

**Personnel**

**Public Notice - Personnel Negotiations**

Because the Governing Board has a responsibility to represent the public's interest in negotiations with employee organizations, the Board is committed to keeping the public informed about issues being negotiated, providing members of the public an opportunity to express their views, and disclosing the position of each Board member.

**Public Notice**

All initial contract proposals of the Board and an employee organization which relate to matters within the scope of representation shall be presented at a public meeting and shall thereafter be public records.

(Government Code [3547](#))

Meeting and negotiating between district and employee organization representatives shall not take place on these initial proposals until a reasonable time has elapsed after the submission of these proposals to enable the public to become informed and to express itself regarding the proposals at a public meeting.

(Government Code [3547](#))

After the public has had an opportunity to provide input, the Board shall adopt its initial proposal at a public meeting. (Government Code [3547](#))

New subjects of meeting and negotiating arising after the presentation of initial proposals shall be made public within 24 hours. If a vote is taken on any such subject by the Board, each member's vote also shall be made public within 24 hours. (Government Code [3547](#))

**Public Disclosure**

Before entering into a written agreement covering matters within the scope of representation, the Board 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 district under the agreement for the current and subsequent fiscal years.

(Government Code [3547.5](#))

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

The Superintendent or designee shall prepare a summary of the major provisions and changes in the proposed agreement.

**Certification of Agreement**

Before the Board approves any agreement, the Superintendent and chief business official shall certify in writing that any costs incurred by the district under the agreement can be met by the district during the term of the agreement. The certification shall itemize any budget revision necessary to meet the costs of the agreement in each year of its term. (Government Code [3547.5](#))

**Legal Reference:**

EDUCATION CODE

[42130-41234](#) 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

[32900](#) EERA and HEERA public notice: requirements for governing boards to adopt policy

[32910](#) Filing of EERA or HEERA complaint