

PROCEDURES FOR CONDUCTING NEGOTIATIONS (ref. Policy D2-5)

1. The Personnel Committee will serve as the negotiating committee for the Thetford Academy Board of Trustees.
2. Members of the committee will seek input from the Academy's Administration, the Board's Finance Committee, and the Board's Executive Committee prior to meeting with each of the three bargaining groups (teachers, staff, administration). Input should include but not be limited to desired language changes, and salary and benefits keeping in mind that negotiations are a give-and-take process.
3. Prior to and during negotiations, the Finance Committee, in collaboration with the Business Manager, will advise the Personnel Committee about the projected impact of proposed changes in salaries and benefits.
4. In order to have negotiations completed in time for annual budget preparation, the Head of School will contact the Chair of the Personnel Committee in July, one year prior to the ending date for the particular contract, to notify her/him of the need to begin negotiations.
5. The Chair of the Personnel Committee will then notify the representatives of the affected bargaining group(s) that negotiations will commence in mid August and proceed on a regular schedule with a targeted settlement date of December in order to incorporate the terms of the settlement in the next fiscal budget.
6. Throughout the process, the Personnel Committee will report to the Executive Committee in executive session and seek input from them. The Business Manager will provide requested input as well at each Executive Committee meeting between August and the end of December.
7. Head of School will supply the Chair of the Personnel Committee in August with any language changes sought by the Administration in order for them to better administer the contract and manage the operations of the Academy.
8. The Business Manager will supply the Personnel Committee with information regarding comparables for the area as well as the impact of various percentage increases on the total salary dollars and the tuition rate. These comparisons will include changes in salary, insurance packages and any other items affecting the

overall costs and the tuition rate.

9. The tentative agreements completed in December and approved by the Executive Committee will go to the full board in January for approval and inclusion in the budget.

Notes:

This timeline will require both sides to commit to regular meetings until a mutually agreeable settlement is reached. This may require the school groups to call special meetings for approvals at intervals in the process just as the personnel committee will seek Executive Committee approvals and suggestions throughout the process.