

Collective Bargaining Agreement

between

FIFE SCHOOL District

and

FIFE COACHES ASSOCIATION

(an affiliate of the Fife Education Association)

September 1, 2024

to

August 31, 2028

PREAMBLE

In order to effectuate the provisions of RCW 41.56, the Public Employees' Collective Bargaining Act (hereinafter the ACT); and to set forth prescribed rights with respect to wages, hours, terms and conditions of employment of the employees who hold extra curricular positions in Fife School District which do not require OSPI certification, this Agreement is made and entered into this **1ST day of September, 2024**, by and between the District and the Fife Education Association.

ARTICLE 1 - ADMINISTRATION

Section 1 - Recognition

1.1 The District hereby recognizes the Fife Education Association, hereinafter referred to as the Association, as the bargaining representative for all employees who hold extra curricular supplemental assignments for which Fife School District does not require OSPI certification.

1.2 The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the employees, and to no other organization(s) representing any portion of the unit or potential member of the unit.

1.3 Unless the context in which they are used clearly requires otherwise, words in this Agreement denoting gender shall include both the masculine and feminine; and words denoting number shall include both the singular and plural.

1.4 As referred to in this agreement, FCA shall mean the Fife Coaches Association, an affiliate of the Fife Education Association (FEA/WEA/NEA).

Section 2 - Status of Agreement

2.1 This Agreement shall supersede any rules, regulations, policies, resolutions, or practices of the District, which shall be contrary to or inconsistent with its terms.

2.2 This Agreement may be reopened on any item(s) during the term of the contract by mutual consent of the parties. Any modification of the Agreement will be by written mutual agreement of the parties.

2.3 If any employee's individual contract contains any language inconsistent with the Agreement, this Agreement shall be controlling.

Section 3 - Conformity to Law

3.1 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, 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. In the event a provision(s) is/are determined to be contrary to law, such provision shall be renegotiated.

3.2 The District may, if necessary to comply with the Fair Labor Standards Act, convert a stipend paid to an individual who is otherwise employed as a classified employee of the District to an hourly rate. Such conversion will be done in consultation with the Association.

Section 4 - Distribution of Agreement

4.1 Following ratification and signing, this agreement shall be posted to the District website. Printed copies shall be available to members of the Association upon request.

ARTICLE II - BUSINESS

Section 1 - Dues, Deductions and Representation Fees

5.1 All members of the bargaining unit shall, as a condition of employment, be a member of the Fife Coaches Association or pay an amount equal to the dues of the FCA. The FCA/FEA shall jointly establish the dues. Dues shall be \$25 each year for the duration of this contract. Each coach will also be responsible for donating \$25 per year to the Coaches' Scholarship Fund. This fund is to be held in the FHS account. Scholarships shall be distributed annually in compliance by ASB law to deserving athletes as determined by the membership.

5.2 The District shall enforce this provision by deducting from the employee's salary, each pay period, the dues required of membership, or for non-members thereof, a fee equivalent to such dues. This provision safeguards the rights of non-association of employees based on bona fide religious tenets or teachings of a church or religious body of which such employee is a member. Such employees shall pay an amount of money equivalent to regular FCA dues to a non-religious charity or to another charitable organization mutually agreed upon by the employee affected and the Association. The employee shall furnish written proof that such payment has been made. If the employee and the Association do not reach agreement on such matter, the Public Employment Relations Commission (PERC) shall designate the charitable organization.

5.3 In the event an employee is a full dues paying member of another WEA/NEA certified or classified bargaining unit, such employee will only be required to pay FCA dues under this contract.

Section 2 - Association Rights

6.1 Association representatives, during working hours, without loss of time or pay, are allowed to represent employees and investigate and present grievances to the District when mutually agreed upon meetings are scheduled during the workday.

6.2 The District agrees to furnish the Association, in response to requests, all available information concerning the financial resources of the District and such other information as will assist the Association in developing programs on behalf of the employees in the bargaining unit, together with information which may be necessary for the Association to process any grievance or complaint or to develop bargaining proposals.

Section 3 - District Rights

7.1 There is reserved exclusively to the District all responsibilities, powers, rights, and authority vested in it or implied by the laws and constitution of Washington and the United States, or which have been heretofore exercised by it, excepting where the District expressly and in specific terms has agreed to limit those rights in this Agreement.

7.2 By way of illustration and without limiting or abridging the generality or specificity of the above right, the following pertains:

- (a) To manage and administer the school system, its properties and facilities and to direct its employees, administrators, and teachers in the execution of their duties. To make such operating changes as deemed advisable for efficient, effective operation of the District.
- (b) To determine extra curricular work and requirements of an extra curricular position, to determine applicant and employee qualifications, to supervise and evaluate all employees holding extra curricular assignments, to evaluate all employees holding extra curricular programs, to determine the standards of performance required, and to determine the conditions for the continued employment.
- (c) To determine standards of behavior, discipline, and order of students in the schools, and procedures for the enforcement of such rules.
- (d) To develop and control the annual budget for the District and to submit to its electorate such propositions for authority to borrow moneys or to levy such taxes, as it may deem necessary, and to exercise full control over the financial affairs of the District.
- (e) To develop and implement policies, rules, procedures and regulations as required by law or as it deems advisable for the operation of the District. In making rules, procedures, and regulations related to personnel policies, procedures, and practices, the District will give due regard and consideration to the rights of the Association and the employees and to the obligations imposed by this Agreement.

The District's failure to exercise these rights shall not be construed as a waiver of them.

Section 4 - No Strikes or Lockouts

8.1 The FCA and members of the bargaining unit, as individuals or as a group(s), shall not initiate, cause, permit or participate in any strike, work stoppage, slowdown, picketing, or any other restriction of work against the District during the term of this contract. Employees while acting in the course of their employment shall not honor any picket line when called upon to cross such picket line at or around the District premises.

8.2 The District shall not lock out members of the bargaining unit. Cancellations due to Acts of God or utility failures shall not be considered a lockout.

ARTICLE III - PERSONNEL

Section 1 - Due Process

9.1 No employee will be disciplined during the term of their supplemental contract year without just cause. Any action taken against an employee shall be appropriate to the behavior which precipitates said action. All charges forming the basis for discipline will be made available to the employee, in writing if requested, at the time the action is taken. It is understood, however, that nonrenewal of an employee's contract is not "discipline" covered by this article.

9.2 Any employee shall be entitled to have present a representative of the Association during any meeting, which might reasonably be expected to lead to disciplinary action. When a request for such representation is made, no action shall be taken with respect to the employee until such representative of the Association is present, provided that such representation does not unduly delay the meeting.

9.3 Any formal complaint made against an employee by a parent, student, or other person will be promptly called to the attention of the employee. A formal complaint shall mean one or more incidents or complaints, which the employee's supervisor deems to be of such potential

seriousness that they make a record on the matter. Formal complaints, including the name(s) of the complainant(s), shall be brought to the attention of the employee within fifteen (15) calendar days of receipt or, in the case of an anecdotal record, fifteen (15) calendar days of the instance, which led to the formulation of the record.

Section 2 - Personnel Files

10.1 Employees shall, upon request, have the right to inspect all contents of their personnel files, kept within the District. An Association representative, at the employee's request, may be present in this review. Identified derogatory material shall be shown to the employee within fifteen (15) days of receipt or composition. Unidentified derogatory material shall not be included in the personnel file. No derogatory material shall be kept or placed in the personnel file without the employee's signed acknowledgment and opportunity to attach their own comments. A signature does not necessarily mean agreement with the contents of the document; it merely indicates receipt of the document. A working file may be kept at the building level with appropriate materials transferred to the District at the end of the year.

10.2 District and FCA representatives will meet annually to review and discuss changes in the Coaches' Handbook, unless both parties agree that such a meeting is unnecessary.

Section 3 - Employee Evaluation

11.1 There will be no formal (in writing) coaching evaluations. Any adverse situations will be dealt with on an individual basis.

11.2 If a head coach is to be rehired in their current position for the following year's season, they will be notified within thirty (30) days of the conclusion of their sports season. If no notice is given, that coach may not be hired the next season.

11.3 Assistant coaches will be rehired with input from head coaches.

11.4 See appendix B for ensuring verticality in the Athletic Program.

Section 4 - Employee Protection

12.1 The District shall carry an errors and omissions policy covering all employees, and shall provide such insurance, tort liability and personal property coverage as required by law.

12.2 Acts of damage that are clearly recognizable as vandalism while an employee's vehicle is in the school setting and while the coach is acting within the scope of their assigned employment obligations to the District shall be covered by the individual's insurance policy, with the District reimbursing the amount of the deductible to a maximum of \$250.

12.3 The District will provide legal defense, through the Washington Schools Risk Management Pool, to employees acting within the course and scope of their official duties, including reasonable and prudent restraint of a student (as a last resort when no other option exists) in order to prevent harm to another student, employee or themselves.

Section 5 - Training

13.1 The District will pay the cost of the driver education component for those employees who drive a District vehicle that requires a type II driver's license.

13.2 First aid and CPR training opportunities will be offered to coaches twice per year. Scheduling for these training opportunities will be coordinated by the athletic directors. Coaches who do not take advantage of these two opportunities offered by the District will be required to obtain their certification on their own.

Section 6 - Salary, Individual Contracts and Salary Payments

14.1 Supplemental coaching assignments for extra compensation shall be issued at the earliest possible date. Supplemental coaching assignments for returning head coaches will be issued as soon after recommendation to the School Board for approval as is practicable. The District will make every effort to follow the same timeline for other returning employees whose assignment is known.

14.2 If an employee decides to resign from an extracurricular assignment, written notice must be given to human resources prior to School Board approval of the individual contract. Exceptions will be made for extreme hardships or emergencies.

14.3 Supplemental coaching assignments for extra compensation shall be issued as soon after recommendation to the School Board for approval as is practicable. For all Fife Public School employees who take on extra curricular assignments, payment will begin when the season begins and will be distributed in equal installments over the remainder of the school year, unless the employee requests by August 15th prior to the start of the school year to receive payment in one lump sum at the conclusion of the regular season. (In specific circumstances, other payment arrangements will be considered. To request alternative payment arrangements, please contact the Human Resources Department by August 15th prior to the start of the school year.)

14.3a Hiring assistant coaches: All assistant coach positions will be posted internally for 5 (five) days. When hiring for an assistant coach, a head coach can appoint to the assistant coach position any district employee, approved volunteer, or approved substitute (classified or certificated) so long as that person is an active employee, approved volunteer, or approved substitute (classified or certificated). In the event that 5 days passes and no candidate can be appointed, the district will post the position externally and standard hiring procedures will apply

14.4 Bargaining unit employees shall be compensated as per the Fife Extracurricular Salary Schedule (Appendix A).

14.5 Payroll errors: If an error in pay is found that would cause back pay for an employee or would cause the District to recoup pay from an employee, the District would only go back one year from the date of notification and verification of said error. In the event it is necessary to recoup funds from an employee, the District and the employee will work together to come up with an agreed upon payment plan.

14.6 Clinics and State Dues

It is agreed between the Fife School District and the Fife Coaches Association that the amount of \$9,000 will be budgeted for the 2020-2024 school years for the purpose of attendance at coach's clinics and for membership in the Washington State Coaches Association for each coach.

Membership registration for coaches is to be processed through the Athletic Director of each building. Coaches will have substitute coverage, as needed, when they attend athletic professional development activities.

14.7 Extended season.

If at the end of the regularly scheduled season any high school team has the potential of elimination prior

to a league playoff, tournament, or meet, then those continuing on will be in extended season. Head coaches will receive \$350 per week for coaching during an "extended season." If a head coach is not available to attend the extended season, an assistant coach may attend in place of a head coach and will be paid at the same rate as a head coach.. An assistant coach will be paid \$300 per week for any week when there are five (5) or more students per coach participating in the extended season. A full week of postseason pay will be earned and paid so long as there are not more than 7 days from qualifying for extended season to the date the first extended season game is played.

14.8 Longevity

Coaches who have completed 10 years of coaching will receive \$500 annually. Coaches who have completed 15 years of coaching will receive \$600 annually. Coaches who have completed 20 years of coaching will receive \$700 annually. Coaches who have completed 25 years of coaching will receive \$800 annually.

The longevity stipends will be paid at the end of the school year (June 30) in one lump sum. To receive payment for the stipend the coach involved must have had 1) any out of district experience on file with Fife Public Schools by May 1st of the year the longevity payment is to be paid 2) the 10th season of coaching must commence within the year the longevity payment is to be paid. The stipend amount will be automatically added to the June 30th check each year following the completion of steps 1 and 2, so long as the coach has worked in a coaching capacity in the year the longevity payment is to be paid. It will be the responsibility of the individual coach to get their paperwork completed and turned in.

14.9 Mileage Reimbursement

In the event that a coach is unable to use a Fife Public School facility and will need to travel outside of the Fife Public School boundaries to hold practice, the head coach and assistant coach may be reimbursed for mileage. Mileage reimbursement will be paid at the current IRS mileage rate. All mileage reimbursement requests must be turned in every month during that sports season.

ARTICLE IV - GENERAL WORKING CONDITIONS

Section 1 - Student Discipline;

15.1 The Administration shall support employees in their efforts to maintain reasonable and appropriate discipline in the District and during extra curricular activities.

15.2 Employees may use prudent disciplinary measures for the safety and well being of students and employees. Employees may exercise reasonable and prudent use of physical restraint to prevent harm to a student or themselves (as a last resort when no other option exists).

ARTICLE V - GRIEVANCE PROCEDURE

16.1 Purpose. The purpose of the grievance procedure is to provide orderly and expeditious means for resolving problems or grievances at the lowest possible level.

16.2 Definitions.

a) Grievance: Shall mean a claim by an employee that there exists a violation, a misinterpretation, or misapplication of a specific provision(s) of this Agreement.

b) Grievant: Shall mean an employee in the bargaining unit, except as provided in Section 1.2 3.

c) Days: Shall mean school days during the academic school year and all weekdays, except holidays, during the remainder of the year.

d) Time Limits: The time limits herein shall be considered maximum except that both parties may mutually agree in writing to extend such limits with respect to any particular grievance. If time limits are not met by the grievant, the grievance shall be considered waived. If the District does not meet time limits, the grievant shall have the right to proceed to the next level of the grievance procedure.

16.3 Association Grievances. The Association shall have the right to grieve any violation, misapplication, or misinterpretation of any provision(s) involving the Association (as a corporate entity). Such grievances shall be filed at Step 2 of the grievance procedure.

16.4 Informal Discussion. Any employee having a problem concerning a violation, misinterpretation, or misapplication of this Agreement shall, within twenty (20) days of the time the employee had knowledge of or should have had knowledge of the problem, discuss the problem informally with the principal or appropriate immediate administrator and shall set forth the provision(s) believed to be violated, misinterpreted, or misapplied. In the event the problem is not resolved informally in the discussion(s) with the immediate administrator, the employee may, within thirty (30) days of the time the employee had knowledge of or should have had knowledge of the problem, take the matter up as a grievance as outlined in Section 16.5

16.5 Grievance Procedure. The following sets forth steps to be followed in attempting to resolve grievances:

Step 1. In the event the problem is not resolved informally, as set forth in 1.4, it shall be reduced to writing and submitted to the appropriate administrator as a grievance within thirty (30) days of the time the grievant had knowledge of or should have had knowledge of the problem giving rise to the grievance. The written grievance shall state the fact(s) upon which it is based, the issue involved, any Agreement provisions allegedly violated, and the relief sought.

A meeting between the grievant and the administrator shall be held to resolve the grievance within ten (10) days following receipt of the written grievance by the administrator.

Step 2. In the event the grievant is unsatisfied with the disposition of the grievance at Step 1, or in the event no decision is reached within five (5) days after the presentation of the grievance, the grievant and/or the Association may, within five (5) days thereafter, refer the matter in writing to the Superintendent, either by registered mail or in person.

(a) If the Association decides not to pursue the grievance, it shall so notify the grievant and the District Superintendent in writing, and the matter, insofar as the Association is concerned, is terminated.

(b) The Association, in pursuing the grievance on behalf of the grievant, shall meet with the Superintendent (or designated) representative within ten (10) days of the Superintendent's receipt of the notice, in an effort to reach an equitable solution.

(c) Time limits, as set forth in this section, shall also apply when an employee is acting on their own behalf.

The Superintendent (or designee) shall issue a written response to the grievant within fifteen (15) days following this meeting.

Step 3. In the event the grievant is unsatisfied with the disposition of the grievance at the conclusion of Step 2, said grievant may, within ten (10) days, refer the grievance to the Board of Directors. A quorum of the Board of Directors shall consider the matter in executive session, at which the grievant may appear. The Board of Directors may issue a bench decision, but in any event shall give its answer within three (3) working days following completion of the executive session.

16.6 No Reprisals. There shall be no threats or reprisals of any kind by the Association or its members against any employee who does not wish to file a grievance or settle a grievance or who appears as a witness or gives testimony in the grievance procedure. There shall be no threats or reprisals of any kind by the District against any party due to their involvement in the grievance procedure.

16.7 Separate Files. All documents, communications, and records dealing with processing of a grievance shall be filed separately and not in the individual's personnel file.

16.8 Background Checks. New coaches will NOT be permitted to begin coaching until fingerprinting, sexual misconduct disclosure background, and District-required online training processes have been completed. Pay will be prorated for any coach who has not completed the necessary processes prior to the start of the sport season.

Appendix A - Fife School District Athletic Salary Schedule

Level	B	G	Coach	#	2024-2025	2025-2026	2026-2027	2027-2028
High	N/A		Athletic Director	1	\$13,415.31	\$13,817.77	\$14,370.48	\$14,945.30
	N/A		Athletic Trainer - (FALL)	1	\$7,965.34	\$8,204.30	\$8,532.47	\$8,873.77
	N/A		Athletic Trainer - (WINTER)	1	\$7,965.34	\$8,204.30	\$8,532.47	\$8,873.77
	N/A		Athletic Trainer - (SPRING)	1	\$7,965.34	\$8,204.30	\$8,532.47	\$8,873.77
	N/A		Athletic Trainer, Assistant	1	\$6,917.27	\$7,124.79	\$7,409.78	\$7,706.18
	X		Baseball, Head	1	\$7,965.34	\$8,204.30	\$8,532.47	\$8,873.77
	X		Baseball, Assistant	2	\$6,288.43	\$6,477.08	\$6,736.16	\$7,005.61
	X	X	Basketball Head	2 (1B/1G)	\$9,642.25	\$9,931.52	\$10,328.78	\$10,741.93
	X	X	Basketball Assistant	4 (2B/2G)	\$6,707.66	\$6,908.89	\$7,185.24	\$7,472.65
		X	Bowling, Head	1	\$7,546.11	\$7,772.49	\$8,083.39	\$8,406.73
		X	Bowling, Assistant	1	\$6,288.43	\$6,477.08	\$6,736.16	\$7,005.61
	N/A		Cheer, Head	1	\$8,803.80	\$9,067.92	\$9,430.63	\$9,807.86
	N/A		Cheer, Assistant	1	\$6,707.66	\$6,908.89	\$7,185.24	\$7,472.65
	X	X	Cross Country, Head	1	\$7,546.11	\$7,772.49	\$8,083.39	\$8,406.73
	X	X	Cross Country, Assistant	1	\$6,288.43	\$6,477.08	\$6,736.16	\$7,005.61
		X	Fastpitch, Head	1	\$7,965.34	\$8,204.30	\$8,532.47	\$8,873.77
		X	Fastpitch, Assistant	2	\$6,288.43	\$6,477.08	\$6,736.16	\$7,005.61
	N/A		Football, Head	1	\$10,480.71	\$10,795.13	\$11,226.94	\$11,676.02
	N/A		Football, Assistant	7	\$6,707.66	\$6,908.89	\$7,185.24	\$7,472.65
	X	X	Golf, Head	2 (1B/1G)	\$7,546.11	\$7,772.49	\$8,083.39	\$8,406.73
	X	X	Golf, Assistant	2 (1B/1G)	\$6,288.43	\$6,477.08	\$6,736.16	\$7,005.61
	X	X	Soccer, Head	2 (1B/1G)	\$7,546.11	\$7,772.49	\$8,083.39	\$8,406.73
	X	X	Soccer, Assistant	4 (2B/2G)	\$6,288.43	\$6,477.08	\$6,736.16	\$7,005.61
	X	X	Swimming, Head	2 (1B/1G)	\$7,965.34	\$8,204.30	\$8,532.47	\$8,873.77
	X	X	Swimming, Assistant	2 (1B/1G)	\$6,288.43	\$6,477.08	\$6,736.16	\$7,005.61
	X	X	Tennis, Head	2 (1B/1G)	\$7,546.11	\$7,772.49	\$8,083.39	\$8,406.73
	X	X	Tennis, Assistant	2 (1B/1G)	\$6,288.43	\$6,477.08	\$6,736.16	\$7,005.61
	X	X	Track, Head	1	\$9,642.25	\$9,931.52	\$10,328.78	\$10,741.93
	X	X	Track, Assistant	5	\$6,288.43	\$6,477.08	\$6,736.16	\$7,005.61
		X	Volleyball, Head	1	\$8,803.80	\$9,067.92	\$9,430.63	\$9,807.86
		X	Volleyball, Assistant	2	\$6,707.66	\$6,908.89	\$7,185.24	\$7,472.65
	X	X	Wrestling, Head	2 (1B/1G)	\$9,642.25	\$9,931.52	\$10,328.78	\$10,741.93
	X	X	Wrestling, Assistant	2 (1B/1G)	\$6,707.66	\$6,908.89	\$7,185.24	\$7,472.65

Level	B	G	Coach	#	2024-2025	2025-2026	2026-2027	2027-2028
Middle Level (CJH)		N/A	Athletic Director	1	\$6,917.27	\$7,124.79	\$7,409.78	\$7,706.18
	X		Baseball	1	\$5,030.75	\$5,181.67	\$5,388.94	\$5,604.49
	X	X	Basketball	2 (1B/1G)	\$5,030.75	\$5,181.67	\$5,388.94	\$5,604.49
		X	Cross Country	1	\$5,030.75	\$5,181.67	\$5,388.94	\$5,604.49
		X	Fastpitch	2	\$5,030.75	\$5,181.67	\$5,388.94	\$5,604.49
		N/A	Football	3	\$5,030.75	\$5,181.67	\$5,388.94	\$5,604.49
	X	X	Soccer	2 (1B/1G)	\$5,030.75	\$5,181.67	\$5,388.94	\$5,604.49
	X	X	Track	4 (2B/2G)	\$5,030.75	\$5,181.67	\$5,388.94	\$5,604.49
		X	Volleyball	3	\$5,030.75	\$5,181.67	\$5,388.94	\$5,604.49
	X	X	Wrestling	2	\$5,030.75	\$5,181.67	\$5,388.94	\$5,604.49
Level	B	G	Coach	#	2024-2025	2025-2026	2026-2027	2027-2028
Middle Level (SLMS)		N/A	Athletic Director	1	\$6,917.27	\$7,124.79	\$7,409.78	\$7,706.18
	X		Baseball	1	\$5,030.75	\$5,181.67	\$5,388.94	\$5,604.49
	X	X	Basketball	2 (1B/1G)	\$5,030.75	\$5,181.67	\$5,388.94	\$5,604.49
		X	Cross Country	1	\$5,030.75	\$5,181.67	\$5,388.94	\$5,604.49
		X	Fastpitch	1	\$5,030.75	\$5,181.67	\$5,388.94	\$5,604.49
		N/A	Football	3	\$5,030.75	\$5,181.67	\$5,388.94	\$5,604.49
	X	X	Soccer	3 (1B/2G)	\$5,030.75	\$5,181.67	\$5,388.94	\$5,604.49
	X	X	Track	2 (1B/2G)	\$5,030.75	\$5,181.67	\$5,388.94	\$5,604.49
	X	X	Wrestling	2 (1B2/G)	\$5,030.75	\$5,181.67	\$5,388.94	\$5,604.49

Coaching stipends will be paid according to this schedule and based on numbers turning out that would constitute the need for that position.

Appendix B – Ensuring Verticality in the Athletic Program

Activity/ Task	Principal	Building Athletic Director/ Administrator	High School Head Coach
Hiring	Principal will include high school head coach in the decision making process prior to hiring coaches.	Will work with their principal and high school head coach to ensure that the building hire understands expectations of the overall program. It is optimal that the hire takes place early enough to allow for meeting times between building coaches and high school coaches.	Will provide input into the hiring of building coaches in their respective areas. Input could range from giving recommendations to being involved in the actual hiring process.
Program Consistency	Will work with building AD/ Administrator as needed to ensure that program is aligned with the high schools head coaches.	Will meet with high school head coach and building coach to ensure there is a clear understanding of instruction and philosophy. Work with building coach as needed to ensure a clear understanding of expectations and how they are to be carried out.	Will meet with building AD and building coach to discuss program vision and mission. Will specifically provide; <ul style="list-style-type: none"> • Drill Information • Written playbooks or workouts as needed, including providing video tapes or other such materials • Will meet with the building coach as needed to ensure that there is a clear understanding of program • Will attend at least one game (or more) and a practice to ensure that program is consistent • Will provide feedback to coach as needed to ensure alignment. Will make sure that building AD and principal is kept informed of • feedback provided
Post-Season Meeting	Will work with building AD/ Administrator to ensure that such a meeting takes place	Will meet with high school head coach and building coach at the conclusion of the season to discuss the progress of the program. This will ensure that; <ul style="list-style-type: none"> • Program has made steps to ensure alignment • Put into place any plans for improvement and/or need of support from either the high school program or the District 	Will meet with building AD and building coach at the conclusion of the season to discuss the progress of the program. This will ensure that; <ul style="list-style-type: none"> • Program has made steps to ensure alignment • Put into place any plans for improvement and/or need of support • Put into place a plan to provide opportunities for lower level coaches to be involved in the high school program as needed to carry out their duties

Hiring Process: The following are the guidelines that should be followed when filling a coaching position.

1. Principal's choice with input from the high school head coach.
2. High School Head Coaches choice.
3. Other considerations for hiring (not necessarily in order)
 - a. Candidate is located in the building where the opening is available
 - b. Coaching seniority in the District (in that sport)
 - c. Coaching experience overall (in that sport)
 - d. Candidate is philosophically aligned with the program vision/mission in which they are applying.

Verticality alignment

If there are people in these current coaching positions that **have not** been working with high school head coaches, they need to be willing to do so for next year. If you are not sure about the level of involvement at this point, make an appointment to meet with the high school head coach to gather information. Any future hiring/firing will follow the verticality guidelines spelled out in the above chart.

Role of the Athletic Directors - Administrative Designee

Fife High School	Columbia Junior High	Surprise Lake Middle School
Scheduling 9 – 12 Coaching Certification 9 -12 Athletic Clearances 9-12 Transportation Officials for contests Game Management Oversee Inventory/athletic purchases Conduct coaches meetings (pre-post) League Meetings Awards/Banquets Assist as needed for state level competition and preparation	Scheduling with Plateau League 6-8 Coaching Certification 7-8 Athletic Clearance 8 <ul style="list-style-type: none"> 6-7 clearances will be sent to CJH after SLMS processes Transportation <ul style="list-style-type: none"> Coordinate with SLMS Officials for contest <ul style="list-style-type: none"> Coordinate with SLMS Game Management <ul style="list-style-type: none"> Coordinate with SLMS Oversee inventory/athletic purchases Conduct coaches' meetings (pre-post) Awards/Banquets	Athletic Clearances 6-7 <ul style="list-style-type: none"> Clearances will be sent to CJH after copies are made Transportation <ul style="list-style-type: none"> Coordinate with CJH Officials for contest <ul style="list-style-type: none"> Coordinate with CJH Game Management <ul style="list-style-type: none"> Coordinate with CJH Oversee inventory/athletic purchases Conduct coaches' meetings (pre-post) Awards/Banquets

This Agreement shall be in effect from September 1, 2024 through August 31, 2028.

Fife School District

**Fife Coaches Association, an affiliate
of the Fife Education Association**

signatures kept on file

signatures kept on file

Lillie Torres - Director of Human Resources

Kent Nevin - FCA President

December 19, 2024

December 19, 2024

Date

Date