

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

Preamble

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

Recognition

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

Conformity to Law

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

Evaluation

High School head coaches will be evaluated the first year in the position. Subsequently, head coaches will be evaluated every other year. Coaches may be evaluated more frequently upon request of the coach or if the administrator determines it is necessary. Evaluations will be completed within thirty (30) school days after the close of the season for the athletic activity.

High School assistant coaches will receive feedback from the head coach and/or administrator responsible for athletics.

Middle School coaches will be evaluated in their first year of coaching a sport, and any year after that at the request of the coach or administrator.

High School and Middle School activity advisors will be provided written feedback when there are concerns.

Salary Schedule

The Extra Curricular Coaching Salary Schedule for 2025-28 is in Appendix A. For Assistant Coaches at Level 5 who would otherwise lose money, their stipend will be frozen at the 2024-25 rate until such time as the salary schedule stipend exceeds their 2024-25 stipend, they move up a step, or when they stop coaching, whichever comes first. The list of impacted employees and their stipend will be shared with the Association annually.

The Extra Curricular Non-Coaching Salary Schedule for 2025-26 is in Appendix B. Salaries for 2026-27 and 2027-28 will be bargained in spring 2026 in conjunction with the Snoqualmie Valley

Education Association's ("SVEA") bargain of the Co-Curricular Salary Schedule, so that the District, Association and SVEA can collaborate on a possible restructure of the salary schedule and review of the comparable positions in each schedule.

Experience Calculation

Experience as a coach, either in the District or another school district, will be assessed at a one-to-one ratio, whether as a head or assistant coach. Out of district coaches will need to have their time verified using the appropriate paperwork provided by the District.

Staffing

Due to the inability to anticipate the number of athletes who will turn out for sports, the District and Association shall meet by the end of the fifth practice day, each season, to determine if additional coaching positions need to be posted and hired.

High School Post Season Compensation

1. Post Season Compensation will be paid for each week beyond the season as defined below. The weekly amount will be determined by dividing the regular season stipend by twelve (12).
2. Post Season will become effective for team sports (Baseball, Basketball, Flag Football, Football, Soccer, Softball, Volleyball) after completion of the scheduled number of allowable WIAA contests (or fewer if restricted by weather or league decision).
3. Post Season will become effective for individual sports (Cross country, Golf, Gymnastics, Swimming & Dive, Tennis, Track & Field, Wrestling) after completion of the league tournament.
4. Post Season for High School Cheer and Dance will be paid for their respective state and national competitions.

Training

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

Elementary Building Extracurricular Funds

Extracurricular funds are allocated to each elementary school as described below. Each school will have a recognized building advisory group who will work with the principal to determine the allocation of funds to employees for approved extracurricular activities.

1. Each elementary building will be allocated \$7,500 annually to compensate employees for approved extra-curricular activities.
2. Each elementary building shall have an annual amount allocated to it to compensate employees for approved intramural (lunch/recess) activities. The annual allocation shall be based on the October 1 FTE:

FTE 600 or less	\$2,500
FTE more than 600	\$3,500

Elementary Building Safety Patrol Funds

Each elementary is allocated \$1000 for Safety Patrol.

First Aid/CPR

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

Filling Positions

1. Where the qualifications of an internal building applicant are substantially equal to the qualifications of an external building applicant, preference will be given to the internal applicant. Where the qualifications of an internal district applicant are substantially equal to the qualifications of an applicant from outside the district, preference will be given to the internal applicant. The qualifications of an applicant shall include the abilities, skills, and experience necessary for implementation of the District philosophy for the particular program.
2. High School Head Coach: Head coach positions will be posted through the District's designated application system for both employees and non-employees for a minimum of five (5) business days.
3. Middle school head and assistant coaches, high school assistant coaches, and activity advisors: When the District determines there is a new or open extra-curricular (i.e.: coaching, activities), said position shall first be advertised to in-building employees. If no in-building employee is selected to fill the position, the District will post the position for five (5) business days. Consideration will be given to in-district applicants before applicants who are not employees of the District.
4. In the event of a situational emergency due to season time constraints the district will notify SCAA in writing of waiving the minimum posting rule.
5. Coaches and Advisors who begin more than two weeks after their respective sport or activity begin will have their stipend prorated accordingly. Proration is based on total days worked in the season or activity versus total days of the season or activity.
6. In the event the District opens a new secondary school, the District will follow the process outlined above after the building staff has been selected.

High School Game Managers

1. Game Managers will be hired for the high school sports listed below.
 - a. Basketball, Boys
 - b. Basketball, Girls
 - c. Soccer, Boys
 - d. Soccer, Girls
 - e. Volleyball
 - f. Wrestling
2. The Game Manager will be responsible for game management activities which include, but are not limited to: checking out and returning ticket sales items and cash before and after the event, ensuring Game Officials have access to a locker room/changing area,

setting up required equipment (i.e.: score clock, shot clock, etc.), and will troubleshoot event issues related to supplies and facility.

3. The Game Manager positions will be advertised at Mount Si High School for interested staff, with the intent of having one game manager per sport.
4. Game Managers will be paid \$25 per hour, with most events being 5 hours in length. Basketball Quad nights may be split between two people or may be one person working more than 5 hours.

Grievance Procedure

A grievance is any claim of an alleged violation, misinterpretation, or misapplication of the terms of this agreement.

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

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

A grievance must be in writing and must include:

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

A grievance must be signed and dated by the grievant.

Procedural Steps

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

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

Duration

This Agreement is effective September 1, 2025 and shall continue in full force and effect through August 31, 2028.

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

FOR THE ASSOCIATION

/s/L. Bradwell

Representative, SCAA

9/12/25

Date

FOR THE DISTRICT

/s/D. Schlotfeldt

Superintendent, SVSD

9/12/25

Date