

GAPS Ground Rules Proposal #5, 3/5/2026, 4:15 pm

Greater Albany Public Schools (GAPS) and the Greater Albany Association of Classified Employees (GA-ACE) commit to a collegial approach to successor contract negotiations. This commitment reflects the parties' mutual desire to maintain a productive, respectful relationship and open communication. The following mutual agreements are intended to facilitate collaboration and guide the parties' discussions and decisions and, once agreed to, may be modified only by mutual agreement of the parties.

Ground Rules for Collective Bargaining

1. Team Representation

Each party will designate a spokesperson for negotiations and provide a roster of negotiation team members following the first bargaining meeting. The addition of participants (not spectators) is addressed below.

2. Scheduling, Attendance, and Meetings

Bargaining sessions will be calendared in advance to facilitate full attendance. Meetings will not exceed 4 hours unless mutually agreed upon and will be scheduled outside of ground rules. The parties will make reasonable efforts to identify key team member absences in advance and schedule sessions accordingly. Once scheduled, changes to dates or times may be made only with the consent of both teams.

Each negotiating team will host every other bargaining session and the hosting party will provide dinner, snacks and beverages.

Bargaining sessions will begin and end on time according to the agreed-upon schedule. Meetings will not restart if participants arrive late. Bargaining teams are responsible for briefing absent members outside of joint bargaining time rather than using joint bargaining time to do so. Each bargaining session will be either 4 pm - 8 pm (at Uniserv) or 3 pm to 7 pm (at District Office) by mutual agreement, unless otherwise agreed upon.

3/5/26 @ GAPS, 3 - 7

4/2/26 @ Uniserv, 4-8

4/16/26 @ GAPS, 3-7

4/29/26 @ Uniserv, 4:30 - 7:30

5/11/26 @ GAPS, 3 - 7

5/28/29 @ Uniserv , 4-8

6/18/29 @ GAPS. 3-7

- The Association and/or*
3/5/20
as 3/5/20
- ~~All bargaining sessions will be live-streamed by the District.~~
 - The District will make a video recording of each bargaining session and provide public access via a link 24 hours after each session. to GA-ACE.
 - Each team may maintain its own minutes.
 - ~~Audio and video files will be saved.~~
 - Neither party can use recordings or excerpts for promotional or other PR purposes.
 - Parties will ensure no recordings of the other party will take place during caucus.
 - A virtual option will be made available by either team to their individual team member if mutually agreed upon in advance of the meeting.

Each meeting will generally follow this structure:

- Brief review of the prior meeting
- Agenda and scope setting for the meeting
- Substantive discussion and exchange of proposals, as applicable
- Summary of the meeting
- Planning the agenda for the next session

3. Caucus Procedures

Either party may call a caucus. Caucus breaks will be called by the spokespersons; individuals may take personal breaks as needed. ~~Teams should avoid calling for a caucus within the first hour of the meeting.~~ Both parties will endeavor to try to keep caucus breaks under forty five (45) minutes. Both parties agree to be respectful of the other party's time and will communicate as soon as possible if they anticipate an extended caucus. Either party may propose ending the meeting.

4. Communication Norms

Individual team members who are asked to comment may discuss the issue in caucus before responding. Raising one's hand to signal a desire to speak is encouraged. Active listening — be attentive. Don't form responses prematurely. Strive for appropriate brevity.

One person speaking at a time and one conversation at a time. No interruptions while someone is speaking. No disruptive side conversations at the table.

~~Cell phone use is discouraged during bargaining sessions.~~ If needed, Electronic devices will be on silent mode. If you need to answer a cell phone, do so outside of the room.

5. Proposals

All proposals will be submitted in writing on designated colored paper (GAPS - yellow, GA-ACE - gray) and will include the name of the proposing party, the date and approximate time of the proposal, and the article number and subject(s) of the proposal.

The proposing team will provide copies of proposals to all members of each team, with each article copied and collated separately. The proposing party will provide electronic versions in Microsoft Word, article by article, with deletions shown by boldface strikethrough and additions boldface and underlined, as soon as possible and no later than forty-eight (48) hours following the conclusion of each session. Alternatively, proposals can use red font instead of boldface, but will still utilize underline for additions and strikethrough for deletions of current CBA language. ~~All proposals must be exchanged by the first meeting in no later than April 16, 2026.~~

6. Bargaining Clock / Commencement of Bargaining

- The parties agree that the required one-hundred-fifty 150 days of bargaining began on January 22, 2026, where GA-ACE exchanged Article 32 (Grievance Procedure).

7. Tentative Agreements and Ratification

It is only a Tentative Agreement if signed, dated and time-stamped by both parties. The parties will sign individual Tentative Agreements as agreement is reached on entire articles, MOUs, or appendices. Tentative Agreements may not be implemented prior to ratification unless mutual agreement occurs regarding early implementation.

Individual Tentative Agreements are subject to ratification of the full complete agreement by GAPS and GA-ACE. Mutual agreement is required to reopen or revisit a Tentative Agreement. Upon reaching a full tentative agreement, both parties are required to advocate in favor of ratification. Upon ratification, both parties shall execute a signature page and will endeavor to produce a final printed copy of the complete agreement within sixty (60) days. GAPS will prepare the draft document for GA-ACE's review prior to final printing.

8. Public Access, Visitors and Use of Content Experts

Bargaining sessions will be open publicly in accordance with Oregon law. Each host will provide a designated area for visitors separate from the bargaining teams. Observers may not contribute to the discussion unless invited as a content expert. Five (5) days' notice will be provided of the appearance of a content expert and the topic to be addressed. Visitors and experts will adhere to the ground rules for bargaining team members. Observers may come and go from the bargaining room as needed.

9. Work Sessions & Sidebars

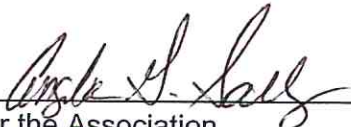
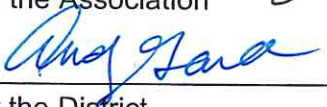
- Work sessions may be convened by mutual agreement of both parties on complex topics.

- Work sessions will consist of members of the GAPS and GA-ACE bargaining teams and will report back to the full teams at the next bargaining session.
- Sidebars may be conducted by mutual agreement as long as at least two (2) but not to exceed four (4) members from each team are present. ~~(Susie please ask Brian about this)~~

10. Reservation of Rights

These ground rules do not impair or override either party's rights under the Public Employee Collective Bargaining Act (PECBA).

Signatures

	
For the Association	For the District
Date	Date
<u>3/5/26</u>	<u>2/5/26</u>