

**GROUND RULES**  
**BETWEEN THE PEMBROKE SCHOOL COMMITTEE**  
**AND**  
**THE PEMBROKE TEACHERS ASSOCIATION**

**March 06, 2025 - PTA Counter-Proposal**

In entering into negotiations for successor collective bargaining agreements between the Pembroke Teachers Association (PTA) and the Pembroke School Committee (PSC), the parties 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 Law.
2. All negotiation sessions shall be closed to the general public.
3. The Parties agree that the 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. 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.
5. No recording or transcription of the negotiations shall be made.
6. Each member of the respective bargaining teams will assume positive intent when others are speaking.
7. The parties may bring resource persons who are not members of the groups described in items 2 and 3 above to the table to elucidate issues related to bargaining topics. A 24-hour courtesy notice of the identity of resource person(s) shall be provided by the party bringing resource person(s) to the table.
8. All tentative agreements are subject to reaching agreement on the entire package.
9. All written proposals shall be shared by PTA and PSC representatives via email within one (1) business day of the end of each bargaining session.
10. When the final agreement is reached, the package shall be committed to writing.
11. The parties agree that each bargaining team shall recommend the package to their respective constituents for ratification.
12. Meetings shall begin promptly as scheduled and shall be scheduled for two (2) hours unless the parties mutually agree otherwise.
13. Only offers, statements of position, and agreements to accept proposals presented in writing shall be considered as formal offers or positions from either side.
14. Each core bargaining team shall have full authority to make proposals and counter proposals and otherwise negotiate and make decisions subject to ratification.
15. All core bargaining team members shall have full speaking and participation rights during bargaining.

16. Meetings shall be scheduled at least three (3) in advance with the agenda for the next meeting set before the conclusion of each meeting.
17. Caucuses may be called by either side at any time parties will attempt to limit caucuses to no more than thirty minutes. 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 period of time.
18. Each party shall have access to a space for caucus meetings where there is WiFi accessible, adequate HVAC comfort for the team, and the discussions in caucus meetings cannot be overheard.
19. Cancellation of negotiations meetings shall be reserved only for unforeseen circumstances and a conscientious effort shall be made by the cancelling party's chief negotiators to notify the other party's chief negotiators of the cancellation in a timely manner.
20. Each party shall be responsible for keeping its own notes.
21. 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. communications with immediate family members, dealing with emergencies, etc.
22. These ground rules may be modified or amended at any time by mutual agreement of the parties.

The ground rules listed above constitute all the ground rules agreed to by the parties and they supersede any other prior agreements that parties may have made regarding ground rules.

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For the Committee

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For the Association

Date: \_\_\_\_\_