

**HAI**    **Negotiations Procedures**

**HAI**

The time, place, duration, notification, agenda and rules of order shall be as agreed by the board team and teachers' team.

**Distribution of Information**

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

**Research Assistance**

Upon request, the board shall furnish to the association any information which is public record. The board may agree to furnish other information in a form determined by the board.

**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 report to the staff such information as the board deems advisable.

**Reporting to the Media and Public**

The board reserves the right to release to the media and public information regarding negotiations.

Approved: 7/01

**HAI-R**    Negotiations Procedures

**HAI-R**

Minutes and Records

One member of the board's team shall be designated to keep reasonably detailed minutes and records of all negotiating sessions. Following each session, a person shall transcribe the minutes and notes and distribute the minutes to the board.

Reporting to the Staff and Board

The board shall, 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. The board shall, through the superintendent, report to the staff information as the board deems advisable.

Reporting to the Media and Public

Before any school board news release or statement on negotiations to the press and public is made, the 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 the determination, and if he is also unavailable, the superintendent shall make the determination. No other person is authorized to release to the public or press, on behalf of the board, any information in regard to negotiations.

Research Assistance

Information not currently available in the form requested by the association, at the discretion of the board, may be supplied if the association reimburses the board for any additional expenses. (See CN)

Approved: 7/01