**Negotiations Syllabus**

Instructor: Kidder County Superintendent Rick Diegel

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* Please feel free to contact the instructor by phone or email.

Class dates: January 31, 2024. 9:30 AM – 11:30 AM Central Time

Class location: Bismarck Career Academy, Collaboration Room 305

**REFERENCE MATERIALS**

All course reference material is included in the presentation and course toolbox.

**TEXTS AND SUPPLIES**

* Laptop with wireless access

**COURSE DESCRIPTION AND GOALS**

Guides business managers through the process of costing the current negotiated agreement and costing new proposals in alignment with district budget parameters and state law. The goal of the course is to provide business managers with strategies and methods for presenting costs of negotiations proposals to teachers and the school board in comprehensive, understandable, timely, and transparent formats. This course will also provide information on recognition, open meetings requirements related to negotiations, negotiations minutes, and the business manager’s role in impasse.

**Course Goals:**

* Understand the different stages of negotiations.
* Forecasting revenues for your district (local, state and federal)
  + Creating a preliminary revenue budget
* Negotiation items to discuss in executive session
* Demonstrate an understanding negotiation ground rules and procedures
* Understand the caucus process
* Creating negotiation costs spreadsheets and calculating total package costs
  + Reviewing other district’s negotiated agreements
* Understand how to update negotiated agreements
  + Teachers union approving and signing new agreement
  + Board approving and signing new agreement
* Understand impasse reasons, steps to follow, and impasse hearing
* Understand Fact Finding Commission recommendations
  + Negotiating recommendations
  + Issuing contracts unilaterally
* Understanding one-line salary schedules

**DESCRIPTION OF ASSIGNMENTS AND GRADING**

Your instructor will provide instructions regarding your final assessment. It must be completed by **April 1, 2024**.

Grades will be calculated on a 100**-**point scale and based on pre-class submission of October 2022, balance sheet (10 points), class participation (15 points), and 50 question final test (75 points). The grading scale is as follows:

* **85 - 100** = Mastery (M): Student has completed proficient work on all course objectives and advanced work on some objectives.
* **70 - 84** = Proficient (P): Student has completed proficient work on the majority of and/or most important objectives, although not on all objectives. Students must receive at least a proficient grade to pass a course.
* **00 – 69**= Developing (D): Student is missing a majority of and/or important objectives and is consequently at significant risk of failing the next related course or being unable to perform the skills covered in the course. Students who receive this designation will be required to retake the course.

**ACADEMIC INTEGRITY**

Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion (as defined in the NDSBMCP Student Handbook) and is prohibited. Academic dishonesty may be treated as an academic matter or as a disciplinary matter at the discretion of the instructor. The instructor may reflect the incident of dishonesty in the student's grade. If the student has a grievance related to this action, that grievance may be filed in accordance with the NDSBMCP grading grievance procedure. Alternatively, the instructor may refer the case as a disciplinary matter to the NDSBA Executive Director, who is authorized to take disciplinary action, which may include, but not be limited to, withholding course credit, suspending participation in the program, or permanently removing the individual from the program. Prior to making a disciplinary decision, the NDSBA Executive Director will meet with the student, provide a detailed list of charges against them, the corroborating evidence, and offer them an opportunity to respond.

**DISABILITY SERVICES**

Services will, to the extent feasible, be provided for students with temporary or permanent disabilities. Accommodation and services will be based on the individual student's disability-based need. Students with a disability need should contact [patty.verdouw@ndsba.org](mailto:patty.verdouw@ndsba.org) one week prior to the class meeting date to request accommodations.

**ATTENDANCE**

Attendance and participation in class activities are considered integral parts of certification. Since this course meets for only a few hours, attendance in classes is expected of all students. Attendance and, if applicable, participation will significantly impact grading.

**LATE ASSIGNMENTS**

Late assignments will only be accepted under extreme circumstances as determined by the instructor on a case-by-case basis. All assignments must be completed and graded by the grade reporting deadline.

**CLASS CANCELLATION**

If a course is cancelled, NDSBA will attempt to notify students via email three days prior to the scheduled class date. In the event of a cancellation, instructors may post video lectures online for students to access or may reschedule the class meeting date. NDSBA will inform students of the make-up arrangements for a cancelled class.