

Collective Bargaining Agreement

BY AND BETWEEN THE

MEAD EXTRACURRICULAR
EMPLOYEES
ASSOCIATION

AND THE

MEAD SCHOOL DISTRICT BOARD OF DIRECTORS

AUGUST 1, 2021 - JULY 31, 2025

MEAD EXTRACURRICULAR EMPLOYEES AGREEMENT

PREAMBLE

The District and the Association believe that student participation in extracurricular activities plays an integral role in the total education of the student; that the goals of extracurricular activities should be to foster fun, participation, and sportsmanship; and that students are to be encouraged to participate in a wide range of activities to enhance their social, emotional, and physical well-being.

ARTICLE I – ADMINISTRATION

Section 1 – Recognition

- A. Mead School District No. 354, hereinafter referred to as the "District," recognizes the Mead Extracurricular Employees Association, hereinafter referred to as the "Association," as the exclusive bargaining representative for all non-supervisory extracurricular employees not requiring certification who are employed by the District.
- B. The term "employee" when used hereinafter in the Agreement shall refer to extracurricular employees represented by the Association.
 - 1. The phrases "within the building" and "within the district" refer to candidates that are employed by the District in a certified or classified position other than extra-curricular.
 - 2. An employee is considered "in building" at the building to which he/she is assigned for the majority of his/her contract, or the building designated as "home school" by the district or department. A person may not have "in building" status at more than one building.
- C. This Agreement shall supersede any District rules, regulations, policies, resolutions, or practices of the District, which shall be contrary to or inconsistent with its terms.

Section 2 - Conformity to Law

- A. This Agreement shall be governed and construed according to the Constitution and Laws of the State of Washington. If any provision of this Agreement or any application of this Agreement shall be found contrary to law or declared invalid by a tribunal of competent jurisdiction, the remaining parts or portions of this Agreement shall remain in full force and effect. The parties agree that the courts, arbitrators, and PERC (Public Employment Relations Commission) shall be considered tribunals of competent jurisdiction in such matters. Should the state auditor and/or attorney general issue an opinion that a contract provision or practice does not comply with law, the parties agree that either side has a right to seek a legal determination of such opinion and if declared invalid, the invalid portion will be stricken from the Agreement upon receipt of such decision.
- B. The District and the Association shall enter into negotiations within ten (10) working days for the purpose of arriving at a mutually satisfactory replacement or deletion of the specific section(s) or provision(s).

Section 3 - Distribution of the Agreement

Following ratification and signing of this Agreement, the District shall make the agreement available electronically via the Mead School District Website. The Association shall have the right to proof the final draft of the Agreement prior to posting online.

ARTICLE II – BUSINESS

Section 1 - Management Rights

The District retains the right unless modified by specific provisions within this Agreement, to direct all employees; hire, promote, demote, assign, reassign, determine the duties of, and retain employees; to suspend or discharge them during the term of the contract for sufficient cause; to non-renew them as specified herein; relieve employees from duties because of lack of work or other legitimate reasons; determine the method, number, and kinds of personnel required. The foregoing enumerated functions of the Board shall not be deemed to exclude other functions of the Board not specifically set forth

Section 2 - Association Rights

- A. The Association has the right and responsibility to represent the interests of employees in the Association, to present its views to the District on matters of concern, and to enter collective negotiation with the object of reaching an agreement applicable to all employees within the bargaining unit.
- B. Representatives of the Association shall have access to District premises and equipment through the facility use process; provided that no conference or meeting between employees and the Association representatives will in any way hamper or obstruct the normal flow of work and it doesn't increase costs to the District. The Association shall reimburse the District for the costs of expendable office supplies. Association representatives will follow District policies and procedures and state regulations when visiting schools.
- C. Association Leave: The District will allow leaves for designated association members (Executive Board Members, & Contract Team Members) during the school year for association business. The District will cover the cost of subs for said leaves with a max of twelve days per year for the association. The District will bill the Association for subs in excess of twelve days at the end of March at the current sub rate. These leaves will be considered district-approved leave and will therefore not affect pay or retirement. The president will request association leave in advance of a board meeting.

Section 3 - Dues Deduction

- A. Upon receipt of a copy of the written authorization enrollment form from the Association, the District agrees to deduct .75% of base pay payments made to any extracurricular employee. These deductions will be remitted to the Association with an itemized list of employee names, positions, email addresses, stipend amounts, and amounts deducted for MECA dues monthly.
- B. The Association will hold the District harmless for any suit or claim made against the District arising out of the implementation of the dues deduction section.

Section 4 - Joint Meetings

Representatives of the Parties shall meet as needed during the school year. At least one meeting will be dedicated to budget discussions, input, and recommendations for the coming year.

ARTICLE III – PERSONNEL

Section 1 - Individual Contracts

- A. All extracurricular employment contracts are considered supplemental contracts and, when issued, are not continuing contracts within the scope of RCW 28A.405.210. The term of the extracurricular contract will only be for the length of time as specified in the contract. Appendix F, MECA Coaches Code of Conduct, will be reviewed upon hiring and attached to each supplemental contract and is considered a part of said contract.
- B. The number of extracurricular employment contracts issued to one employee shall be limited annually as follows:
 - 1. High School -2 out of 3 sport seasons
 - 2. Middle School -4 out of 5 sport seasons
 - 3. High School/Middle School Combination – not to exceed 80% of the sport seasons

Employees who, prior to August 1, 2013, exceeded the annual limitations set forth above, will not be subject to said limitations but will be grandfathered into the positions they held in the 2012-2013 school year subject to the provisions defined in Article III, Section 5, Selection Process, of this contract.

The principal/designee may, for one year only, annually review and waive the limitations set forth above for an employee if extenuating circumstances are such that a waiver is warranted. The Mead Extra-Curricular Coaches Association must be notified of the granting of a waiver under this section.

- C. Middle School Coaches
The first two (2) weeks of each sport season will consist of Monday through Friday or ten (10) consecutive workdays. After the completion of the first two weeks, Middle school coaches will be granted one workday off per week to a maximum of 6 days off.

Section 2 - Employee Protection

If an employee is requested by a District administrator to attend a meeting with a parent of a child, the employee has the right to a pre-meeting with the administrator regarding parental concerns.

- A. If a legal hearing or court appearance is required due to the employee acting within the scope of his or her employment and an employee is required to attend, the employee shall have the right to be represented by the District's appointed attorney. The District will pay the approved legal costs as determined by the District's attorney. Notification and timelines will be provided by the District in accordance with due process procedures, legal requirements, and counsel from the District's attorney.
- B. The District will continue the practice of carrying employees as insured in its District liability insurance program. The following are coverage's pertaining to legal liability:

General Liability Coverage

- 1. Employees are additional insureds under the district policy for activities or operations in relation to any school properties.
- 2. Liability coverage extends to any sanctioned school activity on district-owned property.

Commercial venues or private residence insurance is primary coverage, school district insurance is secondary coverage.

3. Liability coverage will defend the employee against corporal punishment allegations as long as the employee is acting within the scope of his/her authority.
4. Employer's liability is provided on all employees for work performed in the course of their employment.
5. Personal injury coverage, such as wrongful eviction or search, is part of the general liability coverage.
6. Personal property limits; association members are subject to a maximum of \$1,000 for any one occurrence while personal property is on the premises or used by the district for district activities.

Vehicle Insurance

1. The district provides non-ownership liability coverage as an excess limit over any other valid and collectible personal auto liability or property damage insurance.
2. In the event an employee suffers damage, loss, or destruction of personal property used for district purposes, the District will reimburse the employee for the deductible amount of the employee's personal insurance, not to exceed \$500.00, provided a claim has been filed with and determined payable by the employee's respective insurance company. An affidavit shall be required to be signed by the employee stating the date, place, and nature of the damage, loss, or destruction of such property.

Section 3 - Employee Files

A. Personnel Files

1. Employees will, upon request, have the right to inspect the contents of their complete personnel file kept within the District.
2. Anyone at the employee's request may be present during this review.
3. Upon request, one copy of any document contained therein shall be afforded the employee at the District's expense. Additional copies will be at the employee's expense. No secret, duplicate, alternate, or other personnel file shall be kept anywhere in the District.
4. Copies of all materials to be placed in the employee's file will be forwarded to the employee and the employee will be afforded the opportunity to attach his/her comments. Statements from non-professional sources shall not be included in the personnel file.

B. Other Materials

1. An employee's principal/designee or program supervisor may maintain a supervisory file at his/her worksite. The supervisory file is kept for the purpose of containing material pertinent to the employee's performance and for completion of an employee's evaluation(s).
2. Other materials also include confidential files on investigations, grievances, and litigation/anticipated litigation. Employees investigated and exonerated will have all material except the summary report removed from the investigation file after three years or as defined by state-required retention records.

C. Applicability of Public Disclosure Laws

Nothing in this agreement precludes the District from providing documents in accordance with public disclosure laws. The District will make a reasonable attempt to notify the employee prior to the release of any requested document(s) and the employee will have the right to review those documents before release.

Section 4 - Due Process/Just Cause/Complaints

A. Just Cause:

No employee shall be disciplined during the term of his or her contract without just cause.

The District has the right to discipline, suspend, or dismiss for just cause during the term of the contract. The District has the right to non-renew at the end of the contract pursuant to Section 5.

A.I. The District may bypass the steps of progressive discipline because of the severity of the employee conduct that constituted just cause for discipline.

B. Complaints:

1. If the district receives a complaint against an employee, that employee's principal/designee shall investigate the complaint. Depending upon the complaint, the principal/designee may bring in whatever support he/she needs to follow through effectively with the employee and the complainant.
2. Any complaint against an employee that may lead to disciplinary action shall be called to the attention of the employee prior to any disciplinary action.
3. The right of representation from the Association shall be given to an employee before any meeting in which formal disciplinary action will be taken against an employee.
4. An employee shall have the right to attach a statement to any written record placed in his/her file as a result of disciplinary action.

Section 5 - Selection Process

A. Vacancy:

1. Positions will be maintained by the person in-district who held the position, but only if the principal determines he or she has successfully completed their season and met the expectations of this contract (Appendix F) except as provided in subsection "D" and "E" below.
2. It is important for administration (principal/principal designee) to monitor coaches so that, in the event a coach is not asked to return to his/her position for the subsequent season, administration has reasons based upon their observations/discussion(s) that can be shared with the coach during the season.
3. Each high school and middle school having out-of-district coaches/advisors shall create a list annually (by June 1) of those positions filled by out-of-district people; allowing those employees in the building to express an interest in the position(s). If there are employees in the building who are interested, then a posting will be created that follows all other aspects of this Section. If there is no interest from in-building employees, then the current out-of-district employee may be offered the job for the following year without a posting or hiring team.

B. Hiring Teams:

1. When hiring for Head Coaches at the High School level, or Head and Assistant Coaches at the Middle School level, the hiring team shall consist of the building principal/designee, athletic director/activities coordinator, and one other building extra-curricular member (chosen by the team). Additional members may be added at the discretion of the team.
2. When hiring for Assistant Coaches at the High School level, the hiring team shall consist of the building principal/designee (as deemed necessity by the principal), athletic director, and the head coach/advisor for the sport/activity. Additional members may be added at the discretion of the team.

C. Posting Process:

1. Coach/advisor positions will be posted for a minimum of five (5) business days.

D. New High School Varsity Head Coach:

When a new Varsity Head Coach is hired at the high school level, all assistant coaching positions will be reopened and posted. Employees currently holding an assistant coaching position may apply for open positions. The hiring process will follow the steps outlined in Article III, Section 5.

E. Assistant Coaches:

A Head Coach, with agreement from the Athletic Director and Principal, may repost any of his/her assistant coaching positions at the conclusion of the season. Any coaches currently holding an assistant coaching position may apply for the position(s). The hiring process will follow the steps outlined in Article III, Section 5

F. Hiring Process:

1. The final hiring recommendation will be made by a consensus of the hiring team based on identifying the candidate who best meets the posted qualifications. If the team cannot reach a consensus, the principal/designee will make the recommendation.
2. Coaching positions funded by ASB funds, such as summer camp proceeds, are exempt from the selection process outlined above however the person hired under this provision shall complete the new employee paperwork process prior to working.

G. Leaves:

1. An employee who requests leave from his or her coaching or activity program because of a qualifying condition (as defined by Board Policy 5404 regarding Family and Medical Leave) shall be granted such leave for up to one year. At the end of the season or activity period, the employee on leave shall retain all rights as defined by Article III Section 5, Selection Process. The employee on leave shall not lose his or her status as a result of being on such an approved leave, but all other regular provisions of Article III, Section 5 shall apply in regards to selection for the following year.
2. Employees on leave from or restricted from working in another Mead School District position will need to be released by their physician to be allowed to coach.

H. Evaluation:

1. Evaluations will be conducted throughout the season.
 - A. The principal/designee will meet as early as possible with the coach(s) who is/are not meeting expectations.
 - B. The right of representation by the Association shall be given to an employee before any such meeting addressing failure to meet expectations.
 - C. If an employee is told that he/she will not be returning to the position, the principal/designee will provide written notification to the employee following the meeting.
2. At the conclusion of the season, the High School principal/designee will meet as early as possible with the Head coach(s) for a final review.
 - A. The head coaches will share feedback and other relevant information with their staff.

Section 6 – Harassment

- A. The Mead School District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and patrons that is free from harassment, intimidation, or bullying and where all individuals are treated with respect and civility.

- B. Board Policy: The District shall enforce Board Policies 3207, 5011, and 5282 regarding Harassment, Sexual Harassment, and Civility.
- C. Said policies shall not be subject to the grievance procedure contained herein.

Section 7 - Substitute Coaching Fund

The District will provide up to \$2500 each year for coaching substitute pay. The substitute fund may be used for practice or contests when the regular coach is unable to attend due to participation in a building or district assigned academic/curricular function (e.g., member of a building math team attending a math workshop out of town). A building or district administrator must request the coach's participation in the academic/curricular function resulting in the absence.

The substitute fund may also be used for emergency situations necessitating the short-term absence of the coach. Approval from Human Resources is required to access this fund for emergencies. The rate of pay will be \$50 for each practice and \$75 for each contest. Payment will be processed through the substitute/absence tracking system (i.e Absence Management).

The Substitute Coaching Fund is available to members of MECA.

Section 8 - Additional Assistant Coaches

An additional assistant coach may be hired at the high school level under the following condition:

- A. Each high school will have the discretion to add a total of 3.0 FTE with Principal approval. The allocation will be split equally between the three sports seasons to ensure equitable distribution throughout the year. If there is no need for additional coaches for the fall and/or winter sports season(s) under this provision, the remaining amount would be available for use in the following seasons as needed. Unused FTE at the end of the year will not accumulate year to year.
- B. Each approved position shall be documented with a written statement of rationale need and sent to HR and Business Services for tracking and recording purposes before the hired person begins. Also, even though these are not posted positions, the person hired under this provision shall complete the new employee paperwork process prior to working.

Section 9 – Staff Development

The District will provide \$5,500 (\$2,000 per high school, \$500 per middle school per year to cover expenses for sending employees to clinics. Use of the funds will be determined by the Association.

Note: *A.D.'s submit to Business Services indicating district \$ needed as per Article III. Section 9.

ARTICLE IV – SALARY

Section 1- Salary

- A. Salaries shall be set out in the schedule, as attached to and made a part of this Agreement in Appendix B.
- B. Increment steps occurring after the completion of a season shall take effect on August 1 of each year.
- C. Payments will be made in equal monthly payments over the contracted activity season.
- D. An employee who is unable to complete the season shall be paid a prorated amount of the contract stipend for the number of days worked.
- E. All compensation owed to an employee who is leaving the District shall, upon request, be paid on the employee's next regular pay warrant.
- F. Payments will be calculated based upon percentages identified in Appendix A. If a new sport/season is added, the applicable percentage will be determined through the labor-management process.

Section 2 -Post-Season Compensation

- A. Any employee who works any extra days after the last regularly scheduled GSL contest for authorized playoff or extended activities or equivalent will receive a post-season pay stipend.
- B. The coach will be compensated based upon a daily coaching rate for the number of extended post-season days worked. The formula for daily rate of pay is:

$$= \frac{\text{Coach's Regular Season Stipend Amount}}{(\# \text{ days in season}) \times (\text{FTE})} \quad \text{*See Appendix G for number of days per season}$$

- C. The number of coaches by sport that receive a stipend based on the number of post-season days worked is as follows:
 - 1. Football - Head Coach and a maximum of 8.0 FTE assistants that work with teams that have 10th, 11th, and 12th-grade players. (Maximum of 9.0 FTE)
 - 2. Volleyball, Soccer, Baseball, Basketball, and Softball -Head Coach, Varsity Assistant, or JV Coach (Maximum of 2.0 FTE).
 - 3. Golf and Tennis & Cross Country - Head Coach. One (1) assistant, if five or more athletes qualify for post-season, will be paid for practice and competition (Maximum of 2.0 FTE).
 - 4. Wrestling -All coaches are paid through Districts for practice and competition. Following Districts, one coach for each five (5) athletes will be paid for practice. For Regional and State competitions (actual tournaments), one coach per athlete is paid, up to a maximum of 3.0 FTE. Alternates are included in the athlete count.
 - 5. Gymnastics - Up to 2.0 FTE following Districts.
 - 6. Track - Head Coach and event-specific coach of qualifying athletes.
- D. Meal Money
 - 1. Building budgets will pay meal money for non-league, out-of-town, contests (limit of one per program per year) at the federal per diem rate of for coaches of athletes participating in Athletic Director approved contests. Building budgets will also pay for post-season meal money at the federal per diem rate for contests outside of Spokane County.
 - 2. Meals will be calculated at the time of travel. In order to receive per diem for breakfast, an employee must depart prior to 6:00 am; for lunch, an employee must leave prior to 11:30 am; and for dinner, an employee must return after 6:00 pm. Receipts are not required for meals and District purchasing cards are not to be used to pay for meals. Incidentals will not be

- included in the per diem rate calculation. For reference of per diem rate of procedures see the Travel Request and Claim form, Board Policy/Procedure 6213, or visit the federal site gs.gov.
3. Per Diem will be reimbursed upon completion of the activity using the Travel Request and Claim form. The form must be filled out prior to the activity for pre-approval by the Athletic Director. Upon completion of the activity, the coach will complete the form and submit it to the Athletic Director for final approval. The Athletic Director will then forward the completed form to the District Business Office for payment. A copy of the registration or agenda is not required for coaches to receive meal money.
- E. If additional personnel is needed to chaperone to comply with School Board Policy/Procedure 2152 for gender supervision, the following compensation will be funded by the District:
- If a Mead School District employee is accompanying a team in the role of a chaperone, this employee will be compensated at a rate of \$50.00 per night. This staff member will also receive meal money as outlined in Article IV, Section 2E, and lodging if an overnight trip is required.
 - If an approved volunteer goes along as a chaperone, lodging will be provided if an overnight trip is required.
- F. Transportation:
- When district bus transportation is not available or cost-prohibitive, coaches who will be driving District vehicles or rentals will adhere to the following:
1. Only coaches who possess a Valid Driver's License with Type II training in accordance with policy and procedure 6630 are allowed to drive athletes and receive compensation noted in 2-3 below.
 2. In the event there are no District or rental vehicles available and as a last resort measure, coaches who are driving athletes to sporting events using their personal vehicles will be reimbursed using the mileage reimbursement claim form at the current IRS mileage rate.
 3. Coaches who are driving athletes to a post-season competition outside Spokane County using a District or rental vehicle will be compensated on a supplemental contract at \$25 per day, not to exceed \$100.
 4. Golf, Tennis, or Wrestling coaches who are driving athletes to a non-post-season competition outside Spokane County using a District or rental vehicle will be compensated on a supplemental contract at \$25 per day, not to exceed \$75.

Section 3 - Salary Schedule Placement: Coaches

- A. Documented Experience
- Documented paid coaching experience from public and private schools (middle school, high school, or collegiate level), in and out of state, will be used in determining salary schedule placement.
- B. "Rule of Three"
- When moving to a new coaching position that an individual has not previously coached in the district, experience will be granted for salary schedule placement at the rate of one year for every three years coached.

Example: An individual has coached for 24 years. The individual is hired to coach soccer (no previous soccer contract in the district). The coach would have their soccer contract adjusted at a 3:1 ratio so that 24 years of coaching would result in 8 years of experience for salary schedule placement.

Section 4 - Salary Schedule Placement: Athletic Directors

A. High School

When determining the extra-curricular, salary schedule placement of the high school athletic director, the following formula will be used if the person has previous coaching experience:

1. If the new athletic director has previous high school coaching experience, he/she will be credited years' experience on the extra-curricular salary schedule by dividing the total number of sports seasons coached by three.
2. In addition, if the new athletic director has at least three seasons of coaching boys' teams and at least three seasons coaching girls' teams, he/she will be credited for one year experience on the extra-curricular salary schedule (maximum of 1 year).
3. In addition, if the new athletic director has coached at least two sports in the same school year, he/she will be credited for one year experience on the extra-curricular salary schedule (maximum of 1 year)

B. Middle School

For the extra-curricular, salary schedule placement of the middle school athletic director, the initial placement will always be step zero.

Section 5 - Consolidation/Pooling/Splitting of Coaching Stipends

A. Coaches, by sport, may consolidate/pool their coaching stipends for the purpose of equalizing pay and/or the purpose of adding additional coaches above and beyond what is provided for in the collective bargaining agreement under the following provisions:

1. The Mead Extra-Curricular Coaches Association must be notified of any consolidation of coaching stipends (by sport).
2. The amount to be consolidated is based on each individual coach's placement on the MECA salary schedule.
3. Post-season pay shall be based on each individual coach's actual stipend for the sport season.

B. Coaching stipends may be split for Head Coaches following the guidelines outlined below:

1. The Building Administration will designate a coach as the primary program contact person
2. There will be a limit of 4 "split contracts" Head Coaching positions per year within the entire District.

Section 6 - Middle School Athletic Director Release Days

Middle School Athletic Directors will have access to nine (9) release days each school year to conduct athletic business as it pertains to performing the administrative duties of directing the athletic programs of the school or District.

ARTICLE V - SETTLEMENT OF GRIEVANCES

Section 1- Informal Problem Solving

The parties encourage employees and their principal/designee or program supervisors to attempt to resolve problems through free and informal communication prior to filing formal grievances. Once a grievance is filed, the parties may resolve the grievance at any step in the process.

Section 2 – Definitions

- A. "Grievant" shall mean a bargaining unit member or group of bargaining unit members of the Association.
- B. "Grievance" shall mean a claim or complaint by a grievant that there has been a violation, misinterpretation, or misapplication of any terms or provisions of this agreement.
- C. "Days" shall mean business days.

Section 3 - Time Limits

- A. Grievances shall be processed as rapidly as possible; the number of days indicated at each step shall be considered as maximum, and every effort shall be made to expedite the process, except that any grievance shall be processed during the period in which the parties involved are available. A grievant must file a grievance within twenty (20) days of the alleged act or within twenty (20) days of the date of knowledge of the act, so long as it is within one calendar year of the event.
- B. The time limits as specified herein may be extended by mutual concurrence of the parties.

Section 4 - No Reprisals

There shall be no reprisals of any kind against any party for participating in the grievance procedure.

Section 5 – Procedure

An employee may be accompanied by an Association representative at any step in the grievance process.

- A. Step One:
An employee with an individual or group grievance shall discuss it first with his/her athletic director. Every effort shall be made to resolve the grievance at this level in an informal manner.
- B. Step Two:
In the event the grievant is not satisfied with the disposition of the grievance through informal discussion as set forth in Step One above he/she shall discuss it with his/her principal. Every effort shall be made to resolve the grievance at this second informal level.
- C. Step Three:
In the event the grievant is not satisfied with the disposition of the grievance through informal discussion with the principal as set forth in Step Two above, he/she shall reduce the grievance to writing indicating the article, section, and the specific term(s) of the contract violated or misinterpreted, including the relief sought. The grievant shall, within five (5) workdays from the date of the informal discussion with the principal, present the signed written grievance to the district office. Arrangements to hear the grievance at the superintendent/designee level shall be made within five (5) workdays of the district's receipt of said written grievance.

D. Step Four:

1. Mediation (Optional). The District and the Association may mutually agree to submit the grievance to mediation at the conclusion of Step 3. The Association will notify the District in writing within five (5) workdays of the conclusion of Step 3 with a request for mediation.
2. Appeal to the School Board. If the grievance is not resolved at Step 2 or 3, and the Association believes the grievance to be valid, the Association may file a notice of appeal to the Board of Directors with the Superintendent. Within twenty (20) workdays, the Board shall meet with the grievant for the purpose of resolving the grievance. The Board shall render a written decision within ten (10) workdays of this meeting. The Board's decision shall be final.

Section 6 – Costs

The District and the Association shall each bear its own expenses involved in the processing of a grievance.

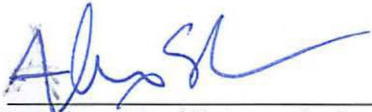
ARTICLE VI - DURATION AND SIGNATORY PROVISION

Section 1- Duration

This Agreement is made and entered into between Mead School District No. 354 and the Mead Extracurricular Employees Association. This Agreement shall be in full force and effect beginning with the ratification by both parties and shall remain in full force and effect through July 31, 2025. At any time that rules, regulation, and/or law is changed during the duration of this Agreement, this Agreement shall be reopened for the express purpose of negotiating the affected section(s). The parties shall meet to negotiate a successor Agreement not less than sixty (60) days prior to the expiration date.

Section 2 – Openers

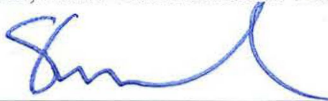
This Agreement may be reopened and modified at any time during its term upon mutual consent of the parties in writing; provided, however, that this Agreement shall be reopened, as necessary, to consider the impact of any legislation enacted following the execution of this Agreement which may arguably affect the terms and conditions herein or create authority to alter personnel practices in public employment. Salary and benefits may be reopened annually.



President, Mead Extracurricular Association

12-17-21

Date



Shawn Woodward, Superintendent

12-17-21

Date

APPENDIX A
Mead School District
Extracurricular Assignment Salary Placements -

<u>Middle School</u>	<u>Est</u> <u>Total</u> <u>FTE</u>	<u>Salary Grade</u>
Athletic Director		45
Baseball (7th/8th combined)	1 Varsity Coach:	10
	2 JV Coach(es)/ Assistant(s):	9
Basketball	2 7 th Grade Varsity Coach:	9
	6 7 th Grade JV Coach(es):	8
	2 8 th Grade Varsity Coach:	10
	6 8 th Grade JV Coach(es):	9
Cross Country (7th/8th combined)	Head Coach:	9
	1	
	All Other Coach(es)/ Assistant(s):	7
	3	
Football	Varsity Head Coach(es) Max of 2:	11
	2	
	4 All other Coaches:	10
Softball (7th/8th combined)	1 Varsity Coach:	10
	2 JV Coach(es)/ Assistant(s):	9
Track (7th/8th combined)	2 Head Coach:	10
	4 All Other Coach(es)/ Assistant(s):	8
Volleyball	1 7 th Grade Varsity Coach:	9
	3 7 th Grade JV Head Coach:	8
	1 8 th Grade Varsity Coach:	10
	3 8 th Grade JV Head Coach:	9
All 6 th Grade Coaches (up to 3 fte per sport) for Sports listed above:		4
Wrestling *	1 Head Coach:	10
(6th/7th/8th combined)	4 Coach(es)/Assistant(s):	9
*WIAA approved full length season		

When additional teams are added, salary will be prorated as necessary by the principal and the athletic director. Prorated salary will be based upon number of contests played and length of season.

All Grade Levels

Club Activities = 1% per 12 hours. Club Activities are not represented by MECA. Under the direction and approval of the principal, each staff member involved in chaperoning or assisting in activities (e.g., ski club chaperone, outdoor education, etc.) will receive a stipend

Salary Schedule

(Appendix B-1 &2) 2021-2022 as shown , 2022-23 - Increases by IPD or 2.5% whichever is greater, 2023-24 and 2024-2025 - increases by IPD or 2% whichever is greater.

<u>High School</u>	<u>Salary Grade</u>
Athletic Director	45
Baseball	Varsity Head 15
	Assistant(s) 10
	Non-Varsity Head 11
Basketball	Varsity Head 17
	Assistant(s) 10
	Non-Varsity Head 13
Cheerleading	Varsity 17
	JV 7
Cross Country	Varsity Head 13
	Assistant(s) 10
Debate Assistant	18
Dance Team	13
Football	Varsity Head 18
	Assistant(s) 13
	Non-Varsity Head 14
	Off/Def Coordinator 14
Golf	Head 12
	Assistant(s) 9
Gymnastic	Head 14
	Assistant(s) 10
Soccer	Head 13
	Assistant(s) 10
	Non-Varsity Head 10
Softball Fast Pitch	Head 15
	Assistant(s) 10
	Non-Varsity Head 11
Softball Slow Pitch	Head 12
	Assistant(s) 8
	Non-Varsity Head 9
Tennis	Head 14
	Assistant(s) 11
Track	Head 16
	Assistant(s) 12
Volleyball	Head 14
	Assistant(s) 10
	Non-Varsity Head 11
Wrestling	Head 18
	Assistant(s) 12
	Non-Varsity Head 13
Unified Sports	Head Coach Stipend 5
	Asst. Coach Stipend 4
	*3 Coaches per sport Season (two seasons)
	Stipends can be pooled and shared

APPENDIX B-1
Middle School
Salary Schedule
2021-2022

SALARY GRADE	STEP 0	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 20
1	\$287	\$296	\$305	\$314	\$323	\$334	\$345	\$356	\$366	\$378	\$391	\$403	\$415	\$428	\$443	\$457
2	\$572	\$590	\$609	\$628	\$648	\$668	\$689	\$711	\$733	\$757	\$780	\$805	\$830	\$856	\$883	\$911
3	\$859	\$885	\$914	\$941	\$972	\$1,002	\$1,034	\$1,067	\$1,100	\$1,135	\$1,171	\$1,207	\$1,245	\$1,285	\$1,325	\$1,367
4	\$1,144	\$1,181	\$1,217	\$1,256	\$1,295	\$1,336	\$1,379	\$1,422	\$1,467	\$1,513	\$1,561	\$1,610	\$1,661	\$1,713	\$1,767	\$1,823
5	\$1,431	\$1,475	\$1,522	\$1,570	\$1,620	\$1,671	\$1,723	\$1,777	\$1,833	\$1,891	\$1,951	\$2,012	\$2,076	\$2,141	\$2,208	\$2,278
6	\$1,717	\$1,771	\$1,827	\$1,884	\$1,943	\$2,005	\$2,068	\$2,133	\$2,200	\$2,270	\$2,341	\$2,414	\$2,491	\$2,568	\$2,650	\$2,733
7	\$2,003	\$2,067	\$2,131	\$2,198	\$2,267	\$2,339	\$2,412	\$2,489	\$2,566	\$2,648	\$2,732	\$2,817	\$2,906	\$2,998	\$3,092	\$3,189
8	\$2,289	\$2,360	\$2,436	\$2,512	\$2,592	\$2,672	\$2,757	\$2,845	\$2,934	\$3,025	\$3,121	\$3,220	\$3,321	\$3,426	\$3,533	\$3,644
9	\$2,576	\$2,656	\$2,740	\$2,825	\$2,915	\$3,007	\$3,102	\$3,200	\$3,300	\$3,404	\$3,512	\$3,622	\$3,736	\$3,854	\$3,975	\$4,100
10	\$2,861	\$2,952	\$3,045	\$3,140	\$3,239	\$3,341	\$3,446	\$3,555	\$3,666	\$3,783	\$3,902	\$4,024	\$4,151	\$4,282	\$4,417	\$4,556
11	\$3,148	\$3,246	\$3,349	\$3,454	\$3,564	\$3,675	\$3,791	\$3,911	\$4,034	\$4,161	\$4,292	\$4,427	\$4,567	\$4,710	\$4,858	\$5,011
12	\$3,433	\$3,541	\$3,653	\$3,768	\$3,887	\$4,009	\$4,136	\$4,266	\$4,400	\$4,539	\$4,682	\$4,830	\$4,982	\$5,139	\$5,300	\$5,467
13	\$3,720	\$3,837	\$3,958	\$4,082	\$4,211	\$4,344	\$4,480	\$4,622	\$4,767	\$4,917	\$5,072	\$5,233	\$5,397	\$5,566	\$5,742	\$5,923
14	\$4,006	\$4,131	\$4,262	\$4,396	\$4,535	\$4,678	\$4,825	\$4,978	\$5,134	\$5,296	\$5,462	\$5,633	\$5,812	\$5,995	\$6,183	\$6,378
15	\$4,292	\$4,427	\$4,567	\$4,710	\$4,858	\$5,011	\$5,169	\$5,333	\$5,501	\$5,673	\$5,853	\$6,036	\$6,227	\$6,422	\$6,625	\$6,834
16	\$4,578	\$4,723	\$4,872	\$5,025	\$5,183	\$5,346	\$5,514	\$5,688	\$5,867	\$6,052	\$6,242	\$6,439	\$6,642	\$6,851	\$7,067	\$7,290
17	\$4,864	\$5,016	\$5,174	\$5,339	\$5,507	\$5,679	\$5,859	\$6,044	\$6,233	\$6,430	\$6,633	\$6,842	\$7,057	\$7,280	\$7,508	\$7,745
18	\$5,150	\$5,312	\$5,479	\$5,653	\$5,830	\$6,014	\$6,203	\$6,398	\$6,600	\$6,809	\$7,023	\$7,244	\$7,473	\$7,707	\$7,950	\$8,200
25	\$7,153	\$7,379	\$7,610	\$7,850	\$8,098	\$8,353	\$8,616	\$8,887	\$9,167	\$9,456	\$9,754	\$10,060	\$10,379	\$10,705	\$11,042	\$11,390
35	\$10,014	\$10,330	\$10,655	\$10,989	\$11,336	\$11,693	\$12,062	\$12,442	\$12,834	\$13,238	\$13,656	\$14,086	\$14,529	\$14,987	\$15,458	\$15,945
45	\$12,875	\$13,280	\$13,699	\$14,131	\$14,576	\$15,034	\$15,508	\$15,998	\$16,501	\$17,021	\$17,557	\$18,110	\$18,680	\$19,268	\$19,875	\$20,501

APPENDIX B-2
High School
Salary Schedule
2021-2022

SALARY

GRADE	STEP 0	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 20
1	\$310	\$320	\$329	\$340	\$351	\$375	\$386	\$399	\$413	\$424	\$453	\$468	\$481	\$497	\$513	\$529
2	\$620	\$640	\$660	\$681	\$703	\$750	\$774	\$799	\$823	\$850	\$906	\$934	\$965	\$995	\$1,025	\$1,057
3	\$930	\$959	\$990	\$1,021	\$1,053	\$1,125	\$1,160	\$1,197	\$1,235	\$1,273	\$1,359	\$1,401	\$1,446	\$1,492	\$1,538	\$1,586
4	\$1,240	\$1,280	\$1,319	\$1,361	\$1,404	\$1,500	\$1,547	\$1,595	\$1,646	\$1,698	\$1,812	\$1,870	\$1,928	\$1,988	\$2,051	\$2,116
5	\$1,550	\$1,599	\$1,649	\$1,701	\$1,754	\$1,875	\$1,934	\$1,995	\$2,058	\$2,123	\$2,265	\$2,337	\$2,409	\$2,487	\$2,563	\$2,644
6	\$1,860	\$1,919	\$1,980	\$2,041	\$2,107	\$2,250	\$2,322	\$2,394	\$2,469	\$2,547	\$2,716	\$2,804	\$2,893	\$2,982	\$3,077	\$3,174
7	\$2,171	\$2,239	\$2,309	\$2,382	\$2,456	\$2,624	\$2,707	\$2,794	\$2,880	\$2,972	\$3,172	\$3,271	\$3,374	\$3,480	\$3,590	\$3,703
8	\$2,482	\$2,558	\$2,640	\$2,721	\$2,808	\$3,000	\$3,093	\$3,192	\$3,292	\$3,397	\$3,624	\$3,738	\$3,856	\$3,978	\$4,102	\$4,231
9	\$2,792	\$2,877	\$2,969	\$3,064	\$3,160	\$3,375	\$3,481	\$3,591	\$3,704	\$3,820	\$4,077	\$4,205	\$4,337	\$4,475	\$4,616	\$4,761
10	\$3,100	\$3,197	\$3,299	\$3,403	\$3,510	\$3,750	\$3,867	\$3,990	\$4,116	\$4,245	\$4,530	\$4,673	\$4,821	\$4,973	\$5,130	\$5,292
11	\$3,411	\$3,518	\$3,628	\$3,743	\$3,861	\$4,125	\$4,254	\$4,389	\$4,527	\$4,670	\$4,984	\$5,141	\$5,302	\$5,469	\$5,640	\$5,818
12	\$3,721	\$3,838	\$3,959	\$4,084	\$4,212	\$4,500	\$4,641	\$4,787	\$4,939	\$5,095	\$5,435	\$5,608	\$5,783	\$5,966	\$6,154	\$6,348
13	\$4,030	\$4,158	\$4,288	\$4,424	\$4,563	\$4,875	\$5,029	\$5,188	\$5,351	\$5,519	\$5,888	\$6,074	\$6,266	\$6,463	\$6,666	\$6,876
14	\$4,340	\$4,477	\$4,619	\$4,764	\$4,914	\$5,250	\$5,414	\$5,586	\$5,762	\$5,943	\$6,342	\$6,542	\$6,748	\$6,962	\$7,180	\$7,406
15	\$4,651	\$4,797	\$4,948	\$5,104	\$5,264	\$5,624	\$5,803	\$5,985	\$6,173	\$6,368	\$6,795	\$7,010	\$7,230	\$7,458	\$7,693	\$7,935
16	\$4,961	\$5,116	\$5,281	\$5,446	\$5,617	\$6,000	\$6,189	\$6,384	\$6,586	\$6,793	\$7,248	\$7,477	\$7,710	\$7,955	\$8,206	\$8,464
17	\$5,269	\$5,437	\$5,609	\$5,784	\$5,967	\$6,375	\$6,576	\$6,783	\$6,995	\$7,217	\$7,700	\$7,945	\$8,194	\$8,452	\$8,718	\$8,993
18	\$5,580	\$5,758	\$5,938	\$6,124	\$6,318	\$6,749	\$6,963	\$7,182	\$7,408	\$7,642	\$8,154	\$8,412	\$8,676	\$8,949	\$9,231	\$9,522
25	\$7,751	\$7,997	\$8,247	\$8,508	\$8,775	\$9,375	\$9,671	\$9,975	\$10,290	\$10,613	\$11,324	\$11,683	\$12,050	\$12,430	\$12,820	\$13,224
35	\$10,853	\$11,195	\$11,546	\$11,910	\$12,286	\$13,124	\$13,537	\$13,964	\$14,403	\$14,859	\$15,855	\$16,354	\$16,869	\$17,401	\$17,949	\$18,514
45	\$13,953	\$14,392	\$14,844	\$15,313	\$15,796	\$16,873	\$17,407	\$17,955	\$18,520	\$19,104	\$20,385	\$21,027	\$21,690	\$22,373	\$23,076	\$23,803

Appendix C
MEAD EXTRA CURRICULAR EMPLOYEES ASSOCIATION GRIEVANCE FORM

Name of Greviant _____

Extracurricular Assignment _____

School Principal _____

Grievance Submission Date _____

Date Grievant Became Award of Alleged Violation _____

Specific violation, misinterpretation, or misapplication of the collective bargaining agreement
(include specific Article and Section):

Brief description of grievance:

Remedy sought:

Employee Signature _____ Date _____

Send original signed grievance to principal. Send one copy to the superintendent and one copy to the Association President. Keep one copy.

APPENDIX D RESPONSIBILITY POINTS

ENVIRONMENTAL CONDITIONS				
Indoor = 0	Late Spring (April 1) = 1		Fall/Early Spring = 2	
ASB BUDGET				
\$0-\$499 = 0	\$500-\$1000 = 1	\$1001-\$2000 = 2		\$2001 - up = 3
2 GF TN	INJURY FACTOR			
	3	4	5	
	VB	SC	FB	
	cc	BKB	GYM	
		BB	TR	
		FSB	WR	
		SSB		
SUPERVISION OF ASSISTANTS				
	0	2	3	4 5 MAX
COMMUNITY PRESSURE				
1	2	3	4	5
cc (7/8)	FB (8)	CC (V)	VB (V)	FB (V)
VB (7/8)	BKB (7/8)	GF (V)	SC (V)	BKB (V)
WR (7/8)		GYM (V)	BB (V)	WR (V)
TR (7/8)		TN (V)	FSB (V)	
SB (8)		SSB (V)	TR (B)	
BB (8)				
STUDENTS PARTICIPATING				
6	8		10	
CC	SC		WR	
GYM	BKB		FB	
CF	BB		TR	
TN	FSB			
SSB	VB			
HIGH SCHOOL HEAD COACH FACTOR				
	2	3		
GF	WR	FB		
TN	FSB	BKB		
GYM	BB	TR		
CC	SC			
SSR	VB			
ASISTANT COACH SCALE				
Head Coach (High School)	Sub Head Coaches*		Assist. Coach (High School)	
11-14%	-3%		-4%	
15 - %	-4%		-5%	
Head/JV coach (Middle)			Assist. Coach (Middle)	
8-11%			-1%	
*(Frosh, JV, C, D, Offensive and Defensive Coordinators)				

APPENDIX E
CRITERIA FOR DETERMINING EXTRACURRICULAR STIPENDS

ACTIVITY _____		DATE _____		
CONTACT HOURS				
TYPE	HOURS/PER	NUMBER	TOTAL HOURS	
School day practice	2.5	_____	_____	
Sat/holiday practice	3.5	_____	_____	
School day contest	3.0	_____	_____	
Night contest	5.0	_____	_____	
Saturday contest	6.0	_____	_____	
Sat. contest	8.0	_____	_____	
Sat. contest	10.0	_____	_____	
Sat. contest	12.0	_____	_____	
TOTAL HOURS			_____	
CONTACT HOUR SCORE				
60-69=2	120-129=8	180-189=14	240-249=20	300-309=26
70-79=3	130-139=9	190-199=15	250-259=21	310-319=27
80-89=4	140-149=10	200-209=16	260-269=22	320-329=28
90-99=5	150-159=11	210-219=17	270-279=23	330-339=29
100-109=6	160-169=12	220-229=18	280-289=24	340-349=30
110-119=7	170-179=13	230-239=19	290-299=25	350+=31
RESPONSIBILITY SCORE (See Appendix D)				
Environmental Conditions		_____		
ASB Budget		_____		
Injury Factor		_____		
Supervision of Assistants		_____		
Community Pressure		_____		
Students Participating		_____		
High School Head Coach Factor		_____		
STIPEND COMPUTATION				
Contract Hour Points	_____			
Responsibility Points	_____			
Total Points	=	_____ %		
High school head coaches receive	_____ %			
1% for head coach duties	_____ %			
TOTAL PERCENTAGE =		_____ %		
0-4=4%	12-15=7%	25-28=10%	37-40=13%	49-52=16%
5-8=5%	16-19=8%	29-32=11%	41-44=14%	53-56=17%
9-11=6%	20-24=9%	33-36=12%	45-48=15%	57-60=18%

APPENDIX F COACHES CODE OF CONDUCT

The function of a coach is to educate students through participation in interscholastic competition. Coaches have a tremendous influence, for either good or ill, on the education of the student-athlete and, thus, shall place the value of instilling the highest ideals of character above the value of winning. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated as though he or she was the coaches' own, and his or her welfare should be uppermost at all times.

All MECA members are therefore expected to follow and promote the following expectations at all times (in-season as well as out of season) as participation in activities is a privilege and not a right:

1. Follow and encourage the use of Policy and procedure 5282 Civility in all interactions with other staff, students, and the community.
2. Uphold the honor and dignity of the profession in all personal contact (including texting and all forms of social media) with student-athletes, other coaches, officials, athletic directors, school administrators, athletic associations, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
3. Take an active role in the prevention of drug, alcohol, and tobacco abuse and avoid the use of drug, alcohol, and tobacco products while in supervision of his or her student-athletes.
4. Be knowledgeable of contest rules and shall teach them to his or her team members.
5. Promote sportsmanship of spectators.
6. Be aware of the appearance of nepotism while providing equal opportunity.
7. Demonstrate respect while supporting contest officials.
8. Work cooperatively with faculty members regarding student-athletes.
9. Honor the practice and contest commitments of the season.
10. Take an active role in all aspects of field/facility pre-contest preparation while working in conjunction with the maintenance department, to maintain and, if possible, enhance the quality of the fields/facilities.
11. Maintain accurate rosters and communicate any and all changes to the Athletic Director immediately. Additionally take necessary action to prevent ineligible athletes within their program from participating.

**APPENDIX G:
High School Summer Camps**

A district budget of \$15,000.00 per year will be set for Summer Sports Camps at each High School. The summer camp stipends will be divided amongst the coaches which shall include conditioning camps and not to exceed the \$15,000.00 allocation. Camps will be operated for a minimum number of days and be separated by grade level. Only one (1) camp/sport will be paid out of the \$15,000.00 per building. Title IX requirements will apply.

Money collected from camps will be used for sports programs during the school year. Stipends and other camp fund expenditures will be determined in advance by the Athletic Director, approved by the Principal, and submitted to the Human Services department on the appropriate form.