

Extra Curricular Agreement
between
Goldendale School District No. 404
and
Goldendale Activities Association
as represented by
Goldendale Education Association
2021-2025

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A. Preamble

This Agreement has been reached between the Goldendale School District #404 and the Goldendale Activities Association pursuant to RCW 41.56 with regard to extra-curricular employment.

B. Definition of Terms

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

1. The term "District" shall mean Goldendale School District No. 404.
2. The term "Board" shall mean the Board of Directors of Goldendale School District No.404 as the governing body of the District.
3. The term "Association" shall mean Goldendale Activities Association (GAA) an affiliate of the Washington Education Association, National Education Association and Mid-state UniServe Council as represented by the Goldendale Education Association as the bargaining agent.
4. The term "Parties" shall mean the District and the Association.
5. The term "Agreement" shall mean the collective bargaining agreement, which shall be signed by the Parties.
6. The term "Employee" shall mean any member of the bargaining unit as set out in this Agreement.
7. The term "day" shall mean any day the district business office is open for business with the public.
8. The term "Superintendent" shall mean the chief administrative officer of the District or his/her designee.
9. The term "President" shall mean the president of the Association or his/her designee.
10. The term "WIAA" shall mean Washington Interscholastic Athletics Association.

C. Recognition

1. The Board hereby recognizes GAA/GEA as the exclusive bargaining unit for *all* extra-curricular positions of the District for which no teaching or vocational technical certificate is required with the exception of the Superintendent, Principals, Supervisors, Confidential Employees, and Athletic Director.
2. All positions covered by this contract are named in the salary schedules.
3. Positions may be added by the district and salary for such positions determined through a contract negotiation process with designated district and GAA/GEA representatives at any time.

D. District Rights

The parties agree that the District retains all customary, usual, and exclusive rights, decision-making prerogatives, functions, and authority connected with or in any way incident to its responsibility to manage the extra-curricular affairs of the District or any part of it. The exercise of the foregoing rights, authority, duties, and responsibilities by the Board shall be limited only by the specific and express terms of this Agreement and the laws of Washington State.

E. Employee Contract and Dues

1. Employees hired for extra-curricular positions will sign a contract with the district prior to assumption of duties. Contracts for extra-curricular positions as represented by this agreement shall be consistent with the terms of this agreement, shall identify the parties, the specific position, and the rate of compensation. This contract will be offered within 6 weeks of a verbal commitment by the district.
2. If any such contract is inconsistent with or is in conflict with the terms and conditions of this agreement, the terms and conditions of this agreement shall supersede.
3. Dues will be collected by the GAA annually by December 30 or within 30 days of signing a contract.
4. At their request, non-GEA members may pay GEA/WEA dues.

F. Association Use of School Facilities

1. *Use of buildings:*
 - A. The Association may use the District buildings for the purpose of having meetings and transacting Association business in accordance with established District policy provided that such meetings and business shall not interfere with District educational programs.
 - B. All such meetings shall be held outside the regular teacher workday, except with administration approval. Association meetings shall not conflict with other prescheduled meetings for the facilities requested and shall be scheduled through the building administrator.
2. *Mail System:* The Association shall have the right to reasonable use of the intra-district mail service, including email, and teacher mailboxes for communication with its

members. An Association representative shall have the responsibility of sorting and placing the mail in boxes.

3. *Orientation:* The Association shall be given the opportunity to speak to all teachers as an official part of the program during District sponsored teacher orientation.

G. Notification of New Members

The District shall notify the Association within fifteen (15) working days after hire of the name, address and assignment of any new hire into the bargaining unit.

H. Extra-Curricular Vacancy

1. There shall be no discrimination by either the District or the Association with respect to the employment of any person because of a person's age, sex, marital status, race, creed, color, national origin, or the presence of any sensory, mental, or physical disability unless based upon a bona fide occupational qualification wherein the disability prevents proper performance for the position.
2. All extra-curricular positions are posted in district with the officers and representatives of both associations, sent to each school, administrator, and athletic director. These positions are posted for at least 5 calendar days. When the position closes, and if there are no qualified applicants, the position is then posted outside. Under certain circumstances, the district may post a position in district and outside simultaneously, and vary length of time depending on position. These situations will be communicated with GAA.
3. The District will hire the candidate most qualified for the position.
4. Head coaches/activity supervisors will have input into the hiring of assistants for their sport/activity as positions open.

I. Employee Notification of Rehire

1. Each extra-curricular contract is issued for one year only. The decision to rehire the following year is solely by district discretion.
2. In the event the District anticipates not rehiring an extra-curricular position for the following year, the district will notify the individual within 30 days after their season is over. This language will not impact the district's ability to cut sporting season for financial reasons.

J. Evaluation Survey

1. The primary purpose of the evaluation survey program should be for the improvement of performance. The evaluation survey should be a positive, developmental, and continuous process based upon established criteria and involving employees and their evaluators in a growth relationship. It is intended that students will be the chief beneficiaries of an effective evaluation process. All employees shall be evaluated in accordance with

- appropriate predetermined criteria. GAA and the District will develop the evaluation survey criteria form. **Appendix C**
2. Within 30 days of the end of the season each year, all employees shall be evaluated for each position held which the Association represents.

K. Complaint Procedure

1. If at any time parents/guardians have a question or concern regarding their student's extracurricular participation; the course of action will follow the sequence outlined below:
 - a. The parents/guardians will talk directly with the employee at an appointed time and place apart from practice and the activity/contest.
 - b. If the issue is not resolved and/or parents/guardians still have a concern, they are to arrange a meeting with the athletic director.
 - c. If the issue remains unresolved, the parents/guardians are advised to take the issue to the principal.
 - d. If the issue remains unresolved, the parents/guardians may take the issue to the superintendent.
 - e. If the issue remains unresolved, the parents/guardians may take the issue to the school board.
 - f. If the issue involves a complaint against an extracurricular employee, he/she must have an opportunity for input with an association representative present starting at section K 1c
 - g. If a parent approaches an immediate supervisor, administrator, athletic director, or board member with a complaint involving an extracurricular employee before he/she has met with the employee against whom the complaint is being made, he/she will be directed to follow the procedure as described above.
 - h. This procedure will become part of the athletic code and be given in writing to the parent(s) of every student participant before each season begins.

L. Discipline and Discharge of Employees

The district shall have the right to discipline or discharge an employee for justifiable cause. The issue of justifiable cause shall be resolved in accordance with the grievance procedure hereinafter provided. If the District has reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public.

M. Grievance Procedure

1. Definitions
 - a. *Grievance* is a claim by an employee that there has been a violation, misinterpretation or misapplication of any provision of this Agreement.
 - b. A *grievant* is an employee, a group of employees, or the Association filing a grievance.

2. Procedure

- a. In the event that an employee believes there is a basis for a grievance, the employee will first discuss the alleged grievance with his/her building principal or other appropriate supervisor either personally or accompanied by his/her Association representative.
- b. If the grievance is not thus resolved, formal grievance procedures may be instituted. However, the exhaustion of the informal procedure is not a condition precedent in invoking the formal grievance procedure. **Appendix A**

STEP 1

The grievant may invoke the formal grievance procedure through the Association on the grievance form which will be available from the Association representative in each building. A copy of the grievance form shall be delivered to the principal or immediate supervisor. If the grievance involves more than one school building, it may be filed with the Superintendent or designee. A grievance must be filed within twenty (20) days of the occurrence of which the grievant complains.

STEP 1 REPLY

Within five (5) days of receipt of the written grievance, the principal or appropriate supervisor shall meet with the grievant in an effort to resolve the grievance, and give his/her disposition of the grievance in writing within five (5) days of such meeting, and shall furnish a copy thereof to the Association.

STEP 2

In the event the grievant is not satisfied with the disposition of the grievance at Step 1 within five (5) days after receipt of same, or if no disposition has been made within five (5) days of such meeting, or ten (10) days from date of filing, whichever shall be later, the grievance may appeal to the Superintendent. Within five (5) days the Superintendent or designee shall meet with the grievant in an effort to resolve the grievance and shall give his/her disposition of the grievance in writing within five (5) days of such meeting, and shall furnish a copy thereof to the Association.

STEP 3

In the event the grievant is not satisfied with the disposition of the grievance at Step 2, within five (5) days after receipt of same, or if no disposition has been made within five (5) days of such meeting, to ten (10) days from date of appeal, whichever shall be later, the grievant may ask the local Association to appeal the grievance to the Board through the Superintendent.

Within twenty-five (25) days the Board shall meet with the grievant in an effort to resolve the grievance, and shall give their disposition of the grievance in writing within (10) days of such meeting, and shall furnish a copy thereof to the Superintendent and to the Association. The Board's decision shall be final and binding upon the Parties.

3. Time Limits

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

N. Professional Development

The Parties believe continuing education is important for its members. Our professional development goal is to have each member working towards WIAA certification standards.

1. It is the responsibility of the employee to attend all mandatory rules clinics as required by WIAA.
2. Professional leave may be granted by either the Superintendent, building principal or athletic director to district employees for attendance at professional development activities directly related to an extra-curricular contract.
3. The District will support professional development by providing each paid coach \$250 every year to be used at their discretion for clinics or professional development or for other support of their sport.
4. The district will sponsor at least two first aide/CPR classes per year without charge to district employees and extracurricular contract holders.
5. The district will sponsor bullying/harassment training for all staff. Coaching staff are required to attend the training.

O. Uniform Rotation

1. Uniform replacement will be on a rotation schedule at each building. Every year, each ASB shall purchase uniforms for one sport following a predetermined rotation schedule.

P. Distribution of Agreement

1. Following ratification and signing of this Agreement, the District shall prepare the camera-ready copy and print this Agreement. The Association shall be responsible for the distribution to all extra-curricular employees. All new extracurricular employees will be provided a copy of this agreement when issued their contract.
2. There shall be two (2) signed copies of the final Agreement for the purpose of records. One (1) shall be retained by the district and one (1) by the Association.
3. In the event the preparer errs in preparation and/or printing, the final ratified copy of the Agreement shall be binding. The District will be responsible for reprinting and redistributing a corrected Agreement.

Q. Coordination/Preparation and Final Check Out for Seasons

1. The District will give head coaches a two week notice of all mandated meetings.
2. Head coaches will have a pre-season meeting with parents and students before the first contest.
3. Within 2 weeks of the end of a season, head coaches shall have completed the following:
 - a. Turn in all keys if necessary.
 - b. Assure that all uniforms and other gear has been returned.
 - c. Complete inventory of all equipment.
 - d. Season wrap-up activities have been scheduled or held

The District will hold final payment for non-teachers until all check out procedures have been completed. The athletic director will have the final check for the coach and it will be presented when final check-out is complete.

R. Expiration

1. The term of this Agreement shall be **September 1, 2021 to August 31, 2025**.
2. This Agreement may be reopened and modified at any time during its term upon mutual consent of the parties in writing.

S. Summer Compensation

The purpose of summer programs is to develop student athletes.

1. HS Varsity Coaches can collect **up to \$750.00** and JV Coaches up to \$400.00 in compensation for expenses and hours spent coaching in the summer by doing the following:
 - a. Submit summer schedule to athletic director **before** the summer season starts and agree on the summer plans.
 - b. By August 1st, coach submits report on summer season with receipts for mileage, hotel and or food for out of town travel. Coach also reports number of hours spent coaching (does not include travel time to contest). District will pay for hours coaching at \$20.00 per hour and summer expenses up to the allotted amount designated for each paid coach.
 - c. All summer activity must be approved by the Athletic Director.

T. Field Maintenance

Softball and Baseball coaches can submit requests to the district for field maintenance item of dirt and conditioner every third year as long as the coach has brought information to the Athletic Director in regard to the current condition of the field.

U. Scheduling

The district understands that an occasional Wednesday contest may need to be considered to fill a schedule and or follow a league commitment for competition. These will be considered on a case by case basis between the coach and the Athletic Director.

Extra-Curricular Pay Schedule

The current extra-curricular schedule's base is \$32,000.

See Appendix B

Overtime Bar:

Classified/Non-Exempt Employee Pay: Stipends paid to members who are otherwise employed by the District as classified/non-exempt employees are subject to the over-time calculations under the Fair Labor Standards Act and shall be paid as follows:

The parties agree that no combination of contracted work hours shall intentionally place a classified/non-exempt employee in an overtime position.

Such employees must receive prior approval from the athletic director or principal before working more than forty (40) hours in one week.

Each individual coaching contract issued to a coach otherwise employed as a classified/non-exempt employee of the District will be calculated and paid in accord with the Department of Labor's guidelines for "blended rate" overtime pay.

Post Season Compensation:

Post-Season Compensation: The number of coaches/advisors continuing into a WIAA sponsored post season situation will be determined by mutual agreement between the head coach/advisor and the Athletic Director. This decision will be based on how the assistants are going to be used during post-season practices. If they are not used during practice, they can still participate in the state sponsored event and qualify for post-season compensation only for the days of the event. When any team/player qualifies for district play, the coach(es)/advisor shall receive a stipend for *each day of post-season play in which they practice or have a game:

Coaches Salary/Number Weeks Regular Season/6 days = **Salary Per Day
Salary Per Day x Number of Days Past Qualification for District = Post Season Compensation.

* Doesn't include Sundays

** Number of weeks for regular season play will be determined and mutually agreed to by District Office, Athletic Director, and GAA President. This determination will be made by September 30th each year.

For the purpose of this section, post season play starts once a team/player qualifies for district following the regular season. Play-off games to determine if a team/player goes on to district play do not count as post-season play for the above purposes.

COACH/ATHLETE RATIO

Within the constraints of the budget the Goldendale School District will attempt to provide an adequate number of coaches to ensure proper supervision and coaching. Decisions on hiring additional coaches or removing coaches will be made by the 5th practice. Added coaches will have a temporary contract in case numbers fall during the season. The ratio of coaches to the number of athletes will be outlined as follows:

High School:

Football

Expectations: Two Teams: one coach for every 10 athletes after 40, four coaches required
Maximum: Beyond 60 athletes, one coach will be required at a ratio of one coach for every 15 athletes
Minimum: Below 30 athletes, one coach will be removed

Volleyball

Expectation: Three teams: three coaches required
Maximum: Beyond 36 athletes, an additional coach/and team will be considered. (Cut policy may apply)
Minimum: Below 24 athletes, one coach/team will be removed

Cross Country

Expectations: One combined boys and girls team: 1 coach required
Maximum: Beyond 20 athletes, an additional coach will be required
Minimum: When numbers reach levels where participation is difficult, termination of sport for the year will be considered

Basketball

Expectations: Three teams: three coaches required
Maximum: Cut policy will apply
Minimum: Below 24 athletes, one coach/team will be removed

Wrestling

Expectations: One team: two coaches required
Maximum: Beyond 32 athletes, an additional coach will be required
Minimum: Between 4 and 14 athletes, one coach will be removed

Track

Expectations: One team both boys and girls: three coaches required
Maximum: Beyond 60 athletes, one additional coach will be required.
Minimum: Below 25 athletes, one coach will be removed

Baseball

Expectations: Two Teams: two coaches required
Maximum: Beyond 30 athletes, one additional coach/team will be required
Minimum: Below 20 athletes, one coach will be removed.

Softball

Expectations: Two teams: two coaches required
Maximum: Beyond 30 athletes, one additional coach/team will be required
Minimum: Below 20 athletes, one coach will be removed

Tennis

Expectations: Two teams, both boys and girls, two coaches required
Maximum: Beyond 32 athletes, one additional coach will be added
Minimum: Below 14 athletes, one coach will be removed

Golf

Expectations: One team both boys and girls, one coach required
Maximum: Beyond 18 athletes, one additional coach will be added
Minimum: If the league schedule is such that boys and girls matches are separate, a part-time assistant may be hired

Soccer:

Expectations: One team, two coaches required
Maximum: Beyond 32 athletes, an additional coach will be required
Minimum: Under 14 athletes one coach will be removed

Dance

Expectations: One team, both boys and girls, one coach required
Maximum: Beyond 18 athletes, one additional coach will be added
Minimum: Need 8 athletes to begin a season

**If at any point in the season a team cannot field a team for 3 consecutive contests the season will be cancelled for that year.*

***For Dance if less than 6 athletes are present at a contest to perform then no performance will take place. If they can't perform for 3 consecutive contests the season will be cancelled for that year.*

Middle School:**Football**

Expectations: Two teams (7th and 8th), four coaches required
Maximum: Beyond 70 athletes, one coach will be added
Minimum: Below 30 athletes, one coach will be removed

Volleyball

Expectations: Two teams, (7th and 8th) two coaches required
Maximum: Beyond 23 athletes on either team, one coach will be added
Minimum: One coach per team will always be required

Basketball

Expectations: Two teams (7th and 8th) two coaches required
Maximum: Beyond 23 athletes on either team, an additional coach will be added
Minimum: One coach per team will always be required.

Wrestling

Expectations: One team (7th and 8th combined) two coaches required
Maximum: Beyond 40 athletes, an additional coach will be added
Minimum: Below 14 athletes, one coach will be removed

Track

Expectations: One team (7th and 8th boys/girls combined) three coaches required
Maximum: Over 75 athletes, one additional coach will be added
Minimum: Below 25 athletes, one coach will be removed

**If at any point in the season a team cannot field a team for 3 consecutive contests the season will be cancelled for that year.*

Appendix A

Grievance

Name of Grievant: _____

Assignment: _____ Building: _____ Date: _____

Person to whom grievance is submitted: _____

Specific contract article violated: _____

Brief description of grievance: _____

Date violation occurred: _____

Date Grievant became aware of violation: _____

Remedy sought: _____

Signature of Grievant: _____

Send the original signed grievance to the person with whom the grievance is filed. Send one (1) copy each to the Superintendent and President. Keep one (1) copy.

EX-CURRICULAR SALARY SCHEDULE						\$ 33,600
9-1-2021 to 8-31-2025						
STEP	1	2	3	4	5	6
YEARS EXPERIENCE	0	1 to 2	3 to 4	5 to 6	7 to 8	9 to 10
Head Coach						
Football, B & G Basketball	\$4,536	\$4,872	\$5,208	\$5,544	\$5,880	\$6,216
Volleyball	13.50%	14.50%	15.50%	16.50%	17.50%	18.50%
0.01						
Wrestling, Track, Soccer	\$4,200	\$4,536	\$4,872	\$5,208	\$5,544	\$5,880
Baseball, Softball, Tennis, X-Country	12.50%	13.50%	14.50%	15.50%	16.50%	17.50%
0.01						
Golf	\$2,352	\$2,688	\$3,024	\$3,360	\$3,696	\$4,032
	7.00%	8.00%	9.00%	10.00%	11.00%	12.00%
0.01						
Assistant Coaches						
Assist. Football, B & G Basketball	\$3,192	\$3,427	\$3,662	\$3,898	\$4,133	\$4,368
Assist Volleyball	9.50%	10.20%	10.90%	11.60%	12.30%	13.00%
0.007						
Assist. Wrestling, Track, Baseball	\$3,024	\$3,259	\$3,494	\$3,730	\$3,965	\$4,200
Softball, C-Squad Volleyball	9.00%	9.70%	10.40%	11.10%	11.80%	12.50%
C-Squad B & G Basketball, Asst. Tennis						
0.007						
Middle School Coaches						
M.S. Head Basketball & Volleyball	\$2,604	\$2,772	\$2,940	\$3,108	\$3,276	\$3,444
M.S. Head Wrestling, Track, Football	7.75%	8.25%	8.75%	9.25%	9.75%	10.25%
0.005						
M.S. Assist Football, Basketball, Track	\$1,680	\$1,848	\$2,016	\$2,184	\$2,352	\$2,520
Volleyball, Wrestling,	5.00%	5.50%	6.00%	6.50%	7.00%	7.50%
0.005						
Cheerleader, Drill Team	\$3,192	\$3,427	\$3,662	\$3,898	\$4,133	\$4,368
	9.50%	10.20%	10.90%	11.60%	12.30%	13.00%
0.007						

EXPERIENCE LANGUAGE:

1. Coaching experience granted for a full season of school coaching. No more than one year experience in a year.
2. Coaches must provide experience verification from previous employers. Experience granted within sport.
3. In district experience counts for one years experience within a sport. In a different sport one year for two years coached.
4. Administration reserves the right to accept other relevant experience.
5. *Above will be adjusted for state granted IPD yearly (previously called COLA)*

Appendix C

Year _____

Head Coach Evaluation Form

Name _____ Position _____

Professional and Personal Relations:

		S	NI	US	NO
1.	Cooperates with Principal				
2.	Cooperates with District Athletic Director				
3.	Rapport with schools' coaching staff				
4.	Organization of assistant coaching staff				
5.	Relationship with Participants				
6.	Relationship with Student Body				
7.	Relationship with Faculty				
8.	Relationship with Parents and Community				
9.	Relationship with News Media				
10.	Relationship with game Officials				
11.	Relationship with Opponents				
12.	Conduct during games				
13.	Conduct during turnouts				
14.	Attendance at district and league meetings				
15.	Attends coaching clinics, etc.				
16.	Motivates staff/players toward desired goals				

Comments on the above items:

Item # _____

Item # _____

Item # _____

Coaching related areas:

		S	NI	US	NO
1.	Caliber and quality of instruction				
2.	Teaches fundamental skills				
3.	Handling of athletic injuries				
4.	Care of equipment				
5.	Supervision of participants & discipline				
6.	Organization of practice sessions				
7.	Pre-season planning				
8.	Supervision of managers				
9.	Management of budget				
10.	Follows purchasing procedures				
11.	Game organization				
12.	Follows WIAA, district, and league policies				
13.	Devotes time & energy to coaching duties				

Comments on the above items:

Item # _____

Item# _____

Item # _____

Code: S = Satisfactory NI = Needs Improvement US = Unsatisfactory
 NO = Not Observed

Sport Evaluation cont.

Related Information:

1. Areas of Strength:

2. Areas Needing Improvement:

3. Recommendations:

Signature:

Coach _____ **Principal** _____

Athletic Director _____ **Date** _____

Appendix C
ASSISTANT COACHES EVALUATION FORM

Year _____

Name _____ Position _____

Professional and Personal Relations:

		S	NI	US	NO
1.	Cooperates with Head Coach				
2.	Cooperates with Coaching Staff				
3.	Relationship with Participants				
4.	Relationship with Parents and Community				
5.	Relationship with game Officials				
6.	Relationship with Opponents				
7.	Conduct during games				
8.	Conduct during turnouts				
9.	Motivates staff/players toward desired goals				
10.	Loyalty to program				

Comments on the above items:

Item # _____

Item # _____

Item # _____

Coaching related areas:

		S	NI	US	NO
1.	Caliber and quality of instruction				
2.	Teaches fundamental skills				
3.	Care of equipment				
4.	Supervision of participants & discipline				
5.	Game organization				
6.	Follows WIAA, district, and league policies				
7.	Devotes time & energy to coaching duties				

Comments on the above items:

Item # _____

Item# _____

Item # _____

Code: S = Satisfactory NI = Needs Improvement US = Unsatisfactory
 NO = Not Observed

Sport Evaluation cont.

Related Information:

1. Areas of Strength:

2. Areas Needing Improvement:

3. Recommendations:

Signatures:

Assistant Coach _____ **Date** _____

Head Coach _____ **Date** _____

Athletic Director _____ **Date** _____

**APPENDIX C
ATHLETIC DIRECTOR EVALUATION FORM**

Year _____

Feedback Survey for Building Principal and Athletic Director from Head Coaches

Administrator _____ Coach _____ Sport _____ Season _____

How would you rate the overall support you received from the Athletic Director this season?

5 Excellent 4 Good 3 Average 2 Needs Improvement

Comments

How would you rate the overall support you received from the Principal this season?

5 Excellent 4 Good 3 Average 2 Needs Improvement

Comments

What things do you like/appreciate about the GHS/GMS Athletic Program?

What things do you want to see improved in the GHS/GMS Athletic Program?

Do you as a coach feel respected and appreciated from the administration for what you do for the athletes and school? Yes No If no, what would you recommend for improvement.

For the Board:

Betty L. Richards
Board Chair

[Signature]

Superintendent

7-13-21

Date

For the Association:

Josh Bellan
President

July 16, 2021

Date

For contract ^{GSD}
(Extra Curricular Agreement)
Years 2021-
2025