

## Board-Staff Meet and Confer Process

It is the belief and responsibility of the Highland-Weld School District RE-9 that the learning process shall be designed and administered as to make the learning experience for each student interesting, relevant, stimulating and rewarding. This philosophy may be accomplished only in a free, open and human environment by a dedicated staff who believe in the worth of the individual. The staff shall be provided with the necessary encouragement, means, freedom and guidance to accomplish the district goals.

Therefore, the purpose of this policy is to:

1. Provide educational excellence for students and promote positive growth by allowing the Board, teachers, and administrators to become directly involved with the decision making process.
2. Develop a feeling of mutual trust and respect by enhancing the questioning process and by brainstorming alternative solutions to problems so that students may be better served.
3. Provide for a clear procedure for open communication.
4. Allow employees to impact educational policy and regulations for the betterment of students by promoting buy-in to the district's mission statement, goals, policies and procedures.
5. Encourage a non-threatening, objective process for dealing with problems and promote high morale among all parties.

### General provisions

The Board of Education has been granted certain powers and charged with certain duties and responsibilities by the state constitution and statutes. State laws make no provision for a board of education to delegate its powers and responsibilities to others or to relinquish its legislative functions and prerogatives granted by statute. However, the Board recognizes the need to consult directly with the district's staff to develop policies directly affecting employment conditions. In addition, other sources of information and opinions may be presented. Therefore the Board shall consult directly with district staff members for the purpose of developing new policies and amending and modifying existing policies directly related to the subjects described below as within the scope of this policy prior to their adoption, amendment or modification by the Board.

### Definitions

1. For purposes of this policy, Highland-Weld RE-9 School District professional staff members shall mean an unaffiliated organization whose membership includes all licensed/certificated elementary and secondary teachers, librarians, counselors, school nurses and principals.
2. For purposes of this policy, the words *unaffiliated organization* shall mean an organization that is not united with or officially connected, associated or attached to any other organization as a member, branch, local or official affiliate.
3. *Professional staff members* shall mean all half-time or more licensed/certificated teachers, librarians, school nurses, counselors or principals.
4. The *association* shall mean the Highland-Weld RE-9 School District professional staff members.
5. The *district* shall mean the Highland-Weld RE-9 School District.
6. The *Board* shall mean the Highland-Weld RE-9 Board of Education.
7. *Principal shall* mean a building level administrator.
8. *Superintendent* shall mean the superintendent of schools of Highland-Weld RE-9 School

District.

9. *Building representative* shall mean an elected representative from a school.
10. *School* shall mean a school building, grounds or any work location or office to which an employee is assigned permanently or temporarily.
11. *Policy committee* shall mean a representative committee of staff members and Board members.
12. *Day* shall mean calendar day unless otherwise specified.
13. *School year* as used here shall mean the calendar as adopted by the Board.
14. *Consultation* as used here shall mean an exchange of views and the making of recommendations.

This policy shall be in effect until amended or revised by recommendation from the personnel policy committee and approved by the Board of Education.

#### Personnel policy committee

The personnel policy committee shall consist of:

1. Three elected professional staff members for Highland Elementary School
2. Two elected professional staff members for Highland Middle School
3. Two elected professional staff members for Highland High School
4. One principal elected by the administrative team
5. Two Board members

The superintendent shall serve as executive director of the committee and shall chair committee meetings.

The committee shall elect a secretary to record minutes of meetings.

The committee may appoint a subcommittee to complete assigned tasks.

The superintendent shall develop an agenda for each meeting based on input from committee members.

#### **Scope of consultation**

The scope of consultation items shall consist of but not be limited to the following:

1. Salary schedule
2. Employee benefits
  - a. Health insurance
  - b. Dental insurance
  - c. Life insurance
  - d. Long-term disability
3. Transfers
4. Safety conditions of employees
5. Procedures for processing grievances
6. Leaves of absence
  - a. Sick leave
  - b. Jury duty
  - c. Personal leave
  - d. Maternity leave
  - e. Child care leave
  - f. Sabbatical leave/leave of absence
  - g. Bereavement leave

7. Extra duty salaries
8. Professional growth
9. Any additions, amendments or modifications to this policy.

All matters not specifically enumerated above shall be considered as appropriate for discussion by the District Leadership Team, Building Leadership Team, Superintendent's Council, administrative team and/or accountability team (EM/A) and include such items as definition of educational objectives, determination of curriculum, professional growth and staff development.

### **Selection of representatives**

The selection of professional staff representation shall be within the sole discretion of the professional staff membership provided; however, representatives shall be selected by a democratic process that provides each member with an opportunity to participate fully in the selection of such representative on a substantially equal basis. This shall not limit the ability of the professional staff to allow its members in each school to select their representatives, to elect a committee to choose representatives including representatives for different subject areas, or otherwise to make rational distinctions on legal grounds.

The Board may appoint any persons it desires to be its representatives within the framework of this policy.

Either the Board or district staff members may invite experts to address different subject matters except that the representatives shall be identical for all consultations during a school year unless a representative resigns from such responsibility.

However the Board and the district staff shall make every effort to maintain continuity in their representatives. Each group's representatives after the initial year shall rotate so that one-half of the representatives shall be elected in alternate years.

Representatives shall be charged with the responsibility of communicating consultation group progress to their constituencies.

### **Request for consultation**

Written requests for consultation meetings shall be submitted by the policy committee via the superintendent. Such written requests may be submitted during the meet and confer time frame and shall include the complete language of the proposals to be discussed in accordance with the scope as listed above.

The first meeting of the consultation group shall be held no later than April 15 and completed no later than May 15.

### **Consultation process**

During each consultation, personnel policy committee members shall present relevant data and exchange points of view with the goal of reaching a consensus for recommendations to be made jointly to the Board. Representatives shall have the duty to provide each other with legally available information upon request. Reasonable copying requests shall be fulfilled at district expense.

If no consensus or recommendation in a personnel policy matter area can be reached by May 15 of any school year, each group may present its position directly to the Board at the next regularly scheduled Board meeting. The date may be extended upon agreement of the committee.

Nothing herein shall preclude the Board from exercising its discretion in the adoption modification and amendment of policies after compliance with the terms of this policy.

**Open meetings**

All meetings shall be conducted in open session unless the committee agrees to the contrary. This section shall not preclude any representative from discussing any subject with any person at any time.

**Consultation meeting time and place**

Meetings shall be conducted at times and places agreeable to the committee. All committee members shall meet in good faith and in a timely fashion.

**Consultation deadline**

Every effort shall be made to conclude the consultation meetings by May 15 of each year. The date may be extended upon agreement of the committee.

**Duration of policies**

All policies within the scope of this policy shall remain in full force and effect through the entirety of the succeeding school year in the same form and content without modification amendment of any sort, except in an emergency situation.

Adopted: July 26, 1994  
Revised: April 27, 2004  
October 26, 2004