

Agreement Between
Quincy School District No. 144
And
Quincy Education Association
Representing
Extra Curricular Contract Employees
Organized as Quincy Activities Association
2011-2014

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1 **Section A. Preamble**

2
3 This Agreement has been reached between the Quincy School District #144 and the Quincy
4 Activities Association pursuant to RCW 41.56. with regard to extra curricular employment.
5

6 **Section B. Definition of Terms**

7
8 As used in this agreement, the following terms will have the following meanings unless the context
9 in which they are used clearly indicates another meaning.
10

- 11 1. The term “District” shall mean Quincy School District No. 144.
- 12 2. The term “Board” shall mean the Board of Directors of Quincy School District No.144 as the
13 governing body of the District.
- 14 3. The term “Association” shall mean Quincy Activities Association an affiliate of the
15 Washington Education Association, National Education Association and North Central
16 Washington UniServ Council as represented by the Quincy Education Association as the
17 bargaining agent.
- 18 4. The term “Parties” shall mean the District and the Association.
- 19 5. The term “Agreement” shall mean the collective bargaining agreement, which shall be signed
20 by the Parties.
- 21 6. The term “Employee” shall mean any member of the bargaining unit as set out in this
22 Agreement.
- 23 7. The term “day” shall mean any day the district business office is open for business with the
24 public.
- 25 8. The term “Superintendent” shall mean the chief administrative officer of the District or
26 his/her designee.
- 27 9. The term “President” shall mean the president of the Association or his/her designee.
- 28 10. The term “WIAA” shall mean Washington Interscholastic Athletics Association.
29

30 **Section C. Recognition**

- 31
32 1. The Board hereby recognizes the Quincy Activities Association as the exclusive bargaining
33 unit for all extra curricular positions of the District for which no teaching certificate is
34 required with the exception of the Superintendent, Principals, Supervisors, Confidential
35 Employees and all other employees not mentioned in this recognition clause.
- 36 2. All positions covered by this contract are named in the salary schedules as found in
37 Appendices A and B.
- 38 3. Positions may be added by the district and salary for such positions determined through a
39 contract negotiations process with designated district and QEA representatives at any time.
- 40 4. The District recognizes the Quincy Education Association as the exclusive bargaining agent
41 for all employees and shall not recognize or bargain with any other employee organization
42 seeking or claiming to represent employees unless such an organization has been certified by
43 the PERC as the exclusive bargaining agent for employees.
44

45 **Section D. District Rights**

46
47 The parties agree that the District retains all customary, usual, and exclusive rights, decision-making
48 prerogatives, functions, and authority connected with or in any way incident to its responsibility to

49 manage the extra curricular affairs of the District or any part of it. The exercise of the foregoing
50 rights, authority, duties, and responsibilities by the Board shall be limited only by the specific and
51 express terms of this Agreement and the laws of Washington State.

52

53 **Section E. Employee Contract and Dues**

54

- 55 1. Employees hired for extra curricular positions will sign a contract with the district prior to
56 assumption of duties. Contracts for extra curricular positions as represented by this
57 agreement shall be consistent with the terms of this agreement, shall identify the parties, the
58 specific position, and the rate of compensation.
- 59 2. Based on available information as of August 1, all contracts for extra curricular positions as
60 represented by this contract shall be received by employees by October 1, except for fall
61 sports which shall be received by September 1.
- 62 3. If any such contract is inconsistent with or is in conflict with the terms and conditions of this
63 agreement, the terms and conditions of this agreement shall supersede.
- 64 4. Dues will be deducted from each employee's extracurricular stipend and sent to the Quincy
65 Education Association. Dues schedules will be provided to the District by the Association
66 annually by September 1, and the District will make a one time dues deduction per
67 extracurricular contract.
- 68 a. The following employees are exempt from paying dues:
- 69 1. Full-time dues paying QEA members.
- 70 2. QEA representation fee payers.
- 71 b. Extra curricular employees who object to paying dues for religious reasons may direct
72 the District Treasurer to remit an amount equal to dues to a charitable organization
73 mutually agreed upon by the employee and the President of QAA.

74

75 **Section F. Association Use of School Facilities**

76

- 77 1. **Use of buildings:**
- 78 a. The Association may use the District buildings for the purpose of having meetings
79 and transacting Association business in accordance with established District policy
80 provided that such meetings and business shall not interfere with District educational
81 programs.
- 82 b. All such meetings shall be held outside the regular teacher work day, except with
83 administration approval. Association meetings shall not conflict with other
84 prescheduled meetings for the facilities requested and shall be scheduled through the
85 building administrator.
- 86 2. **Mail System:** The Association shall have the right to reasonable use of the intra-district mail
87 service, including email, and teacher mailboxes for communication with its members. An
88 Association representative shall have the responsibility for sorting and placing the mail in
89 boxes.
- 90 3. **Orientation:** The Association shall be given the opportunity to speak to all teachers as an
91 official part of the program during District sponsored teacher orientation.
- 92 4. **Keys and Facilities:** In order to carry out assigned responsibilities as determined by the
93 Building Principal/Athletic Director, employees shall be assigned a work area that contains
94 equipment, supplies, and storage areas as well as access to all the keys that the employee
95 needs to gain entrance to these areas. Employees will be assigned classroom or other indoor

96 meeting space as needed. Employees are encouraged to raise the adequacy of assigned work
97 areas and access to keys, with the Supervisor and/or Superintendent as problems arise.
98

99 **Section G. Notification of New Members**

100
101 The district shall notify the Association within fifteen (15) working days after hire of the name,
102 address and assignment of any new hire into the bargaining unit.
103

104 **Section H. Extra Curricular Vacancy**

- 105
- 106 1. There shall be no discrimination by either the District or the Association with respect to the
107 employment of any person because of a person's age, sex, marital status, race, creed, color,
108 national origin, or the presence of any sensory, mental, or physical disability unless based
109 upon a bona fide occupational qualification wherein the disability prevents proper
110 performance for the position.
 - 111 2. All extracurricular positions will be announced to all employees by district network email for
112 a minimum of five (5) school days to create a hiring pool except during summer when jobs
113 must be announced by a mailing to the QAA president or by posting on the district
114 employment website at least 5 days prior to the closing date.
 - 115 3. Head coaching vacancies may be posted outside the district simultaneously with the in-house
116 announcement and may be filled from outside the district employee hiring pool. All other
117 extracurricular positions will be first posted in district for the minimum times described in
118 Section H.2; if no suitable candidate applies, then the position may be posted and filled from
119 outside the district employee pool. Volunteer assistant coaches with more than one season
120 experience shall be considered in district for the purposes of applying for athletic positions.
 - 121 4. District employees who apply for a position and do not receive an interview shall receive
122 notification of that decision by the time interviews take place. Upon request, those not
123 interviewed will be granted an explanatory conference.
 - 124 5. If, during the period the position is open, more than one district employee applies, the
125 candidate judged most qualified will be hired.
 - 126 6. Interviews shall be conducted a minimum of two weeks prior to the start of a sports season
127 except when a vacancy is initially identified following this date. In this event, the interview
128 shall be conducted as soon as possible.
 - 129 7. In hiring head coaching positions, the district shall appoint the building principal as the
130 person responsible for the interview process. An interview team made up of the principal *or*
131 *designee*, athletic director, assistant coach, a head coach, and a parent will conduct the
132 interviews and make a recommendation to the superintendent. Whenever possible either the
133 assistant coach, the head coach or designee must be of the same sport for the position under
134 consideration. The interview team may have a Board Member and QEA/QAA may have a
135 representative attend the interviews, but not participate. The interview team may request the
136 opinion of an observer if they so choose. Appendix H shall be used as a guideline in the
137 process to ensure that the contract is followed.
 - 138 8. In hiring assistant coaching positions, the district shall appoint the [athletic director](#) as the
139 person responsible for the interview process. The interview team will include the
140 principal/*or* designee, athletic director, head coach and at least one other assistant coach will
141 conduct the interviews and make a recommendation to the Superintendent. Appendix H shall
142 be used as a guideline in the process to ensure that the contract is followed.

- 143 9. If a candidate other than the one recommended by the interview team is hired, the
144 interview team shall be notified of such by the Superintendent and the reasons for the
145 alternate choice.
- 146 10. The selection process for non-athletic positions shall be established by each building
147 administrator, providing that the QAA has been notified of the selection process in advance
148 and it is in agreement with the QAA/QEA agreement.

149
150 **Section I. Employee Notification of Rehire**

- 151
- 152 1. Each extracurricular contract is issued for one year only. The decision to rehire the following
153 year is solely by district discretion.
- 154 2. For coaches, district notification of rehire/release will be made no more than 30 days after the
155 last day of state tournament play.
- 156 3. For all other extra curricular positions, the district will notify of rehire/release no later than
157 June 15 for the following year.

158
159 **Section J. Complaint Procedure**

- 160
- 161 1. If at any time parents/guardians have a question or concern regarding their student's
162 extracurricular participation, the following course of action is to be taken:
- 163 a. The parents/guardians will talk directly with the employee at an appointed time and
164 place apart from practice and activity/contest.
- 165 b. If the issue is not resolved and/or parents/guardians still have a concern, they are to
166 arrange a meeting with the athletic/activity director.
- 167 c. If the issue remains unresolved, the parents/guardians are advised to take the issue to
168 the principal.
- 169 d. If the issue remains unresolved, the parents/guardians may take the issue to the
170 superintendent.
- 171 e. If the issue remains unresolved, the parents/guardians may take the issue to the school
172 board.
- 173 f. If the issue involves a complaint against an extracurricular employee, he/she must
174 have an opportunity for input with an association representative present before the
175 parents/guardians take the issue to the next level.
- 176 g. If a parent approaches an immediate supervisor, administrator, athletic director, or
177 board member with a complaint involving an extracurricular employee before he/she
178 has met with the employee against whom the complaint is being made, he/she will be
179 directed to follow the procedure as described above.
- 180 h. This procedure will become part of the athletic code and be given in writing to the
181 parent(s) of every student participant before each season begins.

182
183 **Section K. Grievance Procedure**

184
185 The purpose of this procedure is to provide for the orderly and expeditious adjustment of grievances
186 at the lowest possible level.

187 **1. Definitions**

- 188 a. The term "grievance" shall mean a claim based upon an event or conditions which
189 affect the conditions or circumstances under which an individual works, allegedly
190 caused by misinterpretation or inequitable application of the terms of this Agreement.

191 b. The term "Grievant" shall mean an employee or group of employees, or the
192 Association having a grievance.

193 c. The term "AR" shall mean a representative of the QAA.

194 2. **Time Limits**

195 a. If the grievant fails to file or appeal according to the time lines set out below, the
196 grievance may not be pursued further and shall be resolved according to the last
197 formal response. In the event the District or its agents fail to meet a time line, the
198 grievant may proceed to the next step of the procedure. The time limits shall be
199 strictly observed, but may be extended by mutual agreement of the Participants.

200 b. The adjustment of grievances shall be accomplished as rapidly as possible. To that
201 end, the time line shall be considered a maximum and every effort shall be made to
202 expedite the process.

203 3. **Rights to Representation**

204 a. A grievant shall have the right to be accompanied by an AR at all steps of the
205 grievance procedure. In the event a grievant elects to file and proceed without an AR,
206 he/she may do so through the first two (2) steps of the procedure only, provided that
207 the Association is present at every meeting or conference above the informal step, in
208 order to protect its contract rights, and further provided that copies of the grievance,
209 appeals, and responses are given to the President in a timely fashion.

210 b. No grievance may be processed with a grievant having representation other than
211 him/her self or the Association.

212 4. **Individual Rights**

213 Nothing contained in this Agreement shall be construed as limiting the right of any
214 employee having a non-contractual complaint to discuss the matter through administrative
215 channels and to have the problem adjusted without the intervention of the Association, as
216 long as such disposition is not inconsistent with the terms of this Agreement.

217 5. **Procedures**

218 a. **Step One:**

219 A grievant shall first take up his/her grievance with his/her immediate supervisor in
220 an informal conference. Every effort shall be made to adjust the grievance in an
221 informal manner.

222 b. **Step Two:**

223 If the employee is dissatisfied with the outcome of the informal conferences(s),
224 he/she may file a formal grievance with his/her immediate supervisor within thirty
225 (30) days of the occurrence (or within thirty (30) days of the time the employee was
226 aware of the occurrence) that was the basis of the grievance. The immediate
227 supervisor shall schedule a formal conference with the grievant and the AR, by
228 mutual agreement. Every effort should be made at the conference to develop an
229 understanding of the facts and the issues in order to create a climate which may lead
230 to a solution. The formal conference shall occur within ten (10) days of the filing of
231 the formal grievance. If agreement is reached on a settlement, it shall be reduced to
232 writing and signed by the participants. Otherwise the immediate supervisor shall
233 render his/her decision within five (5) days of his/her formal conference with the
234 grievant. Copies of the decision shall be sent to the participants, the President of
235 QAA, and the Superintendent.

236 c. **Step 3:**

237 In the event the grievant is not satisfied with the disposition of his/her grievance at
238 Step 2, or in the event that no decision is reached within ten (10) days after the

239 presentation of the grievance, the grievant may within ten (10) days appeal in writing
240 to the Superintendent.

241 d. **Step 4:**

242 If the grievance has not been adjusted to the satisfaction of the grievant within twenty
243 (20) school days after the grievance was first taken up with the Superintendent or
244 his/her designated representative under Step 3, then the grievant may request a
245 meeting with the Board of Education for the purpose of adjustment of the grievance
246 by submitting a written request. The Board of Education shall, within fifteen (15)
247 school days after receipt of the written request, confer with the grievant and render a
248 decision to be submitted to the grievant in writing.

249 e. **Step 5: Binding Arbitration**

250 1. If the grievant is not satisfied with the disposition of this/her grievance at Step
251 4, or if no decision has been rendered within ten (10) days after he/she has
252 first met with the Board, he/she may within five (5) days after a decision by
253 the Board, or twenty (20) days after he/she has first met with the Board,
254 whichever is sooner, request in writing that the Association submit his/her
255 Grievance for Arbitration. The Association may submit the Grievance to
256 binding arbitration by filing the appropriate papers with the American
257 Arbitration Association (AAA), along with a copy to the Superintendent. If
258 any question arises as to arbitrability, such question shall first be ruled upon
259 by the Arbitrator.

260 2. The Parties shall be bound by the rules and procedures of the American
261 Arbitration Association.

262 3. The Arbitrator selected shall confer with the representatives of the
263 Superintendent and the Association and hold hearings promptly. The
264 Arbitrator's decision shall be in writing and shall set forth his findings of fact,
265 reasoning, and conclusions of the issues submitted. The Arbitrator shall be
266 without power or authority to make any decision which requires the
267 commission of an act prohibited by law or which violates the terms of this
268 Agreement. The decision of the Arbitrator shall be submitted to the District
269 and the Association and shall be final and binding upon the Parties.

270 4. The costs for the services of the Arbitrator, including per diem expenses, if
271 any, and his/her travel and subsistence expenses and the cost of any hearing
272 room, shall be borne equally by the District and the Association. All other
273 costs shall be borne by the party incurring them.

274 f. **Miscellaneous Conditions**

275 1. **Contract Expiration:** Notwithstanding the expiration of the Agreement, any
276 claim or grievance arising thereunder may be processed through the grievance
277 procedure until resolution.

278 2. **No Reprisals:** No reprisals of any kind shall be taken by the District or its
279 agents against any employee because of his/her participation in this grievance
280 procedure.

281 3. **Cooperation of the Parties:** The Parties shall cooperate in their investigation
282 of any grievance and shall furnish such information as is requested for the
283 processing of any grievance. For the purpose of assisting an employee or the
284 Association in the prosecution or defense of any contractual, administrative,
285 or legal proceeding; including, but not limited to grievances, the District shall
286 permit an employee and/or AR access to and the right to inspect and acquire

- 287 copies of his/her personnel files and any other files or records of the District
288 which pertain to the affected employee or an issue in the proceeding in
289 question.
- 290 4. **Released Time:** Should the investigation or processing of any Grievance
291 require that an employee(s) or an AR(s) be released from his/her regular
292 assignment, upon request of the Association, he/she shall be released without
293 loss of pay or benefits.
- 294 5. **Files:** All documents, communications, and records dealing with the
295 processing of a grievance shall be filed separately from the personnel files of
296 the participants.
- 297 6. **Form:** The form for filing grievances is attached to and made a part of this
298 Agreement as Appendix E.
- 299 7. **Association Grievances:** If a grievance affects a group of employees or the
300 Association, the Association may initiate and submit such grievances to the
301 Superintendent directly, and the processing of such grievances shall
302 commence at Step 3. Grievances involving more than one (1) supervisor and
303 grievances involving the administrator above the building level may be filed
304 by the Association at Step 3.
- 305 8. **Summer Time Limits:** When a Grievance is submitted on or after June 1, the
306 time line shall consist of all week days, so that the matter may be resolved
307 before the close of the school term or as soon as possible thereafter.
- 308 9. **Exclusions:** Excluded from the Grievance Procedure shall be all matters for
309 which law mandates another method of review.

310
311 **Section L. Professional Development**

- 312
- 313 1. It is the responsibility of the head coach to complete all mandatory rules clinics as required
314 by WIAA.
- 315 2. Professional leave may be granted by either the superintendent, building principal, or athletic
316 director to district employees for attendance at professional development activities directly
317 related to an extra curricular contract.
- 318 3. The district will support professional development for extracurricular coaches in the
319 following amounts (The first priority will be training for coaches to acquire or maintain
320 WIAA certification.)
- 321 a. \$3,500 annually for high school athletic program employees to be dispersed for
322 training by the Athletic Director in consultation with the Coaches Committee.
- 323 b. \$2,500 annually for junior high athletic program employees to be dispersed for
324 training by the Athletic Director. in consultation with the Coaches Committee.
- 325 c. \$400 annually each for Pioneer, Monument, Quincy Junior High, and Quincy High
326 School for training academic coaches to be dispersed by building principals.
- 327 4. The district will sponsor at least one first aide/CPR class per year without charge to district
328 employees and extracurricular contract holders.
- 329 5. Travel will be reimbursed as per QEA Contract language.
- 330 6. Any unused funds shall carry-over to the next year and be added to the new training funds up
331 to double the yearly the amount.
- 332
333
334

335 **Section M. Extra Curricular Compensation**

- 336
- 337 1. **Compensation** is described as a factor to be multiplied times the 2010-11 state LEAP base
- 338 salary (Bachelor’s Degree with zero experience).
- 339 2. **Stipends for Coaches of Academic Competitions:**
- 340 a. Coaches of approved academic competitions will be paid as per the non-athletic
- 341 salary schedule Appendix B.
- 342 b. There will be a maximum number of academic competition teams (i.e. Math/Science
- 343 Olympiad, Thinking Cap, Odyssey of the Mind) with district paid coaches at each of
- 344 the following schools: Additional teams and/or coaches may be approved by the
- 345 Superintendent
- 346 c.
- 347 1. George Elementary (2) two
- 348 2. Pioneer (4) four
- 349 3. Monument (5) five
- 350 4. Quincy Junior High (7) seven
- 351 5. Quincy high School (7) seven
- 352 d. In order to collect an academic coach’s stipend, the coach must document the
- 353 following using the form found in Appendix F:
- 354 1. Pre-approval of principal
- 355 2. 18 hours of preparation outside of contract hours.
- 356 3. A minimum of 5 students participate in the competition.
- 357 e. Each year it is up to the building principal, Assistant Superintendent, and potential
- 358 coaches at each building to determine which competitions will have district-paid
- 359 coaches.
- 360 e. Stipends will be paid in a lump sum at the culmination of the season or competition.
- 361 f. Should an academic team advance beyond the initial elimination round **1** will be paid
- 362 per further competition. When it is determined by the Building Principal, in
- 363 consultation with the coach, that an overnight stay is necessary, the cost of the hotel
- 364 and all meals (as per OSPI meal per diem rates as of October 1) for extended
- 365 competitions will be paid. Claim reimbursements shall be submitted to the District
- 366 office within five (5) days of travel.
- 367 g. The District will agree to pay the cheer/drill team coach .1 of their stipend for
- 368 attendance and performance at the state athletic tournament level.
- 369 3. **Stipends for Advisors of Student Clubs:**
- 370 a. Advisors of approved clubs will be paid as per the non-athletic salary Schedule
- 371 Appendix B.
- 372 b. There will be a maximum number of clubs with district paid advisors at each of the
- 373 following schools:
- 374 1. Monument (4) four
- 375 2. Quincy Junior High (6) six
- 376 3. Quincy high School (8) eight
- 377 c. The building ASB will determine the paid advisors for the following year prior to the
- 378 last school day of the preceding year based on the willingness of an advisor to
- 379 commit, and the relative academic and character-building value of the activities
- 380 supported by that organization.
- 381 d. In order for an ASB sanctioned club advisor to collect a stipend, the advisor must
- 382 document the following using the form found in Appendix G:

- 383 1. A minimum of 15 dues-paying members by October 15.
384 a. Monument minimum dues \$1.50
385 b. Quincy Junior High minimum dues \$3
386 c. Quincy High School minimum dues \$5
387
388 2. A minimum of (7) seven business meetings per year.
389 3. Perform at least one school or community service.
390 e. If dues paying club membership expands beyond what is reasonable to supervise, the
391 advisor, building principal, and superintendent will negotiate either a second advisor
392 at full stipend, or an assistant at 60% of the stipend or a helper paid at the extra
393 curricular hourly rate as deemed necessary.
394 f. Stipends will be paid in a lump sum at the culmination of the required criteria.
395 4. **Stipends for Care/Core Team/RTI Team:**
396 a. Members of Care/Core Team will be paid as per the non-athletic contract salary
397 schedule Appendix B.
398 b. There will be a maximum of district paid Care/Core Team members at each building
399 as follows, exclusive of the building counselor, who if asked to attend, shall also be
400 paid an equivalent stipend to the other team members:
401 George two (2)
402 Mt. View three (3)
403 Pioneer three (3)
404 Monument three (3)
405 QJHS three (3)
406 QHS three (3)
407 c. Membership will be voluntary and makeup of each team will be decided at each site.
408 5. **Stipends for Athletic Coaches:**
409 a. Coaches of approved sports will be paid as per the athletic salary schedule Appendix
410 A.
411 b. The school district will pay the Washington State Coaching Association dues for each
412 head and assistant coach employed by the District.
413 c. Coaches will be paid for each week their team participates in post-season play. Post-
414 season is defined as any qualifying participation beyond the regular season contract.
415 Regular season is defined as all the non-qualifying events scheduled by Quincy High
416 School and the Central Washington Athletic Conference (CWAC).
417
418 Coaches will be paid at a rate of .1 of their regular season contract for each additional
419 week employed. A week is defined as three (3) OR MORE DAYS. Post season is any
420 practice or event day employed beyond the regular season.
421
422 All coaches will be offered post-season pay if team or individual participants qualify
423 in 2008-2009. The coaches committee will bring a recommendation to the bargaining
424 teams by June 1, 2009 for a process to be piloted in the 2009-2010 school year.
425
426 When it is determined by the Building Principal, in consultation with the Athletic
427 Director, QAA representative, and the coach, that an overnight stay is necessary, the
428 cost of the hotel and all meals (as per OSPI meal per diem rates as of October 1) for
429 extended competitions will be paid. Claim reimbursements shall be submitted to the
430 District office within five (5) days of travel.

- 431 6. Unless specified as a lump sum payment elsewhere in this agreement, the district shall pay
432 extra curricular contracts either in three (3) equal installments or equal installments through
433 August beginning with the first month of a contracted activity. Should an activity be
434 terminated mid-season, the advisor will receive a prorated stipend equal to the portion of
435 season completed.
- 436 7. The building principal of each coach/advisor will arrange for substitutes for certified persons
437 who must be absent from teaching duties for extra curricular obligations. The district will
438 cover the cost of substitutes when used.

439
440 **Section N. Coach Evaluations**

441
442 It is the responsibility of the Athletic Director, in consultation with the building administrator, to
443 evaluate the head coach using the form in Appendix I. The head coach shall give input to the athletic
444 director and building administrator to evaluate the assistant coach/es.

445
446 **Section O. Quincy School District Athletic Committee**

447
448 A committee consisting of the Athletic Directors, building administrators, and QAA shall meet at
449 least once per season to assess athletic issues and clarify discipline procedures for consistency.

450
451 **Section P. Coed Activities**

452
453 It is required in cases where students will be using locker rooms or staying over night, and
454 recommended for all other circumstances, that an adult of each gender must be present to supervise
455 coed junior high and senior high activity groups traveling out of district. Single gender groups must
456 have at least one matching-gender supervisor present. These adults may be paid coaches/supervisors
457 or volunteers officially designated by the athletic director or building principal.

458
459 **Section Q. Distribution of Agreement**

- 460
461 1. Following ratification and signing of this Agreement, the District shall prepare the camera-
462 ready copy and print this Agreement. The Association shall be responsible for the
463 distribution to all extra curricular employees. All new extracurricular employees will be
464 provided a copy of this agreement when issued their contract.
- 465 2. There shall be two (2) signed copies of the final Agreement for the purpose of records. One
466 (1) shall be retained by the district and one (1) by the Association.
- 467 3. In the event the preparer errors in preparation and/or printing, the final ratified copy of the
468 Agreement shall be binding. The District will be responsible for reprinting and redistributing
469 a corrected Agreement.

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479 **Section R. Expiration**

- 480
- 481 1. This agreement shall be in force for three (3) school years and will expire June 30 of 2014.
- 482
- 483 2. Any section of this contract may be opened at any time by mutual consent of the contracting
- 484 parties.
- 485 3. The parties will meet in 2012 to discuss the recommendations by the Quincy Athletic Committee
- 486 and the Academic Competition Committee.
- 487 4. Either side may bring up to two items to the table per year for negotiations 2012-2013.
- 488

489 For the Board:

For the Association:

491

492

493 _____

494 President

President

495

496

497 _____

498 Superintendent

Negotiations chair

Appendix A.
2011-2014 ATHLETIC EXTRA-CURRICULAR SALARY SCHEDULE

ACTIVITY	POSITION	FACTOR (* 34,048)	SALARY
Baseball, HS	Head	0.1600	\$5448
Baseball, HS	Assistant	0.1250	\$4256
Basketball, HS	Head	0.1750	\$5958
Basketball, HS	Assistant	0.1400	\$4767
Basketball, JH	Head	0.0900	\$3064
Basketball, JH	Assistant	0.0800	\$2724
Cross Country, HS	Head	0.1400	\$4767
Cross Country, HS	Assistant	0.1050	\$3575
Cross Country, JH	Head	0.0900	\$3064
Football, HS	Head	0.1750	\$5958
Football, HS	Assistant	0.1400	\$4767
Football, JH	Head	0.0950	\$3235
Football, JH	Assistant	0.0800	\$2724
Golf, HS	Head	0.1400	\$4767
Golf, HS	Assistant	0.1050	\$3575
Fastpitch, HS	Head	0.1600	\$5448
Fastpitch, HS	Assistant	0.1250	\$4256
Softball, JH	Head	0.0900	\$3064
Softball, JH	Assistant	0.0800	\$2724
Tennis, HS	Head	0.1600	\$5448
Tennis, HS	Assistant	0.1250	\$4256
Track, HS	Head	0.1600	\$5448
Track, HS	Assistant	0.1250	\$4256
Track, JH	Head	0.0900	\$3064
Track, JH	Assistant	0.0800	\$2724
Volleyball, HS	Head	0.1600	\$5448
Volleyball, HS	Assistant	0.1250	\$4256
Volleyball, JH	Head	0.0900	\$3064
Volleyball, JH	Assistant	0.0800	\$2724
Soccer, HS	Head	0.1600	\$5448
Soccer, HS	Assistant	0.1250	\$4256
Wrestling, HS	Head	0.1750	\$5958
Wrestling, HS	Assistant	0.1400	\$4767
Wrestling, JH	Head	0.0900	\$3064
Wrestling, JH	Assistant	0.0800	\$2724
QHS Summer Weight Rm Supv.	Head	0.0800	\$2724
QJHS Intramural Soccer	Head	.0244	\$831
QJHS Intramural Soccer	Assistant	.0234	\$797

Appendix B.
2011-14 NON-ATHLETIC EXTRA CURRICULAR SALARY SCHEDULE

ACTIVITY	FACTOR (*34,048)	SALARY
Academic Competition Coach	0.0200	\$681
Annual Advisor QHS/with class	0.0400	\$1362
Annual Advisor QHS/without class	0.0500	\$1702
Annual Advisor QJH/with class	0.0200	\$681
Annual Advisor QJH/without class	0.0500	\$1702
ASB Advisor (Monument)	0.0200	\$681
ASB Advisor (QHS)	0.0500	\$1702
ASB Advisor (QJHS)	0.0321	\$1093
Building Visual Aid Coordinator	0.0277	\$943
Care/Core Team/RTI Team	0.0200	\$681
Cheerleader Advisor (High School) [WR,FB,BB]	0.0588	\$2002
Club Advisor	0.0200	\$681
Drama (HS) Per Production (In Schedule) (2)	0.0300	\$1021
Drama (HS) Per Production (max 2/not in schedule)	0.0584	\$1988
Drama (JH) Per Production (In Schedule) (2)	0.0292	\$994
Drama (JH) Per Production (max 2/not in schedule)	0.0300	\$1021
Drill Team Advisor	0.1175	\$4000
Homework Room Supervisor (Pioneer)	0.0550	\$1873
Hourly wage for Misc.	0.0009	\$31
Knowledge Bowl Advisor	0.1000	\$3405
Odyssey of the Mind Coord (1 per building)	0.0100	\$340
OM Coach per team/with class	0.0100	\$340
OM Coach per team/without class	0.0200	\$681
Pep Club Advisor (Junior High)	0.0800	\$2724
QHS Freshman Class Advisor (1 lead)	0.0110	\$375
QHS Freshman Class Advisor (1)	0.0095	\$323
QHS Sophomore Class Advisor (1 lead)	0.0300	\$1021
QHS Sophomore Class Advisor (2)	0.0210	\$715
QHS Junior Class Advisor (1 lead)	0.0300	\$1021
QHS Junior Class Advisor (2)	0.0210	\$715
QHS Senior Class Advisor (1 lead)	0.0300	\$1021
QHS Senior Class Advisor (2)	0.0240	\$817
School Patrol Supervisor (Pioneer)	0.0321	\$1093
Technology Assistant (George Elementary)	0.0364	\$1239
Technology Assistant (MV, Pioneer, Monument, QJHS)	0.0546	\$1859
Technology Assistant (Quincy High School)	0.0728	\$2479
Wellness Day Coordinator HS	0.0200	\$681
Wellness Day Coordinator JH	0.0200	\$681

APPENDIX C
Guidelines for Ratio of Coaches to Participants
Quincy Jr. High School

- FOOTBALL** 1 head 7th grade coach per team + 1 assistant to be shared
1 head 8th grade coach + 1 assistant
- additional assistants as necessary per grade level to maintain no less than 1 coach to 15 athletes
- SOFTBALL** 1 head 7th grade coach + 1 assistant
1 head 8th grade coach + 1 assistant
- additional assistants as necessary per grade level to maintain no less than 1 coach to 15 athletes
- CROSS COUNTRY** 1 head coach
- additional assistants as necessary per grade level to maintain no less than 1 coach to 15 athletes
- TRACK** 1 head girls coach and 1 head boys coach (0-15 participants)
1 assistant (16-45 participants)
- additional assistants as necessary to maintain no less than 1 coach to 15 athletes
- VOLLEYBALL** 1 head 7th grade coach + 1 assistant
1 head 8th grade coach + 1 assistant
- additional assistants as necessary per grade level to maintain no less than 1 coach to 15 athletes
- BASKETBALL** 1 head 7th grade coach + 1 assistant per gender
1 head 8th grade coach + 1 assistant per gender
- additional assistants as necessary to maintain no less than 1 coach per 12 athletes
- WRESTLING** 1 head coach + 3 assistants
- additional assistants as necessary to maintain no less than 1 coach per 12 athletes

- In the event more students turn out for a sport than the head coach and/or the athletic director feels is manageable to instruct and supervise given the facilities and opportunity to compete, a designated representative of the district and of QEA will create a plan for that season which may include capping the number of participants, altering the schedule, or other satisfactory remedy.
- If a junior high intramural program is established by the district that duplicates any specific sport listed above, no additional assistants as denoted by the asterisks will be hired for that sport, and the number of participants will be capped as determined by each head coach.
- Posting for additional assistant(s) will be following the first day of turn-out, if numbers warrant. Based on sign-ups, assistants will be paid at per diem rate for that position with an approved timesheet until a permanent hire is made. Contracts will not be issued to a second assistant coach until the completion of the first scheduled competition.

APPENDIX C

Guidelines for Ratio of Coaches to Participants Quincy High School

- | | |
|-----------------------|--|
| FOOTBALL | <p>Varsity team only = 1 head + 2 assistants
 Varsity + JV = 1 head + 4 assistants
 Varsity + JV + C = 1 head + 5 assistants</p> <ul style="list-style-type: none"> • additional assistants as necessary to maintain no less than 1 coach to 15 athletes |
| BASEBALL
SOFTBALL | <p>Varsity only = 1 head + 1 assistant
 Varsity + JV = 1 head + 2 assistants</p> <ul style="list-style-type: none"> • additional assistants as necessary to maintain a 1 coach to 15 athlete ratio • when at least ten (10) C squad games are scheduled, an additional assistant will be hired |
| GOLF
CROSS COUNTRY | <p>1 head girls + 1 head boys
 If one gender has less than 5 participants, that gender coach will be an Assistant</p> <ul style="list-style-type: none"> • additional assistants as necessary to maintain no less than 1 coach to 15 athletes combined total |
| TRACK | <p>1 head girls and 1 head boys
 + 1 assistant for less than 36 athletes
 + 1 assistant if more athletes turn out</p> <ul style="list-style-type: none"> • additional assistants as necessary to maintain no less than 1 coach to 15 athletes |
| TENNIS | <p>1 head girls + 1 head boys</p> <ul style="list-style-type: none"> • additional assistants as necessary to maintain no less than 1 coach to 15 athletes combined total |
| SOCCER | <p>Varsity only = 1 head + 1 assistant per gender
 Varsity + JV = 1 head + 2 assistants per gender</p> <ul style="list-style-type: none"> • additional assistants as necessary to maintain no less than 1 coach to 15 athletes |
| VOLLEYBALL | <p>Varsity only = 1 head
 Varsity + JV = 1 head + 1 assistant
 Varsity + JV + C = 1 head + 2 assistants</p> <ul style="list-style-type: none"> • additional assistants as necessary to maintain no less than 1 coach to 15 athletes |
| BASKETBALL | <p>Varsity only = 1 head per gender
 Varsity + JV = 1 head + 1 assistant per gender
 Varsity + JV + C = 1 head + 2 assistants per gender</p> <ul style="list-style-type: none"> • additional assistants as necessary to maintain no less than 1 coach to 12 athletes |
| WRESTLING | <p>Varsity + JV + (optional C) = 1 head + 3 assistants</p> <ul style="list-style-type: none"> • additional assistants as necessary to maintain no less than 1 coach to 10 athletes |
- Posting for additional assistant(s) will be following the first day of turn-out, if numbers warrant. Based on sign-ups, assistants will be paid at per diem rate for that position with an approved timesheet until a permanent hire is made. Contracts will not be issued to a second assistant coach until the completion of the first scheduled competition.

APPENDIX D

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.

APPENDIX E Academic Competition Form

Employee Name _____ Competition _____
 Dates of Competition _____ Location _____
 Building and/or Grade Level _____ Team # _____
 With Class _____ Without Class _____
 Beyond initial round (i.e. state) **YES or NO**

DATE	TIME WORKED (as per L&I: list ALL hours worked)
TOTAL	

STUDENT LIST (Team Members)	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	

NOTE: As per the Quincy Activities Association Contract, two criteria must be met in order to receive an Academic Competition Stipend:

1. A minimum of 18 hours of preparation outside the contract hours.
2. A minimum of five (5) students participating in the competition.

- * Stipends will be paid in a lump sum at the culmination of the season or competition.
- * Payment will be processed the next available payroll when signed form is received at the District Office.
- * **Building Limits:** *George (2); Mt. View (2); Pioneer (4); Monument (5); QJHS (7); QHS (7)*

Employee Signature

Principal Signature

APPENDIX F Advisors of Student Clubs Form

Employee Name _____

Club Name _____

Building _____

ASB Approval Date _____

(attach copy of ASB minutes)

MEMBERS (<i>minimum of 15</i>)	Dues Paid
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	

Business Meeting Dates (<i>minimum of 7</i>)
1.
2.
3.
4.
5.
6.
7.

School/Community Service (<i>explain</i>)

Dues per Student per Building

Monument Elementary	\$1.50
Quincy Jr. High School	\$3.00
Quincy High School	\$5.00

Maximum number of clubs with district paid Advisors at each of the following schools:

Monument Elementary	four (4)
Quincy Jr. High School	six (6)
Quincy High School	eight (8)

NOTE: As per the Quincy Activities Association Contract, all five criteria must be met in order to receive compensation. Payment will be made in one lump payment at the culmination of the required criteria.

Employee Signature

Principal Signature

APPENDIX G

QUINCY HIGH SCHOOL VOLUNTEER COACHING GUIDELINES

- A. The purpose of this document is to give QHS coaches a guideline for using “Volunteer Coaches” in our QHS athletic program.

Proper Steps:

1. Contact your AD with the name of the person(s) that you would like to have as volunteers BEFORE any activities for the season begins.
2. The coach and AD/administration will discuss the candidate(s) requested and approve/disapprove the candidate for a volunteer position.

- B. WIAA Requirements for volunteer coaches (23.21E.):

1. Washington State Patrol Criminal History fingerprinting.
2. The OSPI Moral Character Supplement Form 4020B be completed.

- C. Volunteer coach must satisfy the following requirements:

1. Be a high school graduate.
2. Be at least 19 years of age to be an assistant coach.
3. Hold a valid First Aid card.
4. Hold a valid CPR card or be enrolled in a CPR class.

- D. Clinician clause during season:

An allowance of one week will be given to enhance performance of QHS athletes.

Proper steps:

1. Contact your AD with the name of the person(s) that you would like to have as volunteer clinician(s). If AD is not immediately available the coach will seek approval from an alternate building administrator.
2. The coach and AD/administration will discuss the candidate(s) requested and approve/disapprove the candidate for a volunteer position.
3. Volunteer/clinician(s) will be under direct supervision of head coach.

APPENDIX 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 extracurricular positions will be announced to all employees by district network email for a minimum of five (5) school days to create a hiring pool except during summer when jobs must be announced by a mailing to the QAA/QEA president or by posting on the district employment website at least 5 days prior to the closing date.
3. All athletic Head coaching vacancies may be posted outside the district simultaneously with the in-house announcement and may be filled from outside the district employee hiring pool. All other extracurricular positions will be first posted in district for the minimum times described in Section H.2; if no suitable candidate applies, then the position may be filled from outside the district employee pool.
4. District employees who apply for a position and do not receive an interview shall receive notification of that decision by the time interviews take place. Upon request, those not interviewed will be granted an explanatory conference.
5. If, during the period the position is open, more than one district employee applies, the candidate judged most qualified will be hired.
6. Interviews shall be conducted a minimum of two weeks prior to the start of a sports season except when a vacancy is initially identified following this date. In this event, the interview shall be conducted as soon as possible.
7. In hiring head coaching positions, the district shall appoint the building principal as the person responsible for the interview process. An interview team made up of the principal *or designee*, athletic director, assistant coach, a head coach, and a parent will conduct the interviews and make a recommendation to the superintendent. Whenever possible either the assistant coach, the head coach or designee must be of the same sport for the position under consideration. The interview team may have a Board Member and QEA/QAA may have a representative attend the interviews, but not participate. The interview team may request the opinion of an observer if they so choose. Appendix H shall be used as a guideline in the process to ensure that the contract is followed.
8. In hiring assistant coaching positions, the district shall appoint the athletic director as the person responsible for the interview process. The interview team will include the principal/or designee, athletic director, head coach and at least one other assistant coach will conduct the interviews and make a recommendation to the Superintendent. Appendix H shall be used as a guideline in the process to ensure that the contract is followed.

Interview Team:

Building Principal/Designee

Athletic Director

Head Coach

Assistant Coach

Parent

Board of Directors

QEA

QAA

APPENDIX I
Quincy School District
Head Coaching Evaluation

Name _____ Date _____

Sport _____

Evaluator _____

Observation Record:

1 = EXCEPTIONAL -- Results show achievements which contribute to organizational goals above and beyond the evaluative criteria and which exceed what is reasonably expected of an individual in this position.

2 = SATISFACTORY -- Results show achievements which contribute to organizational goals beyond the evaluative criteria and which exceed what is reasonably expected of an individual in this position.

3 = NEEDS IMPROVEMENT -- Improvement needed to meet satisfactory requirement.

4 = UNSATISFACTORY -- Results are generally below evaluative criteria.
(Any Unsatisfactory ratings must be explained in comments or additional page)

N/A = NOT APPLICABLE

A. CRITERIA

- _____ 1.1 Update required game statistics and rosters on website (If appropriate)
- _____ 1.2 Roster kept up-to-date.
- _____ 1.3 Communicates with administration.
- _____ 1.4 Inventory and care of equipment.
- _____ 1.5 Itineraries for overnight trips.
- _____ 1.6 Disciplinary problems are at a minimum and handled in a professional manner.
- _____ 1.7 Budgeting and scheduling.
- _____ 1.8 Student supervision both during practice and contests.
- _____ 1.9 Evaluation of assistants.

COMMENTS:

B. PERSONAL CHARACTER

- _____ 2.1 Emotional control.
- _____ 2.2 Leadership and direction.
- _____ 2.3 Punctuality and attendance.
- _____ 2.4 Judging and evaluating talent.
- _____ 2.5 Ability to relate to athlete.
- _____ 2.6 Enforces Athletic Code

COMMENTS:

C. PERFORMANCE OF TEAMS

- _____ 3.1 Team and individual skills.
- _____ 3.2 Preparation – game.
- _____ 3.3 Discipline – team.
- _____ 3.4 Adjusting to styles of play of opposition.
- _____ 3.5 Adjusting to game situation.

COMMENTS:.

Quincy School District Coaching Evaluation, cont.

D. INSTRUCTIONAL PROGRAM

- _____ 4.1 Assign assistants and list responsibilities.
- _____ 4.2 List objective for season.
- _____ 4.3 Organize practices.
- _____ 4.4 List any specific rules and regulations.
- _____ 4.5 Relationship with team.
- _____ 4.6 Number of participants.
- _____ 4.7 Personal appearances at lower-level games and upper level games.
- _____ 4.9 Clinics for younger players, parents, coaches.

COMMENTS:

E. PUBLIC RELATIONS

- _____ 5.1 Positive relationship with parents.
- _____ 5.2 Positive relationship with students.
- _____ 5.3 Positive relationship with news media.
- _____ 5.4 Positive relationship with community.
- _____ 5.5 Positive relationship with officials.
- _____ 5.6 Positive relationship with faculty.
- _____ 5.7 Positive relationship with opposing coaches.

COMMENTS:

F. PREVENTION AND CARE OF INJURIES

- _____ 6.1 Record all injuries
- _____ 6.2 Safety and liability factors
- _____ 6.3 Knowledge of first aid
- _____ 6.4 Demonstrates procedures of emergency plans.

COMMENTS:

G. PERSONAL GROWTH

- _____ 7.1 Rules of sport: FEDERATION, WIAA, CWAC and District 6
- _____ 7.2 Attends yearly Clinics
- _____ 7.3 Is a member of professional organizations.(WSCA, etc.)

COMMENTS:

It is my judgment, based upon adopted criteria, this coach's overall performance has been

_____.

(Exceptional/Satisfactory /Needs Improvement/Unsatisfactory)

Date: _____

Evaluator: _____

Date: _____

Coach: _____

(My signature indicates that I have seen this evaluation. It does not indicate agreement with the findings.)

APPENDIX I part 2
Quincy School District
Assistant Coaching Evaluation

Name _____ Date _____

Sport _____

Evaluator _____

Observation Record:

Date(s) _____

1 = EXCEPTIONAL -- Results show achievements which contribute to organizational goals above and beyond the evaluative criteria and which exceed what is reasonably expected of an individual in this position.

2 = SATISFACTORY -- Results show achievements which contribute to organizational goals beyond the evaluative criteria and which exceed what is reasonably expected of an individual in this position.

3 = NEEDS IMPROVEMENT -- Improvement needed to meet satisfactory requirement.

4 = UNSATISFACTORY -- Results are generally below evaluative criteria.
(Any Unsatisfactory ratings must be explained in comments or additional page)

N/A = NOT APPLICABLE

A. CRITERIA

- _____ 1.1 Update required game statistics and rosters on website (If appropriate)
- _____ 1.2 Roster kept up-to-date.
- _____ 1.3 Communicates with administration.
- _____ 1.4 Pre-season and post-season Inventory and care of equipment.
- _____ 1.5 Disciplinary problems are at a minimum and handled in a professional manner.
- _____ 1.6 Student supervision both during practice and contests.

COMMENTS:

B. PERSONAL CHARACTER

- _____ 2.1 Emotional control.
- _____ 2.2 Leadership and direction.
- _____ 2.3 Punctuality and attendance.
- _____ 2.4 Judging and evaluating talent.
- _____ 2.5 Ability to relate to athlete.
- _____ 2.6 Enforces Athletic Code:

COMMENTS:

C. PERFORMANCE OF TEAMS

- _____ 3.1 Team and individual skills.
- _____ 3.2 Preparation – game.
- _____ 3.3 Discipline – team.
- _____ 3.4 Adjusting to styles of play of opposition.
- _____ 3.5 Adjusting to game situation.

COMMENTS:

D. INSTRUCTIONAL PROGRAM

- _____ 4.1 List objectives for season.
- _____ 4.2 Organizes practices.
- _____ 4.3 Carry out list any specific rules and regulations.
- _____ 4.4 Relationship with team.
- _____ 4.5 Number of participants.

- _____ 4.6 Personal appearances at lower-level games and upper level games.
- Quincy School District Coaching Evaluation, cont.
- _____ 4.7 Clinics for younger players, parents, coaches.
- _____ 4.8 Off-season program (wt. training/camps/etc.)

COMMENTS:

E. PUBLIC RELATIONS

- _____ 5.1 Positive relationship with parents.
- _____ 5.2 Positive relationship with students.
- _____ 5.4 Positive relationship with community.
- _____ 5.5 Positive relationship with officials.
- _____ 5.6 Positive relationship with faculty.
- _____ 5.7 Positive relationship with opposing coaches.

COMMENTS:

F. PREVENTION AND CARE OF INJURIES/EMERGENCIES

- _____ 6.1 Records all injuries and maintains provided copy of medical release forms
- _____ 6.2 Observes safety and liability factors for all practices and workouts.
- _____ 6.3 Knowledge of first aid/CPR/Athletic training.
- _____ 6.4 Demonstrates procedures of emergency plan

COMMENTS:

G. PERSONAL GROWTH

- _____ 7.1 Rules of sport: FEDERATION, WIAA, CWAC and District 5/6.
- _____ 7.2 Attends yearly Clinics, maintains WIAA Coaches certification levels.
- _____ 7.3 Is a member of professional organizations.(WSCA, etc.)

COMMENTS:

It is my judgment, based upon adopted criteria, this coach's overall performance has been

_____.

(Exceptional / Satisfactory / Needs Improvement / Unsatisfactory)

Date: _____

Evaluator: _____

Date: _____

Coach: _____

(My signature indicates that I have seen this evaluation does not indicate agreement with the findings.)

Memorandum of Understanding
By and Between the
Quincy School District (QSD)
And the
Quincy Education Association (QEA) on behalf of Quincy Activities Association (QAA)
Regarding the Quincy Athletics Committee study

The Association and the District agree that the Quincy Athletics Committee will conduct a study during the 2011-2012 school year. The study will include researching the following elements:

1. Post-Season Pay
2. ASB Expenditures
3. Procedure and protocol for overnight stay
4. Athletic uniform replacement and the cost

The Quincy Athletics Committee will bring a recommendation to the bargaining teams by June 1, 2012.

Agreed to on this date: _____

For the association

For the District

Memorandum of Understanding
By and Between the
Quincy School District (QSD)
And the
Quincy Education Association (QEA) on behalf of Quincy Activities Association (QAA)
Regarding Academic Competitions

The Association and the District agree that a committee will conduct a study during the 2011-2012 school year. The study will include researching the following elements:

1. Definition of an academic competition team
2. Number of hours that are required to prepare for an academic competition
3. Number of competitions participants participate in

The Academic Competition Committee will bring a recommendation to the bargaining teams by June 1, 2012.

Agreed to on this date: _____

For the association

For the District