

**CERTIFICATED PERSONNEL
CLASSIFIED PERSONNEL**Public Notice - Personnel Negotiations

The Superintendent shall ensure that the public is kept informed of the issues under negotiation. The public shall be given an opportunity to express its views and to know the Superintendent's position on the issues.

1. Initiation of Meeting and Negotiating

- A. Meeting and negotiating between the Superintendent and the exclusive representative shall not take place until the provisions of this policy relating to the presentation of initial proposals, public hearings, and filing with the Board of Education of its initial proposal have been completed.
- B. After the initial proposal has been presented at a public meeting of the Board of Education, it shall be a public record.
- C. Copies of the initial proposal of an exclusive representative shall be made available for public review at all locations where notices to the public are customarily posted and, when appropriate, distributed to the media and other interested persons.

2. Public Hearing

- A. The Board of Education shall convene a public hearing on the initial proposal of an exclusive representative after the public has been given a reasonable time within which to become informed of the contents of the proposal. The public hearing may be scheduled to be held at a regular meeting or at a special meeting.
- B. The public shall have an opportunity to express itself regarding the proposal.

3. Presentation of the Initial Proposal of the Superintendent of Schools

- A. The presentation of the initial proposal of the Superintendent shall be processed in a similar manner as the exclusive representative's initial proposal in accordance with Sections 1 and 2 above.

4. Filing of Initial Proposal

- A. After the public has had the opportunity to express itself on the initial proposal, the Board of Education shall, at a public meeting, receive and file the Superintendent's initial proposal.

5. New Subjects of Meeting and Negotiating

- A. New subjects of meeting and negotiating arising after the presentation of initial proposals shall be made public within twenty-four (24) hours through the posting process.

- B. A hearing on any new subjects shall be conducted by the Board of Education following the same steps as described above for initial proposals.

Public Disclosure of Proposed Agreement

Before entering into a written agreement covering matters within the scope of representation, the Superintendent shall disclose, at a public meeting, the major provisions of the agreement, including, but not limited to, the costs that would be incurred by the Office of Education under the agreement for the current and subsequent fiscal years.

The Superintendent and Assistant Superintendent for Business shall certify, in writing, that any costs incurred by the Office of Education under the agreement can be met by the Office of Education during the term of the agreement and shall submit the certification to the Board of Education. The certification shall itemize any budget revision necessary to meet the costs of the agreement in each year of its term.

A copy of the proposed agreement shall be made available to the public prior to the day of the Board meeting.

Legal reference

EDUCATION CODE

42130-42134 Financial reports and certifications

GOVERNMENT CODE

3540.2 Meeting and negotiating in public educational employment

3547 Proposals relating to representation; informing public

3547.5 Major provisions of agreement with exclusive representative

CODE OF REGULATIONS, TITLE 8

32075 PERB regional office defined