

January 2025

Legislative Action Planning

The best defense is having a good offense!

Entrance Tasks – If you're with others from your district, please sit with them.

1. Verify the legislative district(s) your school district is in. Resource: Conference Program Pages 13-16

2. Pick up your Legislator Cards they're by districts in envelopes around the room. Take one paper-clipped bundle. 1-21 on chairs to the right. 22-30 on the left front, 31-49 left back.

3. Go to www.leg.wa.gov on your laptop, tablet or phone and begin exploring the new website.

Success Criteria

Participants will prepare for the 2025 Legislative Session by...

- 1. Becoming familiar with the new www.leg.wa.gov website**
- 2. Locating key information about your legislators**
- 3. Beginning your Legislative Advocacy Planning Template**

A photograph of the Oregon State Capitol building, a large neoclassical structure with a prominent dome and a portico of columns. The building is surrounded by green trees and a clear blue sky. The text "WHY Should I Engage?" is overlaid on the right side of the image.

***WHY* Should I Engage?**

Legislative Advocacy: Why Be Engaged?

**If YOU don't advocate for your
students, your district, and
your staff, *who will?*
*Who knows your district
better than you?***

The Importance of Engagement

- You can be sure *someone* WILL speak up—and they may not have the same information, experience or position as you
- You can't let the legislative vacuum be filled with voices that do not reflect your knowledge, experience and opinions

It's Your Responsibility

- ▶ WSSDA School Board Standard 5.a.5
 - ▶ Does the board maintain legislative awareness and communicate with local, state, and federal governments in its advocacy role?
- ▶ Superintendent Sample Job Description
 - ▶ Engages with local, state and federal officials in order to protect and promote the interest of children in the district.
- ▶ CFO/Business Manager Sample Job Description
 - ▶ Remain up to date on all current and relevant laws and regulations for school districts including but not limited to the state revenue funding formula.

YOU are the Experts





***HOW* Should I Engage?**

Effective Advocacy

- Be informed:
 - about the *PROCESS*
 - about the *ISSUES*
 - about the *PLAYERS!*

Legislative Engagement

RELATIONSHIPS

are crucial to effective advocacy!

Be Informed About the *Players*

➤ Legislators:

- What District?
- What Committee assignments?
- Leadership position?
- Issues of interest/expertise?
- Personal information: occupation, social/civic memberships, schools attended, church affiliation, hobbies

Be Informed About the *Players*


➤ Additional Players in the process:

- Legislator's personal staff
- Committee staff
- Caucus staff
- Agency liaisons
- Lobbyists




Who are your legislators?

SEN. ANDY BILLIG



Democrat, 3rd District
LEG 307
PO Box 40403
Olympia, WA 98504
360-786-7604
Andy.Billig@leg.wa.gov
Leg. Asst. - Veronica Moorehead

REP. EMILY ALVARADO



Democrat, 34th District
JLOB 425
360-786-7978
Emily.Alvarado@leg.wa.gov
Leg. Asst. - Katie Lewis

IMPORTANT INFORMATION

Committees:

Interests:

Other:


IMPORTANT INFORMATION

Committees:

<https://leg.wa.gov/house/representatives/Pages/default.aspx>
<https://leg.wa.gov/Senate/Senators/Pages/default.aspx>

Interests:
Check out their campaign websites

Other:



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Welcome to the Washington State Legislature

The Washington State Legislature is the state's lawmaking body, where elected Senators and Representatives come together to create and pass laws that shape the daily lives of Washingtonians.

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Find out what's happening in the Legislature

www.leg.wa.gov



Senator
John Braun
Republican Leader

District 20

Republican

More ways to engage with legislators

Roster of members

View legislators as a list, by committee, and my district

House and Senate class photos

View group photos of House and Senate members from 1889 to today.

Legislator directories

Browse historical information about state legislators, including contact information, committee assignments, and biographies.

How to send a message to a legislator

Need to contact your legislator? You can email them through our website.

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Senator John Braun

Republican Leader

Chamber
Senate

Party
Republican

District
[District 20](#)

Visit Senator Braun's website ↗



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Contact

Email Senator John Braun ✉

Use our contact form to reach out to the office of Senator John Braun to comment on a [bill](#) or initiative, or to send another message.

Olympia Office

314 Legislative Building
PO Box 40420
Olympia, WA 98504

Phone

[\(360\) 786-7638](#)

Legislative assistant(s)

Ruth Peterson

Sr. Executive Assistant

Patricia Krause

Legislative Assistant

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REPUBLICAN LEADER

John Braun

20TH LEGISLATIVE DISTRICT

SERVING:

THURSTON (PART), COWLITZ (PART),
LEWIS, CLARK



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Work time - www.leg.wa.gov




IMPORTANT INFORMATION

Committees:

Interests:

Other:



Work with those from your district to fill in Legislator information:

- What Committee assignments?
- Leadership position?
- Issues of interest/expertise?
- Personal information: occupation, social/civic memberships, schools attended, church affiliation, hobbies?

Legislative Advocacy Planning Template

- Strategically plan and prepare for effective advocacy
 1. Define Your Legislative Priorities
 2. Identify Your Key Legislators/Contacts
 3. Develop Your Messaging
 4. Plan Your Advocacy Strategy
 5. Build Your Advocacy Team
 6. Measure and Follow Up
 7. Prepare for Session Day (Optional)
 8. Share Your Plan

Legislative Advocacy Planning Resources

LEGISLATIVE ADVOCACY PLANNING TEMPLATE



bit.ly/LegAdvocacyPlanningTemplate

LEGISLATIVE ADVOCACY PLANNING TEMPLATE DETAILS



bit.ly/LegAdvocacyPlanningDetails

Legislative Advocacy Planning Resources

1. Define Your Legislative Priorities

Focus on one or more of the key priorities identified in the Legislative Platform:
(Policy Briefs – Special Education, Pupil Transportation, and MSOC)

- ☐ Special Education: Advocate for full funding, including increasing tiered multipliers.
- ☐ Materials, Supplies, and Operating Costs (MSOC): Seek increased allocations that reflect rising costs, including insurance, utilities, food, and fuel.
- ☐ Pupil Transportation: Push for a comprehensive overhaul of the STARS formula for better alignment with actual costs.

Why These Issues Matter:

- ☐ Provide explanations specific to your district about how these priorities impact your students and operations. For example, "Our district has had to use local levy funds to cover the shortfall in special education funding, which diverts resources from other crucial programs."

Legislative Advocacy Planning Resources

2. Identify Your Key Legislators/Contacts ([Find Your Legislative or Congressional District](#))

Key Contacts:

- ☐ List the names and contact information (email, phone) for your state representatives, senators, and key legislative committee members and leadership involved in education and budgetary matters. For example,
 - Sen. Jane Doe – Senate Education Committee Chair (email, phone)
 - Rep. John Smith – House Appropriations Committee (email, phone)

Legislator Districts and Committees:

- ☐ Note which committees your legislators serve on that influence Special Education, MSOC funding, and Pupil Transportation. For example, Sen. Doe serves on the Senate Ways & Means Committee, critical for budget allocations affecting special education and pupil transportation.

Legislative Advocacy Planning Resources

3. Develop Your Messaging

Core Message: Draft a clear, concise message for each legislative priority:

([School Funding Toolkit](#)) ([School Funding Website](#)) ([Funding Gap Template](#))

- ☐ Special Education: We request that the Legislature fully fund special education services by increasing tiered multipliers and removing the funding cap.
- ☐ MSOC: We advocate for increased MSOC funding to keep pace with rising operational costs, including utilities, insurance, and transportation.
- ☐ Pupil Transportation: We urge the Legislature to fix the STARS formula to ensure it accurately reflects transportation costs for our district.






















Supporting Data:

- ☐ Include relevant data from your district. For example: “In our district, we are underfunded by \$1.5 million annually for special education, requiring us to use local levy funds to bridge the gap.” - Use the templates from the Toolkit – [School Funding Toolkit](#)

Legislative Advocacy Planning Resources

School Funding Toolkit

Name ↑

-  Graphics - Core Issues with School Funding
-  NEW – School District Funding Communication Ideas & Examples
-  Videos - Core Issues with School Funding
-  Core Funding 2024 10-17-24.pdf 
-  Core Issues with School Funding Resources for School Leaders 
-  Draft Web Content - Core Issues with School Funding.docx 
-  FAQs - Core Issues with School Funding.docx 
-  FAQs - For school districts facing financial challenges.docx 
-  Newsletter Text - Core Issues.docx 
-  Sample Email - Core Issues with School Funding .docx 
-  Social Media Content - Core Issues.docx 
-  Talking Points - K-12 Financial Challenges Talking Points.docx 

Issues at the Core of Washington State's School Funding Dilemma

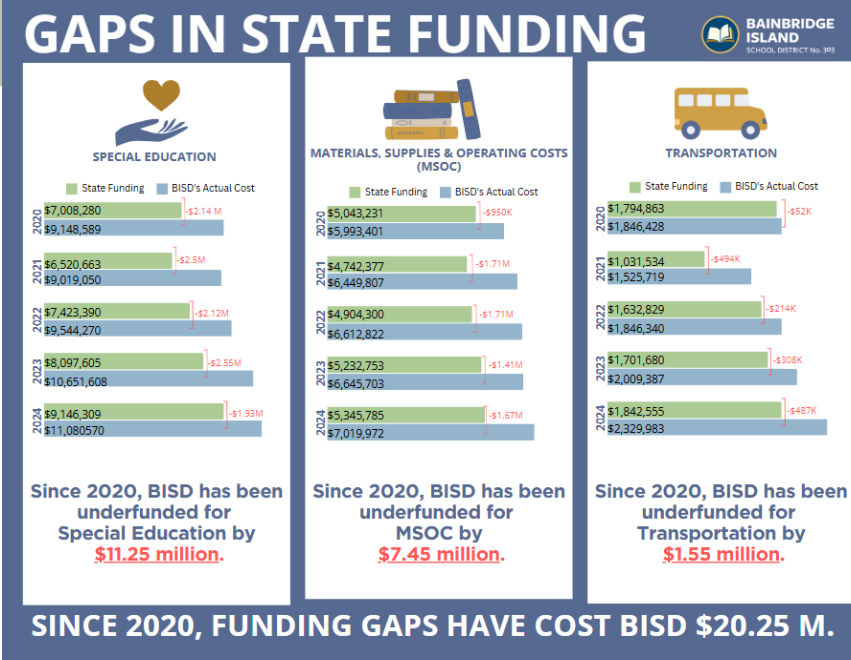
A declining state priority. Increased student needs.
Rising costs. Unfunded requirements.

These core issues are causing countless school districts across Washington to experience a financial crisis. The state of Washington is constitutionally responsible for fully funding the costs of basic education but even after reforms (the McCleary "Solution"), the state's efforts aren't keeping up with actual expenses.

[VIEW VIDEOS](#)

School Funding Website

Funding Gap Template



Legislative Advocacy Planning Resources

4. Plan Your Advocacy Strategy

Engagement Activities:

- ☐ List the advocacy activities you will engage in (e.g., phone calls, emails, in-person meetings, public testimony, town hall meetings). For example, Attend the hearing on education funding and meet with Rep. Smith to discuss MSOC funding increases.

Timeline of Engagement:

- ☐ Create a timeline for your engagement, with important legislative dates. For example,
 - (Date): Legislative session begins
 - (Date): Deadline for public testimony submission on special education funding

Legislative Advocacy Planning Resources

5. Build Your Advocacy Team

Team Members: Identify key members of your advocacy team (e.g., school board members, administrators, teachers, families). For example, Superintendent Jane, Business Manager Joe, and Special Education Director Sarah will spearhead advocacy efforts.

6. Measure and Follow Up

Track Progress:

- ☐ Develop a system to track your advocacy activities and progress. For example, use a shared document to track meetings, responses, and follow-up actions.

Follow-Up Plan:

- ☐ Plan for consistent follow-up after meetings and hearing. For example, send thank-you emails after each meeting and provide updated data as it becomes available.

Legislative Advocacy Planning Resources

7. Prepare for Session Day (Optional)

Legislative Advocacy Day:

- ☐ If attending a specific advocacy day at the Capitol, plan your meetings and talking points in advance. For example, meet with Sen. Doe at 10:00 AM to discuss the MSOC funding request.

8. Share Your Plan

- ☐ Please share a copy of your plan with WASA, WASBO and WSSDA so we can help provide any direct support that might be needed.

Writing to your Legislator(s)

➤ Tips:

- Think about your timing
- Stick to one subject
- Be brief
- Be positive; be polite
- Ask for action — and a response
- Think about letters from students
- Avoid form letters
- Say “thank you”

Using AI to Assist You

Prompts

- You are a legislative lobbyist who supports school district leaders in advocating for funding for public education. Craft a short email district leaders can send to their legislative representatives, based on these legislative priorities: [insert or upload legislative priorities WA School Funding].
- Create a list of talking points for use in a 5-minute conversation with a legislator on the following topic(s): [insert the priorities/topics here WA School Funding].
- You are a legislative lobbyist who supports school district leaders in advocating for public education. Please help me prepare to communicate with state legislators about [insert a brief description]. Please draft separate scripts for what to communicate based on the scenarios below:
 - ▶ An elected official who is conservative.
 - ▶ An elected official who is liberal.
 - ▶ An elected official who typically doesn't support education initiatives.
 - ▶ An elected official who has been a strong supporter of past education initiatives.

Meeting with your Legislator(s)

➤ Tips:

- Schedule meeting well in advance
- Note subject matter and attendees
- Do your homework (*know the process; issues; and players*)
- Prepare presentation or outline; select spokesperson
- Introduce yourself and/or team

Meeting with your Legislator(s)

➤ Tips, cont'd:

- Briefly present your case
 - “just the facts” — avoid emotion
 - note the impacts; use a district example
 - use visuals and prepare supporting data/information
 - leave time for legislator to speak
- Leave one-page summary
- Follow up with written “thank you”
 - re-state your position and provide follow-up information or answers to questions

Phoning your Legislator(s)

➤ Tips:

- Ask for legislator or specific assistant (*know the players*)
- Name, title, school district
- Focus on one issue/bill
- State your position—be prepared to provide rationale for position
- Ask for your legislator's position

E-mailing your Legislator(s)

➤ Tips:

- See tips for “writing to your legislator(s)”

- AND -

- Limit e-mail to very short messages or if timing is crucial
- Provide your full postal address (address of school/district or voter registration)

Public Testimony—Remote Hearings

➤ Options:

- **REMOTE TESTIMONY**—registration closes 1 hour before hearing begins; time will likely be limited; registering does not guarantee ability to speak
- **WRITTEN TESTIMONY**—window for written testimony will close 24 hours after the start time of hearing
- **NOTE POSITION** on bills for the record—same registration process, without testimony or written comments

Participating in Hearings:

<https://leg.wa.gov/legislature/Pages/Participating.aspx>

Public Testimony—Remote Hearings

➤ PRIOR TO TESTIFYING:

- Register in Committee Sign In page:
<https://leg.wa.gov/legislature/Pages/Participating.aspx>
 - To testify, registration closes one hour before the start time of the hearing
 - Written comments are accepted for 24 hours after the start time of the hearing
- Prepare your remarks in writing if possible
- After registering, you'll receive a unique sign-in link; test your system in advance and be punctual signing into the hearing
- Be mindful of amendments or substitutes to your bill

Public Testimony—Remote Hearings

➤ MAKING YOUR REMARKS:

- Introduce yourself; clearly indicate who you're representing, if anyone
- Be prepared to have very limited time
- Be brief and be clear about your position; use your written comments to guide you, but don't READ your testimony
- Avoid technical jargon, acronyms
- Be prepared for questions—but don't answer if you don't know ("I'll get back to you"—AND then follow through)

Additional tips for Effective Advocacy

- Don't assume legislators know more than they do
- Avoid education jargon and acronyms
- Don't be too informal
- Avoid "information overload"
- Make sure you have a specific "ask"
- Say "thank you"—for their time; for their consideration; their support; or just for their service

for

Additional tips for Effective Advocacy

- Be prepared
- Be respectful of the office
- Don't argue (although it's OK to respectfully disagree)
- Don't exaggerate
- Give examples (tell your "stories")
- Follow up

Share your plan – Live your plan!

- ▶ Please share a copy of your plan with WASA, WASBO and WSSDA so we can help provide any direct support that might be needed.
 - ▶ WASA – Dan Steele, Assistant Executive Director
 - ▶ WASBO – Brianne King, Executive Director
 - ▶ WSSDA – Marissa Rathbone, Director of Strategic Advocacy

Participating in the Process

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How a bill becomes a law

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[Go to How a bill becomes a law →](#)

Participate in the lawmaking process

Find out how to get involved and make your voice heard in our state's legislative process.

[How to participate in the lawmaking process →](#)

How to comment on a bill

You're welcome to share your opinion on bills we're considering. Learn how to send comments about bills to your legislators.

How to testify at a committee meeting

Share your thoughts on bills and current issues at committee hearings. See how to testify remotely, in person, or in writing.

Legislators

View all current members of the Washington State Legislature or look up a specific representative or senator.

[Learn and participate - https://leg.wa.gov/learn-and-participate/](https://leg.wa.gov/learn-and-participate/)