

Discussion Procedures
Between the _____ [Exclusive Representative] and the _____ School Corporation
Revised 6-20-2019

[This document is intended as a template for parties to alter as appropriate in their circumstances.]

The [Exclusive Representative] and the School Corporation through its Superintendent agree to establish Discussion Teams to accomplish the purposes enumerated by statute on the last page of this document. *[Replace the term "Discussion Leader(s)" with the appropriate terms in the corporation, such as Discussion Chair. In the emergency section the leaders may be the Superintendent and the President, as appropriate.]*

Discussion is a process separate from the collective bargaining of teacher salary, wages, and benefits.

Constitution of Teams: Each party above agrees to name a regular group of representatives to provide continuity from one Discussion session to another and to identify a Discussion Leader to make and receive notifications regarding Discussion scheduling, topics, or other pertinent matters.

However, either team may invite special representatives with expertise in the specific topic for a meeting, such as a Curriculum Specialist during a Discussion of textbooks. They may also agree to excuse selected members according to the topic such as Elementary teachers and principals not attending a meeting regarding secondary topics. In such cases, a Discussion Leader will notify the other Discussion Leader of the change at least 48 hours prior to a scheduled Discussion.

Schedule of Regular Discussion Meetings: The parties will hold regular Discussion meetings once a month from August through May on the second Wednesday at 3 pm in the Conference Room of the Administration Building, *[change frequency, time, and place as appropriate]* unless the Discussion Leaders agree to alter the time or place or cancel the Discussion at least one week prior to the regular meeting time or place.

The planned topics for these meetings shall be at follows:

[Select topics from the "Subjects of Discussion" in the statute, making them specific to the corporation.]

August	Topic A: Review of Discussion Procedures, B, C, etc.
September	Topic A, B, etc.
October	Topic A, B, etc.
November	Topic A, B, etc.
December	Topic A, B, etc.
January	Topic A, B, etc.
February	Topic A, B, etc.
March	Topic A, B, etc.
April	Topic A, B, etc.
May	Topic A, B, etc. and Revision of Discussion Procedures

A planned topic may be switched or continued to a different month or omitted by agreement of the Discussion Leaders.

Additional Topics: A topic may be added to the scheduled meeting by agreement of the Discussion Leaders. These changes will be made known to the Discussion Teams at least one week before the scheduled meeting. *[Alter notice time as appropriate.]*

Agenda: An agenda shall be constructed by the Discussion Leaders with topics specific enough to allow preparation and distributed to the Discussion Teams with the amount of notice agreed upon by the parties.

Summer Discussion Meetings: No regular Discussion shall be scheduled for June or July. The Discussion Leaders may agree to set a June or July meeting if need arises as long as a one week's notice is provided. Both parties acknowledge that not all members of the Discussion Teams may be available for these meetings. *[Alter to include summer meetings if that is the practice.]*

Special Discussion Meetings: At any time during the year, additional Discussion meetings may be scheduled with at least a week's notice to cover an unexpected Discussion topic or to complete a Discussion of a current topic.

Emergency Discussion Meetings: In the case where a need to Discuss occurs with little notice and is of an emergency nature, meaning that it cannot wait until the next regular or special meeting, Discussion may occur upon 24 hours' notice as long as at least the Discussion Leaders (or designated substitutes) attend the Discussion. In an extreme emergency, meaning that a meeting is not possible or 24 hours' notice is not possible, Discussion may be accomplished by a meeting or phone or other electronic communication between the Discussion Leaders (or designated substitutes) upon mutual agreement. This paragraph is not meant to curtail the ability of one party to allege that an emergency did not exist. It further is not meant to allow one party to forestall action by refusing or failing to be available under these terms.

Discussion Communications: The parties have the right to communicate separately with constituents regarding Discussions as they deem appropriate. However, it is recognized that joint communications may be beneficial from time to time to summarize the results of Discussions, report outcomes, seek input, or otherwise communicate broadly to corporation constituents, PTA's, other school organization or occasionally to outside parties such as community organization or local press with regard to Discussions. Signatures of the Discussion Leaders on these communications are suggested whenever appropriate.

Discussion Training: The Discussion Leaders shall periodically hold training sessions for Discussion for all Discussion Team members or for new Discussion Team Members and occasionally for others with an interest in the process.

IC 20-29-2-7 "Discuss"

Sec. 7. "Discuss" means the performance of the mutual obligation of the school corporation through its superintendent and the exclusive representative to meet at reasonable times to:

- (1) discuss;
- (2) provide meaningful input; or
- (3) exchange points of view;

with respect to items enumerated in [IC 20-29-6-7](#).

As added by P.L.1-2005, SEC.13.

IC 20-29-6-7 [Mandatory] Subjects of discussion

Sec. 7. A school employer **shall discuss** with the exclusive representative of certificated employees the following items:

- (1) Curriculum development and revision.
- (2) Selection of curricular materials.
- (3) Teaching methods.
- (4) Hiring, evaluation, promotion, demotion, transfer, assignment, and retention of certificated employees.
- (5) Student discipline.
- (6) Expulsion or supervision of students.
- (7) Pupil/teacher ratio.
- (8) Class size or budget appropriations.
- (9) Safety issues for students and employees in the workplace, except those items required to be kept confidential by state or federal law.
- (10) Hours.
- (11) Funding for a plan for a remediation program for any subset of students enrolled in kindergarten through grade 12.
- (12) The following nonbargainable items under [IC 20-43-10-3.5](#):
 - (A) Teacher appreciation grants.
 - (B) Individual teacher appreciation grant stipends to teachers.
 - (C) Additions to base salary based on teacher appreciation grant stipends.
- (13) The pre-evaluation planning session required under [IC 20-28-11.5-4](#).
- (14) The superintendent's report to the governing body concerning staff performance evaluations required under [IC 20-28-11.5-9](#).
- (15) A teacher performance model.

As added by P.L.1-2005, SEC.13. Amended by P.L.48-2011, SEC.18; P.L.286-2013, SEC.92; P.L.213-2015, SEC.189; P.L.106-2016, SEC.11; P.L.217-2017, SEC.103; HEA 1008, SEC.7.