

General School Administration**Superintendent and Negotiating Agent's Roles in Negotiations**

The Board of Education is ultimately responsible for negotiations with employee bargaining units. The Superintendent will be the Chief Negotiator for the Board; however, with Board approval, he/she has the authority to delegate this responsibility to another District administrator. As an alternative, the Superintendent may recommend that a professional negotiator be appointed for a fee or salary as determined by the Board.

The Superintendent or his or her designee will:

1. Advise the Board on negotiation trends--nationally, at the state level and locally.
2. Formulate positions on pertinent issues in order to make recommendations to the Board.
3. Coordinate contract administration throughout the life of negotiated contracts with employee organizations.
4. Maintain ongoing dialogue with representatives of the bargaining units.

The professional negotiator or member of the administrative staff will:

1. Negotiate in good faith to reach satisfactory agreements on the wages, hours, and working conditions of employees represented by bargaining units.
2. After consultation with the Superintendent, select members of the administrative staff to serve on the negotiations team.
3. Coordinate the accumulation of data needed for negotiations.
4. Confer with the Superintendent and the Board to set parameters for an agreement.
5. Make recommendations to the Board and Superintendent regarding what constitutes an acceptable agreement.
6. Maintain complete and accurate records of all negotiation sessions.

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