

Yelm Community Schools  
&  
Yelm Extra Curricular Association  
Collective Bargaining Agreement

September 1, 2025  
to  
August 31, 2027

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## Preamble

The Board of Education of the Yelm Community Schools No. 2, hereinafter referred to as the Board or District, and the Yelm extra-Curricular Association, hereinafter referred to as the Association, hereby agree as follows:

## ARTICLE I RECOGNITION

### Section 1 The Association

Pursuant to RCW Ch. 41.56, the Board hereby recognizes the Association as the sole and exclusive bargaining representative for all extra-curricular employees for the purpose of negotiating in good faith wages, hours, terms and conditions of employment.

### Section 2 Board and Administration Responsibilities and Authority

The School Board acting in behalf of the electorate of the school district retains and reserves all powers rights, authority, duties, and responsibilities conferred upon and vested in it by the regulations of the State Board of Education, the laws of the state of Washington, and the United States of America.

The Association recognizes that the Board is legally responsible for the operation of the school district and the Board has the necessary authority to discharge all of its responsibilities subject to the laws mentioned above and the provisions of this agreement.

It is expressly agreed that all rights except such as are clearly relinquished herein by the District are reserved to and shall continue to rest in the District.

### Section 3 Definitions

The term "Agreement" shall mean this entire document including all appendices

The term "Board" shall mean the Board of Directors for the Yelm Community School District

The term "Association" shall mean the Yelm Extra-Curricular Association

The term "District" shall mean the Yelm Community School District

The term "coach" or "employee" both shall mean any member of the bargaining unit as set out in this agreement

The term "WIAA" means the Washington Interscholastic Activities Association

The term "Supplemental Service Agreement" shall mean the agreement issued and signed for extracurricular assignments and shall be in accordance with statutory provisions

The term "day(s)" shall mean school days as opposed to calendar or business days. A school day is defined as a working day for school district employees

The term “mutual” shall mean having performed by each of two or more with respect to the other; reciprocal

The term “appropriate” shall mean particularly suitable or compatible

## ARTICLE II ASSOCIATION RIGHTS

### Section 1 Association Use of School Facilities

The Association may use school equipment and space subject to the provisions of the Board rental policy.

A Facilities Request Form must be completed and approved at least five (5) working days prior to the schedule date use.

If a member of the Association is operating a district approved event that requires a custodian, and the custodian does not respond to a call for assistance, the Association will then inform the Facilities Department and work with them to resolve the problem of being charged for services not received.

### Section 2 Communication Rights

The Association may post notices of their activities and matters of concern on a bulletin board to be provided in each school building by the District as long as the material is not abusive or libelous to other employees or representatives of the District. The Association may communicate with the members as long as it does not interfere with the educational process or the normal operations of the District.

The District will provide a specific email account restricted to YECA members only for Association use.

Bulletins posted by the Association are the responsibility of the officials of the Association and shall be limited to official Association business.

### Section 3 Distribution of the Agreement

Within 30 days following ratification and signing of this agreement by both parties, this agreement will be made available to employees on the District website.

### Section 4 Availability of Information

The District shall make available to the Association specific information requested within five working days after the President’s request to the District. If additional time is necessary to compile information, the five (5) working day period will be extended at the District’s request for an additional 5 working days (10 working days maximum). Such information shall include financial data, information that may be necessary for the processing of grievances or complaints, or information needed for the preparation of bargaining proposals. Personnel information required by the Association involving unit members shall be made available as permitted under state and federal laws and regulations, provided that a signed request is submitted by the employee involved designating the information to be released and to whom

the information is to be released. Upon receipt of a written request , the District will make available for the Association a copy of:

- A list of job descriptions for all bargaining unit positions.

### **Section 5 Orientation Program**

The Association shall be allowed, during the new employee orientation day, a minimum of 10 minutes to present the Association programs and opportunities.

### **Section 6 Association Consultation**

The Superintendent/designee, and/or Athletic Directors, shall meet quarterly and at any other mutually agreed upon times with the Association President and his/her designee to discuss matters pertaining to compliance with this Agreement and other matters of interest. Topics or areas of discussion will be prepared and shared in advance of the meeting by all participants.

### **Section 7 Association Security**

Employees hired for a position pursuant to this agreement may join the association pursuant to RCW 41.56.

### **Section 8 Coaches/Athletic Director Meetings**

Coaches will be expected to attend pre and post-season meetings as scheduled by the league and/or Athletic Director. During the season information will be given electronically when possible to members, The Athletic Director and/or Association President can call an emergency meeting if deemed necessary. Once an emergency meeting is called, meeting time will be mutually agreed upon between the Association and the District.

### **Section 9 Coaches Meetings with Other Parties**

Any meetings that a coach is requested to attend outside of those with the athletic director, building administrator or the Superintendent/designee will be made at least 24 hours in advance. At the notification of the meeting, coaches will receive an agenda, a list of those individuals who will be attending, and the reason for the meeting. Coaches may bring an Association representative if they choose.

### **Section 10 Board Agenda**

The District will collaborate with the Association on the identification and inclusion of non-personnel related issues to the agenda of appropriate School Board meeting. Topics could include member recognition, student-athlete recognition, team recognition, input regarding any relevant district committee recommendations, or other honorary activities.

### **Section 11 Release Time for Association Members**

- Upon written request of the Association, the District may grant Association members release time of limited duration, without loss of pay or benefits, for the purpose of conducting Association business.
- Release time must be used for business relating to matters related to issues related to the contract.
- The Association shall fully reimburse the District at substitute rate for each day used or hourly rate for members compensated at an hourly rate during the release time. The District will bill the Association for these costs and the Association will render payment within thirty (30) working days after receiving an invoice.

Such release time will not exceed five (5) days annually for any Association member, and not more than 10 total for the Association.

## ARTICLE III EMPLOYEE RIGHTS AND RESPONSIBILITIES

### Section 1 Workman's Compensation

Each employee is covered by Washington State Industrial Insurance. The District's coverage is handled by the ESD 113 Workers' Compensation Trust. In the event of an injury, an employee should follow the procedure below:

Complete the report entitled "Employee Incident Report" [www.ycs.wednet.edu](http://www.ycs.wednet.edu), Employee Resources, EIR. Part I of the form is to be completed by the employee; Part II is to be completed by the supervisor of the employee. If the employee does not intend to seek medical attention, then this is the only report that need be filed. If the employee intends to seek medical help, they must follow the directions outlined in the Employee Incident Report.

### Section 2 Due Process

No Employee shall be disciplined, warned, reprimanded, suspended, reduced in rank or compensation, or deprived of any professional advantage without just and sufficient cause. Non-renewal of a supplemental contract is not subject to just cause.

Any complaint of a disciplinary nature made against a unit member must be in written form, and the name of the complainant will be brought to the attention of the member within seven (7) working days of the event which triggered the complaint except in the cases where the complaint involves a serious violation of the law and premature notification could jeopardize the necessary investigation. If an employee is not advised of the complaint in accordance with these standards, it may not be used in future disciplinary actions or evaluations.

An employee shall have a right to have present a representative of their choosing in meetings regarding disciplinary action, discharge, or non-renewal.

An employee has the right to be informed of the specific charges if it does not hinder the investigation or if the information is available to the district.

An employee has the right to question their accuser, or, in the case of minors, have the accusers questioned by appropriate witnesses or representative of the District and Association. The extent of any disciplinary action shall be in keeping with the seriousness of the infraction.

An employee has the right to present evidence in their defense.

When issued an oral reprimand, an employee will be informed of the reasons for the oral reprimand, and upon request, will be given a follow-up letter from the administrator explaining the reasons for the reprimand.

### **Section 3      Extra-Curricular Personnel Files**

The District shall maintain a personnel file in accordance with Board Policy for each of its staff members. Any staff member has the right to examine and copy materials from and/or have copies made of their personnel file during regular business hours.

In accordance with Board Policy the Superintendent or designee must be present when a staff member is given access to his/her personnel file in order to offer the staff member assistance and interpretation of material contained in the file.

### **Section 4      Facilities Usage**

The following statement will be included in the Facilities Request Form:

Application for facility use must be submitted five (5) working days prior to the scheduled event. Because school facilities exist primarily for the benefit of the educational program, rescheduling of community groups may be necessary due to conflicting school-related events. The district will try to notify the organization representative within forty-eight (48) hours of a conflict, but because of emergency situations that may not always be possible.

YECA coaches or newly hired YECA coaches, running summer programs, camps, or fundraisers for Yelm Community Schools' students will have access to the appropriate Yelm School District facilities subject to District facilities usage requirements. In the event the School Board has not yet taken action to finalize the hiring of a new coach, the coach will complete a Volunteer application and receive clearance to approve their involvement in coaching activities.

### **Section 5      Liability/Personal Property Protection**

The District agrees to provide to every employee covered by and during the terms of this Agreement liability insurance as set forth in RCW 28A.400.360 in the amount of not less than \$2,000,000.00 (two million dollars) in case of suit arising from or in the performance of duties.

This coverage shall apply to any employee on or off District premises; provided that employee at the time of the act or omission was involved in authorized school-related activity; and provided further that any insurance maintained by the District which insures to benefit of employees shall be subject to the policy terms and aggregate limits.

During the course of work related duties, the District shall reimburse the employee's portion of their insurance deductible up to \$500.0 for destruction or theft of personal property required for performance of their assigned duties.

### **Section 6      Coaching Responsibilities**

The Athletic Directors will meet with the principals informing them of the coaches' responsibility in making sure that coaches are able to perform their coaching duties.

Coaches whose schedules conflict with current teaching assignments must coordinate in advance with building principals and athletic director to ensure that student athletes are supervised by the coaches hired for that activity throughout the practice or contest. Due to district scheduled events, coaches who

must leave their teaching responsibilities early must coordinate class coverage with the building principal or designee.

Fundraising activities or out of season coaching will not be required. Any activities outside of the specified WIAA defined season will be entirely voluntary and cannot be used explicitly or inferentially in any evaluative process.

Any potential disciplinary actions as a result of district-approved activities outside of the specified WIAA defined season must follow the due process section of this document (Article III, section 2).

### **Section 7 Coaches Safety**

A verbal or physical threat or assault upon a coach or their personal property shall be promptly reported by the coach to the District and law enforcement within twenty-four (24) hours. The District will render assistance to the employee in connection with handling of the incident.

Any person making a verbal or physical threat or assault upon a coach will be banned from further events until a conference occurs between the coach and the athletic director. The athletic director in consultation with the coach will determine whether the assault or threat was so significant in nature that the perpetrator be banned from activities up to and/or including all future home activities.

Any individual who is banned from Yelm home events by District Administration will have their name forwarded to the remaining contest schools as a courtesy awareness and potential problems.

### **Section 8 Player Safety**

Coaches will complete and turn into the Athletic Director the Pre-Season Checklist within the timelines established. Accurate player attendance records will be maintained.

For each practice or meeting, there will be an accurate daily plan.

All practice/meeting documentation shall be turned in at the end of the season unless requested earlier by the Athletic Director or designee. If such a request is made, the coach will provide the documentation in a mutually agreed amount of time.

Coaches will follow the WIAA Code of Ethics. Coaches will follow all of the rules pertaining to their sport/activity (Washington Interscholastic Activities Association (WIAA), National Federation of High School (NFHS) and League).

### **Section 9 Facilities Maintenance and Safety**

Prior to the start of and throughout any sport/activity season, coaches will report any facility or field deficiencies (including health, welfare, safety, and security issues) in writing to the Building Athletic Director who will inform the appropriate building administrator or facilities director using established building procedures. Coaches shall not subject students, staff, or community to any such identified hazard. In the event that a facility or field must be closed, the coach and athletic director will work to

identify a suitable replacement facility. Facilities use conflicts will give priority to the activity that typically uses that campus.

The Athletic Director will work with coaches to develop a facility use schedule with the attempt to maintain facility use where those teams participate.

## **Section 10 Non Discrimination Clause**

The Provisions of this Agreement shall be applied equally to all employees without discrimination on the basis of sex, race, creed, religion, color, national origin, age, honorably discharge veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups or because of the employee's membership or non-membership in employee organizations. The District and Association will act in lawful compliance with federal and state laws and regulations regarding non-discrimination of employees.

## **Section 11 Student Discipline**

- Acceptable behavior shall be expected of all students who participate in an activity or sport. Expectations shall be defined by the written policies of the head coach of each activity or sport.
- The District will support employees in the application of reasonable disciplinary measures to maintain and protect order and discipline and protect the safety and well being of students and employees, provided that, such actions are consistent with applicable state law, District policies and building procedures related to student discipline and shall respond to all employees' requests for assistance in dealing with discipline problems in a consistent manner.

## **Section 12 Crowd Management**

Each secondary school will develop a plan to monitor crowd behavior at all home events. The goal of the plan will be to promote good sportsmanship and positive interaction.

- Each head coach will have a copy of the crowd control plan made available to them electronically prior to the start of their season. The hired event supervisor will inform the coach they are present prior to the contest.
- During their last quarterly meeting of the school year the Association President and the Superintendent or designee will discuss modifications to crowd control plans and make recommendations to the building Athletic Directors

## **Section 13 Communication Procedure for Complaints or Concerns**

### **Parents/Students:**

Parent/Guardians or students who have concerns will first address them with the Head Coach. If the situation is not resolved, then they will meet with the Athletic Director and Head Coach. If there is still a concern, the next person to contact is the Building Principal. This process will continue through the Human Resources Office. If this process is not followed, they will be referred back to the lowest level they did not communicate with.

### **Coaches:**

Coaches will always have an open-door policy and work to community effectively with parents and players. This section does not concern normal day-to-day issues that coaches deal with.

This process is to be used in instances of unusual and inappropriate behavior by adults or students toward coaches. This can included, but is not limited to, attacks on social media, physical or verbal threats of violence, harassment of coaches and/or family members, and any other behaviors outside the normal expectations as outlined in School Board policy.

If any of these types of unacceptable behavior occur, the affected coach must register the concern with the Building Athletic Director within 72 hours. The Athletic Director will investigate the concern and get back to the coach, in writing, with a resolution within 72 hours.

The affected coach has the right to appeal, in writing, the Athletic Director's decision to the Building Principal within 48 hours. The Building Principal has 48 hours to respond, in writing, to the affected coach's appeal. The coach may appeal the Building Principal's decision to the Director of Human Resources, in writing, within 48 hours. The Director of Human Resources has 48 hours to respond. The Director of Human Resources decision is final.

### **Section 14 Reimbursement Language**

With prior approval of the Athletic Director, employees utilizing their private automobiles to travel on authorized school business shall be compensated at the IRS business rate per mile. Mileage must be by the shortest route whenever possible. Travel between the employee's home and school is not reimbursable. Employees are required to attend school-related business, workshops or conferences, which necessitate overnight accommodations, shall not be required to bear the cost of lodging or food consistent with applicable District policy and practice

### **Section 15 Event Staff**

Each secondary building will provide paid scorekeepers, clock operators and all other necessary staff for all home sporting events and/or extracurricular activities. Each secondary building will provide training, when necessary and appropriate for the paid event staff.

### **Section 16 Practice Visitors:**

Parents/Guardians, other family members and/or any other individuals not part of the team, shall not be allowed to attend practices unless approved by the head coach of the team.

### **Section 17 Leave of Absence Policy for Coaches:**

Upon mutual agreement of the Association and the District, an employee may be granted an unpaid leave of absence for personal reasons, for one (1) season. If such leave of absence is granted, the Building Administrator and Athletic Director (with input from the head coach) shall appoint an interim coach as a temporary replacement for the season. A coach on an unpaid leave will not accrue seniority nor advance on the salary schedule.

The coach shall submit to the Human Resources Department no later than 75 days prior to the following season start date of their intent for the upcoming season. Upon completion of the unpaid leave of absence, the coach shall return to their position.

## ARTICLE IV GRIEVANCE PROCEDURE

### Section 1 Purpose

The grievance procedure provides for the orderly and expeditious deliberation and resolution of employee grievances covered under this Agreement toward the District.

### Section 2 Definitions

As used in this article:

- A “grievance” means a claim by an employee of an alleged violation, misinterpretation or misapplication of a term(s) of this agreement.
- “Grievant” means an employee, a group of employees, or the Association having a grievance.

### Section 3 Procedures

Effort shall be made to settle concerns at the lowest possible level. The employee shall first promptly attempt to resolve any problem(s) relative to this Agreement informally between the employee and their immediate supervisor and/or the building Athletic Director within fourteen (14) calendar days.

If the Employee feels the concern has not been resolved within fourteen(14) calendar days, then the employee, or their Association designee, must formally present their concern to the supervisor or athletic director using the “Building Level Concern” form as seen in Appendix B. The supervisor or athletic director must reply in writing to the concern within seven (7) calendar days. The reply must include a decision and the reasons for that decision. A copy of the decision must be given to the Association President at the same time.

Should the supervisor or athletic director and employee not resolve the problem, the employee may file a grievance within seven (7) calendar days using the Grievance Review Request form titled Appendix C, with the Superintendent or his/her designee. The grievance must be in writing stating the facts of the cause, the provisions of the Agreement that have allegedly been violated, and the remedy requested. The Superintendent or designee will arrange a grievance meeting with the employee. The employee may request an association representative to be at the meeting. The meeting must be scheduled within seven (7) calendar days after the grievance has been delivered to the Superintendent or his/her designee. The purpose of this meeting shall be to affect a resolution of the grievance. The Superintendent or his/her designee shall provide a written decision with seven (7) calendar days after the meeting has been concluded.

If the grievant is not satisfied with the Superintendent’s decision, they may appeal to the School Board within seven (7) calendar days after receiving the disposition of the grievance. If the grievance is submitted to the School Board, the Board shall meet with the grievant at the earliest possible date not to exceed thirty (30) calendar days to review such grievance in executive session. The decision of the School Board shall be made to the grievant in writing within fourteen (14) calendar days following the

meeting. A notification of such decision shall be furnished to the grievant, the Association President, and the immediate supervisor.

If the decision of the School Board is not acceptable to the Association, it may request that the grievance be submitted to an arbiter for a prompt hearing as herein after provided:

- Written notice of a request for arbitration shall be made to the Superintendent without fourteen (14) calendar days of receipt of the decision.
- The issue must involve the interpretation or meaning of the express provisions of this Agreement.
- When a timely request has been made for arbitration, the parties shall attempt to select an impartial arbiter to hear and decide the particular case. If the parties are unable to agree to an arbiter within ten (10) working days after submission of the written request for arbitration, the provisions of paragraph 4 below shall apply to the selection of an arbiter.
- In the event an arbiter is not agreed upon as provided in the paragraph above, the parties shall jointly request the American Arbitration Association to submit a panel of seven (7) arbiters. Such requests shall state the issue of the case and ask that the nominees be qualified to handle the type of case involved. When notification of the names of the seven (7) arbiters is received, the parties in turn have the right to strike a name from the panel until only (1) name remains. The right to strike the first name from the panel shall be determined by lot.

Arbitration proceedings shall be in accordance with the following:

- The arbiter shall hear and accept pertinent evidence submitted by both parties and shall be empowered to request such data as the arbiter deems pertinent to the grievance and shall render a decision in writing to both parties within thirty (30) days (unless mutually extended) of the completion of the closure of the record.
- The arbiter shall be authorized to rule and issue a decision in in writing the issue presented for arbitration, which decision shall be final and binding on both parties.
- The arbiter shall rule only on the basis of information presented in the hearing and shall refuse to receive any information after the hearing except in the presence of both parties and where there is mutual agreement.
- Each party to the proceedings may call such witnesses as may be necessary in the order in which their testimony is to be heard. Such testimony shall be limited to the matters set forth in the written statement of grievance. The arguments of the parties may be supported by oral comment and rebuttal. Either or both parties may submit written briefs within a time period mutually agreed upon. Such arguments of the parties, whether oral or written, shall be confined to and directed at the matters set forth in the grievance. Each party shall pay any compensation and expenses relating to its own witnesses or representatives.
- The arbitrator shall specify in the award that the Association or the District, whichever is ruled against, shall pay 75% of the fees of the arbitrator, the cost of transportation, and other necessary general costs. Whichever party is ruled for, shall pay 25% of the fees of the arbitrator, the cost of transportation, and other necessary general costs.
- The total cost of the stenographic record (if requested) will be paid by the party requesting it. If the other party also requests a copy, that party will pay one-half of the stenographic costs.

- All decisions arrived at under the provisions of this Article by the representatives of the District and the Association, or the arbiter, shall be final and binding upon both parties, provided, however, in arriving at such decision neither of the parties nor the arbiter shall have the authority to alter this Agreement in whole or in part.

Petition by either party to a court competent jurisdiction, on any arbitration decision or award, shall be limited to the following:

- The arbiter exceeded the jurisdiction or authority under this Agreement.
- The arbiter's decision or award is based on an error of law.
- The signing of any grievance by an employee or representative of either the District or the Association shall not be construed by either party as a concession or agreement that the grievance constitutes an arbitral issue or is properly subjected to the grievance machinery under the terms of this Article.
- The grievance hearings, except arbitration hearings, shall not take place on the grieving employees work time. Arbitration hearings shall be scheduled by the arbitrator. The employer shall not discriminate against any individual employee or the Association for taking action under this Article.

## ARTICLE V ECONOMIC PROVISIONS

### Section 1      Activities Experience

The district shall accept prior contracted coaching experience at the interscholastic level or equivalent as approved by the district, and as defined by WIAA Coaching Standards.

- The previous position must have been a paid position
- The previous position must have been working in a like kind situation:  
     Example: A previous paid head basketball coaching position in a high school in Canada would count as 1 year of experience for purpose of placement on the salary schedule as a head coach.

It is the employee's responsibility to provide written verification of their experience with a district provided form defining the sport/activity, years and location worked. Salary will be adjusted when verification is received within the same school year.

### Section 2      Transfer of Experience between Middle School and High School

Allocation of Grade 6-8 Experience to the 9-12 Step Schedule

- Two years of 6-8 experience counts as one year of experience when transferring to the 9-12 level.

Allocation of 9-12 Experience to the 6-8 Experience

- One year of 9-12 experience counts for two years at the 6-8 level.
- Each year of college coaching experience will be equally counted as one year for 9-12 allocation.

### Section 3 Transfer of Experience between Levels of Coaching

#### Transferring From an Assistant Coach to a Head Coach

- An assistant coach hired as a head coach in the same sport at the same level (high school/middle school) will be placed on the same step on the head coach scale. All other levels of assistants who transfer to a head coaching position begin on Step 1 if they have no other head coaching experience in the same sport/activity

#### Transferring from Assistant Coach to Assistant Coach and from Head Coach to Head Coach

- An assistant who is on step 4 or 5 of any sport/activity and transfers to another sport/activity where he or she has no previous coaching experience will be placed on step 2 (1<sup>st</sup> year) on the assistant coaching scale.
- A head coach who is on step 4 or 5 of any sport/activity and transfers to another sport/activity as a head coach, where he or she has no previous coaching experience, will be placed on Step 2 (2nd year) if on step 6, they will be placed on Step 3 (1st year) on the head coaching scale.

#### Transferring from a Head Coach to an Assistant Coach

- Years as a Head coach counts towards the same years as an assistant in the same sport/activity at the same grade level.
- A head coach who is on step 4 or 5 of any sport/activity and transfers to another sport/activity as an assistant coach, where he or she has no previous coaching experience, will be placed on Step 2 (2nd Year) if on Step 6, they will be placed on Step 3 (1st year) on the assistant coach coaching scale.

### Section 4 Post-Season:

Coaches whose teams qualify to participate in extended seasons because of WIAA sanctioned post season (district, regional and state) activities will be compensated in the following manner:

- Head Coaches and the Building Athletic Director will meet to mutually agree upon those coaches necessary for post-season practice and competition and identify who will receive per diem post-season pay. Designated coaches will be paid at per diem rate based on the coaching stipend, length of season contingent on the number of participants (based on 10 weeks, then divided by 5 days to come up with the daily rate "per-diem). The head coach has the right to take the allocation of post season pay for the safe number of coaches and spread it out equally among the coaching staff of that particular sport/activity that the head coach wants to attend on a paid basis, beyond the intent of the preceding language.
- Post-season play is defined as WIAA sanctioned competition following the completion of the scheduled season of play which a team or individual must qualify before competing.
- Designated coaches taking contestants to post season play-offs shall be only those necessary for the safe and effective participation of students.

- Extended season compensation will be paid for practice days, if such practice occurs beyond the normal work day and is in addition to practices normally held for the activity, and for the event days only.
- Teams whose post-season activities are not continuous with the regular season will be compensated for one (1) week of practice prior to the event.
- No coach shall be paid for post-season pay and a subsequent season at the same time, unless the coach is able to fulfill the responsibilities of both sports/activity.

Designated coaches taking individual contestants to play-off activities shall be paid at the schedule listed below:

1	participant	25%
2-3	participants	50%
4-5	participants	75%
6 or more	participants	100%

Additional stipend coaches of that respective sport/activity requesting to attend after league tournaments will be provided a substitute, paid by the district, on event days when our team is competing.

### Section 5 Summer Season

Summer activities are not required for any WIAA recognized sport/activity. Should coaches choose to participate in summer sport/activities they may do so in a number of ways. If coaches choose to provide summer opportunities through the school district, they must complete all procedures, forms, and protocols established by the District. Coaches will receive a letter recognizing them as district-approved volunteers for the summer season.

### Section 6 Classified/Non Exempt Employee Pay

Payment for all classified employees will be in accordance with the provisions of the Fair Labor Standards Act (FLSA).

### Section 7 Salary Schedule (Appendix D)

Longevity is based on 12 years experience as defined below:

Assistant Coaches:

- WIAA experience within the same sport/activity as an assistant
- In the event that an assistant coach has WIAA experience as a head coach within the same sport/activity, all years will credited toward longevity
- Fulltime coaching responsibilities with NCAA or NAIA college program

Head Coach:

- WIAA experience within the same sport/activity as a head coach
- Fulltime coaching responsibilities with NCAA or NAIA college program

The Salary schedule steps on Appendix D are as follows:

<u>Step</u>	<u>Year(s)</u>
1	1 & 2
2	3 & 4
3	5 & 6
4	7 to 11

<u>Step</u>	<u>Year(s)</u>
5	12-23 years
6	24+ years

In the event a levy is passed by the Yelm School District,-the salary schedule will be adjusted September 1 of the following school year:

- The coaching salary schedule shall be adjusted annually based on the Implicit Price Deflator (IPD).
- Annual adjustments will be capped at a maximum of 3% and will not fall below a minimum of 1.5%.

### **Section 8 Payroll Deduction**

Paperwork for payroll deduction will be attached to Supplemental Agreements. The Association shall submit necessary paperwork for dues deduction to the Payroll Office within 10 days of the start of each season or ten days from the hiring of a coach if hired after the beginning of the season. Dues will be deducted from the extra-curricular stipend and sent to the designated organizations. Dues scheduled will be provided to the District by YECA annually by August 1 and the District will make a one-time deduction per Supplemental Agreement.

### **Section 9 Supplemental Service Agreement**

All known coaches will receive a Supplemental Service Agreement for the activity they are coaching prior to the first day of practice or turnout, provided they are compliant with WIAA and district required certifications and trainings. This agreement will become valid upon School Board Approval.

**ARTICLE VI NUMBER OF COACHES**

**Section 1 Participants to Extracurricular Activity**

<b>Sport/Activity</b>	<b>Base Number of Staff</b>	<b>Number of Teams</b>
*HS Football	9	3
*HS Basketball (B)	4	3
*HS Basketball (G)	4	3
*HS Wrestling (B)	1	2
*HS Wrestling (G)	1	1
*HS Wrestling Assistant	4	-
*HS Baseball	4	3
*HS Fastpitch	4	3
*HS Volleyball	4	3
*HS Soccer (B)	3	3
*HS Soccer (G)	3	3
*HS Track Head (B)	1	1
*HS Track Head (G)	1	1
*HS Track Assistant (B) & (G)	4	-
*HS Cross Country (B)	1	1
*HS Cross Count (G)	1	1
*HS Golf (B)	1	1
*HS Golf (G)	1	1
*HS Tennis (B)	2	2
*HS Tennis (G)	2	1
*HS Jazzline	2	1
*HS Cheer	2	1
*HS Debate Head	1	1
*HS Drama Head (2 Seasons)	1	1
*HS Drama Assistant (2 Seasons)	1	1
*HS Bowling	1	1
*HS Strength Coach (4 Seasons)	1	1
#MS Basketball (B)	3	3
#MS Basketball (G)	3	3
#MS Football	4	2
#MS Volleyball	3	3
#MS Wrestling	2	2
#MS Track (B)	3	2
#MS Track (G)	3	2
#MS Soccer (B)	2	2
#MS Soccer (G)	2	2
#MS Fastpitch	2	2
#MS Cross Country (G) District	2	1

If the high school drama program performs a musical they will be allocated a \$1500 budget for the performance.

### Coaching Staff Expansion Based on Participation Thresholds

When athlete participation exceeds the thresholds listed below, the district will authorize the hiring of additional paid coaching positions, up to the specified maximum.

Numbers will be based on cleared athletes on Final Forms or other future platforms used by the district to clear athletes.

Sport	Participation Triggers (Number of Participants)	Maximum Additional Coaches
High School Football	100, 110 & 120	Up to 3
High School Track	120 & 140	Up to 2
Boys Cross Country	25 & 40	Up to 2
Girls Cross Country	25 & 40	Up to 2
Boys Golf	15	Up to 1
Girls Golf	15	Up to 1
High School Bowling	25	Up to 1
Middle School Track	120 & 140	Up to 2

In the event that student participation declines, staffing may be reduced as teams are eliminated based on language: years of service, experience and evaluation. Coach's salaries will be prorated from day one of the season to the day the team is eliminated. If the team is eliminated half way through the season or beyond the coach will be paid in full. In the event that student participation increases substantially, which may affect the safety of student athletes, the District and the Association will meet to discuss adding staff. If new staff is added after the start of the season their contract will be prorated to reflect the time covered.

The Association and the District will meet to mutually agree on staffing levels for any new sports/activity added during the length of this agreement.

## **Section 2 Program Quality**

In the event of a double levy failure or unanticipated financial crisis, the District and the Association will collaborate on a plan to maintain program quality without compromising the financial integrity of the district.

# **ARTICLE VII ACTIVITY BUDGETS**

## **Section 1 Budget Preparation**

Athletic Directors will inform coaches of the budget preparation process including timelines and total budget available for student activities. Coaches will be asked for input regarding team and sport/activity needs. Coaches will be informed annually at the end of the year of the building uniform cycle and their team's place in that cycle. High School and Middle School head coaches may request a budget that includes expenditures and revenues every two months beginning in September of a school year. Head coaches may request budgets more frequently, not to exceed one a month, by asking the athletic director in writing. Athletic directors will be given 5 working days to provide a budget if requested more frequently than once every two months.

Athletic budgets for each respective sports/activity will be reviewed at the post season meetings between the Building AD and head coach. If there are any discrepancies or concerns they will be addressed within 5 working days after the post season meeting.

## **Section 2 Team / Activity Budgets**

Under normal circumstances budgets will not be reduced except in the event of a double levy failure or unanticipated financial emergency. Along with other criteria, new sports/activities will be evaluated for cost efficiency. All activities and athletics covered under this agreement will receive a yearly budget.

# **ARTICLE VIII HIRING PROCESS**

## **Section 1 Posting Procedures**

All vacancies in pre-existing and newly-created extracurricular positions will be made available on the district's website. A copy of the notice shall be given to the Association Officers at the time of the posting. Electronic posting of positions will occur per District procedures. Employees (certificated staff, para educators, custodians, etc. (coaches only must apply online)) who desire to apply for such positions shall submit their letter of interest to the District Human Resources Office. The letter must detail interest and coaching experience.

If an applicant has been interviewed for a like position (head coach/assistant coach) in the past 3 months and is the only applicant, he or she does not have to be interviewed.

An employee of the district is not guaranteed an interview.

## Section 2 Hiring Process

District procedures for hiring:

The Director of Human Resources will make recommendations for both high school and middle school coaches to the Superintendent, who has the ultimate responsibility for hiring upon approval of the school board.

All hiring is contingent upon school board approval.

9-12 Coaches:

- The Principal, Athletic Director, and an interview team, which shall include at least two association members, mutually agreed upon by the Association President and the Director of Human Resources will hire Head Coaches.
- Assistant coaches will be hired with mutual agreement between the Athletic Director, Director of Human Resources or designee, and the Head Coach of the respective sport/activity.
- Students will not be included as part of the interview team.
- Parents of current players will not be included on the interview team.
- Interview questions will be agreed upon by Athletic Director, Director Human Resources or designee and Association President or designee.
- If a new Head Coach for a sport is hired, current Assistant Coaches will be notified in a timely manner that a successor assignment may not be offered, and that they may exercise the opportunity to be interviewed by the new Head Coach and Athletic Director for an Assistant Coach position. If a current Assistant Coach requests an interview, the new Head Coach may in mutual agreement with the Athletic Director and Director of Human Resources or designee retain the coach via an interview, in order to build and maintain a cohesive team of Assistant Coaches, and to ensure unity of coaching philosophy in alignment with District expectations in support of sportsmanship and the student athlete experience. Following this interview, current Assistant Coaches may be retained as an Assistant Coach or not offered a successor assignment.

6-8 Coaches:

- The Athletic Directors and/or Principal with an association representation will hire Head Coaches.
- The High School Head Coach will be given the opportunity to have input into the hiring of the head coach.
- Assistant Coaches will be hired with mutual agreement between the Athletic Director, Director of Human Resources or designee and the Head Coach of the respective sport/activity.
- Interview questions will be agreed upon by Athletic Director, Director of Human Resources or designee and Association President or designee.

All applicants for a vacant position shall be notified when the position is filled.

## Section 4 Use of Classified Employees for Positions

Classified District Employees have the ability to apply and be considered for coaching positions, with the understanding that the hourly wage for all coaching positions will be the Washington State minimum wage, subject to applicable overtime calculations. Classified coaches will be issued a contract for the

applicable stipend listed in the salary schedule. Such employees understand they would need to meet the time constraints of their coaching position after their district position is done on a daily basis. Assistant coaches shall limit their hours to 12 5 hours per week without prior approval from their administrator. Head coaches shall limit their hours to 15 hours per week without prior approval from their administrator.

## ARTICLE IX EVALUATION

### Section 1 Coaches

The purpose/intention of evaluating coaches is to bring about a positive outcome by all parties regarding the development of coaches and the improvement of performance. The evaluation process is established to recognize high levels of coaching performance (strengths) as well as to encourage the improvement of performance in specific areas for growth (weaknesses).

The Athletic Directors are responsible for evaluating the head coaches. The Athletic Directors, in collaboration with the head coach, will evaluate assistant coaches. All head coaches will be evaluated using an identical form and all assistant coaches will be evaluated using an identical form. All coaches will be evaluated by the Athletic Director using the same criteria and process.

Each Employee will receive an evaluation within thirty (30) calendar days of the completion of the sport/activity. Completion will be defined as the end of the state tournament for the sport/activity. If the evaluation is not completed within thirty (30) calendar days, the evaluation will automatically be satisfactory.

### Section 2 Intent to Renew

Following an overall satisfactory evaluation, the District will be required within sixty (60) calendar days of the completion of the sport/activity, to formally decide whether to renew or non-renew the head coach for the upcoming school year. Notification of the intent to renew may be made during the evaluation process if the district chooses. If the renewal decision is not completed during the evaluation process, the district must send a letter to the coach/employee of the intent to renew. If the decision is not to renew, the Athletic Director must schedule a meeting in person with the coach/employee to provide notification of the non-renewal and inform him/her of the right to bring association representation to the meeting.

### Section 3 Evaluation and Discipline

The written evaluation form shall not be the method used to formally discipline an employee, however disciplinary issues may be a factor in evaluating overall coaching competency.

## ARTICLE X TRAINING AND STAFF DEVELOPMENT

## **Section 1 Funding and Purpose**

Six thousand dollars (\$6,000.00) will be set aside annually to support in-service opportunities for Association members. Any member who seeks to attend a workshop, class or in-service can make a request through the athletic director. Alternatively, the athletic director may require a member to attend a workshop. Members may apply for reimbursement of the cost of hotel accommodations from unused training and staff development funds at the end of each school year. Requests for reimbursement cannot exceed the available funds. In the event requests exceed the available funds, requests will be equally divided by the available funds. No member may receive reimbursement greater than the actual cost of the hotel accommodation of the reimbursement request.

## **ARTICLE XI NO STRIKE OR LOCKOUT CLAUSE**

The Board and the Association agree that disputes which may arise between them shall be settled without resort to strike or lockout. The Board agrees it will not lock out any or all of its employees during the term of this agreement. The Association agrees that there will be no strikes during the term of this agreement.

## **ARTICLE XII CONFORMITY TO LAW**

If any provisions of this Agreement or any applications of the Agreement shall be found to be contrary to law, such provision or application shall have effect only to the extent permitted by law. All other provisions or application of this Agreement shall continue in full and effect.

If any provision of this Agreement is so held to be contrary to law, the parties shall, by mutual consent, commence bargaining on said provisions as soon thereafter as is reasonably possible.

## **ARTICLE XIII STATUS OF AGREEMENT**

The Board and Association will act in lawful compliance with all federal and state laws.

## **ARTICLE XIV LETTERS OF AGREEMENT**

All letters of agreement written during the length of this agreement without an end date will be included or deleted during the next full open contract.

## **ARTICLE XV REOPENER**

## Section 1 New classification of High School

If, during the term of this agreement, Yelm High School becomes reclassified by the WIAA and the administration chooses to change athletic leagues, the District and Association will meet and collaboratively deal with athletic issues related to the reclassification.

## ARTICLE XVI DURATION OF AGREEMENT

This agreement shall become effective September 1, 2025 and shall remain in effect until August 31, 2027.

The parties acknowledge that during the negotiations resulting in this agreement, each had unlimited right and opportunity to make demands and proposals with respect to any and all subjects or matters that the understanding and agreements arrived at by the parties set forth in this agreement.

This agreement constitutes the entire agreement between the parties and concludes collective bargaining for its term, subject to a desire by both parties to mutually agree to amend or supplement at any time.

**COLLECTIVE BARGAINING AGREEMENT BETWEEN**

**YELM COMMUNITY SCHOOLS  
and  
YELM EXTRA CURRICULAR ASSOCIATION**

September 1, 2025 – August 31, 2027

/S/Chris M. Woods 8/28/2025  
Superintendent Date  
Yelm Community Schools

/S/David Wasankari 8/28/2025  
Association President Date  
Yelm Extra Curricular Association

/S/Denise Hendrickson 8/28/2025  
School Board President Date  
Yelm Community School  
Board of Director

INCIDENT REPORT and INSTRUCTIONS

Form can be found online at:

<https://www.esd113.org/district-support/health-safety/workers-comp/employee-incident-report/>



**GRIEVANCE REVIEW REQUEST**

This form is to be utilized when referring a grievance to the Superintendent as provided in the Grievance Procedure (pages 9-11) of YECA Collective Bargaining Agreement.

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Name of Grievant: \_\_\_\_\_

Date of private conference as provided in Step 1: \_\_\_\_\_

Name of Athletic Director with whom conferences were held: \_\_\_\_\_

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1. Alleged facts on which the grievance is based: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Specific provisions of the Agreement between the District and the Yelm Extra-Curricular Association which are alleged to have been violated: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Remedy being sought: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

Date

---

Signature

Please make 4 extra copies of this form: Original to Principal, 1<sup>st</sup> copy to staff member, 2<sup>nd</sup> copy to school building representative, 3<sup>rd</sup> copy to YECA President, 4<sup>th</sup> copy to High School Athletic Director if not already informed.

## Appendix D

## 2025-26 YECA SALARY SCHEDULE

All extracurricular supplemental agreement rates are based on a ten (10) week season.

Only athletic supplemental agreements qualify for post season pay as set forth in the YECA Collective Bargaining Agreement.

Supplemental agreements for Dance and Cheer may be extended, with prior administrative approval, for up to but not exceeding an additional one (1) season.

\*\*Longevity column (see Collective Bargaining Agreement)

School	Activity	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
		1-2 Year	3-4 Year	5-6 Years	7-11 Years	12-23 Yrs	24 + Yrs
Grade 9/12	Basketball, Head	\$7,807	\$8,218	\$8,651	\$9,106	\$550	\$550
Grade 9/12	Basketball, Assistant	\$5,712	\$6,013	\$6,330	\$6,663	\$450	\$450
Grade 9/12	Bowling, Head	\$5,712	\$6,013	\$6,330	\$6,663	\$450	\$450
Grade 9/12	Football, Head	\$7,807	\$8,218	\$8,651	\$9,106	\$550	\$550
Grade 9/12	Football, Assistant	\$5,712	\$6,013	\$6,330	\$6,663	\$450	\$450
Grade 9/12	Wrestling, Head	\$7,807	\$8,218	\$8,651	\$9,106	\$550	\$550
Grade 9/12	Wrestling, Assistant	\$5,712	\$6,013	\$6,330	\$6,663	\$450	\$450
Grade 9/12	Track, Head	\$7,237	\$7,618	\$8,019	\$8,441	\$500	\$500
Grade 9/12	Track, Assistant	\$4,570	\$4,810	\$5,063	\$5,330	\$400	\$400
Grade 9/12	Baseball, Head	\$7,095	\$7,469	\$7,861	\$8,275	\$500	\$500
Grade 9/12	Baseball, Assistant	\$4,570	\$4,810	\$5,063	\$5,330	\$400	\$400
Grade 9/12	Volleyball, Head	\$7,237	\$7,618	\$8,019	\$8,441	\$500	\$500
Grade 9/12	Volleyball, Assistant	\$4,570	\$4,810	\$5,063	\$5,330	\$400	\$400
Grade 9/12	Softball, Head	\$7,237	\$7,618	\$8,019	\$8,441	\$500	\$500
Grade 9/12	Softball, Assistant	\$4,570	\$4,810	\$5,063	\$5,330	\$400	\$400
Grade 9/12	Soccer, Head	\$7,237	\$7,618	\$8,019	\$8,441	\$500	\$500
Grade 9/12	Soccer, Assistant	\$4,570	\$4,810	\$5,063	\$5,330	\$400	\$400
Grade 9/12	Cross Country, Head	\$5,712	\$6,013	\$6,330	\$6,663	\$450	\$450
Grade 9/12	Cross Country, Assistant	\$3,427	\$3,608	\$3,798	\$3,997	\$400	\$400
Grade 9/12	Tennis, Head	\$7,237	\$7,618	\$8,019	\$8,441	\$500	\$500
Grade 9/12	Tennis, Assistant	\$4,570	\$4,810	\$5,063	\$5,330	\$400	\$400
Grade 9/12	Golf, Head	\$5,712	\$6,013	\$6,330	\$6,663	\$450	\$450
Grade 9/12	Golf, Assistant	\$3,427	\$3,608	\$3,798	\$3,997	\$400	\$400
Grade 9/12	Strength, Head	\$3,999	\$4,210	\$4,432	\$4,665	\$425	\$425
Grade 9/12	Jazzline, Head	\$5,712	\$6,013	\$6,330	\$6,663	\$450	\$450
Grade 9/12	Jazzline, Assistant	\$4,570	\$4,810	\$5,063	\$5,330	\$400	\$400
Grade 9/12	Cheer, Head	\$5,712	\$6,013	\$6,330	\$6,663	\$450	\$450
Grade 9/12	Cheer, Assistant	\$4,570	\$4,810	\$5,063	\$5,330	\$400	\$400
Grade 9/12	Drama Production, Head	\$5,712	\$6,013	\$6,330	\$6,663	\$450	\$450
Grade 9/12	Drama Production, Asst	\$4,570	\$4,810	\$5,063	\$5,330	\$400	\$400
Grade 9/12	Debate, Head	\$4,570	\$4,810	\$5,063	\$5,330	\$400	\$400
Middle School	Football, Head	\$4,115	\$4,321	\$4,537	\$4,764	\$425	\$425
Middle School	Football, Assistant	\$3,201	\$3,361	\$3,530	\$3,706	\$375	\$375
Middle School	Cross Country, Head	\$4,115	\$4,321	\$4,537	\$4,764	\$425	\$425
Middle School	Cross Country, Assistant	\$3,201	\$3,361	\$3,530	\$3,706	\$375	\$375
Middle School	Basketball, Head	\$4,115	\$4,321	\$4,537	\$4,764	\$425	\$425
Middle School	Basketball, Assistant	\$3,201	\$3,361	\$3,530	\$3,706	\$375	\$375
Middle School	Wrestling, Head	\$4,115	\$4,321	\$4,537	\$4,764	\$425	\$425
Middle School	Wrestling, Assistant	\$3,201	\$3,361	\$3,530	\$3,706	\$375	\$375
Middle School	Track, Head	\$4,115	\$4,321	\$4,537	\$4,764	\$425	\$425
Middle School	Track, Assistant	\$3,201	\$3,361	\$3,530	\$3,706	\$375	\$375
Middle School	Volleyball, Head	\$4,115	\$4,321	\$4,537	\$4,764	\$425	\$425
Middle School	Volleyball, Assistant	\$3,201	\$3,361	\$3,530	\$3,706	\$375	\$375

Middle School	Soccer, Head	\$4,115	\$4,321	\$4,537	\$4,764	\$425	\$425
Middle School	Soccer, Assistant	\$3,201	\$3,361	\$3,530	\$3,706	\$375	\$375
Middle School	Softball, Head	\$4,115	\$4,321	\$4,537	\$4,764	\$425	\$425
Middle School	Softball, Assistant	\$3,201	\$3,361	\$3,530	\$3,706	\$375	\$375