT

A Tradition of Excellence

Timothy S. Yeomans, Ed.D., Superintendent

Please contact my office at 253.841.8703 if you have any questions.

Sincerely,

Brian D. Fox, Ph.D.

Chief Communications and Arts Officer



PUYALLUP
SCHOOL DISTRICT

A Tradition of Excellence

Timothy S. Yeomans, Ed.D., Superintendent

September 28, 2017

To Whom It May Concern:

The District requires the union (WEA) to send a copy of the employee's signed authorization before entering the deduction for WEA Pac. The District retains the document on file for at least three years.

Cathy Repp
Benefits Coordinator



AUTHORIZATION FOR POLITICAL CONTRIBUTIONS

Name (First, MI, Last) Jesus H Gomez Home email [REDACTED]
 Home Address (Street, Route or Box) [REDACTED] Apt. [REDACTED]
 City [REDACTED] State WA Zip [REDACTED]
 Social Security Number: [REDACTED] Local Association/Employer Puyallup Education Association
 (Enter last four digits)

WASHINGTON EDUCATION ASSOCIATION POLITICAL ACTION COMMITTEE (WEA-PAC) NATIONAL EDUCATION ASSOCIATION FUND FOR CHILDREN & PUBLIC EDUCATION (NEA-FCPE)

The Washington Education Association Political Action Committee (WEA-PAC) and the National Education Association Fund for Children and Public Education (NEA-FCPE) collect voluntary contributions from Association members and use those contributions for political purposes including, but not limited to, making contributions to and expenditures on behalf of friends of public education who are candidates for state and local office, and in the case of the NEA-FCPE, for federal office. Contributions to the NEA-FCPE and WEA-PAC are voluntary; making a contribution is neither a condition of employment, nor membership in the Association, and members have the right to refuse to contribute without suffering any reprisal. No employer or labor organization may discriminate against an officer or employee in the terms and conditions of employment for (i) the failure to contribute to, (ii) the failure in any way to support or oppose, or (iii) in any way supporting or opposing a candidate, ballot proposition, political party or political committee.

A member may give more or less than the suggested amount of \$12 per year to the NEA-FCPE, or may contribute nothing at all, without it affecting his or her membership status, rights, or benefits in the NEA or WEA. Only U.S. citizens or lawful permanent residents may contribute to the NEA-FCPE or WEA-PAC. Federal law prohibits the NEA-FCPE from receiving donations from persons other than members of the NEA and its affiliates and their immediate families. All donations from persons other than members of NEA and its affiliates and their immediate families will be returned forthwith. Federal law also requires us to use our best efforts to collect the name, mailing address, occupation, and the name of employer of individuals whose contributions to the NEA-FCPE aggregate in excess of \$200 in a calendar year. Contributions to WEA-PAC and/or the NEA-FCPE are not deductible as charitable contributions for income tax purposes.

No employer or other person may withhold a portion of a Washington state resident's earnings (or that of a nonresident whose primary place of work is in Washington) in order to make contributions to a political committee that must report to the Public Disclosure Commission or to a candidate for state or local office without written permission from that individual. Completion of this form entitles the entity specified to make such a withholding. This authorization for withholdings and contributions remains in effect until revoked in writing by the employee and received by WEA-PAC at P.O. Box 9100, Federal Way, WA 98063-9100.

☐ Please discontinue any/all Electronic Funds Transfer (EFT) authorizations on file from my credit card and/or bank account.

AUTHORIZATION FOR PAYROLL DEDUCTION

In order to contribute to WEA-PAC and NEA-FCPE please check the appropriate boxes below:

- ☒ WEA-PAC: I, the undersigned, acknowledge that I am a member of the above-named education association (where the entity representing my bargaining unit is a WEA/NEA affiliate), the Washington Education Association and the National Education Association. With full knowledge of the information above, I hereby authorize my employer to deduct \$2.25 per month from my salary in order to make contributions to WEA-PAC. Multiple authorizations will result in only ONE deduction of \$2.25. I agree that this authorization shall be automatically renewed each year thereafter unless written notice of revocation is given by me to WEA. Only certificated or classified personnel employed by Washington School Districts may elect to make contributions by payroll deduction.
- ☒ NEA-FCPE: With full knowledge of the information above, I authorize you as my employer to deduct from my salary, in accordance with agreed-upon payroll procedure, the suggested NEA-FCPE contribution of \$12 (\$1 per month) for the current NEA membership year and each membership year thereafter. I understand that I am free to contribute more or less than this suggested amount (or nothing at all), but can only do so via a method other than payroll deduction. I agree that this authorization shall be automatically renewed each year thereafter unless written notice of revocation is given by me to WEA. Only certificated or classified personnel employed by Washington School Districts may elect to make contributions by payroll deduction.

Signature

Date

Building Representative (optional)



AUTHORIZATION FOR POLITICAL CONTRIBUTIONS

Name (First, MI, Last) ARIEL L. ANDRECHT Home email [REDACTED]
 Home Address (Street, Route or Box) [REDACTED] Apt. [REDACTED]
 City [REDACTED] State WA Zip [REDACTED]
 Social Security Number: [REDACTED] Local Association/Employer Puyallup EA
 (Enter last four digits)

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Signature [Signature]

Date 3/22/17

Building Representative (optional) _____

WEA✓PAC
Your Voice – Your Vote

NEA FUND FOR CHILDREN & PUBLIC EDUCATION
The Political Action Committee of the National Education Association

AUTHORIZATION FOR POLITICAL CONTRIBUTIONS

Name (First, MI, Last) Shemie B. Bakke Home email [REDACTED]
Home Address (Street, Route or Box) [REDACTED] Apt. [REDACTED]
City [REDACTED] State WA Zip [REDACTED]
Social Security Number: [REDACTED] Local Association/Employer Puyallup SD
(Enter last four digits)

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Signature

Date

Building Representative (optional)

WEA✓PAC
Your Voice – Your Vote

NEA FUND FOR CHILDREN & PUBLIC EDUCATION
The Political Action Committee of the National Education Association

AUTHORIZATION FOR POLITICAL CONTRIBUTIONS

Name (First, MI, Last) Briana (R) Bouvier Home email [REDACTED]
Home Address (Street, Route or Box) [REDACTED] Apt. [REDACTED]
City [REDACTED] State WA Zip [REDACTED]
Social Security Number: [REDACTED] Local Association/Employer Ryallup S.D. / PEA
(Enter last four digits)

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Signature [Signature]

Date 3/27/17

Katherine Snowden
Building Representative (optional)

[illegible]

E024887	KIRKELIE, CHERYL ANN	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E007645	KNUDSON, DONNA KLING	RSGN	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E023377	KNUDSON, KATE REBECCA	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E016178	KOIVISTO, LESLI B	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E021340	KOPACZ, WENDY L	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E024254	KOZAR, MARGARET M	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E021842	KRAFT JR, EDWIN HENRY	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E025821	KRATZIG, REBECCA LYNN	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E015338	KREIGER, LISA M	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E005754	KREUGER, NANCY K	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E019027	KRONEMAN, KAREN A	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E017613	KYLLO, JENNIFER H	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E025819	LABOUNTY, BREANNA RENEE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E025219	LABRASH, ALYSSA CHRISTINE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E020653	LADWIG, CASSANDRA J	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E024996	LAFARR, CHARRIE LYNN	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E016337	LAKY, JEANNINE K	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E013864	LANE, BILLIE L	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E014878	LARSEN, PAMELA K	RSGN	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E021332	LARSON STANLEY, TINA CAMILLE	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E014025	LARSON, CHERYL LYNN	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E015179	LARSON, DEBORAH L	SBCE	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E023891	LATOUR, STACEY NOEL	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E025910	LAWRENCE, JANINE COCHERELL	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E017943	LAWRENCE, SHELLY A	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E015481	LAWSON, BRENDA J	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E016383	LEE, AARON SCOTT	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E012861	LEE, TEDI S	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E016457	LEHMAN, ADRIENNE P	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E021966	LEONARD, HILARY C	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E023767	LEVY, NIKKI MARIE	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E025265	LEWIS, JASMINE RAE	RSGN	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E025181	LIDYARD, LORI ANN	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E015913	LIGHTFOOT BAGNIEWSKI, ANNE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E023611	LIMRIC, MICHAEL WILLIAM	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E024341	LINDBERG, JAMIE KATHLEEN	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E024331	LINDNER, CHRISTINA MARIE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E019017	LINDSAY, ANN	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E021293	LINKEM, KIRSTIN ELISA	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E006312	LITTLE, HESTER ROSEANN	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E018459	LIVERNASH, MICHELE L	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E025174	LOCKETT JR, ANTHONY DEWAYNE	RSGN	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E023087	LONG, CHERIE L	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E024591	LONGHURST, JOSIE THERESA	UNRE	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E025676	LONGSHORE, KRISTEN SUZANNE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E023996	LONGSTRETH, LISA MARIE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E023689	LOONEY, RONDA MARIE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E022199	LORENZ, TINA S	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E017365	LOTZ, LAURA A	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E023548	LOUNDAGIN, TONI G	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E016847	LOVERING, GAIL A	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E013428	LOWNEY, CHRISTEL A	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E024219	LOZANO, TRACIE DAWN	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E018918	LUCARA, CAROL LYNN	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E011527	LUCAS, CYNTHIA S	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E024733	LUCAS, JANA L	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E002759	LUCKMAN, SUSON LYNN	RSGN	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E020819	LUFKIN, LAURA MAE	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E017170	LYON, MELINDA K	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E024728	MACHEN, BRITNI ALEXANDRA	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E008984	MADSEN, MARCIA	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E009195	MAGIN, GRACE E	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E021239	MAGNUSSON, STEPHANIE H	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E009236	MAHAFFIE, LEIGH A	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E011855	MAINS, STACY A	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27

E018084	MOORING, JAMIE M	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E021279	MORAN, KIMBERLY SUE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E024752	MORK, MARIT HELENA	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E021276	MORRELL, SHALINA DASS	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E017954	MORTENSEN, PAMELA A	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E020830	MOSLEY, AIMEE MILLETT	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E018037	MOZRALL, JULIE MICHELLE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E004268	MUIZNIEKS, LISA F	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E024675	MUMMERT, ANNE MARIE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E017917	MUNOZ, KIMBERLY A	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E015680	MURPHY, AMY RENEE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E024574	MYERS, ALEXIS H	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E022068	NEBEL, NARINE R	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E024962	NELSON, ASHLEY ANN	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E007054	NELSON, DAUN JANEEN	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E015509	NELSON, KATHY ANN	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E021487	NELSON, MICHELE K	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E013636	NELSON, NANCY PHILLIPS	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E016711	NELSON, TINA M	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E018307	NEQUETTE, BARBARA D	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E025870	NICELY, DIANA MARIE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E018623	NICHOLS, CHARLENE M	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E016955	NIX, VIENGKHAM S	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E018026	NOLAND, MINDY A	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E024180	NUNEZ, EDUARDO ANTONIO	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E018123	NUSSER, JEFFREY D	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E025115	NUSSER, SARAH MARIE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E020094	NYLUND, KELLY SUE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E024472	OAKES, JACKI A	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E021569	OBRIEN, KRISTINE A	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E018639	ODEM, JOY L	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E020251	ODEN, CYNTHIA LYN	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E017056	OEHLING, AMY J	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E020175	OGDEN, RACHEL SUE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E023526	OKOPNY, LINDSAY ANN	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E024705	OLINGER, ASHLEY ROSE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E024691	OLIVER, CARLEE NADEENE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E005955	OLIVER, JENNIFER MASAYE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E006540	OLMSTEAD, JANIS M	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E024708	OLSEN, AMY ROSE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E025891	OLSON, KARIE LIN	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E017601	OLSON, KELLI S	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E008064	OLSON, WENDY JEANNE	RSGN	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E022038	ONEAL, TRACY R	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E017913	OPHEIKENS, MAUREEN ERIN	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E024721	OPP, JESSICA LYNN	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E004314	ORME, JANE E	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E016511	ORONA, DEBRA K	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E003674	ORTON, FREDERICK L	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E021133	OSBORN, KELLY MARIE	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E012488	OTOOLE, JENNIFER MICHELLE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E024677	OWENS, WENDY ANNE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E020061	OWLEY, JULIE LYNN	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E024044	PACE, ERIN NOEL	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E021620	PACE, KATHLEEN L	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E020670	PALUMBO, CHARLOTTE A	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E023015	PANCAKE, COLLEEN P	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E025180	PARIS, CHRISTYNA LAUREL	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E024735	PARK, ALEXANDREA P	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E025009	PARK, LAUREN YOUNG	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E014485	PARKINS, CYNDA N	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E014204	PARKS, SHANNON M	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E024018	PARKS, STEPHANIE KAI	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E021694	PASQUAL, HEIDI A	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E011457	PAUL, DONNA M	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27

E019116	PEDERSEN, HEIDI N	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E004199	PEDERSON, DENISE LYNN	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E017783	PEDERSON, JANE C	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E025869	PELANDER, LINDSAY MARIE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E024391	PENA, DEBORAH ANN	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E017097	PERRIN, CARRIE K	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E000860	PETERSEN, AMBER MARIE	SBCE	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E007124	PETERSEN, ANNE-MARIE P	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E012563	PETERSON, TANA L	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E013294	PETORAK, JULIE A	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E008966	PETTY, KIM ELIZABETH	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E023697	PICKARD, MEGHAN ELIZABETH	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E025741	PIETILA, CAELYN RACHELLE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E024804	POLLETT, CANDRA LYNN CLARK	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E013590	POREMB, REBECCA ANN	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E021074	PORTER, LESLIE J	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E025294	PORTMANN, JOANNE F	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E015381	POST, SALLY A	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E025217	POTES, JESSE RAY	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E020420	POTIS, CARRE J	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E021145	POWER, KRISTY S	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E015870	POWERS, KAREN LEANNE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E024696	PRATER, JULIE PATRICIA	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E024468	PRESSER, MISTY RAE	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E020678	PRICE, LORI S	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E020286	PRYOR, JULIE LYNN	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E021241	PUCKHABER, KATHERINE S	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E021045	QUERY, AMY RUTH	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E018700	RADCLIFFE, JUDY J	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E011635	RAMSAUR, WENDY JILEEN	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E004956	RAMSEY, KIMBERLY A	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E017623	RAMSEY, VANESSA E	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E009406	RANDOLPH, CAROL DEL MONTE	RSGN	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E017534	RANDOLPH, NED L	RSGN	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E023367	RANK IV, JOHN ALBERT	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E018473	RASMUSSEN, STEVEN CORY	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E018443	RAWSON, LORI KAY	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E015421	RAYMOND, LESLIE HILL	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E016145	READ, ANN MARIE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E013800	REDFIELD, RACHEL LOUISE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E020721	REED, ANGELA RAE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E020564	REED, JACQUIE RAQUEL	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E021177	REEVES, LISA ANNE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E021244	REMPE, CHERYL MARIE	RSGN	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E024210	REMY, NICOLE MICHELLE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E023672	RHEE, VICKIE HAESUN	LVCE	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E013392	RICHARDS, DORTHY A	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E006074	RICHARDSON, JILL M	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E024491	RIEPL, JENNIFER HEATHER	RSGN	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E013128	RIVERA ROOD, CARMEN	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E009485	ROAN, MICHELE L	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E008138	ROBINSON, SUSAN A	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E016690	ROCHESTER, KELLIE H	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E017915	RODRIGUEZ, DEBORAH ANN	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E008372	ROLAND, RHONDA SUZANNE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E007127	ROOT, KIMBERLIE J	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E021280	ROSCELLI, JENNIFER	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E015465	ROSE, KIMBERLY ANN	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E009075	ROSE, LAURIE A	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E020071	ROTA, NATALIE ELIZABETH	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E024322	ROTE, NICHOLE JEANNIE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E024810	ROTHSCHILLER, CHELSIE KATLIN	RSGN	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E009209	ROUSE, DEBORAH LYSO	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E022322	ROWE, ROBERT DANIEL	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E015871	ROY, LINNEA MARIE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27

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E011674	SNOWDEN, KATHERINE HOPE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E003567	SPANE, THOMAS A	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E015851	SPARKS, DESIREE E	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E020546	SPEARMAN, COLLEEN GRACE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E015295	SPEARS, TIMOTHY T	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E022269	SPRUELL, JESSICA LEIGH	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E012734	STANLEY, ROCQUEL M	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E015900	STANLEY, STEPHANIE J	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E020909	STEEVER, BRENDA LEE	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E025005	STEFFANY, FAAPAU	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E025312	STEINER, LYNDSEY BERGERON	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E013354	STEWART, SHANNON LISA	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E020772	STINSON, NORMA KAY	SBPA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E000555	STRICHERZ, JOLYN DOYLE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E017958	STUBBS, ELIZABETH Z	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E021021	STUCKEY, LINDA RUTH	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E017615	SUAREZ, ERLINDA INIGUES	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E025723	SUESS, JOHANNA ELIZABETH	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E016731	SUMMERS PACKARD, TAMMY SUSAN	RSGN	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E022334	SWANSON, CHRISTINE A	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E008449	SWANSON, LAWRENCE THOMAS	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E018563	SWIER, LINDA G	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E025512	SYKES, ANDREA ELLEN	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E024256	SYKES, NICOLE L	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E016857	TAFT, KIMBERLY A	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E025272	TAMAYO, CECILIA P	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E017948	TARVER, PATRICIA E	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E024048	TAYLOR, ALLISON NICOLE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E018052	TAYLOR, MELISSA R	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E021604	TEMPLETON, SUSAN A	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E025850	TENNISON, MIRANDA SUE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E024629	THIBODEAU, MICHELLE RENEE	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E018719	THOMPSON, DONNA MARIE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E025040	THOMPSON, WENDY KAY	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E008336	TIMM-HARRISON, MARJORIE L	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E016846	TOMPKINS, MEGAN C	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E024672	TRUPP, THERESA LYNN	RSGN	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E024695	TULLY, JESSICA ANN	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E020516	TUNGSVIK, PAMELA DEE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E004224	TUNISON, KIMBERLY LYNN	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E025236	TURNER, CHRISTOPHER JAMES	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E009234	TURNER, JANET L	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E015464	TURNER, KIMBERLY ANN	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E009197	TURNER, LARRY DAVID	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E018076	TURNER, MEGAN F C	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E006492	TURNER, SUSAN L	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E010530	TUTTLE, STACY MC GRATH	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E015704	TUTTY, AMY M	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E002761	TYUS, WENDY JUANITA	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E017936	URO, NOELLE R	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E018920	UTTI, DAWN MARIE	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E021774	VAIL, KAAIRIN I	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E024731	VAIL, MATTHEW MARTIN	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E013820	VANDERHOFF, ROBERTA L	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E023452	VENTURA, CATHERINE NORA	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E007785	VESEY, KIMBERLY A	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E017849	VINCENT, DAWN L	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E024087	VUN, ERIN LEE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E025239	WALKER III, WILLIE M	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E010900	WALKER, MITZI L	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E017772	WALL, STEPHANIE M	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E020057	WALLER, REBECCA E	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E002894	WALTON, LYNNE A	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E007781	WARD, JACKIE MICHELE	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E023134	WARING, NICOLE MARIE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27

E017661	WARRING, AMANDA L	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E024719	WATANABE, SANFORD	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E024279	WATERS, CHRISTIE L	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E023442	WATERS, SARA ANN	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E020101	WATT, AARON C	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E020582	WATT, VICTORIA A	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E008198	WATTS, BETH DAHLEN	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E013351	WEBBER, KAREN L	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E016551	WEBER, JESSICA MARIT	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E017292	WELCH, LAREE J	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E024576	WELLS, DIANA KATHLEEN	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E012325	WELTER, JOAN M	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E025913	WERNOSKY, JACLYN RENEE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E020708	WEST, JENNIFER MAY	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E016113	WESTCOTT, NANCY DOROTHY	RSGN	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E013954	WESTERFIELD, ELIZABETH C	RSGN	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E020928	WESTOVER, LISA R	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E016419	WESTPFAHL, LINDA ANN	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E018626	WETZEL, DAVID JOHN	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E024932	WHALEN, KRISTI LYNN	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E014296	WHALEY, DEANN L	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E025230	WHEELER, KARINA ISABELLE	SBCE	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E025231	WHITAKER, BRANDI LEE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E018131	WHITEHEAD, HOLLY A	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E006305	WHITESEL, DIANE DENISE	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E020218	WHITLEY, JAMIE MARIE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E014237	WHITTINGSLOW, SHEILA A	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E016469	WIDMANN, CRYSTAL L	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E008574	WIDMANN, TERRELL A	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E012481	WIESE, MARC A	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E025885	WILEY, RACHEL ANNE	RSGN	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E020660	WILEY, ROBIN D	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E024855	WILEY, SHARI MARIE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E025751	WILLEFORD, MARIA-TAI	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E002895	WILLIAMS, DEAN HENRY	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E011738	WILLIAMS, DORINE B	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E023479	WILLIAMS, EMILY ANN	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E025918	WILLIAMS, KIMI LYNN	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E024554	WILLIAMS, LINDSAY RENE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E024707	WILLIAMS, REBECCA LEANN	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E017782	WILLIAMSON, MELANIE G	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E003959	WILLIS, JENIFER LEE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E012025	WILNER, BONNIE L	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E020266	WILSON, DEBORAH-DEE A	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E015173	WILSON, JULIE L	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E021695	WINDISH, MICHELLE E	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E022512	WITEK, MATTHEW THOMAS	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E020792	WOLFF, JEANA MARIE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E016339	WOLFF, KAREN L	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E024739	WOOD, SADIE LAUREN	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E025796	WOODKE, KYLEEN FRANCESCA	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E025794	WOODS, BRIEN THOMAS	RSGN	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E010157	WOOLLEY, KRISTINE BUCK	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E016203	YOKES, TERRI L	PESP	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E017035	YOSHIKAWA, TERI LYNN YAP	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E010058	YOUNG, LYNNELL JANE K	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E021571	YOUNGQUIST, SUSANNAH V	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E020316	ZIMMER, HEIDI MICHELLE	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E017043	ZINDEL, ROBIN E	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
E004226	ZUEHLSDOORF, KATHRYN A	PEA	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	27
		PEA		2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	24.75
		RSGN		2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	24.75
		RSGN		2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	24.75
		PEA	2.25		2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	24.75
		PEA		2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	24.75

[illegible]



Book	District Policies
Section	4000: Community Relations
Title	Election Activities
Number	4400
Status	Active
Legal	RCW 28A.320.090 - Preparing and distributing information on the district's instructional program, operation and maintenance — Limitation RCW 42.17.130 - Forbids use of public office or agency facilities in campaigns WAC 390-05-271 - General application of RCW 42.17.130 WAC 390-05-273 - Definition of normal and regular conduct
Adopted	June 14, 2004

The District, as part of its mission to educate and instill civic virtue, will assure that public facilities are not be used to assist in any candidate's campaign or to support or oppose any ballot measure, and will assure that the community is appropriately informed about District and education related ballot measures through objective and fair presentations of the facts related to those measures.

The Board will consider adopting resolutions expressing the Board's collective opinion on ballot measures (state and local, including District levy and bond measures) that impact the effective operation of the schools. Such a resolution will be considered at a Board meeting, the short title and proposition number of the ballot measure will be included in the meeting notice, and an equal opportunity will be provided for views on both sides of the issue to be expressed.

Prior to an election on a District ballot measure, the District will publish to the entire community an objective and fair presentation of the facts relevant to the ballot measure. Normal and regular publications of the District will also continue to be published during election cycles and may contain fair, objective and relevant discussions of the facts of pending election issues.

The Superintendent is directed to develop regulations for implementing this policy and communicating the policy and regulations to staff.

Cross References

[Board Policy 2022 Electronic Information System \(K-20 Network\)](#)
[Board Policy 5252 Staff Participation in Political Activities](#)



Book	District Policies
Section	5000: Personnel
Title	Employee Participation in Political Activities
Number	5252
Status	Active
Legal	RCW 41.06.250 - Political activities. RCW 42.17A.555 - Use of public office or agency facilities in campaigns — Prohibition — Exceptions. RCW 42.17A.635 - Legislative activities of state agencies, other units of government, elective officials, employees.
Adopted	September 28, 1998
Last Revised	May 16, 2016
Last Reviewed	May 16, 2016

The Puyallup School Board recognizes the right of its employees, as citizens, to engage in political activities. An employee may seek an elective office provided that the employee does not campaign on district property during working hours. District property and work time, supported by public funds, may not be used for political purposes.

In the event the staff member is elected to office, the employee may request a leave of absence in accordance with the leave policies of the district or the provisions of any applicable collective bargaining agreement. District employees who hold elective or appointive public office in an organization are not entitled to time off from their district duties for reasons incident to such offices unless the circumstances surrounding the leave request qualify under leave policies of the district.

[Cross Reference*](#)

Board Policy 4400 Election Activities

Adopted 09-28-98
 Revised 04-20-15
 Revised 12-13-10
 Reviewed 05-08-13
 Revised 04-20-15
 Revised 05-16-16

*To locate active policies, please visit www.puyallup.k12.wa.us, click on About Us, Board Policies, then click the Policies tab.



SUMMARY, FULL REPORT RECEIPTS AND EXPENDITURES

C4

(3/97)

PDC OFFICE USE

100456026
AMENDS
100433830
03-14-2012

Candidate or Committee Name (Do not abbreviate. Include full name)

Washington Education Association PAC (Washington Education Association PAC)

Mailing Address

PO Box 9100

City

Federal Way, WA

Zip + 4

98063-9100

Office Sought (Candidates)

Election Date

2011

Report Period
Covered

From (last C-4)

09/01/11

To (end of period)

10/17/11

Final Report?

Yes No X

***For PACs, Parties & Caucus Committees:** During this report period, did the committee make an **independent expenditure** (i.e., an expense not considered a contribution supporting or opposing a state or local candidate)?

RECEIPTS

*See next page

Yes

No

1. Previous total cash and in kind contributions (From line 8, last C-4) (if beginning a new campaign or calendar year, see instruction booklet)	\$	992,138.42
2. Cash received (From line 2, Schedule A)	\$	66,506.02
3. In kind contributions received (From line 1, Schedule B)		17,700.66
4. Total cash and in kind contributions received this period (Line 2 plus 3)		84,206.68
5. Loan principal repayments made (From line 2, Schedule L)		0.00
6. Corrections (From line 1 or 3, Schedule C)	Show + or (-)	0.00
7. Net adjustments this period (Combine line 5 & 6)	Show + or (-)	0.00
8. Total cash and in kind contributions during campaign (Combine lines 1, 4 & 7)		1,076,345.10
9. Total pledge payments due (From line 2, Schedule B)		0.00

EXPENDITURES

10. Previous total cash and in kind expenditures (From line 17, last C-4) (If beginning a new campaign or calendar year, see instruction booklet)		266,353.22
11. Total cash expenditures (From line 4, Schedule A)		86,901.20
12. In kind expenditures (goods & services) (From line 1, Schedule B)		17,700.66
13. Total cash and in kind expenditures made this period (Line 11 plus line 12)		104,601.86
14. Loan principal repayments made (From line 2, Schedule L)		0.00
15. Corrections (From line 2 or 3, Schedule C)	Show + or (-)	-4,400.00
16. Net adjustments this period (Combine lines 14 & 15)	Show + or (-)	-4,400.00
17. Total cash and in kind expenditures during campaign (Combine lines 10, 13 and 16)		366,555.08

CANDIDATES ONLY

Name not

	Won	Lost	Unopposed	on ballot
Primary election	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General election	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Treasurer's Daytime Telephone No.:

(253) 941-6700

CASH SUMMARY

18. Cash on hand (Line 8 minus line 17)	709,790.02
[Line 18 should equal your bank account balance(s) plus your petty cash balance.]	
19. Liabilities: (Sum of loans and debts owed)	0.00
20. Balance (Surplus or deficit) (Line 18 minus line 19)	709,790.02

CERTIFICATION: I certify that the information herein and on accompanying schedules and attachments is true and correct to the best of my knowledge.

Candidate's Signature

Date

Washington Education
Association PAC

10/18/11

Treasurer's Signature

Date

John Okamoto

CASH RECEIPTS AND EXPENDITURE

SCHEDULE to C4

A

(11/93)

2

Candidate or Committee Name (Do not abbreviate. Use full name.)

Report Date

Washington Education Association PAC (Washington Education Association) 09/01/11 10/17/11

1. CASH RECEIPTS (Contributions) which have been reported on C3. List each deposit made since last C4 report was submitted.

Date of deposit	Amount	Date of deposit	Amount	Date of deposit	Amount	Total deposits
09/06/2011	220.00	09/22/2011	4,280.33	09/29/2011	39,771.00	
09/09/2011	8,613.00	09/23/2011	315.00	09/30/2011	131.19	
09/16/2011	3,433.00	09/27/2011	9,742.50			

2. TOTAL CASH RECEIPTS

Enter also on line 2 of C4 \$ 66,506.02

CODES FOR CLASSIFYING EXPENDITURES: If one of the following codes is used to describe an expenditure, no other description is generally needed. The exceptions are:

- 1) If expenditures are in-kind or earmarked contributions to a candidate or committee or independent expenditures that benefit a candidate or committee, identify the candidate or committee in the Description block;
- 2) When reporting payments to vendors for travel expenses, identify the traveler and travel purpose in the Description block; and
- 3) If expenditures are made directly or indirectly to compensate a person or entity for soliciting signatures on a statewide initiative or referendum petition, use code "V" and provide the following information on an attached sheet: name and address of each person/entity compensated, amount paid each during the reporting period, and cumulative total paid all persons to date to gather signatures.

CODE
DEFINITIONS
ON NEXT PAGE

C - Contributions (monetary, in-kind & transfers)
I - Independent Expenditures
L - Literature, Brochures, Printing
B - Broadcast Advertising (Radio, TV)
N - Newspaper and Periodical Advertising
O - Other Advertising (yard signs, buttons, etc.)
V - Voter Signature Gathering

P - Postage, Mailing Permits
S - Surveys and Polls
F - Fundraising Event Expenses
T - Travel, Accommodations, Meals
M - Management/Consulting Services
W - Wages, Salaries, Benefits
G - General Operation and Overhead

3. EXPENDITURES

- a) Expenditures of \$50 or less, including those from petty cash, need not be itemized. Add up these expenditures and show the total in the amount column on the first line below..
- b) Itemize each expenditure of more than \$50 by date paid, name and address of vendor, code/description, and amount.
- c) For each payment to a candidate, campaign worker, PR firm, advertising agency or credit card company, attach a list of detailed expenses or copies of receipts/invoices supporting the payment.

Date Paid	Vendor or Recipient (Name and Address)	Code	Purpose of Expense and/or Description	Amount
N/A	Expenses of \$50 or less	N/A	N/A	0.00
09/01/11	BANK OF AMERICA 32011 PACIFIC HWY. SOUTH FEDERAL WAY, WA 98003	G	BANK CARD MERCHANT FEES	25.00
09/02/11	BANK OF AMERICA 32011 PACIFIC HWY. SOUTH FEDERAL WAY, WA 98003	G	BANK FEES	40.00
09/13/11	SHERRY APPLETON RE-ELECTION P.O. BOX 2140 POULSBORO, WA 98370	C	CONTRIBUTION	800.00
09/13/11	HARRY TRUMAN FUND P.O. BOX 9100 SEATTLE, WA 98109-0100	C	CONTRIBUTION	20,000.00
09/13/11	MICHAEL LOUIS SIMMONS 12619 SANDPIPER LANE MUKILTEO, WA 98275	C	CONTRIBUTION-PILCHUCK UC WEA-PAC MEMBERS	400.00
09/15/11	BANK OF AMERICA 32011 PACIFIC HWY. SOUTH FEDERAL WAY, WA 98003	G	BANK ANALYSIS CHARGES	241.88

Total from attached pages \$ 65,394.32

4. TOTAL CASH EXPENDITURES

Enter also on line 11 of C4 \$ 86,901.20

EXPENDITURES CONTINUATION SHEET (Attachment to Schedule A)

Page 3

Candidate or Committee Name (Do not abbreviate. Use full name.)	Report Date
Washington Education Association PAC (Washington Education Association PAC)	10/17/11

Date Paid	Vendor or Recipient (Name and Address)	Code	Purpose of Expense and/or Description	Amount
09/27/11	COMMITTEE TO ELECT SHARON WYLIE 1111 MAIN STREET, SUITE 400 VANCOUVER, WA 98660	C	CONTRIBUTION-WEA-PAC MEMBERS OF VANCOUVER EDUCATION ASSOCIATION	800.00
09/29/11	ADJUSTING JOURNAL ENTRY P.O. BOX 9100 FEDERAL WAY, WA 98063-9100	C	ADJ. JE/SEPT. '11 APA PREMERA PAYROLL ERROR TRANSACTIONS	29.25
09/30/11	MARTY McLAREN FOR SSD P.O. BOX 46407 SEATTLE, WA 98146-0407	C	CONTRIBUTION-WEA-PAC MEMBERS OF SEATTLE EDUCATION ASSOCIATION	2,500.00
09/30/11	BEST WESTERN PLUS EVERGREEN INN 32124 25th AVENUE SOUTH FEDERAL WAY, WA 98003	T	5/11 FOLIO #55441 DEANA BROWER SCHOOL BOARD RECRUITMENT TRNG.	95.54
09/30/11	BEST WESTERN PLUS EVERGREEN INN 32124 25th AVENUE SOUTH FEDERAL WAY, WA 98003	T	5/11 FOLIO #55153 JENNIFER BROWN SCHOOL BOARD RECRUITMENT TRNG.	95.54
09/30/11	BEST WESTERN PLUS EVERGREEN INN 32124 25th AVENUE SOUTH FEDERAL WAY, WA 98003	T	5/11 FOLIO #54778 MICHAEL CAMPBELL SCHOOL BOARD RECRUITMENT TRNG.	123.63
09/30/11	BEST WESTERN PLUS EVERGREEN INN 32124 25th AVENUE SOUTH FEDERAL WAY, WA 98003	T	5/11 FOLIO #54966 KURT CLEMMENS SCHOOL BOARD RECRUITMENT TRNG.	88.80
09/30/11	BEST WESTERN PLUS EVERGREEN INN 32124 25th AVENUE SOUTH FEDERAL WAY, WA 98003	T	5/11 FOLIO #55437 BOB GOLDEN SCHOOL BOARD RECRUITMENT TRNG.	95.54
09/30/11	BEST WESTERN PLUS EVERGREEN INN 32124 25th AVENUE SOUTH FEDERAL WAY, WA 98003	T	5/11 FOLIO #55476 DAVID SMITH SCHOOL BOARD RECRUITMENT TRNG.	95.54
09/30/11	COMMITTEE TO ELECT BOB TRAVIS 9211 N.E. 15th AVENUE, SUITE VANCOUVER, WA 98665	C	CONTRIBUTION-WEA-PAC MEMBERS OF VANCOUVER EDUCATIONAL SUPPORT PROFESSIONALS	250.00
09/30/11	COMMITTEE TO ELECT CHRIS IHRIG 2515 SOUTH HOOD STREET TACOMA, WA 98402	C	CONTRIBUTION-WEA-PAC MEMBERS OF PUYALLUP EA/SUMMIT UNISERV COUNCIL	250.00
09/30/11	PATRICK LEONARD JENKINS 11010 72nd AVENUE EAST PUYALLUP, WA 98373	C	CONTRIBUTION-WEA-PAC MEMBERS OF PUYALLUP EA/SUMMIT UNISERV COUNCIL	250.00

Page Total \$ 4,673.84

EXPENDITURES CONTINUATION SHEET (Attachment to Schedule A)

Page 4

Candidate or Committee Name (Do not abbreviate. Use full name.)	Report Date
Washington Education Association PAC (Washington Education Association PAC)	10/17/11

Date Paid	Vendor or Recipient (Name and Address)	Code	Purpose of Expense and/or Description	Amount
09/30/11	KEMP FOR KIDS 5841 S.E. COLUMBIA WAY, UNIT VANCOUVER, WA 98661	C	CONTRIBUTION-WEA-PAC MEMBERS OF VANCOUVER EDUCATION ASSOCIATION	500.00
09/30/11	KEMP FOR KIDS 5841 S.E. COLUMBIA WAY, UNIT VANCOUVER, WA 98661	C	CONTRIBUTION-WEA-PAC MEMBERS OF VANCOUVER EDUCATIONAL SUPPORT PROFESSIONALS	250.00
09/30/11	NICKELS 16323 N.E. 94th AVENUE BATTLE GROUND, WA 98604-9468	C	CONTRIBUTION-WEA-PAC MEMBERS OF BATTLE GROUND EDUCATION ASSOCIATION	500.00
09/30/11	FRIENDS FOR THERESE PASQUIER 2905 16th STREET S.E. PUYALLUP, WA 98374	C	CONTRIBUTION-WEA-PAC MEMBERS OF PUYALLUP EA/SUMMIT UNISERV COUNCIL	250.00
09/30/11	KENNETH ALLEN ROOT 20519 N.E. 245th AVENUE BATTLE GROUND, WA 98604	C	CONTRIBUTION-WEA-PAC MEMBERS OF BATTLE GROUND EDUCATION ASSOCIATION	500.00
09/30/11	DIANA KAYE WHITE 831 NORTHSTREAM LANE EDMONDS, WA 98020	C	CONTRIBUTION-WEA-PAC MEMBERS OF EDMONDS EDUCATION ASSOCIATION	500.00
09/30/11	SHARON PEASLEE FOR SCHOOL BOARD P.O. BOX 27824 SEATTLE, WA 98165	C	CONTRIBUTION-WEA-PAC MEMBERS OF SEATTLE EDUCATION ASSOCIATION	2,500.00
10/03/11	BANK OF AMERICA 32011 PACIFIC HWY. SOUTH FEDERAL WAY, WA 98003	G	BANK FEE	40.00
10/03/11	BANK OF AMERICA 32011 PACIFIC HWY. SOUTH FEDERAL WAY, WA 98003	G	BANK MERCHANT CARD CHARGES	159.43
10/03/11	BANK OF AMERICA 32011 PACIFIC HWY. SOUTH FEDERAL WAY, WA 98003	G	BANK FEES	25.00
10/03/11	WASHINGTON EDUCATION P.O. BOX 9100 FEDERAL WAY, WA 98063-9100	G	BANK CARD MERCHANT FEES	83.00
10/05/11	COMMITTEE TO ELECT UBY CREEK 3219 W. CANAL DRIVE KENNEWICK, WA 99336	C	CONTRIBUTION-WEA-PAC MEMBERS OF KENNEWICK EDUCATION ASSOCIATION	400.00

Page Total \$ 5,707.43

EXPENDITURES CONTINUATION SHEET (Attachment to Schedule A)

Page 5

Candidate or Committee Name (Do not abbreviate. Use full name.)

Report Date

Washington Education Association PAC (Washington Education Association PAC)

10/17/11

Date Paid	Vendor or Recipient (Name and Address)	Code	Purpose of Expense and/or Description	Amount
10/05/11	MABRY FOR KENNEWICK SCHOOL 2525 SOUTH IRVING STREET KENNEWICK, WA 99338	C	CONTRIBUTION-WEA-PAC MEMBERS OF KENNEWICK EDUCATION ASSOCIATION	400.00
10/05/11	KATHY WHITE FOR KENNEWICK 1118 WEST 22nd AVENUE KENNEWICK, WA 99337-7818	C	CONTRIBUTION-WEA-PAC MEMBERS OF KENNEWICK EDUCATION ASSOCIATION	400.00
10/17/11	BANK OF AMERICA 32011 PACIFIC HWY. SOUTH FEDERAL WAY, WA 98003	G	BANK ANALYSIS CHARGES	213.05
10/17/11	WASHINGTON STATE DEMOCRATIC P.O. BOX 4027 SEATTLE, WA 98104-0027	C	CONTRIBUTION	46,000.00
10/17/11	WASHINGTON STATE DEMOCRATIC P.O. BOX 4027 SEATTLE, WA 98104-0027	C	CONTRIBUTION	4,000.00
10/17/11	WASHINGTON STATE DEMOCRATS P.O. BOX 4027 SEATTLE, WA 98104	C	CONTRIBUTION	4,000.00

Page Total \$ 55,013.05

Date of Report	Vendor's Name or Description of Correction	Amount Reported	Corrected Amount	Difference (+ or -)
10/17/11	WASHINGTON STATE DEMOCRATS P.O. BOX 4027 SEATTLE, WA 98104	4,000.00	0.00	-4,000.00
10/17/11	MABRY FOR KENNEWICK SCHOOL BOARD 2525 SOUTH IRVING STREET KENNEWICK, WA 99338	400.00	0.00	-400.00
	Total corrections to expenditures Enter on line 15 of C4. Show + or (-).			-4,400.00



SUMMARY, FULL REPORT RECEIPTS AND EXPENDITURES

C4

(3/97)

PDC OFFICE USE

100569867
AMENDS
100534758
03-06-2014

Candidate or Committee Name (Do not abbreviate. Include full name)

Washington Education Association PAC (Washington Education Association PAC)

Mailing Address

PO Box 9100

City

Federal Way, WA

Zip + 4

98063-9100

Office Sought (Candidates)

Election Date

2013

Report Period
Covered

From (last C-4)

06/01/13

To (end of period)

07/15/13

Final Report?

Yes No X

***For PACs, Parties & Caucus Committees:** During this report period, did the committee make an **independent expenditure** (i.e., an expense not considered a contribution supporting or opposing a state or local candidate)?

RECEIPTS

*See next page

Yes

No

1. Previous total cash and in kind contributions (From line 8, last C-4) (if beginning a new campaign or calendar year, see instruction booklet)	\$	590,804.95
2. Cash received (From line 2, Schedule A)	\$	58,060.41
3. In kind contributions received (From line 1, Schedule B)		16,250.76
4. Total cash and in kind contributions received this period (Line 2 plus 3)		74,311.17
5. Loan principal repayments made (From line 2, Schedule L)		0.00
6. Corrections (From line 1 or 3, Schedule C)	Show + or (-)	0.00
7. Net adjustments this period (Combine line 5 & 6)	Show + or (-)	0.00
8. Total cash and in kind contributions during campaign (Combine lines 1, 4 & 7)		665,116.12
9. Total pledge payments due (From line 2, Schedule B)		0.00

EXPENDITURES

10. Previous total cash and in kind expenditures (From line 17, last C-4) (If beginning a new campaign or calendar year, see instruction booklet)		162,818.04
11. Total cash expenditures (From line 4, Schedule A)		18,005.14
12. In kind expenditures (goods & services) (From line 1, Schedule B)		16,250.76
13. Total cash and in kind expenditures made this period (Line 11 plus line 12)		34,255.90
14. Loan principal repayments made (From line 2, Schedule L)		0.00
15. Corrections (From line 2 or 3, Schedule C)	Show + or (-)	0.00
16. Net adjustments this period (Combine lines 14 & 15)	Show + or (-)	0.00
17. Total cash and in kind expenditures during campaign (Combine lines 10, 13 and 16)		197,073.94

CANDIDATES ONLY

Name not

	Won	Lost	Unopposed	on ballot
Primary election	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General election	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Treasurer's Daytime Telephone No.:

(253) 941-6700

CASH SUMMARY

18. Cash on hand (Line 8 minus line 17)	468,042.18
[Line 18 should equal your bank account balance(s) plus your petty cash balance.]	
19. Liabilities: (Sum of loans and debts owed)	0.00
20. Balance (Surplus or deficit) (Line 18 minus line 19)	468,042.18

CERTIFICATION: I certify that the information herein and on accompanying schedules and attachments is true and correct to the best of my knowledge.

Candidate's Signature

Date

Washington Education
Association PAC

07/15/13

Treasurer's Signature

Date

Kimberlee Mead

CASH RECEIPTS AND EXPENDITURE

SCHEDULE A
to C4
(11/93)

2

Candidate or Committee Name (Do not abbreviate. Use full name.)

Report Date

Washington Education Association PAC (Washington Education Association) 06/01/13 07/15/13

1. CASH RECEIPTS (Contributions) which have been reported on C3. List each deposit made since last C4 report was submitted.

Date of deposit	Amount	Date of deposit	Amount	Date of deposit	Amount	Total deposits
06/04/2013	85.00	06/14/2013	30.00	06/28/2013	71.38	
06/05/2013	8,385.75	06/17/2013	4,151.78			
06/13/2013	45.00	06/27/2013	45,291.50			

2. TOTAL CASH RECEIPTS

Enter also on line 2 of C4 \$ 58,060.41

CODES FOR CLASSIFYING EXPENDITURES: If one of the following codes is used to describe an expenditure, no other description is generally needed. The exceptions are:

- 1) If expenditures are in-kind or earmarked contributions to a candidate or committee or independent expenditures that benefit a candidate or committee, identify the candidate or committee in the Description block;
- 2) When reporting payments to vendors for travel expenses, identify the traveler and travel purpose in the Description block; and
- 3) If expenditures are made directly or indirectly to compensate a person or entity for soliciting signatures on a statewide initiative or referendum petition, use code "V" and provide the following information on an attached sheet: name and address of each person/entity compensated, amount paid each during the reporting period, and cumulative total paid all persons to date to gather signatures.

CODE
DEFINITIONS
ON NEXT PAGE

C - Contributions (monetary, in-kind & transfers)
I - Independent Expenditures
L - Literature, Brochures, Printing
B - Broadcast Advertising (Radio, TV)
N - Newspaper and Periodical Advertising
O - Other Advertising (yard signs, buttons, etc.)
V - Voter Signature Gathering

P - Postage, Mailing Permits
S - Surveys and Polls
F - Fundraising Event Expenses
T - Travel, Accommodations, Meals
M - Management/Consulting Services
W - Wages, Salaries, Benefits
G - General Operation and Overhead

3. EXPENDITURES

- a) Expenditures of \$50 or less, including those from petty cash, need not be itemized. Add up these expenditures and show the total in the amount column on the first line below..
- b) Itemize each expenditure of more than \$50 by date paid, name and address of vendor, code/description, and amount.
- c) For each payment to a candidate, campaign worker, PR firm, advertising agency or credit card company, attach a list of detailed expenses or copies of receipts/invoices supporting the payment.

Date Paid	Vendor or Recipient (Name and Address)	Code	Purpose of Expense and/or Description	Amount
N/A	Expenses of \$50 or less	N/A	N/A	0.00
06/03/13	BANK OF AMERICA 32011 PACIFIC HWY. SOUTH FEDERAL WAY, WA 98003	G	BANK MERCHANT FEE	40.00
06/03/13	BANK OF AMERICA 32011 PACIFIC HWY. SOUTH FEDERAL WAY, WA 98003	G	BANK MERCHANT CARD FEES	30.76
06/17/13	BANK OF AMERICA 32011 PACIFIC HWY. SOUTH FEDERAL WAY, WA 98003	G	BANK ANALYSIS CHARGES	182.67
06/27/13	PATE PUBLIC AFFAIRS, INC. 8333-17th AVENUE N.W. SEATTLE, WA 98117	M	JAN 1st - FEB 28th WEA-PAC CAPACITY BUILDING PLANNING	7,500.00
06/27/13	PROGRESSIVE MAJORITY 1825 'K' STREET N.W., SUITE 450 WASHINGTON, DC 20006	M	CONTRIBUTION	7,500.00
06/27/13	SALLY W FINLAYSON 5820 14th STREET COURT N.E. TACOMA, WA 98422	C	CONTRIBUTION FROM WEA-PAC MEMBERS OF TACOMA UNISERV COUNCIL	250.00

Total from attached pages \$ 2,501.71

4. TOTAL CASH EXPENDITURES

Enter also on line 11 of C4 \$ 18,005.14

EXPENDITURES CONTINUATION SHEET (Attachment to Schedule A)

Page 3

Candidate or Committee Name (Do not abbreviate. Use full name.)

Report Date

Washington Education Association PAC (Washington Education Association PAC)

06/01/13 07/15/13

Date Paid	Vendor or Recipient (Name and Address)	Code	Purpose of Expense and/or Description	Amount
06/27/13	FRIENDS TO ELECT AMY PIVETTA P.O. BOX 73040 PUYALLUP, WA 98373	C	CONTRIBUTION FROM WEA-PAC MEMBERS OF SUMMIT UNISERV COUNCIL	900.00
06/27/13	FRIENDS OF CANDACE MUMM P.O. BOX 10798 SPOKANE, WA 99209	C	CONTRIBUTION FROM WEA-PAC MEMBERS OF SPOKANE EA AND EASTERN WA	800.00
06/27/13	JASON MATTHEW PIERCE 1848 MILLER DRIVE DUPONT, WA 98327	C	CONTRIBUTION FROM WEA-PAC MEMBERS OF SOUNDVIEW UNISERV COUNCIL	100.00
06/27/13	CITIZENS FOR KATHY YANG 2018 26th PLACE S.E. PUYALLUP, WA 98372	C	CONTRIBUTION FROM WEA-PAC MEMBERS OF SUMMIT UNISERV COUNCIL	500.00
07/02/13	BANK OF AMERICA 32011 PACIFIC HWY. SOUTH FEDERAL WAY, WA 98003	G	BANK MERCHANT FEE	35.00
07/02/13	BANK OF AMERICA 32011 PACIFIC HWY. SOUTH FEDERAL WAY, WA 98003	G	BANK MERCHANT CARD CARD PROCESSING CHARGES	31.40
07/15/13	BANK OF AMERICA 32011 PACIFIC HWY. SOUTH FEDERAL WAY, WA 98003	G	BANK ANALYSIS CHARGES	135.31

Page Total \$ 2,501.71

IN KIND CONTRIBUTIONS, PLEDGES, ORDERS, DEBTS, OBLIGATIONS

SCHEDULE
TO C4

B

(11/93)

4

Candidate or Committee Name (Do not abbreviate. Use full name.)

Report Date

Washington Education Association PAC (Washington Education Association PAC) 06/01/13 07/15/13

1. IN KIND CONTRIBUTIONS RECEIVED (goods, services, discounts, etc.)

Date Received	Contributor's Name and Address	Description of Contribution	Fair Market Value	Aggregate Total	P R I	G E N	If total over \$100, Employer Name, City, State & Occup
06/15/13	WASHINGTON EDUCATION P.O. BOX 9100 FEDERAL WAY, WA 98063-9100	PAYFLOW PRO CREDIT CARD PROCESSING FEES	65.65	137,063.18			
06/30/13	WASHINGTON EDUCATION P.O. BOX 9100 FEDERAL WAY, WA 98063-9100	OVERHEAD 06/01/13 - 06/30/13	6,809.99	137,063.18			
06/30/13	WASHINGTON EDUCATION P.O. BOX 9100 FEDERAL WAY, WA 98063-9100	MEETING EXPENSES 06/01/13 - 06/30/13	412.45	137,063.18			
06/30/13	WASHINGTON EDUCATION P.O. BOX 9100 FEDERAL WAY, WA 98063-9100	EMPLOYEE SERVICES 06/01/13 - 06/30/13	5,591.60	137,063.18			
07/02/13	WASHINGTON EDUCATION P.O. BOX 9100 FEDERAL WAY, WA 98063-9100	PAYFLOW PRO DATA PROCESSING FEE 07/30/13 -	65.65	137,063.18			
07/15/13	WASHINGTON EDUCATION P.O. BOX 9100 FEDERAL WAY, WA 98063-9100	OVERHEAD 07/01/13 - 07/15/13	1,114.83	137,063.18			
07/15/13	WASHINGTON EDUCATION P.O. BOX 9100 FEDERAL WAY, WA 98063-9100	MEETING EXPENSES 07/01/13 - 07/15/13	1,829.86	137,063.18			
07/15/13	WASHINGTON EDUCATION P.O. BOX 9100 FEDERAL WAY, WA 98063-9100	SUPPLIES 07/01/13 - 07/15/13	37.87	137,063.18			
07/15/13	WASHINGTON EDUCATION P.O. BOX 9100 FEDERAL WAY, WA 98063-9100	EMPLOYEE SERVICES	322.86	137,063.18			
TOTAL THIS PAGE			16,250.76				



SUMMARY, FULL REPORT RECEIPTS AND EXPENDITURES

C4

(3/97)

PDC OFFICE USE

100569870
AMENDS
100548466
03-06-2014

Candidate or Committee Name (Do not abbreviate. Include full name)

Washington Education Association PAC (Washington Education Association PAC)

Mailing Address

PO Box 9100

City

Federal Way, WA

Zip + 4

98063-9100

Office Sought (Candidates)

Election Date

2013

Report Period
Covered

From (last C-4)

09/01/13

To (end of period)

10/14/13

Final Report?

Yes No X

***For PACs, Parties & Caucus Committees:** During this report period, did the committee make an **independent expenditure** (i.e., an expense not considered a contribution) **supporting or opposing a state or local candidate?**

RECEIPTS

*See next page

Yes

No

1. Previous total cash and in kind contributions (From line 8, last C-4) (if beginning a new campaign or calendar year, see instruction booklet)	\$	860,142.32
2. Cash received (From line 2, Schedule A)	\$	89,007.97
3. In kind contributions received (From line 1, Schedule B)		23,754.74
4. Total cash and in kind contributions received this period (Line 2 plus 3)		112,762.71
5. Loan principal repayments made (From line 2, Schedule L)		0.00
6. Corrections (From line 1 or 3, Schedule C)	Show + or (-)	-15.75
7. Net adjustments this period (Combine line 5 & 6)	Show + or (-)	-15.75
8. Total cash and in kind contributions during campaign (Combine lines 1, 4 & 7)		972,889.28
9. Total pledge payments due (From line 2, Schedule B)		0.00

EXPENDITURES

10. Previous total cash and in kind expenditures (From line 17, last C-4) (If beginning a new campaign or calendar year, see instruction booklet)		274,248.38
11. Total cash expenditures (From line 4, Schedule A)		42,703.19
12. In kind expenditures (goods & services) (From line 1, Schedule B)		23,754.74
13. Total cash and in kind expenditures made this period (Line 11 plus line 12)		66,457.93
14. Loan principal repayments made (From line 2, Schedule L)		0.00
15. Corrections (From line 2 or 3, Schedule C)	Show + or (-)	-13,415.75
16. Net adjustments this period (Combine lines 14 & 15)	Show + or (-)	-13,415.75
17. Total cash and in kind expenditures during campaign (Combine lines 10, 13 and 16)		327,290.56

CANDIDATES ONLY

Name not

	Won	Lost	Unopposed	on ballot
Primary election	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General election	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Treasurer's Daytime Telephone No.:

(253) 941-6700

CASH SUMMARY

18. Cash on hand (Line 8 minus line 17)	645,598.72
[Line 18 should equal your bank account balance(s) plus your petty cash balance.]	
19. Liabilities: (Sum of loans and debts owed)	0.00
20. Balance (Surplus or deficit) (Line 18 minus line 19)	645,598.72

CERTIFICATION: I certify that the information herein and on accompanying schedules and attachments is true and correct to the best of my knowledge.

Candidate's Signature

Date

Washington Education
Association PAC

10/15/13

Treasurer's Signature

Date

Kimberlee Mead

CASH RECEIPTS AND EXPENDITURE

SCHEDULE A
to C4
(11/93)

2

Candidate or Committee Name (Do not abbreviate. Use full name.)

Report Date

Washington Education Association PAC (Washington Education Association) 09/01/13 10/14/13

1. CASH RECEIPTS (Contributions) which have been reported on C3. List each deposit made since last C4 report was submitted.

Date of deposit	Amount	Date of deposit	Amount	Date of deposit	Amount	Total deposits
09/09/2013	60.00	09/30/2013	8,811.00	10/11/2013	580.00	
09/28/2013	20.13	10/02/2013	152.00	10/12/2013	12,514.50	
09/29/2013	96.93	10/03/2013	430.00	See attached		

2. TOTAL CASH RECEIPTS

Enter also on line 2 of C4 \$ 89,007.97

CODES FOR CLASSIFYING EXPENDITURES: If one of the following codes is used to describe an expenditure, no other description is generally needed. The exceptions are:

- 1) If expenditures are in-kind or earmarked contributions to a candidate or committee or independent expenditures that benefit a candidate or committee, identify the candidate or committee in the Description block;
- 2) When reporting payments to vendors for travel expenses, identify the traveler and travel purpose in the Description block; and
- 3) If expenditures are made directly or indirectly to compensate a person or entity for soliciting signatures on a statewide initiative or referendum petition, use code "V" and provide the following information on an attached sheet: name and address of each person/entity compensated, amount paid each during the reporting period, and cumulative total paid all persons to date to gather signatures.

CODE
DEFINITIONS
ON NEXT PAGE

C - Contributions (monetary, in-kind & transfers)
I - Independent Expenditures
L - Literature, Brochures, Printing
B - Broadcast Advertising (Radio, TV)
N - Newspaper and Periodical Advertising
O - Other Advertising (yard signs, buttons, etc.)
V - Voter Signature Gathering

P - Postage, Mailing Permits
S - Surveys and Polls
F - Fundraising Event Expenses
T - Travel, Accommodations, Meals
M - Management/Consulting Services
W - Wages, Salaries, Benefits
G - General Operation and Overhead

3. EXPENDITURES

- a) Expenditures of \$50 or less, including those from petty cash, need not be itemized. Add up these expenditures and show the total in the amount column on the first line below..
- b) Itemize each expenditure of more than \$50 by date paid, name and address of vendor, code/description, and amount.
- c) For each payment to a candidate, campaign worker, PR firm, advertising agency or credit card company, attach a list of detailed expenses or copies of receipts/invoices supporting the payment.

Date Paid	Vendor or Recipient (Name and Address)	Code	Purpose of Expense and/or Description	Amount
N/A	Expenses of \$50 or less	N/A	N/A	0.00
09/03/13	BANK OF AMERICA 32011 PACIFIC HWY. SOUTH FEDERAL WAY, WA 98003	G	BANK MERCHANT CARD CARD PROCESSING CHARGES	25.37
09/09/13	LAURIE K SWIFT 5301 NE 22ND AVE VANCOUVER, WA 98663-1349	C	REFUND NOV amp; DEC '13 PAYROLL DEDUCTIONS TO WEA-PAC DEDUCTED IN ERROR	4.50
09/09/13	PREMERA BLUE CROSS ATTN: WESLEY MADSEN SEATTLE, WA 98124	C	REFUND JUNE '13 PAYROLL DEDUCTION TO WEA-PAC SENT ON BEHALF OF JOSEPH KREPEL-3431	2.25
09/09/13	PREMERA BLUE CROSS ATTN: WESLEY MADSEN SEATTLE, WA 98124	C	REFUND MAR '13 PAYROLL DEDUCTION TO WEA-PAC SENT ON BEHALF OF LESLIE M.	2.25
09/09/13	SYLVIA LYNN HONG EVERETT, WA 98208-8322	C	REFUND-APRIL '13 OVERPAYMENT OF PAYROLL DEDUCTION TO WEA-PAC	2.25
09/09/13	PAIGE RICHMOND 2523 EASTLAKE AVE E SEATTLE, WA 98102-3212	C	REFUND JAN-APRIL '13 PAYROLL DEDUCTIONS TO WEA-PAC. AGENCY FEE PAYORS INELIGIBLE	9.00

Total from attached pages \$ 42,657.57

4. TOTAL CASH EXPENDITURES

Enter also on line 11 of C4 \$ 42,703.19

EXPENDITURES CONTINUATION SHEET (Attachment to Schedule A)

Page 3

Candidate or Committee Name (Do not abbreviate. Use full name.)	Report Date
Washington Education Association PAC (Washington Education Association PAC)	10/14/13

Date Paid	Vendor or Recipient (Name and Address)	Code	Purpose of Expense and/or Description	Amount
09/09/13	COMMITTEE TO ELECT BRIAN DANSEL 15333 HWY 21 SOUTH REPUBLIC, WA 99166	C	CONTRIBUTION	900.00
09/09/13	FRIENDS OF CAROL GREGORY P.O. BOX 3087 FEDERAL WAY, WA 98063	C	CONTRIBUTION - WEA-PAC MEMBERS OF FEDERAL WAY EA	900.00
09/09/13	GEOFFERYFORSCHOOLS 1600 'B' S.W. DASH POINT ROAD, FEDERAL WAY, WA 98023	C	CONTRIBUTION - WEA-PAC MEMBERS OF FEDERAL WAY EA	500.00
09/09/13	FRIENDS OF KATHY NORDBERG 17416 N.E. 227th AVENUE BRUSH PRAIRIE, WA 98606-8112	C	CONTRIBUTION - WEA-PAC MEMBERS OF RIVERSIDE UC/HOCKINSON EA	250.00
09/09/13	FRIENDS OF KATHY NORDBERG 17416 N.E. 227th AVENUE BRUSH PRAIRIE, WA 98606-8112	C	CONTRIBUTION - WEA-PAC MEMBERS OF RIVERSIDE UC/HOCKINSON ESP	250.00
09/12/13	FRIENDS OF DOW CONSTANTINE P.O. BOX 16285 SEATTLE, WA 98116	C	CONTRIBUTION FROM WEA-PAC MEMBER LEADERS OF KING COUNTY	800.00
09/16/13	BANK OF AMERICA 32011 PACIFIC HWY. SOUTH FEDERAL WAY, WA 98003	G	BANK ANALYSIS CHARGES	109.02
09/23/13	26TH LEGISLATIVE DISTRICT P.O. BOX 596 VAUGHN, WA 98394	C	CONTRIBUTION	2,500.00
09/23/13	WASHINGTON STATE DEMOCRATIC 615 2nd AVENUE, SUITE 580 SEATTLE, WA 98104	C	CONTRIBUTION - 2013 MAGGIES SPONSORSHIP	10,000.00
09/23/13	RE-ELECT EILEEN THOMSON OLYMPIA 1212 CARLYON AVENUE S.E. OLYMPIA, WA 98501	C	CONTRIBUTION FROM WEA-PAC MEMBERS OF CHINOOK UC/OLYMPIA EA	500.00
10/02/13	BANK OF AMERICA 32011 PACIFIC HWY. SOUTH FEDERAL WAY, WA 98003	G	BANK MERCHANT CARD FEE	148.55
10/02/13	COMMITTEE TO ELECT DEXTER P.O. BOX 1274 TACOMA, WA 98401	C	CONTRIBUTION	900.00

Page Total \$ 17,757.57

EXPENDITURES CONTINUATION SHEET (Attachment to Schedule A)

Page 4

Candidate or Committee Name (Do not abbreviate. Use full name.)

Report Date

Washington Education Association PAC (Washington Education Association PAC)

10/14/13

Date Paid	Vendor or Recipient (Name and Address)	Code	Purpose of Expense and/or Description	Amount
10/02/13	CITIZENS FOR KATHY YANG 2018 26th PLACE S.E. PUYALLUP, WA 98372	C	CONTRIBUTION	900.00
10/02/13	GEOFFERYFORSCHOOLS 1600 'B' S.W. DASH POINT ROAD, FEDERAL WAY, WA 98023	C	CONTRIBUTION	400.00
10/02/13	AMY BUZZARD FOR CENTRALIA 804 PHEASANT ROAD CENTRALIA, WA 98531	C	CONTRIBUTION	500.00
10/02/13	PATRICIA SUE DOLEZAL 3802 MAYBERRY ROAD CENTRALIA, WA 98531	C	CONTRIBUTION	500.00
10/11/13	WA STATE DEMOCRATIC CENTRAL 615 2nd AVENUE, SUITE 580 SEATTLE, WA 98104	C	CONTRIBUTION	12,000.00
10/11/13	SUSAN PHILLIPS 20424 79th AVENUE WEST EDMONDS, WA 98026	C	CONTRIBUTION WEA-PAC MEMBERS OF CASCADE UNISERV COUNCIL/EDMONDS EA	300.00
10/11/13	HOUSE DEMOCRATIC CAMPAIGN 1000 AURORA AVENUE NORTH, # 100 SEATTLE, WA 98109	C	CONTRIBUTION	900.00
10/11/13	PROGRESSIVE MAJORITY 1825 'K' STREET N.W., SUITE 450 WASHINGTON, DC 20006	M	CONTRIBUTION	7,500.00
10/11/13	PRICHARD FOR NK SCHOOL BOARD 21317 FEATHER RIDGE LANE POULSBO, WA 98161	C	CONTRIBUTION WEA-PAC MEMBERS OF OLYMPIC UNISERV COUNCIL/NORTH KITSAP EA	500.00
10/11/13	COMMITTEE TO ELECT CHERYL SELBY 120 STATE AVENUE N.E., # 211 OLYMPIA, WA 98501	C	CONTRIBUTION WEA-PAC MEMBERS OF CHINOOK UNISERV COUNCIL/OLYMPIA EA	900.00
10/11/13	CINDY L WEBSTER-MARTINSON P.O. BOX 1477 POULSBO, WA 98370	C	CONTRIBUTION WEA-PAC MEMBERS OF OLYMPIC UNISERV COUNCIL/NORTH KITSAP EA	500.00

Page Total \$ 24,900.00

Date of Deposit	Amount	Date of Deposit	Amount	Date of Deposit	Amount
10/14/13	0.00				
09/10/13	557.00				
09/11/13	12,568.50				
09/16/13	30.00				
09/17/13	280.00				
09/18/13	3,778.52				
09/24/13	3,180.00				
09/25/13	20.13				
09/27/13	45,929.26				

IN KIND CONTRIBUTIONS, PLEDGES, ORDERS, DEBTS, OBLIGATIONS

SCHEDULE
TO C4

B

(11/93)

6

Candidate or Committee Name (Do not abbreviate. Use full name.)

Report Date

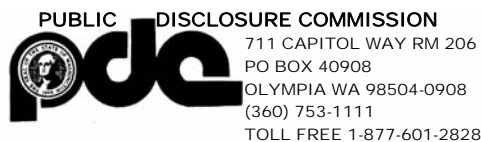
Washington Education Association PAC (Washington Education Association PAC) 09/01/13 10/14/13

1. IN KIND CONTRIBUTIONS RECEIVED (goods, services, discounts, etc.)

Date Received	Contributor's Name and Address	Description of Contribution	Fair Market Value	Aggregate Total	P R I	G E N	If total over \$100, Employer Name, City, State & Occup
09/03/13	WASHINGTON EDUCATION P.O. BOX 9100 FEDERAL WAY, WA 98063-9100	PAYFLOW PRO DATA PROCESSING FEE 09/01/13 -	65.65	203,652.58			
09/30/13	WASHINGTON EDUCATION P.O. BOX 9100 FEDERAL WAY, WA 98063-9100	OVERHEAD	7,449.72	203,652.58			
09/30/13	WASHINGTON EDUCATION P.O. BOX 9100 FEDERAL WAY, WA 98063-9100	EMPLOYEE SERVICES	2,601.11	203,652.58			
10/02/13	WASHINGTON EDUCATION P.O. BOX 9100 FEDERAL WAY, WA 98063-9100	PAYFLOW PRO DATA PROCESSING FEE 10/01/13 -	65.65	203,652.58			
10/14/13	WASHINGTON EDUCATION P.O. BOX 9100 FEDERAL WAY, WA 98063-9100	OVERHEAD 10/01/13 - 10/14/13	3,986.60	203,652.58			
10/14/13	WASHINGTON EDUCATION P.O. BOX 9100 FEDERAL WAY, WA 98063-9100	EMPLOYEE SERVICES 10/01/13 - 10/14/13	7,450.85	203,652.58			
10/14/13	WASHINGTON EDUCATION P.O. BOX 9100 FEDERAL WAY, WA 98063-9100	MEETING EXPENSES 10/01/13 - 10/14/13	2,135.16	203,652.58			
TOTAL THIS PAGE			23,754.74				

Date of Report	Contributor's Name or Description of Correction	Amount Reported	Corrected Amount	Difference (+ or -)
09/09/13	LAURIE K SWIFT 5301 NE 22ND AVE VANCOUVER, WA 98663-1349	4.50	0.00	-4.50
09/09/13	SYLVIA LYNN HONG EVERETT, WA 98208-8322	2.25	0.00	-2.25
09/09/13	PAIGE RICHMOND 2523 EASTLAKE AVE E SEATTLE, WA 98102-3212	9.00	0.00	-9.00
	Total corrections to contributions Enter on line 6 of C4. Show + or (-).			-15.75

Candidate or Committee Name (Do not abbreviate. Use full name.)	Date
Washington Education Association PAC (Washington Education Association PAC)	10/14/13



SUMMARY, FULL REPORT RECEIPTS AND EXPENDITURES

C4
(3/97)

PDC OFFICE USE
100818665
AMENDS
100774645
02-23-2018

Candidate or Committee Name (Do not abbreviate. Include full name)

Washington Education Association Political Action Committee (Washington

Mailing Address

PO Box 9100

City

Federal Way, WA

Zip + 4

98063-9100

Office Sought (Candidates)

Election Date

2017

***For PACs, Parties & Caucus Committees:** During this report period, did the committee make an independent expenditure (i.e., an expense not considered a contribution) supporting or opposing a state or local candidate?

Report Period Covered

From (last C-4)

To (end of period)

Final Report?

Yes No **X****06/01/17****06/30/17****RECEIPTS**

*See next page

Yes

No

1. Previous total cash and in kind contributions (From line 8, last C-4) (if beginning a new campaign or calendar year, see instruction booklet)	\$	\$774,607.86
2. Cash received (From line 2, Schedule A)	\$	\$84,474.34
3. In kind contributions received (From line 1, Schedule B)		\$60,065.62
4. Total cash and in kind contributions received this period (Line 2 plus 3)		\$144,539.96
5. Loan principal repayments made (From line 2, Schedule L)		\$0.00
6. Corrections (From line 1 or 3, Schedule C)	Show + or (-)	(\$954.00)
7. Net adjustments this period (Combine line 5 & 6)	Show + or (-)	(\$954.00)
8. Total cash and in kind contributions during campaign (Combine lines 1, 4 & 7)		\$918,193.82
9. Total pledge payments due (From line 2, Schedule B)	\$0.00	

EXPENDITURES

10. Previous total cash and in kind expenditures (From line 17, last C-4) (If beginning a new campaign or calendar year, see instruction booklet)		\$219,451.72
11. Total cash expenditures (From line 4, Schedule A)		\$49,150.99
12. In kind expenditures (goods & services) (From line 1, Schedule B)		\$60,065.62
13. Total cash and in kind expenditures made this period (Line 11 plus line 12)		\$109,216.61
14. Loan principal repayments made (From line 2, Schedule L)		\$0.00
15. Corrections (From line 2 or 3, Schedule C)	Show + or (-)	(\$4,204.00)
16. Net adjustments this period (Combine lines 14 & 15)	Show + or (-)	(\$4,204.00)
17. Total cash and in kind expenditures during campaign (Combine lines 10, 13 and 16)		\$324,464.33

CANDIDATES ONLY

Name not

	Won	Lost	Unopposed	on ballot
Primary election	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General election	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Treasurer's Daytime Telephone No.:

(253) 941-6700**CASH SUMMARY**

18. Cash on hand (Line 8 minus line 17)	\$593,729.49
[Line 18 should equal your bank account balance(s) plus your petty cash balance.]	
19. Liabilities: (Sum of loans and debts owed)	\$0.00
20. Balance (Surplus or deficit) (Line 18 minus line 19)	\$593,729.49

CERTIFICATION: I certify that the information herein and on accompanying schedules and attachments is true and correct to the best of my knowledge.

Candidate's Signature

Date

**Washington Education
Association Political Action****02/23/18**

Treasurer's Signature

Date

Armand Tiberio**02/23/18**

CASH RECEIPTS AND EXPENDITURE

SCHEDULE **A**
to C4
(11/93)

2

Candidate or Committee Name (Do not abbreviate. Use full name.)

Report Date

Washington Education Association Political Action Committee (Washington) 06/01/17 06/30/17

1. CASH RECEIPTS (Contributions) which have been reported on C3. List each deposit made since last C4 report was submitted.

Date of deposit	Amount	Date of deposit	Amount	Date of deposit	Amount	Total deposits
06/08/2017	\$71.02	06/28/2017	\$52,102.51			
06/09/2017	\$26,615.25	06/29/2017	\$1,505.25			
06/26/2017	\$3,137.29	06/30/2017	\$1,043.02			

2. TOTAL CASH RECEIPTS

Enter also on line 2 of C4 \$ **\$84,474.34**

CODES FOR CLASSIFYING EXPENDITURES: If one of the following codes is used to describe an expenditure, no other description is generally needed. The exceptions are:

- 1) If expenditures are in-kind or earmarked contributions to a candidate or committee or independent expenditures that benefit a candidate or committee, identify the candidate or committee in the Description block;
- 2) When reporting payments to vendors for travel expenses, identify the traveler and travel purpose in the Description block; and
- 3) If expenditures are made directly or indirectly to compensate a person or entity for soliciting signatures on a statewide initiative or referendum petition, use code "V" and provide the following information on an attached sheet: name and address of each person/entity compensated, amount paid each during the reporting period, and cumulative total paid all persons to date to gather signatures.

CODE
DEFINITIONS
ON NEXT PAGE

C - Contributions (monetary, in-kind & transfers)
I - Independent Expenditures
L - Literature, Brochures, Printing
B - Broadcast Advertising (Radio, TV)
N - Newspaper and Periodical Advertising
O - Other Advertising (yard signs, buttons, etc.)
V - Voter Signature Gathering

P - Postage, Mailing Permits
S - Surveys and Polls
F - Fundraising Event Expenses
T - Travel, Accommodations, Meals
M - Management/Consulting Services
W - Wages, Salaries, Benefits
G - General Operation and Overhead

3. EXPENDITURES

- a) Expenditures of \$50 or less, including those from petty cash, need not be itemized. Add up these expenditures and show the total in the amount column on the first line below..
- b) Itemize each expenditure of more than \$50 by date paid, name and address of vendor, code/description, and amount.
- c) For each payment to a candidate, campaign worker, PR firm, advertising agency or credit card company, attach a list of detailed expenses or copies of receipts/invoices supporting the payment.

Date Paid	Vendor or Recipient (Name and Address)	Code	Purpose of Expense and/or Description	Amount
N/A	Expenses of \$50 or less	N/A	N/A	\$2.25
06/02/17	BANK OF AMERICA 32011 PACIFIC HWY. SOUTH FEDERAL WAY, WA 98003	G	BANK MERCHANT CARD PROCESSING FEES	\$58.47
06/02/17	US BANK 1420 FIFTH AVENUE, 10th FLOOR SEATTLE, WA 98101	G	REVERSE US BANK INTEREST INCOME OVERPAYMENT	\$88.99
06/07/17	CLARK COUNTY REPUBLICAN PARTY PO BOX 205 VANCOUVER, WA 98666	C	6/24 2017 Lincoln Day Dinner-3 Vancouver EA Mbrs N.Koch, C.Patrick, R.Salazar	\$360.00
06/07/17	FRIENDS OF MANKA P.O. BOX 2467 REDMOND, WA 98052	C	CONTRIBUTION	\$1,000.00
06/07/17	FRIENDS OF MANKA P.O. BOX 2467 REDMOND, WA 98052	C	CONTRIBUTION	\$1,000.00
06/12/17	FRIENDS OF DOW CONSTANTINE P.O. BOX 16285 SEATTLE, WA 98116	C	CONTRIBUTION	\$1,000.00

Total from attached pages \$ **\$45,641.28**

4. TOTAL CASH EXPENDITURES

Enter also on line 11 of C4 \$ **\$49,150.99**

EXPENDITURES CONTINUATION SHEET (Attachment to Schedule A)

Page 3

Candidate or Committee Name (Do not abbreviate. Use full name.)

Report Date

Washington Education Association Political Action Committee (Washington)

06/30/17

Date Paid	Vendor or Recipient (Name and Address)	Code	Purpose of Expense and/or Description	Amount
06/12/17	COMMITTEE TO ELECT CATHERINE 4020 EAST 'K' STREET TACOMA, WA 98404	C	CONTRIBUTION	\$1,000.00
06/12/17	RE-ELECT MAYA FOR SCHOOLS 12121 S.E. 260TH PLACE KENT, WA 98030	C	CONTRIBUTION	\$1,000.00
06/12/17	7TH LEGISLATIVE DISTRICT 3915 N. BROOKS ROAD MEDICAL LAKE, WA 99022-8629	C	CONTRIBUTION	\$3,000.00
06/12/17	JONES MANDEL, INC. 1752 NW MARKET STREET, #730 SEATTLE, WA 98107	M	6/1 INV 1364 WA-45 Research Program - Pymnt 1 of 2	\$4,000.00
06/12/17	FRIENDS OF PATTY KUDERER P.O. BOX 1545 BELLEVUE, WA 98009	C	CONTRIBUTION	\$1,000.00
06/12/17	FRIENDS OF PATTY KUDERER P.O. BOX 1545 BELLEVUE, WA 98009	C	CONTRIBUTION	\$1,000.00
06/12/17	ELECT CHRIS BEALE P.O. BOX 9295 TACOMA, WA 98490	C	CONTRIBUTION	\$1,000.00
06/12/17	FRIENDS FOR PHILIP 2209 N. UNION TACOMA, WA 98406	C	CONTRIBUTION	\$1,000.00
06/12/17	ELECT LORENA P.O. BOX 23011 SEATTLE, WA 98102	C	CONTRIBUTION	\$250.00
06/12/17	ELECT LILLIAN HUNTER 2522 N. PROCTOR STREET, # 65 TACOMA, WA 98406	C	CONTRIBUTION	\$1,000.00
06/12/17	FRIENDS OF EVELYN LOPEZ 2522 N. PROCTOR STREET, # 67 TACOMA, WA 98406	C	CONTRIBUTION	\$1,000.00
06/12/17	PEOPLE TO ELECT NATE LOWRY P.O. BOX 1274 MILTON, WA 98354	C	CONTRIBUTION	\$1,000.00

Page Total \$ 16,250.00

EXPENDITURES CONTINUATION SHEET (Attachment to Schedule A)

Page 4

Candidate or Committee Name (Do not abbreviate. Use full name.)

Report Date

Washington Education Association Political Action Committee (Washington)

06/30/17

Date Paid	Vendor or Recipient (Name and Address)	Code	Purpose of Expense and/or Description	Amount
06/12/17	PEOPLE TO ELECT NATE LOWRY P.O. BOX 1274 MILTON, WA 98354	C	CONTRIBUTION	\$1,000.00
06/12/17	COMMITTEE TO ELECT DANA RALPH P.O. BOX 6042 KENT, WA 98064	C	CONTRIBUTION	\$1,000.00
06/12/17	COMMITTEE TO ELECT MICHELLE 1402 LAKE TAPPS PKWAY S.E., STE AUBURN, WA 98092	C	CONTRIBUTION	\$1,000.00
06/12/17	COMMITTEE TO ELECT MICHELLE 1402 LAKE TAPPS PKWAY S.E., STE AUBURN, WA 98092	C	CONTRIBUTION	\$1,000.00
06/15/17	BANK OF AMERICA 32011 PACIFIC HWY. SOUTH FEDERAL WAY, WA 98003	G	BANK ANALYSIS CHARGES	\$389.03
06/23/17	BASTYR UNIVERSITY EVENTS amp; 14500 JUANITA DRIVE N.E. KENMORE, WA 98028-4966	M	6/13 Inv 7-7-1485	\$1,618.25
06/28/17	FAY RUSSELL ANDERSON 3217 N 28TH ST TACOMA, WA 98407-6211	C	Refund Oct 16 - May 17 Payroll Deductions sent in error to WEA-PAC	\$18.00
06/28/17	DANIEL G G HERNANDEZ 1901 S 7TH ST SHELTON, WA 98584-2723	C	Refund Jan - April 17 Payroll Deductions sent in error to WEA-PAC	\$9.00
06/28/17	COMMITTEE TO ELECT CATHERINE 4020 EAST 'K' STREET TACOMA, WA 98404	C	CONTRIBUTION	\$1,000.00
06/28/17	CLARK COUNTY DEMOCRATIC CENTRAL P.O. BOX 179 VANCOUVER, WA 98666	C	7/29 A New Hope MMXVII 2017 Democrat Dinner - (10) Vancouver EA Members	\$1,000.00
06/28/17	JILL OLSON 6617 N VICTOR ST SPOKANE, WA 99208-3826	C	Refund May 17 Payroll Deductions sent in error to WEA-PAC	\$2.25
06/28/17	CITIZENS FOR KATHY YANG 2018 26th PLACE S.E. PUYALLUP, WA 98372	C	CONTRIBUTION	\$500.00

Page Total \$ 8,536.53

EXPENDITURES CONTINUATION SHEET (Attachment to Schedule A)

Page 5

Candidate or Committee Name (Do not abbreviate. Use full name.)

Report Date

Washington Education Association Political Action Committee (Washington)

06/30/17

Date Paid	Vendor or Recipient (Name and Address)	Code	Purpose of Expense and/or Description	Amount
06/28/17	JOLENE ANN ERICKSEN 36 WINDWARD DR BELLINGHAM, WA 98229-7948	C	Refund Jan - April 17 Payroll Deductions sent in error to WEA-PAC	\$9.00
06/28/17	WINNING MARK, LLC 1220 SW MORRISON STREET, # 910 PORTLAND, OR 97205	M	6/8 Inv 315975 Job LD451701 Support Our Schools Mgmt Design Coding Web Hosting	\$6,830.00
06/28/17	NICHOLAS Z NEW 7653 N WENAS RD SELAH, WA 98942-9133	C	Refund Oct 16 - Jan 17 Payroll Deductions sent in error to WEA-PAC	\$9.00
06/28/17	TERESA F F BOLLMAN 2707 91ST AVE E EDGEWOOD, WA 98371-2001	C	Refund April - June 17 Payroll Deductions sent in error to WEA-PAC	\$6.75
06/28/17	ELECT CHRIS BEALE P.O. BOX 9295 TACOMA, WA 98490	C	CONTRIBUTION	\$1,000.00
06/28/17	FRIENDS FOR PHILIP 2209 N. UNION TACOMA, WA 98406	C	CONTRIBUTION	\$1,000.00
06/28/17	ELECT LILLIAN HUNTER 2522 N. PROCTOR STREET, # 65 TACOMA, WA 98406	C	CONTRIBUTION	\$1,000.00
06/28/17	FRIENDS OF EVELYN LOPEZ 2522 N. PROCTOR STREET, # 67 TACOMA, WA 98406	C	CONTRIBUTION	\$1,000.00
06/28/17	ELECT DENISE DANIELS KSB 2017 15829 SE 254TH PL COVINGTON, WA 98042	C	CONTRIBUTION	\$500.00
06/28/17	MEGAN MILES FOR EVERGREEN 6105 NE 98TH AVE VANCOUVER, WA 98662	C	CONTRIBUTION	\$500.00
06/28/17	CHERYL REID-SIMONS FOR SCHOOL 1506 23RD AVE MILTON, WA 98354	C	CONTRIBUTION	\$500.00
06/28/17	FRIENDS OF TONO SABLAN 13022 8TH AVE E TACOMA, WA 98445	C	CONTRIBUTION	\$500.00

Page Total \$ \$12,854.75

EXPENDITURES CONTINUATION SHEET (Attachment to Schedule A)

Page 6

Candidate or Committee Name (Do not abbreviate. Use full name.)

Report Date

Washington Education Association Political Action Committee (Washington)

06/30/17 06/30/17

Date Paid	Vendor or Recipient (Name and Address)	Code	Purpose of Expense and/or Description	Amount
06/28/17	SWAIN FOR SCHOOLS CAMPAIGN 8210 NE 166TH STREET KENMORE, WA 98028	C	CONTRIBUTION	\$1,000.00
06/28/17	ELECT JANELLE TUOMINEN 3508 NE 109TH AVE, APT R6 VANCOUVER, WA 98682	C	CONTRIBUTION	\$500.00
06/28/17	FIFE SCHOOL DISTRICT BOARD 720 122ND AVE CT E EDGEWOOD, WA 98372	C	CONTRIBUTION	\$500.00
06/28/17	UBAH FOR TUKWILA SCHOOL BOARD 2518 S. BRANDON COURT SEATTLE, WA 98108	C	CONTRIBUTION	\$250.00
06/28/17	FRIENDS OF ZAK IDAN 5600 S. 152ND STREET TUKWILA, WA 98188	C	CONTRIBUTION	\$1,000.00
06/28/17	FRIENDS FOR THOMAS MCLEOD P.O. BOX 88903 TUKWILA, WA 98138	C	CONTRIBUTION	\$1,000.00
06/28/17	FRIENDS TO ELECT EDNA MORRIS 4412 SOUTH 150TH TUKWILA, WA 98188	C	CONTRIBUTION	\$250.00
06/28/17	PEOPLE FOR DE'SEAN QUINN 4636 S. 150TH STREET TUKWILA, WA 98188	C	CONTRIBUTION	\$1,000.00
06/28/17	FRIENDS TO ELECT TRACY RUSSELL 14232 57TH AVENUE SOUTH TUKWILA, WA 98168	C	CONTRIBUTION	\$500.00
06/30/17	COMMITTEE TO ELECT RUTH ESPARZA 2106 SUTTON PLACE WENATCHEE, WA 98801	C	CONTRIBUTION	\$500.00
06/30/17	VOTE MACDONALD CAMPAIGN 1709 TOAIMNIC DRIVE WENATCHEE, WA 98801	C	CONTRIBUTION	\$250.00
06/30/17	VOTE MACDONALD CAMPAIGN 1709 TOAIMNIC DRIVE WENATCHEE, WA 98801	C	CONTRIBUTION	\$250.00

Page Total \$ 7,000.00

Washington Education Association Political Action Committee (Washington) 06/01/17

06/30/17

Page Total \$ **\$1,000.00**

IN KIND CONTRIBUTIONS, PLEDGES, ORDERS, DEBTS, OBLIGATIONS

SCHEDULE
TO C4

B

(11/93)

8

Candidate or Committee Name (Do not abbreviate. Use full name.)

Report Date

Washington Education Association Political Action Committee (Washington 06/01/17 06/30/17

1. IN KIND CONTRIBUTIONS RECEIVED (goods, services, discounts, etc.)

Date Received	Contributor's Name and Address	Description of Contribution	Fair Market Value	Aggregate Total	P R I	G E N	If total over \$100, Employer Name, City, State & Occup
06/02/17	WASHINGTON EDUCATION P.O. BOX 9100 FEDERAL WAY, WA 98063-9100	PAYPAL MERCHANT CARD PROCESSING FEE	\$65.65 \$245,628.98				
06/30/17	WASHINGTON EDUCATION P.O. BOX 9100 FEDERAL WAY, WA 98063-9100	EMPLOYEE SERVICES	\$4,480.40 \$245,628.98				
06/30/17	WASHINGTON EDUCATION P.O. BOX 9100 FEDERAL WAY, WA 98063-9100	MEETING EXPENSES	\$4,870.96 \$245,628.98				
06/30/17	WASHINGTON EDUCATION P.O. BOX 9100 FEDERAL WAY, WA 98063-9100	POSTAL PERMIT	\$8,000.00 \$245,628.98				
06/30/17	WASHINGTON EDUCATION P.O. BOX 9100 FEDERAL WAY, WA 98063-9100	MEETING EXPENSES - Support Our Schools	\$98.70 \$245,628.98				
06/30/17	WASHINGTON EDUCATION P.O. BOX 9100 FEDERAL WAY, WA 98063-9100	GENERAL OFFICE COSTS - Support Our Schools	\$449.00 \$245,628.98				
06/30/17	WASHINGTON EDUCATION P.O. BOX 9100 FEDERAL WAY, WA 98063-9100	PRINTING EXPENSES - Support Our Schools	\$3,000.00 \$245,628.98				
06/30/17	WASHINGTON EDUCATION P.O. BOX 9100 FEDERAL WAY, WA 98063-9100	SUPPLIES - Support our Schools	\$2,376.52 \$245,628.98				
06/30/17	WASHINGTON EDUCATION P.O. BOX 9100 FEDERAL WAY, WA 98063-9100	READY/TALK SRVCS - Support Our Schools	\$200.00 \$245,628.98				
06/30/17	WASHINGTON EDUCATION P.O. BOX 9100 FEDERAL WAY, WA 98063-9100	EMPLOYEE SERVICES - Support Our Schools	\$23,846.69 \$245,628.98				
06/30/17	WASHINGTON EDUCATION P.O. BOX 9100 FEDERAL WAY, WA 98063-9100	OVERHEAD EXPENSES	\$12,677.70 \$245,628.98				
TOTAL THIS PAGE			\$60,065.62				

CORRECTIONS**SCHEDULE
TO C4****C**

9

Candidate or Committee Name (Do not abbreviate. Use full name.)

Date

Washington Education Association Political Action Committee (Washington) 06/01/17 06/30/17**1. CONTRIBUTIONS AND RECEIPTS** (Include mathematical corrections.)

Date of Report	Contributor's Name or Description of Correction	Amount Reported	Corrected Amount	Difference (+ or -)
06/28/17	FAY RUSSELL ANDERSON 3217 N 28TH ST TACOMA, WA 98407-6211	\$18.00	\$0.00	(\$18.00)
06/28/17	DANIEL G G HERNANDEZ 1901 S 7TH ST SHELTON, WA 98584-2723	\$9.00	\$0.00	(\$9.00)
06/28/17	JILL OLSON 6617 N VICTOR ST SPOKANE, WA 99208-3826	\$2.25	\$0.00	(\$2.25)
06/28/17	JOLENE ANN ERICKSEN 36 WINDWARD DR BELLINGHAM, WA 98229-7948	\$9.00	\$0.00	(\$9.00)
06/28/17	NICHOLAS Z NEW 7653 N WENAS RD SELAH, WA 98942-9133	\$9.00	\$0.00	(\$9.00)
06/28/17	TERESA F F BOLLMAN 2707 91ST AVE E EDGEWOOD, WA 98371-2001	\$6.75	\$0.00	(\$6.75)
06/30/17	FRIENDS OF DOW CONSTANTINE P.O. BOX 16285 SEATTLE, WA 98116	\$900.00	\$0.00	(\$900.00)
	Total corrections to contributions Enter on line 6 of C4. Show + or (-).			(\$954.00)

CORRECTIONS

SCHEDULE
TO C4

C

10

Candidate or Committee Name (Do not abbreviate. Use full name.)

Date

Washington Education Association Political Action Committee (Washington) 06/01/17 06/30/17**2. EXPENDITURES** (Include mathematical corrections.)

Date of Report	Vendor's Name or Description of Correction	Amount Reported	Corrected Amount	Difference (+ or -)
06/28/17	FAY RUSSELL ANDERSON 3217 N 28TH ST TACOMA, WA 98407-6211	\$18.00	\$0.00	(\$18.00)
06/28/17	DANIEL G G HERNANDEZ 1901 S 7TH ST SHELTON, WA 98584-2723	\$9.00	\$0.00	(\$9.00)
06/28/17	FRIENDS OF DOW CONSTANTINE P.O. BOX 16285 SEATTLE, WA 98116	\$1,000.00	\$0.00	(\$1,000.00)
06/28/17	JILL OLSON 6617 N VICTOR ST SPOKANE, WA 99208-3826	\$2.25	\$0.00	(\$2.25)
06/28/17	JOLENE ANN ERICKSEN 36 WINDWARD DR BELLINGHAM, WA 98229-7948	\$9.00	\$0.00	(\$9.00)
06/28/17	NICHOLAS Z NEW 7653 N WENAS RD SELAH, WA 98942-9133	\$9.00	\$0.00	(\$9.00)
06/28/17	TERESA F F BOLLMAN 2707 91ST AVE E EDGEWOOD, WA 98371-2001	\$6.75	\$0.00	(\$6.75)
06/28/17	ELECT LORENA P.O. BOX 23011 SEATTLE, WA 98102	\$250.00	\$0.00	(\$250.00)
06/28/17	PEOPLE FOR REBECCA SALDANA P.O. BOX 20776 SEATTLE, WA 98102	\$1,000.00	\$0.00	(\$1,000.00)
06/28/17	PEOPLE FOR REBECCA SALDANA P.O. BOX 20776 SEATTLE, WA 98102	\$1,000.00	\$0.00	(\$1,000.00)
06/30/17	FRIENDS OF DOW CONSTANTINE P.O. BOX 16285 SEATTLE, WA 98116	\$900.00	\$0.00	(\$900.00)
	Total corrections to expenditures Enter on line 15 of C4. Show + or (-).			(\$4,204.00)

COLLECTIVE BARGAINING AGREEMENT

**PUYALLUP SCHOOL DISTRICT NO. 3
AND
PUYALLUP EDUCATION ASSOCIATION**

SEPTEMBER 1, 2017 TO AUGUST 31, 2018

TABLE OF CONTENTS

PART I - ADMINISTRATION

ARTICLE 1. ADMINISTRATION OF AGREEMENT

Section 1.1 Recognition	8
Section 1.2 Management Rights	8
Section 1.3 Duration	8
Section 1.4 Status of the Agreement.....	8
Section 1.5 Savings Clause	9
Section 1.6 Funding	9
Section 1.7 Distribution	9
Section 1.8 Subcontracting	9

ARTICLE 2. ASSOCIATION RIGHTS

Section 2.1.1 Availability of Information	9
Section 2.1.2 Labor Management Meetings	9
Section 2.1.3 Electronic Communication	9
Section 2.1.4 Orientation Meetings	10
Section 2.1.5 Equipment Use.....	10
Section 2.1.6 Access	10
Section 2.2 Association Leave.....	10
Section 2.3 Association Released Time.....	10
Section 2.4.1 Dues Deductions	11
Section 2.4.2 Representation Fee.....	12
Section 2.4.3 Hold District Harmless	12
Section 2.4.4 Other Deductions	12

ARTICLE 3. GRIEVANCE PROCEDURE

Section 3.1 General	12
Section 3.2 Definitions.....	12
Section 3.3 Procedure	13
Section 3.4 Representation.....	15
Section 3.5 Supplemental Conditions	15

PART II – PERSONNEL

ARTICLE 4. INDIVIDUAL RIGHTS

Section 4.1 Rights of Citizenship and Nondiscrimination.....	16
Section 4.2 Just Cause.....	16
Section 4.3 Right to Representation.....	16
Section 4.4 Personnel File and Complaints	17
Section 4.4.1 Derogatory Materials	17
Section 4.4.2 Complaints	17
Section 4.5 Administrative Leave.....	17

ARTICLE 5. STAFF PROTECTION

Section 5.1 Coverage	17
Section 5.2 Hold Harmless	18
Section 5.3 Workers Compensation.....	18
Section 5.4 Personal Property Insurance	18
Section 5.5 Vehicle Damage.....	18

1	Section 5.6 Assault or Physical Harm.....	19
2		
3	ARTICLE 6. TEACHING OF CONTROVERSIAL ISSUES	19
4		
5	ARTICLE 7. STAFFING: REASSIGNMENT, TRANSFER (VOLUNTARY AND	
6	INVOLUNTARY), LAYOFF AND RECALL	
7	Section 7.1 Terms	19
8	Section 7.2 New School Year Assignment and Reassignment.....	21
9	Section 7.3 General Timeline for Filling Open Positions.....	22
10	Section 7.3.1 Open Staffing Season.....	22
11	Section 7.3.2 Placement Staffing Season.....	22
12	Section 7.4 General Staffing Procedures	22
13	Section 7.4.6 Opening New Schools.....	23
14	Section 7.4.7 Consensual Transfer.....	23
15	Section 7.4.8 FTE Increase.....	23
16	Section 7.5 Involuntary Transfer	23
17	Section 7.6 Openings for Building Department Coordinators.....	25
18	Section 7.7 Layoff and Recall.....	25
19	Section 7.7.2 Procedures for Staff Reduction.....	26
20		
21	ARTICLE 8. RELEASE FROM CONTRACT	28
22		
23	ARTICLE 9. SALARY GUIDES	
24	Section 9.1 General.....	28
25	Section 9.2 Placement on Salary Schedule	28
26	Section 9.3 Salary Deductions and Payments.....	28
27	Section 9.4 Part Time Contracts	29
28	Section 9.5 Supplemental Contracts	29
29	Section 9.6 Mid-Contract Increase	29
30		
31	ARTICLE 10. INSURANCE BENEFITS	29
32		
33	ARTICLE 11. TRAVEL, TIME AND REIMBURSEMENT	
34	Section 11.1 Travel within the District.....	30
35	Section 11.2 Travel Outside of the District	31
36	Section 11.3 Reimbursement	31
37	Section 11.4 Employee Travel for Trainings and Meetings	31
38		
39	ARTICLE 12. EVALUATION OF EMPLOYEES	
40	Section 12.1 General.....	31
41	Section 12.2 Responsibility for Evaluation	31
42	Section 12.3 Evaluation Criteria.....	32
43	Section 12.4 Observations	37
44	Section 12.5 Evaluations.....	37
45	Section 12.5.1 Short-Form Evaluation.....	38
46	Section 12.5.2 Professional Growth Option	38
47	Section 12.6 Transferred, Resigned or Terminated Employees	38
48	Section 12.7 Relationship to the Grievance Procedure.....	38
49		

1	ARTICLE 13. PROBATION	
2	Section 13.1 General	39
3	Section 13.2 Advisory Conference	39
4	Section 13.3 Establishment of Probationary Period	39
5	Section 13.4 Evaluation, Assistance and Recommendation	39
6	Section 13.5 Action by Superintendent	40
7		
8	ARTICLE 14. ADVISORY	40
9		
10	ARTICLE 15. PROFESSIONAL DEVELOPMENT	
11	Section 15.1 Professional Opportunities and Funds	40
12	Section 15.2 National Board Certification.....	41
13	Section 15.3 ESA Stipends	41
14		
15	ARTICLE 16. LEAVES	
16	Section 16.1 Illness, Injury and Emergency Leave for All Employees	42
17	Section 16.1.1 Attendance Incentive Program.....	42
18	Section 16.2 Bereavement Leave.....	43
19	Section 16.3 Personal Leave	44
20	Section 16.4 Family and Medical Leave (FMLA).....	44
21	Section 16.5 Long-Term General Leave.....	45
22	Section 16.6 Short-Term General Leaves of an Extraordinary Nature.....	46
23	Section 16.7 Pregnancy Disability / Adoption / Parental Leave.....	46
24	Section 16.7.1 Pregnancy Disability Leave	46
25	Section 16.7.2 Adoption/Parental Leave	47
26	Section 16.8 Leave Sharing	48
27	Section 16.8.1 Receiving Shared Leave	48
28	Section 16.8.2 Donating Shared Leave.....	48
29	Section 16.9 Jury Duty, Subpoena.....	49
30	Section 16.10 Public and Military Service Leave.....	49
31	Section 16.11 Fringe Benefits While on Leave	49
32	Section 16.12 Religious Observance	50
33	Section 16.13 Domestic Violence Leave	50
34		
35	ARTICLE 17. CALENDAR.....	50
36		
37	ARTICLE 18. LENGTH OF WORK YEAR	
38	Section 18.1 Regular Work Year	51
39	Section 18.2 Responsibility Contract (TRI).....	51
40	Section 18.3 Supplemental Days	52
41	Section 18.4 Professional Development Hours	52
42	Section 18.5 State Funded Professional Development Days	53
43	Section 18.5.1 Purpose.....	53
44	Section 18.5.2 Definitions.....	53
45		
46	ARTICLE 19. LENGTH OF WORK DAY	
47	Section 19.1 Contracted Day	53
48	Section 19.2 Payment for Work Beyond Contracted Day	53
49	Section 19.3 Non-Instructional Detention	54
50		

ARTICLE 20. RELEASE TIME AND PLANNING PERIODS

Section 20.1 Collaboration and Student Learning Time.....	54
Section 20.2 Elementary Supervision Duty	55
Section 20.3 Secondary Planning Time	55
Section 20.4 Elementary Planning Time	55
Section 20.5 Class Coverage and Loss of Planning Time	57
Section 20.6 Primary Assessments	57
Section 20.7 Special Circumstances	57
Section 20.8 ESA Planning Time	57
Section 20.9 Release Time and Stipends for Athletic Coordinators.....	57
Section 20.9.1 Senior High Athletic Coordinators	57
Section 20.9.2 Junior High Athletic Coordinator	58
Section 20.10 Exercise Programs for Staff.....	58
Section 20.11 English Teachers	58

ARTICLE 21. PROFESSIONAL RESPONSIBILITY

ARTICLE 22. JOB SHARE

PART III - INSTRUCTION

ARTICLE 23. CLASS SIZE

Section 23.1 Class Size Goals.....	59
Section 23.2 Workload Relief.....	59
Section 23.3 Elementary Class Size Triggers	59
Section 23.4 Combination Classrooms	60
Section 23.5 Inclusion of Special Education Students.....	60
Section 23.6 Secondary Class Size Triggers.....	60
Section 23.7 Counselors.....	62
Section 23.7.1 Counselor Workload Stipends.....	62

ARTICLE 24. SPECIAL SERVICES

Section 24.1 General	63
Section 24.2 Special Education Extra Supplemental Days.....	64
Section 24.3 Class Balance/Work Load/Case Load	64
Section 24.4 Determining Special Service Delivery Models.....	66
Section 24.5 Review of IEP Program/Placement	66
Section 24.6 Students with Health Conditions	66
Section 24.7 Special Education Student Information	66
Section 24.8 General Education Role as it Relates to Meeting the Needs of Students Receiving Special Education Services.....	66
Section 24.9 Special Services/Professional Development.....	67
Section 24.10 IEP Review Process	67
Section 24.11 Summer IEP Work.....	67
Section 24.12 WA-AIM.....	67

ARTICLE 25. PARAEDUCATORS

Section 25.4 Staff Utilization.....	68
-------------------------------------	----

1	ARTICLE 26. BUILDING STANDARDS	68
2		
3	ARTICLE 27. STUDENT DISCIPLINE, SAFETY AND SECURITY OF	
4	STUDENTS AND STAFF	
5	Section 27.1 No Tolerance Policy	69
6	Section 27.2 Prohibition of Weapons and Assaultive Behavior	69
7	Section 27.3 Assistance and Support	69
8	Section 27.4 Removal from Class or Subject	70
9	Section 27.5 Disciplinary Standards	70
10		
11	ARTICLE 28. SAFE WORKING CONDITIONS	71
12		
13	ARTICLE 29. DISTRICTWIDE COMMITTEES	
14	Section 29.1 Instructional Program.....	71
15	Section 29.2 Educational Technology Committee.....	71
16	Section 29.3 Other Committees	72
17	Section 29.4 Composition.....	72
18		
19	ARTICLE 30. STUDENT TEACHERS.....	72
20		
21	ARTICLE 31. GRADING STANDARDS	72
22		
23	ARTICLE 32. DIGITAL LEARNING	73
24		
25		

PART IV - SUBSTITUTES

28	ARTICLE 33. SUBSTITUTES	
29	Section 33.1 Application of Agreement.....	74
30	Section 33.2 Job Assignments	74
31	Section 33.3 Job Exclusion	75
32	Section 33.4 Compensation	75
33	Section 33.5. Long Term Assignments.....	75
34	Section 33.6 Length of Work Day	75
35	Section 33.7 Information Access	76
36	Section 33.8 Required Training Support	76
37	Section 33.9 Senior Substitutes.....	76
38		
39		

PART V - MISCELLANEOUS

42	ARTICLE 34. SITE-BASED DECISION MAKING.....	77
43		
44	ARTICLE 35. TEACHER MENTORSHIP PROGRAM	
45	Section 35.1 Teacher Assistance Program (TAP).....	77
46	Section 35.2 Mentor Teacher Program.....	78
47	Section 35.3 Job Alike Support.....	78
48		
49	SIGNATURES.....	79
50		
51	MEMORANDUMS OF AGREEMENT:	
52	Culminating Projects.....	79

1	RTI	79
2	LMS Implementation	79
3		
4	APPENDIX A:	
5	Total Compensation Schedule (Base, TRI, Supplemental Days)	80
6		
7	APPENDIX B: ADDITIONAL ASSIGNMENT SCHEDULE	83
8		
9	APPENDIX C: BUILDING STIPENDS	84
10		
11	APPENDIX D: BUILDING DEPARTMENT COORDINATORS	85
12		
13	APPENDIX E: CONFIDENTIAL CERTIFICATED EVALUATION.....	86
14		
15	APPENDIX F: ESA EVALUATION FORM.....	88
16		
17	APPENDIX G: YEARS OF EXPERIENCE	90
18		
19	APPENDIX H: JOB SHARE GUIDELINES	91
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		
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**COLLECTIVE BARGAINING AGREEMENT
PUYALLUP PUBLIC SCHOOL DISTRICT NO. 3
PUYALLUP EDUCATION ASSOCIATION**

THIS AGREEMENT IS MADE AND ENTERED INTO by and between Puyallup School District No. 3 (hereinafter referred to as the "District") and the Puyallup Education Association, (hereinafter referred to as the "Association" or "PEA"), as follows:

PART I - ADMINISTRATION

ARTICLE 1. ADMINISTRATION OF AGREEMENT

Section 1.1 Recognition

The District recognizes the Association, an affiliate of the Washington Education Association (WEA), as the sole and exclusive negotiating representative for all regular certificated employees of the District and all regular substitute certificated employees. The term "regular substitute certificated employees" shall mean substitutes who in the previous or current school year worked 20 full consecutive days in the same assignment or 30 full days during the year in various assignments. The term "certificated employees" shall include all certificated personnel regularly employed and under contract by the District or on an approved leave or layoff, excluding all administrative staff. Exclusions for newly created positions shall be reviewed jointly by the District and Association utilizing Public Employment Relations Commission (PERC) guidelines or services if required. Although the Association has functions not herein described, the District recognizes that the function of negotiations is exclusively accorded the Association as the representative of certificated employees as is the function of grievance representation.

Unless otherwise noted, the terms "staff," "certificated staff," "employee," and "certificated employee" shall mean employees of the District covered by this bargaining unit and Collective Bargaining Agreement (CBA).

Section 1.2 Management Rights

Consistent with the provisions covered in this Agreement or those items which are mandatory topics of negotiations, the District shall have the right to carry out management functions as required.

Section 1.3 Duration

This Agreement shall become effective when ratified and signed by authorized representatives of the District and the Association and may be changed only after written request(s) for amendment by either party and then only by the mutual consent of both parties, with such amendments being arrived at through negotiations and formalized in the same manner as this Agreement.

This Agreement and any amendments hereto shall remain in force until August 31, 2018. Either party shall notify the other party in writing of its intent to amend, modify, or terminate the Agreement not less than 120 days, or more than 150 days, prior to the expiration day of this Agreement.

Section 1.4 Status of the Agreement

Both the District and the Association recognize the need for adherence to rules, regulations, policies, and this Agreement, in carrying out their respective functions. In cases where there is a conflict between this Agreement and said rules, regulations, policies, or individual employee's contracts, or the application thereof, this Agreement shall prevail. The Appendices are integral parts of this Agreement and by this reference are incorporated herein.

Section 1.5 Savings Clause

Any part of this Agreement or of its application found to be contrary to law by a tribunal of competent jurisdiction shall be invalid only while contrary, and only to the extent that it is contrary, but such invalidity shall not invalidate any other portion of this Agreement. If any provision of this Agreement is so held to be contrary to law, the Association and the District shall commence negotiations on said provisions to arrive at a valid provision as soon thereafter as reasonably possible.

Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to adversely affect current individual salaries and employee benefits or other provisions which have heretofore been recognized, practiced, or accorded by the District.

Section 1.6 Funding

In the event the Legislature substantially reduces Puyallup School District funds or there is any major financial setback to the District (e.g. substantial enrollment decline, elimination of block grants, levy failure, etc.) and recognizing that program changes are a Board decision, the PEA will still have authentic participation and a significant voice in collaborative discussions of potential District budget reductions. If this financial setback occurs, this Agreement shall be subject to reopening for bargaining on the various monetary items included therein.

Section 1.7 Distribution

This agreement shall be posted on the District's website for prospective and current employees to access. In addition, 50 paper copies shall be provided to the Association.

Section 1.8 Subcontracting

Bargaining unit work presently held by unit members shall not be contracted to any other employee group or entity unless no bargaining unit member can be found to perform the work, provided that any such position shall be filled for up to one (1) year only, when at such time it shall be posted in accordance with the transfer process.

ARTICLE 2. ASSOCIATION RIGHTS

Section 2.1 Cooperation

Section 2.1.1 Availability of Information

The names, work assignments, work locations, hire date, hours per day per assignment, phone number, mailing address, email address, pay, and salary information of employees shall be provided to the President of the Association monthly, after the completion of final payroll.

The Association President shall be furnished, upon request, reasonable and appropriate available data pertinent for use in carrying out the Association's negotiation and representation functions. All parties shall exercise discretion in the utilization of such data.

Section 2.1.2 Labor Management Meetings

Representatives of the Association and the District shall meet regularly during the school year to review and discuss current items of concern or of interest to either party, including this Agreement.

Section 2.1.3 Electronic Communication

All employees, including the Association President, shall be provided with email addresses. The President's email address shall be made available to all staff and the Association President shall be included on the "All-District" email communications lists. Members of the Association shall be permitted to use the District email communications system to conduct Association business. District

email shall not be used by the Association for the purpose of advocating for specific political action, work stoppage, or other communication use prohibited by law.

Section 2.1.4 Orientation Meetings

An opportunity shall be provided for Association representatives to participate in orientation meetings for new employees including substitutes. In addition, the Association President shall have access to newly hired employees for at least one (1) hour, including breakfast or lunch, at one of the new employee work days prior to the start of the school year.

Section 2.1.5 Equipment Use

The District shall honor reasonable requests by the Association for the use of facilities and equipment, the use of in-District mail service, and making bulletin board space available. The Association shall follow proper District procedures in requesting use of resources.

Section 2.1.6 Access

Representatives of the Association shall be permitted to transact Association business on school property and shall follow site check-in/check-out procedures. Such business shall preferably be transacted outside of the student day, but under no condition shall be conducted at times which interfere with normal school operation or interrupt other employees during the performance of their assigned duties.

Section 2.2 Association Leave

In order to provide proper representation of members of the bargaining unit and/or to confer with the District or its representative(s), leave shall be granted by the District according to the provisions of this section. All such leave shall be granted upon request of the Association President. Request for leave shall be submitted in writing as far in advance as possible but never later than three (3) school days before the leave is to take effect unless circumstances prevent earlier notification, in which case a discussion will be held with the Director of Human Resources. The arrangements for the leave shall be discussed with the Association President. Billing for the leave shall be made to the Association by the District using the following guidelines in accordance with current practices regarding frequency or for purposes as mutually agreed between the Association and the District:

- A. District-scheduled meetings such as grievance processing shall not be billed.
- B. Professional meetings affecting employer/employee relationships shall be billed at the cost of the substitute including the hourly rate, employer FICA costs, Workman's Compensation, and retirement compensation if applicable.
- C. Employee interest activities such as lobbying and Association training sessions shall be billed to provide full reimbursement to the District for salaries and employer costs paid.
- D. The Association shall reimburse the District for leave billed within 75 days of the date of use.

Employees using such leave shall be responsible to provide appropriate preparation and lesson plans as necessary for their substitutes, as well as to provide appropriate follow-up after such leave. Contract provisions for Association Release time and Supplemental Conditions of the Grievance procedure are deemed not to be in conflict with this section.

Section 2.3 Association Released Time

In order to provide proper representation of members of the bargaining unit, the Association President shall be released up to full-time from regular employment to perform Association duties, to conduct Association business, and/or to confer with the District or its representatives. The Association shall request released time,

if any, 30 days prior to the end of the semester preceding the one for which the leave is sought, except in cases where such notice is not possible.

If the Association President remains a part-time employee, he/she will receive full salary and benefits as though employed full-time. However, the Puyallup Education Association will reimburse the Puyallup School District for the difference between what the Association President would have received as a part-time employee and the amount the Puyallup School District actually pays in compensations and benefits, except as specified below in items one (1) through four (4).

If the Association President has full-time release, the District will be reimbursed for all compensation paid by the Puyallup School District during the period of release whether the full-time release is for the entire school year or a portion of a school year. Any additional stipend the Association President receives, as determined by the Association, shall be paid by the District as extended days and reimbursed by the Association. Compensation that exceeds the highest paid employee in the Association will not be accepted by the Department of Retirement Services.

However, it is agreed the Association President shall be deemed an employee of the District during the period of release and shall not be penalized in regard to salary, seniority, benefits, or rights pertaining to employment. Specifically, the Association President: 1) will accrue leaves as other full-time employees; 2) will be eligible for TRI as approved by the Association; 3) will receive payment for supplemental days at the same rate as other full-time employees as approved by the Association; 4) will be eligible for State Retirement System employer contributions by the District only to the extent the law requires payment by the District during such leave.

The Association President shall have full rights to reinstatement subject to the Layoff/Recall provisions, if applicable, to his/her original job at termination of his/her term of office. If the original position is no longer in existence, the Association President shall be treated as an involuntary transferee with the rights afforded thereto.

Any employee elected or appointed to a position with the Summit UniServ Council requiring release time shall be granted the requested release and will be provided the same rights as identified for the Association President above. Reimbursement for said release time shall be paid to the District by the Summit UniServ Council as appropriate.

Any employee elected or appointed to a full-time position with NEA or WEA requiring full time release time shall be granted the requested release for the length of the term of office and shall be reinstated to a position for which they are qualified. Reimbursement for said release time shall be paid to the District by NEA or WEA as appropriate.

Section 2.4 Payroll Deductions

Section 2.4.1 Dues Deductions

The Association shall have the exclusive right to payroll deduction of dues, assessments, and fees required for membership for those employees represented, provided, that the Association shall present said deductions to the District in one (1) billing which shall change no more than three (3) times per fiscal year, exclusive of the addition or deletion of individuals. Authorization and/or revocation of membership shall be provided to the District on jointly developed forms, authorized and provided to individuals by the Association. In order to be effective, revocation forms shall be returned by individuals to the Association not later than September 11 in order that the Association can deliver said forms to the District by September 12. The District shall continue to provide such deduction service during the period of this Agreement.

Section 2.4.2 Representation Fee

The terms and conditions of this Agreement in regard to membership in the Association as a required condition of employment, or alternatively, the payment of an amount equal to Association dues required for membership, as a required condition of employment are as follows:

- A. All employees who are members of the Association shall maintain their membership in good standing in the Association during the life of this Agreement or pay a representation fee pursuant to Ch. 41.59 RCW.
- B. All employees shall become a member of the Association, or alternatively, have deducted from his/her salary a representation fee equivalent to the Association dues required for membership as a condition of employment.
- C. An employee who objects to the payment of representation fees based on bona fide religious tenets or teachings of a church or religious body of which said employee is a member shall have deducted from his/her salary an amount equivalent to the representation fee, which shall be transmitted to a charitable organization mutually agreed to by such employee and the Association. If the employee and the Association are unable to agree on a charitable organization, the organization shall be determined by the Public Employment Relations Commission (PERC), provided that such organization shall not be the church or religious body described above. The District shall send the Association verification of such transmittal.
- D. Representation fees shall be deducted from employees' salaries in the same manner as Association dues and shall be transmitted to the Association. A suitable record keeping system for application, deduction, payment, transmittal, etc. of representation fees shall be developed jointly by appropriate representatives of the Association and the District.
- E. The Association, solely, shall assume the responsibility of providing such notification as it deems appropriate to bargaining unit members affected by these representation fee provisions and shall also provide a copy of said notification to the District.

Section 2.4.3 Hold District Harmless

The District shall be held harmless by the Association, including reasonable attorney fees, for any attorney mutually approved by the Association and the District for compliance with, deduction of dues, fees, assessments, and collection of representation fees.

Section 2.4.4 Other Deductions

The District shall, upon receipt or authorization from an employee, deduct from said employee's salary and make appropriate remittance for medical plans, tax-sheltered annuities, salary insurance, United Way, savings plans, or any other plans or programs jointly approved for deduction by the Association and the District.

ARTICLE 3. GRIEVANCE PROCEDURE

Section 3.1 General

The purpose of the following grievance procedure shall be to provide for the orderly and expeditious adjustment of grievances at the earliest possible time. This procedure shall be utilized as a method of solving problems in the interest of educational programs and in the spirit of cooperation among the administration and the employees.

Section 3.2 Terms and Definitions

- A. A "grievant" shall mean an employee(s) or the Association.

- B. A "grievance" shall mean a claim by a grievant that there exists a violation, misinterpretation, or misapplication by the District of a specific provision of the Collective Bargaining Agreement or any other written agreement between the Association and the District. In the case of a grievance filed by the Association, the Association shall state the specific instance(s) or circumstance(s) which precipitates said grievance.
- C. "Days" shall mean school days during the period September 1 through May 30 and all weekdays during the remainder of the year.
- D. If stipulated "time limits" are not met by the District, the grievant shall have the right to appeal the grievance to the next step. If the stipulated time limits are not met by the grievant, the grievance is deemed satisfied and may not be appealed further. The parties involved may by mutual written agreement modify any time limits contained in the procedure. The District and the Association shall receive copies of such agreements.

Section 3.3 Procedure

The following steps are designed to secure, at the administrative level closest to the grievant, solutions to any grievance which may occur.

- Step 1. The District and the Association acknowledge and the parties involved are advised that it is desirable for an employee and the appropriate administrator to resolve problems through free and informal communications. If an employee chooses to meet informally with his/her supervisor, he/she may have a representative join him/her at any grievance meeting. Every effort shall be made to resolve the grievance at this level. An employee must notify his/her immediate supervisor of a grievance within 30 days of his/her knowledge of a disagreement or violation of the contract or the incident will be considered invalid and subject to no further process.
- Step 2. If the grievant is not satisfied with the disposition of the grievance at Step 1 it may be presented as a written grievance by the grievant and/or his/her designated association representative to the appropriate administrator within ten days following the supervisor's response to the informal meeting. The grievance shall state the fact(s) upon which it is based, the issue involved, any Agreement provisions allegedly violated, and the relief sought. The appropriate administrator shall arrange for a meeting with the grievant through the designated association representative within five (5) days after receipt of the written grievance. The date, time, and location of the meeting shall be mutually agreeable to all parties. Within ten (10) days after the meeting between the parties involved, the appropriate administrator shall provide the grievant and the association representative with a written response. Such response shall include the reason(s) for the decision.
- Step 3. If the grievant is not satisfied with the disposition of the grievance at Step 2, the decision may be appealed to the Superintendent or designated representative within ten (10) days of the receipt of the written response. The Superintendent or designated representative shall arrange for a hearing with the grievant through the association representative within five (5) days of receipt of the written appeal. The hearing date, time, and location shall be mutually agreeable to all parties. Upon conclusion of the hearing, the Superintendent or designated representative shall within ten (10) days, provide the grievant and the association representative with a written response. Such response shall include the reason(s) for the decision.
- Step 4. Arbitration:

- A. General. Any grievance which pertains to the Collective Bargaining Agreement or other written agreements between the District and the Association may be presented to the Association for submission in binding arbitration if the grievant is not satisfied with the disposition at Step 3. Such request shall be presented in writing to the Association within five (5) days of receipt of the written response at Step 3. If the Association determines that the grievance involves an alleged violation, misinterpretation, or misapplication by the District of a specific provision of the Collective Bargaining Agreement or other written agreements, the Association may, by written notice to the Superintendent presented within 15 days after receipt of the request at Step 4, submit the grievance to binding arbitration. If any questions arise as to the arbitrability of the grievance, such questions shall first be ruled on by the arbitrator selected to hear the grievance.

The arbitrator shall be without power or authority to rule on any of the following conditions:

1. The termination of services or failure to re-employ any provisional employee.
2. The content of an employee's evaluation or of an administrator's report pursuant to evaluation or probation, except for any procedural requirements which may affect such content.
3. Any matter involving non-renewal, discharge, or probation, where other remedy is provided by law.

- B. Procedure. The following procedures shall be followed in processing arbitrable grievances.

1. Within ten (10) days after written notice of submission to binding arbitration, the District and the Association shall seek agreement upon a mutually acceptable arbitrator who will serve. If the District and the Association are unable to agree upon or get commitment to serve from an arbitrator within the ten (10) day period, a request for a list of arbitrators shall be made by the Association to either the Federal Mediation and Conciliation Service (FMCS) or the American Arbitration Association (AAA). Upon receipt of the list, the parties shall individually strike the names on the list they find unacceptable, number the remaining names in order of preference, and return the list to the selected agency within ten (10) calendar days. The parties involved and the arbitrator shall be bound by the rules and procedures of the selected agency, except as provided below.
2. Neither party shall be permitted to assert in the arbitration proceedings any evidence which was not submitted to the other party before the completion of Step 3.
3. The arbitrator selected shall confer with the Superintendent or designated representative and the Association and hold hearings promptly, and shall issue the decision not later than 30 days from the date of the close of the hearings, or if oral hearings have been waived, then from the date the final statements and proofs are submitted. The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decisions which

require the commission of an act prohibited by law or which is in violation of the terms of written agreement between the Association and the District. The decisions of the arbitrator shall be submitted to the District and the Association and shall be final and binding on both parties.

4. The cost for the service of the arbitrator, including per diem expenses, if any, travel and subsistence expenses, and cost of any hearing room shall be borne equally by the District and the Association. All other costs, including attorney fees, shall be by the party incurring them except as provided herein.

Section 3.4 Representation

- A. The District recognizes the Association as the sole and exclusive grievance representative for all employees represented by the Association. The grievant may, at the grievant's option, request the assignment of an Association Representative during formal grievance proceedings. The Association may investigate grievances at any level.
- B. If, in the judgment of the Association, a grievance affects a group of employees or the Association, or if the grievance involves more than one (1) supervisor or an administrator above the building level, the grievance may be filed at step 2 directly with the Chief Human Resources Officer who will assign the grievance to the appropriate administrator.
- C. The parties involved may include in the proceedings such witnesses as they deem necessary to develop facts relevant to the grievance.
- D. Nothing herein shall be construed as limiting the right of any employee having filed a formal grievance to have the problems adjusted without the intervention of the Association provided that: 1) the Association shall be notified of the scheduled meetings; 2) the Association shall be permitted to send a representative to scheduled meetings and may offer an opinion pertinent to the grievance; and 3) the Association shall be notified in writing of the disposition of the grievance. Such notification shall include the reason(s) for the decision.
- E. The Association on its own may continue any grievance filed and later dropped by a grievant, provided that the grievance involves the application or interpretation of the Collective Bargaining Agreement or any other agreement between the Association and the District, and the Association exercises this option within ten (10) days.
- F. Resolution of grievance shall be consistent with agreements between the District and the Association, and the grievance procedure shall not be used for the purpose of creating new agreements between the District and the Association.

Section 3.5 Supplemental Conditions

- A. All individuals who might possibly contribute to the acceptable adjustment of a grievance are urged to provide any relevant information that they may have to the grievant or the District at the earliest possible time.
- B. The grievant, District, and Association shall cooperate in the investigation of any grievance and shall furnish such information as is required for the processing of any grievance.
- C. No reprisal will follow any involvement in this grievance procedure.

- D. Should the mutually established meetings related to the investigation or processing of any grievance require that a grievant or an Association representative be released from his/her regular assignment, the release shall be without loss of pay or benefits. Substitute costs shall be borne by the District.
- E. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
- F. The Association and the District recognize that confidentiality and good faith are key elements to a successful grievance procedure. Accordingly, both pledge themselves to participate in good faith in the execution of this procedure and to hold all matters pertaining thereto in confidence and to admonish and require all parties involved to limit the number of additional persons knowing of the grievance to those necessary to a successful resolution and/or implementation.

PART II – PERSONNEL

ARTICLE 4. INDIVIDUAL RIGHTS

Section 4.1 Rights of Citizenship and Nondiscrimination

Employees shall be entitled to full rights of citizenship as granted to citizens generally. Employees shall not be discriminated against by reason of race, creed, religion, color, marital status, sexual orientation, gender, age, national origin, domicile, bona fide political activity or lack thereof, or the presence of any sensory, mental, or physical disability, except as permitted in accordance with this Agreement or by law, nor shall the position on the salary schedule affect an employee's assignment and/or promotion.

The private and personal life of any employee shall not be within the concern of the Superintendent unless there is actual or probable adverse effect on the duties and responsibilities of the employee.

It is agreed that employees shall have the right, freely and without fear of penalty or reprisal, to join the Association. Each employee shall have the right to bring matters of personal concern to the attention of appropriate Association representatives and/or appropriate officials of the District.

Section 4.2 Just Cause

Section 4.2.1 Non-Disciplinary: Verbal warnings and Letters of Direction are not disciplinary in nature, but shall be documented in the supervisor's working file.

Section 4.2.2 Progressive Discipline: An employee will not be disciplined without just cause or for an arbitrary or capricious reason. The extent of any disciplinary action will be in keeping with the seriousness of the infraction and appropriate to the behavior which precipitates such action. A process of progressive discipline will be used. Verbal Warnings and Letters of Direction may be used as a precursor to formal discipline when appropriate. Progressive discipline includes written reprimand, suspension without pay, or termination. Copies of discipline shall be placed in the employee's personnel file, and given to the employee and Association.

Section 4.3 Right to Representation

In accordance with the law, all employees have the right to Association representation at any meeting they reasonably believe could lead to disciplinary action. When an administrator reasonably expects that a meeting may lead to disciplinary action against an employee, the administrator shall advise the employee of his/her

right to representation prior to discussing the matter with the employee. All employees have the right to stop any such meeting to obtain such representation. The specific grounds forming the basis for disciplinary action shall be made available to the employee and to the Association in writing if requested. In the event that an allegation of misconduct is investigated and not supported by the available evidence, such records shall be retained by the District to substantiate that a thorough investigation was conducted and concluded.

Section 4.4 Personnel File and Complaints

The District shall keep one (1) copy of the employee's personnel file at the District office, and the employee shall be given permission to review the contents of that file by making an appointment through the Human Resources Office. A working file may be kept at the worksite. All employees shall have the right to review and respond to any and all files maintained for and/or about them. If requested, file materials shall be reproduced for the employee promptly.

Section 4.4.1 Derogatory Materials

No derogatory materials concerning the employee's conduct, service, character, or personality shall be placed in any file unless an employee has had an opportunity to read and respond to them within 30 business days. The employee shall acknowledge having read such material by affixing his/her signature to the copy to be filed. The employee shall have the right to write his/her version of the incident or occurrence, and have the statement permanently attached to the original document.

Section 4.4.2. Complaints. Complaints and accusations shall be called to the attention of the employee within five (5) school days of receipt or at the time a determination is made that there is sufficient reason to call the complaint or accusation to the employee's attention. Any complaint or accusation not called to the employee's attention may not be used as the basis for any disciplinary action against the employee and may not be included in the employee's evaluation.

Section 4.5 Administrative Leave

The district may place an employee on paid administrative leave upon receipt of a complaint or allegation of inappropriate behavior by the employee and when the employee's continued presence in the workplace may threaten or endanger the health, safety, or well-being of students or employees, disrupt the educational setting, or interfere with the investigation. The Association shall be notified of any employee placed on administrative leave.

The employee shall be notified of the decision to place him/her on administrative leave in a respectful, private and discreet manner, whenever reasonably possible with a face to face conversation at the end of the employee's work day.

The employee shall be notified in writing of the specific complaint or allegation to be investigated as soon thereafter as possible. Investigations shall be conducted as quickly as possible. Administrative leave is not considered disciplinary. At the conclusion of an investigation, if the employee requests, a meeting will be held to disclose the results of the investigation, and if applicable, to discuss disciplinary results and identify transition supports prior to returning the employee to work.

ARTICLE 5. STAFF PROTECTION

Section 5.1 Coverage

All employees shall be covered by the District's liability insurance policy. The District shall make a reasonable effort to protect employees from bodily harm and property damage while carrying out assigned duties.

Section 5.2 Hold Harmless

Providing an employee, at the time an act or omission is complained of, was acting in a reasonable and prudent manner within the scope of his/her employment and/or under the direction of the District, the District shall use the provisions of RCW 28A.320.100 to hold said employee harmless and defend him/her from any financial loss, including reasonable attorney's fees, for legal actions arising from such alleged acts or omissions.

Section 5.3 Workers Compensation

Employees covered by Workers Compensation and State Industrial Insurance laws shall, upon loss of time due to a job-related injury or illness and after establishment of eligibility for such benefits, make a decision regarding use of accumulated regular illness, injury, or emergency leave. Provided further that if the employee has exhausted all sick leave prior to the effective date of the beginning of the Workers Compensation eligibility, the District will provide up to three (3) additional days of leave or whatever portion thereof is needed. Employees may choose to supplement disability payments from Puget Sound Workers' Compensation Trust with a proportionate share of accrued leave to equal a normal day of pay, choose to receive a full day of appropriate accrued leave benefits in addition to the disability payment, or receive only disability payments from Puget Sound Workers' Compensation Trust. The Director of Risk Management will provide an election form when notified of the job-related injury or illness.

A work related illness or injury may run concurrently with FMLA. The Human Resources department must be notified of forthcoming absences as a result of a job related illness or injury. Upon determination of an approved work injury claim, the Human Resources department will determine FMLA eligibility. Upon approval of FMLA eligibility, all related employee absences will be counted toward the employee's annual 12-week FMLA leave entitlement.

Additionally, the District will pay the medical insurance premiums for the balance of the school year for an employee eligible for Workers Compensation who has exhausted all sick leave.

Section 5.4 Personal Property

When employees use personal property in a school-related situation at any time inside or outside the work day with appropriate safeguards against loss or damage, the District shall provide insurance to protect the property from loss or damage to a maximum of \$2,000 total value per individual. Such insurance protection shall apply only to items identified in written or video record for which prior approval has been given each year, in writing by the principal or program director. Items totaling more than \$2,000 need prior approval of the Superintendent or designee. Such approval must also be sought each school year and in no case extend beyond the third day after the school year ends.

Employees will not be held financially responsible for loss or damage of District owned instructional materials issued to students, including, but not limited to computers/laptops. The District will reimburse personal insurance deductibles for stolen district issued technology.

Section 5.5 Vehicle Damage

Damage to a vehicle parked in the school setting shall be covered by the individual's insurance policy. All damage due to acts of God are the employee's responsibility. However, when an employee's vehicle is damaged in a school setting by vandalism, which includes a reportable hit-and-run incident, the District will reimburse the amount of the employee's deductible to a maximum of \$2,000. Employees who have vehicles which are not covered by insurance shall receive the same benefit. Damage to an employee's vehicle by the District, or as the result of a District action, will be fully covered per the District's coverage agreement in force at the time of the incident. Vehicles need not be listed with the principal.

Section 5.6 Assault or Physical Harm

Any case of assault or physical harm caused by a student arising out of an employment related situation upon an employee shall be promptly reported to the District. The District shall render assistance to the employee in connection with handling of the incident by law enforcement and judicial authorities. If the employee submits a workers compensation claim noting physical harm by a student and the claim is approved, the employee shall be reimbursed by the district for documented out of pocket expenses incurred from the assault or physical harm, and/or reimbursed for the value of leave days not covered by workers comp, to a maximum of \$1,500, provided the supporting documentation is submitted to the HR department within six (6) months of the date of the assault. If necessary, the employee may request an extension from HR to gain a period longer than six (6) months to submit documentation when the employee anticipates a delay in billing of health care expenses, not to exceed one (1) year. This paragraph does not apply to civil litigation instituted by the employee.

ARTICLE 6. TEACHING OF CONTROVERSIAL ISSUES

Any democracy, if it is to remain a democracy, must expect and anticipate change politically, socially and economically. In a democracy, change should come through law and through orderly procedure rather than through revolution and use of force. There are controversial issues inherent in change, which if correct solutions are to be found, must be freely and openly discussed.

Consistent with accepted professional standards and practices, all pupils shall have an opportunity to learn and employees to teach, relevant to the course content, to find facts, to collect factual materials, to organize factual materials, to interpret factual materials, to examine attitudes, to survey prejudices, to note appeals, to rethink assumptions, and to consider what ought to be as well as what is, and to generalize upon the basis of this material. Employees who teach any subject area tied to a content area standard, shall not be subject to discipline for potential controversy resulting from presenting content as fact.

No employee shall use his/her position to propagandize in the interests of any religious, social, economic, or political creed. The techniques of dealing with controversial issues are the most valuable outcomes of those classes and include an ability to collect information, to refrain from passing judgments before sufficient facts have been secured upon which to base these judgments, to organize materials, to seek relationships, and to draw inferences and conclusions. Every employee shall have the right to express personal views on controversial subjects, as long as other views/perspectives are also presented. No employee shall express personal views at a time or in a manner that would interfere with the achievement of these outcomes, or would condition the thinking of the pupil upon the controversial issues under consideration before that pupil has basic facts.

ARTICLE 7. STAFFING: REASSIGNMENT, TRANSFER (VOLUNTARY AND INVOLUNTARY), LAYOFF AND RECALL

Section 7.1 Terms

“Open position” is a vacant position, not occupied by an incumbent, for which the site administrator has submitted a requisition and the District intends to fill.

“Assignment” means the specific teaching work within a building department, grade level, or program schedule that a staff member holds for a school year.

“Program” for the purpose of this article includes the following areas: Library, Elementary Health and Fitness, K-12 Music, Career-Technical Education, Occupational Therapists, Physical Therapists, Speech Language Pathologists, Psychologists, Deaf and Hard of Hearing, Developmental Kindergarten, Summit/IAES, KITE, Advance, Excel, WRAP, Early Childhood Special Education

(ECSE/preschool), Resource, Support Centers, Elementary and Secondary Title I/LAP, AVID, QUEST and PAGE.

“Staffing Seasons” include:

- “Open Season” – Generally no earlier than September 1 and no later than May 31
- “Placement Season” – Placement Staffing Season shall be generally no later than June 1 through August 31

“Displacement” means either reassignment or involuntary transfer.

"Voluntary Transfer" means a change from an employee's current position to an open position.

"Involuntary Transfer" means an employee on a continuing contract who has been involuntarily transferred from his/her position with written notice from the Human Resources Department.

"Placement" means the appointment of an employee by the Human Resources Department to a position within the bargaining unit.

"Position" means an employment opportunity in a building or program.

"Reassignment" means a change in assignment within a building or a program by the appropriate administrator. For program staff it means a change of location. Reassignment does not mean a change in the number of sections in each department.

“Seniority” means:

“District Seniority” shall be defined as the number of years of experience in the Puyallup School District, and partial shall be calculated as they are for the S-275 Form.

“State Seniority” shall be defined as the number of years of service granted upon entry into the District, plus one (1) additional year of seniority granted for each year of service thereafter that meets the criteria for advancement on the salary schedule (Appendix H attached).

All staff members may review their documented seniority and credits online at any time. Following annual electronic notification by the District no later than November 15, it shall be the responsibility of the employee to review the seniority and credit information and to report to the District any errors by December 15 of each school year.

“Tie Breaker.” In the event ties exist in number of years in the District, the employee(s) having the highest number of college or university credits beyond the B.A. degree earned by September 1 and as documented in the Human Resources Office by October 1 of the current school year shall have preference. If ties remain, the decisions shall be determined by lot.

The “Core/Lead Team” shall be defined as employees representative of grade levels and subject areas serving as the planning faculty for a new school.

“Qualified” means an employee shall be qualified for a position when holding a Washington State certificate (including required endorsements) that allows the employee to hold the position.

“Layoff” means an employee on a continuing contract for whom the District does not have a position in the following school year.

“Recall” means offering a laid-off employee a continuing contract.

Section 7.2 New School Year Assignment and Reassignment

Section 7.2.1

On or before February 1 of each year each principal or program administrator shall distribute an assignment preference form to each employee at a school or program for the purpose of determining each employee’s first, second, and third preference for assignment for the following year. Employees shall have five (5) work days to return the form.

Section 7.2.2

Reassignments shall be made only for valid educational reasons regarding staffing, program, or student needs. The term “valid educational reason” is defined as an authentic rationale directly related to improving student learning, as distinguished from one that is arbitrary, capricious, or based on personality, race, religion, creed, gender, age, or other irrelevant factors. Employees who are reassigned will be provided with a written explanation upon request of the reason for the reassignment.

Section 7.2.3

If it becomes necessary to make reassignments due to staffing or student enrollment changes or other building or program needs, principals or program administrators shall involve impacted staff members in determining general assignment or schedules for the upcoming school year, and such teams may create an initial assignment or schedule based on employee preferences. However, the final assignment or schedule is the responsibility of the principal or program administrator who will make those assignment decisions based on individual qualifications, district seniority, preferences, and the best interest of the building or program. Employees in the process of pursuing National Board Certification shall have priority in reassignment decisions to be placed in the same grade level or department in order to continue the certification process.

Section 7.2.4

A reassignment shall not result in an employee being moved from one educational program to another (i.e. K-6 teacher to special services, secondary teaching staff to a K-6 teaching position, etc.).

If a reassignment would result in an identified increase in the work year for an employee, said position must be made available to employees through the voluntary transfer process.

Section 7.2.5

Employees shall be notified of their final teaching and room assignments as soon as possible but no later than one (1) week before the last day of school.

If a change is made after the final notice, the employee affected by the change will be notified of the change and the reason as soon as possible.

Upon request, the principal/program director will meet with an employee or employees whose assignment(s) have been changed to discuss the reasons for the change(s).

Section 7.2.6

When an employee is required to change rooms within the same school at any time, the employee will receive up to four (4) hours of pay at the professional rate, will be provided packing boxes and tape, as well as assistance with moving district materials and equipment in order to complete the move to the new room. Upon request, written notice including the rationale for the move will be provided to the impacted employee. Additional hours of pay may be approved by building administrators for employees who experience unique circumstances requiring additional time to move.

Section 7.3 General Timeline for Filling Open Positions

The District will fill open positions occurring at the following times as described below:

Section 7.3.1 Open Staffing Season

Generally, for jobs posted no earlier than September 1 and no later than May 31: For these postings, the principals will select the most senior applicant (using District seniority) or interview and recommend from the following qualified applicants:

- A. At least three (3) most senior applicants (using District seniority) defined by the collective bargaining agreement.
- B. Up to three (3) applicants identified by Human Resources as qualified involuntary transfers, unassigned new hires, or leave of absence returnees.
- C. If there are two (2) or fewer qualified applicants from subsections A or B, the interview pool may include the temporary incumbent (the person presently in the position that was filled after the school year began). If there are no qualified applicants from subsections A or B, the interview pool may include qualified external candidates.

If the candidates are nearly equal, the candidate who has greater district seniority will be awarded the position.

Section 7.3.2 Placement Staffing Season

Placement Staffing Season shall be generally no later than June 1 through August 31 or until all eligible employees have been placed. Open positions which have not been filled by June 1 (or an earlier date mutually agreed to by the parties) will be filled by qualified involuntarily transferred employees, any employees returning from leave, and unassigned new hires. If the parties agree that employees eligible for this season in a particular job category have been placed, the parties agree to close this placement process for that job category and return to the Open Staffing Season process.

During this season, open and new positions shall first be filled by qualified involuntarily transferred employees and employees returning from leave, then employees from the employment recall pool, if applicable, then unassigned new hires. Placement shall be made based on qualifications, expressed interest of the employee, and State seniority.

Section 7.4 General Staffing Procedures

Section 7.4.1

An employee interested in transferring to an open position shall follow the internal bid process communicated to all employees by the Human Resources department.

Section 7.4.2

The Human Resources Department will notify the appropriate administrator of the names of the applicants to be interviewed in accordance with Open Staffing Season procedures. Said administrator will establish a process to review and interview the members of the interview pool and will make his or her recommendation for the person to fill the position to the Human Resources Department, however, the administrator may choose to recommend the most senior qualified applicant (using District seniority), in which case the other members of the interview pool will not be interviewed.

Section 7.4.3

The successful applicant for an open position shall have 16 ESC business hours from receipt of notification to accept or reject the position. Except for employees assigned to positions during

placement season, once an employee accepts a position, said employee may not apply for another open position effective that same school year.

Section 7.4.4

When an employee is selected for or placed into a position, the Human Resources Department, in consultation with the appropriate administrator and the employee, will establish the beginning date for the position and will provide moving assistance. Positions that are opened after the 5th work day prior to the first day of school will be filled by a long-term substitute or employee on a replacement contract. During open staffing season, the position will be re-posted and filled permanently for the next contract year, unless the position is reduced within the regular staffing process.

Section 7.4.5

All employees who are interviewed for an open position will be notified by the Human Resources Department within five (5) work days after the open position has been filled.

Section 7.4.6 Opening of New Schools

When new schools are opened, the District will select a “Core/Lead Team” and building staff in advance of the reassignment and involuntary transfer process. The parties will collaboratively establish a timeline for the posting of positions and the criteria and requirements for the selection of staff for new schools and notice of involuntary transfers related thereto.

Section 7.4.7 Consensual Transfer

At any time upon agreement by and between the affected administrator(s), one (1) or more employees, the Human Resources Department, and the Association, employees may transfer to a different position for the benefit of the employee, a program, a school, or other District needs.

Section 7.4.8. FTE Increase

The District may add up to .2 FTE to any existing employee or assignment without utilizing the posting process.

Section 7.5 Involuntary Transfer

An involuntary transfer shall occur when necessitated by an elimination or reduction in program, declining student enrollment, closure of schools, changes in school boundaries, or reduction in staffing ratio. Involuntary transfer will not be made arbitrarily or capriciously but will be based on staffing, program, or student needs. Involuntary transfer may occur to provide gender diversity in secondary school health and fitness departments in order to provide locker room supervision. Building administrators and program supervisors will begin the involuntary transfer process by asking for volunteers. If the volunteering employee has an evaluation of “does not meet criterion,” the District and Association must agree that the employee may volunteer for involuntary transfer.

The District shall meet with the Association prior to an involuntary transfer. The Association and the District shall annually conduct a meeting for all involuntary transfers in order to review their rights and the process for being placed, and answer questions.

Section 7.5.1

Involuntary transferees will be identified in the following manner:

- A. The District will involuntarily transfer the person with the least State seniority within the staffing category in the building or program, unless another employee in the staffing category volunteers and is qualified to be transferred. Staffing categories are the categories identified in the layoff and recall provision, and world language (by language). Special programs shall include: Library, Occupational Therapists, Physical Therapists, Speech Language Pathologists, Psychologists,

Development Kindergarten, Deaf and Hard of Hearing, Elementary Health and Fitness, K-12 Music, Career-Technical Education, Summit/IAES, KITE, Advance, Excel, WRAP, ECSE, Resource, Support Centers, Elementary and Secondary Title I/LAP, AVID, QUEST and PAGE.

Each secondary school may by-pass one (1) employee per school year for involuntary transfer due to the employee's critical assignment(s) (activities, athletics, or academics) if no other employee assigned to the building is willing and qualified to accept the critical assignment(s).

- B. No later than May 1 of each year, employees who have been identified as involuntary transferees will be notified in writing of their transfer. If the District cannot reasonably calculate its staffing because of the State Legislature's failure to act upon a K-12 budget, the parties to this Agreement will mutually agree to a reasonable extension of the involuntary notification timeline.
- C. If during the fall of the subsequent school year, a school is determined to be overstaffed, the building administrator will identify the involuntary transferee utilizing the aforementioned process. If this occurs, the involuntary transferee will be transferred to a different building or site.
- D. Employees who are involuntarily transferred shall have the right to return to their former position (an assignment in the relevant staffing category or school site from which the employee was involuntarily transferred) for a period of two (2) school years of working in the new assignment. If a position opens within the first 15 school days after the expiration of an employee's right of return, the employee shall have the right to claim the position when the position is posted at the next open staffing season. It is the employee's responsibility to monitor the District's posted positions for which the employee may have return rights and to notify Human Resources that the employee believes he or she has return rights for a position before the position closes. If the employee does not notify Human Resources of his or her return rights or opts to not return to his/her former position the employee's right to return shall end unless mutually agreed otherwise, due to extenuating circumstances. After such time, the employee will be considered for subsequent openings consistent with the general staffing procedures.
- E. When an involuntary transfer occurs during the school year, up to three (3) days of release time shall be given to the affected employee to complete the move and become oriented to the new building or site. Outside the school year, when an employee is involuntarily transferred from one school to another, the employee will receive up to 15 hours of pay at the professional rate in order to complete the move and become oriented to the new building. The District shall provide packing boxes and tape, as well as assistance as needed in transporting district equipment and materials.
- F. When an employee is involuntarily transferred to a new subject area, grade level, special program or service area, release time for appropriate observations of other employees will be arranged.
- G. In instances where teaching positions within a building are combined or where declining enrollment in separate buildings causes the combining of teaching positions, the principal and the employees involved who are qualified to meet the identified instructional needs will attempt to arrive at a mutually acceptable identification of who will fill the respective positions. If the employees cannot agree, the employee with the greatest State seniority will be given his/her choice of the remaining position(s) or of being identified as an involuntary transferee. The aforementioned process will be followed going from the most senior to the least senior employee, until no positions remain. In the case where none of the employees involved are interested in the remaining positions, said positions shall be awarded to the employee(s) with the least length of service in the State.

Section 7.5.2

Employees may be transferred involuntarily for valid educational reasons when continuation in the assignment is detrimental to the program and/or employees due to serious conflict between employees or the employee and administration. Such valid educational reasons must be directly related to improving the learning/work environment or improving staff relationships and not for arbitrary or capricious reasons. Before the employee may be involuntarily transferred, the employee shall have been notified of those concerns by his/her immediate supervisor, and shall be provided a reasonable opportunity/time to remediate the problem. The amount of time may vary depending on the situation. (e.g. employee(s) refuses the opportunity to remediate).

Prior to providing notice to the employee of the District's intention to implement such involuntary transfers above, the District and the Puyallup Education Association will meet and discuss the circumstances of, and necessity for, the proposed transfer.

An Association representative may make a request to the District in writing that an employee be transferred. Such written request shall include the reason(s) for the transfer. The District and the Association will meet and discuss the reasons for the request.

Employees involuntarily transferred under this section do not have return rights to their former position.

Section 7.6 Openings for Building Department Coordinators

Department staff may annually recommend a member of the department to act as department coordinator. Building administration may accept the recommendation or select another employee to serve as the department coordinator.

Section 7.7 Layoff and Recall

Section 7.7.1 Overview

Determination by the District that any employee of the District shall be laid off for the following school year by reason of financial necessity, including, but not limited to, levy failure or decreased State support, redirection, reduction, or reduced enrollment necessitating layoff or discontinuation of a position(s) including those resulting from termination or reduction of funding of categorically funded projects over and above attrition, shall be made pursuant to the provisions of this agreement, and shall be based upon financial resources available for the following school year.

- A. The term "layoff" as used herein refers to action by the District to reduce the number of employees in the District over and above attrition, and due to economic reasons only; it does not refer to decisions to discharge or non-renew an individual employee for cause.
- B. Layoff of employees with valid contracts shall not be made during any school year. All layoffs shall commence at the end of the school year. In the event of layoff, the District shall provide written notice of non-renewal to all affected employees on or before the statutory notification date (usually May 15, unless the State has failed to adopt a budget). The Association shall be notified of the possibility of layoffs not later than April 15.
- C. The District shall make a thorough effort to secure cooperation and funding from local, State and Federal government and non-government resources. Copies of written reports submitted to the School Board detailing these efforts shall be provided to the Association.
- D. Retained programs and activities shall attempt to minimize the consequence of the reductions upon the student(s). Health and safety standards shall be maintained.

- E. Layoff of employees shall not occur unless the District can show there is a financial problem that would prevent the District from employing staff at the same level as the previous year, or there is a reduction in enrollment necessitating layoff over and above attrition, or there is discontinuation of a position(s) including those resulting from termination or reduction of funding categorically funded projects. The District shall provide the Association, upon its request, with a detailed report on the financial affairs of the District, including copies of documents related to said finances and information related thereto.

Section 7.7.2 Procedures for Staff Reduction

In the event that it is necessary to reduce the number of employees, those employees who will be retained to implement the District's reduced or modified program and those employees who will be terminated from employment or adversely affected in contract status will be identified by using the following procedures:

- A. **Determination of Vacant Positions.** The District will determine, as accurately as possible, the total number of staff leaving the District for reasons of retirement, family transfer, normal resignations, leaves, discharge, or non-renewal, etc., and these vacancies will be taken into consideration in determining the number of available positions for the following school year.
- B. **Certification.** Possession of any valid Washington State Certificate with the necessary endorsements which may be required by statute or administrative code for the position(s) under consideration shall be a prerequisite for retention.
- C. **Employment Categories.** The following categories and specialties are established to ensure the qualifications of personnel assigned to retained positions:
 - 1. Elementary teachers will be considered for retention in one category (K-6).
 - 2. Secondary teachers (7-12) will be considered for retention by teaching endorsements such as science, math, social studies, language arts, etc.
 - 3. Other employees will be considered for retention according to their endorsement, which will include:
 - English Learner (EL)
 - School Nurses
 - Counselors
 - Librarians
 - Deaf and Hard of Hearing
 - Special Education Teachers
 - ECSE (Preschool)
 - Audiologists
 - Psychologists
 - Social Workers
 - Speech Language Pathologists
 - Physical Therapists
 - Occupational Therapists
 - Teachers of the Visually Impaired
 - Mobility and Orientation Specialists

- Employees on leave from the District shall be placed in the category appropriate to said employees, and employees employed on one (1) year non-continuing contracts shall not be so included.
- D. Retention by Employment Category. Each staff member will be considered for retention in the category(ies) for which they are certified or endorsed.
- E. Selection Within Employment Categories. Employees shall be considered for retention in available positions within the categories or specialties for which they qualify, in accordance with the provisions for retention by employment category. In the event there are more qualified employees than available positions in a given category or specialty, employees shall be recommended for retention by State seniority.
- F. Action by Superintendent or his/her Designee. The procedures for staff reductions shall be implemented on or before the statutory deadline (usually May 15, unless the State has failed to adopt a budget) of the school year prior to the school year in which any staff reductions may be necessary. The Superintendent or his/her Designee shall take such action as may be required by statute to non-renew or adversely affect the employment contracts of affected employees. Employees non-renewed are eligible to join the substitute roster and shall receive priority consideration for substitute assignments.
- G. Layoff & Recall Pool.
- All employees who are not recommended for retention in accordance with these procedures shall be terminated from employment and placed in a pool for possible reemployment for a period of up to two (2) years.
- As positions become available (if there are no qualified unassigned involuntary transfers), the Human Resources Department shall reinstate qualified individuals from the layoff pool, using qualifications and State seniority. Individuals returning to work in a position with the District shall be recalled and returned to continuing contract status.
- The District may hire new employees only where there is no individual in the layoff pool who meets the certification and qualification criteria specified herein for the available position.
- Individuals who obtain additional certification, qualifications, or college preparation while in the layoff pool shall be entitled to update their records with the Human Resources Department. In filling a vacancy, the most recent category eligibility and certification, qualification and college preparation information on file in the Human Resources Department shall be determinative.
- An individual in the layoff pool shall have the right to reject one (1) offer of recall. If an individual in the layoff pool rejects a second offer of recall, his/her name shall be removed from the layoff pool and shall constitute forfeiture of all recall rights.
- An individual in the layoff pool shall have 16 ESC work hours to respond following actual notice by telephone, in person, or in writing (including e-mail) of an offer of recall. If the individual fails to respond, his/her name shall be passed over for the position. If the individual fails to respond a second time to an offer of recall, his or her name shall be placed at the bottom of the seniority list for the layoff pool in the relevant categories. The individual is responsible for keeping the Human Resources Department informed of his or her most current contact information and if the individual's address, telephone number, or e-mail address is no longer valid when the District attempts to offer recall, it shall count as a failure to respond.

ARTICLE 8. RELEASE FROM CONTRACT

A teacher under contract shall be released from the obligations of the contract upon request under the following conditions:

- A. A letter of resignation must be submitted to the Director of Human Resources.
- B. A release from contract, prior to July 1, shall be granted provided a letter of resignation is submitted prior to that date.
- C. A release from contract shall be granted after July 1 provided a qualified replacement (satisfactory to the District) has been obtained, or upon mutual consent of the District.
- D. A release from contract shall be granted upon the teacher's request in case of illness or other personal matters which make it impossible for the teacher to continue in the District.

ARTICLE 9. SALARY GUIDES

Section 9.1 General

The purpose of the District Salary Schedule shall be to secure new employees who are personally competent and professionally well prepared, encourage the professional growth of employees while in service, and retain the most competent employees in the school system. The salary schedules are presented in Appendix A, and will include all monies distributed from the State Allocation Model (SAM).

Section 9.2 Placement on Salary Schedule

All employees will be placed on the negotiated base salary schedule (Schedule A) according to qualifying highest degree, number of credits, and experience as determined by the regulations promulgated by the Washington Office of Superintendent of Public Instruction for placement on the State allocation schedule and printed in the "S-275" instructions. ESA staff employed as of 9/1/05 who were granted experience not recognized by these regulations will be placed on Schedule A consistent with the regulations and will receive a supplemental incentive stipend for the difference between that placement and the placement they would obtain based on experience previously granted. Additional years of clinical experience will be considered on a case-by-case basis and will be granted if meeting the District established criteria.

Section 9.3 Salary Deductions and Payments

- A. Salary Deductions for Absences. In case of absence other than those for which paid leave applies, the salary deduction shall be one full day's pay in accordance with the contracted days of employment.
- B. Payment of Salaries. Payment of salaries shall be on the last business day of each month. Upon the employee's appropriate written instructions, warrants/pay stubs shall be held at the Education Service Center to be picked up by the employee. In the absence of such written instruction, or in the event the document being held at the Education Service Center for pickup is not so claimed within a one week period, the document shall be mailed to the employee's address of record.

All employees shall be paid through direct bank deposit. Employees shall complete a direct deposit form and submit it to the Payroll Department within the first five (5) days of hire.

- C. Early Payout. Upon application, employees retiring from the teaching profession shall receive the balance of their salary payments on the June payday during the year in which they leave.

The District may elect to pay off any other employee(s) at the time he/she leaves the District. All deductions due for the remainder of the year for which this salary is paid shall be made at this time and appropriately transmitted by the District, along with fringe benefits due for this time period. At the request of the employee, the District shall continue to deduct insurance contributions due for the months of June, July and August, and shall make its normal contribution for those months in the normal manner. Employees should consult a tax accountant to review possible tax implications regarding this section.

- D. Errors in Contract Salaries. Following notification to the employee, errors resulting in over or underpayments shall be corrected on the next month's payroll. If requested by the employee, the Human Resources Department and the employee will work out a repayment agreement prior to any adjustment to the employee's pay warrant. In the event an employee is notified of an overpayment prior to receiving said payment, the District may elect to deduct the amount of overpayment from the employee's next pay warrant.

Section 9.4 Part-Time Contracts

An employee's prorated pay for less than a full year shall be figured in the following manner: use as the numerator the actual number of days that the employee is employed, and as the denominator the actual number of basic contract days in the entire year. This fraction times the annual salary for said employee's position on the salary schedule shall equal their pay for the part of the year employed. Partial day employment pay shall be similarly prorated.

Section 9.5 Supplemental Contracts

When supplemental contract positions are known, these contracts shall be issued to the employee to facilitate the beginning of payment by the end of the October pay period.

For Additional Assignment Schedules, see the Appendices.

Section 9.6 Mid-Contract Increase

In the event the School District receives from the State of Washington more funds for the specific purpose of increasing employee's salaries and/or benefits than the District has contracted to pay for the given school year, the District shall notify the Association and begin negotiations with the Association on the distribution of such funds for application to the salaries and/or benefits for employees for said year and shall then make such adjustments, including amendments to the individual employees' contracts, if necessary, as soon as practicable.

ARTICLE 10. INSURANCE BENEFITS

In the event the State institutes a School Employees Benefits Board, this article would be subject to change, in accordance with law.

Section 10.1 Benefit Allocation

For all years of this agreement, the District shall allocate the amount identified in the State Appropriations Act (for educational employees) for each full-time employee for mandatory long-term disability insurance, vision, life, and dental insurance, all jointly approved by the District and the Association. Part-time employees will receive a prorated allocation based on their FTE. Job share staff will be eligible to share one (1) benefit allocation on a pro rata basis. The District is solely responsible for paying the HCA premium for retirees.

When a portion of this contribution is applied to a combination of medical insurances, the application shall be first to the mandatory insurances in this Article, then to health insurance up to the amount of the premium.

The allocations identified in this article are dependent on the State both authorizing and providing funding to pay such benefit allocation. If the State fails to authorize and fund the District to the full extent of the allocation stated above, the District shall pass through any State funding actually received.

Section 10.2 Pooling

All unused insurance allocations from the section above shall be pooled for the benefit of bargaining unit members. Funds shall be distributed equally to all employees with out-of-pocket costs for medical insurance on a dollar for dollar basis until all such funds are fully expended. Part-time employees shall receive a prorated allocation of these pooling dollars based on their FTE.

The pooling calculation shall be made once each year no later than December to apply to the earliest pay period practicable thereafter, and for the following 11 months. Benefit amounts published during the open enrollment period shall reflect out-of-pocket costs with zero pooling assistance.

ARTICLE 11. TRAVEL, TIME, AND REIMBURSEMENT

Employees shall be reimbursed for reasonable expenses of mileage, meals, housing, and registration fees when such employees are on official business.

Section 11.1 Travel Within the District

Reimbursement for travel expenses of employees shall be limited to those cases where work requires regular and frequent travel from school to school and the Director of Human Resources has approved reimbursement. When needed, adjustments will be made to provide reasonable travel time as follows:

1. For traditionally itinerant employees (librarians, music teachers, elementary PE teachers, ELL teachers, nurses, SLPs, etc.) the first priority is to schedule their work day so that travel time can be accommodated within the work day, along with contractual planning time and lunch break.
2. If an employee is placed in assignments at more than one site during a work day (a split assignment), and the work schedule cannot be adjusted to accommodate travel, contractual planning time and lunch break, then the addresses of the sites will be entered into the directions function of mapquest.com to establish a standard mileage and time for travel between the two (2) sites. The employee will submit monthly mileage claims based on the number of days during the month that the employee traveled between work sites, using the mapquest.com mileage. Mileage claims shall not be submitted for days the employee was absent or otherwise did not travel between the sites.
3. The employee will be compensated on a monthly basis, at the per diem rate for that employee, for the time determined by mapquest.com, plus ten (10) minutes, per day that travel was required, as compensation for lost planning time. This compensation will be suspended for leaves of absence, but not for short term absences. In the event the employee is unable to complete the required travel in the time allowed on a substantial and consistent basis, the employee will document actual travel time and request an increase in the time allowed. In the event the employee encounters occasional or seasonal instances when the allotted travel time is insufficient, the employee may log those instances and request at the end of the year that the extra time be balanced against any absences when the employee was compensated for travel time anyway. If the balance favors the employee by at least 30 minutes, the employee will be compensated for the difference.
4. The Director of Human Resources shall approve and coordinate the implementation of the arrangements required by Paragraphs two (2) and three (3).

5. Any agreement to pay employees for time spent traveling does not apply to an employee accepting two (2) separate part-time positions or requesting a split assignment. If an employee requests a split assignment, he or she may claim mileage as established by mapquest.com.

Section 11.2 Travel Outside of the District

Prior approval of the District shall be required for reimbursement of employees who travel outside of the District on school business. Direct billing and/or advance payment of travel, registration fees, lodging and subsistence costs may be authorized, provided that advance approval of overnight travel has been approved by the District.

Section 11.3 Reimbursement

Mileage reimbursement shall be paid at the IRS rate. Mileage records shall conform to State Examiner requirements. On forms provided by the principal, meals and mileage shall be listed and receipts for registration fees and lodging attached.

Section 11.4 Employee Travel For Trainings and Meetings

Mileage will be reimbursed for travel between work sites when such travel is required for District directed trainings or meetings. However, if the employee is directed to report to a single, alternate work site and will not be driving between two (2) work sites during one work day, no mileage will be reimbursed. The building administrator must approve such travel in advance. To the extent possible, staff will make efforts to carpool.

ARTICLE 12. EVALUATION OF CERTIFICATED EMPLOYEES

Section 12.1 General

All certificated employees shall be evaluated during each school year in accordance with the procedures and criteria set forth herein. The evaluation of certificated employees is intended to provide a positive attitude by all parties toward the development and improvement of the instructional staff of the District; the written evaluation report shall not be the method used to formally discipline a certificated employee; provided, however, that this is not intended to prevent discussion of disciplinable problems as these affect teaching competency. The evaluation procedure recognizes high levels of teaching performance which have a positive impact on student learning as well as encouraging improvement in specific areas identified through the evaluation of the certificated staff member. The improvement of instructional services available to students is the ultimate objective of the evaluation program and should be effected by an open discussion of strengths and weaknesses. Extenuating circumstances (including but not limited to placement in an unfamiliar content area/grade level or extreme workload/overload situations), shall be acknowledged in evaluation of employee performance.

A copy of the Evaluation Report Form and Evaluation Criteria shall be made available to, and discussed with, certificated employees at the beginning of the school year. Prior to September 30 of each school year, all certificated employees shall be notified of the name of their planned or intended evaluator for that year, provided that the planned or intended evaluator shall not be changed without good cause and that the employee shall be notified of said change within ten (10) school days of the decision to make the change. The planned or intended evaluator shall not be changed after February 1 of each school year unless there are unusual circumstances. In the event of such unusual circumstances, the employee and the administration shall mutually agree upon another evaluator within ten (10) school days.

Section 12.2 Responsibility for Evaluation

Within each school the principal or designee shall be responsible for the evaluation of employees assigned to that school. Within the District, program directors or their designees shall be responsible for the evaluation of employees assigned to those programs.

Certificated employees assigned to more than one school or job shall be evaluated by the principal or designee of one school or by the program director or designee. Such certificated employee may request additional evaluations at other assignments other than those evaluations provided by the District.

Responsibility for evaluation shall not be designated to members of the bargaining unit; however, the planned or intended evaluator may request that the Supervisor of Nurses and the department coordinators assist in the observation and evaluation process.

Section 12.3 Evaluation Criteria

A. All certificated employees serving as classroom teachers, music teachers, elementary physical education teachers, reading improvement teachers, librarians, special education teachers, and resource teachers shall be evaluated during each school year on the basis of the adopted criteria and appropriate criterion indicators in accordance with WAC 392-191-010:

1. Professional Preparation and Scholarship: The certificated employee exhibits, in his or her performance, evidence of having a theoretical background and knowledge of the principles and methods of teaching, and a commitment to education as a profession.
 - a) Possesses and maintains appropriate academic background in subject area and current teaching techniques.
 - b) Demonstrates commitment to the profession, and its code of ethics.
 - c) Participates in professional development such as building and District professional development, workshops, and college classes in areas that will enhance professional skills.
 - i) Establishes individual goals designed to foster school improvement, professional growth and/or student learning.
 - ii) Participates in School Improvement activities.
 - iii) Works within the context of a particular team or department.
 - iv) Engages in opportunities to enhance individual professional knowledge and skills.
2. Knowledge of Subject Matter: The certificated employee demonstrates a depth and breadth of knowledge of theory and content in general education and subject matter specialization(s) appropriate to the elementary and/or secondary level(s).
 - a) Possesses and maintains competence in subject matter areas.
 - b) Responds appropriately to student questions.
 - c) Connects subject matter to other disciplines when appropriate.
3. Instructional Skill: The certificated employee demonstrates in his or her performance, a competent level of knowledge and skill in designing and conducting an instructional experience.

- a) Utilizes teaching techniques which are consistent with the selected objectives.
 - i) Makes effective use of instructional technology, materials and resource personnel.
 - ii) Uses a variety of instructional strategies to assist students in meeting District and State standards and considers the maturity and attention span of the students.
 - iii) Gives explanations, assignments, and directions clearly.
 - iv) Makes reasonable, relevant and appropriate assignments.
 - v) Provides direction and assistance for students.
 - vi) Maintains awareness of the knowledge, abilities and interests of students for the purpose of guiding instruction.
 - b) Uses a variety of assessment strategies and data to guide instruction.
 - i) Connects assessments to instructional objectives and standards.
 - ii) Communicates learning expectations and assessment criteria to students.
 - iii) Assesses student learning and refines instruction as needed.
 - c) Helps students to develop productive and acceptable work habits and study skills.
 - d) Teaches the District adopted curricula.
 - e) Uses supplemental materials as needed that support District curricula.
 - f) Makes an effort to use culturally responsive teaching practices to meet the diverse needs of students.
 - g) Develops, maintains and utilizes effective listening and communications skills.
 4. Classroom Management: The certificated employee demonstrates, in his or her performance, a competent level of knowledge and skill in organizing the physical and human elements in the educational setting.
 - a) Selects and prepares equipment and materials in advance of lesson.
 - b) Manages time and materials effectively.
 - c) Uses classroom management strategies and techniques to maintain a safe and appropriate classroom environment.
 - d) Interacts with students in an appropriate and respectful manner.
 - e) Provides appropriate lesson plans for a substitute teacher.

5. The Handling of Student Discipline and Attendant Problems: The certificated employee demonstrates the ability to manage non-instructional human dynamics in the educational setting.
 - a) Provides clearly defined behavior expectations to students and parents/guardians.
 - b) Teaches and regularly reinforces expected behaviors.
 - c) Demonstrates consistency and fairness when dealing with individual students.
 - d) Enlists the assistance of parents, counselors, other supportive personnel or administrators in developing and implementing a variety of interventions for behavior support.
 - e) Helps to enforce building rules throughout the school campus and at job-related school activities.
6. Interest in Teaching Pupils: The certificated employee demonstrates an understanding of, and commitment to, each pupil, taking into account each individual's unique background and characteristics. The certificated employee demonstrates enthusiasm for or enjoyment in working with pupils.
 - a) Works to develop student and parent/guardian relationships in a professional manner.
 - b) Deals with personal information and communication in an ethical manner.
 - c) Responds to student's academic, social and emotional needs.
 - d) Establishes and maintains high expectations for each student.
7. Effort Toward Improvement When Needed. The certificated employee demonstrates an awareness of his/her limitations and strengths, and demonstrates continued professional growth.
 - a) Respectfully interacts with school personnel to improve professional practices.
 - b) Responds to constructive suggestions.
 - c) Follows through in response to recommendations.
 - d) Contributes to a positive building atmosphere.
 - A. Engages in reflective analysis of teaching practices
- B. All certificated employees serving as support personnel including, but not limited to, psychologists, counselors, nurses, speech language pathologists, behavior support specialists, education specialists and instructional coaches, shall be evaluated during each school year on the basis of the adopted criteria and appropriate criterion indicators.
 1. Knowledge and Scholarship in Special Field: Each certificated support person demonstrates a depth and breadth of knowledge of theory and content in the special field. The employee

- demonstrates an understanding of, and knowledge about, common school education and the educational milieu grades K-12, and demonstrates the ability to integrate the area of specialty into the total school milieu.
- a) Possesses and maintains appropriate academic background in the area of specialty.
 - b) Demonstrates understanding of the basic principles of human growth and development.
 - c) Demonstrates ability and knowledge to make appropriate referrals.
 - d) Relates and applies knowledge, research findings and theory derived from the individual's specific discipline to the development of a program of services.
2. Specialized Skills. Each certificated support person demonstrates in their performance a competent level of skill and knowledge in designing and conducting specialized programs of prevention, instruction, remediation and evaluation.
- a) Designs and conducts a program providing specific and unique services within the individual's specific discipline.
 - b) Demonstrates ability to synthesize and integrate formal and informal assessment data concerning the student.
 - i) To help others who are involved with the student interpret and use data appropriately and accurately.
 - ii) To help other specialists by providing case study materials.
 - c) Administers assessment procedures or assists in organizing and preparing those who will administer assessment procedures.
 - d) Demonstrates ability to assist teachers and administrators to integrate specialized information into the regular curricular program.
 - e) Develops goals and objectives consistent with District level goals and objectives which will facilitate the implementation of programs and services.
 - f) Makes an effort to use culturally responsive teaching practices to meet the diverse needs of students.
3. Management of Special and Technical Environment: Each certificated support person demonstrates an acceptable performance in managing and organizing the special materials, equipment and environment essential to the specialized programs.
- a) Selects or recommends formal and informal assessments, materials and equipment appropriate to student needs.
 - b) Understands the use, limitations and restrictions of devices, materials and procedures.
 - c) Uses comparative and interpretive data to guide instruction and work with students.

- d) Creates an environment which provides privacy and protects student and family information, as mandated by code of ethics, Federal and State regulations, and District policies.
 - e) Provides appropriate lesson plans for substitutes when applicable.
4. The Support Person as a Professional: Each certificated support person demonstrates awareness of their limitations and strengths and demonstrates continued professional growth.
 - a) Demonstrates awareness of the law as it relates to area of specialization.
 - b) Demonstrates awareness of responsibilities to students, parents, and other educational personnel as defined by the professional code of ethics.
 - c) Participates in professional development such as building and District professional development, workshops, and college classes in areas that will enhance professional skills.
 - i) Establishes individual goals designed to foster School Improvement, professional growth and/or student learning.
 - ii) Participates in School Improvement activities.
 - iii) Works within the context of a particular team or department.
 - iv) Engages in opportunities to enhance individual professional knowledge and skills.
 - d) Responds to constructive suggestions.
 - e) Follows through in response to recommendations.
 - f) Respectfully interacts with school personnel to improve professional practices.
 - g) Engages in reflective analysis of teaching practices.
5. Involvement in Assisting Pupils, Parents and Educational Personnel: Each certificated support person demonstrates an acceptable level of performance in offering specialized assistance in identifying those needing specialized programs.
 - a) Consults with other staff, school personnel and parents concerning the development, coordination and/or extension of services to those needing specialized programs.
 - b) Plans and develops support program to serve the preventive and developmental needs of the school population and the special needs of some students.
 - c) Interprets characteristics and needs of students to parents, staff and community in group and individual settings via oral and written communications.
 - d) Allows and expects students to accept responsibility for possible consequences of decisions.

e) Develops, maintains and utilizes effective listening and communication skills.

f) Works to develop student and parent/guardian relationships in a professional manner.

Section 12.4 Observations

Each provisional certificated employee shall be observed in the performance of the work assignment for the purpose of evaluation at least twice during the first year of employment. The first observation shall be made within 90 calendar days of employment and shall be for a total observation of at least 30 minutes.

During each school year, each certificated employee shall be observed for the purpose of evaluation at least twice in the performance of the assigned duties. Both observations shall be for at least 30 minutes, and total observation time for each employee shall not be less than 60 minutes.

In addition to required observations and evaluations, supervisors may make additional observations and evaluations at any time during the school year. If such observations result in potentially negative feedback to the employee, the supervisor will conference with the employee within five (5) working days.

At the request of either the evaluator or employee, a formal observation series shall be preceded by a conference in which observation arrangements and the goals and objectives for the observation are discussed by the employee and the planned or intended evaluator.

Following each formal observation or series of observations there shall be a post-observation conference between the planned or intended evaluator and the certificated employee. The following shall be included in the discussion, as necessary, during this conference:

A. The goals and objectives of the observation.

B. The observation.

C. Specific plans for improvement and supervision, if needed.

Employees shall not be required to complete written questionnaires for a pre or post observation conference. Written lesson plans may be required.

Evaluators may interact with students to gauge their understanding in an unobtrusive and non-disruptive manner. Final conclusions and evaluation ratings shall be based on a range of evidence and the evaluator's professional analysis of that evidence.

The results of each observation shall be provided to the employee in writing within ten (10) school days of each observation.

Section 12.5 Evaluations

Final written evaluations should be completed 30 days prior to the end of school, particularly for certificated employees who have had significant competency problems that school year, and must be completed ten (10) days prior to the end of the school year for all certificated employees. In any school year, after an evaluator develops concerns regarding the performance of an employee for any evaluative criterion, a conference must occur within ten (10) school days of each required observation. Prior to the preparation of the final written evaluation, any teacher may request an evaluation conference.

All copies of the evaluation form shall be signed by the evaluator and the certificated employee. Signature of the employee does not necessarily imply agreement with the evaluation. The certificated employee may submit signed comments concerning the evaluation report within ten (10) days of receipt of the report and

such comments shall be attached to the evaluation report in the personnel file. The original of the evaluation shall be submitted to the Director of Human Resources or designee for review and filing in the personnel file. A second copy shall be provided to the certificated employee and a third copy shall be retained by the principal or the Director of Human Resources or designee. The Evaluation Conference shall not be used as a disciplinary meeting to issue a formal warning, reprimand, or discipline, provided, however, that this is not intended to prevent discussion or disciplinable problems as these affect teaching competency.

Evaluation statements based on complaints from other data sources shall only be incorporated as per the Complaint Procedure section.

Section 12.5.1 Short Form Evaluation

Notwithstanding the above, as per RCW 28A.405.100. Minimum criteria for the evaluation of certificated employees, including administrators - Procedure - Scope - Penalty.

After an employee has four (4) years of satisfactory evaluation under subsection (1) of this section, a school district may use a short form of evaluation. The short form of evaluation shall include either a 30-minute observation during the school year with a written summary or a final annual written evaluation based on the criteria in subsection (1) of this section and based on at least two (2) observation periods during the school year, totaling at least 60 minutes without a written summary of such observations being prepared. However, the evaluation process set forth in subsection (1) of this section shall be followed at least once every three (3) years and an employee or evaluator may request that the evaluation process set forth in subsection (1) of this section be conducted in any given school year. The short form evaluation process may not be used as a basis for determining that an employee's work is unsatisfactory under subsection (1) of this section nor as probable cause for non-renewal of an employee's contract under RCW 28A.405.210.

The above process will be available to building administrators but shall not be used if a staff member prefers the long form process. If an administrator would like to use the short form process, it is agreed that:

- A. Notice of this request will be given to the employee prior to September 30.
- B. No person being evaluated by the process will be rated less than satisfactory.
- C. The same summary form will be used as with the long form, but without narrative.

Section 12.5.2 Professional Growth Option

The District will offer the Professional Growth Option as an evaluation component (See WAC 392-192), located in Appendix I.

Section 12.6 Transferred, Resigned or Terminated Employees

If a certificated employee is transferred after October 1 to another position not under the supervisor's jurisdiction, an evaluation shall be made at the time of such transfer, if possible. If an employee resigns or is terminated during the school year, a final evaluation shall be completed prior to his final date of employment, if possible.

Section 12.7 Relationship to the Grievance Procedure

Except for the procedural requirements of the evaluation and probation sections of this Agreement, the content of a certificated employee's evaluation, or of an administrator's report pursuant to the Articles regarding Probation and Personnel Files, shall not be subject to the Grievance Procedure. Further, since the contracts of replacement employees expire automatically as per RCW 28A.405.900, procedural errors regarding the evaluations of these employees shall only be subject to Steps 1, 2 and 3 of the Grievance Procedure.

ARTICLE 13. PROBATION

Section 13.1 General

The probationary procedure as set forth herein shall provide a certificated employee (excludes provisional and replacement employees) with an opportunity to demonstrate improvement in the areas of deficiency and offer assistance in the improvement of performance. The probationary period shall commence on or after October 15 and shall extend for 60 school days.

Provisional employees who are experiencing performance difficulties will be advised by the District Administration of their right to contact the PEA President or UniServ Director for representation at a meeting with the employee's evaluator. This meeting will be conducted prior to any official personnel action.

Section 13.2 Advisory Conference

If the supervisor contemplates recommending that a certificated employee be placed on probation, the supervisor shall confer with the employee prior to making the recommendation and shall:

- A. Review the reasons for the contemplated probation and specify which of the evaluative criteria in Article 12 the employee is failing to demonstrate satisfactorily.
- B. Review the improvements required for the performance to be considered acceptable.
- C. Discuss the specific and reasonable program of improvement being contemplated to recommend to the Superintendent.

The advisory conference may be held at any time. At the request of the employee, Association representation may be present.

The three (3) items above will be provided to the employee in writing prior to the advisory conference and in the same document the employee shall be notified that he/she is entitled to Association representation during the advisory conference. If the decision is still to recommend probation to the Superintendent, the supervisor shall provide to the employee a copy of the written interim evaluation and the recommendation being sent. If the employee wishes to respond to the interim evaluation, the response should be delivered to the Superintendent.

Section 13.3 Establishment of Probationary Period

If the Superintendent concurs with a supervisor's judgment that the performance of a certificated employee is unsatisfactory, the Superintendent shall place the employee in a probationary status. After October 15 but no later than 60 school days before the end of the school year, said employee shall be given written notice of the action of the Superintendent which notice shall contain the following information:

- A. Specific areas of performance deficiencies.
- B. Improvements required for acceptable performance and a suggested specific and reasonable program for improvement.
- C. A statement indicating the duration of the probationary period and that the purpose of the probationary period is to give the employee the opportunity to demonstrate improvement in his/her area(s) of deficiency.

Section 13.4 Evaluation, Assistance and Recommendation

During the probationary period, the evaluator shall meet with the employee at least twice monthly to supervise, observe, and make a written evaluation of the progress, if any, made by the employee.

The evaluator may authorize one (1) additional certificated employee to evaluate the probationer and to aid the employee in improving his/her areas of deficiency. The evaluator shall discuss such appointment with the probationer. If the assigned probationary duties require absence from a teaching assignment, any necessary substitute shall be paid by the District.

At the conclusion of the probationary period, the principal or director shall complete a written evaluation for each probationary employee and recommend to the Superintendent:

- A. That the certificated employee has demonstrated sufficient improvement in the stated area(s) of deficiency to justify the removal of the probationary status, or
- B. That the certificated employee has demonstrated sufficient improvement in the stated area(s) of deficiency to justify removal of the probationary status if accompanied by a letter identifying areas where further improvement is required, or
- C. That the certificated employee has not demonstrated sufficient improvement in the stated area(s) of deficiency and action should be taken to not renew the employment contract of the certificated employee.

Should the required reports of the certificated employee's probationary progress, if any, contain information not previously made known to the certificated employee, the certificated employee may submit a written statement which shall be appended to such report.

Section 13.5 Action by Superintendent

Following a review of any report submitted pursuant to this Article, the Superintendent shall determine which of the alternative courses of action is proper and shall take appropriate action to implement such determination. Probationary employees shall be notified as soon as possible of the Superintendent's decision regarding the disposition of their probationary status. Following the probationary period and at the Superintendent's discretion, the Superintendent may remove the employee from his or her assignment and place the employee in an alternative assignment at the same rate of pay and benefits or place the employee on paid leave for the balance of the contract term, provided that the employee's reassignment shall not displace another employee.

ARTICLE 14. ADVISORY

The staff of any school implementing a bell schedule that includes advisory (including homeroom, JAG time, etc.) shall on an annual basis, discuss the effectiveness, viability, and parameters of using instructional time in this manner. The discussion shall include the designated amount of time, placement of time in the schedule, content addressed, and compensation for workload impact. The schedule shall be determined by an effective building staff decision making model.

ARTICLE 15. PROFESSIONAL DEVELOPMENT

Section 15.1 Professional Opportunities and Funds

Employees need opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties. In light of their impact upon the lives of students and in keeping with the breadth of experience and training which they possess, opportunities need to be especially rich and varied. These opportunities include such activities as visits to other classrooms and other schools, conferences involving other personnel from the District, county, state, region or nation; membership on committees, training in classes and workshops offered within the District; released time and leaves of absence for travel and study; and further training in institutions of higher learning. The District shall encourage such activities.

Professional Funds: Employees shall have \$375 available for the following purpose(s):

- A. To pay for tuition costs or expenses related to attending a workshop/conference on a non-work day, or to pay for memberships to professional organizations.
- B. For literature subscriptions and journals.
- C. To purchase instructional materials, supplies, or equipment. Said materials or equipment shall be considered property of the employee.
- D. To pay for licensing fees, certification fees, and testing fees.

Such funds shall be provided in a lump sum stipend payable to the employee on the November pay warrant. Employees hired on or after second semester shall be paid half of the professional fund amount identified above.

Section 15.2 National Board Certification

For as long as the State provides funding in recognition of National Board certification, the District will provide support for staff members seeking their National Board Certification (for the first attempt only). Such support will take the form of:

- A. Payment of the application fee for up to three (3) years (currently \$75 per year).
- B. Reimbursement for up to \$2,000 for component, Jumpstart, and/or Homestretch fees.
- C. One (1) release day per component to work on National Board portfolios and/or exams (these days shall not be taken in June).
- D. Paper supplies and copying necessary to complete the National Board portfolios.

Candidates who fail to submit all four (4) components within the three (3) year timeline must reimburse the District for any fees accessed in items A and B above.

Section 15.3. ESA Stipends

For as long as the State provides funding in recognition of National Board certification per Section 15.2, the District will provide a stipend equal to the base National Board stipend for the following:

- Nurse: National Board for Certification of School Nurses (NBCSN)
- SLP: Certificate of Clinical Competence (CCC)
- OT: National Board for Certification in Occupational Therapy (NBCOT)
- PT: National Physical Therapist Examination (NPTE)
- Psychologist: National Certification in School Psychology (National Association of School Psychologists); or American Board of Professional Psychology Diplomate
- Educational Audiologists: Certificate of Clinical Competence (CCC)
- American Board of School Neuropsychology Practice (ABSNP)

ARTICLE 16. LEAVES

It is agreed that employees need to be able to access reasonable amounts of leave to maintain and restore their health and to deal with emergencies and other personally compelling events.

It is also agreed that regular attendance is important to provide students with the optimum learning experience, to balance the workload for all staff, and to enhance the operation of each school.

The District understands that employees have legitimate privacy concerns regarding some circumstances that call for the use of leave, and will work with employees to minimize the disclosure of information.

The Association recognizes that employees must collaborate with their supervisors and the Human Resources Department to ensure that leave is used properly and that District operational needs are efficiently addressed.

Section 16.1 Illness, Injury and Emergency Leave (Sick Leave) for All Employees

A full time employee shall be allowed 12 days a year for the employee's personal illness, injury, and emergency leave. The 12 days shall be posted to the credit of the employee effective the first day each school year, but shall be reduced proportionately for an employee who fails to complete the first quarter of the school year for any reason other than illness, injury, or emergency. Such leave shall be accumulated from year to year as allowed by law. No deduction from salaries shall be made during these days. Employees working less than a full year shall be allowed sick leave as follows: number of days worked, divided by 180, multiplied by 12. An employee may choose to use such leave to care for his/her children, spouse or partner, parents, parents-in-law, grandparents, grandchildren, or children over age 18 with disabilities with a serious health condition as defined by the Family and Medical Leave Act (FMLA). Upon request by an employee to the Director of Human Resources, use of sick leave to care for any other individual will be considered on a case by case basis.

The District may inquire regarding an employee's use of leave under this section after three (3) consecutive days absent from work, when the employee has demonstrated a pattern of leave usage of concern to the District, if an employee uses leave in lieu of a denied personal leave request or to extend a personal leave, or when the District is concerned the leave may have been misused. A medical practitioner's release to return to work (with or without restrictions) or other verification of absence may be required.

The District will require a medical practitioner's verification of an employee's absence and release to return to work (with or without restrictions) after five (5) consecutive days absent from work.

An "emergency" is defined as an unforeseen and suddenly precipitated occurrence of a serious nature beyond the control of the employee which threatens the physical well-being or property of the employee or his/her immediate family, and is of such nature that pre-planning is not possible or could not relieve the necessity for the employee's absence. Emergency leave shall be subject to approval by the Human Resources Department.

Even though some employee positions do not require substitute coverage when the employee is absent, the provisions regarding leave usage and deductions of sick leave shall be used for all employee absences.

Sick leave shall also apply to disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery therefrom.

Eligible employees may utilize the FMLA for their own serious health condition. All the provisions of the FMLA shall be extended to employees with work assignments of seven and one half (7.5) or more hours per day and at least 180 days per year who meet all other FMLA eligibility requirements.

Section 16.1.1 Attendance Incentive Program

Non-VEBA Conversion: Employees may elect an annual conversion of accumulated sick leave in accordance with letter "A" below. Employees may elect a conversion of sick leave upon retirement, separation from service or death for monetary compensation in accordance with letter "B" below. The conversion procedures are as follows:

- 1 A. Annual Conversion: Any employee who at the end of the previous calendar year shall have
2 accumulated in excess of 60 days of unused sick leave, may convert unused sick leave earned
3 the previous year in excess of the said 60 days to monetary compensation at the rate of 25
4 percent of the employee's current full-time daily rate of compensation for each full day of
5 eligible sick leave up to 12 days. Any such election shall be made by written notice to Human
6 Resources during the month of January. Any such annual conversion of accumulated sick
7 leave shall be in accordance with law.
8
- 9 B. Conversion Upon Retirement, Separation from Service or Death: Any employee who shall
10 retire, separate from service or die while employed by the District may elect (personally or by
11 a personal representative, as appropriate) to convert accumulated unused sick leave days to
12 monetary compensation at the rate of 25 percent of the employee's full-time daily rate of
13 compensation at the time of retirement, separation from service or death for each full day of
14 eligible sick leave up to a maximum of 180 days. Any such conversion of sick leave upon
15 retirement, separation from service or death shall be in accordance with law, including RCW
16 28A.400.210 and RCW 28A.400.212.
17

18 **VEBA Conversion:** The Association will annually notify the District of its intent to participate in
19 VEBA III. Any such conversion of sick leave annually or upon retirement, separation from service or
20 death shall be in accordance with the law, including Internal Revenue Code Section 501(c)(9).
21

22 **Section 16.2 Bereavement Leave**

23 The District and the Association understand the deep impact that death can have on an individual and
24 family. Therefore, the following bereavement leave provisions are available to provide employees time off
25 from work to plan and attend a funeral/memorial service and to deal with immediate family matters
26 surrounding a death.
27

- 28 A. Employees shall be allowed bereavement leave for the death of any relative residing in the
29 employee's household and/or the following family members: spouse, domestic partner, parent,
30 step-parent, child, step-child, sibling, parent-in-law, child-in-law, sister-in-law, brother-in-law,
31 grandparent, grandchild, aunt, uncle, niece and nephew. Upon request by an employee to the
32 Director of Human Resources, bereavement leave for the death of any other close family
33 member as defined by the employee will be considered on a case by case basis and will not be
34 unreasonably withheld. The number of days of leave, not to exceed five (5) per occasion of
35 death shall be allowed according to the circumstances of each case as determined by the
36 Director of Human Resources. Bereavement leave days need not be used consecutively, but
37 shall normally be used within one (1) month following the death, unless the Director of Human
38 Resources has authorized an extended usage period. Bereavement leave days are not
39 cumulative or transferable. No deductions from salaries or sick leave shall be made during
40 these days. Additional emergency leave days from the employee's sick leave may be utilized
41 upon approval from Human Resources.
42
- 43 B. An employee who has a death of a student with whom the employee directly works shall be
44 authorized one (1) day of bereavement leave to attend the memorial and/or a funeral service.
45 An employee who has a death of a colleague or a former student may be authorized a half day
46 or one (1) full day of bereavement leave by the District to attend the memorial and/or a funeral
47 service. No deduction from the employee's salary or sick leave shall be made for this day.
48
- 49 C. For the death of any individual of personal significance to the employee not covered above,
50 the employee may use up to three (3) days of personal leave or emergency leave to attend a
51 funeral/memorial service.
52

Section 16.3 Personal Leave

Employees shall be allowed four (4) days of personal leave for important compelling personal matters, including family illness not otherwise covered by sick leave. This leave shall not be used for conducting income producing business and shall not be used for a strike against the Puyallup School District. Personal leave shall not be used on the following “blocked” days: State funded professional development days, Supplemental Days, snow make-up days, the WSPA career fair day, or during the first or last five (5) days of school. Additionally, if a Principal confirms an employee’s presence is required for End of Course Exam days, State or Federal testing days, the employee may not use Personal Leave on such days. Personal Leave approved prior to notification of the testing schedule shall be honored. An employee may request special consideration for personal leave to be granted during the blocked days for personally compelling reasons.

The District shall grant personal leave in the order the requests are received provided the requests are made in compliance with the above conditions. On Fridays, and the day before or after a holiday or vacation period, only 20 personal leave requests shall be honored. On all other work days, a maximum of 45 personal leave requests shall be honored. Requests for personal leave from employees not requiring a substitute shall not count against the above limits. Employees may request personal leave days as early as one (1) year in advance and will receive approval or denial as soon as possible. If an employee does not have the requested number of personal leave days to use at the time the leave is to be taken, the absence days will be denied and leave without pay will not be available.

Personal leave days may be carried into the following school year, to a maximum accumulated of ten (10) days. A maximum of five (5) days, excluding family illness or bereavement days, may be used in any one (1) school year, unless additional use is approved by the Director of Human Resources.

Employees may receive monetary compensation at per diem for four (4) of their unused personal leave days. A request for monetary compensation must be made by June 1 on a form provided by the Human Resources Office. Upon notice of retirement or resignation to Human Resources by March 1, an employee may cash out up to five (5) additional days of Personal Leave at per diem. Under special circumstances where resignation/retirement notice was not possible prior to March 1, HR may grant this personal leave cash out after the March 1 deadline.

Two (2) days of unused personal leave may be shared with other employees at the option of the individual employee. Employee’s may not donate or receive more than two (2) days of personal leave per school year. Employees who choose to share personal leave must complete the Personal Leave Sharing Authorization Form before transferring leave to another employee.

Section 16.4 Family and Medical Leave (FMLA)

In accordance with the FMLA, full time employees (employees who work at least seven and one half (7.5) hours per day and at least 180 days per year), who have also worked for the District at least one (1) year in the preceding year shall be entitled to 12 work weeks of unpaid FMLA leave during any 12-month period for the following:

- A. To care for a newborn or adopted child of the employee who is under the age of 18 at the time of placement for adoption, or a newly placed foster child;
- B. To care for a spouse, domestic partner, parent or child of the employee who has a serious health condition; or
- C. For a personal health condition if it renders the employee unable to perform his or her job.

FMLA shall run concurrently with all applicable paid leave time available to the employee.

Leave taken to care for a newborn, newly placed foster child, or adopted child shall be completed within one (1) year after the date of birth or placement. FMLA leave authorized under this policy must be taken full time and consecutively unless an alternative schedule is approved by the Human Resources Department or where intermittent or reduced leave is medically necessary. Instructional staff may not take reduced or intermittent leave without the approval of the Director of Human Resources. An instructional employee may be transferred to an alternative equivalent position that would accommodate reduced or intermittent leave, if such a position is available. Employees may access their own available sick leave during their approved FMLA to care for a newborn, newly placed foster child, or adopted child.

The District will continue to pay its portion of the employee's medical and dental benefit during approved FMLA leave.

If both parents of a newborn, newly placed foster child, or newly adopted child are employed by the school district, they shall be entitled to a total of 12 work weeks of Family Leave during any 12-month period, and leave shall be granted to only one (1) parent at a time. Spouses will not be required to combine their FMLA entitlements if taking FMLA leave related to their own serious health condition.

The Human Resources Department shall require written verification from the employee's health care provider.

The District may obtain the opinion of a second health care provider, at District expense, concerning any information pertinent to the employee's leave request. If the opinions of the health care providers differ on any matter determinative of the employee's eligibility for FMLA leave, the two (2) health care providers shall select a third provider, whose opinion, obtained at the employer's expense, shall be conclusive.

Return to Work. Any employee returning from an authorized FMLA leave within 12 work weeks, shall be entitled to the same position held by the employee when the leave commenced, or to a position with equivalent benefits and pay.

Reinstatement of an employee returning from FMLA leave need not occur if: 1) the specific job is eliminated by a bona fide restructuring, or a reduction-in-force resulting from lack of funds or lack of work, 2) an employee on leave takes a position with another employer outside the home, or 3) the employee fails to provide the required notice of intent to take leave or fails to return on the established ending date of leave. If an employee fails to return from leave for a reason other than the employee's death, the District may recover the costs of the employee's health benefits paid during the leave. Instructional staff may be required to delay their return from family leave to the beginning of the next semester under the following circumstances:

- A. The employee began leave five (5) or more weeks before the end of the semester, the leave is for more than three (3) weeks, and the employee would otherwise return to work within three (3) weeks of the end of the semester.
- B. The employee began family leave (except for a personal health condition) less than five (5) weeks before the end of the semester, the leave is for more than two (2) weeks, and the employee would otherwise return to work within two (2) weeks of the end of the semester.
- C. The employee began family leave (except for a personal health condition) three (3) or fewer weeks before the end of the semester and the period of leave is more than five (5) working days.

Section 16.5 Long-Term General Leave

After a minimum of three (3) years of employment, employees may be granted a long term leave of absence greater than three (3) months without pay for a period not to exceed one (1) calendar year. Employees requesting a long-term general leave of absence for the following school year must normally do so on or

before March 1. Employees requesting a long-term general leave of absence for the following semester must do so by March 1 (for first semester of the following school year) or December 1 (for second semester). The District cannot always grant a long-term leave of absence as there is no certainty of a vacancy to make room for the employee when returning. The Director of Human Resources, however, will consider such cases individually. Leave may be granted beyond one (1) calendar year under special circumstances if approved by the District. The returning employee will not necessarily be assigned to the identical position occupied before the leave, but will be reinstated to a position equivalent in duties and annual salary to that held at the time the leave of absence began. Such reinstatement is contingent upon the availability of such a position. A salary/step/longevity increment shall not be given for the year during which the leave of absence is taken unless the individual is engaged in a District approved teaching assignment, or has been drafted into the United States Armed Services.

Long term general leaves of absence due to an employee's temporary disability will be deducted from the employee's accumulated sick leave. Long term general leave may run concurrently with any FMLA leave taken, depending on the nature of the long-term leave. An employee on a long term general leave of absence may continue in the District approved insurance plans; provided, the employee reimburses the District prior to the first of each month for the total premium costs. The employee will retain accrued leave balances and seniority rights while on an approved long term leave of absence. However, leave balances and seniority shall not accrue while the employee is on an unpaid leave of absence. Long term general leaves are not granted for the purpose of gaining or maintaining other employment. Unless approved by the Director of Human Resources, if an employee on leave engages in other employment during his/her regular work hours, he/she will be terminated.

Section 16.6 Short-Term General Leaves of an Extraordinary Nature

Application for unpaid, short-term (less than three (3) months) general leaves shall be made to the Director of Human Resources. Such leaves may be approved at the discretion of the Director of Human Resources, and may include, but not be limited to, personal business of an urgent nature involving possible loss of money or property, or severe hardship to self or the immediate family, or for extraordinary personal reasons after the employee's personal leave has been exhausted. Short-term general leaves of absence are intended for extraordinary or unexpected situations and shall not normally exceed three (3) months. If applicable, short-term general leaves of absence will be deducted from the employee's accumulated sick leave. Short-term general leaves may run concurrently with any FMLA leave taken, depending on the nature of the leave.

Section 16.7 Pregnancy Disability/Adoption/Parental Leave

16.7.1 Pregnancy Disability Leave

A pregnancy disability leave of absence shall be granted to a female employee upon her request for the period of temporary disability and as verified in writing by her personal physician or licensed health care provider. Pregnancy disability leave shall be a leave with compensation during the temporary disability within the limitations of the sick leave provision.

An employee who becomes pregnant shall notify her immediate supervisor and Human Resources by the beginning of the seventh (7th) month of pregnancy, in order to prepare arrangements for her leave. At that time she shall indicate in writing to her immediate supervisor and the Director of Human Resources whether she plans to:

1. Take pregnancy disability leave only for time of temporary disability;
2. Take FMLA leave for a period of up to 12 weeks including the period of pregnancy disability, if eligible. The District will extend the employee's health benefits during any period of unpaid FMLA leave;

3. Request a combination of #1 and #2;
4. Request a general leave to care for the child. If an employee is eligible for FMLA leave and has leave remaining, the general leave would include any leave available under the FMLA;
5. Resign from her employment.

The pregnancy disability leave shall begin at a time determined suitable by the employee and as verified in writing by her personal physician or licensed health care provider, after consultation with her immediate supervisor and the Human Resources Department. The official date of leave shall not begin until the school day following the day she leaves the job. Pregnancy Disability Leave, including time taken as FMLA leave and/or general leave to care for a newborn child shall not exceed one (1) year.

Assignment upon return from the pregnancy disability leave shall be guaranteed and shall be into the employee's former position. She shall retain all rights, seniority and benefits commonly afforded employees on leave, including those under the Continuing Contract Law.

Before returning in her contracted duties, the employee's personal physician or licensed health care provider shall certify that the employee is in good health and ready to resume her contracted duties. After receiving certification to return to work from her personal physician or licensed health care provider, the employee shall return to her contracted duties at a time which she and the Director of Human Resources deem appropriate.

16.7.2 Adoption/Parental Leave

A employee shall be allowed a maximum of three (3) days leave with pay for purposes of gaining custody of an adopted child and/or transacting the legal requirements necessary in the adoption process. A maximum of two (2) additional days at the cost to the District of a substitute being deducted from the employee's salary shall be allowed. Adoption leave without pay shall be granted pursuant to the provisions of the General Leave section for the adoption of a child. It shall run concurrently with any FMLA leave for which the employee is eligible. The employee shall notify his/her immediate supervisor and the Human Resources Department as soon as possible of his/her intention to take adoption leave and his/her planned time for adoption. Leave shall then begin on the first school day after custody of the child is obtained provided, however, that this beginning date may be extended by the District, if needed, to obtain a satisfactory replacement. All conditions pertaining to his/her return to his/her contracted duties are the same as the above provisos for pregnancy disability leave except that the certification of his/her personal physician or licensed health care provider shall not be required at any time and that the position returned to may be a comparable.

Extension of pregnancy disability or adoption leave to the beginning of the employee's next normal contract year shall be mutually reviewed by the District and the employee if the leave period expires after the beginning of the fourth quarter of a school year.

In addition to any other leaves, within the first year of a child's birth to, or placement with, an employee, such employee shall be allowed three (3) days of parental leave with pay. As well, two (2) additional days may be taken upon agreement by the employee to reimburse the District for the cost of a substitute.

Eligible employees may utilize the FMLA leave to care for their newborn, newly placed foster child, or newly adopted child. All the provisions of the FMLA shall be extended to employees with work

assignments of seven and one half (7.5) or more hours per day and at least 180 days per year who meet all other FMLA eligibility requirements.

Section 16.8 Leave Sharing

16.8.1 Receiving Shared Leave

An employee is eligible to receive donated leave if the use of shared leave is justified and the employee has abided by District rules regarding sick leave use, and the employee has depleted, or will shortly deplete, their annual leave and sick reserves in addition to any of the following:

- A.
 1. The employee requesting shared leave qualifies for FMLA leave to care for a newborn, newly placed foster child, or adopted child; or
 2. The employee requesting shared leave suffers from, or has a relative or household member suffering from, an extraordinary or severe illness, injury, impairment or physical or mental condition which has caused, or is likely to cause, the employee to:
 - a. Go on leave-without-pay status; or
 - b. Resign from his/her employment.
- B. The employee has been called to service in the uniformed services;
- C. A state of emergency has been declared anywhere within the United States by the Federal or State government, and the employee's volunteer service has been accepted by either a governmental agency or to a nonprofit organization involved in humanitarian relief in the devastated area;
- D. The employee is a victim of domestic violence, sexual assault, or stalking;
- E. If the employee is later found to be eligible for industrial insurance benefits, the employee agrees to and shall reimburse the District for the time loss compensation that is paid to him/her to the extent that the employee is paid time loss compensation (temporary total disability compensation or loss of earning power compensation) and shared sick leave for the same day(s). An employee will be allowed to use shared sick leave or donated leave to supplement the difference between time loss compensation and either net or full wages.

The Director of Human Resources shall determine the amount of leave, if any, which an employee may receive under this policy. Normally an employee shall not receive more leave than the number of contracted days remaining in the current school year. However, in the event that the condition requiring the employee's absence continues beyond the current school year, the employee shall not receive a total of more than 522 days of shared leave accept as noted in RCW 41.04.665.

Section 16.8.2 Donating Shared Leave

District employees may donate or sick leave as follows:

- A. A staff member may not request a transfer that would result in an accrued sick leave balance of fewer than 176 hours of sick leave. "Sick Leave" means leave for illness, injury or emergencies of extraordinary or severe nature pursuant to RCW 28A.400.300.

- B. Employees may request interagency leave sharing in accordance with the law and on a cost-neutral basis to the District. Requests shall be made to the Superintendent for consideration on a case by case basis.

The donation of leave is totally voluntary. No employee shall be coerced, threatened, intimidated or financially induced into donating leave.

The number of leave days transferred shall not exceed the amount authorized by the donating staff member.

Leave transferred is based upon the current salary rate of the person receiving the leave. The receiving staff member will continue to be paid his/her regular rate while on shared leave. For example, if a staff member earning \$20.00 an hour donates one (1) day of leave to someone earning \$10.00 an hour, the recipient would get two (2) days of sick leave. However, if the \$10.00 an hour employee donates one (1) day to the \$20.00 an hour employee, the higher paid employee would receive one-half day (1/2) of leave.

Any leave transferred under this policy which remains unused shall be returned at its original value to the staff member who donated the leave.

Section 16.9 Jury Duty, Subpoena

Leave with pay shall be allowed for jury duty.

Leave with pay shall be granted to a subpoenaed employee while appearing as a witness in court or in an administrative hearing in which the employee is not a party in interest, or if such appearance is related to the employee's District responsibility.

Section 16.10 Public and Military Service Leave

- A. Civic Service. Employees shall be encouraged to take an active part in civic organizations. Such activity, however, should be outside of the regular school hours. Employees who are called upon occasionally to take regular school time for club or community service may do so with prior approval of their immediate administrator.
- B. Political Leave. Subject to the conclusion of mutually satisfactory arrangements between the District and employee, the District shall grant an unpaid leave of absence to such an employee for the purpose of serving in an elective or appointive public office or of campaigning for such an office. Upon conclusion of such public service leave, the employee shall be restored to his/her former position, or if this position is not available, to a substantially equivalent position.
- C. Military Leave. Employees shall be authorized to participate in military service, and the District will allow leave for the same as provided in WAC 251-22-170.

Section 16.11 Fringe Benefits While on Leave

Employees on non-compensated leave may, at said employee's option, be continued in any fringe benefit programs of the District, provided said employee reimburses the cost of the programs to the District in advance by the first of each month. Employees on compensated leave shall receive all fringe benefits for which they are eligible.

While on an approved leave, an employee will retain accrued sick leave, personal leave and seniority rights. However, sick leave, personal leave and seniority shall not accrue while the employee is on a leave of absence.

Section 16.12 Religious Observance

In accordance with Federal and State law, the District shall reasonably accommodate employees whose religious affiliation mandates religious obligations that prevent them from working by granting unpaid leave. Employees may also use accrued personal leave or emergency leave for such obligations.

Section 16.13. Domestic Violence Leave

Per RCW 49.76, Domestic Violence Leave Law and District Policy, employees may take Domestic Violence Leave. Those interested in obtaining confidential support regarding this leave, should contact the Human Resources office directly.

ARTICLE 17. CALENDAR

Section 17.1 Calendar

The parties will schedule spring break so that the State required assessments do not occur the week following spring break, if possible. In the event of a change in vacation breaks of an approved calendar, and in recognition that this change may result in some employees being unable to obtain refunds for previously planned travel, the District agrees to provide 1-5 days of substitute coverage for up to 20 employees for the previously scheduled break, on a first come, first served basis (this provision does not apply to designated snow make-up days). The District shall provide notice of this opportunity to all staff via email and bulletin boards. Employees who are absent under this agreement during the previously scheduled break must agree to work the number of days they were absent during the new break. The District will arrange activities designed to promote the Strategic Directions for these employees to work on during this time.

The normal student calendar shall be developed using the following formulas for key dates. If calendar anomalies occur in any given year, the parties will discuss alternatives. Each year, no later than, December 1 the student calendar shall be finalized for the following year.

1. First Day of School. The first Thursday in September, or the Wednesday after Labor Day, whichever is earlier.
2. State In-Service Day. As recognized by the State (typically the second Friday in October).
3. Winter Break. At least ten (10) week-days, ending after New Year's Day. If New Year's Day falls or is observed on a Monday, students will return to school on the next day (Tuesday).
4. Mid-winter Break. President's Day and the preceding Friday.
5. Spring Break. Five (5) days, scheduled upon mutual agreement of the District and Association.
6. Snow Make-up Days. At least three (3) snow days shall be scheduled, including the Friday before Memorial Day in May, and the first two (2) days following the last day of school in June. Additional snow make-up days may be added in June as necessary.
7. Holidays. Labor Day (when school begins before this day in September), Veterans Day (November), Thanksgiving Day (November), the day after Thanksgiving Day (November), Martin Luther King Jr. Day (January), Presidents' Day (February), and Memorial Day (May).
8. Supplemental Days. To be scheduled through the regular calendar setting process in labor management between the District and Association.
9. School Improvement and Conference Release Days. Students will be released 150 minutes early on the following days, used for School Improvement and conferencing work:

- a. October – for elementary, three (3), and for secondary, two (2) consecutive days for conferences
- b. November – one (1) day for School Improvement
- c. January – one (1) day for School Improvement
- d. March – for elementary, two (2), and for secondary, three (3) consecutive days for conferences, and one (1) day for School Improvement

Effective School Improvement time is designed to be coherent, relevant, meaningful, collaborative, engaging and focused on the best interest of student achievement.

Evening conferences may be scheduled at each site to accommodate parents. Each building may designate at least one (1) evening conference date per semester. A principal or designee will be present at the building evening conferences. Needs related to night conferences (i.e. heat, lighting) should be communicated to the principal or designee.

When an evening conference is held, principals shall compensate employees by allowing them to leave an equal amount of time early on another early release conference day.

10. Grading Release Days. Students will be released 150 minutes early on the following days for grading:
 - a. Elementary: One half (1/2) day near the end of first and second trimester
 - b. Secondary: One half (1/2) day at the end of first semester

ARTICLE 18. LENGTH OF WORK YEAR

Section 18.1 Regular Work Year

The length of the regular employee work year shall be 180 days plus any State provided additional days.

Section 18.2 Responsibility Contract

- A. The District and Association agree and affirm the following beliefs: 1) the success of the Puyallup School District is dependent upon hiring and retaining the highest quality teachers; 2) providing a quality education for students requires from teachers a commitment to the profession beyond the base contract, normal workday hours and school year; 3) State law allows additional compensation for additional time, additional responsibilities or incentives (TRI); 4) the additional commitment required of Puyallup's teachers cannot be accurately measured in hours or days; and 5) the time necessary to fulfill any one teacher's responsibilities will vary from that of another teacher as determined by the individual's own professional judgment.
- B. Each employee will be issued a supplemental contract in recognition of these additional responsibilities and as an incentive to provide the additional services.
- C. The supplemental contract recognizes that employees will provide a professionally responsible level of service in the following areas which are above the basic contract:
 1. Preparation for school opening
 2. Work connected with the conclusion of the school year
 3. Conferencing/communicating with students or parents
 4. Supporting school/student activities
 5. Providing individual help to students

6. Evaluating student work, including preparation of progress reports and report cards
7. Workshops, classes and in-service work
8. Researching educational materials and supplies
9. Improving and maintaining professional skills
10. Preparation and revisions of materials
11. Planning with other employees in areas of instruction and curriculum
12. Working with computers and other technology as related to educational uses
13. Attending District and/or school-connected meetings such as PTSA, etc.
14. Attending IEP meetings to participate as required by law and to fulfill professional responsibilities

- D. Compensation for these duties shall be in accordance with the TRI Salary Schedule and payment will be made in equal monthly installments as is done with regular paychecks. Full year employees at .5 FTE or above are eligible for full TRI except where staff members are job sharing. In job share situations, the two (2) staff members will each receive their respective FTE times the amount for which they would qualify in a full-time position. Staff members who are less than .5 FTE will be eligible for pro rata TRI on an FTE basis, but not less than one-half (1/2) the TRI base.

Section 18.3 Supplemental Days

All employees will be required to work five (5) supplemental days for training, professional development, student learning activities, and/or work related to the building's Comprehensive School Improvement Plan.

If an employee is sick, he/she may use sick leave and must call in their absence to the Principal/program administrator and the substitute office automated attendance system. In addition, the employee shall contact the Principal/program administrator for missed content and/or assignments. Part time and job share employees will be required to work and will be paid for 7.5 hours on such days regardless of their FTE. Required days will be paid through the term of each employee's contract in equal monthly payments, according to each employee's per diem, except in circumstances where an employee's pay has been stopped.

- A. For itinerant staff and specialists not assigned to classrooms, curriculum night activities can be satisfied by an appropriate alternative parent contact activity approved by their immediate supervisor(s).
- B. In the event an employee believes activities scheduled during a supplemental day are not relevant to their work assignment, the employee may work with their immediate supervisor to determine if a mutually agreeable alternative activity is appropriate.
- C. Employees not assigned to a specific building are responsible for participating in program-directed activities unless approved by a building Principal to attend a specific building activity.
- D. In addition to the days above, employees new to the District shall attend one (1) orientation day prior to the first day of school, and up to 15 hours of mandatory professional development paid at the employees per diem rate of pay.

Section 18.4. Professional Development Hours

Beginning August 1, 2018, annually each employee shall be required to participate in 15 hours of professional development (outside of time already compensated), to focus on the District's instructional framework, cultural competency and social justice, response to intervention (RTI), Teacher/Principal Evaluation Project (TPEP), etc. Options include:

- Attending weekly district-offered professional development made available throughout the year

- Attending site-based RTI meetings
- Attending the annual PLC conference(in August, for the upcoming school year)
- Attending the AVID summer institute (in August, for the upcoming school year)
- Professional development mutually agreed upon by the employee and a specific program Director or Principal

Verification of attendance will be made through the professional development website, and any reductions necessary made in July.

Section 18.5 State Funded Professional Development Days

Section 18.5.1 Purpose

For as long as the State shall fund them, in addition to the base contract year of 180 days, there shall be State Funded Professional Development Days, whose purpose it is to provide time for instructional and ESA staff to work with administrators. All employees will be required to work these days and will be paid for seven and one half (7.5) hours on such days regardless of their FTE. If an employee is sick, he/she may use sick leave and must call in their absence to the Principal/program administrator and the substitute office automated attendance system. In addition, the employee shall contact the Principal/program administrator for missed content and/or assignments.

Section 18.5.2 Definitions

A State Funded Professional Development Day is a scheduled workday (or two half days) other than one of the 180 base contract days.

ARTICLE 19. LENGTH OF WORK DAY

Section 19.1 Contracted Day

The normal contracted day shall be defined as the period from the required arrival time to the permitted departure time and shall consist of seven and one half (7.5) hours. Included in the normal contracted day are the required half hour on duty before and after the student school day for student/patron time, the Revised Code of Washington required half hour duty free lunch period, and the planning periods or release time wherever in force.

Section 19.2 Payment for Work Beyond Contracted Day

- A. Assigned supervision of student activities outside the 7.5 hour day not compensated on the Additional Assignment Schedule, or from activity stipends, will be compensated at the activity rate which shall be equal to half the professional hourly rate (item C below) or on a per event basis agreeable to the employee. Any such supervision shall be at the discretion of the employee and purely optional.
- B. Elementary staff who are responsible or requested to return to school for a school program will receive the full professional hourly rate.
- C. Except for the monthly staff meeting, staff will receive the professional hourly rate for building level and district level meetings they are asked to attend outside the 7.5 hour work day.
- D. The professional hourly rate to be paid per each half hour completed or each half class period "covered" will be .097% of the base salary (BA - 0 Step) of the salary schedule.
- E. Employees who provide training to other District employees shall be allowed one-half (1/2) hour of preparation time for each hour of the training length at the Presentation Rate which

shall be equal to 1.25 times the Professional Rate. Employees presenting the same presentation for the third time will be allowed a maximum of one (1) hour preparation time. If the training occurs outside of the work day, the employee providing the training will be paid at the Presentation Rate. If the presentation is during the work day the employee will be paid for the preparation time only.

- F. Bargaining unit members who are paid on an hourly basis for extra contract work shall be paid the Activity, Professional or Presentation Rate. This shall not be deemed the exclusive method of payment for extra contract work. If not previously identified in the collective bargaining agreement, the employee shall be informed of the rate of pay prior to performing the work.

Section 19.3 Non-Instructional Detention

Supervision of non-instructional detention will be offered at the site, by seniority to employees. If no bargaining unit members desire the work, it may be offered as the District chooses. Payment will be at the Activity Rate.

ARTICLE 20. RELEASE TIME AND PLANNING PERIODS

Section 20.1 Collaboration and School Improvement Time

Every Monday in which school is in session, all students will begin school 60 minutes later than the Tuesday/Wednesday/Thursday/Friday start time. One (1) Monday each month (except December and June) shall be designated as School Improvement time.

On all other Mondays, this time shall be used by employees for individual time or team/department collaboration and administration shall not schedule meetings during this time.

The intent for the use of School Improvement time is for administration and staff to work together to improve student learning and achievement. Professional development and communications are necessary for the improvement of student learning. This can only occur in an environment where people collaborate, compromise, examine things from the other person's point of view, treat each other with courtesy and respect, and focus on what is in the best interest of the students.

The principal is the educational leader in a school and is therefore responsible to work continuously with staff to bring about the improvement of instruction and student learning. Principals are obligated to bring legislative mandates, legal requirements, School Board and administrative initiatives, and school issues to the staff.

It is important for ESAs to participate in School Improvement work in the building in which their role directly impacts student achievement and to be involved in collaborative work, professional development, and job-alike meetings with their peers.

Part time employees will participate in School Improvement work if they are assigned to work on Monday mornings. On a case-by-case basis, part time certificated employees may request or be requested by the building administrator to participate on a Monday morning and be paid at the employee's per diem rate of pay.

It is important that School Improvement activities be appropriate and related to an employee's assignment. In the event an employee believes a scheduled School Improvement time activity is not relevant to his/her work assignment, the employee shall discuss the matter with his/her supervisor. The employee and supervisor shall mutually agree on an alternate activity for the employee aimed at improving student learning.

Section 20.2 Elementary Supervision Duty

In order to ensure adequate planning time for elementary teachers, teachers shall not be required to do bus duty, before or after school student supervision duty, or recess duty. However, to ensure the safety of students, teachers will walk students to the bus pick up area and may be expected to do bus duty in extenuating circumstances.

Section 20.3 Secondary Planning Time

All employees teaching in grades 7-12 shall be provided the equivalent of one (1) teaching period per day for planning. Principals will work with employees to mitigate the impact of school schedule anomalies that reduce employee planning time and will assign preferred planning times fairly among staff members. A secondary teacher who regularly teaches an assigned class during his/her preparation period shall receive additional pay prorated according to the total number of teaching and planning periods in the day. Students shall not be assigned to an employee during their planning period unless the employee agrees. When buying out the planning period of any staff member, qualified teachers in seniority order who have the same planning period, or where student and master schedules can be adjusted with minimal impact, will be given the first option for the buyout. Buyouts will be calculated using a multiplication factor of 0.2 FTE.

Section 20.3.1

It is recognized that counselors and librarians need time to do work without students. Employees shall work with their principal to schedule such time.

Section 20.3.2

All secondary librarians shall receive three (3) additional days and 12 hours of classified support time, to be used for the opening or closing of a library, including ordering, collection/book inventory, textbook inventory and technology inventory. Librarians assigned as a double lead shall receive two (2) additional days to complete this work. These days will be authorized through issuance of a supplemental contract and will be paid at each librarian's per diem rate. Secondary libraries will be open through the next to last day for in-library use of selected materials for all grade levels.

Section 20.4 Elementary Planning Time

The following provisions apply to elementary teachers' planning time.

- A. Eligibility. All elementary classroom teachers (preschool, K-6), music specialists, physical education specialists, and remediation specialists are eligible for planning time.

It is recognized that counselors and librarians need time to do work without students. Employees shall work with their principal to schedule such time.

Principals will work with employees to mitigate the impact of school schedule anomalies that reduce employee planning time.

- B. Average Minutes Per Day. Elementary classroom teachers (ECSE, Title/LAP and K-6) will receive one (1) or more daily planning periods of at least 30 minutes for a total of 240 minutes of planning per week, prorated by FTE. Planning time during the student day will be provided by specialists, recess, or other method agreed upon by the staff and administration.

- C. Staff Breaks. To address the need for short breaks for all staff who do not have a break, the faculty of each elementary school shall meet prior to the end of the second week of school to discuss how breaks will be provided to staff. Consistent with the Staff Utilization section, non-staff may be utilized whenever possible to release staff. It shall be the expectation to implement solutions that will not reduce instructional time. Another possible solution may include having

staff members work collaboratively to arrange for coverage through joint supervision of students.

- D. Specialists. Classroom starting time for music, physical education, and librarians will be the first day of school and will continue through the last full day of school.

Any time a specialist believes their workload is excessive, the specialist may request a workload impact meeting with the program administrator, and a PEA representative if requested, to resolve the situation.

- E. Librarians Starting Time and Closing Time. Librarians will begin having classes the first day of school.

1. All elementary library materials will be due eight (8) school days prior to the end of the school year. All elementary libraries will be open for kindergarten through grade six (6) through the day before school ends, or as planning is scheduled. The elementary library will be open through the next to last day for in-library use of selected materials for all grade levels.
2. All elementary librarians shall receive four (4) days and 12 hours of classified support time to be used for the opening or closing of a library, including ordering, collection/book inventory and textbook inventory. Librarians assigned as a double lead shall receive two (2) additional days to complete this work. These days will be authorized through issuance of a supplemental contract and will be paid at each librarian's per diem rate.
3. After scheduling planning for building staff and other educational program needs, consideration will be given to provide librarians with time prior to the first class to accommodate open library and the check in/report printing process.
4. To address librarian workload issues during the last four (4) weeks of the school year, a team of four (4) paraeducators shall be trained and assigned to assist with inventory for the elementary librarians in the final weeks of school. The inventory team will be assigned to each school for a period of four (4) to six hours depending on the size of the library collection. Paraeducator time will be assigned as follows:
 - a. Schools with a library inventory count of less than 11,000 will receive a total of 16 hours of paraeducator time (four (4) days, four (4) hours each).
 - b. Schools with a library inventory count of 11,000-13,000 will receive a total of 20 hours of paraeducator time (four (4) days, five (5) hours each).
 - c. Schools with a library inventory count greater than 13,000 will receive a total of 24 hours of paraeducator time (four (4) days, six (6) hours each).

It is understood that hours are allocated to be spent only if paraeducators are available to be hired or assigned.

Section 20.5 Class Coverage and Loss of Planning Time

Employees will be compensated at the professional rate for lost planning time or "class coverage" when substitutes or specialists are not available or for any other reason resulting in lost planning time. Employees shall be paid for actual planning time lost.

In the event an employee takes on responsibility for supervising a class in addition to their regular assignment, the employee shall be paid at the professional rate for the time spent with the additional students. If a class of students is divided among a number of employees, each employee shall receive a proration of the professional rate based on the division of the class.

Administration will meet with building staff to mutually determine a substitute coverage plan for situations when substitutes are not available.

Section 20.6 Primary Assessments

The District will provide 12 total hours of paraeducator support during the first two (2) weeks of the school year for kindergarten student assessment and classroom support. Additionally, one (1) day of substitute assistance will be provided during each trimester of the school year to provide kindergarten teachers with time for assessing students. It is understood that this release time will be subject to the scheduling availability of substitutes and will be coordinated by the Chief Academic Officer and scheduled through the substitute office.

The District will provide two (2) substitute release days at the employee's discretion for conferences. These days shall not be used for vacation purposes or to extend any school break period. In addition, each kindergarten, first, and second grade teacher shall be granted one (1) day of release time to conduct one-on-one State and District required student assessments near the start of the school year, if they submit a requested schedule for these days to their Principal by September 15. Upon mutual agreement of the Principal and employees, assessments may occur prior to the start of the school year with employees paid at the professional rate instead of utilizing the release time. These days shall not be used for vacation purposes, to extend any school break period, or to extend any use of personal leave days.

Section 20.7 Special Circumstances

Special circumstances may require additional released time for individuals within each building, i.e., lunchroom supervision, federal projects, vocational instruction, attendance at national conferences, student performances or awards, etc. Release time for such circumstances shall be considered by the building/department administrator.

Section 20.8 ESA Planning Time

ESAs shall have a minimum of five (5) hours per week of planning in no less than 30-minute increments. Each ESA shall have flexibility in scheduling his/her planning time. Any ESA not receiving a minimum of five (5) hours per week of planning will meet with the Special Services Director, or the appropriate coordinator, and a PEA representative to reach a mutually agreeable solution, one of which may be submitting time sheets for the lost time.

Section 20.9 Release Time and Stipends for Athletic Coordinators

Section 20.9.1 Senior High Athletic Coordinators

The senior high athletic coordinator shall have release time equivalent to 0.4 FTE per day. In addition, senior high athletic coordinators shall receive a stipend of \$7,500 for work performed outside their contracted day and work year. Additionally, two (2) days at their per diem rate shall be provided to be used prior to the start of the school year. Coordinators shall provide support and coordination in carrying out the directives of the supervisor for the athletic program, coordinate setup and tear down of facilities for events, coordinate transportation with the District Athletic Director for all events, and

oversee all athletic related Booster Clubs and ASB Athletic Activities to ensure they meet District policies and expectations.

Section 20.9.2 Junior High Athletic Coordinator

Junior high athletic coordinators shall receive a stipend of \$5,500 for work performed outside their contract day. In addition, they shall receive 12 release days to be used during the school year. These days shall not be used for vacation purposes or to extend any school break period. They will receive a total of three (3) days of per diem rate to be used prior to the start of the school year.

Junior High Athletic Coordinators shall evaluate Junior High Head Coaches within 30 days of the end of the season in which they coach, in accordance with the PECAAA negotiated procedures and evaluation form. The Junior High Athletic Coordinators will be paid a stipend of \$450 for completing evaluations from August-July annually, to be paid on the employee's July pay warrant.

Section 20.10 Exercise Programs for Staff

Both the District and the Association recognize that employees who are in good physical condition will be better prepared to meet the physically and mentally demanding tasks of teaching students. Therefore, the District agrees to allow exercise programs which are conducted within the confines of their assigned school site and which do not interfere with assigned responsibilities.

Section 20.11 English Teachers

English teachers in grades 9-12 shall receive two (2) release days each year to evaluate and assess student work. These days shall be prorated by the number of 1 credit English classes (9th through 12th grade) assigned, with each section (.2 FTE) equal to a ½ day of release up to a total of two (2) release days. Release days must be requested in whole or half day increments. Requests shall be granted if made at least two (2) weeks in advance of the requested release day, to a maximum of five (5) requests per day. Requests made less than two (2) weeks in advance of the requested release day will be granted based on availability. Release days must be approved in advance by the employee's supervisor for purpose of checking availability on the professional development calendar. These days shall not be used for vacation purposes or to extend any school break period.

ARTICLE 21. PROFESSIONAL RESPONSIBILITY

Section 21. Professional Responsibility

Members of the bargaining unit do not have the authority to direct or control the actions of other members of the bargaining unit. Non-administrators, such as but not limited to, Department Coordinators, Education Specialists, Athletic and Activities Coordinators, Career Specialists, On-Time Graduation Specialists, ESA Coordinators, etc., shall provide support and coordination for programs in carrying out the programs and directives of their supervisors but shall not have the authority to perform supervisory functions (i.e. discipline, evaluation, directing, etc.).

Prior to November 15 each year, the District shall provide the Association a list of employees holding supplemental assignments not addressed in this agreement. The list shall include the employee's name, assignment, and form of compensation.

Employees who need access to a secure printer will work with their building Principals/Supervisors to identify a secure printer and submit a service request form to the Information Technology Center.

ARTICLE 22. JOB SHARE

Employees who job share shall: 1) receive a TRI package based on their respective FTE, times the amount for which they would qualify in a full-time position, 2) share one (1) benefit allocation on a prorated basis, 3)

be eligible to work full State funded professional development days and supplemental work days, 4) share one (1) professional growth fund, and 5) any other compensation provision agreed to by the parties.

PART III - INSTRUCTION

ARTICLE 23. CLASS SIZE

Section 23.1 Class Size Goals

*If the State provides funding for class sizes smaller than those provided here, the parties will re-open these class size goals.

The District and Association agree to set the following goals for average class size in the District:

Elementary		Secondary	
Kindergarten	22	7-12 General Classroom	150/day
First Grade	22	PE	170 /day
Second Grade	23	JH Music	230/day
Third Grade	24	HS Vocal Music	205/day
Fourth Grade	26	HS Instrumental Music	180/day
Fifth Grade	28		
Sixth Grade	28		

The District will try to maintain the above class size goals. In the event class size goals are exceeded and additional certificated staffing is not provided, the employee will receive additional compensation and be considered for paraeducator class size support.

The District shall provide a class size report to the Association weeks following the start of each semester, and thereafter upon request.

Section 23.2 Workload Relief

If an employee experiences excessive workload due to the combination or unique needs of students, the employee may request a meeting with the building administrator (and PEA representative if requested by the employee) to discuss potential solutions to provide workload relief.

Section 23.3 Elementary Class Size Triggers

A \$750 stipend will be provided each semester to classroom teachers when the class size exceeds the class size goal by one (1) or more students, based on the average monthly count completed on the first student day of each month October through January, and February through June.

Additionally, paraeducator class size support shall be allocated to each school site in August based on enrollment projections. Each school site shall be allocated class size support using the following formula: one (1) hour of class size paraeducator support for every two (2) students over the class size goal for each classroom, multiplied by 70%, up to a maximum of 210 hours District-wide. The building Principal, shall assign each school site's allocation in an equitable manner, based on identified needs once the school year begins. Those classes with the largest class sizes will receive priority consideration.

An additional count will be taken on the 10th school day for the purpose of allocating remaining class size paraeducator support (not to exceed 300 hours District-wide per school year) and reallocating existing class size paraeducator support as necessary throughout the District. The additional para educator support will be authorized no later than the 12th school day and filled pursuant to the regular staffing practice.

On February 1, an additional count will be taken for the purpose of adding or reallocating class size paraeducator support (not to exceed 300 hours District-wide per school year) in an equitable manner throughout the District, to accommodate changes in class size.

Work of the paraeducator shall be directed by the assigned teacher.

Following the count days, District administrators and PEA representatives will meet to discuss the class size loads district-wide and any anticipated problem situations. Throughout the year, as specific class size issues arise, the parties will meet to discuss the issues.

If an individual class is six (6) or more students over the class size goal, or 33% of classrooms at a school are above the class size goal, the Chief Academic Officer, the Association, and the affected teachers, including specialists, will meet to discuss additional paraeducator assistance, release time, balancing class sizes within the building, additional staffing (certificated or classified), and/or compensation.

Resource room teachers are excluded from the process above. Staffing is done using a different process, which includes the consideration of individual student needs. A resource staffing report will be provided to the PEA by October 15.

Section 23.4 Combination Classrooms

The principal shall conduct a staff meeting among all classroom teachers affected by the establishment of a combination classroom to discuss the criteria and the procedures for its formation. The number of students in a combination primary room shall not be more than 23 students and 25 in an intermediate room. The number of students in a combination primary/intermediate room shall not be more than 24 students. The District will make a reasonable effort not to assign non-sequential combination classes.

Upon creation of a combination classroom the appropriate Chief Academic Officer will meet with the impacted employee(s) and a PEA representative to consider options to alleviate the curriculum concerns, including but not limited to additional certificated or paraeducator assistance, release time, and compensation.

Section 23.5 Inclusion of Special Education Students

Where special education students from self-contained classes are in an elementary classroom for instruction, those students count as part of the class size if they are in that class more than five (5) hours per week. However, students mainstreamed for recess should not count as part of the class size.

Secondary special education students shall be included in class size counts if assigned.

Paraeducators who are assigned in Elementary or Secondary one-on-one assignments shall accompany the student during time with specialists or in general education activities. If an Elementary or Secondary paraeducator is not assigned in a one-on-one assignment, coordination of when the paraeducator shall accompany students during time with specialists or in general education activities shall be made by the general education teacher, the special education case manager, and the Principal (if requested by either party).

Section 23.6 Secondary Class Size Triggers

To address class size issues at the secondary schools, teachers with a total workload of 150 students and above will receive a stipend based on the chart below.

Total Student Workload (1.0 FTE)	Stipend Per Semester
150 – 155	\$500
156 – 160	\$1,000
161 - 165	\$1,200
166 – 170	\$1,400
171 or more	\$1,600
PE: 170-175	\$500
PE: 176-180	\$1,000
PE: 181-185	\$1,200
PE: 186-190	\$1,400
PE: 191 or more	\$1,600
Jr. Hi Music: 231 or more	\$1,000
Sr. Hi Vocal: 206 or more	\$1,000
Sr. Hi Instrumental: 181 or more	\$1,000

Total Student Workload (0.4 FTE)	Stipend Per Semester
60 – 62	\$200
63 – 64	\$400
65 – 66	\$480
67 – 68	\$560
69 or more	\$640
PE: 70-72	\$200
PE: 73-74	\$400
PE: 75-76	\$480
PE: 77-78	\$560
PE: 79 or more	\$640
Jr. Hi Music: 93 or more	\$400
Sr. Hi Vocal: 83 or more	\$400
Sr. Hi Instrumental: 73 or more	\$400

Total Student Workload (0.8 FTE)	Stipend Per Semester
120 – 124	\$400
125 – 128	\$800
129 – 132	\$960
133 – 136	\$1,120
137 or more	\$1,280
PE: 140-144	\$400
PE: 145-148	\$800
PE: 149-152	\$960
PE: 153-156	\$1,120
PE: 157 or more	\$1,280
Jr. Hi Music: 185 or more	\$800
Sr. Hi Vocal: 165 or more	\$800
Sr. Hi Instrumental: 145 or more	\$800

Total Student Workload (0.2 FTE)	Stipend Per Semester
31	\$100
32	\$200
33	\$240
34	\$280
35 or more	\$320
PE: 35	\$100
PE: 36	\$200
PE: 37	\$240
PE: 38	\$280
PE: 39 or more	\$320
Jr. Hi Music: 47 or more	\$200
Sr. Hi Vocal: 42 or more	\$200
Sr. Hi Instrumental: 37 or more	\$200

Total Student Workload (0.6 FTE)	Stipend Per Semester
90 – 93	\$300
94 – 96	\$600
97 – 99	\$720
100 – 102	\$840
103 or more	\$960
PE: 105-108	\$300
PE: 109-111	\$600
PE: 112-114	\$720
PE: 115-117	\$840
PE: 118 or more	\$960
Jr. Hi Music: 139 or more	\$600
Sr. Hi Vocal: 124 or more	\$600
Sr. Hi Instrumental: 109 or more	\$600

Junior High Microsoft Innovative Educators will receive a stipend based on the total number of students served divided by two (2).

The following are excluded from the above provision: JAG, advisory, homeroom, and TAs. These excluded positions shall be eligible for relief at the building level through the money distributed to the building on an FTE basis.

Under special circumstances, an employee may have an unusually small class. In such cases, if the small class negatively affects the overall daily class size trigger amount, the employee shall discuss the matter with Human Resources and a PEA Representative to determine the appropriate class size trigger.

If an individual class is ten (10) or more students over the corresponding class-size goal, or the employee has a total student workload impact of 20% more than the daily class-size goal, the Chief Academic Officer, the Association and the affected teacher will meet to discuss additional paraeducator assistance, release time, balancing class sizes within the building, additional staffing (certificated or classified), and/or compensation.

Stipends will be paid each semester based on the average monthly count completed on the first student day of each month October through January, and February through June.

Section 23.7 Counselors

In addition to their base contract, and any other required supplemental days, elementary counselors will be issued supplemental contracts for one (1) additional day to be paid at their respective per diem rate and secondary counselors will be issued supplemental contracts for 15 additional days to be paid at their respective per diem rate. Unless mutually agreed upon by a secondary counselor and his/her supervisor, ten (10) of these days will be the ten (10) workdays prior to the beginning of school and five (5) will be scheduled at the employee's discretion to meet the duties of their job.

Section 23.7.1 Counselor Workload Stipends

To address Counselor workload, Counselors will receive a stipend each school year based on the chart below. Stipends will be paid based on the official enrollment counts on October 1 divided by the total counseling FTE. Counselors with a split assignment working at different levels shall receive a prorated stipend by FTE/Student workload at each level. In the event an employee believes his/her total student workload is excessive, a meeting with the Assistant Superintendent of Student Learning shall be convened to consider options to relieve workload, including but not limited to, additional staffing, classified assistance, or additional compensation.

ELEMENTARY:

Total Student Workload	Stipend Per Year
650 – 699	\$500
700 – 749	\$750
750 – 799	\$1,000
800+	\$1,250

JUNIOR HIGH:

Total Student Workload	Stipend Per Year
350 – 399	\$500
400 – 449	\$750
450 – 499	\$1,000
500+	\$1,250

HIGH SCHOOL:

Total Student Workload	Stipend Per Year
350 – 399	\$750
400 – 449	\$1,000
450 – 499	\$1,250
500+	\$1,500

ARTICLE 24. SPECIAL SERVICES

Section 24.1 General

Special Services programs provide support and intervention for students who have health needs and/or who have been identified for specific interventions. Current special services policies and regulations are available

on the Puyallup School District website. All students are general education students first. An individual student can receive additional support through special services programs when he/she qualifies by meeting eligibility criteria. Collaboration between special and general education staff is essential to plan, implement, and assess appropriate support including but not limited to Individual Education Plans (IEP), Functional Behavioral Assessments (FBA), and Behavior Intervention Plans (BIP). Placements of students with Individual Education Plans (IEPs) will be in the least restrictive environment as determined by the IEP team and will be consistent with State and Federal guidelines and regulations.

Workspace. Employees will work with special services administrators and assigned building principals to identify appropriate work and/or teaching spaces. A secure space will be available to keep confidential materials. In addition, the employee will be given access to the following: locking storage, a computer, a color printer, and a phone.

Special Services Program Definitions:

1. Special Education provides a full continuum of services for students with disabilities, ages 3-21 within an appropriate, individualized program for each student in the Least Restrictive Environment (LRE) consistent with State and Federal regulations. Certificated Staff include: Elementary and Secondary Special Education Teachers, School Psychologists, Speech and Language Pathologists, Behavior Specialists, Occupational and Physical Therapists, Audiologists, Teachers of the Visually Impaired, Orientation/Mobility Specialists, Education Specialists, Teachers of the Deaf & Hard of Hearing.
2. Title I/LAP (Learning Assistance Program) provides supplemental services in reading, writing, or mathematics to struggling students. Certificated Staff include: Title I/LAP teachers.
3. English Language Learner (EL) program provides language acquisition instruction for students who qualify. Certificated Staff include: teachers.
4. Health Services provides services to students having medical or health related concerns. Staff include: Registered Nurses.
5. Section 504 (students) of the Rehabilitation Act of 1973 is a federal regulation that directs school districts to provide accommodations for students with disabilities. These students may or may not be eligible for special education services as well.
6. Support Center provides services in academic instruction to students with a variety of disabilities ranging from severe to profound. In addition to instruction in academic subject areas, the program also offers modified curriculum instruction which may include a combination of the following: functional academics, daily living skills, prevocational/vocational skills, behavior skills, and social skills.
7. KITE (Kids in Therapeutic Education) provides services to students with behavioral challenges (mild to severe) within a self-contained and general education setting. Instruction focuses on behavior and academic areas.
8. EXCEL (Exceeding Challenges through Education and Life Skills) provides services to students having moderate to profound physical and developmental disabilities, including some students who are non-ambulatory and non-verbal. Instruction and therapy focus on functional academics, communication and living skills.
9. DHH (Deaf and Hard of Hearing) provides services to students who are deaf and/or hard of

- hearing. Instruction focuses on academic areas in a small group setting and/or general education classroom.
10. WRAP provides services to students with significant delays in social skills, communication, and behavior which is primarily related to or caused by autism, without accompanying significant cognitive, language or adaptive delays. Students may also have associated sensory, motor, and/or academic needs.
 11. ECSE (Early Childhood Special Education /preschool) provides services to students age 3-5 having developmental delays.
 12. Developmental Kindergarten provides services to kindergarten age students with developmental disabilities within a self-contained setting.
 13. Summit provides an interim program for secondary students that focuses on the reintegration to a high school environment. Instruction focuses on academics as well as transition plans.
 14. IAES (Interim Alternative Educational Setting) provides temporary placement for students with discipline issues up to 45 school days.
 15. Advance provides services to young adults age 19-21 with mild to moderate developmental disabilities. Instruction focuses on independent living skills, community access and vocational skills.
 16. Gateway provides access and experiences for students age 19-21 that will assist in establishing access to adult services, volunteer services, community accesses, and life skills.
 17. Resource provides in-class or pull-out services to students with identified needs in all building locations.

Section 24.2 Special Education Extra Supplemental Days

Each psychologist will receive 11 extra days at per diem. Each nurse will receive ten (10) extra days at per diem. Each SLP will receive six (6) extra days at per diem. Each OT, PT, and Audiologist will receive three (3) extra days at per diem, and each special education teacher will receive four (4) and one half (1/2) extra days at per diem to prepare individual education plans and/or assessment reports, or hold meetings related to such responsibilities as determined by the employee. One half (1/2) day of the four (4) and one half (1/2) days will be used for District directed professional development related to compliance and special education requirements. There will be more than one opportunity for these professional development trainings. Part-time employees (except nurses) shall receive a pro-rated number of days based on their FTE.

Each employee will have the option to convert one (1) of his/her extra supplemental days into three (3) days of release time to complete work on or off site. Employees who elect to work off site must inform their Principal of their selected work location and must be available by telephone. These days shall not be combined with holidays, school breaks, or personal leave days. Employees electing this conversion must notify Human Resources no later than October 1.

Payment for all extra supplemental days will be spread over the December-August pay periods in equal installments.

Section 24.3 Class Balance/Work Load/Case Load

Classes are formed taking into consideration the balance of student needs and the consequent demands on teacher/specialist time and available resources. At all times efforts will be made to ensure that the Special

Services and General Education teachers work together to create balanced classrooms. It is considered best practice to look at scheduling and placement early to provide a smooth transition for each student.

The District will evaluate special services caseload and workload using student data. Caseload consideration for special education staff will include current IEPs only (does not include referrals). A staffing report for ESAs and special services staff will be provided to PEA by October 15.

The District shall make efforts to balance caseload numbers for equitable workload.

IEP case managers will be compensated \$50 for each qualifying IEP on the employee's caseload in the current school year. Compensation will be based on the June 1 count to be paid on the employee's July pay warrant.

An employee may request a workload impact meeting with the program administrator and a PEA representative to discuss caseloads when one of the numbers below is reached or the employee believes his/her caseload is excessive. If a mutually agreeable resolution cannot be reached, the employee and PEA representative may request a meeting with the Executive Director of Special Services to resolve the issue.

Secondary Caseload Numbers:

Summit 14
IAES 12 per session
Resource 32
KITE 13
Advance 14
EXCEL 13
WRAP 14
Support Centers 14

Elementary Caseload Numbers:

ECSE 26
Resource 32
KITE 12
WRAP 12
EXCEL 9
Support Centers 14

The caseload numbers shall be pro-rated for part time employees.

SLPs, OTs and PTs have caseloads which may include a combination of related, direct, consultative, and integrated services. An employee may request a workload impact meeting with the program administrator and a PEA representative to discuss solutions for workload concerns. If a mutually agreeable resolution cannot be reached, the employee and PEA representative may request a meeting with the appropriate administrative supervisor to resolve the issue.

The positions listed below are unique. An employee may request a workload impact meeting with the program administrator and a PEA representative to discuss solutions for workload concerns. If a mutually agreeable resolution cannot be reached, the employee and PEA representative may request a meeting with the appropriate administrative supervisor to resolve the issue.

Audiologists	ELL
Nurses	Teachers of the Visually Impaired
Psychologists	Orientation and Mobility Specialists
Title I/LAP	

The workload impact meeting conversation will include consideration of the following factors before a solution is determined to be necessary:

- Number of IEPs and number of minutes on IEPs
- Existing paraeducator, COTA, SLPA, psych intern support
- Space and equipment available
- Number of sites/schools and travel time
- Specific student and behavioral needs
- Other unusual and/or impacting factors

A pool of \$200,000 will be available for possible solutions.

ESAs and nurses shall not be assigned supervision for Advisory and homeroom.

Section 24.4 Determining Special Service Delivery Models

Each building staff will have the opportunity to be informed about the service delivery models at their site. Discussions may include sharing research, identifying resources, sharing relevant information, and providing feedback in order to best meet the individual needs of students.

Service delivery models are dependent on the student population and needs and must align with State and Federal regulations.

Section 24.5 Review of IEP Program/Placement

If a student is not progressing as expected or projected on the IEP, the teacher will notify the case manager. The case manager will call for an IEP team meeting, if appropriate, to be scheduled as soon as possible to review the current program/placement.

Section 24.6 Students with Health Conditions

Employees will be notified when a student who has a health condition, which may require emergency procedures, prior to being placed in any program. A meeting will be scheduled, if possible, before placement to discuss and resolve concerns relating to the emergency procedures appropriate to the student and reflected in the emergency plan.

Section 24.7 Special Education Student Information

The case manager will provide all relevant special education student information to each applicable service provider(s), including general education staff and specialists, as soon as possible.

Section 24.8 General Education Role as it Relates to Meeting the Needs of Students Receiving Special Education Services

- A. Role of General Education Teacher. The role of the general education teacher is to collaborate with the special education teacher and IEP team in order to provide appropriate accommodations and assist the student in achieving IEP goals and grade level expectations. General education teachers in whose classes the student is enrolled are invited to and shall participate in developing the individualized education plan and will support implementation within the general education setting.
- B. Role of Special Education Teacher. The role of the special education teacher is to be the case manager for students with IEPs or in the referral process. The teacher works with the IEP team to develop an appropriate IEP and implements, monitors, and collaborates with school staff and parents. In addition, the special education teacher works with the IEP team to coordinate appropriate accommodations, assessments, instruction, evaluation, and resource materials. The

special education teacher will be the primary contact person with the parent for IEP related issues or questions.

C. Role of Student Review Committee. The role of the Student Review Committee (SRC) is to discuss student concerns and explore and recommend appropriate interventions, accommodations, modifications, and options for any student based on the student's physical, social, academic, and psychological needs.

D. Role of Other Service Providers. The role of other service providers (SLP, OT/PT, school psychologists, etc.) in supporting and serving staff and students will be determined by the student's IEP requirements for specially designed instructions and/or related services and coordinated through the building support team and/or SRC, the classroom teacher involved, and the special education teacher.

Section 24.9 Special Services Professional Development

On an annual basis the District shall provide workshops available to general education staff members regarding suggested interventions to assist students with behavioral and academic challenges, data collection/documentation techniques, and other relevant topics as appropriate.

Section 24.10 IEP Review Process:

The IEP review process shall be used as a professional support system to assist employees with the development of effective and compliant IEPs. If an IEP is requested for review, a reasonable schedule for review shall be developed that provides the employee with at least three (3) school days for the employee to make any recommended changes.

Section 24.11 Summer IEP Work

It is the expectation that IEP work be completed during the school year. On occasion when requested by a PSS Administrator to undertake unexpected IEP work in the summer, employees agreeing to perform the work shall be compensated at per diem for a pre-approved amount of time.

Section 24.12. WA-AIM

All special services staff administering WA-AIMs shall be allowed one (1) release day to prepare testing materials, two (2) hours paid at per diem for every WA-AIM student pre-test data entry completed prior to December 31, and two (2) hours paid at per diem, for every WA-AIM student post-test data entry completed by the close of the testing window.

ARTICLE 25. PARAEDUCATORS

Section 25.1

Assistants and paraeducators may be employed to aid professional school personnel wherever it is indicated that such services will provide for improvement in the school programs.

Assistants and paraeducators shall not assume professional responsibility for the guiding of instruction or the control of students for instructional purposes. These responsibilities reside with the professionally certificated employee.

Employees shall not be required to do paraeducator evaluations, however they are encouraged to provide input so a fair evaluation can be written for the paraeducator.

Section 25.2

Playground, bus, and recess supervisors shall not be considered as performing professional instructional responsibilities.

Section 25.3

Employees who are assigned paraeducators shall only be responsible for supervision of the paraeducator while the employee and paraeducator are at the same worksite. Employees shall not be responsible for supervision of a paraeducator during the employee's lunch or planning period.

Section 25.4 Staff Utilization

The safety of students at school is a shared responsibility of all the certificated and non-certificated staff. The supervision of students before school, after school, in the lunchrooms, during recesses, during passing periods, and in non-instructional settings shall therefore also be a joint responsibility. In making provision for the prudent supervision of students, it shall be the goal in each building to balance the supervisory responsibility among all staff members. However, within the limits of the staff hours allocated to each building, certificated staff shall be utilized in roles where certificated persons are required to perform the work, and non-certificated staff shall be utilized where possible to release certificated staff to perform those tasks. The assignments of the personnel allocated will vary from building to building in response to the collaborative decisions of building staff and administration. If an accord cannot be reached in a building, the administrator shall implement temporary assignments and the parties shall seek facilitation of an accord in a timely fashion.

ARTICLE 26. BUILDING STANDARDS

Section 26.1

To ensure that an optimum learning environment exists in a new, remodeled or rebuilt school, an advisory committee of five (5) members including the Executive Director of Facilities shall be formed to represent the facility in question. The Central Administration shall appoint two (2) members; the Association shall appoint two (2) certificated employees. The function of the committee shall be to:

- A. Assist the Executive Director of Facilities in determining the progress toward readiness of the facility to be opened using the Board approved educational specifications as the measure of completion.
- B. Make recommendations to the Executive Director of Facilities on what planned work is to be completed before occupancy. This planned work will be incorporated into the punch list attached to the "Certificate of Substantial Completion."
- C. Assist the Executive Director of Facilities in selecting alternate housing options or a delayed school opening.

Said committee shall make its recommendations on readiness or alternatives at least two (2) weeks in advance of the opening of school. If said committee finds deficiencies with respect to the Educational Specifications, it shall recommend what work needs to be completed before occupancy should occur to: 1) The Executive Director of Facilities, who will incorporate items into the "punch list" attached to the "Certificate of Substantial Completion"; 2) The Association President; and 3) The Superintendent, who will share the recommendations with the School Board as a part of his/her regular reports on the status of District facilities. If occupancy occurs before completion of the recommendations, the District shall report to the committee as to the status of the committee's recommendations and specify the date by which the work is expected to be completed.

Section 26.2

The District will provide each employee a laptop computer or access to a computer to effectively carry out their work responsibilities.

Each existing classroom shall be equipped with a means of communicating with the Main Office. Each site will have a phone designated for faculty use for private conversations. The need for staff members to receive

messages at work is recognized, and in each building this process will be collaboratively arrived at for utilizing the system and persons available. However, it is agreed that staff members will, except in emergency cases, restrict their use of phones to times that will not diminish the District from the educational process and that personal business calls should be made outside the school day.

ARTICLE 27. STUDENT DISCIPLINE, SAFETY AND SECURITY OF STUDENTS AND STAFF

Section 27.1 No Tolerance Policy

The District and the PEA are jointly committed to providing quality educational programs in a warm, open, and supportive environment which protects the safety and security of all students and staff. Therefore, the parties agree that an optimal teaching and learning climate for staff and students requires a no tolerance policy for weapons, dangerous devices, and assaultive behavior. The parties recognize the increasing incidence of weapons, dangerous devices, and serious assaults in the society in general and in the nation's schools, and recognize that with such serious misbehavior, experience has shown that normal sanctions less severe than expulsion have failed to preserve a safe and orderly educational environment.

Section 27.2 Prohibition of Weapons and Assaultive Behavior

To achieve the above, it is agreed that possession or use of weapons, explosives, firecrackers, illegal knives, or other items capable of producing bodily harm shall be prohibited. Consistent with student due process and other legal requirements, the normal penalty shall be expulsion for possession or use of any weapons or dangerous devices, including but not limited to any weapon listed as a deadly weapon in RCW 9A.04.110 or local ordinances. Likewise, when any item is used by the aggressor as a weapon, or which a victim reasonably believes to be a weapon, the same sanctions will apply. Further, it is agreed that the normal penalty is emergency expulsion and other appropriate sanctions for any student who commits a serious assault. Serious assaultive behaviors are defined as either physical assaultive behavior (purposeful assaultive, aggressive behavior, with intent to do serious harm), or verbal assaultive behavior (racial threat or threat to do serious bodily physical harm, either student-to-student or student-to-staff). An emergency expulsion shall continue if the Superintendent or designee has good and sufficient reason to believe the student(s) presence poses an immediate and continuing danger to employee(s), a student, other students or school personnel, or an immediate and continuing threat of substantial disruption of the class, subject, activity, or educational process of the students' school. In making that determination, the hearing officer shall solicit input from the staff and administration of the building(s) directly affected.

Section 27.3 Assistance and Support

The District shall provide prompt assistance and support to employees in connection with student discipline problems. An administrator or acting administrator, volunteering to be invested with the authority to act as such, shall be available during school hours. When the administrator is away from the building but in the District, an administrator shall be on call. When the building administrator is out-of-district or absent for half (1/2) the day or more, a substitute shall be provided when needed to maintain the building administrative coverage, unless a building's assistant principal is available. Administrative Interns or former Interns may be asked to accept the administrative responsibility as long as coverage is provided for their assigned classes. At the beginning of each school year, the Principal will inform the staff of designees who will assist with emergent issues in their absence.

In the maintenance of a sound learning environment, the employee and the District shall expect and work to enforce acceptable behavior on the part of all students who attend schools in the District. Employees shall operate within State law and District policy in maintaining good order and discipline in their classrooms at all times.

Without revealing specific information regarding criminal histories, medical histories, or specifically protected private information, employees who work directly with the student will be notified in an appropriate

manner of students who have exhibited serious assaultive behavior at least one (1) school day prior to their admittance to classrooms, if such information is known in advance of the student's admittance. Staff members so informed shall treat the information as confidential. A safety plan shall be developed by impacted employees and other appropriate building staff, (which may include the Principal, counselor, security, Education Specialist, Special Services, etc.) and communicated to all impacted staff within three (3) student days or less. The safety plan shall be implemented as quickly as possible.

In the event the employee experiences safety concerns in the workplace due to serious assaultive student behavior, the employee shall report said concerns to his/her principal or administrative supervisor who will act to remediate the concern. Upon request by the teacher, remediation will include removing the student from the classroom until such time as interventions can be implemented.

All Special Education staff who work with potentially violent students will be directed to attend age appropriate training, either during the regular work day or, if the employee prefers, outside the regular work day paid at the professional rate.

All employees working directly with potentially violent students may be directed and shall have the opportunity to participate in training either during the work day or after the work day paid at the professional rate.

All other employees working with potentially violent students may have the opportunity to participate in training through professional development offerings scheduled throughout the school year.

Section 27.4 Removal From Class or Subject

If a student creates a disruption of the educational process in violation of the building disciplinary standards while under a teacher's immediate supervision, the teacher shall first attempt one or more alternative forms of corrective action. If reasonable attempts have been exhausted, or in emergency circumstances, the student may be excluded by the teacher from his/her individual classroom and instructional or activity area for all or any portion of the balance of the school day in accordance with Federal and State laws, if applicable, or until the principal or designee and teacher have conferred.

With the consent of the teacher, the excluded student shall be returned to the class once the disruption ceases and the behavior has been addressed or the Principal/designee imposes corrective action and notifies the teacher. An excluded student may be temporarily placed in another teacher's classroom upon mutual agreement of the impacted employees.

If further concerns arise, within three (3) school days of written notification (to principal or his/her designee) of a behavior problem, the impacted employee shall have the right to meet and confer with the building administrator.

If a student makes a serious unfounded allegation against an employee, the employee may request a meeting with the principal/supervisor to discuss options regarding the student. Further, the authority of certificated employees to use prudent disciplinary measures for the safety and well-being of students and employees as well as the authority to use standard disciplinary measures for each disabled student, except where notification to the contrary has been provided to staff, is supported by the District. In the exercise of authority by an employee to control and maintain order and discipline, the employee may use reasonable and professional judgment, including reasonable and prudent use of physical constraint, to protect harm being done to a student, another staff member, or to him/herself.

Section 27.5 Disciplinary Standards

On or before September 30 of each school year, each building principal and his/her teaching staff shall meet to develop and/or review building disciplinary standards and uniform enforcement of those standards. Visitor

access regulations will be in the employee handbook. In addition, the special education guidelines will be reviewed.

ARTICLE 28. SAFE WORKING CONDITIONS

Employees shall not be expected to work, teach, or supervise students in an area where such work would likely result in physical or emotional harm to said employee(s) or student(s). When the staff member(s) and site administrator(s) indicate a hazardous condition exists, the concern will be acted upon within five (5) working days. If there is a disagreement as to the hazardous condition, the matter may be referred by either party to the appropriate State or County agency for determination. If the safety concerns relates to workload, then it shall first be taken up with the principal.

All rooms in which students are required to eat lunch shall be cleaned daily, including floor, sinks, and trash removal.

Employees shall promptly report any safety hazards or unsafe conditions they are aware of to their immediate administrator. The District shall advise employees of any unsafe working condition(s), as determined by a State or County agency, which would pose an immediate and substantial threat to their or their students' health in the areas in which they work. A copy of the notification to the employee(s) will be sent to the Association President within five (5) working days of receipt of the same by the District. Within five (5) working days following the District's receipt of facility environmental testing prompted by an Association complaint, a copy of all environmental test results shall be provided to the Association President.

ARTICLE 29. DISTRICTWIDE COMMITTEES

Section 29.1 Instructional Program

The Superintendent or his/her designee shall post the existence of regular District-wide instructional program committees in each building each school year. Criteria for membership, contractual rate of pay, if offered, if any, and the available openings on the committees, if any, shall be listed at the time of posting. Employees shall have five (5) working days after the date of posting to indicate to the appropriate administrator their desire to serve on said committee(s). Employees are not required to participate in district-wide committees outside the seven and one-half hour (7.5) work day. Such participation is strictly voluntary. Administration shall not coerce or intimidate employees to participate on committees, particularly employees new to the District, and/or profession. Committee work outside of the seven and one-half hour (7.5) work day shall be compensated at the stated professional rate of pay.

Section 29.2. Educational Technology Committee

An ongoing educational technology committee, comprised of three (3) employee representatives (one elementary, one junior high and one high school), shall be convened on a regular basis to address concerns related to the current grade reporting technology tool (Schoolology), use of 1:1 devices, and other educational related technology tools/programs. The committee shall act as a clearinghouse for quick tips and work-around tactics as well as provide feedback through the technology department to the software manufacturer for updates and modifications to the program. The committee shall also have the opportunity to provide input, pilot, and/or trouble shoot all new technology prior to implementation across the District.

The three (3) committee representatives will meet with the technology department at least three (3) times per year to provide input and to address technology concerns. Committee representatives shall be paid at the professional rate for attending meetings outside the regular work day.

One (1) employee volunteer from each work site shall be designated as the technology contact, who will work with a committee employee representative to problem solve, provide input, and disseminate

information back to employees at the work site regarding technology issues. The building technology contact will be eligible for a stipend from the building stipend funds in Appendix C.

Section 29.3 Other Committees

The District may request that an employee serve on a District committee, and building level administrators may request that an employee serve on a building level committee. Each employee shall not be subject to reprisals for choosing not to serve on District or building level committees. When the District or building administrator deems appropriate, released time shall be provided for participation on said committee(s). Employees who choose to participate on District wide or building level committees outside the seven and one half (7.5) hour work day will be compensated at the professional rate.

Section 29.4 Composition

The composition of district wide task forces and committees shall be reviewed by the Association President prior to a committee meeting to ensure appropriate representation of Association members.

ARTICLE 30. STUDENT TEACHERS

The Board and Association agree that the acceptance and proper deployment of student teachers in the Puyallup School District can constitute a significant contribution to the improvement of the educational profession.

The following parameters will be in place regarding student teachers:

1. Assignment only with an experienced teacher
 - Three (3) or more years of teaching experience
 - Current evaluation rating of Proficient or Distinguished
2. Only one (1) student teacher per year per supervising teacher
3. The program is voluntary
4. If a placement is found to be unsatisfactory for any reason, the cooperating teacher, Principal, university supervisor, and the administrator in charge of student teachers shall meet to discuss the concern and consider a change in assignment.
5. Employees selected to work with a student teacher shall be compensated by the sponsoring university, and will be compensated in the same manner as any other employee if asked to cover a class during their planning period.

ARTICLE 31. GRADING STANDARDS

Teachers are responsible for setting permissible standards for grading students, communicating those standards, and fairly applying them. The use of standardized “pull down” comments shall be considered sufficient and narrative comments shall not be required. Such grades and/or comments will only be changed in accordance with the law or District policy. Prior to making any decision which alters any grade or comment or making a recommendation to alter a grade or comment, a building administrator/supervisor will study the records, ascertain the factors involved, and consult with the employee who gave the grade. If a grade or comment is altered by a District representative, the employee and parent/guardian of the impacted student shall be notified in writing, and a narrative comment will be noted on the report card indicating that the grade or comment was provided by someone other than the employee. (See WAC 180-44-010 and RCW 28A.150.240)

Grading Reporting

In order to provide sufficient time for employees to adequately prepare student progress and report cards, the following parameters will be in place:

1. The open window period for completing report cards shall be at least ten (10) school days.
2. The open window period for completing progress reports shall be at least five (5) school days.
3. The open grading windows will be communicated to employees in September.
4. When applicable, administrator review of report cards shall begin no earlier than the 4th day of the open window period.
5. If employees have provided the Principal with their report cards no later than the 4th day of the open grading window, they shall be notified of any requested changes no later than the 3rd to last day of the open window period.

ARTICLE 32. DIGITAL LEARNING

If the District provides digital learning opportunities for students, the following parameters shall be in place:

1. The parties agree to have ongoing discussions regarding the operation and potential expansion of the District's On-Line Academy with the goal of providing learning opportunities for students in a unique and flexible environment using digital curriculum.
2. Employees will be used to guide student learning, subject to all parameters of the negotiated agreement. If employees are assigned online work within the regular work day, they shall be compensated as part of their FTE or buy-out of their planning period. Online extra work with students outside the contracted work day will be compensated at the professional rate.
3. Instructional and seat time for students varies with most students attending only one (1) to two (2) labs weekly.
4. Flexible scheduling for staff may be necessary but will follow the regular CBA guidelines of a continuous 7.5 hours work day with appropriate planning and lunch, unless an alternative schedule is agreed upon by both administration and the impacted employee.
5. Employees shall have the professional responsibility to determine appropriate curriculum modules for students within the digital learning platform.
6. Student Workload Stipends. Employees will be paid a stipend based on average monthly counts completed on the first student day of each month October through January, and February through June, with an additional count on the last student day:

1.0 FTE = 200 students for CORE instruction courses (electives are provided by virtual teachers monitored by paraeducators), and will be prorated for less than 1.0 FTE employees.

Numbers of Students for CORE courses	Stipend
200-207	\$1,000
208-215	\$1,200
216-223	\$1,400
224-231	\$1,600
232-239	\$1,800
240-247	\$2,000
248 or more	\$2,200

Counselor student workload: The workload of counselors will align with the state requirements for each program (POA and PODS). The workload ratio requirements will be monitored throughout the year and when ratios are exceeded, consideration for additional staff will take place. A counselor may request a workload meeting with the program administrators and a PEA representative to discuss solutions if they believe his/her workload is excessive.

7. For purposes of Article 7, employees working within the PODS and POA programs (including counselors), shall be considered their own "programs" (PODS and POA) for Reassignment and Involuntary Transfers, but shall be grouped within the broader "employment category" of Secondary Teacher or Counselor for Reduction in Force.

PART IV - SUBSTITUTES

ARTICLE 33. SUBSTITUTES

Section 33.1 Application of Agreement

The provisions of this section apply only to represented substitutes as defined in Article 1. Only the sections of this Collective Bargaining Agreement specifically referred to in this Article shall be applied to substitute employees. The sections of this Agreement applying to substitutes shall be:

1. Student Calendar
2. Article 1 (Administration of Agreement, Section 1.2 only)
3. Article 2 (Payroll Deductions, Sections 2.4.1, 2.4.2 and 2.4.3 only)
4. Article 3 (Grievance Procedure)
5. Article 4 (Individual Rights, Section 4.1 only)
6. Article 5 (Staff Protection)
7. Article 6 (Controversial Issues)
8. Article 27 (Student Discipline)
9. Article 28 (Safe Working Conditions)

Section 33.2 Job Assignments

It is agreed that substitutes work on call and have no guarantee of employment on a day-to-day basis. When assigning substitutes on a daily basis the following factors will be the basis for selection: principal or supervisor request, teacher request, reports of previous placements, formal training, certification, endorsements, previous substituting experience, immediate availability, demonstrated willingness to accept assignments, length of time with the District, and administrative convenience. Substitutes are responsible for carrying out their responsibilities as outlined in the Puyallup School District Substitute Teacher Handbook, including, but not limited to, following the teacher's lesson plan. The District shall notify substitutes of the handbook and shall make this accessible.

Section 33.3 Job Exclusion

The District may elect in which buildings and classrooms to utilize a substitute. A substitute may be excluded from a particular classroom upon request by the classroom teacher. However, the substitute shall be provided with the nature of the complaint and shall have an opportunity to conference with said teacher. The conference shall be arranged through the building administrator. Before deciding not to use a specific substitute in a particular building again because of a complaint(s) regarding that substitute's work, the substitute shall be informed in writing of the nature of the complaint(s) and be given an opportunity to respond to the allegation. A substitute will only be excluded from a particular building if a problem is not remediable as determined by the principal. The Human Resources Department shall review any decision made by a building administrator to not use a specific substitute. However, only when the District decides to drop a substitute from its substitute list is that decision grievable and is grievable only to the extent there is no just cause. For this section, just cause shall include any material or significant breach of the duties of employees and substitutes, including those outlined in the Substitute Teacher Handbook, repeated parental complaints, exclusion from multiple schools and/or classrooms, insubordination, unprofessional conduct, or conduct which reasonable educators would consider detrimental to students or to their education.

Section 33.4 Compensation

Substitutes pay shall be 0.39% of the base salary for teachers. Senior substitutes shall be paid 103% of the regular substitute pay rate. A half-day (1/2) shall be defined as four (4) hours and paid at 54% of the regular substitute full day's pay. On the 20th day of work in a single continuing assignment, retroactive to the first day of the assignment, a substitute shall be paid at the per diem rate that employee would receive if paid on the salary schedule for regular employees. Further, when substitutes are placed in assignments known from the outset to extend more than 20 days, that per diem rate shall be paid from day one. Substitutes shall not be asked to leave a long term assignment (20 days or more) in order to avoid working 20 continuous days and qualifying for the higher rate of pay. If an employee on a long term assignment is absent due to illness or emergency leave, the substitute shall continue to be paid on the salary schedule for regular employees when able to return to work the assignment. Substitutes will be compensated for all work on the next month's regular payroll cycle.

Upon completion of the school year, substitutes shall receive one (1) of the following incentive bonuses: \$200 for working the equivalent of 50 full days, \$300 for working the equivalent of 70 full days, or \$400 for working the equivalent of 90 plus full days. Substitutes who work exclusively in assessment roles shall not be eligible for the incentive bonuses.

Section 33.5 Long Term Assignments

When filling a long-term assignment (anticipated to be 20 days or more), the District may: 1) elect to post the position, 2) select from its applicant pool, 3) retain in the position a substitute who can provide continuity for the program, or 4) fill the assignment from the substitute pool in the same manner as selection of daily job assignments. After working 90 days in a long-term assignment, substitutes may request that their building administrators or program supervisors complete a positive letter of recommendation for their files. The substitute shall have the option of having the letter placed in his/her personnel file.

Section 33.6 Length of Work Day

The length of the school day is 7.5 hours for substitutes. Except in the case of unusual circumstances, the substitute shall have the same planning time as the employee for which the substitute has been assigned. Substitutes expected to work beyond the 7.5 hour work day will be compensated at their extra hourly rate of pay. The hourly rate of pay will be based on a 7.5 hour work day and the individual substitute's classification. When a substitute teacher is asked to cover for another teacher during planning periods or when asked to teach during a planning period that has been "bought out," they shall receive additional compensation if they are working for the third day or more in a single assignment. The District shall provide a duty free lunch for substitutes traveling between buildings, within a single assignment.

Section 33.7 Information Access

Each work site shall identify a mailbox for substitutes to receive copies of general correspondence. Each substitute shall be provided a weekly bulletin, if available, and each site will determine any other appropriate means of communicating staff information to substitutes. Substitute teachers shall be provided access to district email. Substitutes may, upon request through a scheduled appointment, review the contents of the substitute personnel files kept in the Education Service Center and the reports retained at the schools. Information regarding high-risk students shall be incorporated in the substitute folder. The District shall provide substitute teachers with permanent identification badges.

Section 33.8 Required Training Support

It is agreed that FBI and WSP fingerprint reports, and HIV/Hepatitis B training are conditions of employment, and costs are to be assumed by any person seeking employment in the District. However, employees who retire from the District and are eligible for rehire shall be automatically accepted into the substitute pool upon request without application, interview, and FBI/WSP fingerprinting as long as there has been no break in service from the time the employee retires to the time he/she joins the substitute pool. If the District requires annual training or additional training of substitutes for specific assignments, the District agrees to compensate substitutes using an hourly rate of pay, based on a proration of the daily substitute rate for attending such training.

Section 33.9 Senior Substitutes

Substitutes who have been active on the District's substitute list more than three (3) school years, employees who have retired from teaching after at least one (1) year of teaching in this District, or employees in the layoff pool may request "senior substitute status." Senior substitutes will be called in the order of seniority for substitute assignments for other than "same day work" when:

1. There has been no other substitute specifically requested by a supervisor or teacher;
2. The substitute has the necessary background and training;
3. The substitute has demonstrated competence by previous work in the area of the assignment;
4. The substitute is available when called; and
5. The substitute has not already been placed in an assignment for that time period.

A person requesting "senior substitute status" must accept the assignment when offered unless:

1. The substitute is ill or caring for a dependent family member;
2. The substitute has not requested placement at this grade level (K-3, 4-6, 7-12) or in the subject area of the assignment; or
3. The substitute has not requested one (1) week in advance to be excused from assignments during the period of the assignment.

A Human Resources administrator may revoke the "senior substitute status" of a substitute who has been excluded from multiple schools, per section 33.3. The substitute may make a request to the Human Resources administrator for his/her "senior substitute status" to be reinstated after successfully completing one (1) school year without exclusion from any additional school/departments.

PART V - MISCELLANEOUS

ARTICLE 34. SITE-BASED DECISION MAKING

Section 34.1

The parties affirm a principle of modern management that recognizes some kinds of decisions in the operation of an organization are best made by the individuals who actually provide a service. A site based decision-making philosophy is comprised of three (3) main elements: 1) the decentralization and democratization of appropriate building level decisions; 2) delegation of authority to the building principal, the site staff and, where appropriate, parents and community members at that school to make identified changes in the instructional programs of the school which will improve the education being provided for the students; and 3) development of responsibility among site staff for the determination, execution, and evaluation of the revised instructional program. Site-based decision making shall involve those who are affected by the decision. Participation shall be direct or through representation of their choosing.

Section 34.2

Site-based decision making shall only address topics and actions that affect the instructional delivery system of a specific school site and may include such items as staff development (building in-service), student discipline, staff utilization, early release days, school goals, programs and priorities, and other building instructional concerns, but excluding hiring decisions. Staff may at times be asked for their participation in hiring processes, and their input and reactions to candidates may be solicited.

Section 34.3

Site-based decisions shall not violate Board policies, State law, or this Agreement.

Section 34.4

Special Services staff members who have no school site to which they are attached per se, and/or no building staff with whom they need to be involved regarding a particular site decision, shall for the purposes of this Article be considered part of a site-based team assigned to the Special Services Office.

The Comprehensive School Improvement Planning (CSIP) Team will use data and applicable information to determine student improvement needs and professional development opportunities. The team will design the annual plan which includes the work to be accomplished and the time lines for implementation. Team members will ensure that other staff members have been given an opportunity to give input. Following this input, the building administrator, as the instructional leader, will direct and facilitate the work to be accomplished.

Prior to the end of each school year, building staff will choose grade level/department representation to reflect a cross-section of the diversity within the school and community. One (1) team member may be designated as the representative for more than one grade level or department. Membership is to include at a minimum: the building Principal, teachers, other support staff, and when appropriate, a parent (if available) and student. The CSIP committee meetings and assigned work which extends beyond the 7.5 hour workday shall be compensated at the professional hourly rate. The CSIP team will regularly communicate with and solicit input from the staff to ensure maximum staff participation in school-wide learning improvement efforts.

ARTICLE 35. TEACHER MENTORSHIP PROGRAM

Section 35.1. Teacher Assistance Program (TAP). If funded, the District will follow the listed criteria and processes in implementation of the Teacher Assistance Program in accordance with (WAC 392-196) and the criteria specified.

1. Selection of Mentor and Beginning Teachers

It is recognized that funding may limit the participation of eligible teachers as per WAC 392-196. Thus selection of beginning teacher participants shall be based on their hiring seniority and willingness to participate. In the event a beginning teacher is unable to participate, the next eligible beginning teacher will be contacted by the building principal for participation.

Mentor teachers must meet the criteria specified in the legislation and participation will be on a voluntary basis. Mentor teacher selection will be based on: a) similarity of assignment to the beginning teacher (i.e. same grade level and subject area) and b) a willingness to fully participate in program seminars and related activities.

2. Funding and Compensation

The program will be funded through an allocation provided by the State. Compensation will be based on 75% of the remaining funds to the mentor and 25% to the beginning teacher.

Section 35.2. Mentor Teacher Program. Individual mentors will be selected by administrators and/or directors. Employees may express interest and be considered for mentor assignments if they have met the following criterion:

1. Must hold a valid teaching certificate
2. A minimum three (3) years' experience
3. Must have received Proficient or Distinguished on most recent comprehensive evaluation

Every new employee hired to the district and/or teacher assigned to a different grade level or course will have access to professional development designed around the District's Instructional Framework. In addition, newly hired employees, teachers assigned to a different grade level or course, and/or teachers who received an evaluation score of "Basic" will have access to a mentor teacher who will provide monthly professional learning community meetings that have a specific focus on Classroom Environment and Instruction.

Mentees shall have the opportunity to meet with their assigned mentor during scheduled times throughout the school year and will be provided clock hours for this purpose.

Mentors will be compensated with a \$1500 stipend for planning and leading professional development for new teachers.

Section 35.3 Job Alike Support. Employees new to the District and those who change program or subject area assignment will be provided with the opportunity to work with a worksite/job alike support person in their first year. Building administrators/Directors shall select employees to act as support persons based on expressed interest, experience, and job assignment of employees. Support persons will provide support directly to an assigned employee new to the District or those who change program or subject area assignment on a day to day, as needed basis. Up to 7.5 hours of release time shall be provided for the employee and/or support person to use for observations. In addition, support persons shall be compensated for up to 30 hours at the professional rate for time spent outside the workday on this assignment.

For the District:**For the Association:**Signature on File

Amie Brandmire

Chief Human Resources Officer

Date

Signature on File

Karen McNamara

Date

Memorandums of Agreement**Puyallup School District and the Puyallup Education Association (PEA)****Culminating Projects**

In September 2017, the District and PEA will convene a joint committee to review and revise current practice associated with the Culminating Project. The purpose of the committee is as follows:

- Align practice with current state graduation requirements and board policy resulting in a meaningful post-graduation plan for each student;
- draft a proposal of recommended changes, including associated policy changes as needed; and
- present recommendations to the school board in October 2017.

The Culminating Project Committee shall include a representative from each high school, selected by PEA, and five (5) district administrators, selected by the District. Committee work outside the work day shall be paid at the professional rate, per Article 29.

RTI

The parties agree to establish a committee with co-chairs, consisting of no more than seven (7) participants each, appointed by PEA and the District, which must include representation from Elementary, Junior High and High School, to address the implementation of Response to Intervention (RTI) across the District.

Committee work outside the work day shall be paid at the professional rate, per Article 29.

The committee will commence no later than October 2017 and will focus on identifying the purpose of RTI, implementation models, assessments that identify student needs, and instructional materials that address student needs. The committee will also discuss concerns related to planning and preparing for RTI.

If able to come to agreement, the committee will be charged with providing a recommendation to the bargaining teams no later than March 1, 2018.

The District and Association agree that the joint committee may begin its work once both parties have signed the MOU.

LMS implementation

For the 2017-18 school year only, each employee will receive a \$1,500 learning management system implementation stipend, to be paid on the employee's November pay warrant.

Puyallup School District 2017-18 PEA Salary Schedule		Annual Salary 180 DAYS, TRI, 5 SUPPLEMENTAL DAYS & 2 PROF DEV DAYS									
Years of Experience		BA	BA+15	BA+30	BA+45	BA+90	BA+135	MA	MA+45	MA+90	PHD
0	Base Salary	37,257	38,263	39,305	40,350	43,703	45,863	44,667	48,020	50,182	50,182
	Responsibility Incentive (TRI)	7,981	8,197	8,420	8,644	9,362	9,825	9,569	10,287	10,750	10,989
	Professional Development Days (PDD)	414	425	437	448	486	510	496	534	558	558
	Supplemental Days (BTS)	1,035	1,063	1,092	1,121	1,214	1,274	1,241	1,334	1,394	1,394
	Total	46,687	47,948	49,254	50,564	54,765	57,471	55,974	60,175	62,884	63,123
1	Base Salary	37,758	38,778	39,834	40,925	44,313	46,461	45,164	48,552	50,698	50,698
	Responsibility Incentive (TRI)	8,089	8,307	8,533	8,767	9,493	9,953	9,675	10,401	10,860	11,103
	Professional Development Days (PDD)	420	431	443	455	492	516	502	539	563	563
	Supplemental Days (BTS)	1,049	1,077	1,107	1,137	1,231	1,291	1,255	1,349	1,408	1,408
	Total	47,315	48,593	49,916	51,284	55,529	58,220	56,596	60,840	63,530	63,773
2	Base Salary	38,236	39,266	40,333	41,508	44,886	47,056	45,664	49,042	51,212	51,212
	Responsibility Incentive (TRI)	8,191	8,412	8,641	8,892	9,616	10,081	9,783	10,506	10,971	11,215
	Professional Development Days (PDD)	425	436	448	461	499	523	507	545	569	569
	Supplemental Days (BTS)	1,062	1,091	1,120	1,153	1,247	1,307	1,268	1,362	1,423	1,423
	Total	47,914	49,205	50,542	52,015	56,247	58,967	57,222	61,455	64,175	64,419
3	Base Salary	38,728	39,768	40,847	42,059	45,431	47,653	46,138	49,507	51,731	51,731
	Responsibility Incentive (TRI)	8,297	8,520	8,750	9,010	9,733	10,208	9,883	10,606	11,081	11,328
	Professional Development Days (PDD)	430	442	454	467	505	529	513	550	575	575
	Supplemental Days (BTS)	1,076	1,105	1,135	1,168	1,262	1,324	1,282	1,375	1,437	1,437
	Total	48,531	49,834	51,186	52,705	56,930	59,714	57,815	62,038	64,824	65,071
4	Base Salary	39,211	40,297	41,382	42,636	46,028	48,266	46,635	50,026	52,266	52,266
	Responsibility Incentive (TRI)	8,400	8,633	8,864	9,133	9,860	10,339	9,990	10,717	11,196	11,445
	Professional Development Days (PDD)	436	448	460	474	511	536	518	556	581	581
	Supplemental Days (BTS)	1,089	1,119	1,149	1,184	1,279	1,341	1,295	1,390	1,452	1,452
	Total	49,136	50,497	51,855	53,428	57,678	60,483	58,439	62,689	65,495	65,744
5	Base Salary	39,710	40,801	41,897	43,221	46,599	48,883	47,139	50,520	52,803	52,803
	Responsibility Incentive (TRI)	8,507	8,741	8,975	9,258	9,983	10,472	10,098	10,823	11,312	11,563
	Professional Development Days (PDD)	441	453	466	480	518	543	524	561	587	587
	Supplemental Days (BTS)	1,103	1,133	1,164	1,201	1,294	1,358	1,309	1,403	1,467	1,467
	Total	49,761	51,128	52,501	54,160	58,395	61,256	59,071	63,307	66,168	66,419
6	Base Salary	40,223	41,290	42,423	43,813	47,175	49,471	47,657	51,020	53,314	53,314
	Responsibility Incentive (TRI)	8,616	8,845	9,087	9,385	10,106	10,598	10,210	10,929	11,421	11,676
	Professional Development Days (PDD)	447	459	471	487	524	550	530	567	592	592
	Supplemental Days (BTS)	1,117	1,147	1,178	1,217	1,310	1,374	1,324	1,417	1,481	1,481
	Total	50,403	51,740	53,160	54,902	59,116	61,993	59,720	63,933	66,809	67,063
7	Base Salary	41,124	42,207	43,354	44,820	48,233	50,592	48,626	52,037	54,398	54,398
	Responsibility Incentive (TRI)	8,810	9,041	9,287	9,602	10,333	10,838	10,417	11,148	11,654	11,912
	Professional Development Days (PDD)	457	469	482	498	536	562	540	578	604	604
	Supplemental Days (BTS)	1,142	1,172	1,204	1,245	1,340	1,405	1,351	1,445	1,511	1,511
	Total	51,533	52,889	54,328	56,165	60,441	63,398	60,935	65,209	68,167	68,426
8	Base Salary	42,442	43,584	44,759	46,347	49,805	52,251	50,151	53,611	56,056	56,056
	Responsibility Incentive (TRI)	9,092	9,337	9,589	9,929	10,669	11,193	10,743	11,485	12,008	12,276
	Professional Development Days (PDD)	472	484	497	515	553	581	557	596	623	623
	Supplemental Days (BTS)	1,179	1,211	1,243	1,287	1,383	1,451	1,393	1,489	1,557	1,557
	Total	53,185	54,616	56,089	58,078	62,411	65,476	62,844	67,180	70,244	70,511
9	Base Salary	42,442	45,011	46,245	47,889	51,428	53,957	51,692	55,234	57,763	57,763
	Responsibility Incentive (TRI)	9,092	9,643	9,906	10,258	11,017	11,559	11,073	11,833	12,375	12,650
	Professional Development Days (PDD)	472	500	514	532	571	600	574	614	642	642
	Supplemental Days (BTS)	1,179	1,250	1,285	1,330	1,429	1,499	1,436	1,534	1,605	1,605
	Total	53,185	56,404	57,950	60,010	64,446	67,615	64,776	69,215	72,384	72,659

Years of Experience		BA	BA+15	BA+30	BA+45	BA+90	BA+135	MA	MA+45	MA+90	PHD
10	Base Salary	42,442	45,011	47,747	49,511	53,097	55,711	53,316	56,903	59,515	59,515
	Responsibility Incentive (TRI)	9,092	9,643	10,229	10,606	11,375	11,935	11,421	12,190	12,750	13,034
	Professional Development Days (PDD)	472	500	531	550	590	619	592	632	661	661
	Supplemental Days (BTS)	1,179	1,250	1,326	1,375	1,475	1,548	1,481	1,581	1,653	1,653
	Total	53,185	56,404	59,833	62,042	66,537	69,812	66,810	71,306	74,579	74,863
11	Base Salary	42,442	45,011	47,747	51,180	54,844	57,510	54,985	58,651	61,315	61,315
	Responsibility Incentive (TRI)	9,092	9,643	10,229	10,964	11,748	12,320	11,779	12,564	13,135	13,427
	Professional Development Days (PDD)	472	500	531	569	609	639	611	652	681	681
	Supplemental Days (BTS)	1,179	1,250	1,326	1,422	1,523	1,598	1,527	1,629	1,703	1,703
	Total	53,185	56,404	59,833	64,134	68,726	72,066	68,902	73,495	76,834	77,127
12	Base Salary	42,442	45,011	47,747	52,796	56,639	59,384	56,720	60,444	63,190	63,190
	Responsibility Incentive (TRI)	9,092	9,643	10,229	11,310	12,133	12,721	12,150	12,948	13,536	13,838
	Professional Development Days (PDD)	472	500	531	587	629	660	630	672	702	702
	Supplemental Days (BTS)	1,179	1,250	1,326	1,467	1,573	1,650	1,576	1,679	1,755	1,755
	Total	53,185	56,404	59,833	66,159	70,974	74,414	71,075	75,742	79,184	79,485
13	Base Salary	42,442	45,011	47,747	52,796	58,477	61,304	58,515	62,282	65,108	65,108
	Responsibility Incentive (TRI)	9,092	9,643	10,229	11,310	12,527	13,133	12,535	13,342	13,948	14,258
	Professional Development Days (PDD)	472	500	531	587	650	681	650	692	723	723
	Supplemental Days (BTS)	1,179	1,250	1,326	1,467	1,624	1,703	1,625	1,730	1,809	1,809
	Total	53,185	56,404	59,833	66,159	73,278	76,820	73,326	78,046	81,588	81,898
14	Base Salary	42,442	45,011	47,747	52,796	60,323	63,295	60,364	64,249	67,101	67,101
	Responsibility Incentive (TRI)	9,092	9,643	10,229	11,310	12,923	13,559	12,931	13,763	14,375	14,695
	Professional Development Days (PDD)	472	500	531	587	670	703	671	714	746	746
	Supplemental Days (BTS)	1,179	1,250	1,326	1,467	1,676	1,758	1,677	1,785	1,864	1,864
	Total	53,185	56,404	59,833	66,159	75,592	79,316	75,642	80,511	84,085	84,405
15	Base Salary	42,442	45,011	47,747	52,796	61,893	64,942	61,933	65,920	68,846	68,846
	Responsibility Incentive (TRI)	9,092	9,643	10,229	11,310	13,259	13,912	13,267	14,121	14,748	15,077
	Professional Development Days (PDD)	472	500	531	587	688	722	688	732	765	765
	Supplemental Days (BTS)	1,179	1,250	1,326	1,467	1,719	1,804	1,720	1,831	1,912	1,912
	Total	53,185	56,404	59,833	66,159	77,559	81,379	77,609	82,604	86,271	86,600
16	Base Salary	42,442	45,011	47,747	52,796	63,130	66,240	63,171	67,238	70,222	70,222
	Responsibility Incentive (TRI)	9,092	9,643	10,229	11,310	13,701	14,376	13,710	14,593	15,240	15,585
	Professional Development Days (PDD)	472	500	531	587	701	736	702	747	780	780
	Supplemental Days (BTS)	1,179	1,250	1,326	1,467	1,754	1,840	1,755	1,868	1,951	1,951
	Total	53,185	56,404	59,833	66,159	79,287	83,192	79,337	84,445	88,193	88,538
17	Base Salary	42,442	45,011	47,747	52,796	63,130	66,240	63,171	67,238	70,222	70,222
	Responsibility Incentive (TRI)	9,092	9,643	10,229	11,310	13,701	14,376	13,710	14,593	15,240	15,585
	Professional Development Days (PDD)	472	500	531	587	701	736	702	747	780	780
	Supplemental Days (BTS)	1,179	1,250	1,326	1,467	1,754	1,840	1,755	1,868	1,951	1,951
	Total	53,185	56,404	59,833	66,159	79,287	83,192	79,337	84,445	88,193	88,538
18	Base Salary	42,442	45,011	47,747	52,796	63,130	66,240	63,171	67,238	70,222	70,222
	Responsibility Incentive (TRI)	9,092	9,643	10,229	11,310	13,701	14,376	13,710	14,593	15,240	15,585
	Professional Development Days (PDD)	472	500	531	587	701	736	702	747	780	780
	Supplemental Days (BTS)	1,179	1,250	1,326	1,467	1,754	1,840	1,755	1,868	1,951	1,951
	Total	53,185	56,404	59,833	66,159	79,287	83,192	79,337	84,445	88,193	88,538
19	Base Salary	42,442	45,011	47,747	52,796	63,130	66,240	63,171	67,238	70,222	70,222
	Responsibility Incentive (TRI)	9,092	9,643	10,229	11,310	13,701	14,376	13,710	14,593	15,240	15,585
	Professional Development Days (PDD)	472	500	531	587	701	736	702	747	780	780
	Supplemental Days (BTS)	1,179	1,250	1,326	1,467	1,754	1,840	1,755	1,868	1,951	1,951
	Total	53,185	56,404	59,833	66,159	79,287	83,192	79,337	84,445	88,193	88,538
20	Base Salary	42,442	45,011	47,747	52,796	63,130	66,240	63,171	67,238	70,222	70,222
	Responsibility Incentive (TRI)	9,092	9,643	10,229	11,310	14,631	15,351	14,640	15,582	16,275	16,671
	Professional Development Days (PDD)	472	500	531	587	701	736	702	747	780	780
	Supplemental Days (BTS)	1,179	1,250	1,326	1,467	1,754	1,840	1,755	1,868	1,951	1,951
	Total	53,185	56,404	59,833	66,159	80,216	84,167	80,268	85,435	89,228	89,624

Years of Experience		BA	BA+15	BA+30	BA+45	BA+90	BA+135	MA	MA+45	MA+90	PHD
21	Base Salary	42,442	45,011	47,747	52,796	63,130	66,240	63,171	67,238	70,222	70,222
	Responsibility Incentive (TRI)	9,092	9,643	10,229	11,310	14,631	15,351	14,640	15,582	16,275	16,671
	Professional Development Days (PDD)	472	500	531	587	701	736	702	747	780	780
	Supplemental Days (BTS)	1,179	1,250	1,326	1,467	1,754	1,840	1,755	1,868	1,951	1,951
	Total	53,185	56,404	59,833	66,159	80,216	84,167	80,268	85,435	89,228	89,624
22	Base Salary	42,442	45,011	47,747	52,796	63,130	66,240	63,171	67,238	70,222	70,222
	Responsibility Incentive (TRI)	9,092	9,643	10,229	11,310	14,631	15,351	14,640	15,582	16,275	16,671
	Professional Development Days (PDD)	472	500	531	587	701	736	702	747	780	780
	Supplemental Days (BTS)	1,179	1,250	1,326	1,467	1,754	1,840	1,755	1,868	1,951	1,951
	Total	53,185	56,404	59,833	66,159	80,216	84,167	80,268	85,435	89,228	89,624
23	Base Salary	42,442	45,011	47,747	52,796	63,130	66,240	63,171	67,238	70,222	70,222
	Responsibility Incentive (TRI)	9,092	9,643	10,229	11,310	14,631	15,351	14,640	15,582	16,275	16,671
	Professional Development Days (PDD)	472	500	531	587	701	736	702	747	780	780
	Supplemental Days (BTS)	1,179	1,250	1,326	1,467	1,754	1,840	1,755	1,868	1,951	1,951
	Total	53,185	56,404	59,833	66,159	80,216	84,167	80,268	85,435	89,228	89,624
24	Base Salary	42,442	45,011	47,747	52,796	63,130	66,240	63,171	67,238	70,222	70,222
	Responsibility Incentive (TRI)	9,092	9,643	10,229	11,310	14,631	15,351	14,640	15,582	16,275	16,671
	Professional Development Days (PDD)	472	500	531	587	701	736	702	747	780	780
	Supplemental Days (BTS)	1,179	1,250	1,326	1,467	1,754	1,840	1,755	1,868	1,951	1,951
	Total	53,185	56,404	59,833	66,159	80,216	84,167	80,268	85,435	89,228	89,624
25	Base Salary	42,442	45,011	47,747	52,796	63,130	66,240	63,171	67,238	70,222	70,222
	Responsibility Incentive (TRI)	9,092	9,643	11,048	12,217	15,913	16,698	15,924	16,949	17,701	18,169
	Professional Development Days (PDD)	472	500	531	587	701	736	702	747	780	780
	Supplemental Days (BTS)	1,179	1,250	1,326	1,467	1,754	1,840	1,755	1,868	1,951	1,951
	Total	53,185	56,404	60,652	67,065	81,499	85,514	81,552	86,801	90,654	91,122
26	Base Salary	42,442	45,011	47,747	52,796	63,130	66,240	63,171	67,238	70,222	70,222
	Responsibility Incentive (TRI)	9,092	9,643	11,048	12,217	15,913	16,698	15,924	16,949	17,701	18,169
	Professional Development Days (PDD)	472	500	531	587	701	736	702	747	780	780
	Supplemental Days (BTS)	1,179	1,250	1,326	1,467	1,754	1,840	1,755	1,868	1,951	1,951
	Total	53,185	56,404	60,652	67,065	81,499	85,514	81,552	86,801	90,654	91,122
27	Base Salary	42,442	45,011	47,747	52,796	63,130	66,240	63,171	67,238	70,222	70,222
	Responsibility Incentive (TRI)	9,092	9,643	11,048	12,217	15,913	16,698	15,924	16,949	17,701	18,169
	Professional Development Days (PDD)	472	500	531	587	701	736	702	747	780	780
	Supplemental Days (BTS)	1,179	1,250	1,326	1,467	1,754	1,840	1,755	1,868	1,951	1,951
	Total	53,185	56,404	60,652	67,065	81,499	85,514	81,552	86,801	90,654	91,122
28+	Base Salary	42,442	45,011	47,747	52,796	63,130	66,240	63,171	67,238	70,222	70,222
	Responsibility Incentive (TRI)	9,092	9,643	11,693	12,930	16,923	17,757	16,934	18,024	18,824	19,349
	Professional Development Days (PDD)	472	500	531	587	701	736	702	747	780	780
	Supplemental Days (BTS)	1,179	1,250	1,326	1,467	1,754	1,840	1,755	1,868	1,951	1,951
	Total	53,185	56,404	61,297	67,779	82,508	86,573	82,562	87,876	91,777	92,302

No employee may move into the BA + 135 column after January 1, 1992.

\$5,000 annual stipend will be added for employees holding Doctorate degrees.

Educational credits must be from Accredited Universities

**PUYALLUP SCHOOL DISTRICT
ADDITIONAL ASSIGNMENT SCHEDULE
SEPTEMBER 1, 2017 THROUGH AUGUST 31, 2018**

.77% of 1st cell in Appendix A \$ 286.88		APPENDIX B							
		1st Year		2nd Year		3rd Year		4th Year	
HIGH SCHOOL									
Activity Coordinator ¹		12.0	\$3,443	13.1	\$3,758	14.2	\$4,074	15.3	\$4,389
Annual		12.5	\$3,586	13.2	\$3,787	14.0	\$4,016	14.6	\$4,188
Athletic Coordinator		N/A	\$7,500	<i>See article 20.9.1 for release time</i>					
Band ³		15.3	\$4,389	16.6	\$4,762	18.0	\$5,164	20.1	\$5,766
Chorus		14.3	\$4,102	15.4	\$4,418	16.6	\$4,762	17.7	\$5,078
Debate - Head		12.5	\$3,586	13.2	\$3,787	14.0	\$4,016	14.6	\$4,188
Debate - Assistant		7.7	\$2,209	8.4	\$2,410	9.0	\$2,582	9.669	\$2,774
Drama		12.5	\$3,586	13.2	\$3,787	14.0	\$4,016	14.6	\$4,188
Journalism		12.5	\$3,586	13.2	\$3,787	14.0	\$4,016	14.6	\$4,188
Orchestra		10.1	\$2,897	10.9	\$3,127	11.7	\$3,356	12.74	\$3,655
Musical Production ²		15.0	\$4,303						
Stage		10.3	\$2,955	11.4	\$3,270	11.9	\$3,414	12.6	\$3,615
JUNIOR HIGH SCHOOL									
Activity Coordinator		8.9	\$2,553	9.7	\$2,783	10.5	\$3,012	11.2	\$3,213
Annual/Journalism		8.9	\$2,553	9.7	\$2,783	10.5	\$3,012	11.2	\$3,213
Intramural Coordinator (3 per school)		N/A	\$1,000						
Band		8.9	\$2,553	9.7	\$2,783	10.5	\$3,012	11.2	\$3,213
Chorus		8.9	\$2,553	9.7	\$2,783	10.5	\$3,012	11.2	\$3,213
Drama		8.9	\$2,553	9.7	\$2,783	10.5	\$3,012	11.2	\$3,213
Athletic Coordinator		N/A	\$5,500	<i>See article 20.9.2 for release time</i>					
Orchestra		8.9	\$2,553	9.7	\$2,783	10.5	\$3,012	11.2	\$3,213
ELEMENTARY									
Chorus - Fall		2.5	\$717						
Chorus - Fall/Spring		5.0	\$1,434						
Chorus - Full Year		7.5	\$2,152						

Stipends paid on this schedule shall not be split without the consent of the staff members directly involved.

Prior to the District exercising its authority to not fill a position(s) on Appendix B, the District will meet with Association representatives to collaboratively discuss and explore any and all options.

¹ High School Activity Coordinators shall receive three (3) additional days at their per diem rate.

² To be used by the school producing a musical and divided among those participating.

³ Senior High Band will receive an additional \$100 stipend for participation in each additional post season game.

**APPENDIX C: BUILDING STIPENDS
PUYALLUP SCHOOL DISTRICT**

Each large elementary (400 FTE students) will receive \$8,000, each regular elementary and Walker High School will receive \$7,000, and each secondary school will receive \$13,000 in additional stipends to allocate as building needs dictate, including intramurals. These sums shall not be divided into sums smaller than \$400.00, and any such funds unused may be pooled between the schools. Each building staff shall determine the distribution of said allocations, except that these funds will not be used to pay for stipends for interscholastic athletics established after the effective date of this contract.

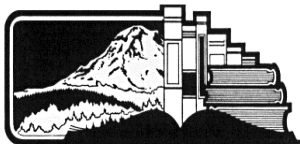
Each Junior High School shall be allocated \$7,500 to provide before and after school student supervision. Each building staff shall determine the distribution of said allocations. Stipends shall not be less than \$500 and will be offered to staff on a voluntary basis.

Prior to the District adjusting any of the aforementioned allocations, District representatives will meet with Association representatives to negotiate options.

**PUYALLUP SCHOOL DISTRICT
BUILDING DEPARTMENT COORDINATORS
SEPTEMBER 1, 2017 THROUGH AUGUST 31, 2018**

<i>.77% of 1st cell in Appendix A</i>	\$ 286.88		APPENDIX D			
	1st Year		2nd Year		3rd Year	
HIGH SCHOOL (ERHS, RHS and PHS)						
HS Art - Visual & Performing	4.0	\$1,148	5.0	\$1,434	5.5	\$1,578
HS Business & Mktg	3.0	\$861	4.0	\$1,148	4.5	\$1,291
HS Communications	3.0	\$861	4.0	\$1,148	4.5	\$1,291
HS Health	3.0	\$861	4.0	\$1,148	4.5	\$1,291
HS H & FL	3.0	\$861	4.0	\$1,148	4.5	\$1,291
HS LA	7.0	\$2,008	8.0	\$2,295	8.5	\$2,438
HS Math	7.0	\$2,008	8.0	\$2,295	8.5	\$2,438
HS PE	4.0	\$1,148	5.0	\$1,434	5.5	\$1,578
HS Science	7.0	\$2,008	8.0	\$2,295	8.5	\$2,438
HS Social Studies	7.0	\$2,008	8.0	\$2,295	8.5	\$2,438
HS Special Education	4.0	\$1,148	5.0	\$1,434	5.5	\$1,578
HS Technology	3.0	\$861	4.0	\$1,148	4.5	\$1,291
HS World Languages	3.0	\$861	4.0	\$1,148	4.5	\$1,291
HIGH SCHOOL (WHS)						
WHS Math	4.0	\$1,148	5.0	\$1,434	5.5	\$1,578
WHS Science	4.0	\$1,148	5.0	\$1,434	5.5	\$1,578
WHS LA	4.0	\$1,148	5.0	\$1,434	5.5	\$1,578
WHS Social Studies	4.0	\$1,148	5.0	\$1,434	5.5	\$1,578
JUNIOR HIGH SCHOOL						
JH Art - Visual & Performing	3.0	\$861	4.0	\$1,148	4.5	\$1,291
JH CTE	3.0	\$861	4.0	\$1,148	4.5	\$1,291
JH LA	4.0	\$1,148	5.0	\$1,434	5.5	\$1,578
JH Math	4.0	\$1,148	5.0	\$1,434	5.5	\$1,578
JH Science	4.0	\$1,148	5.0	\$1,434	5.5	\$1,578
JH PE	3.0	\$861	4.0	\$1,148	4.5	\$1,291
JH Social Studies	4.0	\$1,148	5.0	\$1,434	5.5	\$1,578
JH Special Education	3.0	\$861	4.0	\$1,148	4.5	\$1,291

The money allocated to this Appendix may be used for positions identified in this Appendix if such positions are assigned to employees or upon annual agreement of the staff, some or all of the money may be used to pay employees to perform work related to the areas identified in this Appendix.



5

APPENDIX E: PUYALLUP SCHOOL DISTRICT

Confidential Certificated Evaluation

NAME _____ SCHOOL YEAR _____

EMPLOYEE ID # _____

SCHOOL _____ GRADE OR SUBJECT _____

MEETS EXPECTATIONS: Performance meets that expected of a well-trained individual in this classification. (Comments required if requested by evaluator or evaluatee)

NEEDS IMPROVEMENT: Performance generally below expectations.
(Comments and specific recommendations required.)

DOES NOT MEET CRITERION: (Comments and specific
recommendations required.)

1. Professional Preparation and Scholarship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Knowledge of Subject Matter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Instructional Skill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Classroom Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Handling of Student Discipline and Attendant Problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Interest in Teaching Pupils	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Effort Toward Improvement When Needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Check one:

- ☐ Short Form: Evaluator and Employee agree to a short form evaluation this school year.
☐ Long Form: Comments and/or Recommendations are included on _____ attached pages.

COMMENTS AND/OR RECOMMENDATIONS:

1. PROFESSIONAL PREPARATION AND SCHOLARSHIP:

2. KNOWLEDGE OF SUBJECT MATTER:

3. INSTRUCTIONAL SKILL:

4. CLASSROOM MANAGEMENT:

5. HANDLING OF STUDENT DISCIPLINE AND ATTENDANT PROBLEMS:

6. INTEREST IN TEACHING PUPILS:

7. EFFORT TOWARD IMPROVEMENT WHEN NEEDED:

*

Signature of Employee

Signature of Evaluator

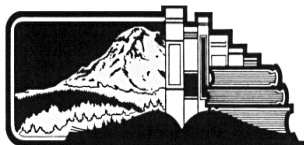
Evaluator's Printed Name

Date

Date

* Signature acknowledges participation in, but not necessarily concurrence with, evaluation conference. Additional comments, and/or recommendations may be made by the evaluator on an attached sheet. The employee also may attach his own statement. The attachment of any comments or statement by either party shall be noted on the evaluation form and shall be signed by both parties.

Copy distribution: Personnel File
Certificated Employee
Principal or Director



**APPENDIX F:
PUYALLUP SCHOOL DISTRICT
Confidential Certificated ESA Evaluation**

NAME

SCHOOL YEAR

EMPLOYEE ID #

SCHOOL

GRADE OR SUBJECT

MEETS EXPECTATIONS: Performance meets that expected of a well-trained individual in this classification. (Comments required if requested by evaluator or evaluatee)

NEEDS IMPROVEMENT: Performance generally below expectations.
(Comments and specific recommendations required.)

DOES NOT MEET CRITERION: (Comments and specific recommendations required.)

1. Knowledge and Scholarship in Special Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Specialized Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Management of Special and Technical Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The Support Person as a Professional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Involvement in Assisting Pupils, Parents and Educational Personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Check one:

- ☐ Short Form: Evaluator and Employee agree to a short form evaluation this school year.
☐ Long Form: Comments and/or Recommendations are included on _____ attached pages.

COMMENTS AND/OR RECOMMENDATIONS:

1. KNOWLEDGE AND SCHOLARSHIP IN SPECIAL FIELD:

2. SPECIALIZED SKILLS:

3. MANAGEMENT OF SPECIAL AND TECHNICAL ENVIRONMENT:

4. THE SUPPORT PERSON AS A PROFESSIONAL:

5. INVOLVEMENT IN ASSISTING PUPILS, PARENTS AND EDUCATIONAL PERSONNEL:

6. RECOMMENDATIONS:

*

Signature of Employee

Signature of Evaluator

Evaluator's Printed Name

Date

Date

* Signature acknowledges participation in, but not necessarily concurrence with, evaluation conference. Additional comments, and/or recommendations may be made by the evaluator on an attached sheet. The employee also may attach his own statement. The attachment of any comments or statement by either party shall be noted on the evaluation form and shall be signed by both parties.

Copy distribution: Personnel File
Employee
Principal or Director

APPENDIX G: YEARS OF EXPERIENCE PUYALLUP SCHOOL DISTRICT

Years of experience means the number of years of full-time and part-time professional education employment as of August 31 prior to the current "snapshot" date.

Professional education experience is limited to the following [WAC 392-121-245]:

1. Employment in public or private preschools or elementary and secondary schools in positions which require certification;
2. Employment in public or private vocational-technical schools, community/junior colleges, colleges, and universities in positions comparable to those which require certification in the common schools;
3. Employment in educational institutions in any professional position, including but not limited to, C.P.A., architect, business manager, physician, if employment is in an education agency or institution such as an ESD, OSPI, or the United States Department of Education;

Educational agency or institution, as interpreted for this purpose, means a governmental agency administratively responsible for providing public elementary and/or secondary instruction or educational support services. This does not include school districts nor is it likely to include any agency below the level of a regional education agency such as an ESD.

4. Experience in the following areas if recognized by the district for placement on the district salary schedule:
 - a) Military, Peace Corps, or Vista service which interrupted professional employment;
 - b) Sabbatical leave; and
 - c) For vocational instructors who hold no degree, up to a maximum of six (6) years of management experience acquired after the instructor meets the minimum vocational certification requirements.

NOTES:

- Employment may be in Washington, out-of-state, or in a foreign country.
- Document years of experience in the employee's file on a letter or any other document that provides evidence of employment, including dates of employment [WAC 392-121-280(3)].
- Report all years of experience including those beyond the experience limit of the district's salary schedule [WAC 392-121-245].
- The traditional nine-month academic year is considered as one school year. Count no more than one year of experience for any 12-month period [WAC 392-121-245].
- Accumulate full- and part-time employment to three (3) decimals and report in tenths of school years [WAC 392-121-215] and [WAC 392-121-245].
- Report substitute days as part-time professional education employment. Calculate years of experience for substitute days, summer school and extended school year days by dividing the accumulated number of full-time days by 180 and rounding to the nearest tenth. Report partial substitute days as part-time professional education employment by dividing the part of the day worked by the full day as determined by the district and rounded to the nearest tenth of a day [WAC 392-121-245].

EXAMPLE

A person worked 87 days full-time one year, 180 days half-time the second year, and 100 days full-time the third year. A full year in the District is 180 days. District files record this experience as .483 FTE + .500 FTE + .556 FTE = 1.539 FTE. Report 1.5 years of experience.

APPENDIX H: JOB SHARE GUIDELINES PUYALLUP SCHOOL DISTRICT

1. What is the difference between a part-time position, a part-year position and a job share position?	A part-time position is funded as a fraction of a full-time single position, for example, a .5 FTE. A part-year position is a position that is for less than 180 days and, therefore, is reported as a fraction of an FTE, i.e., 160 divided by 180 would be a .89 FTE. A job share exists when two people share the responsibilities of one full-time position at their request.
2. What is the difference in benefits between job share and part-time positions?	Part-time employees will receive a prorated allocation as agreed upon by the District and the bargaining unit. Job share staff will be eligible to share 1 benefit allocation on a prorated basis. Full-year employees at .5 FTE or above are eligible for full TRI, except where staff members are job sharing. In job sharing situations, the two staff members will each receive their respective FTE times the amount for which they would qualify in a full-time position. Part-time staff members and staff members who are less than .5 FTE will be eligible for a pro rata share of TRI based on their FTE.
3. What about planning/release, the 181st Day and staff meetings?	Planning and release days are prorated based on the job share FTE. Job share partners shall attend all State Funded Professional Development Days and Supplemental Days. One member of the team must attend building planning days and staff meetings. Both members are responsible for keeping abreast of building discussions, issues and concerns.
4. Is the District obligated to share a position?	The District is obligated to consider job sharing when there is an open position.
5. How does one get permission to job share?	Job Share Application forms are available in Personnel. One application is to be completed by each team. All applications for reassignment in a building must be submitted in time to be approved no later than May 1 of the preceding school year, provided however, applications that cause no “domino effect” may be submitted any time before the first student day. Applications for open positions will follow the same timelines required for transfers outlined in the Staffing Article of the Collective Bargaining Agreement.
6. What must be done before a job share request is approved?	<ol style="list-style-type: none"> a) Individuals interested in being reassigned to a job sharing position must identify a job share partner within the current ranks of provisional and continuing District staff who is acceptable to the building principal. If no job share partner is found in the ranks of current employees, the job share is posted. b) The potential job share team must then identify the position they wish to share. c) The Job Share Application form must be completed by the team requesting the job share, approved or disapproved by the principal and returned to the Personnel Office for review.
7. Can a job share team work alternating weeks?	Alternating weeks if approved by a Principal and District designee.

8. Who authorizes a job share?	The Director of Human Resources will authorize a job share after reviewing the recommendation of the building principal.
9. What will be the basis for consideration of job share requests?	The consideration will be based on administrative and program needs. The District will maintain a limited number of job share opportunities per building depending on the number of administrators, staff and special programs. If a job share application is rejected, a written rationale for the denial will be provided if requested.
10. What happens to an individual's contract when job sharing?	The individual retains the present year FTE and will be placed on leave for the portion of the FTE being shared, e.g., 1.0 FTE equals .5 leave and .5 assigned.
11. How long is a position job shared?	One school year. Job share teams will have the opportunity to reapply in the following spring.
12. Can a job share be started mid-year?	The creation of job shares mid-year would be most unusual. All requests to be reassigned to a job share must be submitted pursuant to guideline #5.
13. Can job shared teams trade scheduled days?	Yes, with prior approval of the building administrator.
14. Can one team member substitute for another team member?	Yes. The request must be made through the Substitute Office and the pay for substituting will be at the regular substitute rate.
15. To whom is the job share position assigned?	<p>a) Where a position already belongs to one team member, it remains that member's position when the job share team dissolves.</p> <p>b) Where a position is "open," it shall be assigned to the senior member of the team (by building and then by District seniority).</p>
16. What happens when both members want to end the job share?	The person whose position was shared retains the position unless staff reduction provisions of the contract have been implemented. The other member may remain in the building if there is a position available; otherwise, that member must transfer. If one or both members of a team wish to job share with new partners, the application process must start over again.
17. Is special consideration for continued job sharing given to anyone?	Yes. Special consideration is given to job share teams that were in existence prior to the 1993-94 school year because at the time of the creation of those teams, the guidelines were not in place.