

MEMORANDUM

TO: Mark Mansell, Superintendent
FROM: Connie Majors, Personnel Clerk
DATE: April 20, 2016
RE: Out-of-Endorsement Assignment Waiver

Due to the recent health emergency prompting Kristy Podelnyk's resignation effective April 1, 2016, the lack of applicants holding the appropriate endorsement in High School Chemistry, and the need to provide continuity to the high school science program, I recommend that the La Center School District Board of Directors grant an out-of-endorsement assignment waiver for Paula Leach to teach high school Chemistry as a Long-Term Substitute for the remainder of the 2015/2016 school year based on the applicable provisions of WAC 181-82-110:

Individuals with initial, residency, endorsed continuing, or professional teacher certificates who are employed with a school district may be assigned to classes other than in their areas of endorsement. If teachers are so assigned, the following shall apply:

- (1) A designated representative of the district and any such teacher so assigned shall mutually develop a written plan which provides for necessary assistance to the teacher, and which provides for a reasonable amount of planning and study time associated specifically with the out-of-endorsement assignment;*
- (2) Such teaching assignments shall be approved by a formal vote of the local school board for each teacher so assigned;*

Per the requirements in paragraph (1) above, Carol Patton, La Center High School Principal, has developed a written plan of support for the duration of Ms. Leach's assignment.

Ms. Leach holds a valid Washington State teaching certificate with a closely-related endorsement in Designated Science: Biology, and is therefore eligible to add a Chemistry endorsement via successful completion of the WEST-E/NES for this content area. Ms. Leach has already begun preparations for the exam and expects to obtain her Chemistry endorsement in the next few months.