

CONTRACT

Between

RICHLAND SCHOOL DISTRICT NO. 400

And the

RICHLAND COACHES & ADVISORS

Represented by

RICHLAND EDUCATION ASSOCIATION

September 1, 2022 through August 31, 2025

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1 **PREAMBLE**

2 In order to effectuate the provisions of RCW 41.56, the Public Employees' Collective Bargaining Act
3 (hereinafter the Act); and to set forth prescribed rights with respect to wages, hours, terms and condition
4 of employment of the extra-curricular/coaching employees of the Richland School District.

5 **ARTICLE I - ADMINISTRATION**

6 A. This agreement is made and entered into by and between the Richland School District No. 400
7 Board of Directors, hereinafter called the "Board" and the Richland Education Association,
8 hereinafter called the "Association". The signatories shall be the sole parties to this agreement. This
9 agreement was bargained in accordance with RCW 41.59, the educational employment relations
10 act.

11
12 **SECTION 1: EXCLUSIVE RECOGNITION**

13 A. The Board hereby recognizes the Association as the sole and exclusive bargaining representative
14 for all personnel holding supplemental contracts which do not require teacher certification and are
15 usually referred to as "extra-curricular" contracts, whether under contract or on leave employed by
16 the Board. This bargaining unit shall consist of all employees who work under a supplemental
17 contract for thirty (30) days or more in any twelve (12) month period. The bargaining unit shall not
18 include positions that require professional teacher certification or administrators.

19
20 B. The term "employee" when used hereinafter in the Agreement shall refer to all employees
21 represented by the Association in the bargaining unit as defined.

22
23 C. Sole and exclusive rights as used herein are defined as the rights provided through this Agreement
24 to the Association and such rights shall not be granted to any rival or competing organization which
25 purports to represent the same employee group for purposes of representation and/or collective
26 bargaining.

27
28 D. Unless the context in which they are used clearly requires otherwise, words used in this Agreement
29 denoting gender shall include both the masculine and feminine; and words denoting number shall
30 include both the singular and plural.

31
32 **SECTION 2: VIABILITY OF SIGNED AGREEMENTS**

33 A. This Agreement shall be binding on the parties after ratification by both the bargaining unit and the
34 Board.

35
36 **SECTION 3: CONFORMITY TO LAW - SAVINGS CLAUSE**

37 A. This Agreement shall be governed and construed according to the Constitution and Laws of the
38 State of Washington. If any provision of this Agreement, or any application of this Agreement to
39 any teacher or groups of Employees covered hereby shall be found contrary to law by a court of
40 law having competent jurisdiction such provision or application shall have effect only to the extent
41 permitted by law, and all other provisions or applications of the Agreement shall continue in full
42 force and effect.

43
44 **SECTION 4: STATUS OF THE AGREEMENT**

45 A. This Agreement shall supersede any rules, regulations, policies, resolutions, or practices of the
46 District that shall be contrary to or inconsistent with its terms.

47
48 B. Existing rules, regulations, policies, resolutions, or practices of the District not in conflict with this
49 Agreement shall remain in full force.

51 **SECTION 5: CONTRACT COMPLIANCE**

52 A. All individual employee contracts shall be subject to and consistent with Washington State Laws,
53 State Board of Education regulations, and the terms and conditions of this Agreement. If any
54 individual employee contract contains any language inconsistent with this Agreement, this
55 Agreement during its duration shall be controlling.
56

57 **SECTION 6: PRINTING AND DISTRIBUTION OF AGREEMENT**

58 A. Following ratification signing of this Agreement, the District shall print this Agreement. The cost
59 of the printing and distributing of the Agreement shall be borne by the District. The Association
60 shall distribute to all employees' copies of this Agreement. 25 additional copies shall be provided
61 to the Association. All employees new to the District shall be provided a copy of the Agreement
62 by the District upon their date of hire, and such Agreement shall be available for review to all
63 applicants.
64

65 B. There shall be two (2) signed copies of the final Agreement for the purpose of records. One shall
66 be retained by the District, and one by the Association.
67

68 **SECTION 7: MAINTENANCE OF BENEFITS**

69 A. Unless otherwise provided in this Agreement, no provision in this Agreement shall be interpreted
70 and/or applied to eliminate, reduce, or otherwise detract from current individual salaries and
71 benefits, or prevailing practices relating to wages, hours, and working conditions in effect prior to
72 the effective date of this Agreement.
73

74 **SECTION 8 - AGREEMENT / ADMINISTRATION / INTERPRETATION**

75 A. Upon request by either party, the Association officials and District administrators shall meet to
76 discuss school problems relating to interpretation or compliance with its Collective Bargaining
77 Agreement or other problems.
78

79 **SECTION 9: MANAGEMENT RIGHTS**

80 A. The parties agree that with the exception of the specific provisions of this collective bargaining
81 Agreement, the District retains all rights, powers, functions, and authority vested in management
82 by laws and the Constitution of the State of Washington.
83

84 **ARTICLE II - BUSINESS**

85
86 **SECTION 1: PAYROLL DEDUCTIONS**

87 A. The Association and its affiliates have the exclusive right of automatic payroll deduction of
88 membership dues, assessments, and fees for employees who are represented by the Association in
89 accordance with RCW 41.56.
90

91 B. The Association shall submit a membership form which includes an automatic payroll authorization
92 to the District payroll office for processing. A table of prorated annual dues, assessments, and fees
93 shall be supplied to the District payroll office by the Association to determine monthly dues
94 deductions.
95

96 C. The automatic payroll authorization form shall clearly state that it is understood by the employee
97 signing the authorization that continuation of dues deductions until the end of the dues period on
98 August 31 of each year is a binding condition for automatic payroll authorization. Revocation of
99 membership shall be made in writing to the Association on the form available from the Association
100 between the beginning of the school year and September 30 and shall become effective at that time.
101 The Association shall promptly submit notice of such revocation to the District payroll office.
102

- 103 D. The District will remit to the Association an assessment in the in the amount of \$5.00 per contract
104 for non-certificated unit members or unit members not also covered by the REA/RSD certificated
105 contract.
106
107 E. The District shall provide dues deduction, assessments, and fees through automatic payroll
108 authorization and shall, without exception, refrain from intervention or failure to perform said
109 service.
110
111 F. The Association agrees to reimburse any bargaining unit member whose dues and assessments were
112 deducted, those sums in excess of the total amount due to the Association at that time, provided the
113 Association or its affiliate had actually received the excessive amount.
114

115 **SECTION 2: ASSOCIATION RIGHTS**

- 116 A. The Association and its representatives shall have the right to reasonable use of school buildings.
117 Scheduling and arrangements shall follow normal administrative procedures. The Association and
118 its representatives shall have access to all employees, provided that this shall not interfere with the
119 instructional program.
120
121 B. The Association shall have the right to post notices of activities and matters of Association concern
122 on bulletin boards to be provided in each faculty lounge of each building in the District.
123
124 C. The Association shall have the right to use the teacher mailboxes for communication purposes.
125
126 D. Upon written request, the District shall furnish to the Association any available information
127 permitted under statute that will assist the Association in carrying out its responsibility as the
128 bargaining representative.
129

130 **ARTICLE III - PERSONNEL**

131
132 **SECTION 1: EMPLOYMENT OF EMPLOYEES**

- 133 A. All employees will be contracted in accordance with applicable state law.
134
135 B. All work being performed by the bargaining unit will continue to be performed by the bargaining
136 unit during the life of this agreement.
137
138 C. Coaches may be allowed to transfer coaching experience from sport to sport and advisors between
139 activities. Moving within specific sports (for example, high school football to middle school
140 football) will have experience credited at 100% (for example, 8 years of HS experience transfers
141 to 8 years of MS experience). Moving with different sports (for example, football to baseball) will
142 have experience credited at 50% (for example, 8 years football = 4 years baseball).
143

144 **SECTION 2: RIGHT TO JOIN AND SUPPORT ASSOCIATION**

- 145 A. Employees shall have the right to self-organization, to form, join, or assist the Association to
146 bargain collectively. The Board shall not directly or indirectly discriminate against any employee
147 by reason of membership in the Association, participation in any grievances, complaints, or
148 proceedings under this Agreement.
149

150 **SECTION 3: RIGHT TO DUE PROCESS**

- 151 A. In an attempt to resolve problems at the lowest level, principals and/or athletic director shall
152 encourage parties making a complaint to discuss the issues surrounding their complaint with the
153 employees involved.
154

- 155 B. All information forming the basis of any charge shall be made available to the employee in writing
156 prior to any meeting. All formal written complaints concerning the employee shall be brought to
157 the attention of the employee within ten (10) working days except where to do so would materially
158 affect an ongoing investigation. Except under emergency conditions, all discipline will be
159 conducted in private.
160
161 C. An employee shall be entitled to have present at any meeting which may adversely affect their
162 contract status a representative of the Association upon his/her request. When a request for such
163 representation is made, no action shall be taken with respect to the informed employee until such
164 representative of the Association has had an opportunity to be present. No hearing will be delayed
165 more than five (5) workdays due to the unavailability of the employee's requested representative.
166
167 D. No employee shall be reprimanded, disciplined, suspended, reduced in rank or compensation
168 without just cause.
169
170 E. An employee shall have the right to face his/her accuser(s).
171

172 **SECTION 4: PERSONNEL FILES**

173 **A. Procedure**

174 1. An employee, or his/her designee, shall upon request, have the right to inspect all contents
175 of his/her complete personnel file and/or records kept within the District. The evaluation of an
176 employee is personal information and shall not be subject to public disclosure unless required
177 by law. Processed grievances, garnishments, and attachments of wages shall be kept apart from
178 the employee's personnel file.
179

180 2. An employee shall have the right to attach her/his own written comments relating to material
181 in the file. Additionally, any derogatory or harmful statements and/or materials that are not
182 shown to an employee within fifteen (15) working days after receipt or composition shall not
183 be used against an employee except in cases of criminal investigation by a law enforcement
184 agency.
185

186 **B. Contents of Personnel File**

187 1. The personnel file for each employee maintained by the District shall include at least the
188 following information:

- 189 a. Copy of the employee certification
- 190 b. Copies of annual contracts
- 191 c. Copies of other information relating to salary and benefits
- 192 d. Certifications
- 193 e. Correspondence
- 194 f. All instructional final evaluation forms

195 196 **C. Working/Evaluation Files**

197 1. The employee may review working files maintained by administrators for their own use at
198 any time with the exclusive right of addendum by the employee. Such files shall not be passed
199 on from one administrator to another nor shall such files follow the employee from one
200 assignment to another. Working files shall be cleared at the end of each school year except
201 that notations of verbal warnings may remain for one calendar year from occurrence.
202

203 **D. Criminal Investigation File**

204 1. Any materials retained from a criminal investigation or prosecution will not be placed in
205 the regular personnel file. This information will be held in a confidential file.
206

207 E. Requests for Personal Information

208 1. Performance evaluations and certain other personal data are generally not considered to be
209 public information. The District will not grant public access to performance evaluations
210 without the specific written agreement of the named employee except where it is required to
211 do so by law or Court order.

212
213 2. If a specific written request for performance evaluations and other generally non-disclosable
214 data is received the District will notify the individuals(s) whose data is requested as soon as
215 possible. If the District intends to disclose the information the employee shall be notified in
216 writing and given ten (10) working days in which to enjoin the District from disclosure.

217
218 **SECTION 5: COMPLAINT PROCEDURE**

219 A. Parent Concerns

220 1. The District and the Association agree that problems between parents and coaches should be
221 resolved at the lowest level possible. This means that, in general, concerns should be directly
222 addressed with the coach(es) involved prior to escalating to the administrative level. The intent
223 of this language is to support good communication between coaches and parents regarding
224 issues involving the team and their individual child. Issues involving parents and/or students
225 should be brought to the attention of the coach/advisor (generally within 72 hours) so they may
226 be addressed in a timely manner.

227
228 2. Issues involving personnel matters, such as alleged misconduct and/or illegal behavior, may
229 bypass the coach/parent process and be addressed directly by the administration.

230
231 B. Formal Procedural Requirement

232 1. Any complaints regarding an employee made to any member of the administration by any
233 parent student or other person shall be in writing and shall be processed according to the
234 procedure outlined below.

235
236 a. The Principal or designee shall meet with the employee to apprise the employee of
237 the full nature of the complaint provide the employee with a copy of the written
238 complaint and they shall have the right to be represented by the association at any
239 meetings or conferences regarding such complaint.

240
241 b. In the event that disciplinary action results from a complaint, the Grievance
242 procedure may be followed.

243
244 **SECTION 6: EVALUATION PROCESS**

245 A. The building Principal and/or assistant Principal(s), the Athletic Director, or the Activity Director
246 shall be designated as the evaluator(s) for all supplemental contract employees assigned to the
247 building. Head Coaches may evaluate assistant coaches with Administrator sign off on the
248 evaluation. The building principal and/or assistant principals shall be designated as the evaluator
249 of the Activity Director(s) and the Athletic Director(s).

250 B. The Evaluation Criteria and Procedures shall be distributed and explained to all supplemental
251 contract employees prior to the sports/activity season.

252
253 C. Employee's will be given, in writing, the expectations of the coaching/advisory positions prior to
254 commencing any season/advisory term. All observations shall be the sole basis for any evaluation.

255
256 D. An evaluation shall be completed for each supplemental contract awarded. Specifically, this means
257 that all paid positions should be evaluated.

- 259 E. As part of the evaluation process, the evaluator or designee will document at least one fifteen (15)
260 minute observation of a practice and one fifteen (15) minute observation of a game or performance
261 during the supplemental contract season. The date and times of the observations shall be recorded
262 on the evaluation form. An agreed upon pre- and post-season goal setting and measuring form may
263 be used as part of the evaluation process.
264
- 265 F. An employee shall be given a copy of any visit or evaluation report prepared by his/her evaluator
266 at least one (1) day (24-twenty-four hours) before any conference to discuss it. No such report shall
267 be submitted to the central office and placed in the employee's file or otherwise acted upon without
268 prior conference with the employee. No employee shall be required to sign a blank or incomplete
269 evaluation form.
270
- 271 G. Extracurricular/co-curricular evaluation forms will include notice of intent to continue in the
272 position in the subsequent season or school year.
273
- 274 H. The employee's signature on the evaluation form indicates that the employee has read and discussed
275 the observation/evaluation but does not imply agreement. The employee shall have the exclusive
276 right to attach a statement and may seek relief through the grievance procedure.
277
- 278 I. Distribution of the final Performance Evaluation Form shall be as follows: one copy to the
279 employee, one copy to the evaluator, and the original with signatures sent to Human Resources.
280
- 281 J. Only three (3) ratings shall apply for the Evaluation Criteria: 1) effective; 2) not effective; and 3)
282 needs improvement. All criteria must be marked with one of these ratings.
283

284 **SECTION 7: UNSATISFACTORY EVALUATION PROCEDURES/TIMELINES**

285

- 286 A. In the event an employee's performance results in an ineffective rating on the evaluation he/she
287 may contact the Association for counsel and advice.
288
- 289 B. When a rating of needs improvement or not effective is given for an item on the Evaluative Criteria
290 or the overall rating of not effective is given, the evaluator must include the following in the
291 comments section of the form:
292
- 293 1. A clear description of the problem
 - 294 2. Detailed recommendations for improvement
 - 295 3. Specific acceptable levels of performance
 - 296 4. A specific timeline for attaining satisfactory performance levels
 - 297 5. The employee may list any factors limiting his/her performance.
298
- 299 C. If an evaluator determines that a coach is at risk of receiving a not effective overall rating on their
300 end-of-season evaluation, the District must notify the employee in writing by mid-season. The
301 second half of the season will include remediation attempts to correct issues of evaluative concern.
302 If the remediation steps are not deemed successful, the District may non-renew the employee at the
303 end of the season consistent with Section 8 below.
304
- 305 D. Evaluations shall be completed within thirty (30) calendar days of the last contest, activity, meeting,
306 competition, performance, etc.
307
308

309 **SECTION 8: RENEWAL AND NON-RENEWAL**

- 310 A. An employee who receives an overall rating of effective on his/her evaluation can expect his/her
311 supplemental contract to be renewed with the following exceptions
312 1. Low student turnout,
313 2. The hiring of a new Head Coach (HS only)-see Section 11.B.6
314 3. Positions added by request of the Head Coach through the additional coach/advisor request
315 form process. These positions will be considered “seasonal/temporary.”

316
317 In this case the District will consult with the Association to discuss options. At any time prior to
318 or during the supplemental contract, any violation of the Washington State Professional Code of
319 Conduct (certificated teachers only), RSD Coaches Code of Conduct, commission of a criminal
320 act, or serious demonstration of personal misconduct while acting as a representative of the district
321 may result in the withdrawal or termination of the expected supplemental contract.
322

- 323 B. If the District non-renews an individual extracurricular assignment, the District will inform the
324 employee of the reason in writing. The decision will be made within three (3) months of the
325 season/activity end date except in the instances of gross misconduct or low student turnout.

- 326 1. For athletics, the season end date will be considered the date of the final contest.
327 2. For activities, the season end date will be considered the last meeting, performance, or
328 competition as appropriate for the activity.

- 329 C. Non-renewed employees can, within fifteen (15) working days of receipt of formal written notice,
330 appeal to the Superintendent. The Superintendent will hear the appeal within ten (10) working days
331 of receiving a written appeal from the employee. The written appeal shall state the employee's
332 reasons for reconsideration. The decision Superintendent will be rendered within ten (10) workings
333 days. The decision of the Superintendent will be final.

- 334
335 D. The employee may bring witnesses, documented statements and supporting evidence to the appeal
336 hearing.
337

- 338 E. Failure to make adequate progress toward WIAA Certification may be grounds for non-renewal.
339

- 340 F. When a Certificated or Classified employee resigns or retires from the Richland S.D., any
341 supplemental coaching contract that they hold is thereby terminated. The position will be deemed
342 open and will be filled per the guidelines listed in Section 10: Position Openings. The retired
343 employee can apply for the open position, or any other opening, per the guidelines in Section 10.
344

345 **SECTION 9: GRIEVANCE PROCEDURE**

- 346 A. PURPOSE: The purpose of this grievance procedure is to provide a means for the orderly and the
347 expeditious adjustment of a grievance by an employee or group of employees.
348

- 349 B. INFORMAL COMMUNICATIONS: Every effort shall be made to settle problems at the lowest
350 level through informal communication between the employee(s) and the immediate supervisor. It
351 is strongly encouraged that problems be resolved informally between the parties prior to filing a
352 formal grievance.
353

- 354 C. DEFINITIONS:

- 355 1. “Grievant” shall mean an employee or group of employees or the Association filing a grievance
356 on behalf of an employee or group of employees. A grievance in which two or more employees
357 have the same complaint shall be processed as a single action. The Association shall have the
358 right to be present and, if the employee elects, may represent the employee at any point in the
359 procedure.
360

- 361 2. "Grievance" shall mean a written statement by a grievant that a controversy, dispute, or
362 disagreement of any kind or character exists arising out of the interpretation or application of
363 the terms of this Agreement or of an existing Board policy, administrative regulation, or that
364 there exists a condition which jeopardizes employee health and safety.
365
366 3. "Days" shall mean contracted workdays, except as otherwise indicated.
367
368 4. Every reasonable effort shall be exerted in attempting to resolve grievances before the close of
369 a school term or as soon as possible thereafter.
370

371 D. PROCEDURES AND STEPS:

- 372 1. A grievance must be filed within thirty (30) days of the occurrence of the event on which the
373 claim of grievance is based. The timelines and procedures herein shall be strictly followed
374 unless waived in writing by the parties. Failure of the grievant to follow the timelines shall
375 mean the grievance is withdrawn. Conversely, failure by the District to follow the timelines
376 shall automatically qualify the grievance for advancement to the next step.
377
378 2. Grievances relating to interpretation and/or application of this Agreement when filed in the
379 name of the Association may be initiated at Step 2 as provided hereinafter.
380
381 3. STEP ONE -- IMMEDIATE SUPERVISOR: The grievant(s) submits a grievance review
382 request (Form A) to the Principal and/or designee. The supervisor shall offer to meet within
383 five (5) school days after the receipt of the request and shall render a written decision to the
384 grievant(s) within five (5) school days after the formal meeting. A copy of the grievance review
385 request shall be sent to the Superintendent and/or designee and to the Association President. A
386 copy of the written decision shall be sent to the Superintendent and/or designee and to the
387 Association President.
388
389 4. STEP TWO -- APPEAL TO SUPERINTENDENT:
390 a. If the grievant(s) is not satisfied with the decision of the immediate supervisor at Step One,
391 the grievant may refer the grievance to the Superintendent and/or designee within four (4)
392 school days after the receipt of the decision prescribed herein, with a copy to the grievant's
393 immediate supervisor. The Superintendent and/or designee shall meet with the grievant(s)
394 within five (5) school days after the grievance has been referred to him/her. Both the
395 Superintendent and/or designee and the grievant(s) may have other persons present at the
396 meeting who might contribute to an acceptable adjustment of the grievance.
397
398 b. The Superintendent and/or designee shall render a written decision concerning the
399 grievance and any other adjustment within five (5) school days after the grievance has been
400 heard. Copies of the decision by the Superintendent and/or designee shall be sent to the
401 grievant, the grievant's immediate supervisor, and to the Association President. The
402 Superintendent's Office shall retain a copy.
403
404 5. STEP THREE -- APPEAL TO BOARD OF DIRECTORS: If the grievant is not satisfied with
405 the disposition of his grievance at Step Two, or if the Superintendent or his/her designee has
406 not provided a written decision within the time limits prescribed in Step Two, then the grievant,
407 or at his/her request the Association acting on his/her behalf, may request a meeting with the
408 Board of Directors. If a request for a meeting with the Board is not delivered to the
409 Superintendent within thirty (30) days after the meeting prescribed in Step Two is held, then
410 the grievance will be deemed withdrawn. The Board shall meet with the grievant, with
411 Association representatives, and the Superintendent within fifteen (15) days after the

412 superintendent receives the request for such meeting. Within fifteen (15) days after such
413 meeting, the Board shall render a written decision respecting the grievance.
414

415 6. STEP FOUR -- BINDING ARBITRATION:

416 a. If the grievance is a claim that this Agreement between the District and the Association has
417 been violated, misinterpreted, or misapplied; and if the grievant is not satisfied with the
418 disposition of this grievance at Step Three, or if the Board has not provided a written
419 decision within the time limits prescribed in Step Three, then within fifteen (15) days after
420 the Step Three answer or expiration of timeline, the grievance may be submitted to final
421 and binding arbitration at the option of the Association.
422

423 b. The parties shall attempt to select an arbitrator, whose decision shall be final and binding,
424 within ten (10) days after the Superintendent receives the appeal from the Association. If
425 the parties are unable to agree on the appointment of the arbitrator, a list of arbitrators shall
426 be requested from the American Arbitration Association.
427

428 c. The parties shall select an arbitrator under the rules and procedures of the American
429 Arbitration Association. In the alternative, and by mutual agreement, the arbitrator may be
430 selected from a list of eligible candidates by a representative of the Board and a
431 representative of the Association alternately striking names until only one name remains.
432

433 d. The hearing shall proceed under the Voluntary Arbitration Rules of the American
434 Arbitration Association, unless the parties mutually agree to proceed under the expedited
435 rules.
436

437 e. The arbitrator shall make a decision in writing not more than thirty (30) days after the close
438 of the hearing.
439

440 f. During the arbitration, neither the District nor the Association will be permitted to assert
441 any evidence not previously disclosed to the other party. Each party shall bear the full costs
442 for its side of the arbitration and will pay one-half (1/2) of the costs for the arbitrator and
443 any administration fee for arbitration.
444

445 E. FREEDOM FROM REPRISALS: No reprisal shall be invoked against any employee for
446 processing a grievance or participating in any way in the grievance procedure.
447

448 F. POWERS OF ARBITRATOR: The arbitrator shall have no power to alter, add to, or subtract from
449 the terms of this CBA.
450

451 G. RELEASED TIME: Grievances will ordinarily be processed during the regular workday and
452 released time shall be provided for all participants in the investigating and processing of grievances
453 including the grievant, Association representatives, and witnesses.
454

455 **SECTION 10: LOSS OF POSITION(S) DUE TO PROGRAM REDUCTION(S)**

456 A. In the event the District anticipates a significant loss in revenue or change in program that requires
457 a reduction in work force, the District shall follow the procedures contained in this section. Prior
458 to eliminating any positions, both parties shall agree to negotiate the contract.
459

460 B. Reductions will not be made without thorough review of programs and options available. The
461 Board will notify the Association of the proposed layoff at least thirty (30) calendar days before
462 the proposed layoff date and will provide the Association a report of the financial situation,
463 anticipated program changes and needed staffing levels.
464

465 C. Reduction in work force shall be negotiated between the parties.

466 **SECTION 11: POSITION OPENINGS**

467 **A. Definition of Terms**

- 468 1. A "vacancy" is a position, which has been permanently vacated, or one, which has been newly
469 created.
- 470
- 471 2. "In-building" refers to all the certificated staff that serves part or full time within the school.
472
- 473 3. "In-District" refers to all certificated staff that is employed in any capacity, full or part-time for
474 the Richland School District.
475
- 476 4. "Experience" is defined as total number of years employed in the extra-curricular area. The
477 Assistant Superintendent of Human Resource or designee will determine applicable non-school
478 experience. In instances where an employee has interrupted service, the most recent date of
479 hire shall be used as a determiner.
480
- 481 5. "Out of District" refers to any candidate who does not hold another position elsewhere in the
482 district.
483

484 **B. Staff Hiring Procedures- COACHES**

- 485 1. Vacancies will be advertised, "in-building," "in-District," and out of district concurrently for
486 a minimum of five (5) working days and will remain open until the position is filled. If the
487 position requires specific qualifications, such information will be communicated in the job
488 announcement. Any qualified in-building and in-district candidates will be guaranteed an
489 interview and will be given hiring preference over out of district candidates if qualifications
490 are substantially equal. This hiring preference does not extend to head coaching positions.
491
- 492 2. The most qualified applicant will be selected by the site administration and/or designee(s)
493 based on the job qualifications and applicable criteria listed below:
- 494 • Effective coaching or advising experience in that sport/activity
 - 495 • Demonstrated ability to work cooperatively and communicate with students, parents,
496 assistants, administrators, and community members
 - 497 • Evidence of WIAA certification and compliance with WIAA and RSD rules and
498 regulations where applicable
 - 499 • Demonstrated short and long-term organization and management skills
 - 500 • Demonstrated evidence of being a positive "Role Model"
 - 501 • Clearly defined philosophy for coaching/advising level applied for
 - 502 • Evidence of effective public relations
- 503
- 504 3. Reference checking will be done to determine qualification for external candidates.
505
- 506 4. If the qualifications of the two candidates are substantially equal, the most senior candidate
507 will be hired.
508
- 509 5. The above timelines for selection of supplemental contracted staff will be observed except in
510 situations where the selected coach gives notice of resignation two weeks or less before the
511 first day of practice for the athletic or activity season. In this case, the administration may
512 execute an emergency selection process after first notifying the REA President of the
513 emergency. This process will enable the selection of an available, qualified person to start the
514 first day of the sport / activity practice.
515
- 516 6. A new head coach at the high school level may request all assistant coaches to interview in
517 order to maintain their coaching position.

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C. Staff Hiring Procedures – ADVISORS (Non-Athletic)

1. Vacancies will be advertised in-building via District e-mail for a minimum of five (5) working days and will remain open until the position is filled. If the position requires specific qualifications, such information will be communicated via the e-mail. Any qualified in-building candidates will be interviewed and hiring preference will be given to senior in-building candidates if qualifications are substantially equal.
2. If there are no in-building candidates, the principal (or designee) can hire in-district or out of district candidates at their discretion. There are no in-district transfer rights to specific building advisor positions.

- D. Due to the fluctuation of enrollment in each sport or activity and safety concerns for students, the district may offer additional assistant level contracts, when necessary. The RSD Student Services Director and the building Athletic Director will consult with the head coach or head advisor and the athletic director or activities director. The parties agree that no contracts shall be split, nor shall volunteers be allowed until approval is given through the process outlined above.

Approval of the request to add an additional coach or advisor must be given by the District PRIOR to posting and hiring and the new coach/advisor starting work. Additional coaches/advisors that are not approved through the process defined in this section will be considered unpaid volunteers.

SECTION 12: EMPLOYEE PROTECTION

- A. Liability Insurance: The District shall protect employees by purchasing public liability insurance and the District shall include the employees (within the scope of their employment) as insured under the liability insurance and errors and omissions policy of the School District.
- B. The District will not subjugate its right to the insurance carrier nor any claim paid as a result of a loss occurring while the employee(s) are acting within the scope of their duties as employees whether such duties were expressed in the employees contract or implied because of the nature of the employment whether such duties were performed during the regular duty hours or for extracurricular activities outside of the regular duty hours.
- C. Legal Counsel: Legal counsel shall be provided subject to the terms of the District’s insurance policy to any employee against whom a lawsuit is initiated provided such employee at the time of the act or omission complained of was acting within the scope of his employment or under the direction of the District.
- D. Notification when threatened: An employee who is threatened by any person or group while carrying out assigned duties shall immediately notify the immediate supervisor. The supervisor shall notify the Superintendent and, if necessary, the police. Immediate steps shall be taken in cooperation with the employee to provide for the employee s safety. Precautionary measures for the employee’s safety shall be reported to the Superintendent at the earliest possible time.
- E. When absence or disability arises out of or from injury sustained in the course of District employment, employees shall suffer no loss in District wages or other benefits less the amount of any workmen’s s compensation awarded.
- F. Employees may use reasonable measures with a student patron or other person as is necessary to protect him/herself a fellow employee, a teacher, an administrator or another student from attack, physical abuse or injury or to prevent damage to District property.

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- G. The employer shall support and assist employees with respect to the maintenance of control and discipline of students in the employee’s assigned work area.
- H. The District will support any employee seeking legal redress for violations of the law committed by students or member of the public who verbally or physically abuse any employee while he or she is performing duties for the District.
- I. The District expects employees using the services of private lawyers to cover their own obligations for fees or costs incurred by the use of those services.
- J. Liability for Medical Delivery: No employee shall be required by the employer to dispense or administer medication or perform any other medical function. Should any employee agree voluntarily to provide such medication or administration of any medical function the employer agrees to hold harmless such employee from any and all liability that might result therefrom.
- K. These supervision duties as noted in paragraph J. do not include activities during which the employee is in attendance and does not have specific supervisory responsibilities assigned by the principal or designee.
 - 1. Volunteers are defined by school district policy and any potential volunteer must be cleared by the District prior to volunteering.
 - 2. Volunteers have no preference in any potential hiring process and are considered out-of-district candidates. There is no assumption that volunteering leads to automatic contracts at a later date.

SECTION 13: TRAINING / INSERVICE

- A. The district shall provide opportunities for training courses required by State Regulation or District policy as a condition of continued employment. This will include CPR and first aid training annually.
- B. The Employer shall provide approved first aid kits in all work areas.
- C. If during the course of the member’s employment with the District certifications are required and/or changed by the Washington Interscholastic Activities Association (WIAA) or other governing body to maintain employment in the member’s current position, the District will provide or pay for any courses and travel related to obtaining those certifications. If the member pays, the District will reimburse full related costs.
- D. Coaches/Advisors In-service Days
 - 1. The Association and the District agree that staff development days require prior District approval per the current REA Master agreement.
 - 2. The District and the Association agree that the primary purpose of staff development days is for improvement of skills.
 - 3. The District and the Association agree that coaches/advisors have additional training needs such as first aid, safety, program coordination skill training and other sport related training.
 - 4. The District and the Association agree that one (1) day of coaching/advising related training is acceptable each year with normal Principal approval.

- 622 5. The District and the Association agree that no more than two days may be used in any year
623 for coaching/advising related staff development.
624
625 6. The parties agree that approval for the second day of training will require:
626
627 a. A statement from the coach/advisor indicating why the second day of training is
628 necessary.
629
630 b. A statement from the Principal and coach/advisor indicating how the training will
631 help them become better in their instructional role except for safety first aid and
632 program coordination.
633
634 c. In any given year no more than one day shall be devoted to first aid safety or program
635 coordination.
636

637 **SECTION 14: SUPPLEMENTAL SALARY DETERMINATION/PLACEMENTS**

- 638 A. The experience rating factor will be used to determine the Experience Factor for each holder of a
639 Supplemental Contract as covered in this Section, relative to determination of stipend:
640 1. Experience Rating Factors
641 0 Years = 0.95
642 1-2 Years = 1.05
643 3-5 Years = 1.15
644 6-8 Years = 1.20
645 9-11 Years = 1.30
646 12-15 Years = 1.40
647 16+ Years = 1.50
648
649 B. Longevity will be calculated as follows: starting in year 17, 1.0% shall be added to the individual's
650 stipend(s) for each year beyond 16 years.
651
652 C. Individuals who perform the duties of both boys and girls head coach/advisor shall receive a 25%
653 increase in stipend (1.25X times the amount of the stipend). This increase shall not be used in
654 calculating the assistant coach/advisor stipends for that activity. Applies to all co-operative and/or
655 co-educational sports/activities.
656
657 D. For purposes of this Section, high school refers to positions for grades 9-12, inclusive; middle
658 school refers to positions in grades 6-8.
659
660 E. The extra duty stipend identified as "Club Advisor" shall be given to those positions that meet the
661 following criteria:
662
663 1. The advisor position must have a minimum of 36 hours' time each year, 30 hours of which
664 must be direct contact time with the members (students).
665
666 2. If the advisor receives release time for activity/club duties, the position will not be included on
667 this salary schedule, with the exception of Activity Director.
668
669 3. The activity/club must be an approved organization of the ASB and the principal.
670
671 4. At the secondary level, activities/clubs require a minimum of six (6) members or participants
672 to warrant an advisor.
673

- 674 5. Any activity/club not presently approved and seeking approval must submit a copy of its
675 constitution and by-laws to the appropriate ASB, Activity Director, and secondary principal.
676
- 677 6. Activity/Club Advisor must submit Activity Evaluation Form Part 1 (see Appendix E) to the
678 Activity Director by September 30 of each school year.
679
- 680 7. Activity/Club Advisor must submit Activity Evaluation Form Part 2 (see Appendix E) to the
681 Activity Director by April 30 of each school year.
682
- 683 F. Post Season pay for any play past the end of the last regular season contest will be an additional
684 8% for each week of play beyond the regular season. The number of coaches* eligible for post
685 season pay are limited as follows:
- 686 1. Football (8)
 - 687 2. Volleyball, Soccer, Cross Country, Swimming, Basketball, Baseball, Softball (2)
 - 688 3. Wrestling for more than three players (2), if three or less (1)
 - 689 4. Tennis, Golf, Swim, Bowling (1)
 - 690 5. Track, Head coach plus event coach
 - 691 6. Athletic Trainer
- 692 *Additional coaches may be added for boys/girls teams---i.e. one (1) additional coach
693 for Girls Wrestling subject to Athletic Director approval
694
- 695 G. Regulations Governing Accumulated Experience
- 696 1. For initial placement on the salary schedule, prior comparable, contracted experience in a
697 related sport or activity will be used. Human Resource Services will verify experience.
698
 - 699 2. Each year of in-district service within a sport or activity will advance the coach/advisor one
700 step on the experience table.
701
 - 702 3. Each year as an assistant within a sport or activity shall be credited with one (1) year when
703 advancing to a head position in a sport or activity.
704
 - 705 4. Each year in a sport or activity will count one (1) year when moving into the same sport or
706 activity. See Article III, Section I.
707
 - 708 5. When moving into a different level (middle school to senior high or senior high to middle
709 school), each year of experience in a sport or activity will be credited in full.
710
 - 711 6. In this Section, one (1) year of experience shall mean one (1) academic year.
712
- 713 H. The number of Supplemental Contracts to be issued will be determined at the District level and will
714 be made available to the Association. upon request.
715
- 716 1. Additional coaches/advisors will be added at the sole discretion of the District upon
717 submission of an additional coach(es)/advisor(s) request form to the Athletic Director by
718 the head coach/advisor of the sport/activity. Consideration for additional
719 coach(es)/advisor(s) will be based on student participation (turn-out), safety, instruction,
720 management, and structure of meetings, practices, and/or competitions.
 - 721 2. The additional coach(es)/advisor(s) request form shall be mutually agreed upon by the
722 District and Association and shall include the title of the additional position requested,
723 rationale for the additional position, and duties of the additional position.
 - 724 3. Final approval of additional coaches/advisors must be received from the District prior to
725 additional coaches/advisors beginning work.

- 726 4. Additional positions added through this process will be considered “seasonal/temporary.”
727
728 I. Approval of the request to add an additional coach or advisor must be given by the District
729 prior to posting and hiring and the new coach/advisor starting work. Additional
730 coaches/advisors that are not approved through the process defined in this section will be
731 considered unpaid volunteers.
732
733 J. At the high school level only, by June 30 each year the District will communicate to Principals,
734 Athletic Directors, Activities Directors the planned allotment (number) of contracts (stipends) for
735 the following school year. Principals, Athletic Directors, and/or Activities Directors will
736 communicate the planned allotment (number of contracts) to coaches/advisors for planning
737 purposes.
738
739 K. Coaches should expect a contract to be issued within ten (10) school days from the start of the
740 school year, season, or date of hire to issue contracts to coaches/advisors. The District should expect
741 Coaches/advisors to return a signed contract within ten (10) school days from the date of issue.
742
743 L. Summer Season:
744
745 1. The District will provide stipends for summer camps or clinics with pre-approval of the
746 HS Athletic Director. Such stipends shall be subject to a minimum daily time requirement
747 (minimum of two hours per day) and time sheet submittal. The maximum amount to be
748 paid is \$750 per coach, based on \$50 per day for up to 15 days.
749 2. Requests for summer camps/clinics must be submitted to the Athletic Directors by June 1
750 of each year.
751 3. This stipend shall be paid to all HS coaches managing summer practices and/or camps with
752 the exclusion of the HS Strengths/Weights (as HS Strengths/Weights are paid per the salary
753 schedule for summer coaching).
754 4. Current bargaining unit members, or newly hired coaches for the next contract year, are
755 eligible for summer stipends.
756

757 **SECTION 15: LEAVES**

- 758 A. For those certificated employees who are covered by the REA certificated agreement leaves will
759 be available for usage as agreed to under the CBA.
760
761 B. For those employees under a separate CBA, Illness, Injury, and Emergency, Bereavement and
762 Other Leave policy implementation will be available for usage as agreed to under the CBA.
763
764 C. For those employees not covered under a CBA, Illness, Injury, and Emergency, Bereavement and
765 Other Leave policy implementation will be made through mutual agreement between the supervisor
766 and the employee.
767
768 D. A physician’s statement of illness or medical release may be required upon the request of the
769 Human Resources.
770
771 E. Generally, medical leave from a certificated or classified position in the District will be considered
772 medical leave from an extracurricular position.
773
774 1. However, the District and Association acknowledge there may be instances where leaves
775 from a certificated or classified position may not impact extracurricular duties (and vice
776 versa). Extracurricular reinstatement from leave will be on a case-by-case basis between
777 the employee and the employer.

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- F. Employees shall be granted time as needed for those sudden, unexpected occurrences which require immediate action.
- G. Every attempt will be made by the principal/athletic director to find a substitute for the employee during their absence.

ARTICLE IV - DISCIPLINE

SECTION 1: STUDENT DISCIPLINE

- A. In accordance with Washington Administrative Code, each employer shall have the authority to impose discipline upon a student for misconduct that violates written rules of the school district and/or individual instructor.
- B. The employer shall support and assist employees with respect to the maintenance of control and discipline of students under the employee's supervision. The employer or its designated representative shall take reasonable steps to relieve the employee of responsibilities with respect to students who are disruptive or repeatedly violate rules and regulations.
- C. Staff shall be informed of student(s) who evidence behaviors that could present a safety problem to the students or staff. Staff shall be provided with specific information about the known behavior pattern(s) of the student(s) and suggested strategies for managing those behaviors prior to the start of the season or activity.
- D. The bargaining unit member shall have the authority to exclude a student from an activity after following the appropriate disciplinary route without success. When such discipline includes the exclusion of a student from an activity, the following shall apply:
 - 1. The period of exclusion shall not exceed the balance of the activity period.
 - 2. The student may not be returned to that activity period without approval of the bargaining unit member.
 - 3. Prior to the student being readmitted to the activity, the bargaining unit member will be informed of the action taken.
 - 4. Each bargaining unit member shall have the authority to recommend to administration a longer suspension and/or expulsion for misconduct based upon the severity of the infraction.
 - 5. Upon the request of the bargaining unit member a conference between student, parent/guardian, principal, and athletic director will be held to discuss future behavior expectations of the student.

SECTION 2: DISTRICT DISCIPLINE

- A. The Board and the Superintendent shall support and uphold its employees in their efforts to maintain discipline in the District in accordance with District discipline rules. Such written rules are to be distributed to each employee at the beginning of the school year. Further, it shall be understood that the authority of employees to use prudent disciplinary measures for the safety and well-being of students and employees supported by the Board. In the exercise of authority by an employee to control and maintain order and discipline, the employee may use their professional judgment including reasonable use of physical restraint concerning matters not provided for by specific policies adopted by the Board and not inconsistent with Federal or state laws or regulations.

828 **SECTION 3: MANDATORY MEETINGS**

829 A. The District shall conduct instructional mandatory meetings for all employees covered under this
830 contract concerning all applicable federal, state, and local laws; District rules, regulations, and
831 procedures pertaining to student rights, teacher rights, due process, and the processing of student
832 discipline. These meetings will be held prior and/or during the school year or the sport/activity season
833 and at no cost to the employee.
834

835 **ARTICLE V - CONTRACT DURATION**

836
837 **SECTION 1: DURATION**

838 A. This Agreement shall remain in full force and effect from September 1, 2022, to and including
839 August 31, 2025. Either party may, upon written notice no later than sixty days (60) days before
840 the date of expiration, give notice of its intent to negotiate a successor Agreement.

841 B. This Agreement may be reopened for amendment, provided both parties concur, during the life of
842 the Agreement as specified hereinafter. Either party may notify the other party in writing of its
843 desire to negotiate. Supplemental Agreements thus completed will be signed by authorized
844 representatives of the Association and Board.
845

846 C. Supplemental Agreements thus completed shall be affixed to and become a part of this Agreement
847 and subject to all of its provisions.
848

849 D. Signatures:

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Krista Calvin, REA President



Tim Praino, Executive Director of HR

8/31/22

Date of Signature

Appendix A

- **Salary Schedules for 2022-23, 2023-24 and 2024-25**

COACHES 2022-23			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Schedule	Ratio	Mult	0 Y	1-2 Y	3-5 Y	6-8 Y	9-11 Y	12-15 Y	16 Y
BASE	\$38,257	2%	0.95	1.05	1.15	1.20	1.30	1.40	1.50
1	0.18	1	\$6,542	\$7,231	\$7,919	\$8,264	\$8,952	\$9,641	\$10,330
2	0.15	1	\$5,452	\$6,026	\$6,599	\$6,886	\$7,460	\$8,034	\$8,608
3	0.11	1	\$3,998	\$4,419	\$4,840	\$5,050	\$5,471	\$5,892	\$6,312
4	0.18	0.7	\$4,579	\$5,061	\$5,544	\$5,785	\$6,267	\$6,749	\$7,231
5	0.15	0.7	\$3,816	\$4,218	\$4,620	\$4,820	\$5,222	\$5,624	\$6,026
6	0.11	0.7	\$2,799	\$3,093	\$3,388	\$3,535	\$3,830	\$4,124	\$4,419
7	0.16	0.5	\$2,908	\$3,214	\$3,520	\$3,673	\$3,979	\$4,285	\$4,591
8	0.13	0.5	\$2,362	\$2,611	\$2,860	\$2,984	\$3,233	\$3,481	\$3,730
9	0.11	0.5	\$1,999	\$2,209	\$2,420	\$2,525	\$2,735	\$2,946	\$3,156
10	0.16	0.35	\$2,035	\$2,250	\$2,464	\$2,571	\$2,785	\$2,999	\$3,214
11	0.13	0.35	\$1,654	\$1,828	\$2,002	\$2,089	\$2,263	\$2,437	\$2,611
12	0.11	0.35	\$1,399	\$1,547	\$1,694	\$1,767	\$1,915	\$2,062	\$2,209
Longevity of 1% will be added for each year over 16.									
Group 1			Group 5			Group 9			
HS Football Head			HS Baseball Assistants			MS Dance/Drill Head			
HS Basketball Head Boys			HS Softball Assistants			MS Cross Country Head			
HS Basketball Head Girls			HS Cheer Assistants (X2 seasons)						
			HS Swimming Assistants (X2)			Group 10			
Group 2			HS Track Assistants			MS Football Assistants			
Certified Athletic Trainer (X3 seasons)			HS Volleyball (Varsity) Assistants			MS Basketball Assistants Boys			
HS Baseball Head			HS Volleyball Assistants			MS Basketball Assistants Girls			
HS Softball Head			HS Wrestling Assistants (4)						
HS Cheer Varsity (X2 seasons)			HS Soccer Assistants Boys			Group 11			
HS Swimming Head (X2 seasons)			HS Soccer Assistants Girls			MS Baseball Assistants			
HS Gymnastics Head			HS Strengths/Weights (X4)			MS Softball Assistants			
HS Track Head Boys			Event Coordinators (X3 seasons)			MS Track Assistants			
HS Track Head Girls			HS Dance/Drill Assistants (X2 seasons)			MS Volleyball Assistants			
HS Volleyball Head						MS Wrestling Assistants			
HS Wrestling Head			Group 6			MS Soccer Assistants Boys			
HS Soccer Head Boys			Non-Certified Athletic Trainer (X3)			MS Soccer Assistants Girls			
HS Soccer Head Girls			HS Cross Country Assistants						
HS Dance/Drill Head (X2 seasons)			HS Tennis Assistants			Group 12			
						MS Dance/Drill Assistants			
Group 3			Group 7			MS Cross Country Assistants			
HS Cross Country Head Boys			MS Football Head						
HS Cross Country Head Girls			MS Basketball Head Boys						
HS Tennis Head Boys			MS Basketball Head Girls						
HS Tennis Head Girls			MS Athletic Director (X4)						
HS Golf Head Boys									
HS Golf Head Girls			Group 8						
HS Head Bowling			MS Baseball Head						
			MS Softball Head						
Group 4			MS Track Head Boys						
HS Football Assistants			MS Track Head Girls						
HS Basketball Assistants Boys			MS Volleyball Head						
HS Basketball Assistants Girls			MS Wrestling Head						
			MS Soccer Head Boys						
			MS Soccer Head Girls						

ACTIVITIES 2022-23			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Schedule	Ratio	Mult	0 Y	1-2 Y	3-5 Y	6-8 Y	9-11 Y	12-15 Y	16 Y
BASE	\$38,257	2%	0.95	1.05	1.15	1.20	1.30	1.40	1.50
13	0.15	1	\$5,452	\$6,026	\$6,599	\$6,886	\$7,460	\$8,034	\$8,608
14	0.11	1	\$3,998	\$4,419	\$4,840	\$5,050	\$5,471	\$5,892	\$6,312
15	0.055	1	\$1,999	\$2,209	\$2,420	\$2,525	\$2,735	\$2,946	\$3,156
16	0.03	1	\$1,090	\$1,205	\$1,320	\$1,377	\$1,492	\$1,607	\$1,722
17	0.15	0.7	\$3,816	\$4,218	\$4,620	\$4,820	\$5,222	\$5,624	\$6,026
18	0.11	0.7	\$2,799	\$3,093	\$3,388	\$3,535	\$3,830	\$4,124	\$4,419
19	0.13	0.7	\$3,307	\$3,656	\$4,004	\$4,178	\$4,526	\$4,874	\$5,222
20	0.11	0.5	\$1,999	\$2,209	\$2,420	\$2,525	\$2,735	\$2,946	\$3,156
21	0.055	0.5	\$999	\$1,105	\$1,210	\$1,262	\$1,368	\$1,473	\$1,578
22	0.055	0.35	\$700	\$773	\$847	\$884	\$957	\$1,031	\$1,105

Longevity of 1% will be added for each year over 16.

Group 13									
*HS Activities Director (X3)									
*HS Music Instrumental									
*HS Music Vocal									
HS Drama (x2) 2+ shows									
Group 14									
HS Musical Head									
HS Marching Band Director									
*HS Journalism									
*HS Yearbook									
*HS CTE (TSA, DECA, FBLA, etc.)									
Group 15									
Elementary School Patrol									
*HS Senior Class Advisor									
HS Color Guard Head									
HS Club Sports Head									
HS Marching Band Assistants									
Group 16									
HS Clubs (HHS & RHS = 16, All others = 5)									
HS Club Sports Assistant									
*HS Class Advisors (9, 10, 11)									
HS Color Guard Assistants									
Group 17									
*MS Activities Director (X2)									
* Denotes Co-curricular positions									

 Group 18 | | | | | | | | | | HS Music Instrumental Assistants | | | | | | | | | | HS Music Vocal Assistants | | | | | | | | | | HS Marching Band Asst. Director | | | | | | | | | | | | | | | | | | | | **Group 19** | | | | | | | | | | MS Drama (x2) 2+ shows | | | | | | | | | | *MS Music Instrumental | | | | | | | | | | *MS Music Vocal | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Group 20** | | | | | | | | | | *MS Yearbook | | | | | | | | | | *ES Music Instrumental | | | | | | | | | | *ES Music Vocal | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Group 21** | | | | | | | | | | MS Intermurals/Clubs (11) | | | | | | | | | | MS Drama Asst (x2) 2+ shows | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Group 22** | | | | | | | | | | ES Clubs (8) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

COACHES 2023-24			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Schedule	Ratio	Mult	0 Y	1-2 Y	3-5 Y	6-8 Y	9-11 Y	12-15 Y	16 Y
BASE	\$39,022	2%	0.95	1.05	1.15	1.20	1.30	1.40	1.50
1	0.18	1	\$6,673	\$7,375	\$8,078	\$8,429	\$9,131	\$9,834	\$10,536
2	0.15	1	\$5,561	\$6,146	\$6,731	\$7,024	\$7,609	\$8,195	\$8,780
3	0.11	1	\$4,078	\$4,507	\$4,936	\$5,151	\$5,580	\$6,009	\$6,439
4	0.18	0.7	\$4,671	\$5,163	\$5,654	\$5,900	\$6,392	\$6,884	\$7,375
5	0.15	0.7	\$3,892	\$4,302	\$4,712	\$4,917	\$5,327	\$5,736	\$6,146
6	0.11	0.7	\$2,854	\$3,155	\$3,455	\$3,606	\$3,906	\$4,207	\$4,507
7	0.16	0.5	\$2,966	\$3,278	\$3,590	\$3,746	\$4,058	\$4,370	\$4,683
8	0.13	0.5	\$2,410	\$2,663	\$2,917	\$3,044	\$3,297	\$3,551	\$3,805
9	0.11	0.5	\$2,039	\$2,254	\$2,468	\$2,575	\$2,790	\$3,005	\$3,219
10	0.16	0.35	\$2,076	\$2,295	\$2,513	\$2,622	\$2,841	\$3,059	\$3,278
11	0.13	0.35	\$1,687	\$1,864	\$2,042	\$2,131	\$2,308	\$2,486	\$2,663
12	0.11	0.35	\$1,427	\$1,577	\$1,728	\$1,803	\$1,953	\$2,103	\$2,254
Longevity of 1% will be added for each year over 16.									
Group 1			Group 5			Group 9			
HS Football Head			HS Baseball Assistants			MS Dance/Drill Head			
HS Basketball Head Boys			HS Softball Assistants			MS Cross Country Head			
HS Basketball Head Girls			HS Cheer Assistants (X2 seasons)						
			HS Swimming Assistants (X2)			Group 10			
Group 2			HS Track Assistants			MS Football Assistants			
Certified Athletic Trainer (X3 seasons)			HS Volleyball (Varsity) Assistants			MS Basketball Assistants Boys			
HS Baseball Head			HS Volleyball Assistants			MS Basketball Assistants Girls			
HS Softball Head			HS Wrestling Assistants (4)						
HS Cheer Varsity (X2 seasons)			HS Soccer Assistants Boys			Group 11			
HS Swimming Head (X2 seasons)			HS Soccer Assistants Girls			MS Baseball Assistants			
HS Gymnastics Head			HS Strengths/Weights (X4)			MS Softball Assistants			
HS Track Head Boys			Event Coordinators (X3 seasons)			MS Track Assistants			
HS Track Head Girls			HS Dance/Drill Assistants (X2 seasons)			MS Volleyball Assistants			
HS Volleyball Head						MS Wrestling Assistants			
HS Wrestling Head			Group 6			MS Soccer Assistants Boys			
HS Soccer Head Boys			Non-Certified Athletic Trainer (X3)			MS Soccer Assistants Girls			
HS Soccer Head Girls			HS Cross Country Assistants						
HS Dance/Drill Head (X2 seasons)			HS Tennis Assistants			Group 12			
						MS Dance/Drill Assistants			
Group 3			Group 7			MS Cross Country Assistants			
HS Cross Country Head Boys			MS Football Head						
HS Cross Country Head Girls			MS Basketball Head Boys						
HS Tennis Head Boys			MS Basketball Head Girls						
HS Tennis Head Girls			MS Athletic Director (X4)						
HS Golf Head Boys									
HS Golf Head Girls			Group 8						
HS Head Bowling			MS Baseball Head						
			MS Softball Head						
Group 4			MS Track Head Boys						
HS Football Assistants			MS Track Head Girls						
HS Basketball Assistants Boys			MS Volleyball Head						
HS Basketball Assistants Girls			MS Wrestling Head						
			MS Soccer Head Boys						
			MS Soccer Head Girls						
NOTE: For 2023-24 increase base salary on 2022-23 Salary Schedule by 2% or the state funded inflationary adjustment to the CIS percentage (IPD), whichever is higher.									

ACTIVITIES 2023-24			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Schedule	Ratio	Mult	0 Y	1-2 Y	3-5 Y	6-8 Y	9-11 Y	12-15 Y	16 Y
BASE	\$39,022	2%	0.95	1.05	1.15	1.20	1.30	1.40	1.50
13	0.15	1	\$5,561	\$6,146	\$6,731	\$7,024	\$7,609	\$8,195	\$8,780
14	0.11	1	\$4,078	\$4,507	\$4,936	\$5,151	\$5,580	\$6,009	\$6,439
15	0.055	1	\$2,039	\$2,254	\$2,468	\$2,575	\$2,790	\$3,005	\$3,219
16	0.03	1	\$1,112	\$1,229	\$1,346	\$1,405	\$1,522	\$1,639	\$1,756
17	0.15	0.7	\$3,892	\$4,302	\$4,712	\$4,917	\$5,327	\$5,736	\$6,146
18	0.11	0.7	\$2,854	\$3,155	\$3,455	\$3,606	\$3,906	\$4,207	\$4,507
19	0.13	0.7	\$3,373	\$3,729	\$4,084	\$4,261	\$4,616	\$4,971	\$5,327
20	0.11	0.5	\$2,039	\$2,254	\$2,468	\$2,575	\$2,790	\$3,005	\$3,219
21	0.055	0.5	\$1,019	\$1,127	\$1,234	\$1,288	\$1,395	\$1,502	\$1,610
22	0.055	0.35	\$714	\$789	\$864	\$901	\$977	\$1,052	\$1,127
Longevity of 1% will be added for each year over 16.									
Group 13									
*HS Activities Director (X3)									
*HS Music Instrumental									
*HS Music Vocal									
HS Drama (x2) 2+ shows									
Group 14									
HS Musical Head									
HS Marching Band Director									
*HS Journalism									
*HS Yearbook									
*HS CTE (TSA, DECA, FBLA, etc.)									
Group 15									
Elementary School Patrol									
*HS Senior Class Advisor									
HS Color Guard Head									
HS Club Sports Head									
HS Marching Band Assistants									
Group 16									
HS Clubs (HHS & RHS = 16, All others = 5)									
HS Club Sports Assistant									
*HS Class Advisors (9, 10, 11)									
HS Color Guard Assistants									
Group 17									
*MS Activities Director (X2)									
Group 18									
HS Music Instrumental Assistants									
HS Music Vocal Assistants									
HS Marching Band Asst. Director									
Group 19									
MS Drama (x2) 2+ shows									
*MS Music Instrumental									
*MS Music Vocal									
Group 20									
*MS Yearbook									
*ES Music Instrumental									
*ES Music Vocal									
Group 21									
MS Intermurals/Clubs (11)									
MS Drama Asst (x2) 2+ shows									
Group 22									
ES Clubs (8)									
* Denotes Co-curricular positions									
NOTE: For 2023-24 Increase base salary on 2022-23 Salary Schedule by 2% or the state funded inflationary adjustment to the CIS percentage (IPD), whichever is higher.									

COACHES 2024-25			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Schedule	Ratio	Mult	0 Y	1-2 Y	3-5 Y	6-8 Y	9-11 Y	12-15 Y	16 Y
BASE	\$39,802	2%	0.95	1.05	1.15	1.20	1.30	1.40	1.50
1	0.18	1	\$6,806	\$7,523	\$8,239	\$8,597	\$9,314	\$10,030	\$10,747
2	0.15	1	\$5,672	\$6,269	\$6,866	\$7,164	\$7,761	\$8,359	\$8,956
3	0.11	1	\$4,159	\$4,597	\$5,035	\$5,254	\$5,692	\$6,130	\$6,567
4	0.18	0.7	\$4,764	\$5,266	\$5,767	\$6,018	\$6,520	\$7,021	\$7,523
5	0.15	0.7	\$3,970	\$4,388	\$4,806	\$5,015	\$5,433	\$5,851	\$6,269
6	0.11	0.7	\$2,912	\$3,218	\$3,525	\$3,678	\$3,984	\$4,291	\$4,597
7	0.16	0.5	\$3,025	\$3,343	\$3,662	\$3,821	\$4,139	\$4,458	\$4,776
8	0.13	0.5	\$2,458	\$2,717	\$2,975	\$3,105	\$3,363	\$3,622	\$3,881
9	0.11	0.5	\$2,080	\$2,299	\$2,518	\$2,627	\$2,846	\$3,065	\$3,284
10	0.16	0.35	\$2,117	\$2,340	\$2,563	\$2,675	\$2,898	\$3,121	\$3,343
11	0.13	0.35	\$1,720	\$1,902	\$2,083	\$2,173	\$2,354	\$2,535	\$2,717
12	0.11	0.35	\$1,456	\$1,609	\$1,762	\$1,839	\$1,992	\$2,145	\$2,299

Longevity of 1% will be added for each year over 16.

Group 1				Group 5				Group 9	
HS Football Head				HS Baseball Assistants				MS Dance/Drill Head	
HS Basketball Head Boys				HS Softball Assistants				MS Cross Country Head	
HS Basketball Head Girls				HS Cheer Assistants (X2 seasons)					
				HS Swimming Assistants (X2)				Group 10	
Group 2				HS Track Assistants				MS Football Assistants	
Certified Athletic Trainer (X3 seasons)				HS Volleyball (Varsity) Assistants				MS Basketball Assistants Boys	
HS Baseball Head				HS Volleyball Assistants				MS Basketball Assistants Girls	
HS Softball Head				HS Wrestling Assistants (4)					
HS Cheer Varsity (X2 seasons)				HS Soccer Assistants Boys				Group 11	
HS Swimming Head (X2 seasons)				HS Soccer Assistants Girls				MS Baseball Assistants	
HS Gymnastics Head				HS Strengths/Weights (X4)				MS Softball Assistants	
HS Track Head Boys				Event Coordinators (X3 seasons)				MS Track Assistants	
HS Track Head Girls				HS Dance/Drill Assistants (X2 seasons)				MS Volleyball Assistants	
HS Volleyball Head								MS Wrestling Assistants	
HS Wrestling Head				Group 6				MS Soccer Assistants Boys	
HS Soccer Head Boys				Non-Certified Athletic Trainer (X3)				MS Soccer Assistants Girls	
HS Soccer Head Girls				HS Cross Country Assistants					
HS Dance/Drill Head (X2 seasons)				HS Tennis Assistants				Group 12	
								MS Dance/Drill Assistants	
Group 3				Group 7				MS Cross Country Assistants	
HS Cross Country Head Boys				MS Football Head					
HS Cross Country Head Girls				MS Basketball Head Boys					
HS Tennis Head Boys				MS Basketball Head Girls					
HS Tennis Head Girls				MS Athletic Director (X4)					
HS Golf Head Boys									
HS Golf Head Girls				Group 8					
HS Head Bowling				MS Baseball Head					
				MS Softball Head					
Group 4				MS Track Head Boys					
HS Football Assistants				MS Track Head Girls					
HS Basketball Assistants Boys				MS Volleyball Head					
HS Basketball Assistants Girls				MS Wrestling Head					
				MS Soccer Head Boys					
				MS Soccer Head Girls					

NOTE: For 2024-25 increase base salary on 2023-24 Salary Schedule by 2% or the state funded inflationary adjustment to the CIS percentage (IPD), whichever is higher.

ACTIVITIES 2024-25			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Schedule	Ratio	Mult	0 Y	1-2 Y	3-5 Y	6-8 Y	9-11 Y	12-15 Y	16 Y
BASE	\$39,802	2%	0.95	1.05	1.15	1.20	1.30	1.40	1.50
13	0.15	1	\$5,672	\$6,269	\$6,866	\$7,164	\$7,761	\$8,359	\$8,956
14	0.11	1	\$4,159	\$4,597	\$5,035	\$5,254	\$5,692	\$6,130	\$6,567
15	0.055	1	\$2,080	\$2,299	\$2,518	\$2,627	\$2,846	\$3,065	\$3,284
16	0.03	1	\$1,134	\$1,254	\$1,373	\$1,433	\$1,552	\$1,672	\$1,791
17	0.15	0.7	\$3,970	\$4,388	\$4,806	\$5,015	\$5,433	\$5,851	\$6,269
18	0.11	0.7	\$2,912	\$3,218	\$3,525	\$3,678	\$3,984	\$4,291	\$4,597
19	0.13	0.7	\$3,441	\$3,803	\$4,165	\$4,346	\$4,709	\$5,071	\$5,433
20	0.11	0.5	\$2,080	\$2,299	\$2,518	\$2,627	\$2,846	\$3,065	\$3,284
21	0.055	0.5	\$1,040	\$1,149	\$1,259	\$1,313	\$1,423	\$1,532	\$1,642
22	0.055	0.35	\$728	\$805	\$881	\$919	\$996	\$1,073	\$1,149

Longevity of 1% will be added for each year over 16.

Group 13									
*HS Activities Director (X3)									
*HS Music Instrumental									
*HS Music Vocal									
HS Drama (x2) 2+ shows									
Group 14									
HS Musical Head									
HS Marching Band Director									
*HS Journalism									
*HS Yearbook									
*HS CTE (TSA, DECA, FBLA, etc.)									
Group 15									
Elementary School Patrol									
*HS Senior Class Advisor									
HS Color Guard Head									
HS Club Sports Head									
HS Marching Band Assistants									
Group 16									
HS Clubs (HHS & RHS = 16, All others = 5)									
HS Club Sports Assistant									
*HS Class Advisors (9, 10, 11)									
HS Color Guard Assistants									
Group 17									
*MS Activities Director (X2)									

Group 18									
HS Music Instrumental Assistants									
HS Music Vocal Assistants									
HS Marching Band Asst. Director									
Group 19									
MS Drama (x2) 2+ shows									
*MS Music Instrumental									
*MS Music Vocal									
Group 20									
*MS Yearbook									
*ES Music Instrumental									
*ES Music Vocal									
Group 21									
MS Intermurals/Clubs (11)									
MS Drama Asst (x2) 2+ shows									
Group 22									
ES Clubs (8)									

* Denotes Co-curricular position

NOTE: For 2024-25 Increase base salary on 2023-24 Salary Schedule by 2% or the state funded inflationary adjustment to the CIS percentage (IPD), whichever is higher.

Appendix B

RICHLAND SCHOOL DISTRICT HEAD COACH EVALUATION FORM

Name: _____ School: _____

Sport/Season: _____ School Year: _____

		Effective	Needs Improvement	Not Effective
COACHING PUBLIC RELAT ADMINISTRATIVE	1. Understands and cooperates with rules and regulations set forth by all governing agencies of the sport coached and assumes responsibility for official rule interpretations that deal directly with the sport.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2. Establishes the fundamental philosophy, skills and techniques to be taught by staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3. Supervises each practice session and all contests of the sport, which includes supervision at all times of the locker and shower area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4. Maintains control of the team in all matters pertaining to coaching and athletic discipline, consistent with a list of rules and expectations on file with the Athletic Director.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5. Submits a squad list to the Athletic Director for eligibility verification prior to the first contest.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6. Instructs fundamental skills and techniques specific to the sport with emphasis on safety.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	7. Distributes and collects the school's athletic equipment before, during and after the season, as well as being responsible for proper equipment used during all practices and contests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	8. Public Relations: Cooperates with newspapers, radio, television, booster clubs, community programs or events, parents and interested spectators.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	9. Relates in a positive and professional manner with the coaching staff, fellow coaches, teaching staff, district staff, and parent groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	10. Demonstrates self-control and poise in all areas relating to coaching responsibilities including sideline conduct at contests towards players, officials and other game officials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	11. Gives support to the entire athletic program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	12. Provides direction and training to assistants on overall coaching responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	13. Assumes responsibility for attendance at all meetings in the school, attendance at all league level meetings, and attendance at all In-Services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	14. Determines the personnel of the team in an objective and consistent manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	15. Provides input on all Assistants during coach evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CPR Certified: YES NO If Yes, Date _____ 1st AID: YES NO If Yes, Date _____
 Certification _____ Risk Management _____ # Clock Hours Earned This Year _____

Comments must be made to explain not effective rating. Comments for outstanding performance are also encouraged.

COMMENTS:

Next Year's Goals:

OVERALL RATING: Effective Needs Improvement Not Effective

Athletic Director: _____ Date: _____

Coach: _____ Date: _____

Appendix C

**RICHLAND SCHOOL DISTRICT
ASSISTANT COACH EVALUATION FORM**

Name: _____ School: _____

Sport/Season: _____ School Year: _____

PUBLIC RELATIONS
COACHING

	Effective	Needs Improvement	Not Effective
1. Understands and cooperates with rules and regulations set forth by all governing agencies of the sport coached and assumes responsibility for official rule interpretations that deal directly with the sport.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Implements the fundamental philosophy, skills and techniques established by the Head Coach.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Supervises each practice session and all contests of the sport, which includes supervision at all times of the locker and shower area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Maintains control of the team in all matters pertaining to coaching and athletic discipline, consistent with a list of rules and expectations on file with the Athletic Director.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Submits updated squad lists to the Athletic Director for eligibility verification prior to the first contest.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Instructs fundamental skills and techniques specific to the sport with emphasis on safety.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Distributes and collects the school's athletic equipment before, during and after the season, as well as being responsible for proper equipment used during all practices and contests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Public Relations: Cooperates with newspapers, radio, television, booster clubs, community programs or events, parents and interested spectators.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Relates in a positive and professional manner with the coaching staff, fellow coaches, teaching staff, district staff, and parent groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Demonstrates self-control and poise in all areas relating to coaching responsibilities including sideline conduct at contests towards players, officials and other game officials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CPR Certified: YES <input type="checkbox"/> NO <input type="checkbox"/> If Yes, Date _____ 1 st AID: YES <input type="checkbox"/> NO <input type="checkbox"/> If Yes, Date _____ Certification _____ Risk Management _____ # Clock Hours Earned This Year _____			

Comments must be made to explain each not effective rating. Comments for outstanding performance are also encouraged.

COMMENTS:

Next Year's Goals:

OVERALL RATING: Effective Needs Improvement Not Effective

Athletic Director: _____

Date: _____

Head Coach: _____

Date: _____

Assistant Coach: _____

Date: _____

Appendix D

Activity Evaluation Form

PART 1: To be completed by activity advisor and turned into Activity Director/Administrator in the fall. Due by September 30th annually.

What is the purpose and/or goal of your club activity? What will your professional responsibilities be?

Are you required to have any Professional Memberships for your activity?

What are your responsibilities for equipment, supplies, and facilities?

What activities do you anticipate doing this year?

Will your activity meet a minimum requirement of 50 hours this year and how?

Do you anticipate any travel with your activity this year? What travel guidelines will you follow?

Are there any safety concerns or for your activity this year? If so, please explain. What steps will you take to meet these safety issues?

Will you be fundraising and/or working with a budget with ASB or a booster group? Please outline your financial plans.

What level and type of public relations visibility do you anticipate with your activity this year?

Richland School District
Activity Advisor Evaluation
Self-Evaluation

**PART 2: To be completed by activity advisor and turned into Activity Director/Administrator in the spring.
Due by April 30th annually.**

Did your club meet its projected goals and purpose this year?

Did you do the activities you projected this year?

Did you meet the 36 hours you projected? If not, explain.

How many participants were there in your activity this year? If less than 20 students, do you anticipate your student involvement numbers to go up next year? Why?

If you projected travel this year, did you follow school district travel procedures? If not, please explain.

Were you able to meet all safety issues in your activity?

