



SUPERINTENDENT OF PUBLIC INSTRUCTION

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November 9, 2011

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(x) Informational

ADDENDUM TO MEMORANDUM NO. 044-11 SECONDARY EDUCATION AND SCHOOL IMPROVEMENT / SCHOOL APPORTIONMENT AND FINANCIAL SERVICES

TO: Educational Service District Superintendents
School District Superintendents
Assistant Superintendents for Business and/ or Business Managers
School Building Principals

FROM: Randy I. Dorn, State Superintendent of Public Instruction

RE: Running Start Programs in the High School: Clarification Addendum

CONTACT: Mike Hubert, (360) 725-0415, mike.hubert@k12.wa.us
Becky McLean, (360) 725-6306, becky.mclean@k12.wa.us
The agency TTY number is (360) 664-3631

Purpose

Since its publication on August 18, 2011, additional clarification has been requested relative to the elements of a Running Start partnership between local school districts and colleges/universities. The purpose of this addendum to the memorandum is to provide school districts and colleges/universities with additional guidance specific to staffing the Running Start in the High School program and “mixed-enrollment” classes.

Effective Date

The effective date of this Addendum to Memorandum No. 044-11 is November 9, 2011, and changes are applicable to the school district fiscal year beginning September 1, 2011.

Guidance Overview

This guidance covers the following topics:

1. Running Start Instructor Employment Status.
2. Running Start high school classes including non-Running Start students (mixed-enrollment classes).

Detailed Guidance

- 1. Running Start Instructor Employment Status.** Attachment A of Memorandum No. 044-11 addresses two (2) questions from the field related to Running Start instructors; employment status and contractual issues related to Running Start in the High School instructors.

Two options are available to operate a Running Start in the High School Program:

1. The Running Start instructor is a college employee.

OR

2. There is an interlocal agreement that has been approved by the school board and is in place between the school district and the college that outlines the terms under which the school district will provide the instruction in the Running Start class. Interlocal agreements must address the following:
 - a. The financial arrangement agreed upon between the district and the college for the district providing the teaching staff and facility.
 - b. A provision that addresses how the agreement meets the bargaining contracts of both parties, which bargaining agreement the instructor belongs to during the Running Start instruction, etc.
 - c. A provision that outlines how the Running Start instruction is to be supervised by appropriate college personnel.
 - d. Whether the district instructor will be provided any additional stipend or compensation. All payments made by the college for additional stipends or compensation will be paid to the district as part of the financial arrangement, not directly to the teacher. Any additional stipends or compensation are to be paid to the teacher through the school district's payroll system.
 - e. A provision regarding liability for conduct that takes place during the class.
 - f. A provision that assures compliance with all Running Start RCWs and WACs.
 - g. For mixed enrollment classes, documentation is maintained that differentiates instruction and class requirements between the high school class and the college class.

We recommend that any interlocal agreement be carefully reviewed by the school district and college human resource professionals, as well as each agency's attorneys.

- 2. Running Start high school classes including non-Running Start students (mixed-enrollment classes).** We understand that in some school districts partnering with a college/university, classes are comprised of students enrolled in a Running Start class as well as students who are not enrolled in a Running Start program ("mixed enrollment"). This has raised questions regarding the Running Start instructor's responsibilities.

“Mixed-enrollment” classes are permissible so long as the instructional activities provided to the Running Start students are consistent with the college’s instructional policies. Documentation must be maintained that differentiates instruction and class requirements between the high school class and the college class. An example of acceptable documentation would be the syllabus for each student that shows the differing expectations of each class. This should be maintained for one year after an audit has taken place.

Assistance

If you require assistance or have questions, please contact the following:

- Mike Hubert, Director, Guidance and Counseling, Secondary Education and School Improvement at (360) 725-0415, or at mike.hubert@k12.wa.us.
- Becky McLean, Supervisor, Enrollment and Categorical Funding, School Apportionment and Financial Services, regarding fiscal requirements or enrollment reporting at (360) 725-6306, or at becky.mclean@k12.wa.us.

The agency TTY is (360) 664-3631.

SECONDARY EDUCATION AND
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