



**EDUCATIONAL
SERVICE
DISTRICT 112**

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

DATE: May 29, 2009
TO: ESD 112 District Superintendents & Business Managers
FROM: Dr. Mike Stromme, Associate Superintendent
SUBJECT: 2009-2010 Clock Hour Services

Counties

Clark
Cowlitz
Klickitat
Pacific
Skamania
Wahkiakum

Board of Directors

Bill Baumann
Kenneth Botero
Ann Campbell
Richard Graham
Marilyn Koenninger
Darlene Stickel
Steve Wrightson

Superintendent

Dr. Twyla G. Barnes

The following information is provided for your election to participate in ESD 112 clock hour services for 2009-2010. 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 inservice 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, 2009 to:

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

A countersigned copy will be returned to you.



**EDUCATIONAL
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ESD 112 Clock Hour Services Fee Structure Election Form

Please return by June 30, 2009

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

<p>Woodland School District <i>Currently participates in Option A</i></p>
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Please check one option for the 2009-2010 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, 2009.
- 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: _____



**EDUCATIONAL
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Agreement/Contract No.: 1027-30
 Revenue Code: 1684 12 0000 020 0000 0000
 Fiscal Year: 2009-2010
 Division Approval: Mike Stromme

Educational Service District 112 Letter of Agreement

13. 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:

14. 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.
15. 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 2008-2009 State Personnel Report (S-275).
16. The District will pay the amount of \$1,620.00, which is due and payable on October 1, 2009.

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 65th 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.