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To: Board of Education  
From: Kim Davis  
Date: July 8, 2020  
Subject: Extra Duty Agreements

The 2020-2021 school year will present itself with many unique challenges due to our current, yet ever changing, Covid-19 environment. Despite the landscape, there is a consensus that our students' success is directly related to the level of engagement and support provided by our staff.

This month I am bringing to you our Extra-Duty Services Agreement. An Extra-Duty assignment includes, but is not limited to club sponsor, activity sponsor, sport coach, activity coach, academic coach or leader. These positions either directly support students or supports those that supports students.

We have reviewed the language in the agreement as part of our process for preparing for the 2020-2021 school year. It is important to note that no changes have been made to the language in the Service Agreement. The Service Agreement is already legally sound and addresses the provisions, duties and requirements of such positions. In addition, the agreement specifies reason for termination of the Agreement should a situation or scenario present itself.

If face-to face school be limited due to extenuating circumstances, minimum standards and expectations are currently being established for all extra-duty positions. The established standards will be the culmination of collaborative work among staff and Administration and meet or exceed best practice standards. Examples of Coach/Sponsor is below:

#### **Minimum Expectations for Head Coaches/Sponsors**

1. Will oversee all program details
2. Communicate with Activities Director weekly to discuss progress/documentation
3. Organize and lead a weekly staff meeting
4. Divide student into groups by teams or grade, assign these groups to you and your coaching staff. Groups will be assigned to Google Classroom.
5. Organize and set expectations for weekly correspondence with students
  - a. Social and Emotional Health Check In - weekly
  - b. Skill Development - weekly
6. Parent Communication
  - a. Preseason/Postseason Communication
  - b. In Season - as needed