

## **PREAMBLE**

In order to effectuate the provisions of RCW 41.56, the Public Employees' Collective Bargaining Act (hereinafter the ACT); and to set forth prescribed rights with respect to wages, hours, terms and conditions of employment of the employees who hold extra curricular positions in the Franklin Pierce School District which do not require OSPI certification, this Agreement is made and entered into this 1<sup>st</sup> day of September, 2007, by and between the District and the Association.

## **PART I – DISTRICT/ASSOCIATION RELATIONSHIPS**

### **ARTICLE 1 RECOGNITION**

- 1.1 The District hereby recognizes the Franklin Pierce Education Association as the exclusive bargaining representative for all employees who hold extra-curricular supplemental positions in the Franklin Pierce School District that do not require OSPI certification excluding casual and confidential employees.
- 1.2 The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the employees, and to no other organization(s) representing any portion of the unit or potential member of the unit.
- 1.3 Unless the context in which they are used clearly requires otherwise, words in this Agreement denoting gender shall include both the masculine and feminine; and words denoting number shall include both the singular and plural; and the word "day(s)" shall mean school days during the school year and all week days, except holidays, during the remainder of the year.

### **ARTICLE 2 RIGHTS**

#### **Section 2.1 Rights of Employees.**

- (A) The District agrees that it shall not unlawfully discriminate against any employee by reason of race, religion, color, national origin, sex, sexual orientation, marital status, age, or due to any sensory, mental, or physical handicap, or membership in the Association. The District shall not discriminate by reason of domicile.
- (B) The private and personal life of an employee is of no concern to the District except to the extent that it interferes with the employee carrying out his/her responsibilities within the District.
- (C) An employee, at his/her option shall be entitled to have present a representative of the Association during any meeting called by the District, or an authorized agent of the District, wherein the employee has a reasonable expectation that he/she might be disciplined or penalized.
- (D) Employees shall not be disciplined without just cause. Any action taken against an employee shall be appropriate to the behavior which precipitates said action. Formal discipline shall be in private. The specific grounds forming the basis for any disciplinary action shall be provided to the employee, in writing, prior to any formal disciplinary action. Any complaint or accusation made against an employee which could result in disciplinary action or have an adverse impact on the employee's evaluation will be called to the attention of the employee within ten (10) working days. Not returning an employee to a position or stipend for the next season or activity shall not be construed as discipline.

- (E) Each employee shall have the right to inspect his/her own personnel file at any reasonable time. The employee shall have access to all material in the file except those items from the confidential college placement file. Non-confidential file material shall be reproduced for the employee if requested. The employee shall pay for the expense of such reproduction. The District shall send the appropriate employee a copy of any letters of complaint within ten (10) working days of receipt of said complaint and, if such letter is placed in the personnel file, the employee may answer the complaint and attach the answer to the letter. The employee may request that the district consider removing all derogatory materials from the employee's personnel file three (3) calendar years after the letter is placed in the file. Such request must be made in writing to the Director of Human Resources. The employee's annual evaluation shall be exempt from this provision. Employees shall have the right to respond, in writing, to any material contained in their personnel file. Materials gathered, as a result of an investigation, shall not be placed in the employee's personnel file until the investigation is concluded.
- (F) Investigations of employees resulting from complaints or accusations made against them shall take place in an expeditious manner.
- (G) During the term of this agreement the FPEAAA and members of the bargaining unit, as individuals or as a group, shall not initiate, cause, permit or participate in any strike, work stoppage, slow down, picket or any other restriction of work against the District. Employees, while acting in the course of their employment, shall not honor any picket line established at or around any District property. Disciplinary action, including discharge may be taken by the District against employees violating this Section.
- (H) Each employee shall comply with the school and District rules, policies, and regulations, as well as WIAA standards for students and staff. Coaches and activity advisors shall maintain WIAA certification as a condition of employment.
- (I) A head coach who receives notice that his/her coaching assignment will not be continued for the next year may appeal the decision to the District's Superintendent. To do so, within ten (10) calendar days of receiving notice that his/her coaching assignment will not be continued, s/he must submit a letter to the District's Superintendent stating the basis for the appeal. The Superintendent will hear the appeal within ten (10) calendar days. If the Superintendent is unavailable within the specified time frame, the parties may mutually agree to extend the timeline if necessary. The head coach may invite a union representative to attend the meeting with the Superintendent. The Superintendent's decision will be final.

## **Section 2.2 Rights of District**

The customary and usual rights, powers, functions, and authority of management are vested in management officials of the District, excepting where the District expressly and in specific terms has agreed to limit those rights in this agreement. Included in these rights in accordance with applicable laws and regulations are the right to direct the work force, the rights to hire, promote, retain, transfer and assign employees in positions; the right to suspend, discharge, demote or take other disciplinary actions against employees; and the right to release employees from duties because of lack of work or other legitimate reasons. The District shall retain the right to maintain efficiency of the District operations by determining the methods, the means, and the personnel by which such operation is conducted.

The right to make reasonable rules and regulations shall be considered acknowledged functions of the District. In making rules and regulations related to personnel policies, procedures and practices, and matters of working conditions, the District shall abide by the rights of the Association and the employees and to the obligations imposed by the Agreement.

## **ARTICLE 3 GRIEVANCE PROCEDURE**

**Section 3.1. Purpose.** The purpose of the grievance procedure is to provide orderly and expeditious means for resolving problems or grievances at the lowest possible level.

**Section 3.2. Definitions.**

"Grievance" shall mean a claim by an employee that there exists a violation, misinterpretation, or misapplication of a specific provision(s) of this Agreement.

"Grievant" shall mean an employee in the bargaining unit, except as provided in Section 4.3.

"Days" shall mean school days during the school year and all week days, except holidays, during the remainder of the year.

"Time Limits" shall be considered maximum except that both parties may mutually agree in writing to extend such limits with respect to any particular grievance. If time limits are not met by a grievant, the grievance shall be considered waived. If time limits are not met by the District, the grievant shall have the right to proceed to the next level of the grievance procedure.

**Section 3.3. Association Grievances.** The Association shall have the right to grieve any violation, misapplication, or misinterpretation of any provision(s) involving the Association. Such grievances shall be filed at Step 2 of the grievance procedure.

**Section 3.4. Information Discussion.** Any employee having a problem concerning a violation, misinterpretation, or misapplication of this Agreement shall, within twenty (20) days of the time the employee had knowledge of or should have had knowledge of the problem, discuss the problem informally with the principal or appropriate immediate administrator and shall set forth the provision(s) believed to be violated, misinterpreted, or misapplied. In the event the problem is not resolved informally in the discussions with the immediate administrator, the employee may, within thirty (30) days of the time the employee had knowledge of or should have had knowledge of the problem, take the matter up as a grievance as outlined in Section 4.5.

**Section 3.5. Grievance Procedure.** The following sets forth steps to be followed when attempting to resolve grievances:

**STEP 1:** In the event the problem is not resolved informally, as set forth in Section 3.4, it shall be reduced to writing and submitted to the appropriate administrator as a grievance within thirty (30) days of the time the grievant had knowledge of, or should have had knowledge of, the problem giving rise to the grievance. The written grievance shall state the fact(s) upon which it is based, the issue(s) involved, any Agreement provisions allegedly violated, and relief sought.

A meeting between the grievant and the administrator shall be held to resolve the grievance within ten (10) days following receipt of the written grievance by the administrator. The administrator must respond to the written grievance within 10 days following this meeting.

**STEP 2:** In the event the grievant is unsatisfied with the disposition of the grievance at Step 1, or in the event no decision is reached within ten (10) days after the presentation of the grievance, the grievant and/or the Association may, within five (5) days thereafter, refer the matter in writing to the District Superintendent, either by registered mail or in person.

- (A) If the Association decides not to pursue the grievance, it shall so notify the grievant and the District Superintendent in writing, and the matter, insofar as the Association is concerned, is terminated.
- (B) An Association representative and the grievant, in pursuing the grievance on behalf of the grievant, shall meet with the Superintendent and/or his/her designated representative(s) within

ten (10) working days of the Superintendent's receipt of the notice in an effort to resolve the grievance. The Superintendent or his/her designee shall issue a written response to the grievance within fifteen (15) days following this meeting.

- (C) Time limits, as set forth in this section, shall also apply when an employee is acting on his/her own behalf.

**STEP 3:** In the event the grievant is unsatisfied with the disposition of the grievance at the conclusion of Step 2, said grievant may refer the matter to arbitration as provided below.

If the grievant is unsatisfied with the disposition of Step 2 of the grievance procedure, the grievant may, within ten (10) days, and with the consent of the Association, submit the matter to arbitration.

Notice of intent to arbitrate shall first be provided to the District in writing. Except for Association grievances as defined in Section 4.3, submission of any grievance to arbitration shall require the grieving employee's consent.

Any grievance relating to interpretation or application of the specific provision(s) of this Agreement may be submitted to arbitration unless excluded by the other provisions of this Agreement or this Article.

**Section 3.6. Arbitration.** To effectuate arbitration, the Association shall request within the ten (10) days a list of arbitrators from the Public Employment Relations Commission (PERC), the Federal Mediation and Conciliation Service (FMCS), or the American Arbitration Association (AAA), in accordance with their rules governing arbitrator selection. The Association and the District may also otherwise agree to an arbitrator. The scope of the arbitrator's authority shall be limited to grievances arising from specific provisions of the Agreement, and the arbitrator shall be without authority to add to, subtract from, or alter any of the terms of the Agreement. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law.

The arbitrator shall render his decision within thirty (30) calendar days following the conclusion of the arbitration hearing or submission of any post-hearing briefs. The parties shall have ten (10) days in which to submit such briefs.

Each party shall bear its own costs of arbitration, except that the cost of the arbitrator, court cost, (reporter, hearing room, etc.) shall be shared equally by the District and the Association.

The decision and/or award shall set forth the arbitrator's findings of fact, reasoning, and conclusions on the issues submitted and shall be final and binding on all parties.

The Arbitrator shall have no power or authority to rule on any of the following:

- (a) A decision not to continue a supplemental contract except in the case of a procedural error.
- (b) The content of an employees evaluation except in the case of a procedural error.

**Section 3.7. Representation.** The grievant shall have the right to have representation by the Association at any step in the formal grievance procedure. Nothing contained herein shall preclude an employee from presenting his/her grievance to the District and resolving such grievance through Step 2 without intervention of the Association. The District shall provide copies of such written grievances to the Association, advising it of meetings pertaining to resolution of the grievances so the Association may attend and make its views known.

The District shall honor any reasonable request from the Association, and the Association shall honor any reasonable request from the District, for information pertinent to the investigation, processing, or resolution of a grievance.

**Section 3.8. Released Time.** Should the investigation or processing of any grievance require an employee to be released from his/her regular assignment, he/she shall be released and the Association shall compensate the District for all required substitute costs, except if such request for released time is made by the District. Grievance hearings and meetings will take place outside of the regular work day or by mutual agreement of the parties.

**Section 3.9. Confidentiality and Good Faith.** The Association and the District recognize that confidentiality and good faith are key elements to a successful grievance procedure. Accordingly, both pledge themselves to participate in good faith and to require the parties involved to limit the number of additional persons knowing the names of the grievant to those necessary to a successful resolution.

**Section 3.10. No Reprisals.** There shall be no threats or reprisals of any kind by the Association or its members against any employee who does not wish to file a grievance or settle a grievance or who appears as a witness or gives testimony in the grievance procedure. There shall be no threats or reprisals of any kind by the District against any party due to his/her involvement in the grievance procedure.

**Section 3.11. Separate Files.** All documents, communications, and records dealing with processing of a grievance shall be filed separately and not in any of the individual's personnel files.

## **PART II - GENERAL CONDITIONS**

### **ARTICLE 4 EMPLOYEE EVALUATION**

The evaluation instrument and indicators attached (Appendix B and C) shall be used in accordance with the following procedures:

- 4.1 All head coaches will be evaluated in writing for each sport coached each year. Each coach will be advised of who his/her evaluator will be within 10 work days following the start of the season. The employees will be observed in a variety of coaching responsibilities. The evaluation will be provided to the employee within thirty (30) days after the sport's last contest. For those coaching spring sports, the evaluation will be provided to the employee within thirty (30) days after the sport's last contest or by the last day of school. At the evaluation conference, the coach is encouraged to discuss items such as budget, staffing, equipment, facilities, etc.
- 4.2 The athletic director, building principal, assistant principal or administrative designee is the person with primary responsibility for the evaluation of coaches. It is understood that athletic coordinators may be involved in the evaluation of coaches.
- 4.3 The evaluator is not required to include written comments on the evaluation unless a category on the evaluation is marked "unsatisfactory."
- 4.4 The employee's signature on the evaluation form indicates that s/he has received the evaluation; it does not necessarily imply agreement. The employee may submit a response to the evaluation. The response will be included in the employee's personnel file.

### **ARTICLE 5 STUDENT DISCIPLINE**

- 5.1 The Guide for Student Athletes will be distributed to each bargaining unit member at the beginning of the season. Bargaining unit members who coach more than one sport will receive the Guide once per year.

In accordance with state law and District procedure, each employee has the authority to use prudent disciplinary measures for the safety and well-being of students and staff, provided that:

(1) the employee has followed established District policy and procedures, and (2) the employee, when appropriate, provides supporting documentation of behavior that led to the incident and efforts made to correct the behavior.

The Administrators shall work with employees in their efforts to maintain discipline in the District and during extra curricular activities and shall give prompt response to all employees' requests regarding discipline problems.

- 5.2 The District will continue to provide supervision at home varsity contests held at the District's schools.

## **ARTICLE 6 EQUIPMENT MAINTENANCE AND PURCHASE**

- 6.1 Each year, each building Athletic Coordinator will provide the District Athletic Director a prioritized list of equipment needs no later than March 31. In developing this list, the Athletic Coordinator will solicit input from the building's coaches. The Athletic Director will make recommendations to the District on the priority purchases.
- 6.2 The District Athletic Director will work with the Athletic Coordinators, with input from coaches, to establish a District-wide uniform rotation schedule and secure storage for District equipment and uniforms.

## **ARTICLE 7 ASSIGNMENTS, VACANCIES, AND HIRING PROCEDURES**

- 7.1 Appointments to coaching and extra-curricular positions covered by this Agreement are on a yearly or seasonal basis.
- 7.2 Hiring for Athletic Coaches
- A. Notice
1. Employees assigned to head coaching assignments shall have their appointments reviewed each year by the building administrator. Within 30 work days following the end of the athletic season or by June 30, for those coaching spring sports, the building administrator or designee will notify the head coach if he/she will be asked to return in the same position for the next year. For those coaching spring sports, every effort will be made to notify the coach by the last day of school. If a person is informed that he/she will not be returning, the administrator will provide the rationale in writing.
  2. If an employee in a non-athletic position will not be continued in the position for the next year, the administrator will provide the employee with notice of the decision and the reason(s) for it in writing by the last day of school.
  3. Except in extenuating circumstances, a person in a position covered by this Agreement who does not want to continue in the same position for the next school year will notify his/her supervisor, in writing, within 30 work days following the end of the athletic season or by the last day of school for those coaching spring sports.
- B. Posting Vacancies
1. Vacant high school head coaching positions will be posted inside and outside of the District through the regular personnel requisition process. The building administrator or designee and/or Athletic Coordinator/Director will screen the

applicants. Interviews will be conducted as determined by the building administrator. Vacant high school assistant coaching positions will be posted as determined by the building administrator in consultation with the head coach.

2. Vacant middle school head coaching positions will be posted as determined by the building administrator. Vacant middle school assistant coaching positions will be posted as determined by the building administrator in consultation with the head coach.
3. Head coaches will recommend assistant coach hires to the building administrator and athletic director.

C. Hiring Procedures for Head Coaches

1. In-District bargaining unit members who apply for a head coaching position and meet the minimum qualifications for the position will be guaranteed an interview.
2. Interviews for coaching assignments will be separate from interviews for teaching and other positions.

**ARTICLE 8 LENGTH OF SEASON (Extended Season)**

Coaches and cheerleading advisors whose teams participate in extended seasons because of WIAA sanctioned post-season activities will be compensated in the following manner:

- A. For high school team sports (football, basketball, soccer, volleyball, baseball, and fastpitch), coaches are eligible for extended season pay if, at the end of the regularly scheduled season the team has the potential of elimination prior to a league playoff, tournament or meet, and gains entrance to the league playoff, tournament or meet.
- B. For high school individual sports (golf, cross-country, tennis, track, and wrestling), coaches are eligible for extended season pay at the conclusion of the league tournament when an athlete gains entrance to the district or regional tournament.
- C. Coaches will be paid at a per diem rate based on his/her stipend and the length of the season (stipend divided by 45). Cheerleading advisors will be paid at a per diem rate based on his/her stipend and the length of the season (stipend divided by 90). The coaches who are eligible for post-season compensation will be determined by the Athletic Director after consultation with the appropriate head coach and athletic coordinator. The decision will be based upon athlete need.
- D. Extended season compensation will be paid for practice and event days only.
- E. Teams whose post-season activities are not continuous with the regular season will be compensated for WIAA-sanctioned practices prior to the contest.
- F. When middle school track and/or wrestling coaches are required by the league to host the league tournament, the head coach in the sport will be provided a \$250 stipend for organizing the event and the assistant coach(es) will be provided a \$100 stipend for organizing the event. Each year the coaches participate in the league tournament, they will each receive a \$100 stipend.
- G. High school head football coaches who were employed during the 2006-07 school year, will continue to receive a stipend in the amount of \$200 each year they continue to serve as a head high school football coach. High school assistant football coaches who were employed during the 2006-07 school year, will continue to receive a stipend in the amount of \$150 each year they continue to serve as an assistant high school football coach.

## **ARTICLE 9 JOB DESCRIPTIONS**

When job descriptions are created, input will be sought from coaches and class advisors.

## **PART III SALARY MATTERS**

### **ARTICLE 10 SALARY AND SALARY PAYMENTS**

The following is retroactive to September 1, 2004:

- 10.1 Salaries for employees subject to this Agreement are contained in Appendix A of the contract. The 2007-08 schedule represents a two (2) percent increase for Groups 1, 2, 3, and 4. The 2008-09 schedule represents a three (3) percent increase for Groups 1, 2, 3, and 4. The 2009-10 schedule represents a three (3) percent increase for Groups 1, 2, 3 and 4.
- 10.2 When supplemental contract positions are known, every effort will be made to issue contracts to the employee to facilitate the beginning of payment by the end of the September pay period. This only applies to certificated employees paid on a stipend basis.
- 10.3 The following provisions apply to athletic coaches:
  - a. All coaches new to the District shall receive full public school and accredited private school experience credit as stated below.
  - b. Any coach moving down in the same sport shall retain accumulated experience gained in that sport.
  - c. Any retired coach who returns to coaching shall retain previously accumulated District experience.
  - d. Any coach making a move in the same sport shall retain accumulated experience. Any coach making the following move shall receive one (1) year's credit for each two (2) years of accumulated experience in the vacated position. Middle School Assistant to Senior High Head.
- 10.4 Increment steps shall take effect on September 1 of each year during the term of this Agreement.
- 10.5 Classified employees eligible for coverage by the Fair Labor Standards Act in their regular Franklin Pierce School District employment shall receive overtime pay at time and one-half for all hours (including regular and extra-curricular hours) worked in excess of forty (40) hour week. For Franklin Pierce certificated employees, salaries will be paid as a stipend based on the regular season.
- 10.6 Extra-curricular and activities stipend compensation shall be paid monthly, quarterly or at the conclusion of the activity as designated by the employee. Classified employees must turn their completed time sheets in by the payroll cut-off each month to be paid that month. Hours worked in excess of the designated hours must receive prior approval from the athletic coordinator or building administrator.
- 10.7 In the event of a levy failure or significant loss of state or federal funds, the parties shall meet to discuss the impact, if any, on athletics and employees covered by this agreement.
- 10.8 Every effort shall be made to provide each high school with an athletic trainer. If the District is not successful in recruiting a qualified athletic trainer for each high school after posting the position,

the District, may, as it has done at times in the past, contract-out the athletic trainer services. The District will notify the Association if this occurs.

- 10.9 During the life of this agreement, coaches of sixth (6<sup>th</sup>) grade sports will receive a stipend of \$300. These coaching positions will not generate or receive funds under Section 12.3 of the agreement.

## **PART IV EMPLOYEE BENEFITS**

### **ARTICLE 11 EMPLOYEE PROTECTION**

- 11.1 The Board shall provide employees with insurance protection covering those employees while engaged in the maintenance of order and discipline and the protection of school personnel and students and the property thereof. Such insurance protection must include liability insurance covering injury to persons and property, and insurance protecting those employees from loss or damage of their personal property incurred while engaged in any supervisory capacity as designated by the Board or their representatives.
- 11.2 The District will pay the cost for membership in the Washington State Coaches' Association for each paid coach, not to exceed a total of \$5000. To participate, the coach must complete the required paperwork provided by the Athletic or Human Resources Department.

### **ARTICLE 12 TRAINING**

- 12.1 For coaching positions, the District will continue to periodically provide and pay for First Aid and CPR classes. In addition, the Athletic Directors and the Franklin Pierce Extra Curricular Athletic and Activities Association (FPEAAA) representatives may agree upon the offering of other related courses.
- 12.2 To the extent consistent with law, the District will accept coaching/activity clinic/class hours for salary advancement on the certificated employee salary schedule. Because of the strict application of WAC 392-121-262, it is anticipated that clinics/classes will only potentially apply for salary advancement on the certificated salary schedule for physical education teachers.
- 12.3 For the 2007-08 school year, the District will allocate \$75 per budgeted athletic coaching bargaining unit position to be pooled for athletic clinic/class fees. For the 2008-09 school year, the funding will increase to \$100 per budgeted athletic coaching bargaining unit position. For the 2009-10 school year, the funding will continue at \$100 per budgeted athletic coaching bargaining unit position. The District Athletic Director will maintain and administer the funds for each school. Coaches will apply to the Athletic Director for use of the funds. Schools may request to pool funds to bring a training to the District. The Athletic Director will provide a quarterly accounting of the school's balance to each athletic coordinator and head coach.
- a. The priority for use of the funds is for trainings that meet the WIAA coaching standards.
  - b. By May 1, if a building has remaining funds that have not been used or designated for use, the building may use the funds as follows: a coach may apply for approval of, or submit receipts for reimbursement for, the travel expenses (hotel, air or train fare) directly associated with attendance at an out-of-the-area athletic training or for other conference-related materials (videos, workbooks, textbooks). Funding of such activities must meet all other District requirements.
  - c. At the Athletic Director's discretion, the funds may be used to pay for substitutes. Coaches will not misuse sick leave to attend training.

- d. If after June 1, a building has remaining funds that have not been used or designated for use, the building's athletic coordinator may place a request with the Athletic Director to use up to \$500 to purchase educational coaching material (ie. videos, workbooks, textbooks).
- e. Seventy-five (75) percent of funds not expended prior to September 1 of each year will be used by the Athletic Director to support the athletic program, including paying for speakers at coach and/or parent trainings, and/or the purchase of equipment and/or uniforms. Twenty-five (25) percent of funds not expended prior to September 1 of each year will be carried over.

**PART V STATUS OF THE AGREEMENT**

**ARTICLE 13 STATUS OF AGREEMENT**

- 13.1 This Agreement shall supersede any rules, regulations, policies, resolutions, or practices of the District which shall be contrary to or inconsistent with its terms.
- 13.2 This Agreement may be reopened on any item(s) during the term of the contract by mutual consent of the parties. Any modification of the Agreement will be by written mutual agreement of the parties.
- 13.3 If any employee's individual contract contains any language inconsistent with this Agreement, this Agreement shall be controlling.

**ARTICLE 14 CONFORMITY TO LAW**

- 14.1 This Agreement shall 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 hereby shall be found contrary to law, such provision or application shall have effect only to the extent permitted by law, and all other provisions or applications of the Agreement shall continue in full force and effect. In the event a provision(s) is/are determined to be contrary to law, such provision shall be renegotiated.

**ARTICLE 15 DISTRIBUTION OF AGREEMENT**

- 15.1 Following ratification signing of this Agreement, the District shall print this Agreement. The cost of printing and distributing of the Agreement shall be borne by the District. Twenty additional copies shall be provided to the Association.

**ARTICLE 16 DURATION**

- 16.1 This Agreement shall be in effect from September 1, 2007, through August 31, 2010.
- 16.2 If the League adds a fifth sport season at the middle school level during the life of this agreement, the parties agree to a re-opener on this topic.

FRANKLIN PIERCE SCHOOL DISTRICT

BY \_\_\_\_\_

\_\_\_\_\_ Date

FRANKLIN PIERCE EXTRA-CURRICULAR ATHLETIC AND ACTIVITIES ASSOCIATION

BY \_\_\_\_\_

\_\_\_\_\_ Date

**APPENDIX A  
2007-08 HIGH SCHOOL ATHLETICS SCHEDULE**

<b><u>Group 1</u></b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>
<b><u>HEAD COACH</u></b>	5,284	5,579	5,872
Basketball (boys & girls)			
Football			
Wrestling			
Special Olympics (When students compete in 3 sports)			
<b><u>ASSISTANT COACH</u></b>	3,700	3,906	4,110
Basketball (boys & girls)			
Football			
Wrestling			
Special Olympics (When students compete in 3 sports)			
 <b><u>Group 2</u></b>			
<b><u>HEAD COACH</u></b>	3,892	4,191	4,490
Baseball			
Soccer (boys & girls)			
Softball			
Track (boys & girls)			
Volleyball			
Special Olympics (When students compete in 2 sports)			
<b><u>ASSISTANT COACH</u></b>	2,724	2,936	3,144
Baseball			
Soccer (boys & girls)			
Softball			
Track (boys & girls)			
Volleyball			
Special Olympics (When students compete in 2 sports)			
 <b><u>Group 3</u></b>			
<b><u>HEAD COACH</u></b>	3,229	3,524	3,818
Cross Country (Co-ed)			
Tennis (boys & girls)			
Golf (boys & girls; co-ed)			
Dance			
<b><u>ASSISTANT COACH</u></b>	2,261	2,465	2,672
Cross Country (Co-ed)			
Tennis (boys & girls)			
Golf (boys & girls; co-ed)			

**APPENDIX A  
2007-08 MIDDLE SCHOOL ATHLETICS SCHEDULE**

	STEP 1	STEP 2	STEP 3
<b><u>GROUP 4</u></b>			
<b><u>HEAD COACH</u></b>	2,935	3,229	3,524
Baseball			
Basketball (boys & girls)			
Football			
Soccer			
Softball			
Track (boys & girls)			
Volleyball			
Wrestling			
 <b><u>ASSISTANT COACH</u></b>	 2,055	 2,261	 2,465
Baseball			
Basketball (boys & girls)			
Football			
Soccer			
Softball			
Track (boys & girls)			
Volleyball			
Wrestling			

**OTHER ACTIVITIES**

SAFETY PATROL		Certificated Hourly Rate (28.37)
CHEERLEADER ADVISOR		Step 1 - \$6500; Step 2 - \$6800; Step 3 - 7100
CLASS ADVISOR		
Freshman/Sophomore	1,327	
Junior		1,568
Senior		1,931
STEP TEAM		Step 1 - \$3229; Step 2 - \$3524; Step 3 – \$3818
CHOREOGRAPHER		Certificated hourly rate, up to a total of 80 hours
INTRAMURALS		
Middle School		Each middle school will be allocated 180 hours paid at certificated hourly rate for intramurals
High School		Weight room conditioning supervisor; fall, winter, spring, and summer: \$1277 per season, stipend may be shared among individuals

Middle school support for athletics: Each middle school athletic coordinator will be provided 100 hours paid at the certificated hourly rate each year of this agreement to compensate employees to supervise after-school athletic contests and to do other tasks at the direction of the athletic coordinator that support the athletic program.

**APPENDIX A  
2008-09 HIGH SCHOOL ATHLETICS SCHEDULE**

<b><u>Group 1</u></b>	<b><u>STEP 1</u></b>	<b><u>STEP 2</u></b>	<b><u>STEP 3</u></b>
<b><u>HEAD COACH</u></b>	5,443	5,747	6,048
Basketball (boys & girls)			
Football			
Wrestling			
Special Olympics (When students compete in 3 sports)			
<b><u>ASSISTANT COACH</u></b>	3,811	4,023	4,233
Basketball (boys & girls)			
Football			
Wrestling			
Special Olympics (When students compete in 3 sports)			
<b><u>Group 2</u></b>			
<b><u>HEAD COACH</u></b>	4,009	4,317	4,625
Baseball			
Soccer (boys & girls)			
Softball			
Track (boys & girls)			
Volleyball			
Special Olympics (When students compete in 2 sports)			
<b><u>ASSISTANT COACH</u></b>	2,806	3,024	3,238
Baseball			
Soccer (boys & girls)			
Softball			
Track (boys & girls)			
Volleyball			
Special Olympics (When students compete in 2 sports)			
<b><u>Group 3</u></b>			
<b><u>HEAD COACH</u></b>	3,326	3,630	3,933
Cross Country (Co-ed)			
Tennis (boys & girls)			
Golf (boys & girls; co-ed)			
Dance			
<b><u>ASSISTANT COACH</u></b>	2,329	2,539	2,753
Cross Country (Co-ed)			
Tennis (boys & girls)			
Golf (boys & girls; co-ed)			

**APPENDIX A  
2008-09 MIDDLE SCHOOL ATHLETICS SCHEDULE**

	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>
<b><u>GROUP 4</u></b>			
<b><u>HEAD COACH</u></b>	3,023	3,326	3,630
Baseball			
Basketball (boys & girls)			
Football			
Soccer			
Softball			
Track (boys & girls)			
Volleyball			
Wrestling			
<b><u>ASSISTANT COACH</u></b>	2,117	2,329	2,539
Baseball			
Basketball (boys & girls)			
Football			
Soccer			
Softball			
Track (boys & girls)			
Volleyball			
Wrestling			

**OTHER ACTIVITIES**

SAFETY PATROL	Certificated Hourly Rate
CHEERLEADER ADVISOR	Step 1 - \$6,695; Step 2 - \$7,004; Step 3 – 7,313
CLASS ADVISOR	
Freshman/Sophomore	1,367
Junior	1,615
Senior	1,989
STEP TEAM	Step 1 - \$3,326; Step 2 - \$3,630; Step 3 – \$3,933
CHOREOGRAPHER	Certificated hourly rate, up to a total of 80 hours
INTRAMURALS	
Middle School	Each middle school will be allocated 180 hours paid at certificated hourly rate for intramurals
High School	Weight room conditioning supervisor; fall, winter, spring, and summer: \$1,315 per season, stipend may be shared among individuals

Middle school support for athletics: Each middle school athletic coordinator will be provided 100 hours paid at the certificated hourly rate each year of this agreement to compensate employees to supervise after-school athletic contests and to do other tasks at the direction of the athletic coordinator that support the athletic program.

**APPENDIX A  
2009-10 HIGH SCHOOL ATHLETICS SCHEDULE**

<b><u>Group 1</u></b>	<b><u>STEP 1</u></b>	<b><u>STEP 2</u></b>	<b><u>STEP 3</u></b>
<b><u>HEAD COACH</u></b>	5,606	5,919	6,229
Basketball (boys & girls)			
Football			
Wrestling			
Special Olympics (When students compete in 3 sports)			
<b><u>ASSISTANT COACH</u></b>	3,925	4,144	4,360
Basketball (boys & girls)			
Football			
Wrestling			
Special Olympics (When students compete in 3 sports)			
 <b><u>Group 2</u></b>			
<b><u>HEAD COACH</u></b>	4,129	4,447	4,764
Baseball			
Soccer (boys & girls)			
Softball			
Track (boys & girls)			
Volleyball			
Special Olympics (When students compete in 2 sports)			
<b><u>ASSISTANT COACH</u></b>	2,890	3,115	3,335
Baseball			
Soccer (boys & girls)			
Softball			
Track (boys & girls)			
Volleyball			
Special Olympics (When students compete in 2 sports)			
 <b><u>Group 3</u></b>			
<b><u>HEAD COACH</u></b>	3,426	3,739	4,051
Cross Country (Co-ed)			
Tennis (boys & girls)			
Golf (boys & girls; co-ed)			
Dance			
<b><u>ASSISTANT COACH</u></b>	2,399	2,615	2,836
Cross Country (Co-ed)			
Tennis (boys & girls)			
Golf (boys & girls; co-ed)			

**APPENDIX A  
2009-10 MIDDLE SCHOOL ATHLETICS SCHEDULE**

	STEP 1	STEP 2	STEP 3
<b><u>GROUP 4</u></b>			
<b><u>HEAD COACH</u></b>	3,114	3,426	3,739
Baseball			
Basketball (boys & girls)			
Football			
Soccer			
Softball			
Track (boys & girls)			
Volleyball			
Wrestling			
 <b><u>ASSISTANT COACH</u></b>	 2,181	 2,399	 2,615
Baseball			
Basketball (boys & girls)			
Football			
Soccer			
Softball			
Track (boys & girls)			
Volleyball			
Wrestling			

**OTHER ACTIVITIES**

SAFETY PATROL		Certificated Hourly Rate
CHEERLEADER ADVISOR		Step 1 - \$6,896; Step 2 - \$7,214; Step 3 – \$7,532
CLASS ADVISOR		
Freshman/Sophomore	1,408	
Junior		1,663
Senior		2,049
STEP TEAM		Step 1 - \$3,426; Step 2 - \$3,739; Step 3 – \$4,051
CHOREOGRAPHER		Certificated hourly rate, up to a total of 80 hours
INTRAMURALS		
Middle School		Each middle school will be allocated 180 hours paid at certificated hourly rate for intramurals
High School		Weight room conditioning supervisor; fall, winter, spring, and summer: \$1,355 per season, stipend may be shared among individuals

Middle school support for athletics: Each middle school athletic coordinator will be provided 100 hours paid at the certificated hourly rate each year of this agreement to compensate employees to supervise after-school athletic contests and to do other tasks at the direction of the athletic coordinator that support the athletic program.



## **APPENDIX C**

### **INDICATORS OF EVALUATIVE CRITERIA FOR COACHES**

#### Ability to Teach Athletic Skills. The coach:

1. Knows how to motivate athletes.
2. Is knowledgeable of the techniques required to perform each skill (position, movement, stances) in the sport.
3. Uses sound, up-to-date methods to teach skills and techniques (drills, scrimmage, etc.).
4. Uses instructional media, particularly audio-visual aids such as movies and videos effectively.
5. Stresses good fundamental techniques and skills.
6. Effectively evaluates team personnel from drill performance, practice sessions, and games.
7. Uses appropriate reinforcement.
8. Uses appropriate player discipline and disciplinary procedures.

#### Role Model for Students. The coach:

1. Sets a positive example in word, deed, and appearance.
2. Has emotional stability and self-control.
3. Has a positive attitude and enthusiastic personality.
4. Demonstrates good sportsmanship.
5. Is respectful toward officials.

#### Organization and Planning. The coach:

1. Follows proper methods (district policy) in purchasing equipment.
2. Keeps up-to-date equipment and inventory records.
3. Makes certain that all players have a physical examination before turning out for a sport.
4. Effectively plans daily practices.
5. Plans for effective use of facilities and equipment.
6. Uses staff effectively.

#### Discipline of Students. The coach:

1. Respects students' rights.
2. Is fair and consistent in discipline.
3. Makes certain the athletes know the training rules and other rules and regulations.
4. Makes certain the athletes know the consequences of breaking training rules and other rules and requirements.
5. Establishes contact with teachers regarding academic standing of athletes.
6. Communicates effectively with parents regarding standards and discipline.

#### Cooperation with Total Program. The coach:

1. Understands the role of athletics in education.
2. Knows the objectives of the athletic program.
3. Has a coaching philosophy that is in accordance with the objectives of the athletic program.
4. Supports other sports in the program.
5. Supports other coaches in the program.

#### School/Community Relations. The coach:

1. Is an active member of clubs and organizations relating to athletics.
2. Cooperates with school staff, parents, and community.
3. Is understanding and respectful with parents.
4. Has good rapport with community.
5. Relates well to organized support groups (PTSA, Boosters, etc.).

Concern for Safety and Welfare of Students. The coach:

1. Has taken courses in safety and first aid.
2. Is knowledgeable about the factors related to exercise.
3. Is knowledgeable about good general health habits.
4. Knows how to properly use training room equipment.
5. Uses proper measures for prevention of injuries.
6. Requires written permission by a physician for an injured athlete to report back for competition.
7. Is approachable to players.
8. Uses effective guidance techniques.
9. Is concerned about athletes' academic achievements.
10. Adequately supervises facilities and sports area.
11. Effectively supervises athletes and coaching staff.

Professional Preparation. The coach:

1. Has attended clinics, workshops, seminars, or taken courses relating to athletic coaching in the last five years.
2. Knows the policies of the schools, the district, and the WIAA rules governing athletics.
3. Demonstrates success in coaching.
4. Stays current with the trends for the sport.
5. Promotes the sport.

**APPENDIX D  
EXTRA WORK PAY SCHEDULE (LUMP SUM)**

The following criteria shall be used to determine salary amounts included in this salary schedule:

I. Hours Involved: 1 to 9 points

100 - 114 = 1	115 - 129 = 2	Practice days = 3 hours
130 - 144 = 3	145 - 159 = 4	
160 - 174 = 5	175 - 189 = 6	Game Days = 4 to 5 hours
190 - 204 = 7	205 - 219 = 8	
220 Up = 9		

II. Length of Season (Days): 1 to 9 points

35 - 39 = 1	40 - 44 = 2
45 - 49 = 3	50 - 54 = 4
55 - 59 = 5	60 - 64 = 6
65 - 69 = 7	70 - 74 = 8
75 Up = 9	

III. Student Participants Per Coach: 1 to 9 points

10 - 12 = 1	13 - 15 = 2
16 - 18 = 3	19 - 21 = 4
22 - 24 = 5	25 - 27 = 6
28 - 30 = 7	31 - 33 = 8
34 Up = 9	

IV. Equipment: 0 to 3 points

None	=	0
Some	=	1
Considerable	=	2
Extensive	=	3

V. Night/Saturday Contests: 0 to 9 points (1 point per contest)

As scheduled by the league and approved by the District.

VI. Pressure/Responsibility: 0 to 8 points

- A. Risk in injury to participants (0 to 2)
- B. Preparation of Facilities (0 to 2)
- C. Playing Conditions (0 to 2)
- D. External Pressure (0 to 2)

VIII. Classifications

- A. Group I 30 points and up
- B. Group II 20 points and up
- C. Group III 10 points and up
- D. Group IV Middle School