Plummer-Worley School District No. 44

Negotiations

September 28, 2021

1. Opening Remarks and Review of Ground Rules
2. Exchange of Proposals
3. Areas of Tentative Agreement
4. Discussion
5. Next Steps

## Review of Ground Rules:

- Each team will designate one person to do the speaking.  Official minutes will be kept by the District Clerk  Documentation of all offers and/or requests must be provided.
- One person speaks at a time.  If the teams need to speak amongst themselves, a caucus will be called.
- Meeting times will be established, and will/start end on time.
- Observers must follow the guidelines.
- We will review each item and note when we have a tentative agreement on each.  When tentative agreement is reached on all items, said agreement will be reduced to writing and submitted to the board of trustees and association for ratification in open meetings.

# Guidelines for Being a Good Observer

Observers can benefit the negotiations process in many ways if they adhere to some basic guidelines. Negotiations are conducted in open session with the public being able to attend and observe. Below are some recommendations for those interested in observing open session negotiations.

Observers are encouraged to follow these recommendations:

1. A commitment to attend each session to see the process of the beginning to end.
2. All observers should be present at the beginning of each session to avoid disruption in the room.
3. Observers can help control rumors by explaining to others that the negotiations process allows for the exploration of different ideas, and nothing is set in stone until both parties ratify and agreement.
4. Observers are welcome to listen, but they are not allowed to comment or have a discussion amongst themselves.
5. It is very important that the bargaining teams have a level of comfort that allows them to think outside the box and explore ideas that may seem radical or unlikely to craft the best agreement.
6. All ground rules will be adhered to by everyone in the room.
7. Minutes of the session are taken by an agreed upon recorder.
8. Each side may go into private caucus but must return to the table for open session.