

**STATE OF WASHINGTON  
OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION**

**Informal Solicitation No. 2019-26 National Board Regional Coordinators  
Addendum 02 – Q&A**

*Note to potential respondents:*

*This Addendum is intended to revise, clarify and become part of Informal Solicitation No. 2019-26, issued May 1, 2019.*

*All amendments, addendums, and notifications will be posted on the [OSPI website](#) (if this was an open procurement) and released via the Washington Electronic Business Solution ([WEBS](#)) website.*

**QUESTION:** I understand that the compensation for the year is \$9,000. Is that correct? Also, approximately how much travel is involved with the position? Finally, since I am a classroom teacher, if I am required to attend meetings or events during my contractual time as a teacher, would OSPI pay for my substitute?

**ANSWER:** This contracted position includes a year-long budget of \$9,000, of which the funds are partially split between travel and services (i.e., \$6,500 for services, \$2,500 for travel). The set travel and service funds may be adjusted to best fit the Regional Coordinator's need. Travel will be required for face-to-face meetings with the Regional Coordinator team. There will be five of these meetings this coming year. The team chooses the locations, typically either reserving an ESD meeting room or using the classroom of a Regional Coordinator. As there are Regional Coordinators in all corners of the state, the goal is to evenly spread out the meeting locations. Some travel may also be required within the Regional Coordinator's region, depending on the need of school districts in the area.

All Regional Coordinators are classroom teachers or other instructional staff, so meetings and events are scheduled outside of normal school hours (i.e., after 4:00 pm). In-person meetings are only scheduled on weekends. School or facilitator obligations always take precedence to this work. OSPI would not be able to pay for a substitute, but historically this has never been an issue.

**QUESTION:** While I have nine years of experience as a facilitator for both the University of Washington and the Central Kitsap School District, I have not facilitated since the revised certification process was implemented. The minimum qualifications seem to indicate that this is required?

**ANSWER:** If you have facilitated National Board candidates at any point in 2013-2014 or later, you have facilitated in the revised process. That would suffice to meet this particular minimum qualification for the Regional Coordinator position. It is separate from the minimum qualification of receiving facilitator training in the revised process, as that is something you are able to complete while contracted as a Regional Coordinator.

If you have not facilitated candidates since the revised process was implemented, unfortunately we would be unable to accept your application. If you would like to apply for the Regional Coordinator position in future years, you might consider attending Facilitator Training this summer and working with a local district or organization to support candidates in the coming National Board cycle.

**QUESTION:** Since becoming a NBCT, I have actively (however, informally) worked closely with NBCT candidates with all aspects of the candidacy process. Just this year, three of those candidates certified and two of them continue to teach in the same building with me. I do not have formal experience facilitating National Board candidates as part of an OSPI approved support program. Am I eligible to apply?

**ANSWER:** Facilitation of candidates since the process revision in 2014, within a district or organization's cohort approved by OSPI, is required as a minimum qualification for this informal solicitation. If you have completed facilitator training and have worked with candidates enrolled in an approved support program since the current assessment process was implemented, this may be considered as meeting this qualification.