

**Collective Bargaining Agreement**

**Between**

**Bainbridge Island School District #303**

**and**

**Bainbridge Island Extracurricular Association**

**September 1, 2023 – August 31, 2026**

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## **PREAMBLE**

This agreement is by and between the Bainbridge Island School District No. 303, hereinafter called the "employer", and the Bainbridge Island Extra-Curricular Association, hereinafter called the "association".

## **ARTICLE I - ASSOCIATION**

### **Section A: Bargaining Recognition**

1. The employer recognizes the association as the sole and exclusive bargaining representative for all employees for the purpose of bargaining in regard to wages, hours, terms, and conditions of employment or individually as the employee). Such representation shall cover all employees assigned to newly created positions unless the positions are principally supervisory and administrative or require educational certification. Included in the bargaining unit as delineated in part 2 hereof (herein referred to collectively as employees, or individually as the employee). Such representation shall cover all employees assigned to newly created positions unless the positions are principally supervisory and administrative or require educational certification.
2. Included in the bargaining unit and subject to the terms of this agreement are all extracurricular employees in positions that do not require educational certification. (See Appendix A)

### **Section B: Association Exclusivity**

The rights and privileges of the association and its representatives, as set forth in the 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.

### **Section C: Use of Facilities and Services**

School building meeting areas may be used for association meetings and to transact association business at reasonable times provided that such meetings or business activities are outside working hours of the employees attending the meeting and shall not interfere with the normal operation of the district or responsibilities of employees, and provided that the association obtain prior approval from the building administrator.

Inter-school mail facilities may be used for distribution of association communications so long as such communications to general membership are identified as association materials and contain the name of the sender.

Inter-school mail may not be used to initiate or actively promote the recall of any school board member, to direct a strike, or to defame any individual or group.

The association may post notice of activities and matters of association concern on staff bulletin boards, which presently are available in each building, but not in areas open to the public or students.

The employer, however, shall not assume the responsibility of or any liability for notices posted or to be delivered for association purposes.

### **Section D: Availability of Information**

The employer agrees to furnish to the association, upon written request, appropriate information concerning the district, evaluation forms applying to employees covered by the agreement, the annual budget, end of the year fiscal report, and current payroll information pertinent to the unit.

The association shall furnish pertinent information as reasonably requested by the superintendent or the employer.

The employer shall distribute, upon request, to the association a list of all employee names, positions, addresses, and phone numbers.

**Section E: Scope of the Agreement**

This agreement shall become effective when ratified by the employer and the association and executed by authorized representatives thereof, and may be amended or modified only with mutual consent of the parties.

This contract shall supersede any rules, regulations, policies, resolutions, or practices of the employer that shall be contrary to or inconsistent with its terms.

**Section F: Conformity to Law**

The employer and the association agree that this agreement shall be binding on both parties except that if any section or provision is or shall be contrary to law, including applicable regulations, then such sections or provisions shall not be applicable, performed or enforced, except to the extent permitted by law. The remainder of this agreement shall not be affected thereby and the employer and the association shall enter into immediate negotiations for the purpose of arriving at a mutually satisfactory replacement of the specific section( s) or provision( s ).

**Section G: Distribution of Agreement**

Within thirty (30) days following ratification and signing of this agreement, the employer will post this agreement on the district web site on the human resources page for access by employees and applicants.

The district will provide individual letters of employment and information on the location of the negotiated agreement to all new employees.

**Section H: Right of Association Consultation**

The employer shall consult with the association on any new or modified fiscal, budgetary, levy program, construction program, or any other major program or change which may affect this agreement. The association shall be given the opportunity to advise the employer with respect to any of these abovementioned matters prior to adoption or publication upon request.

The members shall be given the opportunity to provide input into the hiring process of new members and the athletic director. The employer will have a member from the appropriate school or activity involved in the process. The association recognizes that there may be different levels of involvement in the process.

**ARTICLE II - ADMINISTRATION**

**Section A: Right to Join and Support Association**

The employer agrees that each employee has the lawful right to organize, join, and support the association for the purpose of legally engaging in collective bargaining, negotiations, and/or grievance processing.

Nothing contained in this agreement shall be construed to deny or restrict to any employee rights they may have under applicable laws and regulations.

**Section B: Membership Dues**

It shall be the right of employees who are members of the association to have membership dues to the association and to WEA and NEA automatically deducted from their paychecks if so requested by the association. Dues will be deducted as a one-time deduction from the earliest possible paycheck.

Any employee who is a member or has applied for association membership shall sign and deliver a payroll deduction authorization form to the association. Such membership authorization shall continue in effect from year to year unless revoked, in writing, by the individual member and sent to the association and the district payroll office. Revocation of membership shall be made, in writing, to the association on the form available from the association between the employee's last working day and August 15 of any year, and shall become effective the employee's first working day of the following year. By August 1, the association shall provide the district payroll office information as to the amount of annual dues.

The employer shall transmit the dues to the treasurer of the association or designee each pay period.

The association shall indemnify and hold the district harmless from and against any and all claims, demands, charges, or suits instituted against the district which shall be based upon or arise out of any action taken by the district in accordance with or arising out of the foregoing provisions of this section.

**Section C: Management Rights**

The management and the direction of the work force is vested exclusively in the Board of Directors subject to the terms of this agreement.

**Section D: Employee Rights**

The employer and association will not unlawfully discriminate with respect to race, color, national origin (including language), sex, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal in any programs or activities, and provides equal access to the Boy Scouts and other designated groups. The employer may establish bona fide occupational qualifications for all employment positions.

**Section E: Employee Protection**

The employer agrees to provide for employees covered by and during the term of this agreement liability insurance in case of suit arising from or in the performance of duties. This coverage shall apply for any employee on or off district premises, provided such employee at the time of the act or omission was involved in an authorized school-related activity.

**Section F: Terms of Employment**

The term of an employee's work with the district will be considered the season start and end date of their respective sport and/or activity. The term may be extended due to post-season participation, and the term of employment would end the day of the last competition for the post-season. The provisions of post-season pay in Article V, Section B, govern compensation for the post-season. Any activities related to district athletic programs and/or activities conducted after the term of employment are voluntary and subject to district and WIAA policy, where applicable.

All BECA stipends are non-continuing, and coaching assignments shall be during the term of employment. The District has discretion as to whether to extend employment to the following season, and is under no obligation to extend employment.

**Section G: Resignation Procedures**

An employee who is resigning shall give two (2) weeks notice to the Athletic Director and the Human Resources office. Final payment shall occur on normally scheduled paydays.

**Section H: Letters of Employment**

Within twenty (20) days of reporting for duty employees shall be notified in writing of their work status. Such notice shall contain:

The basic number of hours and days expected to be worked. (Should reduction in either hours or days to be worked become necessary, affected employees shall receive a minimum of a fifteen (15)-day written notice.)

## **ARTICLE III - PERSONNEL**

### **Section A: Reprimands**

Any disciplinary action taken against an employee shall be appropriate to the behavior that precipitates the action.

This article shall serve as an assurance that the employee will be dealt with fairly by the employer.

No employee shall be disciplined or discharged within the term of their employment without just cause. This does not apply to non-renewals.

An employee who feels that any oral or written reprimand or suggestion for improvement arising therefrom is unfair, for any reason, may request in writing that the person issuing the reprimand write a formal reprimand which will be placed in the employee's personnel file.

An employee shall have the right to have a local association member present when formal disciplinary action is taken that results in a disciplinary report being filed in an employee's personnel file. The person issuing the reprimand will either write the formal reprimand, as requested, and place it in the employee's personnel file, or will notify the employee in writing that she/he agrees to cease discussion of the matter. Such notification shall not, however, preclude the issuance at any later time of a formal reprimand concerning the matter in question.

Pursuant to this article, only formal reprimands shall be subject to the Grievance Procedure contained in the agreement

If an employee receives a formal written reprimand and if one ( 1) year passes without further reprimands, the employee may request and shall be furnished a notice to this effect and a copy of said notice shall be placed in his/her personnel file.

### **Section B: Personnel File**

Any employee shall have the right to review the contents of his/her district personnel file upon written request and at a mutually convenient time and in the presence of an employer representative. At the employee's request, a witness may also be present in this review. A copy of any document(s) contained in the file shall be furnished to the employee upon request.

Employees will be notified in writing of any material relating to performance being entered into the personnel file.

The employee shall have the opportunity to attach her/his own written comments to critical material in the district personnel file. Such material will be dated and signed by the employee and reviewed by the employee's immediate supervisor.

All materials in the personnel file not necessary for record keeping shall be purged at the end of two years at the request of the employee. It is understood that evaluation reports shall be maintained.

### **Section C: Vacancies and New Positions**

Annually, the District will review and determine assistant coaching and advisory needs for the subsequent school year. Consideration will be given to prior, current and projected levels of participation, as well as other variables that might impact the staffing needs for a particular sport or activity.

Written notices of vacancies and new positions within the bargaining unit shall be posted for not less than five (5) working days on the district web site. Notification of postings will be sent via email to all employees. Posted notices shall be sent to employees during the summer at their request. The posted notice shall include the minimum qualifications for the job opening. For an applicant to be considered for a vacant or new position, she/he must:

- submit an on-line application and all other required appropriate materials to the district's human resources office no later than five (5) working days from the posting; and
- possess the skills and qualifications applicable to the vacant or new position.

Employees within the bargaining unit shall, upon application, be considered for the position. Association members may be involved in the interview process. The most qualified applicant, as judged by district officials, shall receive the position.

## **Section D: Employee Evaluation Procedures**

Employees shall be evaluated annually by their immediate administrative supervisor or designee with the evaluation process completed no later than thirty (30) days following the completion of their extracurricular duties. Building administrators (athletic director, principal or associate principal) will serve as evaluators for Head Coaches; Head Coaches will serve as evaluators for Assistant Coaches.

The employee shall be given a copy of the preliminary evaluation prior to meeting with the evaluator where the evaluation will be discussed and opportunity for employee input given.

The evaluation form shall be finalized and signed by the employee at the evaluation conference. The employee signature on the form indicates only that the employee has seen the form; it does not indicate agreement with its contents. If the employee does not attend the evaluation meeting, their evaluation will be submitted without a signature.

The employee may make comments regarding the evaluation within the space provided on the form and/or may attach written comment to the evaluation at the time the employee signs the evaluation form.

The completed evaluation form shall become a permanent part of the employee's personnel file.

## **Section E: Background Check**

Employees will be subject to state mandated background checks at their own expense if not provided for by the state.

## **Section F: Complaints**

Any written complaint against an employee (excluding acts of alleged misconduct that are covered by the just cause provisions of the agreement) shall be shown to an employee within fifteen (15) working days of receipt.

In all cases except where the health or safety of a student or other person is involved, complaining parties will be directed to first address their complaints directly to the coach/employee.

## **Article IV - GRIEVANCE PROCEDURE**

### **Section A - Definitions**

A grievance is a claim based upon an event or condition which affects the conditions or circumstances under which an employee works, allegedly caused by misinterpretation or inequitable application of provisions of this agreement.

Day means a working day.

Lack of timely response (as defined below) by the district at any stage shall serve to advance the grievance to the next higher step if the grievant so desires and signifies that desire by written notice of this purpose.

Time limits set forth herein may be extended by mutual agreement between the parties confirmed in writing.

## **Section B - Grievance Process**

1. Step 1: Within ten (10) working days of the time an alleged violation occurs or a grievant becomes aware of the violation, a grievance must be filed. The employee(s) filing the grievance shall discuss the grievance with the immediate supervisor, or in the case of an association grievance, with the administrator who made the decision giving rise to the alleged grievance.
2. Step 2: In the event the grievance is not resolved in Step 1, it shall be reduced to writing, signed by the employee, or in the case of an association grievance, by the president of the association, and presented to the Assistant Superintendent of Administrative Services within five (5) working days of the discussion with the immediate supervisor in Step 1. The grievance shall set forth the specific acts that constitute the basis for the grievance, specific provisions of the agreement alleged to have been violated, and remedy sought. A meeting between the parties shall be held within five (5) working days of the receipt of the written grievance by the Assistant Superintendent of Administrative Services/designee. The Assistant Superintendent of Administrative Services/designee shall communicate a written answer within ten (10) working days of the meeting.
3. Step 3: If the association is not satisfied with the disposition of the grievance at Step 2, the association can submit the grievance to arbitration before an impartial arbitrator within ten (10) days of receipt of the Step 2 response. The arbitrator shall be selected by the parties from a list of arbitrators provided by the American Arbitration Association using the strike method and in accord with its rules that shall likewise govern the arbitration proceeding.

The parties may mutually agree to submit the grievance to the Public Employment Relations Commission (PERC) for a binding ruling utilizing an arbitrator appointed by the commission in lieu of submission to the American Arbitration Association pursuant to RCW 41.56.125.

Neither the employer nor the association shall be permitted to assert in such arbitration proceeding any grounds or to rely on any evidence not previously disclosed to the other party. The arbitrator shall have power and jurisdiction to decide the grievance only to the extent that the grievance involves the interpretation or application of the agreement. The arbitrator shall have no power to advise salary adjustments, except as to the improper application thereof; nor to add to, subtract from, modify, or amend any terms of this agreement.

The costs for the services of the arbitrator, including per diem expenses if any, travel and subsistence expenses, and the cost of any hearing room will be borne equally by the district and the association. All other costs will be borne by the party incurring them.

The arbitrator shall render a final decision on Step 1 and 2 processes of adjudication within twenty (20) days of the hearing. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the employee(s), with the exception of any documents dealing with employee evaluation.

## **Section C: Freedom from Reprisals**

No reprisals of any kind will be taken by the school board, the school administrators, or the association against any employee because of his/her participating in any grievance.

## **Section D: Cooperation of School Board, School Administration and Association**

The school board, school administration and the association will cooperate within reasonable limits in the investigation of any grievance, and will comply with reasonable requests for relevant information to be used in the processing of any grievance.

## **Section E: Representation by Association**

The association shall have the right to represent a grievant at any step of the procedure after Step 1.

## **Section F: Released Time**

Normally the investigation and processing of grievances will take place outside of regular school hours. In the event that the employer requires an employee or an association representative be released from their regular assignment for the processing of a grievance, they shall be released without loss of pay or benefits.



### **Section G: Confidentiality**

All documents, communications, and records dealing with grievances and their adjustment shall be filed in the grievant's grievance file and two (2) years after the adjustment has resulted, all documents, communications, and records added to the file solely as a result of the grievance except the record of the grievance and the final adjustment thereof, shall be destroyed at the request of the grievant.

## **ARTICLE V - SALARY**

### **Section A: Amount and Manner of Payment**

The employee's salary schedule is found in Appendix A of this agreement. The schedule for the remaining years of this contract will include an increase from the 2021-2022 bargained amount by the state determined Implicit Price Deflator (IPD) factor to the individual wage amounts. If IPD is negative in the subsequent school years of this agreement, the salary scale will stay static.

Except in district emergency situations, payroll checks shall be issued to the employee on the last business day of each month. Employees may request automatic payroll deposits to a financial institution of their choice.

Employees hired prior to the 15th of any month will have their anticipated wages spread over their entire coaching/activity season. Employees hired after the 15th of any month will have their anticipated wages spread over a partial coaching/activity season. Initial payment shall not take place prior to the first day of any coaching/activity season. Final pay for any coaching/activity shall not take place prior to the end of the season.

### **Section B: Post-season Pay**

The Athletic Director will determine which coach(es) will participate in post-season activities

Coaches participating in post regular season competition shall be paid at a per diem rate (stipend divided by forty-five (45) days) for each additional day of coaching for the first ten (10) days. Upon reaching the fifteenth (15th) post season day, coaches will be paid for five (5) additional days. No pay will be made for days eleven (11) through fourteen (14) unless day fifteen (15) is worked.

Upon reaching the twentieth (20<sup>th</sup>) post season day, coaches will be paid for five (5) additional days. No pay will be made for days sixteen (16) through nineteen (19) unless day twenty (20) is worked.

No post season days will be paid for Sunday work.

### **Section C: Clinic Registration Fee Reimbursement**

The school district will provide up to \$100 for training directly pertaining to improvement of their abilities to carry out their assignments.

In order to permit processing in the appropriate budget year, all requests for compensation for clinic registration fee reimbursement must be received in the district payroll office no later than July 31 of the current fiscal year. Reimbursement forms are located on the District web site under Staff Forms.

### **Section D: Placement on Salary Schedule**

When an employee moves between extracurricular positions, the employee will be given credit for previous experience under the following conditions:

- When moving between coaching girls and boys in the same sport, the employee will be given full credit.
- When moving between assistant and head coach in the same sport OR when moving from the middle school to the high school in the same sport, the employee will begin on the step of the new position which represents a raise of at least two percent (2%) from the employee's previous wage for the same sport providing such increase does not exceed the maximum level of the salary schedule for that position.
- When moving between like sports or activities such as, but not limited to, baseball and softball or track and cross country, the employee will be given full credit.

New employees may receive credit for up to three (3) years of experience in an extracurricular position.

**Section E: Pay for Supervision at Summer Camps**

District-sponsored camps are subject to approval by the Athletic Director. Coaches that supervise students who attend district-sponsored summer sports camps approved by the Athletic Director will receive a stipend of \$75.00 per day. This pay will be processed upon confirmation of this work by the athletic director or school administrator.

**ARTICLE VI – TIME OFF**

The employer and the association agree that the nature of an employee's scheduled hours vary. Employees are expected to schedule time off around practice and games. Employees will not be docked pay for such time off unless it is necessary for the employer to replace an employee with a new hire.

**ARTICLE VII - DURATION CLAUSE**

This agreement shall be effective as of board ratification and final signing by the parties, and shall be binding upon the district, the association and their members, and shall remain in effect through August 31, 2026.

FOR THE EMPLOYER:

DATE:

FOR THE ASSOCIATION:

DATE:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Coach Evaluation Form

Systemwide Athletics  
Bainbridge Island School District  
8489 Madison Avenue NE • Bainbridge Island, WA 98110

Coach _____	Date _____
School _____	Evaluator's Name _____
Sport/Level _____	

**Coach identified targeted areas for growth (pre-season)**

**Standard 1 – Coaches are committed to their student-athletes and to their teams.**

*Please check the appropriate category. Comments must be provided for unsatisfactory evaluations.*

	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory	Not Observed
1. Recruits and encourages participation among students in the school.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Monitors the academic performance of student-athletes and supports necessary academic interventions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Promotes positive character and citizenship in student-athletes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Develops and implements clear expectations and standards for student-athletes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Applies a comprehensive knowledge of health and safety guidelines and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

**Standard 2 – Coaches are knowledgeable in the sport and effectively provide instruction to their student-athletes.**

*Please check the appropriate category. Comments must be provided for unsatisfactory evaluations.*

	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory	Not Observed
1. Implements BISD, league, and WIAA guidelines and regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Exhibits a comprehensive knowledge of the sport, including skills and strategies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Ensures that all student-athletes and parents are informed of health and safety expectations and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Provides appropriate guidance and support to student-athletes during the college recruiting process.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

**Standard 3 – Coaches effectively manage their program and establish positive relationships with stakeholders.**

*Please check the appropriate category. Comments must be provided for unsatisfactory evaluations.*

	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory	Not Observed
1. Communicates effectively and appropriately with students, parents, and stakeholders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Plans team events and activities in conjunction with school administrators.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Promotes their sport/program in the school and the community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Provides appropriate supervision before, during, and after all team activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Prepares practice and contest facilities for competition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Incorporates technology (i.e. email/Remind, etc.) into the administration of their program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

# APPENDIX A - Stipend Schedule 2023-2024

## HIGH SCHOOL ATHLETICS

	Lane	Sport	Step 1	Step 2	Step 3
<b>Head Coach</b>	A	Basketball	\$ 6,420	\$ 7,276	\$ 8,131
	A	Football	\$ 6,420	\$ 7,276	\$ 8,131
	A	Wrestling	\$ 6,420	\$ 7,276	\$ 8,131
	B	Baseball	\$ 5,661	\$ 6,414	\$ 7,167
	B	Fastpitch	\$ 5,661	\$ 6,414	\$ 7,167
	B	Track	\$ 5,661	\$ 6,414	\$ 7,167
	C	Volleyball	\$ 5,846	\$ 6,623	\$ 7,401
	D	Cheer	\$ 5,431	\$ 6,153	\$ 6,875
	D	Colorguard/Winterguard	\$ 5,431	\$ 6,153	\$ 6,875
	D	Cross Country	\$ 5,431	\$ 6,153	\$ 6,875
	D	Golf	\$ 5,431	\$ 6,153	\$ 6,875
	D	Gymnastics	\$ 5,431	\$ 6,153	\$ 6,875
	D	Soccer	\$ 5,431	\$ 6,153	\$ 6,875
	D	Swimming	\$ 5,431	\$ 6,153	\$ 6,875
D	Tennis	\$ 5,431	\$ 6,153	\$ 6,875	

<b>JV Coach</b>	A	Basketball	\$ 5,066	\$ 5,737	\$ 6,413
	A	Football	\$ 5,066	\$ 5,737	\$ 6,413
	B	Baseball	\$ 4,228	\$ 4,789	\$ 5,351
	B	Fastpitch	\$ 4,228	\$ 4,789	\$ 5,351
	B	Golf	\$ 4,228	\$ 4,789	\$ 5,351
	B	Soccer	\$ 4,228	\$ 4,789	\$ 5,351
	B	Tennis	\$ 4,228	\$ 4,789	\$ 5,351
	B	Volleyball	\$ 4,228	\$ 4,789	\$ 5,351

<b>Assistant Coach</b>	A	Basketball	\$ 5,016	\$ 5,683	\$ 6,349
	A	Football	\$ 5,016	\$ 5,683	\$ 6,349
	A	Wrestling	\$ 5,016	\$ 5,683	\$ 6,349
	B	Volleyball	\$ 4,187	\$ 4,742	\$ 5,298
	B	Baseball	\$ 4,187	\$ 4,742	\$ 5,298
	B	Cheer	\$ 4,187	\$ 4,742	\$ 5,298
	B	Colorguard/Winterguard	\$ 4,187	\$ 4,742	\$ 5,298
	B	Cross Country	\$ 4,187	\$ 4,742	\$ 5,298
	B	Fastpitch	\$ 4,187	\$ 4,742	\$ 5,298
	B	Gymnastics	\$ 4,187	\$ 4,742	\$ 5,298
	B	Soccer	\$ 4,187	\$ 4,742	\$ 5,298
	B	Swimming	\$ 4,187	\$ 4,742	\$ 5,298
	B	Track	\$ 4,187	\$ 4,742	\$ 5,298

## MIDDLE SCHOOL ATHLETICS

Lane	Sport	Step 1	Step 2	Step 3
A	Cross Country	\$ 4,187	\$ 4,742	\$ 5,298
A	Track	\$ 4,187	\$ 4,742	\$ 5,298
A	Basketball	\$ 4,187	\$ 4,742	\$ 5,298
A	Volleyball	\$ 4,187	\$ 4,742	\$ 5,298

A	Cross Country	\$ 2,914	\$ 3,299	\$ 3,684
A	Track	\$ 2,914	\$ 3,299	\$ 3,684

### ATHLETIC SUPPORT - HIGH SCHOOL

A	Ath. Trainer	\$ 5,846	\$ 6,623	\$ 7,401
B	Ast. Ath. Trainer	\$ 4,187	\$ 4,742	\$ 5,298
C	Fitness Supervisor	\$ 2,114	\$ 2,391	\$ 2,669

# APPENDIX A - Stipend Schedule 2023-2024

## Activities

Lane	Activity	Step 1	Step 2	Step 3
A	HS Drama	\$ 5,431	\$ 6,153	\$ 6,875
B	HS Stage Technician	\$ 3,772	\$ 4,271	\$ 4,772
B	Middle School Yearbook	\$ 3,735	\$ 4,230	\$ 4,725

	Full Day	Half Day
Community Camp Fundraiser Staff	\$40	\$20

Level	Activity	Position	Wage
HS	Concert/Drama/Dance	Supervisor	Minimum Wage
HS	Off-Campus Committee	(6 members)	Minimum Wage
HS	Rooter Bus	Chaperone	Minimum Wage

MS	Dance	Supervisor	Minimum Wage
MS	Timers		Minimum Wage

Elem.	Chaperone		Minimum Wage
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**Standard 4 – Coaches continuously assess the progress of their student-athletes and teams, analyze results, and make appropriate accommodations to improve individual and team achievement.**

*Please check the appropriate category. Comments must be provided for unsatisfactory evaluations.*

	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory	Not Observed
1. Establishes and communicates written criteria for team selection and awards (i.e. letters)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Evaluates, plans, and prepares for practices and contests throughout the season.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Develops strategies to promote the highest level of success for the team and individual student-athletes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Maintains appropriate individual and team statistics and records.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Provides frequent and timely assessment and feedback of team and individual performance before, during and after the season.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					

**Standard 5 – Coaches are committed to continuous improvement and professional development.**

*Please check the appropriate category. Comments must be provided for unsatisfactory evaluations.*

	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory	Not Observed
1. Promotes and models a high level of sportsmanship.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Maintains current health and safety standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Engages in professional development activities (i.e., clinics, conferences, certifications, courses).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Attends BISS and league preseason (if held) and postseason coaches meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Compiles and maintains an accurate inventory and collection of equipment, uniforms, and supplies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Completed all annual district required Safe School Training		<input type="checkbox"/>		<input type="checkbox"/>	
Comments:					

**Standard 6 – Coaches exhibit a high degree of professionalism.**

*Please check the appropriate category. Comments must be provided for unsatisfactory evaluations.*

	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory	Not Observed
1. Demonstrates concern for the success of the entire athletics program and not just their sport.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Commands respect by exhibiting appropriate appearance, behavior, and conduct at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Interacts appropriately with other coaches within and outside of season.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Ensures that all necessary paperwork and forms are accurate and complete prior to deadlines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Implements all BISS and local school procedures and guidelines for procurement and fundraising.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Aligns conduct and practices to BISS District Improvement Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					

**Overall Performance Evaluation:**

Exceeds Expectations       Meets Expectations       Needs Improvement       Unsatisfactory

**Comments/Season Accomplishments:**

\_\_\_\_\_  
Signature, Athletic Director or Head Coach      \_\_\_\_\_  
Date

**Coach's Comments:**

\_\_\_\_\_  
Signature, Coach      \_\_\_\_\_  
Date

**BAINBRIDGE ISLAND SCHOOL DISTRICT  
COACHING EVALUATION – BAINBRIDGE HIGH SCHOOL**

**NAME:** \_\_\_\_\_ **SCHOOL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SPORT:** \_\_\_\_\_

**WIAA Coaching Certification Status and Metro Requirements:**

- Clock Hours: Total hours: \_\_\_\_\_ Compliance date: \_\_\_\_\_
- CPR Certification/Expiration Date: \_\_\_\_\_
- First Aid Certification/Expiration Date: \_\_\_\_\_
- WIAA Online Rules Clinic Completed: \_\_\_\_\_
- Attendance at Metro Pre-Season/Post Season Meeting (Head Coaches Only): \_\_\_\_\_

Place a mark in the column indicative of performance. Supportive rationale must be provided in the narrative for negative indicators and is encouraged for outstanding performance.

**E = EFFECTIVE**

**I = IMPROVEMENT NEEDED**

**U = UNSATISFACTORY**

CRITERIA	INDICATORS – The Coach:	E= <input type="checkbox"/> I= <input type="checkbox"/> U= <input type="checkbox"/>
<b>1. PROGRAM DEVELOPMENT:</b> <i>The coach demonstrates in their performance the ability to build and maintain a successful and positive program</i>	1.1 Establishes short and long term goals for the program 1.2 Organizes effective practices and activities to enhance the teams ability to be competitive 1.3 Is able to internally evaluate their program and make adjustments as necessary	E= <input type="checkbox"/> I= <input type="checkbox"/> U= <input type="checkbox"/>
<b>2. COMMUNICATION:</b> <i>The coach demonstrates in their performance to communicate effectively.</i>	2.1 Provides clear communication and is accessible to the student athlete/parent/administration 2.2 Uses a variety of communication tools 2.3 Establishes and maintains effective and positive relationships with student athletes, parents, administration 2.4 Supports the overall mission of the school and athletic department	E= <input type="checkbox"/> I= <input type="checkbox"/> U= <input type="checkbox"/>
<b>3. TECHNICAL SKILLS:</b> <i>The coach demonstrates in their knowledge of their respective sport.</i>	3.1 Stays current with strategies and techniques of the sport 3.2 Implements a variety of coaching styles to maximize individual and team performance 3.3 Organizes time effectively 3.4 Maintains WIAA and District coaching requirements	E= <input type="checkbox"/> I= <input type="checkbox"/> U= <input type="checkbox"/>
<b>4. PROGRAM MANAGEMENT:</b> <i>The coach demonstrates in their performance a competent level of knowledge and skill in organizing the physical and human elements in the athletic setting</i>	4.1 Organizes the athletic program setting and activities to contribute to the learning process 4.2 Has primary responsibility for monitoring student athlete behavior 4.3 Works cooperatively with athletic director, associate principal, principal and other support personnel where appropriate 4.4 Establishes and reinforces clear parameters for student athlete behavior 4.5 Encourages students to develop courtesy, self-control, respect, and responsibility	E= <input type="checkbox"/> I= <input type="checkbox"/> U= <input type="checkbox"/>
<b>5. MAINTAINING A SAFE ENVIRONMENT:</b> <i>The coach demonstrates in their program an understanding of safety requirements</i>	5.1 Supports and enforces school-wide rules and policies as they relate to sexual harassment, hazing and supervision. 5.2 Ensures that equipment and facilities meet safety guidelines 5.3 Maintains communication regarding safety issues with athletic director, maintenance department, custodians etc.	E= <input type="checkbox"/> I= <input type="checkbox"/> U= <input type="checkbox"/>
<b>6. INTEREST IN COACHING/ COACHING-RELATED QUALITIES:</b> <i>The certificated coach demonstrates an understanding of and commitment to each athlete, taking into account each individual's unique background and characteristics. The coach demonstrates enthusiasm for or enjoyment in working with athletes</i>	6.1 Shows enjoyment and enthusiasm in coaching 6.2 Exhibits willingness to work individually with student athletes 6.3 Exhibits listening patience, caring, and interest in student athletes learning and welfare 6.4 Meets responsibilities in a punctual and reliable manner 6.5 Handles personal information and communication in an ethical manner 6.6 Works constructively with conflict and disagreement with student athletes, parents, colleagues, etc. 6.7 Models behavior consistent with a positive learning environment 6.8 Exhibits interest and support in student athletes activities and interests 6.9 Maintains positive professional working relationships with student athletes, parents and colleagues, etc. 6.10 Communicates effectively with student athlete, parents and colleagues, etc.	E= <input type="checkbox"/> I= <input type="checkbox"/> U= <input type="checkbox"/>
<b>7. EFFORT TOWARD IMPROVEMENT WHEN NEEDED:</b> <i>The coach demonstrates an awareness of their limitations and strengths, and demonstrates continued professional commitment</i>	7.1 Identifies areas of strengths and limitations 7.2 Makes an effort to respond to recommendations included in periodic and annual evaluations 7.3 Participates in cooperative activities to improve the athletic program 7.4 Requests assistance when appropriate	E= <input type="checkbox"/> I= <input type="checkbox"/> U= <input type="checkbox"/>

NAME: \_\_\_\_\_

YEAR: \_\_\_\_\_

Based upon adopted criteria, this coach's overall performance has been:

satisfactory

unsatisfactory.

All coaches are responsible for meeting the established performance criteria for the position assignment. The purpose of the seasonal performance summary is to review and document the staff member's total professional performance and progress toward achieving the goals and expectations set for the year. All criteria and indicators are to be considered, but specific supporting comments are required for criteria categories that are marked "improvement needed" and "unsatisfactory". Comments regarding outstanding performance are also encouraged.

**Evaluator's Comments:**

**Coach's Comments:**

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Employee's signature\*

\*Employee signature only indicates opportunity for review and comments, not necessarily agreement.

\_\_\_\_\_  
Date

December 2008



**BAINBRIDGE ISLAND SCHOOL DISTRICT  
EXTRACURRICULAR EVALUATION REPORT**

**Staff Member:**  
**School: WMS**

**Assignment:**  
**Date:**

**JOB KNOWLEDGE/JOB SKILLS**

Consider: Pursues professional development; WIAA requirements; School District requirements. Demonstrates ability to teach the skills of the activity or sport. Possesses appropriate experience for the position. Selects appropriate equipment; maintains inventory. Emphasizes and instructs safety rules and procedures. Arranges appropriate programs of recognition for participants. Provides appropriate supervision of students.

Satisfactory

Needs Improvement

Unsatisfactory

**HUMAN RELATIONS**

Consider: Maintains a balance of social, academic and physical development of students. Coordinates the program with other coaches/advisors and school staff. Maintains professional relationships with students, parents and colleagues. Sets a positive personal example for participants; stresses and exhibits sportsmanship; uses language appropriate to the school setting. Demonstrates emotional stability and self-control; exhibits a balanced view of competition.

Satisfactory

Needs Improvement

Unsatisfactory

**Comments:**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\*My signature indicates only that I have read this evaluation; I may or may not agree with its contents.

**EMPLOYEE COMMENTS:**

# Coaching Code of Ethics

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated as though he or she were the coaches' own, and his or her welfare should be uppermost at all times. Accordingly, the following guidelines for coaches have been adopted by the BISD.

- The coach shall be aware that he or she has a tremendous influence, that should support as opposed to detract, the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character. This influence should enhance the student's experience.
- The coach shall uphold the honor and dignity of the profession. In all personal contact with student-athletes, officials, athletic directors, school administrators, the athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- The coach develops an inclusive and supportive culture within the program, with a focus on the development of relationships and supporting the social and emotional needs of the student.
- The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.
- The coach shall avoid the use of alcohol and tobacco products when in contact with players.
- The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with stakeholders (i.e. students, staff, families, and administrators).
- The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
- The coach shall model and set the expectation for respectful use of facilities and equipment, including setting up and clean-up after practices and events.
- Before and after contests, coaches for the competing teams should meet and exchange cordial greetings to set the correct tone for the event.
- A coach shall not exert pressure on faculty members to give student-athletes special consideration. A coach shall not scout opponents by any means other than those adopted by the league and/or WIAA.

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Printed Name of Coach

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Signature of Coach

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Date

**Letter of Agreement  
Between  
Bainbridge Island Extracurricular Association  
And  
Bainbridge Island School District**

**Duration:**

The contract will be in effect through the 2025-2026 school year.

**Wages:**

BECA and BISD agree to increase the total compensation by a total of 3.7% above base compensation costs for the 2022-2023 school year.

For the 2023-2024 school year, the total amount of that increase will first go to the positions that are currently below compensation in relation to neighboring districts in Kitsap County.

These positions are:

- Head Coach, Basketball
- Head Coach, Football
- Head Coach, Wrestling
- Head Coach, Baseball
- Head Coach, Fastpitch
- Head Coach, Track

The remaining amount will be calculated as a percentage. This percentage will then be applied to the remaining positions for an increase in compensation.

For the 2024-2025 and 2025-2026 school years, the stipends will be adjusted by the state-determined revenue increase factor applied to classified staff. If the state-determined adjustment to the revenue factor for classified staff is negative, the wage scale will not be negatively impacted.

**Additional Items:**

- The district and association agree to continue to meet and confer regarding individual situations on a case by case basis.
- The district and association also agree to discuss possible compensation models for coaches who directly support district athletic programs in the off season.

Nathan Fitzpatrick <i>Nathan Fitzpatrick 8-14-2023</i>	Amy Evans <i>Amy Evans 8/14/2023</i>
HR Director, Bainbridge Island School District	President, BECA