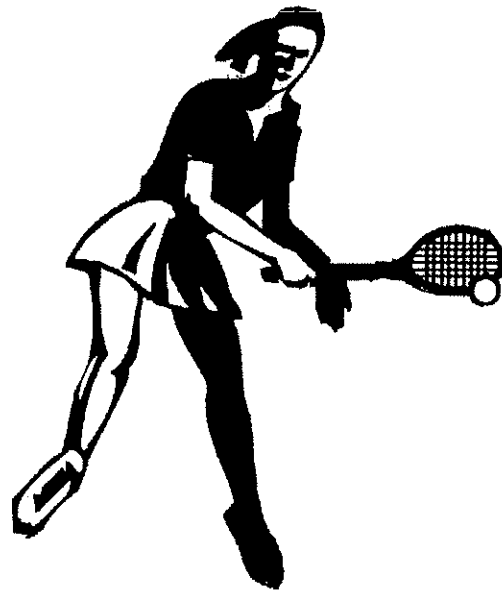
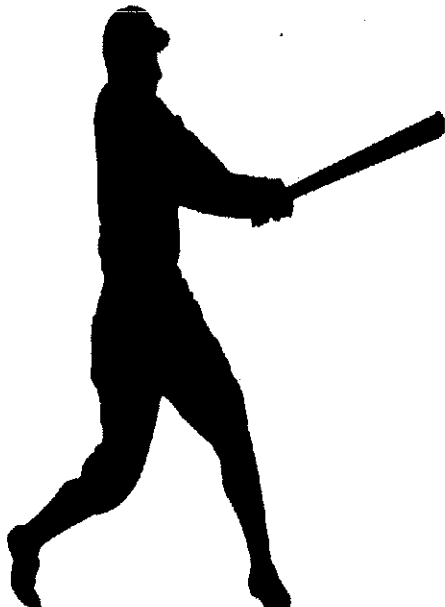


ORIGINAL



Collective Bargaining Agreement
Between
Kiona-Benton City School District
and Kiona-Benton Extra-Curricular
Association 2019-2020



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PREAMBLE

This Agreement has been reached between Kiona-Benton School District No. 52 and the Kiona-Benton Extra-curricular Association pursuant to RCW 41.56.

Definition of Terms:

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

1. "District" shall mean Kiona-Benton School District.
2. "Board" shall mean the Board of Directors of Kiona-Benton City School District No. 52 as the governing body of the District.
3. "Association" shall mean Kiona-Benton Extra-curricular Association, an affiliate of Washington Education Association, National Education Association and WEA Southeast.
4. "Parties" shall mean the District and the association.
5. "Agreement" shall mean this collective bargaining agreement, which shall be signed by the parties.
6. "Employee" shall mean any member of the bargaining unit as set out in this agreement.
7. "Day" shall mean any day the District business office is open for business with the public.
8. "Superintendent" shall mean the chief administrative officer of the District or his/her designees.
9. "President" shall mean the President of the Association or his/her designees.

ARTICLE I - ADMINISTRATION

SECTION 1: Management Rights

The right to manage the District and to direct its employees and operations is vested in and retained by the Board, except as this right is limited by the Agreement.

SECTION 2: Exclusive Recognition

The Board hereby recognizes the Association as the exclusive bargaining representative for all employees who are under contract for extra-curricular services with the District.

SECTION 3: Status of the Agreement

Existing rules, regulations, policies, resolutions, or practices of the District not in conflict with this Agreement may remain in full force.

Nothing contained herein shall be interpreted and/or applied to reduce individual salaries; employee benefits and practices accrued prior to the effective date of this Agreement except those that are modified by this Agreement.

SECTION 4: Conformity to Law

This Agreement shall be governed and construed according to the Constitution and Laws of the State of Washington. If any provision of this Agreement, or any application of the Agreement to any extra-curricular employee or groups of employees covered hereby, shall be found contrary to law by a court of competent jurisdiction, such application or provision shall have effect only to the extent permitted by law, and all other provisions or applications of the Agreement shall continue in full force and effect.

SECTION 5: Distribution of Agreement

Within twenty (20) workdays following ratification of this Agreement, the Association shall prepare and present a copy to the District for signatures of both parties. After the agreement has been executed, the District will make an electronic copy of the agreement available to all bargaining unit members within a reasonable time, and will post the agreement on the District website. Each party to the agreement will be responsible for producing hard copies for its own uses. The District will make each employee entering the bargaining unit aware of the existence of this agreement and the means by which it may be accessed.

SECTION 6: Agreement Administration

Association representative(s) shall be included in monthly labor management meetings with the Superintendent at mutually agreeable times during the school year to discuss problems and practices related to the administration of this Agreement. These meetings will be scheduled as necessary, and when requested by either party.

ARTICLE II - BUSINESS

SECTION 1: Payroll Deductions and Dues Membership Dues

Dues, collected, and authorized in writing by the employee, will be deducted from the employee's extra-curricular stipend and remitted to the Association. The Association will provide dues schedules to the District annually by September 1 and the District will make one-time dues deduction per extra-curricular contract. Dues shall be \$10,

SECTION 2: Association Rights

The Association and its representatives shall be permitted reasonable access to the District buildings and its members for the purpose of conducting Association business, provided they report to the office of the building administrator and provided that such access shall not interfere with normal school operations.

The Association may post notices of activities and matters of Association concern on a bulletin board in the faculty lounge in each school building. Such notices shall contain the name of the authorizing Association member and / or official.

The Association may have the right to use district e-mail, mail systems and / or the mailboxes in the school building for communication with its membership, if such usage does not interfere with school district usage.

ARTICLE III- PERSONNEL

SECTION 1: Evaluation

- A. No such report shall be submitted to the central office, placed in an employee's file or otherwise acted upon without prior conference with the employee. Such evaluation form shall be placed in the employee's personnel file within 30 days of completion. No employee shall be required to sign a blank or incomplete evaluation form. Employees may attach written comments to their evaluation if desired.
- B. Every head coach will be evaluated in writing annually by the building athletic director or principal. Head coaches will be responsible for delegating assignments to and supervision of assistant coaches. Head coaches will participate along with the athletic director tor/principal in the evaluation of assistant coaches, who shall also be evaluated in writing annually.
- C. In the event an employee's performance may result in a final negative evaluation, the employee will be notified within the first half of the season and given the remainder of the season for performance improvement.
- D. Evaluation reports will be issued on Appendix C and shall be presented in a conference within thirty (30) days following the last competition date.
- E. Employees in a new position shall be observed by their immediate supervisor within twenty (20) calendar days after the first practice.
- F. The employee's signature on the evaluation form indicates that the employee has read and discussed the observation/evaluations, but does not necessarily imply agreement.

SECTION 2: Employee Rights

- A. The provisions of the Agreement shall be applied without regard to domicile, race, creed, religion, color, national origin, age, sex, marital status, membership or non-membership in the Association except, as required in accordance with this Agreement or otherwise provided by law.
- B. Employees shall have the right to self-organization, to form, join, or assist the Association to bargain collectively through representatives of their own choosing and the right to refrain from such activities.
- C. Employees shall not be disciplined without just cause. Formal disciplinary action is defined as minimally including the particulars being reduced to writing and placed in the employee's personnel file. Verbal warnings shall precede formal disciplinary action. Formal disciplinary action shall be appropriate to the seriousness of the offense.
- D. An employee shall be advised in advance of the right to have a representative of his/her choice present during all investigatory and disciplinary meetings and shall be provided with a reasonable amount of time to secure the representative of choice. There will be no more than a five (5) day delay in such meeting due to the request for counsel. Details of the incident or incidents to be discussed will be provided in writing in advance of the meeting, unless such notice will compromise a criminal investigation. Information pertinent to the investigation will be disclosed as it becomes available. All

meetings and hearings shall be conducted in private and shall be scheduled so as to provide the employee time to secure the counsel of choice.

- E. Procedural Requirement: Any formal complaints regarding an employee made to any member of the administration by a student, parent or other person shall be reported to the employee within 5 days of occurrence.

- F. Harassment of employees is prohibited in the workplace by any person and in any form at any time. The District endorses the principle that persons should be left free of unwelcome verbal or physical advances that are sexual in nature. The District forbids any unwelcome sexual advances or other verbal or physical conduct where submission to such conduct is made, either explicitly or implicitly, a condition of employment or a basis for any employment decision, or if such conduct creates an intimidating, hostile or offensive work environment for the employee. The District shall treat all such complaints or allegations with respect and shall, as far as consistent with due process, protect the personal privacy of all concerned parties.

SECTION 3: Grievance Procedure

Purpose

The purpose of this grievance procedure is to provide a means for the orderly and expeditious adjustment of a grievance by an extra-curricular employee or the Association. A claim by an employee or the Association that there has been a violation, misinterpretation or misapplication of any provision of this Agreement to the detriment of the claimant may be processed as a grievance as hereinafter provided. Matters for which statute provides another course of review shall be excluded from the grievance procedure. (Grievance forms-Appendices A and B).

In the event that an employee believes there is a basis for a grievance, the employee will first discuss the alleged grievance with the appropriate supervisor (athletic director) either personally or accompanied by his Association representative. If the grievance is not thus resolved, formal grievance procedures may be instituted. Days shall mean school days except during the summer, when "days" shall be business office days.

Step I - The grievant will invoke the formal grievance procedure on the grievance form that will be available in each building. A copy of the grievance form shall be delivered to the appropriate (building principal). If the grievance involves more than one school building, it may be filed with the Superintendent or a representative designated by the Superintendent. A grievance must be filed within twenty (20) days of the occurrence of which he /she complains. Association grievances may be filed directly with the Superintendent at Step II of this grievance procedure.

Step I (REPLY) - Within ten (10) days of receipt of the written grievance, the appropriate supervisor shall meet with the grievant in an effort to resolve the grievance. The appropriate supervisor shall indicate his disposition of the grievance in writing within ten (10) days of such meeting and shall furnish a copy thereof to the grievant and to the Association.

Step II - If the grievant is not satisfied with the disposition of the grievance or if no disposition has been made within ten (10) days, the grievance shall be transmitted to the Superintendent. Within ten (10) days, the Superintendent or his designee shall meet with the grievant on the grievance and shall indicate his disposition of the grievance in writing within ten (10) days of such meeting, and shall furnish a copy thereof to the grievant and/or the Association.

Step III - In the event that the Grievant is not satisfied with the results at Step II, or if the District does not provide a Step II response in a timely manner, the grievant/Association may appeal to the Board in writing within twenty (20) days of the receipt of the Step II response, or the expiration of the District's Step II response time, whichever is greater. Upon receipt of the notice of appeal, the Board shall schedule a hearing of the appeal within 20 days, and shall issue a response within 20 days following the hearing. Failure of the Board to respond to the grievance, after the hearing, in a timely manner shall result in the granting of the relief requested in the grievance, as long as the relief is reasonably related to the substance of the grievance.

A. Time Limits

The time limits provided in this Article shall be strictly observed unless extended by written agreement of the parties. In the event a grievance is filed after May 15 of any year, the Board shall use its best efforts to process such grievances prior to the end of the school term or as soon thereafter as possible. Failure of the Association to proceed with its grievance within the times provided shall result in the dismissal of the grievance. Failure of the Board or its representatives to take the required action within the times provided shall entitle the Association to proceed to the next step of the grievance procedure.

B. Grievance Hearings

All hearings or conferences pursuant to this grievance procedure shall be scheduled at a time and place that will afford a reasonable opportunity for all parties entitled to attend to be present, including any and all witnesses. No employee shall suffer loss of pay or benefits. Every effort will be made to avoid disruption of the educational program. The District will pay the cost of releasing the Association President or his/her designee from work in order to attend grievance meetings which must be scheduled during the work day. The Association will pay the cost of releasing the Grievant and any Association witnesses from work if necessary.

C. Individual Complaints

In accordance with RCW 41.56.080, any employee may, at any time, present his grievance to the District and have his grievance adjusted without the intervention of the Association, as long as the Association has been given an opportunity to be present and to make its views known, and as long as the adjustment is not inconsistent with the terms of this Agreement.

D. Continuity of Grievance

Notwithstanding the expiration of this Agreement, any claim or grievance arising there under may be processed through the grievance procedure until resolution.

SECTION 4: Personnel Files

- A. Employees shall have the right to review, upon request, all materials in their personnel file. The employer supervisor or his designee shall be present during the review.
- B. No derogatory materials may be placed in an employee's personnel file(s) without notifying the employee within ten (10) days of receipt. The employee shall have the right to answer or refute in writing any materials that may be judged by him/her to be derogatory to his/her conduct, service, character, or personality. The written response shall be made part of the employee's personnel file. Derogatory materials shall be removed from the employee's personnel file at the written request of the employee no later than two (2) years from the date of the circumstances or event precipitating placement of said material.

SECTION 5: Individual Employee Contract

- A. The District shall provide each employee a contract for each sport/activity, at least 10 working days prior to the beginning of the season. The contract shall be in conformity with Washington State Law, State Board of Education Regulations, and this Agreement. Each employee will give the district notification of intent to take classes by July 15 of each year. The notification will count towards the coach's credit to maintain his/her certification. When credits are completed, the employee must give proof of classes completed to the district.
- B. An employee may retain one (1) copy of his/her individual contract upon signing. All other copies shall be returned to the District for processing.
- C. The District and Association agree to discuss any alterations in current contracts or the creation of new extra-curricular contracts prior to implementation.
- D. At no time shall a unit member bargain for an individual or extra-curricular contract with the District prior to the District and Association meeting, conferring, and agreeing to the terms and conditions of the extra-curricular contract. Extra-curricular contracts will expire at the end of every year.

SECTION 6: Salaries and Payment

- A. Salaries
 - 1. The Activity Salary Schedule is found in Appendix G of this Agreement.
 - 2. Increment steps shall take effect on September 1 of each year during the terms of this Agreement.
 - 3. Placement on the salary schedule will be determined by the number of years of paid experience in the same sport both in and out of District. All experience shall be one year for one year except when moving from a middle school head, middle school assistant, or high school assistant to a head high school position. Two years' experience as a middle school assistant, middle school head coach, or high school assistant coach shall equal one-year experience as head high school coach in the same sport. Odd numbers shall be rounded down.

4. Overtime Ban: There is no obligation to contract with current District employees, which would result in the payment of overtime.

B. Payment

1. Employees may select to be paid in four (4) monthly installments through the course of the season/ duration of the activity, or in one payment at the end of the season/activity. Head Coaches will receive the final payment of their stipend by check through the Athletic Director once the head coach has completed the entire checkout process. The checkout process may include, but not limited to inventory is complete and properly stored, completed end of season banquet, coaches evaluations completed, letter awards/participation/team awards submitted to the AD, season summary is completed and has met with the AD for his/her evaluation.

2. Compensation owed to an employee who is leaving the District shall, upon written request, be paid not later than the end of the next succeeding pay period provided the final check out is completed.

3. In the event of a mistake in payment resulting in underpayment, upon written request, corrections shall be made not later than the next payday. When an overpayment is made, the correction shall be made on the employee's next monthly check. Cumulative errors in overpayment shall be corrected at the rate they accumulated.

4. Post Season: Post season pay for any play past the end of the last regular season contest will be an additional 6% for each week/level if (a team advance) beyond the regular season with a maximum of 18%.

5. If pre-season student numbers indicate a need for an additional coach(es), the position(s) will be posted and a person(s) selected prior to the season. The number of actual participants will determine if the selected person(s) will be hired. Coaches will be paid for the percentage of the season worked.

6. In the event a coaching position remains unfilled when the season begins, a substitute coach (including any member of the coaching staff currently under contract) shall be paid the pro-rated portion of the separated practices/game times of season worked.

7. Payment for other extra-curricular services shall include:

| | |
|---|-------------------|
| Scorekeeper/Announcer (Varsity HS only) | \$30.00 per game |
| Clock Operator (HS-JV/MS games) | \$20.00 per game |
| Clock Operator (Varsity HS) | \$30.00 per game |
| Chain Gang (Varsity HS) | \$20.00 per game |
| Volleyball Lines (Varsity HS) | \$20.00 per match |
| Game Supervisor (HS) | \$14.00 per hour |
| Ticket Sales | \$14.00 per hour |

C. Coaches Allowances

Post season expenses will be paid by the district for students and coaches at all day and overnight events. Meal money is paid by the district for WIAA state events only.

SECTION 7: Extra-Curricular Positions

- A. The establishment of new positions can be created by joint recommendation of the building principal and an Association appointed person if minimum student interest can be demonstrated, potential qualified advisor/coaches identified, and ASB requirements met.
- B. The District reserves the right to cancel or terminate an activity if participation does not warrant continuation, or there is a lack of a qualified advisor/ coach. The listing of a position does not require that the position be filled.

C. Staffing Ratio

The following shall be the minimum number of coaches hired per sport.

| <u>High School</u> | | <u>Middle School</u> | |
|--------------------|---|----------------------|---|
| Football | 4 | Football | 4 |
| Volleyball | 2 | Volleyball | 2 |
| Cross Country | 1 | Wrestling | 2 |
| Wrestling | 2 | Boys Basketball | 2 |
| Boys Basketball | 2 | Girls Basketball | 2 |
| Girls Basketball | 2 | Track | 2 |
| Tennis* | 2 | Baseball | 2 |
| Track | 2 | Softball | 2 |
| Baseball | 2 | Boys Soccer | 2 |
| Softball | 2 | Girls Soccer | 2 |
| Boys Soccer | 2 | | |
| Girls Soccer | 2 | | |

All sports, will have a minimum of 2 coaches, with the exception of Cross Country.

- D. Recommendations for the number of assistant coaching positions beyond the minimum will be made jointly by the head coach and athletic director to the building principal, who is responsible for making a final recommendation to the superintendent.

- E. If the number of participants cannot be accurately determined prior to the first day of practice, the decision regarding the number of assistants will be made no later than the tenth (10th) day of practice.
- F. All coaches will be expected to attend away games, riding the bus for supervision purposes. If the bus leaves school before the end of the school day the coach will be allowed to use flex time or personal leave to make up the missed time, during that week.

SECTION 8: Leaves

Employees in this bargaining unit who are also employed in another bargaining unit within the District may be granted leave from the extra-curricular position when taking leave from their other position. Other employees may be granted reasonable leave.

SECTION 9: Vacancies

A "vacancy" is an open position that is to be filled by the District. This may be a newly created position or a continuing position.

The Association shall have input on posting requirements for each position.

The District shall post all vacancies in-district and out of district concurrently for at least five (5) days.

Employees who meet the posted requirements and who apply for such positions shall be afforded an interview and response from the District, and will be given hiring preference over outside applicants if qualifications, including applicable experience, are substantially equal.

If a coach chooses to split their contract, the position shall be posted. Individuals who are sharing said positions must mutually agree to whom they are sharing the contract.

Head Coaches, in conjunction with the AD will recommend for hire, their own assistant coaching staff.

Upon the request of the employee, the Superintendent will arrange a meeting to discuss the reasons for non-selection.

SECTION 10: Student Discipline

The building extra-curricular policies shall be reviewed annually and revised, if necessary, by parents, coaches, building administration, and/or athletic director, and student representatives. In accordance with Washington Administrative Code, WIM, and building extra-curricular policies, each extra-curricular employee has the authority to impose discipline upon a student for misconduct. The parties will follow the procedures of the District extra-curricular conduct policies.

SECTION 11: Emergency School Closure and Delayed Opening

Whenever the start of the school day is delayed because of hazardous conditions or an emergency, morning practices or activity sessions shall be cancelled.

When school is not in session because of hazardous conditions or an emergency, practice

shall be cancelled and competitions shall not be held unless specifically authorized by the Superintendent or design.

SECTION 12: Coaches Staff Development and Training

It is recognized that an effective staff development program is necessary to provide continuing opportunities for the growth of the extra-curricular program.

- A. Staff development activities may cover the following expenses:
 - (1) Observations and visitations.
 - (2) Staff development workshops
 - (3) Workshops and classes designed to meet extra-curricular and/or WIM requirements.
 - (4) Consultation and materials assistance for employees involved in co-curricular innovation and change.
 - (5) Training materials and tools such as books, videos, etc.

- B. The Association may recommend to the District topics for after school courses, workshops, conferences, and programs designed to improve the quality of the extra-curricular program.

- C. The District shall provide each employee with three hundred dollars (\$300) per year for staff development purposes. The employee shall have the option to carry over the unused portion for (1) year for a total accumulation of six hundred dollars (\$600) over a two (2) year cycle. The use of these funds shall include, but not be limited to, conference/clinic registration, workshop costs, meals, lodging, travel and other related expenses. District pre-approval for use of these funds is required (Application form, Appendix E). All funds must be expended by August 30th of each year.

SECTION 13: Coach Certification

Prior to the start of the school year or the beginning of the sport season all coaches will complete assigned tasks. (i.e. safe school, First Aid/CPR, WIAA task). It is the employee's responsibility to maintain First Aid and CPR certification and an appropriate level of the Coaching Standards (Section 23 of the WIM handbook). Employees failing to meet or provide verification of the standards will be compensated at a reduced rate:

1st Year - Payment will be reduced by 1 step on the Salary Schedule

2nd Year - Payment will be reduced by 2 steps on the Salary Schedule

3rd Year - Coach will not be issued a contract

Coaches who become certified during the sport season will be compensated on a pro-rate basis.

ARTICLE IV - DURATION AND SIGNATORY PROVISION

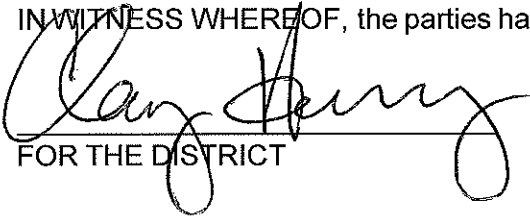
This agreement shall remain in full force and effect from August 1, 2019 to and including July 31, 2020. The parties agree that there will be no strike by the Association or lockout by the District for the duration of this Contract.

Either party may, upon written notice no later than sixty (60) days before the date of expiration, give notice of its intent to negotiate a successor agreement to the other party.

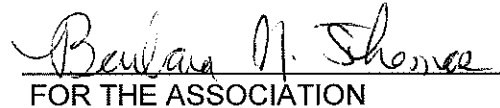
Upon mutual consent of both parties, this Agreement may be modified at any time.

The Kiona-Benton Extra-Curricular Association and the Kiona-Benton School District hereby pledge to work together to trim levy-funded costs should the District experience a double levy failure. To that end, either party may request that the Contract be reopened for negotiations. The parties further agree to meet together for the sole purpose of dealing with the economic impact of the double levy failure.

IN WITNESS WHEREOF, the parties have set their hands this 30 day of October 2019.



FOR THE DISTRICT



FOR THE ASSOCIATION

APPENDIX A

KIONA-BENTON CITY SCHOOL DISTRICT NO. 52

NOTICE OF GRIEVANCE

Grievant, _____

Level filed 1 2 3

Statement of grievance:

Date alleged grievance occurred: _____

Immediate Supervisor: _____

Statement of dispute: State the specified alleged violation of contract and section(s) of contract alleged to be violated. Explain how dispute is an alleged violation, misinterpretation, or misapplication of the contract.

Persons involved other than grievant:

ACTION REQUESTED:

Distribution of forms

- Immediate supervisor
- Association President
- Superintendent
- Date

OFFICE USE ONLY

Received by Supervisor Date: _____

Signature of Grievant

Time: _____

Date _____

APPENDIX 8

KIONA-BENTON CITY SCHOOL DISTRICT NO. 52
ADMINISTRATIVE DECISION OF GRIEVANCE
RESPONSE FORM

Grievant _____ Level of Presentation _____

School _____ Level of Response 1 ___ 2 ___ 3 ___

Name and title of person writing response:

ADMINISTRATIVE DECISION AND PROPOSED SETTLEMENT:

Signature of Administrator Date of decision

GRIEVANT'S RESPONSE: (Optional)

I refer the above decision to the next level (file with Superintendent)

I accept the Administrative decision above.

Date of Response: _____

Signature of Grievant: _____

- Distribution of Form:
- Immediate Supervisor
 - Superintendent
 - Association President
 - Grievant

APPENDIX C
Kiona-Benton City School District
High School/Middle School Coaching Evaluation

Coach: _____

Sport: _____

Evaluator: _____

Date: _____

Highly Effective = 4
Unsatisfactory = 1

Effective = 3
Not Observed = N/0

Needs Improvement = 2

RESPONSIBILITIES

**Self
Evaluation** **Evaluator
Evaluation**

- | | | |
|---|--------|-------|
| 1. Develops program to fullest potential. Prepares/motivates athletes to do their best. | 1. ___ | _____ |
| 2. Organized for efficient operation. | 2. ___ | _____ |
| 3. Observes established school, district & WIAA policies. | 3. ___ | _____ |
| 4. Cares for safety of participants and follows proper injuring reporting procedures. | 4. ___ | _____ |
| 5. Provides proper supervision of participants during all times of responsibility. | 5. ___ | _____ |
| 6. Gives warning of potential injury and risks of activity. (Especially contact sports) | 6. ___ | _____ |
| 7. Maintains coaching standards file with the Athletic Director. | 7. ___ | _____ |
| 8. <u>Monitors participant's academics</u> and supports interventions. | 8. ___ | _____ |

PROFESSIONALISM

- | | | |
|---|--------|-------|
| 9. Possesses & maintains appropriate knowledge of activity. (Clinics/readings/etc.) | 9. ___ | _____ |
| 10. Prepared to coach/advise this activity at this level. | 10. | _____ |
| 11. Coordinates through, cooperates & communicates with AD/Administration. | 11. | _____ |
| 12. Works to promote activities program by supporting all groups/coaches/advisors. | 12. | _____ |
| 13. <u>Cooperates/communicates with support groups</u> and the media. | 13. | _____ |

EQUIPMENT, FACILITIES & SUPPLIES

- | | | |
|---|-----|-------|
| 14. Keeps/files accurate inventory of equipment/supplies with AD/Administration. | 14. | _____ |
| 15. Distributes/collects all gear in a timely manner. | 15. | _____ |
| 16. Supervises facility by locking doors/gates, turning off lights, etc. | 16. | _____ |
| 17. <u>Pays attention to proper care and maintenance</u> of equipment and facilities. | 17. | _____ |

PERSONAL CHARACTERISTICS

- | | | |
|---|-----|-------|
| 18. Conducts him/herself as a positive and worth representative of the school. | 18. | _____ |
| 19. Is self-motivated and enthusiastic. | 19. | _____ |
| 20. Maintains a positive attitude. | 20. | _____ |
| 21. Keeps this activity in its proper perspective in regards to the total school program. | 21. | _____ |
| 22. Takes and attempts to implement constructive suggestions. | 22. | _____ |
| 23. Creates positive/respectful interpersonal relationships with participants. | 23. | _____ |
| 24. Shows consistency and fairness in dealing with participant's behavior. | 24. | _____ |
| 25. Works will with other coaches/advisors. | 25. | _____ |
| 26. Is a good role model for participants to pattern their actions after. | 26. | _____ |

- ▶ Identify successes that were made during the past season.
- ▶ How were you able to mentor your assistant coach(es)? (Specifically applies to head coach)
- ▶ Did you/your program accomplish the goals set at the beginning of the season? Explain.
- ▶ What areas do you need improvement?
- ▶ Please list professional development completed in the last year or future opportunities.
- ▶ How can the Athletic Director better meet your needs and the needs of the program?

Coach Comments (Attach additional comments if needed): _____

AD Comments (Attach additional comments if needed): _____

Overall Rating: _____

I certify that this report has been discussed with me and I am In agreement Not in agreement

Assistant Coach Signature: _____ Date: _____

Head Coach Signature: _____ Date: _____

AD Signature: _____ Date: _____

Appendix D

**Kiona-Benton School District
Pre-Season Athletic Program Goals Form**

Coach: _____

Sport: _____

Season: _____

My goals for _____ the program this season are:

District expectations are: (To be completed by the principal or athletic director.)

Coach's Signature and Date _____
Principal/Athletic Director's Signature and Date

The purpose of this form is to serve as an agenda for pre-season meeting of the head coach and principal or athletic director. It is not part of the evaluation process, but will be reviewed during a post-season conference to discuss the evaluation form.

APPENDIX E

**KIONA-BENTON CITY SCHOOL DISTRICT
EXTRA-CURRICULAR STAFF DEVELOPMENT AND TRAINING
APPLICATION AND REIMBURSEMENT FORM**

Employee: _____

Sport Coached: _____

Staff Development Activity: _____

Dates: _____ Location: _____

Title of Activity: _____

Presenter(s): _____

Sponsor: _____

Description of the planned activities:

Signature of Coach Date _____

Approved Denied _____

Signature of Principal or Athletic Director Date _____

VERIFICATION OF PARTICIPATION

_____ has met the requirements for payment.

Signature of Principal or Athletic Director Date _____

APPENDIX F

APPLICATION AND REIMBURSEMENT PROCEDURES

1. Complete the application and submit it to the Athletic Director or Principal.
2. Athletic Director/Principal will verify that the coach is eligible to be paid.
3. Upon return from the activity the coach will submit verification of attendance (registration form, receipt, etc.) to Athletic Director/Principal.
4. Athletic Director/Principal will submit notification to District Office for payment processing.

APPENDIX G

| Extra Curricular Stipend Schedule 2019-2020 | | | | | | | |
|---|------------------------------|--------------------------|------------|------------|------------|------------|--|
| GROUP | 0 Yrs | 1 | 2 | 3 | 4 | 5 | |
| Group 1 | | | | | | | |
| A | \$4,877.64 | \$5,216.28 | \$5,553.90 | \$5,893.56 | \$6,230.16 | \$6,568.80 | |
| B | \$4,520.64 | \$4,833.78 | \$5,147.94 | \$5,461.08 | \$5,773.20 | \$6,086.34 | |
| C | \$4,163.64 | \$4,451.28 | \$4,739.94 | \$5,026.56 | \$5,315.22 | \$5,602.86 | |
| Group 2 | | | | | | | |
| A | \$3,669.96 | \$3,924.96 | \$4,177.92 | \$4,431.90 | \$4,685.88 | \$4,938.84 | |
| B | \$3,402.72 | \$3,636.30 | \$3,871.92 | \$4,106.52 | \$4,342.14 | \$4,576.74 | |
| C | \$3,134.46 | \$3,349.68 | \$3,565.92 | \$3,782.16 | \$3,998.40 | \$4,213.62 | |
| Group 3 | | | | | | | |
| A | \$2,653.02 | \$2,834.58 | \$3,017.16 | \$3,199.74 | \$3,382.32 | \$3,563.88 | |
| Group 4 | | | | | | | |
| A | \$2,001.24 | \$2,137.92 | \$2,274.60 | \$2,411.28 | \$2,547.96 | \$2,685.66 | |
| Group 5 | | | | | | | |
| Cheer | \$2,687.70 | \$2,872.32 | \$3,056.94 | \$3,241.56 | \$3,426.18 | \$3,610.80 | |
| Drama | \$1,437.18 | \$1,534.08 | \$1,632.00 | \$1,728.90 | \$1,825.80 | \$1,923.72 | |
| Annual HS | \$1,645.26 | \$1,757.46 | \$1,868.64 | \$1,980.84 | \$2,093.04 | \$2,204.22 | |
| Group 1 A | Group 2 A | Group 3 | | | | | |
| HS Football Head | HS Football Assistants | MS Football Head | | | | | |
| HS Basketball Head Boys | HS Basketball Assts Boys | MS Basketball Head Boys | | | | | |
| HS Basketball Head Girls | HS Basketball Assts Girls | MS Basketball Head Girls | | | | | |
| Group 1 B | Group 2 B | MS Baseball Head | | | | | |
| HS Baseball Head | HS Baseball Assistants | MS Softball Head | | | | | |
| HS Softball Head | HS Softball Assts | MS Track Head Boys | | | | | |
| HS Track Head Boys | HS Track Assts | MS Track Head Girls | | | | | |
| HS Track Head Girls | HS Volleyball Assts | MS Volleyball Head | | | | | |
| HS Volleyball Head | HS Wrestling Assts | MS Wrestling Head | | | | | |
| HS Wrestling Head | HS Soccer Assts Boys | MS Soccer Head Boys | | | | | |
| HS Soccer Head Boys | HS Soccer Assts Girls | MS Soccer Head Girls | | | | | |
| HS Soccer Head Girls | Group 2 C | MS Cross Country Head | | | | | |
| Group 1C | HS Cross Country Assts Boys | | | | | | |
| HS Cross Country Head Boys | HS Cross Country Assts Girls | | | | | | |
| HS Cross Country Head Girls | HS Tennis Assts Boys | | | | | | |
| HS Tennis Head Boys | HS Tennis Assts Girls | | | | | | |
| HS Tennis Head Girls | | | | | | | |
| Group 4 | Group 5 | | | | | | |
| MS Baseball Assistants | Cheer Coach | | | | | | |
| MS Softball Assistants | Drama | | | | | | |
| MS Track Assistants | Annual/Yearbook | | | | | | |
| MS Volleyball Assistants | | | | | | | |
| MS Wrestling Assistants | | | | | | | |
| MS Soccer Assts Boys | | | | | | | |
| MS Soccer Assts Girls | | | | | | | |
| MS Cross Country Assistants | | | | | | | |
| MS Football Assistants | | | | | | | |
| MS Basketball Assts Boys | | | | | | | |
| MS Basketball Assts Girls | | | | | | | |
| Longevity starts @ 6 years = .05% (year 7 would be multiplied by .051, Year 8 by .052, ad infinitum) | | | | | | | |