



**EDUCATIONAL  
SERVICE  
DISTRICT 112**

2500 NE 65 Avenue, Vancouver, WA 98661 | T 360 750 7500 F 360 750 9706 TDD 360 750 7510

**Counties**

Clark  
Cowlitz  
Klickitat  
Pacific  
Skamania  
Wahkiakum

**Board of Directors**

Ann Campbell  
Richard Graham  
Rainer Houser  
Patricia Kellogg  
Marilyn Koenninger  
Darlene Stickel  
Steve Wrightson

**Superintendent**

Tim Merlino

DATE: June 1, 2015  
TO: ESD 112 District Superintendents & Business Managers  
FROM: Barbara Lomas, Associate Superintendent  
SUBJECT: 2015-2016 Clock Hour Services

The following information is provided for your election to participate in ESD 112 clock hour services for 2015-2016. Districts have two options for participating in the clock hour process:

- **OPTION A** is a district paid option based on \$12.00 per certificated staff member.
- **OPTION B** provides clock hour class approval for a minimal charge of \$25 per application to the district. With Option B, employees are responsible for paying the ESD for registering clock hours.

**Clock Hour Background**

Certificated staff members that were issued continuing certificates after August 31, 1987, are required to document participation in 150 clock hours of college/university credit or approved clock hour credit every five years to maintain a valid certificate.

Since 1987, Educational Service District 112 has coordinated a centralized in-service approval and record keeping system. This provides districts with approval of clock hour courses and a transcript system for clock hours taken by certificated personnel for the purpose of advancement on the district salary schedule. All clock hours submitted to ESD 112 by certificated staff are recorded on individualized transcripts that are provided to the district on an annual basis. The system also simplifies record keeping for certificated staff maintaining clock hours for certification purposes.

Please complete:

- Fee Structure Election Form (all districts)
- Letter of Agreement (districts electing Option A)

Return forms no later than June 30, 2015 to:

Internal Accounting  
Educational Service District 112  
2500 NE 65<sup>th</sup> Avenue  
Vancouver, WA 98661-6812

A countersigned copy will be returned to you.



## ESD 112 Clock Hour Services Fee Structure Election Form

**Please return by June 30, 2015**

Internal Accounting Department  
Educational Service District 112  
2500 NE 65<sup>th</sup> Avenue  
Vancouver, WA 98661

**Woodland School District**  
*Currently participates in Option A*

Please check one option for the 2015-2016 School Year:



### Option A

- The district pays an annual fee of \$12.00 per certificated staff member.
- The number of certificated staff will be based on State Personnel Report (S-275) records.
- The fee will be due and payable October 1, 2015.
- If you select this option, please submit both copies of the attached contract to ESD 112. A countersigned copy will be returned to you.



### Option B

- The district pays an application fee of \$25.00 per clock hour course submitted to the Clock Hour Advisory Committee for approval.
- Individual participants pay a \$2.00 registration/transcript fee per clock hour.

Signature: \_\_\_\_\_



Agreement/Contract No.: 1627-30  
 Revenue Code: 1684 12 0000 622 0000 0000  
 Fiscal Year: 2015-2016  
 Division Approval: Barbara Lomas

## Educational Service District 112 Letter of Agreement

1. This agreement is made between ESD 112 and **Woodland School District** (hereinafter known as the District).

### Special Terms and Conditions

IT IS MUTUALLY AGREED THAT:

2. Educational Service District 112 will be identified as an approved clock hour provider for the District and will provide the following:
  - A. Processing of completed applications for clock hour classes/workshops prior to their submission to the regional clock hour committee;
  - B. Necessary forms and printing;
  - C. All state-required record keeping for the participants and the District;
  - D. An annual transcript for each certificated staff member to the participating district personnel office with a copy of the participants.
3. For the above services the District will pay a fee of \$12.00 per certificated staff member they employ. Billing will be based on the number of certificated staff listed in the 2014-2015 State Personnel Report (S-275).
4. The District will pay the amount of **\$1,636.80**, which is due and payable on October 1, 2015.

IN WITNESS WHEREOF, Educational Service District 112 and the District have executed this Letter of Agreement.

**EDUCATIONAL SERVICE DISTRICT 112**

**WOODLAND SCHOOL DISTRICT**

\_\_\_\_\_  
 Superintendent or Designee

\_\_\_\_\_  
 Superintendent or Designee

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Please sign, date and return both copies of this Letter of Agreement to:

Internal Accounting  
 Educational Service District 112  
 2500 NE 65<sup>th</sup> Avenue  
 Vancouver, WA 98661-6812

A countersigned copy will be returned to you.

**Opportunity Without Discrimination.** The ESD and the District agree to comply with all laws that prohibit discrimination on the basis of race, creed, color, national origin, age, families with children, sex, marital status, sexual orientation, physical, sensory or mental disabilities, or use of a trained guide dog or service animal. Inquiries regarding compliance and/or grievance procedures for the ESD may be directed to the ESD at its address above.