

## Negotiation Style, Methods and Procedures

The following procedures shall be followed during the negotiations process:

1. The representatives of the Board and the recognized teacher organization shall consist of no more than five members each. However, up to three individuals from both the Board and the recognized teacher organization may attend as observers for training purposes.
2. Negotiations will be conducted at times and places mutually agreeable to the negotiators named by each party, provided the first meeting is held **by March 1 each year, and the agreement is ready for the May Board meeting**, unless extended by mutual consent or in accordance with procedures set forth in Board Policy HN, Impasse Procedures.

Note: **Negotiated** increases will be awarded on the September paycheck of **the following** school year.

3. Negotiations may be conducted by mutual consent **in the monthly 3 x 3 committee during** the year for items not connected with salary and monetary benefits. **The full negotiations team may be convened at any time by mutual agreement of the Board and teacher organization.**
4. During negotiations, the representatives of the Board and of the recognized teacher organization will present relevant data, exchange points of view and make proposals and counter proposals. Either party may call a caucus at any time. Upon request of either party, the other will make available for inspection its records and data pertinent to the subject of negotiation.
5. When a proposal has been worked out concerning items of negotiation pursuant to this policy by representatives of the recognized teacher organization and the Board this proposal will be presented to all district employees. **The recognized teacher organization and the Board of Education will ratify the tentative agreement.**
6. A decision must be reached on each matter for negotiation as provided for in Board Policy HC, Scope of Negotiations, before the proposal may be presented for ratification in accordance with part 5 of this agreement.
7. Either party to the negotiations may call upon consultants who may be present at all sessions. Unless mutually agreed upon, consultants may not enter into the negotiations procedures.

Adopted: 09/24/92  
Revised 12/10/98, 11/16/06, 04/14/11

CROSS REF: DBH\*, Fiscal Emergencies