

**Pyallup  
Extra  
Curricular  
Athletics and  
Activities  
Association**

**Collective Bargaining Agreement  
between the  
Puyallup School District  
and the  
Puyallup Education Association**

**September 1, 2018 – August 31, 2021**

## PREAMBLE

In order to effectuate the provisions of RCW 41.56, the Public Employees' Collective Bargaining Act (hereinafter the ACT); and to set forth prescribed rights with respect to wages, hours, terms and conditions of employment of the employees who hold extracurricular positions in the Puyallup School District which do not require OSPI certification, this Agreement is made and entered into by and between the District and the Association.

## ARTICLE I - ADMINISTRATION

### Section 1.1 - Recognition

- 1.1.1 The District hereby recognizes the Puyallup Education Association as the exclusive bargaining representative for all employees who hold extracurricular supplemental positions in the Puyallup School District that do not require OSPI certification.
- 1.1.2 The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the employees, and to no other organization(s) representing any portion of the unit or potential member of the unit.
- 1.1.3 Unless the context in which they are used clearly requires otherwise, words in this Agreement denoting gender shall include both the masculine and feminine; and words denoting number shall include both the singular and plural; and the word "day" shall mean school days during the period September 1 through the last day of school, and all week days, except holidays, during the remainder of the year. PECAAA shall mean the Puyallup Extracurricular Athletics and Activities Association.

### Section 1.2 - Status of Agreement

- 1.2.1 This Agreement shall supersede any rules, regulations, policies, resolutions, or practices of the District which shall be contrary to or inconsistent with its terms.
- 1.2.2 This Agreement may be reopened on any item(s) during the term of the contract by mutual consent of the parties. Any modification of the Agreement will be by written mutual agreement of the parties.
- 1.2.3 If any employee's individual contract contains any language inconsistent with this Agreement, this Agreement shall be controlling.

### Section 1.3 - Conformity to Law

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

force and effect. In the event a provision(s) is/are determined to be contrary to law as stated in this section, such provision shall be renegotiated.

#### Section 1.4 - Distribution of Agreement

1.4.1 Following ratification signing of this Agreement, the District shall print this Agreement. The cost of printing and distributing of the Agreement shall be borne by the District. An agreed upon number of additional copies shall be provided to the Association.

### ARTICLE II - RIGHTS OF THE EMPLOYER

Section 2.1 The customary and usual rights, powers, functions, and authority of management are vested in management officials of the District. Included in these rights in accordance with applicable laws and regulations are the right to direct the work force, the rights to hire, promote, retain, transfer and assign employees in positions; the right to suspend, discharge, demote, or take other disciplinary actions against employees; and the right to release employees from duties because of lack of work or other legitimate reasons. The District shall retain the right to maintain efficiency of the District operations by determining the methods, the means and the personnel by which such operation is conducted.

Section 2.2 The right to make reasonable rules and regulations shall be considered acknowledged functions of the District. In making rules and regulations related to personnel policies, procedures and practices, and matter of working conditions, the District shall give due regard and consideration to the rights of the Association and the employees, and to the obligations imposed by the Agreement.

### ARTICLE III - BUSINESS

#### Section 3.1 - Representation Fee

In the event an employee is a dues paying member in good standing of a Washington Education Association (WEA) certificated or classified bargaining unit, he/she will not be required to pay dues.

#### Section 3.2 - Association Rights

3.2.1 Association representatives, during working hours, without loss of time or pay, are allowed to represent employees and present grievances to the District when mutually agreed upon meetings are scheduled during the work day.

3.2.2 The District agrees to furnish the Association in response to requests for all available information concerning the financial resources of the District and such other information as will assist the Association in developing programs on behalf of the employees in the bargaining unit, together with information which may be necessary for the Association to process any grievance or complaint, or to develop bargaining proposals.

- 3.2.3 Annually, the Association President or designee shall be granted release time of four (4) days with pay to attend to Association business or conferences. These days may be used in full or half days. The release time is to be arranged with the Director of Human Resources. If a substitute is used, the Association shall reimburse the District for the cost of the substitute.

## ARTICLE IV - PERSONNEL

### Section 4.1 - Due Process

- 4.1.1 No employee shall be disciplined during the term of his/her supplemental contract year without just cause. Any action taken against an employee shall be appropriate to the behavior which precipitates said action. An employee shall be entitled to have present during a disciplinary meeting a representative of the Association when such a request for representation is made. If requested, the specific grounds forming the basis for disciplinary action shall be made available to the employee and to the Association in writing.
- 4.1.2 Any complaint made against an employee by a parent, student or other person will be promptly called to the attention of the employee. Any complaint not called to the attention of the employee may not be used as the basis for any disciplinary action against the employee.

### Section 4.2 - Personnel Files

- 4.2.1 Employees shall, upon request, have the right to inspect all contents of their complete personnel files, both building and district, kept within the District. An association representative, at the certificated employee's request, may be present in this review. Unidentified derogatory material shall not be included in the personnel file. Identified derogatory material shall be shown to a certificated employee within a reasonable time after receipt or composition. No such material shall be kept or placed in the personnel file without the employee's signed acknowledgment and opportunity to attach his/her own comments. A signature does not necessarily mean agreement with the contents of the document, it merely indicates receipt of the document.

### Section 4.3 - Job Assignment and Performance

- 4.3.1 The District's decisions regarding filling a position may rest on many considerations, including, but not limited to the following: lack of fiscal resources, qualifications of applicants, and issues of priority. The Head Coach for a sport may provide input to District Administrators and the Athletic Director during the hiring of the Assistant Coach for that sport. Generally speaking, priority will be given to qualified applicants in the following order: 1) in-building and in-District staff members (including PECAAA members); 2) coaches appointed as a temporary replacement for a coach on a leave of absence; 3) non-District applicants.
- 4.3.2 The designated building supervisor shall notify a current employee in writing by June 10 if a successor assignment will not be offered to said employee for the next school year. If

requested, the supervisor will provide reasons in writing for not offering the successor assignment. If the reason cited is poor performance, the employee may appeal the decision in writing to the Director of Athletics who shall review the matter. If in the Director's discretion the employee is capable of remediation, the Director will deliver to the employee an improvement plan to be implemented and completed in no more than one school year. Upon completion of the plan, the Director will determine whether the employee will receive a successor assignment.

For reasons other than poor performance, including lack of budgetary resources, misconduct and priority issues (see Section 4.3.1 above), there shall be no appeal.

- 4.3.3 If an employee is hired for a coaching position and they are already employed by the District in another capacity, the hiring administrator/Athletic Director may make a hiring recommendation to Human Resources without additional process.
- 4.3.4 If an employee resigns from his/her coaching assignment less than twenty (20) District business days before the start of the season, or after the season has started, the Building Administrator and Athletic Coordinator (with input from the head coach) shall appoint a District-employee as a temporary replacement for the season, and shall notify the Association and Director of Athletics Health and Fitness.
- 4.3.5 Employees who did not hold coaching assignments in the previous school year may be required to resubmit hiring paperwork (including fingerprint clearance, if needed), to the Human Resources department before being considered for re-hire.
- 4.3.6 Employees may make a request to the Director of Athletics to share their season stipend with a volunteer, another PECAAA employee, or a District employee of their choosing, who shall serve as their auxiliary coach. Such approval to share stipends will be considered on a case by case basis and must be requested during the first one-third (1/3) of the season's duration. If a volunteer is chosen and agrees to serve as an auxiliary coach, they must complete the application and hiring procedures. They will remain a volunteer and cannot be given auxiliary coach duties until their hiring procedures are completed. Their portion of the season's stipend will be paid in one lump sum at the end of the season.

The auxiliary coach will be a member of the bargaining unit and will be evaluated using the same process as all other coaches. However, the auxiliary coach will not have any return rights to the position the following year, in accordance with section 4.3.2.

- 4.3.7 In programs where limited playing opportunities necessitate "cutting," coaches shall have the responsibility of selecting student-athletes based on a fair and equitable process that is clearly communicated to prospective student-athletes, parents, and the Director of Athletics, prior to the season. Coaches shall also have final authority in determining participation and playing time.
- 4.3.8 Coach Ejections. Teaching and modeling good sportsmanship is an expectation of every coach and advisor. Any ejection of a coach/advisor shall be self-reported to the building Athletic Coordinator. The Athletic Coordinator shall forward the information to the District Director of Athletics and Activities and the Association President who shall review

the circumstances which resulted in the ejection. If the ejection was based on individual misconduct, an automatic stipend reduction shall be assessed for the game from which the coach/advisor was ejected and the next contest as per WIAA guidelines. Per diem shall be calculated by dividing the stipend amount by the total number of days in the regular season (Monday through Friday). If the ejection is under appeal pursuant to section 19.13.0 of the WIAA handbook, the District will not make a stipend reduction until a final determination on the appeal has been made by WIAA. If the ejection is upheld, the stipend reduction will be made. If the ejection is over-turned, no stipend reduction will be made.

- 4.3.9 Cancellation of Teams. In the event a team is unable to meet the minimum requirements for participation in a scheduled contest, the coach, head coach (if applicable), building athletic coordinator, and district athletic director shall meet to determine a course of action. If the team is determined to be no longer viable and able to compete, the remainder of the team's season will be cancelled, and the impacted coach will be reassigned as an assistant coach, compensated for the remainder of the season. The impacted coach may choose to resign rather than accept the assistant coach assignment, in which case he/she will be compensated at per diem for the number of days worked in the season.
- 4.3.10 All employees shall be paid through direct bank deposit. New employees shall complete a direct deposit form and submit it to the Payroll department within the first five (5) days of hire.

#### Section 4.4 - Employee Protection

- 4.4.1 The Board shall provide employees with insurance protection covering those employees while engaged in the maintenance of order and discipline and the protection of school personnel and students and the property thereof. Such insurance protection must include liability insurance covering injury to persons and property, and insurance protecting those employees from loss or damage of their personal property incurred while engaged in any supervisory capacity as designated by the Board or their representative.

#### Section 4.5 - Certification Requirements and Training

- 4.5.1 It is imperative for coaches and advisors to be in compliance with District, league, WIAA and State policies, regulations and statutes. Individual bargaining unit members are responsible to assure compliance in a timely and non-disruptive manner prior to the beginning of each respective season assignment.
- 4.5.2 In order to assist employees in meeting certification requirements, the District will provide a combination of First Aid, CPR and AED classes and refresher courses. Courses shall be scheduled in August, October, January and March and at least half of these offerings shall be complete courses. The District shall continue to offer the Puyallup Coaches Academy as needed or other mutually agreed upon training which meets coaching certification requirements. These classes shall be offered at no cost to employees.

New volunteer coaches may attend the District sponsored First Aid, CPR and AED courses at no cost. In addition, in appreciation of their time and service, program volunteers who

have served as a volunteer during the previous school year may also attend the annual Puyallup Coaches Academy at no cost.

In addition to the above courses, the Director of Athletics and PECAAA may agree upon the offering of additional courses to employees and volunteers.

- 4.5.3 To the extent permissible under the law, the District will accept coaching/activity clinic/class hours for salary advancement on the certificated employee salary schedule. However, pursuant to WAC 392-121-262, clinic/class hours for advancement on the certificated employee salary schedule must:
- A. Be consistent with the District's strategic plan for student learning; or
  - B. Be consistent with the EALR's for student learning; or
  - C. Pertain to the individual's current or expected certificated assignment for the following years; or
  - D. Be necessary for obtaining an endorsement; or
  - E. Be specifically required for advanced OSPI certification; or
  - F. Be included in a degree program pertaining to a current or potential future assignment.

Therefore, it is anticipated that most coaching/activity clinic/class hours will only advance physical education teachers on the certificated salary schedule, and only if they meet the above criteria.

- 4.5.4 Coaches who do not meet First Aid/CPR certification requirements or WIAA Coaches Clock-Hour Standards prior to the beginning of their season will be considered out of compliance and will not be allowed to coach until such time they are in compliance with said certification requirements and clock hour standards. If a coaches First Aid/CPR certification expires during the course of their season they will be considered out of compliance from the expiration date forward and will not be allowed to coach from that point until such time they are back in compliance. Coaches who are enrolled in a First Aid/CPR course shall be considered in compliance per WIAA regulations.

In the event an employee is not allowed to coach due to lapsed certification, an assistant coach will assume the head coaches duties and/or a volunteer coach may assume an assistant coaches duties, and each will be paid the per diem rate of the assumed position. If an assistant coach or volunteer coach is not available, the District Director of Athletics and Activities, the building administrator and building Athletic Coordinator will be responsible for developing a plan for coverage until such time the coach has met and properly documented the compliance requirements and has been cleared to return to their position.

When a coach does not perform their assigned duties due to lapsed certification their original stipend shall be reduced on a per diem basis for the period of time the coach was unable to work. Per diem shall be calculated by dividing the stipend amount by the total number of days in the regular season (Monday through Friday).

- 4.5.4 Successful completion of the District's mandatory online annual training classes are conditions of employment, and costs are to be assumed by any person seeking employment in the District. If an employee does not have access to a personal computer or internet, the employee may contact the Director of Athletics to arrange a time to use District computers to complete required online training.

#### Section 4.6 - Salary and Salary Payments

- 4.6.1 Salaries for employees subject to this Agreement during the term of the Agreement are contained in Appendices A and B of the contract.
- 4.6.2 When supplemental contract positions are known, these contracts shall be issued to the employee to facilitate the beginning of payment by the end of the September pay period.
- 4.6.3 The following provisions apply to athletic coaches:
- A. All coaches new to the District shall receive full public school and accredited private school experience credit as stated below.
  - B. Any coach moving down in the same sport shall retain accumulated experience gained in that sport.
  - C. Any retired coach who returns to coaching shall retain previously accumulated District experience.
  - D. Any coach making one of the following moves in the same sport shall retain accumulated experience:
    - 1) Junior High Head to Senior High Assistant Coach
    - 2) Senior High Assistant to Senior High Head Coach
    - 3) Junior High Assistant to Junior High Head Coach
    - 4) Junior High Assistant to Senior High Assistant
    - 5) Junior High Head to Senior High Head
    - 6) Senior High Head to Junior High Head
  - E. Any coach making the following move shall receive one (1) year's credit for each two (2) years of accumulated experience in the vacated position: Junior High Assistant to Senior High Head.
- 4.6.4 Increment steps shall take effect on September 1 of each year during the term of this Agreement.



- 4.6.5 Human Resources may pro-rate a coaching stipend for any coach who is unable to participate in games or practices that total more than 1/5 of the coaching season.
- 4.6.6 Payment of Coaching Stipends. Effective September 1, 2018, all PECAAA stipends will be paid as follows:
1. High School athletic stipends on Appendix A will be paid in three equal installments over the three months of the season being coached:
    - Fall season - September/October/November
    - Winter season - December/January/February, or
    - Spring season - March/April/May
  2. Junior High School athletic stipends on Appendix A will be paid in two equal installments over the two months of the season being coached:
    - September/October
    - December/January
    - February/March, or
    - May/June
  3. Extra Curricular/Activity stipends on Appendix B will be paid in equal installments over the school year, October through June. Unified Sports will be paid in equal installments over the duration of the season being coached.

#### Section 4.7 – Leave of Absence

- 4.7.1 Upon mutual agreement of the Association and the District, an employee may be granted an unpaid leave of absence for personal reasons, for one (1) season. If such leave of absence is granted, the Building Administrator and Athletic Coordinator (with input from the head coach) shall appoint a District-employee as a temporary replacement for the season, and shall notify the Association and Director of Athletics Health and Fitness. Employees who are unable to work their *regular* District position (ie: teaching) due to their own medical condition must also take a leave from their coaching position, until they are able to return fully to their regular District position, unless the District and Association mutually agree to an exception.

### ARTICLE V – GENERAL WORKING CONDITIONS

#### Section 5.1 – Student Discipline

- 5.1.1 The Administration shall support and uphold employees in their efforts to maintain discipline in the District and during extracurricular activities, and shall give immediate response to all employees' requests regarding discipline problems.

## Section 5.2 – Job Descriptions/Expectations/Coaching Competencies

5.2.1 The Director of Athletics shall consult with representatives of PECAAA prior to proposing any changes in the job descriptions, coaching competency requirements, and/or performance expectations of bargaining unit positions.

## Section 5.3 – Evaluations

5.3.1 The evaluation of employees is intended to bring about a positive outcome by all parties regarding the development of coaches and the improvement of performance. The written evaluation form shall not be the method used to formally discipline an employee; provided, however, that this is not intended to prevent discussion of disciplinary problems as these affect coaching competency. The evaluation process is established to recognize high levels of coaching performance as well as to encourage the improvement of performance in specific areas. The improvement of athletic and activities services available to students is the ultimate objective of the evaluation process and should be accomplished through an open discussion of strengths and weaknesses. An evaluation shall consist of the following: 1) a meeting to explain expectations of the job, 2) a written evaluation assessing a coach's performance, and 3) a meeting to discuss the written evaluation.

All employees shall be evaluated once within thirty (30) calendar days of the end of the season in which they coach in accordance with the negotiated procedures and evaluation form. If an employee coaches in more than one sport, the employee may select the sport in which he/she wants to be evaluated; however, if an employee is evaluated as satisfactory in one sport and then performance deficiencies are identified in another sport in which the employee is coaching, the employee will be evaluated in that sport also.

Assistant coaches will be evaluated by the head coach and head coaches will be evaluated by the Athletic Coordinator. Head coaches and Athletic Coordinators will sign off on the evaluation of assistant coaches and Athletic Coordinators and administrators will sign off on the evaluation of head coaches. If a head coach identifies specific performance concerns while working with an assistant coach, he/she will notify the Athletic Coordinator who in turn will notify the appropriate administrator. The administrator, Athletic Coordinator and head coach will work together to work with the identified assistant coach. In this situation, the administrator and Athletic Coordinator will sign off on the assistant coach's evaluation.

The Evaluation Report Form will be included in this agreement as Appendix C.

The Head Coach will receive a stipend of fifty dollars (\$50) for writing and conducting an employee evaluation for each Assistant Coach. Evaluation stipends will be paid to the Head Coach on the next available pay warrant in accordance with District payroll timelines.

## Section 5.4. – Maintenance and Safety

The District strives to maintain safe facilities and fields that are activity-appropriate. To the extent possible, the Facilities Department will perform regular inspections of facilities

and fields and will work to address identified deficiencies within the limits of existing financial resources.

Prior to the start of any sport season, coaches will report any facility or field identified deficiencies (including health, welfare, safety and security issues), to the Building Athletic Coordinator who will inform the appropriate building administrator and the Facilities Operations Manager of the concerns, in writing. If the deficiency is not an emergency, a work request will be submitted by the building administrator or Facilities Operations Manager using established building procedures. If a coach determines that a deficiency poses an immediate danger to students, staff and/or community, the coach shall notify the Director of Athletics Health and Fitness who will work with the Maintenance Department and the building administrator to determine whether the facility or field should be closed. Coaches shall not subject students, staff, or community to any such identified hazard.

## ARTICLE VI – GRIEVANCE PROCEDURE

### Section 6.1 – Definitions

- 6.1.1 A “grievant” shall mean an employee or group of employees, or the Association filing a grievance.
- 6.1.2 A “grievance” shall mean a claim by a grievant that there exists a violation, misinterpretation or misapplication by the District of a specific provision of this Agreement, or any other written agreement between the Association and the District regarding members of this bargaining unit.
- 6.1.3 “Days” shall mean school days during the period September 1 through the end of the school year and all week days, except holidays, during the remainder of the year.
- 6.1.4 “Time Limits.” If the stipulated time limits are not met by the District, the grievant shall have the right to appeal the grievance to the next step. If the stipulated time limits are not met by the grievant, the grievance is deemed satisfied and may not be appealed further. The parties involved, may, by mutual written agreement, modify any time limits contained in the procedure. The District and the Association shall receive copies of such agreements.

### Section 6.2 – Right to Representation

- 6.2.1 The District recognizes grievance representatives upon their identification by the Association.
- 6.2.2 If, in the judgment of the Association, a grievance affects a group of employees or the Association, the Association may initiate and submit such grievance in writing to the Superintendent directly, and the processing of such grievance shall commence at Step II. The Association may process such a grievance through all levels of the procedure on behalf of said group. Class grievances involving more than one supervisor and grievances involving the administrator above the building level can be filed by the Association at Step II.

### Section 6.3 – Individual Rights

- 6.3.1 A grievant can be represented at all stages of the grievance procedure by him/herself, or at his/her option, by an Association representative selected by the Association. If an aggrieved party is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

### Section 6.4 – Procedure

- 6.4.1 STEP I: The parties of interest acknowledge that it is usually most desirable for an employee and his/her immediately involved supervisor to resolve problems through free and informal communications. Within thirty (30) days following knowledge of the act or condition which is the basis of the complaint, the grievant may present the grievance in writing to the Building Administrator, the Director of Athletics Health and Fitness and Human Resources. The Building Administrator will contact the Association Representative and arrange for a meeting to take place within five (5) days after receipt of the grievance. The grievant and/or the Association Representative shall be present for the meeting. The Building Administrator shall provide the aggrieved party and the Association Representative with a written answer to the grievance within five (5) days after the meeting.
- 6.4.2 STEP II: If the grievant is not satisfied with the disposition of his/her grievance at Step I, or if no decision has been rendered within six (6) days after the Step I grievance hearing is completed, then the grievance may be referred to the Director of Athletics Health and Fitness. The Director shall contact the Association Representative and arrange for a hearing with the grievant and/or the Association, to take place within ten (10) days of his/her receipt of the appeal. The parties of interest shall have the right to include in the representation such witnesses and consultants as they deem necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing, the Director of Athletics Health and Fitness will have five (5) days to provide his/her written decision, together with reasons for the decision.
- 6.4.3 STEP III: If the grievant is not satisfied with the disposition of his/her grievance at Step II, or if no decision has been rendered within six (6) days after the Step II grievance hearing is completed, then the grievance may be referred to the Superintendent or his/her official designee. The Superintendent or his/her designee shall contact the Association Representative and arrange for a hearing with the grievant and/or the Association, to take place within ten (10) days of his/her receipt of the appeal. The parties of interest shall have the right to include in the representation such witnesses and consultants as they deem necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing, the Superintendent will have five (5) days to provide his/her written decision, together with reasons for the decision.
- 6.4.4 STEP IV: If the Association is not satisfied with the disposition of the grievance at Step III by the Superintendent or his/her designee, the Association can submit the grievance to arbitration before an impartial arbitrator. If the parties cannot mutually agree upon an arbitrator, the arbitrator shall be selected by the American Arbitration Association in accord with its rules which shall likewise govern the arbitration proceeding. Neither the employer nor the Association shall be permitted to assert in such arbitration proceeding any grounds

or to rely on any evidence not previously disclosed to the other party. The arbitrator shall have complete authority to make any decision and provide any remedy appropriate except as otherwise expressly prohibited by law or this Agreement. Both parties agree to be bound by the award of the arbitrator.

6.4.5 The costs for the services of the Arbitrator, including per diem expenses, if any, and his/her travel and subsistence expenses and the cost of any hearing room, will be borne equally by the Board and the Association.

6.4.6 The arbitrator shall have up to thirty (30) days to render a final and binding decision to the parties. The arbitrator's decision shall be in writing in "letter form" and shall briefly set forth his/her findings of fact, reasoning and conclusions of issues submitted.

#### Section 6.5 – No Reprisals

6.5.1 No reprisals of any kind will be taken by the Board or the school administration against any employee because of his/her participation in this grievance procedure.

#### Section 6.6 – Personnel Files

6.6.1 All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participant(s).

### ARTICLE VII – DURATION

#### Section 7.1 – Expiration

7.1.1 This Agreement shall be in effect from September 1, 2018, through August 31, 2021.


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THIS AGREEMENT IS MADE AND ENTERED INTO BY AND BETWEEN THE PUYALLUP SCHOOL DISTRICT AND THE PUYALLUP EXTRACURRICULAR ATHLETICS AND ACTIVITIES ASSOCIATION ON

FOR THE ASSOCIATION

  
Gene Bowen Date 2/1/19

FOR THE DISTRICT

  
Amie Brandmire Date 2/6/19

Puyallup School District  
 Puyallup Extra Curricular Athletics and Activities Association (PECAAA)  
**Coach Evaluation Form**

*This form is to be completed by the Head Coach for all Assistant Coaches and by the Athletic Coordinator for all Head Coaches*

**Name of Employee:** \_\_\_\_\_ **School Year:** \_\_\_\_\_

**Assignment:** \_\_\_\_\_ **Season:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Record of Observations** (2 required annually):

1. Date \_\_\_\_\_ Time \_\_\_\_\_
2. Date \_\_\_\_\_ Time \_\_\_\_\_
3. Date \_\_\_\_\_ Time \_\_\_\_\_

**Type of Evaluation:** Annual  Other

**Name of Evaluator:** \_\_\_\_\_

**Title of Evaluator:** \_\_\_\_\_

- 1 = Satisfactory:** Reflects the degree of quality, initiative and impact reasonably expected of a coach  
**2 = Needs Improvement:** Reflects a degree of quality, initiative and impact below reasonably expected of a coach  
**3 = Unsatisfactory:** Reflects a degree of quality, initiative and impact well below reasonably expected of a coach.  
**4 = N/A:** Not Applicable

**Relationships** (additional comments must be provided if score is 2 or 3)

- 1  2  3  4  Develops and maintains positive public relations with parents and the community  
 1  2  3  4  Develops and maintains positive public relations with faculty and administration  
 1  2  3  4  Develops and maintains positive public relations with the opponent

**Relationships Comments:** \_\_\_\_\_

**Professionalism** (additional comments must be provided if score is 2 or 3)

- 1  2  3  4  Works toward professional improvement through clinics, etc.  
 1  2  3  4  Cooperates and works within department, district, state and national guidelines/policies  
 1  2  3  4  Submits clerical work related to eligibility in a prompt and efficient manner  
 1  2  3  4  Provides appropriate supervision to staff and students at all times  
 1  2  3  4  Maintains WIAA Coaching Certification requirements, records and official file

**Professionalism Comments:** \_\_\_\_\_

**Coaching Knowledge**

- 1  2  3  4  Possesses appropriate knowledge of the sport(s) in which involved  
 1  2  3  4  Understands complexities involved in the formulation of game plan  
 1  2  3  4  Implements strategies in the production and adjustments to game plan  
 1  2  3  4  Possesses knowledge of the individual positions coached  
 1  2  3  4  Organizes and prepares thoroughly for practices  
 1  2  3  4  Organizes and prepares thoroughly for games

**Coaching Knowledge (continued)**

- 1  2  3  4  Evaluates the performance of opponents accurately  
 1  2  3  4  Evaluates the performance of athletes accurately

**Coaching Comments:** \_\_\_\_\_

**Student Athlete**

- 1  2  3  4  Teaches respect for officials and other authority figures  
 1  2  3  4  Models appropriate behavior in appearance, language, etc.  
 1  2  3  4  Maintains fair and consistent in discipline  
 1  2  3  4  Encourages good sportsmanship  
 1  2  3  4  Encourages development of a positive attitude in all athletes  
 1  2  3  4  Coaches all athletes equitably  
 1  2  3  4  Shows self control and poise in all aspects of coaching duties  
 1  2  3  4  Provides appropriate feedback to the athlete before, during and at the end of the season

**Student Comments:** \_\_\_\_\_

**Related Duties**

- 1  2  3  4  Demonstrates cooperation within the athletic department  
 1  2  3  4  Inventories and accounts for equipment accurately  
 1  2  3  4  Encourages students to participate in athletic program  
 1  2  3  4  Demonstrates conscience care and maintenance of facilities  
 1  2  3  4  Accepts extra duties when assigned  
 1  2  3  4  Follows legal requirements in fundraising activities

**Related Duties Comments:** \_\_\_\_\_

**Evaluator's Summary:**

\_\_\_\_\_

**Coaches Comments:**

\_\_\_\_\_

\_\_\_\_\_  
 Evaluator Signature Date  
 (Signature does not constitute agreement)

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

\_\_\_\_\_  
 Administrator Signature Date

**PUYALLUP SCHOOL DISTRICT**  
**ATHLETIC SCHEDULE**  
 SEPTEMBER 1, 2018- AUGUST 31, 2019

| 1 POINT = \$327.35               | STEP ONE |       | STEP TWO |       | STEP THREE |       | STEP FOUR |       |
|----------------------------------|----------|-------|----------|-------|------------|-------|-----------|-------|
| <b>BASEBALL (80%)</b>            |          |       |          |       |            |       |           |       |
| HS Head                          | (13.369) | 4,376 | (14.630) | 4,789 | (15.807)   | 5,174 | (16.816)  | 5,505 |
| HS Assistant                     | (10.026) | 3,282 | (10.972) | 3,592 | (11.855)   | 3,881 | (12.612)  | 4,129 |
| <b>BASKETBALL (97%)</b>          |          |       |          |       |            |       |           |       |
| HS Head                          | (16.209) | 5,306 | (17.739) | 5,807 | (19.166)   | 6,274 | (20.389)  | 6,674 |
| HS Assistant                     | (12.157) | 3,980 | (13.304) | 4,355 | (14.373)   | 4,705 | (15.292)  | 5,006 |
| JH Head                          | (11.602) | 3,798 | (12.399) | 4,059 | (13.200)   | 4,321 | (14.099)  | 4,615 |
| JH Assistant                     | (10.699) | 3,502 | (11.500) | 3,765 | (12.301)   | 4,027 | (13.099)  | 4,288 |
| <b>BOWLING (57%)</b>             |          |       |          |       |            |       |           |       |
| HS Head                          | (9.525)  | 3,118 | (10.424) | 3,412 | (11.262)   | 3,687 | (11.981)  | 3,922 |
| HS Assistant                     | (7.144)  | 2,339 | (7.818)  | 2,559 | (8.447)    | 2,765 | (8.986)   | 2,942 |
| <b>CROSS COUNTRY (65%)</b>       |          |       |          |       |            |       |           |       |
| HS Head                          | (10.862) | 3,556 | (11.887) | 3,891 | (12.843)   | 4,204 | (13.663)  | 4,473 |
| HS Assistant                     | (8.147)  | 2,667 | (8.915)  | 2,918 | (9.632)    | 3,153 | (10.247)  | 3,354 |
| JH Head                          | (7.645)  | 2,503 | (8.366)  | 2,739 | (9.040)    | 2,959 | (9.617)   | 3,148 |
| <b>FOOTBALL (100%)</b>           |          |       |          |       |            |       |           |       |
| HS Head                          | (16.711) | 5,470 | (18.287) | 5,986 | (19.759)   | 6,468 | (21.020)  | 6,881 |
| HS Assistant                     | (12.533) | 4,103 | (13.715) | 4,490 | (14.819)   | 4,851 | (15.765)  | 5,161 |
| JH Head                          | (11.634) | 3,808 | (12.399) | 4,059 | (13.238)   | 4,333 | (14.099)  | 4,615 |
| JH Assistant                     | (10.699) | 3,502 | (11.500) | 3,765 | (12.301)   | 4,027 | (13.099)  | 4,288 |
| <b>GOLF (61%)</b>                |          |       |          |       |            |       |           |       |
| HS Head                          | (10.194) | 3,337 | (11.155) | 3,652 | (12.053)   | 3,946 | (12.822)  | 4,197 |
| HS Assistant                     | (7.645)  | 2,503 | (8.366)  | 2,739 | (9.040)    | 2,959 | (9.617)   | 3,148 |
| <b>GYMNASTICS (78%)</b>          |          |       |          |       |            |       |           |       |
| HS Head                          | (13.034) | 4,267 | (14.264) | 4,669 | (15.412)   | 5,045 | (16.396)  | 5,367 |
| HS Assistant                     | (9.776)  | 3,200 | (10.698) | 3,502 | (11.559)   | 3,784 | (12.297)  | 4,025 |
| <b>FAST PITCH (80%)</b>          |          |       |          |       |            |       |           |       |
| HS Head                          | (13.369) | 4,376 | (14.630) | 4,789 | (15.807)   | 5,174 | (16.816)  | 5,505 |
| HS Assistant                     | (10.026) | 3,282 | (10.972) | 3,592 | (11.855)   | 3,881 | (12.612)  | 4,129 |
| <b>SOCCER (78%)</b>              |          |       |          |       |            |       |           |       |
| HS Head                          | (13.034) | 4,267 | (14.264) | 4,669 | (15.412)   | 5,045 | (16.396)  | 5,367 |
| HS Assistant                     | (9.776)  | 3,200 | (10.698) | 3,502 | (11.559)   | 3,784 | (12.297)  | 4,025 |
| JH Head                          | (8.999)  | 2,946 | (9.699)  | 3,175 | (10.326)   | 3,380 | (11.000)  | 3,601 |
| JH Assistant                     | (8.401)  | 2,750 | (8.999)  | 2,946 | (9.601)    | 3,143 | (10.199)  | 3,339 |
| <b>SWIMMING Boys/Girls (79%)</b> |          |       |          |       |            |       |           |       |
| HS Head                          | (13.202) | 4,322 | (14.447) | 4,729 | (15.609)   | 5,110 | (16.606)  | 5,436 |
| HS Assistant                     | (9.901)  | 3,241 | (10.835) | 3,547 | (11.707)   | 3,832 | (12.454)  | 4,077 |
| <b>DISTRICT DIVING (79%)</b>     |          |       |          |       |            |       |           |       |
|                                  | (9.901)  | 3,241 | (10.835) | 3,547 | (11.707)   | 3,832 | (12.454)  | 4,077 |
| <b>TENNIS (69%)</b>              |          |       |          |       |            |       |           |       |
| HS Head                          | (11.530) | 3,774 | (12.618) | 4,131 | (13.634)   | 4,463 | (14.504)  | 4,748 |
| HS Assistant                     | (8.648)  | 2,831 | (9.464)  | 3,098 | (10.225)   | 3,347 | (10.878)  | 3,561 |
| <b>TRACK (84%)</b>               |          |       |          |       |            |       |           |       |
| HS Head                          | (14.037) | 4,595 | (15.361) | 5,028 | (16.597)   | 5,433 | (17.657)  | 5,780 |
| HS Assistant                     | (10.528) | 3,446 | (11.521) | 3,771 | (12.448)   | 4,075 | (13.343)  | 4,335 |
| JH Head                          | (9.699)  | 3,175 | (10.398) | 3,404 | (11.120)   | 3,640 | (11.830)  | 3,873 |
| JH Assistant                     | (8.999)  | 2,946 | (9.699)  | 3,175 | (10.300)   | 3,372 | (11.000)  | 3,601 |



| 1 POINT = \$327.35   | STEP ONE |       | STEP TWO |       | STEP THREE |       | STEP FOUR |       |
|--|----------|-------|----------|-------|------------|-------|-----------|-------|
| <b>VOLLEYBALL (78%)</b>  |          |       |          |       |            |       |           |       |
| HS Head  | (13.034) | 4,267 | (14.264) | 4,669 | (15.412)   | 5,045 | (16.396)  | 5,367 |
| HS Assistant   | (9.776)  | 3,200 | (10.698) | 3,502 | (11.559)   | 3,784 | (12.297)  | 4,025 |
| JH Head  | (8.999)  | 2,946 | (9.699)  | 3,175 | (10.326)   | 3,380 | (11.000)  | 3,601 |
| JH Assistant   | (8.401)  | 2,750 | (8.999)  | 2,946 | (9.601)    | 3,143 | (10.199)  | 3,339 |
| <b>BOYS WRESTLING (95%)</b>  |          |       |          |       |            |       |           |       |
| HS Head  | (15.875) | 5,197 | (17.373) | 5,687 | (18.771)   | 6,145 | (19.969)  | 6,537 |
| HS Assistant   | (11.906) | 3,897 | (13.030) | 4,265 | (14.078)   | 4,608 | (14.977)  | 4,903 |
| JH Head  | (11.000) | 3,601 | (11.801) | 3,863 | (12.598)   | 4,124 | (13.399)  | 4,386 |
| JH Assistant   | (10.199) | 3,339 | (10.899) | 3,568 | (11.700)   | 3,830 | (12.399)  | 4,059 |
| <b>GIRLS WRESTLING (95%)</b>   |          |       |          |       |            |       |           |       |
| HS Head  | (15.875) | 5,197 | (17.373) | 5,687 | (18.771)   | 6,145 | (19.969)  | 6,537 |
| HS Assistant   | (11.906) | 3,897 | (13.030) | 4,265 | (14.078)   | 4,608 | (14.977)  | 4,903 |
| <b>WATER POLO (57%)</b>  |          |       |          |       |            |       |           |       |
| HS Head  | (10.194) | 3,337 | (11.155) | 3,652 | (12.053)   | 3,946 | (12.822)  | 4,197 |
| HS Assistant   | (7.645)  | 2,503 | (8.366)  | 2,739 | (9.040)    | 2,959 | (9.617)   | 3,148 |
| Stipends paid on this schedule shall not be split without the consent of the bargaining unit member directly involved.   |          |       |          |       |            |       |           |       |
| Each coach will receive a per diem stipend for any team advancing to the State Playoff system (beyond league play). The per diem will be calculated by the District Athletic Director with the following formula:  |          |       |          |       |            |       |           |       |
| <ol style="list-style-type: none"> <li>1. Number of weeks per WIAA season x 5 days per week = total days.</li> <li>2. Coaching stipend divided by total days = per diem rate.</li> </ol>   |          |       |          |       |            |       |           |       |
| The per diem rate will be 60% for teams qualifying less than half the team.  |          |       |          |       |            |       |           |       |
| Beginning 2018-19, high school coaches who provide weight room supervision will be paid hourly at the PEA Activity Rate for such supervision duties, not to exceed 240 total hours each year for each high school (RHS, PHS and ERHS). Supervision coordination and time sheet authorization will be coordinated by the Athletic Coordinator at each site. |          |       |          |       |            |       |           |       |
| At any time, a coach, athletic director, or administrator may convene a meeting to address safety concerns related to high participation numbers in a particular 7 <sup>th</sup> grade athletic program. A meeting of the athletic director, administrator, and impacted coach shall occur to consider the following options:                              |          |       |          |       |            |       |           |       |
| <ul style="list-style-type: none"> <li>• Recruit adult volunteer coaches</li> <li>• Split existing stipend(s) in order to hire additional coaches</li> <li>• Set an alternating schedule for student athlete's participation</li> <li>• Other options as mutually agreed</li> </ul>  |          |       |          |       |            |       |           |       |
| The building athletic coordinator will work with the administration and coaching staff to determine the utilization of the following allocated floating coach positions:   |          |       |          |       |            |       |           |       |
| * ERHS, PHS and RHS: 3 floating coaches each   |          |       |          |       |            |       |           |       |
| * AJH, BJH, FJH, G-VJH, KJH, and SJH: 3 floating coaches each  |          |       |          |       |            |       |           |       |
| * EJH: 2 floating coaches  |          |       |          |       |            |       |           |       |
| The Junior High Cross Country Head (JH-CCH) Coaches for 2015-16 shall be grandfathered at their 2015-16 JH-CCH coach stipend amount until the stipend amount for the JH-CCH Level surpasses their grandfathered stipend amount.  |          |       |          |       |            |       |           |       |
| 2019-20: Increase Appendix A Point Factor by IPD (estimated to be 1.9%)  |          |       |          |       |            |       |           |       |
| 2020-21: Increase Appendix B Point Factor by IPD   |          |       |          |       |            |       |           |       |

APPENDIX B

**PUYALLUP SCHOOL DISTRICT  
EXTRA CURRICULAR ACTIVITY SCHEDULE  
SEPTEMBER 1, 2018 - AUGUST 31, 2019**

| <b>1 POINT - \$327.35</b>   | <b>STEP ONE</b> | <b>STEP TWO</b> | <b>STEP THREE</b> | <b>STEP FOUR</b> |
|---|-----------------|-----------------|-------------------|------------------|
| <b>HIGH SCHOOL</b>  |                 |                 |                   |                  |
| Cheerleader Advisor   | (16.300) 5,336  | (17.600) 5,761  | (19.000) 6,220    | (20.100) 6,580   |
| Cheerleader Assistant Advisor   | (12.400) 4,059  | (13.300) 4,354  | (14.200) 4,648    | (15.100) 4,943   |
| Assistant Stage   | (5.300) 1,735   |                 |                   |                  |
| Academic Decathlon  | (5.300) 1,735   |                 |                   |                  |
| Mock Trial and Citizen Bee  | (5.300) 1,735   |                 |                   |                  |
| Unified Sports (3 per school)   | N/A 1,660       |                 |                   |                  |
| <b>DANCE</b>  |                 |                 |                   |                  |
| HS Head   | (16.300) 5,336  | (17.600) 5,761  | (19.000) 6,220    | (20.100) 6,580   |
| HS Assistant  | (12.400) 4,059  | (13.300) 4,354  | (14.200) 4,648    | (15.100) 4,943   |
| <b>JUNIOR HIGH SCHOOL</b>   |                 |                 |                   |                  |
| Pep Club  | (4.700) 1,539   |                 |                   |                  |
| Academic Fair or Competition  | (4.700) 1,539   |                 |                   |                  |
| Stipends paid on this schedule shall not be split without the consent of the bargaining unit members directly involved.   |                 |                 |                   |                  |
| One Cheer Advisor or Assistant Cheer Advisor at each High School will receive \$100 per game for accompanying the cheer squad to participate in State/District level playoff games (beyond league play) for Football (after week 10), Boys Basketball and Girls Basketball. |                 |                 |                   |                  |
| 2019-20: Increase Appendix B Point Factor by IPD (estimated to be 1.9%)   |                 |                 |                   |                  |
| 2020-21: Increase Appendix B Point Factor by IPD  |                 |                 |                   |                  |