



CENTRAL VALLEY
SCHOOL DISTRICT #356

COLLECTIVE BARGAINING AGREEMENT

Between

Central Valley School District

and

Central Valley Co-Curricular Activities Association

September 1, 2017 to August 31, 2020

PREAMBLE

This Agreement is made and entered into between Central Valley School District and the Central Valley Co-Curricular Activities Association, an affiliate of the Central Valley Education Association and the Washington State Education Association.

ARTICLE I – ADMINISTRATION

Section 1 – Recognition

- A. Central Valley School District, hereinafter referred to as the “District,” recognizes the Central Valley Co-Curricular Activities Association, hereinafter referred to as the “Association” as the exclusive bargaining representative for extracurricular employees employed by the District.
- B. The term “employee” when used hereinafter in this agreement shall refer to extracurricular employees represented by the Association.

Section 2 – Conformity to Law

This agreement shall be governed and construed according to the constitution and laws of the State of Washington. If any provision of this agreement or any application of this agreement shall be found contrary to law or declared invalid by a court of law, the remaining parts or portions of this agreement shall remain in full force and effect.

Section 3 – Distribution of the Agreement

The Association shall distribute copies of this agreement to all represented employees as appropriate. The agreement will also be available on the district’s web site.

Section 4 – Reopen Clause

Either party may call the bargaining team of eight together to discuss possible issues to be problem-solved. The team shall determine whether the contract shall be opened for the purpose of amendment.

ARTICLE II – BUSINESS

Section 1 – Dues Deduction

- A. The District agrees to deduct \$25.00 per coaching assignment, not to exceed \$50.00 per year, as dues to be remitted to the Association.
- B. Included contracts fall under the Central Valley Education Association and are not part of this agreement.
- C. In the event that the fair share representation fee is regarded by an employee as a violation of their right to non-association, such bona fide objections will be resolved according to the provisions of RCW 41.59.100 of the Public Employment Relations Committee; any contribution to a charitable organization, in lieu of a payment of a representation fee, shall be governed by RCW 41.59.100. The Association agrees to defend and hold the District harmless against any legal action brought against the District in reference to the fair share representation fee deduction.

Section 2 – Management Rights

The District retains the right, unless modified by specific provisions within this Agreement, to direct all employees; hire, assign, reassign, determine the duties of, and retain employees and to suspend or discharge them with cause; relieve employees from duties because of lack of work or other legitimate reasons; determine the method, number and kinds of personnel required. The foregoing enumerated functions of the Central Valley School District Board of Directors shall not be deemed to exclude other functions of the Board not specifically set forth.

Section 3 – Association Rights

The Association has the right and responsibility to represent the interests of employees in the unit, to present its views to the District on matters of concern, and to enter collective negotiations with the object of reaching agreement applicable to all employees within the bargaining unit. This agreement may be amended or modified only with the mutual consent of both parties. This agreement shall supersede any rules, regulations, policies, resolutions or practices of the District that are contrary to or inconsistent with the terms of the agreement.

Section 4 – Association Leave

Leave shall be provided for Association business, which enhances the professional status and competence of certificated employees. This applies, collectively, to members of the Association and its constituent organizations or participants in the Association meetings or conferences.

- A. Whenever possible, requests for leave shall be submitted by the Association president, in writing, to the Superintendent five (5) days before the leave is to take effect.
- B. The purpose of the leave shall be clearly stated.
- C. Decisions regarding requests for leave shall be made by the Superintendent. Out of state travel shall require Board approval.
- D. The Association president, the principal, and the certificated employee requesting leave shall be informed of the decision. The principal shall be responsible for securing a substitute where necessary, and the cost of the substitute shall be borne by the Association. Upon return from leave, the certificated employee shall complete the proper leave form provided by the District.

Section 5 – No Strike / No Lockout

In the absence of conflict with other district educational associations, the Association agrees that during the life of the agreement it will not authorize, condone, sanction, or take part in any strike, walkout, or work stoppage of employees covered by this agreement.

ARTICLE III – PERSONNEL

Section 1 – Individual Contracts

All extracurricular employment contracts are considered supplemental contracts lasting no more than one year and, when issued, are not continuing contracts within the scope of RCW 28A.405.210 and RCW 28A.405.240. The term of the extracurricular contract will only be for the length of time as specified in the contract.

It is agreed that:

1. Administration will inquire, **in writing**, as to the desire of existing coaches to continue or resign from their position by the following dates:
 - January 1 – fall sports
 - April 1 – winter sports
 - June 1 – spring sports
2. It is important for the administration to monitor coaches so in the event they do not ask them to reapply for the position for the coming year, they have reasons based on their observations/discussions that can be shared with the coach during the season.
3. If a position is to be opened, the administrator must notify the individual in writing that the position is being opened. This notification must be completed prior to the position being posted.
4. Any complaint made against an employee by a parent, student or other person will be called to the attention of the employee within ten (10) school days. Any complaint not called to the attention of the employee may not be used as the basis for any disciplinary action against the employee.

Section 2 – Employee Files

Upon request, and by prior appointment, an employee shall have the opportunity to review the contents of his her personnel file and copy, at the employee's expense, materials within the file. Review of the personnel file will be supervised by the Human Resources Office. Nothing in the file may be removed, changed, or destroyed by the employee. An employee's supervisor(s) may maintain a supervisory file at his/her work site for the duration of the employee's coaching assignment, unless otherwise mutually agreed by the Association and the District. The supervisory file will be open for review by the employee upon request of the employee to set a mutually agreeable time for such review. The District has the right to maintain confidential investigation, discipline, grievance, and litigation files. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participant(s).

Nothing in this agreement precludes the District from providing documents in accordance with public disclosure laws. The District will notify the employee prior to the release of any requested document(s).

Section 3 – Progressive Discipline

During the term of each employee's contract the District has the right to take action for just cause. As described elsewhere in this Agreement, each employee's contract terminates automatically at the end of the contract term/season.

Section 4 – Job Assignment and Performance

The Districts' decision regarding filling of positions may rest on many considerations, including but not limited to the following: lack of fiscal resources, qualifications of applicants and issues of preference. Generally speaking, preference to applicants will be considered in the following order: 1) In-building certified employees; 2) In-district certified employees; 3) Non-district employees.

ARTICLE IV – SALARY

- A. Employees will be compensated according to the extracurricular payment schedule included as Addendum A in this agreement. The building principal or designee will be responsible for approving payment to employees assigned extracurricular positions for services rendered at the site.
- B. District-approved documented paid experience (mid-level, high school or college) within a specified activity obtained within or outside the District will be credited. When moving from a lead coaching position to a head coaching position the stipend will be at the step one pay level for head coaches.

In no case will a stipend be reduced when moving from a lead coach to a head coach position. Experience coaching one gender will be credited toward coaching the other gender in the same sport.

C. Previous coaching experience shall be credited as follows:

1. All coaches new to the District shall receive full public school and accredited private school experience credit as stated below.
2. Any coach moving down in the same sport shall retain accumulated experience gained in that sport.
3. Any retired coach who returns to coaching shall retain previously accumulated District experience.
4. Any coach making one of the following moves in the same sport shall retain accumulated experience:
 - a. Middle school head to senior high assistant coach
 - b. Middle school assistant to senior high assistant
 - c. Middle school head to senior high head
5. Experience as an assistant coach will be credited toward experience as a head coach at the following ratio: 3:1, 6:2, 9:3, 12:4, 15:5, 18:6, 21:7, 24:8.

(i.e., assistant girls' basketball coach with 10 years of experience would receive 3 years of head coaching experience.)

D. All salary schedule placement appeals will be heard by a committee of three Association representatives and three District representatives, who shall evaluate the placement on the salary schedule.

E. Extra/co-curricular compensation shall be paid as follows:

1. Certificated: Employees are paid in 12 monthly payments.
2. Classified: Employees are paid on a time sheet by season.
3. Community: Employees are paid on a time sheet by season.

F. An employee receiving an overpayment or underpayment has an obligation to notify the payroll office. Errors made in payment will be corrected as promptly as possible, with due consideration given to avoiding employee hardships. Employees who receive an overpayment by the District will have the following options for repayment:

1. Lump sum repayment
2. Equal payments to be completed by the end of the school year. Repayment will begin in the warrant following individual notification that such repayment is necessary.
3. If an employee terminates, the remainder of any overpayment shall be due in full upon termination.

G. Classified employees eligible for coverage by the Fair Labor Standards Act in their regular Central Valley School District employment shall receive overtime pay at time and a half for all hours (including regular and extracurricular) worked in excess of a forty-hour week.

H. Stipends for head and assistant coaching positions in the same sport may be split with the mutual consent of the head and assistant coach, provided it does not create a gender equity issue. Effective with the 2007-08 school year, no new splitting/pooling will be added; returning coaches/advisors who agreed to and were part of pooling/splitting during the previous school year may continue to do so.

A job-sharing assignment is the shared performance of the duties of one full time, regular position between two or more persons.

The superintendent shall be responsible for recommending to the board those positions and persons where job-sharing would be beneficial to the district. The superintendent shall be responsible for establishing job-sharing procedures including, but not limited to, duties, salaries, responsibilities, and benefits.

The district reserves the authority to:

1. Determine the number of job-sharing positions within the district.
 2. Abolish any job-sharing assignments, or change a job-sharing position to a full time position held by one employee.
 3. Consider any employee's request to create a job-sharing position of a position currently held by one employee, or vice-versa.
 4. Require job-sharing employees to work full time in the event of the termination or resignation of one of the job-sharing employees or until such time as a replacement can be hired and at the sole discretion of the district.
 5. All job share assignments shall receive approval from the executive director for secondary schools prior to creation.
- I. Middle schools will be allowed to combine 7th and 8th graders to form a new team when there are not enough students from either grade to form their own grade level team provided that the newly formed team is approved by the building Principal and Executive Director and that the newly formed team is able to play a full schedule of games.
- J. In the event a coach is absent from practice or a contest and the district receives a formal request to cover the pay of a substitute coach, the district may reduce the pay of the contracted coach to cover the cost of the required substitute.
- K. A coach on maternity/paternity leave may return to her/his coaching position if medically cleared by a doctor.
- L. Practices may begin immediately following the end of any half or portion of a full school day with the following provisions:
- a) Does not apply to summer camps
 - b) High school only
 - c) It is understood that any teacher will complete responsibilities for teaching after practice
- M. A 1.5% stipend, over and above Schedule A, will be added to the following positions at the high school level:
- Assistant football coach in charge of operations
 - Offensive Coordinator
 - Defensive Coordinator

ARTICLE V – PROFESSIONAL DEVELOPMENT

A fund of \$1,000 will be available for District athletic directors (high school and middle school) and CVCCAA Executive Board to plan, organize and implement local WIAA approved workshops and seminars in athletic and non-athletic areas for all levels. Any unused funds will be carried over to the following year. This fund is not to exceed \$5,000. A budget summary shall be provided to CVCCAA.

All coaches are required to complete approved training on sexual harassment and safer relationships with students prior to the start of coaching, effective with the 2006-07 school year.

Athletic Directors will provide the WEA Jerry Painter training on Sexual Harassment to all new hires. A form will be signed by the new hire and kept on file in Human Resources as verification of the training.

All staff employed to coach will be paid for attending first aid training provided by the district. New hires must cover the cost of the training and come with a valid first aid certificate. It is the responsibility of the individual to maintain a valid certificate. It is the responsibility of the athletic director to ensure the validity of the certificate.

ARTICLE VI – LENGTH OF SEASON AND EXTENDED SEASON

The length of the season and the number of contests will be determined by the Washington Interscholastic Activities Association, the GSL, and/or the Spokane Valley Activity League in consultation with district administration.

In the event of cancelled games, due to inclement weather, middle school games may be rescheduled for play on a subsequent Friday during the impacted season.

Athletic team coaches and individual coaches of participants whose season is extended to participate in Regional/State competition will be compensated based on their stipend per diem daily rate. Athletic team coaches whose teams qualify for district and/or regional playoffs will receive the extended season pay for the weeks of additional playoff competition. (See Appendix D for criteria for start of and number of coaches approved for extended season pay.)

ARTICLE VII – GRIEVANCE PROCEDURE

Section 1 – Grievance Definitions

1. A grievance is an alleged misinterpretation of, misapplication of, or violation of terms and/or provisions of this Agreement that affects wages, hours, or other terms and conditions of employment.
2. A grievant shall mean an individual or a group of individuals or the Association. Nothing contained herein shall be construed as limiting the right of any employee having a complaint to discuss the matter informally with any appropriate members of the Administration. Every effort shall be made to settle grievances at the lowest level through such informal communication, provided that the settlement is in accordance with the terms of this Agreement. Any grievance that has been filed prior to the termination date of this contract may be processed to conclusion even though the contract has expired.

Section 2 – Procedure for Processing Grievances

- STEP I

Oral/Written:

1. The grievant, and with the employee's consent, the Association, may orally present a grievance to the immediate supervisor within ten (10) working days after the occurrence of the grievance. If the grievance is not settled orally, a written statement of the grievance shall be presented to the Assistant Superintendent of Human Resources/designee within ten (10) working days of the informal conference.

The "Statement of Grievance" shall name the grievant involved, the facts giving rise to the grievance, the specific provision(s) of the Agreement alleged to be violated, and the remedy (specific relief) requested.

2. The grievance shall be answered in writing within ten (10) working days. The written response shall include the reasons upon which the decision was based. The Assistant Superintendent/designee shall, concurrently, send a copy of the response, along with his/her decision, and incorporating the reasons upon which the decision was based, to the grievant, the Association, and the Superintendent.
3. Class grievances involving more than one supervisor may be filed by the Association at Step 1 subsection 2, filing written grievance with the Assistant Superintendent of Human Resources or designee.

- STEP II

Superintendent:

If no satisfactory settlement is reached at Step I, the grievance may be appealed to Step II within ten (10) working days of receipt of the decision rendered in Step I. Step II grievances should be presented to the Superintendent or his/her designated representative.

The Superintendent or his/her designated representative shall arrange for a grievance meeting with the grievant and/or the Association and such meeting shall be scheduled within ten (10) working days of the receipt of the Step II appeal. The purpose of this meeting shall be to affect a resolution of the grievance.

The Superintendent or his/her designated representative shall provide a written decision, incorporating the reasons upon which the decision was based, to the grievant, the Association, and immediate supervisor within ten (10) working days from the conclusion of the meeting.

- STEP III

Arbitration:

If no satisfactory settlement is reached at Step II, the Association, within ten (10) working days of the receipt of the Step II decision, may appeal the final decision of the employer to the American Arbitration Association of the Federal Mediation and Conciliation Service for arbitration under the voluntary rules.

The arbitrator's decision will be in writing and will set forth his/her findings of fact, reasoning, and conclusions on the issues submitted. The decision of the arbitrator shall be final and binding upon the employer, the Association, and the grievant.

Jurisdiction of the Arbitrator:

The arbitrator shall be without power or authority to add to, subtract from, or alter any of the terms of this Agreement.

The arbitrator shall be without power or authority to make any decision, which requires the commission of an act prohibited by law.

The arbitrator shall have no power or authority to rule on any matter excluded elsewhere in this Agreement.

Time Limits:

Time limits provided in this procedure may be extended by mutual agreement when signed by the parties involved in the grievance.

Failure on the part of the employer (at any step of this procedure) to communicate the decision on a grievance within the specific time limit shall permit the grievant to lodge an appeal at the next step of this procedure.

Any grievance not advanced by the grievant from one step to the next within the time limits of that step shall be considered withdrawn.

Reprisals:

No reprisals of any kind will be taken by the employer against any employee because of his/her participation in any grievance.

Costs:

The fees and expenses of the arbitrator shall be shared equally by the parties. All other expenses shall be borne by the party incurring them.

ARTICLE VIII – LIABILITY COVERAGE

Employees shall be covered by the District’s umbrella policy with the following limits:

1. \$20,000,000 per occurrence
2. \$30,000,000 aggregate per year

ARTICLE IX – DURATION AND SIGNATORY PROVISION

This agreement is made and entered into between Central Valley School District and the Central Valley Co-Curricular Activities Association. This agreement shall be in full force and effect beginning with the ratification by both parties and shall remain in full force and effect through August 31, 2020.

/s/ Donald Ressa
Association Executive Board

5/8/2017
Date

/s/ Debra Long
President, Board of Directors

5/8/2017
Date

APPENDIX A
High School Athletic Stipend Schedule
2017-2018

Head Coach

Sport	% of Base	0-Years	1-Years	2-Years	3-Years	4-Years	8-Years	12-Years	16-Years	20-Years
Base-2.3% COLA	\$40,415	77%	82%	87%	95%	100%	105%	110%	115%	120%
Football	18.00%	\$5,602	\$5,965	\$6,329	\$6,911	\$7,275	\$7,638	\$8,002	\$8,366	\$8,730
Basketball	17.50%	\$5,446	\$5,800	\$6,153	\$6,719	\$7,073	\$7,426	\$7,780	\$8,134	\$8,487
Wrestling	17.50%	\$5,446	\$5,800	\$6,153	\$6,719	\$7,073	\$7,426	\$7,780	\$8,134	\$8,487
Track	16.00%	\$4,979	\$5,302	\$5,626	\$6,143	\$6,466	\$6,790	\$7,113	\$7,436	\$7,760
Gymnastics	15.00%	\$4,668	\$4,971	\$5,274	\$5,759	\$6,062	\$6,365	\$6,668	\$6,972	\$7,275
Baseball	14.00%	\$4,357	\$4,640	\$4,923	\$5,375	\$5,658	\$5,941	\$6,224	\$6,507	\$6,790
Volleyball	14.00%	\$4,357	\$4,640	\$4,923	\$5,375	\$5,658	\$5,941	\$6,224	\$6,507	\$6,790
Softball (fast pitch)	14.00%	\$4,357	\$4,640	\$4,923	\$5,375	\$5,658	\$5,941	\$6,224	\$6,507	\$6,790
Cross Country	13.00%	\$4,046	\$4,308	\$4,571	\$4,991	\$5,254	\$5,517	\$5,779	\$6,042	\$6,305
Soccer	13.00%	\$4,046	\$4,308	\$4,571	\$4,991	\$5,254	\$5,517	\$5,779	\$6,042	\$6,305
Softball (slow pitch)	12.00%	\$3,734	\$3,977	\$4,219	\$4,607	\$4,850	\$5,092	\$5,335	\$5,577	\$5,820
Tennis	12.00%	\$3,734	\$3,977	\$4,219	\$4,607	\$4,850	\$5,092	\$5,335	\$5,577	\$5,820
Golf	11.00%	\$3,423	\$3,645	\$3,868	\$4,223	\$4,446	\$4,668	\$4,890	\$5,112	\$5,335

Assistant Coach

Sport	% of Base	0-Years	1-Years	2-Years	3-Years	4-Years	8-Years	12-Years	16-Years	20-Years
Base-2.3% COLA	\$40,415	77%	82%	87%	95%	100%	105%	110%	115%	120%
Football	14.00%	\$4,357	\$4,640	\$4,923	\$5,375	\$5,658	\$5,941	\$6,224	\$6,507	\$6,790
Basketball	12.00%	\$3,734	\$3,977	\$4,219	\$4,607	\$4,850	\$5,092	\$5,335	\$5,577	\$5,820
Wrestling	12.00%	\$3,734	\$3,977	\$4,219	\$4,607	\$4,850	\$5,092	\$5,335	\$5,577	\$5,820
Track	11.00%	\$3,423	\$3,645	\$3,868	\$4,223	\$4,446	\$4,668	\$4,890	\$5,112	\$5,335
Gymnastics	11.00%	\$3,423	\$3,645	\$3,868	\$4,223	\$4,446	\$4,668	\$4,890	\$5,112	\$5,335
Baseball	10.00%	\$3,112	\$3,314	\$3,516	\$3,839	\$4,042	\$4,244	\$4,446	\$4,648	\$4,850
Volleyball	10.00%	\$3,112	\$3,314	\$3,516	\$3,839	\$4,042	\$4,244	\$4,446	\$4,648	\$4,850
Softball (fast pitch)	10.00%	\$3,112	\$3,314	\$3,516	\$3,839	\$4,042	\$4,244	\$4,446	\$4,648	\$4,850
Cross Country	10.00%	\$3,112	\$3,314	\$3,516	\$3,839	\$4,042	\$4,244	\$4,446	\$4,648	\$4,850
Soccer	9.00%	\$2,801	\$2,983	\$3,164	\$3,455	\$3,637	\$3,819	\$4,001	\$4,183	\$4,365
Softball (slow pitch)	8.00%	\$2,490	\$2,651	\$2,813	\$3,072	\$3,233	\$3,395	\$3,557	\$3,718	\$3,880
Tennis	8.00%	\$2,490	\$2,651	\$2,813	\$3,072	\$3,233	\$3,395	\$3,557	\$3,718	\$3,880
Golf (one per school)	7.00%	\$2,178	\$2,320	\$2,461	\$2,688	\$2,829	\$2,971	\$3,112	\$3,253	\$3,395

Percent of base follows criteria established for the 1999-2001 contract (worksheet available upon request)

1) Contact hrs (Activities, practices, contests)

2) Responsibilities (Environmental factors, ASB factor, Safety, Supervision, Community Expectations, Facility Prep)

APPENDIX A

Middle School Athletic Stipend Schedule

2017-2018

Head Coach

Sport	% of Base	0-Years	1-Years	2-Years	3-Years	4-Years	8-Years	12-Years	16-Years	20-Years
Base-2.3% COLA	\$40,415	77%	82%	87%	95%	100%	105%	110%	115%	120%
Football	9.00%	\$2,801	\$2,983	\$3,164	\$3,455	\$3,637	\$3,819	\$4,001	\$4,183	\$4,365
Softball	8.10%	\$2,521	\$2,684	\$2,848	\$3,110	\$3,274	\$3,437	\$3,601	\$3,765	\$3,928
Track	8.10%	\$2,521	\$2,684	\$2,848	\$3,110	\$3,274	\$3,437	\$3,601	\$3,765	\$3,928
Baseball	8.10%	\$2,521	\$2,684	\$2,848	\$3,110	\$3,274	\$3,437	\$3,601	\$3,765	\$3,928
Wrestling	8.10%	\$2,521	\$2,684	\$2,848	\$3,110	\$3,274	\$3,437	\$3,601	\$3,765	\$3,928
Basketball	8.10%	\$2,521	\$2,684	\$2,848	\$3,110	\$3,274	\$3,437	\$3,601	\$3,765	\$3,928
Volleyball	7.20%	\$2,241	\$2,386	\$2,532	\$2,764	\$2,910	\$3,055	\$3,201	\$3,346	\$3,492
Cross Country	6.30%	\$1,961	\$2,088	\$2,215	\$2,419	\$2,546	\$2,673	\$2,801	\$2,928	\$3,055
Tennis	6.30%	\$1,961	\$2,088	\$2,215	\$2,419	\$2,546	\$2,673	\$2,801	\$2,928	\$3,055

Lead Coach

Note: Lead and head coaches will be at different grade levels

Sport	% of Base	0-Years	1-Years	2-Years	3-Years	4-Years	8-Years	12-Years	16-Years	20-Years
Base-2.3% COLA	\$40,415	77%	82%	87%	95%	100%	105%	110%	115%	120%
BAS/BB/FTB/SB/VB	1.00%	\$311	\$331	\$352	\$384	\$404	\$424	\$445	\$465	\$485

Assistant Coach

Sport	% of Base	0-Years	1-Years	2-Years	3-Years	4-Years	8-Years	12-Years	16-Years	20-Years
Base-2.3% COLA	\$40,415	77%	82%	87%	95%	100%	105%	110%	115%	120%
Football	6.30%	\$1,961	\$2,088	\$2,215	\$2,419	\$2,546	\$2,673	\$2,801	\$2,928	\$3,055
Softball	5.40%	\$1,680	\$1,790	\$1,899	\$2,073	\$2,182	\$2,292	\$2,401	\$2,510	\$2,619
Track	5.40%	\$1,680	\$1,790	\$1,899	\$2,073	\$2,182	\$2,292	\$2,401	\$2,510	\$2,619
Baseball	5.40%	\$1,680	\$1,790	\$1,899	\$2,073	\$2,182	\$2,292	\$2,401	\$2,510	\$2,619
Wrestling	5.40%	\$1,680	\$1,790	\$1,899	\$2,073	\$2,182	\$2,292	\$2,401	\$2,510	\$2,619
Basketball	4.95%	\$1,540	\$1,640	\$1,740	\$1,901	\$2,001	\$2,101	\$2,201	\$2,301	\$2,401
Volleyball	4.50%	\$1,400	\$1,491	\$1,582	\$1,728	\$1,819	\$1,910	\$2,001	\$2,091	\$2,182
Cross Country	3.60%	\$1,120	\$1,193	\$1,266	\$1,382	\$1,455	\$1,528	\$1,600	\$1,673	\$1,746
Tennis	3.60%	\$1,120	\$1,193	\$1,266	\$1,382	\$1,455	\$1,528	\$1,600	\$1,673	\$1,746

Percent of base follows criteria established for the 1999-2001 contract (worksheet available upon request)

1) Contact hrs (Activities, practices, contests)

2) Responsibilities (Environmental factors, ASB factor, Safety, Supervision, Community Expectations, Facility Prep)

APPENDIX A
Activity Stipend Schedule
2017-2018

High School

Activity	% of Base	0-Years	1-Years	2-Years	3-Years	4-Years	8-Years	12-Years	16-Years	20-Years
Base-2.3% COLA	\$40,415	77%	82%	87%	95%	100%	105%	110%	115%	120%
Band Assistant (1 position)	13.00%	\$4,046	\$4,308	\$4,571	\$4,991	\$5,254	\$5,517	\$5,779	\$6,042	\$6,305
Band Assistant (3 positions)	5.00%	\$1,556	\$1,657	\$1,758	\$1,920	\$2,021	\$2,122	\$2,223	\$2,324	\$2,425
Debate Assistant	13.00%	\$4,046	\$4,308	\$4,571	\$4,991	\$5,254	\$5,517	\$5,779	\$6,042	\$6,305
Debate Assistant (w/50+ students)	7.00%	\$2,178	\$2,320	\$2,461	\$2,688	\$2,829	\$2,971	\$3,112	\$3,253	\$3,395
Drama Assistant (3+ Productions)	10.00%	\$3,112	\$3,314	\$3,516	\$3,839	\$4,042	\$4,244	\$4,446	\$4,648	\$4,850
Drama Assistant (2 Productions)	8.00%	\$2,490	\$2,651	\$2,813	\$3,072	\$3,233	\$3,395	\$3,557	\$3,718	\$3,880
Cheerleader Advisor-Fall	7.00%	\$2,178	\$2,320	\$2,461	\$2,688	\$2,829	\$2,971	\$3,112	\$3,253	\$3,395
Cheerleader Advisor-Winter	8.00%	\$2,490	\$2,651	\$2,813	\$3,072	\$3,233	\$3,395	\$3,557	\$3,718	\$3,880
Cheerleader Asst.-Fall	4.00%	\$1,245	\$1,326	\$1,406	\$1,536	\$1,617	\$1,697	\$1,778	\$1,859	\$1,940
Cheerleader Asst.-Winter	5.00%	\$1,556	\$1,657	\$1,758	\$1,920	\$2,021	\$2,122	\$2,223	\$2,324	\$2,425
Flag/Color Guard - Fall	6.00%	\$1,867	\$1,988	\$2,110	\$2,304	\$2,425	\$2,546	\$2,667	\$2,789	\$2,910

Percent of base follows criteria established for the 1999-2001 contract (worksheet available upon request)

1) Contact hrs (Activities, practices, contests)

2) Responsibilities (Environmental factors, ASB factor, Safety, Supervision, Community Expectations, Facility Prep)

Band, debate and drama assistant coach positions are part of the CVCCAA contract because certification is not required for these positions.

APPENDIX B
HIGH SCHOOL COACHING STAFFING MATRIX

All high school buildings shall be staffed with the following coaches:

Sport	Number of Head Coaches	Number of Assistants
Baseball	1	3 (1 JV; 1 Frosh; 1 Specialty)
Basketball	1 each boys & girls	2 each boys & girls 1 varsity assistant each boys & girls
Cross Country	1 each boys & girls	1 each boys & girls (Additional coach to be hired when turnout for either gender is 30 or more)
Football	1	7 (Additional coach to be hired when turnout for Frosh is 40 or more)
Golf	1 each boys & girls	1 per school
Gymnastics	1	1 (Additional coach to be hired when turnout is more than 15)
Soccer	1 each boys & girls	2 each boys & girls (1 required to travel to all away soccer competitions whether varsity or junior varsity)
Softball-slow pitch	1	2
Softball-fast pitch	1	3 (1 JV; 1 Frosh; 1 Specialty)
Tennis	1 each boys & girls	1 each boys & girls
Track	1 each boys & girls	5 (one assistant must be a certified pole vault coach)
Volleyball	1	2 (Additional coach to be hired when turnout is high enough to field a 4 th team)
Wrestling	1	3

1. Additional coaches shall be hired in the “non-cut” sports on the basis of the ratio of one coach per twenty (20) participants.
2. All paperwork must be completed for the athlete to be counted on the roster.
3. The additional assistant coaches shall be hired only when the participants have turned in **all** paperwork. If at the time of the first contest the participant-to-coach ratio has dropped below the numbers listed, the additional coach shall be terminated and paid for the number of practices coached on a prorated basis. A team is entitled to having one manager count as a team participant.
4. The pole vault coach is excluded from the 20:1 ratio for track.

APPENDIX B
MIDDLE SCHOOL COACHING STAFFING MATRIX

All middle school buildings shall be staffed with the following coaches:

Sport	1st Coach	2nd Coach	3rd Coach	4th Coach
Baseball (Per team)	X	20	36	52
Basketball (Per team)	X	20	36	52
Cross Country (Per team)	X	20	36	52
Football (Per team)	X	X	36	52
Softball (Per team)	X	20	36	52
Tennis (Per team)	X	20	36	52
Track, Boys (Per team)	X	X	36	52
Track, Girls (Per team)	X	X	36	52
Volleyball (Per team)	X	20	36	52
Wrestling (Per team)	X	X	36	52

1. Additional coaches may be hired when the roster validates participant numbers up to 52 depending on the sport. Anything above 52 requires special permission from the executive director responsible for athletics.
2. All paperwork must be completed for the athlete to be counted on the roster.
3. A team is entitled to having one manager count as a team participant.
4. Time sheets will reflect only actual days/hours worked.
5. Anytime up through the third contest, coaching adjustments may be made, when participant numbers have dropped to half of the level below the number listed to support the hiring of the additional coach. If released the additional coach shall be paid for the number of practices and contests coached on a prorated basis.
6. Middle schools will be allowed to combine 7th and 8th graders to form a new team when there are not enough students from either grade to form their own grade level team provided that the newly formed team is approved by the building Principal and Executive Director and that the newly formed team is able to play a full schedule of games.

APPENDIX B
ACTIVITY STAFFING MATRIX

HIGH SCHOOL	
Band Assistant	4 per school
Debate Assistant	1 per school +50 students = 1 additional coach
Drama Assistant	1 per school
Flag/Color Guard Advisor- Fall	1 per school
Cheerleader Advisor	1 per school**
Cheerleader Assistant	1 per school

**This position may be split between fall and winter season with each receiving one-half of the stipend placement.

Band, debate and drama assistant coach positions are part of the CVCCAA contract because certification is not required for these positions.

APPENDIX C

We agree that the following extra/co-curricular activities positions are covered under this agreement and do not require a professional education certificate:

HIGH SCHOOL	MIDDLE SCHOOL
Band Assistant	Baseball Coach – Head
Baseball Coach – Head	Baseball Coach – Assistant
Baseball Coach – Assistant	Basketball Coach – Head
Basketball Coach – Head	Basketball Coach – Assistant
Basketball Coach-Varsity Assistant	Cross Country Coach – Head
Basketball Coach – Assistant	Cross Country Coach – Assistant
Cheerleader Advisor – Head	Football Coach – Head
Cheerleader Advisor – Assistant	Football Coach – Assistant
Cross Country Coach – Head	Softball Coach – Head
Cross Country Coach – Assistant	Softball Coach – Assistant
Debate Advisor - Assistant	Tennis Coach – Head
Drama Advisor - Assistant	Tennis Coach – Assistant
Flag/Color Guard Advisor -Head	Track Coach – Head
Football Coach – Head	Track Coach – Assistant
Football Coach – Assistant	Volleyball Coach – Head
Golf Coach – Head	Volleyball Coach – Assistant
Golf Coach-Assistant	Wrestling Coach – Head
Gymnastics Coach – Head	Wrestling Coach – Assistant
Gymnastics Coach – Assistant	
Soccer Coach – Head	
Soccer Coach – Assistant	
Softball (fast-pitch) Coach – Head	
Softball (fast-pitch) Coach – Assistant	
Softball (slow-pitch) Coach – Head	
Softball (slow-pitch) Coach – Assistant	
Tennis Coach – Head	
Tennis Coach – Assistant	
Track Coach – Head	
Track Coach – Assistant	
Volleyball Coach – Head	
Volleyball Coach – Assistant	
Wrestling Coach – Head	
Wrestling Coach - Assistant	

**APPENDIX D
NUMBER OF COACHES APPROVED FOR EXTENDED SEASON PAY**

SPORT	NUMBER OF COACHES	COACH TO PARTICIPANT RATIO
Baseball	3	
Basketball	3	
Cheer Advisor	2	
Cross-country	2	1:1
Football	5	
Golf	1	
Gymnastics	3*	1:1, 2:2, 3:3
Soccer	2	
Softball-fast pitch	3	
Softball-slow pitch	2	
Tennis	1	
Track	6	1:1, 2:2, 3:3
Volleyball	2	
Wrestling	3	1:1, 2:2, 3:3

1 athlete = 1 coach qualifying

2 athletes = 2 coaches qualifying

3 or more athletes = 3 coaches qualifying

* Not to exceed the number of coaches working during the season

Team sports-district, regional's, state

Individual sports- regional's, state

½ week = 3 days or less of practice and/or games

Full week = 4 days or more of practice and/or games

Formula: Stipend/# of WIAA weeks in regular season = weekly pay rate (WPR)

WPR x # of weeks extended season play (Example \$5000/10 x 2 = \$1000)

The Cheer Advisors will receive \$200 per week for extended season pay for any team that the cheerleading squad cheers for within the regular season. It does not matter how many teams go into extended season per week. This is a flat rate of pay per week of extended season time that the cheer squads with their advisors are expected to be in attendance at any of the extended season contests.

APPENDIX E – SUMMER SPORTS CAMPS

Any sports camp/mini camp held during the school year will be considered a fund raiser and coaches will not be paid. All revenues will go into that activity's ASB account. All camps that are run after the school year ends will adhere to the articles set forth in this agreement.

The CVSD and the CVCAA agree to the following:

1. Stipend for summer camp coaches shall be as follows:
 - a. 4 day camp = \$180.00
 - b. 5 day camp = \$225.00
 - c. 8 day camp = \$360.00

2. Preparation stipends for head coaches shall be as follows:
 - a. 4 day camp = \$90.00
 - b. 5 day camp = \$112.50
 - c. 8 day camp = \$180.00

3. Preparation stipends for assistant coaches shall be as follows:
 - a. 4 day camp = \$45.00
 - b. 5 day camp = \$57.00
 - c. 8 day camp = \$90.00

4. There are times when teen helpers are used to provide support and help to the coaches of the summer camp programs. If the coaches use teen helpers they can be used in one of two capacities:
 1. The teen helper is able to count their time with the summer camp athletic program as community service hours.OR:
 2. The teen helper reports their time on a time sheet when working at the summer camp athletic program. They are then paid through the regular summer camp athletic program process and procedures.

If option #2 is selected by the coaches and teen helper then the rate of pay will be \$10.00/hour or minimum wage, whichever is greater.

5. The ratio of students to coaches shall be as follows:
 - a. 10:1 - for football, gymnastics, wrestling and track
 - b. 15:1 - for all other summer camps

6. The following is the protocol set forth for summer sports camps:
 - a. All registration will be handled through the summer school administration.
 - b. T-shirt and other camp costs will come from the proceeds of the camp.
 - c. 10% of the net proceeds will go to the district as in-directs for operating the camps.
 - d. All remaining proceeds will be distributed to the ASB fund of said sport.
 - e. The district will assist with the advertisement of all summer camp programs in the feeder schools.
 - f. Current language will continue for each coach stipend and prep stipend.
 - g. The association and the district will mutually determine the camp fees to be charged each year. The board will have the final approval of all camp fees.

Summer Camps-July 2014

1. All summer camps will be ASB functions under the direction of high school athletic directors.
2. Registration forms will be turned in to the summer school secretary. The secretary will forward the registration forms to the coaches of the individual programs and will process the payments for each participant.
3. A list of all participants for each sport will be generated by the coach of the individual sport and turned in to the summer school secretary by the end of camp.
4. The head coach for each summer program will be in charge of the camp along with the assistant coaches and will be responsible for:
 - a. Providing a list of camp participants to AD including name, address, phone numbers and t-shirt sizes
 - b. All camp activities including practice, drills, lectures, videotaping and events played
 - c. Grouping all camp participants in order to maximize the experience and reduce physical injury
 - d. All camp advertising including newspaper, camp brochure printing and delivery
 - e. Designing camp T-shirt and ensuring that the order has been placed and paid for appropriately
All advertising will need to comply with District policy and procedures
 - f. Completing and submitting forms for ASB fundraising
 - g. Completing and submitting forms to secure a liability waiver
5. An ASB summer school account will be set up for the sole purpose of tracking summer school expenses at each high school. From March through the end of the school year all summer camp money will be processed through each high school's ASB secretary. All PO's generated and invoices paid will be in alignment with regular ASB procedures and will be paid against the ASB summer account. During the summer months any money received and any PO's or invoices will be taken care of through the summer school secretary. Any funds brought in during the summer months will be turned in to the District office on a daily basis to be processed and deposited in the summer activities ASB account.
6. It will be the responsibility of the coaches to prearrange for proper payment from any ASB account with the ASB treasurer during the summer months.
7. The summer camps will continue to work under the contracted guidelines for any stipends paid. Certified staff members may choose one of three payment options.
 - a. Payment based on contract language
 - b. Agree to a lesser payment which would reduce the ASB expense for that camp
 - c. Volunteer all time and all camp money which would also reduce the ASB expense for that camp
8. Classified staff members must be paid in accordance with the provisions of the contract per the Castle Rock decision.
9. All payments will be processed through payroll and charges will be billed back to the appropriate summer camp ASB account. Timesheets must be submitted and processed through payroll.
10. A final reconciliation will need to be processed for all camp participants and funds received and turned in to the Business Office after all camps have been completed.

APPENDIX F – CVCCAA GRIEVANCE REVIEW REQUEST

BIOGRAPHICAL DATA:

Grievant's Name _____

Address _____
Street City/State Zip

Home Phone _____ Work Phone _____

Position _____ Location _____

SUBMITTAL OF GRIEVANCE:

I, _____ submit this grievance to _____

on _____ for investigation and resolution.
Date

If the grievance is submitted by an Association representative, complete the following:

I certify that I am _____ and have been authorized by the
(Association position)
grievant named above to file this grievance.

STATEMENT OF GRIEVANCE:

A. Facts on which grievance is based (please use back of form if additional space is needed)

B. Provisions of agreement allegedly violated (Include article and section number)

C. Remedy sought

Signature of party submitting grievance _____

Date _____