

Collective Bargaining Agreement

by and between

Athletics and Activities Association
Affiliate of the Lake Chelan Education Association,
Washington Education Association and National Education Association

And

Lake Chelan School District #129
Chelan, Washington 98816

9/1/2020 –8/31/2022

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Collective Bargaining Agreement
Between

Lake Chelan School District
And
Lake Chelan Education Association
Athletics and Activities Association

Effective Date: September 1, 2020 through August 31, 2022

Article 1 Preamble

- 1.1 This Collective Bargaining Agreement hereinafter referred to as the “Agreement,” is made Lake Chelan School District, Chelan County, Washington, hereinafter referred to as the “District,” and Lake Chelan Education Association/Athletics and Activities Association and its affiliates, Washington Education Association and National Education Association, hereinafter referred to as the “Association.”
- 1.2 WHEREAS, the parties, pursuant to RCW 41.56, Public Employees’ Collective Bargaining Act, have reached certain agreements on wages, hours, and terms and conditions of employment, which they desire to confirm in this document, in consideration of the following covenants, it is hereby agreed as follows:

Article 2 Recognition and Definitions

- 2.1 The District recognizes the Association as the exclusive bargaining representative of all Employees holding positions listed in Appendix A. All terms and conditions of this Agreement apply to all employees unless specifically stated otherwise. As used in this Agreement, the following terms shall apply:
- 2.1.1 EMPLOYEE – An individual who is a member of this bargaining unit as listed in Appendix A of this Agreement.
- 2.1.2 PAY PROVISIONS – Pay provisions are determined jointly by the parties and found herein as Appendix A.
- 2.1.3 EXTRA CURRICULAR – Coaching and activities, which do not require a teaching certificate, are listed in Appendix A and paid as agreed to in Appendix A.
- 2.1.4 DAYS – Unless otherwise noted, “day” , “days”, refers to days in which school is in session and is exclusive of weekends, holidays and vacations or school breaks. During the period following the last school day in June and the first schoolwork day in September, the term “school day” shall mean weekday.
- 2.1.5 WIAA – Washington Interscholastic Activities Association – The governing body for interscholastic athletics and activities in the State of Washington. Lake Chelan School District is a voluntary member of WIAA as approved annually by the Board of Directors.

Article 3 Job Requirements and Expectations

3.1 Coaching Positions: The coach organizes, improvises plans, selects, determines, encourages, and directs in an open arena, and is constantly subject to observation and informal evaluation by the school and community. With these working conditions and pressures, it is incumbent on the coach to have appropriate qualifications. The selection process should be sophisticated enough to provide the best possible candidate to fill a coaching position. To that end, a coach shall:

- Demonstrate professional involvement, including WIAA coaching clock hour requirements.
- Hold a valid First Aid/CPR card or is enrolled in and willing to complete a class to update and hold a valid First Aid/CPR card. Any exceptions to this job requirement must be approved by the District Athletic Director.

3.2 All Employees: Job requirements and expectations for employees holding positions as coaches or employees holding activity positions shall be:

Working With People

Advises athletes of training rules/codes/expectations with consequences in writing at onset of season.

Respects and enforces the letter and intent of rules/regulations/codes.

Maintains suitable level of expectations from student athletes.

Works with team/individuals to develop appropriate goals.

Has confidence and respect of student/athlete.

Works successfully with athletes of varied ability levels.

Relates well to teachers and supervisors.

Works effectively with pupils in small or large groups.

Adequately develops team spirit and unity.

Sells program to student body to maintain appropriate participation.

Uses media effectively to reward the effort of team/individuals.

Responds to player-initiated questions in regard to playing time or other player related concerns.

Establishes channels of communication for team member usage.

Practice Climate and Instructional Procedures

Has command of material to be included in the lesson.

Adjusts activities to suit interest/skill level of athletes.

Uses practice time effectively.

Deals consistently with disciplinary problems in game/practice setting.

Can Explain style of offensive/defensive play to supervisors/parents/athletes.

Attends to factors, which relate to athletic safety.

Makes assignments and gives directions so that they are clearly understood by the student/athlete.

Deals appropriately with unexpected situations as they develop.

Planning for Instruction

Practice sessions show evidence of careful preparation in terms of selected objectives, activities and procedures.

Selects appropriate teaching aids/drills and has them ready for use.

Practice and game plans reveal that sequence and continuity of activities are regarded as important factors in learning.

Equipment and Facilities

Submits preseason and postseason budget requests.
Has exact inventory of equipment/supplies.
Records equipment used/issued.
Stores and maintains equipment.
Secures facility after practice/game.
Maintains office area.
Stresses proper care of equipment.

Physical and Professional qualities

Shows physical vitality and enthusiasm.
Gives evidence of flexibility rather than rigidity in thought and behavior.
Accepts and profits from constructive criticism.
Is competent in the technique area of the sport.
Shows an understanding of the principals of motor learning.
Applies basic sport psychology where applicable.
Has basic understanding of athletic injury prevention/rehabilitation and care.
Uses spoken language correctly and effectively.
Seeks opportunities to assume responsibility.

3.3 Selection process

3.3.1 All positions shall be filled consistent with the job requirements and expectations as listed Article 3, Section 3.2.

3.3.2 The process for filling positions for activities/coaching is as follows;

In-building ... out-of-building ... out-of-district.

- In-building and out-of-building applies to current District staff.
- Out-of-district is any person who is not currently employed by the District.
- Current in-building employees will be given consideration prior to opening the position out of district.

Article 4.0 Posting Procedures

4.1 All vacant positions may be posted both In-District and Out-of-District simultaneously for a minimum of (5) days whenever possible. The position may be left open for a longer period of time or until filled if necessary.

Note: All qualified district candidates will be guaranteed an interview.

4.2. Summer Postings – Employees with specific interest in possible vacancies, which may occur during the summer months will, notify the Personnel Office, in writing, prior to the end of the school year and will leave a summer address and phone number.

4.2.1 The employee shall contact the Personnel Office within five (5) days of receiving such notification.

Article 5.0 Hiring Procedures/Contract Renewal

5.1 Candidates not selected may request a conference with the building administrator for the purpose of the administrator explaining the reasons why the candidate was not selected and to provide guidelines as to how she/he can improve her/his qualifications as determined by the building administrator. The building administrator will make a reasonable effort to meet with candidates who make such requests.

- 5.2 Non-Continuance of Assignments: Activity/Coaching assignments and appropriate notice of non-continuance of assignment(s) shall be as follows:
- (i) The Principal or his/her designee will complete an evaluation of the coach involved in the activity. The sole purpose of the evaluation will be based on professional growth.
 - (ii) The principal or his/her designee will determine whether the contract will be renewed.
 - (iii) Should the district choose not to renew a coaching contract to a current employee, the athletic director shall make reasonable effort to notify the person after the decision has been made to not renew the contract. [Ref. RCW 28A.400.200 Supplemental contracts shall not exceed one year].
- 5.3 The District shall notify the Association by June 1 of each year and or for the period in which the stipend is paid, the names of all employees performing service within the bargaining unit. Such notice shall also include job title and District building location.

Article 6.0 Pay for Work Performed/Employment Status

- 6.1 Salary schedule placement
- Coaching experience will be granted for a full season of school coaching
 - Experience credit is sport specific and not more than one year's experience may be claimed for one year of coaching [i.e. if you coach girls soccer & boys soccer the same year, it would count as one year of experience, not two].
 - Coaches must provide written verification of prior school district experience for placement on the coaching salary schedule.
 - Verified experience will be granted for in district and other school district coaching experience.
- 6.2 Each employee shall be given a written copy of her/his contract containing the following;
- Employee's name
 - Total number of authorized hours of work and rate of pay
 - Authorized work year
 - Work location
- 6.3 All year long activities/coaching positions will be paid in equal monthly payments unless other arrangements are made by the employee with the payroll office.
- 6.3.1 All other seasonal activities will be paid in equal monthly amounts unless the individual employee requests and makes other arrangements with the payroll office.
- 6.3.2 Post Season Coaching Pay: Coaches whose participants qualify for post season (i.e. seasons that go beyond the established league and non-league regular season schedule shall be granted 5% of their coaching base salary. All heads and assistants who work directly with those athletes during the entire season and who qualify for the state championship week, will be paid 10% of their base coaching salary for that week of preparation. In no case shall the total of post season play exceed 15% of the base coaching salary.
- 6.4 The District will provide a **lump sum of \$6000** each year to pay for all related costs to attend coaching clinics, seminars, WIAA Coaches school, or in-service. Requests for these funds will be made through the building administrator on a district travel request form.
- 6.4.1 Coaching stipends may be split and/or re-allocated with staff based on administration and superintendent approval. IN such cases, the stipends will be adjusted by 25%, 50%, or 75%.

- 6.5 At the beginning of each sport season, the association president and the athletic director will meet to review and discuss the professional growth funds balance and any requests to attend coaching clinics.
- 6.6 Annual dues will be reimbursed to all coaches that choose to join the Washington State coaches Association. The amount will not exceed \$40.00 per person.
- 6.7 At no cost to the employee, the District shall offer required CPR and first aid training classes before the start of the school year. Employees have the responsibility to keep current in training. No extra pay is provided for this or other training unless specifically stated herein. Employees unable to attend in-district training are responsible, on their own time and expense, to obtain required training.

Article 7.0 Evaluation

- 7.1 All secondary coaches will be evaluated at least once each season. All activity leaders/positions will be evaluated at least once annually. All coaches/activity leaders/positions may be evaluated more frequently upon the request of the coach/activity leader or if the administrator determines it to be necessary. Evaluations will be completed within thirty (30) school days after the close of the season for the athletic activity. The evaluation criteria shall be consistent with Section 3.2 of this Agreement, "Job requirements and Expectations for Coaches." [Reference Appendix C]
- 7.2 One permanent personnel folder shall be maintained for each employee of the bargaining unit. Supervisor's working files may be maintained separately. The District shall not be required to maintain a separate personnel file for members of the bargaining unit who are employed elsewhere in the District. Employees, upon request, shall have the right to inspect all contents of their complete personnel file kept within the district. The employee may be accompanied by another person of the employee's choosing to review the personnel file. The contents of supervisors' working files shall be purged or transferred to the personnel file on an annual basis. However, the supervisor may keep observation and evaluation information in a working file.
- 7.3 Employee shall be given a copy of all material related to disciplinary action or a negative performance prior to the materials being placed in their personnel file. Employees shall have the right to attach a written statement or rebuttal within ten (10) days of receiving a copy. No employee shall be disciplined without just cause. Any complaint not called to the attention of the employee may not be used as the basis for disciplinary action.

Article 8.0 Duty to Bargain

- 8.1 Any changes effecting employee wages, hours, and terms and conditions of employment are subject to provisions of Chapter 41.56 RCW. Negotiations will begin no later than April 1st prior to the termination of the agreement.

Article 9.0 Severability

- 9.1 If any provision of this Agreement or any application of the Agreement shall be found to be contrary to law, such provision or application shall have effect only to the extent permitted by law, and all other provisions or applications of this Agreement shall continue in full force and effect.

- 9.2.1 If any provision of this Agreement is so held to be contrary to law, the parties shall, by mutual consent, commence bargaining on said provision as soon thereafter as is reasonable possible.

Article 10.0 Distribution of the Agreement

- 10.1 Within the first thirty (30) school days following execution of this Agreement, the District shall print and deliver a copy to each employee of this bargaining unit. Ten additional copies shall be provided to the Association. All employees newly hired by the District shall be provided a copy of this Agreement by the District at the time of hire

Article 11.0 District Rights

- 11.1.1.1 Except as otherwise specifically limited by provisions of this Agreement, the District has the exclusive right to exercise all the rights or functions of management, including the development, adoption, implementation and enforcement of policies, rule, regulations, and practices in furtherance of management rights or functions, and the use of judgment and discretion in connection with the exercise of District rights.
- 11.2 It is expressly agreed by the Association that the enumeration of District rights in this Article shall not be deemed to exclude other District rights not specifically enumerated above.
- 11.3 The Association and District will comply with RCW 28A.400.200- Supplemental contracts shall not exceed one year.

Article 12.0 Association Rights

- 12.1 The Association shall have the right to use District buildings for meetings to transact Association business in accordance the District policy, procedures, rules, and regulations governing the public use of buildings.
- 12.2 The Association shall have the right to use intra-District mail services, faculty room bulletin boards, and employee mailboxes for communications with employees in compliance with Board Policy 2022.
- 12.3 Association representatives shall have the right to visit the District's premises to meet with employees when employees are not performing assigned duties. Such representative(s) will first check in at the principal's office.
- 12.4 The Association shall have the right to designate up to four (4) employees, who shall be released from other District assigned duties for the purposes of bargaining with the District at mutually agreed upon times.
- 12.5 The Association may designate employees to be released from other District assigned duties for purposes of conducting Association business provided that the Association reimburses the District for the cost of substitutes. Maximum number of association business days will total four (4) per year. Beyond the four days, due to unforeseen circumstances, additional days may be negotiated by the Association President and the Superintendent.

- 12.6 The Association hereby declares and promises that it shall indemnify and hold harmless the District, its officers, agents, or employees against any claim made or any suit instituted against the District or said persons, individually or severally, resulting from the implementation of the provisions of this Article, provided that the Association shall have the right, but not the duty, to designate the attorney who may assist in the defense of any suit brought against the District as result of these provisions. If an attorney is so designated, the Association shall be required to pay all her/his fees and costs.

Article 13 Employee rights and Responsibilities

- 13.1 The rights granted to employees hereunder shall be in addition to those provided elsewhere.
- 13.2 The District recognizes the right of employees to join, support, and assist the Association for the purposes of engaging in collective bargaining for wages, hours, and terms and conditions of employment.
- 13.3 The religious, political, and/or private persuasions of an employee, which do not become manifest in conduct harmful to the employee-student relationship or in activities adversely impacting the performance of assigned duties, shall not be grounds for disciplinary action. Policy and Procedures: Lake Chelan School District Professional Standards/ Expectations for Employee Conduct will be adhered to by all employees in the Association.
- 13.4 The District recognizes the right of each employee to enjoy fair and equitable treatment without regard to race, color, creed, religion, national origin, sex, marital status, or presence of sensory, mental, or physical handicap, in accordance with this Agreement.
- 13.5 In cases involving formal disciplinary action, or at the request of the employee, said employee may be represented by counsel and/or an Association representative of her/his own choice, provided that this right shall not be exercised in a manner designed to unnecessarily delay disciplinary proceedings.
- 13.6 An employee will be disciplined consistent with progressive discipline principles by the District when reasonable grounds have been confirmed that supports the need for corrective action. Discipline shall not be for arbitrary, discriminatory, unlawful or retaliatory reasons.
- 13.7 Any complaint against an employee by a parent, student, or other person(s) that will form the basis of a disciplinary action or a negative evaluation will be called to the attention of the employee within five (5) days of knowledge of such complaint. The employee will be told the substance of the complaint and apprised of the procedures to be followed. In the case of written complaints, a copy of the completed written documentation will be sent immediately to the employee against whom the complaint is lodged.
- 13.8 The employee shall have the opportunity to respond to the complaint within a reasonable amount of time, but no longer than five (5) work days. At the employee's option an Association representative and/or the employee's representative shall be present at any meetings related to the complaint held with the employee. The District shall give the employee the opportunity to consult the Association and/or other representative prior to any formal investigation. District administrators will encourage students, parents, and community members to meet with the employee to discuss and resolve issues, however, it is recognized that complainants may not be willing.

- 13.9 Student Discipline: Employees shall have the responsibility with respect to students to:
- Observe the substantive and procedural due process rights of students.
 - Provide a written explanation, if required by the principal, when an employee removes a student from an activity for disciplinary reasons.
 - Be available at reasonable times for parent conferences and/or student conferences.
- 13.10 The District shall assist employees subjected to insult, abuse, intimidation, or threat of force or violence during the performance of assigned duties. Assistance will be tailored to fit the circumstances of each situation
- 13.11 The District and employees shall require acceptable behavior on the part of all students who participate in school sponsored activities. When corrective action is necessary it shall be consistent with the law, District and Building adopted student discipline policy, and other related expectations from **League** and WIAA.
- 13.12 The employee shall have the responsibility to notify the building administrator of deviant or disruptive behavior of a student that may lead to formal disciplinary action (i.e., suspension, expulsion).
- 13.13 The Board may grant up to one (1) year leave of absence, without pay, to employees in the bargaining group, excluding employment by another district. At the conclusion of the leave, the employee shall have the opportunity to return to their coaching/activity position. Applications for leave shall be in writing and will state the reason for the leave. The employee remains subject to RCW 28A.400.200 Supplemental contracts shall not exceed one year.

Article 14 Transportation

When an extra-curricular trip involves a group of fifteen (15) people or more students, the group will be transported by a school bus. If vehicles other than District owned, need to be used to transport students, the Transportation Supervisor, Athletic Director, and or Principal and Chapter President will review all requests and approve or disapprove. If mutual agreement cannot be reached the request will be denied.

Article 15 Liability Insurance Benefits

- 15.1 The District shall provide insurance for the protection of employees pursuant to RCW 28A.400.370, which states in part, “Mandatory Insurance Coverage for employees shall provide insurance protection covering employees while engaged in the maintenance of order and discipline and the protection of school personnel and students and the property thereof when that is deemed necessary by such employees. Such insurance protection must include as a minimum, liability insurance covering injury to persons and property, and insurance protecting those employees from loss or damage of their personal property incurred while so engaged.”

Article 16 Grievance Procedures

- 16.1 First Step (Informal): An attempt shall be made to resolve every grievance by an informal, verbal discussion between the grievant and his immediate superior. Grievant shall indicate that the discussion is Step 1 of the procedure prior to the discussion.
- 16.2 Second Step (Immediate Supervisor): If the grievance cannot be resolved informally under the first step, the grievant shall file the grievance in writing with his principal or immediate supervisor and shall file a copy with the Superintendent. The written grievance shall be filed within fifteen (15) days of the time the grievant had knowledge or became affected by the event, which gave rise to the grievance. The principal or supervisor having the authority

to render a decision on the grievance shall make a decision and communicate it in writing to the grievant and the Superintendent within ten (10) days of receipt of the grievance. [Reference Appendix B1]

- 16.3 Third Step (Superintendent): If the decision reached at the second step does not satisfactorily resolve the grievance, the grievant shall file an appeal from that decision with the Superintendent within ten (10) days. The appeal shall contain the original grievance and the decision at the second step. Within ten (10) days after filing the appeal, the grievant, the principal or supervisor, and the Superintendent or his designee shall meet to resolve the grievance. If a satisfactory resolution of the grievance is reached, it shall be reduced to writing and subscribed to by the parties involved. If an agreed resolution is not reached, the Superintendent or his designee shall render his decision in writing within ten (10) days of the last meeting of the parties and deliver a copy to all parties in interest. [Reference Appendix B2]
- 16.4 Fourth Step (Board): If no satisfactory resolution of the grievance is reached at the third step, the grievant may within ten (10) days after the decision in the third step is rendered, request in writing that the grievance be submitted for hearing before the Board of Directors of the school district. Within thirty (30) days after receiving such request the Board of Directors or a hearing examiner appointed by the board, shall hold a hearing and render a decision. The decision shall be rendered within ten (10) days of the meeting. [Reference Appendix B3]
- 16.5 Fifth Step (Binding Arbitration): If the grievance has not been adjusted to the satisfaction of the grievant at step three, the grievant may, within ten (10) days, request in writing to the Association that the grievance be submitted for binding arbitration to a mutually selected arbitrator (local attorney). The Association may exercise its right to proceed to arbitration by giving written notice to the Superintendent within ten (10) days after receipt of the decision of the Board.

The arbitrator shall have complete authority to make any decision and provide any remedy appropriate except as otherwise expressly prohibited by law or this Agreement. Both parties agree to be bound by the award of the arbitrator.

Unless otherwise allocated by the Arbitrator, the costs for the services of the arbitrator, including per diem expenses, if any, and his/her travel and subsistence expenses and the cost of any hearing room, will be borne equally by the Parties, all other costs will be borne by the party incurring them.

Article 16 Duration of Agreement

- 17.1 This Collective Bargaining Agreement shall become effective upon ratification of both parties, but no later than September 1, **2020** and shall remain in effect until August 31, **2022**.
- 17.2 In the event of a double M&O Levy Failure all contracts covered in this agreement will be canceled during the school year following that failure and be reinstated upon passage of the levy.
- 17.3 This Agreement or any provisions herein may be extended by mutual written agreement of the Parties.

The District and the Association agree to reopen the Agreement no later than April **2022** in the **2021-22** school year, for the purpose of negotiation of the contract.

For the Association:

For the District:

Travis Domser, President

Jeff Fehr, Board Chairman

Date: _____

Date: _____

Barry DePaoli, Superintendent

Date: _____

Athletic Activities 2020-2021				
Level	0-3 Years	4-7 Years	8-11 Years	12+ Years
HIGH SCHOOL				
1 Head Basketball Head Football Head Soccer Head Wrestling	5,555.00	5,830.00	6,050.00	6,600.00
2 Head Baseball Head Track Head Softball Head Volleyball Head Golf Head Tennis Head Cross-Country	5,005.00	5,280.00	5,611.00	6,050.00
3 Assistant Basketball Assistant Football Assistant Soccer Assistant Wrestling	3,740.00	4,015.00	4,235.00	4,510.00
4 Assistant Baseball Assistant Track Assistant Softball Assistant Volleyball	3,630.00	3,795.00	4,015.00	4,180.00
5 Assistant Golf Assistant Tennis Assistant Cross Country	3,300.00	3,520.00	3,795.00	4,070.00
MIDDLE SCHOOL				
Head Football	2,333.00	2,625.00	2,915.00	3,205.00
Assistant Football	1,783.00	2,075.00	2,365.00	2,655.00
Head Coach	2,188.00	2,479.00	2,770.00	3,061.00
Assistant Coach	1,638.00	1,929.00	2,220.00	2,511.00

**Non-Athletic Activities
2020-2021**

Position	Participants	Stipend Amount
CHEER ADVISOR		\$5,500
HS ASB ADVISOR	108	\$2,750
MS ASB ADVISOR	36	\$1,650
CONCESSIONS		\$550
INTERACT CLUB		
TODOS UNITED CLUB	36	\$1,100
KIND CLUB		
HONOR SOCIETY		
GSA (GAY/STRAIGHT ALLIANCE		
ELEMENTARY MUSIC	36	\$660
MS DRAMA-HEAD	15 students head & assistant	\$1,870
MS DRAMA-ASSISTANT	25 students head and 2 assistants	\$715
HS KNOWLEDGE BOWL-HEAD		\$1,980
HS KNOWLEDGE BOWL-ASSISTANT		\$1,100
MS KNOWLEDGE BOWL-HEAD		\$1,320
MS KNOWLEDGE BOWL-ASSISTANT		\$770
HS SCIENCE OLYMPIAD	15 students head & assistant	\$1,760
MS SCIENCE OLYMPIAD	15 students head & assistant	\$1,100
SPELLING BEE		\$330
GEOGRAPHY BEE		\$220
MORNING STRENGTH AND CONDITIONING-BOYS	Per semester	\$825
MORNING STRENGTH AND CONDITIONING-GIRLS	Per semester	\$825

In the event of a double M&O Levy Failure all contracts covered in this agreement will be canceled during the school year following that failure and be reinstated upon passage of the levy.

ADDENDUM B-1
STEP 1

COMPLAINT BY THE AGGRIEVED

Aggrieved Person _____

Date of Filing Claim _____

Date of Formal Presentation _____

Work Phone _____ Home Phone _____

Building _____ Subject Area/Grade _____

Supervisor Against Whom Grievance is Filed _____

Association Grievance Representative(s) _____

Statement of Grievance:

Relief Sought:

Signature of Aggrieved _____ Date _____

ADDENDUM B-2
STEP 2

DECISION OF SCHOOL PRINCIPAL OR SUPERVISOR

(To completed by school principal or supervisor against whom the grievance is filed within (10) school days after meeting with the grievant.)

Aggrieved Person _____

Date of Formal Presentation _____

School Building _____

Principal/Supervisor _____

Decision of School Principal or Supervisor and Reasons:

Date of Decision _____ Signature _____

Aggrieved Person's Response:
(Complete within ten (10) school days of receipt of above response.)

_____ I accept the above decision.

_____ I hereby refer the above decision to the Superintendent for review.

Date of Response _____ Signature of Aggrieved _____

ADDENDUM B-3
STEP 3

Decision of Superintendent or Designee

(To be completed within ten (10) school days after receipt of the grievance.)

Aggrieved Person _____

Date of Oral Presentation _____ Date of Appeal Received _____

Date Hearing Held _____

Decision of Superintendent or Designee and Reasons:

Signature _____

Date _____

ADDENDUM B-4
STEP 4

Decision of Board of Directors

(To be completed within thirty (30) school days after receipt of the grievance.)

Aggrieved Person _____

Date of Oral Presentation _____ Date of Appeal Received _____

Date Hearing Held _____

Decision of Board of Directors or Designee and Reasons:

Signature _____

Date _____

A. Statement on Evaluation of Coaches

There is much more to coaching on the interscholastic level than winning. A successful coach needs a broad spectrum of competencies that are, in most situations, not taken into account whenever he/she is evaluated. "Not everyone fits the model of the successful coach and the successful coach is not always the one who wins the game."

There is much to be understood if one is to be a capable coach. Coaches need to understand growth and development patterns, strength development, stress factors, fatigue levels, psychological readiness, maturation rates, learning curves, modern training techniques and proper sequential development of various skills. This list should be much longer, but the important factor to remember is that it takes knowledge and command of many competencies to be a coach.

Without goals and objectives in the program and competencies desired in personnel identified, it is impossible to assess whether goals are being met, or personnel possess the desired competencies. The following instrument has been developed to help accomplish the goals of coaching assessment and evaluation.

ATHLETIC COACHES EVALUATION PROCEDURES

The attached form represents our form for coaching evaluations. The basic purpose behind this form and the effort of everyone is for improving the instruction our athletes receive. Other purposes of an evaluation system are as follows:

1. To afford an opportunity to identify, recognize and praise quality coaching and instruction.
2. To provide an opportunity to identify potential leadership within a system.
3. To create a climate to achieve individual improvement through job targets.
4. To provide information necessary to make an objective assessment of the performance of a coach.
5. To identify those factors which interfere with a coach's overall contribution to the athletic program.
6. To assure that quality coaching is a responsibility shared by the entire coaching staff and the Athletic Director.

The following procedures are to be observed in the use of these forms:

1. The Athletic Director and Head Coach will conduct evaluations of Assistant Coaches.
2. The Athletic Director and Principal will conduct evaluation of Head Coaches.
3. The Athletic Director and the building Principal will be responsible for the contract recommendation.
4. This evaluation is to be completed within 30 school days after the close of the season for the athletic activity.
5. The next step is written evaluation based on input provided by personnel named in items 1, 2 and 3.
6. The final step is a conference with coach, Athletic Director, and/or Principal to review the written evaluation.

APPENDIX E.

ACTIVITY/ADVISOR Annual Plan & Goals Report Form

Name of Employee _____

Period: From _____ To _____

Extracurricular/Activity Assignment _____

At the beginning of the school year staff will meet with the building administrator to identify specific planned activities/goals related to the extracurricular assignment for the school year to include timelines.

By the conclusion of the school year, staff will draft a final report to include accomplishments, reflection on the annual goals and provide a list of the number of student participants.

Signature of Building Administrator/Supervisor _____

Date of Report _____

Signature of Employee _____

Date _____

Responses and attachments to this report may be made at the option of the employee.
