

GROUND RULES FOR NEGOTIATIONS

between the

PEMBROKE TEACHERS ASSOCIATION and the PEMBROKE SCHOOL COMMITTEE

In entering into negotiations for successor collective bargaining agreements between the Pembroke Teachers Association (PTA) and the Pembroke School Committee (PSC), the parties mutually agree to abide by the following ground rules:

- 1) The parties agree to enter contract negotiations in good faith, as defined and detailed in Chapter 150E of the Massachusetts General Laws.
- 2) PTA and the PSC shall each be represented by a core bargaining team, the size and composition of which shall be determined by each party for their own side. The parties shall designate their chief negotiators at their first meeting.
- 3) All negotiation sessions shall be closed to the general public. The Parties agree that PTA and Pembroke Teachers Association members and PTA members or administrators in the Pembroke Public Schools that are not part of the core bargaining teams shall have the right to attend as silent representatives.
- 4) No recording or transcription of the negotiations shall be made.
- 5) The parties may bring resource persons who are not members of the groups described in items 2 & 3 above to the table to elucidate issues related to bargaining topics. A 24-hour courtesy notice of the identity of resource persons shall be provided by the party bringing resource persons to the table.
- 6) Each core bargaining team shall have full authority to make proposals and counter proposals and otherwise negotiate and make decisions subject to ratification.
- 7) All core bargaining team members shall have full speaking and participation rights during bargaining.
- 8) Only offers, statements of position, and agreements to accept proposals presented in writing shall be considered as formal offers or positions from either side.
- 9) All written proposals and tentative agreements shall be shared by PTA and the PSC representatives in a shared via email within 24 hours of the end of each bargaining session.
- 10) Caucuses may be called by either side at any time for a duration agreeable to the parties. If a caucus needs to extend beyond the agreed time limit, the other team shall be advised and given the choice of either adjourning or remaining for an additional time period.
- 11) Each party shall have access to a space for caucus meetings where there is WiFi access and the discussions in caucus meetings cannot be overheard.
- 12) Negotiations meetings shall last for a minimum of two (2) hours in duration unless the parties mutually agree otherwise.

- 13) At the conclusion of each meeting, the time and date for at least the next three (3) meetings shall be agreed to by the parties.
- 14) Cancellation of negotiations meetings shall be reserved only for unforeseen circumstances and a conscientious effort shall be made by the canceling party's chief negotiators to notify the other party's chief negotiators of the cancellation in a timely manner.
- 15) Each party shall be responsible for keeping its own notes.
- 16) All those in attendance at negotiation sessions shall silence cell phones, tablets, and other personal electronics. If possible, all those in attendance shall limit use of the above to pressing matters, e.g., communication with immediate family members, dealing with emergencies, etc.
- 17) These ground rules may be modified or amended at any time by mutual agreement of the parties.
- 18) The ground rules listed above constitute all the ground rules agreed to by the parties and they supersede any other prior agreements the parties may have made regarding ground rules.

Agreed and Signed this _____ day of _____, 202_,

President of PTA

PSC Bargaining Team Chairperson