



---

## SUPERINTENDENT OF PUBLIC INSTRUCTION

---

Chris Reykdal Old Capitol Building · PO BOX 47200 · Olympia, WA 98504-7200 · <http://www.k12.wa.us>

---

February 22, 2019

(X) Action Required  
Due date: March 4 and April 15  
(X) Informational

### BULLETIN NO. 009-19 EDUCATOR GROWTH AND DEVELOPMENT

TO: Educational Service District Superintendents  
School District Superintendents  
School District Business Managers  
School District Personnel Directors

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: 2018–19 National Board for Professional Teaching Standards Certification and Challenging Schools Bonuses

CONTACT: Steven Mueller, National Board Certification Coordinator  
360-725-6119, [steven.mueller@k12.wa.us](mailto:steven.mueller@k12.wa.us)

### **PURPOSE/BACKGROUND**

This bulletin provides instructions for claiming the annual state salary bonus for teachers who have attained national board certification from the National Board for Professional Teaching Standards (NBPTS). Districts with eligible teachers should include NBCTs in their S-275 data.

### **BACKGROUND**

In 2007, the Governor initiated and the Legislature funded a \$5,000 bonus for National Board Certified Teachers (NBCTs). To encourage NBCTs to teach in challenging schools, policy makers enacted a second \$5,000 bonus for NBCTs who teach in challenging schools. The School Apportionment and Financial Services webpage has the [current listing of the schools eligible for the challenging school bonus](#).

For the 2018–19 school year, challenging schools are defined below using the October 1, 2017, free and reduced-price lunch (FRPL) percentages, reported through the Comprehensive Education Data and Research System (CEDARS):

- Elementary schools with at least 70 percent FRPL
- Middle schools with at least 60 percent FRPL
- High schools with at least 50 percent FRPL

[Schools participating in the Community Eligibility Provision \(CEP\)](#) may be designated as challenging, high poverty schools if the school was a challenging, high poverty school based on FRPL percentage in either of the two school years immediately prior to participation in CEP.

See the Washington State Legislature website for the legislative language, codified as [RCW 28A.405.415](#), administrative rules governing the bonus process, codified as [WAC 392-140-970 through 975](#), and the Provisions in the 2018 state supplemental operating budget, [ESSB 6032, section 513\(4\)](#) (starting on page 331).

### **ELIGIBILITY**

Teachers who hold a valid certificate from the National Board during the **entire** 2018–19 school year will receive an annual bonus of \$5,397 to be paid in a lump sum amount. Teachers in qualifying challenging schools will receive an additional bonus up to \$5,000. This additional bonus is based on the teacher’s percentage of time spent at the qualifying challenging school. [WAC 392-140-973\(3\)](#) provides additional guidance on eligibility criteria.

Teachers who attain a valid certificate from the National Board during the 2018–19 school year will receive sixty percent of the annual bonus of \$5,397 for a total of \$3,238.20 to be paid in a lump sum amount. Teachers in qualifying challenging schools will receive sixty percent of the additional bonus of \$5,000 for a total of up to \$3,000.

NBCTs employed by Educational Service Districts (ESDs) are eligible for the bonus if they meet all of the eligibility requirements provided under [WAC 392-140-973](#). Principals and vice principals who hold a valid certificate from the National Board are not eligible to receive a bonus.

### **APPEALS**

Districts wishing to appeal a school’s eligibility designation for the challenging schools bonus must be able to provide evidence that the FRPM percentage in CEDARS is inaccurate and must correct the CEDARS October 1, 2017 data, used to identify challenging schools, by April 15. In addition, school district appeals must be received by the Office of Superintendent of Public Instruction (OSPI) by April 15.

Final determination of appeals will be made by May 15. OSPI will not consider appeals from individuals or individual schools.

#### Appeal Submission

Districts wishing to submit an appeal on a school designation as a “challenging school” shall send their written appeal by **April 15**, to:

Michelle Matakas, Associate Director  
School Apportionment and Financial Services  
Office of Superintendent of Public Instruction  
Old Capitol Building  
PO Box 47200  
Olympia, WA 98504-7200

### **BONUS ADMINISTRATION/APPORTIONMENT**

Bonus(es) should be administered as follows:

Districts who have teachers eligible for the bonus, or who become eligible during the 2018–19 school year, are required to add a valid National Board expiration date to the S-275 for each eligible employee no later than **March 4**. Please refer to [OSPI Bulletin 113-18](#) for S-275 reporting instructions.

Upon receipt of the completed S-275 download, OSPI will generate a list of staff members identified as eligible per the S-275. The School Apportionment and Financial Services office will provide this list to districts once per month in April, May, and June to review for accuracy. For any National Board teacher hired after October 1, and not reported on the S-275, or with a change in assignment, please send an email with the applicable information to Ross Bunda ([ross.bunda@k12.wa.us](mailto:ross.bunda@k12.wa.us)). A final list of all bonus payments by staff member will be provided in July.

OSPI will provide to the district up to \$5,397 for the salary bonus and \$1,244.55 (23.06 percent of salary) for the district's portion of mandatory benefits (6.2 percent for Social Security, 1.45 percent for Medicare, and 15.41 percent for Teacher Retirement System) for each eligible employee. For eligible employees who qualify under the "challenging school" section of [WAC 392-140-973\(3\)](#), OSPI will provide the district up to an additional \$5,000 and \$1,153 (23.06 percent of salary) depending on the full-time equivalent (FTE) of that qualifying teacher. Legislation requires OSPI to pro-rate the "challenging school" bonus for part-time teachers.

OSPI shall pay bonuses to school districts in the July 2019 apportionment, shown in revenue account 415803 CERT BONUS on Report 1197, Statement of Apportionment. First year NBCTs receiving the upfront conditional loan will have the \$1,425 taken out of their first bonus check upon certification.

The district shall pay the bonus(es) to the employee in a lump sum amount on a supplemental contract pursuant to [RCW 28A.400.200](#). The actual lump sum payment to teachers will be less than the full bonus amount as it is subject to personal payroll deductions for federal withholding

tax, FICA, pension contributions, etc. The district is required to process deductions on the initial entire amount of the bonus, regardless if an NBCT is repaying a conditional loan to the state. Districts are required to make all payments to eligible NBCTs no later than August 31.

### **INFORMATION AND ASSISTANCE**

Further information about National Board Teacher Certification is available from Steven Mueller at 360-725-6119 or [steven.mueller@k12.wa.us](mailto:steven.mueller@k12.wa.us). District officials should direct questions regarding the finance rules for the teacher bonus to Ross Bunda, School Apportionment and Financial Services, 360-725-6308 or [ross.bunda@k12.wa.us](mailto:ross.bunda@k12.wa.us). The OSPI TTY number is 360-664-3631.

This bulletin is also available on the [Bulletins](#) page of the OSPI website.

Michaela W. Miller, Ed.D., NBCT  
Deputy Superintendent

Cindy Rockholt, NBCT  
Assistant Superintendent  
Educator Growth and Development

CR:sm

*OSPI provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal by a person with a disability. Questions and complaints of alleged discrimination should be directed to the Equity and Civil Rights Director at 360-725-6162, TTY: 360-664-3631, P.O. Box 47200, Olympia, WA 98504-7200, or [equity@k12.wa.us](mailto:equity@k12.wa.us).*