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Terms of Agreement

Extracurricular Contract

This agreement is made and entered into by the Kennewick School District No. 17 Board of Directors, referred to as "the board," and the Kennewick Education Association, referred to as "the association." The signatories will be the sole parties to this agreement.

This agreement was bargained in accordance with RCW 41.59, the Educational Employment Relations Act and will remain in full force and effect **from Sept. 1, 2017, up to and including Aug. 31, 2019.** Either party may, upon written notice **no later than 60 days before the date of expiration,** give notice of its intent to negotiate a successor agreement.

This agreement may be reopened for amendment, provided both parties concur, during the life of this agreement. Either party may notify the other party in writing of its desire to negotiate. Authorized representatives of the association and board will sign any supplemental agreements, which will be affixed to and become a part of this agreement and subject to all its provisions.

IN WITNESS WHEREOF, the parties below sign and approve this agreement on the sixth (6th) day of September, 2017.

Dawn Adams, President

KSD No. 17 Board of Directors

Bargaining Team

Dave Bond
Doug Christensen
Ron Williamson
Vic Roberts
Casey Gant
James Tobery
Anna Fazzari
Tim Wood

Janet Bell, President

Kennewick Education Association

Bargaining Team

Janet Bell
Phill Dron
Darlene Harris
Keith Duncan
Jeff Wiens
Boyd Gebers
John Heitz
Pete Frentzen

Recorder: Gail Barness

The Kennewick Education Association Ratified: August 23, 2017

The Kennewick School Board Adopted: October 25, 2017

ARTICLE I - ADMINISTRATION

SECTION 1: EXCLUSIVE RECOGNITION

The board hereby recognizes the association as the sole and exclusive bargaining representative for all personnel employed by the board, whether under contract or on leave, holding supplemental contracts which do not require teacher certification. These contracts are generally referred to as "extracurricular contracts." This bargaining unit will consist of all employees who work under a supplemental contract 30 days or more in any 12-month period. The bargaining unit will not include positions that require professional teacher or administrator certification.

The term "employee" when used in the agreement will refer to all employees represented by the association in the bargaining unit, as defined.

Sole and exclusive rights are defined as the rights provided by this agreement to the association, and such rights will not be granted to any rival or competing organization which purports to represent the same employee group for purposes of representation and/or collective bargaining.

Unless the context in which words are used clearly requires otherwise, words in this agreement denoting gender will include both masculine and feminine, and words denoting number will be both singular and plural.

SECTION 2: VIABILITY OF SIGNED AGREEMENTS

This agreement will be binding on the parties after ratification by both the bargaining unit and the board.

SECTION 3: CONFORMITY TO LAW - SAVINGS CLAUSE

This agreement will be governed and construed according to the constitution and laws of the State of Washington. If any provision of this agreement or any application of this agreement to any employee or groups of employees covered will be found contrary to law by a court of law having competent jurisdiction, such provision or application will have effect only to the extent permitted by law, and all other provisions or applications of the agreement will continue in full force and effect.

SECTION 4: STATUS OF THE AGREEMENT

This agreement will supersede any rules, regulations, policies, resolutions, or practices of the district contrary to or inconsistent with its terms. Existing rules, regulations, policies, resolutions, or practices of the district not in conflict with this agreement will remain in full force.

SECTION 5: CONTRACT COMPLIANCE

All individual employee contracts will be subject to and consistent with federal laws, Washington State Laws, State Board of Education regulations, and the terms and conditions of this agreement. If any individual employee contract contains any language inconsistent with this agreement, this agreement will be controlling.

SECTION 6: MAINTENANCE OF BENEFITS

Unless otherwise provided in this agreement, no provision in this agreement will be interpreted and/or applied to eliminate, reduce, or otherwise detract from current individual salaries and benefits or prevailing practices relating to wages, hours, and working conditions in effect prior to the effective date of this agreement.

SECTION 7: PRINTING AND DISTRIBUTION OF AGREEMENT

Both parties must proofread a copy of the final agreement. The district will print 200 copies of the final contract for the district and the association. The district and the association will split the printing costs equally. The final contract will also be made available to all members as a downloadable file on both the district website and the association website.

SECTION 8: MANAGEMENT RIGHTS

The parties agree that, with the exception of the specific provisions of this collective bargaining agreement, the district retains all the rights, powers, functions, and authority vested in management by laws and the Constitution of the State of Washington.

ARTICLE II - BUSINESS

43 SECTION 1: PAYROLL DEDUCTIONS

44 The association and its affiliates have the exclusive right of automatic payroll deduction of membership
45 dues, assessments, and fees for employees who are represented by the association, in accordance with
46 RCW 41.56.

47 The district will provide dues deduction, assessments, and fees through automatic payroll authorization
48 and will, without exception, refrain from intervention or failure to perform said service.

49 The association agrees to reimburse any bargaining unit member whose dues and assessments were
50 deducted in excess of the total amount due the association, provided the association or its affiliate
51 actually received the excessive amount.

52 The association will provide an automatic payroll authorization form to each employee. The employee
53 will sign and deliver the authorization to the association during the enrollment period at the beginning of
54 the school year. Once an employee has signed the automatic payroll authorization, dues deductions will
55 be continuous thereafter.

56 The association will submit the automatic payroll authorization to the district payroll office for
57 processing. The association will provide to the district payroll office a table of prorated annual dues,
58 assessments, and fees to determine monthly dues deductions.

59 Continuation of dues deductions is binding **until the end of the dues period on Aug. 31** each year.
60 Revocation of membership will be made on an association form **between the beginning of the school**
61 **year and Sept. 30** and will become effective at that time. The association will promptly submit notice of
62 such revocation to the district payroll office.

63 SECTION 2: ASSOCIATION RIGHTS

64 The association and its representatives will have the right to a reasonable use of school buildings.
65 Scheduling and arrangements will follow normal administrative procedures. The association and its
66 representatives will have access to all employees, provided this does not interfere with the instructional
67 program.

68 The association will have the right to post notices of activities and matters of association concern on
69 bulletin boards in each faculty lounge of each building in the district.

70 The association will have the right to use the teacher and staff mailboxes to communicate with its
71 membership.

72 Upon written request, the district will furnish to the association any available information permitted
73 under statute that will assist the association in carrying out its responsibility as the bargaining
74 representative.

75 SECTION 3: LABOR MANAGEMENT COMMITTEE

76 There will be a minimum of three Labor Management meetings between KSD and KEA during the
77 regular school year. These meetings will be held during the school day. Substitutes will be provided by
78 KSD. The KEA team will consist of no more than 9 participants representing 8 different schools and the
79 KEA president or designee.

ARTICLE III - PERSONNEL

SECTION 1: EMPLOYMENT

All employees will be contracted in accordance with applicable state law. All work being performed by the bargaining unit will continue to be performed by the bargaining unit during the life of this agreement.

SECTION 2: EMPLOYEE RIGHTS

Employees will be entitled to full rights of citizenship. There will be no discipline or discrimination with respect to employment due to race, creed, color, marital status, sex, age, national origin, political activity (or lack thereof), or the presence of any sensory, mental, or physical disability. Equal access shall be provided to the Boy Scouts and other designated groups. After reasonable accommodation under the provisions of the Americans with Disabilities Act, the prohibition against discrimination due to disabilities will not apply if the particular disability prevents the proper performance of the work involved and no alternative work can be found.

The rights granted in this section to an employee are in addition to those provided elsewhere.

Right to Join and Support Association

Employees will have the right to self-organization - to form, join, or assist the association to bargain collectively. The board will not directly or indirectly discriminate against any employee for membership in the association, or for participation in any grievances, complaints, or proceedings under this agreement.

Right to Due Process

All complaints will be called to the attention of the employee as soon as possible.

An employee will be entitled to have present, at his or her request, a representative of the association. When a request for representation is made, no action will be taken with respect to the employee until a representative of the association has had an opportunity to be present. No hearing will be delayed more than five working days due to the unavailability of the employee's requested representative.

Without just cause, no employee will be reprimanded, disciplined, or suspended or reduced in rank or compensation during the annual contract period.

An employee will have the right to face his or her accuser(s).

All information forming the basis of any charge will be made available to the employee in writing. All complaints concerning the employee will be brought to the attention of the employee within 10 working days, except where doing so would materially affect an ongoing investigation. Except under emergency conditions, all discipline will be conducted in private.

In an attempt to resolve problems at the lowest level, principals will encourage parties making a complaint to discuss the issues surrounding their complaint with the employees involved.

Non-renewed employees can, within 15 working days of receipt of formal written notice, appeal to the board. The board will hear the appeal within 10 working days of receiving a written appeal from the employee. The written appeal will state the employee's reasons for reconsideration. The decision of the board will be rendered within 10 working days. The decision of the board is final.

The employee may bring witnesses, documented statements and supporting evidence to the appeal hearing.

122 **SECTION 3: PERSONNEL FILES**

123 An employee or his or her designee will, upon request, have the right to inspect all contents of his or her
124 complete personnel file and/or records kept within the district. The evaluation of an employee is
125 personal information and will not be subject to public disclosure unless required by law. Processed
126 grievances, garnishments, and attachments of wages will be kept apart from the employee's personnel
127 file.

128 The employee may have an association representative present when reviewing his or her personnel file
129 and/or records. The district may have a representative(s) present during this review.

130 There will be only one personnel file kept in the district office. There will be no other secret or
131 alternative files kept in the district office. However, this will not preclude administrators from keeping
132 working files for their own use. All such working files will be subject to the employee's inspection, with
133 exclusive right of response by the employee.

134 Correspondence or other materials making reference to an employee's competence, character, or manner
135 will not be kept or placed in the personnel file without the employee's knowledge, and the employee will
136 have the exclusive right of addendum of all items in the files.

137 Any derogatory material not shown to an employee within 10 days after receipt or composition (except
138 in the case of criminal investigations) will not be allowed as evidence in any grievance or disciplinary
139 action against an employee. Derogatory materials, except evaluations, will be removed from the
140 employee's file, at his or her request, two years from the date of the circumstance(s) or event(s)
141 precipitating placement of the material. Findings related to offenses against children will remain in the
142 file.

143 The superintendent or designee and the employee or his or her designee will sign an inventory sheet to
144 verify the contents of the personnel file at the employee's time of inspection.

145 **SECTION 4: EVALUATION PROCEDURES**

146 The building principal and/or assistant principal(s) will be designated as evaluators for all supplemental
147 contract employees assigned to the building. An evaluation will be completed for each supplemental
148 contract. As part of the evaluation process, the evaluator will document at least one 15-minute
149 evaluation of a practice and one 15-minute evaluation of a game or performance during the
150 supplemental contract season. The date and time of the observation will be recorded on the evaluation.

151 The evaluation criteria and procedures will be distributed and explained to all supplemental contract
152 employees prior to the sports or activity season.

153 An employee receiving a "needs improvement" or "unsatisfactory" may contact the association for
154 counsel and advice.

155 The employee may list any factors limiting his or her performance.

156 **Evaluation Timelines**

157 **Elementary Schools**

158 Flexible Contracts **June 15**

159 **Middle Schools**

160 Fall Sports/Activities **Dec. 15**

161 Winter I Sports/Activities **Jan. 30**

162 Winter II Sports/Activities **April 15**

163 Spring Sports/Activities **June 30**

164 Flexible Contracts **June 30**

165

166 **High Schools**

167 Fall Sports **Jan. 15**

168 Winter Sports **May 1**

169 Spring Sports **June 30**

170 Other Contracts **June 30**

171 The following procedures will be followed:

- 172 1) Annual evaluations will be based on all observations and any documented discussions with the
173 employee for the contracted sport or activity season.
- 174 2) Following each observation, the evaluator will document the date, time, and observer.
- 175 3) If any performance is judged unsatisfactory, the results will be documented on the evaluation form.
176 The completed evaluation form will be shared with the employee within three days.
- 177 4) When a rating of “unsatisfactory” is given for an item on the evaluative criteria, the evaluator must
178 include the following in the comments section of the form following the item: a clear description of
179 the problem, detailed recommendations for improvement, specific acceptable levels of performance,
180 and a specific timeline for attaining satisfactory performance levels.
- 181 5) The employee may list any factors limiting accountability.
- 182 6) The employee's signature on the evaluation form indicates the employee has read and discussed the
183 observation or evaluation, but does not necessarily imply agreement. The employee will have the
184 exclusive right to attach a statement, and he or she may seek relief through the grievance procedure.
- 185 7) Timely distribution of the final performance evaluation form will be as follows: one to the
186 employee, one to the evaluator, and one to the personnel file.
- 187 8) Only four ratings will apply for the evaluation criteria: “satisfactory,” “needs improvement,”
188 “unsatisfactory,” and “not observed.” All criteria must be marked with one of these ratings.
- 189 9) A high school assistant and all middle school coaches may be evaluated prior to 50% of the
190 competitions during the regular season. If he or she receives an “unsatisfactory,” the coach will
191 receive notification in writing, and a copy will be sent to the KEA president and district director of
192 personnel. If the plan of improvement is not followed and the evaluation is not satisfactory **by the**
193 **end of the season**, that coach may be non-renewed **at the end of the season**. In this instance, an
194 appeal would go directly to the board.

195 **SECTION 5: RENEWAL / NON-RENEWAL**

196 **High School Head Coaches**

197 A newly-hired head coach has a right to interview and recommend his or her assistants **prior to his or**
198 **her first season**.

199 Either prior to or after a head coach receives his or her evaluation; he or she may be placed on a one-
200 year probationary status. The district must inform a coach about his or her probationary status prior to
201 the first practice of his or her next coaching season. After the district and the association agree to a plan
202 of improvement for the head coach, the district will implement the plan of improvement. If at the end of
203 the season during which the athletic director at the head coach's school determines the head coach has
204 not shown satisfactory improvement, the head coach may be non-renewed.

205 The plan of improvement must be clear, fair, and measurable. Copies of the plan of improvement must
206 be given to the head coach, KEA president, athletic director, and personnel director.

207

208 **High School Assistant Coaches**

209 If a head coach announces he or she is resigning before the season's non-renewal date, his or her
210 assistant coaches will not be renewed. If the head coach resigns after the season's non-renewal date, his
211 or her assistant coaches will be guaranteed an interview with the new head coach. Any previous assistant
212 coach who is not selected for an assistant coach's position will be assigned by the district administration
213 for one season only paid at the coaching step of that position, retaining their experience level. If there
214 are more displaced coaches than open positions, normal hiring practices for this contract would apply,
215 and the coach(es) not hired would be placed in a flex position and paid at that group rate, but at his or
216 her current experience level. These coaches can't be used as flex coaches in the program or school from
217 which they were cut.

218 **Written Notification of Non-renewal**

219 Written notification of non-renewal of a supplemental contract for the succeeding school year will occur
220 according to the following timelines:

221 **Elementary School**

222 Supplemental Contracts **June 15**

223 **Middle School**

224 Fall **Jan. 15**

225 Winter I **March 1**

226 Winter II **May 1**

227 Spring **June 30**

228 **High School**

229 Fall **Feb. 1**

230 Winter **May 15**

231 Spring **June 30**

232 The deadline for written notification of non-renewal of a supplemental contract that is not tied to a
233 season is **June 30**.

234 **SECTION 6: GRIEVANCE PROCEDURE**

235 **Purpose**

236 The purpose of this grievance procedure is to provide a means for the orderly and the expeditious
237 adjustment of a grievance by an employee or group of employees.

238 Every reasonable effort will be exerted to resolve grievances **before the close of a school term, or as**
239 **soon as possible.**

240 **Informal Communication**

241 Every effort will be made to settle problems at the lowest level through informal communication
242 between the employee(s) and the immediate supervisor. Grievances may not be processed through this
243 procedure until there is evidence that informal two-way communications have failed to resolve the issue.

244 **Definitions**

245 "Grievant" will mean an employee or a group of employees, or it will mean the association when it is
246 filing a grievance on behalf of an employee or a group of employees. A grievance in which two or more
247 employees have the same complaint will be processed as a single action. The association has the right to
248 be present and, if the employee elects, the association will represent the employee at any point in the
249 procedure.

250

251 "Grievance" will mean a written statement by a grievant that a controversy, dispute, or disagreement of
252 any kind or character exists in the interpretation or application of the terms of this agreement or of an
253 existing board policy or administrative regulation, and/or there exists a condition jeopardizing employee
254 health and safety.

255 "Days" will mean contracted working days during the school year and weekdays during the summer.
256 Any grievance actions carried over from the school year will be placed on the summer schedule, by
257 agreement of the association and the district.

258 **Procedures and Steps**

259 A grievance must be filed within 30 days of the occurrence of the event on which the grievance is based.
260 The timelines and procedures will be strictly followed, unless waived in writing by the parties. Failure of
261 the grievant to follow the timelines will mean the grievance is withdrawn. Conversely, failure by the
262 district to follow the timelines will automatically qualify the grievance for advancement to the next step.

263 When filed in the name of the association, grievances relating to interpretation and/or application of this
264 agreement may be initiated at Step 2.

265 **Step One: Immediate Supervisor**

266 The grievant(s) submits a grievance review request (Form A) to the immediate supervisor. The
267 supervisor will offer to meet within five days after receipt of the request and will render a written
268 decision to the grievant(s) within five days after the formal meeting. A copy of the grievance review
269 request will be sent to the superintendent and the association president. A copy of the written decision
270 will be sent to the superintendent and the association president.

271 **Step Two: Appeal to Superintendent**

272 If the grievant(s) is not satisfied with the decision of the immediate supervisor at step one, the grievant
273 may refer the grievance to the superintendent within five days after the receipt of the decision, with a
274 copy to the grievant's immediate supervisor. The superintendent will meet with the grievant(s) within
275 five days after the grievance has been referred to him or her. Both the superintendent and the grievant(s)
276 may have other people who might contribute to an acceptable adjustment of the grievance present at the
277 meeting.

278 The superintendent will render a written decision concerning the grievance (and any adjustment) within
279 five days after the grievance has been heard. Copies of the superintendent's decision will be sent to the
280 grievant, the grievant's immediate supervisor, and the association president. The superintendent's office
281 will keep a copy.

282 **Step Three: Appeal to the Board of Directors**

283 If the grievant is not satisfied with the disposition of his or her grievance at step two, or if the
284 superintendent or designee has not provided a written decision within the timelines prescribed in step
285 two, the grievant, or at his or her request or at the request of the association acting on his or her behalf,
286 may ask for a meeting with the board.

287 If a request for a meeting with the board is not delivered to the superintendent within 30 days after the
288 meeting prescribed in step two, the grievance will be deemed withdrawn.

289 The board will meet with the grievant, association representatives, and superintendent within 15 days
290 after the superintendent receives the request for the meeting. Within 15 days after the meeting, the board
291 will render a written decision on the grievance.

292

293 **Step Four: Binding Arbitration**

294 If the grievance is a claim that this agreement between the district and the association has been violated,
295 misinterpreted, or misapplied, and/or if the grievant is not satisfied with the disposition of this grievance
296 at step three, or if the board has not provided a written decision within the timelines prescribed in step
297 three, the grievance may be submitted to final and binding arbitration, at the option of the association.

298 The parties will attempt to select an arbitrator within 10 days after the superintendent receives the appeal
299 from the association. The arbitrator's decision will be final and binding. If the parties are unable to agree
300 on the arbitrator, a list of arbitrators will be requested from the American Arbitration Association or the
301 Federal Mediation Conciliation Service.

302 The parties will select an arbitrator under the rules and procedures of the American Arbitration
303 Association or the Federal Mediation Conciliation Service. As an alternative, by mutual agreement, a
304 representative of the board and a representative of the association may select an arbitrator from a list of
305 eligible candidates by alternately striking names until only one name remains.

306 The hearing will proceed under the Voluntary Arbitration Rules of the American Arbitration Association
307 or the Federal Mediation Conciliation Service, unless the parties mutually agree to proceed under
308 expedited rules.

309 The arbitrator will make a decision in writing not more than 30 days after the close of the hearing.

310 During the arbitration, neither the district nor the association will be permitted to assert any evidence not
311 previously disclosed to the other party. Each party will bear the full cost for its side of the arbitration and
312 will pay one-half the cost for the arbitrator and/or any administration fees.

313 **Freedom from Reprisals**

314 No reprisal will be invoked against any employee for processing a grievance or for participating in any
315 way in the grievance procedure.

316 **Powers of the Arbitrator**

317 The arbitrator will have no power to alter, add to, or subtract from the terms of this collective bargaining
318 agreement.

319 **Release Time**

320 Grievances will ordinarily be processed during the regular workday and release time will be provided
321 for all participants in the investigating and processing of grievances, including release time for the
322 grievant, association representatives, and/or witnesses.

323 **SECTION 7: LAYOFF AND RECALL**

324 In the event the district anticipates a significant loss in revenue or change in program requiring a
325 reduction in work force, the district will follow the procedures contained in this section. Prior to
326 eliminating any positions, both parties will request to negotiate the contract.

327 Reductions will not be made without a thorough review of programs and options available. The board
328 will notify the association of the proposed layoff **at least 30 calendar days before the proposed layoff**
329 **date** and will provide to the association a report of the financial situation, anticipated program changes,
330 and needed staffing levels.

331 Reduction in work force will be negotiated between the parties.

332

333 **SECTION 8: POSITION OPENINGS**

334 **Definition of Terms**

335 “Vacancy” is a position that has been permanently vacated, or one that has been newly created.

336 “In-building” refers to any part-time or full-time employees who serve within the school building.

337 “In-district” refers to any part-time or full-time employees who are employed by the district.

338 “Out-of-district” refers to people not currently employed by the district.

339 “Experience” is defined as the total number of years recognized by the district as an extracurricular
340 employee. After 2001-02, experience may be accrued only in one-year increments, and no coach may
341 accrue experience of more than one step during a one-year period. The 2001-02 school year will be a
342 grace period during which all extracurricular contract holders will be grandfathered into the experience
343 level they hold at the end of the 2001-02 school year.

344 **Hiring Procedures**

345 Vacancies will be advertised for five working days. If the position requires specific qualifications, those
346 qualifications will be listed in the job announcement.

347 All in-district candidate applicants will be reviewed and screened for consideration. All candidates will
348 be notified by the Human Resources Department when a position is closed/hired. The most qualified
349 applicant will be selected by the site administration or designee based on the job qualifications and
350 criteria listed below:

- 351 • Demonstrated short- and long-term organization and management skills
- 352 • Three current recommendations
- 353 • Demonstrated evidence of being a positive role model
- 354 • Clearly-defined philosophy for the coaching level applied for
- 355 • Coaching experience in that sport
- 356 • Evidence of effective public relations
- 357 • Demonstrated ability to work cooperatively and communicate with students, parents, assistant
358 coaches, administrators, and community members
- 359 • Evidence of WIAA certification, and compliance with WIAA and district rules and regulations

360 The above timelines for selection of supplemental contracted staff will always be observed, except in
361 situations where the selected coach gives his or her notice of resignation on or after the 12th working day
362 prior to the first day of practice for the athletic or activity season. In that case, the administration may
363 execute an emergency selection process, after first notifying the association president or vice president
364 of the emergency. This process will enable the selection of an available, qualified person to start the first
365 day of the sport or activity practice.

366 **Additional Hiring Procedures (high school head coaches)**

367 Vacancies will be advertised in-building, in-district, and outside the district concurrently for a minimum
368 of five working days.

369 The association and the district will agree to the job posting. (In the event of a disagreement, WEA
370 Southeast Uniserv will provide a trained mediator at no cost to the district.)

371 Every in-building and in-district candidate, who currently holds a coaching contract in that sport or a
372 crossover sport, is guaranteed an interview.

373 The interview pool may consist of candidates from inside the district and outside the district.

374 The association and the district will determine the need for an ombudsman to review hiring for head
375 coaching positions. If a conflict exists over having an ombudsman, the association and the district will
376 go to mediation to solve the matter. (In the event of a disagreement, WEA Southeast Uniserv will
377 provide a trained mediator, at no cost to the district.)

378 Reference checking will be done prior to interviews.

379 To insure a uniform experience for each applicant, specific directions will be given to interview teams
380 prior to interviews.

381 The interview team will interview the candidates, rank the candidates, and reach a decision. All
382 candidates will be notified of the interview team's decision in a timely manner.

383 The interview team may be composed of the following: the superintendent or designee, the building
384 principal, the building athletic director, community member(s), and building staff. The composition of
385 the team may change by agreement between the association and the district.

386 If the qualifications of two candidates are substantially equal, the most senior candidate will be hired.

387 The interview team makes the recommendation to the principal.

388 **SECTION 9: STAFF PROTECTION**

389 **Insurance**

390 The district will provide general liability and errors and omission insurance for certificated employees
391 who are acting within the scope of their employment, whether their duties are specific or implied, and
392 whether their duties are performed during or after regular working hours. The insurance will provide
393 limits as follows:

394	General Liability Bodily Injury	\$300,000 per occurrence
395	General Liability Property Damage	\$100,000 per occurrence
396	Automobile Liability Bodily Injury	\$250,000 per person
397		\$500,000 per occurrence
398	Automobile Liability Property Damage	\$100,000 per occurrence

399 Errors and Omissions Liability Insurance coverage will provide limits as follows: \$500,000 per
400 occurrence; \$500,000 aggregate.

401 Legal counsel will be provided, through insurance, to any employee against whom a lawsuit is initiated,
402 provided the employee, at the time of the act or omission, was acting within the scope of his or her
403 employment.

404 **Property Damage**

405 The district will reimburse employees for replacement of any clothing or other personal property
406 damaged, destroyed, or stolen during the course of their employment, and/or cover the cost of medical,
407 surgical, or hospital service incurred as the result of any injury sustained in the course of their
408 employment, provided an employee exercised reasonable safeguards in maintaining the security of his or
409 her personal belongings. Items under \$25 will not be subject to claim, pursuant to this section.

410 Personal property used as classroom instructional aids will be registered with the building principal on a
411 form available in the main office of each school building. Registration of personal property will be
412 required when it is brought into the building, and notification will be given to the main office when the
413 employee removes the personal property from the employee's workstation.

414

415 The district will reimburse up to \$100 per incident toward the employee's insurance deductible for
416 damage caused by verified vandalism to the employee's vehicle or other personal property while he or
417 she is performing contractual duties. Payment will be made after the employee has provided
418 documentation of his or her expenditure.

419 **Safety**

420 Matters relating to unsafe health or safety conditions will be reported to the building principal. The
421 parties will abide by the applicable safety standards set forth in the Washington Industrial Safety and
422 Health Act.

423 **Absences**

424 Employees will be granted absences, as needed, for sudden, unexpected occurrences that require
425 immediate action. Absences must be approved by mutual agreement of the supervisor and the employee.
426 A physician's statement of illness may be required at the request of the superintendent or designee.

427 **Threats to an Employee**

428 No employee will be coerced, intimidated, discriminated against, or threatened. An employee will not
429 receive a negative or downgraded evaluation based on his or her refusal to voluntarily participate
430 beyond the agreed upon expectations for that position.

431 An employee who is threatened by any person or group while carrying out assigned duties will
432 immediately notify his or her supervisor. The supervisor will notify the superintendent and, if necessary,
433 the police.

434 Immediate steps will be taken, with the cooperation of the employee, to provide for the employee's
435 safety. Precautionary measures for the employee's safety will be reported to the superintendent at the
436 earliest possible time.

437 When the principal becomes aware of a threat, he or she will...

- 438 1) Identify the person making the threat.
- 439 2) Identify the nature of the threat.
- 440 3) Inform the employee.
- 441 4) Ask for the employee's input.
- 442 5) Decide whether to call the police
- 443 6) Assist an employee who wishes to file a complaint and/or a restraining order.

444 The district will support any employee in seeking legal redress for violations of the law committed by
445 students or members of the public who verbally or physically abuse an employee while he or she is
446 performing duties for the district. The district expects employees using the services of private lawyers to
447 cover their own obligations for fees or costs incurred by the use of those services.

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456 **SECTION 10: CONTRACTS AND PAYMENT**

457 **Employee's Contract**

458 The district will provide each employee a contract for each sport or activity, in conformity with
459 Washington State Law, State Board of Education Regulations, and this agreement.

460 **Copies of Contract**

461 After signing a contract, an employee may retain one copy of his or her contract. All other copies will be
462 returned to the district for processing.

463 **Payment**

464 In-district certificated employees will be paid in monthly installments through the course of the season.
465 All classified and out-of-district extracurricular contract holders will be paid according to timesheets
466 submitted to payroll by their supervisor.

467 Athletic team coaches and individual coaches of participants whose season is extended by postseason
468 play will receive additional payment, at the rate of 1.143% of the individual's differential stipend for
469 that activity for each day the team participates. Extended season is defined as any days following the
470 last regular season scheduled game in the league schedule.

471 Employees will be paid according to Salary Schedule B, for elementary and middle school employees,
472 and Salary Schedule C, for high school employees.

473 Payroll checks will be issued to employees on the last business day of each month.

474 Upon request, in the event of a mistake in payment resulting in an underpayment, corrections will be
475 made **no later than the next payday**. When an overpayment is made, the correction will be made on the
476 employee's next monthly check. Cumulative errors in overpayment will be corrected at the rate they
477 accumulated. Upon request, all compensation owed to an employee who is leaving the district will be
478 paid **no later than the end of the next succeeding pay period**.

479 **Release from Contract**

480 Upon request, an employee under contract will be released from the obligations of the contract.

481 **Length of Contract**

482 The length of the employee contract will be clearly stated within the sport or activity contract. Hours are
483 to be paid as reported to payroll on district timesheets, if applicable. Payment will occur pending
484 supervisor approval.

485 Extracurricular members gain experience steps on Salary Schedules B and C when a head coach or an
486 administrator can properly verify experience. Beginning with the 2011-2012 school year, if an employee
487 holds a .75 or more high school or middle school Schedule B or C contract, he or she will receive a full
488 year's experience credit.

489 Association members are grandfathered into this agreement when proper documentation is provided. No
490 one will lose experience steps because of this agreement.

491 **Crossover Experience**

492 The following coaching duties will be considered crossover experiences and will be credited on the
493 salary schedule:

- 494 1) track and cross country
495 2) softball and baseball
496 3) gymnastics and diving
497 4) gymnastics, dance, and cheerleading

- 498 5) ASB advisor, class advisor and club advisor
499 6) If a person coaches the same sport with a different gender, he or she will receive credit for crossover
500 experience.

501 Only one year of experience may be credited for one school year. For example, coaching both boys and
502 girls basketball in one year equals one year of experience. Beginning with the 2011-2012 school year, if
503 an employee coaches a sport for 10 or more years and then changes/adds a sport, he/she will start on step
504 5 of the salary schedule for the new sport. (During the 2011-2012 school year only, those employees
505 who have **completed** ten (10) years of experience in one sport prior to 9/1/11 and who have four (4)
506 years or less in an additional sport will be placed on step 5 for the additional sport.)

507 **Volunteer Coaching Credit**

508 Volunteers will be granted experience steps that have been verified using the following procedures (all
509 these provisions must be noted in the volunteer's file):

- 510 1) Volunteers must be registered with the district.
511 2) An athletic director's signature is required to verify experience.
512 3) A head coach or immediate supervisor's signature is required to verify experience.
513 4) A timesheet signed by an athletic director or immediate supervisor and a head coach is required to
514 verify the volunteer's time.

515 A volunteer's time on task is equivalent to a paid assistant coach's time, with no exceptions.

516 **Examples for clarification:**

- 517 1) Middle school experience for high school experience - yes
518 2) Little League experience for middle school experience – no

519 Time on task is exactly the same as any paid position for the level for which the volunteer is expecting
520 credit.

521 Out of district volunteer time is not recognized.

522 Volunteer experience beginning in the 1993-94 school year will be accepted on the salary schedule with
523 proper documentation. Members will have a reasonable amount of time to gather verification and
524 documentation.

525 Volunteer credit applies to all extracurricular positions outlined in the contract.

526 Registration with the district follows RCW 43.43.830.

527 The Assistant Superintendent for Human Resources will review volunteer records.

528 **SECTION 11: LEAVES**

529 The board may grant a leave by season up to one year to extracurricular employees, at the
530 recommendation of the superintendent or designee.

531 A written request to take a leave for the succeeding season or year will have the following timelines:

532 **Elementary and Annual Contracts**

533 Supplemental Contracts **May 1**

534 **Middle School**

535 Fall **May 1**

536 Winter I **Sept. 26**

537 Winter II **Nov. 20**

538 Spring **Feb. 1**

539 **High School**

540 Fall **May 1**

541 Winter **Sept. 1**

542 Spring **Jan. 5**

543 Leaves, if granted, will state the provisions for employment. An extracurricular employee who has been
544 granted a leave will be re-employed in the same position. The replacement posting will be listed as
545 temporary and will be non-renewed at the end of the season. The employee will notify the
546 superintendent **no later than March 15** of his or her intent to return to employment with the district
547 during the same calendar year. Extracurricular employees on a leave from their primary positions may
548 be required to provide a medical release to begin or continue working.

549 **SECTION 12: PROFESSIONAL DEVELOPMENT**

550 The board and association recognize the need for staff development opportunities so members may meet
551 Washington Interscholastic Activities Association (WIAA) standards.

552 The district will maintain a program of local staff development opportunities, drawing on resources
553 available both within and outside the district.

554 The employer agrees the professional development program will be employee-centered. The
555 participation of any employee in the professional development program will be voluntary.

556 The district will continue as an approved in-service education agency, as recognized by the State Board
557 of Education.

558 All staff development activities will meet WIAA standards.

559 **Professional Dues Pool**

560 A total of \$8,000 will be reserved in one-time, individual allotments for each middle school and high
561 school coach. These funds will be used for membership in the Washington State Coaches Association
562 (WSCA). Allotments can be used for other professional state or national associations, but the amount
563 may not exceed the WSCA dues amount. This pool will also cover costs for district driving abstracts,
564 first aid training, and CPR training as provided by the district for middle school and high school
565 coaches.

566 Any costs exceeding the \$8,000 pool will be deducted from the pool of professional development
567 stipends, which is \$18,700. Any balance in the dues pool will be added to the Professional Development
568 Pool.

569 **Professional Development Pool**

570 The district will allow a qualified contract holder access to one stipend and up to a total of two stipends
571 of \$325 for each middle school and high school athletic coach's contract, not to exceed \$18,700. These
572 stipends will be available to those who coach two or more different sports. The second stipend may not
573 be used on a contracted workday, and must address a different sport. For example, boys and girls
574 basketball are defined as the same sport. If the second stipend is used in conjunction with the first
575 stipend and addresses a different sport, then the total amount will be \$650. There is a maximum of two
576 stipends per person annually. Middle School Athletic Directors and High School Athletic Trainers may
577 access one stipend annually. However, both stipends, \$650 total, are available for the High School
578 Athletic Trainers only if used to attain and/or maintain a license. In order to be eligible, an employee
579 must hold a minimum of a .5 Athletic Trainer contract. The intent is to have only one such individual
580 (either a "Licensed Athletic Trainer" or simply a "Trainer") at each of the three high schools.

581 The stipends are to be used for related expenses and materials when attending a WIAA-approved clinic
582 or workshop or to meet continuing certification requirements. The employee is not required to attend a

583 workshop or clinic to access the stipend. With appropriate administrative approval, the stipend may be
584 used to purchase materials pertinent to the employee's coaching or advisory position. Stipends may also
585 be used for WIAA 23.5 Coaches Education Categories for Skills and Knowledge, as long as the coach is
586 compliant or is in the process of becoming compliant with the WIAA coaching standards. Requests for
587 the materials and clock hours must have prior approval by the Athletic Directors and athletic
588 administrators. The cost of a substitute may be paid out of the \$325 or \$650 stipend if the workshop or
589 clinic occurs during school hours. However, no more than three non-continuing substitutes per middle
590 school and five non-continuing substitutes per high school will be employed for this purpose during a
591 single time period.

592 To receive the stipend, the employee must submit a travel authorization form to his or her athletic
593 director or administrator two weeks prior to attending the activity. The Extracurricular Coach's
594 Reimbursement Form must be submitted within 30 calendar days of the event the coach attended. The
595 final date of submission for reimbursements is the first working day Tuesday after Memorial Day
596 weekend, except for summer clinics and workshops. Travel authorization for summer clinics and
597 workshops must be submitted by the first working day Tuesday after Memorial Day weekend. The
598 district will notify the employees of the reimbursement approval status within two weeks of the date of
599 submission. All paperwork for reimbursements for the current school year -ex. 2013-2014, including
600 June, July and August, must be submitted to the Office of Secondary Education prior to the first day of
601 the high school football season for the following year -ex. 2014-2015. Any paperwork submitted after
602 that time will be taken from the individual's professional development fund for the following year-ex.
603 2014-2015.

604 Up to fifteen (15) employees may bank one of their professional development stipends (\$325) on a first
605 come, first serve basis. Those who wish to bank a professional development stipend must submit the
606 appropriate form on or before the last working day of April. Employees may use their banked stipend in
607 conjunction with two current year stipends, for a total of \$975. Banking is limited to one year, and
608 employees must use all of their banked funds prior to the end of the second year.

609 This provision includes all middle school and high school coaches who hold a minimum of a .5
610 extracurricular contract.

611 Only the following groups are approved for the \$325 professional development stipend: High school -
612 all from Groups 1 through 5, all from Group 6 (except Assistant Music-Instrumental), and all from
613 Group 7 (except for Drama). Middle school: all from Groups 1, 2 and 3. To receive the stipend, the
614 employee must submit the appropriate form to the athletic director at his or her building.

615

616 **SECTION 13: SALARIES**

617 All bargaining unit members will be placed on the appropriate salary schedule with credit for previous
618 experience.

619 **Classified / Non-Exempt Employee Pay**

620 Each individual contract issued to a classified or non-exempt employee will be calculated to represent
621 pay as defined by the Department of Labor at the blended rate for coaching hours worked over 40 hours
622 in any one week. The hourly rate and permitted hours of work will total the allowed stipend from the
623 salary schedule for the sport. The employee must complete a weekly timesheet.

624

625

626

627 **Elementary and Middle School Employees**

628 The elementary and middle school extracurricular contract holders will be paid on Salary Schedule B,
629 according to the following groupings in each building. All flexible contracts listed below in Groups 4
630 and 5 are non-renewed and will be allotted by the building principal or designee.

631 **Group 1**

632 MS Athletic Director

633 Group 1A

634 MS Head Football Coaches (5)

635 **Group 2**

636 MS Head Coaches (8) (Added Girl's head soccer coach in 2015)

637 **Group 3**

638 MS Assistant Coaches (28) (added 1 additional Asst. Football coach in 2017-2018)

639 **Group 4**

640 MS Flexible Contracts (6)

641 *(uses may include yearbook, newspaper, band, orchestra, vocal music, drama, activities director)*

642 Elementary Flexible Contracts (3)

643 **Group 5**

644 MS Flexible Contracts (11)

645 *(uses may include intramurals, zero hour classes, tutorials, miscellaneous activities)*

646 Elementary Flexible Contracts (1)

647 *(uses may include elementary patrol)*

648

649 **Middle School Pool of Flexible Contracts**

650 All flexible contracts in this section will only be allocated if the need is apparent due to student
651 participation.

652 **Seasonal Contracts (4)**

653 Four flexible Group 3 middle school contracts – one per sports season – will be held for positions that
654 arise due to increased student participation. Middle schools may submit a request to the Director of
655 Secondary Education by the sixth day after the start of the sports season. A district committee made up
656 of one representative from each middle school and the Director of Secondary Education or designee will
657 review these applications and allot the flexible positions accordingly.

658 **Middle School Flex contracts will be reduced from 20 to 15 starting in 2017-2018 due to the**
659 **additional 5 MS. Asst. Football coaching positions that were added.**

660 A district committee consisting of one representative from each middle school and the Director of
661 Secondary Education or designee will meet prior to the start of the fall sports season. Based on student
662 participation from the previous three years, the committee will allocate twelve flexible Group 3
663 contracts.

664

665 When a middle school's B volleyball or B basketball program exceeds twenty participants per coach—
666 and all flex contracts for the year have been committed, an additional flex coaching contract will be
667 added for that season only, for each additional twenty participants, provided that the new teams have a
668 practice schedule of a minimum of four days per week and one hour per practice, and a game schedule
669 that includes a minimum of seven games.

670

671 **Middle School Athletic Directors**

672 Each middle school athletic director will have up to six (6) days without students to perform duties
673 related to his or her position. **(This will sunset at the end of the 2017-2018 school year)**. These days
674 must be pre-approved by the principal and used onsite during regular contract time. The days may be
675 used in half day or full day increments. The athletic director and principal will schedule a substitute
676 teacher to cover the athletic director’s classes.

677

678 **High School Employees**

679 The high school extracurricular contract holders will be paid on Salary Schedule C, according to the
680 following groupings in each building. All flexible contracts listed below are non-renewable and will be
681 allotted by the building principal or designee. Should participation numbers reduce the need for a coach,
682 that contract may become transferable within that gender for one year.

683 In the 2nd year of the contract (2014-'15), one Group 6 Assistant Flexible contract will be added to each
684 high school. Therefore, as of 2014-'15, each high school will have a total of two (2) Assistant Flexible
685 Group 6 contracts.

686 Beginning in the 2016-2017 school year, if the number of participants for track exceeds 100, an
687 additional assistant track coach will be added from the pool of unused contracts or via an additional
688 contract. Numbers will be determined no later than the first Friday of the season, or an average of the
689 last three years of track participants can be used to qualify for the additional coaching position. If the
690 number of participants for track exceeds 140, an additional assistant track coach will be added.

691

Group 1

- Head Football
- Head Basketball – Boys
- Head Basketball – Girls

Group 2

- Head Boys Wrestling
- Head Girls Wrestling
- Head Baseball
- Head Softball
- Head Soccer – Boys
- Head Soccer – Girls
- Head Track – Boys
- Head Track – Girls
- Head Volleyball
- Head Tennis – Boys
- Head Tennis – Girls

Group 3

- Assistant Football (9)
- Assistant Basketball (6)

Group 4

- Head Cross Country – Boys
- Head Cross Country – Girls

Head Gymnastics/Bowling

- Head Swimming
- Head Golf – Boys
- Head Golf – Girls

Group 5

- Assistant Wrestling (3)
- (those hired prior to 2003-04)*

Group 6

Assistant Baseball (3)
Assistant Softball (3)
Assistant Soccer (2) – Boys
Assistant Soccer (2) – Girls
Assistant Gymnastics/Bowling (2)
Assistant Track (5)
Assistant Volleyball (3)
Assistant Wrestling (3)
(those hired after 2003-04)
Assistant Tennis – Boys
Assistant Tennis – Girls
Assistant Swimming
Assistant Boys Cross Country (min. 15
participants)

Assistant Girls Cross Country (min. 15
participants)

Head Diving

Assistant Instrumental Music (3)

Assistant Flexible (2)

Group 7

Cheerleading (2)

Drama

Dance Team (2)

Group 8

None

Group 9, 10, 11

HS Asst. Cheer (Group 11)

HS Flexible Contracts (16)

(uses may include intramurals)

Change Group 9 contracts as follows to include Groups 10 and 11:

Group 9 Contracts

- There will be 16 Group 9 contracts per high school or a combination of Group 9, 10, and 11 contracts equaling 16 Group 9 contracts.
- Building administration may flex the number of Group 9 contracts divided into Group 10 and Group 11 contracts as needed to meet the needs of their high school.
- Group 10 contracts will be half of a Group 9 contract. Two Group 10 contracts will be equal to one Group 9 contract.
- Group 11 contracts will be half of a Group 10 contract or one fourth of a Group 9 contract. Two Group 11 contracts will be equal to one Group 10 contract, or four Group 11 contracts will be equal to one Group 9 contract.
- Group 9 contracts may not be divided into an amount smaller than .75 FTE while remaining a Group 9 contract.
- Group 10 and Group 11 contracts may not be divided.
- Present contract holders as of the 2011-12 school year will not be asked to continue to do the same tasks at a reduced contract rate from the contract they held in 2011-12.

Movement of Coaching Positions

Beginning with the 2005-06 school year, if for three consecutive years any sport falls to the minimums listed below, that sport will decrease according to the schedule. This will occur the year following the three consecutive years.

At the end of the 2005-06 school year, student participation numbers will be calculated by averaging the starting and ending numbers for each sport. Each year after that, participation numbers will be determined at the mid-point of the league season.

The purpose is to build programs and increase student participation.

The head coach will consult with the assistant principal in charge of athletics. The assistant principal will make a recommendation to the principal regarding which assistant coach will be selected for non-renewal.

The affected coaching position will become a one-year flexible Group 6 contract and be moved to another sport at the same school during the same school year. The sport selected must meet Title IX requirements.

If the affected sport reaches the minimum standards for the two consecutive years, the contract will be returned to that sport.

Sport	Minimum	Decrease
Football	80 students	10 coaches to 9 coaches
Volleyball	3 teams	4 coaches to 3 coaches
Girls' soccer	N/A	
Cross Country	N/A	
Swim	12 students	2 coaches to 1 coach
Dive	N/A	
Boys' basketball	4 teams	5 coaches to 4 coaches
Girls' basketball	3 teams	4 coaches to 3 coaches
Wrestling	36 students	4 coaches to 3 coaches
Gymnastics	12 students	3 coaches to 2 coaches
Bowling	N/A	
Baseball	2 teams	4 coaches to 3 coaches
Softball	2 teams	4 coaches to 3 coaches
Boys' Soccer	N/A	
Track	Every sport – N/A	
Tennis	10 students	2 coaches to 1 coach
Golf	N/A	

ARTICLE IV - INSTRUCTION

SECTION 1: STUDENT DISCIPLINE

In accordance with Washington Administrative Code, each employee will have the authority to impose discipline on a student for misconduct that violates written rules of the school district and individual programs.

The board and the superintendent will support its employees in their efforts to maintain discipline, in accordance with district discipline rules. Discipline rules will be distributed to each employee **at the beginning of the school year**. The board supports the authority of employees to use prudent disciplinary measures for the safety and well-being of pupils and employees.

In exercising authority to control and maintain order and discipline, the employee may use professional judgment, including the reasonable use of physical restraint, as long as the restraint does not violate specific board policies or federal, state, or local laws and regulations.

The district will conduct informational meetings for employees concerning all applicable federal, state, and local laws, as well as district rules, regulations, and procedures pertaining to student rights, employee rights, due process, and student discipline. These meetings will be held prior to or during the sport or activity season at no cost to the employee.

ARTICLE IV - INSTRUCTION

- 1) Extracurricular Contract Responsibilities
- 2) Extracurricular Sports Personnel Evaluation - Form A
- 3) Extracurricular Assignments Personnel Evaluation - Form B
- 4) Request for Approval of Release Time and/or Travel
- 5) Extracurricular Coach Reimbursement Request
- 6) Professional Development Banking Form
- 7) High School Extracurricular Salary Schedule
- 8) Elementary / Middle School Extracurricular Salary Schedule

Basic Function: To provide leadership, supervision, and organization for a specific interscholastic activity.

Accountability: Responsible to the athletic director and principal. Assistant coaches are responsible to the head coach.

Coach: Is defined as an extracurricular contract holder.

Professional Competencies and Responsibilities

- Ability to develop the athletes and team to their potential by preparing them physically and emotionally; motivating them to do their best.
- Demonstrates the organizational skills necessary for efficient operation of the sport.
- Ability to maintain discipline and control of athletes and teach fundamental concepts of sportsmanship, good citizenship, and fair play.
- Observes the rules and regulations established by the building, the Kennewick School District, the athletic conference, and the Washington Interscholastic Activities Association.
- Demonstrates concern for safety of participants, injury prevention, and care of injuries. Reports all injuries in a timely manner.
- Provides supervision for students at all times when they are his or her responsibility.
- Follows athletic department procedures and promptly completes responsibilities as designated by the coaches handbook or school athletic policies and the athletic director.
- Follows applicable policies and procedures regarding the participation of students in practices and in competition/performances.
- Sets high ethical standards, coaches by example, and is a good role model.

Professional Relationships

- Promotes the total athletic program by supporting other coaches and their programs.
- Cooperates with supporting groups such as booster clubs, staff, parents, service clubs, cheerleaders, music departments, etc.
- Cooperates with administration and keeps them informed of all aspects of the program.
- Establishes a working relationship with coaches at all levels.
- Head coach clearly defines responsibilities of assistant coaches and directs their duties.
- Cooperates in a positive manner with the media to promote his/her sport.
- Communicates schedule and transportation arrangements when available to students and parents.
- Ensures that players do not practice until cleared by the Athletic Director.

Responsibility for Equipment, Supplies and Facilities

- Assumes responsibility for supervising facilities (i.e., lock doors, control keys, etc).
- Maintains adequate inventory and equipment issue records.
- Provides a program for proper use and care of equipment, keeping both equipment and uniforms in good repair to insure safety of **the** participants.
- Responsible for care and proper use of facility. Reports in writing unsafe conditions to supervisor.
- Uses budget wisely. Does not overspend or make unapproved purchases.
- Has an established long-range plan for purchasing and maintaining uniforms and equipment.

Professional Preparation:

Well-prepared to coach this sport at this level. Possesses the knowledge of applicable coaching strategies, techniques, and program development to successfully work at their level.

- Holds current CPR and First Aid Card.
- Maintains current WIAA Coaching Standards.
- Continues to develop coaching skills. Attends clinics, sport medicine seminars, and reads current periodicals and books that relate to his/her coaching assignment.
- Has clearly defined philosophy for coaching level that is in harmony with the athletic goals and philosophy of the Kennewick School District.

**KENNEWICK SCHOOL DISTRICT
Extracurricular Sports
Personnel Evaluation**

Form A

Name _____

School _____

Activity: _____

Date: _____ to _____

Practice Observation Date _____ Time _____

Observer's Name _____

Game Performance Observation Date _____ Time _____

Observer's Name _____

Professional Competencies and Responsibilities:

Professional Relationships:

Responsibilities for Equipment, Supplies and Facilities:

Professional Preparation:

Limiting factors:

Suggestions for improvement:

Evaluatee's Remarks:

Evaluatee's Signature: _____ Date _____

Evaluator's Signature: _____ Date _____

The evaluatee's signature indicates that he/she has read and discussed the evaluation in a conference, but does not necessarily imply agreement.

ba8/01

KENNEWICK SCHOOL DISTRICT

**Extracurricular Assignments
Personnel Evaluation**

Form B

Name _____

School _____

Activity: _____

Date: _____ to _____

Observation Date _____ Time _____

Observer's Name _____

Observation Date _____ Time _____

Observer's Name _____

Professional Competencies and Responsibilities:

Professional Relationships:

Responsibilities for Equipment, Supplies and Facilities:

Professional Preparation:

Limiting factors:

Suggestions for improvement:

Evaluatee's Remarks:

Evaluatee's Signature: _____ Date _____

Evaluator's Signature: _____ Date _____

The evaluatee's signature indicates that he/she has read and discussed the evaluation in a conference, but does not necessarily imply agreement.ba8/01

Kennewick School District No. 17
TRAVEL REQUEST

F-1 2320

Travel must be approved prior to any fundraisers/transportation/expenditures.
TWO WEEKS prior to intra-state travel. **FOUR WEEKS** prior to out of state or overnight travel.
Information and forms may be found at www.ksd.org (Click on tab About Us. Policy 2320 & Regulation 7515).

EMPLOYEE NAME _____ SCHOOL/BUILDING _____
DEPART DATE _____ AM _____ PM RETURN DATE _____ AM _____ PM
NAME OF MEETING/EVENT _____ LOCATION _____
DESTINATION: City _____ State _____

WILL THE DISTRICT RECEIVE REIMBURSEMENT FOR YOUR TRAVEL OR SUBSTITUTE?
 No
 Yes Name of Organization _____
Address _____ City _____ State _____ Zip _____

WILL YOU NEED A SUBSTITUTE?
 No
 Yes (Circle One: AM PM Full Day) Date _____ Time _____
Number of students substitute will instruct _____
Substitute Budget Code _____

WHAT IS THE MODE OF TRANSPORTATION?
 Employee Vehicle Without Students Charter Bus (include minutes and fundraising documentation)
 District Bus Ben Franklin Transit Walking Taxi Employee Rental Vehicle Without Students
 Carpool Student Driving Own Vehicle Airplane (Student Airline Cancellation Insurance Required)
Attach Policy Regulation 2320 F3 and F4 forms when students are being transported via the following:
 Employee Vehicle With Students Volunteer Vehicle With Students Rental Van District Suburban

WHAT IS THE FUNDING FOR TRANSPORTATION?
 District Reimbursement ASB Not Requesting Reimbursement Other _____

HOW MUCH WILL THE TRAVEL COST?
 Meals, lodging, registration, transportation, etc. (include purchase orders) Total Estimate \$ _____
Budget Code _____ and/or Budget Code _____

WILL YOU BE ACCOMPANIED BY STUDENT(S)?
 No Yes Teacher In Charge Is? Myself Teacher Name _____
Name of Club/Group _____
 One day travel Overnight or out of state travel

Teacher In Charge to keep 2320 F-2 student travel/medical form and provide the following information:
Number of Students: Male _____ Female _____
Attach Itinerary, brief purpose for trip, student names, chaperone names & accompanying KSD staff names.
Number of Chaperones (must have approved volunteer forms): Male _____ Female _____

Employee Signature _____ Date _____

Principal/Administrator Absence Approval _____ Date _____

CABINET APPROVED NOT APPROVED (reason) _____
Authorized Signature _____ Date _____

April 21, 2015

KENNEWICK SCHOOL DISTRICT NO. 17
Extracurricular Coach Reimbursement Request
Travel Request F-1 2320 is required to be completed and approved prior to travel.

Employee Name _____

Employee Address _____

City _____ Zip _____ Telephone _____

Contract: Fall Winter Winter II Spring Activity: _____ Coaching School: _____

SECTION A -- Nature of trip: _____

Destination City: _____ State: _____

Maximum allowed for this reimbursement _____ **Emp Int** _____ **Admin Int** _____

Sport specific clinic or material, one sport coach up to <input type="checkbox"/> \$325
ONE TIME CLAIM* Multiple sport coaches attending a clinic that address both contracted sports may claim up to <input type="checkbox"/> \$650
Banked Professional Development** may claim up to <input type="checkbox"/> \$975

*The district will allow a qualified contract holder access to one stipend and up to a total of two stipends of \$325 for each middle school and high school athletic coach's contract, not to exceed \$18,700. These stipends will be available to those who coach two or more different sports. The second stipend may not be used on a contracted workday, and must address a different sport. For example, boys and girls basketball are defined as the same sport. If the second stipend is used in conjunction with the first stipend, and addresses a different sport, then the total amount will equal \$650. There is a maximum of two stipends per person annually. **Employees may use their banked stipend in conjunction with their current stipend. There is a 15 employee limit for banking. Please refer to the current year contract for the form and banking eligibility.

SECTION B—Substitute (01-268-000-0168-031-0202) cost will be deducted first from the allowable reimbursement claim

Was a substitute used for this travel? Yes <input type="checkbox"/> No <input type="checkbox"/>	Half Day Rate <input type="checkbox"/> deduct \$72.50 \$
I am using a Personal Leave Day. Yes <input type="checkbox"/> No <input type="checkbox"/>	Full Day Rate <input type="checkbox"/> deduct \$145.00 \$
Date(s) Used	Allowable amount after sub deduction \$

SECTION C -- Meals and Lodging with original & itemized receipts attached per Regulation 7515.

DATE	BREAKFAST	LUNCH	DINNER	LODGING	REGISTRATION	TOTAL
						\$
						\$
						\$
						\$
						\$

SECTION D—Transportation and Miscellaneous Expenses

<input type="checkbox"/> Carpool	<input type="checkbox"/> Taxi	<input type="checkbox"/> Bus/Shuttle	<input type="checkbox"/> Airplane	\$
<input type="checkbox"/> Private Vehicle Number of miles _____ @ current rate _____				
Incidental Receipts (parking tolls, materials, etc.)				\$
				\$
Section C and Section D Subtotal (Cannot reimburse more than the allowable amount from Section B)				\$

I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof.

Employee Signature _____ Date _____

Principal/Supervisor Approval _____ Date _____

Authorization for Travel Approval

Approval to Pay Travel: Budget Code: 01-268-000-0168-031-0800 \$ _____

Approval to Pay Registration: Budget Code: 01-268-000-0168-031-0705 \$ _____

Assistant Superintendent of Secondary Education _____ **Date** _____

**EXTRACURRICULAR COACH
PROFESSIONAL DEVELOPMENT BANKING
BANKED IN 2017-2018
TO BE USED IN 2018-2019**

Up to 15 extracurricular coaching staff members may bank one of their professional development stipends (\$300) dollars on a first-come, first-served basis. Those who wish to bank a professional development stipend must submit this form to the Assistant Superintendent of Secondary Education on or before the last working day in April. Employees may use their banked stipend in conjunction with their one or two current year stipend(s), for a total of either \$600 or \$900. Banking is limited to one year (one carry over year), and employees must use all of their banked funds prior to the end of the second year.

Name: _____
Please print

Coaching Building: _____

*Sport Stipend being banked: _____
**Banked funds must be used for professional development of this sport.*

Signature Date

Please return to: **Lori Hagadorn, Secondary Education**

