

Collective Bargaining Agreement Between

PENINSULA SCHOOL DISTRICT

AND

PENINSULA EDUCATION ASSOCIATION

CO-CURRICULAR

SEPTEMBER 1, 2017 – AUGUST 31, 2020

## **ARTICLE I GENERAL PROVISIONS**

### **Section 1.1 Parties**

This agreement is made and entered into between Peninsula School District #401 (hereinafter “District”) and Peninsula Education Association Co-Curricular (hereinafter “Association”).

### **Section 1.2 Recognition**

The District recognizes Peninsula Education Association Co-Curricular as the exclusive bargaining agent for all coaches and regular employees holding extracurricular positions identified in Appendix “A”. All terms and conditions of this Agreement apply to all employees unless specifically stated otherwise. Nothing contained herein shall be construed to include in the bargaining unit any person whose duties necessarily imply a confidential relationship to the Board of Directors or Superintendent of the District pursuant to RCW 41.56.030(2).

### **Section 1.3 Ratification**

This agreement shall become effective when ratified and signed by the Board of Directors and the Association. No change in this Agreement either in whole or in part shall be valid unless ratified and signed by the parties.

### **Section 1.4 Meetings and Information**

A Labor Management Communication Team comprised of Association and District representatives will meet at mutually agreeable times during the year to review problems and practices concerned with the administration of this Agreement and other matters of interest pertaining to co-curricular activities. Upon request, the District shall make available to the Association information needed to assist the Association in performing its representation responsibilities. Such information shall be in the same form as available to the general public or for normal administrative use.

### **Section 1.5 Distribution of Agreement**

Within 30 days following ratification, the District shall publish this Agreement and provide electronic access to all employees on the Peninsula School District web site. Ten (10) paper copies shall also be provided to the Association. The District shall pay for the cost of duplicating the Agreement and posting it electronically. Copies will be available in the Human Resources Department.

## **ARTICLE II MANAGEMENT RIGHTS**

All rights, duties and functions of management, including all matters relating to the establishment or changes to programs, facilities, budget, personnel and staffing shall remain exclusively within the control of the District except as limited by this Agreement and the Employer’s responsibility to bargain in good faith wages, hours and terms and conditions of employment as defined by RCW 41.59.

## **ARTICLE III EMPLOYEE RIGHTS**

### **Section 3.1 Nondiscrimination**

The District and the Association agree that they shall not interfere with the right of any employee to become a member of the Association if he or she desires, or to refrain from Association membership. Neither the District nor the Association shall discriminate against any employee because of his or her membership or non-membership in the Association.

### **Section 3.2 Personnel File**

- A. An employee shall have the right, upon reasonable notice, to inspect the contents of his/her personnel file. Inspection shall be in the presence of a District representative. File materials may be reproduced for the employee as promptly as is feasible upon request. An Association representative may, at the employee's request, be present during the review of said employee's file.
- B. No materials derogatory of the employee's conduct, service, character or personality shall be placed in the personnel file unless the employee has had the opportunity to read and respond to them. The employee shall acknowledge having read such material by affixing his/her signature to the copy to be filed. The employee shall have the right to submit his/her own version of the incident or statement and have his/her statement attached to the original document(s).
- C. Parent complaints or other third-party materials will be placed in the personnel file only if reviewed, investigated and confirmed by an administrator.

### **Section 3.3 Due Process**

- A. The specific grounds forming the basis for disciplinary action will be made available to the employee in writing upon request.
- B. No employee shall be disciplined without just cause, including a policy of progressive discipline, when appropriate, which may include, but not be limited to, verbal warnings, written reprimands, suspension with pay, suspension without pay, and discharge. Non-renewal of an employee's employment for the following school year is not subject to just cause.
- C. An employee shall have the right to have one individual of his or her choice present when being formally reprimanded or disciplined.

## **ARTICLE IV ASSOCIATION RIGHTS**

### **Section 4.1 Access to Equipment and Facilities**

The association shall be entitled to use school bulletin board space, interschool and intraschool mail service, duplicating machines, e-mail, and school facilities for meeting and shall have access to District buildings and to bargaining unit members, using the normal procedures for appointment, provided that there is no disruption of the educational program or additional cost to the District. Each bulletin shall be signed by the Association official responsible for its posting. The Association will hold the District harmless for all liability and costs of attorney fees in defending the legality of this section.

### **Section 4.2 Release for Meetings**

Employees designated by the Association shall be released for bargaining or other meetings with the District at mutually agreed upon times. Payment for the cost of substitutes, if any, for such released employees shall be agreed upon by the parties prior to the meeting.

### **Section 4.3 Levy Failure**

In the event of a double levy failure or a significant loss of state revenues, the parties shall discuss potential impact on the bargaining unit and alternatives at the regular Labor Management Communication Team meeting identified in Section 1.4.

## **ARTICLE V BUSINESS**

### **Section 5.1 Dues Deduction**

The District shall provide the automatic payroll deduction for membership dues on behalf of the Association. The Association shall provide an automatic payroll deduction authorization form to each employee. A table of prorated dues shall be supplied to the District payroll office by the Association to determine dues deductions. Dues will be assessed per coach per school year.

### **Section 5.2 Hold Harmless**

The Association agrees to indemnify the District and hold it harmless against any and all suits, claims, demands and liability for damages or penalties that shall arise out of, or by reason of any action that shall be taken by the District for the purposes of complying with the provisions of section 5.1 above, provided such action has been authorized by the employee and such authorization has not been rescinded in writing to the District.

### **Section 5.3 Staff Protection**

Employees covered by this Agreement are considered additional insureds and are afforded protection under the District's comprehensive liability policy. This protection is valid so long as employees are functioning within the recognized scope of their job responsibilities.

### **Section 5.4 Travel Expenses and Use of Private Automobile**

An employee required to travel by the district in a private vehicle shall be compensated for such travel at the maximum rate authorized for such purpose by the Internal Revenue Service. Employee requests for district business travel in a private vehicle must be approved in advance by the building principal or his/her designee.

## **ARTICLE VI EVALUATION PROCEDURES**

The purpose of evaluation is to provide feedback as to how the employee can increase effectiveness. The evaluation process will acknowledge the strengths of the employee being evaluated and to note any deficiencies that the evaluator would like addressed.

### **Section 6.1 General Provisions**

- A. Each head coach or advisor shall have an annual evaluation by his/her building principal or supervisor within thirty (30) days of the end of the season or activity.
- B. Head coaches will supervise and evaluate assistant coaches under the direction of the Athletic Director/Supervisor.
- C. No head coach will be involved in the evaluation of an immediate family member including the following: spouse, mother, father, daughter, son, in-laws, grandparents, or siblings. In the event an assistant coach is a family member of a head coach, the Athletic Director or building administrator will be the evaluator of the assistant coach.
- D. All monitoring of the work performance of an employee shall be conducted openly and will reflect the observations and professional judgment of the evaluator.
- E. All evaluations shall acknowledge the strengths of employees evaluated, as well as deficiencies, if any.
- F. High school head and middle school coach evaluations shall include a recommendation that the employee be hired or not hired again for the following year. This recommendation shall be binding

on the District except for a middle school coach may be notified of a nonrenewal at least thirty (30) calendar days prior to the start of a new season. If a head coach is on an improvement plan or probation, the District may notify the coach of nonrenewal at least forty-five (45) calendar days prior to the start of the season for high school and thirty (30) days for a middle school. This provision shall not prevent the District from discharging a coach at any time for just cause.

### **Section 6.2. Evaluation Report**

- A. Employee evaluation criteria are contained in Appendix “B” of this Agreement and by this reference are made a part hereof.
- B. One copy of the evaluation report signed by the evaluator and the employee being evaluated shall be placed in the employee’s personnel file. The signature of the employee does not, however, necessarily imply that the employee agrees with the contents of the evaluation report.
- C. An employee may submit written comments regarding evaluation reports. Such comments will become part of the official evaluation report.

## **ARTICLE VII EMPLOYMENT CONDITIONS**

### **Section 7.1. Staff Protection**

- A. The District and the Association mutually agree that a “Code of Conduct” for parents and guardians will be developed and student/athlete participation will be dependent upon the parent/guardian agreeing to the code of conduct. This code will outline a chain of communication and will be progressive in nature regarding violations of the code.
- B. Employees who are physically or verbally threatened by another person while performing services for the District will notify a supervisor at the earliest practical time and take any immediate necessary steps for protection. The supervisor is responsible for taking any additional steps necessary for employee protection. If the employee is dissatisfied with the steps taken by the supervisor in response to the threat, the employee or Association will be granted a meeting upon request with the supervisor/building administrator to discuss the reasons for the supervisor’s decision.
- C. The immediately involved employees will be consulted on any appeal of a disciplinary action taken against a student athlete or activity participant.
- D. Coaches are expected to provide supervision of athletes before and after games and practices. Coaches will meet with building administration to determine appropriate supervision time and coverage. The district shall provide for the appropriate supervision of locker rooms where coaches must supervise and oversee those athletes that are of the opposite sex. Coaches are expected to comply with all District and WIAA coaching policies and procedures this includes all out of season contact with student athletes as permitted by the WIAA.

### **Section 7.2. Physical Facilities**

- A. The parties agree that properly maintained equipment and facilities are essential to a safe and successful program. Each head coach shall be given a facilities and equipment condition review form by the athletic director/building administrator at the end of each season to be completed by the coach and reviewed at the time of evaluation.
- B. Emergency repairs that cannot wait until the end of the season or school year shall be reported as soon as possible to the employee’s supervisor/building administrator in writing by the affected head coach. The supervisor/building administrator shall apprise the coach of the steps being taken as soon as possible.
- C. First Aid/injury kits will be available for all facilities, vehicles, and fields used in team practice and competitions.

### **Section 7.3 Transportation and Safety**

By the first day of competition, each high school head coach will be provided with his or her school's emergency procedures for taking students away from campus, which outlines a flow chart on who to call when there is an emergency situation (including phone numbers).

### **Section 7.4 Hiring of New Coaches**

- A. Co-curricular assignments shall be for one year only. At the time of hiring, new employees will be notified of the approximate dates of the season/activity year, mandatory trainings and meetings, and placement on the salary schedule. The splitting of stipends is discouraged. However if stipend(s) are to be split, no coach on a partial stipend will receive less than 50% of the advertised stipend. The head coach will notify the AD of their intent to split the stipend within 2 days of the position closing.
- B. High school head coaches shall provide input into high school assistant coach hiring decisions.

### **Section 7.5 Training and Staff Development**

- A. Coaches' trainings for CPR, hepatitis B and blood borne pathogens, and First Aid shall be made available to coaches at no cost three times during the calendar year. Type II license training shall be made available to coaches at no cost two times during the calendar year. The schedule of such trainings will be provided annually before the end of September.
- B. All mandatory District and WIAA training must be completed before the start of the season. No compensation will be given if training is not complete. All sports/activities, even if not a WIAA sanctioned sport or activity (i.e. water polo, lacrosse), will adhere to WIAA and District rules and policies.
- C. The district will provide the comprehensive high schools a training budget of a minimum of \$3,800 per year and the middle schools a minimum budget of \$600 per year for coaches. The money can be accessed by coaches through the individual school's athletic administrator. Coaches who wish to join the Washington State Coaches Association may do so by notifying their athletic administrator. Dues will be deducted from the building's Athletic Training and Staff Development Budget.
- D. The District will provide additional training for middle school coaches by high school coaches, if both parties agree.

There is an interest in having HS coaches have a positive influence on middle school programs through training and collaboration. This would mutually benefit both levels. Implementation to be studied on an equal basis between feeder schools in 2014-15. Additional study of MS sports seasons to create opportunities for sub-varsity coaches.

### **Section 7.6 Availability of Substitutes for In-district Teachers/Coaches**

When necessary for appropriate supervision of students, or school operations, the District shall provide coverage for in-district employees who are required to be out of class for competitions, provided that the employee provides at least three (3) work days prior notice to the building administrator.

### **Section 7.7 Staffing**

- A. The parties agree to review recommended guidelines for staffing through the Labor Management Communication Team at any time upon the request of either party. They will be listed in Appendix "C". Existing levels of staffing and program offerings will be discussed by the Labor Management Communication Team prior to the implementation of any district-directed program cuts. Although a sport or activity is listed in Appendix C, this does not guarantee or obligate the District to offer the sport or activity at any or all schools.

- B. When sports and activities exceed recommended levels, a middle school coach or the head coach of a high school sport may request an additional coach/advisor in writing to the Athletic Director/supervisor, who will then make a decision. The coach will receive the reasons behind a denial in writing within 5 (five) business days from the receipt of the request, except during the first two weeks of the season, in which case the response will be provided within 5 (five) business days of the end of the first two weeks of the season.

### **Section 7.8 Length of Seasons**

- A. High school season length will be determined by the WIAA.
- B. Middle school season length shall be no more than 27 days of activity from the first practice until the last competition.

### **Section 7.9 Middle School Philosophy on Athletics**

It is the goal of middle school athletic programs in the Peninsula School District to accomplish the following:

- Maximize the number of participants who are able to have an enjoyable experience within the given resources;
- Provide a safe environment and teach skills that emphasize safe play;
- Teach sportsmanship and team-building; and
- Develop sport specific skills that will increase the athletes' ability to compete if they choose to continue participation beyond middle school;

All hiring, professional development and evaluation processes and procedures at the middle level will reflect this philosophy.

## **ARTICLE VIII GRIEVANCE PROCEDURE**

### **Section 8.1 Definition**

A grievance is a claim based upon alleged violation, misinterpretation or misapplication of the terms of this Agreement. A grievant shall mean an individual, a group of individuals, or Association.

### **Section 8.2 Procedure**

Grievances shall be processed as rapidly as possible; the number of days indicated at each step shall be considered as maximum, and every effort shall be made to expedite the process. Time limits under unusual circumstances may be extended by mutual consent.

### **Section 8.3 Level One**

An employee with a grievance shall discuss the grievance first with their immediate administrative supervisor. Every effort shall be made to solve the grievance at this level in an informal matter. An employee must initiate such action within ten (10) business days of when the employee knew or should have known of the facts underlying an alleged infraction. If the grievance is not resolved informally, it shall be produced in writing and presented to the supervisor. Within five (5) business days after the written grievance is presented to the supervisor, the supervisor shall render a decision thereon in writing, and present it to the grievant.

### **Section 8.4 Level Two**

If the aggrieved employee is not satisfied with the disposition of his or her grievance at Level One, or if no decision has been rendered within five (5) business days after the presentation of the grievance, he or she may file the grievance in writing with the superintendent of schools with a copy sent to his or her immediate administrative supervisor. Within five (5) business days after receiving the written grievance, the superintendent, or designated representative shall meet with the aggrieved in an effort to resolve the grievance. If an employee does not file a grievance in writing with the superintendent of schools within

five (5) business days after completing Level One, then the grievance shall be considered as waived. The decision of the superintendent or designated representative shall be in writing and delivered to the aggrieved employee and the Association within ten (10) business days and shall be considered the final position of the Employer.

### **Section 8.5 Level Three**

If no satisfactory settlement is reached at Level Two, the Association, within ten (10) business days of the receipt of the Level Two decision, may appeal the final decision of the Employer to the American Arbitration Association for arbitration under the voluntary rules. Seven (7) business days notice shall be given to both parties of the time and place of the hearing. The arbitrator's decision will be in writing and will set forth his or her findings of fact, reasoning, and conclusions on the issues submitted to him/her. The decision of the arbitrator shall be final and binding upon the Employer, the Association, and the affected employee(s). The fees and expenses of the arbitrator shall be equally shared by the parties.

### **Section 8.6. Time Limits**

Failure on the part of the Employer to render a written decision concerning the grievance at any step of this procedure and within the time limits specified, shall permit the grievance to be appealed to the next level of the grievance procedure. All time limits within the grievance procedure may be extended by mutual agreement between the parties.

### **Section 8.7 Jurisdiction of the Arbitrator**

- A. The arbitrator shall decide all substantive and procedural arbitative issues arising under this Agreement.
- B. Upon request by either party, the merits of a grievance and the substantive and procedural arbitative issues arising in connection with that grievance shall be consolidated for hearing before the arbitrator, provided that an arbitrator shall resolve the arbitative of a grievance before hearing the merits of the grievance.
- C. Matters involving adverse effect in contract status, or termination of employment are exempt from being arbitrated. Matters involving employee evaluation are grievable as to procedural matters only; substantive matters of evaluations are not subject to this article.
- D. The arbitrator shall have no power to alter, add to, or subtract from the terms of agreements between the District and the Association. The arbitrator shall be without authority to make any decision, which is contrary to law, or to adjudicate in alleged violation which occurs beyond the duration of the Agreement or beyond any mutually agreed extension thereof.

### **Section 8.8. Supplemental Conditions**

- A. At each step of the procedure for adjusting grievances, the employee may be represented by a person and/or representative of the Association who might contribute to the acceptable adjustment of the grievance.
- B. There shall be no reprisal by the District or its employees or the Association by reason of the involvement of any person in the grievance procedure.
- C. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the administration.
- D. Copies of grievances and decisions rendered at Levels One and Two shall be sent to the Association and the Superintendent.
- E. A grievance may be filed by the Association in the name of the organization. Such a grievance shall be initiated at Level Two of the grievance procedure and may be appealed through the established levels.



- F. Excluded from the grievance procedure shall be matters for which law mandates another method of review.
- G. The Association may process a grievance at Level One only if the grievance affects more than one employee in a particular school building and at least one employee has already initiated a grievance.
- H. Grievance records shall be filed separately from individual personnel files.

**ARTICLE IX  
ECONOMIC PROVISIONS**

**Section 9.1 Activities Experience**

- A. The District shall recognize prior interscholastic coaching experience in the same sport or activity for placement on the salary schedule. In cases of new hires with exceptional out of state coaching experience, the District and the Association shall meet to determine the completed levels of experience under section 9.1B
- B. Longevity pay credit for athletic sport, forensic and cheer coaches shall be paid on the following schedule:

Completed Years of Experience	Additional Stipend
0	\$0
1 – 5	\$200
6 – 10	\$300
11 – 15	\$400
16 – 20	\$500
21+	\$600

- Longevity will be calculated as the number of years an individual has coached in the specific sport at a public school, private school, and college or university.

**Section 9.2 Post Season**

- A. Extended season is defined as when the regular season is concluded, after all team tournaments are complete and advancement to the District/WIAA State Tournament begins.

Extended season is defined as when teams and/or individual athletes must meet a qualifying standard in order to continue competition, and where elimination takes place. An event where all schools are allowed to send individuals or a team are part of the regular season.

- B. Only high school sports and forensic coaches will be eligible for extended season stipends.
- C. For extended season participation, coaches will be paid \$200/week until teams/individuals are eliminated or teams/individuals participate in the WIAA State Championships.
- D. Allocation of the number of coaches to number of students will be made as follows:

Number of Students	Number of Paid Coaches
1 – 6	1
7 - 12	2
13 - 30	3
31 - 49	5
50+	7

**Section 9.3 Payment Method**

Assuming all requirements (ie: PSD, WIAA) for compensation are met, the following months reflect the pay periods for high school sports. Stipends will be paid over two months as follows:

- A. Fall season -                   October/November
- B. Winter season -               January/February
- C. Spring season -               April/May

Middle school coaches will paid in a lump sum at the end of the month the season ends.

**Section 9.4 FLSA Compliance**

- A. The hours of the coaching activity positions included in this bargaining unit necessarily fluctuate. Each employee will be paid the entire stipend due under this contract for work weeks in which the employee’s hours are less than forty (40). Employees who are not exempt under the Fair Labor Standards Act (FLSA) shall receive overtime compensation equal to one and one-half times their regular hourly rate for all hours worked over forty (40) hours in one week.
- B. Employees otherwise employed by the District in a position outside of this bargaining unit which is eligible for payment of overtime shall be paid at one and one-half times the blended rate for both positions consistent with the Fair Labor Standards Act for the week in which the overtime occurred. Each employee subject to these provisions shall complete a timesheet for all hours worked on the coaching or activities assignment along with the employee’s regular timesheet.
- C. For the purposes of calculating overtime under this Agreement, the regular hourly rate of pay for the coaching/activity position will be calculated by dividing the stipend amount on Appendix “A” by the number of weeks designated by the Washington Interscholastic Athletic Association (WIAA) for the activity, divided by the number of hours worked in the activity for the week.

**ARTICLE X  
DURATION OF AGREEMENT**

**Section 10.1 Duration**

The term of this Agreement shall be from the initial ratification by both parties, effective with the 2017-2018 school year through August 31, 2020. The written provisions expressed in this Agreement constitute the entire agreement between the parties and may be altered, changed, added to, or modified only through the mutual consent of the parties in a written and signed amendment. If any provision of this Agreement or any application of this agreement to any employee in the bargaining unit shall be found contrary to law, such provision or applications of this Agreement shall continue in full force and effect.

\_\_\_\_\_  
Karen Andersen, Chief Financial Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kevin Eager, PEACC Representative

\_\_\_\_\_  
Date

Peninsula School District

**HIGH SCHOOL CO-CURRICULAR SALARY SCHEDULE 2017-2020 School Years**

These figures are base salaries and do not reflect experience (Section 9.1) or post-season pay (Section 9.2.)

Coaching Positions		Current	2.0%	3.0%	3.0%
			2017-18	2018-19	2019-20
SPORT	TITLE		Base	Base	Base
BASEBALL	HEAD COACH	\$ 4,272	\$ 4,357	\$ 4,488	\$ 4,623
BASEBALL	ASSISTANT COACH	\$ 2,990	\$ 3,050	\$ 3,142	\$ 3,236
FASTPITCH	HEAD COACH	\$ 4,272	\$ 4,357	\$ 4,488	\$ 4,623
FASTPITCH	ASSISTANT COACH	\$ 2,990	\$ 3,050	\$ 3,142	\$ 3,236
BASKETBALL - HS	HEAD COACH	\$ 5,624	\$ 5,736	\$ 5,908	\$ 6,085
BASKETBALL - HS	ASSISTANT COACH	\$ 3,938	\$ 4,017	\$ 4,138	\$ 4,262
BOWLING	HEAD COACH	\$ 3,264	\$ 3,329	\$ 3,429	\$ 3,532
BOWLING	ASSISTANT COACH	\$ 2,285	\$ 2,331	\$ 2,401	\$ 2,473
CROSS COUNTRY (CO-ED)	HEAD COACH	\$ 4,852	\$ 4,949	\$ 5,097	\$ 5,250
CROSS COUNTRY (CO-ED)	ASSISTANT COACH	\$ 3,397	\$ 3,465	\$ 3,569	\$ 3,676
FOOTBALL	HEAD COACH	\$ 6,180	\$ 6,304	\$ 6,493	\$ 6,688
FOOTBALL	ASSISTANT COACH	\$ 4,325	\$ 4,412	\$ 4,544	\$ 4,680
GOLF	HEAD COACH	\$ 3,264	\$ 3,329	\$ 3,429	\$ 3,532
GOLF	ASSISTANT COACH	\$ 2,285	\$ 2,330	\$ 2,400	\$ 2,472
SOCCER	HEAD COACH	\$ 4,272	\$ 4,357	\$ 4,488	\$ 4,623
SOCCER	ASSISTANT COACH	\$ 2,990	\$ 3,050	\$ 3,142	\$ 3,236
SWIM	HEAD COACH	\$ 4,272	\$ 4,357	\$ 4,488	\$ 4,623
SWIM	ASSISTANT COACH	\$ 2,990	\$ 3,050	\$ 3,142	\$ 3,236
TENNIS	HEAD COACH	\$ 4,272	\$ 4,357	\$ 4,488	\$ 4,623
TENNIS	ASSISTANT COACH	\$ 2,990	\$ 3,050	\$ 3,142	\$ 3,236
TRACK AND FIELD - HS	HEAD COACH	\$ 5,514	\$ 5,624	\$ 5,793	\$ 5,967
TRACK AND FIELD - HS	ASSISTANT COACH	\$ 3,861	\$ 3,938	\$ 4,056	\$ 4,178
VOLLEYBALL	HEAD COACH	\$ 4,272	\$ 4,357	\$ 4,488	\$ 4,623
VOLLEYBALL	ASSISTANT COACH	\$ 2,990	\$ 3,050	\$ 3,142	\$ 3,236
WATER POLO	HEAD COACH	\$ 4,272	\$ 4,357	\$ 4,488	\$ 4,623
WATER POLO	ASSISTANT COACH	\$ 2,990	\$ 3,050	\$ 3,142	\$ 3,236
WRESTLING	HEAD COACH	\$ 5,288	\$ 5,394	\$ 5,556	\$ 5,723
WRESTLING	ASSISTANT COACH	\$ 3,702	\$ 3,776	\$ 3,889	\$ 4,006
WEIGHT-ROOM	SUPERVISOR*	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
VARIOUS - 4 PER HS	BENCH COACH	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
LACROSSE	HEAD COACH	\$ 3,264	\$ 3,329	\$ 3,429	\$ 3,532
CHEERLEADING	ADVISOR	\$ 6,102	\$ 6,224	\$ 6,411	\$ 6,603
CHEERLEADING	ASST ADVISOR	\$ 4,271	\$ 4,357	\$ 4,488	\$ 4,623
DRILL TEAM	ADVISOR	\$ 3,033	\$ 3,094	\$ 3,187	\$ 3,283
FORENSICS TEAM	ADVISOR	\$ 4,949	\$ 5,048	\$ 5,199	\$ 5,355
FORENSICS TEAM	ASSISTANT ADVISOR	\$ 3,465	\$ 3,534	\$ 3,640	\$ 3,749
JR CLASS	ADVISOR	\$ 1,010	\$ 1,030	\$ 1,061	\$ 1,093
SR CLASS	ADVISOR	\$ 2,024	\$ 2,064	\$ 2,126	\$ 2,190
KNOWLEDGE BOWL	ADVISOR	\$ 1,519	\$ 1,549	\$ 1,595	\$ 1,643
DRAMA	ASSISTANT	\$ 1,984	\$ 2,024	\$ 2,085	\$ 2,148

\* \$2,500/SEASON 4 SEASONS PER YEAR

\*\* UP TO 4 PER HS FOR NON-FOOTBALL SPORTS; MUST MEET TITLE 9

\*\*\* UP TO 2 PRODUCTIONS PER SCHOOL YEAR

Appendix A-1  
Peninsula School District

**MIDDLE SCHOOL CO-CURRICULAR SALARY SCHEDULE  
2017-2020 School Years**

This salary schedule reflects middle school seasons of no more than 27 days. This is a change from the 2009-2012 agreement in which middle school seasons were longer.

Sport	Notes	Current	1.0%	1.0%	1.0%
			2017-2018	2018-2019	2019-2020
		Base	Base	Base	Base
SOCCER		\$ 1,884	\$ 1,903	\$ 1,922	\$ 1,941
BASKETBALL		\$ 1,884	\$ 1,903	\$ 1,922	\$ 1,941
VOLLEYBALL		\$ 1,884	\$ 1,903	\$ 1,922	\$ 1,941
WRESTLING		\$ 1,884	\$ 1,903	\$ 1,922	\$ 1,941
TRACK		\$ 1,884	\$ 1,903	\$ 1,922	\$ 1,941
CROSS COUNTRY		\$ 1,884	\$ 1,903	\$ 1,922	\$ 1,941

Activity Position	Notes	2017-2018	2018-2019	2019-2020
ANNUAL	1	\$ 2,216	\$ 2,216	\$ 2,216
KNOWLEDGE BOWL		\$ 664	\$ 664	\$ 664
MATH MEET		\$ 372	\$ 372	\$ 372
SPEECH		\$ 664	\$ 664	\$ 664
STUDENT COUNCIL	1	\$ 2,216	\$ 2,216	\$ 2,216
DRAMA	1,2	\$ 2,216	\$ 2,216	\$ 2,216
<b>Notes:</b>				
1. WITHOUT CLASS TIME				
2. PER PRODUCTION, MAX 2 PER YEAR				

Appendix B-1  
Peninsula School District  
Head Coach Evaluation  
2017-2020 School Years



**Peninsula School District  
Co-Curricular Head Coach Evaluation  
Performance Standards**

**Coach/Leader:** \_\_\_\_\_ **Assignment:** \_\_\_\_\_

**School/Department:** \_\_\_\_\_ **Season/Year:** \_\_\_\_\_

**1.0 PROFESSIONAL PREPARATION AND SCHOLARSHIP**

- 1.1 Demonstrates knowledge of sport/activity
- 1.2 Demonstrates knowledge of the rules of the sport or activity
- 1.3 Demonstrates knowledge of first aid and the ability to deal with injuries

**2.0 INSTRUCTIONAL SKILL/TEAM MANAGEMENT**

- 2.1 Prepares organized long and short-range plans for individual player, game and program development
- 2.2 Teaches fundamental skills using effective instructional technique
- 2.3 Maintains appropriate, effective discipline for the activity
- 2.4 Provides for a variety of drills and activities during practice session
- 2.5 Communicates effectively with students, coaches and parents
- 2.6 Uses assistant coaches effectively

**3.0 PROFESSIONAL AND PERSONAL RELATIONS**

- 3.1 Cooperates with building principal and activities director
- 3.2 Models professional conduct during turnouts and activities
- 3.3 Relationships with participants (students, staff, parents, community, officials)

**4.0 PERSONAL AND PROFESSIONAL ATTRIBUTES**

- 4.1 Demonstrates an interest in, and concern for the needs of all persons involved in the program
- 4.2 Demonstrates good health and safety standards
- 4.3 Grooming and dress are appropriate for the job responsibility
- 4.4 Demonstrates good attendance and punctuality
- 4.5 Demonstrates flexibility and patience
- 4.6 Is receptive to evaluation and responds positively to opportunities for professional growth

**5.0 DEPARTMENT, DISTRICT, LEAGUE AND STATE PROCEDURES**

- 5.1 Follows purchasing procedures
- 5.2 Effectively manages the budget
- 5.3 Effectively manages equipment and inventories
- 5.4 Follows league, district and WIAA policies
- 5.5 Attends appropriate meetings
- 5.6 Follows district attendance policies

**6.0 OTHER SPORT SPECIFIC ISSUES**

- 6.1 \_\_\_\_\_
- 6.2 \_\_\_\_\_

Comments: (Add attachment if necessary)

Appendix B-2  
Peninsula School District

**Peninsula School District  
Co-Curricular & Activities Head Coach/Leader  
Goal Setting/Evaluation Document**

**Coach/Leader Name:** \_\_\_\_\_ **Assignment:** \_\_\_\_\_

**School/Department:** \_\_\_\_\_ **Season/Year:** \_\_\_\_\_

- The Head Coach/Leader is to list goals in 2 to 4 of the areas listed below.
- The Head Coach /Leader and the supervisor will meet prior to/at the start of the season to discuss the goals.
- The supervisor may recommend a goal area to be addressed.
- The Head Coach/Leader and the supervisor will meet at the end of the year to discuss progress on the goals as they apply to the final evaluation.

➤ **Professional Preparation and Scholarship:**

Goal:

End of Season Reflection:

Athletic Director/Supervisor Comments:

➤ **Instructional Skill/Team Management:**

Goal:

End of Season Reflection:

Athletic Director/Supervisor Comments:

Appendix B-3  
Peninsula School District  
Head Coach/Leader  
Goal Setting/Evaluation Document (continued)

➤ **Professional and Personal Relations:**

Goal:

End of Season Reflection:

Athletic Director/Supervisor Comments:

➤ **Personal and Professional Attributes:**

Goal:

End of Season Reflection:

Athletic Director/Supervisor Comments:

➤ **Department, District, League and State Procedures:**

Goal:

End of Season Reflection:

Athletic Director/Supervisor Comments:

Appendix B-4  
Peninsula School District  
Head Coach/Leader  
Goal Setting/Evaluation Document (continued)

➤ **Other Sport Specific Issues:**

Goal:
-------

End of Season Reflection:
---------------------------

Athletic Director/Supervisor Comments:
--

<b>FOR ATHLETIC DIRECTOR USE ONLY:</b>	
<b>Yes</b>	<b>NO</b> Coach/Leader has submitted a completed equipment/uniform inventory and final roster of participants, if applicable.
<b>Yes</b>	<b>NO</b> It is recommended the coach/leader will return to this position next year.
<b>Yes</b>	Coach/Leader has been placed on coaching improvement plan.

Coach/Leader Signature: \_\_\_\_\_ Date: \_\_\_\_\_

AD/Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal/Assistant Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copies to:      Coach      School Athletic Office      Personnel File



Appendix B-5  
 Peninsula School District  
 Middle School Coach Evaluation  
 2017-2020 School Years

APPENDIX B-2

**Peninsula School District  
 Co-Curricular Middle School Coach Evaluation**

Coach/Leader: \_\_\_\_\_ Assignment: \_\_\_\_\_

School/Department: \_\_\_\_\_ Season/Year: \_\_\_\_\_

Coach Self Evaluation	Coach Evaluation

Complete self-evaluation before conferencing with athletic director  
 + Completely meets all aspects of criteria  
 x Continues to work toward meeting criteria  
 - Does not meet criteria (Requires written explanation)  
 NA Does not apply to this assignment

- 1.0 PROFESSIONAL PREPARATION AND SCHOLARSHIP**  
 1.1 Demonstrates knowledge of sport/activity  
 1.2 Demonstrates knowledge of the rules of the sport or activity  
 1.3 Demonstrates knowledge of first aid and the ability to deal with injuries


- 2.0 INSTRUCTIONAL SKILL/TEAM MANAGEMENT**  
 2.1 Prepares organized long and short-range plans for individual player, game and program development  
 2.2 Teaches fundamental skills using effective instructional technique  
 2.3 Maintains appropriate, effective discipline for the activity  
 2.4 Provides for a variety of drills and activities during practice session  
 2.5 Communicates effectively with students, coaches and parents


- 3.0 PROFESSIONAL AND PERSONAL RELATIONS**  
 3.1 Cooperates with building principal  
 3.2 Models professional conduct during turnouts and activities  
 3.3 Relationships with participants (students, staff, parents, community, officials)


- 4.0 PERSONAL AND PROFESSIONAL ATTRIBUTES**  
 4.1 Demonstrates an interest in, and concern for the needs of all persons involved in the program  
 4.2 Demonstrates good health and safety standards  
 4.3 Grooming and dress are appropriate for the job responsibility  
 4.4 Demonstrates good attendance and punctuality  
 4.5 Demonstrates flexibility and patience  
 4.6 Is receptive to evaluation and responds positively to opportunities for professional growth


- 5.0 DEPARTMENT, DISTRICT, LEAGUE AND STATE PROCEDURES**  
 5.1 Follows purchasing procedures  
 5.2 Effectively manages equipment and inventories  
 5.3 Follows league, district and WIAA policies  
 5.4 Attends appropriate meetings  
 5.5 Follows district attendance policies


- 6.0 OTHER SPORT SPECIFIC ISSUES**  
 6.1  
 6.2

Comments: (Add attachment if necessary)

**FOR ADMINISTRATIVE USE ONLY**

- YES NO Coach has submitted a completed equipment/uniform inventory.  
 YES NO It is recommended that the coach will return to this position next year.  
 YES NO Coach has been placed on a coaching improvement plan.

Coach Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal/AP Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copies to: Coach School Athletic Office Personnel File

Rev 04/22/14

Appendix B-6  
 Peninsula School District  
 Assistant Coach Evaluation  
 2017-2020 School Years

APPENDIX B-2

**Peninsula School District  
 Assistant Coach Evaluation**

Coach/Leader: \_\_\_\_\_ Assignment: \_\_\_\_\_

School/Department: \_\_\_\_\_ Season/Year: \_\_\_\_\_

Coach Self Evaluation	Coach Evaluation	
		Complete self-evaluation before conferencing with athletic director + Completely meets all aspects of criteria x Continues to work toward meeting criteria - Does not meet criteria (Requires written explanation) NA Does not apply to this assignment
		<b>1.0 PROFESSIONAL PREPARATION AND SCHOLARSHIP</b> 1.1 Demonstrates knowledge of sport/activity 1.2 Demonstrates knowledge of the rules of the sport or activity 1.3 Demonstrates knowledge of first aid and the ability to deal with injuries
		<b>2.0 INSTRUCTIONAL SKILL/TEAM MANAGEMENT</b> 2.1 Prepares organized long and short-range plans for individual player, game and program development 2.2 Teaches fundamental skills using effective instructional technique 2.3 Maintains appropriate, effective discipline for the activity 2.4 Provides for a variety of drills and activities during practice session 2.5 Communicates effectively with students, coaches and parents
		<b>3.0 PROFESSIONAL AND PERSONAL RELATIONS</b> 3.1 Supports head coach and program goals 3.2 Models professional conduct during turnouts and activities 3.3 Relationships with participants (students, staff, parents, community, officials)
		<b>4.0 PERSONAL AND PROFESSIONAL ATTRIBUTES</b> 4.1 Demonstrates an interest in, and concern for the needs of all persons involved in the program 4.2 Demonstrates good health and safety standards 4.3 Grooming and dress are appropriate for the job responsibility 4.4 Demonstrates good attendance and punctuality 4.5 Demonstrates flexibility and patience 4.6 Is receptive to evaluation and responds positively to opportunities for professional growth
		<b>5.0 DEPARTMENT, DISTRICT, LEAGUE AND STATE PROCEDURES</b> 5.1 Follows purchasing procedures 5.2 Effectively manages the budget 5.3 Effectively manages equipment and inventories 5.4 Follows league, district and WIAA policies 5.4 Attends appropriate meetings 5.5 Follows district attendance policies
		<b>6.0 OTHER SPORT SPECIFIC ISSUES</b> 6.1 6.2

Comments: (Add attachment if necessary)

**FOR ADMINISTRATIVE USE ONLY**

YES     NO    It is recommended that the coach will return to this position next year.  
 YES     NO    Coach has been placed on a coaching improvement plan.

Coach Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal/AP Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copies to: Coach    School Athletic Office    Personnel File

Rev 04/22/14

**Appendix C-1  
Peninsula School District  
High School Sports Staffing Guidelines  
2017-2020 School Years**

Football	9 coaches, 3 teams if the number of 9 <sup>th</sup> grade student athletes exceeds 30, a 10 <sup>th</sup> coach will be added with the intent of having a minimum of 3 coaches supporting freshman football practice and games.
Volleyball	1 coach per team, 3 teams
Swim, Boys'	2.5 coaches, includes dive, < 20 discuss (with AD or School Administrator)
Swim, Girls'	2.5 coaches, includes dive, < 20 discuss (with AD or School Administrator)
Soccer, Boys'	1 coach per team <del>plus Security at PHS</del>
Soccer, Girls'	1 coach per team <del>plus Security at PHS</del>
Wrestling	2 coaches + 1 every 15 over 30 (0.5 at 8), max. 4, + 0.5 Female, if needed
Forensics	2 coaches up to 40, 0.5 per 10 over 40, max. 3, < 20 discuss (with AD or School Administrator)
Golf, Boys'	1 coach, 15 to 20 discuss (with AD or School Administrator), > 20 – 2 coaches
Golf, Girls'	1 coach, 15 to 20 discuss (with AD or School Administrator), > 20 – 2 coaches
Fastpitch	1 coach per team, 3 teams
Baseball	1 coach per team, 3 teams
Basketball, Boys'	1 coach per team, 3 teams
Basketball, Girls'	1 coach per team, 3 teams
Cheer	1 coach, per cheer season, per 18 (cheer season is fall and winter)
Cross Country	2 coaches, 0.5 per 10 over 40, max. 4
Track	6 coaches min. (50-90), < 50 then 5 coaches, > 90 then 1 for every 15 (0.5 at 8)
Tennis, Boys'	1 coach, 14 to 20 discuss (with AD or School Administrator), > 20 – 2 coaches
Tennis, Girls'	1 coach, 14 to 20 discuss (with AD or School Administrator), > 20 – 2 coaches
Water Polo, Boys'	2 coaches
Water Polo, Girls'	2 coaches
Knowledge Bowl	1 coach
Drill	1 coach
Weight Room	1 coach

As of September 2014

**Appendix C-2**  
**Peninsula School District**  
**Middle School Sports Staffing Guidelines**  
**2017-2020 School Years**

The third day of practice/turnout will be the day official counts of participants are made to determine the correct amount of staff, so day 4 can have the correct staffing. Staffing ratios for volleyball and basketball are to determine if additional teams may be added, currently there will be cuts to two teams (7<sup>th</sup> and 8<sup>th</sup>.) If numbers show they legitimately could, the coach may make a request for an additional team to the assistant principal (or whoever is in charge of sports in that school). The ratio does not dictate how many athletes a coach must keep on the team. The other sports are non-cut sports and staffing is determined by the turn out.

Volleyball, Girls' 7<sup>th</sup> Grade 1:15

Volleyball, Girls' 8<sup>th</sup> Grade 1:15

Soccer, Boys' Combined 7<sup>th</sup> & 8<sup>th</sup> Grade, make as many teams as athletes

22 or less 1 coach, 1 team

23 to 40 2 coaches, 2 teams

41 to 60 3 coaches, 3 teams

> 60 4 coaches, 4 teams

Soccer, Girls' Combined 7<sup>th</sup> & 8<sup>th</sup> Grade, make as many teams as athletes

22 or less 1 coach, 1 team

23 to 40 2 coaches, 2 teams

41 to 60 3 coaches, 3 teams

> 60 4 coaches, 4 teams

Wrestling, Boys' & Girls' Combined 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Grade

Less than 20 discuss staffing with administrator

2 coaches + .0.5 for every 10 over 40.

Basketball, Girls' 7<sup>th</sup> 1:15

Basketball, Girls' 8<sup>th</sup> 1:15

Basketball, Boys' 7<sup>th</sup> 1:15

Basketball, Boys' 8<sup>th</sup> 1:15

Track, Boys' and Girls' Combined 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup>

1 coach for every 20 athletes to 100, 0.5 coaches for every 20 over 100

Cross Country, Boys' and Girls' Combined 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup>:

10 or less= 1 coaches

11-50= 2 coaches

51-75= 3 coaches

**Peninsula Education Association Co-Curricular (PEACC)  
Facilities and Equipment Condition Review Form**

The following form is provided to Peninsula School District head coaches at the end of his/her sport season for the purpose of informing the athletic director and school administration of any needed facility or equipment repair. The head coach is to complete this form for review at the time of his/her performance evaluation.

**NOTE:** This form is not intended to be a maintenance work order, but rather a communication tool between coach and athletic director/building administrator. Work orders need to be completed and processed in accordance with current district procedures.

School: \_\_\_\_\_

Coach: \_\_\_\_\_

Sport: \_\_\_\_\_

Year: \_\_\_\_\_

Key: 1 = Top Priority  
2 = Priority  
3 = Concern

Please list facility items that need attention at this time:

\_\_\_1.

\_\_\_2.

\_\_\_3.

Please list equipment items that need attention at this time:

\_\_\_1.

\_\_\_2.

\_\_\_3.

\_\_\_ I have no facility or equipment concerns at this time.