

AAA/CPEA 2019-22



2019-2022

Collective Bargaining Agreement Athletics and Activities Association/CPEA



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PREAMBLE

This Agreement made and entered into September 1, 2019, by and between Clover Park School District, hereinafter referred to as the "District" and the Clover Park Education Association, Inc., hereinafter referred to as the "Association." The Association is an affiliate of the Washington Education Association and the National Education Association.

ARTICLE I – ADMINISTRATION

Section 1.1 - Recognition

- 1.1.1 The District recognizes the Association as the exclusive collective bargaining representative for all extracurricular/coaching employees employed by supplemental contracts within the District that do not require an Office of Superintendent of Public Instruction (OSPI) teaching certification, excluding any person as required by law.

Section 1.2 - Status of Agreement

- 1.2.1 This Agreement shall supersede any rules, regulations, or practices of the District, written or unwritten, which shall be contrary to or inconsistent with its terms. The terms of this Agreement shall supersede all written policies or practices which are contrary to or inconsistent with its terms. If any policies or practices are adopted which are contrary to or inconsistent with the terms of this Agreement, this Agreement shall be controlling. All matters not covered by the language of this Agreement shall be administered for the duration of the Agreement by the District in accordance with such policies and procedures as the District from time to time shall determine.

Section 1.3 – Conformity to Law

- 1.3.1 This Agreement contains the full and complete agreement on all bargainable issues between the parties; and, except as required or mandated by the Public Employment Relations Commission (PERC), neither party shall be required during the term of the Agreement to bargain additional issues.
- 1.3.2 If any provision of this Agreement, or any application of this Agreement to any employee or group of employees covered hereby, shall be found contrary to law by a tribunal of competent jurisdiction, and if there is no timely appeal or the appeal process is exhausted, the parties shall commence negotiations within thirty (30) days on a replacement for such provision or application. All other provisions or applications of the Agreement shall continue in full force and effect.

Section 1.4 - Printing & Distribution

- 1.4.1 Within thirty (30) days following the ratification and signing of this Agreement by the parties, the District shall make the Agreement available on the District's website. The District will continue to provide a copy of the Agreement to new employees.
- 1.4.2 Each employee newly hired as a coach or activities advisor shall be provided a copy of the Agreement by the District upon the date of hiring. All individuals making employment application to the District may read a copy of the Agreement on the District website or in the Human Resources Office.

Section 1.5 - Superintendent/Association Meetings

- 1.5.1 The Superintendent and/or designee(s) will meet formally with the Association President, Vice President AAA/CPEA, and Soundview representative in Labor/Management meetings quarterly. Agenda items the Association wishes to discuss shall be provided to the District two (2) days prior to the meeting. Additionally, if either party intends to have other persons present, they will advise the other party two (2)

days prior to the meeting date. If neither party has any agenda items to discuss, the meeting may be cancelled.

Section 1.6 - Notice of Policy Additions and/or Changes

- 1.6.1 The District shall notify the Association President of proposed new or amended policies, or the contemplated discontinuance of policies affecting the Association or the employees working under the jurisdiction of this Agreement as early as possible prior to the first meeting of the Board to consider such policy. The District will give the Association reasonable opportunity for discussion/input before adoption, amendment, or the discontinuance of policy affecting such employees.
- 1.6.2 The District will publish any informational bulletins regarding its policies and practices that will be distributed publicly. The Association will be on the distribution list.

ARTICLE II – BUSINESS

Section 2.1 - Management Rights

- 2.1.1 The Board of Directors of the District, acting on behalf of the electorate of the District, retains and reserves all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the regulations of the State Board of Education and laws and the Constitutions of the state of Washington and the United States.
- 2.1.2 The Association recognizes that the Board of Directors is legally responsible for the operation of the District, and that the Board has the necessary authority to discharge all its responsibilities subject to the provisions of the supplemental contracts.
- 2.1.3 In pursuing its responsibilities, the Board develops policies that direct the administration of the District. In developing such policies, the Board will be responsible to the public needs and shall also seek the professional judgment of the extracurricular staff through the Association.
- 2.1.4 The Board of Directors has delegated responsibility for the administration of the District to the Superintendent and, through the Superintendent, to the administrative personnel. The delegated responsibilities include but are not limited to: operational management, control of school properties and facilities, supervision of athletic and recreation programs, and recommendations as to the organization of District staff, including but not limited to determining what and how many positions the District shall have and selection, assignment, transfer, promotion, demotion, and dismissal of all personnel.

Section 2.2 - No Strike/No Lockout

- 2.2.1 The Association agrees not to cause any strikes, sympathy strikes, work slowdowns or work stoppages, and the District agrees not to lockout during the term of this Agreement.

Section 2.3 - Association Rights

- 2.3.1 Representatives duly authorized by the Association shall be permitted to visit employees at their worksites when such visits will not interfere with the employee's duty assignment.

Section 2.4 - Association Dues

- 2.4.1 The Association, as the exclusive negotiating representative of all employees in the bargaining unit as provided in Article I of this Agreement, will represent all such employees fairly and equally. While employees shall not be required to join the Association, membership in the Association shall be made available to all employees who apply.
- 2.4.2 The Association agrees to save and hold the District harmless in the application of this Article.

- 2.4.3 The District will provide the Association reasonable access to new employees of the bargaining unit for the purposes of presenting information about their exclusive bargaining representative to the new employee. The presentation may occur during a new employee orientation provided by the District, or at another time mutually agreed to by the District and Association. No employee may be mandated to attend the meetings or presentations by the Association. "Reasonable access" for the purposes of this section means: (a) The access to the new employee occurs within ninety (90) days of the employee's start date within the bargaining unit; (b) The access is for no less than thirty (30) minutes; and (c) The access occurs during the new employee's regular work hours at the employee's regular worksite, or at a location mutually agreed to by the District and Association.

Section 2.5 - Liability & Legal Protection

- 2.5.1 The District will include employees in the Coverage Agreement as insured. Such coverage in total shall not be less than one million dollars (\$1,000,000). The coverage in force shall provide protection for each employee for any covered third party legal liability claims, including defense brought against an employee for damages of bodily injury or property damage (including personal injury) and arising out of the performance of the employee's duties as directed by the District. This coverage shall be limited in scope to the insuring agreements, conditions, and exclusions as are applicable to the District, the named insured. The District shall give thirty (30) days written notice to the Association should the general liability coverage agreement be canceled or materially altered as to coverage.
- 2.5.2 Subject to insurance availability and reasonable costs, the District will provide excess liability coverage for employees authorized to use their personal automobile for District business, provided that the District has authorized such use and provided that the employee's primary personal automotive liability policy provides for a minimum coverage of \$100,000/\$300,000 per person per accident and \$50,000 property damage per accident.

ARTICLE III – PERSONNEL

Section 3.1 – Non-discrimination

- 3.1.1 The District and the Association agree that no employee shall experience discrimination, jeopardy, coercion, or denial of rights from the Association or the District by virtue of the employee's participation or lack thereof in any activity or program of the Association.
- 3.1.2 The District and the Association agree this Agreement shall be applied in accordance with law without regard to race, creed, religion, color, national origin, age, sex, sexual orientation including gender expression or identity, marital status, veteran status or physical, sensory or mental disabilities, except insofar as such factors are bona fide occupational qualifications, or the use of a trained guide dog or service animal by a person with a disability except as required by this Agreement or as otherwise provided by law.

Section 3.2 - Due Process

- 3.2.1 Nothing herein contained shall be construed to deny or restrict to an employee's mandated rights under laws of the state of Washington or other applicable laws and regulations. The rights granted the employee shall be deemed to be in addition to those legally provided elsewhere.
- 3.2.2 No employee shall be disciplined without just cause. Seven Tests of Just Cause are located in Appendix 1. Non-renewal of a supplemental contract shall not be construed as discipline.
- 3.2.3 An employee shall be entitled to have a representative of the Association present during any meeting that might reasonably be expected to lead to disciplinary action. When a request for such representation is made, no action shall be taken with respect to the employee until such representative of the Association is

present. Further, in the event a disciplinary action is to be taken, the employee shall be advised of the right to representation under this provision of the Agreement prior to the action being taken.

- 3.2.3 The District agrees to follow a policy of progressive discipline, and any disciplinary action taken against an employee shall be appropriate to the behavior that precipitates said action. In certain cases, the principle of progressive discipline may not apply. Situations of this nature would include but not be limited to:
- a) Theft, including deliberate destruction, damage or removal of the District's or others' property from the District's premises without authorization.
 - b) Intentional falsification of records required in the transaction of the District's business.
 - c) Being in the possession of or reporting to work under the influence of alcohol, narcotics, or drugs not prescribed for the individual.
 - d) Disorderly conduct, including fighting, egregious displays of temper, threatening behavior toward or harassment of other individuals.
 - e) Any other violations of clearly communicated work standards that are of such a nature as to evidence a gross disregard of the District's policies, procedure, or general employment standards.
- 3.2.5 Any formal complaint not called to the attention of the employee in writing may not be used as the basis for any disciplinary action against the employee.

Section 3.3 – Supplemental Contract Agreement

- 3.3.1 The Board of Directors of the District annually or seasonally shall contract with each employee for the latter's supplemental assignment with the District. This contract shall conform to state law, Washington Administrative Code, Rules and Regulations of the State Board of Education, Policies of the District, and this Agreement. Should a school elect to not utilize a coach for the subsequent season building administrators, should notify the coach involved that he/she will not be returning prior to the start of the season.
- 3.3.2 The contract shall be binding on the District and on the employees and may not be abridged or abrogated during its term by either party except by mutual consent or as may be provided in this Agreement or in the District's policy.
- 3.3.3 Each school site shall determine the activities or sports it will offer each year. Should an activity or sport be eliminated or reduced in scope, the advisor/coach involved will be notified as soon as the budget is finalized. Should the activity or sport be eliminated entirely, the advisor/coach will receive a prorated stipend for the contracted time fulfilled. The Association shall be notified in advance of the elimination of a sport or activity covered by this Agreement. Should the activity or sport be reduced in scope during the season, the affected employees may continue to advise/coach as determined by the principal in consultation with the Athletic Director/building coordinator.
- 3.3.4 In the event student participation or budget constraints do not allow more than one team, building administrators may elect to eliminate applicable coaching positions with Assistant Superintendent approval. Once approved, the building site council will be notified of the change at the next scheduled building site council meeting.

Section 3.4 - Personnel Files

- 3.4.1 Employees shall have the right to review material in their personnel files maintained in the Human Resources Office during regular business hours. The employee may have a representative of the Association accompany him/her if so desired. Upon request, copies of documents in the personnel file shall be provided the employee. Human Resources may assess a reasonable charge for this service.
- 3.4.2 The personnel file shall contain all evaluation reports and such other material that would assist in evaluating the employee. Official personnel files are not maintained for extracurricular employees not otherwise employed by the District. Evaluation and other material on such employees will be maintained in the Human Resources Office.

- 3.4.3 Materials judged by the employee to be negative and/or derogatory may be answered by the employee in writing. Such written response shall be attached to the material in question and become a part of the personnel file.
- 3.4.4. Negative material in the personnel file that is over three (3) years old will have little weight in current decisions on disciplinary matters unless it involves problems of a repetitive nature.
- 3.4.5. The District will notify an employee, in writing, within ten (10) days of any derogatory or negative report that is forwarded to his/her personnel file, maintained in Human Resources, that is not addressed or copied to the employee.
- 3.4.6 When an employee reviews his/her personnel file, he/she will sign and date the review only to indicate the incident.

Section 3.5 – Vacancies

- 3.5.1 All open positions shall be posted for five (5) consecutive days on the CPSD Employment web page. The principal and athletic director may give first consideration to any qualified in-building applicant. Job descriptions for all positions are available upon request.

Posting Exemptions: Positions need not be posted if: (1) the employee currently holding the position is requested by his/her supervisor to continue in the same position for the next season and/or school year; or (2) when a vacancy arises during the season; or (3) if postings have already generated an adequate pool of candidates; or (4) in the event of an emergency situation, such as an untimely separation of employment; or (5) in the event the principal and athletic director choose to promote an assistant coach to a head coach vacancy.
- 3.5.2 Each employee shall be issued a supplemental contract which shall be in conformity with Washington State law. All supplemental contracts covered under this CBA are issued for one academic year only. By signing the supplemental contract, the District is not obligated to rehire the employee for the next academic year in the current position nor is the employee obliged to continue in their current position.
- 3.5.3 An employee who does not desire to continue in the same extracurricular assignment for the following school year will notify the principal in writing as early as possible.

Section 3.6 – Student Conduct

- 3.6.1 The parties shall comply with District policy, laws and attendance regulations in dealing with students. Extracurricular staff shall enforce the rules of student conduct fairly, consistently, and without discrimination. Any infractions shall be reported as soon as possible to the appropriate administrator.
- 3.6.2 A bargaining unit member may use such reasonable action as is necessary to protect him/herself, a student or others from physical abuse or injury.

ARTICLE IV - GRIEVANCE PROCEDURE

Section 4.1 - Philosophy

- 4.1.1 The grievance and dispute resolution procedures provided for herein shall constitute the sole and exclusive method of adjusting all complaints or disputes which the Association or employees may have, and which relate to or concern the employees and the District.
- 4.1.2 It is the intent of this grievance procedure to settle all disputes or complaints at the point of origin. In the event such a grievance or dispute arises during the life of this Agreement, it shall be handled according to the grievance steps.

Section 4.2 - Grievance Steps

- 4.2.1 **Step I:** The employee(s), with or without assistance from the Association, shall present the grievance to the high school athletic director, or the employee's immediate supervisor at all other levels, within fifteen (15) workdays of the date and time of the occurrence of the event giving rise to the grievance, or fifteen (15) workdays from the date and time such event should have been known, or it shall be deemed waived. If the issue is not resolved within five (5) workdays after the grievance is so presented, it shall be reduced to writing and signed by the employee(s) and the immediate supervisor. Unless the parties agree otherwise, timelines extending from a grievance event or when the event should have been known will exclude the month of July.
- 4.2.2 **Step II:** Such written grievance shall be presented to the principal or designee within seven (7) workdays of the conclusion of Step I. If the issue is not resolved within seven (7) additional workdays and the employee(s), with the assistance of the Association, desires to pursue the matter further, then;
- 4.2.3 **Step III:** Such written grievance shall be presented to the Superintendent or designee within seven (7) workdays after the conclusion of Step II. If requested by the Association, the Superintendent and/or designee shall meet with the grievant(s) and any two (2) members of the bargaining unit and/or the local UniServ Representative the grievant chooses within ten (10) workdays after receipt of the grievance. The Superintendent shall give a written decision within seven (7) workdays from the date of the meeting or the date of receipt of the Step III grievance, whichever is later.
- 4.2.4 **Step IV:** If no settlement is reached in Step III above and the Association desires to pursue the matter further, it may refer the grievance to arbitration by written notice to the District within fourteen (14) workdays from the conclusion of Step III. If such grievance is not referred to arbitration within fourteen (14) workdays from the conclusion of Step III above, the grievance shall be considered settled on the basis of the District's last position. Should the parties be unable to mutually agree upon an arbitrator within ten (10) workdays from the date the matter is referred to arbitration, the Association will request a list of ten (10) qualified arbitrators from the American Arbitration Association from which list the parties shall select an arbitrator.
- 4.2.5 The arbitrator selected will confer with the representative of the District and the Association, hold hearings promptly, and will issue his/her decision not later than twenty (20) workdays from the date of the close of the hearing, or, if oral hearings have been waived, then from the date the final statement and proof are submitted.

Section 4.3 - Powers of the Arbitrator

- 4.3.1 The arbitrator's decision will be in writing and will set forth his/her findings of facts, reasoning and conclusions on the issues submitted. The arbitrator will be without power or authority to make any decision that requires the commission of an act prohibited by law and shall have no power to add to or subtract from or modify any terms of this Agreement.
- 4.3.2 The arbitrator shall have no power or authority to rule on any matter involving:
- An employee evaluation, provided that the evaluation procedures shall be subject to the arbitrator's review, or
 - The non-renewal of any supplemental contract.
- The decision of the arbitrator will be submitted to the District and the Association, and will be final and binding upon the parties. The parties will be bound by the rules and procedures of the American Arbitration Association except as modified herein.

Section 4.4 - Expenses

- 4.4.1 The expenses of the arbitrator and all other expenses of the arbitration proceeding, other than those incurred by each party in the presentation of its own case, shall be shared equally by the parties involved.

Section 4.5 - Time Limits

- 4.5.1 Time limits referred to in this Article IV must be considered as maximums, but may be waived by mutual agreement in writing. It is the intent of the parties that all procedures set forth herein shall be complied with as expeditiously as possible.
- 4.5.2 Failure of the District to act timely, as required in any of the procedural steps, will automatically move the grievance to the next higher step for consideration. Failure of the grievant to act timely will nullify the grievant's claim.
- 4.5.3 By mutual written consent of the grievant and the District, any procedural step may be passed over in favor of action on a subsequent step.

Section 4.6 - Grievance Files

- 4.6.1 All documents, communications, and records dealing with the processing of a grievance shall be filed separately and not in the official personnel file of the grievant. This grievance file shall be referred to thereafter only in case of extended appeal, litigation, and other action in the particular case.

Section 4.7 - Grievance Form

- 4.7.1 All grievances shall be filed on the official grievance form that may be modified by mutual agreement of the parties.

Section 4.8 - No Reprisal

- 4.8.1 No reprisal will be taken by the District or the Association against any employee because of his/her participation or non-participation in this grievance procedure.

ARTICLE V - PERFORMANCE EXPECTATIONS

Section 5.1 – Performance Expectations

- 5.1.1 Each coach and activity advisor shall adhere to law, regulations and, policies and practices of the District with regard to his/her responsibilities as a coach or activity advisor. WIAA certification shall be maintained as a condition of employment for coaches and activity advisors covered by WIAA regulations. If membership/certification is necessary to other activity advisors, those shall also be maintained as a condition of employment.
- 5.1.2 Extracurricular staff shall share responsibility for supervising the behavior of students and for maintaining the standards of conduct established by the District. The rules of student conduct shall be enforced fairly, consistently, and without discrimination. Infractions shall be reported as soon as possible to the appropriate administrator.
- 5.1.3 If a coach or advisor wishes to raise a question or concern about student safety/supervision and/or District liability, he/she should present their concern(s) first to the building athletic director or building athletic coordinator. If no resolution can be reached at this level within three (3) workdays, the building principal should be contacted. If no resolution can be reached at the building level within three (3) additional workdays, the coach or advisor should contact the Association, and the Association will contact the Assistant Superintendent for Secondary Schools. The Assistant Superintendent should respond within five (5) workdays.
 - 5.1.3.1.1 When athlete turnout for a sport exceeds the projected turnout, a meeting will be held between the coach, athletic director/coordinator and the building principal to determine if any additional coaches should be hired to support the increased athlete turnout. For team sports, the number of additional athletes that would trigger a meeting is the number of athletes needed to comprise a team plus 50%.

For individual sports, the number of additional athletes that would trigger a meeting is when student to coach ratio exceeds 20-1. If no resolution can be reached at the building level within five (5) workdays, the coach should contact the Association, and the Association will contact the Assistant Superintendent for Secondary Schools. The Assistant Superintendent should respond within five (5) workdays.

- 5.1.4 Coaches and advisors will notify administrators when class or assignment coverage is necessary to allow a coach or advisor to supervise players or participants in authorized events or activities. Coaches and advisors will not be personally responsible for arranging such coverage.
- 5.1.5 Advisors who supervise an approved school club are expected to engage in a minimum of twenty-eight (28) hours annually at high schools and twenty-two (22) hours annually at middle schools, beyond the student day with students, in order to receive the stipend listed in Appendix 3.
- 5.1.6 Middle School coaches are expected to spend a comparable number of hours coaching students from one building to another. Should a school choose to not practice on any day of the week, practices on remaining days should be extended to provide a comparable number of hours coaching students similar to buildings that practice five (5) days per week, excluding competitions.

Section 5.2 – Evaluation

- 5.2.1 The high school athletic director will be the primary evaluator of coaches and assistant coaches with approval of the building principal required on evaluation material (see Appendix 2). At the middle school level, a building administrator will be the primary evaluator of coaches and assistant coaches with an appropriate level of involvement and input provided by the building athletic coordinator.

Middle School Athletic Coordinators will be evaluated annually by a building administrator utilizing the evaluation form in Appendix 2C.
- 5.2.2 Employees should be informed if they are not going to be issued a contract for the next year because of performance issues at the conclusion of the evaluation process or at the time when such issues become known to the building administrator or the athletic director.

ARTICLE VI – SALARY

Section 6.1 – Salary Schedules

- 6.1.1 The salary schedule for the 2019-20 school year is found in Appendix 3A (High School) and Appendix 3B (Middle School). For 2020-21 and 2021-22 school year, the salaries shall be increased by two (2) percent each year.

Section 6.2 – Method of Payment

- 6.2.1 Method of Payment - Extracurricular salaries shall be paid in ten (10) equal installments except seasonal activities shall be paid evenly over the number of pay dates within the season, or the coach/advisor of a seasonal activity may submit a request to payroll within one (1) month of the beginning of the season to receive payment in one (1) payment at the conclusion of the activity.

In order to be eligible to receive payment, coaches must have completed all training required for the position and the necessary hiring paperwork (online application, I-9, fingerprinting, SafeSchools training, etc.) with Human Resources prior to stepping on the field/court. Additionally, to receive the full stipend the coach must be hired and working by the eighth (8th) practice of the season. Volunteer coaching is uncompensated. Any time spent coaching prior to the completion of the above requirements would be considered volunteer coaching. Coaches will be compensated from the date above requirements are completed, and will not be retroactive to the start of the season.

- 6.2.2 Placement and advancement on coaches'/activities advisors' salary schedule - employees shall be placed on the appropriate step. Employees will advance to the next step on the salary schedule after two (2) years at each step. New hires will be placed at step one (1) (Entry).

Advisors will be eligible for the Experienced step if they can document thirty (30) hours of related professional development, and will be eligible for the Preferred step if they can document sixty (60) hours of related professional development.

Advisors will be eligible for the Experienced step if they can document thirty (30) hours of related professional development, and will be eligible for the Preferred step if they can document sixty (60) hours of related professional development.

- 6.2.3 When student participation does not warrant the need for multiple coaching positions, building administrators may elect to employ, utilizing normal District hiring procedures (to include background check if applicable), an adult for athlete supervision during games or for travel to and from games with Assistant Superintendent approval. Once approved, the building site council will be notified of the change at the next scheduled building site council meeting. Athlete supervision shall be paid hourly at the rate of \$18 per hour.

Additionally, building administrators may elect to employ, utilizing normal District hiring procedures, intermittent coaches on an as needed basis, when a full-time coach is not needed due to student count or based on program needs. Intermittent coaches shall be paid hourly at the rate of \$18 per hour.

During athletic events building administrators may elect to employ, utilizing normal District hiring procedures, individuals to be utilized for the following positions: timekeepers, scorekeepers, ticket takers, and game announcers. The individuals will be paid hourly at the rate of \$15 per hour.

- 6.2.4 Contracts will be issued as soon as possible after confirmation of the appointment is made to Human Resources by the appropriate administrator.

Section 6.3 – Training

- 6.3.1 The District shall offer or sponsor sports CPR/ First Aid training annually at no cost to the employee, when required by the District.

- 6.3.2 The District will provide up to an eight (8) hour course annually, with no more than one (1) paid instructor each year. The cost of the instructor and materials cannot exceed \$700 annually. Designing the course will be a committee made up of high and middle school coaches. After the course is designed, it must be presented to the District for approval. The class will be held on a non-school day as determined by the coaches' instructional committee. Attendees will not be compensated except to the extent credit hours are available.

- 6.3.3 For high school coaches, the following training reimbursements are available annually:

- High school employees may be reimbursed up to \$125 toward the cost of any training/workshop, travel expenses related to out-of-town training, publications, subscriptions, training videos or membership fees of their choice which will assist them in their capacity as a coach.
- If an employee coaches more than one season, he/she may receive reimbursement that equates to the number of seasons he/she is a coach (for example, two (2) high school seasons could receive up to \$250).
- Should an employee not utilize the entire amount they are eligible for during the school year, the remaining balance, not to exceed \$85 per season, may be carried over to the next school year for a maximum available balance of \$210 for one (1) season, \$420 for two (2) seasons, etc.
- To be eligible to carry funds over from one school year to the next, an employee must have spent some portion of their available funds during the current school year.

For middle school coaches, the following training reimbursements are available annually:

- Middle school employees may be reimbursed up to \$100 toward the cost of any training/workshop, travel expenses related to out-of-town training, publications, subscriptions, training videos or membership fees of their choice which will assist them in their capacity as a coach or athletic coordinator.
- If an employee coaches more than one season, he/she may receive reimbursement that equates to the number of seasons he/she is a coach (for example, two (2) middle school seasons could receive up to \$200).
- Should an employee not utilize the entire amount they are eligible for during the school year, the remaining balance, not to exceed \$70 per season, may be carried over to the next school year for a maximum available balance of \$170 for one (1) season, \$340 for two (2) seasons, etc.
- To be eligible to carry funds over from one school year to the next, an employee must have spent some portion of their available funds during the current school year.

6.3.4 Prior to the start of each sports season (fall, winter, and spring), the Human Resources Office will communicate, through building athletic departments, coaches interested in enrolling in the Washington State Coaches Association (WSCA).

6.3.5 Prior to the fall, winter and spring sport seasons, Human Resources will provide to each building athletic department, the Association leadership, and the Assistant Superintendent for Secondary Schools a list showing the status of all coaches' training funds usage by each individual coach.

Section 6.4 – Extended Season

6.4.1 Employees will be paid for extended athletic seasons on a per diem basis according to the length of each coach's season. See Appendix 4.

6.4.2 For each extended day, the employee receives the appropriate fraction of his/her regular pay.

Example: For a 60-day regular season, the employee receives 1/60 (one-sixtieth) of his/her regular pay for each extended day.

6.4.3 Coaches to participate in extended season shall be selected by the head coach in consultation with the administrator and the Athletic Director.

Section 6.5 – Middle School Athletic Coordinators

6.5.1 Middle School Athletic Coordinators will receive one extended year day at per diem for the purposes of end-of-year equipment inventory, football helmet reconditioning, or other required end-of-year activities.

6.5.2 Middle School Athletic Coordinators may elect to have their extracurricular salary paid in either ten (10) equal installments or twelve (12) equal installments. Such election must be made in writing by September 10 of each school year to the Human Resources office. If no election is made, salaries will be paid over ten (10) equal installments.

6.5.3 Middle School Athletic Coordinators who wish to be moved beyond the second step of the salary schedule, may be certified by the National Interscholastic Athletic Administrators Association as either a Registered Middle School Athletic Administrator (RMSAA) or a Certified Athletic Administrator (CAA). To receive advanced salary placement, proof of certification must be provided to the Human Resources Office. Payment will be made from the date certification is provided to Human Resources.

ARTICLE VII – CLASSIFICATION CLARIFICATION

Section 7.1 –Classification Process

Should a building, with Assistant Superintendent's approval, elect to offer a sport or hire a position not currently listed on the salary schedule in Appendix 3, the Association and District will meet to determine an appropriate salary level for placement on the salary schedule. Should the sport or position continue for more than one season, it will be added to the salary schedule in Appendix 3.

ARTICLE VIII – MAINTENANCE & SAFETY

Section 8.1 –Facilities

Prior to the start of and throughout any sport season, coaches will report any facility or field identified deficiencies in writing to the Building Athletic Director/Coordinator who will inform the appropriate building administrator. If the deficiency is not an emergency, a work order will be submitted by the building administrator using established building procedures. Emergency repairs that cannot wait until the end of the season or until summer shall be reported to the Assistant Superintendent of Secondary Schools in writing.

ARTICLE IX – DURATION OF AGREEMENT

- 9.1.1 This Agreement shall become effective from September 1, 2019, and shall remain in full force and effect until June 30, 2022. The District and Association agree that no extension of this Agreement shall be affected orally, but shall only be done in writing. During the term specified, this Agreement may be altered, added to, or deleted from, only through the voluntary mutual consent of the District and the Association.
- 9.1.2 If the legislature reduced the District's levy authority, or in the event of a double levy failure, the District and the Association agree to meet and negotiate regarding the amount of compensation impacted. Nothing bargained may violate compensation limitations imposed by state law or subject the District to a state funding penalty. This Agreement may be opened to discuss continuation of training fund in Article 6.3 should District receive budget cuts from the state legislature.

Signed this 1st day of October, 2019.

For the Association

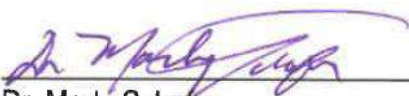
 10-1-19

Jim Schell
President
Clover Park Education Association/AAA


 10/1/19

Joseph Clark
Vice President
Athletics & Activities Association

For the District

 10.1.19

Dr. Marty Schafer
President
Board of Directors, Clover Park School District

 10.1.19

Ronald Banner
Superintendent
Clover Park School District

 10/1/19

Linda Krininger, Chief Negotiator
Director for Human Resources
Clover Park School District

APPENDIX 1 – Seven Tests of Just Cause ¹

The basic elements of just cause which different arbitrators have emphasized have been reduced by Arbitrator Carrol R. Daugherty to seven tests. These tests, in the form of questions, represent the most specifically articulated analysis of the just cause standard as well as an extremely practical approach.

A “no” answer to one or more of the questions may mean that just cause either was not satisfied or at least was seriously weakened in that some arbitrary, capricious, or discriminatory element was present.

Notice: “Did the District give to the employee forewarning or foreknowledge of the possible or probable consequences of the employee’s disciplinary conduct?”

Reasonable Rule or Order: “Was the District’s rules or managerial order reasonably related to a/ the orderly, efficient, and safe operation of the District’s business and b/ the performance that the District might properly expect of the employee?”

Investigation: “Did the District, before administering the discipline to an employee, make an effort to discover whether the employee did in fact violate or disobey a rule or order of management?”

Fair Investigation: “Was the District’s investigation conducted fairly and objectively?”

Proof: “At the investigation, did the ‘judge’ obtain substantial evidence or proof that the employee was guilty as charged?”

Equal Treatment: “Has the District applied its rules, orders, and penalties even-handedly and without discrimination to all employees?”

Penalty: “Was the degree of discipline administered by the District in a particular case reasonably related to the following:

- a/ the seriousness of the employee’s proven offense, and
- b/ the record of the employee in his service with the District?”

¹ The above seven steps may not be strictly adhered to in cases of gross anti-social behavior which may merit immediate corrective action.

APPENDIX 2A – Evaluation Form – Head Coach



Head Coach Evaluation Form

NAME:

SCHOOL:

SEASON:

SPORT:

Rating: 4 = DistInguished 3 = Proficient 2 = Basic 1 = Unsatisfactory N/A = Not Applicable

1) Personal Training

- a) Has attended the league preseason coaches' meeting.
- b) Is familiar with all league, WIAA, and NFHS rules and regulations for the sport.
- c) Has used annual district coaches' training fund monies.
- d) Hands-on First Aid/CPR certification is current.
- e) Has successfully passed WIAA online General Rules, Concussion Management, and Sport Specific courses prior to starting respective season.
- f) Has maintained applicable WIAA continuous coaches' training level standards.

2) Planning for Instruction

- a) Practice and competitions show evidence of careful preparation in terms of selected objectives, activities, and procedures.
- b) Selects appropriate and safe teaching aids/drills.
- c) Practice and competition plans reveal that the sequence and continuity of activities are regarded as important factors in learning.
- d) Promotes the safety of all athletes.

3) Practice/Competition Climate & Instructional Procedures

- a) Has the appropriate level of knowledge to instruct athletes in all phases of the sport.
- b) Is capable of adjusting the activities to suit the interest/skill level of all athletes.
- c) Manages practice time effectively.
- d) Ensures the safety of all athletes in coach's charge.
- e) Deals appropriately with disciplinary problems in all settings.
- f) Is capable of explaining the techniques and application of such techniques of respective sport.
- g) Ensures that all factors relating to athletic safety are followed, inspected, and handled in an appropriate and timely manner.
- h) Communicates in a clear and understandable manner.
- i) Deals appropriately with unexpected situations as they develop.
- j) Has published general daily lesson/practice plans.
- k) Schedules personal time so as not to interfere with professional duties and responsibilities.

APPENDIX 2A – Evaluation Form – Head Coach (Continued)

Name: _____	Head Coach Evaluation Form	(Continued)
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4) Equipment & Facilities

a) Submits preseason and postseason budget requests on time.	<input type="text"/>
b) Has an exact inventory of equipment and supplies.	<input type="text"/>
c) Uses hand receipts to record equipment that is issued to athletes, if applicable.	<input type="text"/>
d) Files fine slips for missing/damaged student-athlete equipment.	<input type="text"/>
e) Stores, secures, and maintains equipment properly.	<input type="text"/>
f) Secures facility after practice/competitions.	<input type="text"/>
g) Ensures the proper care of equipment and inspects it on a regular basis.	<input type="text"/>
h) Inspects competition environment on a daily basis for safety concerns.	<input type="text"/>
i) Submits work orders to the appropriate authorities to correct safety issues.	<input type="text"/>

5) Personal & Professional Qualities

a) Models good sportsmanship at practice and competition.	<input type="text"/>
b) Arrives on time for practices and competitions.	<input type="text"/>
c) Displays evidence of flexibility in thought and behavior.	<input type="text"/>
d) Accepts and profits from constructive criticism.	<input type="text"/>
e) Is competent in the tactical and technical aspects of the sport.	<input type="text"/>
f) Teaches and models current safety procedures for the sport.	<input type="text"/>
g) Understands and demonstrates the principles of motor learning.	<input type="text"/>
h) Applies basic sport psychology, where applicable.	<input type="text"/>
i) Has a basic understanding of athletic injury prevention, rehabilitation, and care.	<input type="text"/>
j) Uses language correctly and effectively.	<input type="text"/>
k) Seeks opportunities to assume greater responsibility.	<input type="text"/>
l) Stays after practice and competitions to ensure all tasks are completed and that all athletes are safe.	<input type="text"/>

6) Working with People

a) Advises athletes of approved training rules/codes/expectations and potential consequences in writing at the outset of the season.	<input type="text"/>
b) Respects and enforces the letter and intent of all applicable sport, league, and national association rules, codes, and regulations.	<input type="text"/>
c) Maintains a stable level of expectations from the student athlete.	<input type="text"/>
d) Works with the team and individuals to develop appropriate goals.	<input type="text"/>
e) Works successfully with athletes of varied ability levels.	<input type="text"/>
f) Relates well to staff, supervisors, officials, coaching staff of other teams.	<input type="text"/>
g) Develops team spirit.	<input type="text"/>
h) Promotes program to the student body to maintain appropriate levels of participation.	<input type="text"/>

APPENDIX 2A – Evaluation Form – Head Coach (Continued)

Name: _____	Head Coach Evaluation Form	(Continued)
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7) Communication

a) Has daily contact with the athletic director/coordinator.	<input style="width: 90%;" type="text"/>
b) Maintains an updated website.	<input style="width: 90%;" type="text"/>
c) Provides updated team rosters as requested by the athletic director/coordinator.	<input style="width: 90%;" type="text"/>
d) Ensures that parents, staff, and athletes are kept abreast of the latest schedule changes.	<input style="width: 90%;" type="text"/>

If rating is "UNSATISFACTORY," a comment must be included.

ADDITIONAL COMMENTS:

OVERALL Performance: ☐ 4 - Distinguished ☐ 3 - Proficient ☐ 2 - Basic ☐ 1 - Unsatisfactory

☐ Not recommended to return for next school year.

Head Coach's Signature _____	Date _____
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Athletic Director/Coordinator's Signature _____	Date _____	Building Administrator's Signature _____	Date _____
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APPENDIX 2B – Evaluation Form – Assistant Coach



Assistant Coach Evaluation Form

NAME:

SCHOOL:

SEASON:

SPORT:

Rating: 4 = Distinguished 3 = Proficient 2 = Basic 1 = Unsatisfactory N/A = Not Applicable

1) Personal Training

- a) Has attended the league preseason coaches' meeting.
- b) Is familiar with all league, WIAA, and NFHS rules and regulations for the sport.
- c) Has used annual district coaches' training fund monies.
- d) Hands-on First Aid/CPR certification is current.
- e) Has successfully passed WIAA online General Rules, Concussion Management, and Sport Specific courses prior to starting the season.
- f) Has maintained applicable WIAA continuous coaches' training level standards.

2) Planning for Instruction

- a) Supports the head coach by following their directives on how the program should run.
- b) Practice and competitions show evidence of careful preparation in terms of selected objectives, activities, and procedures.
- c) Selects appropriate and safe teaching aids/drills.
- d) Practice and competition plans reveal that the sequence and continuity of activities are regarded as important factors in learning.
- e) Ensures the safety of all athletes.
- f) Performs additional sport specific duties given by the head coach.

3) Practice/Competition Climate & Instructional Procedures

- a) Has the appropriate level of knowledge to instruct athletes in all phases of the sport.
- b) Is capable of adjusting the activities to suit the interest/skill level of all athletes.
- c) Manages practice time effectively.
- d) Ensures the safety of all athletes in coach's charge.
- e) Deals appropriately with disciplinary problems in all settings.
- f) Is capable of explaining the techniques and application of such techniques of respective sport.
- g) Ensures that all factors relating to athletic safety are followed, inspected, and handled in an appropriate and timely manner.
- h) Communicates in a clear and understandable manner.
- i) Deals appropriately with unexpected situations as they develop.
- k) Schedules personal time so as not to interfere with professional duties and responsibilities.

APPENDIX 2B – Evaluation Form – Assistant Coach (Continued)

Name: _____

Assistant Coach Evaluation Form

(Continued)

4) Personal & Professional Qualities

- a) Models good sportsmanship at practice and competition.
- b) Arrives on time for practices and competitions.
- c) Displays evidence of flexibility in thought and behavior.
- d) Accepts and profits from constructive criticism.
- e) Is competent in the tactical and technical aspects of the sport.
- f) Teaches and models current safety procedures for the sport.
- g) Understands and demonstrates the principles of motor learning.
- h) Applies basic sport psychology, where applicable.
- i) Has a basic understanding of athletic injury prevention, rehabilitation, and care.
- j) Uses language correctly and effectively.
- k) Seeks opportunities to assume greater responsibility.
- l) Stays after practice and competitions to ensure all tasks are completed and that all athletes are safe.

5) Working with People

- a) Is knowledgeable about and advises athletes of the approved training rules/codes/expectations and potential consequences that the head coach has provided in writing at the outset of the season.
- b) Respects and enforces the letter and intent of all applicable sport, league, and national association rules, codes, and regulations.
- c) Maintains a stable level of expectations from the student athlete.
- d) Works with the team and individuals to develop appropriate goals.
- e) Works successfully with athletes of varied ability levels.
- f) Relates well to staff, supervisors, officials, coaching staff of other teams.
- g) Develops team spirit.
- h) Promotes program to the student body to maintain appropriate levels of participation.

6) Communication

- a) Has daily contact with the head coach.
- b) Discusses problems and solutions with head coach and other staff.
- c) Avoids disparaging comments about the program, school, staff, or officials to parents and/or students.
- d) Promotes a proactive and positive approach to problem solving which enhances team building and trust.

APPENDIX 2B – Evaluation Form – Assistant Coach (Continued)

Name: _____	Assistant Coach Evaluation Form	(Continued)												
If rating is "UNSATISFACTORY," a comment must be included.														
ADDITIONAL COMMENTS: <div style="background-color: #e6f2ff; height: 450px; border: 1px solid black; margin-top: 5px;"></div>														
OVERALL Performance: <input type="checkbox"/> 4 - Distinguished <input type="checkbox"/> 3 - Proficient <input type="checkbox"/> 2 - Basic <input type="checkbox"/> 1 - Unsatisfactory														
<div style="text-align: right; margin-bottom: 10px;"> <input type="checkbox"/> Not recommended to return for next school year. </div> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border-bottom: 1px solid black; padding-bottom: 5px;">Assistant Coach's Signature</td> <td style="width: 10%; border-bottom: 1px solid black; padding-bottom: 5px;">Date</td> <td style="width: 50%; border-bottom: 1px solid black; padding-bottom: 5px;">Head Coach's Signature</td> <td style="width: 10%; border-bottom: 1px solid black; padding-bottom: 5px;">Date</td> </tr> <tr> <td style="height: 40px;"></td> <td></td> <td style="height: 40px;"></td> <td></td> </tr> <tr> <td style="border-bottom: 1px solid black; padding-bottom: 5px;">Athletic Director/Coordinator's Signature</td> <td style="border-bottom: 1px solid black; padding-bottom: 5px;">Date</td> <td style="border-bottom: 1px solid black; padding-bottom: 5px;">Building Administrator's Signature</td> <td style="border-bottom: 1px solid black; padding-bottom: 5px;">Date</td> </tr> </table>			Assistant Coach's Signature	Date	Head Coach's Signature	Date					Athletic Director/Coordinator's Signature	Date	Building Administrator's Signature	Date
Assistant Coach's Signature	Date	Head Coach's Signature	Date											
Athletic Director/Coordinator's Signature	Date	Building Administrator's Signature	Date											

Appendix 2C – Evaluation Form – Middle School Athletic Coordinator



Evaluation for Middle School Athletic Coordinators

NAME

SCHOOL

Rating:

4 = Distinguished

3 = Proficient

2 = Basic

1 = Unsatisfactory

N/A = Not Applicable

1) OPERATION & MANAGEMENT OF OVERALL SPORTS PROGRAMS

- a) Has taken steps to ensure the efficient operation of the total athletic program for respective middle school.
- b) Respects and enforces the letter and intent of the sport, league, WIAA, and national association rules, codes, and regulations.
- c) Inspects playing fields/courts on a regular basis for safety issues.
- d) Submits work orders when applicable to correct safety issues.
- e) Schedules transportation for all away competitions.
- f) Schedules officials for all home competitions.
- g) Ensures that all fields are lined and equipped for appropriate home competitions.
- h) Maintains appropriate training records for all of respective coaches from information provided by the coaches for the annual WIAA Coaching Standards report.
- i) Submits entire annual WIAA reports on time.
- j) Attended all monthly league athletic director meetings.
- k) Attended all monthly district athletic director meetings.
- l) Checks student-athlete's academic eligibility status on a regular basis to ensure compliance with all applicable rules and regulations.
- m) Coordinates safety guidelines and procedures for all sports.

2) PERSONAL & PROFESSIONAL QUALITIES

- a) Shows enthusiasm for the job and school's athletic programs.
- b) Gives evidence of flexibility rather than rigidity in thought and behavior.
- c) Accepts and profits from constructive criticism.
- d) Is well versed in professional athletic coordinator policies and procedures.

Appendix 2C – Evaluation Form – Middle School Athletic Coordinator (Continued)

Name: _____

(Continued)

Evaluation for Middle School Athletic Coordinators

3) TRAINING

- a) Has attended the league preseason coaches' meetings for respective sports.
- b) Has taken and successfully passed annual online WIAA Athletic Director Eligibility Clinic.
- c) Has attended the annual WIAA Fall AD Workshop.
- d) Is familiar with all league, WIAA, and NFHS rules and regulations for the sports being offered at respective school.
- e) Has used annual district athletic training fund.
- f) Maintains professional status through membership in an appropriate athletic coordinator's organization.
- g) Ensures that all coaches (paid or volunteer) have taken all applicable WIAA online courses prior to the start of each coach's season.
- h) Maintains training records for all coaching staff (paid or volunteer) in order to meet all applicable WIAA rules.

4) COMMUNICATION

- a) Has regular contact with building coaches.
- b) Maintains an updated website.
- c) Provides staff with updated team rosters as requested.
- d) Ensures that parents, staff, and athletes are keep abreast of the latest schedule changes.
- e) Provides up-to-date inherent risk forms and other pre-season athletic related documents for the clearance of athletes.
- f) Communicates with other schools to ensure all necessary arrangements are made for athletic competitions.
- g) Submits quarterly Title IX paperwork to the district on time.
- h) Submits school's annual WIAA Participation Survey on time.
- i) Ensures all coaches' information is properly added to WIAA "My Coaches Basic Information" page.
- j) Maintains updated "My Coaches Coaching Standards" page on own WIAA page.

Name: _____		(Continued)					
<h2 style="margin: 0;">Evaluation for Middle School Athletic Coordinators</h2>							
If rating is "UNSATISFACTORY," a comment must be included.							
ADDITIONAL COMMENTS:							
<table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; padding: 5px;">OVERALL Performance:</td> <td style="padding: 5px;"> <input type="checkbox"/> 4 - Distinguished </td> <td style="padding: 5px;"> <input type="checkbox"/> 3 - Proficient </td> <td style="padding: 5px;"> <input type="checkbox"/> 2 - Basic </td> <td style="padding: 5px;"> <input type="checkbox"/> 1 - Unsatisfactory </td> </tr> </table>			OVERALL Performance:	<input type="checkbox"/> 4 - Distinguished	<input type="checkbox"/> 3 - Proficient	<input type="checkbox"/> 2 - Basic	<input type="checkbox"/> 1 - Unsatisfactory
OVERALL Performance:	<input type="checkbox"/> 4 - Distinguished	<input type="checkbox"/> 3 - Proficient	<input type="checkbox"/> 2 - Basic	<input type="checkbox"/> 1 - Unsatisfactory			
<input type="checkbox"/> Not recommended to return for next school year.							
Athletic Coordinator's Signature _____	Date _____	Building Administrator's Signature _____					
		Date _____					

APPENDIX 3A – Salary Schedule – High School

CPEA Athletics Activities Association HIGH SCHOOL 2019-20

Sport	Assignment	Entry Level	Continuous Level	Experienced Level	Preferred Level
Baseball	Head Coach	\$4,415	\$5,686	\$6,024	\$6,361
	Assistant Coach	\$3,112	\$4,139	\$4,476	\$4,814
Basketball	Head Coach	\$5,284	\$6,664	\$7,001	\$7,340
	Assistant Coach	\$3,770	\$5,043	\$5,381	\$5,718
Bowling	Head Coach	\$3,212	\$4,217	\$4,539	\$4,862
	Assistant Coach	\$2,419	\$3,080	\$3,402	\$3,724
Cheer - Fall	Head Coach	\$2,728	\$3,438	\$3,760	\$4,081
	Assistant Coach	\$1,431	\$1,986	\$2,307	\$2,629
Cheer - Winter	Head Coach	\$3,050	\$3,760	\$4,081	\$4,404
	Assistant Coach	\$1,699	\$2,253	\$2,576	\$2,898
Cross Country	Head Coach	\$4,085	\$5,367	\$5,705	\$6,042
	Assistant Coach	\$3,079	\$3,920	\$4,257	\$4,595
Drill (Dance) - Fall	Head Coach	\$2,621	\$3,115	\$3,438	\$3,760
Drill (Dance) - Winter	Head Coach	\$2,943	\$3,438	\$3,760	\$4,081
Football	Head Coach	\$5,478	\$6,910	\$7,248	\$7,585
	Assistant Coach	\$3,909	\$5,106	\$5,444	\$5,782
Golf	Head Coach	\$4,088	\$5,367	\$5,705	\$6,042
	Assistant Coach	\$3,079	\$3,920	\$4,257	\$4,595
Soccer	Head Coach	\$4,263	\$5,724	\$6,062	\$6,400
	Assistant Coach	\$3,070	\$4,080	\$4,419	\$4,757
Softball	Head Coach	\$4,415	\$5,686	\$6,024	\$6,361
	Assistant Coach	\$3,112	\$4,139	\$4,476	\$4,814
Swim	Head Coach	\$4,442	\$5,759	\$6,098	\$6,435
	Certified Dive Coach	\$3,144	\$3,844	\$4,183	\$4,520
	Assistant Coach	\$3,144	\$3,844	\$4,183	\$4,520
Tennis	Head Coach	\$4,088	\$5,367	\$5,705	\$6,042
	Assistant Coach	\$3,079	\$3,919	\$4,257	\$4,594
Track & Field	Head Coach	\$4,426	\$5,756	\$6,093	\$6,432
	Certified Pole Vault	\$3,078	\$4,114	\$4,452	\$4,790
	Assistant Coach	\$3,078	\$4,114	\$4,452	\$4,790
Volleyball	Head Coach	\$4,403	\$5,702	\$6,039	\$6,378
	Assistant Coach	\$3,094	\$4,103	\$4,442	\$4,779
Water Polo	Head Coach	\$3,604	\$3,910	\$4,247	\$4,585
Wrestling	Head Coach	\$5,034	\$6,368	\$6,707	\$7,044
	Assistant Coach	\$3,578	\$4,702	\$5,040	\$5,378

APPENDIX 3A – Salary Schedule – High School Advisors

CPEA Athletics Activities Association HIGH SCHOOL 2019-20

Advisor Activity	Assignment	Entry Level	Continuous Level	Experienced Level	Preferred Level
Debate	Advisor	\$4,858	\$5,058	\$5,396	\$5,734
Drama	Advisor	\$4,859	\$5,126	\$5,463	\$5,801
	Assistant Advisor	\$3,881	\$4,108	\$4,446	\$4,783
Rifle (JROTC)	Advisor	\$3,351	\$4,103	\$4,442	\$4,779

Artasia	Advisor	\$726
Assembly/Concert	Advisor	\$641
Book Room/Supplies	Advisor	\$1,269
Daffodil Princess	Advisor	\$372
Problem Solving	Advisor	\$1,268
Student Council	Advisor	\$4,297
Set Construction	Advisor	\$641
Sounds & Light	Advisor	\$2,549
School Club Advisor	Advisor	\$927
Third Drama Production	Advisor	\$538

APPENDIX 3B – Salary Schedule – Middle School

CPEA Athletics Activities Association MIDDLE SCHOOL 2019-20

Sport	Assignment	Entry Level	Continuous Level	Experienced Level	Preferred Level
Baseball	Head Coach	\$3,200	\$4,176	\$4,514	\$4,852
	Assistant Coach	\$2,395	\$3,276	\$3,613	\$3,952
Basketball	Head Coach	\$3,241	\$4,055	\$4,392	\$4,730
	Assistant Coach	\$2,543	\$3,421	\$3,758	\$4,097
Cross Country	Head Coach	\$3,182	\$3,757	\$4,085	\$4,414
	Assistant Coach	\$2,228	\$3,133	\$3,461	\$3,788
Football	Head Coach	\$3,219	\$4,205	\$4,542	\$4,881
	Assistant Coach	\$2,586	\$3,261	\$3,599	\$3,938
Soccer	Head Coach	\$3,121	\$4,055	\$4,392	\$4,730
	Assistant Coach	\$2,262	\$3,253	\$3,591	\$3,928
Softball	Head Coach	\$3,200	\$4,176	\$4,514	\$4,852
	Assistant Coach	\$2,395	\$3,276	\$3,614	\$3,952
Tennis	Head Coach	\$3,182	\$3,926	\$4,254	\$4,581
	Assistant Coach	\$2,228	\$3,133	\$3,461	\$3,788
Track & Field	Head Coach	\$3,116	\$4,055	\$4,392	\$4,730
	Assistant Coach	\$2,444	\$3,295	\$3,633	\$3,970
Volleyball	Head Coach	\$3,075	\$4,055	\$4,392	\$4,730
	Assistant Coach	\$2,414	\$3,253	\$3,590	\$3,928
Wrestling	Head Coach	\$3,364	\$4,216	\$4,553	\$4,892
	Assistant Coach	\$2,529	\$3,455	\$3,793	\$4,130

		STEP 1	STEP 2	RMSAA Certification	CAA Certification
Athletic Coordinator	Advisor	\$4,440	\$5,229	\$5,567	\$5,904

Assembly	Advisor	\$731
Book Room	Advisor	\$731
Problem Solving	Advisor	\$731
Student Council	Advisor	\$2,148
Student Store Manager	Advisor	\$731
School Club Advisor	Advisor	\$731

Elementary Activities Stipend		
3 Stipends	Fall	\$697
	Winter	\$697
	Spring	\$697

APPENDIX 4 – Extended Season

Criteria for Extended Season Pay

For extended season pay, coaches will receive per diem pay for each extra day that they coach. Below is a list of the length in days and weeks of each high school regular sport season. The regular season ends with the final event on the schedule in which a team is guaranteed to compete, regardless of record or performance.

<u>8 weeks (40 days)</u>	--	Golf
<u>9 weeks (45 days)</u>	--	Boys' Cross-Country Girls' Cross-Country
<u>10 weeks (50 days)</u>	--	Baseball Boys' Soccer Boys' Swimming Boys' Track Boys' Tennis Boys' Water Polo Fastpitch Girls' Soccer Girls' Swimming Girls' Tennis Girls' Track Girls' Track Girls' Water Polo Volleyball Wrestling
<u>11 weeks (55 days)</u>	--	Boys' Basketball Cheer Drill Football Girls' Basketball

APPENDIX 5 – Middle School Intramural Stipends



Middle School Intramural Stipends

Intramural sport/activity is defined as a seasonal, organized activity to bring students together, and is for a duration of two (2) to three (3) months. Intramural stipends will be paid at the end of each season. If an activity extends beyond one season with regular weekly meetings, the General Club advisor listed on the Middle School Salary Schedule in Appendix 3 should be used, and will be paid as an annual stipend made in equal monthly installments. List the employee name(s) in the area located below if there is more than one coach for each stipend, and the activity that employee will be coaching/advising. **A maximum of five (5) stipends per school year is authorized. Stipends cannot be combined to increase compensation for any single sport/activity.**

Sport/Activity: <input type="text"/>			<input type="checkbox"/> \$731	PAID: <input type="text"/>
MunIs ID	Employee Name	Org Code	Object Code	Activity
<input type="text"/>	<input type="text"/>	-01008	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	-01008	<input type="text"/>	<input type="text"/>

List additional name on second line if more than one coach/advisor.

Sport/Activity: <input type="text"/>			<input type="checkbox"/> \$731	PAID: <input type="text"/>
MunIs ID	Employee Name	Org Code	Object Code	Activity
<input type="text"/>	<input type="text"/>	-01008	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	-01008	<input type="text"/>	<input type="text"/>

List additional name on second line if more than one coach/advisor.

Sport/Activity: <input type="text"/>			<input type="checkbox"/> \$731	PAID: <input type="text"/>
MunIs ID	Employee Name	Org Code	Object Code	Activity
<input type="text"/>	<input type="text"/>	-01008	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	-01008	<input type="text"/>	<input type="text"/>

List additional name on second line if more than one coach/advisor.

Sport/Activity: <input type="text"/>			<input type="checkbox"/> \$731	PAID: <input type="text"/>
MunIs ID	Employee Name	Org Code	Object Code	Activity
<input type="text"/>	<input type="text"/>	-01008	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	-01008	<input type="text"/>	<input type="text"/>

List additional name on second line if more than one coach/advisor.

Sport/Activity: <input type="text"/>			<input type="checkbox"/> \$731	PAID: <input type="text"/>
MunIs ID	Employee Name	Org Code	Object Code	Activity
<input type="text"/>	<input type="text"/>	-01008	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	-01008	<input type="text"/>	<input type="text"/>

List additional name on second line if more than one coach/advisor.

NOTE TO PRINCIPALS:

If for any reason the employee is unable to fulfill the requirements of the contract, it is the principal's responsibility to notify the Human Resources Office immediately so that an adjustment in payment can be made.

I authorize supplemental pay for the above-listed individuals for sponsoring activities.

<input type="text"/>	<input type="text"/>	<input type="text"/>
Principal's Signature	School	Date

APPENDIX 6 – Elementary School Intramural Stipends



Elementary School Intramural Stipends

Intramural sport/activity is defined as a seasonal, organized activity to bring students together, and is for a duration of two (2) to three (3) months. Intramural stipends will be paid at the end of each season. If an activity extends beyond one season with regular weekly meetings, the General Club advisor listed on the Middle School Salary Schedule in Appendix 3 should be used, and will be paid as an annual stipend made in equal monthly installments. List the employee name(s) in the area located below if there is more than one coach for each stipend, and the activity that employee will be coaching/advising. **A maximum of three (3) stipends per school year is authorized. Stipends cannot be combined to increase compensation for any single sport/activity.**

Sport/Activity: <input type="text"/>			<input type="checkbox"/> \$697	PAID: <input type="text"/>
MunIs ID	Employee Name	Org Code	Object Code	Activity
<input type="text"/>	<input type="text"/>	-01008	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	-01008	<input type="text"/>	<input type="text"/>

List additional name on second line if more than one coach/advisor.

Sport/Activity: <input type="text"/>			<input type="checkbox"/> \$697	PAID: <input type="text"/>
MunIs ID	Employee Name	Org Code	Object Code	Activity
<input type="text"/>	<input type="text"/>	-01008	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	-01008	<input type="text"/>	<input type="text"/>

List additional name on second line if more than one coach/advisor.

Sport/Activity: <input type="text"/>			<input type="checkbox"/> \$697	PAID: <input type="text"/>
MunIs ID	Employee Name	Org Code	Object Code	Activity
<input type="text"/>	<input type="text"/>	-01008	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	-01008	<input type="text"/>	<input type="text"/>

List additional name on second line if more than one coach/advisor.

NOTE TO PRINCIPALS:

If for any reason the employee is unable to fulfill the requirements of the contract, it is the principal's responsibility to notify the Human Resources Office immediately so that an adjustment in payment can be made.

I authorize supplemental pay for the above-listed individuals for sponsoring activities.

<input type="text"/>	<input type="text"/>	<input type="text"/>
Principal's Signature	School	Date

MEMORANDUM OF UNDERSTANDING
Between
CLOVER PARK SCHOOL DISTRICT
&
Athletics Association/CPEA

This agreement made and entered into by and between Clover Park School District, hereinafter referred to as the "District" and Athletics Association/CPEA, hereinafter referred to as the "Association." The parties have determined that a committee will be formed by October 1, 2019 to draft the Unified Sports program change request to be submitted by October 26, 2019.

Until the study/program change request is complete, District and Association agrees to pay Unified coach \$30/hour for coaching conducted outside the school day.

The committee will include the director for human resources, assistant superintendent for secondary, and two members of the Association.

The committee will begin once the 2019 collective bargaining agreement has been ratified, and no later than October 31, 2019.

In witness whereof, the employer and the Association have executed this agreement this 1st day of October, 2019.

Jim Schell 10-1-19
DATE
Jim Schell
CPEA President

Linda Krininger 10/1/19
DATE
Linda Krininger
Director for Human Resources
Clover Park School District

Joe Clark 10/1/19
DATE
Joseph Clark
Vice President
Athletics & Activities Association

MEMORANDUM OF UNDERSTANDING
Between
CLOVER PARK SCHOOL DISTRICT
&
Athletics Association/CPEA

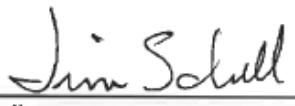
This agreement made and entered into by and between Clover Park School District, hereinafter referred to as the "District" and Athletics Association/CPEA, hereinafter referred to as the "Association." The parties have determined that a committee will be formed by October 1, 2019 to review the current AAA evaluation and determine if any changes need to be made.

The terms of this agreement allow the parties to form the following committee:

- The committee will include the director for human resources and two members of the Association.

The committee will begin once the 2019 collective bargaining agreement has been ratified, and no later than October 31, 2019.

In witness whereof, the employer and the Association have executed this agreement this 1st day of October, 2019.

 10-1-19
DATE

Jim Schell
CPEA President

 10/1/19
DATE

Linda Krininger
Director for Human Resources
Clover Park School District

 10/1/19
DATE

Joseph Clark
Vice President
Athletics & Activities Association

MEMORANDUM OF UNDERSTANDING
Between
CLOVER PARK SCHOOL DISTRICT
&
Athletics Association/CPEA

This agreement made and entered into by and between Clover Park School District, hereinafter referred to as the "District" and Athletics Association/CPEA, hereinafter referred to as the "Association" regarding phasing out the coaching education requirement for advancement on the pay scale.

- Coaches will receive pay for their current step in 2019-20. The parties agree that existing coaches who are eligible to advance this year will be advanced.
- Coaches will remain on their current 2019-20 step through the end of the 2020-21 school year (2 years).
- Coaches will advance to the next step in 2021-22 and thereafter, two years at each step.
- New hires will be placed at step 1 (entry) unless the Athletic Director and Human Resources agree to recognize prior coaching experience on an individual basis.

In witness whereof, the employer and the Association have executed this agreement this 1st day of October, 2019.

Jim Schell 10-1-19
DATE

Jim Schell
CPEA President

Linda Krininger 10/1/19
DATE

Linda Krininger
Director for Human Resources
Clover Park School District

Joseph Clark 10/1/19
DATE

Joseph Clark
Vice President
Athletics & Activities Association