

**Collective Bargaining Agreement
between
Snoqualmie Coaches and Activities Association and
Snoqualmie Valley School District**

Preamble

The following Agreement is between the Snoqualmie Valley School District and the Snoqualmie Coaches and Activities Association.

Recognition

The Snoqualmie Valley School District recognizes the Snoqualmie Coaches and Activities Association as the exclusive bargaining representative, pursuant to RCW 41.56, of employees in extra-curricular positions of the Snoqualmie Valley School District for which no certification is required. All other employees of the District are excluded.

Conformity to Law

The parties agree that if any provisions of this Agreement or the application of any provisions of this Agreement to any employee or group of employees shall be likely to be contrary to law, such provisions or application shall not be deemed valid or subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

Evaluation

Head coaches will meet with his/her supervisor to receive and review an annual, written evaluation.

Salary Schedule

Snoqualmie Coaches and Activities Association Salary Schedules:

1. Coaches Salary Schedule (consisting of three experience columns)
2. Non-Coaches Salary Schedule (consisting of five experience columns to match the co-curricular salary schedule in the SVEA collective bargaining agreement.)

Effective September 1, 2019, the base amount for computing extra-curricular salaries shall be \$31,157. The amount on which the salaries in each schedule are based will increase as follows:

2019-20	0% increase
2020-21	1% increase
2021-22	2% increase

Experience Calculation

1. In-District Head Coaches
 - a) Persons who are hired as head coaches within the district will have all other head coaching experience assessed at a one-to-one ratio.
 - b) In-District head coaches subsequently hired as an assistant will have coaching

experience assessed at one-to-one ratio.

2. In-District Assistant Coaches

- a) In-District assistants hired as assistant in another sport will have the coaching experience assessed at one-to-one ratio.
- b) Assistant coaches who are subsequently hired as head coach in the same sport will have the assistant coaching experience assessed at a one-to-one ratio.
- c) Assistants hired as head in another sport will have the assistant coaching experience assessed at a one-to-one ratio.
- d) Snoqualmie Valley full time volunteer assistants hired as assistant in the same sport will have their volunteer coaching experience assessed at one to one ratio. Full time volunteer coaching experience will be verified by the appropriate school administrator.

3. Out of District Coaches

- a. Out of district Head coaches who are hired as head coaches in Snoqualmie Valley will have all other out of district head coaching assessed at a one-to-one ratio.
- b. Out of district assistant coaches hired in Snoqualmie Valley will have the out of district coaching experience assessed at one-to-one ratio.

Post Season Compensation

- 1. Post Season Compensation will be paid for each week beyond the season as defined below. The weekly amount will be determined by dividing the regular season stipend by twelve (12).
- 2. Post Season will become effective for team sports (football, basketball, volleyball, soccer, baseball, softball) after completion of the scheduled number of allowable WIAA contests (or fewer if restricted by weather or league decision).
- 3. Post Season will become effective for individual sports (golf, tennis, cross country, track & field, swimming, diving, wrestling, gymnastics) after completion of the league tournament.

Pay Schedule Committee

Each party to this agreement shall appoint up to three (3) representatives each to conduct a review of the employee pay schedule. Said review shall be submitted to the parties during the life of this Agreement. Said committee will additionally develop and recommend to the District for final review and approval job descriptions for clubs and activities (not including sports) and determine if said positions are appropriately included in the SCAA bargaining unit.

Training

The District will maintain records relating to WIAA required certification for coaches. The District will organize and schedule applicable training, including clock hours, to assist extra-curricular staff in meeting WIAA certification requirements.

Elementary Building Extracurricular Funds

1. Each elementary building shall have an annual amount allocated to it to compensate employees for approved extra-curricular activities:
2019-2022 \$7,426 each elementary building
2. Each elementary building shall have an annual amount allocated to it to compensate employees for approved intramural (lunch/recess) activities. The annual allocation shall be \$5/student FTE (K-5 only), with enrollment being calculated on October 1.

Extracurricular Elementary Building Expenditure

By administrative memo, each elementary building principal and LIT will be advised that allocations for Safety Patrol, Outdoor Education, and Extra-curricular are separate and not to be co-mingled. Further, the decision-making regarding the allocation of extra-curricular funds within each elementary building to compensate employees for approved extra-curricular activities will include a recognized building advisory group prior to final building principal approval.

First Aid/CPR

To maintain compliance with WIAA requirements, the District will provide first-aid/CPR training for all SVSD coaches and athletic directors. Training will be provided twice annually and at no cost to SVSD coaches and athletic directors.

Filling Positions

1. When the District determines there is a new or open extra-curricular or activities position, said position shall first be advertised to in-building employees. If no in-building employee is selected to fill the position, the District will post the position for five (5) days. Consideration will be given to in-district applicants before applicants who are not employees of the Snoqualmie Valley School District.
2. In the event the District opens a new secondary school, the District will follow the process outlined in paragraph 1 above after the building staff has been selected.

Grievance Procedure

Definitions:

A grievance is an allegation that a provision(s) of this Agreement has been misapplied or misinterpreted.

Any employee may file a grievance in accordance with this grievance procedure. To be valid, a grievance must be initiated within fifteen (15) business days of the date of the act giving rise to the grievance.

If the District does not meet a time limit, the grievance may be advanced to the next step; if a time limit is not met by the grievant, the grievance will be considered dropped.

A grievance must be in writing and must include:

- A. The facts on which the grievance is based;
- B. The specific section(s) of the Collective Bargaining Agreement which has been allegedly misinterpreted or misapplied; and
- C. The specific remedy sought.

A grievance must be signed and dated by the grievant.

Procedural Steps

Step 1. The employee shall meet with his/her supervisor to attempt to resolve the employee's complaint prior to formalizing the grievance. If this meeting fails to resolve the complaint, the grievance must be submitted in writing within five (5) business days of such meeting. The immediate supervisor will then schedule a formal meeting. The Supervisor will answer the grievance in writing within five (5) business days of that meeting.

Step 2. If not satisfied with the Supervisor's response, the grievant may submit the grievance to the Superintendent within five (5) business days of the Step 1 answer. Within five (5) business days of receipt of the written grievance, the Superintendent or his/her designee will arrange a meeting with the grievant. Within ten (10) business days of that meeting, the Superintendent or his/her designee will render a written decision. The Superintendent's or his/her designee's answer will be final and binding.

Duration

This Agreement is effective September 1, 2019 and shall continue in full force and effect through August 31, 2022.

By mutual agreement, the parties may amend this Collective Bargaining Agreement at any time.

/s/Lynn Bardwell
For the Association

9/9/2019
Date

/s/Robert Manahan
For the District

9/9/2019
Date

**Memorandum of Agreement
By and Between
Snoqualmie Valley School District (SVSD)
And
Snoqualmie Coaches and Activities Association (SCAA)
Regarding Level of District Support When Additional
Coaches are Required due to High Athlete Turnout at the Middle Schools**

The Snoqualmie Coaches and Activities Association (SCAA) and the Snoqualmie Valley School District (SVSD) acknowledge that it is not always possible to anticipate the number of athletes that will turn out for middle school sports. In some instances, student turnout is high enough that additional coaches are necessary to ensure student safety and adequate supervision. Beginning with the fall sport season in 2019, the Association and the District agree that middle school athletic directors and District representatives shall meet after the 3rd day of practice, each season, to determine if additional coaching positions need to be posted and hired. Additionally, the revenue from “pay-to-play” will be reviewed and the level of district support for the additional coaches will be determined.

/s/Lynn Bardwell
For the Association

9/9/2019
Date

/s/Robert Manahan
For the District

9/9/2019
Date

**Memorandum of Agreement
By and Between
Snoqualmie Valley School District (SVSD)
And
Snoqualmie Coaches and Activities Association (SCAA)
Regarding Non-Coaching Salary Schedule**

The Snoqualmie Coaches and Activities Association (SCAA) and the Snoqualmie Valley School recognize a need to review the Non-Coaching Salary Schedule to determine if the current structure needs re-organizing to be comparable to the Coaching Salary Schedule (i.e. number of lanes). Concurrently it may be desirable to review the Co-curricular Salary Schedule, which falls under representation of the Snoqualmie Valley Education Association (SVEA). When bargaining commences with SVEA in spring of 2020, if a review of the Co-curricular Salary Schedule comes under consideration, the SCAA and SVSD agree to a concurrent review of the SCAA Non-Coaching contract.

/s/Lynn Bardwell
For the Association

9/9/2019
Date

/s/Robert Manahan
For the District

9/9/2019
Date