

BEA/School Board 2020 Negotiations Ground Rules

1. **CHAIRPERSON:** Since we are working together in this negotiation process, neither team will chair the meeting. Both teams will work collaboratively to bring the process to a successful conclusion.

2. **REPRESENTATION:** Teams are to consist of no more than three official and two ex-official members.

3. **MEETING FORMAT:** Meetings will be held either via Zoom or in-person as circumstances dictate. Individuals interested in joining a Zoom meeting will need to arrange for a meeting link.

4. **FINANCIAL ADVICE:** The District Manager and District Superintendent may be available during the time of the meetings and as needed during the negotiations process as a resource for both parties. When a question for clarification arises, the above entities will be asked by a member of the TEAM needing clarification to come into the negotiations session to provide the pertinent information.

5. **MEETING DATES, TIME, AND DURATION:**
 - Meetings will be scheduled at a reasonable time upon request of either party.
 - In the event that the majority of each team is not able to attend a regularly scheduled meeting, the meeting shall be rescheduled at a time agreeable to both parties.

- Subsequent meetings will be scheduled before adjourning the meeting session.
- Meetings will be limited to a maximum of one hour for a Zoom meeting and one and one-half hour for an in-person meeting.

6. MINUTES:

- Meeting minutes will be kept by both parties and exchanged for review and acceptance at the beginning of each negotiation session.
- Negotiation sessions will be recorded and available to both parties in the District's Business Manager's office.

7. CAUCUS: Each individual team shall have the right to caucus, in private, upon the request of either party.

8. MEETING AGENDAS: Before adjourning each meeting, an agenda must be prepared for the next meeting.

9. NEGOTIATION ITEMS: A list of all negotiable items shall be exchanged at the second negotiations meeting. The list will include the item being brought to the table as well as a short explanation.

10. NEGOTIATION PACKAGES: Both parties shall be prepared to exchange packages in writing.

11. EXPEDITION OF NEGOTIATIONS:

- BEA encourages everyone at the negotiating table to speak their opinion.
- For communications to remain open, a language that negates that process will not be allowed by either party.
- Negotiating parties will distribute handouts in correlation with the agenda for each meeting.
- Negotiating parties will negotiate in “GOOD FAITH” to expedite a timely negotiations process.

12. RATIFICATION: If all articles have been agreed to, a draft copy of the finalized language will be submitted to the Board and Bottineau Education Association organization for approval. Upon approval of the draft copies finalized language, by negotiators, both parties shall have up to ten (10) business days to ratify the agreement.

Jeff Patten - 5/14/20
[Signature] 5-14-20