1. **Scheduling of Negotiations Sessions**

   Negotiations shall take place at mutually agreed upon dates, times, and places. The party hosting the session is responsible for providing private facilities for meeting and caucuses.

   Parties will respect everyone’s time and use best efforts to be punctual and keep everyone informed as to necessary scheduling adjustments.

   Release notice for SDEA bargaining team members will be provided by Labor Relations to department management. Whenever possible, SDEA will notify Labor Relations at least 2 working days in advance of any additional releases needed for any alternates or non-team members or for any release time necessary to prepare for bargaining, and Labor Relations will arrange release.

2. **Point of Contact**

   Each party shall designate a point of contact for all communications between sessions regarding the mechanics of negotiations, information exchange, and proposal exchange. For all purposes the point of contact for the District shall be Jessica Falk Michelli, and for SDEA the point of contact shall be Abdul Sayid.

   Spokespersons shall make a good faith effort to maintain the flow of negotiations and to avoid cancellation of scheduled sessions.

3. **Proposals**

   To ensure all parties can participate fully and effectively, all proposals and counterproposals shall be made in writing in a format that clearly identifies the section of the Collective Bargaining Agreement that is addressed; the date; and the language proposed to be added, modified, or deleted. The proposing party shall provide sufficient copies for distribution to the members of the respective negotiating teams.

4. **Requests for Information**

   Requests for information that are necessary and relevant to the negotiations process shall be submitted in writing to the other party. Upon request, the requesting party will, whenever possible, clarify the information needed, the time frame for responding to the request, and alternative formats for the information. If necessary, both parties will engage in a good faith discussion regarding the mechanics of providing requested information.
5. **Tentative Agreements**

When the parties reach agreement on any particular proposal(s) or item, the agreement shall be reduced in writing, dated, and signed by the relevant District and SDEA representatives as a tentative agreement. A tentative agreement on any one item is subject to agreement on the entire package, and the entire package is subject to each party’s ratification process. Agreements are tentative until we have a final agreement.

6. **Clean-Up**

All additions, deletions, and modifications to the Collective Bargaining Agreement shall be discussed during the course of negotiations. Any necessary clean-up in articles that are open should be included in the Parties’ proposals and counterproposals. Substantive clean-up in articles not opened during the course of negotiations should be brought back to the full bargaining teams for review at the close of bargaining.

7. **Negotiations Sessions**

   A. **Caucuses**

      Each party will be free to caucus during a scheduled session. Both parties will attempt to minimize the need for caucuses through advance planning and providing requested information in advance of the meeting when possible. Parties should attempt to identify the length of a caucus and provide regular updates.

   B. **Cell Phones**

      All cell phones will be either turned off or in a mode that does not interrupt the parties’ discussions.

   C. **Setting Agenda for Negotiations**

      In order to allow for proper planning, the parties will establish a tentative agenda of topics to be covered at the next session.

   D. **Bargaining Notes**

      There shall be no audio or video recording of the negotiation sessions by electronic or other means without the mutual agreement of the parties. Each party will be responsible for compiling their own individual notes and records. The parties agree that each side’s bargaining notes are confidential.

   E. **Consultants**
Each party has the right to invite representatives who may act in the capacity of experts, specialist, or persons who may provide relevant information useful to the negotiations on specific issues.

FOR THE DISTRICT:

Jessica Falk Michelli  
Executive Director, Labor Relations  

Acacia Thede  
Chief Human Resources Officer

FOR SDEA:

Abdul Sayid  
Executive Director

Lindsay Burningham  
Bargaining Chair