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Washington Office of Superintendent of
PUBLIC INSTRUCTION
Chris Reykdal, Superintendent

k12.wa.us

April 22, 2024

(X) Action Required

Due date: May 31, 2024

(X) Informational

BULLETIN NO. 029-24 EDUCATOR GROWTH AND DEVELOPMENT

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

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: 2023–24 National Board for Professional Teaching Standards Certification and High Poverty Schools Bonuses

CONTACT: Steven Mueller, National Board Certification Coordinator
564-233-9264, steven.mueller@k12.wa.us

PURPOSE

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 National Board Certified Teachers (NBCTs) in their S-275 data.

BACKGROUND

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

For the 2023–24 school year, high poverty schools are defined below using the October 1, 2022, 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 \(CEP\)](#) or [Provision 2](#) may be designated as high poverty schools if the school was a 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 2023 state supplemental operating budget, [ESSB 5187, section 515\(2\)](#) (starting on page 509).

ELIGIBILITY

Teachers who hold a valid certificate from the National Board during the **entire** 2023–24 school year will receive an annual bonus of \$6,206 to be paid in a lump sum amount. Teachers in qualifying high poverty 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 high poverty school. [WAC 392-140-973\(3\)](#) provides additional guidance on eligibility criteria.

Teachers who attain a valid certificate from the National Board during the 2023–24 school year will receive sixty percent of the annual bonus of \$6,206 for a total of \$3,723.60 to be paid in a lump sum amount. Teachers in qualifying high poverty 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 high poverty schools bonus must be able to provide evidence that the FRPM percentage in CEDARS is inaccurate and must correct the CEDARS October 1st, 2022 data, used to identify high poverty schools, by **May 31st**. In addition, school district appeals must be received by the Office of Superintendent of Public Instruction (OSPI) by **May 31st**.

Final determination of appeals will be made by **June 15th**. The Office of Superintendent of Public Instruction (OSPI) will not consider appeals from individuals or individual schools.

Appeal Submission

Districts wishing to submit an appeal on a school designation as a “high poverty school” shall email their written appeal by **May 31st**, to:

Michelle Matakas, Director
School Apportionment and Financial Services
Office of Superintendent of Public Instruction
Michelle.matakas@k12.wa.us

RE: National Board SY 2023–24 High Poverty Appeal

BONUS ADMINISTRATION/APPORTIONMENT

Bonus(es) should be administered as follows:

Districts who have teachers eligible for the bonus, or who become eligible during the 2023–24 school year, are required to add a valid National Board expiration date to the S-275 for each eligible employee no later than **June 30th**. Please refer to [OSPI Bulletin B046-22](#) 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 1st, 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). A final list of all bonus payments by staff member will be provided in July.

OSPI will provide to the district up to \$6,206 for the salary bonus and \$1,369.66 (22.07 percent of salary) for the district’s portion of mandatory benefits (6.2 percent for Social Security, 1.45 percent for Medicare, and 14.42 percent for Teacher Retirement System) for each eligible employee. For eligible employees who qualify under the “high poverty school” section of [WAC 392-140-973\(3\)](#), OSPI will provide the district up to an additional \$5,000 and \$1,103.507 (22.07 percent of salary) depending on the full-time equivalent (FTE) of that qualifying teacher.

Legislation requires OSPI to pro-rate the “high poverty school” bonus for part-time teachers.

OSPI shall pay bonuses to school districts in the July 2024 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 31st.

INFORMATION AND ASSISTANCE

Further information about National Board Teacher Certification is available from Steven Mueller, National Board Certification Coordinator, at 564-233-9264 or 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, at 360-725-6308 or 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

Susan Lathrop
Assistant Superintendent
Educator Growth and Development

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