

AGREEMENT

BETWEEN

PORT ANGELES ACTIVITIES ADVISORS' ASSOCIATION

AND

PORT ANGELES SCHOOL DISTRICT NO. 121

September 1, 2017 - August 31, 2020

PREAMBLE

This Agreement is by and between the Port Angeles School District hereinafter called the "District," and the Port Angeles Activity Advisors' Association, hereinafter called the "Association." The Port Angeles Activity Advisors' Association (PAAA) is affiliated with the Port Angeles Education Association (PAEA), the Washington Education Association (WEA) and the National Education Association (NEA).

ARTICLE I RECOGNITION

SECTION 1 THE ASSOCIATION

The parties jointly recognize the Association as the exclusive bargaining agent for all extracurricular employees in positions that do not require an educational certificate and/or employees in extra-curricular positions NOT addressed in the PAEA collective bargaining agreement for the purpose of negotiating in good faith in respect to wages, hours, terms and conditions of employment.

SECTION 2 MANAGEMENT RIGHTS

The management of the district and the direction of the work force are vested with the Employer subject to the terms of this Agreement. All matters not covered by the language of this Agreement shall be administered for the duration of the Agreement by the Employer in accordance with such policies and procedures as it from time to time shall determine. This agreement shall supersede all written policies or practices which are contrary to or inconsistent with its terms, and further provides that no policies or practices will be adopted which are contrary to or inconsistent with its terms, during the period of this Agreement.

ARTICLE II ASSOCIATION RIGHTS

SECTION 1 USE OF BUILDINGS, EQUIPMENT, MAIL AND BULLETIN BOARDS, HOLD HARMLESS

A. Use of Buildings

The Association will have the right to use school building facilities for meetings outside of school hours pursuant to the following guidelines:

1. The buildings and grounds of the District are primarily for school district use. No use of facilities will be approved which interferes with the school program.
2. Before a District facility may be used, approval must be obtained on the appropriate application form supplied by the District.

B. Use of Equipment

The Association will have the right to use District office equipment pursuant to the following guidelines:

1. Such use of District equipment shall be subject to the approval of the building administrator and shall not be approved when such use will interfere with the school program.
2. The Association shall reimburse the District for the cost of any repairs or damages to equipment which is shown to result from Association use.

C. Use of District Mail Service

The Association shall have the right to use the District's inter-building mail service and teachers' mail boxes for communication purposes in compliance with state and federal laws and regulations and the terms and conditions of this Agreement, PROVIDED that the use of the mail service shall not disrupt or interfere with normal District operation.

D. Use of Bulletin Boards

A bulletin board will be provided in each school for the use of the Association. Bulletins posted by the Association are the responsibility of the officials of the Association and shall be limited to official Association business. The District shall not assume responsibility of any liability for notices posted.

E. Hold Harmless

The Association expressly agrees to indemnify and hold the District harmless against any and all claims, demands, suits, attorneys' fees, or other forms of liability that may arise out of or by reason of the District's compliance with the terms of this section.

SECTION 2 DISTRIBUTION OF THE AGREEMENT

Within thirty days (30) following ratification, copies of this Agreement shall be duplicated in sufficient quantity for distribution to employees. The cost of such duplicating shall be borne by the District. The Association shall be responsible for making available copies of the Agreement to all employees represented by the Association, provided that new employees hired after the initial distribution shall be provided with a contract by the District Personnel Office at the time of the signing of individual contracts.

SECTION 3 ACCESS AND ASSOCIATION BUSINESS

Duly authorized representatives of the Association shall be permitted access to District buildings for the purpose of transacting official Association business; PROVIDED that such access and transacting of Association business shall not disrupt or interfere with normal District operations as determined by the administration.

SECTION 4 ASSOCIATION RELEASE TIME

Whenever Association representatives are mutually scheduled with the employer's representatives to participate in negotiations or grievance hearings or other matters pertaining to the administration of this Agreement during working hours, said representatives shall suffer no loss of pay.

SECTION 5 SITE-CENTERED DECISION-MAKING

The District and the Association support the concept of site-centered decision making. Any waiver of the terms of this Agreement must have the approval of the Port Angeles Activity Advisors' Association President.

SECTION 6 MAINTENANCE OF MEMBERSHIP/AGENCY SHOP

All members of the Association as of August 24, 1998, and all those who become members thereafter during the duration of this Agreement, shall remain members in the Association or pay an agency shop fee equivalent to the dues of the Association, pursuant to RCW 41.56, for the duration of this contract. As notified by the Association, employer shall deduct the appropriate dues or fees from member's paychecks in September or the closest month to their hiring. Individuals who were employees of the District on or before August 24, 1998, but not members of the Association shall, at their request, be exempt from the provisions of this Section, provided that, if such employee joins the Association or chooses to pay the agency shop fee, such employee shall no longer be exempt from the provisions of this section.

SECTION 7 ASSOCIATION EXCLUSIVITY

Throughout this Agreement certain rights and functions are accorded and ascribed to the Association which are in addition to the rights and functions provided for in the rules, regulations, policies, resolutions and practices of the District. These rights and functions are accorded to the Association as the legal representative for all employees covered under this Agreement.

SECTION 8 ASSOCIATION CONSULTATION

The Association may consult with the District on any proposed major change to extracurricular programs. The Board will continue its practice of two readings prior to final action on proposed policies as provided in Board Policy 1310. The District agrees to invite PAEA/PAAA bargaining unit members to serve on any district-wide committee charged with extracurricular programs.

ARTICLE III EMPLOYEE RIGHTS AND RESPONSIBILITIES

SECTION 1 NON-DISCRIMINATION CLAUSE

The District and the association will act in lawful compliance with federal and state laws and regulations regarding non-discrimination of employees.

SECTION 2 RIGHT TO DUE PROCESS

No employee shall be disciplined, warned, reprimanded, suspended, reduced in rank or compensation or deprived of any professional advantage or nonrenewal without just and sufficient cause.

Nothing in this Section 2 shall limit the District in taking immediate and severe disciplinary action in cases of sudden, inappropriate, and/or extraordinary behavioral or performance problems. Willful violation of WIAA Policies and Procedures such as coaching out of season, inability or unwillingness to meet WIAA coaching standards, shall constitute extraordinary performance problems and is subject to severe disciplinary action up to and including termination of a coaching contract.

Any complaint that might result in a disciplinary action must be in writing. Any written complaint of a disciplinary nature made against a unit member, and the name of the complainant will be brought to the attention of the member within fifteen working days except in cases where the complaint involves a serious violation of law and premature notification could jeopardize the necessary investigation. Under extenuating circumstances, an extension of time may be permitted upon mutual agreement between the district and the union representatives. If an employee is not advised of the complaint in accordance with these standards, it may not be used in future disciplinary actions or evaluations.

An employee shall have a right to have present an Association representative of his/her own choosing in meetings regarding disciplinary action, discharge or non-renewal.

A. Head Coaches

The head coach will be notified in a timely manner, however not to exceed 30 days following conclusion of the season, that he or she will not be rehired as the head coach for that sport for the coming year. In a case of extenuating circumstances, an extension of time can be permitted, subject to agreement between the district and union representatives.

Should "in-season" concerns result in School District consideration of non-renewal of the head coach's contract, said head coach will be notified as soon as possible in writing. The head coach and the district will then meet on a regular basis until the end of that sport season to address concerns. If the concerns of the School District have been satisfactorily addressed, the coach will be notified within 30 days of the conclusion of the season. In the event of

potential nonrenewal, the Athletic and Activities Director will observe practice and provide feedback to the coach prior to their evaluation meeting. For purposes of this section, the conclusion of the season shall be following the recognition banquet for each specific program.

B. Assistant Coaches

Assistant coaching positions are one-year positions. Notification of intent to rehire will be made following the performance evaluation conducted by the head coach in conjunction with the Athletic and Activities Director and/or Building Principal, and as soon as the needed number of assistants becomes known.

The number of Assistant Coaches for each sport is determined by the number of participants in the sport and the safety concerns of the Head Coach and the Athletic and Activities Director. However, the exact number of needed assistant coaches will not always be known prior to the start of each sport season. Assistant coaches whose jobs are dependent on the number of participants will be named provisional coaches. Provisional coaches will be hired through the 8th calendar day of the season and their contracts will be extended if the number of participants justify that hire. When participation drives a decrease in the number of assistant coaches needed, the Athletic and Activities Director, in consultation with the Director of Business and Operations, may reduce the number of assistant coaches immediately after the 8th day of the current season.

At the conclusion of each sport season, the Head Coach and the Athletic and Activities Director or the Building Principal will prepare assistant coach staffing recommendations for the coming year. In the event of a reduction in the number of Assistant Coach positions, or selection of a new Head Coach, all former Assistant Coaches shall be required to reapply and shall be interviewed.

SECTION 3 LIABILITY/PERSONAL PROPERTY PROTECTION

- A. The employer agrees to provide for every employee covered by and during the terms of this Agreement liability insurance as set forth in RCW 28A.400.360 in the amount of not less than \$250,000 in case of suit arising from or in the performance of duties.
- B. The District shall maintain such coverage in the District's liability policy as is necessary to assure that the insuring company waives all rights to recovery from any certificated employee any money paid on behalf of the District and/or employees.

SECTION 4 PERSONNEL FILES

The Employer is obliged to and responsible for maintaining an employment file for all employees. The Employer will maintain only one central personnel file for each activity advisor located in the Human Resources office. One additional professional development file shall be maintained for all coaches or advisors who are subject to WIAA Coaching Certification Standards. Said file will be used to verify certification status, and may be circulated to building principals for updating. Employee may access his/her personnel file or professional development file at any time. The time limit for purging any disciplinary documents will be determined at the time of discipline.

SECTION 5 WORKER'S COMPENSATION

Each employee is covered by Washington State Industrial Insurance. The District's coverage is handled by the ESD 114 Worker's Compensation Trust. In the event of an injury, an employee should follow the procedure below:

- A. Complete the report entitled "Report of Accident". This form is to be forwarded to the District Human Resource Office.
- B. If the employee intends to obtain medical attention then he/she should fill out the top 2/3 of the

form entitled "Self Insurer Accident Report (SIF-2)." This form, when completed, should also be forwarded to the District Human Resource Office.

SECTION 6 HIRING PRACTICES

- A. As vacancies become known, positions will be posted on the district website. Postings shall be for a minimum of one week. The District may choose to post internally and externally simultaneously. Prior to posting a position the incumbent will be notified of his/her non-renewal. The practices provided for under this section may be suspended if in the opinion of the Principal or the Athletic and Activities Director the hiring of an employee is urgent. Notification to the Association shall be made in cases where job-posting practices are suspended.
- B. When hiring an assistant coach in a high school sport, the head coach shall be included in the interviews and in developing interview questions. The head coach shall also have input into the final hiring decision unless the presence of the head coach presents a conflict of interest.
- C. In cases where there is a head coach designation for a middle school sport, every effort shall be made to include that coach in the selection of assistant coaches.

ARTICLE IV GENERAL WORKING CONDITIONS

SECTION 1 FACILITIES AND EQUIPMENT

The District shall budget for and make available reasonably necessary facilities, equipment, and materials so that all employees can perform their professional assignments.

SECTION 2 CONDITIONS

The District shall maintain all District facilities in a safe and healthful condition.

SECTION 3 STUDENT DISCIPLINE

- A. Acceptable behavior shall be expected of all students who participate in an activity or sport. The District and the Association will support and enforce the district athletic code.
- B. The District shall support and uphold employees in their efforts to maintain discipline and shall respond to all employees' requests for assistance in dealing with discipline problems. Further, the authority of employees to use lawful and appropriate disciplinary measures for the safety and well-being of students and employees is supported by the District.

SECTION 4 EMPLOYEE DEVELOPMENT

It is recognized that an effective employee development program is necessary to provide continuing opportunities for growth of employees. Therefore,

- A. The Association and the District shall survey employees to determine employee development needs by June 1st of each year for professional development to be funded during the following year.
- B. Meeting WIAA coach compliance requirements is the first priority for professional development. Upon request of the employee to meet WIAA certification requirements by attending the WIAA Coach's School or equivalent professional opportunity, the district shall fully reimburse the employee's registration costs. The district will also reimburse travel expenses to the extent allowed by the budget.

- C. After required coach compliance training is funded, the Association and the Athletic and Activities Director will review and rank order the remaining requests for funding coach professional development based on mutually determined criteria. These requests will be funded to the extent allowed by the budget.
- D. The District will provide two group first aid classes per year for coaches at no cost to participants. No reimbursement will be authorized for coaches taking non-district sponsored first aid classes.

SECTION 5 ACTIVITY SIZE

With the exception of clubs and classes, the District will provide enough assistant coaches to properly handle and safely conduct sports activities. The Director of Business and Operations and Athletic and Activities Director will make the final decision regarding the number of assistant coaches. Appendix H, Port Angeles High School Coach to Participant Ratio, shall be used as a guide in making such decisions with respect to high school programs. Should there be a disagreement; the coach may request a written explanation of the decision regarding the hiring of said assistant coaches.

SECTION 6 COACH RESPONSIBILITIES

Head coach and assistant coach responsibilities and job descriptions are substantially described in the Student Athletics and Activities Handbook. Head coach responsibilities and timelines are further identified in Appendix I, Head Coach Checklist.

At the conclusion of each season, head coaches are responsible for soliciting participant and parent feedback, utilizing Appendix F and G (Port Angeles School District Department of Athletics Participant Feedback Form – Port Angeles School District Department of Athletics Parent Feedback Form), or a similar survey instrument as approved by the Athletic and Activities Director. Such feedback is to be used to assist the coach in program development, and is not for performance evaluation purposes.

SECTION 7 SUMMER ACTIVITIES

Head coaches may conduct team summer activities. Coaches will coordinate scheduling of such activities with the Athletic and Activities Director in order to maximize participation and minimize scheduling conflicts between sports.

ARTICLE V EVALUATION

SECTION 1 GENERAL

The purpose of evaluation shall be to improve the performance of the employee, as well as to improve the particular program and the experiences of students who participate in the program.

SECTION 2 RESPONSIBILITY FOR EVALUATION

The Athletic and Activities Director his/her designee is responsible for evaluating head coaches or advisors within 30 days of the end of the season. Head Coaches, will assist the Athletic and Activities Director, or designee, in evaluating Assistant Coaches within 30 days of the end of the season.

SECTION 3 EVALUATION PROCEDURES

- A. In addition to the annual evaluation, the Athletic and Activities Director and other supervisors may make evaluations at any time during the sports season.

- B. The supervisor shall observe each coach at least once in the performance of his or her assigned duties. (An evaluation may be based on a single observation or a series of observations.)
- C. Prior to the completion of a coach's Annual Performance Review (see Appendix D), a meeting shall be held between the Athletic and Activities Director or supervisor and the coach to discuss the report.
- D. The coach shall sign the School District's copy of the evaluation report to indicate that he or she has received a copy of the report.

SECTION 4 PROFESSIONAL GROWTH OPTION (PGO)

After a coach has two years of satisfactory Annual Performance Reviews in the Port Angeles School District, the coach and evaluator may mutually agree to use the professional growth option (PGO). The professional growth option shall conform to the following procedures:

- A. The head coach and evaluating administrator shall collaboratively design a PGO utilizing the Annual Coach Evaluation Professional Growth Option (Appendix E).
- B. Throughout the season, the coach and the administrator shall meet formally or informally to discuss the progress on the goals.
- C. A final meeting shall be held to review progress toward goals. The Professional Growth Option form shall be completed jointly for inclusion in the coaching personnel file.

ARTICLE VI ECONOMIC PROVISIONS

SECTION 1 GENERAL PROVISIONS

The District agrees that all employees will be correctly placed on the salary schedule. The Salary Schedule Index is shown in Appendix A.

SECTION 2 BASE SALARY

The base salary for purposes of this Agreement shall be the first step of the PAEA certificated teachers' salary schedule. All percentages listed on the salary schedule (Appendix A) are applied to the base salary.

ARTICLE VII GRIEVANCE PROCEDURE

SECTION 1 PURPOSE

The purpose of this article is to provide for the orderly and expeditious adjustment of grievances of employees of the District covered by this Agreement.

SECTION 2 DEFINITIONS

As used in this article:

- A. "Grievance" means an alleged misinterpretation or misapplication of a term(s) of this Agreement. To be accepted, a grievance must be identified and submitted no later than twenty (20) working days from the event or condition on which the grievance is based.

- B. The applicability of this grievance procedure to evaluation and probation shall be limited to the failure of any principal or other supervisor to comply with the procedures for evaluation only.
- C. "Grievant" means an employee, a group of employees or the Association having a grievance.

SECTION 3 PROCEDURE

- A. High School Coaches: In the event that an employee covered by this Agreement wishes to voice a concern, he or she may address it to the Athletic and Activities Director (high school coaches) (Building Level Concern form, Appendix B). Should the Athletic and Activities Director not resolve the concern to the employee's satisfaction, the employee may file a grievance with the District Superintendent.
- B. Middle School Coaches, Advisors, and Knowledge Bowl Coaches: In the event that an employee covered by this Agreement wishes to voice a concern, he or she may address it to the respective building principal. Should the principal not resolve the concern to the employee's satisfaction, the employee may file a grievance with the District Superintendent.

SECTION 4 REPRISALS

The grievant and the Association are urged to seek informal resolution of disputes before official filing of a grievance. No reprisal of any kind will be taken by the employer against any employee because of his/her participation in any grievance.

ARTICLE VIII DURATION AND GENERAL PROVISIONS

SECTION 1 CONTRACT COMPLIANCE

The Superintendent and his/her designee shall meet at mutually agreed times with the Association President and his/her designee to discuss matters pertaining to compliance with this Agreement.

SECTION 2 CONFORMITY TO LAW

The District 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, then such sections or provisions shall not be applicable, performed or enforced except to the extent permitted by law. The remainder of this contract shall not be affected thereby and the district and the Association shall enter into negotiations concerning alternative provisions for those sections of the Agreement affected.

SECTION 3 DURATION

The period of this Contract shall be September 1, 2017 through August 31, 2020. This agreement may be reopened and modified at any time during its term by mutual consent of the parties in writing.

SECTION 4 WAIVER AND COMPLETE AGREEMENT

This Agreement may be altered, changed, added to, deleted from or modified through the mutual consent of the parties. This Agreement constitutes the entire Agreement between the parties, concluding collective bargaining for its term, except for negotiations over a successor collective bargaining agreement, except as otherwise provided herein. In accordance with Section 3 above, before the expiration of this Agreement the parties shall meet to negotiate at mutually agreeable times in an effort to mutually agree on the terms and conditions of a successor agreement.

ARTICLE IX SCOPE OF AGREEMENT

SECTION 1 SAVINGS CLAUSE

If any provision of the Agreement is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any provision should be restrained by any such tribunal, the remainder of the Agreement shall not be affected thereby, and upon the request of either the Board or the Association, the parties shall enter into negotiations for the purpose of attempting to arrive at a mutually satisfactory resolution for such provisions.

SECTION 2 SCOPE OF AGREEMENT

This Agreement constitutes the negotiated agreements between the Employer and the Association and supersedes any previous agreements or understandings between the parties which are contrary to or inconsistent with this Agreement.

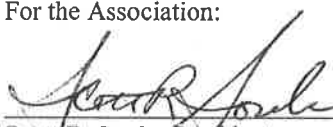
SECTION 3 MANAGEMENT RIGHTS

All rights, duties, and functions of management 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 in RCW 41.56.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seal.

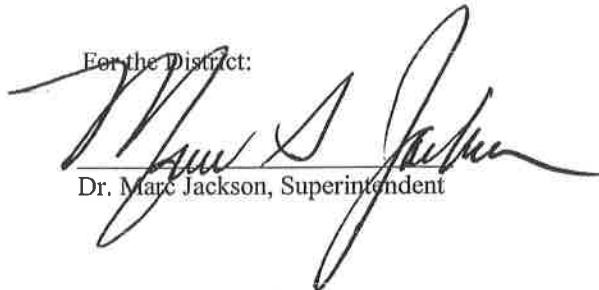
ATTEST:

For the Association:

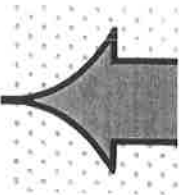


Scott R. Soule, President

For the District:



Dr. Marc Jackson, Superintendent



Coaching Stipends

- A. Head coaches with less than 2 years' experience shall receive 70% of the indicated salary units. Head coaches with two or more years' experience shall receive 100% of the indicated salary units.
- B. Assistant coaches shall receive 70% of the indicated salary units.
- C. The District will accept towards salary placement contracted coaching experience both in and out of the State. Proof of contract will suffice to document placement. This is retroactive for currently contracted coaches.
- D. Interscholastic middle school head coaches will be placed on the Coaching Salary Schedule and will be paid 50% of the maximum salary of the high school head coach of their sport. When 7th and 8th grade assignments are made, each shall be considered Head Coaches.
- E. Interscholastic middle school assistant coaches other than the head coach will be placed on the Coaching Salary Schedule and will be paid 45.5% of the maximum salary of the high school head coach of their sport.
- F. The head varsity coach, as assigned by the Athletic and Activities Director, shall receive the equivalent of 1% of their season coaching salary for each participation day of the extended season up to a maximum of six days per calendar week. The assistant coaches, as assigned by the Athletic and Activities Director, shall receive .7% of their season coaching salary for each participation day of the extended season up to a maximum of six days. For the purposes of an extended season, all league activities are considered regular season, including league meets, matches and tournaments, regardless of the length of the event or qualifications necessary to participate. Coaches and assistant coaches taking contestants to WIAA- sanctioned post-season play-offs shall be only those necessary for the safe and effective participation of students as determined in advance by the Athletic and Activities Director.

APPENDIX A

COACHING/ADVISORS STIPEND

ACTIVITY ADVISORS	SENIOR HIGH			
YEARS OF EXPERIENCE	1	2	3	4
HD KNOWLEDGE BOWL COACH	5.00	5.50	6	6.50
ASST KNOWLEDGE BOWL COACH	3.50	4.00	4	5.00
	MIDDLE SCHOOL			
MIDDLE SCHOOL ACTIVITY	3.00	Each Middle School Season (4 Seasons)		
COACHING	SENIOR HIGH		MIDDLE	
YEARS OF EXPERIENCE	Up To 1	2+	A	
FOOTBALL	14.00	20.00	1	
ASSISTANT FOOTBALL	14.00	14.00	9	
BASKETBALL	14.00	20.00	1	
ASSISTANT BASKETBALL	14.00	14.00	9	
TRACK	12.95	18.50	9	
ASSISTANT TRACK	12.95	12.95	8	
BASEBALL	12.95	18.50	*	
ASSISTANT BASEBALL	12.95	12.95	*	
FASTPITCH	12.95	18.50	*	
ASSISTANT FASTPITCH	12.95	12.95	*	
GYMNASTICS	11.20	16.00	*	
ASSISTANT GYMNASTICS	11.20	11.20	*	
SWIMMING	11.20	16.00	*	
ASSISTANT SWIMMING	11.20	11.20	*	
ASSISTANT SWIMMING (Diving)	11.20	11.20	*	
SOCCER	11.20	16.00	*	
ASSISTANT SOCCER	11.20	11.20	*	
VOLLEYBALL	11.20	16.00	8	
ASSISTANT VOLLEYBALL	11.20	11.20	7	
WRESTLING	11.20	16.00	8	
ASSISTANT WRESTLING	11.20	11.20	*	
CROSS COUNTRY (Boys & Girls)	11.20	16.00	8	
TENNIS (Boys & Girls)	11.20	16.00	*	
ASSISTANT TENNIS	11.20	11.20	*	
GOLF (Boys & Girls)	9.80	14.00	*	
CHEER ADVISOR	1=13.50 2=14.00	3=14.5,4=15.0	*	
ASSISTANT CHEER	1=7.0, 2=7.50	3=8.0,4=8.50	*	
DANCE TEAM ADVISOR	1=8.5, 2=9.0	3=9.5, 4=10.0	*	
CERTIFIED ATHLETIC TRAINER (C.A.T.)	(Per Season)	12.00	*	
TRAINING ROOM SUPERVISOR*	(Per Season)	8.50	*	
WEIGHT ROOM SUPERVISOR	\$15.00 per individual weight room session to a maximum of 40 sessions per season, payable to whichever coach supervised each session. Position shall be posted each season. Includes summer program. Sessions can be split between 2 coaches at discretion of the Athletic and Activities Director			

* In Absence of Certified Athletic Trainer Only
 1.0 UNIT = 1% of the beginning teacher salary on the Salary Allocation Schedule

APPENDIX C

GRIEVANCE REVIEW REQUEST

This form is to be utilized when referring a grievance to the Athletic and Activities Director with a copy to the Superintendent as provided in the "Grievance Procedure."

Name of Grievant: _____

Dates of private conference as provided in Step 1: _____

Name of Administrator with whom conferences were held: _____

1. Alleged facts on which the grievances is based:

2. Specific provisions of the Agreement between the District and the Port Angeles Activities Advisors' Association which are alleged to have been violated:

3. Remedy being sought:

Date

Signature of Grievant

(Please make three (3) extra copies of this form: original to Principal or Athletic and Activities Director, first copy to staff member, second copy to PAEA/PAAAA.)

PORT ANGELES SCHOOL DISTRICT ATHLETIC DEPARTMENT Annual Performance Review – Head Coach

Coach Name:
Job Title:
Review Period:
Reviewer:

WIAA COACH REQUIREMENTS

Date Began Scholastic Coaching in WA:		Year Coaching:	
2015-16 Coaching Level:	<input type="checkbox"/> Entry	<input type="checkbox"/> Beginning	<input type="checkbox"/> Continuous or higher
Hours/Courses Required to meet and maintain standard			
Hours: 0	Courses: N/A		
All Coaches			
<input checked="" type="checkbox"/> First Aid Card	Expires:		
<input checked="" type="checkbox"/> CPR Card	Expires:		
<input type="checkbox"/> Red Cross Safety Training for Swimming & Diving Coaches	<input type="checkbox"/> Stunt Certification for Cheer Coaches		
<input checked="" type="checkbox"/> Washington State Patrol Criminal History Information Form			
<input checked="" type="checkbox"/> SPI Moral Character Supplement Form 4020B			
Head Coaches			
<input checked="" type="checkbox"/> WIAA Rules General Clinic <input checked="" type="checkbox"/> WIAA Concussion <input checked="" type="checkbox"/> WIAA Specific Rules Clinic			
Meets standard?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Notes:			

PERFORMANCE ELEMENTS

Quality of Practice and Practice Planning	Outstanding <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
Quality of Game/Event Planning/Managing	Outstanding <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
Technical Knowledge of Sport	Outstanding <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
Focus On & Ability to Coach Fundamentals	Outstanding <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
Priority of Sportsmanship in Program	Outstanding <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
Communication/Relationship with Students & Parents	Outstanding <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
Initiative – Work Ethic – Program Priority	Outstanding <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
Overall Program Planning & Organizing	Outstanding <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
Leadership & Ability to Coach/Motivate Students	Outstanding <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>

Summary:

Performance Objectives:

Evaluation Narrative:

Contract Renewal Recommendation:

Employee Signature/Date _____ / _____
Reviewer Signature/Date _____ / _____

Employee Acknowledgment

I have reviewed this document and discussed the contents with the Director. My signature indicates that I have been advised of my performance status and does not necessarily imply that I agree with the evaluation.

PORT ANGELES SCHOOL DISTRICT ATHLETIC DEPARTMENT
Annual Performance Review – Assistant Coach

Coach Name:

Job Title:

Review Period:

Reviewer Name:

PERFORMANCE ELEMENTS

Quality of Practice and Practice Planning Outstanding Satisfactory Unsatisfactory

Technical Knowledge of Sport Outstanding Satisfactory Unsatisfactory

Focus On & Ability to Coach Fundamentals Outstanding Satisfactory Unsatisfactory

Priority of Sportsmanship in Program Outstanding Satisfactory Unsatisfactory

Communicate/Relate with Students & Parents Outstanding Satisfactory Unsatisfactory

Initiative – Work Ethic – Program Priority Outstanding Satisfactory Unsatisfactory

Leadership & Ability to Coach/Motivate Students Outstanding Satisfactory Unsatisfactory

Summary:

Coach WIAA Certification Status: [] General Rules Clinic [] Sports Specific Rules Clinic

[] Concussion Training

[] 1st Aid and CPR [] Expiration date [] Member of the WSCA [] Drivers abstract on file

Evaluation Narrative:

Contract Renewal Recommendation:

Employee Signature/Date _____ / _____

Reviewer Signature/Date _____ / _____

Employee Acknowledgment

I have reviewed this document and discussed the contents with my head coach. My signature indicates that I have been advised of my performance status and does not necessarily imply that I agree with the evaluation.

**PORT ANGELES SCHOOL DISTRICT
ATHLETIC DEPARTMENT
Coach Professional Growth Option Evaluation**

Coach Name: [Redacted]
 Job Title: [Redacted]
 Review Period: [Redacted]
 Reviewer: [Redacted]

WIAA COACH REQUIREMENTS

Date Began Scholastic Coaching in WA: [Redacted]		Year Coaching: [Redacted]	
2015-2016 Coaching Level:	<input type="checkbox"/> Entry	<input type="checkbox"/> Beginning	<input type="checkbox"/> Continuous or higher
Hours/Courses Required to meet and maintain standard			
Hours: [Redacted]	Courses: [Redacted]		
All Coaches			
<input type="checkbox"/> First Aid Card	Expires: [Redacted]		
<input type="checkbox"/> CPR Card	Expires: [Redacted]		
<input type="checkbox"/> Red Cross Safety Training for Swimming & Diving Coaches			
<input type="checkbox"/> Washington State Patrol Criminal History Information Form			
<input type="checkbox"/> SPI Moral Character Supplement Form 4020B			
Head Coaches			
<input checked="" type="checkbox"/> WIAA Rules General Clinic <input checked="" type="checkbox"/> WIAA Concussion <input checked="" type="checkbox"/> WIAA Specific Rules Clinic			
Meets standard?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Notes:			

COACH CERTIFICATION COMPLIANCE

Objective: [Redacted]	Complete By: [Redacted]	Status: <input type="checkbox"/> Complete <input type="checkbox"/> Incomplete
Objective: [Redacted]	Complete By: [Redacted]	Status: <input type="checkbox"/> Complete <input type="checkbox"/> Incomplete
Objective: [Redacted]	Complete By: [Redacted]	Status: <input type="checkbox"/> Complete <input type="checkbox"/> Incomplete

PROGRAM GROWTH/DEVELOPMENT

Objective: [Redacted]	Complete By: [Redacted]	Status: <input type="checkbox"/> Complete <input type="checkbox"/> Incomplete
Objective: [Redacted]	Complete By: [Redacted]	Status: <input type="checkbox"/> Complete <input type="checkbox"/> Incomplete
Objective: [Redacted]	Complete By: [Redacted]	Status: <input type="checkbox"/> Complete <input type="checkbox"/> Incomplete

Summary: [Redacted]

Employee Signature/Date _____ / _____

Reviewer Signature/Date _____ / _____

Employee Acknowledgment

I have reviewed this document and discussed the contents with the Director. My signature indicates that I have been advised of my performance status and does not necessarily imply that I agree with the evaluation.

Port Angeles School District Department of Athletics Participant Feedback Form

Not True			True	Not Sure		Please respond to the following statements on a 1-4 continuum
1	2	3	4	NS	A	I was treated with respect by teammates.
1	2	3	4	NS	B	I was treated with respect by the coaching staff.
1	2	3	4	NS	C	I was treated with respect by school administration.
1	2	3	4	NS	D	The coaching staff emphasized sportsmanship.
1	2	3	4	NS	E	Sportsmanship was emphasized by school administration.
1	2	3	4	NS	F	Coaches communicated effectively.
1	2	3	4	NS	G	The coaching staff consistently enforced team rules.
1	2	3	4	NS	H	School rules were consistently enforced by school administration.

8. Additional Comments: (Please continue on back or separate page if needed.)

Not True			True	Not Sure		Please respond to the following statements on a 1-5 continuum
1	2	3	4	NS	A	I was physically fit to compete.
1	2	3	4	NS	B	My self-esteem improved during the season.
1	2	3	4	NS	C	Practices were appropriate in length.
1	2	3	4	NS	D	Practices were appropriate in content.
1	2	3	4	NS	E	Games were managed in an appropriate manner.
1	2	3	4	NS	F	I became better at the fundamental skills of this sport.
1	2	3	4	NS	G	My knowledge of this sport improved.
1	2	3	4	NS	H	I am proud to be a member of this sports program.

8. Additional Comments: (Please continue on back or separate page if needed.)

Name: _____

Please identify which team your child participated with: Varsity JV C

Please leave your name and number, or email dwjohnson@portangelesschools.org.

Return to the envelope provided, or drop off to the athletic director's office, or email to the above address.

Port Angeles School District Department of Athletics Parent Feedback Form

Not True			True	Not Sure		Please respond to the following statements on a 1-4 continuum
1	2	3	4	NS	A	My child was treated with respect by the coaching staff.
1	2	3	4	NS	B	My child was treated with respect by school administration.
1	2	3	4	NS	C	Sportsmanship appeared to be an emphasis by the coaching staff.
1	2	3	4	NS	D	Team rules seemed appropriate.
1	2	3	4	NS	E	Team rules were seemingly applied consistently.
1	2	3	4	NS	F	Team and School rules were effectively communicated to me.

Additional Comments: (Please continue on back or separate page if needed.)

Not True			True	Not Sure		Please respond to the following statements on a 1-5 continuum
1	2	3	4	NS	A	My child's physical fitness improved during the season.
1	2	3	4	NS	B	The season was a rewarding experience for my child.
1	2	3	4	NS	C	Practices were appropriate in length.
1	2	3	4	NS	D	Coaches exhibited appropriate sportsmanship during contests.
1	2	3	4	NS	E	My child improved his/her sport specific skills.
1	2	3	4	NS	F	I will encourage my child's continued involvement in this program.

Additional Comments: (Please continue on back or separate page if needed.)

Name: _____

Please identify which team your child participated with: Varsity JV C

Please leave your name and number, or email dwjohnson@portangelesschools.org.

Return to the envelope provided, or drop off to the athletic director's office, or email to the above address.

APPENDIX H

		PARTICIPANTS	1 to 20				
Golf - Boys & Girls	COACHES		1				
		PARTICIPANTS	0 to 3	4+			
Diving - Boys & Girls	COACHES		0	1			
		PARTICIPANTS	1 to 18	19+			
Tennis - Boys & Girls	COACHES		1	2			
		PARTICIPANTS	1 to 40	41+			
Cross Country - Boys & Girls	COACHES		1	2			
(Minimum 3 Coaches)		PARTICIPANTS	30 to 39	40+			
Volleyball	COACHES		3	4			
Basketball - Boys & Girls	COACHES		3	4			
Soccer - Boys & Girls	COACHES		3	4			
Baseball	COACHES		3	4			
Fastpitch	COACHES		3	4			
		PARTICIPANTS	1 to 15	16 to 35	36+		
Swimming - Boys & Girls	COACHES		1	2	3		
		PARTICIPANTS	1 to 10	11 to 25	26+		
Gymnastics	COACHES		1	2	3		
		PARTICIPANTS	1 to 15	16 to 40	41+		
Wrestling	COACHES		1	2	3		
(Minimum 3 Coaches)		PARTICIPANTS	55 to 65	66 to 85	86+		
Track Combined	COACHES		4	5	6		
(Minimum 6 Coaches)		PARTICIPANTS	60 to 69	70 to 79	80 to 89	90 to 99	100+
Football	COACHES		7	8	9	9	10

Notes:

- 1 - Ratio formula is applied on 8th day of current season
- 2 - When formula drives a decrease in number of coaches, it is applied in the following year
- 3 - When formula drives an increase in number of coaches, positions are posted for 3 days only
- 4 - Player reduction (cut) is considered in consultation with head coach, prior to posting for additional coach

APPENDIX I

HEAD COACH CHECKLIST

	A	TIMING	Yes	No
1	Establish Coaching File and Receive Certification Requirements - Dist. AD (New	Prior to Season		
2	Receive and Review WIAA Handbook, PASD Athletic Code, PAAA Contract (New	Prior to Season		
3	Review ASB Procedures and Budget (New-Head Coach Only)	Prior to Season		
4	Attend Fall PASD Coach Meeting	August		
5	Host Pre-Season Student Meeting - Send Mailers - Contact Prospective Athletes	1 Month Prior to Season		
6	Review Season Schedule for Accuracy - Modify as Needed	1 Month Prior to Season		
7	Submit Transportation Request for Season	2 Weeks Prior to Season		
8	Attend PASD Pre-Season Meeting for Your Sport	2 Weeks Prior to Season		
9	Attend State Rules Clinic for Your Sport	Pre-Season		
1	Attend Pre-Season League Meeting for Your Sport	Typically First Week of Season		
1	Host Pre-Season Student / Parent Meeting (See agenda example in Athletic	Following Cuts		
1	Provide Calendar to HS and District AD - Including Practice Schedule	2 Weeks Prior to Season		
1	Provide Program Expectations to District AD	Prior to Parent Meeting		
1	Provide First Week Practice Plans to District AD - Including Cut Down Days	Prior to First Practice		
1	Submit Roster to Building AD and/or Athletic Secretary and Media	End of First Week of Practice		
1	Confirm Travel with PTC	Weekly		
1	Review Student Athlete Attendance Reports	Daily		
1	Schedule Awards Banquet - Provide to HS/District AD	Within 3 Days of Season End		
1	Solicit Parent / Participant Feedback - Utilize District Form or Approved Option	Within 2 Weeks of Season End		
2	Submit Feedback Results or Themes to District AD	Within 3 Weeks of Season End		
2	Review Feedback Results with Assistant Coaches	Within 30 Days of Season End		
2	Conduct Inventory of all Equipment - Submit to District AD	Within 30 Days of Season End		
2	Complete Gender Equity Checklist - Submit to District AD	Within 30 Days of Season End		
2	Select and Contact Students to be Recognized at Board Meeting	Following Season		
2	Attend Board Recognition Meeting	Following Season		
2	Season Ending Meeting with District AD - Identify Evaluation Procedure & Review	Within 30 Days of Season End		
2	Review Coach Certification / Compliance Status	Following Evaluation		
2	Evaluate Assistant Coaches	Within 30 Days of Season End		
2	Create Schedule of Non-League Games, Matches or Meets	Off-Season		
3	Prepare ASB Budget	April/May		
3	Submit Recommended Equipment Order to District AD	Off-Season		
3	Place Annual Equipment Order	12 Weeks prior to Season		
3	Prepare for and Host Booth at Annual 8th Grade Welcome Night	Spring Season @ PAHS		

**MEMORANDUM OF UNDERSTANDING
 BETWEEN PORT ANGELES SCHOOL DISTRICT
 AND PORT ANGELES ACTIVITIES ADVISORS' ASSOCIATION**

This Memorandum of Understanding (hereinafter referred to as "MOU") is made and entered into by and between the Port Angeles School District (PASD) and the Port Angeles Activities Advisors' Association (PAAAA).

The purpose of this MOU is to establish the stipend amount for the positions of High School Cheer Advisor, Assistant High School Cheer Advisor, and High School Dance Team Advisor. The stipend for these positions will go onto the Supplemental Activity Index as follows:

Activity	Years of Experience			
	1	2	3	4
Cheer Advisor	13.50	14.00	14.50	15.00
Asst. Cheer Advisor	7.00	7.50	8.00	8.50
Dance Team Advisor	8.50	9.00	9.50	10.00

This MOU shall be effective upon the signature of Parties A and B authorized officials. It shall be in force from September 1, 2016 to August 31, 2017.

The parties below indicate agreement with this MOU by their signatures.

 Dr. Marc Jackson, Superintendent, PASD

 Date

 Scott Soule, President, PAAAA

 Date

