

**REARDAN-EDWALL ACTIVITIES ASSOCIATION
(REAA)**

AND THE

REARDAN-EDWALL SCHOOL DISTRICT #9



COLLECTIVE BARGAINING AGREEMENT

2025-2028

FINAL AGREEMENT DATED: 9/18/2025

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**Agreement Between
Reardan-Edwall School District #9
representing
Extracurricular Contract Employees
Organized as Reardan-Edwall Activities Association (REAA)**

Section A. Preamble

This Agreement has been reached between the Reardan-Edwall School District #9 and the Reardan-Edwall Activities Association pursuant to the Washington State Legislature's RCW 28A.600.200 with regard to extracurricular employment.

Section B. Definition of Terms

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

1. The term “District” shall mean Reardan-Edwall School District #9.
2. The term “Board” shall mean the Board of Directors of Reardan-Edwall School District #9 as the governing body of the District.
3. The term “Association” shall mean Reardan-Edwall Activities Association as the bargaining agent.
4. The term “Parties” shall mean the District and the Association.
5. The term “Agreement” shall mean the collective bargaining agreement, which shall be signed by the Parties.
6. The term “Employee” shall mean any member of the bargaining unit as set out in this Agreement.
7. The term “Day” shall mean any day the district business office is open for business with the public, including summer days but excluding days the District Office is officially closed.
8. The term “Superintendent” shall mean the chief administrative officer of the District or his/her designee.
9. The term “President” shall mean the president of the Association or his/her designee.
10. The term “WIAA” shall mean Washington Interscholastic Athletics Association.

Section C. Recognition

1. The Board hereby recognizes the Reardan-Edwall Activities Association as the exclusive bargaining unit for all athletic coaches, ASB advisors, club advisors, class advisors, honor society advisor and knowledge bowl advisor.
2. All positions covered by this contract are named in the salary schedules as found in Appendix F.
3. Positions may be added by the district and salary for such positions determined through a contract negotiations process with designated REAA and Reardan-Edwall School District representatives at any time.
4. The District recognizes the Reardan-Edwall Activities Association as the exclusive bargaining agent for all employees and shall not recognize or bargain with any other employee organization seeking or claiming to represent employees unless such an organization has been certified by the Reardan-Edwall Activities Association as the exclusive bargaining agent for employees.

Section D. District Rights

The parties agree that the District retains all customary, usual, and exclusive rights, decision-making prerogatives, functions, and authority connected with or in any way incident to its responsibility to manage the extracurricular affairs of the District or any part of it. The exercise of the foregoing rights, authority, duties, and responsibilities by the Board shall be limited only by the specific and express terms of this Agreement and the laws of Washington State. This agreement in no way obligates the District to offer any activity(s) mentioned in the agreement.

Section E. Employee Contract and Dues

1. Employees hired for extracurricular positions will sign a contract with the district prior to assumption of duties. Contracts for extracurricular positions as represented by this agreement shall be consistent with the terms of this agreement, shall identify the parties, the specific position, and the rate of compensation.
2. To the extent applicable, a letter of reasonable assurance as represented by this contract shall be received by employees by June 15 for the following year, but such notice is not a guarantee of reemployment.

If any such contract is inconsistent with or is in conflict with the terms and conditions of this agreement, the terms and conditions of this agreement shall supersede. Neither a determination by the District to offer or not to offer a co-curricular contract to an employee shall be made a condition of continuous or future employment with the District within this or other bargaining units.

- Coaches agree to automatic deduction from their payroll compensation in the amount of any fine charged to the district as a result of a coach's appearance, conduct or statements. The AD will notify the Superintendent and Payroll of any such fines. Refer to WIAA guidance on fines.
- With AD approval, coaches may appeal to the Superintendent via written statement, explaining why the fine was unjustly imposed, requesting the deduction be waived. The Superintendent will communicate with their decision to the coach, AD and Payroll.

Coaches will assist the District in recruiting and training volunteers for jobs like line judging, score keeping, announcing, statistics, ticket taking, etc.

Section F. Association Use of School Facilities

1. Use of buildings:
 - a. The Association may use the District buildings for the purpose of having meetings and transacting Association business in accordance with established District policy provided that such meetings and business shall not interfere with District educational programs.
 - b. All such meetings shall be held outside the regular teacher work day, except with administration approval. Association meetings shall not conflict with other prescheduled meetings for the facilities requested and shall be scheduled through the building administrator.
2. Mail System: The Association shall have the right to reasonable use of the intra-district mail service, including email, and teacher mailboxes for communication with its members. An Association representative shall have the responsibility for sorting and placing the mail in boxes.
3. Orientation: The Association shall be given the opportunity to make announcements of future meeting information to all employees as an official part of the program during District sponsored teacher orientation.
4. Keys and Facilities: In order to carry out assigned responsibilities as determined by the Building Principal/Athletic Director, employees shall be assigned a work area that contains equipment, supplies, and storage areas as well as access to all the keys that the employee needs to gain entrance to these areas. Employees will be assigned classroom or other indoor meeting space as needed. Employees are encouraged to raise the adequacy of assigned work areas and access to keys, with the Athletic Director and/or Superintendent as problems arise.

Section G. Extracurricular Vacancy

1. There shall be no discrimination by either the District or the Association as followed by current Federal and State laws.
2. All extracurricular positions will be announced to all employees, including REAA president and vice president, by district network email for a minimum of five (5) school days to create a hiring pool except with approval by the REAA president the posting process may be altered to include a shorter posting period.

3. Coaching vacancies will be posted outside the district simultaneously with the in-house announcement and may be filled from outside the district employee hiring pool.
4. District employees who apply for a position and do not receive an interview shall receive notification of that decision by the time interviews take place. Upon request, the Athletic Director/designee will consult with the candidate for areas of future professional development.
5. If, during the period the position is open, more than one candidate applies, including district employees, the candidate judged most qualified will be hired.
6. Whenever possible, interviews shall be conducted a minimum of six (6) weeks prior to the start of a sports season except when a vacancy is initially identified following this date. In this event, the interview shall be conducted as soon as possible.
7. Hiring of extra-curricular positions will follow the district hiring policy and procedure with the exception of any additional procedures or provisions detailed in the active REAA contract.
8. When a high school head coach resigns, all the applicable HS assistant coaches for that activity will need to resign and may reapply for their coaching positions. Junior high coaches are not affected.

Section H. Employee Notification of Rehire

1. Each extracurricular contract is issued for one season/year only. The decision to rehire the following season/year is solely by district discretion.
2. For coaches, evaluations and recommendations from the Athletic Director of rehire will be made no more than thirty (30) days after the awards banquet/program.
3. For all other extracurricular positions, the district will notify of rehire no later than June 15 for the following year.
4. Notwithstanding the deadlines for renewal contained in 2 and 3 above, the District reserves the right to make subsequent decision to not rehire based upon information not available to the District at the time the initial decision was made.
5. District reserves the right to terminate or discipline an employee during their activity season for just cause.

Section I. Complaint Procedure

(This section is not subject to the grievance process)

1. If at any time parents/guardians have a question or concern regarding their student's extracurricular participation, the following course of action is to be taken:
 - a. The parents/guardians will talk directly with the employee at an appointed time and place apart from practice and activity/contest.
 - b. If the issue is not resolved and/or parents/guardians still have a concern, they are to arrange a meeting with the athletic/activity director.
 - c. If the issue remains unresolved, the parents/guardians are advised to take the issue to the principal.

- d. If the issue remains unresolved, the parents/guardians may take the issue to the superintendent.
 - e. If the issue remains unresolved, the parents/guardians may take the issue to the school board.
 - f. If a parent approaches an immediate supervisor, administrator, athletic director, or board member with a complaint involving an extracurricular employee before he/she has met with the employee against whom the complaint is being made, he/she will be directed to follow the procedure as described above.
 - g. This procedure will become part of the athletic code and be given in writing to the parent(s) of every student participant before each season begins.
2. For accusations of serious misconduct or mistreatment, a complaint should be made directly to an administrator of the District in accordance with district policy.

Section J. Grievance Procedure

1. The purpose of this procedure is to provide for the orderly and expeditious adjustment of grievances at the lowest possible level.
2. *Definitions*
 - a. The term “grievance” shall mean a claim based upon an event or conditions which affect the conditions or circumstances under which an individual works, allegedly caused by misinterpretation or inequitable application of the terms of this Agreement.
 - b. The term “Grievant” shall mean an employee or group of employees, or the Association having a grievance.
 - c. The term “AR” (Association Representative) shall mean a representative of the REAA.
3. *Time Limits*
 - a. If the grievant fails to file or appeal according to the time lines set out below, the grievance may not be pursued further and shall be resolved according to the last formal response. In the event the District or its agents fail to meet a time line, the grievant may proceed to the next step of the procedure. The time limits shall be strictly observed, but may be extended by mutual agreement of the Participants.
 - b. The adjustment of grievances shall be accomplished as rapidly as possible. To that end, the time line shall be considered a maximum and every effort shall be made to expedite the process.
4. *Rights to Representation*
 - a. A grievant shall have the right to be accompanied by a REAA representative at all steps of the grievance procedure. In the event a grievant elects to file and proceed without a REAA representative, he/she may do so through the first two (2) steps of the procedure only, provided that the association is present at every meeting or conference above the informal step, in order to protect its contract rights, and

further provided that copies of the grievance, appeals, and responses are given to the President in a timely fashion.

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

5. *Individual Rights*

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

6. *Procedures*

a. Step One:

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

b. Step Two:

If the employee is dissatisfied with the outcome of the informal conferences(s), he/she may file a formal grievance with his/her immediate supervisor within twenty (20) days of the occurrence (or within twenty (20) days of the time the employee was aware of the occurrence) that was the basis of the grievance. The immediate supervisor shall schedule a formal conference with the grievant and the Association representative, by mutual agreement. Every effort should be made at the conference to develop an understanding of the facts and the issues in order to create a climate which may lead to a solution. The formal conference shall occur within ten (10) days of the filing of the formal grievance. If agreement is reached on a settlement, it shall be reduced to writing and signed by the participants. Otherwise the immediate supervisor shall render his/her decision within ten (10) days of his/her formal conference with the grievant. Copies of the decision shall be sent to the participants, the President of REAA, and the Superintendent.

c. Step 3:

In the event the grievant is not satisfied with the disposition of his/her grievance at Step 2, or in the event that no decision is reached within ten (10) days after the presentation of the grievance, the grievant may within ten (10) days appeal in writing to the Superintendent. The Superintendent shall have ten (10) days to schedule a grievance hearing. The response shall be rendered within ten (10) days of the hearing.

d. Step 4:

If the grievance has not been adjusted to the satisfaction of the grievant within twenty (20) school days after the grievance was first taken up with the Superintendent or his/her designated representative under Step 3, then the grievant may request a meeting with the School Board for the purpose of adjustment of the grievance by submitting a written request. The School Board shall, within fifteen (15) school days after receipt of the written request, confer

with the grievant and render a decision to be submitted to the grievant in writing within ten (10) days.

e. *Step 5: Mediation*

If the grievant is not satisfied with the disposition of his/her grievance at Step 4, or if no decision has been rendered within ten (10) days after he/she has first met with the Board, he/she may within five (5) days after a decision by the Board, or twenty (20) days after he/she has first met with the Board, whichever is sooner, request in writing that the Association submit his/her Grievance for a hearing by a mediation panel, directed and created by the Superintendent and/or AD. The mediation panel will be created for the purpose of resolving the grievance and may not exceed three (3) members.

- f. The mediation panel selected shall confer with the representatives of the Superintendent and the Association and hold hearings promptly. The mediation panel's decision shall be in writing and shall set forth their findings of fact, reasoning, and conclusions of the issues submitted. The mediation panel shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which violates the terms of this Agreement. The decision of the mediation panel shall be submitted to the District and the Association for approval. After approval, the decision will be given to the district attorney to determine if the agreement is consistent with Washington State law and District policy and procedures. After reviewed by the attorney, the decision will be final and binding upon the Parties.
- g. The costs for the services of the mediation panel, including per diem expenses, if any, and his/her travel and subsistence expenses and the cost of any hearing room, shall be borne by the District and the Association equally. All other costs shall be borne by the party incurring them.

7. *Miscellaneous Conditions*

- a. *Contract Expiration:* Notwithstanding the expiration of the Agreement, any claim or grievance arising thereunder may be processed through the grievance procedure until resolution.
- b. *No Reprisals:* No reprisals of any kind shall be taken by the District or its agents against any employee because of his/her participation in this grievance procedure.
- c. *Cooperation of the Parties:* The Parties shall cooperate in their investigation of any grievance and shall furnish such information as is requested for the processing of any grievance.
- d. *Released Time:* Should the investigation or processing of any Grievance require that an employee(s) or an AR(s) be released from his/her regular assignment, upon request of the Association, he/she shall be released without loss of pay or benefits. The Association shall cover the cost of a substitute for the employee.

8. *Files*: All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
9. *Form*: The form for filing grievances is attached to and made a part of this Agreement as Appendix B.
10. *Association Grievances*: If a grievance affects a group of employees or the Association, the Association may initiate and submit such grievances to the Superintendent directly, and the processing of such grievances shall commence at Step 3. Grievances involving more than one (1) supervisor and grievances involving the administrator above the building level may be filed by the Association at Step 3.
11. *Summer Time Limits*: When a Grievance is submitted on or after June 1, the time line shall consist of all District scheduled work days, so that the matter may be resolved before the close of the school term or as soon as possible thereafter.
12. *Exclusions*: Excluded from the Grievance Procedure shall be all matters for which law mandates another method of review. The parent complaint procedure is not subject to the grievance process.

Section K. Professional Development

1. It is the responsibility of the head and assistant coaches to complete all mandatory rules clinics as required by WIAA **prior** to the first official day of practice of that season. Certificates must be provided to the Athletic Director through Final Forms . If this is not met, the coach is considered void and out of compliance with District and WIAA policy and will not be allowed to hold practice and/or meetings.
2. Professional leave may be granted by the Superintendent to district employees for attendance at professional development activities directly related to an extra curricular contract. Coaches are required to inquire with the Athletic Director, who will consult with the Superintendent for approval.
3. The district will support professional development for extracurricular **coaches** as allowed by District policy and procedures. The first priority will be training for coaches to acquire or maintain WIAA certification. Professional development must be pre-approved by the Superintendent via the Athletic Director. Professional Development is expected and supported by the REAA and district administration.
4. Each coach must also maintain a current CPR/First Aid card (and Red Cross Safety Training for Swim Coaches), a Washington State Patrol criminal background check, be 21 years of age if head coach, 18 years if assistant coach, and attend a WIAA/WOA Rules Clinic if a high school varsity head coach. If a coach is hired at the age of 18, they must be a high school graduate. The District will include \$3,000 per year in the AD budget for coach training and travel expenses associated with training. All other training needs will

be either be at the coaches personal expense or preapproved by the AD and within the AD's approved budget. Trainings will be prioritized in the following order:

- a. Newly hired coaches attendance at regional coaches clinic. (one time in the first two years of coaching.
 - b. Existing coaches attendance at regional coaches clinics once every three years. Priority will go to coaches that request and have not gone in the past two years. An alternative to attendance at a coaching clinic is \$100 to be used for professional coaching materials, books, videos, etc. This is available each year if budget is available after training new coaches.
 - c. Other professional development requests if budget remains after meeting higher priority training requests.
5. The District will sponsor at least three (3) CPR/First Aid classes (fall, winter, and spring) without charge to district employees and extracurricular contract holders. Any district sponsored CPR/First Aid class beyond will be charged to the REAA member(s) equally.
 6. Head Coaches will earn one professional development day per year per sport coached to attend the state competition. This is for time away from other district employment. Any additional costs of attending state competition is the responsibility of the coach.

Section L. Reimbursement for Travel Expenses

Travel will be reimbursed as per District policy and procedures for travel. (Policy 6213, 6213P & ASB Travel Guide)

Section M. Non-Athletic Extra Curricular Competition

Non-athletic extra curricular competition compensation is paid in accordance with the terms outlined in this section and in the amounts specified in the salary schedule found in Appendix F.

1. In order to collect an activity advisor's stipend, the coach must document the following using the form found in Appendix D:
 - a. 18 hours of preparation with the team outside of contract hours, &
 - b. A minimum of 5 students participate in the competition
2. Each year it is up to the building principal, Superintendent, and potential advisors at each building to determine which competitions will have district-paid advisors.
3. Stipends will be paid in a lump sum at the culmination of the season or competition after completion and Building Principal approval of the Advisor Job Completion Form at Appendix D.
4. Should an academic team advance beyond the initial elimination round, the advisor in charge will earn an additional five (5) percent of their original stipend, to be paid after completion of the "season". When it is determined by the Building Principal, in

consultation with the advisor, that an overnight stay is necessary, the cost of the hotel and all meals will be paid (in accordance with district asb travel policy and procedures). Travel reimbursements shall be submitted to the District office at least ten (10) days prior to travel or will be considered invalid.

5. Activities and Events: Ticket takers for extracurricular events may choose between the ticket taker rate of pay or non-monetary compensation of equal or lesser value, subject to Athletic Director approval. See NonAthletic salary schedule

Section N. Academic/Student Clubs

Stipends for Advisors of Student Clubs:

Advisors of approved clubs will be paid as per the non-athletic salary schedule. Stipends will be paid in a lump sum at the culmination of the required criteria after completion and Building Principal approval of the Advisor Job Completion Form at Appendix D.

1. There is no minimum number of clubs and there will be a maximum number of clubs with district paid advisors at each of the following schools:
 - a. Reardan-Edwall Elementary (4) four
 - b. Reardan-Edwall Middle School (4) four
 - c. Reardan-Edwall High School (6) six
2. The building Principal will recommend to the ASB the paid advisors for the following year prior to the last school day of the preceding year based on the willingness of an advisor to commit, and the relative academic and character-building value of the activities supported by that organization.
3. In order for an ASB sanctioned club advisor to collect a stipend, the advisor must document the following and obtain Principal approval using the form found in Appendix D by May 30th of the current school year..
 - a. A minimum of five (5) members will be required to start or maintain a club.
 - b. A minimum of seven (7) business meetings per school year with agenda and participant list, which will be supplied to the ASB for payment of stipend.
 - c. Perform at least one school or community service as a group, which needs to be pre-approved by high school ASB. Community service is restricted to approval and proper documentation and will not be in coordination with criteria required for any other curriculum guidelines within the district (*example: can't use the same community service as required for school and/or graduation requirements*).
4. If active club membership expands beyond what is reasonable to supervise, the advisor, building principal, and superintendent will negotiate either a second advisor at full stipend, or an assistant at 60% of the stipend or a helper paid at the extracurricular hourly rate as deemed necessary. The total allotted number of active participants will be based on superintendent approval.

Section O. Stipends for Athletic Coaches

1. Coaches of approved sports will be paid as per the athletic salary schedule Appendix F.
2. Minimum numbers of participants for teams are established in Appendix A (Coaching Positions - Ratios). Insufficient student participation will result in closure of the sport for the year. In the event participation numbers are sufficient to hold the sport, but below the minimum participation for the sport, the sport will be canceled for the year unless the head coach opts to coach under a 70% funded stipend. Any position that is not filled for a year due to low participation may be declared “open” in the following year. If numbers start low but the coach increases participation to the fully funded level by the second week of practice, the AD will communicate with payroll to ensure the full stipend is paid.
3. The school district will pay the Washington State Coaching Association dues for each head and assistant coach employed by the District up to a maximum of \$40.00.
4. Head Coaches and one (1) assistant coach will be paid for their team participating in post-season play. Post-season is defined as any qualifying participation beyond the regular season contract. At the end of the regular season, the head coach, the AD and the superintendent or designee may meet to confer and decide if a second assistant coach or flex coach is needed for post-season competition. The regular season includes district playoffs or the equivalent (used to be bi-county). The head coach will be paid \$250 per week for each week of post season competition in which the team and coach participates. The assistant coach will be paid \$150 per week for each week of post season competition in which the team and coach participates. A cheer coach that continues with their team to post-season in support of the football or basketball teams will earn \$150 per week of post season competition, in which they prepare for and participate. If pre-approved, an additional coach, who supports a team during post season, will be paid \$100 per week of post season participation.
5. Unless specified as a lump sum payment elsewhere in this agreement, the district shall pay extracurricular coaching contracts either in three (3) equal installments or equal installments through August beginning with the first month of a contracted activity, whichever is less. Should an activity be terminated mid-season, the coach will receive a prorated stipend equal to the portion of the season completed. Any post-season pay will be processed after the season is completed, with signed documentation from the Athletic Director.
6. Unless pre-arranged with the Athletic Director prior to the start of any sport season, any coach who misses five (5) coaching days, which includes practices and contests, will be given a prorated stipend. Coaches are expected to be at all practices and/or contests within their individual sport season. ADs will notify HR/Payroll if a coach misses 5 or more days.
7. The coach/advisor will arrange for substitutes for other positions held with the district when the coach/advisor must be out for game, practice, or activity. Also, upon request, the Principal or designee will assist coaches in finding substitutes to cover for coaches/advisors

while they are out on coaching duties.. The district will cover the cost of substitutes when used as long as the notification is at least two (2) days in advance (with exception of reschedules beyond coach's control).

8. The Athletic Director will give each individual coach their ASB equipment budget at least two (2) weeks prior to the beginning of each individual sport season. Budgets will be detailed with the amount of money each sport has to spend in that fiscal year. Coaches will have the ability to receive a monthly expenditure report upon request, showing all expenditures and revenues for that individual sport season from start to finish.
9. The head coach and or an assistant/flex coach will ride the bus with the team to and from away events. In the rare event a head coach is unable to ride the bus, they will communicate supervision plans to the AD in advance of the trip.
10. Classified Employees will be Allowed to Coach, subject to preapproval by the supervisor of their primary position.
 - a. Reardan-Edwall School District (the District) has structured a compensation system for classified coaches that fairly compensates and acknowledges the hours worked outside of the normal work day. In addition, the District agrees to compensate classified coaches that serve in a coaching capacity with additional leave (Z_Athletics Leave) to be used when a coach has to miss classified work hours for games they are hired by the District to coach (including travel time). This compensation is a substitute for any potential overtime. If game time (including travel) is outside of the normal work day, no leave will be earned or used. This calculation will be based on the difference between the published leave time for competitions and regularly scheduled duty roster times. The District will make every effort to schedule away games, especially longer trips, on Saturdays.
 - b. Classified coaches will record the actual hours of Z_Athletics Leave used for each away game , which caused the employee to miss regularly scheduled classified work hours. The hours will be recorded on their timesheet and in Red Rover.
11. Reardan-Edwall School District will follow state and federal laws as they pertain to military leave and retention of coaching positions.
12. If the District chooses to offer coaches gear to coaches, it will be done in accordance with state law and will be required to be worn while conducting coaching duties.

Section P. Coach Evaluations

Coaches are evaluated using the coaches evaluation form found at Appendix H. It is the responsibility of the Athletic Director to evaluate all HS and MS head coaches. Head HS and MS coaches will evaluate assistants, and flex coaches. Head coaches will review the results of annual coaching evaluations with the Athletic Director.

Coaching Evaluations are based on an agreement that coaches are following these criteria, which will be part of the evaluation procedure(s):

1. Coaches are responsible for distributing and collecting all practice gear, game gear, and supplies at the beginning and end of each season. Inventory needs to be collected within fifteen (15) school days after the final competition of the season. After collection, and inventory list needs to be supplied to the Athletic Director. Any items that have been lost need to be reported at that time.
2. High School Head Coaches are responsible for organizing an end-of-season awards or banquet, with the assistance of parents, within one (1) month of their final competition of that sport. This can be in the form of a potluck on school grounds or outside of the district, whichever suits the needs of the athletes and parents.
 - a. Coaches are expected to supply a list of awards with athlete's names to the athletic director/designee in a minimum of ten (10) schools days prior to the banquet.
3. Coaches, including assistant coaches, are encouraged to attend one or more Reardan Booster Club fundraising event every year that they have signed a contract.
4. Coaches are expected to fundraise for the purpose of providing opportunity for athletes in and out of their individual season(s). All fundraising must be approved by the ASB prior to the fundraising event. Fundraising must abide by all current ASB rules and regulations. District ASB rules and regulations will be given to each coach and/or advisor at the beginning of each school year. As well, the ASB advisor/designee will consult with all coaches and/or clubs for new rules and/or regulations at the beginning of each school year. Athletic program requests of the Reardan Athletic Booster Club are limited to asking the boosters to pay 50% or less of the overall expense. All requests of the booster club will route through the Athletic Director.
5. Coaches are expected to perform the following functions and roles:
 - a. Model and teach the athletic program's core values of excellence in the classroom, community and competition.
 - b. Follow all rules and regulations set forth by all governing agencies of the sport.
 - c. Exhibit positive, consistent, and comprehensive communication with players, parents, boosters, athletic directors and school administration.
 - d. Ensure their athletes and managers experience growth in skill level, leadership, and growth mindset.
 - e. Complete all administration and safety tasks and processes, including communication, inventory of uniforms and equipment, following protocols, attendance, roster updates, student supervision, etc.
 - f. Empower and grow the leadership and coaching abilities of assistant coaches.
 - g. Head high school coaches cast vision for a winning program. Support and mentor middle school coaches and programs. Design and support a feeder program for students in grades K-6. Assistant and middle school coaches participate in and support the programs.

Section Q. District/REAA Meetings

The District and the REAA agree to meet in management meetings when necessary to review issues that arise in an attempt to foster communication and a good working relationship.

Section R. Co-ed Activities

It is required in cases where students will be staying overnight; an adult of each gender must be present to supervise coed junior high and senior high activity groups traveling out of district. Single gender groups must have at least one matching-gender supervisor present. These adults may be paid coaches/supervisors or volunteers officially designated by the Athletic Director or building principal.

Section S. Distribution of Agreement

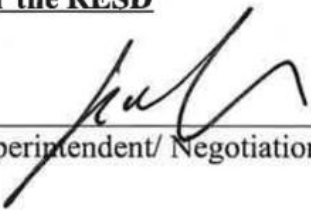
- a. Following ratification and signing of this Agreement, the District shall prepare the digital copy and print this Agreement. The Association shall be responsible for the distribution to all extra curricular employees. All new extracurricular employees will be provided an electronic copy of this agreement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

Section T. Expiration

- a. This agreement shall be in force for three (3) school years and will expire August 31, 2028.
- b. Any section of this contract may be opened at any time by mutual consent of the contracting parties.

This agreement is ratified by the District and the Association

For the RESD



Superintendent/ Negotiations Chair

Board Chair

For the REAA



REAA President/Designee

REAA Vice President/Designee

APPENDIX A: COACHING POSITION - RATIOS

Reardan-Edwall School District Coaching Position - Ratios

9/9/2025

See Note 5

Sport	Minimum Participation	Coaching Positions - Desired Minimum Ratios	Age Group	8th to HS	Bring Up 6th to MS
Cross Country	5	5-15 = 1 Head Coach (Base) 16-25 = 1 Head and 1 Assistant 26+ = 1 Head, 1 Assistant and 1 Flex	HS Team Includes MS Atheletes	NA- MS cannot compete in HS meets	So long as it does not require an additional coach.
Football	15	15-20 = 1 Head and 1 Assistant Coach (Base) 21-25 = 1 Head, 1 Assistant and 1 Flex Coach 26-40 = 1 Head, 2 Assistant and 1 Flex Coach 41+ = 1 Head, 2 Assistant and 2 Flex Coaches	High School & MS Teams	NA	
Soccer	11	11-25 = 1 Head and 1 Assistant Coach (Base) 26+ = 1 Head, 1 Assistant and 1 Flex Coach	High Shool	Under 26	NA
Volleyball	8	8-20 = 1 Head and Assistant Coach (Base) 21+ = 1 Head, 1 Assistant and 1 Flex Coach	High School & MS Teams	Under 17	
Basketball	7	7-23 = 1 Head Coach and 1 Assistant Coach (Base) 24+ = 1 Head, 1 Assistant and 1 Flex Coach	High School & MS Teams	Under 16	
Wrestling	5	5-8 = 1 Head Coach (Base) 9-20 = 1 Head and 1 Assistant Coach 21+ = 1 Head, 1 Assistant and 1 Flex Coach If over 8 of a gender = head coach for that gender (primary).	High School & MS Teams	NA	
Baseball / Softball	11	11-20 = 1 Head and 1 Assistant Coach (Base) 21-30 = 1 Head, 1 Assistant and 1 Flex Coach 31+ = 1 Head, 1 Assistant and 2 Flex Coach	High School & MS Teams	Under 25	
Tennis	5	5-11 = 1 Head Coach (Base) 12-22 = 1 Head and 1 Assistant 23+ = 1 Head and 1 Assistant and 1 Flex Coach	High School	NA	
Track	5	5-15 = 1 Head and 1 Flex Coach (Base) 16-20 = 1 Head and 1 Assistant Coach 21-32 = 1 Head, 1 Assistant and 1 Flex Coach 33+ = 1 Head, 1 Assistant and 2 Flex Coaches	High School & MS Teams	NA	So long as it does not require an additional coach.
Cheerleading	5	5-15 = 1 Head Coach (Base) 16+ = 1 Head and 1 Assistant Coach	High School	NA	NA

1. The District will staff coaching positions at the base level identified in the table above for each sport. The district will also hire additional coaches or staff as deemed necessary by the District to ensure equity, adequate supervision, safety, and proper skill development. The District will utilize the table above as guideline for staffing coaching positions.

2. Coaches will review final forms participants at least 2 weeks prior to the start of the season and confirm the roster with the Athletic Director. Decisions on the number of coaches per sport will be made by the 5th day of practice.

3. Coaches will make every effort to field as many teams for each sport as possible. The final decision regarding JV and C teams will be made by the varsity coach, AD and Superintendent or designee.

4. Minimum participation is the minimum number of athletes necessary to have a fully funded team according to set staffing ratios. **When participation is under the Minimum for a sport specified above, but not less than 2 athletes, and the team can compete effectively with fewer participants, the head coach may choose to hold a season under one of the following circumstances: a) the head coach is the only paid coach, b) one paid head coach and one paid assistant coach (Head Coach Stipend split 60% Head Coach and 40% Assistant Coach). Coaches will work with the AD to make this determination and will communicate their plan with the AD and Human Resources at least two weeks before the first practice of the season.**

5. Athletes Playing Up: Athletes playing up from 6th to MS and from 8th to HS will follow this table.

APPENDIX B: GRIEVANCE FORM

Name of Grievant: _____

Assignment: _____ Building: _____ Date: _____

Person to whom grievance is submitted: _____

Specific contract article violated: _____

Brief description of grievance: _____

Date violation occurred: _____

Date Grievant became aware of violation: _____

Remedy sought:

Signature of Grievant: _____

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

APPENDIX C: COMPETITION ADVISOR JOB COMPLETION FORM

Employee Name _____
 Dates of Competition _____
 Building and/or Grade Level _____
 With Class _____ Without Class _____

Competition _____
 Location _____
 Team # _____

Beyond initial round (i.e. state) **YES or NO**

Date	Time Worked (as per L&I: List ALL hours worked)	Count	Student List (Team Members)
		1	
		2	
		3	
		4	
		5	
		6	
		7	
		8	
		9	
		10	
		11	
		12	
		13	
		14	
		15	
		16	
		17	
TOTAL			

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

1. A minimum of 18 hours of preparation with the team outside the contract hours.
 2. A minimum of five (5) students participating in the competition.
- Stipends will be paid in a lump sum at the culmination of the season or competition or as otherwise stated in the agreement.
 - Payment will be processed the next available payroll when signed form is received at the District office.
 - Building Limits: Reardan-Edwall Elementary (2), Reardan-Edwall MS/HS(7)

 Employee Signature

 Principal Signature

APPENDIX D: ADVISOR OF STUDENT CLUB FORM

Employee Name _____ Club Name _____
 Building _____ ASB Approval Date _____
 (Attach copy of ASB minutes)

MEMBERS (minimum of 5)

1.	11.	21.
2.	12.	22.
3.	13.	23.
4.	14.	24.
5.	15.	25.
6.	16.	26.
7.	17.	27.
8.	18.	28.
9.	19.	29.
10.	20.	30.

Business Meeting Dates

1.
2.
3.
4.
5.
6.
7.

Description of Community Service Activity

--

Advisor must provide a copy of meeting agendas, participant lists for each meeting and documentation describing community service activity and results to Principal with this form.

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

Reardan-Edwall Elementary	four (4)
Reardan-Edwall Jr. High	four (4)
Reardan-Edwall HS	six (6)

NOTE: As per the Reardan-Edwall Activities Association Contract, all criteria must be met in order to receive compensation. Payment will be made in one lump payment at the culmination of the required criteria or as otherwise outlined in the agreement.

Employee Signature

Principal Signature

APPENDIX E: RESD VOLUNTEER COACHING GUIDELINES

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

A. Proper Steps:

- a. Collect a list of three character references for the prospective volunteer coach.
- b. Contact your AD with the name of the person(s) that you would like to have as volunteers BEFORE any activities for the season begins. Provide list of references to AD.
- c. The AD will work with HR to check references and document results of reference check.
- d. The coach, the AD and HR will discuss the candidate(s) request and approve/disapprove the candidate for a volunteer position.

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

- a. Washington State Patrol Criminal History fingerprinting.
- b. The OSPI Moral Character Supplement Form 4020B be completed.

C. Volunteer coach must satisfy the following requirements:

- a. Be a high school graduate.
- b. Be at least 19 years of age to be an assistant coach.
- c. Hold a valid First Aid card.
- d. Hold a valid CPR card or be enrolled in a CPR class.

D. Proper steps for clinician:

- a. Obtain a list of at least 3 character references for the prospective clinician.
- b. Contact your AD with the name of the person(s) that you would like to have as volunteer clinician(s). If AD is not immediately available the coach will contact Human Resources directly. Provide the list of references to the AD or HR.
- c. The AD will work with HR to check references and document results of reference check.
- d. The coach, the AD and HR will discuss the candidate(s) requested and approve/disapprove the candidate for a volunteer position.
- e. Volunteer/clinician(s) will be under direct supervision of the head coach.

***Any club and/or organization not mentioned in this contract will not be covered under the REAA Bargaining Agreement.**

APPENDIX F: SALARY SCHEDULES

Reardan-Edwall School District		School Year 2025-26		
Extra-Curricular Salary Schedule		Increase Annually by IPD		
Coaches are placed in the ranges based upon coaching experience in the position hired or greater. For example, a middle school football coach could count experience as a middle school, high school or college coach in any sport. Lesser experience, such as 6th grade club or adult rec would count as a half season.				
Existing coaches will have their compensation adjusted to the appropriate range based upon their documented experience or maintain their current rate of pay, whichever is higher.				
Athletic Salary Schedule		0-4yrs	5-9yrs	10+yrs
Tier 1		0.0943	0.1082	0.1280
High School		5,000	5,738	6,789
Head Basketball Coach				
Head Football Coach				
Tier 2		0.0884	0.0970	0.1104
High School		4,688	5,143	5,853
Head Volleyball Coach				
Head Wrestling Coach				
Tier 3		0.0825	0.0911	0.1037
High School		4,375	4,829	5,501
Head Baseball Coach				
Head Soccer Coach				
Head Softball Coach				
Head Track Coach				
Tier 4		0.0707	0.0794	0.0905
High School		3,750	4,212	4,799
Head Cross County Coach				
Head Tennis Coach				
Head Cheer (Competitive and Sideline) Coach				
Assistant Basketball Coach				
Assistant Football Coach				
Tier 5		0.0668	0.0737	0.0839
High School		3,542	3,909	4,448
Assistant Baseball Coach				
Assistant Soccer Coach				
Assistant Softball Coach				
Assistant Track Coach				
Assistant Volleyball Coach				
Assistant Wrestling Coach				
Tier 6		0.0460	0.0504	0.0574
High School		2,438	2,674	3,043
Head Cheer (Sideline) Coach				
Flex Coach				
Middle School		2,438	2,674	3,043
Head Baseball Coach				
Head Basketball Coach				
Head Football Coach				
Head Softball Coach				
Head Track Coach				
Head Volleyball Coach				
Head Wrestling Coach				
Tier 7		0.0389	0.0427	0.0486
High School		2,063	2,263	2,575
Assistant Cheer Coach				
Assistant Cross Country Coach				
Assistant Tennis Coach				
Middle School		2,063	2,263	2,575
Assistant Baseball Coach				
Assistant Basketball Coach				
Assistant Football Coach				
Assistant Softball Coach				
Assistant Track Coach				
Assistant Volleyball Coach				
Assistant Wrestling Coach				
Tier 8		0.0354	0.0388	0.0441
Middle School		1,875	2,057	2,341
Flex Coach				

Reardan-Edwall School District		2025-26	103%
Non Athletic Salary Schedule	0-4yrs	5-9yrs	10+yrs
High School			
Activity Ticket Taker	48	48	48
ASB Advisor	1,650	1,760	1,870
Club Advisor	580	640	700
Knowledge Bowl Advisor	1,010	1,120	1,230
Freshman Class Advisor	700	750	800
Sophomore Class Advisor	700	750	800
Junior Class Advisor	750	800	850
Senior Class Advisor	1,030	1,130	1,240
Yearbook with Class	1,310	1,410	1,530
Yearbook without Class	1,650	1,760	1,870
Honor Society Advisor	1,030	1,130	1,240
Elem/Middle School	-	-	-
ASB Advisor	1,030	1,130	1,240
Club Advisor	270	320	370
Yearbook with Class	810	860	910
Yearbook without Class	1,030	1,130	1,240
Note: Non Athletic Stipends will be based upon number of year served in the specified role. 2025-26 is the base, future years will increase by the state approved IPD rate.			

APPENDIX G: COACH & TEAM INCENTIVES

High School Head Coach & Team Incentives		
<u>Incentive</u>	<u>Head Coach Compensation</u>	<u>Team Budget</u>
Win state championship (team/academic)	\$300	\$300
Team finishes top 3 in State Qualifier	\$100	\$100
Conduct Mentoring Program for Team**		\$75
Provide a Youth Camp		\$75

*** Example (Big Brother/Big Sister Program)*

Incentives earned will be documented as part of the annual coaches' evaluation.

APPENDIX H: COACH EVALUATION FORM



Reardan-Edwall School District
Athletic Head Coach Evaluation

Name:
Sport:
Year:

<i>Reardan-Edwall Athletic Program will ensure that our student athletes are striving toward excellence in the classroom, community, and in competition.</i>	Dist ingu ishe d	Exce eds Expe ctatio ns	Sa tis fac tor y	Nee ds Imp rove men t
Models and teaches the athletic program's core values of excellence in the classroom, community, and competition. AD's comments:				
Follows all rules and regulations set forth by all governing agencies of the sport. AD's comments:				
Positive, consistent, and comprehensive communication with players, parents, boosters, athletic directors and school administration. AD's comments:				
Players experience growth in skill level, leadership, and growth mindset. AD's comments:				

Administration and Safety: Communication, inventory of athletic equipment, following all protocols, attendance, roster updates, etc. AD's comments:				
Empowers and grows the leadership and coaching abilities of assistant coaches (if applicable). AD's comments:				
Program Builder: Head high school coaches cast vision for a winning program. Support and mentor middle school coaches and programs. Design and support a feeder program for students in grades K-6. Assistant and middle school coaches participate in and support the programs. AD's comments:				

NEXT YEAR'S Goals:

OVERALL Comments:

OVERALL Rating:

INCENTIVES Earned:

Athletic Director: _____ Date: _____

Coach: _____ Date: _____