

.Bandon School District / Bandon Education Association
Meeting Norms

The following shall set forth the agreement reached between the Bandon School District (District) and the Bandon Education Association (Association) related to the norms governing the negotiations for the successor Collective Bargaining Agreement

1. Meeting Schedule and Timing:

- o Proposals will be exchanged, and the 150-day bargaining process begins on January 27, 2025 at 4:00 PM.
- o Meetings will typically be scheduled with no more than 15 calendar days between sessions after January 27, 2025.
- o Initial proposal presentations will be limited to 60 minutes, including time for questions and clarifications.
- o Meeting durations are generally limited to 120 minutes unless agreed upon by both parties.
- o Meetings will include a designated break for every 90 minutes of discussion to ensure participants remain focused and productive.

2. Caucuses:

- o Caucuses are expected to last approximately 20 minutes.
- o Additional caucus time requires communication via a liaison.
- o If additional time is needed, the meeting may recess until the next session.

3. Documentation:

- o Documentation will be stored in a shared Google Drive accessible to both parties.
- o Each bargaining team is responsible for maintaining its own notes.
- o Any written proposals, counter proposals, or agreements discussed during the session will be uploaded to the shared Google Drive within 48 hours after the meeting.
- o Both parties will designate a team member responsible for maintaining the shared folder to avoid errors or duplication.

4. Team Composition and Participation:

- o Each team is limited to 10 consistent members, with substitutions allowed for unforeseen circumstances.
- o Each team will designate a lead spokesperson and collaboratively determine the appropriate timing for open discussions with other team members.
- o Resource persons may attend with prior notice to each team.
- o Non-negotiation team members may attend as audience members
- o Teams will aim for diversity in representation, including perspectives from various departments or roles to ensure equitable consideration of all bargaining issues.

5. Public and Virtual Access:

- o Joint sessions will be open to the public and recorded by the BEA team.
- o Recordings will be uploaded to Google Drive for just union members.

6. Mutual Respect:

- o Each team will strive to understand the other's proposal and underlying interests.
- o Members must treat one another with respect and civility.
- o No interruptions, speaking over others, or side conversations are allowed.
- o Cell phones are set to silent mode.

7. Agenda and Scheduling:

- o Agendas and action items will be assigned at the end of each session.
- o At least two future meetings will be scheduled in advance.
- o Meetings cannot be canceled unilaterally without prior notice.
- o Agendas will be finalized and shared by both parties at least 48 hours before the session.

8. Stakeholder Communication:

- o Each party is responsible for communicating with stakeholders independently.

9. Amendments:

- o Ground rules may be added to or amended by mutual agreement.
- o Any amendments to these ground rules must be documented in writing and signed by both parties to ensure clarity.

10. Negotiation Timeline:

- o The mutual goal is to conclude negotiations before the end of the 2025-2026 school year.
- ~~o If a ratified contract is not in place prior to June 30, 2025, the current CBA will remain in place with no retro pay activated.~~

11. Final Drafts:

- o The District will provide a final draft with edit history and a clean copy of the agreement for Association review before ratification.
- o The district will include a cover letter summarizing changes made in the final agreement for clarity.

For the District Date:

For the Association Date: