

**PROFESSIONAL STUDIES GROUND RULES**

**I. Introduction and Philosophy**

- A. It is the mutual objective of the Board of Education of the Pattonville School District and the professional staff to provide the best education possible for the students of the public schools of the district.
- B. A shared responsibility exists between the Board of Education and the professional staff to work toward understanding and cooperation in the Professional Studies Committee.
- C. Communication is to guarantee a full and open exchange of views to ensure efficient, uninterrupted, and strife-free operation of the public schools of the district.

**II. Professional Association Recognition**

- A. All certificated associations shall submit a notarized membership list to the Assistant Superintendent for Human Resources, or designee, by 4:00 p.m., on the first school day in October.
- B. At the first regularly scheduled meeting of the Board of Education in October, the Superintendent of Schools shall certify to the Board of Education the certificated organization with the largest membership. This certificated organization shall be the representative body of certificated employees for the next twelve months.

**III. Membership of Professional Studies Committee**

- A. Board of Education/Administrative Team (9 total)
  - 1. Two members from the Board of Education (appointed by the president) and one alternate
  - 2. Two district-wide administrators and one alternate
  - 3. One elementary, one middle school, and one high school principal
  - 4. Consultant(s) as needed--not to exceed two, except as mutually agreed upon by spokespersons
- B. Association Team (9 total)
  - 1. President
  - 2. Vice-president
  - 3. Five members selected at large and one alternate
  - 4. Consultant(s) as needed -- not to exceed two as mutually agreed upon by spokespersons

**IV. Day, Date, and Time/Length of Meetings**

- A. Meetings three and one-half hours in length, from 6:30 - 10:00 p.m. (time extended only by mutual agreement).
- B. Third Thursday of each calendar month, except for June, July, and August. Any meetings during this time shall be considered special meetings. Other monthly meetings may be cancelled through mutual agreement.
- C. Special meeting may be called at a time and date mutually established.

**V. Agendas**

- A. Agenda items shall be established by spokespersons at least two days in advance of the next meeting.

**VI. Minutes**

- A. To be prepared in brief form, listing agenda items, proposals, and disposition. The minutes are to be agreed upon by the chief spokespersons of each team.
- B. Minutes shall be formally approved at the next regularly scheduled meeting of the Professional Studies Committee. Such minutes shall be the first item on the agenda.
- C. In the event the two chief spokespersons do not concur on the minutes, said portion of the minutes shall be taken to the next Professional Studies meeting for a decision prior to distribution.
- D. Distribution of the approved agendas and minutes of the meeting will be electronically mailed to a folder designated for Professional Studies. All certified staff and the Board of Education shall have access to the folder.

**VII. Agreements**

- A. Signature of Ratification

Recommendation of this committee shall be initiated by the spokesperson for the teacher organization and the spokesperson of the Board of Education/Administration. A form is utilized for listing and initialing such recommendation.

- B. Responsibility to Committee Agreements

Any recommendation that is agreed upon by this committee will be taken back to the Board of Education as a motion and a second. Agreements arrived at by the committee will be

brought to the Board of Education and the Association with the support of the committee members for the adoption of the agreement as initialed.

**VIII. Package Completion**

- A. Both teams shall work diligently toward completion of all the discussions, as work schedules permit, on the target date of the first regularly scheduled Board meeting in March of each school year.

**IX. Unresolved Items**

- A. Unresolved items still considered to be of importance shall further be discussed at the convenience of both teams following the target date of the first regularly scheduled board meeting in March of each school year.

**X. Press Releases**

- A. The teachers, Board of Education, and administrators have agreed to work for the promotion of a positive image for the Pattonville School District. Press releases would be handled by a joint communication.

**XI. Professional Studies Agreements**

- A. After reaching agreement, and after final approval by the Board and Association, the Adm/BOE spokesperson will electronically mail the Economic Agreement to the Professional Studies folder.

Adopted: June 8, 1982  
Revised: June 26, 1984  
Revised: March 14, 1989  
Revised: February 13, 2001  
Revised: September 25, 2007