

Agreement Between
Quincy School District No. 144
And
Quincy Education Association
Representing
Extra Curricular Contract Employees
Organized as Quincy Activities Association
2019-2021

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1 **Section A. Preamble**

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3 This Agreement has been reached between the Quincy School District #144 and the
4 Quincy Activities Association pursuant to RCW 41.56. with regard to extra curricular
5 employment.
6

7 **Section B. Definition of Terms**

8
9 As used in this agreement, the following terms will have the following meanings unless the
10 context in which they are used clearly indicates another meaning.
11

- 12 1. The term "District" shall mean Quincy School District No. 144.
- 13 2. The term "Board" shall mean the Board of Directors of Quincy School District No.144 as
14 the governing body of the District.
- 15 3. The term "Association" shall mean Quincy Activities Association an affiliate of the
16 Washington Education Association, National Education Association and North
17 Central Washington UniServ Council as represented by the Quincy Education
18 Association as the bargaining agent.
- 19 4. The term "Parties" shall mean the District and the Association.
- 20 5. The term "Agreement" shall mean the collective bargaining agreement, which shall be
21 signed by the Parties.
- 22 6. The term "Employee" shall mean any member of the bargaining unit as set out in
23 this Agreement.
- 24 7. The term "day" shall mean any day the district business office is open for business with
25 the public.
- 26 8. The term "Superintendent" shall mean the chief administrative officer of the District
27 or his/her designee.
- 28 9. The term "President" shall mean the president of the Association or his/her designee.
- 29 10. The term "WIAA" shall mean Washington Interscholastic Athletics Association.
30

31 **Section C. Recognition**

- 32
33 1. The Board hereby recognizes the Quincy Activities Association as the exclusive
34 bargaining unit for all extra curricular positions of the District for which no teaching
35 certificate is required with the exception of the Superintendent, Principals, Supervisors,
36 Confidential Employees and all other employees not mentioned in this recognition clause.
- 37 2. All positions covered by this contract are named in the salary schedules as found in
38 Appendices A and B.
- 39 3. Positions may be added by the district and salary for such positions determined through
40 a contract negotiations process with designated district and QEA representatives at any
41 time.
- 42 4. The District recognizes the Quincy Education Association as the exclusive bargaining
43 agent for all employees and shall not recognize or bargain with any other employee
44 organization seeking or claiming to represent employees unless such an organization has
45 been certified by the PERC as the exclusive bargaining agent for employees.
46

47 **Section D. District Rights**

48

49 The parties agree that the District retains all customary, usual, and exclusive rights, decision-
50 making prerogatives, functions, and authority connected with or in any way incident to its
51 responsibility to manage the extra curricular affairs of the District or any part of it. The exercise
52 of the foregoing rights, authority, duties, and responsibilities by the Board shall be limited only by
53 the specific and express terms of this Agreement and the laws of Washington State.

54

55 **Section E. Employee Contract and Dues**

56

- 57 1. Employees hired for extra curricular positions will sign a contract with the district prior
58 to assumption of duties. Contracts for extra curricular positions as represented by this
59 agreement shall be consistent with the terms of this agreement, shall identify the parties,
60 the specific position, and the rate of compensation.
- 61 2. Based on available information as of August 1, all contracts for extra curricular positions
62 as represented by this contract shall be received by employees by October 1, except
63 for fall sports which shall be received by September 1.
- 64 3. If any such contract is inconsistent with or is in conflict with the terms and conditions of
65 this agreement, the terms and conditions of this agreement shall supersede.
- 66 4. Dues will be deducted from each employee's extracurricular stipend and sent to the
67 Quincy Education Association. Dues schedules will be provided to the District by the
68 Association annually by September 1, and the District will make a one time dues
69 deduction per extracurricular contract.
- 70 a. The following employees are exempt from paying dues:
- 71 1. Full-time dues paying QEA members.
- 72 2. QEA representation fee payers.
- 73 b. Extra curricular employees who object to paying dues for religious reasons may
74 direct the District Treasurer to remit an amount equal to dues to a charitable
75 organization mutually agreed upon by the employee and the President of QAA.

76

77 **Section F. Association Use of School Facilities**

78

- 79 1. **Use of buildings:**
- 80 a. The Association may use the District buildings for the purpose of having
81 meetings and transacting Association business in accordance with established
82 District policy provided that such meetings and business shall not interfere with
83 District educational programs.
- 84 b. All such meetings shall be held outside the regular teacher work day, except
85 with administration approval. Association meetings shall not conflict with
86 other prescheduled meetings for the facilities requested and shall be scheduled
87 through the building administrator.
- 88 2. **Mail System:** The Association shall have the right to reasonable use of the intra-district
89 mail service, including email, and teacher mailboxes for communication with its
90 members. An Association representative shall have the responsibility for sorting and
91 placing the mail in boxes. The Association acknowledges that email communication does
92 not include a right of privacy.
- 93 3. **Keys and Facilities:** In order to carry out assigned responsibilities as determined by

94 the Building Principal/Athletic Director, employees shall be assigned a work area that
95 contains equipment, supplies, and storage areas as well as access to all the keys that
96 the employee needs to gain entrance to these areas. Employees will be assigned classroom
97 or other indoor meeting space as needed. Employees are encouraged to raise the adequacy
98 of assigned work areas and access to keys, with the Supervisor and/or Superintendent as
99 problems arise.

100
101 **Section G. Notification of New Members**

102
103 The district shall notify the Association within fifteen (15) working days after hire of the
104 name, address and assignment of any new hire into the bargaining unit.

105
106 **Section H. Extra Curricular Vacancy**

- 107
108 1. There shall be no discrimination by either the District or the Association with respect to
109 the employment of any person because of a person's age, sex, marital status, race, creed,
110 color, national origin, or the presence of any sensory, mental, or physical disability unless
111 based upon a bona fide occupational qualification wherein the disability prevents proper
112 performance for the position.
- 113 2. **Extra-curricular vacancies may be posted outside the district simultaneously with**
114 **the in-house announcement and may be filled from outside the district hiring pool**
115 **Volunteer assistant coaches with more than one season experience shall be**
116 **considered in district for the purposes of applying for athletic positions.**
- 117 • **Round 1: Candidates who have coached or worked in the same position the**
118 **previous year may be recommended by the head coach to the Athletic Director**
119 **and Administration for hiring based upon the needs of the program.**
120 **Administration will have the final decision.**
 - 121 • **Round 2: If there are still position open after Round 1 candidates are hired, then**
122 **interviews will occur.**
- 123 3. District employees who apply for a position and do not receive an interview shall
124 receive notification of that decision by the time interviews take place. Upon request, those
125 not interviewed will be granted an explanatory conference.
- 126 4. If, during the period the position is open, more than one district employee applies,
127 the candidate judged most qualified will be hired.
- 128 5. Interviews shall be conducted a minimum of two weeks prior to the start of a sports
129 season except when a vacancy is initially identified following this date. In this event, the
130 interview shall be conducted as soon as possible.
- 131 6. In hiring head coaching positions, the district shall appoint the building principal as
132 the person responsible for the interview process. An interview team made up of the
133 principal *or designee*, athletic director, assistant coach, a head coach, and a parent will
134 conduct the interviews and make a recommendation to the superintendent. Whenever
135 possible either the assistant coach, the head coach or designee must be of the same sport
136 for the position under consideration. The interview team may have a Board Member and
137 QEA/QAA may have a representative attend the interviews, but not participate. The
138 interview team may request the opinion of an observer if they so choose. Appendix H shall
139 be used as a guideline in the process to ensure that the contract is followed.

- 140 7. In hiring assistant coaching positions, the district shall appoint the athletic director as
141 the person responsible for the interview process. The interview team will include the
142 principal/or designee, athletic director, head coach and at least one other assistant coach
143 will conduct the interviews and make a recommendation to the Superintendent. Appendix
144 H shall be used as a guideline in the process to ensure that the contract is followed.
- 145 8 If a candidate, other than the one recommended by the interview team is hired, the interview
146 team shall be notified of such by the Superintendent and the reasons for the alternate
147 choice.
- 148 9. The selection process for non-athletic positions shall be established by each building
149 administrator, providing that the QAA has been notified of the selection process in
150 advance and it is in agreement with the QAA/QEA agreement.

151
152 **Section I. Employee Notification of Rehire**

- 153
- 154 1. Each extracurricular contract is issued for one year only. The decision to rehire the
155 following year is solely by district discretion.
- 156 2. For coaches, district notification of rehire/release will be made no more than 30 days after
157 the last day of state tournament play.
- 158 3. For all other extra curricular positions, the district will notify of rehire/release no later
159 than June 15 for the following year.

160
161 **Section J. Complaint Procedure**

- 162
- 163 1. If at any time parents/guardians have a question or concern regarding their
164 student's extracurricular participation, the following course of action is to be taken:
- 165 a. The parents/guardians will talk directly with the employee at an appointed time
166 and place apart from practice and activity/contest.
- 167 b. If the issue is not resolved and/or parents/guardians still have a concern, they
168 are to arrange a meeting with the athletic/activity director.
- 169 c. If the issue remains unresolved, the parents/guardians are advised to take the issue
170 to the principal.
- 171 d. If the issue remains unresolved, the parents/guardians may take the issue to
172 the superintendent.
- 173 e. If the issue remains unresolved, the parents/guardians may take the issue to the
174 school board.
- 175 f. If the issue involves a complaint against an extracurricular employee, he/she
176 must have an opportunity for input with an association representative present
177 before the parents/guardians take the issue to the next level.
- 178 g. If a parent approaches an immediate supervisor, administrator, athletic director,
179 or board member with a complaint involving an extracurricular employee before
180 he/she has met with the employee against whom the complaint is being made,
181 he/she will be directed to follow the procedure as described above.
- 182 h. This procedure will become part of the athletic code and be given in writing to
183 the parent(s) of every student participant before each season begins.

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185 **Section K. Grievance Procedure**

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The purpose of this procedure is to provide for the orderly and expeditious adjustment of grievances at the lowest possible level.

1. **Definitions**

- a. The term “grievance” shall mean a claim based upon an event or conditions which affect the conditions or circumstances under which an individual works, allegedly caused by misinterpretation or inequitable application of the terms of this Agreement.
- b. The term “Grievant” shall mean an employee or group of employees, or the Association having a grievance.
- c. The term “AR” shall mean a representative of the QAA.

2. **Time Limits**

- a. If the grievant fails to file or appeal according to the time lines set out below, the grievance may not be pursued further and shall be resolved according to the last formal response. In the event the District or its agents fail to meet a time line, the grievant may proceed to the next step of the procedure. The time limits shall be strictly observed, but may be extended by mutual agreement of the Participants.
- b. The adjustment of grievances shall be accomplished as rapidly as possible. To that end, the time line shall be considered a maximum and every effort shall be made to expedite the process.

3. **Rights to Representation**

- a. A grievant shall have the right to be accompanied by an AR at all steps of the grievance procedure. In the event a grievant elects to file and proceed without an AR, he/she may do so through the first two (2) steps of the procedure only, provided that the Association is present at every meeting or conference above the informal step, in order to protect its contract rights, and further provided that copies of the grievance, appeals, and responses are given to the President in a timely fashion.
- b. No grievance may be processed with a grievant having representation other than him/her self or the Association.

4. **Individual Rights**

Nothing contained in this Agreement shall be construed as limiting the right of any employee having a non-contractual complaint to discuss the matter through administrative channels and to have the problem adjusted without the intervention of the Association, as long as such disposition is not inconsistent with the terms of this Agreement.

5. **Procedures**

a. **Step One:**

A grievant shall first take up his/her grievance with his/her immediate supervisor in an informal conference. Every effort shall be made to adjust the grievance in an informal manner.

b. **Step Two:**

If the employee is dissatisfied with the outcome of the informal conferences(s), he/she may file a formal grievance with his/her immediate supervisor within thirty (30) days of the occurrence (or within thirty (30) days of the time the employee was aware of the occurrence) that was the basis of the grievance. The

232 immediate supervisor shall schedule a formal conference with the grievant and
233 the AR, by mutual agreement. Every effort should be made at the conference to
234 develop an understanding of the facts and the issues in order to create a climate
235 which may lead to a solution. The formal conference shall occur within ten (10)
236 days of the filing of the formal grievance. If agreement is reached on a settlement,
237 it shall be reduced to writing and signed by the participants. Otherwise the
238 immediate supervisor shall render his/her decision within five (5) days of his/her
239 formal conference with the grievant. Copies of the decision shall be sent to the
240 participants, the President of QAA, and the Superintendent.

241 c. **Step 3:**

242 In the event the grievant is not satisfied with the disposition of his/her grievance
243 at Step 2, or in the event that no decision is reached within ten (10) days
244 after the presentation of the grievance, the grievant may within ten (10) days
245 appeal in writing to the Superintendent.

246 d. **Step 4:**

247 If the grievance has not been adjusted to the satisfaction of the grievant within
248 twenty (20) school days after the grievance was first taken up with the
249 Superintendent or his/her designated representative under Step 3, then the
250 grievant may request a meeting with the Board of Education for the purpose of
251 adjustment of the grievance by submitting a written request. The Board of
252 Education shall, within fifteen (15) school days after receipt of the written request,
253 confer with the grievant and render a decision to be submitted to the grievant in
254 writing.

255 e. **Step 5: Binding Arbitration**

256 1. If the grievant is not satisfied with the disposition of this/her grievance at
257 Step 4, or if no decision has been rendered within ten (10) days after
258 he/she has first met with the Board, he/she may within five (5) days after
259 a decision by the Board, or twenty (20) days after he/she has first met with
260 the Board, whichever is sooner, request in writing that the Association
261 submit his/her Grievance for Arbitration. The Association may submit the
262 Grievance to binding arbitration by filing the appropriate papers with the
263 American Arbitration Association (AAA), along with a copy to the
264 Superintendent. If any question arises as to arbitrability, such question
265 shall first be ruled upon by the Arbitrator.

266 2. The Parties shall be bound by the rules and procedures of the
267 American Arbitration Association.

268 3. The Arbitrator selected shall confer with the representatives of
269 the Superintendent and the Association and hold hearings promptly. The
270 Arbitrator's decision shall be in writing and shall set forth his findings of
271 fact, reasoning, and conclusions of the issues submitted. The Arbitrator
272 shall be without power or authority to make any decision which requires
273 the commission of an act prohibited by law or which violates the terms of
274 this Agreement. The decision of the Arbitrator shall be submitted to the
275 District and the Association and shall be final and binding upon the Parties.

276 4. The costs for the services of the Arbitrator, including per diem expenses,
277 if any, and his/her travel and subsistence expenses and the cost of any

278 hearing room, shall be borne equally by the District and the Association.
279 All other costs shall be borne by the party incurring them.

280 f. **Miscellaneous Conditions**

- 281 1. **Contract Expiration:** Notwithstanding the expiration of the Agreement,
282 any claim or grievance arising thereunder may be processed through the
283 grievance procedure until resolution.
- 284 2. **No Reprisals:** No reprisals of any kind shall be taken by the District or
285 its agents against any employee because of his/her participation in this
286 grievance procedure.
- 287 3. **Cooperation of the Parties:** The Parties shall cooperate in their
288 investigation of any grievance and shall furnish such information as is
289 requested for the processing of any grievance. For the purpose of assisting
290 an employee or the Association in the prosecution or defense of any
291 contractual, administrative, or legal proceeding; including, but not limited
292 to grievances, the District shall permit an employee and/or AR access to
293 and the right to inspect and acquire copies of his/her personnel files and
294 any other files or records of the District with pertain to the affected
295 employee or an issue in the proceeding in question.
- 296 4. **Released Time:** Should the investigation or processing of any
297 Grievance require that an employee(s) or an AR(s) be released from his/her
298 regular assignment, upon request of the Association, he/she shall be
299 released without loss of pay or benefits.
- 300 5. **Files:** All documents, communications, and records dealing with the
301 processing of a grievance shall be filed separately from the personnel files
302 of the participants.
- 303 6. **Form:** The form for filing grievances is attached to and made a part of
304 this Agreement as Appendix E.
- 305 7. **Association Grievances:** If a grievance affects a group of employees or
306 the Association, the Association may initiate and submit such grievances
307 to the Superintendent directly, and the processing of such grievances shall
308 commence at Step 3. Grievances involving more than one (1) supervisor
309 and grievances involving the administrator above the building level may
310 be filed by the Association at Step 3.
- 311 8. **Summer Time Limits:** When a Grievance is submitted on or after June 1,
312 the time line shall consist of all week days, so that the matter may be
313 resolved before the close of the school term or as soon as possible
314 thereafter.
- 315 9. **Exclusions:** Excluded from the Grievance Procedure shall be all matters
316 for which law mandates another method of review.

317
318
319 **Section L. Professional Development**

- 320
- 321 1. It is the responsibility of the head coach to complete all mandatory rules clinics as
322 required by WIAA.
- 323 2. Professional leave may be granted by either the superintendent, building principal, or

- 324 athletic director to district employees for attendance at professional development activities
 325 directly related to an extra curricular contract.
- 326 3. The district will support professional development for extracurricular coaches in the
 327 following amounts (The first priority will be training for coaches to acquire or maintain
 328 WIAA certification.)
- 329 a. \$3,500 annually for high school athletic program employees to be dispersed for
 330 training by the Athletic Director in consultation with the Coaches Committee.
- 331 b. \$2,500 annually for junior high athletic program employees to be dispersed for
 332 training by the Athletic Director. in consultation with the Coaches Committee.
- 333 c. \$400 annually each for Pioneer, Monument, Quincy Junior High, and Quincy
 334 High School for training academic coaches to be dispersed by building principals.
- 335 4. The district will sponsor at least one first aide/CPR class per year without charge to
 336 district employees and extracurricular contract holders.
- 337 5. Travel will be reimbursed as per QEA Contract language.
- 338 6. Any unused funds shall carry-over to the next year and be added to the new training funds
 339 up to double the yearly the amount.

340
 341 **Section M. Extra Curricular Compensation**

- 342
- 343 1. Compensation is described as an index to be multiplied times *a base of \$38,000 in 2019-*
 344 *2020 and \$38,800 in 2020-2021.*
- 345 2. Stipends for Coaches of Academic Competitions:
- 346 a. Coaches of approved academic competitions will be paid as per the non-athletic
 347 salary schedule Appendix B.
- 348
- 349 b. There will be a maximum number of academic competition teams (i.e.
 350 Math/Science Olympiad, Thinking Cap, Odyssey of the Mind) with district paid
 351 coaches at each of the following schools: Additional teams and/or coaches may be
 352 approved by the Superintendent
- 353 c.
- 354 1. George, (2) two
 355 2. *Pioneer, Mt. View, Ancient Lake and Monument Elementaries (5) five*
 356 3. *Quincy Middle School (7) seven*
 357 4. Quincy high School (7) seven
- 358
- 359 d. In order to collect an academic coach's stipend, the coach must document the
 360 following using the form found in Appendix F:
- 361 1. Pre-approval of principal
 362 2. 18 hours of preparation outside of contract hours.
 363 3. A minimum of 5 students participating in the competition.
- 364
- 365 e. Each year it is up to the building principal,
 366 and potential coaches at each building to determine which competitions will have
 367 district-paid coaches.
- 368
- 369 f. Stipends will be paid in a lump sum at the culmination of the season or competition.

- 370 g. Should an academic team advance beyond the initial elimination round .1 will be
 371 paid per further competition. When it is determined by the Building Principal, in
 372 consultation with the coach, that an overnight stay is necessary, the cost of the hotel
 373 and all meals (as per OSPI meal per diem rates as of October 1) for extended
 374 competitions will be paid. Claim reimbursements shall be submitted to the District
 375 office within five (5) days of travel.
 376
- 377 h. The District will agree to pay the cheer/drill team coach .1 of their stipend for
 378 attendance and performance at the state athletic tournament level.
 379
- 380 **3. Stipends for Advisors of Student Clubs:**
- 381 a. Advisors of *non-competition* approved clubs will be paid as per the non-athletic
 382 salary Schedule Appendix B.
 383
- 384 b. There will be a maximum number of clubs with district paid advisors at each of the
 385 following schools:
 386 1. George, (2) two
 387 2. *Pioneer, Mt. View, Ancient Lake and Monument Elementaries*, (2) two
 388 3. *Quincy Middle School* (6) six
 389 4. Quincy High School (8) eight
 390
- 391 c. The building ASB *at high school and middle school and administration at*
 392 *elementary* will determine the paid advisors for the following year prior to the last
 393 school day of the preceding year based on the willingness of an advisor to commit,
 394 and the relative academic and character-building value of the activities supported
 395 by that organization.
 396
- 397 d. In order for a sanctioned club advisor to collect a stipend, the advisor must
 398 document the following using the form found in Appendix F:
 399 1. A minimum of (7) seven business meetings per year.
 400 2. Perform at least one school or community service.
 401
- 402 e. If club membership expands beyond what is reasonable to supervise, the advisor,
 403 building principal, and superintendent will negotiate either a second advisor at full
 404 stipend, or an assistant at 60% of the stipend or a helper paid at the extra curricular
 405 hourly rate as deemed necessary.
 406
- 407 f. Stipends will be paid in a lump sum at the culmination of the required criteria.
 408
- 409 **4. Stipends for Athletic Coaches:**
- 410 a. Coaches of approved sports will be paid as per the athletic salary schedule
 411 Appendix A.
 412 b. The school district will pay the Washington State Coaching Association dues for
 413 each head and assistant coach employed by the District.
 414 c. Coaches will be paid for each week their team participates in post-season play.
 415 Postseason is defined as any qualifying participation beyond the regular season

416 contract. Regular season is defined as all the non-qualifying events scheduled by
417 Quincy High School and the Central Washington Athletic Conference (CWAC).

418
419 Coaches will be paid at a rate of .1 of their regular season contract for each
420 additional week employed. A week is defined as three (3) OR MORE DAYS. Post
421 season is any practice or event day employed beyond the regular season. All
422 coaches will be offered post-season pay if team or individual participants qualify.

423
424
425 When it is determined by the Building Principal, in consultation with the Athletic
426 Director, QAA representative, and the coach, that an overnight stay is necessary,
427 the cost of the hotel and all meals (as per OSPI meal per diem rates as of October
428 1) for extended competitions will be paid. Claim reimbursements shall be submitted
429 to the District office within five (5) days of travel.

- 430 5. Unless specified as a lump sum payment elsewhere in this agreement, the district shall pay
431 extra curricular contracts either in three (3) equal installments or equal installments through
432 August beginning with the first month of a contracted activity. Should an activity be
433 terminated mid-season, the advisor will receive a prorated stipend equal to the portion of
434 season completed.
- 435 6. The building principal of each coach/advisor will arrange for substitutes for certified
436 persons who must be absent from teaching duties for extra curricular obligations. The
437 district will cover the cost of substitutes when used.

438 439 **Section N. Coach Evaluations**

440
441 It is the responsibility of the Athletic Director, in consultation with the building administrator, to
442 evaluate the head coach using the form in Appendix I. The head coach shall give input to the
443 athletic director and building administrator to evaluate the assistant coach/es.

444 445 **Section O. Quincy School District Athletic Committee**

446
447 A committee consisting of the Athletic Directors, building administrators, and QAA shall meet at
448 least once per season to assess athletic issues and clarify discipline procedures for consistency.

449 450 **Section P. Coed Activities**

451
452 It is required in cases where students will be using locker rooms or staying overnight, and
453 recommended for all other circumstances, that an adult of each gender must be present to supervise
454 coed junior high and senior high activity groups traveling out of district. Single gender groups
455 must have at least one matching-gender supervisor present. These adults may be paid
456 coaches/supervisors or volunteers officially designated by the athletic director or building
457 principal.

458 459 **Section Q. Distribution of Agreement**

- 460
461 1. Following ratification and signing of this Agreement, the District shall prepare the final

462 draft of this Agreement for signing. After ratification by both parties, the District will
463 make an electronic copy available to all members on the District website.
464 2. There shall be two (2) signed copies of the final Agreement for the purpose of records. One
465 (1) shall be retained by the district and one (1) by the Association.
466 3. In the event the preparer errors in preparation and/or printing, the final ratified copy of the
467 Agreement shall be binding. The District will be responsible for reprinting and
468 redistributing a corrected Agreement.

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470

471 **Section R. Expiration**

- 472
- 473 1. This agreement shall be in force for two (2) school years and will expire June 30 of 2021.
 - 474 2. *The contract shall be open in 2020 to adjust any K-8 reconfiguration issues. A salary*
475 *increase of two percent (2%) shall be added to the base for a new base of \$38,800.*

476
477

478 For the Board:

For the Association:

479
480

481
482

483 President

President

484
485

486
487

488 Superintendent

Negotiations chair

Appendix A

2019-2020 ATHLETIC EXTRA-CURRICULAR SALARY SCHEDULE

Base \$38,000

ACTIVITY	POSITION	19-20 Index	19-20 SALARY Base = \$38,000
Baseball, HS	Head	0.1737	\$6,601
Baseball, HS	Assistant	0.1358	\$5,160
Basketball, HS	Head	0.1900	\$7,220
Basketball, HS	Assistant	0.1521	\$5,780
Basketball, MS	Head	0.0979	\$3,720
Basketball, MS	Assistant	0.0871	\$3,310
Cross Country, HS	Head	0.1521	\$5,780
Cross Country, HS	Assistant	0.1142	\$4,340
Cross Country, MS	Head	0.0979	\$3,720
Football, HS	Head	0.1900	\$7,220
Football, HS	Assistant	0.1521	\$5,780
Football, MS	Head	0.1034	\$3,929
Football, MS	Assistant	0.0871	\$3,310
Golf, HS	Head	0.1521	\$5,780
Golf, HS	Assistant	0.1142	\$4,340
Fastpitch, HS	Head	0.1737	\$6,601
Fastpitch, HS	Assistant	0.1358	\$5,160
Softball, MS	Head	0.0979	\$3,720
Softball, MS	Assistant	0.0871	\$3,310
Tennis, HS	Head	0.1737	\$6,601
Tennis, HS	Assistant	0.1358	\$5,160
Track, HS	Head	0.1737	\$6,601
Track, HS	Assistant	0.1358	\$5,160
Track, MS	Head	0.0979	\$3,720
Track, MS	Assistant	0.0871	\$3,310
Volleyball, HS	Head	0.1737	\$6,601
Volleyball, HS	Assistant	0.1358	\$5,160
Volleyball, MS	Head	0.0979	\$3,720
Volleyball, MS	Assistant	0.0871	\$3,310
Soccer, HS	Head	0.1737	\$6,601
Soccer, HS	Assistant	0.1358	\$5,160
Soccer, MS	Head	0.0979	\$3,720
Soccer, MS	Assistant	0.0871	\$3,310
Wrestling, HS	Head	0.1900	\$7,220
Wrestling, HS	Assistant	0.1521	\$5,780
Wrestling, MS	Head	0.0979	\$3,720
Wrestling, MS	Assistant	0.0871	\$3,310
QHS Summer Weight Rm Supv.	Head	0.0871	\$3,310
Unified Soccer, HS	Head	0.0871	\$3,310
Unified Soccer, HS	Assistant	0.0697	\$2,649

ACTIVITY	2019-20 FACTOR	19-20 SALARY (base = \$38,000)
Academic Competition Coach	0.0292	\$1,110
Annual Advisor QHS/with class	0.0438	\$1,664
Annual Advisor QHS/without class	0.0769	\$2,922
Annual Advisor QMS/with class	0.0222	\$844
Annual Advisor QMS/without class	0.0547	\$2,079
ASB Advisor (QHS)	0.0547	\$2,079
ASB Advisor (QMS)	0.0352	\$1,338
Building Visual Aid Coordinator	0.0306	\$1,163
Cheerleader Advisor (High School) [WR,FB,BB]	0.0642	\$2,440
Assistant Cheerleader Advisor [FB only]	0.0514	\$1,953
Club Advisor	0.0292	\$1,110
Drama (HS) Per Production (In Schedule) (2)	0.0330	\$1,254
Drama (HS) Per Production (max 2/not in schedule)	0.0638	\$2,424
Drama (MS) Per Production (In Schedule) (2)	0.0322	\$1,224
Drama (MS) Per Production (max 2/not in schedule)	0.0330	\$1,254
Drill Team Advisor	0.1277	\$4,853
Assistant Drill Team Advisor (1-15 ratio)	0.1021	\$3,728
Envirothon	0.1082	\$4,112
Hourly wage for Misc.	0.0015	\$57
Debate/ Knowledge Bowl Advisor	0.1088	\$4,134
Destination Imagination Coord (1 per building)	0.0114	\$433
DI Coach per team/with class	0.0114	\$433
DI Coach per team/without class	0.0222	\$844
Pep Club Advisor (MS)	0.0871	\$3,310
QHS Freshman Class Advisor (1 lead)	0.0124	\$471
QHS Freshman Class Advisor (1)	0.0108	\$410
QHS Sophomore Class Advisor (1 lead)	0.0330	\$1,254
QHS Sophomore Class Advisor (2)	0.0232	\$882
QHS Junior Class Advisor (I lead)	0.0330	\$1,254
QHS Junior Class Advisor (2)	0.0232	\$882
QHS Senior Class Advisor (1 lead)	0.0330	\$1,254
QHS Senior Class Advisor (2)	0.0265	\$1,007
Technology Assistant (George Elementary)	0.0399	\$1,516
Technology Assistant (MV, Pioneer, Ancient Lake Monument, QMS)	0.0596	\$2,265
Technology Assistant (Quincy High School)	0.0794	\$3,017

Appendix C
Guidelines for Ratio of Coaches to Participants
Quincy Jr. High School

FOOTBALL	1 head 7th grade coach per team + 1 assistant to be shared 1 head 8th grade coach + 1 assistant <input type="checkbox"/> additional assistants as necessary per grade level to maintain no less than 1 coach to 15 athletes
SOFTBALL	1 head 7th grade coach + 1 assistant 1 head 8th grade coach + 1 assistant <input type="checkbox"/> additional assistants as necessary per grade level to maintain no less than 1 coach to 15 athletes
CROSS COUNTRY	1 head coach <input type="checkbox"/> additional assistants as necessary per grade level to maintain no less than 1 coach to 15 athletes
TRACK	1 head girls coach and 1 head boys coach (0-15 participants) 1 assistant (16-45 participants) <input type="checkbox"/> additional assistants as necessary to maintain no less than 1 coach to 15 athletes
VOLLEYBALL	1 head 7th grade coach + 1 assistant 1 head 8th grade coach + 1 assistant <input type="checkbox"/> additional assistants as necessary per grade level to maintain no less than 1 coach to 15 athletes
BASKETBALL	1 head 7th grade coach + 1 assistant per gender 1 head 8th grade coach + 1 assistant per gender <input type="checkbox"/> additional assistants as necessary to maintain no less than 1 coach per 12 athletes
WRESTLING	1 head coach + 3 assistants <input type="checkbox"/> additional assistants as necessary to maintain no less than 1 coach per 12athletes
SOCCER	1 head coach + 1 assistant <ul style="list-style-type: none"> • addition assistants as necessary to maintain no less than 1 coach per 15 students

1. In the event more students turn out for a sport than the head coach and/or the athletic director feels is manageable to instruct and supervise given the facilities and opportunity to compete, a designated representative of the district and of QEA will create a plan for that season which may include capping the number of participants, altering the schedule, or other satisfactory remedy.
2. If a junior high intramural program is established by the district that duplicates any specific sport listed above, no additional assistants as denoted by the asterisks will be hired for that sport, and the number of participants will be capped as determined by each head coach.
3. Posting for additional assistant(s) will be following the first day of turn-out, if numbers warrant. Based on sign-ups, assistants will be paid a pro-rated stipend depending on their starting date. Contracts will not be issued to a second assistant coach until the completion of the first scheduled competition.

APPENDIX C
Guidelines for Ratio of Coaches to Participants
Quincy High School

FOOTBALL	Varsity team only = 1 head + 2 assistants Varsity + JV = 1 head + 4 assistants Varsity + JV + C = 1 head + 5 assistants <input type="checkbox"/> additional assistants as necessary to maintain no less than 1 coach to 15 athletes
BASEBALL SOFTBALL	Varsity only = 1 head + 1 assistant Varsity + JV = 1 head + 2 assistants <input type="checkbox"/> additional assistants as necessary to maintain a 1 coach to 15 athlete ratio <input type="checkbox"/> when at least ten (10) C squad games are scheduled, an additional assistant will be hired
GOLF CROSS COUNTRY	1 head girls + 1 head boys <input type="checkbox"/> additional assistant for either the boys or girls team if the combined teams have 12 or more players.
TRACK	1 head + 1 assistant per gender + 1 assistant for less than 36 athletes + 1 assistant if more athletes turn out <input type="checkbox"/> additional assistants as necessary to maintain no less than 1 coach to 15 athletes
TENNIS	1 head girls + 1 head boys <input type="checkbox"/> additional assistants as necessary to maintain no less than 1 coach to 15 athletes combined total
SOCCER	Varsity only = 1 head + 1 assistant per gender Varsity + JV = 1 head + 2 assistants per gender <input type="checkbox"/> additional assistants as necessary to maintain no less than 1 coach to 15 athletes
VOLLEYBALL	Varsity only = 1 head Varsity + JV = 1 head + 1 assistant Varsity + JV + C = 1 head + 2 assistants <input type="checkbox"/> additional assistants as necessary to maintain no less than 1 coach to 15 athletes
BASKETBALL	Varsity only = 1 head per gender Varsity + JV = 1 head + 1 assistant per gender Varsity + JV + C = 1 head + 2 assistants per gender <input type="checkbox"/> additional assistants as necessary to maintain no less than 1 coach to 12 athletes
WRESTLING	Varsity + JV + (optional C) = 1 head boys + 1 assistants 1 head girls + 1 assistant +2 additional coaches to be shared <input type="checkbox"/> additional assistants as necessary to maintain no less than 1 coach to 10 athletes

1. In the event more students turn out for a sport than the head coach and/or the athletic director feels is manageable to instruct and supervise given the facilities and opportunity to compete, a designated representative of the district and of QEA will create a plan for that season which may include capping the number of participants, altering the schedule, or other satisfactory remedy.
2. Posting for additional assistant(s) will be following the first day of turn-out, if numbers warrant. Based on sign-ups, assistants will be paid a pro-rated stipend depending on their starting date. Contracts will not be issued to a second assistant coach until the completion of the first scheduled competition.

Appendix D

Name of Grievant: _____

Assignment: _____ Building: _____ Date: _____

Person to whom grievance is submitted: _____

Specific contract article violated: _____

Brief description of grievance: _____

Date violation occurred: _____

Date Grievant became aware of violation: _____

Remedy sought: _____

Signature of Grievant: _____

Send the original signed grievance to the person with whom the grievance is filed. Send one (1) copy each to the Superintendent and President. Keep one (1) copy.

Appendix E Academic Competition Form

Employee Name: _____ Competition: _____

Dates of Competition: _____ Location: _____

Building and/or Grade Level: _____ Team #: _____

With Class: _____ Without Class: _____

Beyond initial round (i.e. state) **YES or NO**

DATE	TIME WORKED <small>(as per L&I: list ALL hours worked)</small>
TOTAL	

STUDENT LIST (Team Members)	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	

NOTE: As per the Quincy Activities Association Contract, two criteria must be met in order to receive an Academic Competition Stipend:

1. A minimum of 18 hours of preparation outside the contract hours.
2. A minimum of five (5) students participating in the competition.

- Stipends will be paid in a lump sum at the culmination of the season or competition.
- Payment will be processed the next available payroll when signed form is received at the District Office.
- **Building Limits:** *George (2); Mt. View, Ancient Lakes, Pioneer, Monument (5); QMS (7); QHS (7)*

Employee Signature

Principal Signature

Appendix F Advisors of Student Clubs Form

Employee Name: _____ Club Name: _____
 Building: _____ ASB Approval Date: _____
 (attach copy of ASB minutes)

MEMBERS (minimum of 15)
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.
16.
17.
18.
19.
20.

Business Meeting Dates (minimum of 7)
1.
2.
3.
4.
5.
6.
7.

School /Community Service (explain)

Maximum number of (non-academic) clubs with district paid Advisors at each of the following schools:

Ancient Lakes, Monument, Pioneer, Mt. View, George	Two (2)
Quincy Middle School	Six (6)
Quincy High School	Eight (8)

NOTE: As per the Quincy Activities Association Contract, all five criteria must be met in order to receive compensation. Payment will be made in one lump payment at the culmination of the required criteria.

Employee Signature

Principal Signature

Appendix G

QUINCY HIGH SCHOOL VOLUNTEER COACHING GUIDELINES

A. The purpose of this document is to give QHS coaches a guideline for using “Volunteer Coaches” in our QHS athletic program.

Proper Steps:

1. Contact your AD with the name of the person(s) that you would like to have as volunteers BEFORE any activities for the season begins.
2. The coach and AD/administration will discuss the candidate(s) requested and approve/disapprove the candidate for a volunteer position.

B. WIAA Requirements for volunteer coaches (23.21E.):

1. Washington State Patrol Criminal History fingerprinting.
2. The OSPI Moral Character Supplement Form 4020B be completed.

C. Volunteer coach must satisfy the following requirements:

1. Be a high school graduate.
2. Be at least 19 years of age to be an assistant coach.
3. Hold a valid First Aid card.
4. Hold a valid CPR card or be enrolled in a CPR class.

D. Clinician clause during season:

An allowance of one week will be given to enhance performance of QHS athletes.

Proper steps:

1. Contact your AD with the name of the person(s) that you would like to have as volunteer clinician(s). If AD is not immediately available the coach will seek approval from an alternate building administrator.
2. The coach and AD/administration will discuss the candidate(s) requested and approve/disapprove the candidate for a volunteer position.
3. Volunteer/clinician(s) will be under direct supervision of head coach

Appendix H
Quincy School District
Head Coaching Evaluation

Name: _____ Date: _____

Sport _____

Evaluator _____

Observation Record:

1 = EXCEPTIONAL -- Results show achievements which contribute to organizational goals above and beyond the evaluative criteria and which exceed what is reasonably expected of an individual in this position.

2 = SATISFACTORY -- Results show achievements which contribute to organizational goals beyond the evaluative criteria and which exceed what is reasonably expected of an individual in this position.

3 = NEEDS IMPROVEMENT -- Improvement needed to meet satisfactory requirement.

4 = UNSATISFACTORY -- Results are generally below evaluative criteria.
(Any Unsatisfactory ratings must be explained in comments or additional page)

N/A = NOT APPLICABLE

A. CRITERIA

- _____ 1.1 Update required game statistics and rosters on website (If appropriate)
- _____ 1.2 Roster kept up-to-date.
- _____ 1.3 Communicates with administration.
- _____ 1.4 Inventory and care of equipment.
- _____ 1.5 Itineraries for overnight trips.
- _____ 1.6 Disciplinary problems are at a minimum and handled in a professional manner.
- _____ 1.7 Budgeting and scheduling.
- _____ 1.8 Student supervision both during practice and contests.
- _____ 1.9 Evaluation of assistants.

COMMENTS:

B. PERSONAL CHARACTER

- _____ 2.1 Emotional control.
- _____ 2.2 Leadership and direction.
- _____ 2.3 Punctuality and attendance.
- _____ 2.4 Judging and evaluating talent.
- _____ 2.5 Ability to relate to athlete.
- _____ 2.6 Enforces Athletic Code

COMMENTS:

C. PERFORMANCE OF TEAMS

- _____ 3.1 Team and individual skills.
- _____ 3.2 Preparation – game.
- _____ 3.3 Discipline – team.
- _____ 3.4 Adjusting to styles of play of opposition.
- _____ 3.5 Adjusting to game situation.

COMMENTS:.

Quincy School District Coaching Evaluation, cont.

D. INSTRUCTIONAL PROGRAM

- _____ 4.1 Assign assistants and list responsibilities.
- _____ 4.2 List objective for season.
- _____ 4.3 Organize practices.
- _____ 4.4 List any specific rules and regulations.
- _____ 4.5 Relationship with team.
- _____ 4.6 Number of participants.
- _____ 4.7 Personal appearances at lower-level games and upper level games.
- _____ 4.9 Clinics for younger players, parents, coaches.

COMMENTS:

E. PUBLIC RELATIONS

- _____ 5.1 Positive relationship with parents.
- _____ 5.2 Positive relationship with students.
- _____ 5.3 Positive relationship with news media.
- _____ 5.4 Positive relationship with community.
- _____ 5.5 Positive relationship with officials.
- _____ 5.6 Positive relationship with faculty.
- _____ 5.7 Positive relationship with opposing coaches.

COMMENTS:

F. PREVENTION AND CARE OF INJURIES

- _____ 6.1 Record all injuries
- _____ 6.2 Safety and liability factors
- _____ 6.3 Knowledge of first aid
- _____ 6.4 Demonstrates procedures of emergency plans.

COMMENTS:

G. PERSONAL GROWTH

- _____ 7.1 Rules of sport: FEDERATION, WIAA, CWAC and District 6
- _____ 7.2 Attends yearly Clinics
- _____ 7.3 Is a member of professional organizations.(WSCA, etc.)

COMMENTS:

It is my judgment, based upon adopted criteria, this coach's overall performance has been

_____.

(Exceptional/Satisfactory /Needs Improvement/Unsatisfactory)

Date: _____ Evaluator: _____

Date: _____ Coach: _____

(My signature indicates that I have seen this evaluation. It does not indicate agreement with the findings.)

**Appendix H part 2
Quincy School District
Assistant Coaching Evaluation**

Name _____ Date _____

Sport _____

Evaluator _____

Observation Record:

Date(s) _____

1 = EXCEPTIONAL -- Results show achievements which contribute to organizational goals above and beyond the evaluative criteria and which exceed what is reasonably expected of an individual in this position.

2 = SATISFACTORY -- Results show achievements which contribute to organizational goals beyond the evaluative criteria and which exceed what is reasonably expected of an individual in this position.

3 = NEEDS IMPROVEMENT -- Improvement needed to meet satisfactory requirement.

4 = UNSATISFACTORY -- Results are generally below evaluative criteria.
(Any Unsatisfactory ratings must be explained in comments or additional page)

N/A = NOT APPLICABLE

A. CRITERIA

_____ 1.1 Update required game statistics and rosters on website (If appropriate)

_____ 1.2 Roster kept up-to-date.

_____ 1.3 Communicates with administration.

_____ 1.4 Pre-season and post-season Inventory and care of equipment.

_____ 1.5 Disciplinary problems are at a minimum and handled in a professional manner.

_____ 1.6 Student supervision both during practice and contests.

COMMENTS:

B. PERSONAL CHARACTER

_____ 2.1 Emotional control.

_____ 2.2 Leadership and direction.

_____ 2.3 Punctuality and attendance.

_____ 2.4 Judging and evaluating talent.

_____ 2.5 Ability to relate to athlete.

_____ 2.6 Enforces Athletic Code:

COMMENTS:

C. PERFORMANCE OF TEAMS

_____ 3.1 Team and individual skills.

_____ 3.2 Preparation – game.

_____ 3.3 Discipline – team.

_____ 3.4 Adjusting to styles of play of opposition.

_____ 3.5 Adjusting to game situation.

COMMENTS:

D. INSTRUCTIONAL PROGRAM

_____ 4.1 List objectives for season.

_____ 4.2 Organizes practices.

_____ 4.3 Carry out list any specific rules and regulations.

_____ 4.4 Relationship with team.

_____ 4.5 Number of participants.

- _____ 4.6 Personal appearances at lower-level games and upper level games.
- Quincy School District Coaching Evaluation, cont.
- _____ 4.7 Clinics for younger players, parents, coaches.
- _____ 4.8 Off-season program (wt. training/camps/etc.) COMMENTS:

E. PUBLIC RELATIONS

- _____ 5.1 Positive relationship with parents.
- _____ 5.2 Positive relationship with students.
- _____ 5.4 Positive relationship with community.
- _____ 5.5 Positive relationship with officials.
- _____ 5.6 Positive relationship with faculty.
- _____ 5.7 Positive relationship with opposing coaches. COMMENTS:

F. PREVENTION AND CARE OF INJURIES/EMERGENCIES

- _____ 6.1 Records all injuries and maintains provided copy of medical release forms
 - _____ 6.2 Observes safety and liability factors for all practices and workouts.
 - _____ 6.3 Knowledge of first aid/CPR/Athletic training.
 - _____ 6.4 Demonstrates procedures of emergency plan
- COMMENTS:

G. PERSONAL GROWTH

- _____ 7.1 Rules of sport: FEDERATION, WIAA, CWAC and District 5/6.
- _____ 7.2 Attends yearly Clinics, maintains WIAA Coaches certification levels.
- _____ 7.3 Is a member of professional organizations.(WSCA, etc.) COMMENTS:

It is my judgment, based upon adopted criteria, this coach's overall performance has been

_____.

(Exceptional / Satisfactory / Needs Improvement / Unsatisfactory)

Date: _____ Evaluator: _____

Date: _____ Coach: _____

(My signature indicates that I have seen this evaluation does not indicate agreement with the findings.)