

POWER-DUTTON/BRADY TITAN Extracurricular Activities Cooperative Policy Manual

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TITAN VISION

To bring two districts together in a successful and equally supportive and recognized partnership in order to sustain extracurricular activities for the benefit of students in each community.

TITAN MISSION AND VALUES

It is the intent of the Titan Board, that the Vision will be achieved by committing to the following mission and values:

- Titan personnel and Board members will be motivated and lead by example to cultivate excitement and pride in the team.
- Titan personnel and Board members will promote the following values in our participants through their own individual commitment to these items:
 - o Comradery
 - o Sportsmanship
 - o Teamwork
 - o Respect for self and others
 - o Physical and mental wellness
 - o Respect and love for the activities
 - o Accountability to the team and each other

*Titan personnel are any and all staff or volunteers that interact directly with the team (superintendents, Activities Directors, coaches, trainers and managers)

TITAN BOARD ORGANIZATION

Dutton/Brady School District #28C, Dutton, Montana and Power School District #30, Power, Montana hereby formed the Power-Dutton/Brady Titan Football Cooperative on January 25, 2017 to begin operation in the 2017-2018 school year. As of March 5, 2024, the role of the Board expanded to include all extracurricular activities that may be done cooperatively between Dutton/Brady and Power School Districts beginning with the 2024 – 25 school year.

The Titan Board is composed of 3 members from each of the districts' trustees - two appointed members and one officer from each District. All of the Titan Board members shall have the right to participate in the meetings, but voting on matters considered by the Titan Board shall be as follows:

1. At the first meeting of the Titan Board of Trustees, there was a chairman of the Titan Board selected from among the Power trustees the first year. A vice-chairman of the Titan Board was selected from the Dutton/Brady trustees the first year.
2. The chairman shall not be disqualified from voting because of his position as chairman. Due to the six-person board composition, the vice-chairman shall not be a voting member except in instances where three successive ballots have resulted in a tie vote of the Titan Board, then the vice chairman will cast the deciding vote.
3. Each voting member shall be entitled to cast one vote, individually, upon every matter submitted to the Titan Board for a vote.

4. Dutton/Brady and Power have agreed that, annually, by July 1 each year, they will elect a new chairman and vice-chairman. These duties will rotate between schools each year: the chairman from one school, vice-chairman from the other. These are the only two Board officer positions.

The Superintendent and Activities Directors from each school will serve on the board as advisors and have no vote. The Board will designate a Lead Superintendent and a Lead Activities Director annually, by July 1 each year. Both Lead positions will rotate between the two schools beginning with the 2019 – 2020 season.

AUTHORITY OF THE TITAN BOARD OF TRUSTEES (20-3-362)

As is the operation of school districts, the Titan Board does not have operational authority. It is the responsibility of the district superintendents and Activities Directors to manage day – day operations and team needs. It is the expectation of the Board, that the administrative staff of the districts will discuss pertinent operational items regularly and move the program forward as a cohesive leadership team. Additionally, the Titan Board will operate under the following constraints of authority:

1. The Titan Board of Trustees does not have the authority to transact business that is not specifically related to the cooperative program.
2. The Titan Board of Trustees will have the authority over interlocal funds to do the following as it relates to the extracurricular activities program:
 - a. Prescribe and administer joint administrative policy over cooperative activities
 - b. Set a salary schedule for Titan coaches
 - c. Jointly employ coaches and specialists and issue contracts for employment
 - d. Prorate all items of joint expense among the school districts

TITAN LEADERSHIP TEAM

The Titan Leadership team will be comprised of the following from each district:

- Superintendents
- Activity Directors
- Business manager from prime agency
- Titan varsity and junior head coaches

It is the expectation of the Titan Board these individuals will take responsibility for cohesively leading and managing all aspects of the Titan extracurricular activities in a manner that is consistent with the vision, mission and values set forth above. They will be responsible for the day-day operations and will effectively communicate with each other. Information and needs of the leadership will be communicated and brought to the Board by the Lead Superintendent. The Lead Superintendent may defer to the leadership team to report on some items as appropriate.

TITAN OPERATIONS

MEETING SCHEDULE AND AGENDA ITEMS

The Titan Board will meet a minimum of four times a year and more often, as needed, as special concerns or issues occur. Meeting locations are rotated between the two districts. The first meeting of the Titan Board was held in Power.

Agenda items will be drafted by the Lead Superintendent and Chairman. Agenda item requests from personnel and the public will be submitted to the Lead Superintendent and will be approved by the Lead Superintendent and Titan Board Chairman in advance of the meeting posting.

The Titan administrative/personnel team will discuss and organize any pertinent recommendations prior to the Board meetings. Recommendations on pertinent action items, especially coach renewal and non-renewals, will be the responsibility of the Lead Superintendent to present to the Board.

Titan Board meetings are open to the public under Montana law and all voting will be done in compliance with open meeting laws.

CHAIN OF COMMAND

The Lead Superintendent will be the key point of contact for Board members to communicate issues to staff as well as for staff to communicate issues/concerns to Board members. The non-lead superintendent will be kept apprised of any situation involving their Board members. Titan personnel and leadership team will respect the chain of command talking first to their immediate supervisor prior to taking concerns to the next level.

Complaints will be handled in the following manner:

If a person has a complaint, they will **(1) talk to the coach**. If they are unable to resolve the situation, they will talk to the **(2) Lead Activities Director**, followed by the **(3) Lead Superintendent**. If after all of these steps have been completed, the final opportunity for resolution will be for the concern to be placed on **(4) the Titan Board** agenda. Complaints proceeding to the Board level will need to be submitted to the Lead Superintendent in writing by the individual making the complaint.

If a personnel issue comes to the Board, the staff member has the right to be notified that they will be discussed and has the right to be at the meeting.

FINANCES

The income and expenses will run through the Power Accounting system and the Cooperative Interlocal Fund. The Power Business Manager/Clerk will serve as the financial clerk. The salaries and expenses to conduct Titan business will be split between districts on a 50/50 basis from each school (effective with the 2019-2020 SY). Funding for the Interlocal Fund will be determined annually by May 31st and funded by each school after July 2 and ongoing as needed through the year.

The activity fees and adult passes sold stay with each school. Passes and activity tickets sold at either school will be honored at both schools for Titan functions. The secretaries from the two schools will perform a reconciliation at the end of each respective season and deposited to the interlocal fund in a timely manner.

The cost of referees will be paid through the Titan Interlocal Fund.

The Titan Board will review financial statements at each meeting. Financial reports will be provided to the participating district's Board of Trustees at least four times a year.

GATE PRICES

Both schools agree to have the same gate prices, changes to gate prices will be agreed to by the Titan Board. Activity passes will continue to be priced individually by each school, as they have different levels of other activities covered by the passes.

STUDENT PARTICIPATION

Participation will be open to all students in either school. It is the intent of the Board, that although try-outs may be held for positions on squads, there will be no cuts. The Lead Activities Director will schedule activities for all squads as able.

All students will operate under their respective school's extra-curricular training policy.

Elementary student participation in the junior high extracurricular activities will be decided by the Titan Board on an annual basis.

UNIFORMS

A uniform rotation has been adopted by the co-op Board in 2024 that will circulate uniforms every 3 – 5 years as budget allows. Each school will cover ½ of the total uniform costs. The decision to purchase uniforms will come before a vote of the Board.

High school football, basketball, and volleyball originally purchased uniforms in XXXXX. Uniform rotation is tracked by the prime agency and reported to the Board on an annual basis.

Coaches for each activity will be in charge of distribution at the beginning of the season and collection of uniforms upon the conclusion of the season. Activities Directors will assist in the collection and distribution of uniforms before the season and after the conclusion of the season.

PRACTICES AND GAMES

The coaches will utilize their staff and practice time efficiently and effectively, i.e. participants should not be standing around waiting, practices should be as close to game-like as possible. Off-season development will be emphasized in support of the participants health and wellness.

A game schedule will be developed annually utilizing both the Dutton and Power facilities, every effort will be made through coordination of the AD's, to host games and practices at each school on a 50 / 50 basis. Preferably, practice will occur at the facility where the varsity or "A" game will be played. Football playoff games will rotate between the fields, with the first one to be held in Power (2024 – 2025 SY).

TOURNAMENT PASSES

Team Passes: According to Montana High School Association policy, each team participating in post-season tournament play is granted 16 team tickets. Those 16 tickets will be distributed in the following manner:

1. 12 tickets for the tournament team
2. Up to 4 tickets available for statisticians, managers, etc.
3. Any remaining tickets will be distributed to AD's and head coaches to be distributed.

Complimentary Passes- Complimentary passes will be divided evenly between the two schools and distributed per each district policy.

PERSONNEL

LEAD SUPERINTENDENT

2021 – 2022: Erica Allen, Dutton/Brady Superintendent
2022 – 2023: Nichole Pieper, Power Superintendent
2023 – 2024: Jeremy Locke, Dutton/Brady Superintendent
2024 – 2025:

LEAD ACTIVITIES DIRECTOR

The Lead Activities Director will be the main contact for all sports in that season.

2021 – 2022: Reid Michael, Dutton/Brady AD
2022 – 2023: Willie Widhalm, Power AD
2023 – 2024: Jeremy Locke, Dutton/Brady Superintendent, Interim AD
2024 – 2025:

BUS DRIVERS

The Titan Board will utilize bus drivers employed by the participating schools. The Activities Directors will work together to determine bus drivers for scheduled activities. All training and monitoring of the bus drivers will be the responsibility of the school that is their primary employer. Bus drivers will be paid from their primary district and the expenses will be considered during the breakdown of Titan expenses at the end of the season. Every effort will be made to split the driving responsibility 50/50 between the districts per the availability of drivers from each district.

COACHING POSITIONS

The coaching positions hired by the Titan Cooperative Board will most often be a head coach and an assistant coach. Additional coaching positions will be considered dependent on the number of participants and as a general rule, one more coach will be added if there are enough participants to field a C – squad team. Coaching positions may be increased or decreased at the Board's discretion. Performance evaluations and seniority may be a consideration when reducing coaching personnel. Consideration will also be given to gender related coaching needs as they arise.

The following coaching positions will be hired by the Titan Cooperative Board:

Varsity Activities:

- Football: 1 head coach, 2 assistant/special teams (3 total)
- Basketball (boys and girls): 1 head and 1 assistant; consider adding at 15 participants
- Volleyball: 1 head and 1 assistant; consider adding at 15 participants
- Track: 1 head and 3 assistants
- Speech/Drama/Debate: 1 coach, consider adding at 10 participants

Junior High Activities:

- Football: 1 head coach, 1 assistant
- Basketball (boys and girls): 1 head and 1 assistant; consider adding at 15 participants
- Volleyball: 1 head and 1 assistant; consider adding at 15 participants
- Track: no additional coaches, this is shared coaching staff with the varsity team
- Speech/Drama/Debate: no additional coaches, this is shared coaching staff with the varsity team

APPLICATION AND HIRING PROCEDURE (COACHING POSITIONS)

The co-op Board will hire the best candidate for any open jobs. Advertising for open positions can be done in all community communication venues. **All positions require** applicants to complete an application or letter of intent (if currently coaching), interview and background check as per routine school hiring procedures.

The Board will agree upon an application and interview questions to be used for all positions and applications will be processed and managed by the Power School District as the prime agency. Personal references will be called upon the request of the interview panel.

Head Varsity Coaching Positions:

It is the preference of the Board that individuals applying for head varsity coaching positions have similar or equivalent level of coaching experience to the position they are applying for.

The interview panel for **head varsity coaching positions** will be at least, but not more than four total ~~co-op Board~~ members, two from each school. The interview committee should include superintendents, AD's or other head coaches as appropriate to comply with nepotism policies or to avoid other conflicts of interest. This interview committee will recommend the final candidate for hire to the Lead Superintendent who, if in agreement with the recommendation, will present them to full Board for hire. Actual ~~hiring of the coach and~~ offering of a contract will occur following a successful background check.

Assistant Coaching and Junior High Coaching Positions and Volunteers:

All person's interested in assistant coaching positions must complete an application and interview process as noted above. The interview panel will determine the questions that will be asked during the interview process and utilize those questions upon approval of the Lead Superintendent.

The interview panel for any **assistant coaching positions** will be:

- Head coach for the respective activity
- Both ADs from each school
- A superintendent from either school may fill in on the panel if there are any personal conflicts of applicants (relatives, etc).

This interview committee will recommend the final candidate for hire to the Lead Superintendent. The Lead Superintendent will make hiring recommendations for the assistant coaching positions to the full

Co-op Board. Actual hiring of the coach and offering of a contract will occur following a successful background check.

Any volunteers who wish to assist with extracurricular activities must follow the same processes as coaches (to include background checks) and be hired by the Board through a recommendation of the Lead Superintendent.

COACHING CONTRACTS & SALARY SCHEDULE

Hiring coaching or support staff will be completed as timely as possible to allow staff to adequately prepare for the extracurricular activities season.

Contracts will be issued annually and paid out of the interlocal fund by Power Public Schools on behalf of the Titan Board. Contract expenses for other services provided to the extracurricular activities team will be considered in the expense calculation at the end of the year and divided between the schools. The prime agency will be responsible for issuing contracts and it is the responsibility of the prime agency to inform and provide these contracts for review by the Titan Board.

Salaries will be paid according to the attached annual salary schedule below. The salary schedule will be reviewed annually by the Titan Board.

Head varsity coaching positions - \$3000

Assistant varsity coaching positions - \$2000

Junior high head coaching positions – \$1600

Junior high assistant positions – \$1100

There will be an increase of \$75 for each year of coaching. The 2024-2025 program year will be considered the first year of coaching for positions except for football. In future hires, years of experience as an assistant coach will count towards the salary of a head coach who may have moved up.

The Titan football coaches will retain their years of experience in the salary schedule and will also receive the \$75 increase in the 2024-2025 program year in recognition of their continued service.

BOARD EXPECTATIONS AND EVALUATION PROCESS

It is an expectation of the Titan Board that the junior high and high school programs will have consistent philosophies, strategies and skill building and techniques. Ultimately the varsity coach will have oversight of both programs. Integration of the programs will be a consideration during the evaluation process of all coaches.

Coaches will be evaluated post season utilizing a tool approved by the Titan Board and administrative team. Head Coach evaluations will be completed collaboratively by the Activities Directors and Assistant Coach evaluations will be completed by the Activities Directors with feedback from the Head Coaches. Timely feedback will be provided to the coaching staff from the Titan leadership team. The Lead Superintendent will make recommendations for hire/rehire to the Titan Board however the hiring decision is ultimately the Board's responsibility.

COACHES CODE OF CONDUCT AND DISCIPLINARY ACTION

All coaches will operate under their respective school's employee policies and procedures. Disciplinary action, if needed, will be the responsibility of the respective schools Superintendent. If upon hire, they are not current employees of one of the districts, they will be employed by the district that is named prime agency and be subject to that district employee policies and procedures. Disciplinary responsibility is that of the prime agency Superintendent.

The coaches are public employees and are expected to complete background checks and comply with all required policies. Failure to do so will result in discipline up to and including termination.

The Titan Board firmly believes coaches are one of the most important role models young people will encounter, in addition to being representatives of the participating schools. With these items in mind, it is expected that the Titan Extracurricular activities coaching staff will set good examples of respectful values in their influential role. The Titan Extracurricular activities coaches invest substantial time and effort into the extracurricular activities program and are responsible for the athletic development and personal growth of the students.

Appendix A: Titan Contact Information