

PROCEDURES FOR CONDUCTING NEGOTIATIONS

(ref. Policy D2-5)

Originally Adopted by Full Board: 10/26/06

Revision Approved at Full Board First Reading: 4/14/11

Revisions Adopted at Full Board Second Reading: 5/12/11

1. The Personnel Committee will serve as the negotiating committee for the Board of Trustees.
2. The committee will seek input from the Academy's Administration, the Board's Resources Committee and the Business Manager prior to meeting with each of the three bargaining groups (teachers, staff and administration). Input should include but not be limited to desired language changes, and salary and benefits.
 - a. Efforts should be made to conclude negotiations in time for the annual budget approval. Toward that end, the Head of School will contact the Chair of the Personnel Committee in July, one year prior to the ending date for a particular contract, to notify the Committee of the need to begin negotiations.
 - b. The Chair will then notify the representatives of the affected group 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 year budget.
 - c. The Head of School will supply the Personnel Committee in August with any language changes sought by the Administration in order to better administer the contract and manage the operations of the Academy.
 - d. In August, the Business Manager will supply the committee with data regarding comparables for the area, the impact of percentage increases on total salary expenses, and on the tuition rate. The Business Manager will convey information from the Resources Committee to the Personnel Committee throughout the bargaining process.
3. The Personnel Committee will report to the Board in Executive Session as negotiations progress and bring a final proposal to the Board for its ratification once a tentative agreement has been reached.