

COLLECTIVE BARGAINING AGREEMENT

Between the

LAKE STEVENS COACHES ASSOCIATION

and the

LAKE STEVENS SCHOOL DISTRICT NO. 4

Effective

September 1, 2022 - August 31, 2025

CONTENTS

ARTICLE I: LEGAL CONFORMITY/DISTRIBUTION/ACCESS	1
Section 1.1: Conformity to Law	1
Section 1.2: Distribution of Agreement	1
Section 1.3: Access	1
Section 1.4: Appendices	1
ARTICLE II: EMPLOYER RIGHTS	1
Section 2.1: District Rights	1
Section 2.2: Coach as an Employee of the District	1
Section 2.3: Volunteers	1/2
Section 2.4: District Determination of Program	2
Section 2.5: Determination of the Need for Additional Assistant Coaching Positions	2
ARTICLE III: EMPLOYEE RIGHTS	2
Section 3.1: Dues	2/3
Section 3.2: Notification of Employees	3
Section 3.3: Coaches Association Responsibilities	3
Section 3.4: Employee Rights, Responsibilities and Authority	3/4
Section 3.5: Annual Training	4
Section 3.6: Membership Communication	4
Section 3.7: Right of Consultation	4
Section 3.8: Individual Rights	4
Section 3.9: Just Cause	4
Section 3.10: Personnel File	4/5
Section 3.11: Employee Protection	5
Section 3.12: Appointment	5
Section 3.13: Parental Complaints	5
Section 3.14: Professional Development	5/6
Section 3.15: Employee Leave	6
ARTICLE IV: SALARIES	6
Section 4.1: Salary	6
Section 4.2: Pay Period	6
Section 4.3: Miscellaneous Provisions	6
ARTICLE V: GRIEVANCE PROCEDURE	7
Section 5.1: Definition	7
Section 5.2: Grievance Steps	7
Section 5.3: General Provisions	7
Section 5.4: Conformity to the Fair Labor Standards Act:	7/8
ARTICLE VI: NO-STRIKE CLAUSE	8
ARTICLE VII: DURATION	8
SIGNATURES	9
APPENDICES	
Appendix A - Salary Schedules	10/11/12/13
Appendix B - Individual Coaching Work Agreement	14
Appendix C1 - Procedure for Evaluating Coaches	15
Appendix C2 - Coaching Evaluation Long Form	16/17
Appendix C3 – Request for Additional Coach Form	18
Appendix C4 – Timesheets (2022-23 Fall, Winter & Spring Sports)	19/20/21

ARTICLE I: LEGAL CONFORMITY, DISTRIBUTION, and ACCESS

Section 1.1: 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 to any employee or groups of employees covered hereby shall be found contrary to law by a court of competent jurisdiction, such provision or application shall have effect only to the extent permitted by law, and all other provisions or applications of the Agreement shall continue in full force and effect.

If any provision of this Agreement is found to be contrary to law by a court of competent jurisdiction, an Attorney General's Opinion, or an Auditor's Report, the parties shall meet to consider re-opening the Collective Bargaining Agreement (CBA) to address said provision if requested by either party.

Section 1.2: Distribution of Agreement

The District shall post this Agreement on its website.

Section 1.3: Access

Representatives duly authorized by the LS Coaches Association shall be permitted to transact official Coaches Association business on District property during non-work times, provided that this shall not interfere with or interrupt normal District operations, and provided normal District facility use procedures are followed. The representative will notify building/facility office of his/her visit whenever possible.

Section 1.4: Appendices

The appendices are integral parts of this Agreement and by this reference are incorporated herein.

ARTICLE II: EMPLOYER RIGHTS

Section 2.1: District Rights

Except as expressly covered and controlled by the provisions of this agreement, the management and conduct of the business of the District and the direction and assignment of all employees of the District are the exclusive right and responsibility of the District; the District shall have the right to hire, assign, transfer, discipline and discharge the personnel of the District, and to take all other actions relating to employees it deems appropriate (this general statement of District authority shall be deemed the equivalent of a detailed and comprehensive list of all the areas and ways in which the District's legal authority may properly be exercised); and the District retains full authority to adopt policies, rules and regulations from time to time as it may deem appropriate for the proper conduct of the business of the District, and to direct and manage the workforce as it deems appropriate.

Section 2.2: Coach as an Employee of the District

No school team or individual contestant shall be eligible to represent any school in the Lake Stevens School District in an athletic contest unless the coach is an employee of the school district in which he/she coaches. This requirement applies to all paid and/or volunteer coaches. Volunteers become representatives of the District, and may serve as coaches, only upon registration, approval and authorization of the school district Board of Directors. Coaching stipends and all gifts to a coach exceeding a total of \$500 in a season must be approved by the Lake Stevens Board of Directors.

Section 2.3 Volunteers

Upon approval of the School District Board of Directors, and completion of volunteer processing required by Human Resource Services, volunteer (unpaid) coaches are eligible to serve as representatives of the district. Volunteer coaches must complete a Washington State Patrol Criminal History Information Form required by RCW 43.43.830 on file and fingerprint background clearance through the Washington State Patrol and the Federal Bureau of Investigation Criminal Identification System, in accordance with School Board Policies, before any involvement with coaching school district athletes including summer camps.

Volunteers are responsible to keep current in training and certification as established in section 23.3.1 of the WIAA official handbook, including "hands-on" CPR and First Aid Certification, in order to be eligible for continuous employment as a volunteer coach.

Section 2.3 Volunteers continued

Volunteer coaches shall complete mandatory Annual Notifications and Trainings required by Human Resources in Safe Schools and any other compulsory training communicated to them in their annual training plan. Additionally within seven (7) days of hire volunteer coaches must complete "What Every Coach Needs to Know" training. No pay is given for this or other training.

Section 2.4: District Determination of Program

The District retains full control over the scope of the extracurricular program and additions thereto and reductions wherefrom. References within this Agreement to particular activities or positions do not guarantee that they will be offered or filled; rather, such references control only where such activities are offered and positions filled. If there is interest to request the addition of a new extracurricular program or to enhance an existing district program, the interested party(s) should begin conversations with applicable district employees beginning with the Athletic Director and school principal, and, as merited with other district office staff such as the Assistant Superintendent of Business and Operations, the Executive Director of Human Resource Services and the Superintendent.

Section 2.5: Determination of the Need for Additional Assistant Coaching Positions

Head coaches for sports that traditionally do not cut such as grades 8-12 football, and grades 7-12 wrestling, track and field, swimming, and cross country who believe because of their turn out numbers that additional assistants are needed should communicate the need and rationale in writing to the Building Principal or designee and the Building Athletic Director. The Principal and Athletic Director will confer and if they agree will then make the request of the Human Resource Services Department. Should the request be made after a season has started, posting requirements may be waived if a qualified individual is available to fill a paid assistant position. See Appendix C-3 for the Request for Additional Coaches Form.

Head coaches for sports that traditionally do cut such as basketball, soccer, baseball, golf, tennis, softball (fastpitch), and volleyball desire to request additional assistant coaches due to safety, logistical, or other reasons which may arise, should follow the same procedure as above. These procedures would also apply to any request for additional coaches not funded by the district in which the funding would come from outside sources such as booster clubs. Any such requests for assistants must include Title IX considerations. See Appendix C-3 for the Request for Additional Coaches Form.

Athletic programs that have a single coach heading the program and which have above a 30:1 athlete to coach ratio will automatically trigger an assistant coach. The coach will notify the building athletic director and if they agree that the ratio has been reached, the athletic director will then make the request of the Human Resource Services Department. Should the request be made after a season has started, posting requirements may be waived if a qualified individual is available to fill a paid assistant position. See Appendix C-3 for the Request for Additional Coaches Form.

If a request for an additional coach has been made for three years in a row for the same sport, and that position can reasonably be foreseen to continue to meet the terms and conditions for an additional coach, then that position will become a permanent position and will amend Appendix A (Salary Schedule) of this agreement. Upon the position becoming permanent the Athletic Director will submit an *Employee Request form* informing Human Resources of the change in status for the new permanent position.

ARTICLE III: EMPLOYEE RIGHTS

Section 3.1: Dues

The Coaches Association shall have the exclusive right to have deducted from the compensation of its members the dues required for membership in the Association (including any special assessments). All dues collected will be in accordance with applicable state and federal laws. Employees shall have the option of not joining the association and non-payment of dues during the first ten (10) days of any season or activity by signing a special opt-out form furnished by the District for such purpose. Once signed, such opt-out provision shall be effective through the remainder of the season, activity or school year, whichever is later. Such employee who has exercised this opt-out provision may cancel such provision at any time.

On or before the beginning of each sports season and/or the period for which compensation is paid, the Association shall give written notice to the District of the dollar amount of individual dues and assessments which dues and assessments are to be deducted by payroll deduction during the sports season and/or period for which compensation is paid.

Section 3.1: Dues continued

For the life of this Agreement, the District shall continue to deduct all Association dues and special assessments required as long as the employee continues as a member of the bargaining unit as defined in Section 1.1 of this Agreement and the employee has not exercised her or his right of opt-out as described above. Dues shall be deducted as a lump sum payment during the first pay period for which a stipend is paid for service performed by the employee.

For all membership dues described above, the District agrees to promptly remit directly to the treasurer of the Association all monies to be deducted, accompanied by a list of employees from whom the deduction has been made.

The Association will indemnify, defend and hold the District harmless against any claims made, and any suits or other legal proceedings instituted against the District on account of the dues, assessments and fees deduction provisions of this Agreement. The District retains sole and unlimited discretion to choose its attorney. The Association will refund employees, through a payroll reimbursement, any amount paid to it in error on account of the dues deduction provisions. The District will notify the Association promptly in writing of any claim, demand, suit or other form of liability in regard to which it will seek to implement the provisions of this paragraph.

Section 3.2: Notification of Employees

The District shall notify the Association within thirty (30) days of the beginning of each season and/or for the period in which the stipend is paid, the names of all employees performing service within the bargaining unit. Such notice shall also include job title, District building location, or, for employees not otherwise employed by the District, home address.

Section 3.3: Coaches Association Responsibilities

The Coaches Association recognizes that the education of students, which includes all school sponsored activities during and after school, whether within the purview of this Agreement or not, shall be to the highest standards, and the Association expects that its members shall conduct themselves in all aspects of their employment in a proper manner. The Association recognizes that the best possible teaching and education for students are the primary goals of the District, including in extracurricular activities. The Association shall exert its best effort to police its membership and rectify any inappropriate conduct and/or practices, recognizing the District's primary authority over employment-related conduct.

Section 3.4: Employee Rights, Responsibilities and Authority

All employees shall have the responsibility and authority to control and discipline students participating in their activities pursuant to and consistent with building, District and/or WIAA rules and their supervisors' directives relating thereto.

A school appointed coach, or another appointed member of the school faculty, must accompany any school team (or individual) at any time in connection with school sponsored interscholastic competition.

Each employee shall be entitled to appropriate assistance and support from District administrators in connection with discipline problems relating to student, consistent with District and building discipline processes.

Employees who are authorized on a per-use basis with prior approval to use their own vehicle for transporting student(s) to and from a required and authorized District function shall receive mileage reimbursement for use of such vehicle pursuant to District policy. Employees transporting students shall have a valid Type II Commercial Driver's license and shall conform with other District practices, directives, and School Board Policies. At no cost to the employee, the District shall offer Type II Commercial Driver's license training classes for employees before the start of each sports season.

Under WIAA Section 23.3.1 All coaches, including volunteers must hold a valid current "hands-on" CPR Certification or be enrolled in a "hands-on" CPR course. And hold valid current First Aid Certification. A copy of current CPR/First Aid certification will be provided to the athletic director upon completion of the course. At no cost to the employee, the District shall offer required CPR, and first aid training classes for employees before the start of each sports season. Such classes may be offered to other interested individuals at their own expense at their own request. Employees have the responsibility to keep current in training. No extra pay is given for this or other training unless specifically stated herein.

Red Cross Safety Training for Swim Coaches or Lifeguard Certification is required for all swim coaches. Red Cross Safety Training for Swim Coaches, U.S. Diving Safety Certification or Lifeguard Certification is required for Diving coaches.

Section 3.4: Employee Rights, Responsibilities and Authority continued

Hands-on Stunt Certification is required for Cheer Coaches and Dance/Drill coaches who intend to have their cheer or Dance/Drill squad(s) perform stunts. The certification program must be approved by the Washington State Cheer Coaches Association, the Washington State Dance/Drill Coaches Association, or the WIAA. Coaches must be recertified every three (3) years.

Each employee will be required to have a Washington State Patrol Criminal History Information Form required by RCW 43.43.830 on file before any involvement with coaching school district athletes including summer camps. In accordance with School Board policies paid and volunteer coaches are subject to a fingerprint background check through the Washington State Patrol and the Federal Bureau of Investigation Criminal Identification System prior to employment.

Each employee will complete the OSPI Moral Character Supplement Form 4020B before any involvement with coaching school district athletes including summer camps.

Each employee shall be subject to the Entry Level Coach requirements (paid and volunteer) and continuous training level requirements (paid coaches) Of the WIAA and outlined in the WIAA handbook.

Each Employee shall complete the requirements of Annual Notifications and Trainings required by Human Resources in Safe Schools and communicated to them in their training plan. Including the training "What Every Employee Must be Told" and "What every Coach Needs to Know" upon hire.

Section 3.5: Annual Training:

Beginning in August of 2016, the Lake Stevens School District will provide each coach a mandatory half-day of training. These trainings will encompass changes in policy, practice, and updates to existing safety and liability laws or training and trends in best practices for coaching management. Coaches hired after the half day training will meet with the building Athletic Director to be trained.

Section 3.6: Membership Communication

The Association shall have the right to utilize employee mailboxes, but not the District's internal mail delivery system, for membership communication. Such communication shall exclude local, State and National political campaign materials . . . The Association shall have the right to its own news group on the District's Web Site for the purpose(s) of Coaches Association communication/postings—akin to the LSEA page.

The Association shall have the right to utilize District facilities to conduct meetings and hold conferences when such facilities are not in use for other purposes, consistent with the District's facility use policies and fee schedules.

Section 3.7: Right of Consultation

The Superintendent and/or designee shall meet with Association representatives at mutually-agreed times to discuss matters of concern to either party.

Section 3.8: Individual Rights

Employees shall be able to work in an environment free from sexual harassment.

Section 3.9: Just Cause

No employee shall be disciplined without just cause. Any complaint not called to the attention of the employee may not be used as the basis for disciplinary action.

Section 3.10: Personnel File

One permanent personnel folder shall be maintained for each employee of the bargaining unit. Supervisors' working files may be maintained separately. The District shall not be required to maintain a separate personnel file for members of the bargaining unit who are employed elsewhere in the District. Employees, upon request, shall have the right to inspect all contents of their complete personnel file kept within the District. The employee may be accompanied by another person of the employee's choosing to review the personnel file in the Human Resource Services Department. The file will be made available within a

Section 3.10: Personnel File continued

reasonable period of time after the request. If requested, copies will be provided in accordance with Lake Stevens School District procedure.

The employee shall be given a copy of all material related to disciplinary action or a negative performance review prior to adding such material to the personnel file. The employee shall have the right to attach a written statement or rebuttal to all such material within ten (10) days of receiving a copy.

Section 3.11: Employee Protection

The District shall provide approved first-aid/injury prevention kits for use at all District facilities and where District-sanctioned athletic activities are being conducted away from the home facility. Employees have responsibility for reasonable use upkeep and safekeeping of kits.

Paid Coaches are covered by State Industrial Insurance subject to the rules and regulations of the Industrial Insurance Act. In the event a coach sustains an on-the-job injury, the coach shall immediately notify her/his supervisor fill out an accident report, and visit his/her medical provider if needed.

Section 3.12: Appointment

Appointment to coaching or other positions included within the bargaining unit are on a continuing basis except as provided below.

An employee who is not advised, by June 1 (or by June 30 for spring sports) that his or her contract will not be renewed for the ensuing year shall have the right of contract renewal for the same position, if it is filled and the sport or activity offered, for the ensuing year. The District's determinations during this period are within its sole discretion, and are not subject to review in the grievance process. Any District determination beyond the period not to renew a contract for the ensuing year shall be for just cause.

Section 3.13: Parental Complaints

The District shall promptly notify the employee when a complaint from a parent is received. If the complaint is received by the employee, he/she shall immediately notify the supervisor and/or principal of such complaint. Except when the complaint is judged by the supervisor to lack merit and not require follow-up, the supervisor shall set up a meeting between the employee, parent, supervisor and/or principal to investigate the complaint. In accordance with board policy # 1360, The following procedures apply to the processing of a complaint which cannot be resolved in the manner described above.

- 1.oo If the problem is not satisfactorily resolved at the building level, the citizen should file a written complaint with the Superintendent or designee that describes the problem and a suggested solution. The Superintendent or designee should send copies to the principal and staff member.
2. The principal and staff member shall respond to the Superintendent or designee in writing or in person.
3. The Superintendent or designee shall then attempt to resolve the matter through a conference with the citizen, staff member, and principal.
4. If the matter is still not resolved, the Superintendent or designee shall present the issue to the Board. If the complaint is against a staff member, the complaint shall be handled in Executive Session in the presence of the staff member. The Board shall attempt to make a final resolution of the matter. Any formal actions by the Board must take place at an openooo meeting. If such action may adversely affect the status of the staff member, the Board shall give written notice to the staff member of his/her rights to a hearing. At the request of the coach and upon the approval of the Superintendent, a Coaches Association representative will be allowed to sit in on the Executive Session.

This section shall not control complaints of a particularly serious nature (e.g., complaints alleging crimes, sexual harassment, or misconduct involving funds), where prompt notice and/or a meeting would be inconsistent with reasonable practice.

Section 3.14: Professional Development

In accordance with WIAA, section 23.3.3 before the beginning of the third year of coaching employment, a member school coach must meet the beginning level coaching standard. Volunteer Coaches must complete a coaching effectiveness training class as approved by the WIAA, or complete a total of at least (30) coaches education hours. Training must be completed before the beginning of the third year of coaching. Documentation of the training should be kept by the coach and a copy provided to the building Athletic Director.

All coaches are required to participate in professional development to stay current on rules and regulations and enhance

Section 3.14: Professional Development continued

knowledge of the sport and working with student athletes. Further, since clock hours are required for coaches, all salaried coaches will be entitled to attend one coaching clinic (e.g. Pemco All Sports or Nike Coach of the Year) per school year with the clinic tuition/registration to be paid for by the District. A limit of \$175 on such tuition will exist per coach/clinic.

Verification of clock hours (paid for by the employee) must be provided to the District in a timely manner, if so requested. A timely manner is defined as within 10 working days following the completion of the clinic. If verification of clock hours are provided to the District in a timely manner, they may recoup their clinic fee (of up to \$175).

Section 3.15: Employee Leave

After seven (7) continuous years of service, or in a situation of medical emergency, an employee may request a one-year leave of absence from a coaching position. This request in writing must be submitted by June 1. If leave is granted, employee shall return to previous position.

ARTICLE IV: SALARIES

Section 4.1: Salary

Paid coaches of the Lake Stevens School District shall be compensated pursuant to salary schedule as found in Appendix A. For 2022-2023 Appendix A shall be increased by two percent (2.0%) in each cell. For 2023-2024, each cell in Appendix A will be increased by two percent (2%). For 2024-2025, each cell in Appendix A will be increased by two percent (2.0%).

Beginning in 2022-2023, on the assistant coaches' salary schedule (LSHS, CMHS, and Middle School), compensation at steps zero through five (0-5) will increase from 70% of the head coaches' salary at the same step to 72.5% of the head coaches' salary at the same step. CMHS 9th grade assistants still receive a percentage of the LSHS head coaches' salary at the same step.

Ninth grade head coaches and assistant coaches at steps 10, 20, and 25 will continue to receive 75% of the corresponding head coaches' salary at the same step.

Section 4.2: Pay Period

Within ten (10) days following the beginning of each school year or within ten (10) days of initial hiring, employees shall indicate on the classified coaches work agreement (Appendix B) payment choice within the following guidelines:

- If no payment choice is indicated, the stipend of a district employee for coaching services will be paid twelve (12) monthly payments, if stipend form is received by September 10th, otherwise the stipend amount will be split by the number of payments remaining in the year, which will depend upon when the stipend form is received by Human Resources.
- The coaching stipend cannot be paid in full until end of sport season.
- Out of district paid coaches shall be paid only during the season of performance.
- Except in an emergency situation, no change in such elections shall be made during the school year.

The District shall have the right to recover, including through payroll deductions from other earnings if available, dollars paid to an employee who has elected to have her or his pay spread over a twelve-month cycle and such employee, for whatever reason, is unable or unwilling to carry out her or his responsibilities in full or in part. This includes recovery for incorrect salary schedule placement. Such recovery will not go back more than one year. All aspects of the recovery process shall be discussed with the employee with due consideration given to the wishes of the employee, but in no case shall any such recovery be spread over more than twelve months.

Section 4.3 Miscellaneous Provisions

NWIAA Athletic passes will be available to each employee upon request to the Athletic Director at the high school, unless limited by outside organizations. Said passes will be provided free of charge to all salaried coaches and volunteer coaches (who have been accepted by the District, pursuant to the successful completion of the required background check) who request one.

The District will reimburse full membership, for all paid coaches, in the Washington State Coaches Association.

ARTICLE V: GRIEVANCE PROCEDURE

Section 5.1: Definition

A grievance is a claim by an employee that there has been a violation, misinterpretation or misapplication of a specific provision of this Agreement, which claim deals with the interpretation or application of the specific terms of this Agreement.

Section 5.2: Grievance Steps

Step 1: Employees shall first discuss the grievance with the Athletic Director or Principal. All grievances not brought to the Athletic Director or Principal in accordance with the preceding sentence within twenty (20) days of the occurrence of the event giving rise to the grievance shall be invalid and subject to no further processing.

Step 2: If the grievance is not resolved to the employee's satisfaction in accordance with Step 1, the employee shall reduce to writing a statement of the grievance containing the following:

- a. The facts on which the grievance is based; and
- b. a reference to the provision(s) of this Agreement which have allegedly been violated; and
- c. the remedy sought.

The employee shall submit this written statement of grievance within ten (10) days of the informal Step 1 meeting to the Athletic Director. The Athletic Director shall hold a formal Step 2 hearing within ten (10) days of receipt of the written statement of grievance. Within five (5) days of the hearing, the Athletic Director shall respond to the grievance in writing and submit such response to the grievant.

Step 3: If no settlement has been reached at the Step 2 level, the written statement of grievance shall be submitted within ten (10) days of receipt of the Step 2 response to the Superintendent/designee shall hold a formal Step 3 hearing within ten (10) days of receipt of the written statement of grievance. Within five (5) days of the hearing, the Superintendent/designee shall respond to the grievance in writing and submit such response to the grievant. **No grievance will advance to the Superintendent without Association endorsement.**

Step 4: If the grievance is not resolved with the decision of the Superintendent, the Association shall, within 30 calendar days, file for binding arbitration with the Public Employment Relations Commission, if during the first two years of this Agreement, and with the American Arbitration Association if during the third and subsequent years of this Agreement. The non-prevailing party shall bear all costs of arbitration, except each party shall bear its own costs (e.g., attorney fees) incurred in presenting its case.

Section 5.3: General Provisions

Any employee at any time may present his/her grievance to the District and have such grievance adjusted without the intervention of the Association, if the adjustment is not inconsistent with the terms of this Agreement, and if the Association has been given reasonable opportunity to be present at any hearing called for the resolution of the grievance.

The time limits set forth in this Article may be extended by mutual agreement.

All individuals who might possibly contribute to the acceptable adjustment of a grievance are urged to provide any relevant information they may have to the grievant and/or District administration, with full assurance that no reprisal will follow by reason of their involvement in the grievance.

All documents/communications/records dealing with the processing of the grievance shall be filed separately from the grievant's personnel file, provided that the final adjustment of the grievance shall be retained as a matter of record in the grievant's personnel file.

5.4: Conformity to the Fair Labor Standards Act:

- a. The total coaching stipend shall be guaranteed regardless of the hours worked so long as the basic responsibilities of the position are fulfilled.
- b. The hours shown on the schedule are to be considered maximum hours for the position.
- c. Employees who hold only classified positions with the District, including an extracurricular position, may be

5.4: Conformity to the Fair Labor Standards Act continued:

eligible for overtime under the Fair Labor Standards Act and any applicable collective bargaining agreement. It is understood that employees holding regular certificated positions with the District are not eligible for overtime under the FLSA.

d.eee Employees potentially eligible for overtime may not work additional hours beyond the maximum shown without approval of the appropriate supervisor. Employees eligible for overtime pay beyond the total stipend shown by the schedule shall not be paid such overtime unless appropriate time records have been maintained as required by District procedures. (Appendix C-4)eee

ARTICLE VI: NO-STRIKE CLAUSE

Neither the Association nor any of its bargaining unit members will engage in or facilitate any strike, slowdown, or similar job action against the District, nor will they act in concert with any person or entity doing so.

ARTICLE VII: DURATION

This Agreement shall be effective from September 1, 2022 and shall continue in effect through August 31, 2025.

Negotiations between the parties on a successor agreement shall begin no later than August 1st of the year that the contract expires. It is the intent of the parties to be able to discuss and potentially modify any section of the Agreement during the term of the Agreement, provided, that neither party is obligated to bargain over or revise terms during the effective duration of the Agreement.

COLLECTIVE BARGAINING AGREEMENT

Between the

LAKE STEVENS COACHES ASSOCIATION

and

LAKE STEVENS SCHOOL DISTRICT NO. 4

DURATION

This agreement shall be effective as of September 1, 2022 and shall continue in effect through the thirty-first (31st) day August 2025.

Unless otherwise expressly provided this Agreement shall not be reopened except by mutual consent of the parties during the duration hereof.


EXECUTION AND SIGNATURES

Executed this, 12 day of December 2022 at Lake Stevens by, the undersigned officers by the authority of and on behalf of the Lake Stevens Coaches Association and Lake Stevens School District.

Lake Stevens Coaches Association



Andy Knutson




Tom Tri



Josh White
Co-Presidents Lake Stevens Coaches Association

Lake Stevens School District No. 4



John Balmer
Assistant Superintendent of Human Resources

APPENDIX A: SALARY SCHEDULE

2022-23 Salary Schedule: High School Head Coaches (Grades 10-12)

<u>Step</u> (Years of Experience)	<u>A-1 Sports</u>	<u>A-2 Sports</u>	<u>A-3 Sports</u>
0	\$6291	\$5104	\$4748
1	\$6541	\$5307	\$4939
2	\$6803	\$5520	\$5135
3	\$7075	\$5741	\$5340
4	\$7357	\$5971	\$5553
5	\$7957	\$6678	\$6006
10	\$8427	\$7002	\$6409
20	\$9020	\$7478	\$6884
25	\$9495	\$7953	\$7358

Assistant Coaches (including 9th grade assistant coaches) to earn 72.5% of the head varsity coaches' salary (commensurate with their place on the experience scale). Beginning step 10, varsity assistant coaches will earn 75% of a head coaches salary. Head 9th grade coaches will earn 75% of the head varsity coaches' salary (commensurate with their place on the experience scale).

Post-season pay will be awarded to all coaches (not just team sports coaches) AND will be at the rate of 1/13th of the base salary. "post-season" includes District/Regional, and/or State meets/tournaments. For football, it is all state-playoff games, including "Bi-District State Qualifiers" (like Wesco #1 vs SPSL #3).

Asst. coaches will qualify for post-season pay as follows:

Football (all paid varsity assistants will be paid post-season pay, at a rate of 1/13th of their base salary per week involved)

Basketball (2 paid assistants, to be determined by the head coach, at the 1/13th rate, per week)

Baseball / Fast-pitch Softball (2 paid assistants, TBD by the HC, at the 1/13th rate, per week)

Soccer (2 paid assistants, TBD by the HC, at the 1/13th rate, per week)

Track (any/all paid assistants who have at least one athlete participating... i.e. Triple Jumper—(Jumps coach) at 1/13th per week)

Tennis (one paid asst. if more than 1 singles player and/or 1 doubles team participates) at

1/13th **Swimming** (one paid asst. if more than 2 events—individual or relay—are

participating) at 1/13th **Wrestling** (one paid asst. for every 2 wrestlers participating, up to

a total of 4) at 1/13th per week **Volleyball** (2 paid assistants, TBD by the HC) at 1/13th per week

Cross Country (1 paid assistant if more than 1 athlete participating. 2 paid assistants if the team qualifies) at 1/13th

Golf (1 paid asst. if more than 1 athlete participating) at 1/13th

7th and 8th grade Head Coaches to be paid at a rate of 50% of the Varsity HC, at the step level

commensurate with the experience of the 7th or 8th grade coach. **7th and 8th grade Asst. Coaches** to earn 72.5% of the Middle School HC. Unified Sports Head Coach will earn the same pay as Middle School Assistant Coaches in column A-3 of the salary schedule.

A-1 Sports

Footballaaa

Basketballaaa

Wrestling

Trackaaa

A-2 Sports

Socceraaa

Baseballaaa

Fastpitch

Volleyballaaa

A-3 Sports

Tennisaaa

Golfaaa

Swimming

Cross-Country

Strength and Conditioning

Cheer Advisor (Fall)

Cheer Advisor (Winter)

Unified Sports

APPENDIX A: SALARY SCHEDULE 2022-2023

LAKE STEVENS SCHOOL DISTRICT NO. 4

2022-2023

COACHES SALARY SCHEDULE

STEP							HEAD UNIFIED
							TENNIS
							GOLF
	FOOTBALL	VOLLEYBALL	TENNIS	FOOTBALL	VOLLEYBALL		
	BASKETBALL	SOCCER	GOLF	BASKETBALL	SOCCER		
	WRESTLING	BASEBALL	SWIMMING	WRESTLING	BASEBALL	SWIMMING	
	TRACK	SOFTBALL	X-COUNTRY	TRACK	SOFTBALL	X-COUNTRY	
			STREN & CONDTN			STREN & CONDTN	
			CHEER ADVISOR			CHEER ADVISOR	
	A-1 (01)	A-2 (03)\$\$\$	A-3 (02)\$\$\$	A-1 (07)	A-2 (09)\$\$\$	A-3 (08)\$\$\$	
LSHS HEAD COACHES				LSHS ASSIST COACHES			
0	\$6,291	\$5,104	\$4,748	\$4,561	\$3,701	\$3,442	
1	\$6,541	\$5,307	\$4,939	\$4,742	\$3,848	\$3,580	
2	\$6,803	\$5,520	\$5,135	\$4,932	\$4,002	\$3,723	
3	\$7,075	\$5,741	\$5,340	\$5,129	\$4,162	\$3,871	
4	\$7,357	\$5,971	\$5,553	\$5,334	\$4,329	\$4,026	
5	\$7,957	\$6,678	\$6,006	\$5,769	\$4,842	\$4,355	
10	\$8,427	\$7,002	\$6,409	\$6,320	\$5,251	\$4,806	
20	\$9,020	\$7,478	\$6,884	\$6,765	\$5,609	\$5,163	
25	\$9,495	\$7,953	\$7,358	\$7,121	\$5,965	\$5,519	
	A-2 (15)\$\$\$	A-3 (14)		A-1 (07)\$\$\$	A-2 (09)\$\$\$	A-3 (08)	
CMHS 9th GRADE HEAD COACHES				CMHS 9th GRADE ASSIST			
0	\$4,718	\$3,828	\$3,561	\$4,561	\$3,701	\$3,442	
1	\$4,906	\$3,980	\$3,703	\$4,742	\$3,848	\$3,580	
2	\$5,103	\$4,140	\$3,851	\$4,932	\$4,002	\$3,723	
3	\$5,306	\$4,306	\$4,005	\$5,129	\$4,162	\$3,871	
4	\$5,518	\$4,479	\$4,165	\$5,334	\$4,329	\$4,026	
5	\$5,968	\$5,009	\$4,505	\$5,769	\$4,842	\$4,355	
10	\$6,320	\$5,251	\$4,806	\$6,320	\$5,251	\$4,806	
20	\$6,765	\$5,609	\$5,163	\$6,765	\$5,609	\$5,163	
25	\$7,121	\$5,965	\$5,519	\$7,121	\$5,965	\$5,519	
	A-1 (04)\$\$\$	A-2 (05)\$\$\$	A-3 (06)\$\$\$	A-1 (10)	A-2 (11)\$\$\$	A-3 (12)	
MIDDLE SCHOOL HEAD COACH				MIDDLE SCHOOL ASST COACH			
0	\$3,145	\$2,552	\$2,374	\$2,280	\$1,850	\$1,721	
1	\$3,271	\$2,654	\$2,469	\$2,371	\$1,924	\$1,790	
2	\$3,402	\$2,760	\$2,568	\$2,466	\$2,001	\$1,862	
3	\$3,538	\$2,871	\$2,670	\$2,565	\$2,081	\$1,936	
4	\$3,679	\$2,986	\$2,777	\$2,667	\$2,165	\$2,013	
5	\$3,978	\$3,339	\$3,003	\$2,884	\$2,421	\$2,177	
10	\$4,214	\$3,501	\$3,204	\$3,055	\$2,538	\$2,323	
20	\$4,510	\$3,739	\$3,442	\$3,270	\$2,711	\$2,495	
25	\$4,747	\$3,976	\$3,679	\$3,442	\$2,883	\$2,667	

APPENDIX A: SALARY SCHEDULE 2023-2024

LAKE STEVENS SCHOOL DISTRICT NO. 4 2023-2024 COACHES SALARY SCHEDULE

STEP	TENNIS			HEAD UNIFIED		
	GOLF			TENNIS		
	SWIMMING			GOLF		
	FOOTBALL	VOLLEYBALL	X-COUNTRY	FOOTBALL	VOLLEYBALL	X-COUNTRY
	BASKETBALL	SOCCER	STREN & CONDTN	BASKETBALL	SOCCER	STREN & CONDTN
	WRESTLING	BASEBALL	CHEER ADVISOR	WRESTLING	BASEBALL	CHEER ADVISOR
	TRACK	SOFTBALL		TRACK	SOFTBALL	
	A-1 (01)	A-2 (03)	A-3 (02)	A-1 (07)	A-2 (09)	A-3 (08)
LSHS HEAD COACHES			LSHS ASSIST COACHES			
0	\$6,417	\$5,206	\$4,843	\$4,652	\$3,775	\$3,511
1	\$6,832	\$5,413	\$5,038	\$4,837	\$3,925	\$3,652
2	\$6,939	\$5,630	\$5,238	\$5,031	\$4,082	\$3,797
3	\$7,217	\$5,856	\$5,447	\$5,232	\$4,245	\$3,948
4	\$7,504	\$6,090	\$5,664	\$5,441	\$4,416	\$4,106
5	\$8,116	\$6,812	\$6,126	\$5,884	\$4,938	\$4,442
10	\$8,596	\$7,142	\$6,537	\$6,447	\$5,356	\$4,902
20	\$9,200	\$7,628	\$7,022	\$6,900	\$5,721	\$5,266
25	\$9,685	\$8,112	\$7,505	\$7,264	\$6,084	\$5,629
	A-1 (13)	A-2 (15)	A-3 (14)	A-1 (07)	A-2 (09)	A-3 (08)
CMHS 9th GRADE HEAD COACHES			CMHS 9th GRADE ASSIST			
0	\$4,813	\$3,905	\$3,632	\$4,652	\$3,775	\$3,511
1	\$5,004	\$4,060	\$3,777	\$4,837	\$3,925	\$3,652
2	\$5,205	\$4,223	\$3,928	\$5,031	\$4,082	\$3,797
3	\$5,412	\$4,392	\$4,085	\$5,232	\$4,245	\$3,948
4	\$5,628	\$4,569	\$4,248	\$5,441	\$4,416	\$4,106
5	\$6,087	\$5,109	\$4,595	\$5,884	\$4,938	\$4,442
10	\$6,447	\$5,356	\$4,902	\$6,447	\$5,356	\$4,902
20	\$6,900	\$5,721	\$5,266	\$6,900	\$5,721	\$5,266
25	\$7,264	\$6,084	\$5,629	\$7,264	\$6,084	\$5,629
	A-1 (04)	A-2 (05)	A-3 (06)	A-1 (10)	A-2 (11)	A-3 (12)
MIDDLE SCHOOL HEAD COACH			MIDDLE SCHOOL ASST COACH			
0	\$3,208	\$2,603	\$2,421	\$2,326	\$1,887	\$1,756
1	\$3,336	\$2,707	\$2,518	\$2,419	\$1,962	\$1,826
2	\$3,470	\$2,815	\$2,619	\$2,515	\$2,041	\$1,899
3	\$3,608	\$2,928	\$2,723	\$2,616	\$2,123	\$1,974
4	\$3,752	\$3,045	\$2,832	\$2,720	\$2,208	\$2,053
5	\$4,058	\$3,406	\$3,063	\$2,942	\$2,469	\$2,221
10	\$4,298	\$3,571	\$3,268	\$3,116	\$2,589	\$2,369
20	\$4,600	\$3,814	\$3,511	\$3,335	\$2,765	\$2,545
25	\$4,842	\$4,056	\$3,753	\$3,510	\$2,940	\$2,721

APPENDIX A: SALARY SCHEDULE 2024-2025

LAKE STEVENS SCHOOL DISTRICT NO. 4 2024-2025 COACHES SALARY SCHEDULE

STEP	TENNIS			HEAD UNIFIED		
	GOLF			TENNIS		
	SWIMMING			GOLF		
	FOOTBALL BASKETBALL WRESTLING	VOLLEYBALL SOCCER BASEBALL	X-COUNTRY STREN & CONDTN CHEER ADVISOR	FOOTBALL BASKETBALL WRESTLING	VOLLEYBALL SOCCER BASEBALL	X-COUNTRY STREN & CONDTN CHEER ADVISOR
	TRACK A-1 (01)	SOFTBALL A-2 (03)	A-3 (02)	TRACK A-1 (07)	SOFTBALL A-2 (09)	A-3 (08)
LSHS HEAD COACHES				LSHS ASSIST COACHES		
0	\$6,545	\$5,310	\$4,940	\$4,745	\$3,851	\$3,581
1	\$6,805	\$5,521	\$5,139	\$4,934	\$4,003	\$3,725
2	\$7,078	\$5,743	\$5,342	\$5,131	\$4,164	\$3,873
3	\$7,361	\$5,973	\$5,556	\$5,337	\$4,330	\$4,027
4	\$7,654	\$6,212	\$5,777	\$5,549	\$4,504	\$4,189
5	\$8,278	\$6,948	\$6,249	\$6,002	\$5,037	\$4,531
10	\$8,767	\$7,285	\$6,668	\$6,576	\$5,463	\$5,000
20	\$9,384	\$7,780	\$7,162	\$7,038	\$5,835	\$5,372
25	\$9,879	\$8,274	\$7,655	\$7,409	\$6,206	\$5,741
	A-1 (13)	A-2 (15)	A-3 (14)	A-1 (07)	A-2 (09)	A-3 (08)
CMHS 9th GRADE HEAD COACHES				CMHS 9th GRADE ASSIST		
0	\$4,909	\$3,983	\$3,705	\$4,745	\$3,851	\$3,581
1	\$5,104	\$4,141	\$3,853	\$4,934	\$4,003	\$3,725
2	\$5,309	\$4,307	\$4,007	\$5,131	\$4,164	\$3,873
3	\$5,521	\$4,480	\$4,167	\$5,337	\$4,330	\$4,027
4	\$5,741	\$4,660	\$4,333	\$5,549	\$4,504	\$4,189
5	\$6,209	\$5,211	\$4,686	\$6,002	\$5,037	\$4,531
10	\$6,576	\$5,463	\$5,000	\$6,576	\$5,463	\$5,000
20	\$7,038	\$5,835	\$5,372	\$7,038	\$5,835	\$5,372
25	\$7,409	\$6,206	\$5,741	\$7,409	\$6,206	\$5,741
	A-1 (04)	A-2 (05)	A-3 (06)	A-1 (10)	A-2 (11)	A-3 (12)
MIDDLE SCHOOL HEAD COACH				MIDDLE SCHOOL ASST COACH		
0	\$3,272	\$2,655	\$2,470	\$2,372	\$1,925	\$1,791
1	\$3,403	\$2,761	\$2,569	\$2,467	\$2,002	\$1,862
2	\$3,539	\$2,872	\$2,671	\$2,566	\$2,082	\$1,937
3	\$3,680	\$2,986	\$2,778	\$2,668	\$2,165	\$2,014
4	\$3,827	\$3,106	\$2,889	\$2,775	\$2,252	\$2,094
5	\$4,139	\$3,474	\$3,124	\$3,001	\$2,519	\$2,265
10	\$4,384	\$3,642	\$3,333	\$3,178	\$2,641	\$2,417
20	\$4,692	\$3,890	\$3,581	\$3,402	\$2,820	\$2,596
25	\$4,939	\$4,137	\$3,828	\$3,581	\$2,999	\$2,775

APPENDIX B

_____ SCHOOL YEAR
Lake Stevens School District #4
Classified Coaches Work Agreement
Employment Information

LAKE STEVENS SCHOOL DISTRICT (#4) , SNOHOMISH COUNTY (THE DISTRICT), AND _____
_____ (COACH), AFFECTING THE CURRENT SCHOOL YEAR OF _____

The District agrees to pay the above named coach the amount stated below for performing the following service(s):

COACH: _____ TITLE: _____

YRS EXPERIENCE: _____ SALARY SCHEDULE PLACEMENT: _____

ASSIGNMENT F.T.E. _____ F.T.E. SALARY AMOUNT \$ _____

APPROXIMATE SEASON DATES FROM: _____ TO: _____

Please pay this stipend in _____ (number) Payment(s) begin the last day of _____ month).

In accordance with SECTION 4.2 if no payment choice is indicated, this stipend will be paid in equal monthly payments. The coaches salary agreement must be received by the 10th of the month in which it is to begin payment. Payday is always the last working day of each month. The coaching stipend cannot be paid in full until the end of the sports season.

The specific dates for performing the service(s) shall be set by District administration. Failure, for any reason whatsoever, on the part of the employee to perform the services specified herein will terminate this agreement.

This stipend establishes the full compensation payable for the described services. This amount has been established based upon an evaluation of the time necessary to perform the required services and applicable rate of pay. Any time performed in excess of that allocated to the stipend amount shall be as a volunteer and not based upon direction of the district.

This work agreement, pertaining to inter-scholastic and/or extra-curricular services, is issued pursuant to RCW 28A.400.200(4) and is not a continuing contract except as provided in Section 3.11 of the District/Lake Stevens Coaches Association collective bargaining agreement. This coaching work agreement shall not be considered a part of the basic education program. This stipend is issued subject to the availability of funds and may be cancelled or modified upon the immediate notification by the Board of Directors and/or its Administrative Representative.

ATTESTED: _____

SECRETARY BOARD OF DIRECTORS
LAKE STEVENS SCHOOL DISTRICT

EMPLOYEE SIGNATURE

Date Received by Human Resources: _____

(Sign and return all copies to Human Resources within seven days of receipt)

APPENDIX C1: ATHLETIC COACH EVALUATION

Procedure for Evaluation Coaches

1. Head coaches will be evaluated by the District Athletic Director annually. The long form for coaching evaluation will be used (C2). The district AD will meet with the coach in an evaluation conference to review strengths and areas for growth. The evaluation form will be signed by the District AD and the coach and a copy will be forwarded to the Human Resources Office to be placed in the employee's personnel file. Signing of the evaluation form by the coach does not constitute agreement with the contents.
2. Assistance coaches will be evaluated annually by their respective Head Coach. All Assistant Coach's evaluations will be submitted to the Athletic Director by the Head Coach at the end of each season.

Appendix C2

Lake Stevens School District Lake Stevens, Washington Coaching Evaluation

The evaluation should take place within 30 days of the conclusion of each season coached by the individual being evaluated. The coach should come to the evaluation review with a self-evaluation, inventory and any updates in regards to coaching certification.

NAME OF COACH:	DATE:
BUILDING:	
ASSIGNMENT:	CERTIFICATION STATUS:

Evaluation Terms:

E=Exemplary	Coach performs above and beyond required standard.
S=Satisfactory	Attains objectives established for the position coached.
N=Needs Improvement	Coach needs to improve this segment of coaching responsibility.
U=Unsatisfactory	Does not meet established objectives for the position coached.
NO=Not Able to Observe	Not observed by evaluator.

Professional Responsibilities:	E	S	N	U	NO
Follows district procedures and policies.					
Maintains current first aid/CPR card.					
Effectively manages equipment.					
Maintains accurate inventory and storage. (Head coach)					
Maintains student "Standard of Care". (Head coach)					
Maintains a practice plan. (Head coach)					
Manages individual sport budget. (Head coach)					

Communication:	E	S	N	U	NO
Establishes positive and collaborative work environment with staff.					
Promotes the Athletic Code expectations to parents and athletes.					
Works to develop relationships with parents and outside organizations.					
Works well with district-wide athletic programs.					
Demonstrates availability to parents with concerns.					

Student-Athlete Relations:	E	S	N	U	NO
Establishes positive and fair practice/game environment.					
Effectively and consistently distributes, clarifies, and implements district athletic codes, program expectations, goals and objectives.					
Is accessible to athletes.					
Sensitive to student variety (Skill levels, personalities, cultures, etc.).					

Coaching Technique:	E	S	N	U	NO
Uses sound and acceptable teaching practices.					
Conducts organized, well-managed practices.					
Effective analysis of athletes and ability levels.					
Attends clinics to remain current with sport knowledge upgrades.					
Adheres to sound injury prevention and safety measures.					
Utilizes staff effectively. (Head coach)					

COMMENTS:

RECOMMENDATION:

Rehire	
Probationary (Improvement needed)	
Discontinue	

Signature of Coach (Evaluated)

Date

Signature of Evaluator

Date

[] Employee comments attached.

Lake Stevens School District Athletics Request for Additional Coach

Head Coach _____

[illegible]

Building Principal _____

LAKE STEVENS SCHOOL DISTRICT																								
August 2022							PRINT FULL NAME: _____									Appendix C-4								
SUN MON TUE WED THU FRI SAT _____ _____ _____ 21 22 23 24 25 26 27 28 29 30 31 _____							LOCATION: _____ SPORT: _____ FALL SPORTS: Volleyball, Cross Country, Football, Girls Soccer, Girls Swimming/Diving, Boys Tennis, Cheer Advisor Week 1 Day Date Hours _____ _____ Wed 8/17/2022 _____ Thu 8/18/2022 _____ Fri 8/19/2022 _____ Sat 8/20/2022 _____ Initial _____ Total _____									SPORT: _____ TIMESHEET Fall Sports 2022-23								
September 2022 SUN MON TUE WED THU FRI SAT _____ _____ 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30							Week 2 Day Date Hours Mon 8/22/2022 _____ Tue 8/23/2022 _____ Wed 8/24/2022 _____ Thu 8/25/2022 _____ Fri 8/26/2022 _____ Sat 8/27/2022 _____ Initial _____ Total _____									Week 3 Day Date Hours Mon 8/29/2022 _____ Tue 8/30/2022 _____ Wed 8/31/2022 _____ Thu 9/1/2022 _____ Fri 9/2/2022 _____ Sat 9/3/2022 _____ Initial _____ Total _____			Week 4 Day Date Hours Mon 9/5/2022 _____ Tue 9/6/2022 _____ Wed 9/7/2022 _____ Thu 9/8/2022 _____ Fri 9/9/2022 _____ Sat 9/10/2022 _____ Initial _____ Total _____					
October 2022 SUN MON TUE WED THU FRI SAT _____ _____ 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							Week 5 Day Date Hours Mon 9/12/2022 _____ Tue 9/13/2022 _____ Wed 9/14/2022 _____ Thu 9/15/2022 _____ Fri 9/16/2022 _____ Sat 9/17/2022 _____ Initial _____ Total _____									Week 6 Day Date Hours Mon 9/19/2022 _____ Tue 9/20/2022 _____ Wed 9/21/2022 _____ Thu 9/22/2022 _____ Fri 9/23/2022 _____ Sat 9/24/2022 _____ Initial _____ Total _____			Week 7 Day Date Hours Mon 9/26/2022 _____ Tue 9/27/2022 _____ Wed 9/28/2022 _____ Thu 9/29/2022 _____ Fri 9/30/2022 _____ Sat 10/1/2022 _____ Initial _____ Total _____					
November 2022 SUN MON TUE WED THU FRI SAT _____ _____ 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30							Week 8 Day Date Hours Mon 10/3/2022 _____ Tue 10/4/2022 _____ Wed 10/5/2022 _____ Thu 10/6/2022 _____ Fri 10/7/2022 _____ Sat 10/8/2022 _____ Initial _____ Total _____									Week 9 Day Date Hours Mon 10/10/2022 _____ Tue 10/12/2022 _____ Wed 10/13/2022 _____ Thu 10/14/2022 _____ Fri 10/15/2022 _____ Sat 10/16/2022 _____ Initial _____ Total _____			Week 10 Day Date Hours Mon 10/17/2022 _____ Tue 10/18/2022 _____ Wed 10/19/2022 _____ Thu 10/20/2022 _____ Fri 10/21/2022 _____ Sat 10/22/2022 _____ Initial _____ Total _____			Week 11 Day Date Hours Mon 10/24/2022 _____ Tue 10/25/2022 _____ Wed 10/26/2022 _____ Thu 10/27/2022 _____ Fri 10/28/2022 _____ Sat 10/29/2022 _____ Initial _____ Total _____		
December 2022 SUN MON TUE WED THU FRI SAT _____ _____ _____ _____ _____ _____							Week 12 Day Date Hours Mon 10/31/2022 _____ Tue 11/1/2022 _____ Wed 11/2/2022 _____ Thu 11/3/2022 _____ Fri 11/4/2022 _____ Sat 11/5/2022 _____ Initial _____ Total _____									Week 13 Day Date Hours Mon 11/7/2022 _____ Tue 11/8/2022 _____ Wed 11/9/2022 _____ Thu 11/10/2022 _____ Fri 11/11/2022 _____ Sat 11/12/2022 _____ Initial _____ Total _____			Week 14 Day Date Hours Mon 11/14/2022 _____ Tue 11/15/2022 _____ Wed 11/16/2022 _____ Thu 11/17/2022 _____ Fri 11/18/2022 _____ Sat 11/19/2022 _____ Initial _____ Total _____			Week 15 Day Date Hours Mon 11/21/2022 _____ Tue 11/22/2022 _____ Wed 11/23/2022 _____ Thu 11/24/2022 _____ Fri 11/25/2022 _____ Sat 11/26/2022 _____ Initial _____ Total _____		
Week 16 Day Date Hours Mon 11/28/2022 _____ Tue 11/29/2022 _____ Wed 11/30/2022 _____ Thu 12/1/2022 _____ Fri 12/2/2022 _____ Sat 12/3/2022 _____ Initial _____ Total _____							SEASON RECAP Allocated Hours Wk1 _____ Wk8 _____ Wk15 _____ Wk2 _____ Wk9 _____ Wk16 _____ Wk3 _____ Wk10 TOTAL: _____ Wk4 _____ Wk11 _____ Wk5 _____ Wk12 _____ Wk6 _____ Wk13 _____ Wk7 _____ Wk14 _____ Initial _____ Total _____																	
Employee Signature: Date: _____							Athletic Director Signature: Date: _____																	

LAKE STEVENS SCHOOL DISTRICT

October 2022							PRINT FULL NAME: _____			LOCATION: _____			Appendix C-4											
SUN	MON	TUE	WED	THU	FRI	SAT	SPORT: _____			TIMESHEET														
							WINTER SPORTS: Basketball, Boys Swim/Diving, Wrestling, Cheer Advisor, Mid Sch Volleyball						Winter Sports 2022-23											
							Week 1		Week 2		Week 3													
							Day	Date	Hours	Day	Date	Hours	Day	Date	Hours									
							Mon	10/31/2022		Mon	11/7/2022		Mon	11/14/2022										
							Tue	11/1/2022		Tue	11/8/2022		Tue	11/15/2022										
							Wed	11/2/2022		Wed	11/9/2022		Wed	11/16/2022										
							Thu	11/3/2022		Thu	11/10/2022		Thu	11/17/2022										
							Fri	11/4/2022		Fri	11/11/2022		Fri	11/18/2022										
							Sat	11/5/2022		Sat	11/12/2022		Sat	11/19/2022										
							Initial		Total	Initial		Total	Initial		Total									
							Week 4		Week 5		Week 6		Week 7											
							Day	Date	Hours	Day	Date	Hours	Day	Date	Hours									
							Mon	11/21/2022		Mon	11/28/2022		Mon	12/5/2022										
							Tue	11/22/2022		Tue	11/29/2022		Tue	12/6/2022										
							Wed	11/23/2022		Wed	11/30/2022		Wed	12/7/2022										
							Thu	11/24/2022		Thu	12/1/2022		Thu	12/8/2022										
							Fri	11/25/2022		Fri	12/2/2022		Fri	12/9/2022										
							Sat	11/26/2022		Sat	12/3/2022		Sat	12/10/2022										
							Initial		Total	Initial		Total	Initial		Total									
							Week 8		Week 9		Week 10		Week 11											
							Day	Date	Hours	Day	Date	Hours	Day	Date	Hours									
							Mon	12/19/2022		Mon	12/26/2022		Mon	1/2/2023										
							Tue	12/20/2022		Tue	12/27/2022		Tues	1/3/2023										
							Wed	12/21/2022		Wed	12/28/2022		Wed	1/4/2023										
							Thu	12/22/2022		Thu	12/29/2022		Thu	1/5/2023										
							Fri	12/23/2022		Fri	12/30/2022		Fri	1/6/2023										
							Sat	12/24/2022		Sat	12/31/2022		Sat	1/7/2023										
							Initial		Total	Initial		Total	Initial		Total									
							Week 12		Week 13		Week 14		Week 15											
							Day	Date	Hours	Day	Date	Hours	Day	Date	Hours									
							Mon	1/16/2023		Mon	1/23/2023		Mon	1/30/2023										
							Tue	1/17/2023		Tue	1/24/2023		Tue	1/31/2023										
							Wed	1/18/2023		Wed	1/25/2023		Wed	2/1/2023										
							Thu	1/19/2023		Thu	1/26/2023		Thu	2/2/2023										
							Fri	1/20/2023		Fri	1/27/2023		Fri	2/3/2023										
							Sat	1/21/2023		Sat	1/28/2023		Sat	2/4/2023										
							Initial		Total	Initial		Total	Initial		Total									
							Week 16		Week 17		Week 18		Week 19											
							Day	Date	Hours	Day	Date	Hours	Day	Date	Hours									
							Mon	2/13/2023		Mon	2/20/2023		Mon	2/27/2023										
							Tue	2/14/2023		Tue	2/21/2023		Tue	2/28/2023										
							Wed	2/15/2023		Wed	2/22/2023		Wed	3/1/2023										
							Thu	2/16/2023		Thu	2/23/2023		Thu	3/2/2023										
							Fri	2/17/2023		Fri	2/24/2023		Fri	3/3/2023										
							Sat	2/18/2023		Sat	2/25/2023		Sat	3/4/2023										
							Initial		Total	Initial		Total	Initial		Total									
							Week 20		Week 21		SEASON RECAP													
							Day	Date	Hours	Day	Date	Hours	Allocated Hours											
							Mon	3/13/2023		Mon	3/20/2023		Wk1	Wk9	Wk17									
							Tue	3/14/2023		Tue	3/21/2023		Wk2	Wk10	Wk18									
							Wed	3/15/2023		Wed	3/22/2023		Wk3	Wk11	Wk19									
							Thu	3/16/2023		Thu	3/23/2023		Wk4	Wk12	Wk20									
							Fri	3/17/2023		Fri	3/24/2023		Wk5	Wk13	Wk21									
							Sat	3/18/2023		Sat	3/25/2023		Wk6	Wk14										
							Initial		Total	Initial		Total	Wk7	Wk15	TOTAL:									
													Wk8	Wk16										
							20																	
							Employee Signature: _____ Date: _____									Athletic Director Signature: _____ Date: _____								

