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HA Professional Personnel Negotiations

The board of education and the Prairie Hills Education Association agree to abide by the terms and conditions as set forth in the Professional Council procedures. Said procedures are found in HA-R.

In the event that one or both parties determines that the Professional Council procedures are no longer acceptable, Section H as found herein will automatically become effective upon the date that either one or both of the parties notifies the other.

Approved:

HA-R Professional Personnel Negotiations

The Professional Council shall be composed of the Prairie Hills Education Association president and four members, two elementary and two secondary, designated by the president; the superintendent of USD #113 and four persons designated by him, two of which shall be board of education members, assist superintendent, and one principal.

One elementary member, one secondary member, one board of education member, and one principal shall be appointed for a one-year term. One elementary member, one secondary member, one board of education member, and one principal shall be appointed for a three-year term. Subsequent appointments will be for three years.

HA-R Professional Personnel Negotiations (continued)

The council shall organize itself at the first meeting to include a chairman and a secretary. The president of the Prairie Hills Education Association and the superintendent of school of USD #113 shall not serve as chairman.

Meetings

The professional council shall meet at least once a month during the school term with special meetings as necessary.

Purpose

The primary functions of the professional council are as follows:

Act as a communications clearing-house.

Discuss, study, advise, and recommend on subjects mutually agreed upon relating to the Prairie Hills Unified District #113.

Limitations

The Professional Council in no way can usurp the authority granted to educational position, to duly appointed committees of the district, to duly appointed committees of the Prairie Hills Education Association or powers of the board of education.

Kansas Statutes supersede any action by the council.

Committees

No standing committees will be appointed.

Agenda

The chairman of the council will be responsible for preparing the agenda. Any member of the council may submit items for the agenda.

HA-R Professional Personnel Negotiations (continued)

Reporting

The minutes of the council meeting will be made available to all Prairie Hills Education Association members and to all board of education members.

Financial obligations

The Prairie Hills Education Association and the Board of Education shall share any expenses incurred equally.

Approved:

HAA Legal Status

The board shall negotiate with its employees as provided by board rules and regulations, except where applicable law covers such negotiation.

Approved:

HAA-R Legal Status

In the event a professional employee's association requests and is granted recognition by the board, as provided by law, the board shall negotiate with representatives of such association in the manner outlined elsewhere in these rules. If no such recognition is requested or granted the board shall, from time to time, meet with representatives of the teachers on an informal basis in regard to their terms and conditions of employment and other matters of mutual concern. If at any time such informal meetings are attempted to be turned into formal negotiation sessions by the representatives of the teachers or administrators, the board shall immediately cease such conferences until such time as the professional employees request formal recognition and meet the statutory requirements thereof.

Approved:

HAB Goals and Objectives

Negotiating with employees and employee organizations is for the purpose of improving the efficient operation of the school district and increasing the educational opportunities of the students.

Approved:

HAC Scope of Professional Negotiations

Negotiations shall not exceed in scope the matters set forth under Kansas' professional negotiations law.

Approved:

HAD Board Rights and Duties

Except as provided by law, none of the rights and duties of the board of education shall be delegated in any manner to employee organizations or employees.

Approved:

HAE Board Negotiating Agents

The board shall, from time to time, select as its agents for the purpose of negotiating those persons the board feels will best represent the interests of the school district.

Approved:

HAE-R Board Negotiating Agents

Each year, on or before the first day of November, the board shall designate its agents for the purpose of negotiating during the current school year. The superintendent and the board attorney shall make recommendations to the board in regard to who shall be the chief negotiator for the board, and, following his selection, the superintendent, attorney, and chief negotiator shall recommend to the board the other members of the negotiating team.

Approved:

HAF Superintendent's Role

The superintendent shall not be the chief negotiator for the board. The superintendent shall act in an advisory capacity to the board's chief negotiator and to the board's negotiating team.

Approved:

HAHA Method of Determination

The board, after consultation with the superintendent, board attorney, and board's chief negotiator, shall designate the negotiating team members.

Approved:

HAHBA Use of School Facilities

The board will make school facilities available for negotiating sessions.

Approved:

HAHBA-R Use of School Facilities

School facilities for negotiating sessions shall be made available without cost to the teachers' organization. If the teachers' organization wishes to negotiate in facilities not furnished by the board, none of the costs of any such other facilities shall be paid for by the board.

Approved:

HAHBB Use of School Equipment

The board shall make school equipment available for negotiating sessions.

Approved:

HAHBB-R Use of School Equipment

If the teachers' representatives desire certain school equipment for negotiating sessions, a request for such equipment shall be made to the superintendent at least one day in advance of the day scheduled for negotiating.

Approved:

HAHBC Use of School Time

The board, by regulation, may provide for the use of school time by its certified employees' negotiating team for the purpose of negotiating.

Approved:

HAHBC-R Use of School Time

No employee shall be released from his regularly assigned duties for the purpose of meeting and conferring.

Approved:

HAI Bargaining Meeting Procedures

Time and Place

The time and place of negotiating sessions shall be decided by the board's team and the employees' teams.

Time Limits

Time limits on negotiating sessions shall be as agreed to between the board's team and the employees' team.

Notification

Notification of negotiating sessions shall be as agreed upon between the board's team and the employee's team.

Agenda Determination

The agenda for negotiating session shall be as agreed upon between the board's team and the employees' team.

HAI Bargaining Meeting Procedures (continued)

Distribution of Information

The distribution of information concerning negotiating sessions shall be discretionary with the board.

Research Assistance

The board shall furnish to the association such information, as is a matter of public record in such form as the board determines. (Cf. EFDB)

Quorum

Quorum for negotiating sessions shall be as agreed upon by the board's team and the employees' team.

Rules of Order

The rules of order or procedure to be followed during negotiating sessions shall be as agreed upon between the board's team and the employee's team.

Minutes and Records

The board's team shall keep reasonably detailed minutes and records of all negotiating sessions.

Reporting to Staff and Board

The board's team shall keep the board fully advised at all times as to the status of negotiations. The board shall, from time to time, report to the staff such information as the board deems advisable.

HAI Bargaining Meeting Procedures (continued)

Reporting to Press and Public

The board reserves the right to report to the press and to the public, at any time, any fact regarding negotiations.

Approved:

HAI-R Bargaining Meeting Procedure

Minutes and Records

One member of the board's team shall be designated to keep reasonably detailed minutes and records of all negotiating sessions. Immediately following each such session, such person shall transcribe said minutes and notes, which minutes and notes shall be confidential, except as hereinafter prescribed.

Reporting to the Staff and Board

The board shall, from time to time through the superintendent, be fully advised as to the status of the negotiating sessions. The board shall be furnished copies of the minutes and records of each session within three days following each such session. The board shall, from time to time through the superintendent, report to the staff such information as the board deems advisable.

HAI-R Bargaining Meeting Procedure (continued)

Reporting to Press and Public

Before any school board news release on negotiations to the press and public is made, such release shall be prepared by the chief negotiator and the superintendent and approved by the president of the board. If the president of the board is unavailable, the vice-president of the board shall make such determination, and if he is also unavailable, the superintendent shall make such determination. No other person is authorized to release to the public or press, on behalf of the board, any information in regard to negotiations.

Approved:

HAI A Time and Place

The time and place of meeting and conference session shall be decided by the board's team and the employees' team.

Approved:

HAIAA Time Limits

Time limits on meeting and conference sessions shall be as agreed to between the board's team and the employees' team.

Approved:

HAIB Notification

Notification of meeting and conference sessions shall be as agreed upon between the board's team and the employees' team.

Approved:

HAIC Agenda Determination

The agenda for meeting and conference session shall be as agreed upon between the board's team and the employees' team.

Approved:

HAID Distribution of Information

The distribution of information concerning meeting and conference sessions shall be discretionary with the board.

Approved:

HAIDA Research Assistance

The board shall furnish to the association such information as is a matter of public record in such form as the board determines.

Approved:

HAIDA-R Research Assistance

If any additional expense is incurred by the board in making available information pursuant to this policy, such information shall not be supplied to the employees' team unless the board is first reimbursed for any such expense. Matters not of public record shall not be made available to the employees' team without the prior consent of the board.

Approved:

HAIE Quorum

Quorums for meeting and conference sessions shall be as agreed upon by the board's team and the employees' team.

Approved:

HAIF Rules of Order

The rules of order or procedure to be followed during meeting and conference sessions shall be as agreed upon between the board's team and the employees' team.

Approved:

HAIG Minutes and Records

The board's team shall keep reasonable detailed minutes and records of all meeting and conference sessions. The board may authorize a taped record of said session.

Approved:

HAIG-R Minutes and Records

One member of the board's team shall be designated to keep reasonable detailed minutes and records of all meeting and conference sessions. Immediately following each such session, such person shall transcribe said minutes and notes, which minutes and notes shall be confidential, except as hereinafter prescribed.

Approved:

HAIHA To Staff and Board

The board's team shall keep the board fully advised at all times as to the status of meeting and conferring. The board shall, from time to time, report to the staff such information as the board deems advisable.

Approved:

HAIHA-R To Staff and Board

The board shall, from time to time through the superintendent, be fully advised as to the status of the meeting and conference sessions. The board shall be furnished copies of the minutes and records of each meeting and conference session within three (3) days following each such session. The board shall, from time to time, through the superintendent, report to the staff such information, as the board deems advisable.

Approved:

HAIHB To Press and Public

The board reserves the right to report to the press and to the public at any time any fact regarding meeting and conferring.

Approved:

HAIHB-R To Press and Public

Unless previously agreed to by the board, representatives of the press and public shall not be permitted to observe or report meeting and conference sessions. Before any news release to the press and the public is made, such release shall be prepared by the chief negotiator and the superintendent and approved by the president of the board. If the president of the board is unavailable the vice-president of the board shall make such determination, and if he/she is also unavailable, the superintendent shall make such determination. No other person is authorized to release to the public or press, on behalf of the board, any information in regard to meeting and conferring.

Approved:

HAI Preliminary Agreement Disposition

All preliminary agreements shall be immediately reported to the board at either a special or regular board meeting, or prior to such meeting at the discretion of the board's chief negotiator.

Approved:

HAK Ratification Procedures

The board will not engage in piece-meal ratification of agreements. The board will not take action on the total “package of agreements” until after the employees’ association has acted upon the same package of agreements unless impasse has been declared; however, if impasse has been declared, the board may take action after the completion of impasse procedures as provided in law.

Approved:

HAK-R Ratification Procedures

All tentative or preliminary agreements shall be placed in one package and simultaneously presented to the board for its consideration of the entire package. The board shall consider all of the tentative agreements in the package and advise its team as soon as possible those items to which the board can agree and those items to which the board cannot agree. The board shall then send the board’s team to additional negotiating session with appropriate instructions in regard to unresolved proposals.

Approved:

HAL Announcement of Agreement

The board may announce its ratification of agreement by whatever means the board deems advisable.

Approved:

HAMA-R Mediation

The chief negotiator shall make a recommendation to the board as to whether or not the board should or should not consent to the type of mediation proposed by the employees' team. The decision of the board in regard to mediation shall be communicated to the employees' team by the board's chief negotiator.

Approved:

HAMB-R Fact Findings

The chief negotiator shall make a recommendation to the board as to whether or not the board should approve or not approve a fact-finding procedure recommended by the employees' team. The board's decision in regard to fact-finding shall be communicated to the employees' team by the board's chief negotiator.

Approved:

HAMC Arbitration

No arbitration procedure shall be implemented without the prior consent of the board.

Approved:

HAN Sanctions and Slow Downs

The board opposes sanctions and slow downs by its employees.

Approved:

HAN-R Sanctions and Slow-Downs

If any school district employees should engage in a practice commonly known as a “slow down,” the board shall immediately direct the superintendent and other administrators to investigate the situation and report back to the board each and every instance where a board employee is not performing in accordance with the terms of his/her contract. The board shall take whatever action may be deemed appropriate, including termination of an employee, as the facts in each situation warrant.

Approved:

HBM-R Walk Outs and Slow Downs

If any school district employee should engage in a practice commonly known as “walk out” or “slow down,” the board shall immediately direct the superintendent and other administrators to investigate the situation and report back to the board each and every instance where a board employee is not performing in accordance with the terms of his contract. The board shall take whatever action may be deemed appropriate, including termination of an employee, as the facts in each situation warrants.

Approved: